



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

APPLICATION

**Virginia Economic Development Partnership
P.O. Box 798
Richmond, Virginia 23218-0798**

August, 2010

Part I – Proposal Summary

1. Lead Applicant:	2. Chief Elected Official Name/Address:	3. Lead Applicant <u>Government</u> Address:
4. Project Type: Planning _____ Construction _____	5. Project Name:	6. Contact Person: Phone: _____ Email: _____
7. Total Project Costs: a. MEI Grant Request \$ _____ b. Local Cash \$ _____ Total Local Cash \$ _____ c. Other Match \$ _____ Total Non-Cash \$ _____	8. Regional Participants (List all Localities): a. _____ b. _____ c. _____ d. _____ e. _____ 9. MEI Activities: a. _____ b. _____ c. _____ d. _____ e. _____	
10. Project Location, Characteristics and Service Area:		
11. Project Summary:		
12. Management and Administrative Structure:		
<p>13. <i>To the best of my knowledge and belief, data in this application are true and correct and the application has been duly authorized by the governing bodies of the participants.</i></p> <p>Chief Administrative Officer:</p> Name: _____ Signature: _____ Title: _____ Date: _____		

Part II – Applicant Status

1. Regional Nature of Application:

Discuss any regional participation regarding this application. Is a regional revenue sharing agreement in place? If applicable, provide letters of participation and regional revenue sharing agreement. **(Attachment A)**

2. Site Control:

Provide property ownership documentation. If the site is privately owned, discuss issues regarding access to property, option agreements, and owner's intent to market and sell property. **(Attachment B)**

3. Site Identification:

Enter data on VirginiaScan or complete the VEDP Site Data Sheet. **(See Application Instructions)**
Provide any surveys, aerial images, topographic or other supporting maps. **(Attachment C)**

Part III – Existing Conditions/Readiness

1. Existing Transportation Infrastructure:

Provide a detailed description of the existing infrastructure conditions serving the site. Include map(s) that provide location of the existing transportation infrastructure in proximity to the site. **(Attachment D)** Describe any infrastructure improvements that are currently under construction or planned to serve the site. If the infrastructure improvements are part of the MEI funding request, describe the project in **Part IV – Scope of Work** section of the application.

a. Highway:

See instructions above. Provide a demonstration of access from site to 4-lane highway and/or interstate. Include map. **(Attachment D)** For Site Improvement Grant, an access road must be pre-engineered and approved by VDOT. **(Attachment E)**

b. Airport:

See instructions above. Describe current air service and capabilities. Include a map denoting nearest commercial and general aviation airports. **(Attachment D)**

c. Rail:

See instructions above. Is the site rail served? Provide documentation from the rail provider that site is rail served or can be served. **(Attachment F)** Do the targeted industries require rail access? Provide site plan that shows current rail siding or proposed access. **(Attachment D)**

2. Existing Utility Infrastructure:

Provide a detailed description of the utility infrastructure currently serving the property. Provide details on location, line sizes and current capacities. Does the existing 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 nearest infrastructure. Provide a map that shows utility infrastructure in relation to property. **(Attachment G)** Describe any infrastructure improvements that may be under construction or planned. If infrastructure improvements are part of the MEI project grant program, describe the project in **Part IV – Scope of Work** section of the application.

a. **Water:**

See instructions above. Describe the total and available capacity of the water treatment plant serving the site. How much capacity could be reserved for this project? Provide a map of existing water infrastructure serving the site. **(Attachment G)**

b. **Wastewater:**

See instructions above. Describe the total and available capacity of the wastewater treatment plant serving the site. Provide a map of existing wastewater infrastructure serving the property. **(Attachment G)**

c. **Electricity:**

See instructions above. Describe the electrical service to the site. Provide location of nearest substation serving site. Is redundant service feasible? Provide a map of existing electrical service to the site. **(Attachment G)**

d. **Natural Gas:**

See instructions above. Is the site served by natural gas? Describe the line size and capacity available to the site. Provide a map of existing natural gas service to the site. **(Attachment G)**

e. **Telecommunications:**

See instructions above. Is redundant service available? Provide a list of service providers. If available, provide a map of the telecommunications service to the site. **(Attachment G)**

3. Zoning and Land Use:

a. **Zoning:**

What is the current zoning for the subject property? Provide a copy of the existing zoning ordinance. **(Attachment H)** How does this relate to the targeted industries? Are zoning changes required or planned for the site?

b. **Land Use:**

Does the planned use for this property match the comprehensive plan? If not, explain. Provide relevant sections of the comprehensive plan, including maps. **(Attachment I)**

4. Previous Evaluation and Planning:

Provide a list of engineering and/or development projects that have been performed on the property to date. Document any costs incurred with this work.

Part IV – Project Scope and Budget

1. Scope of Work:

- a. Describe the complete nature of work to be completed with the grant funds. **(Complete Table 1 – Project Scope)** For Site Development Program, provide reports and schedules for work that has been designed. **(Attachment J)**

- b. List and describe any remaining activities required to complete site development. **(Site Improvement Grant only)** Provide any studies and reports associated with this work. **(Attachment J)**

2. Project Budget:

List all project activities and costs associated with the park development. **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. **(Complete Table 1 – Project Scope)**

3. Funding Sources:

List the source(s) of the required 25% match of the program funds. **(Complete Table 2 – Funding Source Table)**

Part IV – Project Scope

Table 2. Funding Source Table			
Type	Amount	%	Source(s)/Date Committed
MEI Request Amount			
25% Match Requirement			
Local Cash Type A			
Local Cash Type B			
Local Cash Type C			
Other Funds			
Other Funds			
Other Funds			
Total (Matching Funds)			

b. **Discuss the economic development strategic plan for locality and region. Provide a copy of the strategic plan. (Attachment K)**

c. **How long is applicant committed to marketing the property to MEI/Mega projects?**

