

## CEDS Project Solicitation Guidelines

As part of the preparation of the Comprehensive Economic Development Strategy (CEDS) for the WestCOG Region, the Advisory Group is soliciting ideas for projects, programs, or other initiatives that should be included in the CEDS and that can become an important part of our Region's economic development efforts over the next five years. Being listed in a CEDS may give a project an edge when applying for grant funding. In completing the attached form, please keep the following guidelines in mind:

1. Any type of project related to economic development is permissible. Please categorize them on the enclosed form as either Capital Projects or Other Type.  
Examples of Capital Projects are: infrastructure improvements (sewer, water, etc.); commercial, industrial and institutional building upgrades or redevelopment projects; transportation improvements; town center revitalization; brownfield revitalization, etc.  
Examples of Other Type projects are: economic development marketing programs; creation or updating of the economic development portion of your website; other smaller expense items that would not qualify as a capital expense.
2. Please keep your submitted projects to a reasonable number, reflecting those you think are most important to the economic development of your community or the Region, and those that are most ready to be implemented. Please use a new form for each project/program/initiative submitted.
3. Preferred projects are those that can be completed within five years, but this is not a requirement.
4. Projects can be submitted by municipalities or regional organizations. Please feel free to distribute this form within your community to boards, commissions, agencies, and organizations you think appropriate for this effort.
5. Projects submitted by a private or non-profit organization that are specific to one community should be submitted by the affected municipality. Projects submitted by a private or non-profit organization that are regional in nature should be submitted by that organization.
6. In order to meet the requirements of the US Economic Development Administration, to whom the CEDS will be submitted for approval, the CEDS document must contain a list of all suggested projects, and a smaller list of "Vital" (EDA term) or highest priority projects. To select those Vital

projects, a set of evaluation criteria and point scoring system has been developed by the CEDS Advisory Group, as shown on the Project Solicitation Form that accompanies this memo.

7. The scoring criteria shown on the form are for your information only, to help you understand how submissions will be scored and ranked. Projects will be scored by the CEDS Committee using the Evaluation Categories and Points shown on the form. Please do not complete those columns of the form.
8. Projects aligned with the Goals and Objectives outlined by the Advisory Group in the attached draft Strategic Action Plan will receive more points in the narrative section than those that do not. Please reference the number of the goal or objective in your narrative.
9. The CEDS Project Solicitation Form is electronically fillable – that is you can type your information directly into the form and save it with the name of the project. Completed forms should be emailed to the project lead, Elizabeth Esposito, at [eesposito@westcog.org](mailto:eesposito@westcog.org) no later than July 11, 2017 at 11:59pm.
10. The CEDS is a living document. The project list and priorities will be updated annually, therefore another solicitation process is expected in 2018.
11. For any questions you may have on completing this form or the CEDS process in general, please contact Elizabeth Esposito.

Thank you for your participation in this regional economic development planning process.