



**REGION 9 COUNCIL MEETING  
AUGUST 20, 2024  
9:30 am to 11:30 am  
ALL-VIRTUAL MEETING**

For connection questions, call 434-979-5610 ext. 106.

<https://us06web.zoom.us/j/88499666508>

Meeting ID: 884 9966 6508

**AGENDA**

- 1. Opening** **Ethan Dunstan, Chair**
  - a. Call to Order
  - b. Roll Call
  - c. Public Comment
  
- 2. Consent Agenda – ACTION ITEM** **Ethan Dunstan**
  - a. Meeting Minutes, June 27, 2024
  - b. Financials through June 30, 2024
  - c. MEMO: FY 2025 Capacity Building Contract – New version
  - d. MEMO: Leadership to Finalize Project VITAL Contract and MOU
  - e. Director Report
  
- 3. MEMO: Electronic Meeting & Remote Participation Policy – ACTION ITEM** **Ethan Dunstan**
  
- 4. Updates** **Ethan Dunstan**
  
- 5. Project Updates: Talent Development** **Ethan Dunstan**
  - *Managing Outcomes* – Christie Taylor, Grants Manager, Region 9
  - *Talent Supply Connector* – Sarah Morton, Director Virginia Career Works
  - *Tech Talent Retention* – Katie Dulaney, Talent Director, Central Virginia Partnership
  - Discussion
  
- 6. Project Pipeline** **Shannon Holland, Director**
  
- 7. Other Business** **Ethan Dunstan**
  
- 8. Adjourn** **Ethan Dunstan**

**Upcoming Dates**

Region 9 Project Application Deadline – September 25, 2024

GO Virginia Board Meetings – September 10, 2024

Region 9 Council Meeting – October 29, 2024



## REGION 9 COUNCIL ANNUAL MEETING MINUTES

JUNE 27, 2024

9:30 am to 11:30 am

North Fork Meeting Center

994 Research Park Blvd., Charlottesville, VA 22911

In-Person Meeting; virtual link was provided in agenda.

**Attending:** Ethan Dunstan, Capital River Advisors (Chair); Rob Archer, Codebase Coworking (Vice Chair); Francoise Seillier-Moiseiwitsch, Revalation Vineyards (Treasurer/Secretary); Kim Blosser, Laurel Ridge Community College; Tom Click, Patriot Industries; Bob Coiner, Town of Gordonsville; Brian Cole, LexisNexis Reed Tech; Christian Goodwin, Louisa County; Gizelle Curtis, Dominion Energy; Cheryl Kirby, Atlantic Union Bank; Pace Lochte, UVA Economic Development; Patrick Mauney, Rappahannock-Rapidan Regional Commission; Tony O'Brien, Fluvanna County; Brandon Payne, Ruckersville Self Storage; Paige Read, Town of Culpeper; Jonathon Weakley, Madison County; Tina Weaver, Papa Weaver's Pork, Inc.

**Absent:** Roque Castro, Elysium LD Technology, Inc.; Christine Jacobs, Thomas Jefferson Planning District Commission; Ray Knott, Atlantic Union Bank; Jean Runyon, Piedmont Virginia Community College; Andy Wade, Louisa County

**Staff:** Helen Cauthen, Shannon Holland, Christie Taylor, Kristy Dancy (virtual)

**Guests:** Cody Anderson, DHCD; Stephen Davis, CIC; Joseph Dennie, DHCD; Katie Dulaney, CVPED; Ned Galloway, Albemarle County Board of Supervisors; Tracey Gardner, Madison County; Rebecca Haydock, Venture Central; Ashley Perry Hernandorena, Albemarle County; Craig Honick, Good People Research; Emily Kilroy, Albemarle County; Hope Lawrence, Venture Central; Sarah Morton, VCW-Piedmont; Julie Perry, Orange County; Candance Spence, CVPED; Jennifer Schmack, Fluvanna County.

**Guests (virtual):** Kristen Costello, Dewberry; Ruth Emerick, TJPDC; Mary Foley, CvilleBioHub; Dan Gunderson, Camoin Associates; Matt Johnson, City of Charlottesville; Ernie Reed, Carlton Schutt, MEC-Fauquier; Alex Tranmer, Camoin Associates; Deborah van Eersel, UVA Foundation

### 1. Opening

- **Call to Order**

Ethan Dunstan called the meeting to order at 9:33 a.m.

- **Roll Call**

A roll call was performed. A quorum was established, as noted above.

- **Public Comment**

Opportunities for public comment were made available for the meeting, however, no public comments were received.

### 2. Consent Agenda - ACTION ITEM

Ethan Dunstan noted that the four business items listed had been grouped together with the intention that the Council would discuss and act with one vote unless a motion was made to remove any item from the discussion. No such motion was made.

- **Meeting Minutes, April 25, 2024:** No questions or comments were presented.

- **Treasurer’s Report – Financials through April 30:** Francoise Seillier-Moiseiwitsch reported that finances are as projected, and the FY 2023 Capacity Building funds will be fully used in June. Staff are beginning the process to open the FY 2024 Per Capita funds in June.
- **FY 2025 Meeting Schedule:** There were no requests for changes.
- **Director Report and Infographic:** Shannon Holland shared that the talent projects will be presenting at the August meeting to discuss the challenges they are experiencing with contracted outcomes. The infographic will be updated for each meeting to serve as the dashboard.

***Christian Goodwin made a motion to approve Council business as presented. Tom Click seconded the motion. The motion carried unanimously.***

**3. Updates from Committees, Task Forces, and Chair**

- a. **Executive Committee:** No update was presented.
- b. **Nominating Committee:** No updated was presented.
- c. **Task Forces:** No update was presented.
- d. **Chair:**
  - Highlights from the Chair include:
    - All 3 Project VITAL proposals were approved by the GO Virginia Board subject to an MOU being signed between several state agencies. This should be done within 30-60 days.
    - Effective July 1, the match requirements for all projects is reduced from 1:1 to 2:1. The minimal local government contribution is still in effect at 20%.
    - The GO Virginia Board appointed Leah Fremouw as the new Vice Chair of Regional Council Engagement.
    - A new policy for funding projects targeting healthcare was approved. There are criteria that must be met to allow a region to move forward if the Council so desires. Gizelle Curtis asked if Region 9 met criteria. Shannon Holland summarized the policy. Some RRRC counties meet the distressed criteria, but projects also must demonstrate businesses are not coming to the region because of healthcare shortages, and occupations targeted must be linked to the region’s target sectors.
    - There will be a GO Virginia Board Retreat in Danville on September 9 and 10. The Chair and Vice Chair are generally invited.

**4. Slate – ACTION ITEM**

Brian Cole, Chair of the Nominating Committee, presented the Slate, as included in the packet: Public Sector and Private Sector Appointments included:

- Thomas Jefferson Planning District Commission appointed Cathy Schafrik, County Administrator from Greene County and Ned Galloway, Board of Supervisors member from Albemarle County.
- Economic Development leaders from the Rappahannock Rapidan Regional Commission footprint re-appointed Paige Read for another 3-year term.
- Cheryl Kirby was appointed by Virginia Career Works.

Private Sector Nominations and included:

- Francoise Seillier-Moiseiwitsch nominated by the Madison Chamber
- Rob Archer for At-Large
- Tom Thorpe, CEO of Afton Scientific, to complete the At-Large term of Jim Cheng.

#### Officers and Executive Committee Nominations:

Brian Cole shared that the Nominating Committee discussed the fact that the Council has matured to the point where many founding and long-term members are ineligible for new terms and are or will be rolling off the Council. This can have a major impact on leadership development. Therefore, they decided to nominate the same Officers and Executive Committee, as permitted by the Bylaws, to allow the council to be thoughtful over the next year on how it builds out the leadership pipeline going forward.

Ethan Dunstan said he would like to approve the Slate with two motions, one to Accept Public and Private Appointments and another to approve the Private Sector Nominations as well as the Officers and Executive Committee Nominations. He asked if there was a request to do otherwise. No comments were offered.

***Tony O'Brien made a motion to accept the Public and Private Sector Appointments as presented. Rob Archer seconded the motion. The motion carried unanimously.***

Ethan Dunstan asked if there were any nominations from the floor for Private Sector Slate or the Officers and Executive Committee. No nominations were made.

***Tom Click made a motion to close nominations and approve the private sector slate and the officer Executive Committee slate, as presented. Jonathan Weakley seconded the motion. The motion carried unanimously.***

#### 5. Annual Report Presentation

Shannon Holland presented highlights of the Council successes over the past year as captured in the Annual Report. She thanked the Council, the Partnership, and DHCD staff for their support. Pace Lochte commended Shannon for being exemplary at the state level, which generates creativity and success for our regional projects. The Council thanked Shannon for her dedication and hard work.

#### 6. CEDs & Super Regional Strategies

Dan Gundersen, FM, HLM, Senior Vice-President and Alex Tranmer, Director Strategic Planning, of Camoin Associates reviewed the final update of the CEDs and Super-Regional Strategies. Ethan Dunstan thanked Patrick Mauney, Christine Jacobs, and Ruth Emerick for leading the effort. Helen Cauthen, Central Virginia Partnership, also extended her appreciation and noted that a CEDs plan is essential for applying for grants.

There was discussion on how the Defense Industry, an identified emerging sector in the Super Regional Strategies Report, is not GO Virginia funding eligible. However, adjacent industries, such as IT, cybersecurity, financial and business services or manufacturing are eligible target sectors. Therefore, there is a path to support start-ups in knowledge work supports growth in defense without fostering a reliance on federal dollars. Rebecca Haydock added that in the deep tech sector, success is rooted in commercial enterprise, not federal jobs. Food and beverage manufacturing was

the leading location quotient (LQ) for Region 9, and technology and bio-ag could bring a unique niche to boost production. Patrick Mauney commented on how the superregional strategy was novel and highly collaborative. Jonathan Weakley said the SWOT analyses were helpful and the process was highly interactive with localities.

**7. Memo: Growth Plan Update to include CEDS & Super Regional Strategies - ACTION ITEM**

A memo in the meeting materials outlined a recommended approach to incorporating findings from the CEDS and Super Regional Strategies Reports into the Growth Plan for Region 9. The memo suggests the Council consider accepting these plans and that no physical update would be required to the Growth Plan since it already identifies these plans as having future grant opportunities once published.

***Bob Coiner made the motion to accept the CEDs plans and Super Regional Strategies. Kim Blosser seconded the motion. The motion carried unanimously.***

**8. Project Updates**

**Regional Entrepreneurship Investment Strategy (REI)**

Stephen Davis, President, Community Investment Collaborative (CIC) and Craig Honick, Good People Research, provided an update on the REI plan in development. Key findings were shared with early recommendations. Stephen Davis conveyed the nature of entrepreneurs is to find answers, but the region needs a way for answers and resources to be delivered faster, so new businesses can succeed or fail faster. Right sizing the project by county, and within the culture and industry, was noted as an important goal of implementation, as no locality in our region should become Silicon Valley or Austin, but rather maintain its unique character while enhancing the capacity for entrepreneurship.

In discussion, a suggestion was made to consolidate the 13 findings. There was discussion on land use and governance as barriers to entrepreneurship, and how the Council could do more outreach and education around these issues. CvilleBioHub was provided as the model example of entrepreneur-led efforts, and the goal for other industries in sector-led peer support groups. Venture Central was identified as an existing asset that may be able to house regional entrepreneurship support and coordination.

**9. Project Pipeline**

Shannon Holland shared that the Talent Pathway Initiative deadline is September 10, 2024, and she continues to work on leads to develop potential grant leaders.

**10. Other Business**

Ethan Dunstan announced that in FY25 he wants to see the Council do more presentations and attend meetings to promote opportunities and educate about the role of GO Virginia. He encouraged members to consider hosting and helping.

**11. Adjourn**

With no further business before the Council the meeting adjourned at 11:30 a.m.

**GO Virginia**  
**Statement of Financial Position**  
As of June 30, 2024

	Jun 30, 2024
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
11200 · GO VA Operating Account - Union	246.30
<b>Total Checking/Savings</b>	246.30
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	159,741.31
<b>Total Accounts Receivable</b>	159,741.31
<b>Other Current Assets</b>	
11100 · Accrued Receivable	8,830.03
12000 · Undeposited Funds	-
<b>Total Other Current Assets</b>	8,830.03
<b>Total Current Assets</b>	168,817.64
<b>TOTAL ASSETS</b>	<b>168,817.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20002 · Accounts Payable	55,222.80
20004 · Due to CVPED	104,592.60
<b>Total Accounts Payable</b>	159,815.40
<b>Other Current Liabilities</b>	
25060 · Accrued Expenses - Other	8,830.03
25500 · Unearned Rev - Advanced Funds	167.51
<b>Total Other Current Liabilities</b>	8,997.54
<b>Total Current Liabilities</b>	168,812.94
<b>Total Liabilities</b>	168,812.94
<b>Equity</b>	
32000 · Unrestricted Net Assets	4.70
Net Income	-
<b>Total Equity</b>	4.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>168,817.64</b>

**GO Virginia**  
**Capacity Building - Statement of Income and Expense (Summary)**  
**TOTAL FY2023 SPENDING: May 2023 through June 2024**

	Capacity Building			
	May '23 - Jun '24	Budget	% of Budget	Remaining
<b>Income</b>				
41520 · State Grants	250,000.00	250,000.00	100.0%	0.00
<b>Total Income</b>	250,000.00	250,000.00	100.0%	0.00
<b>Gross Profit</b>	250,000.00	250,000.00	100.0%	0.00
<b>Expense</b>				
01250 · General Administration	34,552.23	34,552.23	100.0%	0.00
54400 · Project Support expenses				
54426 · Audit	5,367.50	5,367.50	100.0%	0.00
54430 · Contract Services	8,369.85	8,369.85	100.0%	0.00
54449 · Meetings and Facilitation	775.00	775.00	100.0%	0.00
54450 · Supplies	463.72	463.72	100.0%	0.00
54451 · Travel	2,200.20	2,200.20	100.0%	0.00
54452 · Rent/Lease	8,678.52	8,678.52	100.0%	0.00
54453 · Salaries	183,006.30	183,006.30	100.0%	0.00
54457 · Marketing/Advertising/Promotion	1,586.68	1,586.68	100.0%	0.00
54462 · Legal Expenses	0.00	0.00	0.0%	0.00
54464 · Taxes & Insurance	0.00	0.00	0.0%	0.00
<b>Total 54400 · Project Support expenses</b>	210,447.77	210,447.77	100.0%	0.00
54500 · Planning expenses				
54501 · Contract Services	0.00	0.00	0.0%	0.00
54502 · Technical Assistance	5,000.00	5,000.00	100.0%	0.00
54503 · Growth and Diversification Plan Development	0.00	0.00	0.0%	0.00
54504 · Planning Grant	0.00	0.00	0.0%	0.00
<b>Total 54400 · Planning expenses</b>	5,000.00	5,000.00	100.0%	0.00
<b>Total Expense</b>	250,000.00	250,000.00	100.0%	0.00
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	Accelerating Sites			Venture Central		
	End Date: 12/31/2023			End Date: 11/30/2023		
	(Projects)			(Projects)		
	Oct '21 - Jun '24	Budget	% of Budget	Mar '21 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	786,333.00	786,333.00	100.0%	299,999.22	300,000.00	100.0%
<b>Total Income</b>	<u>786,333.00</u>	<u>786,333.00</u>	<u>100.0%</u>	<u>299,999.22</u>	<u>300,000.00</u>	<u>100.0%</u>
<b>Gross Profit</b>	786,333.00	786,333.00	100.0%	299,999.22	300,000.00	100.0%
<b>Expense</b>						
01250 · General Administration	10,000.00	10,000.00	100.0%	22,222.00	22,222.00	100.0%
54000 · Program expenses						
51280 · Planning Grant Activites	0.00	0.00		0.00		
54400 · Project related expenses						
54424 · Administration						
54425 · Architectural and Engineering	776,333.00	776,333.00	100.0%			
54430 · Contract Services				240,899.00	240,899.00	100.0%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming				36,000.00	36,000.00	100.0%
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel				878.22	879.00	99.91%
54452 · Rent/Lease						
54453 · Salaries						
54454 · Other - Website						
54455 · Fringe Benefits						
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Other - Outreach and Promotion						
54465 · Other - Collaboration						
54466 · Other - Management & General						
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
<b>Total 54400 · Project related expenses</b>	<u>776,333.00</u>	<u>776,333.00</u>	<u>100.0%</u>	<u>277,777.22</u>	<u>277,778.00</u>	<u>100.0%</u>
<b>Total 54000 · Program expenses</b>	<u>776,333.00</u>	<u>776,333.00</u>	<u>100.0%</u>	<u>277,777.22</u>	<u>277,778.00</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>786,333.00</u>	<u>786,333.00</u>	<u>100.0%</u>	<u>299,999.22</u>	<u>300,000.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>



**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	BEACON's Kitchen End Date: 9/30/2024			Carver Food End Date: 10/31/2024		
	(Projects)			(Projects)		
	Oct '22 - Jun '24	Budget	% of Budget	Nov '22 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	38,147.44	189,000.00	20.18%	17,810.43	199,727.00	8.92%
<b>Total Income</b>	<u>38,147.44</u>	<u>189,000.00</u>	<u>20.18%</u>	<u>17,810.43</u>	<u>199,727.00</u>	<u>8.92%</u>
<b>Gross Profit</b>	38,147.44	189,000.00	20.18%	17,810.43	199,727.00	8.92%
<b>Expense</b>						
01250 · General Administration	11,846.54	14,000.00	84.62%	9,400.09	14,795.00	63.54%
54000 · Program expenses						
51280 · Planning Grant Activites	0.00			0.00		
54400 · Project related expenses						
54424 · Administration						
54425 · Architectural and Engineering						
54430 · Contract Services	0.00	48,000.00	0.0%			
54440 · Equipment	0.00	75,000.00	0.0%	8,410.34	184,932.00	4.55%
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel	593.64	2,000.00	0.0%			
54452 · Rent/Lease						
54453 · Salaries	25,707.26	35,000.00	73.45%			
54454 · Other - Website						
54455 · Fringe Benefits	0.00	15,000.00	0.0%			
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Other - Outreach and Promotion						
54465 · Other - Collaboration						
54466 · Other - Management & General						
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
<b>Total 54400 · Project related expenses</b>	<u>26,300.90</u>	<u>175,000.00</u>	<u>15.03%</u>	<u>8,410.34</u>	<u>184,932.00</u>	<u>4.55%</u>
<b>Total 54000 · Program expenses</b>	<u>26,300.90</u>	<u>175,000.00</u>	<u>15.03%</u>	<u>8,410.34</u>	<u>184,932.00</u>	<u>4.55%</u>
<b>Total Expense</b>	<u>38,147.44</u>	<u>189,000.00</u>	<u>20.18%</u>	<u>17,810.43</u>	<u>199,727.00</u>	<u>8.92%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	Cville Bio Lab			Regional Entrepreneurship Initiative		
	End Date: 6/30/2024			End Date: 6/12/2025		
	(Projects)			(Projects)		
	May '23 - Jun '24	Budget	% of Budget	Jun '23 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	81,182.00	100,000.00	81.18%	125,001.43	300,000.00	41.67%
<b>Total Income</b>	<u>81,182.00</u>	<u>100,000.00</u>	<u>81.18%</u>	<u>125,001.43</u>	<u>300,000.00</u>	<u>41.67%</u>
<b>Gross Profit</b>	81,182.00	100,000.00	81.18%	125,001.43	300,000.00	41.67%
<b>Expense</b>						
01250 · General Administration	7,360.00	7,360.00	100.0%	10,863.48	22,080.00	49.2%
54000 · Program expenses						
51280 · Planning Grant Activites						
54400 · Project related expenses						
54424 · Administration				306.00	13,800.00	2.22%
54425 · Architectural and Engineering						
54430 · Contract Services	23,640.00	23,640.00	100.0%	65,500.00	100,000.00	65.5%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel				495.82	10,120.00	4.9%
54452 · Rent/Lease			0.0%			
54453 · Salaries	17,000.00	26,000.00	65.39%	43,946.25	144,000.00	30.52%
54454 · Other - Website	10,000.00	10,000.00	100.0%			
54455 · Fringe Benefits						
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses	182.00	10,000.00	1.82%			
54463 · Other - Outreach and Promotion				3,889.88	10,000.00	38.9%
54465 · Other - Collaboration						
54466 · Other - Management & General						
54467 · Fiscal/Account Mgmt Services	5,000.00	5,000.00	100.0%			
54468 · Indirect Costs	9,000.00	9,000.00	100.0%			
54469 · Studies	9,000.00	9,000.00	100.0%			
<b>Total 54400 · Project related expenses</b>	<u>73,822.00</u>	<u>92,640.00</u>	<u>79.69%</u>	<u>114,137.95</u>	<u>277,920.00</u>	<u>41.07%</u>
<b>Total 54000 · Program expenses</b>	<u>73,822.00</u>	<u>92,640.00</u>	<u>79.69%</u>	<u>114,137.95</u>	<u>277,920.00</u>	<u>41.07%</u>
<b>Total Expense</b>	<u>81,182.00</u>	<u>100,000.00</u>	<u>81.18%</u>	<u>125,001.43</u>	<u>300,000.00</u>	<u>41.67%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	Rural Entrepreneur Ecosystem			Talent Supply Connector		
	End Date: 4/30/2025			End Date: 8/31/2024		
	(Projects)			(Projects)		
	May '23 - Jun '24	Budget	% of Budget	Sep '22 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	55,248.58	200,000.00	27.62%	190,264.09	391,528.00	48.6%
<b>Total Income</b>	<u>55,248.58</u>	<u>200,000.00</u>	<u>27.62%</u>	<u>190,264.09</u>	<u>391,528.00</u>	<u>48.6%</u>
<b>Gross Profit</b>	55,248.58	200,000.00	27.62%	190,264.09	391,528.00	48.6%
<b>Expense</b>						
01250 · General Administration	6,156.82	14,720.00	41.83%	16,332.55	23,616.00	69.16%
54000 · Program expenses						
51280 · Planning Grant Activites						
54400 · Project related expenses						
54424 · Administration						
54425 · Architectural and Engineering						
54430 · Contract Services	3,837.55	65,591.00	5.85%	749.50	45,000.00	1.67%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel	2,970.78	11,960.00	24.84%			
54452 · Rent/Lease			0.0%	9,291.91	10,000.00	92.92%
54453 · Salaries	38,379.32	75,479.00	50.85%	128,807.55	240,000.00	53.67%
54454 · Other - Website						
54455 · Fringe Benefits	3,904.11	32,250.00	12.11%	21,143.33	55,200.00	38.3%
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Other - Outreach and Promotion						
54465 · Other - Collaboration						
54466 · Other - Management & General				13,939.25	17,712.00	78.7%
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
<b>Total 54400 · Project related expenses</b>	<u>49,091.76</u>	<u>185,280.00</u>	<u>26.5%</u>	<u>173,931.54</u>	<u>367,912.00</u>	<u>47.28%</u>
<b>Total 54000 · Program expenses</b>	<u>49,091.76</u>	<u>185,280.00</u>	<u>26.5%</u>	<u>173,931.54</u>	<u>367,912.00</u>	<u>47.28%</u>
<b>Total Expense</b>	<u>55,248.58</u>	<u>200,000.00</u>	<u>27.62%</u>	<u>190,264.09</u>	<u>391,528.00</u>	<u>48.6%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	Tech Talent Retention			Technology Academies		
	End Date: 12/31/2024			End Date: 7/24/2025		
	(Projects)			(Projects)		
	Sep '22 - Jun '24	Budget	% of Budget	Jul '22 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	243,968.26	307,800.00	79.26%	189,892.73	402,075.00	47.23%
<b>Total Income</b>	<u>243,968.26</u>	<u>307,800.00</u>	<u>79.26%</u>	<u>189,892.73</u>	<u>402,075.00</u>	<u>47.23%</u>
<b>Gross Profit</b>	243,968.26	307,800.00	79.26%	189,892.73	402,075.00	47.23%
<b>Expense</b>						
01250 · General Administration	13,416.39	22,800.00	58.84%	11,057.27	29,783.00	37.13%
54000 · Program expenses						
51280 · Planning Grant Activites				0.00	0.00	0.0%
54400 · Project related expenses						
54424 · Administration						
54425 · Architectural and Engineering						
54430 · Contract Services	11,021.78	12,000.00	91.85%			
54440 · Equipment				178,835.46	329,360.00	54.3%
54442 · Training	1,621.27	2,500.00	64.85%			
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel	2,045.46	2,500.00	81.82%			
54452 · Rent/Lease	9,990.33	10,000.00	99.9%			
54453 · Salaries	117,653.94	156,000.00	75.42%	0.00	42,932.00	0.0%
54454 · Other - Website						
54455 · Fringe Benefits	28,234.14	33,000.00	85.56%			
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Other - Outreach and Promotion	28,207.43	30,000.00	94.03%			
54465 · Other - Collaboration	16,390.12	23,000.00	71.26%			
54466 · Other - Management & General	15,387.40	16,000.00	96.17%			
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
<b>Total 54400 · Project related expenses</b>	<u>230,551.87</u>	<u>285,000.00</u>	<u>80.9%</u>	<u>178,835.46</u>	<u>372,292.00</u>	<u>48.04%</u>
<b>Total 54000 · Program expenses</b>	<u>230,551.87</u>	<u>285,000.00</u>	<u>80.9%</u>	<u>178,835.46</u>	<u>372,292.00</u>	<u>48.04%</u>
<b>Total Expense</b>	<u>243,968.26</u>	<u>307,800.00</u>	<u>79.26%</u>	<u>189,892.73</u>	<u>402,075.00</u>	<u>47.23%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**GO Virginia Projects - Statement of Income and Expense  
From Beginning of All Projects through June 30, 2024**

	Wine Industry Planning Grant			Total Projects		
	End Date: 12/30/2024					
	(Projects)					
	Dec '23 - Jun '24	Budget	% of Budget	Mar '21 - Jun '24	Budget	% of Budget
<b>Income</b>						
41520 · State Grants	2,584.84	100,000.00	2.59%	2,030,432.02	3,276,463.00	61.97%
<b>Total Income</b>	<u>2,584.84</u>	<u>100,000.00</u>	<u>2.59%</u>	<u>2,030,432.02</u>	<u>3,276,463.00</u>	<u>61.97%</u>
<b>Gross Profit</b>	2,584.84	100,000.00	2.59%	2,030,432.02	3,276,463.00	61.97%
<b>Expense</b>						
01250 · General Administration	2,584.84	7,000.00	36.93%	121,239.98	188,376.00	64.36%
54000 · Program expenses						
51280 · Planning Grant Activities						
54400 · Project related expenses						
54424 · Administration				306.00	13,800.00	2.22%
54425 · Architectural and Engineering				776,333.00	776,333.00	100.0%
54430 · Contract Services		93,000.00	0.0%	345,647.83	628,130.00	55.03%
54440 · Equipment				187,245.80	589,292.00	31.78%
54442 · Training				1,621.27	2,500.00	64.85%
54447 · Other - Programming				36,000.00	36,000.00	100.0%
54448 · Other - Workspace				0.00	0.00	0.0%
54449 · Meetings and Facilitation				0.00	0.00	0.0%
54450 · Supplies				0.00	0.00	0.0%
54451 · Travel				6,983.92	27,459.00	25.43%
54452 · Rent/Lease				19,282.24	20,000.00	96.41%
54453 · Salaries				371,494.32	719,411.00	51.64%
54454 · Other - Website				10,000.00	10,000.00	100.0%
54455 · Fringe Benefits				53,281.58	135,450.00	39.34%
54456 · Machinery/Tools				0.00	0.00	0.0%
54457 · Marketing/Advertising/Promotion				0.00	0.00	0.0%
54458 · Planning Assessment				0.00	0.00	0.0%
54462 · Legal Expenses				182.00	10,000.00	1.82%
54463 · Other - Outreach and Promotion				32,097.31	40,000.00	80.24%
54465 · Other - Collaboration				16,390.12	23,000.00	71.26%
54466 · Other - Management & General				29,326.65	33,712.00	86.99%
54467 · Fiscal/Account Mgmt Services				5,000.00	5,000.00	100.0%
54468 · Indirect Costs				9,000.00	9,000.00	100.0%
54469 · Studies				9,000.00	9,000.00	100.0%
<b>Total 54400 · Project related expenses</b>	<u>0.00</u>	<u>93,000.00</u>	<u>0.0%</u>	<u>1,909,192.04</u>	<u>3,088,087.00</u>	<u>61.82%</u>
<b>Total 54000 · Program expenses</b>	<u>0.00</u>	<u>93,000.00</u>	<u>0.0%</u>	<u>1,909,192.04</u>	<u>3,088,087.00</u>	<u>61.82%</u>
<b>Total Expense</b>	<u>2,584.84</u>	<u>100,000.00</u>	<u>2.59%</u>	<u>2,030,432.02</u>	<u>3,276,463.00</u>	<u>61.97%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>



## MEMORANDUM

Date: August 20, 2024

To: GO Virginia Region 9 Council

From: Shannon Holland, Director, GO Virginia Region 9

Re: Approve a New FY 2025 Capacity Building Contract

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This is a request for the Council to permit the Chair and Vice-Chair to finalize a Capacity Building Contract for FY 2025 including minor changes.

The previously approved contract has been redlined with requested changes. This version is attached. DHCD advised that this new version is necessary to enable DHCD to streamline reimbursement processing for regional support organizations.

**COMMONWEALTH OF VIRGINIA  
CAPACITY BUILDING CONTRACT  
NUMBER 10RC9-~~2425~~**

**July 1, ~~2023-2024~~ to June 30, ~~2024~~2025**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department"), Regional 9 Council (herein called "Regional Council") and the CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT (herein called the "Support Organization"), WITNESSETH THAT:

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

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

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

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

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

**SCOPE OF SERVICES**

1. Roles and Responsibilities of the Support Organization:
  - a. Serve as the fiscal agent of the Regional Council.
  - b. Support the Regional Council.
  - c. Development of applications on behalf of the Regional Council and to provide technical assistance to the applicant.
  - d. Act as the liaison between the Department and the Regional Council.
  - e. Conduct post-contract grant management activities including providing technical assistance to subgrantees including but not limited to the following activities:
    - i. Review and submit remittances on behalf of subgrantees.
    - ii. Review and submit project quarterly reports on behalf of subgrantees.
    - iii. Review and submit fiscal closeout and performance closeout reports on behalf of subgrantees.
2. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below no later than ~~October 31, 2023~~ August 27, 2024:

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a. An MOU, including, at a minimum, the following information: unless a previously executed MOU is in place and then an MOU replacement or update will include the following:

1. A description of each entity included in the MOU
2. The purpose of the MOU
3. The agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with ~~project~~program goals, objectives and outputs;  
Describe the resources each partner would contribute to the project. This can be a time commitment, in kind contributions, or grant funds
4. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.
5. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.

~~a-b.~~ A current list of authorized signatories of the Support Organization, including their full name and title.

c. An Annual Report that includes a description of the activities conducted by the Regional Council during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act. This report should be submitted through DHCD's Centralized Application and Management System (CAMS) under the Reports and Communication tab.

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## COMPENSATION

- +3. Based upon the Virginia Growth and Opportunity Act and the Appropriation Act of the Commonwealth of Virginia for the ~~2022-2024~~2024-2026 Biennium, as amended, the Department agrees to pay to the Support Organization for the Regional Council for the fiscal year beginning July 1, ~~2023~~2024, and ending June 30, ~~2024~~2025, two hundred and fifty thousand dollars (\$250,000) in capacity building funds, subject to the approval of the budget submitted by the Regional Council to the GO Virginia Board and provided that the Support Organization shall meet the requirements in the GO Virginia financial manual, financial reporting documents, and those listed below.

## METHOD OF PAYMENT

- 2-4. The Department shall obligate funds after receipt of the MOU with the Regional Council, and any other entities contracted with. Payments will require financial reports to be submitted on time and with proper documentation.

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



**SCOPE OF SERVICES**

~~3. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below no later than October 31, 2022:~~

~~b. An MOU, including, at a minimum, the following information:~~

~~1. A description of each entity included in the MOU~~

~~2. The purpose of the MOU~~

~~3. The agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and outputs;~~

~~4. Describe the resources each partner would contribute to the project. This can be a time commitment, in kind contributions, or grant funds~~

~~5. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.~~

~~6. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.~~

~~e. A current list of authorized signatories of the Support Organization, including their full name and title.~~

~~d. An Annual Report describing the activities conducted by the Regional Council during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act. This report should be submitted through DHCD's Centralized Application and Management System (CAMS) under the Reports and Communication tab.~~

**FINANCIAL REQUIREMENTS**

~~4.6. The Support Organization must adhere to the GO Virginia Financial Manual and any updates that may occur. Updated manuals will be sent to recipients within five business days.~~

~~6.7. Recording and Documentation of Receipts and Expenditures~~

a. Funds awarded are to be expended only for the purposes and activities covered by the Regional Council's approved project plan and budget. The Support Organization is required to have accounting procedures that provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to this award, obligations, unobligated balances, assets, liabilities, receipts and expenditures. Controls must be established which are adequate to ensure that expenditures charged to this award are for allowable purposes. Accounting records must be supported by such source documentation as bank statements, cancelled checks, invoices, paid bills, payrolls, etc.

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**COMMUNICATIONS**

- ~~5.8.~~ Upon request of the Department, the Support Organization will promptly, and in all cases within 30 days, provide any information and/or documentation related to the Organization’s use of GO Virginia funds.
- ~~6.9.~~ The Regional Council agrees to recognize GO Virginia's support for its programs in all communications with the media and its marketing publications. The following statement is suggested: *“This project was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development (DHCD) that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries.”*

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**AUDIT REQUIREMENTS**

- ~~7.10.~~ The Support Organization shall submit an annual audit report to the Department. Financial statements to be audited shall include a Balance Sheet, Income Statement, Statement of Cash Flows, Budget to Actual Statement, and the Schedule of Expenditures of Federal Awards (SEFA) as applicable. Financial statements shall be in conformance with generally accepted accounting principles (GAAP) and audits are to be conducted by an Independent Certified Public Accountant (CPA).

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The Schedule of Expenditures of Federal Awards (SEFA) is a financial statement schedule prepared by management that lists an organization’s expenditures of federal assistance for the fiscal year by federal agency, grant number and amount. It is a supplemental schedule that an organization is required to prepare when it is subject to the Single Audit requirement. The Single Audit requirement is triggered when the federal expenditures, including any outstanding loan balances, reported on the SEFA exceed \$750,000 or more over the organization’s fiscal year.

Per the DHCD Audit Policy, the Support Organization is required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)\*\*, Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. The table below outlines the minimum requirements.

Threshold Requirement	Document
Total annual expenditures > \$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures between \$100,001 and \$299,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures ≥ \$750,000	2 CFR 200 Subpart F Audit that has been audited by an Independent CPA

\*\*Does not require preparation by a CPA

Entities shall file the required financial document annually in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 days after the financial document has been accepted (Reviewed Financial Statement, Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) by the Support Organization, whichever comes first.

The complete DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:

<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

COMMONWEALTH OF VIRGINIA  
Department of Housing and  
Community Development

By: \_\_\_\_\_  
Bryan Horn, Director

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

THE REGIONAL COUNCIL

By: \_\_\_\_\_  
Ethan A. Dunstan, Chair

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

SUPPORT ORGANIZATION

By: \_\_\_\_\_  
Helen Cauthen, Chief Executive  
Officer/President

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



## MEMORANDUM

Date: August 20, 2024

To: GO Virginia Region 9 Council

From: Shannon Holland, Director, GO Virginia Region 9

Re: Allow Leadership to Finalize Project VITAL Contract and MOU

---

This is to request approval from the Region 9 Council to allow Chair and Vice Chair to negotiate and approve a revised and unique contract for the Project VITAL: Charlottesville Biotechnology Accelerator as well as evaluate and potentially sign a Memorandum of Understanding (MOU). This request is to preclude any further delays in getting this project underway in GO Virginia Region 9.

This project was awarded at the GO Virginia Board Meeting on June 4, 2024, with a stipulation that an MOU be developed amongst collaborating state agencies that may also have biotechnology missions such as Virginia Innovative Partnership Corporation, Virginia Economic Development Partnership, and Virginia Catalyst.

As of this writing a draft has not been provided to be included in this meeting packet and it is apparent that the standard Region 9 contract may be edited further to include at a minimum 1) the requirements that applicant have a Conflict-of-Interest Policy in place and 2) a Sustainability Clause requiring some level of future funding commitment be attained by the project team from non-state sources.

The Region 9 Contract template is attached as reference.

**COMMONWEALTH OF VIRGINIA**  
**GO VIRGINIA ECONOMIC RESILIENCE AND RECOVERY GRANT**  
**CONTRACT**  
**NUMBER 20-GOVA-ERR-09A**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (hereinafter called "DHCD"), REGIONAL COUNCIL NINE and CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT (herein called "GRANTEE"), and XXXXXXXX (hereinafter called "SUBGRANTEE"), WITNESSETH THAT:

WHEREAS, DHCD has been authorized by the Governor of the Commonwealth of Virginia to distribute and administer grants of the Virginia Growth and Opportunity Act (hereinafter called "GO VIRGINIA") and the Appropriation Act of the Commonwealth of Virginia for the 2018-2020 Biennium, as amended; and

WHEREAS, the Growth and Opportunity Board (hereinafter referred to as the "BOARD") has been authorized by the Governor of the Commonwealth of Virginia to establish guidelines for grants under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, the GRANTEE has been authorized to secure financial support from DHCD on behalf of REGIONAL COUNCIL NINE and the SUBGRANTEE under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, "XXXXXXX" as described in the GO VIRGINIA Economic Resilience and Recovery APPLICATION submitted by GRANTEE on behalf of SUBGRANTEE has qualified for funding on the basis of the GO VIRGINIA Grant Scoring Guidelines as established by DHCD and the Growth and Opportunity Board (hereinafter referred to as the "PROJECT"); and

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

## COMPENSATION

1. DHCD agrees to award the GRANTEE a **GO VIRGINIA Economic Resilience and Recovery Grant** for the amount of allowable, eligible costs associated with the completion of the scope of the work described in this AGREEMENT, but not to exceed a total of **\$XX,XXX (XXXXXXXXXXXXXX)**.
2. **Non-State sources of matching funds** of at least \$1 dollar for every 2 dollars awarded are required for the use of **GO VIRGINIA Economic Resilience and Recovery Grant** funds, unless otherwise waived by the Board. A total match of **\$XXX,XXX (XXXXXXXXXXXXXX)** in matching funds over XX months is committed to this project by SUBGRANTEE on behalf of the following organizations.....
3. The GRANTEE and SUBGRANTEE shall not obligate, encumber, spend or otherwise utilize **GO VIRGINIA Economic Resilience and Recovery Grant** funding for any activity or purpose not included or not in conformance with the budget as apportioned and as described in this AGREEMENT unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to undertake such actions.
4. No costs incurred prior to the approval of the grant authorized herein by DHCD or the GO Virginia Board shall be eligible for reimbursement with **GO VIRGINIA Economic Resilience and Recovery Grant** funds.
5. The GRANTEE will use the lesser of (1) the amount specified in this AGREEMENT, or (2) the amount actually expended in completion of the scope of work described in this Agreement. If, at project completion, there are cost under-runs or project savings, these costs shall revert to DHCD.

## METHOD OF PAYMENT

6. Requests for payment shall be completed through the “Remittance” function in DHCD’s CAMS (Centralized Application and Management System). Along with the request for payment, GRANTEE shall furnish documentation of reimbursable expenditures (such as invoices, cancelled checks, source documents, etc.). GRANTEE shall also provide documentation of match expenditure with the reimbursement request. DHCD shall process requests for payment within fifteen (15) days. Where invoices are not paid by the GRANTEE in advance of the remittance, funds shall then be immediately disbursed upon receipt of funds.
7. Matching funds shall be expended prior to or in proportion to **GO VIRGINIA Economic Resilience and Recovery Grant** funds within the PROJECT budget. The final disbursement may not be processed if GRANTEE’s matching funds obligation has not been fulfilled.

8. To expedite receipt of payment, it is recommended that GRANTEE contact the Virginia Department of Accounts (DOA) to arrange for electronic transfer of GO VIRGINIA funds. The forms to establish electronic payment with DOA are available at [www.doa.virginia.gov](http://www.doa.virginia.gov).

9. The project shall commence on the Project Start Date (as hereinafter defined), and shall terminate no later than the Project End Date (as hereinafter defined). Funds not expended by those dates may be subject to re-appropriation, unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to extend this AGREEMENT. Final requests for the funds must be made **no later than 90 DAYS** from the Project End.

## SCOPE OF WORK

10. GRANTEE and SUBGRANTEE will commence, carry out and complete this scope of work, beginning on **XXXXXX X, XXXX** (the “Project Start Date”) as described in the GRANTEE’s **GO VIRGINIA Economic Resilience and Recovery Grant APPLICATION** submitted to DHCD in CAMS, and any subsequent, approved, written amendments to the APPLICATION, which are made a part of this AGREEMENT. GRANTEE and SUBGRANTEE shall complete the scope of work as described in the CONTRACT DOCUMENTS, on or before **XXXXXX X, XXXX** (the “Project End Date”).

**PROJECT TITLE:** XXXXXXXXXXXXXXXX

### ACTIVITIES:

1. **As provided in approved proposal.** Add details here.
2. **As provided in approved proposal.** Add details here.
3. **As provided in approved proposal:** Add details here.
4. **Additional activities as needed.** Add details here.

### MILESTONES:

#### **ADD TARGET MILESTONE DATE FROM GRANT PROPOSAL:**

- Add milestone from grant proposal
- Add milestone from grant proposal
- Add milestone from grant proposal

**ADD TARGET MILESTONE DATE FROM GRANT PROPOSAL** Add milestone from grant proposal

- Add milestone from grant proposal

**ADD TARGET MILESTONE DATE FROM GRANT PROPOSAL** Add milestone from grant proposal

Add milestone from grant proposal



**ADD MORE TARGET MILESTONE DATES FROM GRANT PROPOSAL,  
AS NEEDED**

**PRODUCTS:**

- Add metrics, products or outcomes from proposal
- Add metrics, products or outcomes from proposal
- Add metrics, products or outcomes from proposal
- Add metrics, products or outcomes from proposal
- Add more metrics, products or outcomes from proposal, as needed

**BUDGET:** Sources & Uses Document Attached.

11. The GRANTEE and SUBGRANTEE shall remain fully obligated under the provisions of this AGREEMENT notwithstanding its designation of any subsequent or third party CONTRACTORS identified for the undertaking of all or part of the scope of work for which the **GO VIRGINIA Economic Resilience and Recovery Grant** funds are being provided to the GRANTEE. Any SUBGRANTEE or CONTRACTOR which is not the GRANTEE shall comply with all the lawful requirements of the GRANTEE necessary to ensure that the PROJECT for which this assistance is being provided under this AGREEMENT is carried out in accordance with this AGREEMENT.
12. Should SPECIAL CONDITIONS to this AGREEMENT require additional action before proceeding with the ACTIVITY(S), the GRANTEE will initiate action relative to removal of those SPECIAL CONDITIONS beginning with the execution of this AGREEMENT.
13. DHCD agrees to provide the GRANTEE and SUBGRANTEE with technical assistance in setting up and carrying out the administration of the PROJECT and tracking PERFORMANCE METRICS as outlined in the APPLICATION as submitted and outlined in this AGREEMENT.
14. DHCD and the BOARD reserve the right to end funding for this PROJECT at any point by written Notice to GRANTEE and SUBGRANTEE should the PROJECT prove nonviable. This includes, but may not be limited to, lack of progress in conformance with this AGREEMENT. In such event, commitments made by GRANTEE and any SUBGRANTEE in accordance with the terms of this AGREEMENT prior to receipt of written notice of termination of funding will be funded.

15. If required under applicable law, GRANTEE and any SUBGRANTEE shall comply with the following as they relate to this AGREEMENT:
- A. Virginia Freedom of Information Act (FOIA);
  - B. Virginia Conflict of Interest Act (COIA);
  - C. Virginia Fair Employment Contracting Act;
  - D. Virginia Public Procurement Act (VPPA);
  - E. Americans with Disabilities Act (ADA); and
  - F. Title VI of the Civil Rights Act of 1964 (24 CFR Part 1).

## FINANCIAL REQUIREMENTS

16. GRANTEE agrees to submit a quarterly progress report to DHCD in CAMS. The GRANTEE shall use the “GO Virginia Project Quarterly Progress Report” template to submit the report in the “Reports & Communications” tab for the PROJECT. DHCD may share copies of the report with interested parties identified by the State.
17. GRANTEE agrees to submit a final financial report and final project performance closeout report to DHCD in CAMS. The GRANTEE shall use the appropriate templates and closeout procedures, as provided by DHCD, to submit the final financial and project performance closeout reports in the “Reports & Communications” tab for the project. DHCD may share copies of the report with interested parties identified by the State.
18. DHCD, at its discretion, may require additional reports. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
19. DHCD shall monitor the GRANTEE as least once during the period covered by this AGREEMENT. DHCD may schedule additional monitoring visits with reasonable notice to Grantee as considered necessary. At any time during this AGREEMENT period, DHCD may request and shall be provided copies of any documents pertaining to the use of Program funds.
20. If required under applicable law, any governmental procurement from nongovernmental sources for construction or professional services shall be procured in accordance with the Code of Virginia § 2.2-4300 Virginia Public Procurement Act (VPPA). Per VPPA, “construction” means building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property. “Professional services” means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. The GRANTEE and/or SUBGRANTEE(S) shall submit any contracts obligating GO VIRGINIA funds and if applicable,

**DIRECTOR REPORT  
REGIONAL COUNCIL 9 MEETING  
UPDATED: AUGUST 13, 2024  
MEETING: AUGUST 20, 2024**

**Grant Funds Available:**

<b>Region 9 Per Capita</b>	\$1,000,000
<b>Region 9 – Talent Pathway Initiative (TPI) – expires Dec. 2024</b>	\$250,000

**Quarterly Progress Reports for Projects:** due October 20, 2024, for Q3 2024

**Project Changes:**

**Budgets**

- Expecting from Tech Talent Retention; combine salary and fringe and moving some funds to Outreach in order to spend down in preparation for closeout

**Contracts**

- Extensions:
  - Expecting for Carver Food Business Incubator due to construction and supply chain delays from pandemic, and needing to track outcomes for another year to meet contractual obligations
  - Technology Academies – from 7/24/2024 to 7/24/2025 – to run program for another school year to help meet committed outcomes; DHCD approved
  - Talent Supply Connector –from 8/31/2024 to 1/31/2025 to have another semester of program activities; DHCD approved
- Milestones:
  - n/a
- Outcomes/Deliverables:
  - As part of Talent Supply Connector extension, DHCD requested revised outcomes. It is not a contractual change, but rather a new measure of success for the project.

	Contract	Current	Revised	1-year post
Jobs created	90	0	7	15
Internships created	180	3	30	60
Students in dual enrollment	80	5	-	-

**Closeouts**

- Completed: CvilleBioLab
- In Progress: Accelerating Sites, pending Tier 4 certification letter
- Funds Not Spent at Closeout: n/a

**Key Staff Activity:**

- Published and Updated Infographic
- Continue support for MOU for Project VITAL – statewide and regional
- Serve on Winery Planning Grant Advisory Committee
- Serve on REI Advisory Committee
- New Council Member Onboarding
- Closing out FY 2023 Capacity Building Budget

**LinkedIn:** Followers: 459 (+23)



- \$10.7M** GO Virginia 9 funds invested in **28 projects**
- \$9.7M** Matching funds and **\$2.9M additional leverage**
- 3,390** Businesses served and **38 businesses created**
- 971** Jobs created and **500 existing jobs retained**
- 114** New internships and **638 students trained**
- 60** Entrepreneurs served and **18 businesses expanded**
- 751** Acres evaluated for site development and **700 additional acres** moved up the Virginia Business Ready Sites scale

Making key investments in high-paying, leading industries in Region 9.



**Biomedical & Biotechnology**

\$5,034,427 invested in 4 projects  
416 jobs created, 131 businesses served



**Financial & Business Services**

12 Projects serving the sector



**IT & Communications**

\$502,075 invested in 2 projects



**Food & Beverage Manufacturing**

\$782,199 invested in 5 projects  
138 jobs created, 354 businesses served



**Light Manufacturing**

\$302,975 invested in 2 projects; plus  
\$391,528 in 1 project jointly serving  
Food & Beverage Manufacturing  
7 jobs created, 119 businesses served

**+ 410 jobs and 2,786 businesses served in projects serving all sectors.**



**\$10,584,300**  
**\$ 3,760,000**

**Total capital raised by 2 entrepreneurship projects**  
**Venture capital invested in new businesses served by innovation projects**

**Contact Information**

**GO VIRGINIA REGION 9**  
1001 Research Park Blvd. Suite 301  
Charlottesville, VA 22911  
www.govirginia9.org  
**SHANNON HOLLAND**  
Director, GO Virginia Region 9  
sholland@centralvirginia.org  
434.979.5610 ext. 103

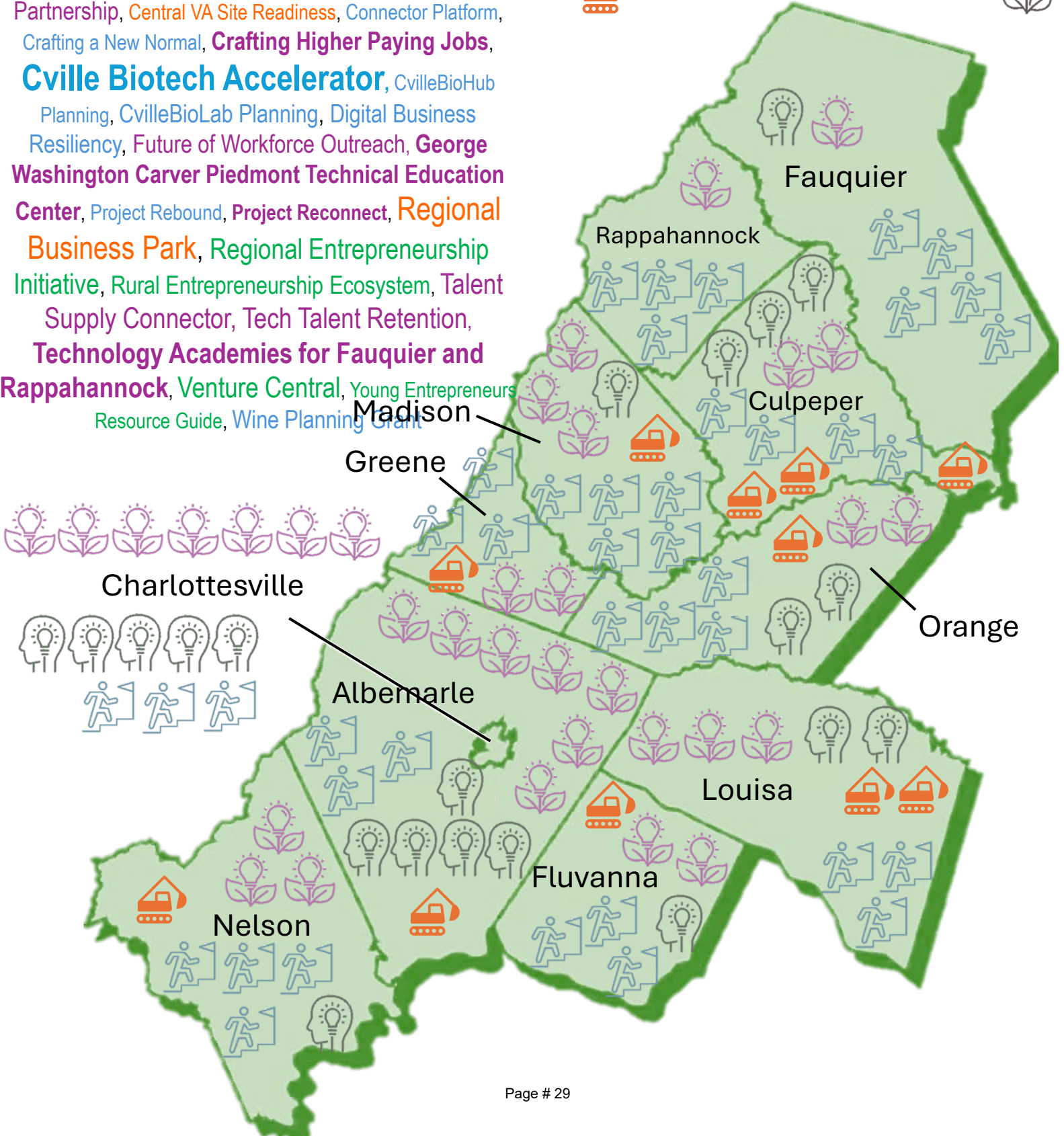
GO Virginia is a business-led economic development initiative that is changing the way the Commonwealth's diverse regions collaborate on economic and workforce development activities. The objective of the GO Virginia program is to foster private sector growth and job creation through grants for strategic regional collaboration.

# Funded Projects

**Accelerating Regionally Significant Sites**, BEACONs Kitchen, **Biotech Innovation Cluster Growth**, **Business-Driven Workforce Recovery**, Carver Food Business Incubator, **Catalyst Accelerator Program**, Central VA Cybersecurity Partnership, **Central VA Site Readiness**, Connector Platform, Crafting a New Normal, **Crafting Higher Paying Jobs**, **Cville Biotech Accelerator**, CvilleBioHub Planning, CvilleBioLab Planning, Digital Business Resiliency, Future of Workforce Outreach, **George Washington Carver Piedmont Technical Education Center**, Project Rebound, **Project Reconnect**, **Regional Business Park**, **Regional Entrepreneurship Initiative**, Rural Entrepreneurship Ecosystem, **Talent Supply Connector**, Tech Talent Retention, **Technology Academies for Fauquier and Rappahannock**, **Venture Central**, **Young Entrepreneurs Resource Guide**, **Wine Planning Grant**

# Investment Strategies

GO Virginia offers state-funded grants to drive the creation of higher-paying jobs in target traded sectors and incentivize regional collaboration between business, education, and local government.





**MEMO**

**DATE:** 8/20/2024

**TO:** GO Virginia Region 9 Council

**FROM:** Shannon Holland, Director, GO Virginia Region 9

**RE:** Updated Electronic Meeting & Virtual Participation Policy

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The proposed policy, Electronic Meeting & Virtual Participation Policy, will replace the Electronics Meeting Policy that was previously approved by the Region 9 Council on August 8, 2022. This memo requests approval. The previous version and the proposed versions are attached.

In the 2024 General Assembly Session, the Code of Virginia underwent amendments incorporating four modifications to the Freedom of Information Act (FOIA) concerning permissible electronic participation policies. These alterations include:

- a) Language increasing the number of times a public body may convene an all-virtual public meeting from two times or 25 percent of the meetings held per calendar year (whichever is greater) rounded up to the next whole number to two times or 50 percent of meetings held per calendar year (whichever is greater) rounded up to the next whole number.
- b) Language stating that when audio-visual technology, if available for a member participating electronically, was to voluntarily disconnect or otherwise fail during the meeting, that member shall not be considered present for quorum purposes.
- c) Language allowing a member who is participating by electronic means due to having a disability as defined in [§51.-40.1](#) of the Code of Virginia shall count toward the quorum as if the member were physically present.
- d) Language allowing a member who is participating by electronic means due to being a caregiver to a member of their family who has a disability shall count toward the quorum as if the member were physically present.
- e) Language requiring public bodies to adopt an electronic participation policy annually.



## Electronic Meeting & Remote Participation Policy – Region 9

<b>Title:</b>	Electronic Meeting & Remote Participation Policy	<b>Policy #:</b>	n/a
<b>Effective Date:</b>	August 20, 2024	<b>Revision Date:</b>	

**Purpose:**

To specify the circumstances under which all-virtual meetings can be conducted and how members may take part virtually or remotely during in-person sessions according to Virginia Code §2.2-3708.3, which covers meetings via electronic communication outside of declared emergencies. The Council will adhere to Virginia Code §2.2-3708.2 when electronic meetings are conducted during declared states of emergency.

**Policy:**

Eligibility for Remote Participation during In-Person Meetings

The Region 9 Council has established a policy allowing Council members to join meetings via electronic as authorized by Virginia Code § 2.2-3708.3. This policy is applicable to all members, irrespective of who requests remote participation or the topics up for discussion or vote in the meeting.

Whenever a member wishes to participate from a remote location, the law requires a quorum of the Council to be physically assembled at the meeting location.

When remote individual participation is due to a personal matter, participation is limited to two meetings per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

When audio-visual technology is available, a member of the body shall, for purposes of quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

Protocol for Remote Participation:

Requests for remote participation shall be conveyed to the Chair. Individual participation from a remote location shall be approved unless such participation would violate this policy or provisions of the Virginia Freedom of Information Act (FOIA) (Virginia Code § 2.2-3700 et seq.)



If a member's participation from a remote location is challenged, then the Council shall vote whether to allow such participation. If the Council votes to disapprove of a member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by §§ 2.2-3707 and 2.2-3708.3.

#### Eligible Reasons for Remote Participation:

Council members can request to participate remotely for two types of reasons: personal or non-personal matters.

Personal matters:

1. The member is unable to attend the meeting due to a personal matter and specifies the nature of the personal matter.

Limitations: Members may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Non-personal matters:

2. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For the purposes of determining whether a quorum is physically assembled, an individual member of the body who is a person with a disability as defined in [§51-40.1](#) and uses remote participation counts toward the quorum as if the individual was physically present.
3. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For the purposes of determining whether a quorum is physically assembled, an individual member of the body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.
4. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting

Limitations: There is not a limitation on the number of meetings for eligible non-personal issues each calendar year.





## Minutes Requirements

- a) For each member that remotely participates in a meeting, a general description of the remote location must be included in the minutes.
- b) If a member remotely participates due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance, that fact must be included in the minutes. While the fact that a disability or medical condition prevents the member's physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition.
- c) If a member remotely participates because the member's principal residence is more than 60 miles from the meeting location, the minutes must reflect that fact.
- d) If a member remotely participates due to a personal matter, the minutes must include the specific nature of the personal matter cited by the member.
- e) As stated above, if remote participation by a member is disapproved because it would violate the participation policy adopted by the Council, such disapproval must be recorded in the minutes with specificity.

## All-Virtual Public Meetings:

It is the policy of the Virginia Growth and Opportunity Council that the Council may hold all-virtual public meetings pursuant to subsection C of §2.2-3708.3. All-virtual public meetings are limited to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. Additionally, an all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

## Conducting an All-Virtual Public Meeting:

- a) Meeting notices should specify if the meeting will be in-person or entirely virtual and inform the public that this method will not change unless a new notice is issued per §2.2-3707.
- b) Public access to the all-virtual public meeting must be provided via electronic communication means.
- c) The electronic communication tools must let the public hear all members of the public body in an all-virtual meeting, and when available, see the Council members too.
- d) A phone number or live contact must be available to notify the Council if their audio or video feed fails during the meeting. Staff should monitor this contact, and the Council should pause the meeting until public access is reestablished.
- e) A digital copy of the proposed agenda and materials given to Council members for a meeting must be available to the public simultaneously.



- f) No more than two Council members can be in the same remote location unless it is publicly accessible.
- g) During an all-virtual public meeting, if a closed session occurs, the transmission to the public must restart before the body votes to certify the closed meeting per subsection D of §2.2-3712.
- h) The Council shall not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.
- i) Minutes of all-virtual public meetings conducted via electronic communication methods are recorded as mandated by §2.2-3707, and they detail that the meeting was held using electronic communication means, including the specific type of electronic communication used.

**Exception for Governor-Declared or Locality Declared State of Emergency**

The Council may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

## Electronic Meetings Policy - Region 9 Council

Revision as presented to Council August 8, 2022

<b>Title:</b>	Electronic Meeting Policy	<b>Policy #:</b>	n/a
<b>Effective Date:</b>	8/8/2022	<b>Revision Date:</b>	8/8/2022

### Purpose:

To summarize Electronic Meetings Policy for the GO Virginia Region 9 Council

### Policy:

The Region 9 Council may host all virtual Council meetings, as permitted by Virginia Code § 2.2-3708.2 (*Meetings held through electronic communication means during declared states of emergency*) and on a limited basis as permitted in Virginia Code § 2.2-3708.3 (*Meetings held through electronic communication means; situations other than declared states of emergency*). Committees, Task Forces, and other Ad Hoc groups working on behalf of or appointed by the Region 9 Council will also adhere to this policy, if applicable.

### Exception for Individual Members

Individual members of the Council may participate by electronic means when

- 1) a temporary or permanent disability or other medical condition prevents the member's physical attendance;
- 2) a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
- 3) a member's principal residence is more than 60 miles from the meeting location identified in the required meeting note; or
- 4) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year.

As long as all of the requirements are met, a member participating through electronic communications means may make motions, vote, join in closed meetings and otherwise participate fully as if he or she was physically present.

### Procedural requirements:

1. Physically assembled quorum is required;
2. Remote member must notify chair of intent to participate virtually before the day of the meeting;

3. Remote member must identify the remote location from which the member participated; however, the remote location need not be open to the public.
4. Remote member's voice must be heard by all;
5. Nature of the emergency or personal matter must be identified OR in case of a physical disability or other medical condition, the member must notify chair of the fact of the disability or medical condition;
6. Member's remote participation must be in accord with the policy on electronic participation adopted by the public body
7. Nature of emergency or personal matter, or fact of disability or other medical condition, and remote location must be recorded in the minutes.

The exceptions for individual member participation by electronic means, as permitted in Virginia Code § 2.2-3708.3 shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The following is a summary of the exceptions.

#### Automatic Approval with Vote if Challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Council shall vote whether to allow such participation. If Council votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

#### Exception for Governor-Declared or Locality Declared State of Emergency

The Council may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The Council convening a meeting in accordance with this shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the Council;
- c. Provide the public with the opportunity to comment at those meetings of the Council when public comment is customarily received; and
- d. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this exception shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

# IMPACT REPORT

## SCOPE OF WORK

Build infrastructure between workforce, career technical education, community college, and target sector business (manufacturing and light food and beverage manufacturing).

## UNIQUE CHALLENGE & GAPS

- Talent projects are great business opportunities; however, training programs must align with industry needs and trends.
- Micro-training programs are needed to build cohorts of skilled labor to address employee shortages.
- Engaging businesses early would help obtain buy-in and incentivize them to host interns. This can be a bridge to growing their talent pipeline.
- The initial grant proposal didn't align with the actual implementation and outcomes.
- Students need to gain awareness and exposure to various industry sectors.
- Lack of student preparedness for extraordinary opportunities and experiences
- Students need to understand the intersectionality between linking key concepts with real-life applications.
- Businesses control jobs filled, not workforce programs.
- Robust education and training programs don't guarantee employment.

### Recommendations:

- For future talent grants, hold a business town hall or summit to collect thoughts, ideas, and recommendations from businesses.
- Encourage business leaders to meet and engage with local CTE Directors and Community College programs to design and develop micro-training models for businesses.
- Launch a sector training institute for educators and business leaders to establish training models that meet diverse learning needs and business goals.

## IMPACT SNAPSHOT

216

Students Reached

119

Businesses Serviced

3

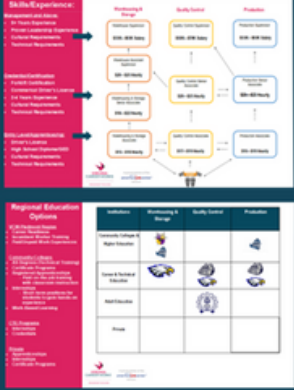
Internships Created

# CAREER PATHWAYS GUIDE

33% of Americans feel they are in a dead-end job as opposed to a career (Career Vision, 2021). We've developed the Career Pathways Guide (CPG) to move the region forward with a focus on career development for businesses and career-seekers.

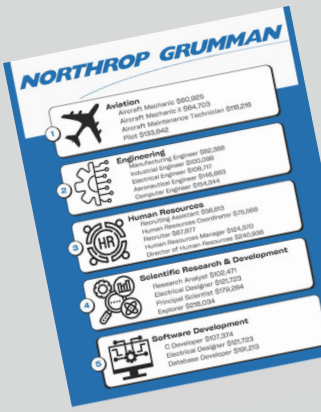


- Promotes employer recruitment and retention
- Customizes business-specific paths, job titles, and wage rates
- Identifies non-negotiable qualities, skills, training, certifications, etc.
- Fosters opportunities for employer growth and encourage lifelong learning



- Serves as an introduction to career-seekers for education and advancement opportunities
- Creates opportunities for businesses to establish internships and registered apprenticeships for career-seekers
- Bridges communication gaps between businesses and education
- Connects high school CTE and community college curricula to relevant career pathways

## RACK CARDS FOR LOCAL BUSINESSES



## COALITION MEETINGS



**VIRGINIA CAREER WORKS**  
PIEDMONT REGION

INTERNSHIP GUIDES

Educators' Guide

Students' Guide

Employers' Guide

## PROJECTS

## DETAILS

## OUTCOME

### Career Pathways Guides (CPG)

A guided process that helps businesses assess entry, mid and management level positions

- Customized over 25 CPG for businesses
- Mapped pathways that align business sector
- Data collection tool for Career Technical Education & Community College programs

### Employer Toolkits

A tool to help with recruitment and retention strategies

- Developed over 20 employer tool kits
- Customized Rack Cards
- Customization helped businesses realign their recruitment & incentive strategies

### Coalition Meetings

Strengthen regional connectivity, collaboration & best practice sharing

- Held four Coalition meetings
- Coordinated monthly business education outreach meetings
- In collaboration with UVA, CVPED, CC, & Chambers conducted six coffee & conversations & lunch & learns to promote the value of internships & work-based learning



# PIEDMONT REGION CTE ENROLLMENT 2023-2024

Sector Clusters	Secondary Education Program Offerings & Enrollment	P010											
		CATEC	Allemanville	Charlottesville	Fluvanna	Greene	Loudoun	Nelson	Madison	Orange	Colpeper/CTEC	Roanoke/Henric	Frederick
Agriculture	Agriculture	0	14	58	0	52	6	90	138	140	618	6	32
Animal Sciences/Veterinary	Animal Systems	13	34	13	0	0	46	0	0	68	397	58	22
Architecture/CAD/Technical Drawing	Engineering/Architecture	0	0	0	109	0	3	0	0	96	184	0	13
Auto	Automotive	52	37	0	0	67	1	43	0	14	242	0	20
Business	Business & Marketing	0	492	248	383	372	17	17	166	129	1310	64	123
Carpentry	Carpentry	49	28	11	89	67	11	78	130	0	318	0	11
NA	Healthcare	35	3	6	31	0	6	0	0	27	0	0	1
Construction/Building Trades	General	0	0	0	90	0	0	0	0	0	0	0	0
Communications/Broadcast	Television Production	0	0	0	93	6	0	0	0	17	0	0	0
Computer Science & Media	Information Technology	0	211	110	10	6	4	0	27	218	533	0	0
Cosmetology	Cosmetology	52	44	30	78	35	13	39	5	22	30	0	18
Criminal Justice	Criminal Justice	0	0	0	0	0	0	0	0	0	0	0	0
IT/Information/WHI	IT/Information/WHI	0	0	0	0	0	0	0	0	0	34	0	0
Military	Military	54	76	13	249	67	21	0	0	0	63	88	39
Manufacturing	Information Technology	0	217	0	0	0	0	0	0	28	68	0	0
Digital Art Illustrations	Business & Marketing	0	0	0	0	0	0	0	0	0	0	0	123
Digital Marketing & Marketing	Business & Marketing	0	74	23	0	0	0	0	0	36	0	0	44
Education - Teacher/Cadet	Education	0	28	0	50	12	11	12	84	0	539	14	16
Electricity	Electricians	47	36	12	0	0	0	0	39	0	44	0	10
Engineering	Engineering/Architecture	0	944	140	0	0	1	0	0	39	0	0	0
Family Consumer Science - Berry	Fashion & Consumer Science	0	0	18	0	77	18	0	0	169	1409	0	0
Fire Science	MT/Plve	13	22	7	0	0	0	0	0	6	0	0	0
Forest Science	Criminal Justice	0	0	0	0	0	0	0	0	0	0	0	0
Geographic Information Systems (GIS)	Engineering/Architecture	0	0	0	0	0	0	0	0	0	0	0	0
Health Sciences/EMT	MT/Plve	40	98	11	27	0	16	0	235	192	24	44	0
Horticulture	Plant Systems	0	0	0	132	28	0	79	0	38	92	38	19
HVAC	HVAC	0	3	0	0	48	0	0	0	0	18	0	0
Manufacturing	Manufacturing	0	376	0	0	51	0	12	0	0	0	206	0
Military Science/ROTC/NDCC	Military Science/ROTC/NDCC	0	0	0	0	0	0	0	0	182	67	0	10
Summary Tech	Healthcare	0	0	0	0	0	0	0	0	0	0	0	0
Technology	Photography 1-2	0	0	0	0	0	0	0	0	0	0	0	0
Robotics	Engineering/Architecture	0	0	0	0	0	0	0	0	10	0	0	0
Senior Release	Senior Release	0	0	0	0	0	0	0	0	0	0	0	0
Sports End & Rec Marketing	Business & Marketing	0	195	36	12	0	0	0	37	0	106	0	19
Sports Medicine	Healthcare	0	109	0	87	49	0	0	18	22	47	0	0
Wine to Health and Medical Science	Wine to Health and Medical Science	0	0	0	83	52	1	27	119	178	0	0	19
Technology Foundations/Transfer	Technology Foundations/Transfer	0	0	0	0	0	0	0	0	63	0	0	0
Video & Media Technology & Communications	Business & Marketing	0	116	0	33	0	13	0	0	27	0	0	33
Work Release	ROTC Workforce Employment Building Occupational/Life/Work Training	0	0	0	0	58	0	0	23	0	0	31	8
	<b>Total</b>	<b>367</b>	<b>3169</b>	<b>727</b>	<b>1468</b>	<b>1048</b>	<b>194</b>	<b>419</b>	<b>3007</b>	<b>1711</b>	<b>5626</b>	<b>504</b>	



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On behalf of VCW Piedmont, I would like to emphasize that the thrust of this collaboration will continue to develop workforce solutions and innovative concepts for the region.

## INDUSTRY TOURS

## WBLA FRAMEWORK

**VIRGINIA CAREER WORKS**  
PIEDMONT REGION  
WORK-BASED LEARNING CHECKLIST

**GOAL I: SELF-AWARENESS & CAREER ALIGNMENT**

1. Introductions, body language, and speaking
2. Putting your best foot forward, what does that look like?
3. Your digital footprint/social media presence
4. Understanding assumptions and bias

**GOAL II: WORKPLACE ETIQUETTE & SAFETY**

1. Understanding worker's rights
2. Breaking down stereotypes
3. Technology (phones, ear buds, A.I.) in the workplace
4. Importance of safety certifications
5. Workplace scenarios

**GOAL III: CAREER AWARENESS & CAREER RESEARCH**

1. Business terminology
2. Use of apps in the workplace
3. Technology platforms in the workplace & digital fluency
4. Practicing professionalism/work productivity

**GOAL IV: CAREER PREPARATION**

1. Resume building/portfolio
2. Mock interview/how to interview
3. Familiarity of the interview process
4. Global perspectives
5. Example of interview questions
6. Navigating resources

**GOAL V: ECONOMIC MOBILITY & FINANCIAL LITERACY**

1. Understanding your pay stubs/ time documentation
2. Purpose of bank accounts/budgeting
3. Understanding onboarding of documents
4. Employee annuities/savings



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