**Section 560.20 Pre-application Process and Analysis**

A potential small business incubator must first complete a Community Advisory Board Analysis to determine if the community is capable of supporting an incubator. This analysis will serve as a pre-application for funds and will address the issues identified in Section 11-5(a) of P.A. 84-109, effective July 25, 1985.

a) Pre-application Cycle – Pre-applications under this Program will be accepted on an annual basis. The Department will supply interested applicants with a pre-application package upon request. Notification of intent to participate (pursuant to Section 11-5(b) of P.A. 84-109) must be submitted to the Department for the initial program year by October 15, 1985.

b) The pre-application will provide the following information:

1) Incubator Support and Services – a description of the commitments of community organizations, educational institutions, businesses, labor, etc. to the proposed small business incubator and a description of the business and management assistance (i.e., direct counseling services for incubator business tenants in such areas as strategic planning, marketing, financing, management, and operations provided by either the incubator management or other qualified sources) and facility services (i.e., general "front office" services for the small business tenants such as typing, reception services, cleaning, building security, conference rooms, central shipping and receiving, duplicating equipment, etc.) to be provided to incubator tenants.

2) Community Advisory Board – a description of the Community Advisory Board and its membership. The Community Advisory Board should have no more than 15 members and be representative of the Community. At least 51 percent of the members should represent private for-profit businesses or business organizations.

3) Incubator Site – an identification of the property under consideration for designation as a small business incubator (i.e., an improved building and site suitable for immediate occupancy by light manufacturing, research and development, commercial, or professional services firms), including the general building conditions, existing amenities, past history of structure, zoning classification, etc.

4) Community Economy – a description of the economy of the geographic area the proposed incubator would serve, including the characteristics of existing firms and the supply and demand for commercial and industrial space; a description of how the proposed incubator would complement the area's existing economy.

5) Potential Tenants – a description of the types of small

c) Analysis Process – The Department shall review all pre-applications to determine that all requirements of the pre-application package have been addressed. This review process will be completed within 30 days. As a result of the review, the Department will provide written comments identifying strengths and weaknesses of the pre-application to the applicant.