

HCD - Homekey Timeline Template

Subject	Objective	Description	Start Date	Finish Date	Note
1.0					
Requirments	Standard Agreement	To be signed post-award	9/23/2020	9/23/2020	Contingent on HCD delivery of Standard Agreement for signature
	Site Control	Letter of Interest submitted with application	8/4/2020	11/16/2020	Seller has accepted offer from County
	Identifying Development Team	Preliminary Development team identified	7/28/2020	12/23/2020	Will solidify parnerships post-application
	Appraisal Document	Received from Seller, in progress for County	8/7/2020	8/17/2020	Received appraisal from seller and secured TA through DGS for review of appraisal. Requesting appraisal with County as intended user from appraiser.
	Physical Needs Assessment	To be submitted post-application	8/7/2020	9/18/2020	DGS conducted site visit for PNA on 8/31 and indicated reports will be available week of 9/14
	Accessibility and Non-Discrimination Statement	Submitted with application	8/13/2020	8/13/2020	
	Preliminary commitment for Title Insurance	Preliminary Commitment for Title Insurance	8/18/2020	8/19/2020	Submitted 8/19/20
	Liability Insurance Coverage	Submitted with application	8/13/2020	12/23/2020	
	Applicant Compliance Certification	Submitted with application	8/13/2020	8/13/2020	
	Escrow	To be initiated following funding award from HCD	9/14/2020	11/16/2020	
	Renovations	As described in application	11/17/2020	2/5/2021	Renovations needed to improve common areas
	Programmatic Agreements	As described in application	10/1/2020	2/5/2021	establish service partnerships/leverage existing partnerships for the facility
	Certification of Occupancy	To be submitted after escrow	1/1/2021	2/12/2021	
	COC Letter of Support	Letter of Support	8/17/2020	8/24/2020	Submitted 8/21/20
2.0					
Entitlements	AB 83 CEQA and Land Use Designation Exemption	Notice of Exemption to be submitted after close of escrow	11/17/2020	12/31/2020	
3.0					
Permits	N/A	N/A	N/A	N/A	N/A
4.0					
Environmental Clearance	Site Assessment	Phase I ESA initiated	8/7/2020	9/11/2020	In progress
	Submitting Documents	To be submitted as received	8/1/2020	2/12/2021	
	CEQA Clearance (even if using exemption the applicant must document the exemption)	Statutory CEQA Exemption established by AB 83	11/17/2020	12/31/2021	
	NEPA Clearance (if using local federal funding awards to support proposed activities)	N/A	N/A	N/A	N/A
5.0					

Board or Governing Body Approval	Authorizing Resolution	To be submitted after application	8/18/2020	9/29/2020	Resolution is on Board Agenda for 9/22
6.0					
Closing Process	Closing Date	TBD	11/16/2020	11/16/2020	

Note:

Applicants are required to provide answers to all lines above, even if the response is “Not Applicable.”

Applicants should include all key milestones (tracked for the proposed project) to aide in the partnership between the Department and the applicant.

Applicants can add other items as needed to clarify objectives and the implementation process.