Application Requesting Certification as Certified Company Pursuant to Collaborative Economic Development Plan

April 2018

Application Instructions

In accordance with the Virginia Collaborative Economic Development Act (Act), a company is eligible for certification as a Certified Company once it has (i) created or caused to be created at least 200 net new basic employment jobs in the Commonwealth that are located in the Participating Localities with average salaries for all New Jobs at least equal to the average wage in the Participating Localities and (ii) made a Capital Investment of at least $25 million in the Participating Localities. Capitalized terms not otherwise defined here shall have the same meaning as set forth in the Virginia Collaborative Economic Development Act Guidelines (Guidelines).

Participating Localities will submit this Application Requesting Certification as a Certified Company to the Virginia Economic Development Partnership Authority (VEDP) which will be subject to review for the criteria set forth in the Guidelines and the application.

In accordance with the Guidelines, VEDP will make a determination whether a company has created or caused to be created the requisite number of New Jobs and amount of Capital Investment for certification. VEDP will provide such certification to the Participating Localities and the Board. Grants to a Certified Company will be subject to the approval of the Board.

Questions should be directed to the Virginia Economic Development Partnership Authority (VEDP).

This Application Requesting Certification as a Certified Company must be submitted electronically to VEDP to:

Kim Ellett
Incentives Coordination Manager
Virginia Economic Development Partnership
(804) 545-5618
kellett@vedp.org
Section 1 – Company Information

Name of Company considered for Certification (Full Legal Name of Company): 
_______________________________

Company’s Federal Employer ID #: ________________________________

Company website URL: ________________________________

Company stock ticker (if applicable): ________________________________

Company DUNS number (if applicable): ________________________________

Company’s principal business mailing address (within the GO Virginia Region): 
City: __________________ State: _______ Zip: __________________

Company’s physical location in the Participating Localities: 
City: __________________ State: _______ Zip: __________________

Primary company contact person and title: ________________________________

Contact’s email address: ________________________________
Type of business:
C-Corporation ☐ S-Corporation ☐ Partnership/LLC ☐ Sole Proprietorship ☐
Other (Specify) ☐

State of formation: ____________________________

Date established: ___/___/___

Length of time the company has had a presence in the Commonwealth: ____________________________

The company is registered with the Virginia State Corporation Commission: Yes ☐ No ☐

NAICS Code: ______

Brief description of the nature of the business: ____________________________

Type of project: Expansion of existing Virginia location ☐ Existing business with a new Virginia location ☐ New Business ☐ Other ☐

Section 2 – Collaborative Economic Development Plan

Provide the date of approval of the applicable Collaborative Economic Development Plan: _____

The Participating Localities also are filing an update to the applicable Collaborative Economic Development Plan: Yes ☐ No ☐ (NOTE: Update is not required.)

If applicable, provide the date of the updated Application for Approval of the Collaborative Economic Development Plan: ____________________________
Describe how the Collaborative Economic Development Plan induced or resulted in the location or expansion of the company and attach supporting documentation: ____________________________

The Company’s expects that the project has had or will have the following impact on the Local Composite Index of the Participating Localities: Positive ☐ Negative ☐

Section 3 – Fiscal Distress

The Virginia Growth and Opportunity Board has ☐ has not ☐ made a finding that the Participating Localities have significant fiscal distress.

Section 4 - Extraordinary Economic Opportunity

The Participating Localities do ☐ do not ☐ wish for the Board to make a finding that the Certified Company’s project is an extraordinary economic opportunity.

Explain why the Participating Localities believe the project is an extraordinary economic opportunity: ____________________________

_______________________________

_______________________________

_______________________________

Attach any supporting documentation.

Section 5 – New Jobs

The company is a Basic Employer: Yes ☐ No ☐

Existing employment of the company in the Participating Localities prior to the project: ______

Number of New Jobs the company has created or caused to be created in the Participating Localities since the later of the date of the Collaborative Economic Development Plan or the implementation of the project: ____________________________

If the Participating Localities wish to use the following provision:
Note that up to 100 full-time employees whose positions existed at the company may be used to determine the number of New Jobs created if wages of the existing employees increased by more than 10% within one year of the company’s certification because of the Capital investment to be placed in service by the company in the period from the commencement of the Capital Investment to the completion of the Capital Investment.

Please indicate the number of such existing jobs ____________ and provide the average annual wage for those jobs since the implementation of the project.

Average annual wage of company New Jobs: ____________________________

The Company must submit a list of each of the New Jobs and provide the average annual wage. The Company must submit a copy of its four most recent Employer’s Quarterly Tax Report (Form FC-20) with the Virginia Employment Commission (VEC). The form shall be confidential and proprietary and shall be used by VEDP solely for verifying satisfaction of the average annual wage of the New Jobs. In accordance with Virginia Code Section 60.2-114, VEDP is entitled to receive the Company’s employment level and wage information from the VEC.

Average annual wage in Participating Localities: ____________________________

- Average annual wage in the Participating Localities is equal to the average of the average annual wage of each Participating Locality as calculated using the Quarterly Census of Employment and Wages data from the VEC.

Does the company provide standard fringe benefits for the New Jobs? Yes [ ] No [ ]

Summary of the standard fringe benefits provided by the company: ____________________________

- Provide any supporting attachments.

Number of existing jobs to be Maintained in the Participating Localities during the Collaborative Economic Development Grant period (if applicable): ____________________________

Number of additional New Jobs (beyond the statutory minimum) to be created and Maintained in the Participating Localities through the grant payment period as a direct result of the capital investment made by the company: ____________________________

Timeline for creation of any additional New Jobs: ____________________________
Section 6 – Capital Investment

Total amount of Capital Investment made in the Participating Localities for assets placed in service by the company on or after the date that the Collaborative Economic Development Plan was approved: ___________________________________________

Attach a summary break down of such Capital Investment:

LAND COST $__________________
BUILDING COST (New construction) $__________________
PURCHASE OF EXISTING FACILITY $__________________

RENOVATIONS TO EXISTING FACILITY (Attach description of cost) $__________________
MACHINERY & TOOLS COST $__________________
FURNITURE, FIXTURES & EQUIPMENT $__________________
OTHER $__________________
TOTAL $__________________

The company authorizes the Locality, including the Locality’s Commissioner of the Revenue and Treasurer, to release to VEDP the Company’s real estate tax, business personal property tax, and machinery and tools tax information. Yes ☐ No ☐ In accordance with Virginia Code Section 58.1-3122.3, VEDP is entitled to receive the Company’s real estate tax, business personal property tax, and machinery and tools tax information from the Locality’s Commissioner of the Revenue.

Amount of additional Capital Investment (beyond the statutory minimum) to be made as a direct result of the capital investment made by the company in the Participating Localities through the grant payment period: ___________________________________________

Section 7 – Audited Financial Statements

Attach three years historical audited financial statements of applicant business and the interim financial statement for the most current year if the prospective company is six months into the current fiscal year, and if not available, similar statements that are available (such as tax returns).

If audited financial statements are not available, then the company should provide CPA-reviewed or compiled statements, supported by signed company tax returns. Any financial statements provided to VEDP should be in English, converted to U.S. dollars (where applicable), and prepared according to Generally Accepted Accounting Principles (GAAP) (if possible). Foreign-owned
companies should provide financial statements prepared according to International Financial Reporting Standards (IFRS) (where applicable). If financial statements provided are for an entity other than the company being considered for approval as a Certified Company, please describe the relationship between such entity and the company.

If the company is less than two years old, or the company has never been profitable, the company should also provide VEDP with:

- A business plan
- Three years of cash flow projections (month-by-month the first year, quarterly thereafter)
- Three years of projected balance sheets, and profit and loss statements
- Evidence of equity and its source(s) (e.g., executed term sheet, bank statements, executed investor agreements).
- Schedule of debt and schedule of future debt needed to finance the project
- Copies of commitment letters/term sheets (if available)
- Bank references to include the contact information of the financial institution and the relationship manager.
- Name, address, and contact information of the company’s CPA firm.
- Name, address, and contact information of the company’s legal counsel

**Section 8 – Other State Incentives**

Include the amount of incentives - other than a potential Collaborative Economic Development Grant - requested of, or offered by, the Commonwealth to the company (Please reflect dollar amounts and timing):

Incentive Program & Source State Agency/Entity: ________________________________

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Incentive Program & Source State Agency/Entity: ________________________________

Incentive Program & Source State Agency/Entity: ________________________________

**Section 9 – Local Incentives**

Include the amount of incentives - other than a potential Collaborative Economic Development Grant - requested of, or offered by, the Participating Localities to the company (Please reflect dollar amounts and timing):

Incentive Program & Source Participating Locality/Entity: ________________________________
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Incentive Program & Source Participating Locality /Entity: ________________________________
Incentive Program & Source Participating Locality /Entity: ________________________________
Incentive Program & Source Participating Locality /Entity: ________________________________

The undersigned, on behalf of the Participating Localities, hereby certifies that all information contained above and all information contained in addendum and exhibits attached hereto are true to her/his best knowledge and belief.

Participating Locality: ______________________________________________________________

By: ___________________________________________ __________________________
Name & Title (Signature) Date

By: ___________________________________________ __________________________
Name & Title (Print) Date

Participating Locality: ______________________________________________________________

By: ___________________________________________ __________________________
Name & Title (Signature) Date

By: ___________________________________________ __________________________
Name & Title (Print) Date

Participating Locality: ______________________________________________________________

By: ___________________________________________ __________________________
Name & Title (Signature) Date

By: ___________________________________________ __________________________
Name & Title (Print) Date
The undersigned, on behalf of the company, hereby certifies that all information contained above and all information contained in addendum and exhibits attached hereto are true to her/his best knowledge and belief.

Name of Company: ________________________________

By: ________________________________ Date
   Name & Title (Signature)

By: ________________________________ Date
   Name & Title (Print)
Overview of Application Process

Collaborative Economic Development Act

Path A

Two or more localities identify opportunity for ED collaboration

Communities execute MOU, contract, or other evidence of collaboration

Communities develop Collaborative Economic Development Plan

Plan submitted to VEDP for review and approval

Economic activity sufficient to meet statutory definition of a certified company results from or is linked to the collaboration

Communities apply for such activity to be a “certified company”

VEDP approves certification

Board approves grants

Annual certification of eligibility

Path B

Business prospect (new or existing) has need that could be addressed through regional collaboration

Company and community agree on need and how to fund/develop

Plan reviewed and approved by GO Virginia Board

Communities modify plan to meet company needs as appropriate