2025–2026 Project Questionnaire Instructions and Preparation Guide

All questionnaires must be submitted by close of business on Friday, October 24, 2025

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 David Cordonnier at dcordonnier@daytonregion.com

A few tips on filling out the questionnaire:

- Take a moment to review the questions before filling out the form – most questions are simple, but others may require some preparation.

- 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 SEE.

- Many questions require an answer and must be filled in before submitting the questionnaire. If you miss a required question, you will be notified that your questionnaire is incomplete and prompted to fill in the required field before you can submit your questionnaire.

- 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 David Cordonnier at dcordonnier@daytonregion.com.

- You have the opportunity to include supporting documents, (see question #50). (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 only one PDF document that contains all your supporting documents. This one PDF file should not exceed 10 pages. You could attach a second document with budget information, (see question #37)

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:

Panel Name	Subject Area	Lead Group
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, and Human Services	Hospitals, health care, human and social 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

➔ **TIP:** The Defense Review Panel criteria are posted on the website here.

➔ **TIP:** The Economic Development Review Panel has established a formula for the initial ranking of projects. That formula can be found here.

2. Project title. Provide a short phrase that accurately and concisely describes the project.
➔**TIP:** Please be specific. For example, "TechTown Research Center," "Kauffman Avenue Widening," "Biotechnology Research for Aerospace Systems." 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. ➔**TIP:** Avoid acronyms and technical jargon that a person outside your field would not understand. Descriptions are limited to 500 characters or less.

4. **Requesting organization information.** It is important to have the correct legal name of the principal organization making the request.

5. to 9. **Address and County Information.** This is for the principal organization making the request, not necessarily the location of the project.

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. Make sure to have the full, correct legal name of the recipient organization. If the recipient organization is the same as the requesting organization, put "Same."

11. to 15. **Recipient organization's address and county.** Self-explanatory. Fill this out if there is a recipient organization that is different from the organization making the request. Otherwise leave blank.

16. **Organization type.** Is the recipient organization a non-profit, for-profit, or government?

17. to 26. **Primary contact information of recipient organization.** Self-explanatory. 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. If the recipient organization is different from the requesting organization, the contact listed here should be with the recipient organization.

27. **Additional contacts.** Include names and contacts of people who might be able to help explain the project other than the main contact.

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 requesting 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, can be found here.

31. **Funding request.** List the amount of funding you are seeking to raise through this process. Numerical answers only. Do not include commas or periods.

32. **Total project 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.
➔**TIP:** In the past, the Committee has lowered the ranking of projects that did not have matching funds. A project is considered to have no matching funds if the amount of money requested (Question 31) is the same as the total cost of the project (Question 32).

IMPORTANT Questions 31, 32, and 33 deal with the project cost. The funding request (question 31) has to be equal or less than the total cost (question 32). If the answer to question 31 is the same as the answer to question 32, that means you are seeking the total cost of the project. Question 33 looks at other sources of funds besides what you are seeking through this process. Consider the answer to Question 33 as matching funds. The answer to Question 32 (funding request) plus the answer to question 33 (other sources) should equal the answer to Question 32 (total cost).➔**TIP:** Some funders require a match. In those cases, the answer to Question 31 (funding request) should be less than the answer to Question 32 (total cost). Some funders will look more favorably on a project with a large match. See Question 35 which asks if any of those matching funds have been committed to the project.

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. ➔**TIP:** Some of the Review Panels historically have not rated projects highly if the funds are used for Administration or Operations. ***IMPORTANT*** The Quality of Life Review Panel does not recommend projects that request Administration or Operations.

35. **Budget.** If you click yes to this question, you will be prompted to attach a budget. If you attach a budget with this question, you don't need to include it with question 40.

36. **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.

37. **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. ➔**TIP:** If you are seeking Congressional earmarked funding, this is where you would put in the name of the account of program for which the project would be eligible, if you know for sure. If you don't know, just leave it blank. If you are seeking earmarked Defense funds, include the PE (program element) number here.

38. **Previous Congressional earmarked funding.** If your organization has received Congressionally earmarked funding before, please provide information. That would include fiscal year, amount, account, and sponsor, if you have that information. If not, indicate that the organization has not received Congressionally earmarked funding.

39. **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.

40. 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.

41. Opposition to the project. Self-explanatory. If your answer is yes, please explain.

42. Name of person filling out this form. This question and questions 43 and 44 are so we can get in touch with the individual who filled out this form if there are questions about it. This can be the same as the organization contact (questions 17–26 or a different person.)

43. Telephone number of person filling out this form.

44. Email of person filling out this form. *IMPORTANT* This is where notification will be sent that the form was received.

45. Was this project submitted last year through the PDAC process? If "no," answer "N/A." If "yes," what was ranking (priority, recommended, or reviewed)? Please indicate if there were there substantial changes in this year's submission from last year's submission.

46. Previous funding for PDAC project? Have you received government funding for a project you submitted in previous years through the PDAC Process? If "no," answer "N/A." If "yes," please give the year(s) the project(s) was submitted, the source of funding (i.e., Rep. Turner earmark, State Capital Budget bill, etc.); and the current status of the project. In describing the current status, state whether you have received the government funding and whether the project has been completed. ➔TIP: This question is similar to question 38, but seeks slightly different information. Question 38 is about whether your organization has received any Congressionally earmarked funding. This question addresses whether you have received government funding for a project that you have previously submitted through the PDAC process. The answer to this question will help us better track what happens to PDAC projects. In particular, we are trying to identify which projects that went through the PDAC process actually did get government funding, and which ones were completed.

Questions 47 to 54 apply to projects submitted to the Economic Development Review Panel. If you are not submitting your project to the Economic Development Review Panel, you do not need to answer these questions.

47. Direct new jobs created. 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 40.

48. Existing jobs retained. 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 on question 40.

49. **Sustained permanent jobs.** 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 on question 40.

50. **How did you come up with the numbers provided in Questions 47-49?**

51. **Average salary of jobs created/determination of that figure.** Using your best guess, please provide estimated average annual salary for the jobs created over the next 10 years? Again, please be realistic. Studies and other information to back up your answer are appreciated. Feel free to attach summaries of economic development studies, if you have them, to quantify this answer on question 40.

52. **Is your project a workforce development program?** A project would be considered workforce development if the aim is to train or educate workers to meet job requirements**.**

53. **If yes, does your program center on one of the nine JobsOhio targeted industries?** (Advanced Manufacturing, Aerospace and Aviation, Automotive, Energy & Chemicals, Financial Services, Healthcare, Food & Agribusiness, Logistics & Distribution, Technology)

54. **Counties in which jobs will be created.** Click on all counties that apply. Use the Control button to click multiple counties.

55. **State Capital Budget Bill Consideration.** Do you want your project to be considered as a Community Project in the fiscal year 2027 –2028 State Capital Budget Bill? If you check "no" the PDAC process will not consider your project as a State Capital Budget Bill project and the project will not be forwarded to the state. ➔**TIP: Review a guidance document published by the Ohio Office of Budget and Management <u>here</u> related to securing Community Project funding. This is from FY2025-26 and will be very similar to FY2026-27 that will be published soon.**

If you answer yes to #55, you will need to complete the following questions:

*List of projects that are generally **NOT** eligible to be funded through the State Capital Budget Bill:*
- Office facilities unless a state agency is housed within the facility
- County courthouses, city halls, or municipal buildings
- Police or fire stations, or county sheriff offices
- Local airports and transit authorities
- Local community action and senior citizen centers (exceptions: partnerships with higher education)
- Local infrastructure projects like water lines, sewer lines, wastewater treatment plants, solid waste facilities, or utility upgrades (see the Ohio Public Works Commission (OPWC) State Capital Improvement Program or the Ohio Water Development Authority for these types of projects)
- Economic development projects such as industrial parks, multi-modal transportation facilities, commercial office space, community revitalization, etc. (see Department of

Development Programs including Third Frontier and Facilities Establishment Fund or JobsOhio)
- Capital projects for the use and benefit of private for-profit organizations
- Projects that are owned by or for the benefit of the federal government
- Road projects, road signage, bridges, culverts, or inter-modal facilities (see ODOT/OPWC)
- Local library improvements
- Local social service agency facilities, unless done in conjunction with the Departments of Mental Health and Addiction Services, Developmental Disabilities, or another state agency
- Projects for private (non-state assisted) institutions of higher education unless that institution has a joint use agreement with a publicly funded higher education institution
- Vehicles, boats, and short-lived equipment
- Projects to create or improve assets that do not have a useful life of at least the length of the bonds issued to fund them (approximately 15 years)
- Operating expenses, or repair and/or maintenance projects
- Information technology and hardware upgrade projects
- Machinery and equipment, fixtures, and furnishings outside of a larger capital project
- Feasibility, design, and environmental studies that do not directly relate to a larger defined project

56. Ineligible project submission. If your project type is on the list of ineligible projects (see above), please offer an explanation why your project could be eligible. If your project is not on the list, answer the question by stating that your project is not on the list of ineligible projects.

57. Previous state capital budget funding. Please provide information regarding past funding received through the state capital budget.

58. State agency and bond fund. If pursuing State Capital Budget funding for community projects, which state agency and bond fund do you believe the project falls under? ➔**TIP:** *See guidance document for more information on bond funds.*
- Department of Rehabilitation & Correction – Adult Correctional Building Fund
- Department of Youth Services – Juvenile Correctional Building Fund
- Ohio Facilities Construction Commission – Cultural and Sports Facilities Building Fund
- Department of Natural Resources – Ohio Parks and Natural Resources Fund
- Mental Health and Addiction Services/Department of Developmental Disabilities – Mental Health Facilities Improvement Fund
- Department of Natural Resources – Parks and Recreation Improvement Fund
- Board of Regents (or specific educational institutions)