

AdvantageSite Application Process

Step 1: Preparation

- Local ED office reviews program criteria, gathers select documentation, and requests a consultation with EDPA. Documents should be gathered prior to requesting a consultation.

Step 2: Consultation

- Local ED office and EDPA staff meet to review select documents and go over key points of the application form.

Step 3: Application Request

- **Within 14 days** of consultation, local ED office notifies committee of its desire to make application and requests an application kit and Site ID#.

Step 4: Application Submission

- **Within 60 days** of receipt of application, local ED office submits completed application.

Step 5: Qualitative Review

- EDPA staff conducts a preliminary review of the application within 14 days of receipt of application.
- **Within 30 days** of application submission, Local ED office meets with EDPA staff to review findings and discuss action items.
- **Within, 14 days** of QR meeting, local ED office has addressed all action items and submitted all needed application revisions.

Incomplete/Insufficient applications are returned. Any further activity will begin at Step 2.

Step 6: Desktop Review

- AdvantageSite team conducts thorough review of the application.
- Committee will negotiate timeline for addressing action items and/or application revisions.

Step 7: On-Site Visit

- AdvantageSite team meets with the local ED team on-site.
- Committee will negotiate timeline for addressing action items and/or application revisions.

Step 8: Designation

- Designation is for a period of two years.



