

Attachment A

Business Plan

All items listed below must be included when you develop and submit your business plan. In addition to understanding the Title 17 and/or Title 22 regulations regarding the service itself, new business owners should take into consideration important aspects of running a business successfully.

Business Planning Resources:

- www.irs.gov
- www.sba.gov (Small Business Administration)
- www.ss.ca.gov (Social Security)
- www.dol.gov (Department of Labor)
- www.dds.ca.gov (Department of Developmental Services)

Important Things to Include When Developing a Business:

- Business Skills Self-Inventory
- Business evaluation and analysis
- Start-Up costs
- On-going service costs
- Operating expenses
- Financial Projections
- Audited Financials (if applicable)
- Best Practices in planning and identify growth
- Include your history providing services to individuals with developmental disabilities.
- What is your Mission statement, paying particular attention to using person centered language?
- What Research was done to determine the viability of the business based on service being offered?

Include your Business Organization:

- What type of legal business organization will your service be, such as a sole proprietorship, a partnership or a corporation?
- Is your business a profit or a not for profit?
- Will you have a board of directors?
- Who is your funding source? Do you have more than one? Should you?
- Who determines policies and makes budget decisions?
- Determine how you will ensure taxes are paid for your service and employees.
- Determine your book keeping system and what your plan is to keep account of the monies you receive for your service in the manner prescribed by regulation.
- Ensure you are aware of all State or Federal regulations that are pertinent to your service.

Include your Management Operations:

- Include the needed personnel/management team for this service and what the qualifications, education levels or experiences will be needed in order to carry out your service.
- How you will locate and hire staff?
- If you plan to provide a residential option for consumers, discuss how you will prepare for retirement or for unexpected life changes and how that affects the business?
- What are your major business policies?
- Do you have external partners that are not intimately involved with the services such as lawyers, accountants and/or consultants?
- What is the referral process for your service?
- Are your employee wages competitive? What are other providers paying for this type of work?

Include Any Financial Issues That May Pertain to your Business:

- Will there be start up costs for purchases, wages, staff recruitment, training and assessments?
- Include what you will need financially to totally cover all startup costs.
- Include your cash flow projections to maintain financial feasibility.
- What are your additional sources of income?
- Include a balance sheet with your assets and liabilities.
- Include a break even analysis: revenue versus expenses.
- What is your financing plan? Will you need to borrow money? How much? Will you have a personal line of credit? Will you have a bank loan? How will you use those borrowed monies and what is your plan to repay the borrowed monies?
- If your project needs to be licensed, how will you cover the costs incurred during the period during licensing and vendorization? How long does your research indicate this is likely to take?