Opportunity Zone Challenge

Process Flow and necessary documentation

1. Completed Application
2. Completed Budget
3. Completed letter of support from Mayor/ Freeholder Director for lead partner
4. Formalized agreement between Lead Participant and Strategic Partners
   a. Documentation with greater strength can be detailed in the agreement to be contingent upon the award of the grant
   b. Contents
      i. Outline each party’s role
      ii. Outline specific responsibilities for each party
      iii. Details resource commitments from the strategic partner
      iv. Details collaboration plan
      v. Agreement to act in accordance with lead municipalities compliance process
      vi. Agreement to act in accordance with lead municipalities compliance process for procurement
   c. Signed by parties authorized to make agreement
   d. Attested/Notarized/Witnessed by authorized/qualified parties as appropriate
5. Applicable to municipal partnerships: Documentation demonstrating partnership between lead municipality and partnering municipality on a municipal partnership application
   a. Contents
      i. Outline each party’s role
      ii. Outline specific responsibilities for each party
      iii. Details resource commitments from the strategic partner
      iv. Details collaboration plan
      v. Agreement to act in accordance with lead municipality’s/county’s compliance process
      vi. Agreement to act in accordance with lead municipality’s compliance process for procurement
   b. Signed by parties authorized to make agreement
   c. Attested/Notarized/Witnessed by authorized/qualified parties as appropriate
6. Resolution/s submitted on behalf of the lead entity at a minimum
   a. should be certified
   b. contain approval of all actions necessary to carry out the submission of the grant application and acceptance of the grant if awarded including:
      i. execution of all partnership agreements;
      ii. authorize the official/s who will execute the grant documents if grant is awarded.