

REGIONAL PRIORITY PROJECT PROCESS PROJECT INFORMATION FORM

1.0 PROJECT NAME:

2.0 TYPE OF PROJECT:

Infrastructure:

Water

Wastewater

Broadband

Transportation

Public Facility

Other

General Development:

Industrial

Commercial

Residential

Mixed

Site/Facility Development for Specific Business

Name of Business:

Workforce Development

Business Development

Other:

3.0 PROJECT SPONSOR: Name, address, and contact info for the person submitting the project information.

4.0 PROJECT PRINCIPALS: Name, address, and contact Info for the project principals.

5.0 a. BRIEF PROJECT DESCRIPTION: Very Brief (2-3 sentence) overview of project.

5.0 b. PROJECT DESCRIPTION: Detailed project overview.

6.0 PROJECT PURPOSE AND BENEFITS: Describe the purpose and benefits to the region of the project. Describe if/how the project builds capacity within the region for improved economic development or community development, builds capacity in the region for improved economic and community development, and/or advances the goals and objectives of the region's [CEDS](#) and/or regional plans, and addresses the most pressing needs of the region.

7.0 PROJECT TIMELINE, MILESTONES, AND STATUS: Describe the project timeline, the current status, and impediments to proceeding. Include factors such as site control, engineering and design, financing/funding identification and commitment, and permitting. Clearly identify where the project is within the project timeline and what work remains.

8.0 PROJECT PRINCIPAL EXPERIENCE: Describe project principals' experience managing federal or state grants, and/or successfully developed similar business models, their ability to complete the project, and describe any partnerships that will help ensure success.

9.0 PROJECT SUPPORT AND REGIONAL NEED: Describe how the project is consistent with identified local and regional goals, advances regional needs identified in the region's Comprehensive Economic Development Strategy ([CEDS](#)) and/or regional plans or is supported by reports or public forums. Describe the community support for the project and any community engagement that has occurred. Include reference and link to region's CEDs, the municipal and/or regional plan, and reports, or forums identified. Also describe how the project leverages regional human, social, financial, cultural, and/or physical capital, and supports, compliments, or enhances existing efforts.

10.0 PROJECT COST, IDENTIFIED AND COMMITTED FUNDS/FINANCING, AND FUNDING GAP: Provide the total project cost, include a simple source and uses chart, describe the amount of funds/financing that have been identified and include a clear status of the funds (received, committed, applied for, identified, etc.) including the dates of receipt, commitment, application, expected distribution, etc. Also, identify the type of resource (cash, grant, loan, sponsor in-kind, third party in-kind, etc.) and describe which resources can serve as a match, noting that, for example, some grant sources do not allow matching federal funding with other federal funds. Clearly identify any funding gap and identify the state or federal resources that you expect might help fill the gap.

11.0 JOB CREATION:

Provide an estimate of the number of permanent and temporary jobs to be retained and/or created by the project, including the period of time over which new jobs will be created.