|  | **Proposed-To be completed with submission of RFP** | % Complete | Start Date | Finish Date | Comments |
| --- | --- | --- | --- | --- | --- |
| Site-identify |  |  |  |  |  |
| Site-sign lease or secure mortgage & close (copy to CA) |  |  |  |  |  |
| Submit Medicaid application to CA |  |  |  |  |  |
| Submit CYBER setup form to CA |  |  |  |  |  |
| OOL-initial inspection |  |  |  |  |  |
| Property renovations (if applicable) |  |  |  |  |  |
| Purchase furniture and household supplies |  |  |  |  |  |
| OOL-re-inspection (if needed) |  |  |  |  |  |
| OOL-license secure (copy to CA) |  |  |  |  |  |
| Staff-advertise/recruit |  |  |  |  |  |
| Staff-interview and hire |  |  |  |  |  |
| Staff-initial training |  |  |  |  |  |
| Education for youth-network with local Department of Ed officials and/or DCF OOE to ensure educational plans in place for prospective youth |  |  |  |  |  |
| Submit Standard Annex A to CA |  |  |  |  |  |
| Submit Annex A Addendum in CYBER |  |  |  |  |  |
| Submit Standard Annex B budget to CA |  |  |  |  |  |
| Submit all required checklist documents to CA |  |  |  |  |  |