



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

Site Development Implementation Grant Application Questions*

ECONOMIC IMPACT

1. Provide an Executive Summary that outlines the proposed project and associated activities included in the project budget. Identify the project goals and outcomes, and how the project relates to the region's Economic Growth and Diversification Plan and the goals of GO Virginia. *ATTACHMENTS: A 1-2-page Executive Summary should be uploaded with the application.*
2. Describe the project timeline and the specific project milestones that will be utilized to track project progress and fund disbursement. *ATTACHMENTS: Project Milestones including a proposed Drawdown Schedule should be uploaded with the application.*
3. Provide a detailed description of the metrics that will be used to measure success, both quantitative and qualitative, and how the metrics were developed. Also include a timeline of efforts/actions that will be undertaken over the next 36 months to secure a targeted sector user(s) or to enhance the marketability of the sites(s) to the desired businesses.
4. For implementation projects or site advancement efforts leading to Tier 4 or 5 characterization, include a Return on Investment (ROI) analysis outlining the projected employment levels, wages, and State tax revenues expected to be generated from the site(s) when fully developed. Discuss the methodology and calculated ROI, as well as the timeline for achieving the expected ROI. Please include the source of any data used as the basis for ROI and outcome projections. *ATTACHMENTS: Performance Measures and ROI Calculations should be uploaded with the application.*

REGIONAL COLLABORATION

5. Identify all localities or government member organizations participating on behalf of their members in the project (financially or administratively), and describe how the localities will be meaningfully engaged in the project. *ATTACHMENTS: Relevant letters of financial commitment (including in-kind contribution forms) or support from localities or local government entities should be uploaded with the application.*
6. Describe how the site(s) was prioritized for funding by the Regional Council over other sites in the region.
7. Describe how the Regional Council and project developers have consulted with local government entities regarding the strategy and implementation of the project.
8. Are there localities or other GO Virginia regions (including interstate collaborations) outside of the applying region that are participating in the project? If so, describe the nature of the collaboration and the anticipated impact.
9. Describe any private-sector or non-government partners (e.g. developers, land trusts, university foundations) participating in the project, including their role/contribution.



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10. 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.
11. Describe how the project will address regional site inventory gaps and support the growth of the region's targeted industry sectors.

PROJECT READINESS

12. Describe the applicant's 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, or planning district commissions.
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. Describe how the Regional Council and project developers have consulted with VEDP and subject matter experts regarding the marketability and developability of the site development implementation proposal, including an overview of the feedback from the subject matter experts.
15. For privately-owned sites, outline 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). *ATTACHMENT: Draft of agreement with private property owners.*
16. For publicly-owned sites, a letter from City/County leadership (e.g. County Administrator) or chief elected official (e.g. Mayor, Board Chair) should be provided noting both the current and intended land use for the property (i.e. as outlined in the current Comprehensive Plan) and the locality's interest in conducting a planning activity on the property.
17. Identify the total project budget and the sources and uses for matching funds and leverage. *ATTACHMENTS: Financial commitment letters, contractual agreements, and In-Kind Contribution forms should be uploaded with the application.*
 - a. Does the project have the required match? If so, what are the sources/uses for these funds?
 - b. Does the project have the required local match? If so, what are the sources/uses for these funds?
 - c. 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?



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PHYSICAL PROPERTY ATTRIBUTES

Please complete a Property Information Form (Attachment C) for each site included in this application. *ATTACHMENT C: Property Information Form*

APPLICATION CHECKLIST

- Application completed in CAMS
- ATTACHMENT: 1-2 Page Executive Summary
- ATTACHMENT: Project Milestones with Drawdown Schedule
- ATTACHMENT: Engineer's estimate of costs for site development activities
- ATTACHMENT: Financial Commitment Letters and In-Kind Contribution Forms
- ATTACHMENT: Property Information Form
- ATTACHMENT: Maps of Site to include property boundaries, transportation assets
- ATTACHMENT: Draft of agreements with private property owners (if applicable)



Attachment C

Property Information Form		
Address:		
Size:	Total Acreage:	Estimated Developable Acres:
Current Zoning:	Locality Description of Current Zoning:	
Original/Most Recent Use:		
Current Owner:		
Current Tier:		
Tier After Project Complete:		
Targeted Industry Sector(s):		
Was the Site Included in the VEDP Site Characterization Initiative? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<p>If yes, please answer questions below OR provide a copy of the characterization report. If No, please describe the methodology used to evaluate the developability and marketability of the site.</p>		
Does Site Score Above the Median Developability Score for Sites in the Region? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the Site Score Above the Median Marketability Score for Sites in the Region? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>If you answered no to either of the above questions, please provide a statement on why this site was selected and how this or other investments will improve the developability and marketability of the site?</p>		



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Identify any planned future investments by the locality that will support the GO Virginia grant project – e.g. Capital Improvements Project.

Master Plan developed for site? If yes, date and who completed:

Additional Information:

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.
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.



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**GROWTH &
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IN EACH REGION

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)

* To be entered in CAMS