

**Application Cover Sheet  
General Improvement Fund Grant Application  
Central Arkansas Planning and Development District**

(Office Use Only) Project Number CA1518-4-105
---

Type of Applicant:  City  County  Non-Profit (Attach Documentation of Status)  
 Other (Specify) \_\_\_\_\_

Name of Applicant: Ecclesia Inc., dba Ecclesia College  
 (This may be a county, municipality or non-profit organization)

Contact Person: Oren Paris III  
 (This person must be available to answer questions regarding this grant)

Address	City	County	State	Zip
9653 Nations Drive	Springdale	Benton	AR	72762

Area Code	Telephone	Fax	Email
479	790-7333	(479) 248-1455	oparis3@ecollege.edu

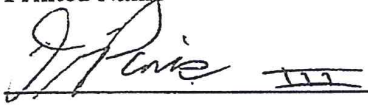
Area Impacted by Project: (City, County, Regional)  
 Northwest Arkansas

State Representative District Number: \_\_\_\_\_ District 67

State Senate District Number: \_\_\_\_\_

**Project Description:**  
 to be used for scholarship match of federal work learning funds

Grant Amount Requested	\$25,000.00
Local	\$
Other	\$
<b>Total Project Cost</b>	<b>\$25,000.00</b>

Oren Paris III _____ Printed Name	President, Ecclesia College _____ Title
 _____ Signature of Applicant's Authorized Representative	1-6-15 _____ Date

The signature indicates that I have been authorized to submit an application requesting funding for the proposed project and to the best of my knowledge and belief, all data contained in this application is true and correct. If the application is approved for funding, I am authorized to sign any applicable documents on behalf of the applicant.

## PROJECT NARRATIVE

*(Please do not exceed space provided.)*

1. Briefly describe the need and the nature of the proposed project. State if other funding has been committed by the State of Arkansas or other funding sources.

Ecclesia College is requesting \$25,000.00 to fund our work college scholarship matching fund. As one of only seven federally recognized Work Colleges and the only one in Arkansas, we are scheduled to receive a federal grant for the academic year beginning July 1, 2015 in the amount of \$277,986.00 which we are required to match with institutional funds dollar for dollar. All full-time traditional students participate in our work learning program and receive between \$9-12/hr for approximately 450 work hours per year.

2. Briefly describe how the proposed project will improve the local area or region.

This project will create opportunities for many more Arkansas students to participate in a work college environment while earning a valuable education and being engaged in local community service projects throughout Arkansas. The economic development of Arkansas is intrinsically linked with higher education graduation rates. This project, for which funding is requested, will have a dynamic and strategic impact on the economic climate of our area through an increased number of low-debt graduates which will provide local employers with a highly trained and employable workforce while simultaneously instilling in the students the desire to give back to their communities. This project will create opportunities for increased student enrollment and/or increased retention rates, and will add nearly two thousand hours of community service here in Arkansas throughout the next academic year.

3. How will proceeds of the grant award be used towards the completion of the proposed project, outlined on the Project Budget?

The proceeds of the grant award will be used to fund the required work college scholarship match for full-time students enrolling in Ecclesia College.



Internal Revenue Service

Department of the Treasury

District  
Director

1100 Commerce St., Dallas, Texas 75242

Ecclesia, Inc  
P.O. Box 7  
Elm Springs, AR. 72728

Person to Contact:  
EOMF Tax Examiner  
Telephone Number:  
(214) 767-1155  
Refer Reply to:  
RM:CSB:306:EO  
Date: Nov. 29, 1983

EIN: 71-0477536

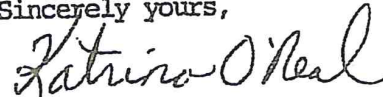
• Gentlemen:

Our Records show that Ecclesia, Inc.  
is exempt from Federal Income Tax under section  
501(c)(3) of the Internal Revenue Code. This exemption was granted  
March 1977 and remains in full force and effect.

We have classified your organization as one that is not a private  
foundation within the meaning of section 509(a) of the Internal Revenue  
Code because you are an organization described in section 170(b)(1)(A)(i)

If we may be of further assistance, please contact the person whose name  
and telephone number are shown above.

Sincerely yours,



Katrina O'Neal  
EOMF Tax Examiner

March 21, 2015

Rodney:

I regret my absence from this scheduled CAPDD Board Meeting but will be out of state March 26.

Please note that I wish a "no" vote be registered for the grant to Ecclesia, Inc., doing business as Ecclesia College. My feeling is that this private Christian College, begun by Mr. Oren Paris and, subsequently, presided over by his son Oren Paris, III, does not meet the qualifications required for funding. The school, which is attended by less than 160 students, has—in my opinion—questionable guidelines for entrance and inclusion. Thank you for allowing me to express my concern.

Would you, please, ask the responsible staff member to look into the Vine and Village grant request? I have no problem with the mission and the work done by this group but do question the price listed for the collapsible tables. Having helped with purchase of quality tables, for a church and office setting, my experience has been that approximately \$125 each would be more in line. Again, I support the grant but wonder about that one item and would feel comfortable with clarification.

Thank you—and the entire CAPDD staff for all you do!



Martha Feland  
Board Member  
Lonoke County

“(A) support the educational costs of qualified students through self-help payments or credits provided under the work-learning program of the institution within the limits of part F of this title;

“(B) promote the work-learning-service experience as a tool of postsecondary education, financial self-help and community service-learning opportunities;

“(C) carry out activities described in section 443 or 445; and

“(D) be used for the administration, development and assessment of comprehensive work-learning programs, including—

“(i) community-based work-learning alternatives that expand opportunities for community service and career-related work; and

“(ii) alternatives that develop sound citizenship, encourage student persistence, and make optimum use of assistance under this part in education and student development.

“(c) APPLICATION.—Each eligible institution may submit an application for funds authorized by subsection (f) to use funds under subsection (b)(1) at such time and in such manner as the Secretary, by regulation, may reasonably require.

“(d) MATCH REQUIRED.—Funds made available to work-colleges pursuant to this section shall be matched on a dollar-for-dollar basis from non-Federal sources.

“(e) DEFINITIONS.—For the purpose of this section—

“(1) the term ‘work-college’ means an eligible institution that—

“(A) has been a public or private nonprofit institution with a commitment to community service;

“(B) has operated a comprehensive work-learning program for at least 2 years;

“(C) requires all resident students who reside on campus to participate in a comprehensive work-learning program and the provision of services as an integral part of the institution’s educational program and as part of the institution’s educational philosophy; and

“(D) provides students participating in the comprehensive work-learning program with the opportunity to contribute to their education and to the welfare of the community as a whole; and

“(2) the term ‘comprehensive student work-learning program’ means a student work/service program that is an integral and stated part of the institution’s educational philosophy and program; requires participation of all resident students for enrollment, participation, and graduation; includes learning objectives, evaluation and a record of work performance as part of the student’s college record; provides programmatic leadership by college personnel at levels comparable to traditional academic programs; recognizes the educational role of work-learning supervisors; and includes consequences for non-performance or failure in the work-learning program similar to the consequences for failure in the regular academic program.

ecclesia

Mail

Move to Inbox

More

compose

RE: Ecclesia College

- Inbox
- Starred
- Important
- Sent Mail
- Drafts
- Circles
- [Gmail]Trash
- ADEM
- Archived/.gov inbox A...
- Archived/.gov Sent
- Inbox/ADEQ
- Inbox/AEDC
- Inbox/Amanda
- Inbox/ANRC
- Inbox/DRA
- Inbox/Follow up
- Inbox/Leigh
- Inbox/Priority
- Inbox/Pul Co
- Inbox/Rodney
- Inbox/Veronica
- Misc
- Notes
- More

**Leigh Pool** <leigh.pool@capdd.org>  
to Oren

Whew! Glad you found it; I was a little worried

**From:** Oren Paris [mailto:[oparis3@ecollege.edu](mailto:oparis3@ecollege.edu)]  
**Sent:** Wednesday, August 05, 2015 2:11 PM  
**To:** Leigh Pool  
**Subject:** Re: Ecclesia College

Leigh,

Thank you so much for your help in processing the GIF check for Ecclesia College. It was written on July 24th and I'd guess arrived by the 27th, but I j

Thank you again,

Oren

On Jul 15, 2015, at 2:06 PM, Leigh Pool <[leigh.pool@capdd.org](mailto:leigh.pool@capdd.org)> wrote:

I apologize, the request was attached to the signed grant agreement and put in another file. I have it now and will have it process right a

**From:** Oren Paris [mailto:[oparis3@ecollege.edu](mailto:oparis3@ecollege.edu)]  
**Sent:** Wednesday, July 15, 2015 1:20 PM  
**To:** Leigh Pool  
**Subject:** Ecclesia College

<image001.jpg>  
Leigh,

Hope all is well. I'm just checking to see the current status of the Ecclesia College proposal via Representative Stephen Meeks that was approv  
letter asking us to send an invoice for \$25,000 this spring which was sent right away from our Business Office. Can you confirm if that invoice v  
there is anything else we need to provide, or if not when we should anticipate the check?

Thanks so much,

Oren

Oren Paris III  
President  
Ecclesia College  
479.790.7333  
[oparis3@ecollege.edu](mailto:oparis3@ecollege.edu)  
[www.ecollege.edu](http://www.ecollege.edu)





# CENTRAL ARKANSAS

Planning & Development District, Inc.

Serving The  
Counties of:  
❖ FAULKNER  
❖ LONOKE  
❖ MONROE  
❖ PRAIRIE  
❖ PULASKI  
❖ SALINE

March 27, 2015

Oren Paris III, President  
Ecclesia Inc., dba Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762

Re: General Improvement Funds through CAPDD Act 1518 of 2013

Dear Mr. Paris:

Congratulations! The Central Arkansas Planning and Development District's Board of Directors has approved your grant application for General Improvement Funding in the amount of \$25,000.00 to be used for scholarship match of federal work learning funds. Leigh Ann Pool has been assigned as your CAPDD grant contact for the duration of this project. For grant management and communication purposes, your grant # is **CA1518-4-105**, please include this number on all correspondence. The Grant Agreement Document of which two are enclosed, will serve as the basis for the management of this grant. *Please sign both copies, keep one for your records and send the other signed copy back to your CAPDD grant contact.*

This grant award, as mandated, is an advancement/reimbursable or "as needed" funding basis. Please utilize the "Attachment B" Grant Payment Form to request funding as warranted by progress toward project completion. For an advancement, please attach invoices for the payments that need to be made; for a reimbursement, attach the same information plus proof of payment. In the case of an advancement of funds, unless otherwise arranged, CAPDD will make the payments directly to the vendors who have invoiced your organization and provide a copy to you for your records. The attached CAPDD General Improvement Fund Grant Project Closeout Letter must be dated, signed and returned to your assigned CAPDD grant contact *when your project is complete.*

Sincerely,

Rodney Larsen  
Executive Director

CC: State Representative Stephen Meeks

Attachments: CAPDD GIF Grant Agreement  
CAPDD GIF Grant Payment Form  
CAPDD GIF Grant Closeout Letter

902 N. Center Street • P.O. Box 300 • Lonoke, Arkansas 72086

Phone 501-676-2721 ☎ FAX 501-676-5020 ☎ TDD Only: 711

"Equal Opportunity Employer / Program"



Central Arkansas Planning & Development District, Inc.  
General Improvement Fund Grant Program  
Grant Agreement

Grantee: Ecclesia Inc., dba Ecclesia College

Grant #: CA1518-4-105

Grant Amount: \$ 25,000.00

Purpose: to be used for scholarship match of federal work learning funds

**GRANTOR**

Central Arkansas Planning and Development District,  
Inc.  
P.O. Box 300  
Lonoke, AR 72086  
Phone: 501-676-2721

**GRANTEE**

Ecclesia Inc., dba Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762  
Phone: 479-790-7333

**1. PURPOSE**

This Agreement is entered into by Central Arkansas Planning and Development District, Inc. (CAPDD), herein referred to as Grantor, and **Ecclesia Inc., dba Ecclesia College**, herein referred to as Grantee. The Grantor has received General Improvement Funds from the Arkansas General Assembly under Act 1518 of 2013 to be utilized to assist local, public, governmental jurisdictions and/or non-profit organizations to plan, develop, promote and/or implement economic and community development projects/activities designed to improve the economic, community and/or social well-being of the citizens of Arkansas. The Grantee agrees to implement and complete a General Improvement Fund Program project in accordance with the provisions of this Agreement.

**2. LEGAL AUTHORITY**

By signing this Agreement the Grantee certifies that it possesses legal authority to accept grant funds under the General Improvement Fund program. The act of signing will also certify that the Grantee will comply with all parts of this Agreement, and the Grantee accepts full legal responsibility for properly implementing the project described in the original grant application documents and agrees to expend funds on items requested and itemized in the original grant application form.

**3. FINANCIAL MANAGEMENT AND ACCOUNTING**

The Grantee will establish and/or maintain a financial management and accounting system, which conforms to generally accepted accounting principles and complies with requirements of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, and other applicable fiscal control laws of the State of this State and regulations promulgated by the Department of Finance and Administration shall be observed in connection with the utilization of said grant funds.

**4. RECORDKEEPING**

Grantee will maintain records of all project expenditures on file for a period of three years or until the Grantee's audit for the period in which grant funds were utilized have been conducted. The Grantor and duly authorized officials of the State will have full access and the right to examine any pertinent documents of the Grantee or persons or organizations with which the Grantee may contract, which involve transactions related to this Agreement.

**5. REPORTING**

The Grantee agrees to provide Grantor with a final close-out report within sixty (60) days of project completion on which grant funds have been utilized, (See Attachment "A" - Closeout Form).

**6. TERM**

Grantee shall complete the expenditure of funds and implementation of the project within twelve (12) months after the date of the grant award, as noted herein. If Grantee is unable to complete the project within the 12 month period, due to circumstances beyond their control, an extension may be granted. Grantees should request an extension in writing to the Grantor.

**7. INDEMNIFICATION**

The Grantee agrees to follow all local and state laws and regulations.

**8. METHOD OF PAYMENT**

The Grantor shall make payment of authorized grant funds upon proper execution of this Grant Agreement by the Grantee. In no event will the total amount of grant funds to the Grantee for allowable expenses incurred in relation to the project exceed the amount noted on Page 1 of this Agreement as the Grant Amount.

For grants awarded for \$20,000 or more, the Grantee will receive grant funds on a reimbursement or advancement basis as often as needed. State Procurement Laws must be followed. (See Attachment "B" – Grant Payment Form).

**9. MODIFICATIONS**

The Grant Agreement may be modified, at the discretion of the Grantor, only with prior written notification from the Grantee. The Grantee will be notified, in writing, of the decision of the Grantor.

Approved for the Grantor

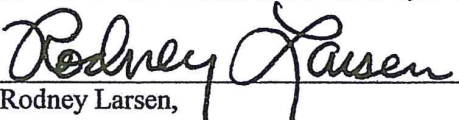
Approved for the Grantee

BY:

BY:

CENTRAL ARKANSAS PLANNING  
AND DEVELOPMENT DISTRICT, INC.

Ecclesia Inc., dba Ecclesia College

  
\_\_\_\_\_  
Rodney Larsen,  
Executive Director

\_\_\_\_\_  
Oren Paris III,  
President

3/27/2015  
Date

\_\_\_\_\_  
Date

**CAPDD General Improvement Fund Grant Payment Form**

Name of Grantee: Ecclesia Inc., dba Ecclesia College  
 Address of Grantee: 9653 Nations Drive  
 City, Zip: Springdale, AR 72762  
 Grant Number: CA1518-4-105  
 Date: \_\_\_\_\_

Approved Budget Category	Approved Budget	Total Expenses Previously Requested	Total Expenses This Period	Budget Balance Remaining
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$

Requested By: \_\_\_\_\_  
 Signature (Type Name and Title)

*If this is an advancement request, please include a copy of invoices for payment*

*If this is a reimbursement request, please include a copy of invoices and cancelled checks*

**CAPDD**  
**General Improvement Fund Grant**  
**Project Closeout**  
*(For awards over \$20,000)*

Grant # CA1518-4-105

I, Oren Paris III, hereby affirm that funds in the amount of \$25,000.00 awarded to Ecclesia Inc., dba Ecclesia College under the Central Arkansas Planning and Development District's (CAPDD) General Improvement Fund Grant to be used for scholarship match of federal work learning funds were spent strictly in accordance with the laws and regulations applicable for the approved project.

I understand that any monies not spent or not spent in accordance with the approved budget are to be repaid to CAPDD.

I also affirm that the approved project has been completed and all payments have been made in full. As such, I am officially requesting the formal closure of this grant.

\_\_\_\_\_  
Oren Paris III  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rodney Larsen  
Executive Director  
CAPDD

\_\_\_\_\_  
Date

**Central Arkansas Planning & Development District, Inc.**  
**General Improvement Fund Grant Program**  
**Grant Agreement**

Grantee: Ecclesia Inc., dba Ecclesia College

Grant #: CA1518-4-105

Grant Amount: \$ 25,000.00

Purpose: to be used for scholarship match of federal work learning funds

**GRANTOR**

**Central Arkansas Planning and Development District,  
Inc.  
P.O. Box 300  
Lonoke, AR 72086  
Phone: 501-676-2721**

**GRANTEE**

**Ecclesia Inc., dba Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762  
Phone: 479-790-7333**

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Approved for the Grantor

Approved for the Grantee

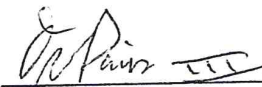
BY:

BY:

CENTRAL ARKANSAS PLANNING  
AND DEVELOPMENT DISTRICT, INC.

Ecclesia Inc., dba Ecclesia College

  
\_\_\_\_\_  
Rodney Larsen,  
Executive Director

  
\_\_\_\_\_  
Oren Paris III,  
President

3/27/2015  
Date

3/30/15  
Date

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
07/24/2015	CA1518-4-105		25,000.00	0.00	25,000.00

Check: 001966      07/24/2015    ECCLESIA INC., dba      Check Total:      25,000.00

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
07/24/2015	CA1518-4-105		25,000.00	0.00	25,000.00

Check: 001966      07/24/2015    ECCLESIA INC., dba      Check Total:      25,000.00

CENTRAL ARKANSAS PLANNING &  
DEVELOPMENT DISTRICT  
General Improvement Fund

P.O. Box 300  
Lonoke, AR 72086  
(501) 676-2721

First State Bank  
Lonoke, Arkansas 72086

81-200/829

No.      001966

Pay: \*TWENTY-FIVE THOUSAND AND XX / 100

To the  
order of    ECCLESIA INC., dba  
ECCLESIA COLLEGE

DATE      AMOUNT  
07/24/2015      \*\*\*\*\*25,000.00\*

*Wm A. Cooper*  
\_\_\_\_\_  
*Barney Green*  
\_\_\_\_\_

EC

⑈00 1966⑈ ⑆08 290 2003⑆ ⑈ 100 21 2300⑈

CAPDD General Improvement Fund Grant Payment Form


Name of Grantee: Ecclesia Inc., dba Ecclesia College  
 Address of Grantee: 9653 Nations Drive  
 City, Zip: Springdale, AR 72762  
 Grant Number: CA1518-4-105  
 Date: 3/30/15

Approved Budget Category	Approved Budget	Total Expenses Previously Requested	Total Expenses This Period	Budget Balance Remaining
Work Learning	\$ 25,000	\$ 0	\$ 25,000	\$ 0
Scholarship Match	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total	\$ 25,000	\$ 0	\$ 25,000	\$ 0

Requested By: Oren Paris III  
 Signature (Type Name and Title)

*If this is an advancement request, please include a copy of invoices for payment*

*If this is a reimbursement request, please include a copy of invoices and cancelled checks*

  
 Please make payable to Ecclesia College



Ecclesia College  
 9653 Nations Dr.  
 Springdale, AR 72762

# Invoice

Date	Invoice #
3/30/2015	13872

(479) 248-7236

<b>Bill To</b>
Central Arkansas Planning & Development Attn: Leigh Ann Pool PO Box: 300 Lonoke, AR 72086

				Terms
Item	Description	Qty	Rate	Amount
Work Learning C...	CA1518-4-105: Grant award for Work Learning Scholarship Match		25,000.00	25,000.00
	Sales Tax		9.50%	0.00
			<b>Total</b>	\$25,000.00

## Leigh Pool

---

**From:** Oren Paris  
**Sent:** Wednesday, July 15, 2015 1:20 PM  
**To:** Leigh Pool  
**Subject:** Ecclesia College



Leigh,

Hope all is well. I'm just checking to see the current status of the Ecclesia College proposal via Representative Stephen Meeks that was approved several months ago. We received a letter asking us to send an invoice for \$25,000 this spring which was sent right away from our Business Office. Can you confirm if that invoice was received? Could you let me know if there is anything else we need to provide, or if not when we should anticipate the check?

Thanks so much,

Oren

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President  
Ecclesia College  
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[oparis3@ecollege.edu](mailto:oparis3@ecollege.edu)  
[www.ecollege.edu](http://www.ecollege.edu)



# CENTRAL ARKANSAS Planning & Development District, Inc.

Serving The  
Counties of:  
❖ FAULKNER  
❖ LONOKE  
❖ MONROE  
❖ PRAIRIE  
❖ PULASKI  
❖ SALINE

July 24, 2015

Mr. Oren Paris, III  
Ecclesia Inc., dba Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762

Re: Acknowledgement of receipt of disbursement check from General Improvement Funds  
through CAPDD Act 1518 of 2013

Dear Mr. Parist:

The Central Arkansas Planning and Development District's Board of Directors approved General Improvement Funding to be used for scholarship match of federal work learning funds. The enclosed General Improvement Fund grant check totaling **\$25,000** provided for implementation of the project # **CA1518-4-105** as prescribed in the grant application.

*Please sign the bottom of this letter acknowledging your receipt of this check and return to CAPDD promptly. If you would like a copy for your records please make a copy and send the original back to CAPDD grant contact.*

Please send all the receipts/cancelled checks generated from the expenditures of these grant funds.

Sincerely,

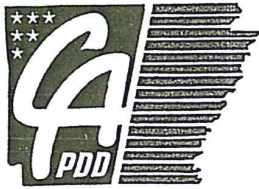
Rodney Larsen  
Executive Director

I have received the General Improvement Funds disbursement check through CAPDD Act 1518 of 2013.

Signature

8-5-15  
Date

902 N. Center Street • P.O. Box 300 • Lonoke, Arkansas 72086  
Phone 501-676-2721 ☎ FAX 501-676-5020 ☎ TDD Only: 711  
"Equal Opportunity Employer / Program"



# CENTRAL ARKANSAS

## Planning & Development District, Inc.

Serving The  
Counties of:  
❖ FAULKNER  
❖ LONOKE  
❖ MONROE  
❖ PRAIRIE  
❖ PULASKI  
❖ SALINE

May 9, 2016

Oren Paris III, President  
Ecclesia Inc., dba Ecclesia College  
9653 Nations Drive  
Springdale, AR 72762

RE: General Improvement Funds Grant Close-Out Documentation Request

Dear Mr. Paris,

On , you accepted a grant award on behalf of Ecclesia Inc., dba Ecclesia College, **Project# CA1518-4-105** in the amount of \$25,000.00 from Central Arkansas Planning and Development District (CAPDD), through General Improvement Funds (GIF) as prescribed in Act 1518 of 2013. Your organization applied to use these funds to be used for scholarship match of federal work learning funds. Guidelines of the grant award required projects to be completed within twelve (12) months after the date of award. This grant was approved by our Board of Directors and awarded on March 26, 2015.

If all purchases have been made, please forward the "Project Closeout" form (which was provided in your award documents) signed by you (or the current responsible party), and documentation showing that the funds were used for their intended purpose (invoices, cancelled checks, etc.). If this project is not yet completed, please submit a written request for an extension that states the additional time needed and an explanation as to why the project is not yet complete. **Please submit the applicable documents to our office within thirty (30) days from the date of this letter.** If you are still within the time frame of your scheduled completion date, this letter is to serve as a courtesy reminder of the upcoming deadline.

Thank you for your attention in this matter. If you should have any questions or concerns, please feel free to contact me at 501-676-2721 or via email [leigh.pool@capdd.org](mailto:leigh.pool@capdd.org).

Sincerely,

Leigh Ann Pool  
Program Manager

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