

City of Arapahoe

LB 840-Local Option Sales Tax

Assistance Process

**Step 1**

**Pick up application from Plan Administrator or print from here.**

**Step 2**

**Return completed application with all supporting documents**

**Step 3**

**Plan Administrator completes verification process.**

- Eligible activities
- Credit Check
- Other

**Step 4**

**Plan Administrator prepares summary and schedules meeting of the review committee.**

**Step 5**

**Review Committee scores application and forwards average score, summary and recommendation to City Council.**

**Step 6**

**Public Hearing is scheduled to hear recommendation—part of regularly scheduled City Council meetings.**

**Step 7**

**City Council holds public hearing and hears recommendation and other information regarding application.**

- ∞ Accepts
- ∞Returns for renegotiation
- ∞Rejects

**Accepts Continue to Step 8**

**Return for renegotiation—  
Return to step 2**

**Rejects—end process**

**Step 8**

**Plan Administrator prepares documents, sets repayment**

**Step 9**

**Citizen Advisory Committee overviews process. Files 6-month reports.**

Plan Administrator: City of Arapahoe Clerk's Office 962-7445

Application review Committee: Bob Bell , Don Schroeder, Rube Ahrens, Arlyn Wasenius, Matt Faw, Tammie Middagh

Citizen's Advisory Committee: Jennifer Schroeder , Clint Einspahr, Bobbie Moore, Todd Eichenberger, Alisha Wasenius, Kevin Urbom – Legal Counsel

City Council: Chris Middaugh, Dan Kreutzer, John Paulsen, Todd Monie, Troy tenBensel, Ward Carpenter