

Mary Ball Washington Regional Council  
GO Virginia Region 6  
August 13, 2018  
Rappahannock Community College Glens Campus

Call to Order	William Beale
Introductions	William Beale
Public Involvement	William Beale
Water Resiliency Presentations & Discussion	Stephen Moret & Lewie Lawrence
April 9, 2018 Meeting Minutes Approval	William Beale
June 11, 2018 Meeting Minutes Approval	William Beale
Financial Report	Kate Gibson
Council Membership Changes Approval	William Beale
Nominating Committee Recommendations	Kim McClellan & John Wells
FY19 Contract Approval	William Beale
FY19 Support Organization Budget Approval	William Beale
Application Packet Approval	William Beale
Project Application Discussion & Determinations	William Beale
Germana Apprenticeship Network	
Growth & Diversification Plan Strategies Review	Neal Barber
Meeting Schedule	Kate Gibson
Adjournment	William Beale

**MINUTES OF THE MEETING OF THE  
MARY BALL WASHINGTON REGIONAL COUNCIL**

April 9, 2018  
Rappahannock Community College  
Warsaw, Virginia

**MEMBERS PRESENT AND VOTING: Vice-Chair** – Carlton Revere, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Steve Goodall, Kim McClellan, Leslye McDade Morrison, Bryan Taliaferro, John Wells

**MEMBERS ABSENT: Chair** – William Beale, Lou Belcher, Kent Farmer, Darryl Fisher, Lisa Hull, Mike Jenkins, Troy Paino, Anne Richardson

**OTHERS IN ATTENDANCE:** Neal Barber, Jerry Davis, Kris Parker, Jason Perry, Liz Povar, Kimberly Young

**STAFF: GWRC** – Kate Gibson

**CALL TO ORDER**

Mr. Revere called the meeting to order at 11:10 am with a quorum present.

**PUBLIC INVOLVEMENT**

No members of the public wished to speak.

**FEBRUARY 12, 2018 MEETING MINUTES APPROVAL**

Dr. Crowther moved to approve the February 12, 2018 Meeting Minutes, and Dr. Wells seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Mr. Revere presented the financial report for April 2017-February 2018. Ms. McClellan moved to approve the financial report, and Dr. Wells seconded the motion. The motion passed unanimously.

**COUNCIL MEMBERSHIP CHANGES APPROVAL**

The Nominating Committee determined the following recommendation at their meeting:

- Remove Troy Paino and accept Kimberly Young
- Accept Stephanie Heintz
- Remove Darryl Fisher, who has not attended any Regional Council meetings

The Nominating Committee's recommendation was accepted as a motion. The motion passed unanimously.

## **NEXT PROJECT ROUND DISCUSSION**

### **Consultant Contract Approval**

Ms. Gibson presented the draft consultant contract, for the Regional Council to contract with Neal Barber for help with the upcoming funding round. The cost will be \$16,000. Dr. Crowther moved to approve the consultant contract, and Mr. Beauchamp seconded the motion. The motion passed unanimously.

### **Timeline & Letter of Intent Template Approval**

Ms. Gibson presented a revised timeline for the upcoming funding round, which would allow more time to solicit project applications, and a letter of intent template, which interested applicants would be required to submit by June 1. Council members discussed the timeline and letter of intent template, and requested that staff add a disclaimer to the letter, explaining that it is okay if preliminary project ideas evolve from what is included in the initial letter. Ms. McClellan moved to approve the revised timeline and letter of intent template and add another round starting 6 months after the upcoming funding round. Mr. Davis seconded the motion. The motion passed unanimously.

## **PROJECT APPLICATION DISCUSSION & DETERMINATIONS**

The Regional Council discussed and made a determination on each of the three applications received. Mr. Revere asked that Council members involved in an application abstain from the vote on that application. For each application, Ms. Gibson summarized the proposal and presented the staff recommendation, and Mr. Revere led the resulting discussion.

### **Germanna Apprenticeship Network**

Ms. McClellan moved that Germanna Community College be asked to revise the Apprenticeship Network application based on staff recommendations and Regional Council feedback and resubmit at least 15 days before a future Regional Council meeting for consideration at that meeting. Dr. Wells seconded the motion. The motion passed unanimously, with Mr. Davis abstaining.

### **UMW CISSP Certification**

Mr. Davis moved that the University of Mary Washington be asked to revise the CISSP Certification application based on staff recommendations and Regional Council feedback and resubmit at least 15 days before a future Regional Council meeting for consideration at that meeting. Mr. Goodall seconded the motion. The motion passed unanimously, with Dr. Crowther abstaining.

### **Virginia Sea Grant Resiliency Planning Grant**

Dr. Crowther moved to modify the Regional Council's application requirements to match that of the State Board, in order to accommodate projects under the newly adopted administrative approval process which does not require a local match, and to approve the Virginia Sea Grant Resiliency Planning Grant application for submission to DHCD for administrative approval, with the

conditions included in the staff report. Mr. Beauchamp seconded the motion. The motion passed unanimously, with Dr. Wells abstaining.

### **MEETING SCHEDULE**

The next meeting of the Regional Council will take place on June 11, 2018.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned at 1:00 pm.

Respectfully submitted,  
Kate Gibson, Senior Planner  
George Washington Regional Commission

DRAFT

**MINUTES OF THE MEETING OF THE  
MARY BALL WASHINGTON REGIONAL COUNCIL**

June 11, 2018  
Bowling Green Town Hall  
Bowling Green, Virginia

**MEMBERS PRESENT AND VOTING: Vice-Chair** – Carlton Revere, Lou Belcher, Steve Goodall, Lisa Hull, Mike Jenkins, Kim McClellan, John Wells

**MEMBERS ABSENT: Chair** – William Beale, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Kent Farmer, Darryl Fisher, Leslye McDade Morrison, Troy Paino, Anne Richardson, Bryan Taliaferro

**OTHERS IN ATTENDANCE:** Jerry Davis, Courtney Dozier, Billy Gammel, Stephanie Heinatz, Chris Lloyd, Kris Parker, Jason Perry, Liz Povar, Jordan Snelling, Dubby Wynne, Kimberly Young

**STAFF: GWRC** – Kate Gibson, **Community Futures** – Neal Barber

**CALL TO ORDER**

Mr. Revere called the meeting to order at 11:10 am without a quorum present.

**PUBLIC INVOLVEMENT**

No members of the public wished to speak.

**APRIL 9, 2018 MEETING MINUTES APPROVAL**

The April 9, 2018 Meeting Minutes were not able to be approved, as there was not a quorum present.

**FINANCIAL REPORT**

Ms. Gibson presented the financial report for April 2017-April 2018. The financial report was not able to be approved, as there was not a quorum present.

**BUDGET UPDATES**

**FY19 & FY20 State Budget**

Ms. Gibson provided an overview of GO Virginia funding included in the recently adopted State Budget. GO Virginia funding was increased by a total of \$15 million over the biennium. There is now budget language to allow the State Board to waive the match requirement for capacity building funds. The budget language also gives the State Board the authority to increase regional per capita funds to a floor of up to \$1 million for regions allocated less than that, which includes Region 6, who without the floor would receive about \$800,000 in per capita funds.

## **FY19 Draft Support Organization Budget**

Ms. Gibson presented the draft FY19 Support Organization Budget. GWRC is requesting \$102,000 for staffing, consultants, legal, meetings, and travel. The Regional Council will be asked to approve the budget at the August meeting.

## **FY18 & FY19 Project Budget**

Ms. Gibson presented the estimated funding available for projects based on FY18 funding levels, projected FY19 funding levels, projects awarded funding, and projects in the pipeline. Region 6's estimated funding available for projects in FY19 is about \$1.5 million.

## **APPLICATION TIMELINE DISCUSSION**

Ms. Gibson presented a revised timeline for the project application process. The revised timeline is condensed and offers more opportunities to apply throughout the year, which will hopefully be less burdensome on applicants. Regional Council members were supportive of the new timeline, but it could not be approved, as there was not a quorum present. Staff will anticipate using this timeline, upon approval at the August meeting.

## **APPLICATION PACKET APPROVAL**

Ms. Gibson presented the draft application packet for FY19 project applications, and overviewed policy decisions included in the packet. Policy decisions to be considered by the Regional Council include the amounts set aside for Enhanced Capacity Building Projects and Collaborative Projects, the maximum amount of GO Virginia funds that can be requested for each project type, whether or not to require projects to include funding for support organization grant administration in the project budget, the project application timeline, whether or not to require that an applicant submit a letter of intent in order to apply for funding, and the elements included in the threshold review. The application packet could not be approved, as there was not a quorum present.

## **DISCUSSION WITH STATE BOARD CHAIR**

Mr. Wynne, Chair of the State GO Virginia Board, gave a presentation to the Regional Council about GO Virginia, including what has been accomplished so far, lessons learned, and what the Regional Council should focus on moving forward. After the presentation, Mr. Wynne and Regional Council members had a discussion about how to generate interest in GO Virginia and facilitate project ideas. Ideas included hiring additional support organization staff to focus on outreach and communication/marketing, creating a business roundtable, establishing Regional Council subcommittees to focus on specific areas, and tasking Regional Council members with a more active role as GO Virginia ambassadors.

## **MEETING SCHEDULE**

The next meeting of the Regional Council will take place on August 13, 2018. Staff will schedule meetings for 2019.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 12:40 pm.

Respectfully submitted,  
Kate Gibson, Senior Planner  
George Washington Regional Commission

DRAFT

**MBWRC Financial Report: April 2017-June 2018**

**Date:** 8/13/2018

**Agency Name:** Mary Ball Washington Regional Council (Region 6)

**Budget Period:** Date of Approval - 6/30/2018



	Budget	YTD	Under/Over
<b>A Administration</b>			
Salary & Wages	29,000.00	22,530.86	6,469.14
Fringe Benefits	10,600.00	8,861.28	1,738.72
Other Administrative Costs	21,500.00	18,458.55	3,041.45
Equipment	-	-	-
<b>Total Administration Expenses:</b>	\$ 61,100.00	\$ 49,850.69	\$ 11,249.31
<b>B Direct Planning Expenses:</b>			
Meetings/Training Workshops	7,000.00	2,446.51	4,553.49
Marketing/Outreach	5,000.00	521.68	4,478.32
Consulting/Contract Services			
Growth and Diversification Plan	95,990.00	93,900.00	2,090.00
Type 2 Contract/Consultant	25,000.00	4,000.00	21,000.00
Type 3 Contract/Consultant	-	-	-
Type 4 Contract/Consultant	-	-	-
Project Reserves <i>*This shall remain committed to the region for future grant allocations</i>	449,010.00	-	449,010.00
Other <i>Insurance</i>	2,000.00	-	2,000.00
Legal	4,000.00	-	4,000.00
Travel	900.00	1,753.42	(853.42)
<b>Total Direct Planning Expenses:</b>	\$ 588,900.00	\$ 102,621.61	\$ 486,278.39
<b>TOTAL Expenses:</b>	\$ 650,000.00	\$ 152,472.30	\$ 497,527.70

**Narrative:**

**A. Administration**

Salary & Wages

Kate Gibson - George Washington Regional Commission(GWRC) - Senior Planner - 33.3% FTE  
 Tim Ware - GWRC Executive Director - 6% FTE

Fringe Benefits - 36.81%

Other Administrative Costs - 54.25% These Costs are agency Indirect Costs

**B. Direct Planning Expenses**

Meetings/Training Workshops -

6 Meetings at \$500 per Meeting - \$3,000  
 Board Training - \$4,000 - Subject to be Determined at a later time

Marketing/Outreach during the Growth and Diversity Plan Process- \$5,000

Consulting/ Contract Services

Growth & Diversification Plan - Mangum Economics- \$95,990 ( \$86,900 + 10% Contingency)  
 Future Consulting Needs \$25,000

**C. Other**

Insurance - Estimate - \$2,000  
 Legal - Estimate \$4,000  
 Travel- Estimate \$900





VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

## Mary Ball Washington Regional Council New Member Application

Name: Valda Jennings (Val) Foulds

Company/Agency: Retired from Bank of America & Retired - Local Gov't Admin - Town of Colonial Beach

Position: Current: Part-Time Family Counselor and Marketing Specialist - Historyland Memorial Park

Company/Agency Address: 11227 James Madison Parkway

King George, VA 22485

Preferred Telephone: ( 202 ) 213 - 9216       Work       Home       Cell

Preferred E-mail Address: v.foulds@att.net

### Description of Qualifications/Skills

(Please provide a brief description of why you are interested in serving on the Regional Council; you may include a statement as to what skills, education, knowledge, etc. you feel may contribute to the Council's work.)

An extensive background (26 years) with Bank of America to include community banking and small business lending

coupled with 12 years in local government at the town level, provide me with a unique perspective of the true value of

incentivised collaboration between all stakeholders. I believe that my private sector and public sector leadership roles

and experience will add value to the Council.

I currently reprsent Historyland Memorial Park on the King George Chamber of Commerce.

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## Mary Ball Washington Regional Council New Member Application

Date: August 10, 2018

Name: Ann M. Lewis

Company/Agency: Rappahannock Electric Cooperative (REC)

Position: Director of Member Services and Community Relations

Company/Agency Address: P. O. Box 308, Bowling Green, VA 22427

Preferred Telephone: (540) 907-8575       Work       Home       Cell

Preferred E-mail Address: ann.lewis@myrec.coop

### Description of Qualifications/Skills

(Please provide a brief description of why you are interested in serving on the Regional Council; you may include a statement as to what skills, education, knowledge, etc. you feel may contribute to the Council's work.)

The tag line for Go Virginia says it all. Growth and Opportunity. Economic development is a critical component that drives economic growth in our community, creating high wage jobs and facilitating an improved quality of life.

I have lived in Virginia all my life and improved quality of life, job creation, business retention and expansion, and industry diversification are important aspects to keeping Virginia competitive and I welcome the opportunity to be involved. I actively participate in community activities. I have had the pleasure of serving on several boards and committees in Planning District 16 such as The Educational Foundation for Germanna Community College and Empowerhouse.

REC has been my employer for over 20 years. I recently changed positions with REC after serving as the Director of Communication and Public Relations for many years. I am now located in the Eastern Region with my office in Bowling Green, VA. This office serves many of the counties in Region 6.

I would welcome the opportunity to work with the Regional Council.

**COMMONWEALTH OF VIRGINIA  
FINANCIAL ASSISTANCE CONTRACT  
NUMBER 10RC6-18**

**July 1, 2018 to June 30, 2019**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department"), Regional Council 6 (Mary Ball Washington Regional Council) and the GEORGE WASHINGTON REGIONAL COMMISSION (herein called the "Organization"), WITNESSETH THAT:

**WHEREAS**, the Organization has been selected by Regional Council 6 pursuant to the Virginia Growth and Opportunity Act for the purpose of promoting collaborative planning, economic development, or workforce activities within the region of Regional Council 6 through data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council; and

**WHEREAS**, the Organization desires to secure financial support from the Department on behalf of the Regional Council under the terms of the Virginia Growth and Opportunity Act; and

**WHEREAS**, the Organization has entered into a Memorandum of Understanding (MOU) with Regional Council 6 outlining their role to act as the fiduciary for the Regional Council; and

**WHEREAS**, the Department is empowered to provide state financial support to the Organization on behalf of the Regional Council to help them achieve the aforementioned objectives;

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

**COMPENSATION**

1. Based upon the Virginia Growth and Opportunity Act and the Appropriation Act of the Commonwealth of Virginia for the **2018-2020** Biennium, as amended, the Department agrees to pay to the Organization for the fiscal year beginning July 1, 2018, and ending June 30, 2019, three hundred and sixty one thousand one hundred and eleven dollars (\$361,111) in capacity building funds, subject to the approval of the budget submitted by the Regional Council to the GO Virginia Board and provided that the Organization shall meet the requirements in the GO Virginia financial manual, financial reporting documents, and those listed below.

**METHOD OF PAYMENT**

2. The Department shall obligate funds after receipt of the MOU with the Regional Council, and any other entities contracted with. Payments will require financial reports to be submitted on time and with proper documentation.

The Organization agrees to draw cash only as needed for its disbursement on a reimbursable basis.

## **SCOPE OF SERVICES**

3. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below:
  - a. An MOU, submitted no later than July 1, 2017. This MOU shall include, at a minimum, the following information:
    1. A description of each entity included in the MOU.
    2. The purpose of the MOU.
    3. The agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and outputs.
    4. A description of the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds.
    5. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.
    6. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.
  - b. A current list of authorized signatories of the Organization, including their full name and title.
  - c. A description of the activities conducted by the Support Organization during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act.

## **FINANCIAL REQUIREMENTS**

4. The Organization must adhere to the GO Virginia Financial Manual and any updates that may occur. Updated manuals will be sent to recipients within five business days.
5. Recording and Documentation of Receipts and Expenditures
  - a. Funds awarded are to be expended only for the purposes and activities covered by the Organization's approved project plan and budget. The Organization is required to have accounting procedures that provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to this award, obligations, unobligated balances, assets, liabilities, receipts and expenditures. Controls must be established which are adequate to ensure that expenditures charged to this award are for allowable purposes. Accounting records must be supported by such source documentation as bank statements, cancelled checks, invoices, paid bills, payrolls, etc.

6. Financial Reports

- a. The Organization shall submit an annual financial report reflecting activity in the Fund electronically to the Department. The annual financial report shall be in the format required by the Department and shall be submitted no later than 60 days after the end of the state fiscal year. Failure to submit timely reports may delay processing of funding requests.

**REQUEST FOR INFORMATION**

7. Upon request of the Department, the Organization will promptly, and in all cases within 30 days, provide any information and/or documentation related to the Organization's use of GO Virginia funds.

**AUDIT REQUIREMENTS**

8. The Organization shall submit an annual audit report to the Department. Financial statements to be audited shall include a Balance Sheet, Income Statement, Statement of Cash Flows and a Budget to Actual Statement. Financial statements shall be in conformance with generally accepted accounting principles (GAAP) and audits are to be conducted by an Independent Certified Public Accountant (CPA). Audit reports shall be submitted to the Department no later than six months from the close of the Organization's fiscal year end.

COMMONWEALTH OF VIRGINIA  
Department of Housing and  
Community Development

By: \_\_\_\_\_  
Erik Johnston, Director

Date: \_\_\_\_\_

REGIONAL COUNCIL 6 (Mary Ball  
Washington Regional Council)

By: \_\_\_\_\_  
G. William Beale, Chair

Date: \_\_\_\_\_

GEORGE WASHINGTON REGIONAL  
COMMISSION

By: \_\_\_\_\_  
Linda Millsaps, Executive Director

Date: \_\_\_\_\_

**Mary Ball Washington Regional Council  
GO Virginia Region 6**

**Proposed FY19 Support Organization Budget:  
FY18 Carry-Over Funds vs. FY19 Funds Breakdown**


	<b>Total</b>	<b>FY18</b>	<b>FY19</b>
Salaries	\$42,695.00	\$19,798.78	\$22,896.22
Fringe Benefits	\$17,039.00	\$7,901.43	\$9,137.57
Other - Indirect Costs	\$33,266.00	\$15,426.31	\$17,839.69
Meetings and Facilitation	\$2,000.00	\$927.45	\$1,072.55
Other - Travel	\$1,000.00	\$463.73	\$536.27
Legal Expenses	\$4,000.00	\$0.00	\$4,000.00
Contract Services	\$198,517.70	\$4,000.00	\$194,517.70
<b>Total</b>	<b>\$298,517.70</b>	<b>\$48,517.70</b>	<b>\$250,000.00</b>

<b>Project Reserves</b>	<b>\$560,121.00</b>	<b>\$449,010.00</b>	<b>\$111,111.00</b>
Portion Not Requiring Match	\$199,010.00	\$199,010.00	\$0.00
Portion Requiring Match	\$361,111.00	\$250,000.00*	\$111,111.00**

\* \$1:1 match (\$1 match for each \$1)

\*\* \$2:1 match (\$0.50 match for each \$1)

ATTACHMENT 1: Capacity Building Funds Budget

<b>Date:</b>	08/13/18	<b>Region:</b>	6
<b>Agency Name:</b> Department of Housing & Community Development			
<b>Agency Address:</b> 600 East Main Street Suite 300 Richmond, VA 23219			
<b>Budget Period:</b> From: 07/01/18 Through: 06/30/19			
Budget Item		Amount	
<b>A Administration</b>			
Salaries			\$22,896.22
Fringe Benefits			\$9,137.57
Other			\$17,839.69
Meetings and Facilitation			\$1,072.55
Other			\$536.27
Legal Expenses			\$4,000.00
Audit			\$0.00
Equipment			\$0.00
Fiscal Management/Accounting Services			\$0.00
Marketing/Advertising/Promotions			\$0.00
Rent			\$0.00
Supplies			\$0.00
Taxes and Insurance			\$0.00
<b>Total Administration Budget:</b>			\$55,482.30
<b>B Planning Services:</b>			
Contract Services			\$194,517.70
Fiscal Management/Accounting Services			\$0.00
Growth and Diversification Plan Development			\$0.00
Meetings and Facilitation			\$0.00
Project Management			\$0.00
Project Reserves			\$111,111.00
Technical Assistance			\$0.00
Other			\$0.00
<b>Total Planning Services Budget:</b>			\$305,628.70
<b>TOTAL Expense Budget:</b>			\$ 361,111.00

**Narrative:**

**Note:** Total proposed FY19 support organization budget includes \$48,517.70 in carry-over FY18 funds, which are not represented on this sheet.

**A. Administration**

**Salaries:** Kate Gibson - George Washington Regional Commission (GWRC) - Senior Planner - .75% FTE  
**Fringe Benefits:** 39.91% of Salary  
**Other - Indirect Costs:** 55.69% of Salary + Fringe  
**Meetings and Facilitation:** 6 Meetings at \$333 per Meeting - \$2,000  
**Other - Travel:** 1,835 Miles at \$0.545 per Mile - \$1,000  
**Legal Expenses:** \$4,000 Placeholder

**B. Planning Services**

**Contract Services:**

Project Solicitation & Review - \$12,000  
 Project Development - \$150,000  
 Future Consulting Needs - \$36,517.70



## **Germanna Apprenticeship Network Staff Review**

Original Application Submitted: 11/17/2017

Application Resubmitted: 3/30/2018; 7/27/2018

### **Summary of Revised Application**

Germanna Community College (GCC) is requesting a \$289,200 grant to support a \$675,876 project to establish a Department of Apprenticeship (“Apprenticeship Network”) and create 35 apprenticeships over a two-year period (15 in Year 1 and 20 in Year 2). These apprenticeships could be in any of the six Region 6 priority clusters but are expected to primarily be in the Manufacturing cluster. Apprentice wages for the program are as follows: Year 1, \$15/hour; Year 2, \$17/hour; Year 3, \$21/hour; Year 4, \$25/hour; upon completion, \$30/hour. These wages would be above the average wage in the George Washington Region (\$20.68/hour) and Region 6 as a whole (\$19.90/hour) starting in Year 3. Beyond creating high-paying apprenticeships, this project aims to develop an apprenticeship culture in the region that “will enhance the growth of existing companies and also create a network and environment to attract new businesses to locate into the region.”

Project partners include GCC (contributing \$18,288 in in-kind staff resources), Bay Consortium Workforce Development Board (BCWDB), Rappahannock Goodwill Industries, Spotsylvania County (contributing \$44,952 in local, cash match), Stafford County (contributing \$43,960 in local, cash match), Caroline County (contributing \$9,526 in local, cash match), the City of Fredericksburg (contributing \$50,000 in local, cash match), the City of Fredericksburg Economic Development Authority (contributing \$50,000 in local, cash match), King George County, and the Federal Highway Safety Fund (contributing \$100,000 in in-kind equipment). The local government match amounts are existing contributions to GCC that are being redirected to this project, which counts as local match per the state’s scoring guidelines. GCC will also contribute \$70,010 in additional leverage.

GCC has pledged to continue the Apprenticeship Network after the GO Virginia grant.

### **How the Revised Application Responds to Regional Council Requests**

Request: Include more detail on the ready business partners/clusters and evidence of employer demand, including letters from private businesses indicating demand for this type of program and willingness to participate if funded.

The revised application includes letters from Cedar Mountain Stone, Rappahannock Development Group, Lifecycle Construction Company, Virginia Transportation Construction Alliance, Virginia Asphalt Association, and Fredericksburg Area Builders Association. However, most of these businesses are related to construction and road building. Evidence of employer demand within the Region 6 priority clusters will be necessary for the state application.

Request: Confirm that the GCC match is not funded by state-appropriated resources.

The revised application indicates that GCC will provide \$18,288 in in-kind staff resources which are federally funded. GCC will also contribute \$70,010 in additional leverage that will not count toward the required match.

Request: Provide a revised Return on Investment calculation to reflect increasing wages over time and represent a longer period of time.

The ROI calculation in the revised application averages the wages associated with each year of apprenticeship (\$21.60 per hour) to reflect increasing wages each year, and calculates the ROI over a 5-year period, resulting in a positive ROI.

Request: Provide a revised budget that includes the total amount and use of tuition payments (both from the Workforce Development Board and employers).

DHCD staff provided further guidance that if tuition payments are not being used as match, then they do not need to be included in the project budget. They also noted that if tuition payments are being used as match, they only count toward match once they are redeployed for the project. The revised application removes the BCWDB contribution from the budget.

### **Other Considerations**

The local government match amounts are existing contributions to GCC that are being redirected to this project, which counts as local match per the state's scoring guidelines. GCC will need to confirm, however, how local cash match will support the project.

### **Staff Recommendation**

Staff recommends approval of the project for submission to the State Board with the following conditions:

- GCC confirms how local cash match will support the project
- GCC revises the project proposal based on feedback from subject matter expert(s) and/or DHCD, if applicable
- GCC submits any additional information and attachments required for the state application, including evidence of demand from businesses within the Region 6 priority clusters
  - The State Board may require letters from each locality stating that they approve the redirection of locality contributions to support this project.

# EVALUATION CRITERIA

## Collaboration Grants

### Project Evaluation Criteria and Weights

### Germanna Apprenticeship Network (Revised 7/27/18)

#### Criteria

The Council will use the below criteria to assess collaboration grant applications.

<b>I. THRESHOLD – required criteria to be consider for GO VA Funds</b>	
a. Does the project carry out the goals/objectives of the Growth and Diversification Plan?	<b>YES</b>
b. Does the project contribute, either directly or indirectly, to the creation of higher-paying jobs for the region?	<b>YES</b>
c. Does the project address, either directly or indirectly, businesses that receive more than 50% of their revenue from out of state?	<b>YES</b>
d. Does the project have at least two localities as contributing partners?	<b>YES</b>
e. Does the project have non-state source(s) of revenue at least equal to the requested GO Virginia grant? – If no, is there a fiscal distress or unique economic opportunity justification for the reduced match? ( <i>in no instance will the match be less than half of the requested GO Virginia grant request.</i> )	<b>YES</b>
f. Is the grant request \$300,000 or less?  – If no, is there a compelling justification provided?	<b>YES</b>
g. Are the participating localities contributing at least 20%, or \$50,000, whichever is greater, of the required match?	<b>YES</b>

Additional Notes:

<b>II. ECONOMIC IMPACT (Weighted 35%)</b>			
		Available Points	Points Received
a. Number of higher-paying jobs created	<b>35</b>	<b>Scale (0-15)</b>	15
b. Total Number of jobs created	<b>35</b>	<b>Scale (0-10)</b>	10
c. Number of businesses impacted	<b>24</b>	<b>Scale (0-10)</b>	10
d. Return on Investment (local investment/taxes)		<b>Scale (0-10)</b>	10
e. Geographic coverage of the proposed activity	<b>5</b>	<b>Scale (0-5)</b>	5
f. Diversifies the regional/sub-regional economy		<b>YES / NO</b>	5
g. Addresses Priority Growth Clusters		<b>YES / NO</b>	5
h. Enables other activities to move forward		<b>YES / NO</b>	5
i. Multiplier effect on the economy		<b>Scale (0-5)</b>	5
j. Small area impact		<b>YES / NO</b>	Bonus 2.5
<b>TOTAL POINTS</b>			<b>70</b>
			<b>54</b>

Additional Notes:

<b>III. COLLABORATION (Weighted 30%)</b>
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		Available Points	Points Received
a. Number of organizational partners (contributing \$\$) <b>7</b>	<b>Scale (0-20)</b>	20	20
b. Number of localities (counties, cities and towns) <b>4</b>	<b>Scale (0-15)</b>	15	15
c. Supporting organizations (non-contributing \$\$) <b>3</b>	<b>Scale (0-10)</b>	10	10
d. Percentage of the region's population represented by the participating localities (counties, cities and towns) <b>72%</b>	<b>Scale (0-5)</b>	5	5
e. Intergovernmental agreements	<b>YES / NO</b>	5	0
f. Community support or opposition	<b>Scale (0-5)</b>	5	5
g. Partner localities from outside the region	<b>YES / NO</b>	Bonus 2.5	0
h. Creates efficiencies in the provision of local governmental services	<b>YES / NO</b>	Bonus 2.5	0
i. Duplicates other economic development efforts	<b>YES / NO</b>	Negative 2.5	0
<b>TOTAL POINTS</b>		<b>60</b>	<b>55</b>

Additional Notes:

<b>IV. READINESS &amp; CAPACITY (Weighted 20%)</b>			
<b>READINESS</b>		Available Points	Points Received
a. All permits or approvals necessary/secured	<b>YES / NO</b>	5	5
b. All funding secured <b>100%</b>	<b>Scale (0-5)</b>	5	5
c. Feasibility studies/predevelopment work completed	<b>YES / NO</b>	5	0
d. Clear and logical business plan	<b>YES / NO</b>	5	5
e. Prerequisite infrastructure in place	<b>YES / NO</b>	5	5
f. Project complexity	<b>Scale (0-2.5)</b>	2.5	2.5
g. Coordination with existing regional programs	<b>YES / NO</b>	2.5	2.5
h.			
<b>CAPACITY</b>			
i. Experience of the Sponsor	<b>Scale (0-2.5)</b>	2.5	2.5
j. Organizational structure	<b>Scale (0-2.5)</b>	2.5	2.5
k. Administrative capacity/staffing in place	<b>Scale (0-2.5)</b>	2.5	2.5
l. Phasing of project	<b>Scale (0-2.5)</b>	2.5	2.5
<b>TOTAL POINTS</b>		<b>40</b>	<b>35</b>

Additional Notes:

<b>V. PROJECT SUSTAINABILITY AND LEVERAGE (Weighted 15%)</b>			
<b>SUSTAINABILITY</b>		Available Points	Points Received
a. Project sustainability	<b>Scale (0-10)</b>	10	10
b. Project performance metrics	<b>Scale (0-7.5)</b>	7.5	5
<b>LEVERAGE AND MATCH</b>			
c. Number and Commitment of funding sources <b>7</b>	<b>Scale (0-5)</b>	5	5
d. Total funds are leveraged <b>\$70,010</b>	<b>Scale (0-2.5)</b>	2.5	2.5
e. GO VA funds as a percentage of project cost <b>43%</b>	<b>Scale (0-2.5)</b>	2.5	2.5
f. Non-monetary resources committed (Real estate, equipment, staff/volunteer time) <b>\$188,328</b>	<b>Scale (0-2.5)</b>	2.5	2.5
<b>TOTAL POINTS</b>		<b>30</b>	<b>27.5</b>

Additional Notes:

<b>VI. PROJECT PROPOSAL BONUS POINTS</b>			
		Available Bonus Points	Points Received
a. Clear description of the project	<b>YES / NO</b>	5	5
b. Reasonable budget	<b>YES / NO</b>	5	5
c. Identified deliverables/milestones	<b>YES / NO</b>	5	5
d. Administrative costs as percentage of total budget <b>0%</b>	<b>Scale (0-2.5)</b>	2.5	2.5
e. Timeline for completion (2 years and phases)	<b>YES / NO</b>	2.5	2.5
<b>TOTAL BONUS POINTS</b>		<b>20</b>	<b>20</b>

*Additional Notes:*

<b>Total Application Points Available</b>	<b>200</b>
<b>Total Application Points Received</b>	<b>191.5</b>

**Mary Ball Washington Regional Council (GO Virginia Region 6)  
Upcoming Meetings**

**October 15, 2018: 11 AM-1 PM**

Rappahannock Community College, Warsaw Campus  
52 Campus Drive  
Warsaw, VA 22572

**December 10, 2018: 11 AM-1 PM**

Bowling Green Town Hall  
117 Butler St  
Bowling Green, VA 22427

**February 11, 2019: 11 AM-1 PM**

Rappahannock Community College, Glens Campus  
12745 College Drive  
Glens, VA 23149

**April 8, 2019: 11 AM-1 PM**

Rappahannock Community College, Warsaw Campus  
52 Campus Drive  
Warsaw, VA 22572

**June 10, 2019: 11 AM-1 PM**

Bowling Green Town Hall  
117 Butler St  
Bowling Green, VA 22427

**August 12, 2019: 11 AM-1 PM**

Rappahannock Community College, Glens Campus  
12745 College Drive  
Glens, VA 23149

**October 7, 2019: 11 AM-1 PM**

Rappahannock Community College, Warsaw Campus  
52 Campus Drive  
Warsaw, VA 22572

**December 9, 2019: 11 AM-1 PM**

Bowling Green Town Hall  
117 Butler St  
Bowling Green, VA 22427