Mary Ball Washington Regional Council
GO Virginia Region 6
www.govirginia6.org
Interview Panel Meeting
February 10, 2020
Rappahannock Community College, Glenns Campus

AGENDA

Call to Order	William Beale
Introductions	Jennifer Morgan
Public Involvement	William Beale
Presentation of Stafford Cyber and Smart Tech Application Staff Report Applicant Interview Panel Discussion	Jennifer Morgan
Presentation of Northern Neck Workforce Training Feasibility Study Application Staff Report Applicant Interview Panel Discussion	Jennifer Morgan
Presentation of King and Queen Telework-Business Incubator Center Staff Report Applicant Interview Panel Discussion	Jennifer Morgan
Adjournment	William Beale

Mary Ball Washington Regional Council

GO Virginia Region 6

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Interview Panel Meeting

December 9, 2019

Rappahannock Electric Cooperative, Woodford, VA

MEMBERS PRESENT AND VOTING: Billy Beale, Chair; Bruce Davis; Steve Goodall; Ann Lewis

MEMBERS ABSENT: None

STAFF: Kate Gibson, GWRC; Jennifer Morgan, GWRC; Neal Barber, Community Features

OTHERS IN ATTENDANCE: Liz Povar, Middle Peninsula Alliance; Jerry Davis, Northern Neck PDC; Lisa Hull, Northern Neck PDC; Jackie Davis, Bay Consortium Workforce Development Board; John Holden, Stafford County Department of Economic Development and Tourism; Theo Zotos, Stafford County Department of Economic Development and Tourism

CALL TO ORDER

Mr. Beale called the meeting to order at 8:30 a.m.

PUBLIC INVOLVEMENT

Liz Povar, Middle Peninsula Alliance (MPA), entered a letter on behalf of the MPA's Chairman, Travis Moskalski, to the Council to be submitted to the record in regards to the Northern Neck Workforce Training Feasibility Site Selection Study. Ms. Povar wanted to inform the Interview Panel that the application language does not include the Middle Peninsula, there are no business support or letters of support from Middle Peninsula localities, and recommends bringing in letters of support from businesses and Middle Peninsula localities if this project is going to explore the entire Rappahannock Community College region.

PROJECT INTERVIEWS

The Interview Panel met with Stafford County Department of Economic Development and Tourism, who presented on behalf of the project applicant, the Industrial Development Authority of Stafford County Virginia (dba Stafford Economic Development Authority) and developed a recommendation for the full Regional Council. Staff presented to the Interview Panel their comments and concerns on the project application and Mr. Beale asked questions of the applicant about what the specifics that their project would complete.

The Interview Panel met with the Northern Neck PDC, who presented on behalf of the project applicants, Northern Neck PDC, Rappahannock Community College, and the Bay Consortium Workforce Development Board. Staff presented to the Interview Panel their comments and concerns on the project application and Mr. Beale asked questions of the applicant about how the applicant would include the Middle Peninsula in their project, what current workforce training is being done at the community college and how this would build on that, and expanding performance metrics.

DISCUSSION

After conducting the interview, the Interview Panel discussed the recommendation to the Regional Council.

The Interview Panel recommended deferment of the Stafford County Cyber & Smart Tech Entrepreneurial Development Program until the February meeting for applicant changes to be made.

Mr. Beale motioned to accept this recommendation and Mr. Davis seconded the motion. All were in favor and none opposed.

The Interview Panel recommended deferment of the Northern Neck Workforce Training Feasibility Site Selection Study until the February meeting for applicant changes to be made. Mr. Beale motioned to accept this recommendation. Mr. Goodall recused himself from the vote due to his involvement on the Bay Consortium Workforce Development Board. Mr. Davis seconded the motion. All were in favor, with Mr. Goodall abstaining.

Respectfully submitted,
Jennifer Morgan, Economic Development Coordinator
George Washington Regional Commission

DRAFT

GO VIRGINIA
VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION

1

Project Title: Fredericksburg Region Cyber & Smart Tech Entrepreneurial Development Program

- Applicant: Stafford Industrial Development Authority/Economic Development Authority
- Localities Covered: Stafford County, City of Fredericksburg, King George County
- Growth and Diversification Plan Strategy Area (s): Professional and Technical Services
- Type: Enhanced Capacity Building
- GOVA Funds Requested: $75,000
- Matching Funds: $102,500 committed; additional $17,000 anticipated
- Total Cost: $177,500 – 189,5000

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Project Overview

- Fredericksburg Region Cyber & Smart Tech Entrepreneurial Development Program will assess the market demand for a Cyber and Smart Tech Entrepreneur program and the capacity of Stafford County's Economic Development Authority and Economic Development and Tourism Department to deliver such a program.
- The applicant will hold 4-5 events to determine demand.

3

How the Revised Application Responds to Regional Council Requests

- Request: Explain what market demand they are analyzing, what benchmarks they are using, or how this will compare across the region.
  - The applicant explains in Question 1, they are examining the market to deploy a successful technology-based entrepreneurial development program in the region.
- Request: The applicant does not state how they would assess participants at events to gauge their needs and desire for an accelerator program and/or events.
  - The applicant has created an event survey that will answer these questions. See attachment.
- Request: Staff suggests clarifying that applicant will engage businesses across Region 6 and removing language about other jurisdictions implementing similar programs, if this project is intended to serve whole region/possibly state.
  - The applicant strengthened their connection with King George and Fredericksburg, while focusing regionally in the current state of the project.
- Request: How will the project applicant use GO Virginia funding?
  - GO Virginia funds will be used to pay R!OT for services around event programming and event costs.
  - Staff Concern: Staff recommends a detailed proposal on what services R!OT will provide as a consultant on this project and what in-kind staff time will be used for.

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GO VIRGINIA
VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION

5

Project Title: Northern Neck Workforce Training Feasibility Study

- Applicant: Northern Neck Planning District Commission
- Localities Covered: Essex County, Gloucester County, King and Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northumberland County, Richmond County, Westmoreland County
- Growth and Diversification Plan Strategy Area (s): 1) manufacturing; 2) forestry/wood products/paper; and 3) aquaculture, commercial fishing, and seafood processing
- Type: Enhanced Capacity Building
- GOVA Funds Requested: $62,500
- Matching Funds: $62,500
- Total Cost: $125,000

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Project Overview

- The Northern Neck Planning District Commission plans to examine current and future workforce needs and the requirements for undertaking appropriate training to meet the available jobs of today and in the future.
- The assessment will include a blueprint of what is needed by local companies and other workforce needs, prioritization for implementation, cost estimates, and the necessary steps to improve the quality and quantity of workforce training in the region.
- The feasibility study will include an assessment of the entire Rappahannock Community College service area, determine demand for training, estimate the cost for training delivery (operations, equipment, curriculum, staff) for every type of training, determine potential building locations, provide regional site selection analysis, and recommendations for further steps.

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How the Revised Application Responds to Regional Council Requests

- Request: Staff concerns center around ensuring that the project will examine all localities located in the Rappahannock Community College (RCC) service area as established in section 6 of the application, Service Area and Local Partners.
  - Management Team and Technical Advisory Committee
- Request: The application should clarify how the analysis will differ from or elaborate on the workforce analysis of the Growth and Diversification Plan or the WIB plan.
  - Growth and Diversification Plan in the section on page 3, Investment Strategies and Recommendations, specifically Strategies II5 and II9: (5) Realign training and education programs to meet industry requirements and (9) Expand regional workforce development and technical education centers
- Request: Staff recommends clarification on how at least one of the six priority industry clusters will be examined in the study.
  - 1) manufacturing; 2) forestry/wood products/paper; and 3) aquaculture, commercial fishing, and seafood processing.
- Request: Staff suggests including in the final report 1) how proposed programs can coordinate with existing programs, 2) recommended sources of ongoing funding for proposed programs, and 3) recommended partners for proposed programs.
  - Applicant clarified that this would be included in final feasibility study.
- Request: What businesses will be contacted?
  - Businesses approached will be located in the Northern Neck and/or Middle Peninsula and be engaged in one of the three GO Virginia priority industry clusters included in this project: manufacturing, aquaculture, and agriculture/forestry.

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GO VIRGINIA

VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION

9

Project Title: King and Queen Telework-Business Incubator Center

- Applicant: King and Queen County
- Localities Covered: Essex County, King and Queen County, King George County, King William County, Mathews County, Middlesex County, Town of West Point
- Growth and Diversification Plan Strategy Area (s): Professional, Scientific and Technical Services
- Type: Enhanced Capacity Building
- GOVA Funds Requested: $200,525
- Matching Funds: $1,010,000
- Total Cost: $1,210,525

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Project Overview

- King and Queen County will use GO Virginia funds to build out and establish and incubator center in King and Queen County.
- This project will use GO Virginia funds in two ways, the first will complement the build-out of the King and Queen Telework-Business Incubator Center located on the Rt 33 Corridor by purchasing equipment and technology for the center to function.
- The second use of GO Virginia funds will be to build capacity to offer Small Business training classes and general business assistance. GO Virginia funds will be used to pay for a staff director of the training center, pay for an onsite trainer to deliver small business training classes, develop a small business training curriculum, and marketing the program. These services will be provided to business owners through training, one-on-one technical assistance and lending.

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Staff Concerns

- Staff concerns center around the timeline of this project. The project team has indicated that the project will not begin until July 1, 2021 and do not wish to receive GO Virginia funding until that point.
  - The applicant has notified staff that construction on the building will not begin until September 2021 and do not know when the building will be completed. GO Virginia funds cannot be used for the construction of the building.
  - In terms of procedural process, the Region 6 Council has the ability to approve the project now, and hold the project from submitting to DHCD but must also hold the requested $200,525 from other projects until the applicant wants to move forward.
- The applicant has described this project to be a "rehashing" of the Middle Peninsula Small Business Development Partnership (MPBDP). This program ran for 11 years, yet when funding from the state ceased, so did the program.
- The biggest portion of the GO Virginia budget is for the staff and initial program costs.
- There is a lack of documentation to show regional collaboration from surrounding localities.
- There is little coordination with existing business development services and local SBDC's, and businesses that went through the Middle Peninsula Small Business Development Partnership on why these services are beneficial and needed again. There are no letters included in demand documentation as to why from the local business community these services are needed or would be utilized.
- There is no letter of support from the Middle Peninsula Alliance or King and Queen EDA who are listed as project partners.
- Staff believes this should be an implementation grant not enhanced capacity building, therefore would require the 20% or $50,000 local match, which the applicant has done.

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GO VIRGINIA
VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

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Staff Review: Fredericksburg Region Cyber & Smart Tech Entrepreneurial Development Program

Original Application Submitted: 11/22/19

Summary of Application

The Industrial Development Authority of Stafford County Virginia is requesting a $75,000 grant to support a $167,000 to $172,000 project to assess the market demand for a Cyber and Smart Tech Entrepreneur program and the capacity of Stafford County's Economic Development Authority and Economic Development and Tourism Department to deliver such a program. The applicant meets Region 6's priority industry cluster of Professional, Scientific and Technical Services with a focus on high-growth technology based companies and the State's category of entrepreneurial activities.

The test program proposed by the applicant will allow the applicant to assess the market and build a business model for a sustained program and Cyber and Smart Technologies Accelerator Program in Stafford. The applicant will hold 4-5 events. The first event will celebrate the region's position as a Center of Cyber and the Smart City project and introduce cyber and "smart" initiatives in Stafford, entrepreneurial activities, and a mission-critical panel on Cybersecurity Maturity Model Certification. The other events will initiate an entrepreneurial development program to foster cyber and smart internet of things (IoT) development. The outcome will be a "customer discovery" report and assessment of whether this program may be sustained in the region. Secondarily, the project will include an assessment and model for a technology-based accelerator program for the region.

Project partners include Stafford Economic Development Authority ($15,000 cash match), Stafford County Economic Development and Tourism Department ($35,000 in-kind and $15,000 cash match), OST, Inc ($15,000 in-kind match), and anticipated additional in-kind leverage of $12,000 from local partners. Additional support partners include the City of Fredericksburg Department of Economic Development and Tourism, King George County Department of Economic Development and Tourism, the Fredericksburg Regional Chamber of Commerce, the American Cyber League, GCubed, Inc, HarkCon, Selling Power Magazine, and Intuit.

Threshold Review

THRESHOLD – *required criteria to be considered for GO Virginia funds*	
a. Does the applicant demonstrate capacity to manage the grant?	YES
b. Does the project align with GO Virginia strategies?	YES
c. Does the project carry out the goals/objectives of the Region 6 Economic Growth & Diversification Plan?	YES
d. Does the project contribute, either directly or indirectly, to the creation of higher-paying jobs for the region?	YES
e. Does the project address, either directly or indirectly, businesses that receive more than 50% of their revenue from out of state?	YES
f. Does the project have at least two participating localities, political subdivisions, or public bodies corporate and politic?	YES
g. Does the project have non-state source(s) of revenue at least equal to the requested GO Virginia grant?	YES

h.	If no, is there a fiscal distress or unique economic opportunity justification for the reduced match? (In no instance will the match be less than half of the requested GO Virginia grant request.)	N/A
i.	Are the participating localities contributing at least 20%, or $50,000, whichever is greater, of the required match? (Not required for Enhanced Capacity Building Projects seeking administrative approval.)	YES
j.	If no, does the project demonstrate the ability to benefit the majority of the region or region(s) and that the benefitting localities were approached but unable to financially contribute to the project?	N/A
k.	Is the project sustainable after GO Virginia funds?	N/A

Staff Considerations

How the Revised Application Responds to Regional Council Requests

Request: How will the project applicant use GO Virginia funding?

> Response: GO Virginia funds will be used to pay R!OT for services around event programming and event costs. Funding would allow R!OT staff to conduct lunch and learns to measure the health and energy of the region's engagement in an entrepreneurial program.
>
> Staff Concern: The application addressed what the events they will hold will be under Question 4 of the application, but staff cannot find within the application what is the programming that R!OT is providing that GO Virginia is paying for. Staff recommends a detailed proposal on what services R!OT will provide as a consultant on this project and what in-kind staff time will be used for.

Request: Explain what market demand they are analyzing, what benchmarks they are using, or how this will compare across the region.

> Response: The applicant explains in Question 1, they are examining the market to deploy a successful technology-based entrepreneurial development program in the region.

Request: The applicant does not state how they would assess participants at events to gauge their needs and desire for an accelerator program and/or events. Staff recommends developing an evaluation based and will work with applicant to develop this.

> Response: The applicant has created an event survey that will answer these questions. See attachment.

Request: Staff suggests clarifying that applicant will engage businesses across Region 6 and removing language about other jurisdictions implementing similar programs, if this project is intended to serve whole region/possibly state.

> Response: The applicant strengthened their connection with King George and Fredericksburg, while focusing regionally in the current state of the project.

Request: The applicant centers their project around a start date of February 1, 2020, detailing it as "mission critical" to their project to begin funding by then and missing a key component of the project if

funding is not available. The applicant will need to update their project timeline to match funding cycles and detail how this will not affect the structure of their program.

Response: The applicant has updated their timeline to match funding timeline.

Request: Drawdown schedule may need to be revised to ensure match funds are expended prior to or in proportion to GO Virginia funds.

Response: Updated.

Staff Review: Northern Neck Workforce Training Feasibility and Site Selection Study

Original Application Submitted: 11/26/19

Summary of Application

The Northern Neck Planning District Commission is requesting a $62,500 grant to support a $125,000 project to examine current and future workforce needs and the requirements for undertaking appropriate training to meet the available jobs of today and in the future. The assessment will include a blueprint of what is needed by local companies and other workforce needs, prioritization for implementation, cost estimates, and the necessary steps to improve the quality and quantity of workforce training in the region. The Northern Neck Planning District Commission will contract with a consultant who will survey the region and determine a path forward for workforce training delivery in the Northern Neck, with private sector input. The feasibility study will include an assessment of the entire Rappahannock Community College service area, determine demand for training, estimate the cost for training delivery (operations, equipment, curriculum, staff) for every type of training, determine potential building locations, provide regional site selection analysis, and recommendations for further steps.

The project is led by a management team consisting of the Bay Consortium Workforce Development Board, Rappahannock Community College, and the Northern Neck PDC. The technical advisory committee will consist of local industry representatives, education stakeholders, economic development officials, localities, and chambers of commerce from the Middle Peninsula and the Northern Neck, to be chaired by the President of Rappahannock Community College (RCC). The purpose of this committee is to provide guidance for the training needs assessment in the entire RCC service area through meetings with the consultant ensuring appropriate industry participation in the study. Also, the committee will communicate the study's progress with regional stakeholders. Project partners include Bay Consortium Workforce Development Board ($62,500 cash match), Virginia Governor's Chief Workforce Development Advisor, and Rappahannock Community College. Letters of Support have been received from The Governor's Chief Workforce Development Advisor, Richmond County, Westmoreland County, Lancaster County, Northumberland County, Rappahannock Community College, the Bay Consortium Workforce Development Board, Essex County, and Gloucester County.

Threshold Review

THRESHOLD – *required criteria to be considered for GO Virginia funds*	
a. Does the applicant demonstrate capacity to manage the grant?	YES
b. Does the project align with GO Virginia strategies?	YES
c. Does the project carry out the goals/objectives of the Region 6 Economic Growth & Diversification Plan?	YES
d. Does the project contribute, either directly or indirectly, to the creation of higher-paying jobs for the region?	YES
e. Does the project address, either directly or indirectly, businesses that receive more than 50% of their revenue from out of state?	YES
f. Does the project have at least two participating localities, political subdivisions, or public bodies corporate and politic?	YES
g. Does the project have non-state source(s) of revenue at least equal to the requested GO Virginia grant?	YES

h.	If no, is there a fiscal distress or unique economic opportunity justification for the reduced match? (In no instance will the match be less than half of the requested GO Virginia grant request.)	N/A
i.	Are the participating localities contributing at least 20%, or $50,000, whichever is greater, of the required match? (Not required for Enhanced Capacity Building Projects seeking administrative approval.)	YES
j.	If no, does the project demonstrate the ability to benefit the majority of the region or region(s) and that the benefitting localities were approached but unable to financially contribute to the project?	N/A
k.	Is the project sustainable after GO Virginia funds?	YES

How the Revised Application Responds to Regional Council Requests

Request: Staff concerns center around ensuring that the project will examine all localities located in the Rappahannock Community College (RCC) service area as established in section 6 of the application, Service Area and Local Partners. The applicant has stated that the project will be located on the Northern Neck and program delivery will be in Northern Neck localities. The applicant has not shown how they will examine workforce needs and program delivery in the Middle Peninsula, areas serviced by RCC and listed as service area and local partners.

> Two groups would be formed in the course of this project: 1) a management team and 2) a technical advisory committee. Consisting of the applicant and grant partners, the management team will oversee the study process, beginning with the Request for Proposals, and consultant selection. The technical advisory committee will consist of local industry representatives, education stakeholders, economic development officials, localities, and chambers of commerce from the Middle Peninsula and the Northern Neck, to be chaired by the President of Rappahannock Community College (RCC). The purpose of this committee is to provide guidance for the training needs assessment in the entire RCC service area through meetings with the consultant ensuring appropriate industry participation in the study. Also, the committee will communicate the study's progress with regional stakeholders.

The application should clarify how the analysis will differ from or elaborate on the workforce analysis of the Growth and Diversification Plan or the WIB plan.

> The applicant has stated that commissioning a feasibility study on workforce training is the next logical step to address the workforce gaps and misalignment identified in the updated Growth and Diversification Plan in the section on page 3, Investment Strategies and Recommendations, specifically Strategies II5 and II9: (5) Realign training and education programs to meet industry requirements and (9) Expand regional workforce development and technical education centers. This study proposes to address both of these strategies.

Request: Staff recommends clarification on how at least one of the six priority industry clusters will be examined in the study.

> The project would address at least three of the priority clusters in the Region 6 Growth and Diversification Plan: 1) manufacturing; 2) forestry/wood products/paper; and 3) aquaculture, commercial fishing, and seafood processing.

Request: Staff recommends additional letters of support from local businesses that will be surveyed as part of the study supporting this work.

Staff Concern: This has not been addressed.

Request: Staff suggests including in the final report 1) how proposed programs can coordinate with existing programs, 2) recommended sources of ongoing funding for proposed programs, and 3) recommended partners for proposed programs.

Applicant clarified that this would be included in final feasibility study.

Request: Will the project solely examine the workforce needs of businesses or will it also examine the current and potential curriculum capacity of RCC?

Staff Concern: This has not been addressed.

Request: What businesses will be contacted? Who will determine what businesses are contacted? What is the criteria for selecting businesses? What information will be collected from businesses? Will businesses from all identified localities be surveyed?

Businesses approached will be located in the Northern Neck and/or Middle Peninsula and be engaged in one of the three GO Virginia priority industry clusters included in this project: manufacturing, aquaculture, and agriculture/forestry.

Request: How sites for the study will be considered and selected? What criteria will be used to examine sites included in the study? How many sites will be considered? Who will have input on the site selection process? What is the threshold for sites?

Staff Concern: This has not been addressed.

Request: How will the RFP be developed? Who will review it? Who will approve the RFP? Who will select the final consultant?

The management team will coordinate the activities of the project; the Bay Consortium Workforce Development Board, Inc. will provide funding through the Chief Advisor of Workforce Development, and contribute subject matter expertise; Rappahannock Community College will ensure that the entire region's needs are addressed, and contribute subject matter expertise; selected industries, as identified through advisory committee meetings with the consultant, will participate as required as the study progresses.

Request: Who will be on the technical steering committee? Staff recommends a definition of "grant partners and local industry representatives".

The technical advisory committee will consist of local industry representatives, education stakeholders, economic development officials, localities, and chambers of commerce from the Middle Peninsula and the Northern Neck, to be chaired by the President of Rappahannock Community College (RCC). The purpose of this committee is to provide guidance for the training needs assessment in the entire RCC service area through meetings with the consultant ensuring appropriate industry participation in the study. Also, the committee will communicate the study's progress with regional stakeholders.

Staff Review: King and Queen Telework-Business Incubator Center

Original Application Submitted: 1/24/2020

Summary of Application

King and Queen County, in conjunction with King and Queen Economic Development Authority, the Town of West Point, the Middle Peninsula Planning District Commission, and the Middle Peninsula Alliance are requesting $200,525 in GO Virginia funds to support a $1,210,525 project to build out and establish an incubator center in King and Queen County. This project meets Region 6's Growth and Diversification Plan priority industry cluster of Professional, Scientific and Technical Services, while meeting the goal of the plan to reduce the number and percentage of workers commuting to higher-paying jobs in neighboring metropolitan areas. This project meets the State's priority investment strategy of Entrepreneurial Development.

This project proposes to follow the recently approved Region 5 Eastern Shore The GIG-(Gather+innovate+Grow) initiative. This project will use GO Virginia funds in two ways, the first will complement the build-out of the King and Queen Telework-Business Incubator Center located on the Rt 33 Corridor by purchasing equipment and technology for the center to function. The project will provide more targeted access to resources and support for innovative, high-growth, scalable startup businesses.

The second use of GO Virginia funds will be to build capacity to offer Small Business training classes and general business assistance. GO Virginia funds will be used to pay for a staff director of the training center, pay for an onsite trainer to deliver small business training classes, develop a small business training curriculum, and marketing the program. These services will be provided to business owners through training, one-on-one technical assistance and lending. The focal point of this effort is with those businesses with fewer than five employees (microenterprises), with a particular emphasis on providing minorities, women and youth with access to capital, training and technical assistance to start or grow businesses in the Middle Peninsula and surrounding counties.

The King and Queen Telework-Business incubator center will serve as a "one-stop-shop" providing a full range of assistance to people starting a small business as well as strengthening or expanding an existing local enterprise. The Center will offer revolving loan business financing options available usually upon the culmination of a participating business completing training and technical assistance necessary to write a business plan and estimate the potential profitability of their venture.

Project partners include King and Queen County ($750,000 cash match and $120,000 in locally owned/controlled asset match for internet services) and the Middle Peninsula PDC ($140,000 in-kind/cash match (revolving loan fund to businesses completing training)). Additional support partners include the King and Queen Economic Development Authority, the Town of West Point, and the Middle Peninsula Alliance.

Threshold Review

THRESHOLD – *required criteria to be considered for GO Virginia funds*	
a. Does the applicant demonstrate capacity to manage the grant?	YES
b. Does the project align with GO Virginia strategies?	YES
c. Does the project carry out the goals/objectives of the Region 6 Economic Growth & Diversification Plan?	YES
d. Does the project contribute, either directly or indirectly, to the creation of higher-paying jobs for the region?	MAYBE
e. Does the project address, either directly or indirectly, businesses that receive more than 50% of their revenue from out of state?	YES
f. Does the project have at least two participating localities, political subdivisions, or public bodies corporate and politic?	YES
g. Does the project have non-state source(s) of revenue at least equal to the requested GO Virginia grant? h. If no, is there a fiscal distress or unique economic opportunity justification for the reduced match? (In no instance will the match be less than half of the requested GO Virginia grant request.)	YES N/A
i. Are the participating localities contributing at least 20%, or $50,000, whichever is greater, of the required match? (Not required for Enhanced Capacity Building Projects seeking administrative approval.) j. If no, does the project demonstrate the ability to benefit the majority of the region or region(s) and that the benefitting localities were approached but unable to financially contribute to the project?	YES N/A
k. Is the project sustainable after GO Virginia funds?	N/A

Staff Considerations

Staff concerns center around the timeline of this project. The project team has indicated that the project will not begin until July 1, 2021 and do not wish to receive GO Virginia funding until that point.

- The applicant has notified staff that construction on the building will not begin until September 2021 and do not know when the building will be completed. GO Virginia funds cannot be used for the construction of the building.
- There is no defined timeline of when classes will be able to begin or when employees will be hired.
- There is no defined timeline as to how long the small business classes will be and how that will be shown in metrics of number of businesses served, number of jobs created, number of businesses expanded, number of businesses founded, etc.
- In terms of procedural process, the Region 6 Council has the ability to approve the project now, and hold the project from submitting to DHCD but must also hold the requested $200,525 from other projects until the applicant wants to move forward.

The applicant has described this project to be a “rehashing” of the Middle Peninsula Small Business Development Partnership (MPBDP). This program ran for 11 years, yet when funding from the state ceased, so did the program. The applicant has not detailed how this program will be different and sustainable after GO Virginia funding ceases.

The biggest portion of the GO Virginia budget is for the staff and initial program costs. The commitment to continue those services is weak. Need a strong letter form the County Administrator on continued funding for these positions or show a way in which their salaries will continued to be paid.

There is a lack of documentation to show regional collaboration from surrounding localities. *The applicant has notified staff they reached out to the University of Mary Washington SBDC to partner on this application but had not received a response at the time of submission.

There is little coordination with existing business development services and local SBDC's, and businesses that went through the Middle Peninsula Small Business Development Partnership on why these services are beneficial and needed again. There are no letters included in demand documentation as to why from the local business community these services are needed or would be utilized.

There is no letter of support from the Middle Peninsula Alliance or King and Queen EDA who are listed as project partners.

The outputs and outcomes do not match with what the project says it is completing. Outputs should match the milestones of the project and what will be completed, while outcomes are from the businesses served, expanded, retained, etc and jobs created, retained, wage data, etc.

Number of square feet developed is not a metric to measure the effectiveness of a startup ecosystem.

Staff believes this should be an implementation grant not enhanced capacity building, therefore would require the 20% or $50,000 local match, which the applicant has done.

Staff suggests the project name did not start out with Telework - it would be better if it was something like Business Innovation Center.

Staff sees the case for support of the target industry clusters is very weak. Staff suggests strengthening it by targeting the marketing efforts towards businesses/individuals engaged in several of the target industry clusters.

Staff would like to see a stronger ROI to the case for higher paying jobs.

GO Virginia funds cannot be used for the construction of the building. Therefore, the ask for $23,000 for key cards and hallway development will need to come from match.

Question 1 Project Description: The character count with spaces, as listed in the application, is 6,000. A 1-2 page Executive Summary is missing from the application packet. To be aware of, charts and images cannot be uploaded in CAMS under these questions.

Feasibility Study Attachments: Please include studies that have been done to show why out commuting in the area is an issue.