

2015



LOCAL  
ECONOMIC  
DEVELOPMENT  
GRANT  
PROGRAM

Application and Technical  
Assistance Guide



BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINESS. BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINESS

*Good for business*

**LED APPLICATION CHECKLIST / GENERAL REQUIREMENTS**

Page Number	
	<p>1.     <b><u>* County Commission Resolution and Certification Letter</u></b></p>
	<p>2.     <b><u>* Certified Development Community (CDC) Requirement</u></b></p>
	<p>CDC Completed? _____ YES / NO _____</p>
	<p>If yes, Recertification Date? _____</p>
	<p>If no, Estimated date of completion? _____</p>
	<p>3.     <b><u>2014-2015 Organization Budget</u></b></p>
	<p>4.     <b><u>Audit (Most recent fiscal year)</u></b></p>
	<p>5.     <b><u>Cash Match Verification</u></b></p>
	<p>6.     <b><u>* Professional Development</u></b></p>
	<p>___ CEcd Certification – 20 hours of credit (must show current certification)</p>
	<p>___ EDFP Certification – 20 hours of credit (must show current certification)</p>
	<p>___ Training hours carried over from 2013 – 2014. How many? _____</p>
	<p>___ Verification of Attendance – 30 hours of training (FORM 1)</p>
	<p>___ Verification of Attendance – 1 WVEDC Meeting</p>
	<p>7.     <b><u>* Organization Information</u></b></p>
	<p>Structure (optional / submit as needed)</p>
	<p>Current Board of Directors Contact Information</p>
	<p>Annual Action Plan</p>
	<p>8.     <b><u>* Business Retention and Expansion Program</u></b></p>
	<p>Previous Visitation Schedule for 2013 – 2014 (FORM 2)</p>
	<p>Contact your BID Rep for schedule and forecast the number of target visits during current grant period.</p>
	<p>9.     <b><u>* Site/Building Inventory</u></b></p>
	<p>Submit as needed to Carl Gunnoe.</p>
	<p>When was the last date you submitted properties to WVDO? _____</p>
	<p>Do you keep a listing of all properties on your website including those that do not meet the WVDO specifications? __YES / NO __</p>
	<p>10.    <b><u>* Economic Development "Tool Kit"</u></b></p>
	<p>Website Address _____</p>
	<p>If no website, estimated completion date? _____</p>
	<p>Linked to WVDO? __YES / NO__</p>
	<p>When was website last updated? _____</p>
	<p>Are you linked to social media? __YES / NO__. If yes, please provide contact information. _____</p>

**Use this checklist as you review your application prior to submittal to WVDO**

## LOCAL ECONOMIC DEVELOPMENT GRANT

### FISCAL YEAR 2015 Technical Assistance Guide

The West Virginia Legislature has appropriated funds for the Local Economic Development Grant (LED) for Fiscal Year 2015 (July 1, 2013-June 30, 2015) to support county or multi-county economic development efforts through a matching grant program.

The program is administered through the West Virginia Development Office (WVDO). Grant awards are made to county or regional economic development corporations or authorities that commit to following the guidelines established through the Certified Development Communities (CDC) program and who also meet the grant program criteria. Guidelines for the CDC program are available at [www.wvdo.org/downloads](http://www.wvdo.org/downloads) or by calling WVDO at 304-558-2234 or 800-982-3386.

Current economic conditions have made it necessary to adjust the budgets of numerous programs and initiatives, and the LED program is no exception. The FY 2015 allocation to the LED program was reduced to \$1,650,000, resulting in an allocation of \$30,000 per county.

**As in FY 2014, the online application must be submitted for FY 2015.** The LED online application and client management system is part of an initiative to integrate business processes within the Development Office through the development of a State and Federal Economic Development System (SAFEDS). **A complete reference manual and list of Frequently Asked Questions can be found at [www.wvdo.org/downloads](http://www.wvdo.org/downloads).**

When fully developed, this system will improve efficiency in the LED program, and more importantly, provide a tool for more efficient management of economic development data. The SAFEDS system features a Local Economic Development Authority site that will provide a platform for data sharing and assist in the partnership between State and Local economic development professionals.

The SAFEDS Local Economic Development Authority Website provides the ability to:

- View company and contact information maintained by WVDO.
- Fulfill retention and expansion visitation reporting requirements.
- Submit the LED Application online.
- The deadline for submission of your LED Grant application is at the end of April each year.

LED Grants are available on a first-come, first-served basis only. Applications will be received and considered only until April 30, 2015.

When fully developed, the SAFEDS system will also include the CDC certification. We will continue developing the system throughout the year. **For the current program year, it remains necessary to complete the CDC Certification through the traditional, paper-based process.**

## **ELIGIBLE ORGANIZATIONS**

LED grant funding will be available to the following:

1. County development corporations or authorities designated by the county commission as the county's lead economic development organization.
2. A multi-county or regional development corporation or authority, if it is designated as the lead economic development authority for the participating counties. The authority or corporation must submit the following with the application:
  - a. A resolution stating that the counties are working together on economic development; and
  - b. A resolution passed by the county commissions of the participating counties that designates the applicant as the lead economic development corporation or authority.
3. Regional Planning and Development Councils that have been designated by the county commissions as the lead economic development organization for the county. The council must submit the following with the application:
  - a. A resolution stating that certain counties within their region are working together on economic development;
  - b. A resolution agreeing to adhere to the CDC program guidelines;
  - c. A resolution passed by the county commission establishing the council as their lead economic development corporation or authority; and
  - d. The local cash match must be over and above the council's program budget in existence on July 1, 2013, and must come from those counties designating the council as their lead economic development organization.

## **AMOUNT OF AWARD AND USE OF GRANT MONIES**

The maximum amount to be awarded to each county will be \$30,000. The grant amount actually awarded will be based upon the cash match of the local organization. LED grant funds must be used for economic development activities.

## **CDC PROGRAM REQUIREMENT**

The CDC certification has been an integral part of our community and economic development programs for the past 20 years. To date, 50 counties have received CDC designation. **It is our goal that all 55 counties complete the certification process by 2015.**

### **Non-Certified Communities**

In 2009, WVDO introduced the entrepreneurial track for the CDC program. The purpose of the additional track is to offer communities that have not been certified an option in completing their certification. **Effective July 1, 2009, each non-certified community was asked to declare which track it plans to complete, provide a timeline of activities, and show substantial progress towards completion of CDC certification by June 30, 2010. For this application year, each non-certified community must show substantial progress towards certification by June 30, 2015. Approval of the LED grant will be contingent upon the evaluation of the progress made toward CDC certification using their declared track.**

## **Certified Communities**

Each community's Certified Development Community (CDC) status is valid for three years from the date of approval of your CDC application. During this three-year period, each certified community shall participate in an ongoing Recertification Program. Within four months prior to the CDC expiration date, each CDC must submit a Recertification Application Package to the West Virginia Development Office, Community Development Division.

At your option, you may recertify under either program. **For additional CDC information, please view our website at: [www.wvdo.org/downloads](http://www.wvdo.org/downloads).**

## **GENERAL REQUIREMENTS**

### **1. Resolution from County Commission(s) and Certification Letter**

- a. Applicants must have a resolution from the county commission(s) designating them as the lead economic development organization for the county. The resolution must be dated between July 1, 2014, and April 30, 2015.
- b. In addition, applicants must submit a Certification Letter with their application. This letter is to certify your organizations application and participation in the LED Grant Program. Please use the Sample Certification Letter provided with the application.

## 2. Certified Development Community (CDC) Application and Recertification

- a. If your CDC recertification is due during this grant period, you may at your option submit the CDC recertification application in lieu of the LED Grant application. (See Appendix A of this guide for the checklist.)
- b. All LED applicants must have a Certified Development Community (CDC) application committing the organization to completion of the CDC program.

## 3. Fiscal Year 2015 Organization Budget

- a. All applicants must submit their organization budget for **Fiscal Year 2015**.

## 4. Audit (Most Recent Fiscal Year)

- a. To comply with legislation and to better account for expenditures for the LED Grant Program, we are implementing an audit requirement. The following state grant audit requirements have been amended within Senate Bill No. 4006. This Bill amended and reenacted Chapter 12-4-14 of the West Virginia State Code, September 13, 2005 (effective date). These requirements relate to accountability of state grant fund expenditures which require audit reports or sworn financial statements.
- b. The following is a summary of the audit requirements **(REVISED)**:
  - i. If the organization is a governmental entity, such as a unit of a county commission, grant funds will be included within the county commission audit performed by the WV State Auditor's Office-Chief Inspector Division or a Certified Public Accountant contracted by the Auditor's Office to perform audits. This audit report will satisfy the audit requirements of **(b)(1)**.
  - ii. If your organization is not a governmental entity, an independent certified public accountant must be procured for the purpose of auditing these state grant funds or a sworn statement of state grant fund expenditures must be provided.
  - iii. The entity that receives one or more state grants in the amount of **\$50,000 or more in the state's fiscal year** shall be required to provide **an audit report of the disbursement of state funds (b)(1)**.
  - iv. The entity that receives one or more state grants in the amount of **less than \$50,000 in the state's fiscal year** shall be required to file a **sworn statement of expenditures (b)(2)**.
  - v. The reports and sworn statement of expenditures shall be filed with our office within two years of the end of the entity's fiscal year in which the disbursement of state grant funds by the grantor was made.
  - vi. The report shall be made by an independent certified public accountant at the cost of the entity receiving the state grant. The scope of the report is limited to showing that the state grant funds were spent for the purpose intended.
  - vii. Actions will be taken, as noted within subsection (c) (1), if these reporting requirements are not met.

## 5. Cash Match Verification

- a. **The Local Cash Match Must Consist Of Funds Designated For Expenditure On Fiscal Year 2015 Economic Development Activities.**
- b. Applicants representing a single county must have a cash match equal to the amount of the grant. For example, a \$31,008 grant request must be matched by \$31,008 in cash.
- c. **LED Grant funds from the previous fiscal year cannot be used for** Applicants representing multi-county or regional economic development corporations or authorities must have cash to match half the amount of the grant. For example, a development authority representing two counties could receive a \$62,016 grant with a \$31,008 cash match.
- d. **Any portion of the local cash match.** The funds being used for the match must be controlled by the local development authority and be designated for use by the development authority for economic development activities.
- e. **Applicants must provide evidence of the local match by one of the following:**
  - i. A resolution from the county commission(s) stating the amount of the cash pledge, with **evidence of the transfer of funds into an account solely for use of the development organization;**
  - ii. Copy of checks, made payable to the development organization, and bank deposit slip(s) that total the amount of the cash match;
  - iii. Signed pledge(s) from private sector sources. For the required pledge forms, please contact our office at 304-558-2234 or 800-982-3386.

## 6. Professional Development

- a. A representative of the economic development organization must attend **30 hours of professional training** that specifically addresses economic development and/or develops skills that are necessary to lead and conduct an effective economic development program. A representative can include the director, staff, or board member.
- b. If a representative has one of the two certifications listed herein, you may be eligible to receive up to 20 hours credit annually. Only one certification may be claimed during any grant period.
  - **Certified Economic Developer (CED) designation certified through the International Economic Development Council (IEDC) – 20 hours of credit. Applicant must show proof of current certification.**
  - **Economic Development Finance Professional (EDFP) certified through The National Development Council – 20 hours of credit. Applicant must show proof of certification.**

- **The IEDC Certified Economic Development Recertification Records can be found at [www.iedconline.org/index/recertification](http://www.iedconline.org/index/recertification). Please include a copy of your certificate with the application to receive this credit.**
- c. If the director, staff, or board members attended hours in addition to the 30 required hours of professional training. A maximum of **10 credit hours** may be carried forward to the next fiscal year. However, the hours must be counted in the next fiscal year, and they cannot be carried into a subsequent year.
- Please use **Form 1** included in your LED Grant Application to summarize your professional training hours.
  - **Information on course listings** that have been **approved** to meet this requirement can be accessed through the West Virginia Economic Development Council (**WVEDC**) website at: [www.wvedc.org](http://www.wvedc.org).
  - For training not listed on the WVEDC website, please **contact our office for approval and credit hours prior to course enrollment**.
  - In order to receive LED funds, the applicant must provide evidence of **Fiscal Year 2015 course registration** and show **proof of attendance**.
- d. **West Virginia Economic Development Council Meeting** – Provide documentation of registration and proof of attendance for at least one WVEDC meeting. Call 304-342-2123 or visit [www.wvedc.org](http://www.wvedc.org) for a meeting schedule. If the executive director, staff member(s), or board member(s) attend both WVEDC meetings in the same fiscal year, he/she could receive LED credit hours for the second meeting attended.

**7. Organization Information**

- a. **Structure** – If your organization has **restructured** please provide a brief description of how the development authority is legally structured. Otherwise, omit this information.
- a. **Board of Directors** - Provide a current directory of members, listing names, addresses, telephone numbers, fax numbers, email addresses, denoting officers and committee chairpersons.
- b. **Annual Action Plan** - Submit program objectives and **key action steps** to be accomplished during the 2015 fiscal year. The Annual Action Plan should be consistent with the Organizational Budget.

**8. Business Retention and Expansion Program**

- a. Retention visits shall be coordinated with WVDO staff. Contact your existing industry representative for your area to schedule and forecast the number of target visits during the current grant period.



- b. Existing Retention and Expansion Follow-Up – Complete Form 2, which is included in the LED Grant Application. This Follow-Up form should identify the businesses actually visited during FY 2015 and any actions taken.

## 9. Site/Building Inventory

This information should be submitted to Carl Gunnoe as needed throughout the year. Please note forms and information requests have changed. Review carefully. If you have any questions, contact Carl Gunnoe with the West Virginia Development Office at 304-558-2234 or 1-800-982-3386.

## 10. Economic Development “Tool Kit”

### a. Tool: Marketing Your Community Through the Internet

Each development organization must develop and maintain its own website of professional caliber and link the website to the WVDO website. **If website is not completed, please include expected date of completion.**

### b. Tool: Marketing Plan including Regional Marketing Materials

Each development organization must develop a marketing plan as a tool for economic growth. The plan should contain both internal marketing and external marketing components.

- **Internal marketing** could include collaboration and/or partnership with other local organizations to promote economic development issues and sell the vision of the future for the area (i.e., Chambers of Commerce, local education leaders, Workforce Development organizations, Small Business Development Centers, Main Street programs, civic organizations, housing providers, local Convention and Visitors Bureaus, utility providers, etc.).
- **External marketing** should take into account the fact that Local Economic Development Authorities serve in a frontline capacity and understand the unique characteristics of their regions while offering the closest contact with existing and prospective companies. Examples of marketing materials you are employing in your efforts could include:
  - Newsletters
  - Local tourism marketing materials
  - Columns/stories from newspapers and/or magazines
  - Mass media print advertising
  - Announcements from Regional Forums
  - Radio and/or television program announcements

- Information on Workforce Accessibility for your area (might also include accessibility to markets, customers, suppliers, vendors)
- Competitive area land costs
- Available services
- Training resources
- Proximity to urban amenities including access to airports
- Real Estate Inventory (both commercial and residential)
- **Social Media (Twitter, Facebook, etc.)**

**APPENDIX A**

**CERTIFIED DEVELOPMENT COMMUNITY OPTION  
FOR LED GRANT APPLICATION**

Use this checklist as you review and format your recertification application prior to submittal to the WVDO.

<b>CDC Recertification Option for the LED Grant Application Checklist</b>	
<b>Page Number</b>	
	1. <b><u>* County Commission Resolution and Certification Letter</u></b>
	2. <b><u>* Certified Development Community (CDC) Recertification</u></b> _____ Long Range Strategic Plan _____ Long Range Funding Plan _____ Community Profile _____ Economic Development Evaluation
	3. <b><u>* 2014-2015 Organization Budget</u></b>
	4. <b><u>Audit (Most recent fiscal year)</u></b>
	5. <b><u>Cash Match Verification</u></b>
	6. <b><u>* Professional Development</u></b> ___ CEcD Certification – 20 hours of credit (must show current certification) ___ EDFP Certification – 20 hours of credit (must show current certification) ___ Training hours carried over from 2013 – 2014. How many? _____ ___ Verification of Attendance – 30 hours of training (FORM 1) ___ Verification of Attendance – 1 WVEDC Meeting
	7. <b><u>* Business Retention and Expansion Program</u></b> Previous Visitation Schedule for 2013 – 2014 (FORM 2) Contact your BID Rep for schedule and forecast the number of target visits during current grant period.

**SAMPLE CERTIFICATION LETTER**

**USE YOUR ORGANIZATIONS LETTERHEAD**

Date

Mr. Kevin Meadows  
West Virginia Development Office  
State Capitol Complex  
Building 6, Room 553  
Charleston, West Virginia 25305-0311

Dear Mr. Meadows:

Enclosed is the Fiscal Year 2015 Local Economic Development Grant Application for (Name of your organization).

As the (Job Title of person certifying application), of the (Name of your organization), I certify that all statements in this application and the attached documents are true and correct to the best of my knowledge. Furthermore, I am authorized by my organization to apply for the Local Economic Development Grant, and I agree to the terms and conditions as specified in the grant application and contract.

Sincerely,

\_\_\_\_\_  
(Signature of certifying official/applicant)  
(Title of certifying official/applicant)  
(Organization of certifying official/applicant)

\_\_\_\_\_  
Date

**Professional Development Requirement  
Form 1  
Fiscal Year 2015**

Organization Name: \_\_\_\_\_

Date Attended	Course Attended	Who Attended	Eligible Hours according to WVEDC Website?	Proof of Attendance Attached?

Professional Development Requirement – Please make as many copies of this form as needed.

**Previous Visitation Schedule  
Form 2  
Fiscal Year 2014  
(July 1, 2013 to June 30, 2014)**

*(Please note: All visits must be listed including industry and all other business retention visits)*

Organization Name: \_\_\_\_\_

Company and Address	Contact Name	Contact Date	Partners	Priority Issues, Action Steps, and Follow-Up Activities

Previous Visitation Schedule – Please make as many copies of this form as needed.

**WEST VIRGINIA DEVELOPMENT OFFICE  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WEST VIRGINIA 25305-0311  
TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

**INDUSTRIAL BUILDING DATA COLLECTION FORM**

**SPECIAL NOTE:** It is a requirement as part of the listing partnership with the West Virginia Development Office to keep us current on the status of the property. Please contact Carl Gunnoe at (304) 957-2021 or email: [Carl.J.Gunnoe@wy.gov](mailto:Carl.J.Gunnoe@wy.gov) to make any changes to the property listing. If the West Virginia Development Office is informed thru a 3<sup>rd</sup> party that the status of the property has changed, we reserve the right to remove the listing from our database.

**LOCATION**

Building name \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ Located in city limits (Yes/No) \_\_\_\_\_ County \_\_\_\_\_

Located in business/industrial park (Yes/No) \_\_\_\_\_ Can the building be multi-tenant (Yes/No) \_\_\_\_\_

**SIZE**

Total square feet \_\_\_\_\_ Total available square feet \_\_\_\_\_

Total leased square feet \_\_\_\_\_ Acres \_\_\_\_\_

Total manufacturing square feet \_\_\_\_\_ Available manufacturing square feet \_\_\_\_\_

Total warehouse square feet \_\_\_\_\_ Available warehouse square feet \_\_\_\_\_

Total office square feet \_\_\_\_\_ Available office square feet \_\_\_\_\_

Total other square feet \_\_\_\_\_ Available other square feet \_\_\_\_\_

**CEILING HEIGHTS (Measurements should be taken under roof trusses at the eave and center)**

Manufacturing space (minimum at eave) \_\_\_\_\_ (maximum at center) \_\_\_\_\_

Warehouse space (minimum at eave) \_\_\_\_\_ (maximum at center) \_\_\_\_\_

Office space \_\_\_\_\_

Other space \_\_\_\_\_

**SPECIFICATIONS**

Can the building be expanded (Yes/No) \_\_\_\_\_

Number of additional sq. ft. building can be expanded \_\_\_\_\_

Is there additional land available (Yes/No) \_\_\_\_\_ Number of additional acres \_\_\_\_\_

Date of construction \_\_\_\_\_ Dates of expansion \_\_\_\_\_

Date vacated \_\_\_\_\_

**SPECIFICATIONS CONTINUED**

Floor thickness & composition \_\_\_\_\_

Wall composition \_\_\_\_\_

Wall insulation (thickness & type) \_\_\_\_\_

Roof composition \_\_\_\_\_

Roof insulation (thickness & type) \_\_\_\_\_

Column spacing \_\_\_\_\_

Sprinkler system (type & what spaces served) \_\_\_\_\_

Office HVAC \_\_\_\_\_

Manufacturing HVAC \_\_\_\_\_

Warehouse HVAC \_\_\_\_\_

Type of lighting in manufacturing space \_\_\_\_\_

Type of lighting in warehouse space \_\_\_\_\_

Number & capacity of overhead cranes \_\_\_\_\_

Number of truck docks \_\_\_\_\_

Number & size of drive-through bay doors \_\_\_\_\_

Number of parking spaces \_\_\_\_\_

Previous use of the building \_\_\_\_\_

Building use is best suited for \_\_\_\_\_

**TRANSPORTATION**

Nearest interstate/4 lane highway access/miles to/exit number \_\_\_\_\_

Nearest commercial airport/miles to \_\_\_\_\_



Name of railroad located adjacent to the property \_\_\_\_\_

Is there a rail siding located on the property (Yes/No) \_\_\_\_\_

Name of navigable waterway located adjacent to the property \_\_\_\_\_

Are barge facilities available onsite \_\_\_\_\_

**UTILITIES**

Electric utility \_\_\_\_\_

Voltage \_\_\_\_\_ Phase \_\_\_\_\_

Gas utility \_\_\_\_\_

Size of service line \_\_\_\_\_ Gas pressure \_\_\_\_\_

Water utility \_\_\_\_\_

Size of service line \_\_\_\_\_

Water pressure (static) \_\_\_\_\_ (residual) \_\_\_\_\_

Excess capacity of treatment plant (GPD) \_\_\_\_\_

Sewer utility \_\_\_\_\_

Size of service line \_\_\_\_\_

Excess capacity of treatment plant (GPD) \_\_\_\_\_

Telephone supplier \_\_\_\_\_

Switching (Analogue/Digital) \_\_\_\_\_ Broadband service available (Yes/No) \_\_\_\_\_

**SALE/LEASE**

Sale price \_\_\_\_\_

Sale terms \_\_\_\_\_

Lease price \_\_\_\_\_

Lease terms \_\_\_\_\_

Available purchase or lease date \_\_\_\_\_

**CONTACT**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**OWNER**

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

**TAX MAP INFORMATION (Need to supply tax map showing what parcels are available, or survey map)**

District \_\_\_\_\_

Map numbers \_\_\_\_\_

Parcel numbers \_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**LOCATION**

Name of Building: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Located in City Limits (Yes/No): \_\_\_\_\_ Zoning: \_\_\_\_\_

County: \_\_\_\_\_ Flood Hazard Zone: \_\_\_\_\_

**SIZE**

Total Square Feet Available: \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Available Square Feet per Floor: \_\_\_\_\_

Will Owner Subdivide Space: \_\_\_\_\_

Acreage: \_\_\_\_\_

**SPECIFICATIONS**

Former use of the Building: \_\_\_\_\_

If Former Call Center, how many Work Stations: \_\_\_\_\_

Is Broadband Service Available (Yes/No): \_\_\_\_\_

Proximity to Point of Presence (POP): \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Redundant Power Supply (Example: Backup Generator, UPS System): \_\_\_\_\_

Redundant Telephone/Internet Service (Yes/No): \_\_\_\_\_

Security System Installed (Yes/No): \_\_\_\_\_

Sprinkler System Installed & Type of System (Yes/No)(Example: Wet or Dry): \_\_\_\_\_

Date of Construction: \_\_\_\_\_

Number of Elevators & Use: (Example: Passenger or Freight): \_\_\_\_\_

ADA Compliant Restrooms (Yes/No): \_\_\_\_\_

Type of HVAC System: \_\_\_\_\_

Build-Out Required (Yes/No): \_\_\_\_\_

Annual Taxes: \_\_\_\_\_

**UTILITIES**

Electricity Provider: \_\_\_\_\_

Natural Gas Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Sewer Provider: \_\_\_\_\_

Telecommunications Provider: \_\_\_\_\_

**FOR SALE/LEASE**

Sale Price: \_\_\_\_\_

Lease Rate: \_\_\_\_\_

Availability: \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**TAX INFORMATION**

District: \_\_\_\_\_

Map & Parcel Numbers: \_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

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**REMARKS**

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TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

**INDUSTRIAL SITE DATA COLLECTION FORM**

**SPECIAL NOTE:** It is a requirement as part of the listing partnership with the West Virginia Development Office to keep us current on the status of the property. Please contact Carl Gunnoe at (304) 957-2021 or email: [Carl.J.Gunnoe@wv.gov](mailto:Carl.J.Gunnoe@wv.gov) to make any changes to the property listing. If the West Virginia Development Office is informed thru a 3<sup>rd</sup> party that the status of the property has changed, we reserve the right to remove the listing from our database.

**LOCATION**

Site Name: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Located in City Limits (Yes/No): \_\_\_\_\_

Zoning: \_\_\_\_\_ County: \_\_\_\_\_

Flood Hazard Zone: \_\_\_\_\_

**SIZE**

Total Acreage: \_\_\_\_\_ Will Owner Subdivide the Property (Yes/No): \_\_\_\_\_

Acreage Range that Owner will Subdivide the Property: \_\_\_\_\_

**TRANSPORTATION**

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number: \_\_\_\_\_

Nearest Commercial Airport/Miles to: \_\_\_\_\_

Name of Railroad Located Adjacent to the Site: \_\_\_\_\_

Is there a Rail Siding Located on the Property (Yes/No): \_\_\_\_\_

Name of Navigable Waterway Located Adjacent to the Site: \_\_\_\_\_

Are Barge Facilities Available On Site: \_\_\_\_\_

**UTILITIES**

Electricity Provider: \_\_\_\_\_

Proximity to Power Line: \_\_\_\_\_

Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_

Natural Gas Provider: \_\_\_\_\_

Proximity to Gas Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_ Gas Pressure: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Proximity to Water Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_

Static Pressure: \_\_\_\_\_ Residual Pressure: \_\_\_\_\_

Excess Capacity of Treatment Plant (GPD): \_\_\_\_\_

Sewer Provider: \_\_\_\_\_

Proximity to Sewer Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_

Excess Capacity of Treatment Plant (GPD): \_\_\_\_\_

Telecommunications Provider: \_\_\_\_\_

Switching (Analogue/Digital): \_\_\_\_\_ Broadband Service Available (Yes/No): \_\_\_\_\_

**SALE/LEASE**

Sale Price: \_\_\_\_\_

Sale Terms: \_\_\_\_\_

Lease Rate: \_\_\_\_\_

Lease Terms: \_\_\_\_\_

Available Purchase or Lease Date: \_\_\_\_\_

**CONTACT**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**TAX INFORMATION**

District: \_\_\_\_\_

Map & Parcel Numbers: \_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**LOCAL ECONOMIC DEVELOPMENT GRANT  
FY 2015 INVESTMENT PLEDGE FORM**

**(NAME OF ECONOMIC DEVELOPMENT ORGANIZATION)** \_\_\_\_\_

**AMOUNT OF INVESTMENT PLEDGED:** \_\_\_\_\_

**AMOUNT TO BE PAID PRIOR TO JUNE 30, 2014:** \_\_\_\_\_

**CONTRIBUTOR INFORMATION** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**CONTRIBUTOR'S SIGNATURE:** \_\_\_\_\_

## **LOCAL ECONOMIC DEVELOPMENT GRANT**

### **FY 2015 INVESTMENT PLEDGE FORM INSTRUCTIONS**

- This information is being provided in response to the Cash Match requirements for signed pledges from private sector sources.
- If your local cash match includes pledges from private sector sources and those funds will NOT have been deposited into the development organization's checking account prior to submission of your LED Grant application, then each contributor must complete and sign a copy of the enclosed Investment Pledge Form. You may make as many copies of this form as necessary.
- You may use ONLY the amount of the pledge for your cash match that will be deposited into your organization's checking account by June 30, 2014.
- Signed copies of the pledge forms must be submitted with your LED Grant application.
- When the pledge is received by your organization, make a copy of the check and your checking account deposit slip. Send this information to Kevin Meadows, at the WVDO address below, as verification of payment of the pledge. All pledges must be received by your organization by June 30, 2015, and all supporting documentation must be received in the WVDO by July 10, 2015.
- Mail supporting documentation to:  
  
Kevin Meadows  
Local Capacity Development  
West Virginia Development Office  
State Capitol Complex  
Building 6, Room 553  
Charleston, West Virginia 25305-0311
- For any questions, contact our office at the above address, call 304-558-2234, or email [Kevin.Meadows@wv.gov](mailto:Kevin.Meadows@wv.gov).

LOCAL ECONOMIC DEVELOPMENT GRANT  
FY 2015 EXISTING INDUSTRY VISIT REPORT

\_\_\_\_\_ COUNTY

Date: \_\_\_\_\_

Participants: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Corporate Headquarters: \_\_\_\_\_

Facilities: \_\_\_\_\_

Global \_\_\_\_\_

WV \_\_\_\_\_

Company Description: \_\_\_\_\_

Equipment/Process Technology: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Union or Nonunion: \_\_\_\_\_

Average direct wage: \_\_\_\_\_

Average Fringe Benefits:    \_\_\_\_\_ Vacation    \_\_\_\_\_ Medical    \_\_\_\_\_ Dental  
                                         \_\_\_\_\_ Vision    \_\_\_\_\_ 401k    \_\_\_\_\_ Disability

Average age of workforce: \_\_\_\_\_

Average tenure: \_\_\_\_\_

Markets:    International: \_\_\_\_\_

                                 U.S. \_\_\_\_\_

Raw Materials: \_\_\_\_\_

Annual Sales: \_\_\_\_\_

Issues/Concerns: \_\_\_\_\_

Opportunities: \_\_\_\_\_