

# Pre-Project Planning Program

## Pre-Vet Form

### Program Guidelines

The Pre-Project Planning Program recognizes that some small and medium-sized communities may not have adequate resources to develop catalytic economic development projects necessary to transform the community and attract private investment. This program offers targeted technical assistance to address gaps in capacity and expertise to ultimately generate more Vibrant Community projects across the state. Please [visit our website](#) to review the planning and technical assistance guidelines.

### 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 project is approved, the community will receive an offer letter and will work with JobsOhio to draft agreements.
5. Once the agreements are executed, the vendor may begin work on the planning project. JobsOhio will make payment directly to the vendor once the work is completed.

The speed of the process from initial inquiry to offer can vary depending on project readiness, however it is reasonable to anticipate approximately 45-60 days, depending on the submittal of applicant documentation.

### Submission Checklist

- Pre-vet form
- Proposal from vendor
- Slides, maps, conceptual drawings or other material that describes the project
- Sources and uses



### Next Steps

JobsOhio will begin the vetting process once a pre-vet has been submitted and will reach out with follow-up questions if needed. If the project is awarded, the applicant will receive an offer letter from their JobsOhio Network Partner to review the next steps.

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## Pre-Vet Form

### 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 – Applicant Contact Information

Contact Name and Title:

Organization Name:

Email:

Phone Number:

### Section 3 - Project Information

- Market and Industry Study
- Building or Site Due Diligence
- Capacity Planning
- Capital and Budget Planning
- Policy
- Development Planning
- Marketing and Prospectus Development

Active Stakeholders:

Briefly describe (1-3 sentences) the development history and current status of the property.

## Section 3 - Project Information

Total Cost/JobsOhio Ask:

What is the plan for the remaining costs not covered by JobsOhio?

Is the vendor secured?

What is the plan to secure a vendor?

How does this align with JobsOhio goals?

What project gaps or issues exist?