

**SOUTH CENTRAL LOS ANGELES REGIONAL CENTER
(SCLARC)**



**Request for Proposals
(RFP)**

**Fiscal Year 2023-24
Community Placement Plan (CPP) &
Community Resource Development Plan (CRDP)
Start-Up Projects**

South Central Los Angeles Regional Center (SCLARC) works collaboratively with the Department of Developmental Services (DDS) to develop community living options for individuals.

PROJECT NUMBER: SCLARC FY2324-1: HOUSING DEVELOPMENT ORGANIZATION (HDO). The Housing Development Organization's (HDO) primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purposes of these projects, the applicant must be a registered HDO (or indicate intent to create a Non-Profit Organization registered as an IRS 501(c) (3) corporation), limited liability company, or limited partnership that will own the properties through the HDO as a managing general partner who receives and retains an Organizational Clearance Certificate for the project(s) from the California Board of Equalization in order to be exempt from property taxes. Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years or have team members with at least 4 years of relevant experience, will be considered. Applicants must possess qualifications as specified in this RFP. Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing, and renovation.

HDO must submit the resumes of the development team, a summary of past projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO and financial documentation, an implementation and financing plan, and a sample-reporting format must also be included.

The selected applicant will be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable start-up cost (See **Supplemental Information Attachment 1** for further Details).

Start up: Up to \$75,000.00

Geographic Location of Office: Los Angeles (SCLARC catchment area) - cities of Bell, Bell Gardens, Maywood, Paramount, Cudahy, Downey, Huntington Park, South Gate, Compton, Lynwood, Gardena, Vernon, and Carson as well as the South Los Angeles area, including the communities of Watts, Crenshaw, Hyde Park, Leimert Park, View Park, and Baldwin Hills.

Development Timeline: Lease of office location signed prior to release of any start up.

CONSIDERATIONS

1. The ongoing reimbursement will be negotiated, based on the applicant's budget and median rate limitations. The applicant chosen must agree to accept consumers identified by SCLARC for services.
2. Funding is contingent upon funding from the Department of Developmental Services.
3. Sample Specifications for Physical Plant:
 - Adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines, ARFPSHN, and EBHS requirements/ features such as generator and tracking systems.
 - ADA compliant exits and non-ambulatory clearance.
 - With access to adequate community resources as identified by SCLARC.
 - Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.
 - Common areas that promote interaction. Multiple interior and exterior common areas are preferred, including private space to visit with family and friends.
 - Fully fenced and private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness.
 - Private bedrooms for individuals that allow for storage of personal items and décor.
 - Finishes and fixtures that are durable and easily cleaned; utilize ligature resistant fixtures where needs are identified.
 - Installation of an emergency backup power generator capable of powering essential elements of the home such as interior and exterior lighting, kitchen appliances, delayed egress devices, one common area television, landline telephone, and common area computer.
 - Interior doors to have soft-closing hinges. This avoids slamming doors, injuries, loud sounds, etc.
 - Soundproofing windows utilizing quadruple pane windows or Plexiglas insert.
 - All windows to either be tempered or provided with a protective polymeric glass coating.
 - Hardened walls through the use of ¾" drywall, PVC protective wall paneling, acoustically enhanced gypsum board, etc.
 - Softened walls for residents with self-injurious behaviors through partial or full wall modular panel systems, and rounded corners (if applicable).
 - Maintain an open floor plan with maximum line of sight from/to Kitchen, common areas, and any staff work areas.
 - Fiberglass doors and metal knock down frames.
 - Thoughtfully designed and locked storage throughout home, specifically at bathrooms, kitchen and laundry.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for this development award:

1. The State of California, its officers or its employees;
2. A regional center, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any HDO with a conflict of interest in either board members or employees.

SELECTION PROCESS

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by SCLARC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. The final decision of the Proposal Review Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of SCLARC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and a track record consistent with established timelines for development).

CONTENT OF PROPOSAL

1. Proposals must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether it applies to the applicant in order to verify that it has been addressed.
2. Proposals for HDO must meet the requirements found in the **Supplemental Information Attachment 1**.

RIGHTS AND RESERVATIONS

- SCLARC reserves the right to reject any or all proposals received as a result of this Request for Proposal or to negotiate separately with any contractor when it is determined to be in the best interest of SCLARC;
- SCLARC reserves the right to select any one of the finalists interviewed regardless of the Request for Proposal score;
- SCLARC’s decision will be final in any matter of interpretation of the Request for Proposal.

REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS

❖ Publish Date:	February 12, 2024
❖ Information Meeting:	February 27, 2024, at 10am-11:30 am
❖ Request of Proposal Due Date:	April 22, 2024 at 4pm
❖ Committee Review, Interviews and Recommendation:	May 2024
❖ Executive Director Approval:	May 2024
❖ Contract Sign by all parties:	June 30, 2024
❖ Services to Begin:	January 2025



South Central Los Angeles
Regional Center
*for persons with
developmental disabilities, inc.*

SUPPLEMENTAL INFORMATION

ATTACHMENT 1

FOR HDO APPLICANTS

APPLICANT ELIGIBILITY

PROJECT NUMBER: SCLARC FY 2324-1: HOUSING DEVELOPMENT ORGANIZATION (HDO).

The Housing Development Organization's (HDO) primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purposes of these projects, the applicant must be a registered HDO (or indicate intent to create a Non-Profit Organization registered as an IRS 501(c) (3) corporation), limited liability company, or limited partnership that will own the properties through the HDO as a managing general partner who receives and retains an Organizational Clearance Certificate for the project(s) from the California Board of Equalization in order to be exempt from property taxes. Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years or have team members with at least 4 years of relevant experience, will be considered. Applicants must possess qualifications as specified in this RFP. Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing, and renovation.

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Development Timeline: Lease of office location signed prior to release of any start up.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for this HDO development award:

1. The State of California, its officers or its employees;
2. A regional center, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any settlement in lieu of conviction.

SUBMISSION INFORMATION

Response to the Request for Proposals must be received by SCLARC, **APRIL 22, 2024, no later than 4pm** for both hard copies and E-file. No exceptions.

All interested Applicants must submit **FOUR (4) hard copies** AND an e-file of proposal **for each development** to:

a. **E-file to:** vendocs@sclarc.org

b. **Hand Deliver:**

ATTN: Evelyn Galindo, Program Manager Resource Development
Community Services & Family Support
South Central Los Angeles Regional Center
2500 So. Western Avenue, Los Angeles, CA 90018

c. **Mail to:**

ATTN: Evelyn Galindo, Program Manager Resource Development
Community Services & Family Support
South Central Los Angeles Regional Center
2500 So. Western Avenue, Los Angeles, CA 90018

SELECTION PROCESS

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by SCLARC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. The final decision of the Proposal Review Committee shall be approved by the Executive Director, and is not subject to appeal. All applicants will receive notification of SCLARC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicant's proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and a track record consistent with established timelines for development).

PROPOSALS WILL BE REVIEWED AND RANKED BASED ON THE FOLLOWING AREAS:

A. HDO Organizational and Financial Development

1. The applicant/agency has prior experience purchasing property to be used as licensed home for clients who have moved from the state developmental centers.
 - a. 1-2 years / 2-4 homes
 - b. 3-5 years / 5-10 homes
 - c. > than 6 years / >10 homes

2. The applicant/agency has prior experience remodeling property to be used as licensed homes for clients moving from state developmental centers
 - a. 1-2 years / 2-4 homes
 - b. 3-5 years / 5-10 homes
 - c. > than 6 years / >10 homes

3. The applicant/agency's financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project.

- a. 1 Successful independent audit plus HDO ownership of 2-4 homes in good financial standing
- b. 2 Successful independent audits plus HDO ownership of 5-8 homes in good financial standing
- c. 3 Successful independent audits plus HDO ownership of 9-10 homes in good financial standing.
- d. >3 Successful independent audits by at least 2 different audit firms plus HDO ownership of 11 or more homes in good financial standing

B. Narrative Proposal

- 1. The overall proposal indicates an ability to follow directions and is an appropriate response to the RFP.
 - a. Proposal follows outline and is complete.
 - b. Above, plus mission statement with person-centered values.
 - c. Above, plus no negative financial histories.
 - d. Above, plus complete financial documentation.

C. Implementation Plan

- 1. The work plan indicates a thorough knowledge of the processes and procedures needed to complete the project.
 - a. Plan shows complete activities required to purchase and renovate properties.
 - b. Above, plus plan shows good understanding of state and local building requirements.
 - c. Above, plus realistic timeline for completion. **Completion including all billing must be done by March 1, 2026 (or sooner depending on close of escrow).**

D. Project Budget

- 1. The project budget demonstrates funding leverage and a reasonable budget.
 - a. Budget shows complete list of costs required to purchase and renovate properties.
 - b. Above, plus plan shows reasonable costs for above listed items.
 - c. Above, plus demonstration of viable relationships with well-established funding source.

RESERVATION OF RIGHTS

South Central Los Angeles Regional Center reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. SCLARC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

South Central Los Angeles Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. South Central Los Angeles Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of SCLARC. It does not commit SCLARC to award any grant.

REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS

❖ Publish Date:	February 12, 2024
❖ Information Meeting:	February 27 at 10am

Join Zoom Meeting

<https://us06web.zoom.us/j/83935405251?pwd=RkhinCoy2XwV3V1SaaroA3onu0wZlU.1>

Meeting ID: 839 3540 5251

Passcode: 667037

❖ Request of Proposal Due Date:	April 22, 2024 at 4pm
❖ Committee Review, Interviews and Recommendation:	May 2024
❖ Executive Director Approval:	May 2024
❖ Contract Sign by all parties:	June 30, 2024
❖ Services to Begin:	January 2025

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

CONTENT OF PROPOSAL

Proposals must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to verify that it has been addressed.

Use the following outline:

- I. Sign and complete Request for Proposal Affirmation
- II. Table of contents
- III. APPLICANT INFORMATION (HDO, Development Team, Financial Documentation)
 - a. The contact information (name, address, e-mail address and telephone number) of the proposed HDO applicant and whether applying as a profit, non-profit corporation, a limited partnership, or a limited liability corporation.
 - b. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.
 - c. Describe or provide materials that clarify the HDO's mission and development and management experience of the HDO, any developer retained by the HDO and other development team members.
 - d. Development Success
 1. State the background of either your organization or yourself in providing the type of projects/services outlined in the RFP.
 2. Describe similar projects/services with which the organization has been successful
 - e. At a minimum, the proposal should include names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded; resumes; a

summary of past projects; and a narrative of proposed property ownership from acquisition to conversion to permanent financing.

f. List of references and/or letters of reference relevant to experience and other qualifications required to complete this or similar projects. Applicants should be aware that SCLARC will contact references and other sources to corroborate any of the information provided in the proposal.

g. List of all projects with other regional centers and the current status of each project.

h. Specify any past history of activities which have had a serious negative impact upon development projects, tenants or residents including, but not limited to: financial losses (e.g., foreclosure), or serious investigation or citation under the California Administrative Code, the Penal Code or Regulations of the State of California, or the laws of other states, or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract.

i. Organizational Documentation

A. For Profit Corporations

1. IRS approval

2. Articles of Incorporation stating that, as part of its mission, the organization will develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifying the leadership and responsibilities of the HDO.

3. Corporation bylaws that defines the purpose of the HDO to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities and any tenant restrictions.

B. For Non-Profit Corporations

1. IRS approval of 501(c) (3) status.

2. Articles of Incorporation stating that, as part of its mission, the organization will develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifying the leadership and responsibilities of the HDO.

3. Corporation bylaws that defines the purpose of the HDO to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities and any tenant restrictions.

4. A list of current officers and Board Members.

C. For Limited Partnerships

1. A certificate of Limited Partnership (LP-1).

2. Amendment to Certificate of Limited Partnership (LP-2), if any.

3. Current Limited Partnership Agreement, as amended, which defines that the purpose is to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the leadership and responsibilities of the LP.

D. For Limited Liability Companies (LLCs)

1. Limited Liability Company Articles of Incorporation (LLC-1).

2. Limited Liability Company Certificate of Amendment (LLC-2), if any.

3. A fully executed operating agreement and all amendments which define that the purpose is to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the corporate leadership and responsibilities of the LLC.

E. Financial Standing – SCLARC will evaluate financial statements in order to determine the applicant's financial ability to cover start-up costs and stability to meet the long- term commitment to hold and manage the properties.

1. Provide three (3) years of audited financial statements with the most recent audit (FY 2011-2013) an unqualified audit opinion completed by a Certified Public Accountant using accepted accounting practices.
2. Provide current year-to-date financial statements of the HDO.
3. Briefly outline your organization's ability to fiscally start up this service.

IV. Implementation Plan

- a. A narrative proposal of the project that includes the proposed properties' ownership structure.
- b. The plan must specify a process that ensures compliance with all state and local building requirements, including without limitation the regional center's receipt of verification that each project has received all applicable, required permits prior to the start of any demolition, construction, or renovation/rehabilitation.
- c. Include a sequence of activities necessary to complete the project and specific to each property. This step-by-step action plan should include measurable, time-limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The project objectives should be realistically achievable within the time frame. Timeline of project activities must reflect a date for the properties to be acquired and leased to a service provider within 150 days of contract execution by all parties. The activities should cover each major step of the project and should include, but not be limited to:
 1. Provide 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 evidence of property site control
 4. Loan closing and Property Acquisition
 5. Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement
 6. Provision of evidence of application to the County Tax Assessor
 7. Provision of final sources and uses (budget)
 8. Certificate of Occupancy (Notice of completion, if renovation)
 9. Executed, long-term lease agreement between HDO and service provider
 10. Executed, property management agreement
 11. Evidence of property insurance
- d. Activities which may occur within 120-180 days of contract execution by all parties:
 1. Property tax exemption, if not provided sooner
 2. Reconciled Sources and Uses of Funds (Budget)

V. Proposed Sources and Uses (Project Budget). Allowable costs include pre-development costs, (i.e., closing and escrow; due diligence costs; environmental impact report, if indicated; survey and soil analysis), acquisition costs (funds to option, purchase, or acquire properties); development costs (architectural and engineering; permits and fees; appraisal cost; construction, legal, accounting, consultant, and project management fees, if necessary).

- a. For all grants, specify the start-up budget amount you propose to be awarded for acquisition, and the start-up budget for renovation. Additionally, specify the acquisition total start-up budget amount required which must show a one to three (1:3) leveraging of awarded funds with hard (dollar) and/or soft (in-kind) commitments.
- b. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget except the item for property modification.
- c. Include sources for leveraged funds, (e.g., private parties, bank loans, and foundations).
- d. Evidence may include, but not be limited to, letters of commitment; memoranda of understanding that specify a financial commitment to the proposed project.
- e. Demonstrate a leverage ratio of a minimum of three (3) dollars in leveraged funds to each one (1) dollar in CPP funds, (i.e., the CPP funds do not exceed 25 percent of the total cost of the project).
- f. Identify the projected permanent debt service.
- g. General Expenses or developer fee should address specific minor expenses that cannot be classified in any other line item.

VI. Renovation and Maintenance

- a. Describe the process for securing bids from architects, property management (if outsourced) and construction services.
- b. Note whether maintenance functions are performed by HDO in-house staff On whether secured from a property management agency.
- c. Renovation reimbursement must be in accordance with the CPP Housing Guidelines and as identified in the RFP.

VII. Leasing Structure

- a. Describe how the lease to a service provider is structured by defining what items will be paid by the lessee, and what will be paid by the HDO. At a minimum, address:
 - 1. Property Taxes
 - 2. Insurance
 - 3. Building Maintenance
 - 4. Landscaping Maintenance
- b. Describe the leasing structure to address:
 - 1. Typical length of lease agreement
 - 2. Whether the budget is structured such that no rent increases will be passed to the lessee, or an anticipated timeline with the amounts of rent increases.

FY2022-23 Community Placement Plan/Community Resource Development Plan HOUSING GUIDELINES FOR USE OF STARTUP FUNDING AVAILABLE UPON REQUEST



Request for Proposal Affirmation

NAME OF APPLICANT or ORGANIZATION SUBMITTING PROPOSAL *(please print)*

ADDRESS CITY STATE ZIP

CONTACT PERSON FOR PROJECT *(please print)*

TELEPHONE NUMBER FAX NUMBER e-mail address

NAME OF PARENT CORPORATION, if applicable please indicate: Non-profit For-profit

AUTHOR OF PROPOSAL *(if different from applicant identified above)*

<u>List all Regional Centers with which you have vendored programs or services (use additional paper if need more room)</u>			
Reg. Center	Name of Program/Service	Type of Program/Service	Vendor Number

<u>List all Regional Centers with which you have programs/services in development (use additional paper if need more room)</u>		
Reg. Center	Type of Program/Service in Development	Service Start Date

I affirm that the information presented in this application and proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal copies, and any missing information will also be cause for immediate disqualification. I further understand that, in the event that my proposal is selected for development, the proposal itself is not approved conclusively. My signature below authorizes SCLARC to verify references and bank statements.

Applicant Signature/Signature of Person Authorized to Bind Organization

DATE

South Central Los Angeles Regional Center
RFP Housing Acquisition and Remodeling FY23-24
 PROPOSAL REVIEW/EVALUATION CRITERIA

Applicant /Agency _____

Reviewer _____

Proposal Section	Scoring Criteria	Score	Maximum Score	Proposed Score
A. HDO Organizational and Financial Development				
1. The applicant/agency has prior experience purchasing property to be used as licensed homes for clients who have moved from the state developmental centers/restrictive settings.	<ul style="list-style-type: none"> • 1-2 years / 2-4 homes • 3-5 years / 5-10 homes • > than 6 years / > 10 homes 	3-5 pts 6-8 pts 9-10 pts	10	
2. The applicant/agency has prior experience remodeling property to be used as licensed homes for clients moving from the state developmental centers, including homes to be licensed as an EBSH and CCH.	<ul style="list-style-type: none"> • 1-2 years / 2-4 homes • 3-5 years / 5-10homes • > than 6 years / > 10 homes 	3-5 pts 6-8 pts 9-10 pts	10	
3. The applicant/agency's financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project.	<ul style="list-style-type: none"> • 1 Successful independent audit plus NPO ownership of 2-4 homes in good financial standing • 2 Successful independent audits plus NPO ownership of 5-8 homes in good financial standing • 3 Successful independent audits plus NPO ownership of 9-10 homes in good financial standing • >3 Successful independent audits by at least 2 different audit firms plus NPO ownership of 11 or more homes in good financial standing 	3-5 pts 6-8 pts 9-12 pts 13-15pts	15	

B. Narrative Proposal				
1. The overall proposal indicates an ability to follow directions and is an appropriate response to the RFP	<ul style="list-style-type: none"> Proposal follows outline and is complete Above, plus mission statement with person-centered values Above, plus no negative financial histories Above, plus complete financial documentation 	3-5 pts 6-8 pts 9-12 pts 13-15pts	15	
C. Implementation Plan				
1. The work plan indicates a thorough knowledge of the processes and procedures needed to complete the project	<ul style="list-style-type: none"> Plan shows complete activities required to purchase and renovate properties Above, plus plan shows good understanding of state and local building requirements Above, plus realistic timeline for completion 	3-5 pts 6-8 pts 9-10 pts	10	
D. Project Budget				
1. The project budget demonstrates funding leverage and a reasonable budget.	<ul style="list-style-type: none"> Budget shows complete list of costs required to purchase and renovate properties Above plus plan shows reasonable costs for above listed items Above plus demonstration of viable relationships with well-established funding sources 	3-5 pts 6-8 pts 9-10 pts	10	
Total			70	

Proposal review completed by _____
Signature Date



**AGREEMENT TO ABIDE BY
SCLARC'S USE OF START-UP FUNDS GUIDELINES**

I _____ of _____ confirm that
(Name) (Company)

I have received a copy of SCLARC's Guidelines for Use of Start-up Funds. I have read the document and understand that there are provisions and/or limitations on reimbursable items specific to the development of this _____. I agree to abide by the guidelines.

Signature

Date