



## Pre-Development Application Checklist

This is an overview of the major documents we need from all providers who apply for Pre-Development funding. We encourage you to use this checklist to help assemble the documents you need before applying.

### Proof of site control

If you already own the site, we'll need:

- ☐ A deed that has your name and the site's address.

If you will lease the site, we'll need:

- ☐ A letter of intent (LOI) for the site's address, signed by the landlord. We encourage providers not to enter into any lease agreements until funding is confirmed.

If you plan to acquire a site, we'll need:

- ☐ A letter of intent (LOI) for the site's address. We encourage providers not to enter into any purchase or sale agreements until funding is confirmed.

### Project bids

- ☐ For items under \$10k, at least one (1) bid from an architect/design service.
- ☐ For items over \$10k, at least two (2) bids.

### Project budget

- ☐ Provide a project budget that lists all soft costs, such as architectural services, permits, and environmental testing. The budget will also need to include sources of funding planned for each cost. For BUO funds, you'll also need to name the vendor for each expense.

### Business documents

- ☐ You will need a **business plan** that explains the motivation and impact of this project, as well as a timeline and plans for operation. It should also share details of the program's size, services, populations served, and hours of operation.
- ☐ You will need to show an **operating budget**.
  - For existing sites, show that the program is earning enough revenue to cover expenses.
  - For new sites, please provide a month-to-month cash flow budget for the first two years.
- ☐ For nonprofits, please provide proof of 501(c)(3) status.

### Current financial statements

- ☐ We require an **income statement, balance sheet, and cashflow statement** prepared by a certified accountant.
  - If you have these statements but they're not prepared by an accountant, you can provide a copy of your most recent tax return.
  - If you are a home-based provider, you can submit a Schedule C instead of other financial statements.

## We're Here to Help

Applying for a grant can feel overwhelming, but you don't have to do it alone. Your assigned Facilities Advisor can answer questions, guide you through requirements, and help create materials like business plans and financial projections.

Please reach out if you need help. We're here to support you every step of the way!