



**REGION 9 COUNCIL
IN-PERSON MEETING
North Fork Meeting Center
994 Research Park Blvd, Charlottesville, VA 22911
OCTOBER 29, 2024
9:30 am to 11:30 am**

<https://us06web.zoom.us/j/87156419968>

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

Presentations and supplemental materials may be found here: <https://www.govirginia9.org/calendar/>

AGENDA

- | | |
|---|-----------------------------|
| 1. Opening | Ethan Dunstan, Chair |
| <ul style="list-style-type: none">• Call to Order• Roll Call• Public Comment | |
| 2. Consent Agenda – ACTION ITEM | Ethan Dunstan |
| <ul style="list-style-type: none">• Meeting Minutes, August 20, 2024• Financials August 31, 2024• MEMO: Approve FY 25 Per Capita Project Contract• MEMO: Update on Project VITAL MOU and Contract• MEMO: Region 9 Sites Initiative via Operating Funds - Update• Director Report | |
| 3. Updates | Ethan Dunstan |
| <ul style="list-style-type: none">• Committees• Task Forces• Chair• Other | |
| 4. Conflict of Interest Policy Revision – ACTION Item | Ethan Dunstan |
| 5. Letter of Interest for TPI - ACTION ITEM | Ethan Dunstan |
| <ul style="list-style-type: none">• Talent Pathway Planning Initiative (TPI) Letter of Interest• Proposal Deadline November 1, 2024, noon | |
| 6. Project Review - ACTION ITEM | Ethan Dunstan |
| <ul style="list-style-type: none">• Food and Beverage Business Accelerator | |
| 7. Statewide Planning Grant Request – ACTION ITEM | Ethan Dunstan |
| <ul style="list-style-type: none">• Artificial Intelligence (AI) Statewide Landscape Assessment (AISLA) | |

8. Presentation – Regional Entrepreneurship Investment (REI) Final Report & Action Plan

- Presentation: *Building a Right Sized Entrepreneurial Ecosystem for Region 9*
 Guests: Stephen Davis, President, Community Investment Collaborative
 Hope Lawrence, Program Manager, Venture Central
 Rebecca Haydock, Director, Venture Central
 Craig Honick, Owner, Good People Research
- REI Report Title: *Thrive in Place*

Related Report and Presentation available: <https://www.govirginia9.org/calendar/>

9. Presentation – Wine Industry Planning Grant & Action Plan

Ethan Dunstan

- 2024 Wine Industry Report and Action Plan
 Guests: *Matt Brown, MJ Brown Consulting*
Maureen Kelley, Nelson County Economic Development

Related Report and Presentation available: <https://www.govirginia9.org/calendar/>

10. Project Pipeline

Shannon Holland

11. Other Business

.Ethan Dunstan

12. Adjourn

Ethan Dunstan

Upcoming Dates

GO Virginia Board Meetings – December 10, 2024
 Region 9 Project Application Deadline – December 11, 2024
 Region 9 Council Meeting – December 11, 2024



Topic: GO Virginia Reg 9 Council IN-PERSON Mtg.
Time: Oct 29, 2024 09:30 AM Eastern Time (US and Canada)

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

Virtual links in agenda posted with this agenda at www.GOVirginia9.org/calendar

MINUTES

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; Roque Castro, Elysium LD Technology, Inc.; Tom Click, Patriot Industries; Bob Coiner, Town of Gordonsville; Brian Cole, LexisNexis Reed Tech; Gizelle Curtis, Dominion Energy; Ned Galloway, Albemarle County Board of Supervisors; Ray Knott, Atlantic Union Bank; Pace Lochte, UVA Economic Development; Patrick Mauney, Rappahannock-Rapidan Regional Commission; Tony O'Brien, Fluvanna County; Brandon Payne, Self Storage of Louisa; Paige Read, Town of Culpeper; Jean Runyon, Piedmont Virginia Community College; Cathy Schafrik, Greene County; Tom Thorpe, Afton Scientific; Andy Wade, Louisa County; Jonathon Weakley, Madison County; Tina Weaver, Papa Weaver's Pork, Inc.

Absent: Christine Jacobs, Thomas Jefferson Planning District Commission; Cheryl Kirby, Atlantic Union Bank

Staff: Helen Cauthen, Shannon Holland, Christie Taylor, Kristy Dancy

Guests: Bo Bundrick; Joseph Dennie, DHCD; Katie Dulaney, CVPED; Ruth Emerick TJPDC; Rachael Hobbs; Sarah Morton, VCW-Piedmont; Marci Posey, SBA

1. Opening

• **Call to Order**

Ethan Dunstan called the meeting to order at 9:30 a.m.

New Council members attending for the first time were welcomed:

- Tom Thorpe, Afton Scientific to complete the term of Jim Cheng
- Ned Galloway, Board of Supervisors for Albemarle County, replacing Tony O'Brien from Fluvanna
- Cathy Schafrik, Greene County Administrator, replacing Christian Goodwin

• **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 five 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, June 27, 2024:** No questions or comments were presented.
- **Financials through June 30, 2024:** Francoise Seillier-Moiseiwitsch reported that the FY 2023 funds were spent down to zero, and the organization is now operating out of FY 2024 funds. Active projects are on track for being spent down. The GO Virginia account had a fraudulent

check cashed against a \$12,000 balance. The Partnership stepped in quickly and covered the gap and is in the process of closing this account and adding additional security to the account while seeking restitution from the banks.

- **MEMO: FY 2025 Capacity Building Contract:** Shannon Holland provided the update. The Partnership is a party to the contract and is reviewing for approval at its next Board meeting. No changes are anticipated. In general, revisions to the previous contract include:
 - Moved the Scope of Services section closer to the beginning of the document.
 - Expanded the Scope of Services to outline yearly activities required from the support organization and Council to qualify for funding.
 - Extend access to a project’s administration budget by 90 days after the contract end date to support project closeout activities.
- **MEMO: Leadership to Finalize Project VITAL Contract and MOU:** Shannon Holland provided the update. The attached contract is the approved template for Region 9 projects and will serve as the basis for negotiations once the MOU is complete. The highlighted sections will be tailored to specific Project VITAL activities.
 Ethan Dunstan commented he was disappointed by the state’s lack of movement toward resolving the MOU contingency so that Project VITAL could get under contract and move forward. He noted that the project could lose key supporters or assets offered through this project, because of the unnecessary lag. Jonathon Weakley commented that other outcomes from the delay could be diminishing enthusiasm for support of the project. Ethan Dunstan asked Joseph Dennie to convey the Council concerns to state leadership.
- **Director Report** – There was no discussion related to this item though Shannon Holland pointed out the Council has \$1,00,000 in Per Capita funds available to invest in projects and the \$250,000 remaining in the Talent Pathway Initiative (TPI) will sunset at the end of the year.

Roque Castro made a motion to approve Council business as presented. Patrick Mauney seconded the motion. A roll call vote was performed, and the motion carried. Ned Galloway, Tom Thorpe, and Cathy Schafrik abstained as new members who were not part of the previous meeting.

3. Electronic Meeting & Remote Participation Policy – ACTION ITEM

Ethan Dunstan reviewed the highlights in the memo stating that:

- The new policy reflects both the state law and follows the GO Virginia Board policy
- Will be updated annually
- Region 9 Council’s culture is to host in-person meetings throughout the region

Francoise Seillier-Moiseiwitsch mentioned that due to bandwidth limitations, she sometimes cannot use the video and microphone simultaneously.

Ned Galloway conveyed his interpretation of the policy from his training, pointing out that turning off one's camera may be the same as exiting a room. Consequently, if achieving a quorum is challenging, having the camera off might affect the meeting so it might be worth waiting to approve the policy until details have been ironed out. Joseph Dennie from DHCD will connect Shannon Holland to state FOIA council to help answer these questions.

Ray Knott made a motion to approve the Electronic Meeting & Remote Participation Policy. Jonathan Weakley seconded the motion. A roll call vote was performed, and the motion carried unanimously.

4. Updates

- Ethan Dunstan shared that the GO Virginia Board Retreat will be held September 9-10 in Danville, VA, at the Institute for Advanced Learning and Research, home of the GOTECH program. Ethan Dunstan will serve on a panel on the second day of the agenda to represent Region 9. Christie and Shannon are also attending, and Rob Archer may attend.
- Project VITAL update: the GO Virginia Board approved the Charlottesville Biotechnology Accelerator in early June as part of Project VITAL, pending an MOU for state agency collaboration. As of August 19, the MOU draft had not been supplied. On August 9, the Office of the Secretary of Commerce & Trade shared three recommendations for DHCD to implement with these projects before getting them under contract: 1) creating a coordinating group that includes the three-project teams; 2) requiring applicants have a conflict-of-interest statement; and, 3) sustainability documentation at 18 months.
- Helen Cauthen reviewed the bank fraud incident and shared that CVPED acted quickly, sending VCW-Piedmont the funds immediately after learning their check had been stolen. They are working to close accounts, file police reports, file the insurance claim, and other actions related to this incident. Insurance will cover up to \$15,000.
- Ethan Dunstan thanked Ray Knott for presenting on behalf of the PATH foundation at the August 21 regional philanthropy meeting. He noted that the Executive Committee had discussed such outreach initiatives at a meeting earlier in the year.

5. Project Updates: Talent Development

- *Managing Outcomes* – Christie Taylor, Grants Manager, Region 9 presented the background of how outcomes are selected, monitored, influenced, and certified by projects. She also summarized the challenges all three talent projects had experienced, and recommended changes to ameliorate these challenges for future projects.
- *Talent Supply Connector* – Sarah Morton, Director Virginia Career Works reviewed the progress and challenges of the project, which concludes January 2025.
- *Tech Talent Retention* – Katie Dulaney, Talent Director, Central Virginia Partnership reviewed the TechLink project, also highlighting successes and hardships, and shared observations for future talent project implementation.

After the presentations, a discussion took place, focusing on dual enrollment, its evolving landscape, participation barriers, and the roles of community colleges and high schools in boosting enrollment. Jean Runyon proposed inviting K-12 leaders to a meeting to learn more about the programs and their challenges.

6. Project Pipeline

- Shannon Holland mentioned that a reply to the Council's Request for Letters of Interest regarding the TPI planning grant is anticipated by the September 25 deadline. The initiative, mainly led by CvilleBioHub in collaboration with UVA and other entities, concentrates on the prioritized Biotech sector. Nikki Hastings is in the process of assembling partners and creating matching support. Council members who have suggestions for the match were encouraged to contact Shannon. The funding expires in December 2024.
- Conversations are underway regarding upcoming initiatives that will arise from the REI and Wine Industry Planning grants, with both reports anticipated to be finalized later this year. Moreover, talent and site development concepts that might evolve into projects by late 2024 or early 2025 are also being considered.

7. Other Business

- Gizelle Curtis urged members to join the Sites 101 online seminar on August 29th at 2pm, as mentioned in a previous email to Council Members from the new Vice Chair of the GO Virginia Board, Leah Fremouw. Shannon Holland will provide more information.

8. Adjourn

Ray Knott made a motion to adjourn. Andy Wade seconded the motion. The meeting adjourned at 11:17 a.m.

DRAFT

GO Virginia
Statement of Financial Position
As of August 31, 2024

	Aug 31, 2024
ASSETS	
Current Assets	
Checking/Savings	
11200 · GO VA Operating Account - Union	246.30
Total Checking/Savings	246.30
Accounts Receivable	
11000 · Accounts Receivable	98,427.17
Total Accounts Receivable	98,427.17
Other Current Assets	
11100 · Accrued Receivable	7,484.04
12000 · Undeposited Funds	-
Total Other Current Assets	7,484.04
Total Current Assets	106,157.51
TOTAL ASSETS	106,157.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20002 · Accounts Payable	12,975.09
20004 · Due to CVPED	85,526.17
Total Accounts Payable	98,501.26
Other Current Liabilities	
25060 · Accrued Expenses - Other	7,484.04
25500 · Unearned Rev - Advanced Funds	167.51
Total Other Current Liabilities	7,651.55
Total Current Liabilities	106,152.81
Total Liabilities	106,152.81
Equity	
32000 · Unrestricted Net Assets	4.70
Net Income	-
Total Equity	4.70
TOTAL LIABILITIES & EQUITY	106,157.51

GO Virginia
Capacity Building - Statement of Income and Expense (Summary)
TOTAL FY2024 SPENDING: June 2024 through August 2024

	Capacity Building			
	Jun '24 - Aug '24	Budget	% of Budget	Remaining
Income				
41520 · State Grants	57,340.53	250,000.00	22.94%	192,659.47
Total Income	57,340.53	250,000.00	22.94%	192,659.47
Gross Profit	57,340.53	250,000.00	22.94%	192,659.47
Expense				
01250 · General Administration	6,386.75	20,000.00	31.93%	13,613.25
54400 · Project Support expenses				
54426 · Audit	0.00	7,000.00	0.0%	7,000.00
54430 · Contract Services	1,751.06	5,250.00	33.35%	3,498.94
54449 · Meetings and Facilitation	0.00	2,500.00	0.0%	2,500.00
54440 · Equipment	404.69	2,000.00	20.24%	1,595.31
54451 · Travel	245.26	2,500.00	9.81%	2,254.74
54452 · Rent/Lease	2,150.65	12,000.00	17.92%	9,849.35
54453 · Salaries	45,877.12	188,650.00	24.32%	142,772.88
54457 · Marketing/Advertising/Promotion	525.00	5,000.00	10.5%	4,475.00
54462 · Legal Expenses	0.00	100.00	0.0%	100.00
54464 · Taxes & Insurance	0.00	0.00	0.0%	0.00
Total 54400 · Project Support expenses	50,953.78	225,000.00	22.65%	174,046.22
54500 · Planning expenses				
54501 · Contract Services	0.00	0.00	0.0%	0.00
54502 · Technical Assistance	0.00	5,000.00	0.0%	5,000.00
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
Total 54400 · Planning expenses	0.00	5,000.00	0.0%	5,000.00
Total Expense	57,340.53	250,000.00	22.94%	192,659.47
Net Income	0.00	0.00	0.0%	0.00

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through August 31, 2024**

	BEACON's Kitchen			Carver Food		
	End Date: 9/30/2024			End Date: 10/31/2024		
	(Projects)			(Projects)		
	Oct '22 - Aug '24	Budget	% of Budget	Nov '22 -Aug '24	Budget	% of Budget
Income						
41520 · State Grants	40,229.26	189,000.00	21.29%	18,553.02	199,727.00	9.29%
Total Income	<u>40,229.26</u>	<u>189,000.00</u>	<u>21.29%</u>	<u>18,553.02</u>	<u>199,727.00</u>	<u>9.29%</u>
Gross Profit	40,229.26	189,000.00	21.29%	18,553.02	199,727.00	9.29%
Expense						
01250 · General Administration	13,928.36	14,000.00	99.49%	10,142.67	14,795.00	68.56%
54000 · Program expenses						
51280 · Planning Grant Activities	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%	8,410.35	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						
Total 54400 · Project related expenses	<u>26,300.90</u>	<u>175,000.00</u>	<u>15.03%</u>	<u>8,410.35</u>	<u>184,932.00</u>	<u>4.55%</u>
Total 54000 · Program expenses	<u>26,300.90</u>	<u>175,000.00</u>	<u>15.03%</u>	<u>8,410.35</u>	<u>184,932.00</u>	<u>4.55%</u>
Total Expense	<u>40,229.26</u>	<u>189,000.00</u>	<u>21.29%</u>	<u>18,553.02</u>	<u>199,727.00</u>	<u>9.29%</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through August 31, 2024**

	Cville Bio Lab			Regional Entrepreneurship Initiative		
	End Date: 6/30/2024			End Date: 6/12/2025		
	(Projects)			(Projects)		
	May '23 - Aug '24	Budget	% of Budget	Jun '23 - Aug '24	Budget	% of Budget
Income						
41520 · State Grants	100,000.00	100,000.00	100.0%	161,753.34	300,000.00	53.92%
Total Income	<u>100,000.00</u>	<u>100,000.00</u>	<u>100.0%</u>	<u>161,753.34</u>	<u>300,000.00</u>	<u>53.92%</u>
Gross Profit	100,000.00	100,000.00	100.0%	161,753.34	300,000.00	53.92%
Expense						
01250 · General Administration	7,360.00	7,360.00	100.0%	11,747.98	22,080.00	53.21%
54000 · Program expenses						
51280 · Planning Grant Activities						
54400 · Project related expenses						
54424 · Administration				656.00	13,800.00	4.75%
54425 · Architectural and Engineering						
54430 · Contract Services	23,640.00	23,640.00	100.0%	100,000.00	100,000.00	100.0%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel				852.26	10,120.00	8.42%
54452 · Rent/Lease			0.0%			
54453 · Salaries	26,000.00	26,000.00	100.0%	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	10,000.00	10,000.00	100.0%			
54463 · Other - Outreach and Promotion				4,550.85	10,000.00	45.51%
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%			
Total 54400 · Project related expenses	<u>92,640.00</u>	<u>92,640.00</u>	<u>100.0%</u>	<u>150,005.36</u>	<u>277,920.00</u>	<u>53.97%</u>
Total 54000 · Program expenses	<u>92,640.00</u>	<u>92,640.00</u>	<u>100.0%</u>	<u>150,005.36</u>	<u>277,920.00</u>	<u>53.97%</u>
Total Expense	<u>100,000.00</u>	<u>100,000.00</u>	<u>100.0%</u>	<u>161,753.34</u>	<u>300,000.00</u>	<u>53.92%</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through August 31, 2024**

	Rural Entrepreneur Ecosystem			Talent Supply Connector		
	End Date: 4/30/2025			End Date: 8/31/2024		
	(Projects)			(Projects)		
	May '23 - Aug '24	Budget	% of Budget	Sep '22 - Aug '24	Budget	% of Budget
Income						
41520 · State Grants	76,352.61	200,000.00	38.18%	244,373.17	391,528.00	62.42%
Total Income	<u>76,352.61</u>	<u>200,000.00</u>	<u>38.18%</u>	<u>244,373.17</u>	<u>391,528.00</u>	<u>62.42%</u>
Gross Profit	76,352.61	200,000.00	38.18%	244,373.17	391,528.00	62.42%
Expense						
01250 · General Administration	8,009.38	14,720.00	54.41%	17,812.57	23,616.00	75.43%
54000 · Program expenses						
51280 · Planning Grant Activites						
54400 · Project related expenses						
54424 · Administration						
54425 · Architectural and Engineering						
54430 · Contract Services	5,551.96	65,591.00	8.47%	749.50	25,000.00	3.0%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel	4,308.33	11,960.00	36.02%	2,029.83	7,500.00	27.06%
54452 · Rent/Lease			0.0%	10,000.00	10,000.00	100.0%
54453 · Salaries	53,451.65	75,479.00	70.82%	171,867.71	272,700.00	63.02%
54454 · Other - Website						
54455 · Fringe Benefits	5,031.29	32,250.00	15.6%	25,412.02	35,000.00	72.61%
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				16,501.54	17,712.00	93.17%
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
Total 54400 · Project related expenses	<u>68,343.23</u>	<u>185,280.00</u>	<u>36.89%</u>	<u>226,560.60</u>	<u>367,912.00</u>	<u>61.58%</u>
Total 54000 · Program expenses	<u>68,343.23</u>	<u>185,280.00</u>	<u>36.89%</u>	<u>226,560.60</u>	<u>367,912.00</u>	<u>61.58%</u>
Total Expense	<u>76,352.61</u>	<u>200,000.00</u>	<u>38.18%</u>	<u>244,373.17</u>	<u>391,528.00</u>	<u>62.42%</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through August 31, 2024**

	Tech Talent Retention End Date:12/31/2024			Technology Academies End Date: 7/24/2025		
	(Projects)			(Projects)		
	Sep '22 - Aug '24	Budget	% of Budget	Jul '22 - Aug '24	Budget	% of Budget
Income						
41520 · State Grants	273,788.00	307,800.00	88.95%	190,992.47	402,075.00	47.5%
Total Income	<u>273,788.00</u>	<u>307,800.00</u>	<u>88.95%</u>	<u>190,992.47</u>	<u>402,075.00</u>	<u>47.5%</u>
Gross Profit	273,788.00	307,800.00	88.95%	190,992.47	402,075.00	47.5%
Expense						
01250 · General Administration	14,879.90	22,800.00	65.26%	12,157.01	29,783.00	40.82%
54000 · Program expenses						
51280 · Planning Grant Activities						
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	2,071.77	78.26%			
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel	2,083.86	2,500.00	83.35%			
54452 · Rent/Lease	10,000.00	10,000.00	100.0%			
54453 · Salaries	138,919.64	156,000.00	89.05%	0.00	42,932.00	0.0%
54454 · Other - Website						
54455 · Fringe Benefits	33,000.00	33,000.00	100.0%			
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Other - Outreach and Promotion	30,000.00	30,000.00	100.0%			
54465 · Other - Collaboration	16,390.12	23,428.23	69.96%			
54466 · Other - Management & General	15,871.43	16,000.00	99.2%			
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
Total 54400 · Project related expenses	<u>258,908.10</u>	<u>285,000.00</u>	<u>90.85%</u>	<u>178,835.46</u>	<u>372,292.00</u>	<u>48.04%</u>
Total 54000 · Program expenses	<u>258,908.10</u>	<u>285,000.00</u>	<u>90.85%</u>	<u>178,835.46</u>	<u>372,292.00</u>	<u>48.04%</u>
Total Expense	<u>273,788.00</u>	<u>307,800.00</u>	<u>88.95%</u>	<u>190,992.47</u>	<u>402,075.00</u>	<u>47.5%</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through August 31, 2024**

	Wine Industry Planning Grant			Total Projects		
	End Date: 12/30/2024					
	(Projects)					
	Dec '23 - Aug '24	Budget	% of Budget	Mar '21 - Aug '24	Budget	% of Budget
Income						
41520 · State Grants	33,923.06	100,000.00	33.92%	1,139,964.93	2,190,130.00	52.05%
Total Income	<u>33,923.06</u>	<u>100,000.00</u>	<u>33.92%</u>	<u>1,139,964.93</u>	<u>2,190,130.00</u>	<u>52.05%</u>
Gross Profit	33,923.06	100,000.00	33.92%	1,139,964.93	2,190,130.00	52.05%
Expense						
01250 · General Administration	3,923.06	7,000.00	56.04%	99,960.93	156,154.00	64.01%
54000 · Program expenses						
51280 · Planning Grant Activities						
54400 · Project related expenses						
54424 · Administration				656.00	13,800.00	4.75%
54425 · Architectural and Engineering				0.00	0.00	0.0%
54430 · Contract Services	30,000.00	93,000.00	32.26%	170,963.24	367,231.00	46.56%
54440 · Equipment				187,245.81	589,292.00	31.78%
54442 · Training				1,621.27	2,071.77	78.26%
54447 · Other - Programming				0.00	0.00	0.0%
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				9,867.92	34,080.00	28.96%
54452 · Rent/Lease				20,000.00	20,000.00	100.0%
54453 · Salaries				459,892.51	752,111.00	61.15%
54454 · Other - Website				10,000.00	10,000.00	100.0%
54455 · Fringe Benefits				63,443.31	115,250.00	55.05%
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				10,000.00	10,000.00	100.0%
54463 · Other - Outreach and Promotion				34,550.85	40,000.00	86.38%
54465 · Other - Collaboration				16,390.12	23,428.23	69.96%
54466 · Other - Management & General				32,372.97	33,712.00	96.03%
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%
Total 54400 · Project related expenses	<u>30,000.00</u>	<u>93,000.00</u>	<u>32.26%</u>	<u>1,040,004.00</u>	<u>2,033,976.00</u>	<u>51.13%</u>
Total 54000 · Program expenses	<u>30,000.00</u>	<u>93,000.00</u>	<u>32.26%</u>	<u>1,040,004.00</u>	<u>2,033,976.00</u>	<u>51.13%</u>
Total Expense	<u>33,923.06</u>	<u>100,000.00</u>	<u>33.92%</u>	<u>1,139,964.93</u>	<u>2,190,130.00</u>	<u>52.05%</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>



MEMORANDUM

Date: October 29, 2024
To: GO Virginia Region 9 Council
From: Shannon Holland, Director, GO Virginia Region 9
Re: Approve a REVISED Per Capita Project Contract

This is to request that the Region 9 Council accept changes to the Region 9 Template for future Per Capita Project Contracts. This template is not being used for the Project VITAL project, however.

The previously approved contract has been redlined with changes.

**COMMONWEALTH OF VIRGINIA
GO VIRGINIA PER CAPITA ALLOCATION GRANT CONTRACT
NUMBER 25-GOVA-09X**

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 APPLICANT (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 2022-2024 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, "PROJECT NAME" as described in the GO VIRGINIA Per Capita Allocation Grant 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 Per Capita Allocation 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 **\$DOLLAR AMOUNT (dollar amount in words)**.
2. Non-State sources of matching funds of at least \$1 dollar for every \$1-2 dollars awarded are required for the use of GO VIRGINIA Per Capita Allocation Grant funds, ~~unless otherwise waived by the Board.~~ A total match of **\$DOLLAR AMOUNT (Dollar amount in words)** in matching funds over one year is committed to this project by SUBGRANTEE. Also included in the above match is a **local match of \$dollar amount (dollar amount in words)** committed to this project by SUBGRANTEE on behalf of participating localities.

Commented [DJ(1): Change is updating contract to reflect state code change reducing match to 2:1.

3. The GRANTEE and SUBGRANTEE shall not obligate, encumber, spend or otherwise utilize GO VIRGINIA Per Capita Allocation 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~~ Project Start Date shall be eligible for reimbursement with GO VIRGINIA Per Capita Allocation 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 Per Capita Allocation Grant funds within the PROJECT budget. The final disbursement may not be processed if GRANTEE’s matching funds obligation has not been fulfilled.
8. SUBGRANTEE shall submit invoices (remittance requests) for allowable expenses on a quarterly basis, as per the Approved Budget. If a remittance is not submitted at least once per quarter, it should be noted in the required quarterly report the reason a remittance was not submitted that quarter. Failure to submit regular remittances without justification may result in action by DHCD or the GRANTEE. Action for failure to submit timely remittances or explanation for that failure could be a reason for TERMINATION FOR CAUSE.
9. 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.

10. 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 Date. The GRANTEE may incur administrative expenses within this 90 DAY period.

SCOPE OF WORK

11. GRANTEE and SUBGRANTEE will commence, carry out and complete this scope of work, beginning on **Month Day, Year** (the “Project Start Date”) as described in the GRANTEE’s GO VIRGINIA Per Capita Allocation 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 **Month Day, Year** (the “Project End Date”).

PROJECT TITLE: PROJECT TITLE

ACTIVITIES:

MILESTONES:

Quarter:
Quarter:
Quarter:
Quarter:

Products:

Subgrantee commits to delivering the following products during the grant period:

Outcomes:

Subgrantee commits to tracking and reporting achievement of the following outcomes during the grant period:

BUDGET: Sources & Uses Document Attached.

12. 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 Per Capita 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.

~~13. 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.~~

~~14.13.~~ 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/OUTCOMES as outlined in the APPLICATION as submitted and outlined in this AGREEMENT. SUBGRANTEE shall have a system in place to track and report OUTCOMES in the AGREEMENT

~~15.14.~~ 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.

~~16.15.~~ If required under applicable law, GRANTEE 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

~~17.16.~~ 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-fiscal closeout report to DHCD in CAMS.

~~18.~~ and Grantee agrees to submit a final project performance closeout report to DHCD in CAMS.

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~~18-19.~~ The GRANTEE shall use the appropriate templates and closeout procedures, as provided by DHCD, to submit the final ~~financial~~-fiscal closeout and 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. OUTCOMES as outlined in the APPLICATION and outlined in this AGREEMENT may be reported for up to one year after the Project End Date.

~~19-20.~~ 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.

~~20-21.~~ 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.

~~21-22.~~ 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, documentation to detail that applicable procurement requirements have been met, prior to the execution of those contracts.

~~22-23.~~ DHCD reserves the right to request and receive additional documentation pertaining to non-professional service or other contracts obligating GO VIRGINIA funds prior to approving drawdown requests.

COMMUNICATIONS

~~23-24.~~ GRANTEE and SUBGRANTEE agree 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.”*

AUDIT REQUIREMENTS

25. The GRANTEE 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.

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24. Per the DHCD Audit Policy, the GRANTEE 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.

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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

26. Entities shall file the required financial document annually in the Centralized Application and Management System (CAMS) within nine (9) months of 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. Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement in order to submit a remittance request.

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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>

~~25. Required financial statements must be submitted by the GRANTEE yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) whichever comes first. Entities must electronically submit their financial statement(s) in DHCD's Centralized Application and Management System (CAMS). Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement(s) in order to submit a remittance request.~~

TERMINATION, SUSPENSION, CONDITIONS

~~26-27.~~ **FOR CAUSE** - If through any cause, the GRANTEE or DHCD fails to comply with the terms, conditions or requirements of the CONTRACT DOCUMENTS, and fails to correct the non-compliance within ten (10) business days after WRITTEN NOTICE thereof, the other party may terminate or suspend this AGREEMENT by giving WRITTEN NOTICE of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

If, after the effective date of any suspension of this AGREEMENT, it is mutually agreeable to DHCD and the GRANTEE upon remedy of any contract violation by the GRANTEE or DHCD, the suspension may be lifted and this AGREEMENT shall be in full force and effect at a specified date after the parties have exchanged WRITTEN NOTICES stating a mutual understanding that the cause for suspension has been identified, agreed to and remedied.

In the case of contract violations by the GRANTEE, DHCD may impose conditions other than termination or suspension which are appropriate to ensure proper grant and project administration and adherence to the terms of the CONTRACT DOCUMENTS. Such conditions must be imposed through WRITTEN NOTICE.

~~27-28.~~ **FOR CONVENIENCE** - DHCD may terminate this AGREEMENT, FOR CONVENIENCE, in the event that DHCD is no longer authorized as an agency to administer GO VIRGINIA or if the funds allocated are no longer available.

The GRANTEE may terminate this AGREEMENT for convenience at any time provided that all of the following conditions are met:

- i. The GRANTEE gives DHCD ten (10) days WRITTEN NOTICE; and
- ii. The ACTIVITY(S) which have been initiated either have been completed and may be utilized in their stage of completion in a manner consistent with the objectives in the GRANTEE'S

PROJECT APPLICATION, or will be completed by the GRANTEE through its own or other resources; and

- iii. The GRANTEE had honored or will honor all contractual obligations to third parties affected by GO VIRGINIA Per Capita Allocation Grant funding; and
- iv. DHCD agrees to the termination.

A GRANTEE'S valid termination for convenience in accordance with these CONTRACT DOCUMENTS shall not affect nor prejudice the GRANTEE'S future relationship with DHCD nor its future consideration as a GO VIRGINIA recipient.

REQUEST FOR INFORMATION

~~28-29.~~ The GRANTEE shall furnish, regularly and in such form as DHCD may require, reports concerning the status of the PROJECT activities and grant funds. Such reports shall be submitted in the form and manner as prescribed herein and in WRITTEN NOTICES from DHCD.

~~29-30.~~ The GRANTEE shall maintain all records related to GO VIRGINIA grant funds. Records shall be readily accessible to DHCD, appropriate State agencies, and the general public during the course of the Project and shall remain intact and accessible for three years from final closeout. Except if any litigation claims or audit is started before the expiration of the three year period the records shall be retained until such action is resolved. Notwithstanding, records of any nonexpendable property must be retained for a three year period following final disposition.

~~30-31.~~ WRITTEN NOTICES shall constitute the only means of binding statements of fact or condition between the parties of this Agreement. All required reports and requests to be issued by the GRANTEE and SUBGRANTEE must be made by way of a WRITTEN NOTICE unless other means are specified in the CONTRACT DOCUMENTS. The GRANTEE shall act upon and respond to WRITTEN NOTICES promptly as directed.

~~31-32.~~ The term CONTRACT DOCUMENTS means the following documents which are a part of this AGREEMENT and are incorporated by reference herein as if set out in full:

- A. AGREEMENT;
- B. PROJECT BUDGET AS APPROVED;
- C. GO VIRGINIA PER CAPITA ALLOCATION GRANT APPLICATION;

In witness whereof, the parties hereto have executed or caused to be executed by their duly authorized official this AGREEMENT.

**SUBGRANTEE
APPLICANT**

BY: _____ DATE: _____
Name, Title

**GRANTEE
CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT**

BY: _____ DATE: _____
Helen Cauthen, President

REGIONAL COUNCIL 9

BY: _____ DATE: _____
Ethan A. Dunstan, Chair

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

BY: _____ DATE: _____
Bryan Horn, Director

MEMORANDUM

Date: October 29, 2024
To: GO Virginia Region 9 Council
From: Shannon Holland, Director, GO Virginia Region 9
Re: Update on Project VITAL MOU and Contract

This is to inform the Council of the status of Project VITAL: Charlottesville Biotechnology Accelerator MOU and grant contract. The project was approved at the GO Virginia Board Meeting on June 4, 2024.

At the August 20, 2024, Council Meeting, the Council voted to allow the Chair and/or Vice-Chair to negotiate and approve a Memorandum of Understanding (MOU) and Contract for Project VITAL.

The Project VITAL MOU, attached, has been finalized though it has not been signed.

The contract is still in development. The first draft was provided on October 16, 2024.

CvilleBioHub has shared with DHCD that they want to be under contract by November 1 to open the Accelerator in January. Currently there are companies waiting to participate in the program in January. This urgency has been emphasized to the DHCD team.

MEMORANDUM OF UNDERSTANDING

Project VITAL

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”), made as of this ____ day of October 15, 2024, by, between and among the COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, an agency of the Commonwealth of Virginia (“DHCD” or “Department”), THE VIRGINIA GROWTH AND OPPORTUNITY BOARD (“GOVA Board”), GO VIRGINIA REGIONAL COUNCIL TWO (“GOVA2”), VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (“Virginia Tech”), THE ROANOKE-BLACKSBURG INNOVATION NETWORK d/b/a Verge, a Virginia nonstock corporation (“Verge”), GO VIRGINIA REGIONAL COUNCIL FOUR (“GOVA4”), GROW CAPITAL JOBS FOUNDATION, a Virginia nonstock corporation (“Grow Capital Jobs”), THE VIRGINIA BIOTECHNOLOGY RESEARCH PARTNERSHIP AUTHORITY (“Authority”), VIRGINIA BIOTECHNOLOGY RESEARCH PARK d/b/a Activation Capital, a Virginia nonstock corporation (“Activation Capital”), GO VIRGINIA REGIONAL COUNCIL NINE (“GOVA9”), CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT, a Virginia nonstock corporation (“CVPED”), Charlottesville BIOHUB d/b/a CvilleBioHub, a Virginia nonstock corporation (“CvilleBioHub”), VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY, a political subdivision of the Commonwealth, along with its successors and assigns (“VEDP”), VIRGINIA INNOVATION PARTNERSHIP CORPORATION, a Virginia nonstock corporation, which operates on behalf of the Virginia Innovation Partnership Authority (“VIPCA”) and VIRGINIA BIOSCIENCES HEALTH RESEARCH CORPORATION d/b/a Virginia Catalyst, a Virginia nonstock corporation (“Catalyst”), all of the foregoing parties collectively being referred to as the “Parties,” hereby recites and provides as follows:

RECITALS:

A. The Department 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 2022-2024 Biennium, as amended.

A. The GOVA 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 (“Guidelines”).

B. The Virginia General Assembly has appropriated certain public funds to the Department for good and proper use by GO Virginia to support economic development projects and initiatives within the Commonwealth.

C. GOVA2, Virginia Tech and Verge (collectively the “Verge Grantees”) are parties to an application in the amount of \$4,987,028.98 in funding from GO Virginia to support certain biotechnology, pharmaceutical, and life sciences manufacturing and research initiatives.

D. GOVA4, Grow Capital Jobs and Activation Capital (collectively the “Activation Grantees”) are parties to an application in the amount of \$5,000,000.00 in funding from GO Virginia to support certain biotechnology, pharmaceutical, and life sciences manufacturing and research initiatives.

E. GOVA9, CVPED and CvilleBioHub (collectively the “BioHub Grantees”) are

parties to an application in the amount of \$4,302,887.00 in funding from GO Virginia to support certain biotechnology, pharmaceutical, and life sciences manufacturing and research initiatives.

F. The GOVA Board has approved the following awards (collectively “Grant Funds”) conditioned upon the entry into this MOU with respect to the aforementioned applications:

- a) GOVA2: \$4,987,029 to Virginia Tech as Grantee and Verge as Subgrantee to promote startup development;
- b) GOVA4: \$5,000,000 to Grow Capital Jobs as Grantee and Activation Capital as Subgrantee to support a cluster scale-up in life/bio sciences; and
- c) GOVA9: \$4,302,887 to CVPED as Grantee and CvilleBioHub as Subgrantee to support a cluster scale-up in life/bio sciences.

G. It is the intention of the Verge Grantees, the Activation Grantees, and the CvilleBioHub Grantees (collectively “Grant Beneficiaries”) to enter into separate grant contracts with the Department in connection with their respective portions of the Grant Funds.

H. The Parties recognize the need to coordinate their efforts in the fields of biotechnology, pharmaceutical, and life sciences to maximize economic development outcomes from investments in research, commercialization, innovation, manufacturing, startups, and capital growth and attraction involving state funding, including the funding made the subject of the aforesaid applications, which should be deployed and coordinated with and supportive of the statewide strategy for biotechnology, pharmaceutical, and life sciences economic development.

I. The Parties desire to enter into this MOU as a condition precedent to the granting of the aforesaid funding applications and to achieve the aforesaid purposes.

AGREEMENT:

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and releases contained herein, and such other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

To ensure facilitated statewide collaboration and coordination across Virginia as it relates to the aforementioned areas and goals, the Parties agree to establish the Virginia Innovation Team for Accelerating the Life Sciences steering committee (“VITAL Steerco”). This committee shall consist of one representative each from CvilleBioHub, Activation Capital Verge, DHCD/GO Virginia, VEDP, VIPC, and Virginia Catalyst, or their respective designees, and VIPC shall serve as VITAL Steerco chair.

For the avoidance of doubt, DHCD, the GOVA Board, GOVA2, GOVA4, GOVA9, and the Grant Beneficiaries shall maintain responsibility for executing, administering, reporting, and accountability of the GO Virginia Grant Funds.

VIPC will coordinate and facilitate the activities of the VITAL Steerco, including working with all stakeholders to ensure strategic statewide collaboration and coordination, maximization of outcomes, and minimization of duplication of resources and efforts, including collecting reported metrics that are incremental to current metric baselines and other existing programs. This coordination will focus on strengthening Virginia’s overall life sciences sector through strategies for commercialization, asset development, capital networks, and biotech talent pipelines, among other development areas. VIPC’s duties include hosting quarterly meetings to convene

committee members and other stakeholders.

Grant Beneficiaries shall copy designated VITAL Steerco representatives on all reports they send to GO Virginia to monitor the collective performance of projects funded by the Grant Funds. Grant Beneficiaries shall also provide the underlying names and associated metrics of the individual startup companies and other organizations participating in activities involving the Grant Funds to VITAL Steerco.

VITAL Steerco will meet quarterly to discuss each party's respective efforts, review GO Virginia reports, and explore how each organization can further partner with fellow organizations to promote statewide life sciences investment and activity consistent with Virginia's life sciences Commonwealth-wide economic growth strategy. The meeting will be documented through minutes and a summary report that will be distributed to all parties listed herein and the Secretary of Commerce and Trade.

IN WITNESS WHEREOF, the Parties have set their hands and seals as of the day, month and year first above written by their duly authorized agents and representatives.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE(S)]

COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

BY: _____ DATE: _____
Bryan Horn, Director

THE VIRGINIA GROWTH AND OPPORTUNITY BOARD

BY: _____ DATE: _____
Nancy Agee, Chairman

GO VIRGINIA REGIONAL COUNCIL TWO

BY: _____ DATE: _____
William E. Amos, Chairman

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

BY: _____ DATE: _____
Shelly Jobst, Director, Continuing and Professional Education

THE ROANOKE-BLACKSBURG INNOVATION NETWORK d/b/a Verge

BY: _____ DATE: _____
Erin Burcham, President

GO VIRGINIA REGIONAL COUNCIL FOUR

BY: _____ DATE: _____
Todd Haymore, Chairman

GROW CAPITAL JOBS FOUNDATION

BY: _____ DATE: _____
Wilson H. Flohr, Jr., President and CEO

THE VIRGINIA BIOTECHNOLOGY RESEARCH PARTNERSHIP AUTHORITY

BY: _____ DATE: _____

VIRGINIA BIOTECHNOLOGY RESEARCH PARK d/b/a Activation Capital

BY: _____ DATE: _____

GO VIRGINIA REGIONAL COUNCIL NINE

BY: _____ DATE: _____
Ethan Dunstan, Chairman

CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT

BY: _____ DATE: _____
Helen Cauthen, President

Charlottesville BIOHUB d/b/a CvilleBioHub

BY: _____ DATE: _____
Nikki Hastings, Executive Director

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY

BY: _____ DATE: _____
Jason ElKoubi, President and CEO

VIRGINIA INNOVATION PARTNERSHIP CORPORATION

BY: _____ DATE: _____
Joe Benevento, Chief Executive Officer

VIRGINIA BIOSCIENCES HEALTH RESEARCH CORPORATION d/b/a Virginia Catalyst

BY: _____ DATE: _____
Mike Grisham, President and CEO

MEMORANDUM

Date: October 29, 2024
To: GO Virginia Region 9 Council
From: Shannon Holland, Director, GO Virginia Region 9
Re: Region 9 Sites Initiative via Operating Funds Update

This is to inform the Council about discussions on evaluating a possible sites initiative funded through Region 9 Capacity Building funds instead of Per Capita funds. No action is required from the Council currently. Future Capacity Building Budget revisions and an RFP may be forthcoming.

The Sites Task Force discussed this concept at its October 18, 2024 meeting. Additional engagement is needed with an eye toward prioritizing the potential activities listed below with an eye toward developing an RFP.

If this activity advances, it should 1) catalyze future site activity in the near term in the form of future GO Virginia grants 2) establish a criteria and framework for the Council to prioritize and support advancing sites in a regular cadence, and 3) address Growth & Diversification Planning requirements.

Some activities that could be included in a sites initiative might be:

- Develop an inventory of sites relative to their targeted traded industry sectors to inform and prioritize future site investment
- Evaluate existing sites in VEDP's Virginia Scan (and/or those submitted by counties) and prioritize
- Also identify target sectors best suited for existing sites in VirginiaScan.
- Ask each locality for any site(s) they would like to include in the process (publicly owned, easily acquired or possibly available for option agreement)
- Identify new sites in the region, evaluate for suitability to GO VA target sectors, estimate cost of due diligence needed to get to Tier 3 or higher, and prioritize them based on developability.
- Select the best site in the region that is not already a Tier 3 and estimate cost to achieve Tier 3 (potential future planning grant and implementation grant)
- Identify and prioritize sites only in counties that have not done similar work yet.
- Decide size of sites to evaluate/prioritize – > 25 acres, >50 acres or >100 acres.

**DIRECTOR REPORT
REGIONAL COUNCIL 9 MEETING
UPDATED: OCTOBER 17, 2024
MEETING: OCTOBER 29, 2024**

Grant Funds Available:

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

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

Project Changes:

Budget Revisions

- Tech Talent Retention –combined Salary and Fringe and moved funds to Outreach in preparation for closeout
- Talent Supply Connector - expecting another revision to move funds from Contract Services to M&G for project closeout
- REI - Expecting revision, details pending
- Rural Entrepreneurship Ecosystem Building- expecting revision, details pending

Contracts

- Extensions:
 - Carver Food Business Incubator extended to 10/31/2025 due to pandemic construction and supply chain delays, and to allow for an additional year to meet contractual commitments
- Milestones: n/a
- Outcomes/Deliverables: n/a

Closeouts

- Completed:
 - BEACON closed 9/30/2024 and reported the following outcomes:
 - # of jobs created/filled - 24
 - # of new businesses created - 14
 - # of new products completed/released to production - 4
 - # of businesses served – 60
 - Still experiencing constructions delays and expects to open this winter. A pilot kitchen is operational in the interim.
- In Progress:
 - Accelerating Sites, pending Tier 4 certification letter
 - BEACON’s Kitchen, pending review by project team and signatures
- Funds Not Spent at Closeout: n/a

Key Staff Activity:

- 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
- Supported Task Force Meetings: Sites, Talent Development, and Entrepreneurship
- Attended GO Virginia Board Retreat, September 9-10, Danville, VA

LinkedIn: Followers: 470 (+11)



- \$10.7M** GO Virginia 9 funds invested in **28 projects**
- \$9.7M** Matching funds and **\$2.9M additional leverage**
- 3,444** Businesses served and **52 businesses created**
- 1,045** Jobs created and **500 existing jobs retained**
- 339** Entrepreneurs served and **18 businesses expanded**
- 60** New internships and **638 students trained**
- 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
189 jobs created, 386 businesses served



Light Manufacturing

\$302,975 invested in 2 projects; plus
\$391,528 in 1 project jointly serving
Food & Beverage Manufacturing
7 jobs created, 121 businesses served

+ 433 jobs and 2,806 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

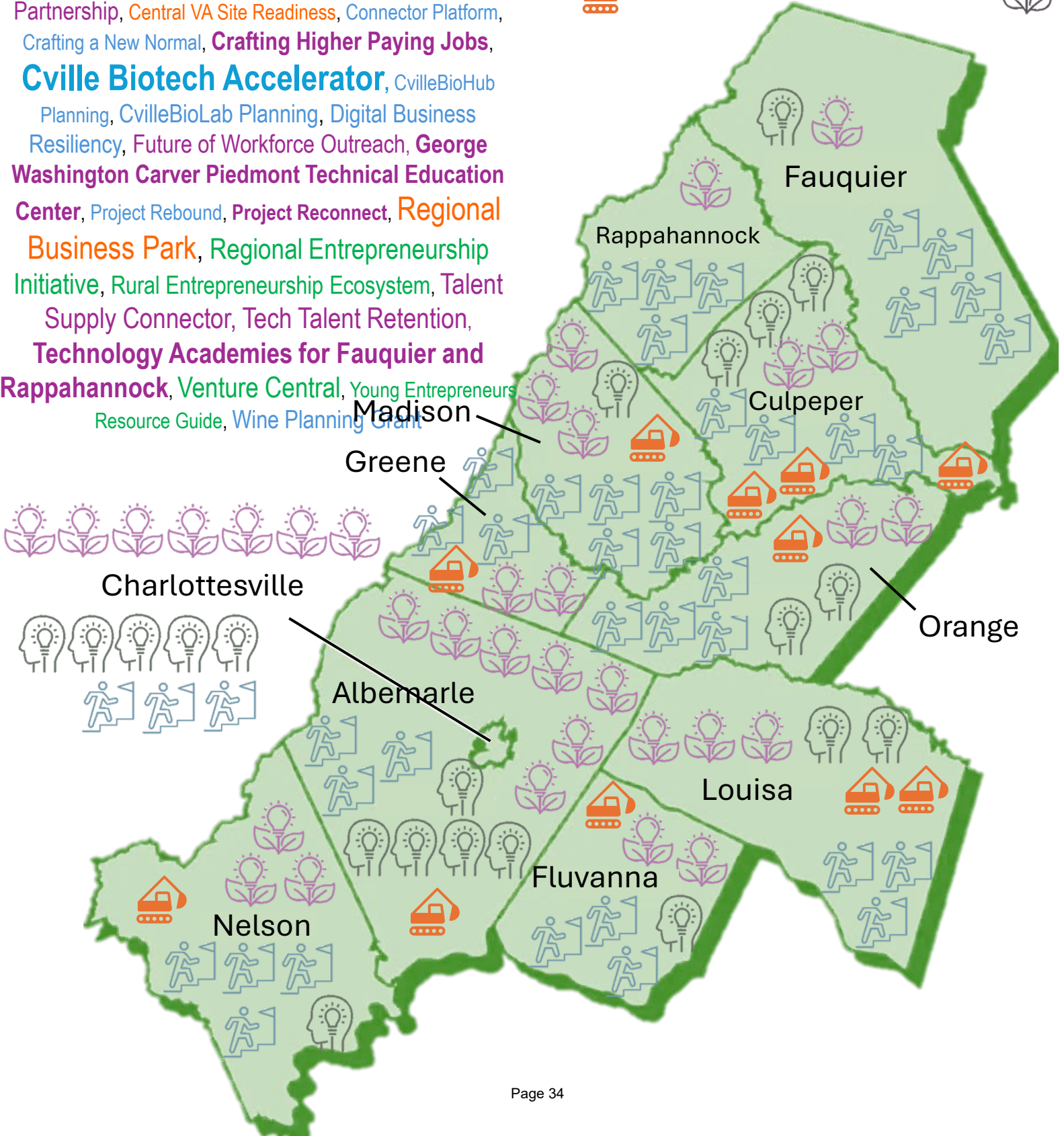
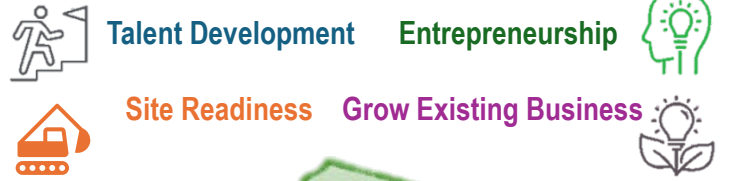
GO Virginia is a business-led economic development initiative that is changing the way the Commonwealth's diverse regions collaborate on economic and workforce development activities. The objective of the GO Virginia program is to foster private sector growth and job creation through grants for strategic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



MEMORANDUM

Date: October 29, 2024
To: GO Virginia Region 9 Council
From: Shannon Holland, Director, GO Virginia Region 9
Re: Conflict of Interest Policy Act (COIA) Revision DRAFT

The following revision to the existing policy is being provided for Council action in an effort to prepare to comply with a potential contract clause for the Project VITAL: Charlottesville Biotechnology Accelerator. See below DRAFT clause. A discussion is being requested now in order to prevent further delays for a project that was approved by the GO Virginia Board on June 4, 2024.

For reference,

- Region 9 has objected to references to VITAL Steerco in contract, as they are not a contract party
- Grantee is CVPED and Region 9 Council
- Subgrantee is CvilleBioHub

DRAFT Contract wording:

34. The Parties recognize and acknowledge the importance of avoiding conflicts of interest in connection with the Grant Funds. Accordingly, the GRANTEE and SUBGRANTEE, contemporaneously with their execution of their respective grant contract, and in any event prior to receipt of any Grant Funds, shall confirm that a conflicts of interest policy exists that governs how officers and board members disclose additional compensation (not tied to salary or other remuneration, benefits or fringe) received from startups and small businesses. Additionally, employees, and staff of any of the GRANTEE and SUBGRANTEE are prohibited from having an economic or equity interest in or entering into or receiving the benefit of any separate agreements or compensation packages with startups and small businesses that receive programming funded by Grant Funds during the grant performance period. Contemporaneously with their execution of their respective grant contract, and in any event prior to receipt of any Grant Funds, the GRANTEE and SUBGRANTEE shall certify that they have adopted binding policies that are consistent with and that effectuate the terms of this paragraph and shall notify the Director of DHCD and the VITAL Steering Committee as defined in the VITAL MOU (c/o Executive Director, Virginia Innovation Partnership Corporation) of any changes to such policies. Such certifications shall constitute material representations and warranties of fact upon which DHCD and the VITAL Steering Committee shall be entitled to rely without any obligation of further inquiry and shall be deemed a covenant contained within the terms of this Agreement.



Conflict of Interest Act (COIA) Policy – Region 9 Council

As approved by Council on August 9, 2021

Title:	COIA Policy	Policy #:	n/a
Effective Date:	8/9/2021	Revision Date:	<u>10.29.2024</u>

Purpose:

To provide written COIA policy and procedures for the GO Virginia Region 9 Council.

Policy:

It is the policy of the Regional 9 Council that Council Members will complete online COIA training within sixty days of joining the Council and at a minimum of every two years while serving on the Council.

It is also the policy of the Council that Members will disclose in writing to the Chair any additional compensation (not tied to salary or other remuneration, benefit or fringe) received from startups and small businesses receiving programming funded by GO Virginia grant funds during the related project grant funding contract period.

~~It is understood that the Councils are not required by Statute (2.2-31-30) to complete the online training; however, it is highly encouraged by the Department of Housing and Community Development. Region 9 Council Members are not required to complete Financial Disclosure Statements as stipulated by the COIA Council.~~

Online COIA Training Module Access and Procedures:

Council Members should complete the online training and email Region 9 staff or Chair when the training has been completed or if there were access issues in order to ensure Council compliance with this policy.

State Ethics Council website: <http://ethics.dls.virginia.gov/>

COIA Online training module: <https://ethicswebinar.dls.virginia.gov/>

Instructions:

- Enter **Region 9 Council Member** in the Title field.
- Selected “Citizen Member Appointed to a State Board” from Role drop down list
- Select “GO Virginia Board” from the Board field
- After viewing training email Region 9 staff immediately to ensure Council is in compliance with this policy.

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It is understood that the Councils are not required by Statute (2.2.31.30) to complete the online training, however, it is highly encouraged by the Department of Housing and Community Development. Region 9 Council Members are not required to complete Financial Disclosure Statements as stipulated by the COIA Council.

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Talent Development Task Force Review
Letter of Interest (LOI) Review -- Talent Pathways Initiative (TPI):
From: CvilleBioHub
Targeting: Biotechnology and Biomedical Sector
Reviewers: 6

If the Letter of Intent is accepted, a BioBridge proposal for \$248,109 would fund talent pathway efforts over one year. The deliverable would be a report and 3–5-year action plan. GO Virginia funds would be used for as follows: \$153,640 for consultant, \$27,500 for the CvilleBioHub Exec Director's salary, \$19,375 for the Operations Manager's salary, \$4,219 for fringe benefits, \$25,000 for CvilleBioHub indirect costs, and \$18,375 for CVPED's contract management admin costs. Committed match includes: \$25,000 Charlottesville; \$25,000 Albemarle; \$12,200 PVCC; VCW-Piedmont \$25,000, TEconomy \$13,000 and CVPED \$2,200. Other leverage: \$5,000 UVA Economic Development and James Madison Univ \$5,000.

PENDING BY Council Meeting October 29, 2024:

1. MATCH: 21k verified match pending from private sector or philanthropy; City of Charlottesville, VCW-P Match commitment forms
2. Letters of Support: Suggested UVA letter, Charlottesville and Albemarle HS support, Private Sector
3. List of committed partners and pending partners

The following is a summary of reviewers and Task Force feedback:

1. Project Objectives: Does this Letter of Interest (LOI) align with the TPI Request for Letters of Interest?
 - The LOI includes the details needed and specifies the roles of TEC, CvilleBioHub, the operations manager, and other partners.
 - The LOI is comprehensive and aligned. It focuses on the biotech sector, which is one of the key areas mentioned in the TPI.
2. Feasibility and Methodology: Is the proposed methodology sound and feasible within the given timeframe and budget?
 - Proposed methodology aims to complete deliverables within 10 months, with the Action Plan, Final Report, and Presentation due in month 10. The team will use technology for accessible participation and conduct up to 20 interviews to inform their work. TEC will create a presentation of key findings strategy.
 - This plan seems achievable within the 10-month timeframe and the \$153,640 budget. TEconomy's experience suggests they can meet timeline. The study's timeline and components are feasible within the proposed budget.
3. Team Qualifications: Does the project team have the necessary expertise and experience to successfully complete the project?
 - The team appears experienced enough to complete the project. CvilleBioHub has expertise in biotech talent development, and TEconomy has extensive workforce planning experience. This combination of skills seems appropriate.
 - Replicating this model in other industries would be beneficial. The project team possesses the required expertise, with résumés provided. Dr. Hastings is noted as the contact for the operations manager, though her official role on the team is unclear.

4. Partnerships: Does the Letter outline potential partners and their roles adequately?

- The intent is to examine the workforce needs of both the private sector (which remains a priority) and the public sector, including UVA's research and clinical lab requirements. A future proposal should explicitly state [that the entire ecosystem will be considered] to ensure that all regional stakeholders are informed of UVA's involvement and its anticipated workforce needs. While the priority is industry, it should be clear that the study will also cover public sector needs [as part of the talent ecosystem]
- The letter outlines potential partners and their role "TEC will complete a quantitative and qualitative situational analysis of the workforce needs for the biotech cluster. They will conduct a gap analysis related to the required jobs to support the growth of the biotech cluster. Additionally, they will identify the skills and training necessary for individuals to fill these positions. An asset map for the entire region will also be developed." These steps are essential.
- For example, the three community colleges in Region 9, along with the potential inclusion of other community colleges within the Virginia Community College System, possess biotech-related programs. They could develop further training programs once there is a clearer understanding of what jobs require training that can be delivered in high schools through dual enrollment, by the colleges as pathways, or in collaboration with industry. The letter also notes, "degrees and other credentials to assess regional talent development capacities, including vital non-credit skills training efforts conducted under this project task."
- The proposed partnership includes a diverse range of stakeholders, from local government to educational institutions such as UVA and PVCC, as well as biotech companies like RIVANNA Medical. Each partner has a clearly defined role, and there appears to be a well-rounded team from across the region.
- An area for improvement is forming partnerships with local high schools and Governor's Schools, which may be most feasible during Task 4.

5. Budget: Is the budget in line with expectations and justified in the document?

- The proposed budget is \$153,640, covering all labor, travel, and data costs. A table outlines the price of each component but lacks details on how the price was determined. Based on similar projects, this budget is reasonable.

6. Issues: What issues, if any, would inhibit you from approving this applicant to implement this TPI, including areas for improvement?

- Ensure continuous communication among partners and stakeholders to keep the project on track. Clear success metrics are also advised.
- Comfortable approving this applicant but emphasize the need for a comprehensive review of the entire GO Virginia Region 9 area.
- Proposal aligns with Region 9's priority sector (Biotechnology & Biomedical), and the partners have the required expertise to meet the deliverables within the timeframe.

September 25, 2024

Ms. Shannon Holland,
Director, GO Virginia Region 9 North Fork - Town Center Two
1001 Research Park Blvd, Suite 301
Charlottesville, VA 22911

Subject: Letter of Interest for GO Virginia Competitive Grant "Talent Pathways Initiative"

Dear Ms. Holland:

CvilleBioHub is pleased to submit this letter of interest for the Talent Pathways Initiative (TPI), Biotech Cluster for a project entitled: **"BioBridge: *Developing Talent to Tomorrow's Breakthrough.s*"**

CvilleBioHub (CBH) is a regionally focused 501(c)3 non-profit accelerator organization growing the Charlottesville Area life sciences industry cluster through entrepreneurship support, company acceleration, and educational initiatives. The region is considered an emerging market, where the biotechnology sector has experienced a 20% increase in job growth creation and a 30% increase in funding for the sector since 2020. To keep this growth rate going and even increase it, it is imperative to ensure that sufficient workforce is available within GO Virginia Region 9 to fill jobs at all levels within biotechnology organizations.

The CBH Team

CvilleBioHub will be the applicant and Nikki Hastings, PhD, will be our primary point of contact for Region 9 who will work in partnership with Katie Dulaney from Central Virginia Partnership in Economic Development as Operations Manager. Ultimate responsibility for the success of this project. After a lengthy selection process involving interviews and written proposals from Chmura, WorkED, and TEconomy, our analysis showed that best combination of comprehensive support and price was proposed by TEconomy. Mr. Ryan Helwig will be lead investigator for TEconomy. TEconomy has proposed a budget of \$153,640 and is offering \$13,000 in in-kind match in the form of database and computer query time.

CvilleBioHub (CBH) and TEconomy (TEC) will be working collaboratively to achieve a practicable and three-to-five-year action plan to support the growth of the biotech-ready regional workforce. Specifically: CBH will assume program management and administrative responsibilities, which Dr. Hastings will oversee.

The Coalition

CBH will have the lead on developing an industry coalition and engaging biotech firm participation supported by TEC. We have invited every locality in Region 9 to participate. We have also invited three community colleges and UVA, the Workforce Board, and multiple private biotech firms such as RIVANNA Medical, AgroSpheres, Bonumose, Afton Scientific and US Pharmacopeia. TEC has ideas on subsegments of the biotech cluster they want represented in the coalition and Dr. Hastings will work to ensure full representation on the Coalition. GO Virginia Region 9 will, of course, be a participant of the group.

Scope of Work

TEC will complete a quantitative and qualitative situational analysis of the workforce needs for the biotech cluster. They will complete a gap analysis related to the jobs needed to help the biotech cluster grow. They will also identify the skills and training needed for people to fill such jobs. They will develop a region wide asset map. This work will be done collaboratively with the coalition and at the direction of Dr. Hastings. Finally, CBH and TEC in consultation with the coalition will develop recommendations for a three-to-five year action plan to support high impact pathway projects for future implementation grants. These six required activities are incorporated directly in the subcontract with TEconomy; CBH is ultimately responsible for their quality and timely delivery.

Experience of the Team

CBH has been involved in talent development for biotech firms in Central Virginia since inception. It has implemented the most successful biotech internship program in Central Virginia and maintains an industry specific job board on its website at [Jobs Board - CvilleBioHub](#). CBH will be partnering with Central Virginia Partnership for Economic Development in adding team member Katie Dulaney to the support the project as Operations Manager (10 hours per week). Katie holds a doctorate in education and has been working in talent pipeline development for the region. CBH is well aware that as the industry sector grows, the Manning Institute of Biotechnology is fully launched by 2027, and more of our members move from development into manufacturing, the types and numbers of workforces needed will also change. We want firms founded in Region 9 to stay in Region 9 as they expand. For this reason, we have selected a firm specializing in workforce development with deep experience in biotech and life science sectors. TEC works nationally in this sector is familiar with the struggles that even the nation's leading, high growth regional life sciences hubs struggle with including identifying, recruiting, hiring, and retaining workforce and talent with the education, skills, and training in alignment with regional industry demand. The biotech/life sciences cluster in Region 9 is no stranger to these issues particularly with respect to talent sourcing and skills "mismatches", sufficient talent development at the local level, talent retention, all while witnessing and, indeed, contributing to growing demand for talent in our member firms and at the University of Virginia and Manning Institute of Biotechnology.

Approach to Required Activities

Task 1: Project Kick-off Meeting

TEconomy's project team will meet with CvilleBioHub leadership via videoconference to initiate the project, to review proposed workplan and timeline, to gather information and assign responsibilities. At this meeting, the project team will request recent updates and any relevant reports or studies on regional industry and ecosystem development, including any major developments or key investments or initiatives in education and workforce training. The project team will discuss and finalize with CvilleBioHub the appropriate industry cluster definition for the

biotechnology/life sciences industry, key years for detailed trend analyses, and other specifics to allow the team to get started on the initial quantitative analyses immediately.

Task 2: Developing a Workforce and Talent Demand Profile of the Region's Biotechnology/Life Sciences Industry Cluster Using Quantitative Approaches

The project team will focus the initial stage of the workplan on developing an in-depth, quantitative labor market profile establishing a robust baseline data assessment of workforce and talent demand, both recently and over the next five years for the regional life sciences industry and its major component subsectors.

Task 3: Using Qualitative Approaches (Interviews, Hiring Survey) to Assess Workforce and Talent Demand Dynamics Among Region 9 Life Sciences Cluster Companies—A Situational Assessment

To best understand workforce and talent demand, as well as key insights on talent supply sourcing, it is critical to complement the quantitative analyses conducted under Task 2 with qualitative outreach to regional companies. TEconomy proposes to develop, in consultation with CvilleBioHub, an Industry Cluster Hiring Survey for distribution to companies within the regional cluster. It is expected the survey will ask questions on the following themes* and be carefully designed so as to not overly burden the respondent in terms of completion time. *staff note: Themes listed on pg. 6 TEconomy attachment

Task 4: Assessing Regional Talent Supply and Workforce Training to the Region 9 Life Sciences Cluster, Including a Detailed Asset Map, and Alignment with Industry Demand

For a forward-looking workforce strategy, it is important to incorporate an examination of the cohorts of students graduating from key cluster-relevant degree programs at all postsecondary degree levels and the capacity to fill regional demand—a key gauge of the current and pending “supply” of homegrown regional cluster talent. This Task will develop and present key sources and indicators of the region's talent supply for the life sciences cluster, as well as for the U.S. overall for further context.

A foundational component of this project task will be developing a detailed asset map of key regional education and workforce training institutions, initiatives, and programs relevant to life sciences and other related advanced industry development. This mapping will guide the analyses of degrees and other credentials to assess regional talent development capacities, including vital non-credit skills training efforts conducted under this project Task.

Task 5: Developing a Gap Analysis and Strategic Recommendations

At this stage of the project, based on the completion of Tasks 1 through 4, the project team will assess the findings and develop an analysis that assesses the current situation for workforce and talent demand and supply and identifies specific gaps to be addressed to ensure a thriving regional cluster. These gaps are likely to span the availability of well-aligned education and training programs that channel graduates into high-demand, high-priority occupations but simply need to scale, to recommendations for new programming or skills training efforts or initiatives that

have not yet been conceived regionally, to better industry-postsecondary connectivity and career awareness.

The gap analysis will be presented to the project Advisory Committee and to CvilleBioHub leadership along with a set of initial recommended strategic priorities and high-level strategies and actions for consideration and feedback.

Task 6: Preparing the Final Report and Presentation Services

The preceding proposed tasks will provide the basis upon which to develop a strategy for building and sustaining Region 9's life sciences cluster workforce. In consultation with the Advisory Committee and CvilleBioHub leadership, the strategy will incorporate the data analyses, situational assessments, and associated key findings and gap analysis developed in each of the earlier tasks to make the case for strategic recommendations.

Working with the Coalition

Both CBH and TEconomy have made good use of a project Advisory Coalition to ensure our workplan is meeting the project goals and objectives, to assist in connecting us with key cluster leaders and stakeholders, to react to and provide feedback on our interim and final project findings and recommendations, and to become key champions for the ultimate strategic plan and implementation. It is recommended and assumed that this effort will make use of an Advisory Committee comprised of a coalition of biotech/life sciences industry leaders, regional economic development leadership including CvilleBioHub, and relevant regional academic leaders. Meetings with the Advisory Committee will be held at key interim points during the project effort to share findings and solicit input, feedback, and guidance. Meetings and interviews with Coalition members may be held one to one outside formal Coalition meetings.

Match

CBH has raised a combination of hard and in-kind match for this project, specifically

Albemarle County Economic Development \$25,000 (cash)
City of Charlottesville Economic Development \$25,000 (cash)
Piedmont Virginia Community College: \$12,000 (in-kind)
Sarah Morton: \$25,000 (in-kind)
TEconomy: Consultant: \$13,000 (in-kind)
UVA Economic Development: \$5,000 (in-kind, non-state funds)
Coalition Participants: \$20,000 (collectively, in-kind labor)

Staff Note: Outstanding Match commitment forms pending by 10/15, as noted in Budget

Additional commitments received from CVPED, JMU, as noted in Budget

Conclusion

In conclusion, the team of CBH and TEC offers GO Virginia Region 9 **the best** combination of industry and workforce knowledge available for the growing life sciences sector in Central Virginia. Our inclusive strategy of inviting all localities in the Region to participate on the TPI coalition fosters participation outside the Charlottesville/Albemarle area in localities that may well be home to future workforce participants. We are committed to the five deliverables outlined in the request

for a Letter of Interest and will build them into the contract documents by specific reference if selected. CBH has committed to a strategic goal of doubling the regional biotech industry employment base by 2030. It is a critical time and inflection point for the region to have a clear and practicable pathway for creating the workforce needed at all levels of the biotech industry. For this reason, CBH has put its full commitment behind the Talent Pathways Initiative.

Sincerely,

Nikki Hastings, PhD
Executive Director
CvilleBioHub

Attachments:

List of invited and committed coalition partners
Project Timeline and Milestones Template
Project Deliverables Template
Budget Template
TEconomy Proposal

BioBridge Coalition Outreach

As of Sep 25, 2024

Albemarle County* \$25,000, cash

City of Charlottesville* \$25,000, cash

Culpeper County @CEcD Bryan Bryan Rothamel (brothamel@culpepercounty.gov)

Fauquier County @Parsons, Doug

Fluvanna County @Jennifer Schmack

Greene County @Alan Yost \$5,000, in-kind

Louisa County @Andy Wade

Madison County @Tracey Gardner (tgardner@madisonco.virginia.gov)

Nelson County @Maureen A Kelley

Orange County @Julie Perry

Rappahannock County Billie Jewell bljewell@rappahannockcountyva.gov

Virginia Career Works Sarah Morton, \$25,000, in-kind

CVPED, \$2400, in kind*

GO Virginia Region 9, Shannon Holland*

TEconomy, Ryan Helweig*

UVA Economic Development, \$5000 in-kind

UVA Engineering, \$2500, in-kind

PVCC, \$12,000 in-kind*

Laurel Ridge CC

Germanna CC

K-12: Katina Dudley*

USP Dennis Hall

RIVANNA Medical

Afton Scientific

Bonumose

AgroSpheres

Laurel Ridge CC

Germanna CC

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#CBH

BIOTECH TPI PROJECT DELIVERABLES

Deliverables	Responsible Parnter	Due Date
Task 1: Project Kick off meeting/finalize and convene industry coalition	CBH	Month 1
Task 2: Develop a Workforce and Talent Demand Profile of the Region's Biotechnology/Life Sciences Industry Cluster using Quantitative Approaches	TEconomy	Month 3
Task 3: Using Qualitative Approaches (interviews, hiring survey) to Assess Workforce and Talent Demand Dunamics Among Reigon 9 Life Sciences Cluster Companies - A Situational Assessment	TEconomy	Month 5
Task 4: Assessing Regional Talent Supply and Workforce Training to the Reigon 9 Life Sciences Cluster, Including a Deailed Asset Map, and Alignment with Industry Demand	TEconomy	Month 7
Task 5: Developing a Gap Analysis and Strategic Recommendations	TEconomy	Month 8
Task 6: Prepare the 3-5 Year Action Plan, Final Report and Presentation Services	TEconomy with support from CBH	Month 10
Task 7: Deliver final deliverables to GO Virginia Region 9 for this project	CBH	Month 12

CBH LETTER OF INTEREST, BIOTECH TALENT PATHWAYS INITIATIVE TIMELINE AND MILESTONES

Month: 1

- Finalize GO Virginia Region 9 contract
- Finalize participation on the Coalition
- First convening of the Coalition
- Finalize Statement of Work with TEconomy in coordination with GO Virginia Region 9

Month: 1-3

- Utilize and summarize intelligence from current and recent job postings of regional companies within the life sciences cluster to understand those occupational areas where the aggregate industry demand reaches significant size and recent growth thresholds.
- Conduct a detailed analysis of industry cluster "staffing patterns" in the region to understand the underlying demand for talent both today and how it has evolved and to corroborate the intelligence gleaned from job postings and to identify occupational groups that have a high-demand profile considering size, growth, and relative concentration and hence strategic importance to the region.
- Develop expected future demand and disruptive workforce dynamics through life science- specific occupational employment projections and market research intelligence.
- Deliver a Regional Industry Cluster Demand Talent Profile and present to the Coalition including GO Virginia Region 9 and CBH.

Month: 3-5

- Develop and distribute an Industry Cluster Hiring Survey for life sciences firms within the Region.
- Conduct 1:1 interviews with leaders from regional cluster companies.
- Deliver summary findings from the Regional Industry Cluster Hiring Survey and situational assessment based on company interviews presented to GO Virginia Region 9, the Coalition, and to CvilleBioHub leadership

Month: 6-7

- Conduct a supply-side assessment of available talent by examining cohorts of students graduating from degree and non-degree programs.
- Deliver summary findings from the Talent Supply Assessment and Supply-Demand Alignment as well as initial identification of strategic priorities and high-level strategies for use in future gap analysis.

Month: 8

- Develop a Gap Analysis and Strategic Recommendations
- Present a Gap Analysis to GO Virginia Region 9, the Coalition, and CBH leadership

Month: 9-10

- Prepare 3-5 year Action Plan, Final Report, and Presentation
- Present to GO Virginia Region 9, the Coalition, and CBH leadership.

Budget Category (Dropdown)	Uses of GO VA Funds	Amount (\$)	Description
Administration (Support Org Grant Management up to 8%)	Administration/Grant Management (8%)*	\$16,000	<i>CVPED Use Only Project and Contract Management</i>
Indirect Costs	Indirect Costs (10%)	\$25,000	<i>Indirect Costs for CvilleBioHub</i>
Contract Services	Workforce System Planning Consultant	\$153,640	<i>Consultant</i>
Fringe Benefits	Fringe benefits (9%)	\$4,219	<i>Fringe Benefits</i>
Salaries	Operations Manager (~.25 FTE, \$77,500 salary),	\$19,375	<i>Salaries - Operations Mgr (K. Dulaney; CVPED)</i>
Salaries	Executive Director (~.11 FTE of \$250k salary)	\$27,500	<i>Salaries - Exec Director, CvilleBioHub</i>
			\$245,734 Total GO Virginia Request (whole numbers only)

Directions: Please list the budget category, associated uses of GO VA funds (how funds are being used), amount, and description for each budget category. In the Description column please provide more detail about the proposed uses of the funding including, if applicable, what organization will be receiving/managing those funds (i.e. grant recipient or third-party).

***8% of the total GO Virginia request must be made available to the Central Virginia Partnership (CVPED) for grant management. This amount is to be included in the TOTAL calculation and matching funds are also required.**

Budget Category (Dropdown)	Description of Uses of Matching Funds	Amount (\$)	Type of Match (Dropdown)	Source of Match	Documentation Submitted (Dropdown)
	TBD	\$21,000		TBD	
	In-kind time from CVPED President on project and rent % for staff committed to this project	\$2,200	Private	Central Virginia Partnershp	Yes
Salaries	In-kind time for this project ; coordinate with other community colleges	\$12,000	Local	PVCC	Yes
Salaries	Cash towards salaries and fringe of CBH staff - part of the .25 and .11 FTE?	\$25,000	Local	City of Charlottesville Economic Development	No
Salaries	Cash towards salaries and fringe of CBH staff - part of the .25 and .11 FTE?	\$25,000	Local	Albemarle County Economic Development	Yes
Contract Services	TEconomy	\$13,000	Private	donated database subscription costs	Yes
Salaries	Virginia Career Works, Piedmont Region, Execu Director Support	\$25,000	Federal	donated time - federal or local	No
		\$123,200 Total Matching Funds (whole numbers only)			
		\$62,000 Total Local Match (whole numbers only)			

Directions: Please list all budget categories, description of uses, type of match, sources associated with the required matching funds, and if documentation was submitted.
NOTE: State funds may NOT be used as match, but may be listed as additional leverage.

Budget Category (Dropdown)	Description of Uses of Additional Leverage	Amount (\$)	Type of Leverage (Dropdown)	Source of Leverage	Documentation Submitted (Dropdown)
Salaries	time comitted to support the effort	\$2,500.00	State	James Madison Univ.	Yes
Salaries	5.5 hrs per month supporting effort	\$ 5,277.46	State	Univ. of Virginia Econ Dev	Yes
		\$ 7,777.46	Total Leveraged Funds		

Directions: Please list all sources and uses associated with additional leverage beyond the required match. **NOTE:** State funds may only be used as additional leverage and may not contribute to the required \$2:1 match.

Type of Funds	Totals	
GO Virginia	\$	245,733.75
Matching Funds	\$	123,200.00
Total CAMS Budget	\$	368,933.75
Additional Leverage	\$	7,777.46
Total Project Budget	\$	376,711.21

**These answers will autofill from previous tabs.*

Type of Match	Totals	
Matching Funds	\$	123,200.00
	At least \$2:1	YES
Local Match	\$	62,000.00



Task Force Review Summary Food and Beverage Business Accelerator Planning Grant Proposal

Project Name: Food and Beverage Business Accelerator

Applicant: Venture Central (501 c3)

Contact Name: Hope Lawrence, Program Manager, Rebecca Haydock,

Grant Amount Requested: \$100,000 for 12 months – planning grant

Match Amount Proposed: \$50,000

Localities Engaged: Albemarle, Charlottesville, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, and Orange

Local Match: Fauquier County, Nelson County, Madison County, Greene County, Louisa County, Orange County, Town of Culpeper, Community Investment Collaborative, Fluvanna County, Albemarle County, City of Charlottesville, New Hill Development, George Washington Carver Ag. Research Ctr, Erin’s Elderberries, Bread & Roses, Flora Pettit PC, Charlottesville Angel Network (Water Street Marketing), Allison Evanow, Virginia SBDC, Virginia Shop, 8 Myles, Georgiana Dearing, Good Food CFO

Letters of Support: No Bull, Erin’s Elderberries, Valente, Inc., Two Labs Coffee, Herbert’s Wine Jelly, LLC, Sugar Bear Ice Cream, good phyte foods, Bake’mm Bagels, Peg’s Salt, Rappahannock County, George Washington Carver Ag Research Ctr, New Hill

PROPOSAL: Venture Central is requesting \$100,000 of GO Virginia funds for a twelve-month period leveraged by \$50,000 in cash match. The project deliverable will be a report and action plan for creating a Food and Beverage Accelerator program that targets sector companies with revenues of around \$300,000 and helps them accelerator their growth to \$1,000,000. The requested GO Virginia funds will partially support Salaries/Fringe (\$70,000), Fringe (\$14,432) and Indirect Costs for CIC Admin (\$8,168). The remaining \$7,400 is for Grant Management by CVPED. Cash Match will be used for Fringe, Travel, Training and Software. In-kind match is from local government, private funds, and federal sources are from Rent/Lease and Salaries. A two-year implementation grant is expected to follow this planning grant.

REVIEWERS: 4

Reviewers characterized this project as follows:

State Goals			
Higher Paying Jobs		Out of State Investment	
Transformative Project		Collaboration between government, business, education, etc.	
Strategies			
Talent Development		Innovation/Entrepreneurship	XXXX
Growing Existing Businesses	XXXX	Sites	
Target Industries			
Information Technology		Food & Beverage Manufacturing	XXXX
Financial & Business Services		Light Manufacturing	
Biotechnology & Biomedical			

Average Reviewer Score (rounded)

AVERAGE SCORE 85/100

COMMENT SUMMARY

Economic Impact

- Adding details about the impact of a future Implementation Grant would improve the presentation.
- The proposal outlines its support for potential economic development. It specifically targets the food sector, excluding the broader category that includes non-alcoholic beverages.
- Include more data or case studies showing success elsewhere. Page 8/55 mentions Connecticut (no outcomes) and Australia (how did they support over 400 businesses?). Alternatively, state that this planning grant will explore models in other regions, covering outcomes, challenges, revenue sources, sustainability, and improved salaries.
- Identifies the gap well, outlines the ecosystem that supports this path, discusses the goals with specific deliverables
- Discuss the challenges associated with food and beverage accelerators like Union Kitchen and Hatch transparently.
- We need to assess if Region 9 food and beverage businesses plan to scale and stay operational or scale and sell. The Hudson Henry Baking Co. example highlights concerns about scaling to sell, potentially causing job loss. The accelerator should promote growth while ensuring sustainable operations.
- The proposal could be improved by providing more clarity on how the study will address the statement: "Despite initial success, these companies often encounter growth limitations due to a combination of challenges unique to the food industry." What are the specific challenges, and how will they be addressed?

Regional Collaboration

- Partners and localities are discussed, there could be more information on the higher education components. There are companies identified across the region.
- Would be helpful to know more about the program manager, i.e., what type of background is required for this role? Will this be someone already on staff? Will they have access to the necessary data?
- An infrastructure audit could have clarified the needs here. Terms like "limited incubation services" and "Bootcamp" briefly describe the kitchens. Establishing a clear baseline of existing infrastructure would help plan for necessary support to scale F&B businesses in Region 9.

Readiness

- Team KSA's are clear, as is communication with partners and stakeholders. Additional clarification on the dual administration costs from CVPED and CIC would be useful, especially since these costs (~5% of the program manager's salary). Understanding why dual administration is necessary would be helpful.
- There's no direct line to an implementation grant yet, but findings from the planning grant might better define a larger grant concept. More details on transitioning from the planning grant to an implementation grant would be beneficial. For instance, will Venture Central apply for the implementation grant, and will Hope Lawrence manage it? Connecting these details would be useful.

Budget and Timeline

[STAFF NOTE: The timeline/drawdown attachment was inadvertently omitted from the Task Force Review

Packet. It is attached.]

- Include a planning grant timeline with key milestones.
- ...I didn't see a detailed timeline for this project. There are deliverables that include an implementation and timeline for implementation, but I didn't see an actual timeline for this planning grant.
- The budget detailing the "In Kind matching" donations need to be more transparent. Most line items state "Needs assessment, meetings with staff"
- Timeline is not well defined and as stated previously budget for matching funds lacks transparency.

Milestones Overview and Drawdown Schedule

Drawdown is evenly distributed amongst the months - both cash and in-kind.

Month 1-2: Project Initiation

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Sign contract, develop advisory board, create project plan, begin initial research

Month 3-4: Research and Stakeholder Engagement

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Conduct research, begin stakeholder interviews and focus groups, identify partners

Month 5-6: Needs Assessment and Best Practices

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Complete stakeholder engagement, analyze needs, compile best practices, begin curriculum development

Month 7-8: Program Design

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Develop program structure and curriculum, create mentorship framework, identify operational models

Month 9-10: Partnership Development and Operational Planning

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Engage partners, develop operational plan, create implementation budget (including sustainability), begin grant proposal

Month 11-12: Finalization and Reporting

GO Virginia: \$8333/month

Match: \$4166/month

Activities: Finalize program elements, develop sustainability strategy, write final report, complete implementation proposal.

Outline the project's vision for scaling in the near and long term and identify program elements that could retain businesses in Region 9 or Virginia.

Our vision is to create a robust ecosystem that supports food business growth while anchoring them in Region 9 and Virginia. However, accelerator programs vary widely in their approach and success rates. This planning grant will allow us to research successful models and design a program specifically tailored to our region's unique needs and assets. The planning phase will evaluate various accelerator structures, examining what has and hasn't worked in other regions, and determine the most effective approach for Region 9's food and beverage businesses. Key retention elements we'll explore include local supply chain integration, workforce development partnerships, shared production facilities, access to regional capital, and peer network development.

As the program demonstrates success, we can evaluate opportunities to expand its reach while maintaining Region 9 as the core hub and primary beneficiary. We will also engage VEDP and VIPC (managing VSBFA's SSBCI funds) to discuss incentives for food manufacturers to build their facilities in Virginia.

Why choose in-house staff over a consultant for leading the project? If Hope leads the planning project, will she also lead future multi-year implementation grants?

Hope Lawrence brings unique qualifications to lead this planning project, combining direct experience scaling a food business to a seven-figure exit with extensive regional relationships developed through her work with the REI project and SBDC. While her expertise could provide valuable continuity into implementation, Venture Central will determine the most effective leadership structure for implementation based on the planning phase findings, including the possibility of engaging third-party providers if that best serves the program's goals and the region's needs.

Given the limited data provided (e.g., lists of companies in the region with the target size) and no data pull in the evaluation, where will the data be obtained or purchased since it's not budgeted? What specific data sources will be used?

We will gather necessary data through three complementary approaches at no additional cost: leveraging Central Virginia SBDC's comprehensive business databases for industry data and market insights (likely SBDCNet, A to Z database and Bizminer); collaborating with county and regional (CVPED) economic development offices to identify local food and beverage businesses; and conducting targeted online surveys through existing social media channels and partner networks (Chambers, CIC, investor networks and others) to gather firsthand qualitative data. This multi-faceted approach will provide robust, region-specific information while strengthening our regional partnerships and ensuring our analysis reflects the current business landscape.

Provide examples of "challenges unique to the food industry" that this project could help address.

Food and beverage businesses face distinct challenges when scaling their operations. These include managing increased production while maintaining product consistency and food safety standards; navigating complex distribution channels and supply chain logistics; securing specialized manufacturing space and equipment; meeting stringent regulatory requirements and certifications; managing volatile ingredient costs and inventory; accessing appropriate growth capital; and developing effective pricing strategies across multiple sales channels. The planning phase will explore how to best address these industry-specific challenges within our regional context to help businesses scale successfully.

On timeline, how will you engage the regional council during the grant period?

We are committed to maintaining regular engagement with the regional council throughout the grant period through quarterly check-ins detailing our progress, findings, and challenges. At the project's midpoint, we will deliver a comprehensive presentation to share initial findings and gather council feedback. Upon completion, we will submit a detailed final report and presentation outlining our findings and recommendations for a regional food and beverage business solution. Throughout the process, we will work towards developing a viable implementation grant concept that aligns with GO Virginia guidelines and regional needs. This engagement strategy ensures the council remains informed and involved, culminating in a well-developed concept for a potential implementation grant request.

**** A note on the in-kind contributions:**

Through extensive industry relationships developed during Hope's time scaling Hudson Henry Baking Co. and working with food entrepreneurs through SBDC, we have assembled an exceptional group of in-kind contributors. This diverse team includes successful food entrepreneurs who have scaled and sold their businesses, industry experts in manufacturing and distribution, marketing professionals with CPG expertise, and commercial kitchen operators. Their combined expertise spans every aspect of scaling food businesses, from production and distribution to regulatory compliance and capital raising. Having this caliber of industry experts willing to contribute their time and knowledge is a unique strength of our planning process, ensuring we develop solutions that address real-world challenges faced by food and beverage businesses in our region. Further, through the connections of the regional entrepreneurial network, connections are being made with many more entities engaged in exploring solutions for value-added food production.

AI Statewide Landscape Assessment (ASLA)

This paper outlines a proposed statewide planning grant. The applicant will be the Virginia Chamber of Commerce Foundation, with lead GO Virginia support provided by GO Virginia Regions 2 & 3. Regions 2 & 3 request your consideration of a Letter of Support for the project.

Because this is a Statewide Competitive planning grant, no funding is needed from any GO Virginia region. However, each GO Virginia region is asked to participate on a project advisory team by having a business sector Council member and a GO Virginia support organization staff member jointly attend periodic progress meetings (virtual) in 2025.

Purpose

To effectively address Virginia's workforce development needs by creating business-driven strategies and programs that respond to the opportunities and challenges of artificial intelligence in the workplace.

Context

Steam propelled the original Industrial Revolution; electricity powered the second; preliminary automation and machinery engineered the third; and cyber-physical systems or intelligent computers are shaping the Fourth Industrial Revolution. (McKinsey & Company 2022)

A brief literature review indicates that artificial intelligence will significantly impact businesses of all sizes in Virginia. Growing Virginia's high-performance business environment and competitive advantage in attracting and retaining investment, workforce development strategies at the state, regional, and local levels must be informed by artificial intelligence trends and effectively address the associated opportunities and challenges.

Applicant

Virginia Chamber of Commerce Foundation (to lead project and retain qualified consultant)

GO VA Regional Support Organizations (State Competitive Application)

GO Virginia Regions 2 & 3

Project

The development of a business-led statewide assessment by a qualified consultant of the potential impacts on workforce development for specifically targeted business sectors incorporating the following key elements:

- i. Comprehensive Artificial Intelligence Report: Analyze the current and future use of artificial intelligence in the workplace, including standardization of terminology and concepts.
- ii. Sector-Specific Impact Analysis: Identify and evaluate targeted business sectors within each of GO Virginia's nine (9) regions, assessing the types of impacts—positive, neutral, or negative—on businesses with an emphasis on how best to respond relative to supporting the training, recruitment, and retention of qualified workers.
- iii. Current Program Evaluation: Assess how existing state, regional, and local workforce development programs account for artificial intelligence in the workplace.

- iv. Strategic Recommendations: Provide actionable recommendations for these workforce development programs to address artificial intelligence's positive or negative impacts effectively. These recommendations will identify opportunities to align current career talent pathways programs in K12 school divisions and higher education institutions, ensuring that students are well-prepared for the needs of employers and the evolving job market.
- v. Additional Considerations: Include other relevant elements as they are identified during the assessment process.

Budget

Amount_\$100,000

Match Amount_\$50,000 (VA Chamber in-kind, GO VA Regions 2 & 3 in-kind, other participating GO VA Regions TBD/in-kind.

Participation by GO Virginia Regions

- Regional Council Letter of Support (due 12.18.2024)
- Commitment for Regional Representation on Advisory Workgroup by Regional Council business sector member and staff member (2025)
- Commitment to identifying employers and other interested key stakeholders to participate in VACC focus groups or individual interviews by the consultant (2025)