Where Do I Begin?

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Developing a program takes:

Time

Energy

Money

Planning

Before you begin ask yourself

- Why do I want this business?

- Do I have the qualifications needed to operate this program?

- What do I need to know?

- Who should I talk to you?

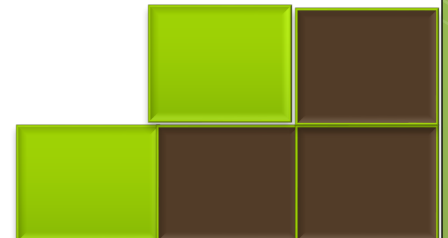- When should I begin?

First Step

1. Is there a need for my program?

Needs Assessment

- Contact the agency/organization that will fund your program.

- Ask for the Resource Developer.

- Ask for information on their last needs assessment or what is the need for your intended program.

Second Step

1. Is there a need for my program?
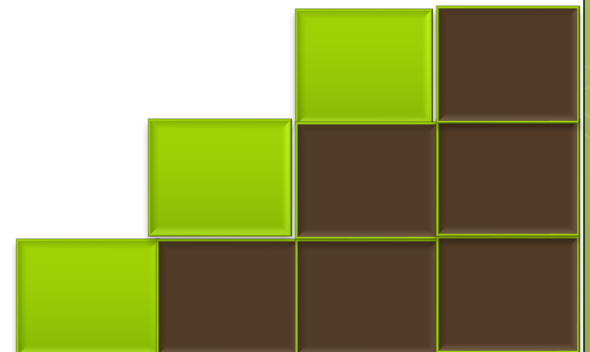2. What is the best location for my program?

Program Location

- Ask which areas are in need of your program.

- Ask if there are any restrictions on development from the city or county.

- Research how many other programs are in the area of your development.

Third Step

1. Is there a need for my program?
2. Where would be the best location for my program?
3. Are there any restrictions in development?

Development Restrictions

- Ask about any restrictions

  No developments in cul-de-sacs, limited parking areas

  Challenging neighborhoods or cities that may not want a program in area

  Not near a school or day care site

Fourth Step

1. Is there a need for my program?
2. Where would be the best location for my program?
3. Are there any restrictions in development?
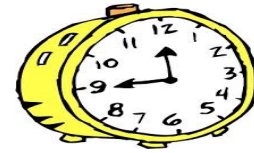4. Are there any required classes?

Required Classes

- Ask if your program requires any classes or orientation prior to development. (Some agencies require an orientation certificate for administrators.)

- Research if the licensing agency requires classes prior to development. This can include CPR, First Aid, HIV Training, continuing education hours, etc.

(Some agencies also have requirements for Administrator experience. Please inquire.)

Time

Please ask about the timeframes for development.

Some agencies have policies and/or regulations regarding development timelines such as 45 days to review program design upon submission.

Program development can take a minimum of one year based on the number of current programs being created by the agency or licensing.
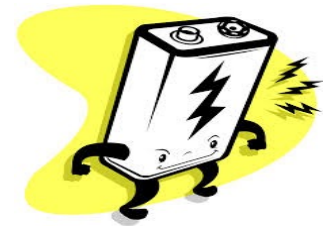
Money

- Create a Start-Up and On-Going Budget.

- Some Licensing agencies require three times the start-up budget for development.

- To be licensed, you will need to be in control of the site to furnish, modify and have it operationally ready. Therefore, your budget must reflect monthly rental/lease/mortgage costs until approved.

- Check to see if agency is offering grants for development.

Planning

- Create your own timeline with tasks you need to complete.

- If you plan to hire a consultant, work closely with the person to create your program. You will be responsible for knowing each step of your program development.

- Most agency resource developers will help you with the development of the program. Ask for help.

Energy

- Developing a program takes energy.

- Pace yourself. Create a strong plan that will not hinder your budget, time and efforts.

- Don't be afraid to ask questions.

- Keep in mind why you are developing the program and stay focused.

Resources

Please visit

https://tammyevrardconsulting.com/advocating/services-2/providers/

for documents, videos and advice on program development.