



**MAJOR EMPLOYMENT AND INVESTMENT (MEI)  
PROJECT SITE PLANNING GRANT PROGRAM**

**APPLICATION INSTRUCTIONS**

**VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP  
P.O. BOX 798  
RICHMOND, VIRGINIA 23218-0798**

**August, 2010**

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## **Preface**

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This manual provides instructions on how to apply for the Major Employment and Investment (MEI) Project Site Planning Grant Program Fund. Carefully review the contents of this manual and the Program Guidelines before completing the application forms and submitting an application.

Specific program related questions may be addressed to:

John Loftus  
Virginia Economic Development Partnership  
Sites and Buildings Representative  
(804) 545-5786  
jloftus@yesvirginia.org

## **General Instructions**

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### **Funding Methodology**

Virginia Economic Development Partnership (VEDP) will accept applications until October 1, 2010. VEDP will award funds to applicants on a competitive basis.

Only political subdivisions within the Virginia Tobacco Indemnification and Revitalization Commission Region are eligible to apply for funds.

### **Application Format and Submittal Requirements**

The application package consists of the instruction manual and the forms necessary to complete an application for MEI funding. The MEI Program Guidelines are also provided to explain the policy, which guides the program.

Any city, county, town or political subdivision can apply for funding. While an individual political subdivision may be an applicant, additional weight will be given to applications for projects with two or more political subdivisions that have agreed to partner on the project.

*Use the Provided Forms:* Applicants must use the forms provided in this application package. No other format will be accepted. Applications can be obtained from the Virginia Allies Information Exchange website at [www.virginiaallies.org](http://www.virginiaallies.org).

*Refer to Instructions:* Applications are to be completed in accordance with this instruction manual.

*Use the Space Provided:* All questions should be answered within the space provided on the forms. If necessary, one additional page may be attached for each page of the application form. Attachments, plans or other documents will not be accepted, except where specifically requested by the instructions. All required attachments must be placed at the end of the application and be listed in the order as identified in the **List of Required Attachments** below.

*Application Submittal:* Applications must be typewritten, using a font size of no less than 12, copied and put in a three (3) ring binder. An original and five (5) copies of the completed application forms, plus attachments, are due by 5:00 p.m. October 1, 2010. Applications must be sent by certified mail (return receipt requested), FedEx, UPS or other delivery service. Submit applications to:

John K. Loftus  
Virginia Economic Development Partnership  
Sites and Buildings Representative  
P.O. Box 798  
Richmond, Virginia 23218-0798

## **Application Submittal to the Planning District Commission**

As required by the Code of Virginia, 15.2-4213, localities must inform the appropriate Planning District Commission of requests for federal or state funds. Applicants must submit a copy of this application to its PDC for informational purposes prior to, or in conjunction with, its submittal to VEDP.

### **List of Required Attachments \***

- Attachment A – Revenue Sharing Agreement (if applicable)
- Attachment B – Property Ownership Documentation
- Attachment C – Site Identification Maps and Images
- Attachment D – Transportation Map(s)
- Attachment E – VDOT Access Road Letter (Development Fund Only)
- Attachment F – Rail Access Letter (if applicable)
- Attachment G – Existing Infrastructure Map(s)
- Attachment H – Zoning Ordinance
- Attachment I – Comprehensive Plan
- Attachment J – Project Scope Reports and Schedules
- Attachment K – Economic Development Strategic and Marketing Plans

\* In some cases, more than one document may be needed to satisfy a particular Attachment. For example, the site description documents may include an aerial image and a topographic map. In this instance, please label the documents C-1 & C-2.

## Part I - Proposal Summary

1. **Lead Applicant**  
Enter the name of the lead applicant. Only one locality may be listed as the lead applicant, but each participating locality must provide a letter of participation and support of the application.
2. **Chief Elected Official**  
Enter the name and address of the chief elected official for the lead locality.
3. **Lead Applicant Government Address**  
Enter lead applicants official mailing address.
4. **Project Type**  
Indicate whether the proposed project is for either **Site Evaluation and Planning** or **Site Improvement**. An application can only seek one type of project.
5. **Property Name**  
Provide a project name that reflects the location of the property.
6. **Contact Name**  
Provide the name, telephone and email address of the individual who can provide accurate information about the application package.
7. **Project Cost**  
Indicate the amount of MEI grant request. A Site Evaluation and Planning grant may not exceed \$500,000.
8. **Regional Participants**  
Starting with lead applicant, list each project participant. Each participant must submit a letter of participation.
9. **MEI Activities**  
Identify each project activity that will be funded by the MEI Program.
10. **Project Location**  
Provide a brief general description of project location and relationship to the boundaries of all of the applicants.
11. **Project Summary**  
Provide a brief description of the project and what is entailed.
12. **Management and Administrative Structure**  
Identify the primary management and administrative structure that will provide project implementation, project management and MEI agreements.

**13. Chief Administrative Officer Certification**

Enter signature and title of the chief administrative officer for the lead participant.

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## Part II – Applicant Status (15 Points)

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### 1. Regional Nature of Application (5 pts)

- a. Is this a local or regional application?
- b. List all jurisdictions supporting the application and describe the level of participation. Who is the lead applicant? Provide a letter of participation from each applicant. **(Attachment A)**
- c. Is a regional revenue sharing agreement in place? **(Attachment A)**

### 2. Site Control (5 pts)

Indicate the type of funding requested

- a. Site Evaluation and Planning Grant
  - 1) Is the property publicly or privately owned? Provide documentation of ownership. **(Attachment B)**
  - 2) If privately owned, the lead applicant must, at a minimum, indicate a “First Right of Refusal” agreement with the property owner. **(Attachment B)**
  - 3) If privately owned, provide documentation that access is allowed to the property for evaluation and planning. **(Attachment B)**
- b. Site Improvement Funds
  - 1) Is the property publicly or privately owned? Provide documentation of ownership. **(Attachment B)**
  - 2) If privately owned, provide an option agreement by lead applicant. **(Attachment B)**
  - 3) Provide a letter of intent that property can be marketed for economic development purposes, access is allowed to property for site investigation, construction and marketing. **(Attachment B)**

### 3. Site Identification (5 pts)

- a. Complete the VEDP Site Data Form.

Applicant can complete the attached data form or complete the form on VirginiaScan. If the property is currently listed on VirginiaScan, a new form is not required. Please note on application that the property is “Listed on VirginiaScan”.

  - 1) Site improvement grant: Recommended that applicant complete the document online. (VirginiaScan)
  - 2) Site evaluation and planning grant: If applicant does not have enough information to complete the document online they must complete the industrial site data form included with the grant application located on the Virginia Allies Information Exchange website, [www.virginiaallies.org](http://www.virginiaallies.org).
- b. Include any maps or images that provide details on property such as tax maps, topographical maps, aerials etc. **(Attachment C)**

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### Part III - Existing Conditions/Readiness (25 Points)

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#### 1. Existing Transportation Infrastructure (10 pts)

Provide a detailed description of the existing infrastructure serving the site. Include map(s) that provide location of the infrastructure currently serving the site or nearest to the property. (**Attachment D or refer to Attachment C**) Describe any transportation improvements that are under construction or planned that will effect access to the site. If these improvements are to be funded by the MEI program, provide the answer under **Section IV – Scope of Work**.

- a. **Highway:** Describe access from the site to nearest 4-lane highway and/or interstate. Provide a map showing site in relationship to 4-lane highway and/or interstate. (**Attachment D**) For **Site Development** an access road must be pre-engineered and approved by VDOT. (**Attachment E**)
- b. **Airport:** Describe current air service and capabilities. Is air service/proximity important to targeted industries? Provide a map denoting location of commercial and general aviation airports in relation to the site. (**Attachment D**)
- c. **Rail:** Can the site be served by rail? Is rail required for targeted industries? If the site is accessible, please specify plans to extend rail service onto site and include a map and documentation from rail provider that the site can be served. (**Attachment F**)

#### 2. Utility Infrastructure (5 pts)

Provide a detailed description for each of the utility infrastructure currently serving the property. Provide details on location, line sizes, and current capacities. Does the current infrastructure meet the needs of the targeted industries? If the property is not currently served by a particular utility infrastructure, describe the location and capacity of the nearest infrastructure or the infrastructure that would provide service. Provide a map(s) that shows existing infrastructure in relation to the property. (**Attachment G**) Describe any utility improvements that are planned or under construction that will improve the site. If these improvements are to be funded by the MEI program, provide this description under **Section IV – Scope of Work**.

- a. **Water:** Provide detailed information on existing water infrastructure to site. Include details on water treatment plant's total and available capacities. How much capacity could be reserved for this project? Discuss any improvements planned for the site that may not be part of this application. Provide a map of the existing water infrastructure. (**Attachment G**)
- b. **Sewer:** Provide detailed information on the existing sewer infrastructure serving the site. Provide details on the wastewater treatment plant's total and available capacity. Can the treatment plant support the needs of targeted industries? Discuss any improvements planned for the site that may not be part of this application. Provide a map of the existing wastewater infrastructure. (**Attachment G**) Does existing service meet the needs of targeted industries?

- c. **Electricity:** Describe the current service and capacity serving the site. Include a map of the existing electric infrastructure. (**Attachment G**) If any upgrades are planned, please explain. Does this service meet the needs of targeted industries?
- d. **Telecommunications:** Describe the current capacity of the existing system. Include any onsite capabilities. Include a map of the existing infrastructure. (**Attachment G**)
- e. **Natural Gas:** Describe the current capacity and service to the site (if available). Include any existing onsite capabilities. Include a map of the existing infrastructure. (**Attachment G**)

**3. Zoning and Land Use (5 pts)**

- a. **Zoning:** What is the current zoning of the property? How does this relate to the targeted industries? Are changes required or planned for the property? Include a copy of zoning ordinance. (**Attachment H**)
- b. **Land Use:** Does the comprehensive plan match the vision for site? Provide relevant sections of the comprehensive plan, including maps. (**Attachment I**)

**4. Previous Evaluation and Planning (5 pts)**

Provide a list of engineering and/or construction work that has been performed on the property. Document any cost incurred with this work.

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## Part IV - Project Scope and Budget (35 Points)

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### 1. Scope of Work (25 pts)

- a. Describe the complete nature of work to be performed with grant funds. List all administrative, planning and/or construction activities to be completed for the project. **(See Table 1)** Itemize each activity separately in Table 1. Provide specific details on each activity; i.e., length and line size of a water-line extension. Provide any reports or schedules that support the project. **(Attachment J)**
- b. List and describe any remaining activities required to complete site development that are not addressed by this project. **(Site Improvement Grant only)**

### 2. Project Budget (5 pts)

List all project activities associated with the site development. **(Table 1)**

- a. MEI Eligible Activities: List all program eligible costs. Identify the amount of MEI funding for each activity and the correlating match. Provide activity and funding totals. All costs must be complete and accurate. **Architectural & Engineering Fees:** VEDP will allow basic architectural and engineering fees to be included in the grant funds. VEDP will determine reasonable fees and services for development grant.
- b. Other Site Development Activities: List any remaining development activities not to be funded by the MEI Grant. Identify costs associated with each activity and provide funding totals.

### 3. Funding Sources (5 pts)

- a. Matching Funds: List the source(s) of the 25% match in the budget funding source table. **(Table 2)** Identify each source, the amount provided, percentage of MEI match and date the funding was committed.
- b. Additional Funding Sources: List any additional sources of funding that may be committed to this property in the Funding Source Table. **(Table 2)**

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**Part V – Project Justification (25 Points)**

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**1. Relationship to Strategic Targets (10 pts)**

- a. Targeted Industries
  - 1) List targeted industries.
  - 2) Describe how targeted industries were identified and how they relate to region and property.
  - 3) Discuss the marketing strategy regarding the targeted industry (ies) and the site. Provide a copy of the marketing plan. (**Attachment K**)
- b. Discuss the local or regional economic development strategic plan. Provide a copy of the strategic plan. (**Attachment K**)
- c. Discuss the commitment to market the site to projects that meet the MEI/Mega project guidelines. How many years will the site be dedicated to attracting an impactful project with high capital investment or employment?

**2. Existing Property Inventory (5 pts)**

- a. Complete the chart provided to identify all developed public and private business sites in the region. (**Table 3**)
- b. Assessment of prospect interest: Discuss the need for the new or improved property to meet the targeted industry needs. What are the region's deficiencies?
- c. Regional site needs: Analyze the region's ability to attract mega projects and meet the needs of targeted industries. Describe the type of site needed to meet targeted needs.

**3. Economic Impact (10 pts)**

Describe how this project can positively impact the region's economy.