

## Child Care Expansion Grant

### Project Readiness Checklist

The Child Care Expansion Grant Committee will review this required checklist to determine the feasibility of each applicant's project.

**Project Activities** – There are many allowable project activities that fall within the parameters of this grant. Please check all relevant project activities.

- |  |  |
|--|--|
| <input type="checkbox"/> Construction of New Building  | <input type="checkbox"/> Operational Costs |
| <input type="checkbox"/> Renovations                   | <input type="checkbox"/> Staffing Costs    |
| <input type="checkbox"/> Property Purchase             | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Building Purchase             | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Furnishings/Supplies Purchase | <input type="checkbox"/> Other _____       |

**Expected Project Timeline** – Please list all project activities (ex. renovating building, purchasing furnishings, supplementing staffing costs, etc.) and give corresponding timeframes for accomplishing each activity. You may leave some lines blank if they are not needed.

Project Activity	Expected Start Date/End Date
<i>Ex. City permits are obtained.</i>	<i>March 2023 – April 2023</i>
Begin Enrolling Children	

**Project Manager(s) Identification** – Name the Employer Partner(s) and Project Leaders/Managers (this may include staff members, committees, contractors, Board of Directors, etc.).

**Interim Financing Plan** – This grant is paid out through reimbursements only. If awarded the grant, your organization will need interim financing to float project costs before receiving reimbursements from the grant. Please describe your plan for interim financing.

**Please check each document that you will upload to the application:**

- ✓ Lender preapproval letter
- ✓ Bids
- ✓ Estimates
- ✓ Real Estate Comps
- ✓ Itemized list of furnishings/supplies/equipment with price estimates
- ✓ Bill of Sale
- ✓ Construction timelines
- ✓ Pro Forma
- ✓ Blueprints
- ✓ Contracts
- ✓ City/Building Permits and Licenses
- ✓ Employee Recruitment and Retention strategy
- ✓ Lease Agreement
- ✓ Other \_\_\_\_\_
- ✓ Other \_\_\_\_\_
- ✓ Other \_\_\_\_\_

We **strongly** encourage applicants to upload **any** relevant documentation that supports project readiness.