

**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:

- Locating your property
- Moving into property
- Setting up bank accounts
- Purchasing surety bonds
- Purchasing insurance
- Addressing transportations for consumers
- CCL orientation components
- VMRC orientation classes
- CCL Administrator training classes
- DSP classes
- CCL application submission
- Fire Marshall visits
- Furniture purchases
- Household purchases and set-up
- Utilities set-up
- Recruiting/advertising for staff, hiring & training staff (including CPR & First Aid classes)
- Behavior training for staff
- Program design submissions
- Hiring consultants
- Purchasing groceries
- Quarterly progress meetings with VMRC Resource Development staff
- Anything else you have identified as a step in the process.