**Grocery Store Initiative**

**Prerequisites for Funding**

**The following are typical prerequisites to secure funding/financing. Note not all may be applicable:**

* Site Plan
* Conceptual Renderings and floor plans
* Construction Budget
	+ Hard costs including equipment, supplies, carpentry, flooring fixtures, etc.
	+ Soft costs including loan and professional fees, interest, taxes, title work, insurance, consulting fees, project management, etc.
* Operating Budget/Proforma (including inventory costs, staff costs, rental income, etc.)
* Revenue/Funding plan including developer contributions, partner/tenant contributions, loans, grants, and other incentives acquired that will spur development
	+ [CRP](https://www.miplace.org/programs/michigan-community-revitalization-program/) requires detailed terms sheet from all lenders, Letter of Interest from any tax credit investor, amortization schedule, developer investment returns, and other necessary information to support all sources.
	+ Some lenders require a statement of financial position covering status of cash (restricted vs. unrestricted), current assets, status of debt maturing within the year, accounts receivable and accounts payable, cash flow projections, real estate portfolio, etc.
* Facility amenities, partner tenants, services offered, etc.
* Plan to encourage purchase of locally-produced, fresh foods
* Description of the charitable nature of the project – ways in which your project reduces blight, improves health outcomes, provides access to healthy foods, creates jobs for residents, and meets the needs of the community
* Property details with physical descriptions, and clear understanding of any demolition, remediation, infrastructure improvements needed, tax liabilities, or other concerns
* Property ownership
* Prospective tenant partnerships
* “Before” photos
* Financial Audits and Organizational finances for the past three-five years
* W-9/IRS Determination Letter
* Construction timelines
* Federal contracting/grant accounts to receive HUD funds or other federal resources
	+ DUNS #
	+ Sam.gov
* Documentation of internal systems and policies to ensure strong program delivery, effective management of federal funds and compliance with applicable regulations
* Demonstration of organizational capacity to provide required accounting practices, program management, and progress reports

**Developers’ Role**

The CDCs working to develop new grocery store are expected to:

* Pursue funding applications and loans as needed
* Compile the necessary documentation to be eligible for funding
* Work expeditiously to complete pre-development work and other funding pre-requisites
* Ask for help when needed