

## APPENDIX D -- PROPOSED TIMELINE

### PROPOSED TIMELINE

(20 points)

All of the items must be addressed in the “Proposed Timeline” section of the proposal. This section must focus on the capacity of the HDO to achieve the acquisition and renovation of the property to meet the anticipated date for occupancy.

In response, provide a detailed list of tasks/activities and/or milestones for the project as described in the RFP and in compliance with the “Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan,” Community Care Licensing Regulations and other State and local requirements that may apply. The timeline must also include, the steps the HDO will implement that ensures compliance with all state and local building requirements, including receipt by VMRC of verification that the project has obtained all applicable, required permits prior to the start of any demolition, construction, or renovation. Provide a list in a sequential step-by-step action plan, that includes measurable, time limited activities toward the achievement of specific project tasks and the proposed outcome. The project objectives should be realistic and achievable within the indicated timeline. The activities must include each major step of the project and should include, but not be limited to:

1. After receipt of the notification by the VMRC that the HDO is the selected grant awardee, the timeframe for providing a corporation resolution that authorizes the signatory to sign on behalf of, and obligate the HDO.
2. Provision of funding commitment letters.
3. Provision of property site control.
4. Loan closing and property acquisition. Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement.
5. Provision of evidence of application to the County Tax Assessor. Provision of the final sources and uses budget.
6. Certificate of Occupancy. Executed long-term lease agreement between the HDO and the service provider.

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7. Executed property management agreement.
8. Evidence of property insurance.
9. Property tax exemption.
10. Reconciled sources and uses of funds budget.