

CCI-CAP Application

The Certified Communities Initiative (CCI) requires completion of all mandatory requirements. Application for the CAP program requires that all mandatory requirements be self assessed in the rating of the following system of Meets or Does Not Meet. Selection of a “Does not meet” will require a plan of action to reach the status of meets.

Mandatory Requirements

1. Establish a local economic development organization and identify a paid position (minimum of part-time, 20 hours per week) that will be working on economic development on behalf of the community or regional entity.

Meets _____ Does not meet _____

2. Develop a *three*-year community based economic development plan

Meets _____ Does not meet _____

3. Develop a land and building inventory

Meets _____ Does not meet _____

4. Develop a Retention/Expansion Program

Meets _____ Does not meet _____

5. Adopt the Local Economic Development Act (LEDA)

Meets _____ Does not meet _____

6. Complete the Community Profile

Meets _____ Does not meet _____

7. Develop a marketing plan

Meets _____ Does not meet _____

8. Create and maintain a website

Meets _____ Does not meet _____

9. Develop and maintain a training plan for but not limited to: Board training, Employee training, and Economic Developer Certification.

Meets _____ Does not meet _____

10. Implement a Local Incentives Package.

Meets _____ Does not meet _____

11. Establish and maintain a PRO Response Process, PRO training, and Tradeshow Participation plan.

Meets _____ Does not meet _____

12. Pursue the implementation of Business Incubator(s) and/or Business/Industrial Park(s).

Meets _____ Does not meet _____

13. Identify and/or establish Entrepreneurial Programs.

Meets _____ Does not meet _____

Application must address all requirements. Requirements that do not meet the application criteria will require a plan of action. The plan of action will be the base for the scope of work that will allow NMEDD funding to assist with the capacity building.

Applicants for the CCI-CAP program will be required to work with their assigned Regional Representative to maintain a work plan to reach the goal of CCI application.

Requirements identified as “Meets” are required to be available to the Regional Representative or NMEDD at any time as proof of eligibility.

Deliverable - A final report will be due to the Department on or before **June 30, 2013**. The report will include the progress of the applicant towards reaching the goal of CCI application.

NOTE: In order for NMEDD to effectively manage the CCI Program (including CCI-CAP), it is imperative that all established deadlines be adhered to. Failure to meet any of the procedures, requirements and deadlines outlined in this document or through other CCI Program related written or electronic correspondence may result in forfeiture of the grant award, revocation of CCI designation, and permanent disqualification from the CCI Program.