

# Economic Development Access Program Guide

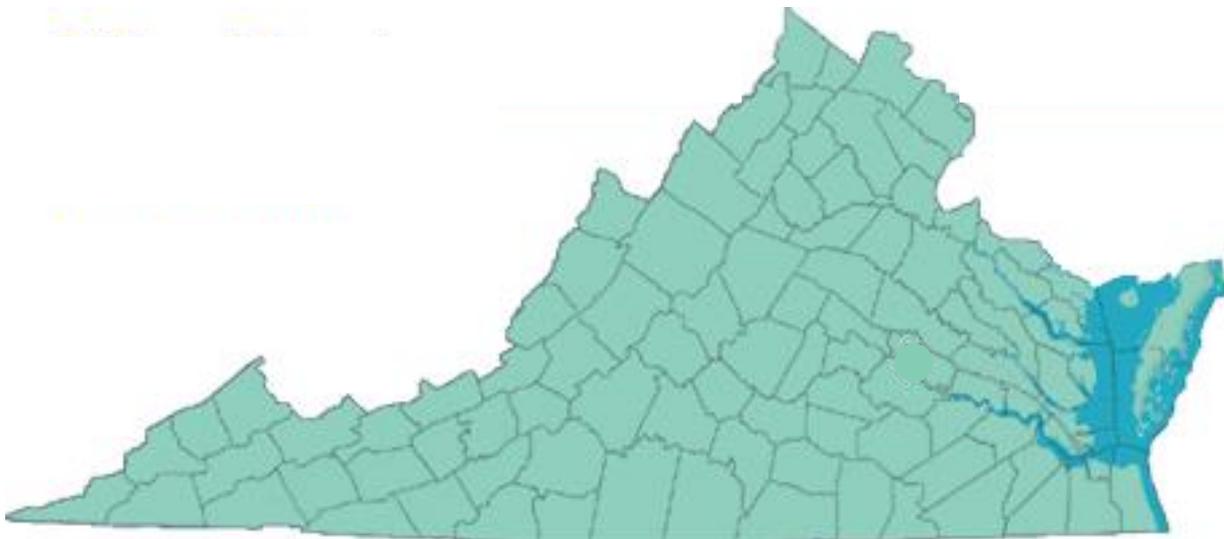
Administered by the  
Virginia Department of Transportation  
Local Assistance Division



## Local Assistance

Local Assistance is a program that provides technical assistance to local governments and other organizations to help them improve their transportation infrastructure and services.

Local Assistance is available to all local governments in Virginia.



For further information, contact:

VDOT Manager  
(Residency Administrator, Urban Program Manager or other local VDOT designee)  
Virginia Department of Transportation

or

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<http://www.virginiadot.org/business/local-assistance.asp>

# ECONOMIC DEVELOPMENT ACCESS PROGRAM GUIDE

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## ECONOMIC DEVELOPMENT ACCESS PROGRAM GUIDE

### List of Abbreviations

AASHTO	American Association of State Highway and Transportation Officials
CTB	Commonwealth Transportation Board
EDA	Economic Development Access
LAD	Local Assistance Division
LAP	Locally Administered Project
MEI	Major Employment and Investment
PEI	Preliminary Environmental Inventory
SERP	State Environmental Review Process
VDOT	Virginia Department of Transportation
VEDP	Virginia Economic Development Partnership

## I. PURPOSE

The Economic Development Access Program is a state-funded program designed to assist Virginia localities in attracting sustainable businesses that create jobs and generate tax revenues within the locality. The program makes funds available to localities for road improvements needed to provide adequate access for new or substantially expanding qualifying establishments. Economic Development Access funds are allocated by the Commonwealth Transportation Board (CTB) in accordance with its Policy. The current CTB Policy can be found here (<http://www.ctb.virginia.gov/resources/policies/ctb-policy-index.pdf>). These funds may be used for financing the construction or improvement of secondary or local system roads within all counties and cities, and certain towns that are part of the Urban System, hereinafter referred to as eligible localities. Ancillary improvements, such as turn lanes or intersection modifications may also be warranted as part of the access project, but are not to be considered as the primary objective of the project. The program is administered by the Virginia Department of Transportation (VDOT), Local Assistance Division. This guide describes the requirements, limitations and procedures of obtaining and utilizing Economic Development Access funds.

## II. DEFINITIONS

### A. Adequate Access

“Adequate Access” means a publicly maintained road from the primary entrance of the economic development site to the nearest adequate publicly maintained road. Economic Development Access funds cannot be used to construct or improve roads on a privately owned site.

Adequate access may require the construction of a new roadway, or the improvement of an existing road (see section VI. F of this guide), or a combination of the two. When a new roadway is requested, funding is based on the most economical access to serve the site. Standards for a new or improved roadway will vary according to the type and amount of traffic it is projected to accommodate. (Please refer to VDOT’s current *Road Design Manual* for guidance on these standards.)

Any parcel with direct access to an adequate publicly maintained road is deemed to have access by virtue of its location and is ineligible for funding to construct a new roadway. Under certain conditions, however, a qualifying establishment on an abutting parcel may justify improvement of the existing road.

### B. Basic Employer

“Basic Employer” as defined in [§ 2.2-5100](#) of the *Code of Virginia* means employment that brings new or additional income into Virginia and adds to the gross state product. The Virginia Economic Development Partnership (VEDP) will determine if a facility meets these requirements.

### C. Bonded Projects

“Bonded Projects” refer to Economic Development projects that localities have requested to be funded but, at the time of request, lack the establishment of sufficient private investment to justify the anticipated allocation necessary for the estimated road construction cost. During a bonded project’s application review, VEDP will determine if the site has a Low, Medium, or High potential of attracting capital investment. If VEDP determines that the site has a potential below low of attracting capital investment, the bonded project would not be eligible for an Access program construction grant.

Localities requesting a bonded project guarantee that eligible private investment will be established according to program guidelines, and the requesting locality provides surety acceptable to VDOT for this purpose. See section IV.A.2 of this guide for further guidance on bonded projects.

### D. Major Employment and Investment (MEI) Sites

The *Code of Virginia* [§ 2.2-2260](#) defines a Major Employment and Investment (MEI) project as one being a high-impact regional economic development project in which a private entity is expected to make a capital investment in real and tangible personal property exceeding \$250 million and create more than 400 new full-time jobs, and is expected to have a substantial direct and indirect economic impact on surrounding communities. The Virginia Economic Development Partnership (VEDP) provides support in the establishment of these sites.

### E. Project Cost

“Project Cost” means the allowable costs for which Economic Development Access Program funds may be utilized. This includes the reasonable costs of preliminary engineering and surveying associated specifically with the project design and actual construction cost of a roadway built to VDOT standards (or developed in accordance with American Association of State Highway and Transportation Officials (AASHTO) standards for locality maintained roads) for accommodating the projected traffic. Any pedestrian or bicycle facility deemed necessary for the project is eligible for funding. Excluded are items such as environmental studies and permits, obtaining right-of-way and relocation of utilities, and traffic impact studies. Optional roadway features other than those determined to be required to meet appropriate design standards, such as roadway lighting or landscaping, may be included in a project, provided that the costs of these features are borne by others. Costs incurred (e.g., paid items or those for which a contract or purchase order has been executed) prior to allocation by the CTB are not reimbursable.

### F. Qualifying Establishments

“Qualifying Establishments” include manufacturing, processing, research and development facilities, distribution centers, regional service centers, corporate headquarters, or similar facilities, or other qualifying establishments that also meet basic employer criteria as determined by the VEDP.

Excluded from consideration are the following establishments: schools, hospitals, libraries, airports, armories, shopping centers, speculative office buildings, apartment buildings, professional

offices, residential developments, churches, hotels, and motels.

#### G. Qualifying Investment

“Qualifying Investment” or “Eligible Capital Outlay” represents the cost to the qualifying establishment of the land, the building, and newly purchased manufacturing or processing equipment. Also eligible towards the “Qualifying Investment” or “Eligible Capital Outlay” are the number of jobs created. For each new job created, a capital investment credit of \$5,000 will be applied to the project. Job creation numbers will be verified by the VEDP prior to approval towards the project’s required Capital Investment.

For standard projects, if a locality intends to use the number of jobs created as capital investment documentation, the number of jobs created will be verified by the VEDP prior to approval towards the total amount of capital investment documentation required. If the number of jobs created are not approved by the VEDP prior to CTB project approval and the locality cannot provide enough capital investment documentation to satisfy the project requirements, the remaining project cost not satisfied by capital investment documentation must be covered by a surety, provided by the locality. The locality will be released of their surety obligations upon the approval of the new job creation numbers by the VEDP or adequate capital investment documentation.

Costs for items such as office equipment, desktop office computer systems, manufacturing equipment transferred from another plant, and rolling stock are ineligible. Also ineligible are legal fees, taxes, recording fees, interest and similar type expenses. Capital costs incurred by the qualifying establishment more than six months prior to the date of resolution of the governing body will normally be disallowed.

The establishment of qualifying investment requires documentation such as deeds, purchase orders, cancelled checks, executed “firm contracts,” and other documentation deemed necessary to validate capital investment expenditures. A “firm contract” means that there is a binding construction contract between the property-owning qualifying establishment and a general contractor to construct a building or buildings for new or expanding eligible facilities. Construction of a building or other facilities by a qualifying establishment acting on its own behalf does not constitute the necessary arm’s length contractual obligation. In such instances it is necessary for the qualifying establishment to complete the building and have an independent appraiser (acceptable to VDOT) establish the eligible capital investment upon completion before investment credit can be determined and program funds are authorized for expenditure. Under this circumstance, it may be better to request a bonded project to allow for the time necessary to determine the amount of eligible capital investment.

Lease arrangements for land and buildings, as opposed to direct property ownership by a qualifying establishment, may require additional documentation to establish the amount of eligible capital investment. Further, the inclusion of a tenant’s option to purchase does not constitute the tenant’s capital investment. A qualifying lease must be for a term of no less than five years, must require payments equivalent to those for comparable properties, and must include a substantial financial penalty for default or early termination by the leasing qualifying establishment.

If a lease or lease-purchase agreement is considered acceptable, the qualifying investment

will be the owner’s documented cost to develop the leased premises, along with any eligible items installed by the leasing qualifying establishment. If the lease does not meet the criteria for acceptance, no capital outlay credit can be established by the leasing qualifying establishment.

In addition, certain capital investment by the local government indirectly attributed to a qualifying establishment’s investment may be allowable in justifying the cost to the EDA Program. Eligible capital investment is land and/or buildings funded solely by the locality. Ineligible capital investment is improvements funded to any degree by federal or state program funds. Documentation of investment includes deeds, contractor payments, and other documentation necessary to validate capital investment expenditures.

#### H. Standard Projects

“Standard Projects” are proposed Economic Development projects that localities request to be funded based on the commitment of named eligible business establishments. Localities must provide appropriate documentation of eligible private investment prior to VDOT authorizing the use of these program funds. See section IV.A.1 of this guide for further guidance on standard projects.

#### I. Surety / Bond

“Bond or Other Acceptable Surety” means a legally binding financial instrument guaranteeing the return of state Economic Development Access Program funds as a result of a locality’s inability to meet the terms of the allocation as outlined in the CTB’s resolution approving the project and funding.

These include:

- a surety bond issued by a commercial bonding or insurance company
- an irrevocable letter of credit established with a bank or other financial institution

The purpose of such instrument is to provide a means for VDOT to recover the funds expended on a bonded project in the event sufficient capital outlay is not documented within the period for establishing qualifying investment. The length of this period is five years, beginning on the date of the CTB’s resolution approving the project and allocation, and is referred to as the “bonded period.” The conditions of any such device must authorize VDOT to collect the appropriate amount within one (1) month of the end of the bonded period or in 20% annual installments beginning immediately after the original five-year bonded period according to the CTB’s policy. Further guidance is provided in, section IV.A.2 of this manual. The bond or other surety device acceptable to VDOT must be provided by the locality.

#### J. Locality’s Level of Distress

Each locality in the State of Virginia is characterized as either Double Distressed, Single Distressed, or Non Distressed by the VEDP’s [Commonwealth Opportunity Fund](#). A locality’s level of distress is used by the EDA Program to determine the amount of capital investment

documentation required for an Economic Development Access project. Locality distress levels are updated yearly by the VEDP.

A Double Distressed locality has an unemployment AND poverty rate below the statewide average rate. A Single Distressed locality has an unemployment OR poverty rate below the statewide average rate. A Non Distressed locality has both an unemployment AND poverty rate above the statewide average rate. A locality's distress level at the time of CTB project approval will determine the amount of capital investment documentation required.

#### K. Project Scorecards

Standard and bonded **construction projects** will have a Project Scorecard completed by VDOT prior to the project being presented to the CTB. The Project Scorecard takes into account several project factors and determines if the proposed site is ready for an access project. Projects receive an overall score out of 100 and must receive at least 50 points to be presented to the CTB.

For standard projects, the Scorecard will document the amount of capital investment provided, the expected number of new jobs, the need for a new access road, and the locality's level of distress. For a copy of the standard Project Scorecard, refer to Appendix B.

For bonded projects, the Scorecard will document the amount of capital investment anticipated, the readiness of the site (determination provided by VEDP), the expected number of new jobs, the need for a new access road, and the locality's level of distress. If the VEDP determines that a site is not ready for an access project, the locality will not be eligible for a bonded project to that site until improvements have been completed to increase the site's readiness. For a copy of the bonded Project Scorecard, refer to Appendix C.

### III. TIME FRAME FOR APPLICATION PROCESS

Planning ahead for an Access road project is critical to its success. While VDOT may not necessarily need to be involved in the initial planning discussions for an economic development site, early involvement as soon as the road plans are identified can help avoid delays. An initial request from a local governing body for Economic Development Access Program funding typically takes four to six months to attain approval by the CTB. Meeting the contingencies of the CTB allocation approval often requires another two or more months. Steps in preparing and approving the local-state agreement, conducting environmental and cultural resources reviews, advertising for bids, awarding a contract, and constructing the road, can each add time to the project. Initiating the State Environmental Review Process (SERP), if applicable, and coordinating with regulatory agencies may take at least 60 days; however, the time necessary to complete environmental studies that may be required by federal and state laws and obtaining necessary permits varies and can be extensive depending on the outcome of initial review.

Also note that a number of different local and state governmental officials and bodies will review each request, some of which, including the CTB, meet once each month.

#### IV. ROLES and RESPONSIBILITIES

This section outlines the necessary roles and responsibilities of each party to develop a proposed access road project from concept to completion. The process is outlined in the chart for the development of standard projects (page 15) and the chart for the development of bonded projects (page 16). [Appendix A](#) is a checklist of the necessary steps in developing, executing, and completing an Economic Development Access Program project.

##### A. The Local Government

The local government is responsible for coordinating the planning of the access road project with VDOT. A local government representative interacts with the VDOT Manager, as defined in section IV. B, through the life of the project.

If Economic Development Access funds are requested to construct a new road (as opposed to improving an existing public road), Section II. A. provides a discussion of whether the parcel in question is likely to qualify. For improvements to existing roads, please refer to section VI. E.

The approved CTB allocation of economic development access funds typically contains contingencies, which are the responsibility of the locality. These requirements generally include the execution of an agreement with VDOT, right of way acquisition and utility relocation at no cost to the program, satisfaction of applicable environmental commitments and providing matching funds, if applicable, and funding ineligible costs associated with the project.

If a project has an estimated construction cost more than \$500,000, the State Environmental Review Process (SERP) must be completed prior to advertisement or land disturbance activities in order to satisfy the requirements of § 10.1-1188 of the *Code of Virginia*. However, regardless of the estimated project cost and regardless of whether the project is to be administered by VDOT or the locality, the locality is responsible for obtaining water quality permits (and any other applicable permits) and the locality is solely responsible for compliance required by any state and/or federal regulations, laws, etc. For additional information, please refer to the VDOT's LAP Manual, [Chapter 15](#).

For locality-administered projects, the locality must complete the [Certification Form for State Funded Projects](#) and provide a copy to the VDOT Project Manager. Use of this certification form will minimize VDOT's oversight role on the project. VDOT reserves the right to periodically perform Quality Assurance audits of the locality's project documentation files.

The locality must officially request an Economic Development Access Program allocation through a resolution of its governing body. In towns that do not maintain their own road system, the request by the County Board of Supervisors should be concurred by a separate resolution of the Town Council. For new roads, the locality resolutions must state that right of way and utility relocation, if necessary, will be provided at no cost to VDOT, and that the road will be accepted into the appropriate road system for maintenance. The identity of

the qualifying establishment is also to be specified.

In addition, the entity (the locality or VDOT) responsible for project administration should be determined as early as possible in the process in order for the responsible party to coordinate project development.

Before applying for these funds, the locality must determine whether the request will be for a standard project, bonded project, regional industrial facility authority project, or a VEDP strategic property site as further described below.

**1. Standard Projects** (where an existing qualifying establishment is expanding or a new named qualifying establishment is under firm contract to build):

After the qualifying establishment has made a decision to locate on a particular site, the qualifying establishment's representatives should then provide the following to the locality with a copy to the VDOT Manager.

- a. A preliminary plan showing the entire parcel of land, and the locations of: the building, other major site features, the proposed entrance, the proposed access road, and existing public roads and highways in the immediate vicinity of the site. If the site is part of an economic development subdivision, all parcels must be delineated and numbered.
- b. A letter of request to the appropriate local governing body on its corporate letterhead incorporating the following information:
  - i. Intent to build or expand on a designated site
  - ii. Description and location of the site
  - iii. Target date for building construction
  - iv. Target date for beginning operation
  - v. Capital investment planned on the site, itemized
  - vi. Narrative of establishment's operation
  - vii. The number of new jobs to be created
  - viii. Access road improvements requested
  - ix. Estimates of the numbers of additional employee vehicles and truck traffic which will use the access road on an average business day

For Standard projects, VEDP will provide support with verifying the amount of new full time jobs that will be created. VEDP will not provide a recommendation of the site's potential to attract capital investment for Standard projects. Following VEDP concurrence with the project, the Locality, in conjunction with the VDOT District, must address the project with its District CTB member prior to the project becoming an agenda item. Proof of CTB concurrence must be provided to the VDOT LAD Director prior to the request being established on the CTB's action meeting agenda.

**2. Bonded Projects** (where no establishment is under firm contract to build or when the identity of the qualifying establishment is held confidential):

When an eligible locality desires to have an Economic Development Access road constructed in anticipation of a commitment by a qualifying establishment to locate, such a request may be made as above. Allocations for bonded projects are based on the estimated cost of such projects, up to the maximum funding limitations. The governing body must guarantee to the CTB that a bond or other acceptable surety will be provided to cover the anticipated cost of the project which is not yet justified by qualifying investment. Project costs in excess of the allocation will be the responsibility of the locality.

The resolution from the governing body requesting Economic Development Access funding must also clearly indicate that, if a qualifying establishment is not constructed or under firm contract within the five-year bonded period, program fund expenditures unwarranted by qualified capital investment will be remitted to VDOT or the required surety will be forfeited. During the term of the surety, the locality may request a partial reduction in the value of the surety. This reduction would be based on the amount of qualified capital investment properly documented. If only partial qualifying investment occurs on appropriate site(s) within the time limit of the bond, proportional credit against the bond will be granted for that partial investment.

The time limit for bonded projects will be five years from the date the CTB approves, by resolution, the project and funding allocation. Localities are encouraged to address any required CTB contingencies and initiate construction as soon as possible to maximize the available time to attract qualifying investment.

While the bonded project process allows an excellent opportunity for localities to receive an allocation and to build an access road that may attract qualifying establishments, it also represents a risk. Localities should consider the financial impacts if they are unable to attract qualifying establishments with sufficient capital investment within the bonded period.

Effective December 7, 2016 the CTB established payback provisions for bonded projects. The provisions specify that at the end of the five-year bonded period for establishing qualifying investment, rather than reimbursing the Department in full for those funds expended on the project but not justified by eligible capital outlay, the locality may elect to extend the bond or other acceptable surety for another four-year period and, reimburse the Department, annually, 20% of those funds expended on the project but not justified by eligible capital outlay until such time that 100% of the required reimbursement is provided or until the locality can document sufficient capital investment by an eligible establishment. The first annual payment must be made on or before the first day of the new bonded period. The locality's bond or other acceptable surety may be reduced annually by the amount repaid to the Department. In the event that during the extended bonded period, the locality can document sufficient capital investment by an eligible establishment, the locality may request a refund of any reimbursements made to the Department. Reimbursements are not guaranteed and may be granted if funds are available on a first come, first served basis. Requests for reimbursements are prioritized along with applications for economic development access funds.

VDOT will recommend to the CTB that consideration of new access fund allocations be prohibited for any locality with an outstanding debt for a bonded construction project until that debt is satisfied. “Outstanding debt” is represented by the locality’s obligation to return Economic Development Access funds expended on a project unwarranted by sufficient qualifying investment established within the five-year bonded period or within the four-year payback extension period.

### **3. Design-Only Projects**

A locality is only eligible to receive up to the maximum unmatched allocation and matched allocation within any one fiscal year. If a locality has received a Design-Only project grant for an access road project, the locality cannot receive a Construction project grant for the same access road project until the requirements of the Design-Only grant have been met.

The local governing body shall guarantee by bond or other acceptable surety that plans for the access road project will be developed to standards acceptable to VDOT. Upon approval of the road plans by VDOT, the surety may be released.

### **4. Regional Industrial Facility Authority Projects**

A locality may request Economic Development Access funds on behalf of a regional industrial authority. If an eligible site is owned by such a regional industrial facility authority, as defined in § 15.2-6400 of the *Code of Virginia*, funds may be allocated for construction of a standard or bonded access road project to that site without impacting the maximum annual allocation amount the locality is allowed to the jurisdiction in which the site is located. This provision may be applied to one regional project per fiscal year in any jurisdiction, with the same funding limitations as prescribed for other individual projects. The host locality will be required to provide the required surety if a bonded project allocation is requested and must execute the local-state agreement.

### **5. Major Employment and Investment (MEI) Sites**

A Major Employment and Investment (MEI) project is defined in § 2.2-2260 of the *Code of Virginia*, as one being a high-impact regional economic development project in which a private entity is expected to make a capital investment in real and tangible personal property exceeding \$250 million and create more than 400 new full-time jobs, and is expected to have a substantial direct and indirect economic impact on surrounding communities. The Virginia Economic Development Partnership (VEDP) provides support in the development of these sites. Certain special provisions apply for Economic Development Access Program projects on sites meeting the MEI definition.

#### **a. Design-Only Projects**

The locality may receive up to the maximum unmatched allocation and matched allocation for a design-only project. The local governing body shall guarantee by bond or other acceptable surety that plans for a MEI project

will be developed to standards acceptable to VDOT. Upon approval of the road plans by VDOT, the surety may be released.

**b. Additional Allocation**

The locality may receive up to the maximum unmatched allocation and an additional \$500,000 matched allocation for a road construction project. Project allocations for a given MEI project may be cumulative for not more than two years. The MEI project may be standard or bonded.

Further details and examples are provided in section VI. C., under Funding Limitations.

**6. Towns**

Towns maintaining their own streets and receiving maintenance payments under § 33.2-319 of the *Code of Virginia* shall be treated for purposes of this program as independent entities.

Towns whose streets are maintained as a part of the secondary system of state highways will be considered as part of their respective county. An allocation to such a town will be calculated as a portion of its county's \$700,000 annual unmatched limitation and will be subject to concurrence by resolution of the respective Board of Supervisors.

**B. The VDOT Manager**

The VDOT Manager as referenced in this guide is the department employee responsible for administration of the Economic Development Access Program for that locality. This person is usually the Residency Administrator, but may be another designee of the District Administrator. The VDOT Manager supports the locality in reviewing the local governing body's resolution requesting funding, sketches and cost estimates for requested road improvements, in initiating the SERP (if required), and in compiling the information necessary for review by other VDOT offices and other state agencies. The VDOT Manager will review the complete assembly of information, as referenced in section IV. B., and provide a recommendation to the District Administrator.

**C. The District Administrator**

Upon review of the locality's project request and the VDOT Manager's recommendation, the District Administrator forwards the information package with a recommendation to the Director of the Local Assistance Division. In addition, the District Administrator is responsible for coordinating a briefing for the District CTB Member of any requested project and obtaining the CTB Member's concurrence for the project. The District Administrator will also provide that concurrence to the Director of the Local Assistance Division.

D. The Director of Local Assistance

The Local Assistance Division Director coordinates review of the application between VDOT and VEDP, as appropriate. After all prerequisites have been met for a viable project the Director of Local Assistance may recommend approval to the CTB.

E. Virginia Economic Development Partnership (VEDP)

The Virginia Economic Development Partnership assists VDOT with reviewing site and business information, and assists with verifying actual and expected job creation numbers. Before projects are approved by the CTB, VDOT will reach out to VEDP for their assistance on reviewing access project applications.

For standard projects, the VEDP determines if the business locating on the site meets the basic employer requirements, verifies the amount of new jobs created and offers a recommendation on the viability of the site.

For bonded projects, VEDP will first determine if the site is ready for an access road construction project. If a site is determined as not ready, the locality can work with the VEDP to determine what improvements need to take place in order to improve the site's readiness. If a site is determined as ready for an access road construction project, the VEDP will then offer a recommendation on how successful they believe the site will be at attracting a qualifying business. The VEDP will also provide a recommendation on the potential number of new jobs created by the access project, and verify the amount of new jobs created once a qualifying business has located on the site.

F. The Commonwealth Transportation Board

The CTB, upon consideration of the project information, may allocate funds for the access project with certain contingencies, which must be satisfied by the locality. This allocation is for the exclusive purpose of financing eligible costs incurred in constructing the access project. The date of the CTB allocation is the date on which the CTB approves the project and funding amount by adopted resolution. All project information must be received by the VDOT Manager with sufficient time for review. The complete assembly of information and documentation for the project request, with the recommendation of the District Administrator should be submitted to the Local Assistance Division no less than thirty (30) days prior to the CTB meeting.

V. PROJECT IMPLEMENTATION

A. The State Environmental Review Process (SERP)

Created pursuant to § 10.1-1188 of the *Code of Virginia*, a Memorandum of Agreement has been executed by the Secretary of Natural Resources and the Secretary of Transportation. It requires that the state natural and historic resource agencies be provided an opportunity to comment on state funded road projects,

estimated to cost more than \$500,000, at the earliest stage of development. SERP ensures that state resource agency views and interests are considered in the project development process from concept through construction.

SERP, conducted by VDOT's Environmental staff, may take at least 60 days to complete. The time necessary for implementing SERP and addressing any environmental commitments or regulatory clearances required by law must be anticipated in the project's development schedule, possibly prior to the CTB's approval of, and allocation to, an Economic Development Access Program project.

Projects developed under the Economic Development Access Program often must address a much more compressed development schedule than standard construction projects, in order to accommodate a locality's or qualifying establishment's desire for a facility or site to be accessed and eventually operational.

For this reason, the locality and VDOT Manager must work together in determining the viability of the Economic Development Access project with respect to the development schedule proposed for the project. The VDOT Manager may initiate the SERP process once the locality provides the location information and requests SERP initiation. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Economic Development Access funds. The locality is notified of comments or commitments resulting from SERP and if regulatory clearances are necessary.

Details regarding SERP are in [Chapter 15](#), Environmental Requirements, Section 3, of the Locally Administered Projects (LAP) Manual.

In all cases, the locality is responsible for obtaining water quality and any other applicable permits, as well as compliance with all federal and state regulations and laws. Compliance is documented on the Certification Form for State Funded Projects, found in [Chapter 5, Appendix 5A, of the LAP Manual](#).

#### B. Locally Administered Projects

Locally administered Economic Development Access projects are subject to requirements described in the LAP Manual. The locality should become familiar with the Manual, particularly [Chapter 5](#), State Funded and Special Program Projects.

1. When funding for a project is approved by the CTB, the project is deemed viable. No additional action is required by the CTB prior to advertisement, award or construction.
2. The Local Assistance Division prepares a local-state agreement between VDOT and the locality. The agreement identifies the terms for a locality to administer the project to include responsibilities of the locality and VDOT, funding sources, VDOT oversight charges, reimbursement amounts, and general project estimates by phase. The agreement must be fully executed prior to project advertisement. Furthermore, it authorizes the locality to perform any work that can be reimbursed

from VDOT funds and it requires that the locality adhere to the Virginia Public Procurement Act in the administration of the project's advertisement and award. The standard agreement can be found in Chapter 10 of the Locally Administered Projects Manual.

If a custom agreement is requested by the locality, the custom agreement is subject to review and concurrence by the Office of the Attorney General prior to its execution. The locality signatory for the agreement must provide evidence of their authority to execute the agreement. Any cost incurred or contract executed by a local governing body or its agent, before an agreement is fully executed, is the responsibility of the local governing body, unless otherwise agreed to by the Director of Local Assistance.

3. The locality provides the project scope information to the VDOT Manager for a determination of SERP applicability based on the \$500,000 threshold. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Economic Development Access funds.
4. The locality representative completes the VDOT Certification Form for State Funded Projects and provides this form to the VDOT Manager prior to project award. The certification form provides a streamlined process with significantly less VDOT oversight and is used to certify adherence to all applicable laws and regulations pertaining to locally administered state funded projects. VDOT may perform project audits to verify compliance with this certification.
5. The locality provides documentation of dedicated right of way for the project to the VDOT Manager who, in turn, forwards the documentation to the District Right of Way Manager. The District forwards this information and its recommendation to VDOT's State Right of Way Director, who certifies that right of way and utility adjustments for the project have been obtained at no cost to the Economic Development Access Program fund. The provision of unencumbered right of way by the locality includes completion of any extensive environmental studies and required mitigation of existing environmental conditions.
6. The local government provides documentation to the VDOT Manager that a qualifying establishment has made firm commitment to locate on an eligible site (e.g., an executed construction contract) and a letter from the qualifying establishment's chief financial officer outlining capital expenditures as specified in this document under "Qualifying Investment" (see Section IV.A.1 of this manual).

or

If bonded, the local government must provide the required surety to the VDOT Manager, who forwards it to the Local Assistance Division.

7. The expenditure of Economic Development Access funds for the project will be approved by VDOT only after all contingencies of the Commonwealth Transportation Board's resolution have been met.

A locally administered project must be authorized, with funding approved for expenditure, before VDOT reimburses a locality for eligible costs attributed to the

construction of the project. Appropriate documentation of costs and billing information, such as contractor's payment application and verification of payment, must be provided by the locality.

8. The VDOT Manager or designee monitors the construction of locally administered projects, notifies the Local Assistance Division when the construction is started and completed, and provides recommendations to the Local Assistance Division regarding requests for reimbursement. Please note that each locally administered project will have a Project Coordinator assigned for project development once the project is approved and that person may be different from the VDOT Manager.

C. VDOT Administered Projects

1. When funding for a project is approved by the CTB, the project is deemed viable. No additional action is required by the CTB prior to advertisement, award or construction. The Local Assistance Division prepares a local-state agreement between VDOT and the locality. It identifies specific responsibilities of the locality and VDOT, funding sources, and general project estimates by phase. The locality signatory for the agreement must provide evidence of their authority to execute the agreement.
2. The locality provides the project scope information to the VDOT Manager for a determination of SERP applicability based on the \$500,000 threshold. Other funding arrangements must be made for this review if it is conducted prior to CTB approval of the project and authorization of the Economic Development Access funds.
3. The locality provides documentation of the dedicated right of way for the project to the VDOT Manager, who, in turn, forwards the documentation to the District Right of Way Manager. The District forwards this information and its recommendation to VDOT's Right of Way and Utilities Division Director, who certifies that right of way and utility adjustments for the project have been obtained at no cost to the Economic Development Access Program fund. The provision of unencumbered right of way by the locality includes completion of any extensive environmental studies and required mitigation of existing environmental conditions.
4. The local government provides documentation to the VDOT Manager that a qualifying establishment has made firm commitment to locate on an eligible site (e.g., an executed construction contract) and a letter from the qualifying establishment's chief financial officer outlining capital expenditures as specified in this document under "Qualifying Investment" (Section II.G).

or

If bonded, the local government must provide the required surety to the VDOT Manager, who forwards it to the Local Assistance Division.

5. The locality provides payment to the VDOT Manager for any required matching funds, ineligible project costs, or eligible project expenses in excess of the Economic Development Access Program allocation, prior to the project being authorized for

construction. A VDOT-administered project must have all required funding in place before the project may be advertised or constructed.

6. The expenditure of funds for the project may be approved by VDOT only after all contingencies of the CTB’s resolution have been met.
7. After a project is authorized, the VDOT Manager coordinates all aspects of the construction of VDOT-administered projects. Please note that each VDOT-administered project will have a Project Manager assigned for project development once the project is approved and that person may be different from the VDOT Manager.

### Standard Projects (non-bonded)

Stakeholder	Roles/Responsibilities
Locality	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Request for Economic Development Access Funding to VDOT Manager. Request will include (see Section IV.A.1.a &amp; b):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary plan including a description of business, capital investment anticipated, and new employment anticipated;</li> <li><input type="checkbox"/> A letter of request from the establishment, to the locality on corporate letterhead</li> <li><input type="checkbox"/> Road Design Plans (or preliminary plans);</li> <li><input type="checkbox"/> Locality resolution requesting EDA Program Funding</li> </ul> </li> <li><input type="checkbox"/> Coordinates with VDOT District Administrator to brief CTB District Member regarding project, following notification of VEDP concurrence from LAD Director</li> </ul>
VDOT Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assembles and reviews information on project request and business establishment and forwards recommendation to District Administrator (copy to Local Assistance Division)</li> <li><input type="checkbox"/> Forwards information necessary for SERP, if appropriate</li> <li><input type="checkbox"/> Confirms project design meets standards and verifies project cost estimate and coordinates with District Traffic Engineer regarding approval of access, when applicable</li> </ul>
VDOT District Administrator	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides recommendation to Local Assistance Division</li> <li><input type="checkbox"/> Coordinates with Locality to brief CTB District Member regarding project after notification of VEDP concurrence from LAD Director</li> </ul>
VEDP	<ul style="list-style-type: none"> <li>• Provides determination regarding eligibility as a Basic Employer and provides recommendation in use of the Economic Development Access Program</li> </ul>
VDOT LAD Director	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures all project information necessary to evaluate eligibility of project is submitted</li> <li><input type="checkbox"/> Coordinates with VEDP to obtain eligibility determination and recommendation</li> <li><input type="checkbox"/> Coordinates with District to ensure project adherence with road design and access requirements</li> <li><input type="checkbox"/> Provides project allocation request to CTB, as appropriate</li> </ul>
CTB	<ul style="list-style-type: none"> <li>• Reviews and approves of project allocation, if appropriate</li> <li>• Formalizes conditions of allocation expenditure</li> </ul>
Locality	<ul style="list-style-type: none"> <li>• Ensures compliance with contingencies of CTB allocation and provides appropriate documents, as necessary, to VDOT Manager (Contingencies must be met prior to fund expenditure)</li> </ul>
VDOT LAD Director	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares project administration agreement, as appropriate</li> <li><input type="checkbox"/> Determines investment credit established by qualifying establishment</li> <li><input type="checkbox"/> Authorizes allocation of funds for project</li> </ul>
VDOT Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides oversight for locally administered project development and completion</li> <li><input type="checkbox"/> Coordinates VDOT-administered project work</li> <li><input type="checkbox"/> Reviews documentation of project costs as appropriate and makes recommendation in reimbursement</li> </ul>

## Bonded Projects

Stakeholder	Roles/Responsibilities
Locality	<ul style="list-style-type: none"> <li>• Contacts VDOT Manager regarding proposed development plans</li> <li>• Officially requests an Economic Development Access Program allocation through a resolution of its governing body</li> <li>• Provides a copy of the approved resolution to the VDOT Manager</li> <li>• Provides information regarding the development plans and appropriate project</li> </ul>
VEDP	<ul style="list-style-type: none"> <li>• VDOT's Access Program Manager and the Locality will work with VEDP to determine the site's potential for attracting capital investment</li> <li>• VEDP will provide a Low, Medium or High designation for the site.</li> <li>• If VEDP provides a designation below Low, the project would not be eligible</li> </ul>
VDOT Manager	<ul style="list-style-type: none"> <li>• Assembles and reviews information on project request and business establishment and forwards recommendation to District Administrator (copy to Local Assistance Division).</li> <li>• Forwards information necessary for SERP, if appropriate</li> <li>• Confirms project design meets standards and verifies project cost estimate and coordinates with District Traffic Engineer regarding approval of access, when applicable</li> </ul>
VDOT District Administrator	<ul style="list-style-type: none"> <li>• Provides recommendation to Local Assistance Division</li> <li>• Coordinates with Locality to brief CTB District Member regarding project after notification of VEDP concurrence from LAD Director</li> </ul>
VDOT LAD Director	<ul style="list-style-type: none"> <li>• Ensures all project information necessary to evaluate eligibility of project is submitted</li> <li>• Coordinates with VEDP to obtain eligibility determination and recommendation</li> <li>• Coordinates with District to ensure project adherence with road design and access requirements</li> <li>• Provides project allocation request to CTB, as appropriate</li> </ul>
CTB	<ul style="list-style-type: none"> <li>• Reviews and approves of project allocation, if appropriate</li> <li>• Formalizes conditions of allocation expenditure</li> </ul>
Locality	Ensures compliance with contingencies of CTB allocation and provides appropriate documents, as necessary, to VDOT Manager. (Contingencies must be met prior to fund expenditure.)
VDOT Manager	<ul style="list-style-type: none"> <li>• Forwards to locality determination of SERP and Preliminary Environmental Inventory (PEI), if SERP applies.</li> <li>• Confirms compliance with contingencies of CTB allocation.</li> <li>• Provides oversight for project plan review.</li> </ul>
VDOT LAD Director	<ul style="list-style-type: none"> <li>• Prepares project administration agreement, as appropriate.</li> <li>• Determines investment credit established by qualifying establishment.</li> <li>• Authorizes allocation of funds for project</li> </ul>
	<b>The tasks below may occur at any point following CTB's allocation approval and prior to termination of bonded period.</b>
Locality	<ul style="list-style-type: none"> <li>• Submit Qualified Establishment Request to VDOT Manager. Request will include: <ul style="list-style-type: none"> <li>○ Description of business, capital investment anticipated, and new employment anticipated;</li> <li>Road Design Plans (or preliminary plans);</li> </ul> </li> </ul>
VDOT Manager	<ul style="list-style-type: none"> <li>• Reviews business establishment information and investment documentation and forwards it to Local Assistance Division.</li> </ul>
VEDP and VDSBSD	<ul style="list-style-type: none"> <li>• Provides determination regarding eligibility as a Basic Employer and provides recommendation in use of the Economic Development Access Program</li> </ul>
VDOT LAD Director	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates with VEDP to obtain eligibility determination and recommendation</li> <li><input type="checkbox"/> Coordinates with District to ensure project adherence with road design and access requirements</li> <li><input type="checkbox"/> Determines investment credit established by qualifying establishment and authorizes reduction or release of surety</li> </ul>
VDOT Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides oversight for locally administered project development and completion.</li> <li><input type="checkbox"/> Coordinates VDOT-administered project work.</li> <li><input type="checkbox"/> Reviews documentation of project costs as appropriate and makes recommendation in reimbursement.</li> </ul>

## VI. PROJECT ALLOCATIONS

### A. Allocations for Design-Only projects

Subject to available funding, the maximum unmatched allocation to a locality for a Design-Only project, within any one fiscal year, is \$150,000; allocations may be used for one or more projects. Further, the total amount available statewide under this program is limited by statute.

When the cost of a Design-Only access project exceeds \$150,000, the locality may request up to \$50,000 in supplemental funds which must be matched on a dollar-for-dollar basis by a contribution from the general fund of the county, city, or town. Project costs in excess of the allocation will be the responsibility of the locality.

Design Only Example: (Maximum Allocation)

\$150,000 Unmatched
\$50,000 Matched
<u>\$50,000 Local Match</u>
\$250,000 Total

### B. Allocations for Standard and Bonded Construction projects

Subject to available funding, the maximum unmatched allocation to a locality for a standard or bonded construction project, within any one fiscal year, is \$700,000; allocations may be used for one or more projects. Further, the total amount available statewide under this program is limited by statute.

When the cost of a construction access project exceeds \$700,000, the locality may request up to \$150,000 in supplemental funds which must be matched on a dollar-for-dollar basis by a contribution from the general fund of the county, city, or town. Project costs in excess of the allocation will be the responsibility of the locality.

The amount of capital investment documentation required will be based on the CTB's allocation and the locality's level of distress at the time of CTB project approval.

#### **Example 1: Non-Distressed Locality**

Cost of constructing road =	\$700,000
Allocation from the CTB =	\$700,000
Qualifying investment provided (5X the allocation) =	\$3,500,000

#### **Example 2: Single Distressed Locality**

Cost of constructing road =	\$700,000
Allocation from the CTB =	\$700,000
Qualifying investment provided (4X the allocation) =	\$2,800,000

**Example 3: Double Distressed Locality**

Cost of constructing road =	\$700,000
Allocation from the CTB =	\$700,000
Qualifying investment provided (3X the allocation) =	\$2,100,000

A locality may receive an allocation on behalf of a regional industrial authority without impacting its annual allocation eligibility. An allocation for a regional industrial facility authority project is subject to the same limitations as other Economic Development Access projects.

When the cost of an individual access project exceeds \$700,000, the locality may request up to \$150,000 in supplemental funds which must be matched on a dollar-for-dollar basis by a contribution from the general fund of the county, city, or town. Such supplemental state funding shall be determined by the qualifying investment and the locality’s level of distress. Project costs in excess of the allocation will be the responsibility of the locality.

It is intended that Economic Development Access Program funds be requested as reasonably needed by the locality, but that these funds not be anticipated from year to year. Unused eligibility from a preceding year cannot be carried forward to an ensuing fiscal year.

C. Allocations for MEI Sites

For projects meeting the MEI criteria, some additional consideration is made.

Design-Only Projects

For projects serving sites meeting the definition of MEI, the locality may receive up to the maximum unmatched allocation and matched allocation for a design-only project. The local governing body shall guarantee by bond or other acceptable surety that plans for a MEI project will be developed to standards acceptable to VDOT. Upon approval of the road plans by VDOT, the surety may be released. The one-time allocation for a design-only project cannot be approved in the same year as an allocation for a construction project.

MEI Example – Design-Only: (Maximum Allocation)

\$500,000 Unmatched
\$150,000 Matched
<u>\$150,000 Local Match</u>
\$800,000 Total

Additional Allocation

For projects serving sites meeting the definition of MEI, the locality may receive up to the maximum unmatched allocation and an additional \$500,000 matched allocation for a road construction project. Project allocations for a given MEI

construction project may be cumulative for not more than two years. An additional allocation can also be provided for design.

MEI Example – Construction Project: (Maximum Allocation)

Year One

\$ 500,000 Unmatched  
\$ 500,000 Matched  
\$ 500,000 Local Match  
\$1,500,000 Total

Year Two

\$ 500,000 Unmatched  
\$ 500,000 Matched  
\$ 500,000 Local Match  
\$1,500,000 Total

Construction Project Cumulative

\$ 1,000,000 Unmatched  
\$ 1,000,000 Matched  
\$ 1,000,000 Local Match  
\$3,000,000 Total

D. Time Limits for Standard Projects

To ensure the most effective use of the limited funds available for the Economic Development Access Program, allocations made for new access roads or improvements to serve a specific qualifying establishment are expected to be committed by contract or otherwise under construction within two years from the date of CTB approval. Allocations for projects that are not actively under way within two years of project approval by the CTB may be deallocated to fund new projects unless the Director of Local Assistance grants an exception due to unusual circumstances. At the end of 22 months following the allocation, if the proposed road access improvements to serve the new or expanding qualifying establishment have not been initiated, the locality shall submit a written explanation of the status of the project and reason for delay if an extension of time is needed. Nothing precludes the locality from reapplying for an allocation in the future once the plans for economic development are more imminent.

E. Time Limits for Bonded Projects

Pursuant to [§ 33.2-1509](#) of the *Code of Virginia* which establishes funding for this program, allocations may be approved for new access roads or improvements to existing roads for projects when a qualifying establishment is not yet constructed or under firm contract and the local governing body guarantees by bond or other acceptable surety that such will occur. In order to ensure the most effective use of the limited funds available for the program, the time limit for such bond shall be five years, beginning on the date of the allocation of the economic development access funds by resolution of the CTB.

Similar to standard Economic Development Access projects, if proposed road access improvements to serve eligible property have not been initiated within 22 months

following the CTB allocation, the locality shall submit a written explanation of the status of the project and reason for delay if an extension of time is needed.

At the end of the five-year bonded period the amount of Economic Development Access funds expended on the project and not justified by eligible capital outlay of one or more qualifying establishments acceptable to the Board shall be reimbursed to VDOT voluntarily by the locality or by forfeiture of the surety unless the locality elects to utilize the CTB Policy's staggered payback provisions. Time limits associated with these payback provisions are outlined in Section IV.A.2.

The payback provisions specify that at the end of the five-year time bond period or at the termination of an extended bond period, rather than reimbursing the Department in full those funds expended on the project but not justified by eligible capital outlay, the locality may elect to extend the bond or other acceptable surety for another four-year period. The locality may then, on an annual basis, reimburse the Department 20% of those funds expended on the project but not justified by eligible capital outlay, with the first annual payment to be made on or before the first day of the new bonded period, until such time that 100% of the required reimbursement is provided or until the locality can document sufficient capital investment by an eligible establishment. The locality's bond or other acceptable surety will be reduced annually by the amount repaid to the Department. In the event that during the extended bonded period, the locality can document sufficient capital investment by an eligible establishment, the locality may request a refund of any reimbursements made to the Department. Such request may be granted if funds are available and on a first come, first served basis in competition with applications for economic development access funds from other localities. The time limit for MEI projects is based on the CTB's first allocation.

F. Improvements to Existing Roads

Where an existing road constitutes a portion of the secondary system of state highways or is part of the road system of the locality in which it is located, Economic Development Access funds may be used to improve the existing road only to the extent required to meet the needs of traffic generated by the new or expanding establishment. Additionally, where access to a qualified economic development site is via an existing road that can be determined inadequate for providing safe and efficient movement of the type of traffic generated by the site or that this traffic conflicts with the surrounding road network to the extent that it poses a safety hazard to the general public, consideration may be given to funding additional improvements. Such projects must be requested by resolution of the local governing body and will be evaluated on case-by-case basis. The VDOT Regional Traffic Engineer may be requested to evaluate and provide a recommendation on such requests. However, intersection improvements, traffic signal installation, or construction of turn lanes, as stand-alone projects, typically are not eligible for Economic Development Access Program funds.

When a project is established to improve an existing road to serve an eligible parcel having frontage on that road, Economic Development Access funds will provide for improvements to the proposed primary entrance.

## VII. ACCEPTANCE INTO SYSTEM

New roadways, upon completion, are opened to public use and must be accepted into the appropriate system for maintenance. If a developer or other landowner intends to close or gate a road into a development for security or other reasons, the project is ineligible for Economic Development Access Program funding. For all counties, except Arlington and Henrico, and in towns not maintaining their own road systems, these improvements will be added to the secondary system of state highways. For cities and towns receiving maintenance payments, and in the counties of Arlington and Henrico, these roads are to be taken into the road system of these locality.

## **Appendix A**

### **Economic Development Access Program Checklist**

## Economic Development Access Program Outline/Checklist

The purpose of the Economic Development Access Program is to assist localities in providing adequate access to new or expanding economic development sites. Adequate access, in consideration of the type and volume of traffic to be generated by the subject site, may require the construction of a new roadway, improvement of an existing roadway, or both to serve the qualifying development. The program is administered by VDOT under the authority of § 33.2-1509 of the *Code of Virginia*.

These funds may be requested by the local governing body of counties, cities, and certain towns that receive highway maintenance payments under §33.2-319 of the *Code of Virginia*. The maximum unmatched allocation within any one fiscal year is \$700,000. A supplement of up to \$150,000 is available upon locality's match (dollar for dollar). Funding is dependent on the estimated cost of eligible portion of access road and anticipated eligible capital investment on sites served. Such supplemental funds shall be considered only when an individual project's estimated eligible costs exceed \$700,000.

Funds may be allocated for construction of an access road project to an eligible site that is owned by a regional industrial facility authority, created pursuant to §15.2-6402 of the *Code of Virginia*, without penalty to the jurisdiction in which the site is located. This provision may be applied to one regional project per fiscal year in any jurisdiction, subject to the same funding limitations as prescribed for other individual projects.

### PROJECT IDENTIFICATION

- Qualifying Establishment – (where it has been determined that a named establishment is eligible and the development site is viable and does not have adequate access)
  - Determination by VDOT and VEDP
  - Documentation of eligible capital investment
  - Reimbursement based on actual project cost
- Bonded Project – (where site(s) is (are) determined not to have adequate access and the locality is willing to guarantee that eligible capital investment will occur warranting the use of the access road funds)
  - Determination by VDOT and VEDP
  - Provision of acceptable surety by locality that qualifying investment will be established on project within 5-year period beginning with date of CTB allocation by resolution
  - Reimbursement based on eligible capital investment of qualifying establishment(s) served in relation to cost of project

REQUEST & PROJECT INFORMATION SUBMITTAL (*once a qualifying establishment can be identified*)

- A qualifying establishment provides the locality with a letter of intent that includes:
  - Description and location of site
  - Target dates for building construction and facility operation
  - Itemized capital investment planned for site
  - Description of operation of the subject establishment
  - Number of new jobs
  - Description of access road improvements requested
  - Volume and type of traffic generated by site operation
- 1. The locality contacts the local VDOT Manager with the proposed development plans:
  - Requests funds by resolution of the local government
  - Provides appropriate project information
  - Complies with applicable state/federal environmental laws, regulations, etc.
  - Provides Project Certification form (for projects administered by locality)
- 2. The Local VDOT Manager
  - Assembles project request information
  - Forwards information necessary for SERP
  - Reviews project information
  - Recommends project design and provides project costs estimate
- 3. The VDOT District Administrator
  - Reviews project information
  - Provides recommendation to Local Assistance Division
  - Addresses project request & recommendation with District CTB member
- 4. The Virginia Economic Development Partnership
  - Reviews project and information pertaining to operation of the establishment
  - Provides recommendation in use of the Economic Development Access Fund
- 5. The Local Assistance Division Director
  - Reviews project information
  - Assembles information and recommends proposed project to CTB for consideration
- 6. The Commonwealth Transportation Board
  - Reviews and approves the project allocation, if appropriate
  - Formalizes conditions of fund expenditure
- 7. Virginia Department of Transportation
  - Makes determination of SERP applicability
  - Provides Preliminary Environmental Inventory (PEI) if SERP applies
  - Verifies contingencies of allocations are met prior to expenditure
  - Provides oversight for project plan review and construction
  - Authorizes expenditures of Program funds

## Appendix B

### Standard Project Scorecard (Known Industry)

<i>Application Evaluative Criteria</i>	Known Industry	MAX Points
<p><b><u>Total Expected Capital Investment*</u></b>            3X allocation (only for Double Distressed Localities) – 25 points            4X allocation (only for Single Distressed Localities) – 30 points            5X allocation – 35 points            More than 5X Allocation – 40 points  <i>*Single &amp; Double Distressed localities can get a higher point value by offering a higher amount of Capital Investment</i></p>		40
<p><b><u>Expected Full Time (FT) Job Creation*</u></b>            0-20 FT Jobs Created – 15 points            20-50 FT Jobs Created – 20 points            50-150 FT Jobs Created – 25 points            More than 150 FT jobs Created – 30 points  <i>*VEDP to provide support with verifying the full time job creation numbers</i></p>		30
<p><b><u>Need for Access Road*</u></b>            Existing roadway to the site needs to be improved – 10 points            Traffic impact analysis supports the proposed project – 10 points  <i>or</i>            No existing roadway provides access to the site – 20 points</p>		20
<p><b><u>Locality's Level of Distress*</u></b>            Single Distressed – 5 points            Double Distressed – 10 points  <i>*As defined by the VEDP's Commonwealth Opportunity Fund</i></p>		10
<b>TOTAL</b>		<b>100</b>

**Must receive a minimum of 50 points for recommendation**

