

Deliverable	Due Date
Narrative of the concept for your MTM program to include how many clients, number of meals and illnesses your program will address (approximately two paragraphs)	October 17th Office Hours
Scope of Work for Contracts – Draft	March 2 Office Hours
Checklists: Client Services, Nutrition, Kitchen, Delivery, & Meal Packaging	March 2nd Office hours
Roadmap	March 2nd Office Hours
Confirm RDN has been hired or contracted	April 6th Office Hours
Submit 3-5 MTM recipes - include the nutrition facts and illnesses each recipe addresses	April 6th Office Hours
Report which illnesses (minimum of 3) have been selected as the initial focus of your MTM program	April 6th Office Hours
Scope of Work for Contracts - Final	April 6th Office Hours
Financial Plan - Draft	April 6th Office Hours
Start cooking and testing meals (submit pictures and evaluation sheet for each meal)	April 18th- 3-day on-site meeting
Contract Pitch Deck	April 18th- 3-day on-site meeting
Business Plan – Outline	April 18th - 3-day on-site meeting
Checklist: Volunteer Services	May 4 Office Hours
Financial Plan - Final	June 1 Office Hours
Business Plan – Draft	June 1 Office Hours
Business Plan – Final	June 28