

Vetting Process & Checklist

Program Guidelines

The Vibrant Communities Program offers competitive grants of up to \$1 million for development projects that help transform areas within a distressed community. Please review the [Vibrant Communities Program Grant Funding Guidelines](#) to determine if your project qualifies.

Application Process

1. The eligible municipality or local economic development organization should contact their [JobsOhio Network partner](#) to discuss project eligibility.
2. The Preliminary Project Vetting Form (Pre-Vet) must be completed and submitted to the JobsOhio Network partner, along with any additional attachments from the Submission Checklist.
3. Once the pre-vet is received, it will be reviewed by JobsOhio for program fit and evaluated based on criteria published in the Program Guidelines.
4. If the project is accepted and moves forward for consideration, the community will be asked to provide any remaining project information, then scheduled for a community pitch, where the project partners will present the opportunity to JobsOhio.
5. Following the community pitch, if financial support is awarded, JobsOhio will extend an offer letter to the applicant. Once the applicant accepts the award, JobsOhio will prepare a grant agreement, including job and investment commitments, for execution.

The speed of the process from initial inquiry to offer can vary depending on project readiness, however it is reasonable to anticipate approximately 3 months, depending on the submittal of applicant documentation.

Submission Checklist

- ☐ Preliminary Project Vetting Form (Pre-Vet Form)
- ☐ Supporting Information Excel Sheet (Metric commitments including tenants, square footage, jobs, investment, and project sources/uses)*
- ☐ Slides, maps, conceptual drawings or other material that describes the project
- ☐ Financials**
- ☐ Proforma**

* Provide as much information on all three tabs of the Supporting Information Excel Sheet as possible. Please add notes as needed.

**Please include draft financials and proforma if available. These items are not required when submitting the Pre-Vet, however will be required for the project to be considered for an award.

These materials should be submitted to your [JobsOhio regional partner](#).

Vibrant Communities Program

Preliminary Project Vetting Form

This pre-vet form will be used by JobsOhio to screen projects for program fit and scoring. Projects that pass preliminary vetting will be asked to provide additional project information, including any remaining documents from the submission checklist, and subsequently scheduled for a project pitch.



Section 1 – Project Location Details

Property/Project Name:

Zip Code:

Street Address or Primary Parcel ID #:

Owners (list all):

City:

County:

Current Primary contact with JobsOhio Network Partner:

Ensure the community is eligible and is within the eligible city limits.

Section 2 – Project Description

Briefly Describe (1-3 Sentences) the development history and current status of the property.

Briefly describe the proposed project (4-6 sentences). The description should include a brief overview of the intended uses and activities, estimated size and scope of the project (square footage, number of buildings, establishments, etc.), and a high level overview of work to be completed on the project (i.e. demolition, remodeling, new construction).

Describe how the project aligns with the most current community or strategic planning efforts, including representation of public and private support for the project.

Describe how the project is catalytic to the community and the importance of support from JobsOhio and other partners.

Section 3 – Project Uses and Tenants

Types of uses (Select all that apply from list)

- ☐ Office
- ☐ Retail
- ☐ Restaurant
- ☐ Residential
- ☐ Coworking Space, Incubator, Accelerator, Innovation Center, or Similar
- ☐ University Technical Education, College, Training or other similar education related
- ☐ Other not listed

Please detail the square footage, number of jobs, and the annual payroll investment from each tenant on the Supporting Information Excel sheet, provided by your JobsOhio Network partner.

Provide information on the anchor tenant

What entity has been identified as the anchor tenant?

Is the entity committed or prospective?

How much square footage will they occupy?

What percentage of the total square footage will they utilize?

If you don't have an anchor tenant identified, please describe efforts to secure an anchor tenant.

Estimate the number of new jobs (full-time equivalent) that the anchor tenant will employ?

Estimate the number of retained jobs (full-time equivalent) that the anchor tenant will employ?

List any current tenants and activity at the project location. State N/A if none.

What is the estimated total annual payroll associated with the anchor tenant, if available?

Section 4: Development Plan

Who is the lead development entity for the project?

List any other relevant development partners such as port authorities, companies, developers, or investors.

With as much detail as possible, estimate the known project costs (i.e. site prep, renovation, construction, infrastructure) These numbers do not need to be final, but will provide insight into development stage of the project.

With as much detail as possible, estimate the known funding sources (i.e. developer investment, community investment, private financing, public financing, grants, etc.) These numbers do not need to be final, but will provide insight into development stage of the project.

Section 4: Development Plan

If all or large portion of project entails the operating of a coworking, incubator, accelerator, technical center, innovation center, or maker space, provide a brief description of the services and programming that will be offered, what entity will manage the facility and programming, and the project annual operating budget. Include the target users of the facility and projected number of members/users on an annual basis. (3-6 sentences)

What is the amount of JobsOhio funding requested and why?

Please provide any slides, maps, conceptual drawings or other material that describes the project, if available. Submit this Pre-Vet Form and Supporting Information Excel Sheet to your regional JobsOhio Partner.

Section 5: Your Contact Information