

# Community Application Letter Guide

The community application letter for GOF must be signed by the chief appointed official of the county, city, town or any other political subdivision and should be addressed to:

Mr. Jeffrey M. Anderson  
President and CEO  
Virginia Economic Development Partnership  
P.O. Box 798  
Richmond, VA 23218-0798

While the application should be addressed to the Executive Director and he is the final recipient, **please forward the application to the Project Manager in the Business Development Division that is working on the project before mailing the final copy to Jeff Anderson.** The format and order of the information provided in the application should be as follows:

---

## ◆Description of the Project:

- ◆Name of the Company (do not use the project name)
- ◆Describe what the company does
- ◆Describe what the company plans to do at the Virginia facility (type of operation)

## ◆Location of the Project:

- ◆Name the community in which the project will locate
- ◆Provide the population of the community
- ◆Provide the current unemployment rate of the community

## ◆Investment

- ◆Provide the amount of private investment for real estate, building, furniture & fixtures, equipment, etc., including but not limited to the market value of capital leases within 36 months of a locality receiving a grant payment.
- ◆The Governor's Opportunity Fund award, other governmental grants, and other working capital cannot be included in the investment award.

## ◆Jobs created - list the number of jobs that will be created within 36 months of a locality receiving a grant payment. If you know the employment ramp-up schedule, provide that information.

## ◆Average salary level or total yearly payroll of jobs created, including benefits statement

## ◆Average prevailing wage for locality or region, as applicable

## ◆List the amount requested from the Governor's Opportunity Fund

## ◆Use of grant - describe how the grant will be used

Monies may be used for such things as public and private utility extension or capacity development on and off site; road, rail, or other transportation access costs beyond the funding capability of existing programs; site acquisition; grading, drainage, paving, and any other activity required to prepare a site for construction; construction or build-out of publicly-owned buildings; grants or loans to an Industrial Development Authority, Housing and Redevelopment Authority, or other political subdivision pursuant to its duties or powers; training; or anything else permitted by law. If funds are made available for site development and a party other than the

industry creating the employment also benefits from the grant, the locality must demonstrate how that financial benefit will be passed along to the industry.

◆**Local financial participation**

- ◆**List specific new monies to be allocated to the project and how those funds will be used.**

As a minimum, localities are required to match with local funds on at least a dollar-for-dollar basis the amount requested from the Governor's Opportunity Fund. Previously invested local funds, grants or loans from other government sources, and contributions from private interests which benefit from the project's location may not be counted as local match. Local matches may not be spread out over more than five years to be considered. Local enterprise zone incentives may be counted towards the local match where the locality makes actual expenditures within the first five years after the project is announced to benefit the specific project.

◆**Employment impact on the current operations in Virginia**

- ◆**If the company has other facilities in Virginia, describe how this new facility will impact the others.**

The following information is required from the company in the letter that will be attached to the community application. The statement from the community in this section of the application should match the information provided by the company (see separate document for company letter guidelines).

The General Assembly has stated its intention that state funds not be used to help a company relocate or expand its operations in one or more Virginia communities when the same company is simultaneously closing facilities in other Virginia communities. Therefore, affirmation that the company is not currently considering being a party to a merger or acquisition which would alter the nature of its corporate entity, as well as affirmation that the proposed project will not result in a closing, loss of jobs, consolidation, or change to any existing operations in Virginia for the next 12 months is required.

- ◆**Provide a list of other public funds that have been or will be expended for the project - examples would be training or past public expenditures for road, utility or site development.**
- ◆**Provide an affirmation statement that other sources of funds are unavailable on a timely basis to accomplish the planned use of the Opportunity Fund sought.**
- ◆**Provide a summary statement presenting the importance of the project to the community and why support from the Opportunity Fund is being sought.**
- ◆**If the project for which the Opportunity Funds are being requested involves a relocation of a business from one Virginia locality to another, the community applying for the Opportunity Fund grant must officially notify the community from which the business is moving. For such projects, a statement must be included in the Governor's Opportunity Fund application that this notification has taken place.**

**Please attach the letters from each community to the application.**