



Attachment A

Application for Regional Site Development Planning Grants & Checklist (For Administrative Approval)

1. Please list the participating localities (a minimum of two is required).

2. Provide a brief summary of the proposed project and how it relates to the Region’s Economic Growth & Diversification Plan and priorities. Include the industry sectors targeted for the property(ies) being advanced.

3. Describe all partner organizations involved with the project (public or private), including the entity’s role, financial or in-kind commitment, and capacity to successfully execute their duties as they relate to the project. These may include, but are not limited to, economic development entities, local governments, regional organizations, planning district commissions, land owners, or real estate development groups.

4. List any prior site advancement activities on the property(ies) in which public or private investment has occurred over the past five years, including dollars spent.



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5. Has a site characterization report (or similar evaluation) previously been completed for the property(ies)? If yes, please list the methodology or group completing the evaluation and year completed.

6. Has the applicant or locality(ies) in which the site advancement activities will be undertaken consulted with VEDP about the project? If so, please note the VEDP staff member(s) with whom the discussion occurred.

7. Discuss how this site(s) was prioritized for funding by the Regional Council over other sites in the region.

8. For privately-owned sites, discuss any current contractual agreements between the locality (or their EDA/IDA) and the land owner that are in place to allow for advancement of the site(s).

9. Explain how this planning effort may lead to or contribute to the success of related future grant requests.



10. Outline the total project budget and the sources and uses for matching funds and leverage.

- a. Does the project have the required match? If so, what are the sources/uses for these funds?

- b. Are any additional funds (public or private) or in-kind contributions serving as leverage for the project? If so, what are the sources/uses for these funds?

APPLICATION CHECKLIST

- Project Application to Regional Council
- Letter from Regional Council Chair stating support of the request
- Budget Overview: Sources & Uses Template
- Engineer’s Estimate of Costs for site development activities (as applicable)
- Financial Commitment Letters and In-Kind Contribution Forms
- Property Information Form (Attachment C)
- Maps of Site to include property boundaries, transportation assets
- Draft of agreements with private property owners (if applicable)