



Community Empowerment Budget Policies and Procedures

Budget forms are sent to the Community Empowerment Area (CEA) board no later than June 1.

CEA budget forms are due to the Office of Empowerment by July 15. If the CEA does not send in a budget by July 15th, the 10 day process articulated below will not be in affect and the budget will be reviewed after all other budgets are approved.

The Office of Empowerment will do a technical review prior to the budget being sent to the team for their review. The technical review will happen in the first or second day upon receiving the budget from the CEA. The technical review will consist of general addition and verification that the beginning amount in each funding category is correct. Reviewer comments will be added to the team's internal tracking spreadsheet.

The State Empowerment TA team will review the CEA budget within 10 business days of submission. If a resubmission is needed the CEA has 10 business days from the date of contact to complete necessary changes. Resubmission will be reviewed by the State TA team within 10 business days of receipt of the revised budget. If after the second submittal the budget is again not approved, technical assistance will be provided to the coordinator, board member and fiscal agent. Two technical assistance members will provide the TA.