



**VIRGINIA BUSINESS READY SITES PROGRAM  
SITE DEVELOPMENT  
GUIDELINES AND APPLICATION**

**Virginia Economic Development Partnership**

**April 2017**

## **Virginia Business Ready Sites Program (VBRSP) Site Development**

The Virginia Business Ready Sites Program (VBRSP) was established pursuant to § 2.2-2238 C. of the Code of Virginia of 1950, as amended (the Code), to identify and assess the readiness of potential industrial sites in the Commonwealth of Virginia (the Commonwealth) for marketing for economic development purposes, thereby enhancing the Commonwealth's infrastructure and promoting the Commonwealth's competitive business environment.

The VBRSP has two components: (i) Site Characterization to ascertain and designate a site's level of development<sup>1</sup> and (ii) Site Development to further develop the sites. These Guidelines are for the Site Development component.

The goal of Site Development is to develop a pool of potential sites across the Commonwealth that are well prepared and positioned for selection and development by prospective economic development projects that are ready to commit to the construction of a facility. These potential sites are typically at a Site Characterization Tier Level (Tier Level) 4 or 5. The Commonwealth currently does not have an adequate number of such sites.

In an effort to develop a pool of viable sites, grants are available to assist with the costs associated with the development required to increase a site's currently designated Tier Level to the next Tier Level (Site Development Grants), with the objective of ultimately taking the site's designated Tier Level to the highest Tier Level possible. See Appendix A for a description of each Tier Level. Site Development Grants are available to potential sites across the Commonwealth, at various currently designated Tier Levels, and with a variety of site acreages.

These Site Development Guidelines set forth the priorities and procedures for the evaluation of applications for and the award of Site Development Grants.

### **VBRSP Site Development Priorities**

Consideration of a Site Development Grant Application (Appendix B) will be based on the following priorities:

- **Viability** - the development required to prepare and position the site at a higher Tier Level can be implemented practically and successfully within a reasonable period of time.
- **Alignment** – the site has an express connection to the local or regional economic development strategy or strategic plan.

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<sup>1</sup> Under the Site Characterization component of the VBRSP, a potential site is first assessed to measure its existing level of development and the additional development required to bring the site to an appropriate level for marketing and, based on this assessment, receives a designated Site Characterization Tier Level (Tier Level). See the Site Characterization Guidelines at <http://virginiaallies.org/businessreadysites.html> for further information.

- **Economic Impact** – the development of the site has a public purpose and would have a significant economic impact on the community and facilitate further increased prospect traffic and economic growth.
- **Commitment** – the scope of work required to increase a site’s currently designated Tier Level to the next Tier Level (Scope of Work) is complete, the necessary financing for the implementation of the Scope of Work is available and documented or will be within a reasonable period of time, the required dollar-for-dollar match of the Site Development Grant requested is identified, and an estimated timeframe for implementation of the Scope of Work has been established.
- **Leveraged Resources** – the use of existing infrastructure, workforce and other community assets, grants and funding, or other resources used to support the site.

### **Site Development Grants**

A total of approximately \$1,200,000 is currently available for Site Development Grants.

A Site Development Grant will be awarded up to the following maximum amount at each Tier Level:

- From Tier Level 1 to 2 - \$100,000
- From Tier Level 2 to 3 - \$250,000
- From Tier Level 3 to 4 - \$500,000
- From Tier Level 4 to 5 - \$500,000

A Site Development Grant will be awarded to assist with the costs associated with the development required to increase a site’s currently designated Tier Level to the *next* Tier Level.

A site may be awarded only one Site Development Grant in this round of Site Development Grant Applications. Applicants are encouraged, however, to develop the site to the highest Tier Level possible.

The award of a Site Development Grant is subject to the availability of funds and an appropriation of the Virginia General Assembly.

Site Development Grant proceeds are to be used only for the necessary, reasonable costs incurred in accordance with the Scope of Work set forth in a Site Development Grant Application and the performance agreement setting forth the terms and conditions of the grant (Performance Agreement).

Site Development Grant proceeds may not be used for regularly recurring local fiscal obligations such as personnel, project management and administrative expenses and related costs, as a substitute for other funding already committed to the site, or other funding for which the site is eligible.

The process for disbursement of a Site Development Grant will depend upon a site's Tier Level and the amount of the award. It is expected that a Site Development Grant will be disbursed in at least two installments according to milestones determined to be appropriate for the Scope of Work.

### **Eligible Applicant and Eligible Sites**

To be eligible for a Site Development Grant, applicants and sites must meet the same criteria as applicants and sites for VBRSP Site Characterization.<sup>2</sup> In addition, the site's designated Tier Level must be listed in VirginiaScan no later than the close of business May 19, 2017.

### **Applicant Responsibility**

An applicant is responsible for a dollar-for-dollar match of a Site Development Grant.

The match may be from public and/or private sources and in the form of cash and/or in-kind contributions.

Cash may be in the form of actual cash contributions from the applicant, other cash donations, other grants or other sources of funding.

In-kind contributions must be directly related to the Scope of Work. Such in-kind contributions may be in the form of property (land, equipment and other goods) and services (personnel, project management and administrative expenses and related costs). The value of in-kind contributions will be based on current fair market value and documentation will be required. In-kind contributions may represent no more than 25% of the total match, with services representing no more than 5%.

The match must be made by the Performance Date set forth in the Performance Agreement.

Cash and in-kind contributions made prior to July 1, 2016, or used as a match for a Site Characterization Grant will not be counted toward the match.

An applicant must demonstrate adequate evidence of the match, as well as the additional financing required to complete the Scope of Work.

### **Application**

An applicant must submit a Site Development Grant Application for evaluation by the Review Committee of the VBRSP Working Group.

Site Development Grant Applications will be accepted beginning April 17, 2017, and ending at the close of business May 19, 2017.

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<sup>2</sup> See the Site Characterization Guidelines at <http://virginiaallies.org/businessreadysites.html>.

Among other things, a Site Development Grant Application must include the following materials to be provided by a licensed civil engineer or equivalent (a Site Development Professional):

- (i) a Scope of Work describing the complete nature of the work;
- (ii) an estimate of the total costs associated with the Scope of Work;
- (iii) a descriptive budget including description and value of any in-kind contributions being offered; and
- (iv) an estimate of the timeframe to complete the Scope of Work.

Site Development Grant Applications will be grouped and considered on a competitive basis by existing designated Tier Level.

Site Development Grants will be awarded based on the highest perceived merit, the priorities identified in these Guidelines and, to the extent practicable, such that the different regions of the Commonwealth, various Tier Levels, and different site acreages will be represented.

Site Development Grants will be awarded no later than June 16, 2017.

The Review Committee has the sole discretion to award a Site Development Grant.

### **Performance Agreement**

The recipient of a Site Development Grant will be required to enter into a Performance Agreement which will be subject to negotiation with VEDP.

It is expected that the performance agreement will contain provisions for, among other things, disbursement of the Site Development Grant, use of the proceeds, reporting, and any repayment obligations.

The Performance Agreement must be executed before any Site Development Grant proceeds will be disbursed to the recipient.

## APPENDIX A

### Site Characterization Tier Level

The following Site Characterization Tier Levels describe the level of existing development at a potential site:

- (i) **Tier 1:** Site under (a) public ownership, (b) public/private ownership, or (c) private ownership which such private owner(s) agreeable to marketing the site for economic development purposes and to allowing access to the property for site assessment and marketing purposes, but at no established sales price. Comprehensive plan reflects site as appropriate for industrial or commercial development and use, but site is not zoned as such. Site has minimal or no infrastructure. Minimal or no due diligence has been performed.
- (ii) **Tier 2:** Site under (a) public ownership, (b) public/private ownership, or (c) private ownership with an option agreement or other documentation of a commitment by the private owner(s) to a competitive sales price, to permit access to the site for site assessment, construction, and marketing, and to market the site for industrial or commercial economic development purposes. Comprehensive Plan reflects site intended for industrial or commercial development and use, but site is not zoned as such and a rezoning hearing needs to be scheduled. Site has minimal or no infrastructure. Minimal or no due diligence has been performed.
- (iii) **Tier 3:** Site is zoned for industrial or commercial development and use. Site has minimal or no infrastructure. Due diligence including, among other things, a wetlands survey with Army Corps of Engineers approval within the last five years, geotechnical borings, boundary and topographical survey, cultural resources review, an Endangered Species review, and a Phase I Environmental Site Assessment, has been completed. Estimated costs of development have been quantified.
- (iv) **Tier 4:** All infrastructure is in place or will be deliverable within 12 months. All permit issues have been identified and quantified.
- (v) **Tier 5:** All permits are in place and the site is ready for a site disturbance permit from the locality in which the site is located.

## APPENDIX B

### VBRSP Site Development Application

#### Application Instructions

Carefully review the VBRSP Site Development Guidelines and the application requirements before completing and submitting an application.

*Applications will be accepted beginning April 17, 2017 and ending at the close of business May 19, 2017. Only timely-filed, complete applications will be considered.*

*Use the Provided Format:* Applicants must use the format provided and respond using a font size of no less than 12.

*Use the Space Provided:* All questions should be answered within the space provided. Certain new attachments may be required. Any such attachments must be placed at the end of the application, and listed in order:

- Attachment A - Site Characterization
- Attachment B - Site Description Updates
- Attachment C - Scope of Work
- Attachment D - Budget
- Attachment E - Financing
- Attachment F - Marketing

\* In some cases, more than one document may be needed to for 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 A-1, A-2, and so forth.

*Application Questions and Submittal:* Specific questions may be addressed as set forth below. Applications must be submitted **electronically** by close of business on May 19, 2017.

Submit questions and applications to:

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

## **Part I – Summary**

### **1. Applicant Name(s)**

### **2. Primary Contact Information**

Include physical and email addresses and contact numbers.

### **3. VirginiaScan IVS Number**

### **4. Current Tier Level**

If the site does not yet have a designated Tier Level in VirginiaScan, a Site Characterization by a Site Development Professional, as well as the supporting documentation required by the VBRSP Site Characterization Application, must be submitted concurrently with this VBRSP Site Development Application (Attachment A).



## **5. Site Development Cost and Grant Request**

Provide the total estimated cost of the Scope of Work and the amount of the VBRSP Site Development Grant requested. Indicate whether the applicant was awarded a Site Characterization Grant.

## **6. Summary of Site Description Update**

Summarize any changes to the information provided in a previously submitted VBRSP Site Characterization Application including: any new ownership or option agreement or other agreement between the applicant and the owner(s) of the site; revised site plans; additional planning, engineering and construction studies including a Site Characterization not yet submitted to VEDP; zoning or comprehensive plan revisions; and infrastructure changes. Attach any supporting documentation (Attachment B).

**Part II – Scope of Work and Budget (50 pts)**

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

- (a) Summarize the Scope of Work to be performed. Attach a detailed line item of the Scope of Work provided by a Site Development Professional (Attachment C).
- (b) Provide a timeline for the Scope of Work and include the projected completion date.
- (c) Provide the name of the firm which will be responsible for implementing the Scope of Work if this has already been determined.

**2. Budget (25 pts)**

- (a) Summarize the cost of the Scope of Work to be performed. Attach a detailed line item budget and any supporting information provided by a Site Development Professional (Attachment D).
- (b) Summarize the financing of the Scope of Work. Attach a spreadsheet identifying each source of funding, including the Site Development Grant and the required match, and the amount provided by each source as a share of the total cost (Attachment E).

### **Part III - Site Justification (50 pts)**

- (a) Detail the connection between further development of the site and the local or regional economic development strategy or strategic plan.
- (b) Describe any potential interest in the site by prospective economic development projects.
- (c) Explain how development of the site would further economic growth and increase prospect traffic.
- (d) Describe any targeted market study that has been done or any expected marketing plan for the site and attach any supporting materials (Attachment F).
- (e) Indicate how existing infrastructure, workforce and other community assets, grants and funding, or other resources are being used and leveraged to support the site.
- (f) Describe how the local and/or regional community may support or be involved in the development of the site.
- (g) Detail plans and paths to take the site to the highest Tier Level or fully ready for commitment by a prospective economic development project to the construction of a facility.

