



REGION 9 COUNCIL MEETING

AUGUST 28, 2025

9:30 am to 11:30 am

ALL-VIRTUAL MEETING

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

Shannon Holland is inviting you to a scheduled Zoom meeting.

<https://us06web.zoom.us/j/84615328072>

AGENDA

- 1. Opening** **Rob Archer, Chair**
 - Call to Order
 - Roll Call
 - Public Comment
- 2. Consent Agenda – ACTION ITEM** **Rob Archer**
 - Meeting Minutes, Annual Meeting, June 17, 2025
 - Financials through June 30, 2025
 - MEMO: Request to Approve FY 2026 Capacity Building Contract
 - MEMO: Request Approval for Project Contract Templates
 - MEMO: Request Approval for Task Force Charter
- 3. Director Report** **Shannon Holland, Director**
 - Report & Project Pipeline
 - Infographic, Project Milestone Dashboard, and Project Spotlight (Christie Taylor)
- 4. Updates** **Rob Archer**
 - Chair, Executive Committee
 - Nominating Committee
 - Task Forces
 - Other
- 5. Project Review:** **Rob Archer**
 - **FUEL Project – Project Summary**
- 6. 2025 Growth & Diversification Plan – Draft & Presentation** **Shannon Holland**
- 7. Other Business** **Rob Archer**
- 8. Adjourn** **Rob Archer**

Upcoming Dates

GO Virginia Board Meetings – September 19, 2025

Region 9 Project Application Deadline – September 24, 2025

Region 9 Council Meeting – October 28, 2025



REGION 9 COUNCIL ANNUAL MEETING

JUNE 17, 2025

9:30 am to 11:30 am

IN-PERSON

North Fork Meeting Center

994 Research Park Blvd, Charlottesville, VA 22911

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

MINUTES

Attending: Ethan Dunstan, Capital River Advisors (Chair); Rob Archer, Codebase Coworking (Vice Chair); Kim Blosser, Laurel Ridge Community College; Ike Broaddus, Fauquier County; Roque Castro, Elysium LD Technology, Inc.; Tom Click, Patriot Industries; Brian Cole, LexisNexis Reed Tech; Gizelle Curtis, Dominion Energy; Christine Jacobs, Thomas Jefferson Planning District Commission; Cheryl Kirby, Atlantic Union Bank; Pace Lochte, UVA Economic Development; Patrick Mauney, Rappahannock-Rapidan Regional Commission; Jean Runyon, Piedmont Virginia Community College; Cathy Schafrik, Greene County; Jonathon Weakley, Madison County; Tina Weaver, Papa Weaver's Pork, Inc.

Absent: Ray Knott, Blue Ridge Bank; Ned Gallaway, Albemarle County; Paige Read, Town of Culpeper; Francoise Seillier-Moiseiwitsch, Revalation Vineyards (Treasurer/Secretary); Tom Thorpe, Afton Scientific; Andy Wade, Louisa County

Staff: Shannon Holland, , Christie Taylor

Guests: Christina Clough, Pioneer Bank; Kristy Dancy, CVPED; Katie Delaney, CVPED, Joseph Dennie, DHCD; Ashley Hernandorena, Albemarle County; Rachael Hobbs, UVA; Jack Honig, DHCD, Candace Spence, CVPED

Virtual Guests: Ian Ginger, Orange County; Matt Johnson, City of Charlottesville

1. Opening

- **Call to Order**

Ethan Dunstan called the meeting to order at 9:31 a.m.

- **Roll Call**

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

- **Public Comment**

No public comment was submitted or presented.

2. Consent Agenda - ACTION ITEM

Ethan Dunstan, as Chair, stated that he was amending the Consent Agenda to include a budget revision request that was delivered to staff on the afternoon before the meeting. He asked if there was any objection and none was stated. Ethan Dunstan noted that the listed agenda items were to be voted on with one action unless there was a motion to discuss any item separately. No such motion was made.

- **Meeting Minutes, April 16, 2025**

There was no discussion on the meeting minutes offered.

- **Financials through April 30, 2025:**

Since the Treasurer was absent, Ethan Dunstan asked Shannon Holland to give the financial report. The report included:

- The Statement of Financial Position reflects a near-zero net asset position which is typical as funds are being actively deployed to pay liabilities.
- The FY 24 Capacity Building Budget reflects a budget revision. Based on the Council's latest guidance, that revision is also now outlined in the Director's Report. In that revision, \$8,150 was moved from Planning and Rent to cover \$350 of unexpected audit expense and \$2,000 to Contract Services and \$5,800 to Salaries to prepare for closeout in June. Through April 91% of the budget has been spent. Salaries and admin costs continue to be the largest expense category. The remaining funds total \$22,541.75 through April.
- Many projects are in early phases with low expenditure rates, while some, like Carver Food Business Accelerator, are nearing full deployment. The unused funds from the Talent Supply project closeout were moved to the Region 9 per capita grant fund.

- **Budget Revision:**

Shannon Holland requested approval for another Capacity Building Budget revision in anticipation of closing out the FY 24 funds. The request required Council approval because staff have already completed one budget revision this quarter. The revision would transfer all positive balances as of May 30, 2025, totaling \$3,362.24 to the Salaries category. This adjustment will cover May expenses, and the remaining balance of \$1,532.56 will be drawn to \$0 in June, thereby closing all expense items and allowing for FY 2024 Capacity Building Closeout.

- **Meeting Schedule 2026:**

Ethan Dunstan stated that the Bylaws require annual calendar approval. There was no discussion.

Tom Click made the motion to approve the Council business as presented. Christine Jacobs seconded the motion. A vote was performed. Motion carried.

3. Director Report

Shannon Holland reported that the Capacity Building Budget Revision was accepted by DHCD on May 1. As a reminder, the guidance as of the 4/17 Council Meeting is that staff may adjust this budget quarterly and the revision must be reported at the council meeting immediately following the change. The infographic is updated to reflect outcomes reported through the 2025 Q1 reporting period.

Christie Taylor reviewed the Project Spotlight on the Carver Food Enterprise Center and the Grant Dashboard.

4. Updates

- **Chair, Executive Committee**
No report.
- **Nominating Committee:**



Tom Click shared that the slate is presented in today's agenda. The Nominating Committee would like help with member recruitment earlier in the year. Private sector members were asked to expect an email from Shannon Holland to discuss intentions for serving again and help in identifying replacements upon conclusion of service. There was discussion on what gaps in representation are anticipated on the Council and manufacturing was identified.

- **Task Forces**

There were no updates.

- **GO Virginia Board Regional Council Committee**

Rob Archer reported that this summer, DHCD staff will deploy a survey to gather regional council members' opinions on performance and suggestions for improvement. The GO Virginia Board Retreat is scheduled for September 9th at RJ Reynolds Community College. It is customary for the regional council Chair and/or Vice Chair to attend. The Board is considering expansion of funding for planning grants. DHCD presented data from an internal evaluation to aid in that decision. Many of the regional council representatives expressed appreciation of the data but felt the conclusions missed the mark on articulating impact and need for more planning funds. Another Board committee is reviewing this issue so there is likely more to come on that topic.

5. Slate

Tom Click, as Chair of the Nominating Committee, previewed the proposed slate of nominees for the GO Virginia Region 9 Council. He thanked the Nominating Committee: Tina Weaver, Cathy Schafrik, and Jean Runyon. Tom Click noted that nominees were selected to represent both the private and public sectors, bringing a range of experience and regional perspectives to the Council's work.

Private and Public Sector appointments nominated:

- Gizelle F. Curtis with Dominion Energy, for a 3-year term.
- Jennifer L. Schmack, with Fluvanna County, for her first term.
- Dr. Jean Runyon, President of Piedmont Virginia Community College, for a new 3-year term.
- The Honorable Ike Broadus of Fauquier County, for a 3-year term.
- Jonathon Weakley, Administrator for Madison County, for a 3-year term.

Private Sector and Executive Committee nominees include four new members:

- Gary Wood, CEO & President, Firefly Fiber Broadband.
- Leslie Kidd, Co-Owner, All Install.
- Christina Clough, Vice President, Pioneer Bank.
- Rahul Keshap, Principal at Shuru Law, who would complete an unfinished term through June 30, 2026.

Officers and Executive Committee nominated:

- Chair: Rob Archer
- Vice Chair: Roque Castro
- Treasurer/Secretary: Cathy Schafrik
- At-Large Members: Ethan Dunstan (Immediate Past Chair) and Paige Read

Task Force Members and Chairs nominated:



Jean Runyon for Talent Development; Ray Knott for Growing Existing Businesses; Rahul Keshap for Entrepreneurship; and Jonathon Weakley for Sites. Jonathan Weakley was not confirmed before the slate was presented so a nomination from the floor will be needed.

6. Slate – ACTION ITEM

Ethan Dunstan asked if there were any objections to approving the slate as presented with any nominations from the floor with one action by the Council. No such objection was made.

Ethan Dunstan called for nominations from the floor as follows:

The private and public appointments are selected via a prescribed method in the bylaws so there were no nominations from the floor.

There were no nominations from the floor for Private Sector Members.

There were no nominations from the floor for Officers and Executive Committee.

Tom Click nominated Jonathon Weakley from Madison County to serve as the Sites Task Force Chair.

Tom Click made a motion to close nominations. Patrick Mauney seconded the motion. A vote was performed. Motion carried.

Cathy Schafrik made the motion to vote to accept and approve the nominations as presented including nominations from the floor. Kim Blosser seconded the motion. A vote was performed. Motion carried.

Ethan Dunstan thanked the nominating committee for their work and suggested that if members were interested in serving on the Nominating Committee to please reach out to Shannon Holland. Tom Thorpe was thanked for completing the term of Jim Cheng. Brian Cole and Tom Click were recognized for their roles as inaugural and subsequent Chair of the Region 9 Council.

7. Annual Report Presentation

Shannon Holland presented on the Annual Report to the Growth Plan. The presentation highlighted progress on action items, outcomes achieved, funds leveraged, other program impacts, and Council achievements. Council members, staff, and partners were thanked for their support and commitment to the mission of the program.

8. Project Pipeline

Shannon Holland reminded the Council that Region 9 is allocated \$1,000,000 of regional grant funds each fiscal year. From this, the Council can elect to award up to \$250,000 for planning grants. She noted that when planning grants are awarded, it is expected that an immediate and subsequent implementation grant will follow unless the results of the planning grant indicate otherwise. Referring to the project pipeline document in the meeting packet, Shannon Holland emphasized that four current planning grants should generate implementation grants and that it is possible that projects would need to compete for the \$1 million in funding available. Other proposals that didn't have planning grants could also arise.



A discussion on the potential impact of federal cuts and how GO Virginia could help mitigate those losses. The discussion indicated that Region 9 localities are not as significantly impacted as other regions at this time but that could change. It was discussed that Entrepreneurship and Talent Development projects might help federal employees pivot into new opportunities.

9. Other Business

Ethan Dunstan thanked Rob Archer for stepping into the Chair role. The Council thanked Ethan Dunstan for his service.

10. Adjourn

Brian Cole made the motion to vote to adjourn the meeting. Jonathan Weakley seconded the motion. A vote was performed. Motion carried and the meeting adjourned at 10:43 a.m.

GO Virginia
Statement of Financial Position
As of June 30, 2025

	<u>June 30, 2025</u>
ASSETS	
Current Assets	
Checking/Savings	
11200 · GO VA Operating Account - Union	176.30
Total Checking/Savings	<u>176.30</u>
Accounts Receivable	
11000 · Accounts Receivable	87,749.75
Total Accounts Receivable	<u>87,749.75</u>
Other Current Assets	
11100 · Accrued Receivable	11,139.85
12000 · Undeposited Funds	70.00
Total Other Current Assets	<u>11,209.85</u>
Total Current Assets	<u>99,135.90</u>
TOTAL ASSETS	<u>99,135.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20002 · Accounts Payable	32,925.53
20004 · Due to CVPED	54,898.31
Total Accounts Payable	<u>87,823.84</u>
Other Current Liabilities	
25060 · Accrued Expenses - Other	11,139.85
25500 · Unearned Rev - Advanced Funds	167.51
Total Other Current Liabilities	<u>11,307.36</u>
Total Current Liabilities	<u>99,131.20</u>
Total Liabilities	99,131.20
Equity	
32000 · Unrestricted Net Assets	4.70
Total Equity	<u>4.70</u>
TOTAL LIABILITIES & EQUITY	<u>99,135.90</u>

GO Virginia
Capacity Building - Statement of Income and Expense (Summary)
TOTAL FY2024 SPENDING: June 2024 through June 2025

Capacity Building				
	Jun '24 - Jun '25	Budget	% of Budget	Remaining
Income				
41520 · State Grants	250,000.00	250,000.00	100.0%	0.00
Total Income	250,000.00	250,000.00	100.0%	0.00
Gross Profit	250,000.00	250,000.00	100.0%	0.00
Expense				
01250 · General Administration	29,274.06	29,274.06	100.0%	0.00
54400 · Project Support expenses				
54426 · Audit	8,850.00	8,850.00	100.0%	0.00
54430 · Contract Services	8,660.70	8,660.70	100.0%	0.00
54449 · Meetings and Facilitation	1,851.79	1,851.79	100.0%	0.00
54440 · Equipment	1,963.40	1,963.40	100.0%	0.00
54451 · Travel	2,063.64	2,063.64	100.0%	0.00
54452 · Rent/Lease	8,828.83	8,828.83	100.0%	0.00
54453 · Salaries	186,162.24	186,162.24	100.0%	0.00
54457 · Marketing/Advertising/Promotion	2,345.34	2,345.34	100.0%	0.00
54462 · Legal Expenses	0.00	0.00	0.0%	0.00
Total 54400 · Project Support expenses	220,725.94	220,725.94	100.0%	0.00
54500 · Planning expenses				
54501 · Contract Services	0.00	0.00	0.0%	0.00
54502 · Technical Assistance	0.00	0.00	0.0%	0.00
54503 · Growth and Diversification Plan Development	0.00	0.00	0.0%	0.00
54504 · Planning Grant	0.00	0.00	0.0%	0.00
Total 54400 · Planning expenses	0.00	0.00	0.0%	0.00
Total Expense	250,000.00	250,000.00	100.0%	0.00
Net Income	0.00	0.00	0.0%	0.00

GO Virginia
Capacity Building - Statement of Income and Expense (Summary)
TOTAL FY2025 SPENDING: June 2025

Capacity Building				
	Jun '25	Budget	% of Budget	Remaining
Income				
41520 · State Grants	17,639.84	250,000.00	7.06%	232,360.16
Total Income	17,639.84	250,000.00	7.06%	232,360.16
Gross Profit	17,639.84	250,000.00	7.06%	232,360.16
Expense				
01250 · General Administration	2,731.99	37,000.00	7.38%	34,268.01
54400 · Project Support expenses				
54426 · Audit	0.00	6,500.00	0.0%	6,500.00
54430 · Contract Services	572.94	9,500.00	6.03%	8,927.06
54449 · Meetings and Facilitation	480.00	3,750.00	12.8%	3,270.00
54440 · Equipment	31.90	2,000.00	1.6%	1,968.10
54451 · Travel	108.78	3,500.00	3.11%	3,391.22
54452 · Rent/Lease	867.15	12,000.00	7.23%	11,132.85
54453 · Salaries	12,597.08	172,250.00	7.31%	159,652.92
54457 · Marketing/Advertising/Promotion	250.00	3,000.00	8.33%	2,750.00
54462 · Legal Expenses	0.00	500.00	0.0%	500.00
Total 54400 · Project Support expenses	14,907.85	213,000.00	7.0%	198,092.15
54500 · Planning expenses				
54501 · Contract Services	0.00	0.00	0.0%	0.00
54502 · Technical Assistance	0.00	0.00	0.0%	0.00
54503 · Growth and Diversification Plan Development	0.00	0.00	0.0%	0.00
54504 · Planning Grant	0.00	0.00	0.0%	0.00
Total 54400 · Planning expenses	0.00	0.00	0.0%	0.00
Total Expense	17,639.84	250,000.00	7.06%	232,360.16
Net Income	0.00	0.00	0.0%	0.00

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025**

	BioBridge TPI			Project VITAL - Biotech Accelerator		
	End Date: 2/1/2026			End Date: 10/1/2027		
	(Projects)			(Projects)		
	Feb '25 - Jun '25	Budget	% of Budget	Oct '24 - Jun '25	Budget	% of Budget
Income						
41520 · State Grants	41,993.10	244,400.00	17.18%	390,426.12	4,302,887.00	9.07%
Total Income	41,993.10	244,400.00	17.18%	390,426.12	4,302,887.00	9.07%
Gross Profit	41,993.10	244,400.00	17.18%	390,426.12	4,302,887.00	9.07%
Expense						
01250 · General Administration	3,058.67	14,666.00	20.86%	7,653.58	295,000.00	2.59%
54000 · Program expenses						
51280 · Plannning Grant Activites						
54400 · Project related expenses						
54424 · Administration						
54426 · Audit					40,000.00	0.0%
54425 · Architectural and Engineering						
54430 · Contract Services	36,040.00	153,640.00	23.46%	118,447.24	1,178,500.00	10.05%
54440 · Equipment				24,091.45	688,300.00	3.5%
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies				12,602.99	441,000.00	2.86%
54451 · Travel				2,000.00	21,000.00	9.52%
54452 · Rent/Lease						
54453 · Salaries	2,820.54	46,875.00	6.02%	132,894.69	874,446.00	15.2%
54454 · Other - Website				10,200.00	30,000.00	34.0%
54455 · Fringe Benefits	73.89	4,219.00	1.75%	5,922.14	78,700.00	7.53%
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses				17,277.50	137,000.00	12.61%
54463 · Outreach and Promotion		4,200.00	0.0%			
54464 · Taxes & Insurance				9,471.70	62,100.00	15.25%
54465 · Collaboration						
54466 · Management & General						
54467 · Fiscal/Account Mgmt Services				14,536.60	100,000.00	14.54%
54468 · Indirect Costs		20,800.00	0.0%	24,965.83	125,211.00	19.94%
54469 · Studies						
54470 · Hardware/Software				10,362.40	41,250.00	25.12%
54471 · Contingencies					190,380.00	0.0%
Total 54400 · Project related expenses	38,934.43	229,734.00	16.95%	382,772.54	4,007,887.00	9.55%
Total 54000 · Program expenses	38,934.43	229,734.00	16.95%	382,772.54	4,007,887.00	9.55%
Total Expense	41,993.10	244,400.00	17.18%	390,426.12	4,302,887.00	9.07%
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025**

	Carver Food			Food & Beverage Business Accelerator		
	End Date: 10/31/2025			End Date: 2/1/2026		
	(Projects)			(Projects)		
	Nov '22 - Jun '25	Budget	% of Budget	Feb '25 - Jun '25	Budget	% of Budget
Income						
41520 · State Grants	152,065.37	199,727.00	76.14%	17,920.49	100,000.00	17.92%
Total Income	152,065.37	199,727.00	76.14%	17,920.49	100,000.00	17.92%
Gross Profit	152,065.37	199,727.00	76.14%	17,920.49	100,000.00	17.92%
Expense						
01250 · General Administration	14,795.00	14,795.00	100.0%	2,209.64	7,400.00	29.86%
54000 · Program expenses						
51280 · Plannning Grant Activites						
54400 · Project related expenses						
54424 · Administration						
54426 · Audit						
54425 · Architectural and Engineering						
54430 · Contract Services				1,756.36	8,168.00	21.5%
54440 · Equipment	137,270.37	184,932.00	74.23%			
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation						
54450 · Supplies						
54451 · Travel						
54452 · Rent/Lease						
54453 · Salaries				11,250.00	70,000.00	16.07%
54454 · Other - Website						
54455 · Fringe Benefits				2,704.49	14,432.00	18.74%
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Outreach and Promotion						
54464 · Taxes & Insurance						
54465 · Collaboration						
54466 · Management & General						
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
54470 · Hardware/Software						
54471 · Contingencies						
Total 54400 · Project related expenses	137,270.37	184,932.00	74.23%	15,710.85	92,600.00	16.97%
Total 54000 · Program expenses	137,270.37	184,932.00	74.23%	15,710.85	92,600.00	16.97%
Total Expense	152,065.37	199,727.00	76.14%	17,920.49	100,000.00	17.92%
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025**

Regional Entrepreneurship Initiative				Rivanna Futures		
End Date: 6/12/2025				End Date: 3/24/2027		
(Projects)				(Projects)		
	Jun '23 - Jun '25	Budget	% of Budget	Mar '25 - Jun '25	Budget	% of Budget
Income						
41520 · State Grants	264,607.21	300,000.00	88.2%	851.35	613,570.00	0.14%
Total Income	264,607.21	300,000.00	88.2%	851.35	613,570.00	0.14%
Gross Profit	264,607.21	300,000.00	88.2%	851.35	613,570.00	0.14%
Expense						
01250 · General Administration	22,080.00	22,080.00	100.0%	851.35	17,000.00	5.01%
54000 · Program expenses						
51280 · Planning Grant Activites						
54400 · Project related expenses						
54424 · Administration	1,064.33	2,500.00	42.57%			
54426 · Audit						
54425 · Architectural and Engineering					596,570.00	0.0%
54430 · Contract Services	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	1,380.48	2,420.00	57.05%			
54452 · Rent/Lease						
54453 · Salaries	135,531.55	167,000.00	81.16%			
54454 · Other - Website						
54455 · Fringe Benefits						
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Outreach and Promotion	4,550.85	6,000.00	75.85%			
54464 · Taxes & Insurance						
54465 · Collaboration						
54466 · Management & General						
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
54470 · Hardware/Software						
54471 · Contingencies						
Total 54400 · Project related expenses	242,527.21	277,920.00	87.27%	0.00	596,570.00	0.0%
Total 54000 · Program expenses	242,527.21	277,920.00	87.27%	0.00	596,570.00	0.0%
Total Expense	264,607.21	300,000.00	88.2%	851.35	613,570.00	0.14%
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025**

	Rural Entrepreneur Ecosystem			Talent Supply Connector		
	End Date: 4/30/2025			End Date: 1/31/2025		
	(Projects)			(Projects)		
	May '23 - Jun '25	Budget	% of Budget	Sep '22 - May '25	Budget	% of Budget
Income						
41520 · State Grants	146,533.84	200,000.00	73.27%	337,226.22	391,528.00	86.13%
Total Income	146,533.84	200,000.00	73.27%	337,226.22	391,528.00	86.13%
Gross Profit	146,533.84	200,000.00	73.27%	337,226.22	391,528.00	86.13%
Expense						
01250 · General Administration	14,720.00	14,720.00	100.0%	23,616.00	23,616.00	100.0%
54000 · Program expenses						
51280 · Plannning Grant Activites						
54400 · Project related expenses						
54424 · Administration						
54426 · Audit						
54425 · Architectural and Engineering						
54430 · Contract Services	5,551.96	5,551.96	100.0%	2,653.50	5,000.00	53.07%
54440 · Equipment						
54442 · Training						
54447 · Other - Programming						
54448 · Other - Workspace						
54449 · Meetings and Facilitation				2,475.39	7,000.00	35.36%
54450 · Supplies						
54451 · Travel	7,456.37	11,960.00	62.34%	3,547.30	7,500.00	47.3%
54452 · Rent/Lease			0.0%	10,000.00	10,000.00	100.0%
54453 · Salaries	110,899.01	153,000.00	72.48%	243,011.61	270,700.00	89.77%
54454 · Other - Website						
54455 · Fringe Benefits	7,906.50	14,768.04	53.54%	32,092.78	40,000.00	80.23%
54456 · Machinery/Tools						
54457 · Marketing/Advertising/Promotion						
54458 · Planning Assessment						
54462 · Legal Expenses						
54463 · Outreach and Promotion						
54464 · Taxes & Insurance						
54465 · Collaboration						
54466 · Management & General				19,829.64	27,712.00	71.56%
54467 · Fiscal/Account Mgmt Services						
54468 · Indirect Costs						
54469 · Studies						
54470 · Hardware/Software						
54471 · Contingencies						
Total 54400 · Project related expenses	131,813.84	185,280.00	71.14%	313,610.22	367,912.00	85.24%
Total 54000 · Program expenses	131,813.84	185,280.00	71.14%	313,610.22	367,912.00	85.24%
Total Expense	146,533.84	200,000.00	73.27%	337,226.22	391,528.00	86.13%
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

**GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025**

Technology Academies				Wine Industry Implementation			
End Date: 2/24/2026				End Date: 3/11/2027			
(Projects)				(Projects)			
	Jul '22 - Jun '25	Budget	% of Budget	Mar '25 - Jun '25	Budget	% of Budget	
Income							
41520 · State Grants	235,113.44	402,075.00	58.48%	1,521.98	224,125.00	0.68%	
Total Income	235,113.44	402,075.00	58.48%	1,521.98	224,125.00	0.68%	
Gross Profit	235,113.44	402,075.00	58.48%	1,521.98	224,125.00	0.68%	
Expense							
01250 · General Administration	18,736.68	29,783.00	62.91%	1,521.98	16,600.00	9.17%	
54000 · Program expenses							
51280 · Planning Grant Activites							
54400 · Project related expenses							
54424 · Administration							
54426 · Audit							
54425 · Architectural and Engineering							
54430 · Contract Services					207,525.00	0.0%	
54440 · Equipment	216,376.76	329,360.00	65.7%				
54442 · Training							
54447 · Other - Programming							
54448 · Other - Workspace							
54449 · Meetings and Facilitation							
54450 · Supplies							
54451 · Travel							
54452 · Rent/Lease							
54453 · Salaries	0.00	42,932.00	0.0%				
54454 · Other - Website							
54455 · Fringe Benefits							
54456 · Machinery/Tools							
54457 · Marketing/Advertising/Promotion							
54458 · Planning Assessment							
54462 · Legal Expenses							
54463 · Outreach and Promotion							
54464 · Taxes & Insurance							
54465 · Collaboration							
54466 · Management & General							
54467 · Fiscal/Account Mgmt Services							
54468 · Indirect Costs							
54469 · Studies							
54470 · Hardware/Software							
54471 · Contingencies							
Total 54400 · Project related expenses	216,376.76	372,292.00	58.12%	0.00	207,525.00	0.0%	
Total 54000 · Program expenses	216,376.76	372,292.00	58.12%	0.00	207,525.00	0.0%	
Total Expense	235,113.44	402,075.00	58.48%	1,521.98	224,125.00	0.68%	
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%	

GO Virginia Projects - Statement of Income and Expense
From Beginning of All Projects through May 31, 2025

Total Projects			
	Jul '22 - Jun '25	Budget	% of Budget
Income			
41520 · State Grants	1,588,259.12	6,978,312.00	22.76%
Total Income	1,588,259.12	6,978,312.00	22.76%
Gross Profit	1,588,259.12	6,978,312.00	22.76%
Expense			
01250 · General Administration	109,242.90	455,660.00	23.98%
54000 · Program expenses			
51280 · Plannning Grant Activites			
54400 · Project related expenses			
54424 · Administration	1,064.33	2,500.00	42.57%
54426 · Audit	0.00	40,000.00	0.0%
54425 · Architectural and Engineering	0.00	596,570.00	0.0%
54430 · Contract Services	264,449.06	1,658,384.96	15.95%
54440 · Equipment	377,738.58	1,202,592.00	31.41%
54442 · Training	0.00	0.00	0.0%
54447 · Other - Programming	0.00	0.00	0.0%
54448 · Other - Workspace	0.00	0.00	0.0%
54449 · Meetings and Facilitation	2,475.39	7,000.00	35.36%
54450 · Supplies	12,602.99	441,000.00	2.86%
54451 · Travel	14,384.15	42,880.00	33.55%
54452 · Rent/Lease	10,000.00	10,000.00	100.0%
54453 · Salaries	636,407.40	1,624,953.00	39.17%
54454 · Other - Website	10,200.00	30,000.00	34.0%
54455 · Fringe Benefits	48,699.80	152,119.04	32.01%
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	17,277.50	137,000.00	12.61%
54463 · Outreach and Promotion	4,550.85	10,200.00	44.62%
54464 · Taxes & Insurance	9,471.70	62,100.00	15.25%
54465 · Collaboration	0.00	0.00	0.0%
54466 · Management & General	19,829.64	27,712.00	71.56%
54467 · Fiscal/Account Mgmt Services	14,536.60	100,000.00	14.54%
54468 · Indirect Costs	24,965.83	146,011.00	17.1%
54469 · Studies	0.00	0.00	0.0%
54470 · Hardware/Software	10,362.40	41,250.00	25.12%
54471 · Contingencies	0.00	190,380.00	0.0%
Total 54400 · Project related expenses	1,861,788.76	6,522,652.00	28.54%
Total 54000 · Program expenses	1,861,788.76	6,522,652.00	28.54%
Total Expense	1,978,685.24	6,978,312.00	28.36%
Net Income	0.00	0.00	0.0%



MEMORANDUM

Date: August 28, 2025

To: GO Virginia Region 9 Council

From: Shannon Holland, Director, GO Virginia Region 9

Re: Request to Approve FY 2026 Capacity Building Contract

This is to request that the Region 9 Council approve the attached FY 2026 Capacity Building Contract to advance for signatures between DHCD, CVPED and the Region 9 Council.

This contract must be executed before FY 2026 Capacity Building Funds these council operational funds can be made available.

Items highlighted in yellow will be customized with Region 9 specifics before signature.

**COMMONWEALTH OF VIRGINIA
CAPACITY BUILDING CONTRACT
NUMBER 10RCX-26**

July 1, 2025 to June 30, 2026

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department"), **Region X Council** (herein called "Regional Council") and the **SUPPORT ORG NAME** (herein called the "Support Organization"), WITNESSETH THAT:

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

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

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

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

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

SCOPE OF SERVICES

1. Roles and Responsibilities of the Support Organization:
 - a. Serve as the fiscal agent of the Regional Council.
 - b. Support the Regional Council.
 - c. Development of applications on behalf of the Regional Council and to provide technical assistance to the applicant.
 - d. Act as the liaison between the Department and the Regional Council.
 - e. Conduct post-contract grant management activities including providing technical assistance to subgrantees including but not limited to the following activities:
 - i. Review and submit remittances on behalf of subgrantees.
 - ii. Review and submit project quarterly reports on behalf of subgrantees.
 - iii. Review and submit fiscal closeout and performance closeout reports on behalf of subgrantees.
2. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below no later than October 1, 2025:
 - a. An MOU, including, at a minimum, the following information: unless a previously executed MOU is in place and then an MOU replacement or update will include the following:
 1. A description of each entity included in the MOU
 2. The purpose of the MOU

3. The agreed upon roles and responsibilities each organization will be providing. The roles and responsibilities should align with program goals, objectives and outputs;
 4. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.
 5. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.
- b. A current list of authorized signatories of the Support Organization, including their full name and title.
 - c. An Annual Report that includes a description of the activities conducted by the Regional Council during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act. This report should be submitted through DHCD's Centralized Application and Management System (CAMS) under the Reports and Communication tab.

COMPENSATION

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

METHOD OF PAYMENT

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

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

REPORTING REQUIREMENTS

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

FINANCIAL REQUIREMENTS

6. Recording and Documentation of Receipts and Expenditures
 - d. Funds awarded are to be expended only for the purposes and activities covered by the Regional Council's approved project plan and budget. The Support Organization is

required to have accounting procedures that provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to this award, obligations, unobligated balances, assets, liabilities, receipts and expenditures. Controls must be established which are adequate to ensure that expenditures charged to this award are for allowable purposes. Accounting records must be supported by such source documentation as bank statements, cancelled checks, invoices, paid bills, payrolls, etc.

COMMUNICATIONS

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

AUDIT REQUIREMENTS

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

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

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

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

**Does not require preparation by a CPA

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

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

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

COMMONWEALTH OF VIRGINIA
Department of Housing and Community Development

By: _____
Maggie Beal, Interim Director

Date: _____

THE REGIONAL COUNCIL

By: _____
NAME OF CHAIR, Chair

Date: _____

SUPPORT ORGANIZATION

By: _____
NAME OF SO SIGNATORY, TITLE

Date: _____



MEMORANDUM

Date: August 28, 2025

To: GO Virginia Region 9 Council

From: Shannon Holland, Director, GO Virginia Region 9

Re: Request Approval for Project Contract Templates

This is to request that the Region 9 Council approve the two GO Virginia contract templates listed below. The changes from previously approved contract versions are shown in track changes mode.

In general, changes made will improve clarity for grant leaders on when project expenses can be incurred and when final remittances are due for closeout processing.

PER CAPITA ALLOCATION GRANT CONTRACT

COMPETITIVE ALLOCATION GRANT CONTRACT

Approved templates will be used going forward when grants are awarded from the specific funds.

**COMMONWEALTH OF VIRGINIA
GO VIRGINIA PER CAPITA ALLOCATION GRANT CONTRACT
NUMBER 26-GOVA-0XA**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (hereinafter called "DHCD"), REGIONAL COUNCIL (NUMBER) and GRANTEE NAME (herein called "GRANTEE"), and SUBGRANTEE NAME (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 2024-2026 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 (NUMBER) 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 "BOARD"); 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 **\$AWARD AMOUNT (award amount spelled out)**.
2. Non-State sources of matching funds of at least \$1 dollar for every \$2 dollars awarded are required for the use of GO VIRGINIA Per Capita Allocation Grant funds. A total local match of **\$MATCH AMOUNT (match amount spelled out)** over two years is committed to this project by the SUBGRANTEE on behalf of MATCH CONTRIBUTORS AND AMOUNTS.

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 Project Start date shall be eligible for reimbursement with GO VIRGINIA Per Capita Allocation Grant funds. No costs incurred prior to the Project Approval Date of Month Day, Year shall be eligible as match expenses for the project.
5. During the term of this Agreement, as it may be extended, the GRANTEE will use the lesser of (1) the amount specified in this AGREEMENT, or (2) if, at project completion, there are cost under-runs or project savings, these costs shall revert to the Region (Number) Per Capita Fund. .

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-submitted from the SUBGRANTEE to the GRANTEE no later than 60 DAYS from the project end dates outlined in the AGREEMENT(s), and submitted from the GRANTEE to DHCD no later than 90 DAYS from the project end date outlined in the AGREEMENT(s). 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 **DATE** (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 **DATE** (Project End Date).

PROJECT TITLE: PROJECT NAME

ACTIVITIES:

1. **Project Activity 1: A description of project activities will go here**

MILESTONES

- Quarterly activities will go here

OUTCOMES:

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

PRODUCTS:

Subgrantee commits to delivering the following products 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. DHCD agrees to provide the GRANTEE and SUBGRANTEE with technical assistance in setting up and carrying out the administration of the PROJECT and tracking 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
14. REGIONAL COUNCIL NUMBER shall conduct regular progress meetings to assess project performance per the MILESTONES as outlined in the APPLICATION as submitted and outlined in this AGREEMENT. The minutes and records of these meeting shall be kept in the PROJECT files.
15. DHCD and the BOARD reserve the right to end funding for this PROJECT at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with this AGREEMENT. Before DHCD and/or the BOARD can end funding for the foregoing purposes, they will give GRANTEE and SUBGRANTEE notice of the reasons for such decision and give GRANTEE and SUBGRANTEE the right to cure such perceived deficiencies. Funding will not be ended unless such deficiencies are not cured and/or resolved in the reasonable judgment of DHCD and the BOARD.
16. GRANTEE and any SUBGRANTEE shall comply with the following as they relate to this AGREEMENT:
 - A. Virginia Freedom of Information Act (FOIA);
 - B. Virginia Conflict of Interest Act (COIA);
 - C. Virginia Fair Employment Contracting Act;
 - D. Virginia Public Procurement Act (VPPA);
 - E. Americans with Disabilities Act (ADA); and
 - F. Title VI of the Civil Rights Act of 1964 (24 CFR Part 1).

FINANCIAL REQUIREMENTS

17. 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 each PROJECT. DHCD may share copies of the report with interested parties identified by the State.

18. GRANTEE agrees to submit a fiscal closeout report to DHCD in CAMS within 90 days of Project End Date.
19. GRANTEE agrees to submit a final project performance closeout report to DHCD in CAMS within 90 days of Project End Date.
20. The GRANTEE shall use the appropriate templates and closeout procedures, as provided by DHCD, to submit the fiscal closeout and project performance closeout reports in the “Reports & Communications” tab for the project. DHCD may share copies of the report with interested parties identified by the State. OUTCOMES as outlined in the APPLICATION and outlined in this AGREEMENT may be reported for up to one year after the Project End Date.
21. DHCD, at its discretion, may require GRANTEE or SUBGRANTEE to provide additional reports with reasonable time to complete. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
22. DHCD shall monitor the GRANTEE at least once during the period covered by this AGREEMENT. DHCD may schedule additional monitoring visits 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.
23. 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). The GRANTEE and/or SUBGRANTEE(S) shall submit any contracts obligating GO VIRGINIA funds as part of the project’s fiscal closeout report. If subject to VPPA requirements, documentation to detail that appropriate procurement processes have been followed should be submitted.
24. 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.

AUDIT REQUIREMENTS

23. 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).

The Schedule of Expenditures of Federal Awards (SEFA) is a financial statement schedule prepared by management that lists an organization’s expenditures of federal assistance for

the fiscal year by federal agency, grant number and amount. It is a supplemental schedule that an organization is required to prepare when it is subject to the Single Audit requirement. The Single Audit requirement is triggered when the federal expenditures, including any outstanding loan balances, reported on the SEFA exceed \$750,000 or more over the organization's fiscal year.

Per the DHCD Audit Policy, the 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.

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 \geq \$750,000	2 CFR 200 Subpart F Audit that has been audited by an Independent CPA

24. 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.
- 25.
26. The complete DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:
27. <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>
<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

TERMINATION, SUSPENSION, CONDITIONS -

25. **FOR CAUSE** - If through any cause, the GRANTEE or DHCD fails to comply with the terms, conditions or requirements of the CONTRACT DOCUMENTS 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.

26. 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.

COMMUNICATIONS

27. 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.”

REQUEST FOR INFORMATION

28. The GRANTEE shall furnish, regularly and in such form as DHCD may require, reports concerning the status of any 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. 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. 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 or 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. 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

BY: _____ DATE: _____
SUBGRANTEE SIGNATORY, TITLE, ORGANIZATION

GRANTEE

BY: _____ DATE: _____
GRANTEE SIGNATORY, TITLE, ORGANIZATION

REGIONAL COUNCIL X

BY: _____ DATE: _____
NAME, Chair, GO Virginia Region (NUMBER) Council

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

BY: _____ DATE: _____
Bryan Horn, Director

**COMMONWEALTH OF VIRGINIA
GO VIRGINIA COMPETITIVE ALLOCATION GRANT CONTRACT
NUMBER 26-GOVA-X**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (hereinafter called "DHCD"), REGIONAL COUNCIL (NUMBER) and GRANTEE NAME (herein called "GRANTEE"), and SUBGRANTEE NAME (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 2024-2026 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 (NUMBER) and the SUBGRANTEE under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, "PROJECT NAME" as described in the GO VIRGINIA Competitive 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 "BOARD"); and

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

COMPENSATION

1. DHCD agrees to award the GRANTEE a GO VIRGINIA Competitive 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 **\$AWARD AMOUNT (award amount spelled out)**.
2. Non-State sources of matching funds of at least \$1 dollar for every \$2 dollars awarded are required for the use of GO VIRGINIA Competitive Allocation Grant funds. A total match of **\$MATCH AMOUNT (match amount spelled out)** over two years is committed to this project by the SUBGRANTEE on behalf of MATCH CONTRIBUTORS AND AMOUNTS.

3. The GRANTEE and SUBGRANTEE shall not obligate, encumber, spend or otherwise utilize GO VIRGINIA Competitive 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 Project Start date shall be eligible for reimbursement with GO VIRGINIA Competitive Allocation Grant funds. No costs incurred prior to the Project Approval Date of Month Day, Year shall be eligible as match expenses for the project.
5. During the term of this Agreement, as it may be extended, the GRANTEE will use the lesser of (1) the amount specified in this AGREEMENT, or (2) if, at project completion, there are cost under-runs or project savings, these costs shall revert to the Region (Number) Competitive Fund.

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 Competitive 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-submitted from the SUBGRANTEE to the GRANTEE no later than 60 DAYS from the project end dates outlined in the AGREEMENT(s), and submitted from the GRANTEE to DHCD no later than 90 DAYS from the project end date outlined in the AGREEMENT(s). 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 **DATE** (Project Start Date) as described in the GRANTEE's GO VIRGINIA Competitive 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 **DATE** (Project End Date).

PROJECT TITLE: PROJECT NAME

ACTIVITIES:

1. **Project Activity 1: A description of project activities will go here**

MILESTONES

- Quarterly activities will go here

OUTCOMES:

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

PRODUCTS:

Subgrantee commits to delivering the following products 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 Competitive 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. DHCD agrees to provide the GRANTEE and SUBGRANTEE with technical assistance in setting up and carrying out the administration of the PROJECT and tracking 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
14. REGIONAL COUNCIL FIVE shall conduct regular progress meetings to assess project performance per the MILESTONES as outlined in the APPLICATION as submitted and outlined in this AGREEMENT. The minutes and records of these meeting shall be kept in the PROJECT files.
15. DHCD and the BOARD reserve the right to end funding for this PROJECT at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with this AGREEMENT. Before DHCD and/or the BOARD can end funding for the foregoing purposes, they will give GRANTEE and SUBGRANTEE notice of the reasons for such decision and give GRANTEE and SUBGRANTEE the right to cure such perceived deficiencies. Funding will not be ended unless such deficiencies are not cured and/or resolved in the reasonable judgment of DHCD and the BOARD.
16. GRANTEE and any SUBGRANTEE shall comply with the following as they relate to this AGREEMENT:
 - A. Virginia Freedom of Information Act (FOIA);
 - B. Virginia Conflict of Interest Act (COIA);
 - C. Virginia Fair Employment Contracting Act;
 - D. Virginia Public Procurement Act (VPPA);
 - E. Americans with Disabilities Act (ADA); and
 - F. Title VI of the Civil Rights Act of 1964 (24 CFR Part 1).

FINANCIAL REQUIREMENTS

17. 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 each PROJECT. DHCD may share copies of the report with interested parties identified by the State.

18. GRANTEE agrees to submit a fiscal closeout report to DHCD in CAMS within 120 days of Project End Date.
19. GRANTEE agrees to submit a final project performance closeout report to DHCD in CAMS within 120 days of Project End Date.
20. The GRANTEE shall use the appropriate templates and closeout procedures, as provided by DHCD, to submit the fiscal closeout and project performance closeout reports in the “Reports & Communications” tab for the project. DHCD may share copies of the report with interested parties identified by the State. OUTCOMES as outlined in the APPLICATION and in this AGREEMENT may be reported for up to one year after the Project End Date.
21. DHCD, at its discretion, may require GRANTEE or SUBGRANTEE to provide additional reports with reasonable time to complete. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
22. DHCD shall monitor the GRANTEE at least once during the period covered by this AGREEMENT. DHCD may schedule additional monitoring visits 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.
23. 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). The GRANTEE and/or SUBGRANTEE(S) shall submit any contracts obligating GO VIRGINIA funds as part of the project’s fiscal closeout report. If subject to VPPA requirements, documentation to detail that appropriate procurement processes have been followed should be submitted.
24. 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.

AUDIT REQUIREMENTS

23. 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).

The Schedule of Expenditures of Federal Awards (SEFA) is a financial statement schedule prepared by management that lists an organization’s expenditures of federal assistance for

the fiscal year by federal agency, grant number and amount. It is a supplemental schedule that an organization is required to prepare when it is subject to the Single Audit requirement. The Single Audit requirement is triggered when the federal expenditures, including any outstanding loan balances, reported on the SEFA exceed \$750,000 or more over the organization's fiscal year.

Per the DHCD Audit Policy, the 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.

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 \geq \$750,000	2 CFR 200 Subpart F Audit that has been audited by an Independent CPA

24. 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.
- 25.
26. The complete DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:
27. <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

TERMINATION, SUSPENSION, CONDITIONS -

25. **FOR CAUSE** - If through any cause, the GRANTEE or DHCD fails to comply with the terms, conditions or requirements of the CONTRACT DOCUMENTS 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.

26. 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 Competitive 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.

COMMUNICATIONS

27. 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."*

REQUEST FOR INFORMATION

28. The GRANTEE shall furnish, regularly and in such form as DHCD may require, reports concerning the status of any 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. 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. 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 or 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. 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 COMPETITIVE ALLOCATION GRANT APPLICATION;

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

SUBGRANTEE

BY: _____ DATE: _____
SUBGRANTEE SIGNATORY, TITLE, ORGANIZATION

GRANTEE

BY: _____ DATE: _____
GRANTEE SIGNATORY, TITLE, ORGANIZATION

REGIONAL COUNCIL X

BY: _____ DATE: _____
NAME, Chair, GO Virginia Region (NUMBER) Council

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

BY: _____ DATE: _____
Bryan Horn, Director



MEMORANDUM

Date: August 28, 2025

To: GO Virginia Region 9 Council

From: Shannon Holland, Director, GO Virginia Region 9

Re: Request Acceptance of Region 9 Task Force Charter

This is to request that the Region 9 Council accept the attached Task Force Charter. This charter is to serve as a guiding document to clarify the roles of the collective task force effort, the objective for each task force including resources and tools available.

Feedback has been solicited at the Joint Entrepreneurship and Grow Existing Business Task Force Meeting in August as well as during a meeting with the Talent Development Task Force Chair.

TASK FORCE CHARTER

7.15.2025

Since 2024, the Region 9 Council has undertaken initiatives to enhance the involvement of Task Force units, aiming to strengthen engagement among Council Members and leverage the Council's collective expertise. This document presents a draft summary outlining the goals, objectives, activities, and tools associated with this effort.

UNIFIED TASK FORCE GOAL:

Catalyze regional economic competitiveness by identifying, recommending, and stewarding grant opportunities and proposals that align with GO Virginia Region 9's Growth Plan priorities to deliver measurable outcomes in the region's target traded sectors.

TASK FORCE OBJECTIVES:

Talent Development

Support and recommend grant proposals that strengthen the talent pipeline in Region 9's target industry sectors by encouraging collaboration among education, business, and workforce partners to develop in-demand skills, retain local talent, and attract new talent to the region.

Cluster Scale-Up

Recommend and support grant investments that accelerate the growth of Region 9's traded industry clusters by enabling the adoption of advanced technologies, fostering scale-up of high-growth firms, enhancing supply chain integration, and strengthening cluster ecosystems.

Innovation

Identify and support grant opportunities that drive innovation and entrepreneurship in Region 9's target sectors by advancing startup formation, research commercialization, and the development of innovation infrastructure and networks.

Site Readiness

Recommend and support strategic site development grant opportunities that improve the competitiveness of Region 9's target sectors to enable business attraction, expansion, and cluster growth.

TASK FORCE ACTIVITIES

- Growth & Diversification Plan

- Contribute to development
 - Validate grant opportunities
 - Identify success measure for objectives
- Proposals to Advance Growth & Diversification Plan
 - Support project development
 - Review proposals
 - Recommend grant awards at full Council Meeting
 - Foster active grants to successful outcomes
- Report at Council meetings, as needed

REGION 9 TOOLS:

- Growth & Diversification Plan
- Growth & Diversification Plan – Grant Opportunities Flyer
- Grant Pipeline
- Project Dashboard
- Cluster Based Economic Development Model
- Project Database of Outcomes (Committed vs Actual Outcomes)
- Other

DIRECTOR REPORT
REGIONAL COUNCIL 9 MEETING
UPDATED: AUGUST 13, 2025
MEETING: AUGUST 28, 2025

Region 9 Per Capita Available	\$1,016,607.56.
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Quarterly Progress Reports: due October 20, 2025

Capacity Building Budget Revision:

The FY 2024 Budget is now closed. The FY 2025 Budget was activated with ith June transactions in August 2025.

Project Changes/Updates:

Budget Revisions: Rural Entrepreneurship revision expected in preparation for closeout

Contracts:

- New Contracts: n/a
- Pending: n/a
- Extensions:
 - Tech Academies: Extended from 7/24/2025 to 02/2026 to allow more time for outcomes to be achieved after pivot from dual enrollment to bootcamps.
- Milestones:
 - BioBridge: Two coalition meetings held. Employer (demand) assessment nearing completion; Education (supply) assessment beginning.
 - Carver: 14 businesses attended control process class and all passed. 85 new products in production.
 - Commonwealth Bio Accelerator: First Advisory Committee held (next is 10/20); BioSpark planning underway. Governor's announcement of additional \$15M investment.
 - Food & Beverage Business Accelerator: 36 survey responses, database formed, model assessments complete. Advisory board 2 meetings. Proposed selection criteria targeting companies 100,000 revenue or less in certain circumstances
 - Innovation Corridor: Launched 7/1, first remittance paid.
 - Rivanna Futures: Preliminary Site Plan approved.
 - Rural Entrepreneurship: Fauquier and Culpeper circles continue to meet.
 - Tech Academies: Bootcamps are an effective model to replace dual enrollment, as outcomes are returning to be on track and on pace for closeout. Working on program AUVSI accreditation.
 - Wine Implementation: Hired first intern, capital access guide developed, progress on cost production support.
- Outcomes/Deliverables:
 - Infographic as of 2025 Q2 Outcomes
 - Notable Outcomes from 2025 Q2: Tech Academies 22 students trained, Rural Entrepreneurship 40 entrepreneurs engaged, 17jobs created. Carver 12 jobs, 16 products released to production.

Closeouts

- Completed:
 - Accelerating Sites
- In Progress:
 - REI: Performance and fiscal closeout draft submitted to project lead
- Funds Not Spent at Closeout:
 - REI: \$1,802.19

Key Staff Activity:

- Onboard new Council Members
- Participate at Virginia Partnership for Health Science Careers Meeting
- Attended Region 9 Virginia Chamber Blueprint Meeting
- Participated at Board Committee Meetings: Regional Council Committee and Artificial Intelligence Landscape Assessment
- Served on Advisory Committee for BioBridge TPI and Food & Beverage Business Accelerator grants
- Continued in-house support of Growth & Diversification Plan

LinkedIn: Followers: 494 (+10)



Project Pipeline

August 28, 2025

Project			Region 9 Deadlines							
Grant Title	Planning	End Date	2025			2026				
			7/16	9/24	12/9	3/18	5/13	7/15	9/23	12/10
REI (Eship) - FUEL Project submitted	Yes	6/13/2025	x							
Food & Beverage Business Accelerator (Eship)	Yes	2/1/2026			x	x				
Bio Bridge (TPI) (Talent) (will present to Council 1/26)	Yes	2/1/2026				x				
Innovation Corridor Road Map (GEB)	Yes	7/1/2026				x	x	x		
GO TEC (Talent)	No			x						

Planning Grants are expected to be followed by an immediate and subsequent implementation grant unless findings indicate one should not be pursued. Deadline targets are projections by staff and not necessarily the grant leaders.



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION
REGIONAL COUNCIL 9

What is GO Virginia?

GO Virginia is an economic development initiative that 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.

The GO Virginia Region 9 Council is comprised of 23 members of which a majority are private sector leaders. The Chair and Vice Chair must be a member representing the private sector. The Council is charged with the implementation of the GO Virginia program in the eleven localities of Region 9, including receiving and assessing applications for funding. The Central Virginia Partnership for Economic Development serves as Region 9's fiscal and administrative support organization. The Virginia Department of Housing and Community Development (DHCD) is the state agency responsible for administering the GO Virginia program.

The Virginia Growth and Opportunity Board is responsible for overseeing the development and implementation of the GO Virginia program, including receiving and assessing applications for funding submitted by the nine regional councils. The board consists of legislators, members of the governor's cabinet, and private sector representatives.

\$61,967 Average Annual Wages
(2024Q1)

443,709 Population (2024Q1)

\$11.9M

GO Virginia 9 funds invested in **33 projects**

\$10.5M

Matching funds and **\$2.9M additional leverage**

3,608

Businesses served and **59 businesses created**

1,157

Jobs created and **500 existing jobs retained**

404

Entrepreneurs served and **19 businesses expanded**

64

New internships and **613 students trained**

751

Acres evaluated for site development plus **1,451 acres** advanced on Virginia Business Ready Sites scale

\$10.5M

Capital raised by 2 entrepreneurship projects and **\$3.76M venture capital invested** in new businesses served by innovation projects

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



Biomedical & Biotechnology

\$5,278,827 invested in 5 projects
419 jobs created, 159 businesses served



Financial & Business Services

15 Projects serving the sector



IT & Communications

\$502,075 invested in 2 projects



Food & Beverage Manufacturing

\$1,106,324 invested in 7 projects
226 jobs created, 411 businesses served



Light Manufacturing

\$302,975 invested in 2 projects; plus
\$391,528 in 1 project jointly serving
Food & Beverage Manufacturing
7 jobs created, 129 businesses served

+ 465 jobs and 2,909 businesses served in projects serving all sectors.



Talent Development



Entrepreneurship

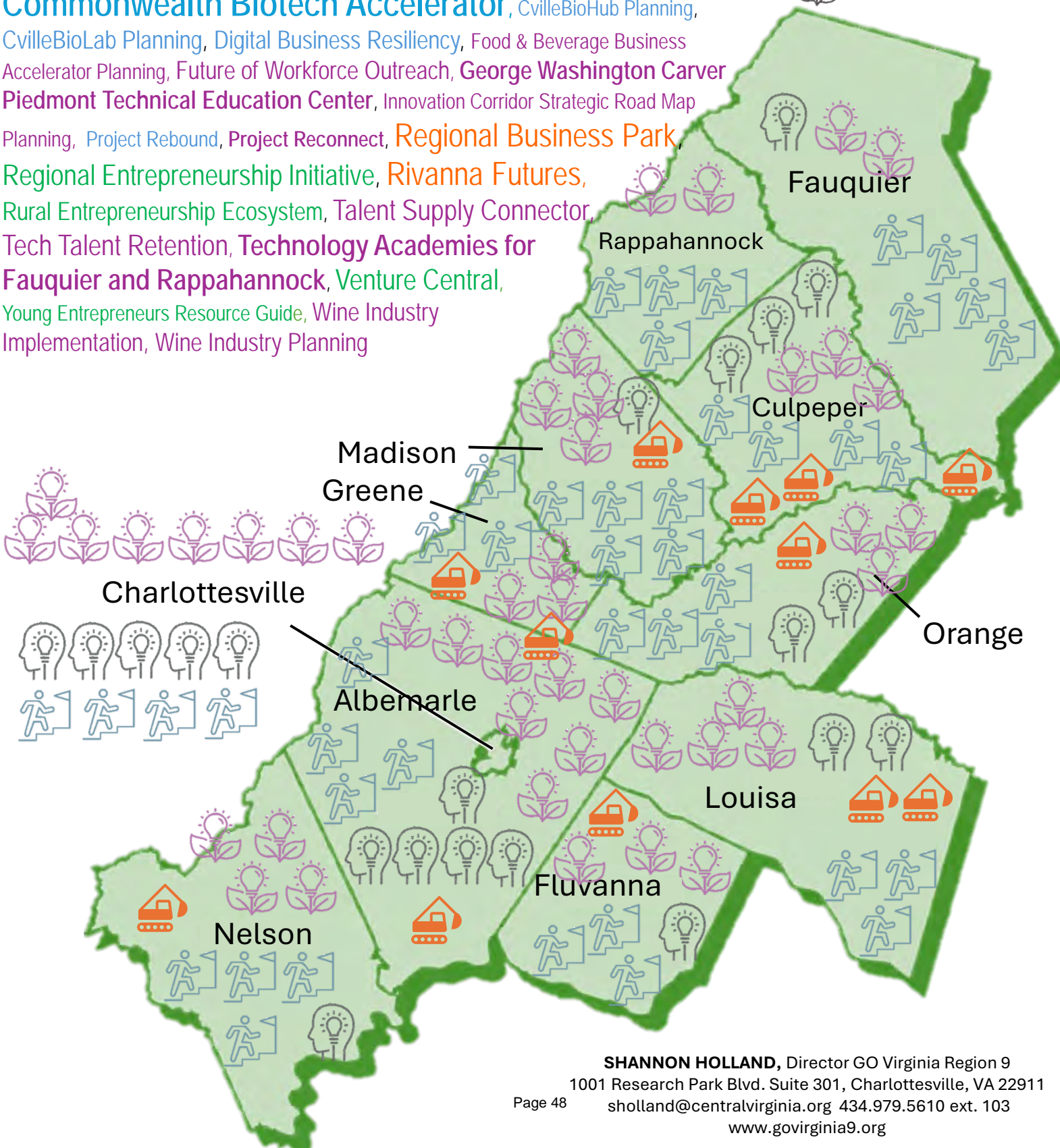


Site Readiness



Grow Existing Business

Accelerating Regionally Significant Sites, BEACONs Kitchen, BioBridge TPI, 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**, **Commonwealth Biotech Accelerator**, CvilleBioHub Planning, CvilleBioLab Planning, Digital Business Resiliency, Food & Beverage Business Accelerator Planning, Future of Workforce Outreach, **George Washington Carver Piedmont Technical Education Center**, Innovation Corridor Strategic Road Map Planning, Project Rebound, Project Reconnect, **Regional Business Park**, **Regional Entrepreneurship Initiative**, **Rivanna Futures**, Rural Entrepreneurship Ecosystem, Talent Supply Connector, Tech Talent Retention, **Technology Academies for Fauquier and Rappahannock**, **Venture Central**, Young Entrepreneurs Resource Guide, Wine Industry Implementation, Wine Industry Planning



SHANNON HOLLAND, Director GO Virginia Region 9

1001 Research Park Blvd. Suite 301, Charlottesville, VA 22911

Page 48

sholland@centralvirginia.org 434.979.5610 ext. 103

www.govirginia9.org

Project Milestone Dashboard – Region 9

As of 2025Q2; Completed 8/10/2025

Grow Existing Businesses

Project	Funding	Industry	Projected Businesses Served	Actual Businesses Served	Projected Jobs	Actual Jobs	Active/ Closed	Status Prev QR	Status Most Recent QR	Notes
Wine Industry Implementation - Nelson County	\$ 224,125	Food & Beverage Manufacturing	104	10	20	2	Active	Green	Green	
Project VITAL - CvilleBioHub	\$ 4,302,887	Biosciences	60	28	68	3	Active	Green	Green	
Food & Beverage Business Accelerator - Venture Central	\$ 100,000	Food & Beverage Manufacturing	0		0		Active	Green	Green	
Innovation Corridor Road Map - CVPED	\$ 100,000	Biosciences, IT & Comm, Light Manufacturing	0		0		Active		Green	
	\$ 4,727,012		164	38	88	5				

Entrepreneurship

Project	Funding	Industry	Projected Businesses Served	Actual Businesses Served	Projected Jobs	Actual Jobs	Active/ Closed	Status Prev QR	Status Most Recent QR	Notes
Carver Food Business Incubator - Culpeper County	\$ 199,727	Food & Beverage Manufacturing	68	60	93	77	Active	Green	Green	Closes October 2025
Rural Entrepreneur Ecosystem Building - CIC	\$ 200,000	All	200	268	30	62	Active	Yellow	Yellow	
REI - CIC	\$ 300,000	All	0		0		Active	Yellow	Yellow	Implementation proposal under review.
	\$ 699,727		268	328	123	139				

Talent Development

Project	Funding	Industry	Projected Businesses Served	Actual Businesses Served	Projected Jobs	Actual Jobs	Active/ Closed	Status Prev QR	Status Most Recent QR	Notes
Technology Academies for Fauquier and Rappahannock Counties - Laurel Ridge Community College	\$ 402,075	Food and Beverage Manufacturing, IT/Comm, Light Manufacturing	0		69	0	Active	Yellow	Yellow	Extended to 2/2026 to attain outcomes; pivoted from dual enrollment to bootcamps
Bio Bridge TPI - CvilleBioHub	\$ 244,400	Biosciences	0		0		Active	Green	Green	
	\$ 646,475		0	0	69	0				

Sites

Project	Funding	Industry	Projected acres impacted	Actual Acres Impacted	Projected VBRSP	Actual VBRSP	Active/ Closed	Status Prev QR	Status Most Recent QR	Notes
Rivanna Futures - Albemarle County	\$ 613,570	Food & Beverage Manufacturing, IT & Comm	50				Active	Green	Green	

PROJECT IMPACT SPOTLIGHT

Wine Industry Implementation Grant

29 News Weather Sports Live Stream Community Inside 29 We the People News Links News App Weather

Nelson County helps lead new project to bolster the central Virginia wine industry



By Kate Nuechterlein

Published: Jan. 21, 2025 at 6:47 PM EST

Quick Facts:

- \$224,125 with Nelson County
- 3/11/2025-3/11/2027
- Grow Existing Business in Food & Beverage Manufacturing
- Follow-up to 2023 Planning Grant to identify barriers and resolutions to making the region's wine industry a traded sector
- Goal (Actual): 20 (2) jobs, 104 (10) businesses served, 25 (1) businesses expanded
- <http://www.virginiawinecoalition.org/>

Region 9 employs 41% of the state's workers in this industry and it has 34% of the state's wineries. In 2023 there were 62 wineries in the region, an increase of 20 over a decade. With a location quotient of 12.51, the region's title by Wine Enthusiast's "Wine Region of the Year, 2023" is statistically validated. GO Virginia investments are yielding impact, with new collaborations, business expansions, and jobs growth attributed to the current implementation project, just one reported quarter in!

Activities underway:

- Industry Speaker Series: begins August 28
- Oeno Camp July 2025
- Winery survey deployed
- Wine Charter crafted
- VTOP intern hire
- Coalition meetings

"The Virginia Wine Coalition, while newly formed, has already been instrumental in supporting our expanding business capabilities at King Family Vineyards. Through their guidance, we have gained market intelligence and regulatory knowledge needed to make informed decisions about a planned out-of-state and international wine distribution. We have recently added a sales position to achieve those goals. Additionally, their networking with the Virginia Talent + Opportunity Partnership connected us with exceptional talent – we recently hired a bright intern who has already brought fresh perspectives to our operations. The Coalition is beginning to create meaningful connections that drive real outcomes visible in our business." - James King



GO Virginia Region9 Executive Project Summary

Complete this form and submit along with your proposal. It can be up to 2 pages.

Project Name: FUEL Project (Framework for a Unified Entrepreneur Landscape) - REI Implementation Plan Phase 1

Applicant: Venture Central, Inc.

Contact Name: Rebecca Haydock

Grant Timeline: (months/years) 2 years - January 1, 2026 through December 31, 2027

GO Virginia Amount Requested: \$440,000

Match Amount Proposed: \$ 250,600

Local Match Subtotal: \$172,000

Match Breakdown: Cash: \$250,600

Localities Served: City of Charlottesville, Counties of Albemarle, Culpeper, Fauquier, Greene, Louisa, Madison, Nelson, Orange, Rappahannock

Local Match Commitment From: City of Charlottesville, Counties of Albemarle, Culpeper, Fauquier, Greene, Louisa, Madison, Nelson, Orange, Rappahannock

Other Match Commitment From: Community Investment Collaborative

Letters of Support From: (28)

MUNICIPALITIES. City of Charlottesville, Counties of Albemarle, Culpeper, Fauquier, Greene, Louisa, Madison, Nelson, Orange, Rappahannock

ENTREPRENEUR SERVICE ORGANIZATIONS. Community Investment Collaborative, Central Virginia SBDC, Louisa County Chamber of Commerce, CvilleBioHub, 434 Accelerator, Central Virginia Partnership for Economic Development, Laurel Ridge Small Business Development Center

PRIVATE COMPANIES. Luna Labs, Laser Thermal, Owl Peak Technologies, Milkmade, Performance Med Technologies, Agrospheres

COMMUNITY PARTNERS. University of Virginia School of Engineering, GENEDGE Alliance, Charlottesville Angel Network, Charlottesville Business Innovation Council, University of Virginia Licensing and Ventures Group

Strategy: Grow Existing Business

Region 9 Target Sectors this project is focused on: Light Manufacturing, Biomedical & Biotechnology, Food & Beverage Manufacturing, IT & Communications, and Financial & Business Services

Region 9 Growth Plan Opportunities Targeted: (list separately below) in bullet format

Grow Existing Businesses

- #2 Support implementation grants from gaps identified through planning grants or other regional reports such as the CEDS Plans to be published in 2024.
- #3 Support sector led verticals to address business-identified and validated sector gaps to traded sector growth.

Entrepreneurship



- #1 Support recommended implementation grants that catalyze growth in target sector entrepreneurship as prioritized in the Regional Entrepreneurship Investment (REI) Plan in development.
 - (Proposal will advance 3 of the 9 recommendations from the [REI Action Plan](#) Recommendations #1, #3, and #7b)

Description: (in less than 150 words describe your project)

The Regional Entrepreneurship Initiative (REI) "Thrive in Place" Report identified critical gaps in our entrepreneur ecosystem. REI FUEL (Framework for a Unified Entrepreneurial Landscape) implements key recommendations to catalyze economic prosperity across Region 9's localities through three components:

- **FUEL Coalition** (Recommendation #1) establishes a region-wide coalition of business and government leaders to coordinate support for GO Virginia target sectors, creating unified goals and cross-communication capability.
- **FUEL Connection** (Recommendation #3) convenes c-suite leaders from traded sector companies in facilitated peer forums, with specialized programming for manufacturing and dual-use companies in response to demand.
- **FUEL Capital** (Recommendation #7) reduces capital access barriers through banker education, sector-specific CEO/CFO capital education programs, and ambassador engagement in wealthy communities to connect accredited investors with local opportunities.

This two-year initiative leverages partnerships between Venture Central, Community Investment Collaborative, Central Virginia SBDC and several others to create sustainable infrastructure supporting entrepreneurial growth across Region 9.

Return on Investment: -12.59% at Year 3; 205.93% at Year 5 (from ROI Worksheet)

GO Virginia Core Metrics and Committed Outcomes: (list metrics with committed numbers; see Core Outcomes Worksheet)

This project will track the following GO Virginia Core Outcomes across target industry sectors:

1. Number of jobs created: 55 in the first 3 years [STAFF NOTE: 2 year commitment – 20]
2. Number of existing businesses expanded: 15
3. Number of businesses served: 50
4. Total funds raised by businesses served: \$6,000,000

List Other Outcomes or Deliverables, if any: regional engagement, goal setting, and communication platforms for economic development and cluster scale up activities

Highlight Major Grant Activities in Bullet format: see above