

SECTION VII PROJECT TIMELINE

Attach a timeline for the proposed project, from application submittal to project completion. Include milestones or key actions that will take place if the project is approved for a CDBG grant by the County Board of Supervisors. Show the dates for each milestone and indicate the project's completion date (the notice of completion date).

A sample timeline is below for your use. The first item on the timeline will be the submittal date of the application to the County. NOTE: If project is recommended for approval, Community Development staff will contact you during preparation of the agreement. Any subsequent changes to agreement execution dates and/or timeline will be revised accordingly.

PROPOSED CDBG PROJECT TIMELINE AND MILESTONES

Project Milestones/Actions	Notes	Original Date	Revised
1. Application Submitted		August 30, 2020	
2. Environmental Review	Minimum 90-day review	April 2021	
3. Agreement for CDBG Grant		July 2021	5/23/2023
4. Engineer Selected/Hired	Must go through formal RFP process if not already secured, or if secured for more than 3 years	September 2021	6/6/2023
5. Submit Plans/Specs/Current Cost Estimate (P/S/E)		February 2022	9/1/2023
6. County Review, Comment, Return of P/S/E	Period = 30 days from receipt of P/S/E	March 2022	10/1/2023
7. Submit Final Plans/Specs/Cost Estimate, if needed	Must be stamped, certified by ENG	May 2022	11/1/2023
8. County Review of Final P/S/E and issue Authorization to Advertise	Period = 30 days from receipt of Final P/S/E	June 2022	12/1/2023
9. Begin Advertising Project (Publication Date)	Advertise minimum of 2 weeks	August 2022	1/5/2024
10. Bid Opening	Submit bid canyas and low bid proposal with 7 days of bid opening	September 2022	1/19/2024
11. County Authorization to Award	Period = 21 days from receipt of Bid Package	October 2022	2/16/2024
12. Award of Contract	Must be the date of a Board meeting	November 14, 2022	2/20/2024
13. Preconstruction Meeting		January 18, 2023	3/15/2024
14. Complete Construction of Project	Estimate construction days per contract	March 24, 2023	6/15/2024
15. Complete Punch-List Items	Time for addressing post-construction items	April 14, 2023	6/30/2024
16. Final Inspection	Walk-through with County / other parties prior to NOC	April 20, 2023	7/10/2024
17. Record Notice of Completion (NOC)	Allow time for Board meeting	May 5, 2023	7/19/2024
18. Submit Final Invoice, Project Outcome Measurement Report, Project Cost Summary, etc.	Deadline is 60 days following filing of NOC	July 24, 2023	9/19/2024