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**GO Virginia Region One**

# **Site Development Implementation Application**

Updated April 2021

**Applicant Organization:**

**Mailing Address:**

**City:**

**State:**

**Zip Code:**

**Website:**       **EIN:**

**Project Primary Contact:**

**Title:**

**Email address:**       **Phone:**

**Project Fiscal Agent:**

**E-mail address:**       **Phone:**

**Project Name:**

**GO Virginia Funding Request:**       **Match Amount:**       **Total Project Budget:**      

**Identify the localities/organizations collaborating on this project as well as their resource contribution.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Locality/Organization Name** | **Resource Contribution** | **Cash** | **Non-Cash** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**Commitment letters or letters of support must be attached to this application.**

**Project Overview**

Summarize the project scope and benefits in approximately 150 words or less.

Click or tap here to enter text.

**Economic Impact**

1. Provide a detailed overview of the proposed project and project 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. Click or tap here to enter text.
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.

Click or tap here to enter text.

1. 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. **ATTACHMENTS**: Performance Metrics should be uploaded with the application.

Click or tap here to enter text.

1. 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**: ROI Template/Calculations should be uploaded with the application.

Click or tap here to enter text.

**Regional Collaboration**

1. Describe 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.

Click or tap here to enter text.

1. Describe how the site(s) was prioritized for funding by the Regional Council over other sites in the region.

Click or tap here to enter text.

1. Describe how the Regional Council and project developers have consulted with local government entities regarding the strategy and implementation of the project.

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

1. Describe any private-sector or non-government partners (e.g. developers, land trusts, university foundations) participating in the project, including their role/contribution.

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

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

Click or tap here to enter text.

**Project Readiness**

1. 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.

Click or tap here to enter text.

1. 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?

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

1. 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). **ATTACHMENTS**: Draft of agreement with private property owners.

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

1. Identify the total project budget and the sources and uses for matching funds and leverage.
   1. Please include a detailed budget narrative for the GO Virginia request and matching funds.
   2. Does the project have the required match? If so, what are the sources/uses for these funds?
   3. Does the project have 20% or $50,000 in local match? If so what are the sources/uses for these funds?
   4. Are any additional funds or in-kind contributions serving as leverage for the project? If so, what are the sources/uses for these funds?
   5. **ATTACHMENTS:**  Project Sources & Uses Budget Template, Financial commitment letters, contractual agreements, and In-Kind Contribution forms should be submitted with the application.

Click or tap here to enter text.

**Physical Property Attributes**

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

Click or tap here to enter text.

**Required Templates and Attachments:**

All templates and attachments are to be submitted as a separate document and should not be embedded in your response to each question. Please reference these attachments in your narrative document.

Template 1: Milestones & Deliverables

Template 2: Executive Summary

Template 3: Performance Metrics

Template 4: Return on Investment

ROI Excel Calculator (Found here: <https://www.goswva.org/proposals>)

Template 5: Budget Project Sources & Uses (Found here: <https://www.goswva.org/proposals>)

Match Documentation (Commitment Letters and In-Kind Contribution Form if applicable)

Letters of Support (Localities participating in the project should provide letters of support)

Engineer’s Estimate of Costs for site development activities (as applicable)

Property Information Form (Attachment C) (<https://www.goswva.org/proposals>)

Maps of Site to include property boundaries, transportation assets

Draft of agreements with private property owners (if applicable)

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Template 1: GO Virginia Region One Milestones and Deliverables

|  |  |  |
| --- | --- | --- |
| Milestones and Deliverables | | |
| Milestones | Deliverables | Anticipated Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional rows may be added as needed.

****Template 2: Executive Summary

Executive Summary

Provide a one-page summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project and include key pieces of information such as a project summary, connection to priorities in the Growth and Economic Diversification Plan, ROI in terms of higher paying jobs and out of state investment, transformative nature of project, localities involved and partners. The executive summary should be suitable for distribution to the public and may be published by GO Virginia.

****Template 3: Performance Metrics

|  |  |  |
| --- | --- | --- |
| Performance Metrics | | |
| Metric | Goal | Anticipated Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
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Additional rows may be added as needed.

**Sample Metrics:**

|  |  |
| --- | --- |
| **Sites & Infrastructure Potential Metrics** | |
| # of jobs created | Investment in marketing site |
| # of existing jobs retained | # of projects (active company recruitment files) |
| # of businesses served | # of prospects (active company visits) |
| # of acres advanced to higher tier per VBRSP | # of businesses attracted |
| Total square footage of new space developed | Average wages of jobs created |
| # of linear feet of water infrastructure constructed | Leveraged private investment |
| # of linear feet of sewer infrastructure constructed | Leveraged public investment |
| Water capacity – million gallons per day (MGD) | Revenues increased from export-sales |
| Sewer capacity – million gallons per day (MGD) |  |

****Template 4: Return on Investment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Return on Investment | | | | |
| Source | Year 1 | Year 2 | Year 3 | Total |
| State Revenues |  |  |  |  |
| Local Revenues |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Additional rows may be added as needed.

Please include the method of calculation for the Return on Investment below:

[For assistance with the ROI, please access an additional excel spreadsheet on the GO Virginia Region One website under Proposals by clicking here.](http://www.goswva.org/proposals)

**Template 5: Budget**

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| --- |
| **PROJECT SOURCES AND USES** |

When submitting an application to the GO Virginia Board for funding consideration, the Support Organization will be required to complete a Project Budget in the Centralized Application Management System (CAMS). The CAMS budget should include all activities that must be undertaken in order to achieve or exceed the performance measures outlined in the application. This spreadsheet will supplement the CAMS budget in order to present a complete list of all project sources and uses. Directions for each are listed below the table on each tab. Please add rows as necessary.

The Project Sources and Uses template includes the following worksheets:

GO Virginia Request

Matching Funds

Additional Leverage

Total Project Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Template 5 – Project Sources and Uses**  **[Access the template on the GO Virginia Region One website under Proposals by clicking here.](http://www.goswva.org/proposals)** |  |  |  |

**Template 6 – In-Kind Match Form**

[**Access the template on the GO Virginia Region One website under Proposals by clicking here.**](http://www.goswva.org/proposals)