

Please provide a business plan following the outline below.
Additional resources are available at: [Business Guide | U.S. Small Business Administration \(sba.gov\)](#) and [Starting a Business Checklist :: California Secretary of State](#)

Company Name

Business Plan

[Name, Title]
Created on [Date]

Service

Service Description

Provide a 2 – 3 paragraph description of the service(s) to be provided.

Individuals to be Served

Provide a detailed description of the individuals your company plans to serve.

Regulations

Identify the regulations (e.g., CCR Title 17, CCR Title 22, Welfare & Institutions Code, etc.) that are applicable to the service you plan to provide.

Financial

Rates

What are the rates for this service? Refer to: [Reimbursement Rates - CA Department of Developmental Services: CA Department of Developmental Services](#)

Start-up Costs

Describe the start-up costs needed for this service. Consider what you will need financially to cover all start-up costs. What are the real costs are for developing this new service, such as a lease or purchase of a physical site, office space, office equipment? What are the costs for staff development, including recruitment, training to start and ongoing, conferences, and wages?

Ongoing Costs

Describe the ongoing costs needed for this service.

Financial Projections

Things to consider:

- The cash flow needed to maintain financial feasibility
- What you anticipate your income and expenses will be for a four-year period, month by month, as well as year by year, in statement form
- A balance sheet with your assets and liabilities
- A break-even analysis: revenue versus expenses

Revenue Sources/Financing Plan

What are your additional sources of income?

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 and what is your plan to repay the borrowed money?