

**Valley Mountain Regional Center
Request for Proposal (RFP)
Application Form**

Date: _____

Applicant Information

Agency/Applicant's Name: _____

Contact Person(s) & Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #(s): _____

E-Mail Address: _____

Project Information

Project Name/#: _____

Proposed Project Address (if known): _____

City: _____ State: _____ Zip Code: _____

Applicant Signature

Date

Strategic Plan
Timeline for Completion of Project

Facility Name: _____

Project Activities	Target Date

Directions:

This form is to be used as a template for your Strategic Plan. List your Project Activities and your Target Date for completion. Please include all project tasks.

The following are items that need to be addressed:

- Setting up bank accounts
- Purchasing insurance
- VMRC orientation classes
- Recruiting/advertising for staff, hiring & training staff (including CPR & First Aid classes)
- training for staff (first aid/ CPR, person centered thinking, HCBS, rights, etc.
- Program design submissions
- Hiring consultants
- Anything else you have identified as a step in the process.
- Special incident report training (from VMRC)
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