

2030 District Phases Checklist

Below are the materials to be submitted to the 2030 Districts Network at each phase of development in becoming an Established 2030 District.

Phase 1: Prospective District Checklist

- Contact the 2030 Districts Network with written intent to work to form a 2030 District including approximate boundaries and total square footage
- Organize an exploratory committee and submit contact information for the committee members

Phase 2: Emerging District Checklist

- Contact the 2030 Districts Network with written intent to form a 2030 District to meet or surpass the energy, water and vehicle emissions reduction targets called for by Architecture 2030 in the 2030 Challenge for Planning
- Submit the contact information of 5 property members actively participating in the exploratory committee
- Submit minutes from 3 exploratory committee meetings
- Submit a proposed time line for progressing to an Established District as well as a draft business plan outline for the District
- Include a letter of intent from a local sponsor organization.

Phase 3: Established District Checklist

- Submit makeup of the private sector led Advisory or Leadership Board/Committee with a minimum recommended composition of 40% property owners, managers, and developers, 20% professional stakeholders and 20% community stakeholders. The roster should be kept up to date with the Network.
- Meeting minutes from 5 exploratory committee meetings
- A District boundary document
- A detailed business plan outlining the initial two years for the District. At a minimum, the plan should include organizational structure, program information, staffing and financial information.
- Signed commitments letters from at least ten owners/managers or 10 million square feet of commercial real estate or 10% of the CRE square footage within the stated District boundary
- Signed commitment letter from the local municipality
- A letter stating the District has adopted Generally Accepted Accounting Principles and a financial management system
- An MOU or a letter of support from a sponsor organization if one will be involved or if a sponsor organization will not be involved, documentation on the local groups non-profit status including the organizational structure
- A signed 2030 District Charter