

Real Property Contractors Guidance Document Workplan		
Task	Due Date	Completed
Set up website for guideline project that includes: <ul style="list-style-type: none"> • Description of project and issues to be addressed • Tentative work plan • Procedure for joining list of interested parties • Contact person Identify interested parties and industry associations and their contact information	3/24/2017	
Solicit comments and suggestions from interested parties via email and publication on website	3/24/2017	
Deadline for initial public comments	4/23/2017	
Draft guidance document posted on website and circulated for comment	5/19/2017	
Meeting with interested parties to discuss draft * Optional – the nature and volume of the comments will influence the Department’s decision on whether one or more meetings or conference calls are needed	5/26/17	
Deadline for public comments on draft guidance document (30 days after publication of draft)	6/26/2017	
Publish final guidelines <ul style="list-style-type: none"> • Publish on website • Email to interested parties • Post in Laws Rules and Decisions Library as public document • Post on Department of Planning and Budget’s Town Hall 	6/30/2017	