

**Sussex County Industrial Development Authority / Sussex County Board of Supervisors**  
**Regular Meeting**  
**Thursday July 28, 2022**  
**4:00 p.m. – 5:45 p.m.**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

**ZOOM LINK**  
**<https://us02web.zoom.us/j/89879052225>**  
**Meeting ID: 898 7905 2225**

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AGENDA

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- Item 1. Call to Order/Determine Quorum
- Item 2. Invocation
- Item 3. The Pledge of Allegiance
- Item 4. Approval of the Draft Agenda
- Item 5. Closed Session: Project Arbie (45 minutes)
- Item 6. Closed Session: Update on other County economic development projects (15 minutes)
- Item 7. Sussex Megasite: Virginia Business Ready Sites Program Pre-Application (20 minutes)
- Item 8. Citizen Comments
- Item 9. Adjournment

## Partner Resources

# Virginia Business Ready Sites Program (VBRSP)

VBRSP is a discretionary program to promote development and characterization of sites to enhance the Commonwealth's infrastructure and promote its competitive business environment. The program's goal is to identify and assess the readiness of potential industrial sites of at least 100 acres in the Commonwealth of Virginia (the "Commonwealth") or 50 acres in GO Virginia Region 1 or 2 for marketing in alignment with the goals outlined in the Governor's economic development plan.

VBRSP was developed by a team of state, regional, and local stakeholders including VEDP, DEQ, railroad representatives, utility representatives, civil engineers, and other government, business, and industry representatives. Grants are considered on a competitive basis and made at the discretion of the VBRSP Project Review Committee and the Funding Approval Committee.

## Program Overview

The VBRSP has two components:

1. Site Characterization – to assess and designate a site's current level of development, and
2. Site Development – to further develop a pool of potential sites across the Commonwealth

In an effort to develop a portfolio of viable sites across the Commonwealth, VBRSP grants are available to assist with the costs associated with the initial assessment and the development required to increase a site's currently designated Tier Level to a higher Tier Level (see Site Development Program Guidelines for Tier Level definitions).

Please refer to the program guidelines for eligibility requirements.

## **Site Development Guidelines**

### **Site Development Program Pre-Application**

### **Site Development Program Sample Application**

### **Example Site Characterization Report**

### **Site Characterization Program Guidelines and Application**

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## **VIRGINIA BUSINESS READY SITES PROGRAM**

### **SITE DEVELOPMENT GUIDELINES AND APPLICATION**

**(FY23)**

# VIRGINIA BUSINESS READY SITES PROGRAM

## Site Development Guidelines and Application

(FY23)

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### **Article I. Introduction**

#### **Section I.1 Program Background**

The Virginia Economic Development Partnership Authority (“VEDP”) administers the Virginia Business Ready Sites Program (the “VBRSP”) in accordance with Section 2.2-2238.B of the Code of Virginia of 1950, as amended, to identify and assess the readiness of potential industrial sites of at least 100 acres in the Commonwealth of Virginia (the “Commonwealth”) or 50 acres in GO Virginia Region 1 or 2 for marketing in alignment with the goals outlined in the Governor's economic development plan.

The VBRSP has two components:

- (i) Site Characterization, to ascertain and designate a site’s level of development, and
- (ii) Site Development, to develop further the sites for marketing to economic development projects.

**These Site Development Guidelines and Application (“Guidelines”) govern the Site Development component of the VBRSP. Current versions of these Guidelines and the corresponding guidelines for the Site Characterization component of the VBRSP are available for review by the public online at: <https://www.vedp.org/vbrsp>.**

The mission of VBRSP Site Development is to establish a pool of potential sites across the Commonwealth that are well prepared and positioned for selection and development by economic development projects. To be well prepared and positioned for selection, potential sites are typically ranked at a Site Characterization Tier Level (each, a “Tier Level”) of either 4 or 5. See **EXHIBIT A** to these Guidelines for a breakdown of the five different Tier Levels.

To accomplish this mission, VEDP awards available funds appropriated to VBRSP to site development projects to assist with the costs necessary to improve a site’s development status from its current Tier Level to a higher Tier Level. VBRSP funds are awarded to site development projects based on the Program Priorities and other considerations, and in accordance with the procedures set forth in these Guidelines, as determined by the VBRSP Project Review Committee and Funding Approval Committee.

To guide the program process, there are two primary committees involved in the VBRSP, supported by relevant subject matter experts on an as-needed basis:

- **Project Review Committee**
  - Project management team which oversees VBRSP, reviews project applications, recommends projects for site tours to the Funding Approval Committee, executes site tours, and recommends funding awards to the Funding Approval Committee.
- **Funding Approval Committee**
  - VEDP leadership team which approves/denies the Project Review Committee’s recommendations regarding site tours and program funding.

## **Section I.2 Program Priorities**

The goal of the VBRSP is to further business attraction and expansion in the Commonwealth of Virginia through site development. By preparing more competitive project-ready sites, corporate and industrial end-users will be more likely to select Virginia for investment. Funds available through the VBRSP program will be awarded to projects that best align with the following program priorities:

- **Improve project-ready site inventory**
  - The leading program priority is to increase the market-ready product portfolio across the Commonwealth of Virginia. With the ever-changing landscape of product demands and supply chain considerations, market-ready sites are in high demand, driving the need for a strong site inventory. These sites will be more likely to meet the demands and project parameters of corporate and industrial investors and can be developed quickly by an end user after site selection.
- **Create “high-win-potential” sites**
  - High-win-potential sites are sites that support demonstrated market demand. These sites are expected to locate a project within 18-24 months, or less, of VBRSP project completion.
- **Advance sites from lower tiers**
  - While the goal is to locate an investor as soon as possible, the program recognizes the need to develop a robust inventory of sites, which at current state, may vary in the development spectrum. Therefore, projects that advance sites from lower Tiers to higher Tiers (ideally Tiers 4 and 5) will be prioritized.
- **Focus on sites with the potential for regional and statewide impact**
  - VBRSP will fund sites that are at least 100 contiguous, developable acres, or that are at least 50 contiguous, developable acres and located in GOVA Regions 1 or 2. However, the program aims to fund larger sites (typically on the order of 250 or more acres) given the potential for regional and state-level impact of project wins at larger sites. Applications should include justification for regional or statewide

impact and include letters of support from regional partners

- **Ensure geographic diversity**
  - VBRSP strives to develop industrial sites across the Commonwealth to ensure that all regions participate in Virginia’s economic growth, and that site demands across a wide spectrum of project parameters can be met (e.g., proximity to customers and suppliers, industry cluster).
- **Practice fiduciary stewardship**
  - The VBRSP Funding Approval Committee will carefully consider the total investment required for each site and the anticipated return on investment for each proposed project to ensure the grant funds are responsibly invested. Post-award reporting and risk of loss mitigation will be required to ensure fiscal responsibility throughout the program process.

### **Section I.3 Program Funding**

As of July 1, 2022, \$85 million will be available for Site Development grant awards in FY23. For purposes of these Guidelines, “Fiscal Year” means the Commonwealth’s fiscal year, which runs from July 1 of one calendar year through June 30 of the immediately succeeding calendar year.

Grant awards for individual projects will not be limited to a specific dollar amount. The Funding Approval Committee will make funding determinations based on available funding, the number of competitive applications, and Program Priorities.

## **Article II. Eligible Applicants, Sites, and Funding**

### **Section II.1 Eligible Applicants**

Site development funds available for disbursement are awarded by the VBRSP Funding Approval Committee exclusively to the following two categories of recipients:

- (i) counties, cities, and towns of the Commonwealth, and local industrial or economic development authorities created in accordance with the laws of the Commonwealth (each, a “Locality”); and
- (ii) regional industrial or economic development authorities created in accordance with the laws of the Commonwealth (each, a “Regional Authority”).

A brief pre-application form will be used to determine applicant and project eligibility prior to issuing a full application.



The VBRSP Funding Approval Committee does not make awards to any nongovernmental organizations, businesses, individuals, or other private parties, although it may make an award to a Locality or Regional Authority for a project involving a privately-owned site, subject to the requirements of Section III.2 of these Guidelines.

## **Section II.2 Eligible Sites**

An applicant may apply for a site development award only for a site that:

- (i) is listed in VirginiaScan; and
- (ii) meets, or at the time of the grant award will be able to meet, the following minimum criteria for a site suitable for marketing for industrial or commercial economic development purposes:

***Acres:*** At least 100 contiguous (50 contiguous acres in GOVA Region 1 or 2), developable acres

***Zoning:*** Appropriate for industrial and/or commercial development and use

***Ownership:*** Publicly-owned or optioned sites will be more competitive than privately-owned sites, but privately-owned sites are eligible for funding through grants to eligible applicants (see section III.2)

- (iii) has previously been characterized, and for which there is a characterization report available. (A sample report is available online at: <https://www.vedp.org/vbrsp>. If the site has not been characterized, the applicant is encouraged to apply for a VBRSP Site Characterization grant.)

## **Section II.3 Eligible Funding**

The following eligible funding uses are integral to the site development process and are eligible for VBRSP funding. *The following list is not exhaustive, but applicants should coordinate with VBRSP staff prior to applying for funding for uses not listed here.* VEDP has full discretion to limit funding of specific items to avoid potential uses and/or expenditures that would not create sufficient return on investment. Please note VBRSP funding is not for active project pursuits. While an applicant may apply for funding during a site selection project, if an investor ultimately selects the site prior to a program funding decision, the project and funding request will be ineligible for VBRSP funding. VEDP has other forms of assistance to support active investor attraction.

Eligible Funding Uses	Example Activities
Due Diligence Studies	<ul style="list-style-type: none"> <li>▪ American Land Title Association (ALTA) survey</li> <li>▪ Phase I environmental site assessment</li> <li>▪ Phase I archaeological or cultural resource study</li> <li>▪ Topographic study</li> <li>▪ Floodplain study</li> <li>▪ Wetlands delineation/determination</li> <li>▪ Geotechnical engineering</li> <li>▪ Soil boring</li> <li>▪ Electrical resistivity tomography (ERT)</li> <li>▪ Mitigation study</li> <li>▪ Traffic impact study</li> <li>▪ Rail study</li> </ul>
Engineering Reports	<ul style="list-style-type: none"> <li>▪ Preliminary/final site engineering and design</li> <li>▪ Grading plan</li> </ul>
Site Improvements	<ul style="list-style-type: none"> <li>▪ Clearing</li> <li>▪ Grading</li> <li>▪ Pad Construction</li> <li>▪ Mitigation</li> <li>▪ Drainage</li> </ul>
Site Optioning/Acquisition/Control	<ul style="list-style-type: none"> <li>▪ Site / Land Purchase</li> <li>▪ Site Option</li> </ul>
Optical Improvements	<ul style="list-style-type: none"> <li>▪ Marketing Signage</li> <li>▪ Landscaping</li> </ul>
Road Access	<ul style="list-style-type: none"> <li>▪ Construction/expansion/upgrade</li> <li>▪ Turn lanes</li> <li>▪ Stop lights, etc.</li> </ul>
Rail Access	<ul style="list-style-type: none"> <li>▪ Construction/expansion/upgrade</li> <li>▪ Crossings</li> <li>▪ Spurs</li> <li>▪ Switches, etc.</li> </ul>
Utility Extensions	<ul style="list-style-type: none"> <li>▪ Extend utilities on-site</li> </ul>
Utility Right-of-way/Easement Acquisition	<ul style="list-style-type: none"> <li>▪ Secure right-of-way/easements</li> </ul>

Please note that VBRSP funding is not to be used as the primary source of funding if other targeted funding sources are available. For example, if a site access road needs to be constructed, VDOT Economic Development Access Program (EDAP) funding is recommended as the main funding source. When another funding source is primary, VBRSP may fund elements of projects related to, but not covered or eligible under, the primary funding program.

## **Article III. Program Awards**

### **Section III.1 Local Match Requirement**

As a condition to every VBRSP award, the applicable Locality or Regional Authority will be required to contribute matching funds toward site development costs, derived from public and/or private sources, and in either cash, or documented reasonable and necessary costs incurred in connection with the project. The ratio of matching funds required under this Section III.1 to the amount of the applicable VBRSP award shall be determined in accordance with the schedule set forth in **EXHIBIT B** to these Guidelines, based on the most recent distress level classification of the locality in which the subject site is located as of the date that the VBRSP Project Review Committee releases the VBRSP Application. The required local match must be invested by the award recipient in full by the Performance Date set forth in its Performance Agreement.

A match must be provided relative to guidelines in place at the time of application and may be cash or in kind. Expenditures for site acquisition (including right-of-way(s) and easements), due diligence, environmental assessments, and other “soft costs,” as well as master planning, infrastructure design and construction, offsite improvements, or similar “hard costs,” may be included as part of a match. Other site preparation activities (e.g., clearing and grading) may also be considered as matching funds. Other types of previous investments may be considered on a case-by-case basis.

The cash portion of the required local match may be in the form of actual cash contributions from the applicant, other cash donations, other grants, or other sources of funding. Grant funds awarded from other programs disbursing state funds may not be used as matching funds, with the exception of Tobacco Region Revitalization Commission grant funds. Tobacco Region Revitalization Commission grant funds may be applied as matching funds for VBRSP funding requests, but shall not be used as more than 50% of the required matching funds. If a locality is subject to repayment of the Tobacco Region Revitalization Commission funds (e.g. Tobacco Region Opportunity Funds), those funds shall not be subject to the 50% limit.

In-kind contributions will count towards the local match requirement, in the form of property (land) acquisition and services (personnel, project management and administrative expenses and related costs), provided that such in-kind contributions:

- (i) must be directly related to the scope of work for the project, as determined by the VBRSP Project Review Committee;
- (ii) must be assigned a reasonable fair market value acceptable to the VBRSP Project Review Committee; and

- (iii) must be clearly evidenced with documentation acceptable to the VBRSP Project Review Committee.

Cash and in-kind contributions made within the five years prior to the time of the application will count directly toward the required local match, but investments made more than five years prior to the program year may be considered.

Project Budget and Matching Funds: site development applications must include a budget outlining the sources and uses of funds being directed to the project, as well as any remaining gaps in funding beyond the requested VBRSP funds and matching funding. The budget must define the investments and specific activities that will be undertaken on each site to enhance its marketability and/or development potential by targeted users.

### **Section III.2 Award Determinations and Requirements**

All VBRSP awards will be made on such terms, conditions, and requirements as the VBRSP Funding Approval Committee may determine in its sole discretion in each case, based on the facts and circumstances specific to the subject site. At the time the award is accepted, the recipient(s) must execute and deliver a Performance Agreement and any other legal documents and/or instruments the VBRSP Funding Approval Committee requires, all in form and substance acceptable to the VBRSP Funding Approval Committee.

Applicants may only apply for one award per site for each Fiscal Year. Applicants are encouraged to develop their site to the highest Tier Level possible, as quickly as possible, while ensuring a high return on investment.

Sites with regional or state-wide significance will receive special consideration. These applications should include justification for regional or state-wide impact and include letters of support from regional partners.

VBRSP awards will typically be made in the form of grants that need not be repaid so long as the recipient(s) complies with the terms and conditions of its Performance Agreement. Grant funding may be subject to claw back if the property's zoning is changed to be unsuited for commercial or industrial use; the property is sold for a use other than commercial or industrial; or the property is sold for an amount exceeding the agreed upon pricing (when an option is in place).

Site development projects on privately-owned properties require a performance agreement between VEDP, the Locality or Regional Authority, and the owner(s) of record of the land. Specifically, the agreement will grant access to the property for evaluation/study purposes, state the intended commercial or industrial use, and define the maximum per acre price the landowner will charge an interested buyer.

Shortly after notification of selection for award, the applicant will receive a Performance Agreement for review and execution. The applicant is expected to execute the Performance Agreement within 30 days of receipt.

The process for disbursement of a Site Development Grant will depend upon the amount of the award and the project timeline. 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. VBRSP award proceeds may be used only for the necessary and reasonable costs included in the scope of work set forth in the award recipient’s Performance Agreement.

## **Article IV. VBRSP Site Development Applications**

### **Section IV.1 Application Process**

An applicant must submit a Site Development Application for evaluation by the VBRSP Project Review Committee. Instructions for completing a Site Development Pre-Application and Application, are set forth in **EXHIBITS C and D** attached to these Guidelines. Site Development Applications will be accepted until **5pm, September 13, 2022.**

<b>Process</b>	<b>Description</b>	<b>Date</b>
1. Application Window Opens	An application may be requested by any eligible applicant. <b>A brief pre-application is required prior to being eligible to submit the full application via the VBRSP FileShare Site.</b>	July 1, 2022
2. Pre-Application	Pre-Applications will be due to VEDP. Pre-applications will be screened for eligibility prior to sharing a full application with the applicant	August 1, 2022
3. Application Question Cut-off	All questions about the application must be submitted at least one week prior to the application due date to ensure an answer.	September 2, 2022
4. Application Due Date	Applications must be submitted via the VBRSP FileShare Site by September 13, 2022, to be considered for funding.	September 13, 2022
5. Application Review Call/Virtual Site Tour	An application review call and / or virtual site tour will be used for the Project Review Committee to learn more about the proposed project, business case, return on investment, and to ask any questions about the project. The call typically will be 15-20 minutes in length and will require the applicant to prepare a presentation.	October 2022
6. Site Tour Selection	All applications will be reviewed by the VBRSP Project Review Committee. Projects will be	October - November 2022

	competitively ranked against all projects considered for the funding.	
7. Site Tours	Site tours are expected to be treated by applicants as a real site selection project. This tour will aid in determining funding recommendations.	November, 2022
8. Award Offers	When an award is accepted, the recipient is required to enter into a performance agreement	December 2022 – January 2023

**Section IV.2 Required Application Information**

There is a standard site application form, which among other items, includes:

- (i) The business case explaining why the site is well positioned to compete for economic development projects, including community support, and regional assets;
- (ii) the proposed scope of work describing the complete nature of the work to be undertaken, and an estimated timeline
- (iii) a description of all activities, timeline, and estimate of the associated costs necessary to raise the Site’s current Tier Level and to each applicable Tier Level up to and including Tier 5;
- (iv) a relevant third-party or subject matter expert estimate of the total costs associated with the scope of work;
- (v) a Sources and Uses of Funding document, including a detailed description and value of in-kind contributions being invested in the project;
- (vi) a Site Characterization Report from a licensed engineer or equivalent (“Site Development Professional”) who has inspected the site confirming the site’s current Tier Level and providing a roadmap for advancing the site to subsequent Tier Levels, ideally through Tier 5, including cost estimates and timeline. A sample report is available at <https://www.vedp.org/vbrsp>

The VBRSP Project Review Committee expects to announce site development awards for Fiscal Year 2023 in December 2022.

## **Document Attachments**

**EXHIBIT A** – Site Characterization Tier Levels

**EXHIBIT B** – Sliding Scale for Required Local Match

**EXHIBIT C** – VBRSP Site Development Application Overview

**EXHIBIT D** – Sample VBRSP Site Development Pre-Application

**EXHIBIT E** – VBRSP Sources & Uses of Funding

### Site Characterization Tier Levels

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

**Tier 1:** *Site is under (a) public ownership, (b) public/private ownership, or (c) private ownership, and of which such owner(s) are agreeable to marketing the site for economic development purposes and allowing access to the property for site assessment and marketing purposes. The site has no established sales price, has minimal or no infrastructure, and has been subject to minimal or no due diligence.*

**Tier 2:** *Site is 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; permit access to the site for site assessment, construction, and marketing; and market the site for industrial or commercial economic development purposes. Comprehensive Plan reflects that the site is intended for industrial or commercial development land use, but site is not zoned as such and a rezoning hearing needs to be scheduled. Preliminary evaluation is complete to confirm site has minimal or no infrastructure and/or minimal or no due diligence in place.*

**Tier 3:** *Site is zoned for industrial or commercial development land use. Site could have minimal or no infrastructure in place. Due diligence is complete including, but not limited to, a waters of the US (wetlands and streams) delineation with US Army Corps of Engineers approval within the last five years (i.e. a Preliminary Jurisdictional Determination or Approved Jurisdictional Determination letter), geotechnical borings and preliminary evaluation (i.e. Preliminary Geotechnical Report), boundary survey with easements and encumbrances identified (ALTA preferred), one-foot topographic survey completed for the purposes of design or real property improvements signed and sealed by a duly licensed professional in the Commonwealth of Virginia, a current cultural resources review, a current threatened and endangered species review, a Phase I Environmental Site Assessment within the last five years and, if necessary, a floodplain study or geological / karst evaluation. Master planning and preliminary engineering work is complete with associated reports and estimated costs and timelines for infrastructure development quantified.*



**Tier 4:** *Site is positioned to support development such that building construction can take place in 12-18 months or less, with all infrastructure improvements in place, or plans for necessary infrastructure improvements completed and approved and deemed deliverable within 12-18 months by a licensed Professional Engineer in the Commonwealth of Virginia. All infrastructure permit issues are identified and quantified.*

**Tier 5:** *Site is considered “shovel ready” with all site permits in place or identified such that building construction can begin as soon as necessary land disturbance permits can be obtained by prospective industry.*

**Sliding Scale for Required Local Match**

Required Local Match (Ratio of Award to Local Match)	Locality Distress-Level	Distress-Level Definitions
1:1	Not Distressed	Site is located in locality with <b>both</b> : (i) an annual unemployment rate that is <b>not</b> greater than the corresponding statewide average unemployment rate as of the most recent calendar year for which such data is available, <b>and</b> (ii) a poverty rate that does <b>not</b> exceed the corresponding statewide average poverty rate as of the most recent calendar year for which such data is available.
2:1	Distressed	Site is located in locality with <b>either</b> : (i) an annual unemployment rate that is greater than the corresponding statewide average unemployment rate as of the most recent calendar year for which such data is available, <b>or</b> (ii) a poverty rate that exceeds the corresponding statewide average poverty rate as of the most recent calendar year for which such data is available.
3:1	Double Distressed	Site is located in locality with <b>both</b> : (i) an annual unemployment rate that is greater than the corresponding statewide average unemployment rate as of the most recent calendar year for which such data is available, <b>and</b> (ii) a poverty rate that exceeds the corresponding statewide average poverty rate as of the most recent calendar year for which such data is available.

As of May 2022, the following communities were categorized as double distressed:

Accomack	Dinwiddie	Lexington	Prince Edward
Alleghany	Emporia	Lynchburg	Pulaski
Bath	Essex	Martinsville	Radford
Bristol	City of Franklin	Mecklenburg	City of Richmond
Brunswick	Fredericksburg	Newport News	City of Roanoke
Buchanan	Galax	Norfolk	Russell
Buckingham	Greensville	Northampton	Smyth
Caroline	Halifax	Northumberland	Sussex

Carroll	Hampton	Norton	Tazewell
Charles City	Harrisonburg	Page	Waynesboro
Covington	Henry	Patrick	Westmoreland
Cumberland	Hopewell	Petersburg	Williamsburg
Danville	Lancaster	Pittsylvania	Wise
Dickenson	Lee	Portsmouth	Wythe

As of May 2022, the following communities were categorized as distressed:

Amherst	Franklin County	Middlesex	Scott
Appomattox	Giles	Montgomery	Shenandoah
Bland	Grayson	Nelson	Southampton
Buena Vista	Henrico	Nottoway	Suffolk
Charlotte	Highland	Orange	Staunton
Charlottesville	James City	Prince George	Surry
Colonial Heights	King and Queen	Prince William	Washington
Craig	Lunenburg	Richmond County	Warren
Floyd	Madison	Rockbridge	Winchester

As of May 2022, the following communities were categorized as not distressed:

Albemarle	Culpeper	King William	Salem
Alexandria	Fairfax	Loudoun	Spotsylvania
Amelia	Falls Church	Louisa	Stafford
Arlington	Fauquier	Madison	Virginia Beach
Augusta	Fluvanna	Mathews	Warren
Bedford	Frederick	New Kent	York
Botetourt	Gloucester	Orange	
Campbell	Goochland	Poquoson	
Chesapeake	Greene	Powhatan	
Chesterfield	Hanover	Rappahannock	
City of Fairfax	Isle of Wight	Roanoke	
Clarke	King George	Rockingham	

**VBRSP Site Development Application Overview**

Carefully review the VBRSP Site Development Guidelines and these application requirements before completing and submitting an application. All applicants must complete a Pre-Application and email it to [sites@vedp.org](mailto:sites@vedp.org). Once the pre-application has been completed, it will be reviewed, and, if approved, the applicant will be emailed the full application and a link to a FileShare folder they will use to upload their completed materials. The application will be an Excel file with some cells pre-filled with data on the site from the iVS/VirginiaScan database. These cells may be overwritten with updated information. The unfilled cells in the Excel file should be filled out completely by the applicant. Once complete, the application and any attachments should be saved to the folder on the FileShare platform.

*Use the Provided Format:* Applicants must submit their application information in the Excel file that is sent by the VBRSP staff.

In addition to the Application Excel file, there are elements that must be provided to support your application:

- Site Characterization Report
- Summary of changes since characterization report was completed
- Scope of work and cost estimates (ideally from engineer)
- Project timeline
- Budget - sources and uses
- Marketing Plan
- Letters of Support
  - Regional partners, utilities, state agencies as needed

***All applications must be uploaded to the assigned FileShare folder no later than 5pm on September 13, 2022. Only timely filed and complete applications will be considered.***

Submit questions to:

VBRSP Project Review Committee  
Virginia Economic Development Partnership  
(804) 545-5786  
[sites@vedp.org](mailto:sites@vedp.org)

**Sample VBRSP Development Grant Pre-Application**

**Instructions.** All applicants must complete a pre-application and email it to [sites@vedp.org](mailto:sites@vedp.org). Once the pre-application has been completed, it will be reviewed, and, if approved, the applicant will be emailed the full application and a link to a FileShare platform they will use to upload their completed materials.

**Virginia Business Ready Sites Program  
Development Grant Pre-Application Form**

By submitting this pre-application form, the potential applicant acknowledges and understands this form is to determine eligibility for the Virginia Business Ready Sites Program (“VBRSP”). The submission of this pre-application form does not guarantee approval to submit an application for the proposed project.

**APPLICANT INFORMATION**

Applicant Organization:

Applicant Contact:

Title:

Applicant Mailing Address:

Phone:

E-mail:

**SITE INFORMATION**

iVS/VirginiaScan Property ID:

Site Name:

Site Address:

Locality:

GO Virginia Region:

Current Site Ownership:  Public  Public-Option  Private – w/ marketing option  Private – w/o marketing option

Site Zoned Appropriately for Commercial/ Industrial Use:  Yes  No

Contiguous Developable Acreage:

Current VBRSP Tier Level:  Unknown  T1  T2  T3  T4  T5

**PROJECT DESCRIPTION**

Briefly describe the project(s) for which you anticipate applying for VBRSP Funding.

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**PROJECT FUNDING**

**Estimated Total Project Cost:**

**Basis for Total Project Cost Estimate:**  Professional Estimate  Past Project Experience  Unsupported Estimate

**Requested Program Funding:**

**Estimated Total Matching Funds:**

**Source(s) of Matching Funds:**

**Community Distress Level:**  Distressed  Double Distressed  Not Distressed

**Estimated Total Cost to Advance Site Through Tier 5:** \_\_\_\_\_

(if total cost estimate not available through tier 5, state the highest tier level and estimated cost)

**VBRSP Sources and Uses of Funding Template**

**VEDP** Virginia Economic Development Partnership **VBRSP 2023 - Project Sources and Uses**

Applicant Organization	
Distressed Community	
Match Requirement	

Expenditure Category	Expenditure Description	Estimate Source	Grant Funding Request	Matching Source 1	Matching Source 2
				Name:	Name:
				Source Type:	
<b>Totals</b>					
<b>Example:</b>					
Design					

SAMPLE

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**VBRSP Development Grant**  
Pre-Application Form

**Instructions:** All potential applicants must complete this pre-application and email it to [sites@vedp.org](mailto:sites@vedp.org). Once the pre-application has been received, it will be reviewed, and, if approved, the applicant will be emailed the full application and a link to a FileShare platform they will use to upload their completed materials. Please return this form to [sites@vedp.org](mailto:sites@vedp.org) by **5pm on August 1, 2022**.

**By submitting this pre-application form, the potential applicant acknowledges and understands this form is to determine eligibility for the Virginia Business Ready Sites Program (“VBRSP”). The submission of this pre-application form does not guarantee approval to submit an application for the proposed project.**

**APPLICANT INFORMATION**

**Applicant Organization:**

**Applicant Contact:**

**Title:**

**Applicant Mailing Address:**

**Phone:**

**E-mail:**

**SITE INFORMATION**

**iVS/VirginiaScan PropertyID:**

**Site Name:**

**Site Address:**

**Locality:**

**GO Virginia Region:**

**Current Site Ownership:**  Public  Public-Option  Private – w/ marketing option  Private – w/o marketing option

**Site Zoned Appropriately for Commercial / Industrial use:**  Yes  No

**Largest Contiguous Developable Acreage:**

**Current VBRSP Tier Level:**  Unknown  T1  T2  T3  T4  T5

**PROJECT DESCRIPTION**

Briefly describe the project(s) for which you anticipate applying for VBRSP Funding. Be sure to include relevant details of the scope of work required for the project:

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**PROJECT FUNDING**

**Estimated Total Project Cost:**

**Basis for Total Project Cost Estimate:**  Professional Estimate  Past Project Experience  Unsupported Estimate

**Requested Program Funding:**

**Estimated Total Matching Funds:**

**Source(s) of Matching Funds:**

**Community Distress Level:**  Distressed  Double Distressed  Not Distressed

(For a list of localities by distress level, please refer to the VBRSP Site Development Guidelines)

**Estimated Total Cost to Advance Site Through Tier 5:** \_\_\_\_\_

(if total cost estimate not available through Tier 5, state the highest Tier Level and estimated cost)

Question	Applicant Response
<b>SECTION 1: APPLICANT &amp; PROJECT SITE DATA</b>	
<b>Applicant Data</b>	
Application Number	100000_22DSAMPLE
Applicant Organization	Sample County Industrial Development Board
Primary Contact	Name: John Smith
	Title and organization: Vice President of Economic Development @ Sample County Industrial Development Board
	Address: 1 Main St., Sample, VA 12345
	Email address: Smith@Sample.com
	Phone number: 111-111-1111
Secondary Contact	Name:
	Title and organization:
	Address:
	Email address:
	Phone number:
<b>Site Location Data</b>	
Site Name	Sample Co Site
Street Address	8 Hwy 34
City	Sample
Zip Code	98765
Locality	Sample Co.
Project site location (format: XX.XXXXXXX, -YY.YYYYYY)	37.104028, -76.148853
iVS/VirginiaScan property ID	100000
<b>General Site Data</b>	
Current VBRSP Tier Level (from VirginiaScan or Site Characterization report)	3
Summary of site changes since completion of characterization report (if applicable)	none
Total site acreage	200
Acreage suitable for construction	147
Largest contiguous developable acreage	147
Current zoning classification	M2
Zoning description/restrictions	Any form of manufacturing or industrial use
Is the site currently under consideration by an active project? (Y/N)	N
If yes, at what stage of the site selection process? (Request for information, desktop analysis, site tours, etc.)	
How is the site currently being used? (i.e., farming, etc.)	Farming on a year-to-year agreement
What were the prior uses of the project site? How has site prior use been confirmed?	Prior farm; previous seller verified.
Describe any archeological sites, buildings or structures older than 50 years or any properties listed, or eligible for listing, on the National Register of Historic Places	Small barn of no historical significance.
<b>Site Ownership Data</b>	
What is the current control status of the project site? (Publicly owned, Public option, Privately owned )	Publicly owned
List all property owners	Sample County IDB
<b>Public Ownership Detail – please complete if site is publicly owned</b>	
When was the project site purchased? (month and year)	January 2019
How much was the site purchased for (cost/acre)?	\$7000/acre
<b>Public Option Detail – please complete if site is optioned</b>	
How many years is the option?	
What entity holds the option?	
When does the option expire?	
How much did the option cost (cost/acre)?	
<b>Private Ownership Detail – please complete if site is privately owned</b>	
Is an agreement in place that enables the applicant to market and access the site as needed? (Y/N)	
What is the asking price for the land? (cost/acre)	
Are there any conditions of sale? If yes, please describe	
Are there any liens or encumbrances on the site? If so, please identify the holder, describe the nature, and the amount.	

Describe the commitment by the owner to develop and market the site for economic development.	
<b>Industrial Park Setting</b>	
If the project site is located within an existing industrial park, provide a brief history of the industrial park. Please include detail on current park tenants.	No
Is the project site subject to any reviews/approvals by neighboring industries or park covenants and restrictions? If yes, please describe.	N/A
<b>Site Transportation Data</b>	
Proximity to interstate (miles)	11
Proximity to four-lane divided highway (miles)	0.75
Is the site rail served? (Y/N)	Yes
Rail provider(s) serving the site	Norfolk Southern Railway Company
Distance to rail connection (feet)	1200
Is there documentation from the rail provider confirming that the site can be rail-served? (Y/N)	Yes
If so, indicate date of documentation	January 2019
If rail-served, has there been a rail study completed? (Y/N)	Yes
If so, indicate date of completion	Mar-20
<b>Site Utility Data</b>	
<i>Identified utilities should reflect those which would serve industrial grade projects. If multiple options are available, identify the most likely connection points to serve targeted projects.</i>	
<b>Electric</b>	
Electric provider serving project site	Sample Co Light, Gas, & Water
Distance to electric connection (feet)	750
Current available electric capacity (kW)	4 MW
Current substation capacity that serves the site (MW)	25 MW (expandable by an additional 50MW)
Are all necessary right-of-way(s) and easements in place? If no, please describe timeline and costs	Yes
What is the timeline to extend the electric line (if applicable)?	3 months
<b>Natural Gas</b>	
Natural gas provider serving project site	Sample Co Light, Gas, & Water
Distance to natural gas connection (feet)	1000
Current available natural gas capacity (Mcf)	40
Are all necessary right-of-way(s) and easements in place? If no, please describe timeline and costs	Yes
What is the timeline to extend the natural gas line (if applicable)?	4 months
<b>Water</b>	
Water provider serving project site	Sample Co Light, Gas, & Water
Distance to water connection (feet)	900
Current water capacity available to the site (GPD)	1,750,000
Are all right-of-way(s) and easements in place? If no, please describe timeline and costs	Yes
What is the timeline to extend the water line (if applicable)?	3 months
<b>Sewer</b>	
Sewer provider serving project site	Sample Co Light, Gas, & Water
Distance to sewer connection (feet)	7500
Current sewer capacity available to the site (GPD)	1,000,000
Are all right-of-way(s) and easements in place? If no, please describe timeline and costs	Yes
What is the timeline to extend the sewer line (if applicable)?	18-24 months
<b>SECTION 2: ENVIRONMENTAL READINESS</b>	
<b>Environmental Studies</b>	
Has a Phase I Archaeological or Cultural Resource Survey been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Did the survey include shovel tests?	Yes
Has a Phase I Environmental Site Assessment been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Have Phase II Reports/Surveys been completed? (Y/N)	No
If so, indicate date of completion	
Has a Geotechnical Report been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020

Has Electrical Resistivity Tomography (ERT) been completed? (Y/N)	No
If so, indicate date of completion	
Has a Threatened and Endangered Species Survey been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Was a field survey completed or a desktop review only?	Field Survey
Has a Wetland/Stream Determination (including maps) been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Has a Boundary and Topographic Survey been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Has an American Land Title Association (ALTA) Survey been completed? (Y/N)	Yes
If so, indicate date of completion	May 2020
Has there been any previous correspondence with U.S. Fish and Wildlife Service? (Y/N)	Yes
If so, indicate date and subject of correspondence	May 2020
Has there been any previous correspondence with the Department of Historic Resources (DHR)? (Y/N)	N
If so, indicate date and subject of correspondence	
What potential risks are affiliated with developing the project site?	An intermittent stream was identified in the trees that run along the eastern boarder of the site. It is not anticipated to present a development impediment and will create a natural buffer from the adjacent industry.
<b>SECTION 3: PROJECT NARRATIVE</b>	
<b>Project Scope</b>	
Describe the goal of the project	Sample County has an extremely attractive 200 acre site that is cleared, flat, and has most infrastructure in-place. However, the site has been eliminated from consideration for four projects over the past two years because of the required 18-24 month timeline to extend sewer the approximately 1.5 miles to the site. The optimal route identified by Sample County Light, Gas, & Water will require securing easements from three private land-owners before following the existing road ROW for the final mile.  The proposed project scope is to secure the required ROW, as well as complete the engineering, design, and permitting on the entire length of the sewer extension. By completing all of these activities proactively, only construction of the line will be remaining, which is estimated to be 6-9 months and should be easily achieved within a prospect's construction timeline. Completing the proposed scope will allow the site to advance from its current Tier 3 site to a Tier 4 site, and be better positioned to compete for projects.
Provide a detailed description of the proposed project scope and its components, including dimensions, quantities, capacities, acres, square footage, etc. where applicable. A preliminary engineering report (PER) and quantity/cost estimates for the project are strongly preferred if the scope is construction-related, and should be uploaded.	The proposed project will acquire an approximately 2,500 feet of right-of-way from three private land-owners as well as confirm the existing right-of-way in the remaining distance. The anticipated cost for the legal work and land acquisition, is approximately \$300,000. In addition, the design, engineering, and permitting will be completed for the full 1.5 mile extension at an estimated cost of \$300,000. The estimated costs for ROW acquisition is based on preliminary discussions between the county's attorneys and the current owners, plus estimated legal fees. The estimated costs for design, engineering, and permitting is based on a similar scope of work undertaken in 2018 to extend natural gas service to the site where Smile Manufacturing located.
Provide a timeline for the scope of work. In the timeline, outline key project milestones, including due diligence, design/engineering, tree clearing, grading, construction, project completion, etc. Please provide a month and year for each milestone.	Milestone 1: ROW ACQUISITION (COMPLETION: MAY 2022) Milestone 2: DESIGN & ENGINEERING (COMPLETION: JULY 2022) Milestone 3: PERMITTING (COMPLETION: SEPTEMBER 2022) Milestone 4: PROJECT COMPLETION (COMPLETION: OCTOBER 2022)
What is the project completion date? (month – year)	October 2022
Provide the name of the firm(s) or entity responsible for implementing the scope of work (if determined)	ROW ACQUISITION - Blackacre Esq. (law firm under retainer by Sample County IDB) DESIGN, ENGINEERING, & PERMITTING - To Be Determined
<b>Business Case</b>	
What are the targeted industry sectors for the site?	Target markets for the project site are light to medium duty manufacturers across a variety of industry sectors, of including advanced manufacturing, plastics, food, and automotive. Our region benefits from a diverse ecosystem of manufacturers and is primed to compete for new industry.
Have any target industry sector studies or marketing plans for the site been completed? If yes, please list them and upload any supporting materials.	The targeted markets have been determined through a joint initiative between the county, the VA Board of Workforce Development, Virginia Career Works, and AAA Consulting to analyze the industry types in our region, as well as evaluating the training resources available, and identifying the types of manufacturers that our available workforce can support. AAA Consulting conducted a Target Industry Study for our community in July 2020.
What are the assets/strengths of the project site? What differentiates it from other sites in the region?	The proposed site is a large site with all utilities except sewer in close proximity. We have worked with our utility partners (electric, gas, water, wastewater) to determine next steps in extending services directly to the site. In addition to the utilities, VDOT has confirmed that any road upgrades would be minimal and could be completed within a project's construction timeline.  This site is unique because it has the opportunity to meet significant power needs up to 50MW in less than 18 months. Sample Co Light, Gas, & Water has recently completed construction of a new substation across the road from the site. There is currently one 25MW transformer in the substation with at least 4MW of available capacity. An additional 50MW of capacity can be provided with the installation of two additional transformers, which makes the site one of the highest power capacities in the region.
Describe how this site meets a unique need of the site inventory in the locality and region.	This is the only site greater than 100 developable acres in a 50 mile radius that is publicly owned and has utilities in close proximity. Based on our review of the site database, no other sites in the region can provide 50MW in less than 24 months, making this site truly unique.
Is further development of the site included in local or regional economic development strategy or strategic plan?	Yes
Explain how development of the site would further economic growth and increase prospect interest and visits. Please specify the regional or statewide impact of this site.	Through tracking RFIs (detailed below) and the types of projects searching for industrial sites, there is a clearly defined market need for prepared sites in the size range of our proposed project. Completing the proposed project will enable the IDB to continue submitting the site and attracting projects of regional significance. The average investment of the projects that visited the site since 2019 is \$232M and the estimated job creation averaged 384. The economic impact of a project of that magnitude would drive significant tax revenues for the state and the region through property tax, sales tax, income tax, and payroll taxes. That benefit would be further supported by the indirect revenues that would be generated.
Describe how the community has demonstrated its commitment to developing the site, and how it will continue to support the site going forward.	Sample County has a strong history of developing sites and locating companies in the community. This site was identified as the community neared completion of the development of the Sample County North site to be the next large site for economic development. The IDB has invested significantly in the site through due diligence, acquisition, and clearing. With Smile Manufacturing locating on the North site, the community has already begun working to identify the next site so there is a continuous pipeline of sites.

Describe any potential interest in the site by prospective economic development projects in the past three years. If applicable, please provide information on specific site visits (project / prospect name, and date)	Since 2019, Sample County IDB has received 45 RFIs seeking sites in excess of 100 developable acres. The site has received site visits from 5 of those projects, including being a finalist for Project Zulu in late 2020 before being eliminated due to the timeline risk caused by the sewer extension. The average investment of the projects that visited the site is \$232M and the estimated job creation averaged 384.
If applicable, why has this site been eliminated from consideration before?	Consistent feedback from project teams, site selection consultants, and state project managers is that the 18-24 months required to extend the sewer line presents too great of a risk to projects.
After the completion of the development project being proposed in this application, will the site's infrastructure support the needs of the target industries? (Y/N)	Yes
What are the remaining elements required to make the site fully ready for commitment by a prospective economic development project for the construction of a facility?	No additional improvements are anticipated as the site will have all utilities adjacent to the site, all due diligence completed, and the site is flat and clear. Any further improvements that may be necessary would be project-specific.
Detail the plans and paths to make the site fully ready.	n/a
<b>Program Priorities</b>	
Explain in sufficient detail how the proposed project meets the VBRSP Priorities. Please focus your response on 3-4 priorities as referred to in the guidelines.	<p>Improve Market-Ready Site Inventory - Completing the proposed project would resolve the last remaining major impediment of the site, resulting in a site that is completely ready to located an industrial end-user.</p> <p>Create "High-Win Potential" Sites - The site has been a finalist for previous projects and completing this project would directly address feedback received from project teams, site selection consultants, and state project managers. Combined with the significant power capacity, the site will be ready to compete as one of the best in the region.</p> <p>Advance Sites From Lower Tiers - By completing the proposed project, all utilities and infrastructure will be on site or able to be extended in less than 12 months, moving the site from Tier 3 to Tier 4. The site may even qualify as Tier 5 since grading is not expected to be necessary.</p>
<b>SECTION 4: BUDGET</b>	
<b>Detailed Budget &amp; Narrative</b>	
Estimated total cost for proposed project scope (\$) (Please provide details in uploaded Sources and Uses document.)	\$600,000
VBRSP funding request (\$)	\$300,000
Amount of Matching funds for proposed project scope (\$)	\$300,000
VBRSP-defined distress level of the locality where the site is located	Not distressed
Summarize the financing of the scope of work	Funds would be committed from the IDB's site development fund which has sufficient funds available.
Total invested in project site by local, state, federal, private funding sources to date (\$)	\$7,713,108
Remaining "all in" investment needed (outside of the VBRSP project scope) to be fully ready for commitment by a prospective economic development project for the construction of a facility (\$)	No additional investment will be needed, this is the final step in maximizing the marketability of the site.
<b>APPENDIX: ATTACHMENTS</b>	
<i>Please note the file names of each uploaded document below. Meaningful file names that reflect the documents' subject and include the property number are appreciated.</i>	
<b>Project Site Maps</b>	
<i>Upload one of each of the following maps; maps may be combined to the extent they cover the items delineated below.</i>	
Aerial Map	Attached
Floodplain Map	Attached
Master Plan Map	Attached
Parcel and Ownership Map	Attached
Preliminary Engineering Report (PER)	Attached
Topographical Map	Attached
Utility Map (KML file is encouraged)	Attached
Wetlands Map	Attached
Any additional maps or site plans that may be helpful to understand the site and community	
<b>Project Site Data and Information</b>	
Site Characterization Report	Attached
Documentation of site changes since site characterization report	Attached
Site Marketing Plan	Attached
Letters of Support	Attached
<b>Site Ownership Data</b>	
Evidence of title or a copy of the option	Attached
<b>Sources &amp; Uses</b>	
Detailed budget (sources and uses document) and any supporting information	Attached
PER or cost/quantity estimate, if available.	Attached