

**Economic Resilience and Recovery (ERR) Implementation and
Economic Resilience and Recovery (ERR) Statewide Competitive
Project Materials**



Economic Resilience and Recovery (ERR) Implementation and ERR Statewide Competitive How to Apply and Timeline

Due to the economic effects of COVID-19 on the Virginia economy, these projects have updated match requirements; grants will require 50% match of the GO Virginia request, to be from any non-state source, with no local match required. This policy is in effect until further notice.

How to Apply

*Staff highly encourages applicants meet with staff to discuss their project idea, prior to submission.

1. Complete the attached “Implementation Grants Initial Project Review Form” and submit it to Jennifer Morgan, morgan@gwregion.org.
2. Within 1-week, staff will schedule an initial project review call to discuss the application and suggest changes.
3. Applicants will have 4 weeks to make edits to the application.
4. Applicants will submit their final application for review by staff and two Council members.
5. Applicants will have 1-week to respond to any questions and submit a final application with tracked changes.
6. Staff will write final comments and submit to the Regional Council for review.

Recommended Call/Meeting with Region 6 Staff			
Applicant Submits Initial Project Review Form	Feb 28, 2020	May 15, 2020	Aug 14, 2020
Initial Project Review Call	March 2 – 6, 2020	May 18-22, 2020	Aug 17 – Aug 21, 2020
Applicant Works on Application	March 9 – April 3, 2020	May 25 – June 19, 2020	Aug 24 -Sept 18, 2020
Applicant Submits Full Application	April 3, 2020	June 19, 2020	Sept 18, 2020
Review of Full Application by Staff and Two Council Members	April 6 – April 17, 2020	June 22– July 2, 2020	Sept 21 – Oct 2, 2020
Applicant Responds to Staff Comments/Council Member Comments	April 20-April 24, 2020	July 6-10, 2020	Oct 5-9, 2020
Applicant Submits Final Application with Tracked Changes	April 24, 2020	July 10, 2020	Oct 9, 2020
Application Sent to Full Council	April 24, 2020	July 10, 2020	Oct 9, 2020
Regional Council Meeting	May 4, 2020	July 20, 2020	Oct 19, 2020
GWRC Submits Approved Applications to DHCD	May 15, 2020	Jul 31, 2020	Oct 30, 2020
State Board Workgroup Review	May 26-28, 2020	Aug 11-13, 2020	Nov 10-12, 2020
State Board Feedback Loop	Jun 1-8, 2020	Aug 14-21, 2020	Nov 16-24, 2020
State Board Meeting (Applications Considered for Final Approval)	June 23, 2020	September 3, 2020	December 8, 2020

*Dates in **Red** are determined by the GO Virginia State Board

**These dates and this application will be updated once the GO Virginia State Board selects dates for calendar year 2021.



Economic Resilience and Recovery (ERR) Implementation and ERR Statewide Competitive Projects - Initial Project Review Form

Project Name:

Project Applicant Name:

Project Applicant Organization:

Date:

What Growth and Diversification plan priority industry cluster/s is your project in?

- Aquaculture/Seafood/Commercial Fishing/Marine Industries
- Forestry/Wood Products/Paper
- Manufacturing
- Distribution/Logistics
- Information/Data Centers
- Professional, Scientific, and Technical Services

What category does your project fall into?

- Entrepreneurial Activities
- Site Development
- Workforce Development

Participating Localities (Minimum 2 Required)

Projects must have at least two participating localities. "Participation" can include financial participation, in-kind contribution, participation on a project advisory team, and/or administration of the project.

Caroline County		King William County		Spotsylvania County	
Essex County		Lancaster County		Stafford County	
City of Fredericksburg		Mathews County		Westmoreland County	
Gloucester County		Middlesex County		Other (specify):	
King and Queen County		Northumberland County		Other (specify):	
King George County		Richmond County		Other (specify):	

Please define the level of participation by each of the localities.

Proposed Localities to be Served by Project

Caroline County		King William County		Spotsylvania County	
Essex County		Lancaster County		Stafford County	
City of Fredericksburg		Mathews County		Westmoreland County	
Gloucester County		Middlesex County		Other (specify):	
King and Queen County		Northumberland County		Other (specify):	
King George County		Richmond County		Other (specify):	



Other Proposed Partners and Collaborators:

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Project Description

Provide a one-page summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project, including:

1. The expenses that GO Virginia funding and match will pay for,
2. Project activities
3. The expected outcome/final product(s) of this project,
4. How this project will create higher paying jobs (or line of sight for potential jobs for an enhanced capacity building grant)?

Identify the project’s approach, outcomes, and goals and how the project relates to the region’s Economic Growth and Diversification plan and the goals of GO Virginia. Specify the evidence of demand/community need for this project.

Proposed Budget:

GO Virginia Request:	\$
Total Match:	\$
Total Project Cost:	\$

Please explain in the chart below your proposed sources of revenue and how you plan to expend these funds. These totals must match.

Project Revenues

*Any amount of funding coming from a state source (Community College, University, Other Grant, must show it is from a non-state source or not count as match but additional leverage towards the project

Source of Revenue	Amount	Type of Revenue (Cash or In-Kind)	Type of Match (Local, Regional, Federal, Private, Non-Profit, Other)	If other, specify	Source of Match	Status of the Match
GO VA Funds	\$0.00	Cash				
	\$0.00					
	\$0.00					

Project Expenditures

Line Items include: Acquisition, Administration, Architectural and Engineering Fees, Clearance and Demolition, Construction, Contract Services, Equipment, Fringe Benefits, Legal Expenses, Machinery/Tools, Planning/Assessment, Rent/Lease, Salaries, Site Work, Studies, Training, Travel, and Other

Line Item	If other, specify	Cost Estimate	Description	Funding Source(s) from Revenues Above	Type of Expenditure (Cash or In-Kind)
		\$0.00			
		\$0.00			
		\$0.00			



Economic Resilience and Recovery (ERR) Implementation and ERR Statewide Competitive Application

Application Information

Project Name:

Date:

Project Applicant

Legal Name:

EIN/TIN:

Address:

Website:

Application Contact

Name:

Title:

Phone:

Email:

Funding Request Summary

GO Virginia Request*:	\$
Total Match**:	\$
Additional Leverage***:	\$
<hr/>	
Total Project Cost:	\$

* There is no cap on the amount of GO Virginia funding that can be requested for Implementation Projects.

**Normally, match from non-state appropriated sources (cash or in-kind) must equal or exceed the GO Virginia fund request. Of the total match amount, 20% or \$50,000 (whichever is greater) must be from local sources (cash or in-kind). *Note: The total match requirement has been reduced to 50% of the GO Virginia request, and the local match requirement has been waived until further notice.

***State appropriated resources cannot be used as match but can be included as "additional leverage."



Economic Impact

1. Project Description: Provide a detailed overview of the proposed project and project activities included in the project budget (scope of work). If the full project scope goes beyond the reflected budget, please provide a breakdown of the current and later phases of project activities. Be sure to clearly detail each activity and how it relates directly to a line item(s) in your budget. (Character Limit: 3,000)

ATTACHMENT: 1-2 Page Executive Summary that explains to someone who does not know anything about the project what it is trying to accomplish. What are the goals of the project? What is the approach to the project? What are the expected outcomes of the project?

2. Project Goals, Approach, and Outcomes: Describe how the project aligns with the region's Economic Growth and Diversification plan, the goals of GO Virginia, and contributes to mitigate the economic impact of the COVID-19 health crisis. Relate the project goals, approach, and outcomes to the specific GO Virginia funding categories (entrepreneurial activities, site development, and/or workforce development), to the specific target industry clusters this project fulfills, to the 25 recommended strategies from the Region 6 Growth and Diversification Plan (Including how it will create higher paying jobs and support traded sector businesses), and the impact of COVID-19 on the Region 6 economy. (Character Limit: 3,000)

3. Project Timeline and Milestones: Describe the project timeline in terms of rough months/quarters and the specific project milestones that will be utilized to track project progress and fund disbursement. (GO Virginia is a reimbursement-based grant and funds will only be disbursed after funds are expended. Match funds must be expended prior to or in proportion to GO Virginia funds.) Projects must be completed within two years from the start date agreed upon in the final contract. Projects should base their timeline on beginning approximately 30 days after the date of approval at the State Board meeting. Address the project administrator's ability to meet these milestones and to take remedial actions in the event that are not achieved. (Character Limit: 3,000)

ATTACHMENT: Project Milestones & Drawdown Schedule

4. Performance Measures: Provide a detailed description of the performance metrics that will be used to quantify success, both quantitative and qualitative, and how the metrics were developed. (Character Limit: 3,000)

ATTACHMENTS: Performance Metrics

5. Population Impact: In terms of interregional collaboration, how do the ROI, performance metrics, and/or economic impact take into consideration the varying populations of the participating localities and/or regions. How will the applicant ensure that project activities occur in each region and/or statewide?

Regional Collaboration

6. Service Area and Local Partners: In the chart below, identify localities participating in the project contributing towards the two required localities (financially or administratively) as well as those



localities that are served by the project. **Please define the level of participation by each of the localities.** “Participation” can include financial participation, in-kind contribution, participation on a project advisory team, and/or administration of the project. (Character Limit: 3,000)

	Participating Locality	Part of Project Service Area	Population Estimates (2016 Census Data)
Caroline County	<input type="checkbox"/>	<input type="checkbox"/>	30,178
Essex County	<input type="checkbox"/>	<input type="checkbox"/>	11,123
City of Fredericksburg	<input type="checkbox"/>	<input type="checkbox"/>	28,297
Gloucester County	<input type="checkbox"/>	<input type="checkbox"/>	37,214
King and Queen County	<input type="checkbox"/>	<input type="checkbox"/>	7,159
King George County	<input type="checkbox"/>	<input type="checkbox"/>	25,984
King William County	<input type="checkbox"/>	<input type="checkbox"/>	16,334
Lancaster County	<input type="checkbox"/>	<input type="checkbox"/>	10,972
Mathews County	<input type="checkbox"/>	<input type="checkbox"/>	8,782
Middlesex County	<input type="checkbox"/>	<input type="checkbox"/>	10,778
Northumberland County	<input type="checkbox"/>	<input type="checkbox"/>	12,222
Richmond County	<input type="checkbox"/>	<input type="checkbox"/>	8,774
Spotsylvania County	<input type="checkbox"/>	<input type="checkbox"/>	132,010
Stafford County	<input type="checkbox"/>	<input type="checkbox"/>	144,361
Westmoreland County	<input type="checkbox"/>	<input type="checkbox"/>	17,592
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	

Does the application request a waiver of the local match requirement? (\$50,000 or 20% provided by participating localities, whichever is greater).

Are there localities or other GO Virginia regions (including interstate collaborations) that are outside the applying region that are participating in the project? If so, describe the nature of the collaboration and the anticipated impact.

7. Collaboration and Cost Efficiencies: Identify cost efficiencies, repurposing of existing funds, drawdown of federal relief or stimulus funds, leveraging of existing assets, or other evidence of collaboration that can be demonstrated as a result of the project. (Character Limit: 3,000)

8. Coordination with Existing Programs: Discuss existing grant requests or programs with similar goals and indicate how the proposed project is not duplicative of, but additive to, other efforts to mitigate the economic impact of the COVID-19 crisis or assist in the economic recovery of the region. (Character Limit: 3,000)



Project Readiness

9. Partner Roles and Resources Committed: Describe all partner organizations involved with the implementation of the project, including the entity's role, financial or in-kind commitment, and capacity to successfully execute their duties as they relate to the project. These may include but are not limited to school divisions, community colleges, public and private institutions of higher education, economic and workforce development entities, local governments, regional organizations, planning district commissions, and nonprofit organizations. (Character Limit: 3,000)

ATTACHMENTS: Letters of commitment from localities and other partners participating in project detailing commitment, in-kind contribution forms, and letters of support from localities, local government entities, and other partners, or businesses that support this project.

10. Primary Project Manager: Identify the primary project manager(s) from each region, and how they will facilitate project implementation across regions. Describe the division of responsibility and the plan for communication between project administrators, support organizations, higher education institutions, private businesses, etc. from across regions.

11. Project Barriers: Discuss any major barriers to successful implementation and other associated risks along with a plan to overcome them. How will the project administrator address these barriers? The response also should include any items that must occur prior to initiation of the project or execution of the contract (acquisitions, funding, agreements, partnerships, permits, etc.) and potential timeline impacts for those items. (Character Limit: 3,000)

12. Prerequisite Activities: Discuss prerequisite activities undertaken by the collaborating parties to increase efficiency with regard to program delivery and support for the project once launched. (Character Limit: 3,000)

13. Consultation with Subject Matter Experts: Discuss how the project developers have consulted with subject matter experts regarding the efficacy and viability of the proposal and how the methodology and approach has been validated. (Character Limit: 3,000)

14. Consultation with Localities: Discuss how the project developers have consulted with local government entities regarding the strategy and implementation of the project. The response should include how local government and economic development partners were actively engaged in the development of the project. (Character Limit: 3,000)

15. Project Budget: Identify the total project budget and the sources and uses for matching funds and leverage. If the project is requesting a waiver of the total match requirement and/or local match requirement, please explain the justification for the waiver. (Character Limit: 6,000)

ATTACHMENTS: Budget Overview Form, Financial Letters of Commitment, and In-Kind Contribution Forms.

- a) Does the project have the required \$2:1 match? If so, what are the sources/uses for these funds?
- b) Are any additional funds or in-kind contributions serving as leverage for the project? If so, what are the sources/uses for these funds?



Project Sustainability

16. Project Sustainability: While the ERR Program is designed to address regional economic recovery in near term, long term sustainability is less of a factor in the review process. If relevant, please describe if the program aspires to achieve stable, long-term sustainability beyond the initial funding period? (Character Limit: 3,000)

Required Attachments Forms

*Documents must be submitted in order as listed below as one PDF. Only the budget document should be submitted as an Excel document.

1. 1-2 Page Executive Summary (template attached)
2. Project Milestones & Drawdown Schedule (template attached)
3. Performance Metrics (template attached)
4. Letters of Financial (Cash) Commitment (Must clearly state locality contribution, amount, and description, cover sheet attached)
5. In-Kind Contribution Forms (if applicable; cover sheet and template attached)
6. Letters of Support (should include local businesses, chambers, universities, and local governments on why this project is necessary to move the region forward and any others interested in project, cover sheet attached)
7. Budget Overview Form (template attached)

Optional Attachments

- Project Manager Resume
- Other Supporting Documentation
- Memorandums of Understanding between all project partners detailing roles and responsibilities



Executive Summary

This should be a 1-2 page overview of the project, that explains to someone who does not know anything about the project what it is trying to accomplish. This document should be able to stand alone from the application and provide a full summary of the project.



Performance Metrics Template

Performance Metrics

Outputs (Project Activities, i.e. # acreage or square feet developed, # credentials awarded, # individuals reached, # new participants engaged, # new partnerships established, # plans/reports completed, # workers trained, # workshops hosted)

Outcomes* (Project Impact, i.e. # businesses created, # clusters expanded, \$ costs reduced, # graduates/trainees hired, # jobs created/retained, \$ leveraged private investment (LPI), \$ revenues increased, \$ tax revenue increased)

*Not required for Enhanced Capacity Building Projects

(Word version available at <https://govirginia6.org/apply/>)



Letters of Financial (Cash) Commitment Cover Sheet

(Must clearly state amount committed). Please place letters in order behind this section of the application.

Partner Name	Amount of Cash Contribution	If Letter Pending, Date Expected
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



In-Kind Contribution Forms Cover Sheet

*If applicable; template attached. Please place in-kind forms in order behind this section of the application.

Partner Name	Amount of In-Kind Contribution	If Form Pending, Date Expected
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



In-Kind Contribution Form

In-Kind Contribution Form

Support Organization: George Washington Regional Commission
Regional Council: Mary Ball Washington Regional Council (Region 6)

Contributor Information

Name of Business/Individual: _____
Name of Primary Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

Contributed Goods or Services

Description of Contributed Goods or Services: _____

Date(s) Contributed: _____
Real or Estimated Value of Contribution: \$ _____
How was the value determined?: Actual Value Appraisal Other
Please explain: _____

Who Made this Value Determination?: _____

Is there a restriction on the use of this contribution?: No Yes
If yes, what are the restrictions?: _____

Contribution Obtained or Supported with State funds?: No Yes
If yes, please provide the name of the State agency and grant/contract number: _____

Signature of Contributor

Date Contributed

(Excel version available at <https://govirginia6.org/apply/>)



Letters of Support Cover Sheet

Letters from organizations not providing financial or in-kind contribution. Please place letters of support in order behind this section of the application.

Partner Name



Budget Overview Form

GO Virginia Region 6 Budget Overview - Project Revenues

Instructions: Below, please indicate total project revenues, including both GO Virginia funds and match contributions. For match contributions, indicate type, source, and status of match.

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State appropriated resources cannot count towards the match amount but can be included as “additional leverage.”

Source of Revenue	Amount	Type of Revenue (Cash or In-Kind)	Type of Match (Local, Regional, Federal, Private, Non-Profit, Other)	If other, specify	Source of Match	Status of the Match
GO VA Funds	\$0.00	Cash				
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					

