

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	6/10/14	Requested Meeting Date:	6/16/14
		Confirmed Meeting Date:	
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Community Development	
Name:	Rhoni Oliver	Telephone:	346-1254
Title or Position:	Community Development Specialist		
E-Mail:	roliver@franklin.in.gov		
Address:	70 E Monroe St		
City:	Franklin	State:	IN
		ZIP:	46131
Who will attend the meeting and present the request?			
Name:	Rhoni Oliver	Telephone:	346-1254
Title or Position:	Community Development Specialist		
E-Mail:	roliver@franklin.in.gov		
Please describe the purpose or title of your presentation.			
The Indiana Housing and Community Development Authority is making changes to the claims process.			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Description of new claim process			
2.			
3.			
4.			

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at jalexander@franklin.in.gov or call 317-736-3609.

IHCDA has changed the claims process for all grantees. At this time All grantees must assign a Claims Administrator, Claims Submitter and Claims Editor.

1. The Claims Administrator is able to grant permission to individuals to be able to Edit and also Submit claims. The City of Franklin would like to make Rhoni Oliver the Claims Administrator. They are not able to submit claims or edit them.
2. The Claims Submitter is allowed to review and submit claims for payment. The City of Franklin would like to assign this responsibility to Janet Alexander, Clerk Treasurer and also Mayor Joe McGuinness. They are unable to edit claims or grant permissions.
3. The Claims Editor is allowed to enter claim data for payments on designated addresses. The City of Franklin would like Angie Richards to be the Claims Editor. They are unable to submit claims or grant permissions.