REQUEST FOR LETTERS OF INTEREST
REGIONAL ECONOMIC ADVANCEMENT PROGRAM (REAP)
technical assistance opportunity

*Deadline for applications: Friday, September 30, 2011 at 5:00 p.m.*

INTRODUCTION
In the summer of 2009, Ohio University’s Voinovich School of Leadership and Public Affairs was awarded a multi-year grant from the U.S. Department of Commerce Economic Development Administration to assist communities in developing economic growth strategies that will help sustain current jobs and lead to the creation of future ones. The Voinovich School is partnered with the region’s Local Development Districts in this effort. Through this grant, the Voinovich School:

1. Provides technical assistance to communities to assist in the identification of potential opportunities for economic growth.
2. Facilitates the development of strategies and action steps to retain and expand existing industries, develop new or emerging industries or attract businesses based on the identified community assets, opportunities, strengths and goals.
3. Drafts a plan outlining goals, strategies and action steps for strengthening the community’s economy.
4. Facilitates a limited number of on-site meetings and work sessions.

TYPES OF SERVICES THAT MAY BE PROVIDED
- Facilitation and planning services
- Industry and workforce information and employment trends (e.g. cluster analysis, occupation estimates, industry profiles)
- Provide data useful in the development of marketing materials
- Assistance to develop a local community economic development strategy (e.g. targeted industry strategy, retention and expansion program)

APPLICANT REQUIREMENTS
1. The entity applying for services must be represented by a group of three to five individuals who will serve as the leadership group. The leadership group should consist of public and/or private professionals interested in furthering economic development in the community. The leadership group must be led by an individual affiliated with a local economic development organization or municipality who will serve as the community point person for this proposal and for the project.
2. The leadership group must possess the ability to make decisions and demonstrate the capacity to carry forward action steps identified during this process.

COMMUNITY LEADERSHIP GROUP RESPONSIBILITIES
1. Communicate regularly with the Voinovich School project team.
2. Convene meetings with key stakeholders, if needed.
3. Make decisions and take action.
4. Review documents and provide guidance at the request of the Voinovich School.

It is the sole responsibility of the community to implement the strategies and actions identified during the planning process.
1. Complete the application form on the following page.

2. Send a Letter of Interest no longer than 2-3 pages in length that addresses the following questions as well as any other relevant information about economic development or economic hardship in your community:

- Describe two to three economic development strategies that your community is actively working on (for example, entrepreneurship, retention and expansion, marketing, industry attraction). Describe what actions are currently being taken and what future efforts are planned.

- What are the areas of economic development for the community that would need technical assistance? Please describe the three top areas that you believe the Voinovich School could provide technical assistance to solve? (i.e. Plan to retain existing businesses, assistance with a marketing strategy, facilitating a partnership among organizations, developing a strategy based on growing industries in the region).

- What do you see as the biggest hindrance to economic development/economic growth in your community? What do you see as your community’s major strengths in economic development?

- Please discuss the capacity of the leadership group to carry forward the action plan developed during this program.

3. Please address and email your letter of interest and application form to Robin Stewart at stewarr7@ohio.edu. If you have any questions prior to the deadline, feel free to contact Robin by email or phone at 740-593-9564. Applications are due Friday, September 30, 2011 at 5 PM. You may be contacted by REAP staff for additional information. Your community will be notified about next steps no later than October 31, 2011.
REQUEST FOR LETTERS OF INTEREST
REGIONAL ECONOMIC ADVANCEMENT PROGRAM (REAP)
TECHNICAL ASSISTANCE OPPORTUNITY APPLICATION FORM

Deadline for applications: Friday, September 30, 2011 at 5:00 p.m.

1. Name of Applying Entity ____________________________________________________________

2. Proposed Service Area (name of city, village, or county) ________________________________

3. Estimated population of proposed service area _________________________________________

4. Project Point Person
   • Name ___________________________________________
   • Organization _____________________________________
   • Title _____________________________________________
   • Contact information (address, phone, email) ________________________________

5. Leadership group members (Name, organization, and title)
   • _______________________________________________
   • _______________________________________________
   • _______________________________________________
   • _______________________________________________
   • _______________________________________________

6. Is there a recent event that is impacting economic development in your community (ex: mass layoffs, plant closures)?

   ____________________________________________________________

   A letter of interest addressing community economic development needs and other relevant information should accompany the application form. Please see “How to apply” section for specific information to include.