



## Application Process

Program opens March 1 -31 2018

- Step 1: Preparation
  - Select your site
  - Download Pre-Consultation Checklist from <http://www.edpa.org/about-us/advantagesite>
  - Email Checklist along with attachments to Greg Blalock and Cindy Burns (***All sites submitted during March will be accepted***)
  - Review of submissions will be held April 1-3
  - Approved submissions will receive a consultation checklist along with a Workforce\_Education\_Training worksheet
- Step 2: Consultation
  - Email the completed Workforce\_Education\_Training worksheet to Greg Blalock, Gary Weaver, Heather Holladay and Joshua Laney
  - Schedule Consultation (Please bring items listed on the consultation Checklist)
  - Local ED office, AIDT, ASDE and EDPA staff meet to review the Workforce\_Education\_Training worksheet (**correction will need to be submitted before an application is granted (10 days from the review)**)
  - Local ED and EDPA staff will review the consultation check list
- Step 3: Application Request
  - **Within 14 days** of consultation, local ED office notifies committee of its desire to make application and requests an application kit and Site ID#.



## Application Process

Program open March 1 -31 2018

- Step 4: Application Submission
  - **Within 60 days** of receipt of application, local ED office submits completed application.
- Step 5: Qualitative Review
  - EDPA staff conducts a preliminary review of the application within 14 days of receipt of application.
  - **Within 30 days** of application submission, Local ED office meets with EDPA staff to review findings and discuss action items.
  - **Within, 14 days** of QR meeting, local ED office has addressed all action items and submitted all needed application revisions.
- Step 6: Desktop Review and On-Site Visit
  - 15 minute Presentation from the local ED (*topics: community, workforce, quality of life, site*) **Treat this presentation as if it were to a prospect**
  - AdvantageSite team conducts thorough review of the application at the applicant's office or other designated area. **(Committee only)**
  - Committee will present action items/questions to the local ED
  - AdvantageSite team meets with the local ED team for an on-site review.
  - Timeline for addressing action items and/or application revisions.
- Step 7: Designation
  - Designation is for a period of four years with a mid-cycle review.