



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

GO Virginia Region 2

GO Virginia Region 2 Executive Committee

June 13, 2022, 2:00 p.m.-3:00 p.m.

Roanoke Higher Education Center, Room 709, 108 N Jefferson St,
Roanoke, VA 24016.

- Introductions (2:00-2:05)

- Staff updates (2:05-3:00)
 - Region 2 MOU and Budget Review
 - GO Virginia State Budget Updates
 - Project Pipeline

The meeting will adjourn at 3:00p.m.

Public comment is welcome in writing. Please submit to Region 2 staff, John Provo, jprovo@vt.edu or Rachel Jones, rachelcj@vt.edu by 6/10 at 3:00p.m.

GO Virginia Region Two MOU – DRAFT 6/3/22

Introduction

The Virginia Tech Center for Economic and Community Engagement (CECE) and office of Continuing and Professional Education (CPE) are assisting the GO Virginia Region 2 Council. This Council is one of nine bodies organized around the state in response to a program administered by the Virginia Department of Housing and Community Development (DHCD). The Council is charged with advancing economic growth and diversification in the New River Valley, Roanoke-Alleghany, and Lynchburg regions.

CECE will provide planning, research, marketing, and other administrative staff services to the Council as described in this document. The center, which has provided these services since the council's creation, has a breadth of planning, research, and evaluation expertise, serving as a contractor to many federal, state, and local agencies and as a partner for the private sector. Experience highly relevant to GO Virginia includes labor market demand and skills mapping projects, targeted industry studies, and coordination of access to university technical expertise. CECE will provide a designated project lead and support staff, while also drawing on a team of specialists with expertise in regional planning, economic development research, and program evaluation.

CPE will serve as the fiscal agent for all funds. CPE manages a multi-million-dollar portfolio of contracts for federal, state, and local agencies, as well as the private sector. CPE will provide a designated project manager and accountant to provide services that attend to the specialized needs for the funds received by Virginia Tech. This will include logistical support, contractual services, technical assistance, and financial services. A full-cost accounting summary will be provided as needed along with all other reporting required by the state.

Staffing plan

Dedicated staff, CECE and CPE:

- John Provo, Director (Program manager)
- Quina Weber-Shirk, Project Coordinator (Program management, marketing, and outreach)
- Rachel Jones, Program Coordinator (General administration and planning, council support)
- Alyssa McKenney, Contracts Program Specialist (Contracts management)
- Tracie Smith, Fiscal Specialist (Accounting)
- Julia Kell, Communications Specialist (Communications, marketing, and website)

Specialized staff, CECE:

- Scott Tate, Associate Director (Applicant technical assistance)
- Elli Travis, Economic Development Specialist (Project and program evaluation)
- Sarah Lyon-Hill, Associate Director for Research Development (Planning and research)

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Budgets

Year One - FY23

Fixed Budget		
		<i>Source: Annual State Allocation</i>
		\$250,000
Administration	Administration (General)	\$35,000
	Marketing and Outreach	\$20,000
	Meetings and Workshops	\$20,000
	Other Administrative Salaries	\$30,000
	Supplies & Equipment	\$3,000
	Taxes and Insurance	N/A
	Travel	\$3,000
	Administration Total:	
Planning Services	Technical Assistance (pre- and post-award)	\$10,000
	Growth and Diversification Plan Development, Program Evaluation, and Related Research	\$45,000
	Planning Grants/ Council Contingency Fund	\$84,000
	Planning Services Total:	
Variable Budget		
		<i>Source: Administrative fee to applicants, up to 8% of grant amount</i>
		\$104,688
Contract Services: fiscal and accounting services		\$104,688
Items Provided to Council at No Cost		
		<i>Source: Provided at no cost by support organization</i>
		\$95,600
Unrecovered contract, fiscal, and accounting services, including management of pre-fee projects		\$60,000
Audit and Legal services		\$15,600
Rent		\$10,000
Website/ webinar hosting and licenses		\$10,000

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Year Two – FY24

Fixed Budget		
		<i>Source: Annual State Allocation</i>
		\$250,000
Administration	Administration (General)	\$35,000
	Marketing and Outreach	\$20,000
	Meetings and Workshops	\$20,000
	Other Administrative Salaries	\$30,000
	Supplies & Equipment	\$3,000
	Taxes and Insurance	N/A
	Travel	\$3,000
	Administration Total:	
Planning Services	Technical Assistance (pre- and post-award)	\$10,000
	Growth and Diversification Plan Development, Program Evaluation, and Related Research	\$45,000
	Planning Grants/ Council Contingency Fund	\$84,000
	Planning Services Total:	
Variable Budget		
		<i>Source: Administrative fee to applicants, up to 8% of grant amount</i>
Contract Services: fiscal and accounting services		\$104,688
Items Provided to Council at No Cost		
		<i>Source: Provided at no cost by support organization</i>
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Rent		\$10,000
Website/ webinar hosting and licenses		\$10,000

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Budget Narrative FY23 and FY24

Fixed Budget

Administration

1. Admin (General)

Manage the application process with clients. Onboard approved projects. Monitor project progress, ensure accurate and complete reporting of outcomes to the Council. Complete all contractual project reporting obligations in accordance with state guidelines.

2. Marketing and Outreach

Design and circulate project solicitations. Respond to information requests and conduct outreach to potential applicants. Develop website content, content for newsletters, and other outreach materials.

3. Meetings and Workshops

Support Council and Executive Committee meetings. This includes agenda development and meeting facilitation. Solicit participation in and provide notice on Council and committee meetings. Coordinate and monitor remote meeting accommodations for members of the council and public attendees. Organize and implement other activities to help the Council fulfil its duties (e.g., speakers bureau, cluster conversations).

4. Other Administrative Salaries

Support for project applicants with completion of responses to council solicitations and paperwork required for submissions to the state. Analysis of project reporting data to provide ongoing evaluation of project and program impacts to the Council.

5. Supplies & Equipment

Materials and supplies for meetings, workshops, and marketing or outreach activities.

6. Taxes and Insurance

Not applicable.

7. Travel

Expenses for travel to and from Council and Executive Committee meetings, state program activities, Region 2 meetings and workshops, meetings with current grantees and potential applicants, and other stakeholders.

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Planning Services

1. Technical Assistance

Provide *pre-award technical assistance* for potential grantees or stakeholders with concept development for projects, and matching efforts to strategic priorities of the Council. Offer *post-award technical assistance* for grantees with modifying project plans to meet target metrics.

2. Growth and Diversification Plan Development, Program Evaluation, and Related Research

Produce, in line with state guidelines, annual updates to the Region 2 Growth and Diversification plan guidelines. This involves conducting original research on economic development practices, collecting data on economic conditions and engaging with experts and regional stakeholders to inform the process. As a part of the plan update process, develop and produce a report assessing the impact of the program, and progress on goals and objectives articulated in the Growth and Diversification Plan. Conduct analysis of gaps between Growth and Diversification Plan goals versus the impact of projects funded.

3. Planning Grants, Council Contingency Fund

Available for special activities at the direction of Council.

Variable Budget

Contract Services: Fiscal and Accounting

Serve as the contract manager and fiscal agent for all funds. Establish and ensure all fiscal management procedures are in accordance with state regulations. Compile quarterly financial data and facilitate council review of Region 2 allocations and project drawdown by subgrantees. Fulfill financial reporting requested by the Council or required by the state. Facilitate legal review of all contracts and agreements, as well as remittances for applicants.

Items Provided to Council at No Cost

1. Unrecovered contract, fiscal, and accounting services, including management of pre-fee projects

Fulfill additional financial reporting requested by the Council.

2. Audit and Legal Services

Facilitate legal review of all contracts and agreements, as well as remittances for applicants. Audit and legal expenses are provided at no cost by support organization.

2. Rent

Office space provided at no cost by support organization.

3. Website/ webinar hosting and licenses

Web presence and related services provided at no cost by support organization.

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Memorandum

The budget included in this memo was approved by the Region 2 Council at its meeting on August X, 2022. This new budget operates as a part of a two-year contract approved by the council on August X, 2022. Per administrative rules of the GO Virginia program, Virginia Tech will be appended this document to a support contract between the University and the Virginia Department of Housing and Community Development in order to receive funds to implement the scope of work described above during a performance period extending from July 2022-June 2024.

Dr. Ray Smoot, Chair

GO Virginia Region 2 Council

Dr. Eddie Amos, Vice Chair

GO Virginia Region 2 Council



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Bryan W. Horn
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

June 1, 2022

MEMORANDUM

To: Growth and Opportunity Virginia Program Stakeholders

From: Sara Dunnigan
Deputy Director of Economic Development and Community Vitality

Subject: Growth and Opportunity Virginia Budget Update

On May 30, 2022, budget negotiators released their conference report detailing compromises reached on many items that needed to be reconciled between the House and Senate budgets. While this budget compromise is still subject to approval by Governor Youngkin, staff would like to provide you with an update on how these conference decisions will alter the Growth and Opportunity Virginia Program moving forward.

As part of the budget, Growth and Opportunity Virginia base funding has been held steady at \$30,000,000. This includes an unchanged amount of \$2,250,000 to support organizations for capacity building purposes, as well as \$16,900,000 and \$10,850,000 being allocated to the per capita pool and competitive pool, respectively.

[Item 3-1.01 #3c of the caboose budget \(HB 29\)](#) directs the State Comptroller to transfer \$27,515,896 from the Virginia Growth and Opportunity Fund to the General Fund. This figure is the approximate sum of all unobligated funds from FY19, FY20, FY21, and from the Economic Recovery and Resilience Program. While the budget is not descriptive of which funds exactly will be subject to recapture, staff will be working diligently to ensure that funds swept will be done in a fair and equitable fashion.

[Item 114 #1c \(HB 29\)](#) outlines a new one-time \$2,500,000 allocation to the Growth and Opportunity Virginia Program for the GO Virginia Talent Pathways Planning. The Department of Housing and Community Development (DHCD) will administer these funds in partnership with the Virginia Economic Development Partnership, to support analysis on the workforce needs of regional businesses and the identification of the skills and training that can help prepare Virginians to fill available jobs in regional markets. The Virginia Economic Development Partnership's Office of Education and Labor Market Alignment will support regional councils in developing the analysis for this new planning initiative. Funds for this initiative must be used for the purposes stated and are non-reverting.



[Item 115 #5c \(HB 30\)](#) allows the Growth and Opportunity Virginia Board the authority to rescind funds allocated to regional councils on a per capita basis, if the unobligated balances of a regional council exceeds its average annual per capita distribution. Should the Board choose to exercise this new authority, those funds rescinded would be made available for the purposes of competitive projects.

[Item 115 #9c \(HB 30\)](#) adds additional items to the quarterly reporting requirements that Department of Housing and Community Development staff must submit to the Governor and the Chairs of the House Appropriations and Senate Finance and Appropriations Committees. Those changes include reporting total per capita allocations rescinded and repurposed to competitive awards and reporting details on the cash balances available in the Virginia Growth and Opportunity Fund including the unobligated balances by the per capita allocation and competitive allocation. This item also includes an additional yearly reporting requirement detailing outcomes associated with closed projects including project names, Regional Councils, GO Virginia investment type, GO Virginia strategy, program year, date of award, committed match, anticipated project outcomes, and actual project outcomes.

At this time, these are proposed amendments to the introduced budget and have not been approved by the General Assembly or Governor. We ask that you remain patient as we monitor the budget process. DHCD will continue to provide guidance and updates as we receive additional details.

