

## New Hampshire Department of Education Vocational Rehabilitation Tier 1 Business Proposal Requirements

Tier 1 plans require a description and proposal of the self-employment venture that is clear and provides adequate information for the Agency to understand and approve the venture and the expenditures and includes:

- (i). Description of the proposed self-employment / business
- (ii). Reasons for wanting to establish an enterprise where there is a high risk of failure, rather than prepare for and/or find employment for a wage or salary
- (iii). A list of past training or work experience that qualifies the individuals to manage and operate the proposed enterprise
- (iv). Evidence of the need for the proposed service or business in the community
- (v). Demonstrate how the price of merchandise and charge for services are competitive and make a fair profit
- (vi). Description of plans and arrangements for merchandising, marketing, business development, advertising and for getting the cooperation and interest of the community in the enterprise
- (vii). Description of arrangements to set up and maintain accounting records for the business
- (viii). Estimated total amount of money needed to start the business and the proposed source for the funds, e.g., customer, NHVR (up to \$3,000)
- (ix). Financial estimate of first 12 months of operation including estimated expenses, income, profit, taxes, income after taxes, and other money income from sources other than business (i.e., Social Security, spouse's wages, retirement pensions, etc.)
  - Entrepreneurial Preparedness Training Documentation – Attach the following:  
Completed exercises from [5 Steps to Successful Self-Employment](#)
  - Completed [Bookkeeping Plan and Agreement](#)
  - Completed [Tier 1 Business Proposal Tracking Agreement](#)
  - Completed [Customer Profile Assessment](#) (Form 1 of 3)
  - Completed [Business Concept Assessment](#) (Form 2 of 3)
  - Completed [Business Readiness Check-List \(PDF\)](#) ([Online Form](#))