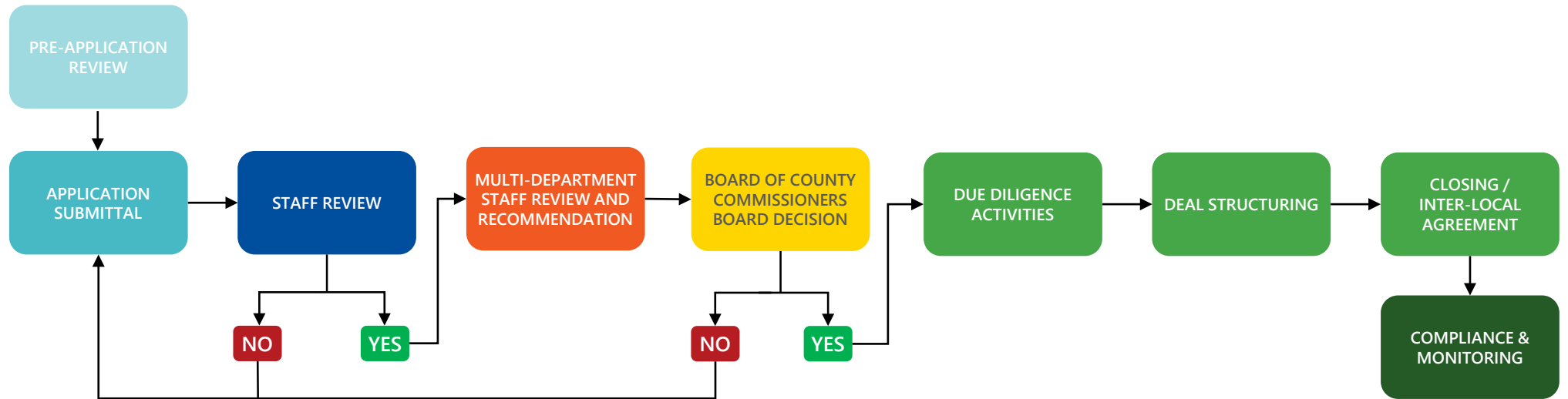


# EMPLOYMENT SITES PROGRAM

## APPLICATION PROCESS



Pre-Application meeting with applicant

Applicant submits electronic/online form during 60-day application window

Staff reviews application to determine:

- 1) Completeness
- 2) Eligible project
- 3) Eligible use of funds

Incomplete/ineligible applications will not move forward

Staff issues deficiency letter if incomplete

Applications will be scored against the evaluation tool. A multi-department staff will review and recommend.

Staff will prepare recommendation reports for each application.

Notifications to applicants will be sent regarding the BCC date.

A BCC agenda item will provide a summary of the completed applications received, the score for each application, and staff recommendations for each project. Project recommendations will include a **maximum funding award amount and timeframe for closing**. All projects approved by the BCC will be subject to final approval by the County Administrator following completion of all due diligence review.

Applicants that are approved by the BCC for funding will be notified in writing. Staff will coordinate with each applicant and request any updated items needed, finalize any outstanding due diligence and underwriting requirements and prepare documents needed for a closing. These items may include, but not be limited to, updated survey information, appraisal, environmental information, financial information and title commitment. During the due diligence period, staff will determine the amount of funding assistance needed based on a comprehensive project review and a financial review conducted by a third-party entity (if applicable). Applicant will be required to pay for any costs associated with third-party due diligence efforts, as negotiated.

To receive funding, the deal must close within the designated timeframe.

If the approved maximum funding award is insufficient, additional BCC authorization will be required to increase the award.

### ESTIMATED TIMEFRAME

