



## Getting Ready for AdvantageSite

- Review the program criteria
- Select your site
- Download Pre-Consultation Checklist
- Email Pre-Consultation Checklist
- Review of submitted properties
- Receive Consultation Checklist and Workforce/Education/Training Worksheet
- Prepare for the consultation
- Schedule a consultation

### **WHAT IS THE PURPOSE OF THE PRE-CONSULTATION CHECKLIST?**

The purpose of the pre-consultation checklist is to determine what applications will be accepted in 2018. The Pre-Consultation Checklist will be available from March 1<sup>st</sup> until March 31<sup>st</sup> 2018. We will accept all properties submitted during this 31 days stretch. Starting April all Pre-Consultation applications will be reviewed for completed information. This checklist will be available on EDPA's website (<http://www.edpa.org/about-us/advantagesite/>) for those wishing to pursue an AdvantageSite designation.

### **WHAT IS THE PURPOSE OF THE CONSULTATION?**

The purpose of the consultation meeting is to review select site documents in order to confirm that the site for which designation is sought meets minimum requirements for program participation, review application and document standards and, review the application process, including deadlines. At this time we will also review the Workforce/Education/Training Worksheet for corrections or additions. After the consultation is completed, a window of 14 days exists for applicant to formally request an application and re-submit the correction to the Workforce/Education/Training Worksheets.

### **IS THE CONSULTATION REQUIRED FOR PROGRAM PARTICIPATION?**

Yes. An initial consultation will be required for each site considered for designation.

### **WHO SHOULD ATTEND?**

Along with the applicant (local economic development staff), anyone who will have a major role in preparing the application document should attend the consultation.

### **WHERE WILL THE CONSULTATION TAKE PLACE?**

The consultation will take place at EDPA's offices at 1320 1<sup>ST</sup> Avenue South in Birmingham 35233. The consultation will last no more than two hours.

## WHAT SHOULD I BRING TO THE CONSULTATION?

In order to determine whether a site meets minimum program standards, the applicant will be required to bring to the consultation, complete copies of the following items:

- Environmental Phase 1 Site Assessment (ASTM International Guidelines)\*
- Preliminary Wetlands Assessment\*
- Preliminary Geotechnical Exploration\*
- Information concerning rare or endangered species, archeological findings or sites with historical concerns\*
- A copy of or be prepared to discuss the Workforce/Education/Training Worksheet
- Questions - review the AdvantageSite program criteria and sample application, noting any questions or special circumstances related to your site that you would like to discuss with the review team

### \*Notes:

- ✓ *Please bring complete copies of environmental and geotechnical studies, assessments, and reports (not just summaries or conclusions) to the consultation. Studies must be complete at time of consultation.*
- ✓ *All required environmental and geotechnical studies, assessments, and reports must address conditions across the entire boundary of the site being submitted for designation in order to provide adequate coverage of the entire subject property.*
- ✓ *Documents required for consultation are for eligibility review only. Additional documentation is required to fully complete the application.*

## HOW DO I SCHEDULE A CONSULTATION?

Send an e-mail request to Greg Blalock, [gblalock@edpa.org](mailto:gblalock@edpa.org)

In the subject line of e-mail: AdvantageSite Consultation Request (site name)

In body of e-mail include the following information:

- Site Name
- Applicant Organization
- Contact
- e-mail
- Phone
- Comments