

## DDA Business Plan Check List

- Agency is in good standing with SDAT (Must be attached)
- Mission statement consistent with DDA's mission and vision
- Development process is addressed focusing on consumer choice
- Business plan focuses on proposed services – NOT ALL DDA SERVICES
- Documentation of financial capital (start-up funds and at least first six months of expenditures)
- Financial projections are focused, that is, alternate scenarios are not included
- Business plan includes alternative revenue sources, for example, fundraising
- Detail of start-up expenditures
- Three year statement of cash flows detailed by month(36 months) and year (3 year summary/rollup)
- Three year income statement (profit/loss) detailed by month(36 months) and year (3 year summary/rollup)
- Income statement must detail revenue and expenses to serve each individual
- Projected DDA revenue is based on DDA rates
- Rates are tied to levels of needs for the individuals
- Indirect costs must be included in expenses
- Expenses are based on current costs
- Expenses include detail on hours of support per week
- Staffing pattern (schedule) shows hours of support per site and ties into the financial statements (i.e. work schedule)
- Financial projections includes payback of borrowed funds
- Business plan is a single and complete document including a table of contents, agency name, and plan submission date, and page number are on all pages

All applicant who applied before March 1, 2014 and would like to continue the application process, please complete the template and return electronically to [dda.cfo@maryland.gov](mailto:dda.cfo@maryland.gov) by April 30, 2014. In order for an application to be considered, the business plan must be submitted on the required template.

**\*If a pass code box pop up, click cancel and you should be able to access the template.**

Should you have any questions in reference to the business plan only, please send them to [dda.cfo@maryland.gov](mailto:dda.cfo@maryland.gov).