

Appendix A-2

Certified Communities Initiative Program (CCI)

Document Checklist

- ___ Application (page 21 or 22)
- ___ Letter of Commitment (page 27)

Mandatory Requirements

1. Establish a local economic development organization
 - ___ Government resolution (include copy);
 - ___ Articles of incorporation (include copy);
 - ___ Bylaws (include copy);
 - ___ Designated contact, paid position, at least 32 hours per week (include name, title, address, telephone number, e-mail address); and
 - ___ Officers name, addresses and telephone numbers.
 - ___ A regional economic development organization is defined as an organization that serves multiple municipalities, counties, and/or Native American entities through a contractual agreement, joint powers agreement (JPA) or memorandum of understanding (MOU). Include copies of agreements for each municipality/county.

2. Develop a three-year community business plan (include copy)
 - ___ Community SWOT analysis;
 - ___ Specify industry targets;
 - ___ Specify resources for business development; and
 - ___ Identify incentives.

3. Develop a land and building inventory (include copy)
 - ___ Sites identified by industry; and
 - ___ Specifications and photos for each site.

4. Develop a retention/expansion program (include supporting documentation for each of the following, except the questionnaire)
 - ___ Designate Retention/Expansion Committee;
 - ___ Develop questionnaire;
 - ___ Develop annual visit schedule;
 - ___ Evaluate responses; and
 - ___ Establish follow-up activities.

5. ___ Adopt the Local Economic Development Act (include supporting documentation).
 - ___ Adopt the Native American Economic Development Ordinance (include supporting documentation).
 - Provide the following accompanying documentation:
 - ___ Application, policies and procedures for funding projects (funding may include both local and state funding through capital outlay);
 - ___ Sample ordinance for project approval;
 - ___ Sample Public Participation Agreement to pass benefits to projects;
 - ___ Identify the amount of the funds available for economic development activities upon passage of LEDA (10% of general fund); and
 - ___ Describe how the marketing plan (page 12) interfaces with the economic development plan pursuant to LEDA.

6. Complete the Community Profile (include copy).

7. Develop a marketing plan
 - ___ Detailed description of proposed media;
 - ___ Detailed description of proposed collateral material;

____ Identify proposed trade shows;
____ Identify proposed consultant visits;
____ Describe anticipated results of the marketing campaign, and how results will be measured and evaluated; and
____ Describe how the plan interfaces with the Economic Development Plan pursuant to the Local Economic Development Act (page 11).

8. ____ Create and maintain a website which will be linked to the Department's website.

9. ____ Develop and maintain a training plan for but not limited to: Board training, Employee training, and Economic Developer Certification (i.e., ED Basic Course in Silver City), LEDA training, and PRO training.

10. ____ Implement a Local Incentives Package.

- Identify business incentives (such as industrial revenue bonds, local revolving loan funds, local tax credits, etc.).
 - Criteria to determine eligibility;
 - Type of information required to determine financial strength;
 - How will information be verified; and
 - How will investments be protected or recouped.

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

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

13. ____ Identify and/or establish Entrepreneurial Programs.

Comments:
