Per Capita Implementation Application

ECONOMIC IMPACT

1. Provide an overview of the proposed project and project activities included in the project budget. **ATTACHMENTS**: A 1-2-page Executive Summary should be uploaded with the application.

2. Identify the project outcomes and deliverables. For any quantitative outcomes that will measure the impact of the project, be sure to select the most relevant outcomes listed in the GO Virginia Core Grant Outcomes. What mechanism does the project team or its partners have in place to track these outcomes? **ATTACHMENTS**: The GO Virginia Core Grant Outcomes should be uploaded with the application.

3. Describe how the Return on Investment (ROI) estimates were calculated and the timeline for achieving the expected ROI. Include an explanation and source of any data used as the basis for ROI and job projections. **ATTACHMENTS**: The DHCD ROI template should be uploaded with the application.

REGIONAL COLLABORATION

4. What local units of government are actively participating in the project? At least two local units of government are required to participate. See the guidelines on how to demonstrate regional collaboration through meaningful local participation.

5. Discuss how the Regional Council and project development team consulted with local government entities regarding the strategy and implementation of the project.

6. What industry clusters, as identified in the region's Economic Growth and Diversification Plan, will this proposal impact? How does this proposal help implement the Plan's identified strategies and goals?

7. Describe all partner organizations involved with the implementation of the project, including the entity's role in completing the scope of work, their financial or in-kind commitment, and their capacity to successfully execute their duties as they relate to the project. Partners may include but are not limited to school divisions, community colleges, public and private institutions of higher education, economic and workforce development entities, local governments, regional organizations, planning district

commissions, and nonprofit organizations. **ATTACHMENTS**: Match Verification Form(s) should be uploaded with this application.

8. Describe private industry involvement in the development and implementation of this project.

9. Identify cost efficiencies, repurposing of existing funds, leveraging of existing assets, or other evidence of collaboration that can be demonstrated as a result of the project.

10. Discuss existing grant requests or programs with similar goals and indicate how the proposed project is not duplicative of, but additive to, other efforts to support economic diversification and the creation of higher-paying jobs. Have existing efforts been successful and sustainable?

PROJECT READINESS

11. Describe the project timeline and the specific project milestones that will be utilized to track project progress and fund disbursement. Address the applicant's ability to meet these milestones and to take remedial actions in the event that they are not achieved. **ATTACHMENTS**: Project Milestones including a proposed Drawdown Schedule should be uploaded with the application.

12. Describe the total project budget, explaining how GO Virginia funds will be used, how matching funds will be used, the sources and uses for matching funds, and any additional leverage for matching funds. Additional leverage may consist of other state funds not eligible for GO Virginia match, or additional federal resources to allow application reviewers to understand the full scope of work that is not part of the required match. **ATTACHMENTS**: Sources and Uses Budget template should be uploaded with this application.

    a. Does the application request a waiver of the total match? See the Match Waiver Request Guidelines. Currently, a $1:1 total match is required.. **ATTACHMENTS**: Include the total match waiver if appliable.

    b. Does the application request a waiver of the local match? Currently, at least 20% of the match must be provided by units of local government. **ATTACHMENTS**: Include the local match waiver if appliable.

13. Discuss any major barriers to successful implementation and other associated risks along with a plan to overcome them. How will the project administrator address these barriers?

14. Discuss any prerequisite activities undertaken by the project partners to increase efficiency of program delivery and support for the project once launched.
15. Discuss how the Regional Council and project development team have consulted with subject matter experts regarding the efficacy and viability of the proposal and how the methodology and approach has been validated.

PROJECT SUSTAINABILITY

16. Discuss how the program will achieve stable, long-term sustainability beyond the initial funding period? Have any funding sources been secured to continue implementing the program or strategy following the exhaustion of these funds?

REQUIRED ATTACHMENTS
- Executive Summary
- GO Virginia Core Outcomes
- Commonwealth Return on investment (ROI)
- Match Verification Form
- Milestones Overview and Drawdown Schedule
- Budget Overview (DHCD Sources and Uses Template)

OPTIONAL ATTACHMENTS
- Local Match Waiver Request Form
- Total Match Waiver Request Form
- Letters of Support