Sample Estimated Planning Project Timeline

A guidance document to be reviewed by applicants and utilized by grantees to be aware of the process and typical timeline for completing a DCNR Community Conservation Partnership Program grant project. Review the “Planning Grant Administrative Instructions and Process” for more detailed information—

1. **Contracting/Project Start-up**
   a. Grant Award Notification (Letter to Chief Elected Official)
   b. Pre-Contracting Telephone Call (with Local Project Coordinator)
   c. Process Grant Agreement
   d. Application Review/Comment Letter
   e. Initial Project Meeting/Conference Call
   
   **3-4 Months**

2. **Grantee Develop Request for Proposal (RFP)/Project Scope of Work — Obtain DCNR Approval**
   
   **2-4 Months**

3. **Grantee Conduct Competitive Bidding Process (RFP)**
   a. Announcement and Deadline for Proposal Submission
   b. Pre-Proposal Meeting
   c. Review Submitted Proposals
   d. Interview Consultants and Final Selection
   
   **3-4 Months**

4. **Grantee Submits the Following to DCNR for Review and Approval**
   a. Draft Consultant Contract
   b. Detailed Project Budget
   c. Project Scope of Work
   d. Project Timeline
   e. Study Committee
   f. Certification of Title (if applicable)
   
   **1-2 Months**

5. **DCNR Approval to Proceed/Grantee Hires Consultant**
   a. Submit a Copy of the Executed Consultant Contract to DCNR
   
   **1-2 Months**

6. **Grantee Conduct Planning Process/Implement Project Scope of Work**
   
   **9-10 Months**

7. **DCNR Review and Approval of Draft Plan/Deliverables**
   
   **1-3 Months**

8. **Project Close-Out and Process Final Payment**
   a. Submission of Final Plan/Deliverables
   b. Process Final Payment Request Form
   c. Resolution
   d. Letter from consultant – paid in full

   **Range: 22-32 Months**