

Mary Ball Washington Regional Council  
GO Virginia Region 6  
June 10, 2019  
Rappahannock Electric Cooperative Bowling Green Office

Call to Order	Carlton Revere
Introductions	Carlton Revere
Public Involvement	Carlton Revere
Presentations & Discussion	
G&D Plan Update Quantitative Analysis	Fletcher Mangum, Mangum Economics
G&D Plan Update Stakeholder Engagement	Neal Barber, Community Futures
Break for Lunch	
April 8, 2019 Meeting Minutes Approval (ACTION ITEM)	Carlton Revere
Financial Report (ACTION ITEM)	Kate Gibson
Budget Revision Discussion & Approval (ACTION ITEM)	Kate Gibson
Executive Committee Report & Actions Taken	Kim McClellan
Support Organization Agreement Approval	
FY20 Capacity Building Budget Approval	
Project Pipeline Development Determinations	
Project Pipeline Development Determinations Approval (ACTION ITEM)	Carlton Revere
Current Project Reports	Project Subgrantees
Meeting Schedule	Kate Gibson
Adjournment	Carlton Revere

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

April 8, 2019  
Rappahannock Community College  
Warsaw, Virginia

**MEMBERS PRESENT AND VOTING:** **Chair** – William Beale, **Vice-Chair** – Carlton Revere, Bruce Davis, Jackie Davis, Val Foulds, Steve Goodall, Stephanie Heintz, Lisa Hull, Ann Lewis, Kim McClellan, Morgan Quicke, John Wells, Kimberly Young

**MEMBERS ABSENT:** Wally Beauchamp, Lou Belcher, Elizabeth Crowther, Anne Richardson, Bryan Taliaferro

**OTHERS IN ATTENDANCE:** Jason Perry, Liz Povar

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

**CALL TO ORDER**

Mr. Beale called the meeting to order at 11:00 am with a quorum present.

**PUBLIC INVOLVEMENT**

No members of the public wished to speak.

**FEBRUARY 11, 2019 MEETING MINUTES APPROVAL**

Mr. Revere moved to approve the February 11, 2019 Meeting Minutes, and Mr. Quicke seconded the motion. The motion passed unanimously.

**COUNCIL MEMBERSHIP CHANGES APPROVAL**

The Nominating Committee determined the following recommendation at their meeting:

- Remove Elizabeth Crowther and accept Jason Perry

The Nominating Committee's recommendation was accepted as a motion. Mr. Goodall seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Ms. Gibson presented the financial report for April 2017-February 2019. Ms. Gibson also informed the Council that in FY20 Region 6 will receive \$250,000 in capacity building funding, for which the State Board has waived the match requirement, and \$1,008,621 in project funding. Ms. Foulds moved to approve the financial report, and Dr. Wells seconded the motion. The motion passed unanimously.

## **EXECUTIVE COMMITTEE REPORT**

Mr. Beale reported on the business discussed and actions taken at the Executive Committee Meeting on May 29, 2019.

### **PRESENTATIONS TO REGION 6 LOCALITIES AND PARTNERS**

The Executive Committee recommends that private sector Council Members give presentations to Region 6 localities and other partners about the efforts of GO Virginia Region 6 and how to get involved. Ms. McClellan has put together a draft PowerPoint for these presentations. Staff will ask each Planning District Commission if the presentation can be given at the monthly Chief Administrative Officers (CAO) meeting so that the CAOs can be asked if the presentation may be given to their Boards of Supervisors. Staff will then ask private sector representatives to volunteer to speak to specific localities.

Mr. Beale is already scheduled to present to the Middle Peninsula Alliance Board on April 10, 2019.

### **PROJECT PIPELINE DEVELOPMENT REVISED RFPs APPROVAL**

The Review Committee met on February 11, 2019 and March 21, 2019 to review proposals submitted in response to the Requests for Proposals (RFPs) for project pipeline development in each of the Region 6 subregions. After evaluation and negotiations, the Review Committee determined that the RFPs should be revised to clarify deliverables and outcomes and reissued.

Ms. Gibson presented the proposed language for the revised RFPs. Mr. Revere moved to approve the proposed language, and use it in each of the three revised RFPs. Mr. Davis seconded the motion. The motion passed unanimously.

### **GROWTH & DIVERSIFICATION PLAN UPDATE APPROACH**

Ms. Gibson overviewed the Growth and Diversification Plan Amendment Guidelines, which were adopted by the State Board at its March 12 meeting. The plan update will be more involved than initially anticipated, and could cost as much as \$40,000. Currently, \$32,518 is set aside in the budget for the plan update. Additional funds from the FY20 capacity building allocation could be used to supplement that amount. The plan update also has a very tight schedule, with a draft plan due to DHCD by August 1, 2019.

The Executive Committee recommends splitting the work into two components, one for data analysis and the other for stakeholder engagement and drafting the plan update, and having GWRC staff solicit bids and select a contractor for each component without a full RFP process and without Regional Council approval (the GWRC Executive Director may award contracts up to \$30,000 without Board approval). This approach would allow the work on the plan update to start sooner. Ms. Foulds moved that GWRC move forward with this approach, and Mr. Goodall seconded the motion. The motion passed unanimously.

## **COMMUNITY FUTURES CONTRACT EXTENSION**

Ms. Gibson explained that the Regional Council's current contract with Community Futures (Neal Barber) for assistance with the generation, solicitation, evaluation, and scoring of project ideas and proposals ends on April 1, 2019. However, only \$9,100 of the \$16,000 contract amount has been spent, due to the fewer-than-expected number of project applications submitted. The Executive Committee recommends that the Regional Council extend the end date of the exiting contract.

Mr. Revere moved to approve the draft Contract Extension Agreement, which would extend the Community Futures contract until June 30, 2020 or until the original contract award has been fully expended, whichever occurs earlier. Ms. Young seconded the motion. The motion passed unanimously.

## **CAPACITY BUILDING APPLICATION DISCUSSION & DETERMINATIONS**

The Regional Council received one capacity building application, Middle Peninsula Alliance Business Site Readiness Planning. The Interview Panel met with the project applicant just before the Regional Council meeting to better understand the project proposal and develop a recommendation for the full Regional Council.

Mr. Revere overviewed the proposal, summarized the discussion that occurred during the Interview Panel meeting, and presented the Interview Panel's recommendation. The Interview Panel recommends approval of the project.

The Interview Panel's recommendation was accepted as a motion. Ms. Heinatz seconded the motion. The motion passed unanimously.

## **SUMMARY OF MEETING WITH REGION 5**

Mr. Revere and Ms. Heinatz reported on their meeting with Region 5 staff. One takeaway from the meeting is that Region 5 has partnered with the local community foundation. Another takeaway is that Region 5 may be interested in partnering with Region 6 around water resiliency. Ms. Gibson said she would reach out to Troy Hartley to make sure Region 5 representatives are invited to the final brainstorming session for the Resiliency Planning Grant.

## **CURRENT PROJECT REPORTS**

Ms. Povar provided an update on the PamunkeyNet Business Plan project. Ms. Hull provided updates on the Flexible Office Space Due Diligence, Welding Training Program, and Northern Neck Region-Wide Site, Building & Infrastructure Study projects. Dr. Wells provided an update on the Virginia Sea Grant Planning Grant project. Dr. Millsaps provided an update on the Good Jobs Here project.

## **MEETING SCHEDULE**

The next meeting of the Regional Council will take place on June 10, 2019. Meeting dates for 2020 have been added to the meeting schedule.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 12:32 pm.

Respectfully submitted,  
Kate Gibson, Deputy Director  
George Washington Regional Commission

DRAFT

**Financial Report - Capacity Building Funding**

Mary Ball Washington Regional Council (GO Virginia Region 6)

Report Period: April 2017 - April 2019

Report Date: 6/10/2019


GO VIRGINIA



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

	FY17 Capacity Building (No Match)	FY18 Capacity Building (100% Match) MOVED TO PROJECT FUNDING	FY19 Capacity Building (No Match)	FY19 Capacity Building (50% Match)	FY20 Capacity Building (No Match)	Total	Expenditures (since April 2017) by Line Item	Under/Over by Line Item
<b>Region 6 Allocation</b>								
Total	\$400,000.00	\$0.00	\$250,000.00	\$111,111.00	\$250,000.00	\$1,011,111.00		
<b>Budget</b>								
GWRC Staffing (Salary, Fringe, and Indirect)	\$95,988.00	\$0.00	\$49,873.00	\$0.00	\$140,000.00	\$285,861.00	\$114,185.10	\$171,675.90
Community Futures Staffing	\$4,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$16,000.00	\$9,100.00	\$6,900.00
Meetings	\$3,374.00	\$0.00	\$1,073.00	\$0.00	\$2,000.00	\$6,447.00	\$3,650.00	\$2,797.00
Travel	\$2,217.00	\$0.00	\$536.00	\$0.00	\$3,000.00	\$5,753.00	\$3,370.05	\$2,382.95
Marketing/Outreach	\$521.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,521.00	\$852.68	\$1,668.32
Legal Expenses	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
G&D Plan Development	\$93,900.00	\$0.00	\$32,518.00	\$0.00	\$4,482.00	\$130,900.00	\$93,900.00	\$37,000.00
Capacity Building Efforts (no match)	\$200,000.00	\$0.00	\$0.00	\$0.00	\$23,000.00	\$223,000.00	\$0.00	\$223,000.00
Project Pipeline Development	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Future Consulting Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$4,518.00	\$4,518.00	\$0.00	\$4,518.00
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00
Project Reserves	\$0.00	\$0.00	\$0.00	\$111,111.00	\$0.00	\$111,111.00	\$0.00	\$111,111.00
<b>Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$111,111.00</b>	<b>\$250,000.00</b>	<b>\$1,011,111.00</b>	<b>\$225,057.83</b>	<b>\$786,053.17</b>
<b>Expenditures (since April 2017)</b>								
Total	\$225,057.83	\$0.00	\$0.00	\$0.00	\$0.00	\$225,057.83		
<b>Under/Over</b>								
Total	\$174,942.17	\$0.00	\$250,000.00	\$111,111.00	\$250,000.00	\$786,053.17		

**Financial Report - Project Funding**

Mary Ball Washington Regional Council (GO Virginia Region 6)					
Report Period: April 2017 - Present					
Report Date: 6/10/2019					
	FY18 Per Capita (100% Match)	FY18 Capacity Building (100% Match)	FY19 Per Capita (100% Match)	FY20 Per Capita (100% Match)	Total
<b>Region 6 Allocation</b>					
Total	\$640,182.00	\$250,000.00	\$1,000,000.00	\$1,008,621.00	\$2,898,803.00
<b>Projects Funded</b>					
Flexible Office Space Due Diligence	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
PamunkeyNet Business Plan	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
VASG Planning Grant	\$49,996.00	\$0.00	\$0.00	\$0.00	\$49,996.00
Welding Training Program	\$130,000.00	\$0.00	\$0.00	\$0.00	\$130,000.00
Cybersecurity Certification Program	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00
Total	\$389,996.00	\$0.00	\$0.00	\$0.00	\$389,996.00
<b>Projects in Pipeline</b>					
Apprenticeship Network	\$289,200.00	\$0.00	\$0.00	\$0.00	\$289,200.00
Total	\$289,200.00	\$0.00	\$0.00	\$0.00	\$289,200.00
<b>Under/Over</b>					
Total	-\$39,014.00	\$250,000.00	\$1,000,000.00	\$1,008,621.00	\$2,219,607.00

**Mary Ball Washington Regional Council  
GO Virginia Region 6  
Budget Update - Capacity Building Funding  
6/10/2019**

	FY17 Capacity Building (No Match)		FY18 Capacity Building (100% Match) MOVED TO PROJECT FUNDING	FY19 Capacity Building (No Match)		FY19 Capacity Building (50% Match)	FY20 Capacity Building (No Match)		Total	
	Original	Updated	No Change	Original	Updated	No Change	Original	Updated	Original	Updated
<b>Region 6 Allocation</b>										
Total	\$400,000.00	\$400,000.00	\$0.00	\$250,000.00	\$250,000.00	\$111,111.00	\$250,000.00	\$250,000.00	\$1,011,111.00	\$1,011,111.00
<b>Budget</b>										
GWRC Staffing (Salary, Fringe, and Indirect)	\$95,988.00	\$156,285.00	\$0.00	\$49,873.00	\$76,893.00	\$0.00	\$140,000.00	\$52,683.00	\$285,861.00	\$285,861.00
Community Futures Staffing	\$4,000.00	\$10,792.00	\$0.00	\$12,000.00	\$3,091.00	\$0.00	\$0.00	\$2,117.00	\$16,000.00	\$16,000.00
Meetings	\$3,374.00	\$4,336.00	\$0.00	\$1,073.00	\$1,253.00	\$0.00	\$2,000.00	\$858.00	\$6,447.00	\$6,447.00
Travel	\$2,217.00	\$3,954.00	\$0.00	\$536.00	\$1,067.00	\$0.00	\$3,000.00	\$732.00	\$5,753.00	\$5,753.00
Marketing/Outreach	\$521.00	\$1,261.00	\$0.00	\$0.00	\$630.00	\$0.00	\$2,000.00	\$630.00	\$2,521.00	\$2,521.00
Legal Expenses	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
Equipment	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
G&D Plan Development	\$93,900.00	\$130,900.00	\$0.00	\$32,518.00	\$0.00	\$0.00	\$4,482.00	\$0.00	\$130,900.00	\$130,900.00
Capacity Building Efforts (no match)	\$200,000.00	\$54,687.00	\$0.00	\$0.00	\$99,881.00	\$0.00	\$23,000.00	\$68,432.00	\$223,000.00	\$223,000.00
Project Pipeline Development	\$0.00	\$36,785.00	\$0.00	\$150,000.00	\$67,185.00	\$0.00	\$0.00	\$46,030.00	\$150,000.00	\$150,000.00
Future Consulting Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,518.00	\$4,518.00	\$4,518.00	\$4,518.00
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
Project Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,111.00	\$0.00	\$0.00	\$111,111.00	\$111,111.00
<b>Total</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$111,111.00</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$1,011,111.00</b>	<b>\$1,011,111.00</b>



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

May 17, 2019  
Rappahannock Community College  
Warsaw, Virginia

**MEMBERS PRESENT AND VOTING:** Wally Beauchamp, Lisa Hull, Kim McClellan  
**MEMBERS ABSENT:** **Chair** – William Beale, **Vice-Chair** – Carlton Revere  
**OTHERS IN ATTENDANCE:** None  
**STAFF:** **GWRC** – Kate Gibson, **Community Futures** – Neal Barber

**CALL TO ORDER**

Ms. McClellan called the meeting to order at 11:05 am with a quorum present.

**MARCH 29, 2019 MEETING MINUTES APPROVAL**

Ms. Hull moved to approve the March 29, 2019 Meeting Minutes, with a correction to the time of adjournment (pm instead of am), and Mr. Beauchamp seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Ms. Gibson presented the financial report for April 2017-April 2019. Mr. Beauchamp moved to approve the financial report, and Ms. Hull seconded the motion. The motion passed unanimously.

**SUPPORT ORGANIZATION AGREEMENT REVIEW AND APPROVAL**

Ms. Gibson presented the draft Support Organization Agreement for May 17, 2019 to June 30, 2021. The current agreement expires on June 1, 2019. Staff is recommending an end date of June 30, 2021 to align this agreement and future agreements with the fiscal year. Ms. Hull moved to approve the Support Organization Agreement as presented, and Mr. Beauchamp seconded the motion. The motion passed unanimously.

**FY20 CAPACITY BUILDING BUDGET REVIEW AND APPROVAL**

Ms. Gibson presented the draft FY20 Capacity Building Budget. The budget includes \$135,000 for GWRC staff salary and fringe, \$75,000 for GWRC indirect costs, \$2,000 for meetings, \$3,000 for travel, \$2,000 for marketing, \$1,000 for equipment, \$4,482 for the Growth & Diversification Plan update, \$23,000 for capacity building efforts, and \$4,518 for future consulting needs. These funds will be paired with unspent FY17 and FY19 capacity building funds that will carry over into FY20. The amounts for salary, fringe, and indirect will support GWRC's GO Virginia Coordinator (1 FTE) and Deputy Director (.25 FTE) for 1 year plus a .5-year contingency, which would be used to close out the program in the event that GO Virginia is not funded in FY21. Ms. Hull moved to approve

the budget as presented, and Mr. Beauchamp seconded the motion. The motion passed unanimously.

## **PROJECT PIPELINE DEVELOPMENT PROPOSALS DETERMINATION**

Ms. Gibson presented the following recommendations from the Review Committee:

- Contract with FRA for the George Washington subregion
- Contract with NNPDC for the Northern Neck subregion, and include as the first deliverable of the contract a more detailed scope of work for the project, for approval by the Executive Committee or Regional Council
- Contract with MPA for the Middle Peninsula subregion

The Review Committee's recommendation for the George Washington subregion was accepted as a motion. Ms. McClellan seconded the motion. The motion passed unanimously.

The Review Committee's recommendation for the Northern Neck subregion was accepted as a motion. Ms. McClellan seconded the motion. The motion passed unanimously, with Mr. Beauchamp and Ms. Hull abstaining.

The Review Committee's recommendation for the Middle Peninsula subregion was accepted as a motion. Ms. McClellan seconded the motion. The motion passed unanimously.

## **GROWTH & DIVERSIFICATION PLAN UPDATE REPORT**

Ms. Gibson and Mr. Barber provided an update on the work completed so far on the Growth & Diversification Plan update. Per the direction of the Executive Committee, GWRC staff solicited bids for each component of the plan update, the quantitative analysis component and the stakeholder engagement component. Staff selected Mangum Economics to complete the quantitative analysis component and Community Futures to complete the stakeholder engagement component. Mangum has begun work on the quantitative analysis, which will be complete by June 6, 2019. Community Futures has already presented/scheduled to present to the FRA and MPA economic developers and the GWRC, NNPDC, and MPPDC chief administrative officers, and has scheduled stakeholder meetings around entrepreneurship and workforce development. Both Mangum and Community Futures will provide updates to the Regional Council at the June 10 meeting.

## **STAFFING UPDATE AND DISCUSSION**

Ms. Gibson announced that the new GO Virginia Coordinator, Jennifer Morgan, will start on June 3. Executive Committee members provided several suggestions for Jennifer's onboarding, including meeting with the Region 6 Chair and Vice Chair, meeting with project subgrantees and other community partners, attending EDO and CAO meetings, and setting up industry FAM tours in each subregion.

## **ADJOURNMENT**

Being no further business, Mr. Beauchamp moved to adjourn the meeting at 12:13 pm. Ms. Hull seconded the motion, and the motion passed unanimously.

Respectfully submitted,  
Kate Gibson, Deputy Director  
George Washington Regional Commission

DRAFT

## SUPPORT AGREEMENT

This SUPPORT AGREEMENT (“Agreement”) made this 17th day of May, 2019 (“effective date”), by and between the **MARY BALL WASHINGTON REGIONAL COUNCIL (“MBWRC”)**, also known as Region Number 6, a public body and certified regional council established pursuant to the Virginia Growth and Opportunity Act (§ 2.2-2484, *et seq.*, of the *Code of Virginia*), and the **GEORGE WASHINGTON REGIONAL COMMISSION (“GWRC”)**, a public body corporate and politic, also known as Planning District 16, a planning district commission established by its member jurisdictions, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.*, of the *Code of Virginia*), collectively referred to hereinafter as the “Parties”.

WHEREAS, Region Number 6 was designated and established by the Virginia Growth and Opportunity Board (“GO Virginia Board”), to include the member jurisdictions within the GWRC, the Northern Neck Planning District Commission, and the Middle Peninsula Planning District Commission (collectively, the “PDCs”), pursuant to its authority under the Virginia Growth and Opportunity Act; and,

WHEREAS, the Region Number 6 Regional Council Formation Committee, comprising a diverse group of business, private sector, educational, and governmental interests, representing the economic character of the region, was organized and timely submitted its Statement of Intent of Formation (“Letter of Intent”) to the GO Virginia Board through the Virginia Department of Housing and Community Development (“DHCD”), with all necessary components included, noting that the Region 6 committee would be known as the Mary Ball Washington Regional Council; and,

WHEREAS, at its March 14, 2017 meeting, the GO Virginia Board reviewed the MBWRC’s Letter of Intent and certified the MBWRC as the Region 6 Council, pursuant to the Virginia Growth and Opportunity Act; and,

WHEREAS, the MBWRC must be affiliated with or supported by an organization whose purposes and competences include collaborative planning, economic development, or workforce activities within its region, pursuant to the GO Virginia Board’s approved Regional Council Guidelines; and,

WHEREAS, the GWRC was organized and established on January 1, 1970, by mutual agreement among the Counties of Spotsylvania, Stafford, King George, and Caroline and the City of Fredericksburg, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.* of the *Code of Virginia*), which agreement was amended, pursuant to the Amended and Restated Charter Agreement approved in 2006, which was also amended in 2007; and,

WHEREAS, pursuant to the Regional Cooperation Act and its Charter Agreement, the purpose of the GWRC is to encourage and facilitate local and state-local government cooperation in addressing, on a regional basis, matters of greater than local significance in the areas of economic, transportation, and physical infrastructure planning and development, and to provide administrative, management, financial, and staff support for member jurisdictions and interdistrict entities which perform governmental or quasi-governmental functions directly benefiting the commission's district, and to cooperate with other localities, the Commonwealth of Virginia and its agencies, including the Department of Housing and Community Development; and,

WHEREAS, the GWRC is authorized and empowered to enter into contracts or agreements and to provide the services set forth herein, pursuant to the Regional Cooperation Act and its Amended and Restated Charter Agreement;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COMMITMENTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, AND INTENDING TO BE LEGALLY BOUND, THE PARTIES AGREE AS FOLLOWS:

1. The GWRC shall serve as the MBWRC's "support organization" and perform the duties incumbent upon such "support organizations", as prescribed by the GO Virginia Regional Council Guidelines and the MBWRC's Bylaws.
2. The GWRC shall support the MBWRC by providing the following services to the council and all of its subcouncil organizations and committees:
  - a. Providing administrative and staff support services, including but not limited to securing meeting space, sending notifications, recording meeting minutes, maintaining records, correspondence and communications deemed necessary to fulfill the duties of the MBWRC;
  - b. Providing fiduciary management and oversight and administrative services for activities funded by monies received from the Virginia Growth and Opportunity Fund and other sources of matching funds;
  - c. Receiving and managing the use of funds received and auditing accounts utilized for these purposes on an annual or as-needed basis;
  - d. Reviewing and making recommendations concerning best practices;
  - e. Assisting with and providing for the development and ongoing maintenance and updating of the MBWRC's economic growth and diversification plan, including the procurement of consultancy services for this purpose, if necessary;
  - f. Reviewing and analyzing project proposals, including but not limited to:
    - i. Application acknowledgement,

- ii. Initial application review to assure compliance with application criteria,
    - iii. Prepare and present an analysis of qualified proposals to the MBWRC
    - iv. Notification to applicants of MBWRC action
  - g. Providing project recommendations for submission to the GO Virginia Board;
  - h. Providing project oversight, tracking progress metrics, monitoring impacts of projects in carrying out the economic growth and diversification plan, and reporting;
  - i. Assisting with and providing for the development and submission of the MBWRC's annual report to the GO Virginia Board;
  - j. Procuring goods and services necessary for the operation of the MBWRC;
  - k. Providing for compliance with applicable provisions of the Virginia Freedom of Information Act, including meeting notices, open meeting requirements, and meeting facilities;
  - l. Providing for compliance with the State and Local Government Conflicts of Interest Act;
  - m. Providing other duties and services as determined by the MBWRC and agreed to by the GWRC.
3. The GWRC shall demonstrate good accounting practices, grant administration, project management experience, tracking and reporting of performance metrics and audit protocols.
  4. In matters related to the Virginia Growth and Opportunity Act, the GWRC shall operate and provide the services set forth herein with the advice and consent of the MBWRC.
  5. The MBWRC and its members shall comply with applicable provisions of the Virginia Freedom of Information Act and the State and Local Government Conflicts of Interest Act and shall cooperate with and support GWRC's efforts to assure compliance therewith.
  6. The MBWRC shall approve an annual budget. Payments for goods purchased or services rendered in compliance with the approved budget shall be made by the GWRC and approved by the Chairman of the MBWRC, with monthly expenditure reports provided to the MBWRC. Other expenses must be approved by the MBWRC and the budget amended accordingly.
  7. The MBWRC shall pay the GWRC promptly for the services rendered under this Agreement, pursuant to monthly invoices to be submitted to and approved by the MBWRC, from funds derived from any and all sources.
  8. The term of this Agreement shall be from the effective date to June 30, 2021 and may be renewed for additional 2-year terms, by mutual consent of the Parties, in writing. Either party may terminate this Agreement without ramification or recourse by the other Party with 60 days

advanced notice. The GWRC shall be entitled to payment for services rendered up to the date of notice of termination.

9. Notice shall be effective if delivered in writing to the other Party by regular mail at their last known address or via electronic mail sent to the Party's last known e-mail address.
10. This Agreement may be amended, in writing, by mutual agreement of the Parties.
11. By signing below, the agent or representative of each Party certifies that he is authorized to do so by his respective organization.

MARY BALL WASHINGTON REGIONAL COUNCIL

BY: \_\_\_\_\_

G. William Beale  
Chairman  
Mary Ball Washington Regional Council

DATE: \_\_\_\_\_


GEORGE WASHINGTON REGIONAL COMMISSION

BY: \_\_\_\_\_

Linda S. Millsaps  
Executive Director  
George Washington Regional Commission

DATE: \_\_\_\_\_

**ATTACHMENT 1: FY20 Capacity Building Funds Budget**

<b>Date:</b>	<b>05/31/19</b>	<b>Region:</b>	<b>6</b>
<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: 07/01/19 Through: 06/30/20			
<b>Budget Item</b>			<b>Amount</b>
<b>A Administration</b>			
Salaries (Fringe if applicable)			\$135,000.00
Admin (General)			\$75,000.00
Meetings and Workshops			\$2,000.00
Travel			\$3,000.00
Marketing, Outreach, and Websites			\$2,000.00
Supplies & Equipment			\$1,000.00
<b>Total Administration Budget:</b>			<b>\$218,000.00</b>
<b>B Planning Services:</b>			
Growth and Diversification Plan Development			\$4,482.00
Planning Grants			\$23,000.00
Contract Services			\$4,518.00
<b>Total Planning Services Budget:</b>			<b>\$32,000.00</b>
<b>TOTAL Expense Budget:</b>			<b>\$ 250,000.00</b>
<b>Narrative:</b>			
<b>A. Administration</b>			
<b>Salaries (Fringe if applicable):</b> Includes salary and fringe (at 39.91% of salary) for GO Virginia Coordinator (1 FTE) and Deputy Director (.25 FTE) for 1 year plus a .5-year contingency			
<b>Admin (General):</b> Includes indirect costs (at 55.69% of salary + fringe) for 1 year plus a .5-year contingency			
<b>Meetings and Workshops:</b> Includes meals and other meeting costs (if applicable) for Regional Council, subcommittee, and other stakeholder meetings			
<b>Travel:</b> Includes mileage, parking, hotel, etc. for meetings and conferences			
<b>Marketing, Outreach, and Websites:</b> Includes website costs and advertising			
<b>Supplies &amp; Equipment:</b> Includes funding to purchase a computer for the GO Virginia Coordinator			
<b>B. Planning Services</b>			
<b>Growth and Diversification Plan Development:</b> Includes a portion of the funding needed for the 2019 plan update			
<b>Planning Grants:</b> Includes a portion of the funding needed for planning grants awarded in 2019			
<b>Contract Services:</b> Includes funding set aside for future consulting needs			
See attached budget narrative for more information.			



**Mary Ball Washington Regional Council  
GO Virginia Region 6  
FY20 Capacity Building Budget Narrative**

The George Washington Regional Commission (GWRC), planning district commission for Virginia Planning District 16, is the support organization and fiscal agent for GO Virginia Region 6. Of the \$250,000 in FY20 capacity building funding allocated to Region 6, \$218,000 is budgeted for Administration and \$32,000 is budgeted for Planning Services.

**Administration Line Items**

Salaries (Fringe if applicable) - \$135,000

These funds will support salary and fringe for GWRC's GO Virginia Coordinator (1 FTE) and Deputy Director (.25 FTE) for 1 year plus a .5-year contingency, which would be used to close out the program in the event that GO Virginia is not funded in FY21. Fringe is calculated as 39.91% of salary.

Admin (General) - \$75,000

These funds will support indirect costs for the staff positions listed above for 1 year plus a .5-year contingency. Indirect costs include audit, fiscal/accounting services, general legal expenses, rent, supplies and equipment, taxes and insurance, and executive director oversight. Indirect costs are calculated as 55.69% of salary and fringe.

Meetings and Workshops - \$2,000

These funds will be used for costs associated with Regional Council, subcommittee, and other stakeholder meetings, including meals and other meeting costs, if applicable.

Travel - \$3,000

These funds will be used for travel costs, including mileage, parking, hotel, etc., for GO Virginia staff to attend meetings and conferences relevant to GO Virginia.

Marketing, Outreach, and Websites - \$2,000

These funds will be used for website and advertising costs.

Supplies & Equipment - \$1,000

These funds will be used to purchase a computer for the GO Virginia Coordinator.

**Planning Services Line Items**

Growth and Diversification Plan Development - \$4,482

These funds will be used in conjunction with \$32,518 in previously-allocated capacity building funding to support the 2019 Growth and Diversification Plan update. The total cost will be \$37,000.

Planning Grants - \$23,000

These funds will be used in conjunction with \$200,000 in previously-allocated capacity building funding to support the following planning grants, awarded in 2019:

- Good Jobs Here - GWRC Region Community Based Economic Development Plan (\$50,000)
- Northern Neck Region-Wide Site, Building & Infrastructure Study (\$88,000)
- Middle Peninsula Alliance Business Site Readiness Planning (85,000)

Contract Services - \$4,518

These funds will be set aside for future consulting needs.

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

May 8, 2019  
Rappahannock Community College  
Warsaw, Virginia

**MEMBERS PRESENT:** Wally Beauchamp, Kimberly Young

**MEMBERS ABSENT:** William Beale, Stephanie Heintz

**STAFF:** Kate Gibson

**OTHERS IN ATTENDANCE:**

- **Fredericksburg Regional Alliance:** Todd Gillingham
- **Thomas P. Miller & Associates:** Brittany Dougherty, Tony Waterson, and Mason Bishop (all via phone)
- **Northern Neck Planning District Commission:** Jerry Davis
- **Middle Peninsula Alliance:** Liz Povar

The Review Committee of the Mary Ball Washington Regional Council met to review proposals submitted in response to the three revised Requests for Proposals (RFPs) for the development of a pipeline of projects for GO Virginia funding within each subregion of GO Virginia Region 6. Four proposals were received:

- Fredericksburg Regional Alliance (FRA) for the George Washington subregion
- Northern Neck Planning District Commission (NNPDC) for the Northern Neck subregion
- Middle Peninsula Alliance (MPA) for the Middle Peninsula subregion
- Thomas P. Miller & Associates (TPMA) for each subregion separately, or all three at a discounted rate

**OFFEROR MEETINGS**

The Review Committee met with each offeror to better understand each proposal and to develop recommendations for the Executive Committee. For each proposal, Ms. Gibson went over the meeting purpose and process, the offeror gave a summary of the proposal, and committee members and staff asked questions of the offeror. The Review Committee conducted meetings with the following offerors, each lasting 30 minutes:

- FRA
- TPMA (via phone)
- NNPDC
- MPA

## **DISCUSSION**

Following the meetings with the offerors, the Review Committee discussed the overall suitability and approach of each proposal. Overall, the Committee felt that FRA, NNPDC, and MPA, as the three Regional Economic Development Organizations (EDOs) within Region 6, would be essential partners in the effort, leveraging their expertise, relationships, and knowledge within their own subregions. The three EDOs also demonstrated that they would coordinate their efforts across the three subregions. The Review Committee did express a desire for more specificity on how NNPDC will meet the deliverables outlined in the RFP. While the Committee felt that TPMA would bring a fresh perspective and a clear and detailed plan to meet the deliverables, the Committee was concerned with their lack of familiarity with each subregion, lack of engagement with the three EDOs, and emphasis on research and data collection.

The Review Committee determined the following recommendations for the Executive Committee:

- Contract with FRA for the George Washington subregion
- Contract with NNPDC for the Northern Neck subregion, and include as the first deliverable of the contract a more detailed scope of work for the project, for approval by the Executive Committee or Regional Council
- Contract with MPA for the Middle Peninsula subregion

Wally Beauchamp abstained from the final determination for the Northern Neck subregion, as he is the Chairman of the Northern Neck Chesapeake Bay Region Partnership.

## **ADJOURNMENT**

Being no further business, the meeting was adjourned at 3:50 pm.

Respectfully submitted,  
Kate Gibson, Deputy Director  
George Washington Regional Commission

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

**2019**

**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**

Rappahannock Electric Cooperative, Bowling Green Office  
14380 Fredericksburg Turnpike, Woodford, VA 22580

**2020**

**February 10, 2020: 11 AM-1 PM**

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

**April 13, 2020: 11 AM-1 PM**

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

**June 8, 2020: 11 AM-1 PM**

Rappahannock Electric Cooperative, Bowling Green Office  
14380 Fredericksburg Turnpike, Woodford, VA 22580

**August 10, 2020: 11 AM-1 PM**

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

**October 5, 2020: 11 AM-1 PM**

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

**December 14, 2020: 11 AM-1 PM**

Rappahannock Electric Cooperative, Bowling Green Office  
14380 Fredericksburg Turnpike, Woodford, VA 22580