THREEFOLD DEVELOPMENT PARTNERS

CAPITAL • DEVELOPMENT • CONSTRUCTION

PRINTABLE WORKSHEET

# Project Readiness Snapshot

The same twelve questions as the online tool, with the standard for each and the evidence that is missing when the answer is not documented. Mark each item documented, partial or unknown.

This worksheet is an evidence inventory. It does not score your project, and it does not say whether the project will be approved, funded or built.

Aligned in purpose. Disciplined in execution. Built to endure.

Online version: threefolddevpartners.com/tools/readiness-check

Nothing you write on this worksheet is sent to us.

## HOW TO USE THIS WORKSHEET

Work through it with the record in front of you rather than from memory. Where an item cannot be evidenced, write down that it cannot, and the date you checked. A gap you have written down is manageable; a gap you have assumed away is not.

## CAPITAL

### Is there a sources-and-uses schedule tested against the construction schedule?

Documented means a written schedule that ties each source to the month it is drawn.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: A sources-and-uses schedule laid against the real construction calendar, including carry through the approval period.

### Is the equity in the deal identified in writing, with who is committing it and on what terms?

Documented means named parties and written terms, not indications of interest.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: Written confirmation of who is providing equity, how much, and under what conditions.

### Could you produce the records a lender asks for after a term sheet, within two weeks?

Documented means the records exist now and you know where they are.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: The post-term-sheet records package: entity, title, budget, schedule, plans, reports, insurance, and rent or sales support.

### Is contingency sized against an identified risk list rather than a flat percentage?

Documented means each contingency line traces to a named risk.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: A risk list with the contingency amount attached to each item, so the total can be explained.

## DEVELOPMENT

### Is control of the site or asset documented — deed, contract, option or written assignment?

Documented means an executed instrument, not a handshake or an expired contract.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: The instrument that establishes control, current and in force.

### Is the entitlement or approval path confirmed from the jurisdiction's own records?

Documented means confirmed in writing by or from the authority having jurisdiction.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: The approval path and its real calendar, sourced from the jurisdiction rather than assumed.

### Is utility capacity confirmed in writing — water, wastewater, power, and who pays to extend it?

Documented means a written capacity response naming cost responsibility.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: Written utility capacity confirmation and the cost responsibility for any extension.

### Do you hold current site reports — survey, geotechnical, environmental, floodplain?

Documented means current reports, not reports from a prior owner's prior plan.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: Current survey, geotechnical, environmental and floodplain work for the scheme you intend to build.

## CONSTRUCTION

### Is the construction budget built from a defined scope and drawings rather than a square-foot figure?

Documented means the budget traces to a scope document and a drawing set.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: The scope document and drawing set the budget was priced from.

### Does the contract structure match the delivery method and the risk you intend to carry?

Documented means an executed or drafted contract you have read against that intent.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: The contract form, its risk allocation, and how change orders and allowances are handled.

### Is it written down who can commit the project — sign contracts, approve changes, release funds?

Documented means an authority matrix with names and limits.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: An authority matrix: who signs, who approves changes, who releases money, and at what thresholds.

### Does reporting show cost-to-complete and change exposure every month?

Documented means a reporting format in use, with a named person accountable for it.

- ☐ Documented
- ☐ Partial
- ☐ Unknown

If not documented, the missing evidence is: Monthly cost-to-complete and change-exposure reporting with named accountability.

## WHAT THIS WORKSHEET IS NOT

This worksheet is an evidence inventory. It does not score your project, and it does not say whether the project will be approved, funded or built.

Nothing in this worksheet is an offer, a commitment, an engagement, advice, or a solicitation to buy or sell a security. Figures you enter are your own. Completing it creates no relationship with Threefold Development Partners and sends us nothing.