



THE DAYTON REGION  
PRIORITY DEVELOPMENT  
& ADVOCACY COMMITTEE

## 2018 – 2019 Project Questionnaire Instructions and Preparation Guide

*All questionnaires must be submitted by close of business on Friday, November 9, 2018.*

*Feel free to use this document to compile your information, and then share with colleagues before entering your responses via the online questionnaire.*

*If you have questions or experience difficulties completing the questionnaire, please contact Amy Schrimpf at (937) 229-9066 or [aschrimpf@daytonregion.com](mailto:aschrimpf@daytonregion.com) or Hayley Lappin at 229-9087 or [hlappin@daytonregion.com](mailto:hlappin@daytonregion.com).*

### A few tips:

- All project questionnaire information and supporting documents will be posted on the Dayton Development Coalition's website during a public comment period. **DO NOT INCLUDE INFORMATION IN YOUR QUESTIONNAIRE THAT YOU DO NOT WANT THE GENERAL PUBLIC TO VIEW.**
- Take a moment to review the questions before filling out the form, and feel free to use this document to store your answers until you're ready to submit the questionnaire online. Most questions are simple, but others may require some preparation.
- Many questions require an answer and must be filled in before submitting the questionnaire; those required questions are noted with an asterisk (\*). If you miss a required question, you will be prompted to complete it. You will not be able to move to the next set of questions until the required question is answered.
- Once your completed questionnaire has been submitted, you will receive a confirmation message on your browser as well as an email confirmation. If you **DO NOT** receive this confirmation message, please contact Amy Schrimpf.
- Project sponsors have the opportunity to include supporting documents with their completed questionnaire; see question #52. (Supporting documents can be Board lists, budgets, project renderings, maps, letters of support, etc). It is recommended that you include only the most important information and keep the number of pages to a minimum; **PROJECT SPONSORS ARE PERMITTED TO ATTACH ONE PDF DOCUMENT THAT CONTAINS ALL SUPPORTING MATERIALS. THIS ONE PDF FILE SHOULD NOT EXCEED 10 PAGES.**

*Please see next pages for detailed instructions for each PDAC question.*

- 1. Review Panel.** Select the Review Panel you believe is most appropriate to review your project. Here is a breakdown of Review Panels and subject areas:

<i>Panel Name</i>	<i>Subject Area</i>	<i>Lead Group</i>
Defense	Wright-Patterson Air Force Base, national security, aerospace	Dayton Development Coalition
Transportation & Government Services	Surface, air, rail, transit, pedestrian transportation, and transportation-related; emergency services, criminal justice, first responders, community and neighborhood infrastructure, K-12 education	Miami Valley Regional Planning Commission
Hospitals & Health Care	Hospitals, health care, human services, issues affecting children and families	Greater Dayton Area Hospital Association
Quality of Life	Arts, tourism, open space and recreation, regional amenities	Dayton Area Chamber of Commerce
Economic Development	The creation, recruitment, retention, and expansion of high value jobs	Dayton Development Coalition

- 2. Project title.** Provide a short phrase that accurately and concisely describes the project. Please be specific. For example, “TechTown Research Center,” “Kauffman Avenue Widening,” “Biotechnology Research.” Keep the project title short, simple, and descriptive. Avoid “cute” titles that don’t really describe the project.
- 3. Short description.** Description should provide a general understanding of the project and how the requested funds will be spent. Avoid acronyms and technical jargon that a person outside your field would not understand. Descriptions are limited to 500 characters or less.
- 4. Principal organization making the request.** It is important to have the correct legal name of the principal organization making the request.
- 5. to 9. Address and County Information.** Self-explanatory.
- 10. Recipient organization.** If needed, this question allows for listing another organization that will be the recipient of funding. For example, when a government organization is the recipient, the requester may be a separate, non-governmental organization.
- 11. to 15. Secondary recipient organization’s address and county.** Self-explanatory.
- 16. Organization type.** Is the recipient organization a non-profit, for-profit, or government?
- 17. to 26. Contact information of recipient organization.** Self-explanatory. In the case when the recipient organization is not the same as the requesting organization, the contact is the person at the recipient organization most familiar with the project and who can answer detailed questions quickly. The contact should be someone who is easy to get in touch with.
- 27. Additional contacts.** This question allows additional individuals to be listed.

- 28. to 30. City/County/Congressional district.** These three questions identify the exact physical location of the project. In most cases, the location of the project will be the same as the address of the sponsoring organization, but not always. For example, if your organization is headquartered in Fairborn but the program will be carried out in Springfield, then you would answer Springfield, Clark County, House District 8 for these questions. A link to Ohio Secretary of State's congressional district map is provided for question #30.
- 31. Funding request.** List the amount of funding you are seeking. Numerical answers only. Do not include commas or periods.
- 32. Total cost.** The "total cost" of the project means all costs related to a project. For example, a project might include constructing a new building (land acquisition, demolition, etc.), equipment purchase, and start-up costs for new programs. If you expect the cost to be spread out over several years, answer with the total cost, not just what you plan to spend in the current year. Do not include commas or periods.
- 33. Other sources of funds.** Matching funds can be an indication of maturity and support for a project. Please indicate the source (grant, earmark, etc.), the amount of the award, and the status of the funding that your project has received or is likely to receive in the future.
- 34. How the funds will be used.** This question is important because many grants or government programs restrict the use of funds for certain spending categories. For example, some funding programs can't be used for building construction; others can't be used for operations, etc. **Keep in mind that some of the Review Panels historically have not rated projects highly if the funds are used for operations or administrative services.**
- 35. to 36. Matching funds.** A yes answer allows you to provide additional information for question #36. A no answer will allow you to skip question #37.
- 37. Budget.** If you click yes to this question, you will be prompted to attach a budget.
- 38. By what date will you be ready to spend the funds.** Drop down box allows you to provide an estimated timeframe of how quickly your organization can spend any funds.
- 39. Other programs/grants for which this project would qualify.** Do you have any idea if there is a specific program or grant that could fund this project? For example, Environmental Protection Agency sewer grants, the Interior Department's Save America's Treasures program, etc. The purpose of this question is to determine the extent for which additional funding opportunities exist, and if they do, whether PDAC recommendation could provide the project with a competitive advantage in the evaluation process.
- 40. Community need.** Please answer this question in your own words. This question evaluates the community benefit of the project and the need that your project addresses.

- 41. Measurement determination.** Please answer this question in your own words. How will you evaluate whether your project was a success and whether it accomplished what it intended?
- 42. to 43. Direct new jobs created/determination of that figure.** Provide your best estimate as to how many new direct jobs will be created within the next 2 years if the project is fully funded. Please be realistic. By “direct,” we mean identifiable jobs created as a direct result of receiving grant or contract funding. *Tip:* This is a critical number for economic development projects, which will be evaluated heavily on the basis of job creation. Feel free to attach economic development studies, if you have them to quantify this answer when you get to question #52.
- 44. to 45. Existing jobs retained/determination of that figure.** Similar to above, how many existing jobs will be preserved over the year the project is funded? In other words, if the project is not funded, how many jobs would go away? Please be realistic. Feel free to attach economic development studies, if you have them to quantify this answer when you get to question #52.
- 46. to 47. Sustained permanent jobs/determination of that figure.** This question tries to gauge the long-term, sustained economic benefit to the region. In addition to “direct” jobs described above, you can include indirect and spin-off (“induced”) jobs. These are jobs shown to have been created collaterally or as a result of the project, and can include jobs created through economic projections. Please be realistic. Feel free to attach economic development studies, if you have them to quantify this answer when you get to question #52.
- 48. to 49. Average salary of jobs created/determination of that figure.** Using your best guess, of the jobs created over the next 10 years, based on your answer to question 45, what will the average salary be? Again, please be realistic. Studies and other information to back up your answer are appreciated. Feel free to attach economic development studies, if you have them to quantify this answer when you get to question #52.
- 50. Counties in which jobs will be created.** Click on all counties that apply. Use Control button to click multiple counties.
- 51. Opposition to the project.** Self-explanatory. If your answer is yes, please explain.
- 52. Letters of endorsement, supporting materials, additional information.** You can submit one PDF file that contains all supporting information; this file should not exceed 10 pages.