



Site Development Implementation Grant Application Questions

Please note that each response in this application is limited to 6,000 characters

ECONOMIC IMPACT

1. Provide an overview of the proposed project and project activities included in the project budget. **ATTACHMENTS:** A 1-2-page Executive Summary must be uploaded with the application.
2. Which industry clusters identified in your region's Economic Growth and Diversification Plan will this project focus on? Describe how the project supports the Plan's strategies and goals. What problem is the project team trying to solve?
3. Identify the project outcomes and deliverables that will be achieved during the two-year grant performance period. For any quantitative outcomes that demonstrate project impact, select the most relevant items from the [GO Virginia Core Grant Outcomes](#) (definitions provided). Describe how the project team or its partners will track and report on these outcomes over time. **ATTACHMENT:** Upload the GO Virginia Core Grant Outcomes spreadsheet with the application.
4. For projects advancing sites to Tier 4 or Tier 5, Describe how the [Economic Impact template](#) estimates were determined and the timeline for achieving the expected fiscal return. Include an explanation and source any data used as the basis for inputs used to complete the template. Please note that the template is used as an evaluation criterion but a positive fiscal return is not an eligibility requirement. **ATTACHMENT:** The DHCD Economic Impact template should be uploaded with the application.

REGIONAL COLLABORATION

5. Identify the localities participating in the project and describe each locality's role. Participation may include financial support, staff involvement, resource sharing, or other meaningful contributions. A minimum of two localities is required. Refer to the [Regional Collaboration and Local Participation guidelines](#) for examples of eligible participation.
6. Explain how the site(s) were prioritized by the Regional Council over other sites in the region. Describe how this project will help address gaps in the region's site inventory and contribute to advancing priority sites.
7. Discuss how the Regional Council and project development team consulted with localities regarding the strategy and implementation of the project.
8. Identify any private-sector or non-government partners involved in the project, such as developers, land trusts, or university foundations. Describe their specific role and contribution, including any financial or in-kind support.
9. Name the applicant and all partner organizations involved in implementing the project. For each partner, describe their role in completing the scope of work, their financial or in-kind match commitment, and their capacity to successfully carry out their responsibilities.



If the fiscal agent for the project is different from the applicant, please identify the fiscal agent and explain their role. **ATTACHMENTS:** Upload [Match Verification Form\(s\)](#) with the application. Partners are encouraged to submit letters of support describing their role and level of involvement.

PROJECT READINESS

10. Describe the project timeline and specific project milestones that will be used to track progress and determine fund disbursement.
In addition, outline the actions that will be taken during the grant period to secure targeted sector users or to enhance the marketability of the site(s) to desired businesses.
ATTACHMENT: Upload a Project Milestones Overview with a proposed Drawdown Schedule.
11. Describe the total project budget, including how GO Virginia funds will be used, how matching funds will be used, and the sources and uses for all matching funds. Identify any additional leveraged funds, such as state or federal resources, that support the overall scope of work but are not part of the required match. **ATTACHMENTS:** Upload the DHCD [Sources and Uses Budget template](#) with the application.
 - a. Does the project meet the required \$2:1 match?
 - b. Does the project request a waiver of the local match requirement? If so, review the [Match Waiver Request Guidelines](#). Currently, at least 20% of the required match must be provided by units of local government unless waived. **ATTACHMENTS:** If requesting a waiver, include a [Local Match Waiver Request Form](#) with the application.
12. List any previous site advancement activities on the property or properties where public or private investments have been made within the past five years. Include the dollar amount of each investment and describe how these efforts have increased the site's readiness for this project.
13. Will the site require additional investment beyond this project to become fully marketable? If so, describe the applicant's plan for securing future funding to continue site advancement.
14. Discuss any major barriers or risks that could affect the successful implementation of the project. What strategies will the project administrator use to address or overcome these challenges?
15. Describe how the Regional Council and project team consulted with VEDP and subject matter experts about the site's marketability and development potential. Summarize the key feedback received and how it has informed the project proposal.
16. For privately owned sites, describe any contractual agreements in place between the locality (or its EDA/IDA) and the property owner that enable the advancement of the site. For privately-owned sites, outline any current contractual agreements between the locality (or their EDA/IDA) and the landowner that are in place to allow for advancement of the site(s).
ATTACHMENT: Upload a draft or executed agreement with private property owners.
17. 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 describing 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. **ATTACHMENT:** Upload a letter from the chief elected official or city/county leadership (e.g., County Administrator, Mayor, or Board Chair) confirming this information.

PHYSICAL PROPERTY ATTRIBUTES

Please complete a Property Information Form (Attachment C) for each site included in this application. Link: [Property Information Form \(Attachment C\)](#)

REQUIRED ATTACHMENTS

- Executive Summary
- [GO Virginia Core Outcomes](#)
- [Economic Impact \(DHCD Template\)](#), if advancing to a Tier 4 or 5
- [Match Verification Form](#)
- Milestones Overview and Drawdown Schedule (DHCD Template)
- [Budget Overview \(DHCD Sources and Uses Template\)](#)
- Engineer's estimate of costs for site development activities
- [Property Information Form \(Attachment C\)](#)
- Maps of Site to include property boundaries, transportation assets

OPTIONAL ATTACHMENTS

- [Local Match Waiver Request Form](#) (if applicable)
- Letters of Support
- Draft of agreements with private property owners (if applicable)
- Letter from Locality (if applicable)