



## **Purpose**

The purpose of this program is to provide financial assistance to jurisdictions for the development of sites and infrastructure designed to attract and sustain businesses. Ideal grant requests will better position jurisdictions to compete for development projects at both state and local levels.

This program is a replacement to the Municipal Grant program and will act as a supplement to the Economic Development Incentive Program (EDIP) program.

The Greene County Commissioners' Grant program reallocates approximately \$500,000 allotted for the Municipal Grant program, and up to 50% of the annual \$500,000 allotted for the EDIP Grant program (for a total of \$750,000 annually), to assist jurisdictions in the form of grants for strategic economic development projects to include: road extensions, due-diligence studies, utility extensions, speculative construction and municipal fiber.

Grants may also be awarded for community-based projects which improve the quality of life for residents such as parks, shared spaces and “main-street”/down-town improvements.

## **About this Program**

- Open-enrollment throughout the year. No restrictions on amounts awarded.
- Projects will be graded by the Department of Development staff (ROI metrics, grading rubric). The Community Improvement Corporation (CIC) will then recommend projects to the Board of County Commissioners (BOCC) for approval.
- Grants will be given upfront, in a single disbursement.
- A jurisdiction may only apply for one grant application at a time.
- Once an award has been issued, jurisdictions have 12 months to verify that the money has been encumbered for the intended purpose and 24 months to spend it. Clawbacks may be initiated for non-performance.
- Jurisdictions may apply for grants from this program on an annual basis.
- Funds left over at the end of the calendar year may be divided amongst the remaining municipalities who did not receive grant funds. The distribution formula will be determined based on the dollars available and will be at the discretion of the BOCC.

## **Eligible Projects**

- Utility improvements/extensions
- Municipal fiber
- Due-diligence studies
- Speculative construction
- Main street/down-town improvements
- Public-space improvements
- Demolition/site development

## **Project Tiers**

While not all-encompassing, the below tiers indicate maximum spending amounts for various types of projects.

1. Up to \$20,000 for due-diligence and development studies/plans
2. Up to \$100,000 for main-street projects
3. Up to \$200,000 for demolition/site development
4. \$200,000 and up for infrastructure/utility improvement

## **Project Ranking**

Projects will be scored by Department of Development staff based on the following criteria:

- Would this project improve the quality of life (jobs, recreation and sense of community) for residents?
- Does this project have letters of support from community and/or business leaders?
- Does this project have the potential to spin-off future economic development projects?
- Would this project diversify the economic base of the jurisdiction (provide new types of jobs and/or businesses)?
- How long would this project benefit the jurisdiction and the county?
- Is the application complete?
- Does the project have matching funds?

Other factors such as the expected impact that the project will have on the jurisdiction and the project narrative will also be taken into consideration.

## **Application Process**

Applications will be accepted throughout the year until funds are depleted. Projects will be reviewed by Department of Development staff and the Community Improvement Corporation (CIC) before final approval by the BOCC.

**SUBMIT COMPLETED APPLICATION WITH ALL INFORMATION AND ATTACHMENTS TO:**

**Greene County Department of Development**

**Attn: Eric Henry, Director**

**61 Greene St.**

**Xenia, OH 45385**

**Phone: (937) 562-5007**

**Email: [ehenry@co.greene.oh.us](mailto:ehenry@co.greene.oh.us)**



**GREENE COUNTY**  
DEVELOPMENT  
*COMMITTED TO GROWTH*

Board of County Commissioners (BOCC)  
Municipal Grant Application

**Part I. Applicant Information**

Complete the information requested. Applicant must be Township, Village or City. "Contact Person" must be an individual who can respond to specifics about the project contained in the application and be able to provide additional information or material upon request.

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Part II. Summary of project**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Total County Request: \_\_\_\_\_

Matching Funds	Yes	No	Is this project urgent	Yes	No
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Identify source of matching funds: \_\_\_\_\_

\_\_\_\_\_

Please explain your community's need for this project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direct new jobs created \_\_\_\_\_ Average salary for these jobs \_\_\_\_\_

Existing jobs retained \_\_\_\_\_ Average salary for these jobs \_\_\_\_\_

Is your project associated with workforce development?      Yes      No      If yes, explain.

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Please provide a brief narrative on how the grant would be used to benefit your community. Also, describe other funds and their sources used to complete this project, if applicable.

Is there opposition to this project?      Yes      No      If yes, explain.

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**Part III. Documents to include with this application:**

Proof of other funding sources

Resolution or ordinance signifying the approval of this project

Project invoices or estimates

Letters of support for project from community and business leaders

Proof of concept renderings (if applicable)

Design blueprints (if applicable)

Map showing the area to be serviced by the project

**Part IV. Certification:**

By typing your full name in the space below, you are certifying all of the information provided in this application is true and accurate. You are also agreeing to assist in providing additional information, if requested.

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<b>BOCC Grant Scoring Rubric</b>		<b>Urgent Project</b>
Jurisdiction and Project:		
<i>Please score the following 0-4 w/4 being the highest</i>		
Would this project improve the quality of life (jobs, recreation and sense of community) for residents?		
Does this project have letters of support from community and/or business leaders?		
Does this project have the potential to spin-off future economic development projects?		
Would this project diversify the economic base of the jurisdiction?		
How long would this project benefit the jurisdiction: <ul style="list-style-type: none"> <li>• Less than 5 years=0 points</li> <li>• 5-10 years=1 point</li> <li>• 10-15 years=2 points</li> <li>• 15-20 years=3 points</li> <li>• 20 plus years=4 points</li> </ul>		
Is the application complete?		
Does the project have matching funds?		
Strength of project's narrative (Low=1, Medium=2, High=3, or Very High=4)		
Expected impact of project on jurisdiction (Low=1, Medium=2, High=3, or Very High=4)		
Can these grant funds be encumbered within 12 months?		
<b>Total</b>		/40
<b>Project Previously Submitted</b>		Y/N
Signature:	Date:	

0 points = not applicable/no  
 1 point = little to none  
 2 points = somewhat  
 3 points = mostly  
 4 points = yes



**PROJECT COMPLIANCE REPORT**

**Congratulations!** Your jurisdiction's project has been awarded funding from the BOCC Municipal Grant program! Upon completion of your project, the county has requested that your jurisdiction complete this report and send it back to the Greene County Department of Development.

The information requested on this report will be reviewed by the Department of Development for accuracy and completion before being presented to the Board of County Commissioners for approval.

Please enter information below and e-mail this completed report form to:

**Greene County Department of Development**  
**Attn: Eric Henry, Director**  
**61 Greene St.**  
**Xenia, OH 45385**  
**Phone: (937) 562-5007**  
**Email: ehenry@co.greene.oh.us**

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Part II. Summary of project**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Total County Funding: \_\_\_\_\_

*Please provide a brief description about how this grant was able to help your jurisdiction achieve the goals stated on your application narrative. Please include photos, testimonials or any other helpful information as attachments.*

**Certification:**

By typing your full name in the space below, you are certifying the all of the information provided in this report is true and accurate. You are also agreeing to assist in the verification of information provided in this application and to provide additional information, if requested. \*