

RACP Business Plan Checklist

(5/23/2014 version)

TAB 1 - Project Eligibility Requirements

1. Itemization Requirements:

- a. Did you verify that your project is included as an itemization in one or more of the Capital Budget Project Itemization Acts and that it has not been Sunset according to Act 77 of 2013?
- b. Do(es) such itemization(s) contain sufficient remaining, unused, appropriated funds to cover the full amount of the RACP award you are requesting?

2. Project Cost/Match Requirement:

- a. Did you ensure that your project has a minimum total cost of \$1,000,000?
- b. Did you verify that your project has a minimum of 50% match (non-state) participation?

3. Construction Status:

- a. Did you ensure that your project has a construction start date within one (1) year of the Business Plan date?
- b. Did you verify that your project is not already complete?

4. Other Ineligible Projects:

- a. If your project includes construction and/or development of storm water, water or sewer infrastructure, or tunnels, bridges or roads, did you ensure that it is associated with an economic development project?
- b. If your project includes housing/residential units, did you see the paragraph regarding housing units?
- c. Did you ensure that your project is not located in a City Revitalization and Improvement Zone (CRIZ) and eligible for CRIZ benefits, which would make it ineligible for RACP funding?
- d. If your RACP project includes a housing/residential component, did you provide a Statement as required under Tab 1?

TAB 2 - Project Description

- 1. Did you provide a specific project description that does not exceed two (2) pages?
- 2. Did you distinguish between the overall project and proposed RACP scope?
- 3. Did you include all other requested information?

TAB 3 - Economic Impact

- 1. Did you supply all requested economic data in paper and Excel formats as recommended?
- 2. Did you provide a narrative **and** supporting documentation addressing how your estimated job and wage numbers were determined for items A-E?
- 3. Did you provide the 'multiplier basis' for indirect full-time jobs reported in item C?
- 4. Did you provide a narrative and supporting documentation addressing how estimated tax generation was determined in item G?

TAB 4 - Community Impact

- 1. If this Tab is not applicable, did you provide a statement indicating as such?
- 2. If applicable, did you provide a narrative describing and documentation showing the project's involvement in any redevelopment of blighted, Brownfield and/or reclamation as requested in item A?
- 3. If applicable, did you provide a narrative describing and documentation showing how the project is increasing the economic health of the county as requested in item B?
- 4. If applicable, did you provide a narrative of how the project is increasing the quality of life of area residents as requested in item C?
- 5. If applicable, did you provide a narrative and documentation supporting the project's positive regional impact as requested in item D, including a copy of the revitalization plan referenced in D.1?

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TAB 5 - Strategic Clusters for Development

- 1. If this Tab is not applicable, did you provide a statement indicating as such?
- 2. If applicable, did you provide a narrative of the project's involvement in any of the enumerated industry sectors?

TAB 6 - Organizational, Management & Strategic Plan

- 1. Did you provided the information requested in the table of involved organizations?
- 2. Did you explain the organization, including a discussion and organizational chart that shows applicable related organizations, as requested in item A.1?
- 3. Financial & Operating Status:
 - a. Did you provide a discussion of current financial & operating status over three (3) years?
 - b. Did you provide a discussion of the project's effect on current operations and finances?
 - c. Did you provide copies of the most current three (3) years audited financial statements of the entity funding/obtaining the funding for the project?
- 4. Project Administration:
 - a. Did you provide a discussion of the information surrounding the Candidate's and the Project Administrator's experience in administering state and federal funds?
- 5. Financial Necessity:
 - a. Did you provide a statement as to the financial necessity of the grant for the project?
- 6. Business Strategy/Plan:
 - a. Did you provide a narrative of the product or service to be provided?
 - b. Did you provide a narrative of the target market, growth of that market, and the market's need for the product or service?
 - c. Did you provide a narrative of any regional and statewide competition?
 - d. Did you provide a narrative of the marketing strategy for the project?
 - e. Did you provide a narrative of the project's prospect of industry/business synergy?
 - f. Did you provide a narrative of the project's prospect of adding value to other products made/grown in the area, region, or state?
 - g. Did you provide a narrative of the reasoning for selection of the proposed site?
 - h. Did you provide a narrative of the project's anticipated amounts and sources of revenue, with any assumptions explained?
- 7. Financial Information:
 - a. Did you discuss any internal funding?
 - b. Did you discuss all funding sources for the project?
 - c. Did you provide the terms of all grants/loans that will fund the project and did you provide a discussion of the status of all funding sources (i.e., already in place/secured or anticipated date finalized/executed)?
 - d. Did you ensure that these funding sources agree to your Sources of Funds Form RDA-300 included in Tab 10?
- 8. Plan for Continuing Operation of the Project:
 - a. Did you provide a financial analysis showing long-term business plan/sustainability of project?
 - b. Did you discuss ancillary considerations, including, but not limited to: utilities, parking, roadways?

TAB 7 - Statement of Compliance

- 1. Did you review the compliance requirements and did you provide a signed statement listing the stated compliance requirements on letterhead?

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TAB 8 - Project Schedule

- 1. Did you provide the requested project schedule information, did you include a detailed project schedule and, if available, did you include a construction schedule?

TAB 9 - Projected Cash Flow Schedule

- 1. Did you thoroughly review the instructions for completion of a projected cash flow schedule?
- 2. Did you provide a fully completed projected cash flow schedule?

TAB 10 - RDA-300 Form (Source of Funds)

- 1. Did you thoroughly review the instructions for completion of the RDA-300 Form?
- 2. Did you provide a fully completed RDA-300 Form that is signed and dated?
- 3. If applicable, did you provide two separate RDA-300 Forms that distinguish between the overall project and the RACP portion of overall?

TAB 11 - RDA-301 Form (Use of Funds) & Site Control

- 1. Did you thoroughly review the instructions for completion of the RDA-301 Form?
- 2. Did you provide a fully completed RDA-301 Form that is signed and dated?
- 3. Did you indicate the status of site control?
- 4. If applicable, did you provide two separate RDA-301 Forms that distinguish between the overall project and the RACP portion of overall?
- 5. Did you provide a Statement sheet after your RDA-301 Form(s) under this Tab identifying who prepared the project's cost estimate, and give their title or professional qualification?

TAB 12 – Business Plan Scoring Summary

- 1. Did you provide Tab 12 in both Excel format (on CD or flash drive) **and** as a hard copy printout?
- 2. Did you make sure to use the Excel file as downloaded, completed and saved from the RACP website and not a different version that had been copied and pasted?

GENERAL

- 1. If your PDF contains any scanned documents, and your PDF file is completed, did you then perform a TEXT RECOGNITION (an Adobe Acrobat Tool) on the entire document, and then resave?
- 2. Did you provide the original (hard copy) and 2 compact disc or flash drive copies of all Business Plan materials?
- 3. Were your Business Plan materials postmarked by the deadline for the current funding round?
- 4. Are you aware that any information included in the submission of a Business Plan and any attachments to the Business Plan may be subject to the Right-to-Know Law in Pennsylvania?