

TABLE OF CONTENTS

MEETING LOGISTICS

Itinerary	1
Hotel, Meeting & Reception Information.....	2
Longwood University MAP	3
Commission Agenda.....	4

SOUTHSIDE ECONOMIC DEVELOPMENT COMMITTEE

Agenda.....	5
Staff Recommendations.....	6
Cumberland County Application.....	8

R&D COMMITTEE

Agenda.....	17
Grant Extensions.....	18

EDUCATION COMMITTEE

Agenda.....	22
Staff Recommendations.....	23
Workforce Financial Aid Summaries 2018-19.....	43

TROF COMMITTEE

Agenda.....	58
Incentive Guidelines (3 year & 5 year scenarios).....	59
Project Dragon Estimated Timeline.....	61
FY'18 TROF Awards	62

SPECIAL PROJECTS COMMITTEE

Agenda.....	63
Staff Recommendations.....	64
Cumberland County Application.....	65

EXECUTIVE COMMITTEE

Agenda.....	75
Save the Date	76

ADMINISTRATIVE

Proposed FY'19 Budget	77
Financial Summary 10/31/17.....	78
Statement of Revenues, Expenditures and Changes 10/31/17.....	79
Deputy Director Andy Sorrell's Resume.....	80
Committee Assignments.....	82
Travel Vouchers (fill out correct one and leave for Stacey).....	83



ITINERARY

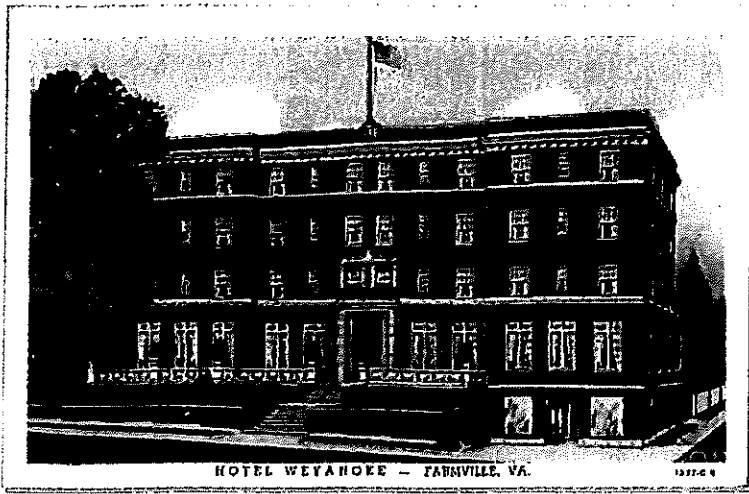
Monday, May 21, 2018 – Maugans Alumni Center-Blackwell Ballroom @ Longwood

2:00-8:00pm	HOTEL CHECK-IN <i>Hotel Weyanoke, 202 High St. Farmville (parking in rear)</i>
3:00pm	SOUTHSIDE ECODEV Committee Meeting
3:30pm	R & D Committee Meeting
4:00pm	EDUCATION Committee Meeting
6:30 – 8:30pm	RECEPTION <i>The Virginia Tasting Cellar, 201-C Mill St., Farmville</i>
6:15pm	Shuttle from Hotel to Reception
6:30pm	Shuttle from Hotel to Reception
7:00pm	Shuttle from Reception to Hotel
7:30pm	Shuttle from Reception to Hotel
8:00pm	Shuttle from Reception to Hotel
8:30pm	Shuttle from Reception to Hotel

Tuesday, May 22, 2018 – Maugans Alumni Center-Blackwell Ballroom @ Longwood

7:30 – 8:45am	<i>breakfast buffet – Blackwell Ballroom balcony</i>
9:00am	TROF Committee Meeting
9:30am	SPECIAL PROJECTS Committee Meeting
10:00am	EXECUTIVE Committee Meeting
11:00am	HOTEL CHECKOUT
11:00am	COMMISSION Meeting
12:00noon	<i>lunch buffet – Blackwell Ballroom balcony</i>

SHUTTLE: only available back and forth from Hotel to Meeting space *IF* raining.
Meeting space is across the street to the right from Hotel (see map).
Reception is 0.3 miles from Hotel – shuttle will run back and forth.



**Accommodations,
Meetings &
Reception**

Hotel Weyanoke

202 High Street, Farmville, VA
(Parking is behind hotel on gravel lot - steps come up the side.)

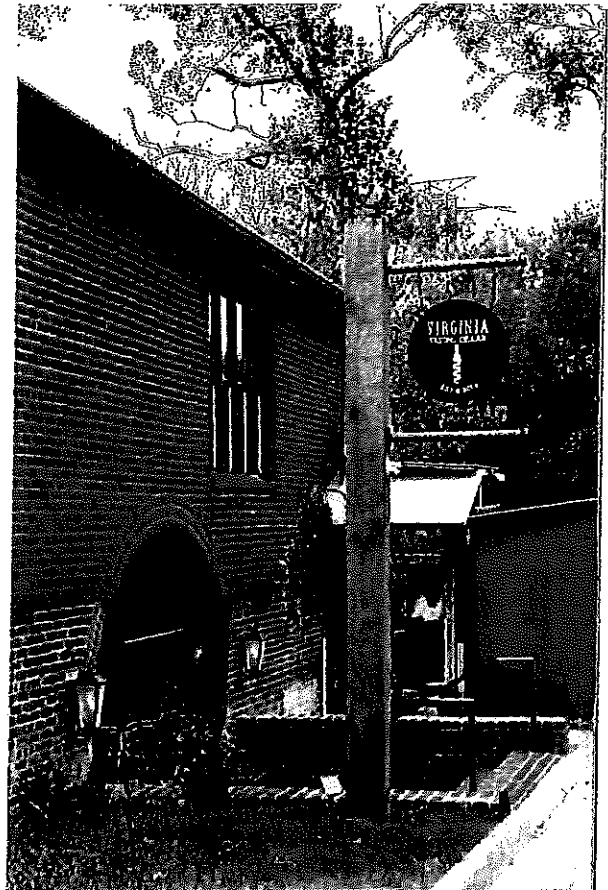
- | | | |
|------------|-----------|------------|
| Barts | Harris | Ratliff |
| Blevins | Hensley | Richardson |
| Butler | Howard | Ruff |
| Capps | Marshall | Shell |
| Carrico | Mills | Shelton |
| Chafin | Morefield | Spiers |
| Clark | Myers | Stamper |
| Coleman | Owens | Stanley |
| Cunningham | Patterson | Sutherland |
| Erhardt | Pfohl | Williams |
| | Rasnick | |



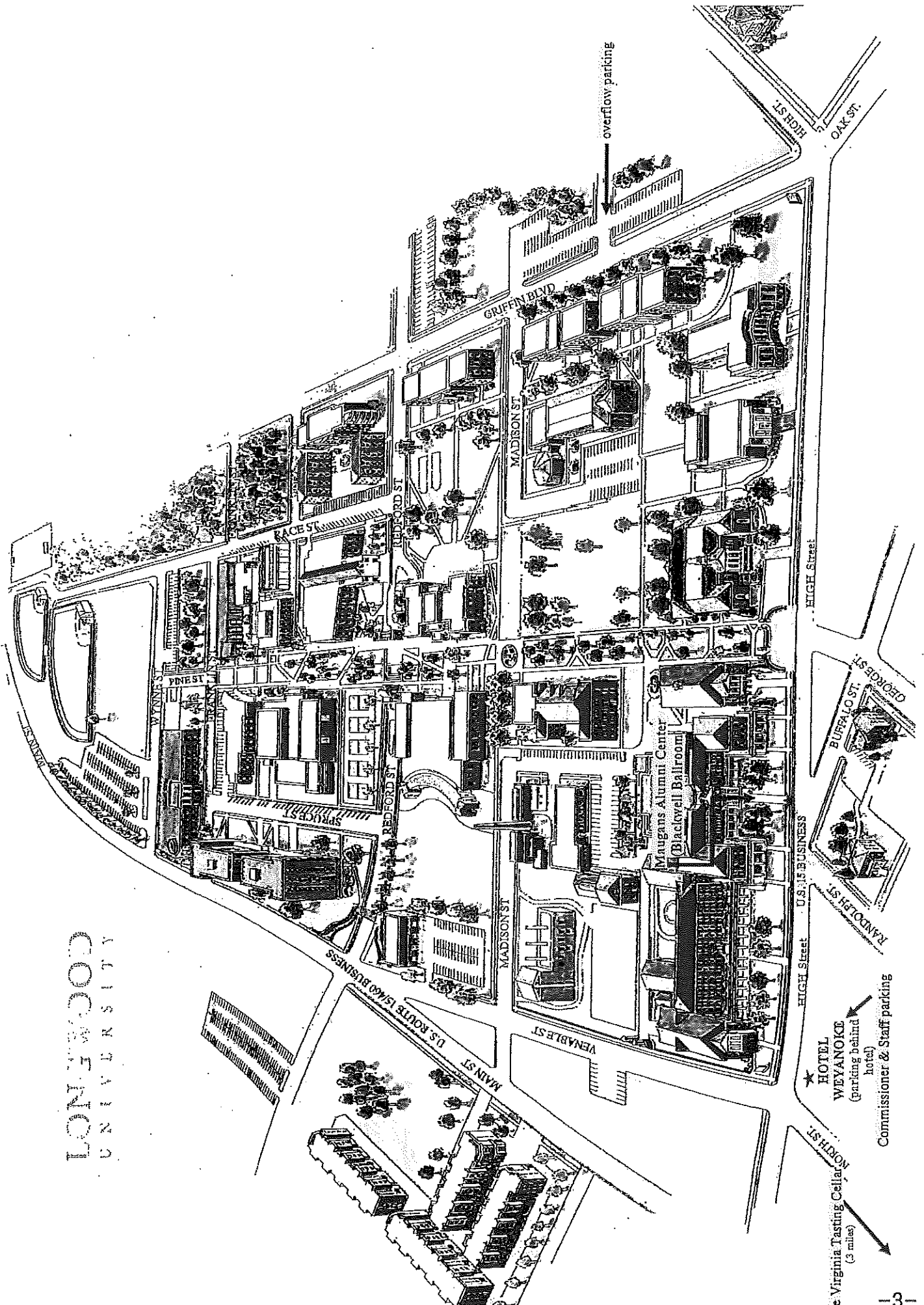
Maugans Alumni Center
Blackwell Ballroom - Longwood
201 High Street, Farmville, VA

The Virginia Tasting Cellar

201-C Mill Street, Farmville, VA
(Parking along Main St. and in front of Charley's)



LONGWOOD
UNIVERSITY



HOTEL
WEYANOKE
(parking behind
hotel)
Commissioner & Staff parking

Virginia Tasting Cellar
(3 miles)



COMMISSION Agenda

Tuesday
May 22, 2018 @ 11:00am
Farmville, VA
Longwood University

Welcome and Call to Order	<i>The Honorable Terry G. Kilgore, Chairman</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Approval of <u>3/8/18</u> minutes	<i>(published on website)</i>
Executive Committee	<i>The Honorable Frank Ruff, Vice-Chairman</i>
Education Committee	<i>The Honorable Frank Ruff, Vice-Chairman</i>
R&D Committee	<i>The Honorable Kathy Byron, Chairman</i>
Southside Economic Development Committee	<i>The Honorable Tommy Wright, Chairman</i>
Southwest Economic Development Committee	<i>The Honorable Bill Carrico, Chairman</i>
Special Projects Committee	<i>The Honorable Danny Marshall, Chairman</i>
Strategic Planning Committee	<i>Becky Coleman & Alexis Ehrhardt, Co-Chairs</i>
TROF Committee	<i>The Honorable Terry G. Kilgore, Chairman</i>
Elect TRRC Chair & VP	<i>Evan Feinman, Executive Director</i>
Opportunity Zones/GoVA Briefing	<i>Erik Johnston, Director VA Department of Housing & Community Development</i>
Startup SW Virginia	<i>Evan Feinman, Executive Director</i>
Other Business	<i>Evan Feinman, Executive Director</i>
Public Comments	
Adjourn	



SOUTHSIDE ECONOMIC DEVELOPMENT
COMMITTEE AGENDA

Monday
May 21, 2018 @ 3:00pm
Farmville, VA
Longwood University

Welcome and Call to Order

The Honorable Tommy Wright, Chairman

Call of the Roll

Evan Feinman, Executive Director

Approval of 1/8/18 Minutes

(published on website)

Grant Review:

Cumberland County

Tim Pfohl, Grants Director

Extension Review:

Prince Edward County

Sarah Capps, SS Grants Administrator

Public Comments

Adjournment

Southside Economic Development

May 2018

The Southside Committee received one out-of-cycle grant request and has one item of Other Business for its meeting on May 21st:

Cumberland County

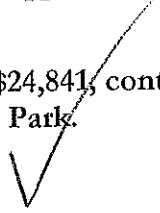
Cumberland County Business Park Sewer System (Grant # 3444)

Request for \$24,841

Executive Summary provided by Applicant: Cumberland County seeks to complete the infrastructure development of its Business Park located on Commerce Road. To date, the generous support of the TRRC has enabled the County to establish the park which now has the interest of an outstanding prospective tenant known as "Project Shield." This grant will enable the construction of the required wastewater system, and thereby allow Cumberland County to welcome its first tenant to the property developed collaboratively by TRRC and Cumberland County.

Staff Comments and Recommendation: This request was filed May 10th, with the approval of the Committee Chairman. Project Shield involves a company new to Virginia which has an approved \$470k TROF to create 154 jobs with taxable capital investment of \$12.5 million. The company would be the first occupant of the County Business Park and its shell building, all of which were developed with assistance from Commission funding. The company will occupy the shell building, which requires \$1.4+ million of buildout for flooring, mechanical, parking etc. Buildout funds will come from TROF, COF and company investment, which will serve as match to this and a companion out-of-cycle request to Special Projects for \$975,039 to construct a sewer pump station and extend existing sewer lines approximately one mile to the Business Park. Currently there is sewer in the County Courthouse area, but it does not extend to the Park, so there is currently no sewer system to the building. Staff has inquired if the project could be served by a septic system, as the company does not use water in its production processes. The County has replied that the Virginia Department of Health has determined that septic would be inadequate to serve this number of employees (Staff has requested a copy of that VDH communication). While this prospect is not a high-volume user, there are additional lots in the Park that may, in the future, attract higher volume users that would benefit more from sewer. Staff also inquired about the prospect of loan financing, however the company would be the only significant user on the new sewer, so revenues would be insufficient to support debt service on a loan. With the bulk of the sewer construction costs contingent on Special Projects support, Staff supports this request contingent on sufficient funds to fully finance the construction.

Staff recommends award of \$24,841, contingent on sufficient funds to complete the sewer construction to the Business Park.



OTHER BUSINESS

Prince Edward County

Prospect Depot (#2623)

Request for 7th Year Extension through June 30, 2019

Staff Summary & Comments: This \$99,018.57 grant was awarded from the Prince Edward County allocation under the Southside Economic Development program in June 2012. The grant has received two extensions which were through January 8, 2018. In early March 2018 staff received letters from both the Prince Edward County Administrator, Wade Bartlett and Virginia State Parks Director, Craig Seaver, requesting an additional extension on the grant to allow time for completion of construction activities on the Historic Prospect Depot. The depot is serving as a trail head facility for the Virginia State Park's linear High Bridge Trail. The budget for the project includes substantial match with \$501K from VDOT's Enhancement Grants program as well as ~ \$20K Virginia Brownfield Assistance grant from VEDP. The County has confirmed they believe that the construction can be completed at least by the end of June 2019. Delays on the project have been due to insufficient due diligence prior to the start of the project; and with the approval processes with the various federal and state agencies involved: Federal Highway Administration, VDOT, VDHR, and VDCR. Most recent delays have been associated with use of an easement by Dominion Power.

Staff recommends approval of an extension through June 30, 2019.

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Project Information

Project Title: Cumberland County Business Park Sewer System		Request #: 3444
Organization: Cumberland County P.O. Box 110 Cumberland, VA 23040 804-492-9175		
Requested Amount: \$24,841.00	Matching Funds: \$24,841.00	Proposed Project Budget: \$49,682.00
Project Start Date: 7/1/2018	Project End Date: 7/1/2020	Project Term (Months): 24
Organization Signatory: Vivian Giles vgiles@cumberlandcounty.virginia.gov	Programmatic Contact: Vivian Giles vgiles@cumberlandcounty.virginia.gov	Fiscal Contact: Vivian Giles

Before you begin your application, please answer a few questions about your project. This will tailor some application questions specific to your project.

Investment Strategy

Infrastructure Improvements - Water and/or Sewer

Project Location

This is the location of the project - specifically the locality(ies) where the grant money will be spent.

Cumberland

In addition to the locality(ies) in which project funds will be spent, are there any other tobacco region localities that will directly benefit from the proposed project via partnership/revenue sharing, local residents served, etc.

Yes

Project Service Area

This is the service area of the project - specifically the locality(ies) intended to directly benefit from the proposed project either through partnership/revenue sharing, serving local residents, etc.

Amelia, Buckingham, Prince Edward

How will the localities in your project service area directly benefit from the proposed project?

The Cumberland Business Park sewer system infrastructure is needed to provide service to the vacant Cumberland County shell building located on Commerce Road. A perspective business called "Project Shield" has selected Cumberland County's shell building for its expansion and relocation and intends to create 154 net new jobs in the area. For a small community like Cumberland, this constitutes a significant number of jobs that will impact the surrounding area. Because Prince Edward County is

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

the primary commerce center for the seven surrounding counties, including Cumberland County, a number of the new employees are likely to patronize the Town of Farmville and Prince Edward County to live, shop, and recreate.

Have you received prior funding from TRRC for this project?

Yes

Enter the previous funded grant number(s) below.

#2150; #2688; #2590; #3150

Do you anticipate a future request for additional funding from TRRC for this project?

Yes

Please describe the amount and use of future funding requests

Cumberland County is also applying simultaneously for a Tobacco Commission Special Projects Grant in the amount of \$975,039. These funds will also go towards the design and construction of a sewer line system and pump station to service the Cumberland County Business Park.

Resolution of the Governing Body Responsible for this Grant

Attach a signed resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization and execute all grant-related documents. If the resolution is not available at time of application, please attach a statement on your organization's letterhead indicating the expected available date or an unsigned copy of the resolution. Upon receipt of the original resolution, please forward to our Richmond office.

Executed Resolution of Support.pdf

Additional Supporting Documents

Upload additional supporting documents requested by Commission Staff during the review process here.

Project Description

Project Description

- Describe the proposed project in layman's terms, suitable for distribution to the public (do not include proprietary information).
- The summary should provide a clear and concise description of the proposed project, and should clearly indicate the uses/purposes for which Commission funds will be used.
- Avoid using this space for lengthy, general discussions of trends that have led to this point, and focus on specific steps that will be taken to address economic needs and opportunities.
- The total of all attachments should not exceed 50 pages in length.

Executive Summary

Provide a clear and concise summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project. The executive summary should be suitable for distribution to the public and may be published by the Tobacco Commission.

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Cumberland County seeks to complete the infrastructure development of its Business Park located on Commerce Road. To date, the generous support of the TRRC has enabled the County to establish the park which now has the interest of an outstanding prospective tenant known as "Project Shield." This grant will enable the construction of the required wastewater system, and thereby allow Cumberland County to welcome its first tenant to the property developed collaboratively by TRRC and Cumberland County. (See Attachment-A)

Economic Development Strategic Priority

Explain why this request for funding is a stated strategic economic development priority. How does this priority rank with respect to your other strategic economic development priorities?

Cumberland County considers "Project Shield" as a high priority for both Cumberland County and the Heartland Region of Virginia. "Project Shield" is intending to relocate their corporate headquarters, manufacturing and distribution center to the Cumberland Business Park and create 154 net new jobs. Time is of the essence, since the company has just received a new contract and needs a larger space right away. The company is currently operating in a temporary space until the County's shell building can be up-fitted to make it functional.

Regional Participation

Are two or more tobacco region localities participating in the governance and financing of this project?

No

Problem Opportunity or Need

Describe the problem, opportunity or need the proposed project will address. Include specific details such as what created the need or problem; the magnitude of the problem, need or opportunity; and how the opportunity was recognized.

A sewer pump station and sewer line force main is critical to making the shell building at the Cumberland Business Park usable. Currently there is no sewer system to the building. The prospective business needs the site available as soon as possible, which is the problem. If this is not possible, Cumberland County and the Heartland Region may lose this important economic development opportunity. For a small rural community with only 10,000+/- residents, the missed opportunity would be devastating. These types of opportunities do not come along very often.

Proposed Solution

Describe how the proposed project will address the problem, opportunity or need described above.

Over the years, Cumberland County has worked hard to overcome several challenges to prepare their Business Park for the recruitment of businesses. Cumberland purchased the 73+/- acre property for the Business Park; prepared engineering; conducted grading for a pad-ready site; constructed a shell building on the site; and installed public water to the property. The next step in the progression is the sewer system and building up-fit, both of which are needed immediately with a total cost of almost \$2.5 million. While the company is willing to inject a significant amount of needed capital, the County is considering other financing options. (See Attachment-C, Sources and Uses of Funds)

Potential Economic Impact

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Clearly and concisely explain the general, direct economic impact of the proposed project. You will be asked to provide more detailed results in the next section(s), so use this space to provide an overview of the direct economic impact. (e.g. development of a 100 acre site could aid in the attraction of targeted industries and result in measurable employment and private capital investment)

See Economic Impact Summary-Attachment-B

Additional Attachments

Additional Project Description

If needed, additional project description of approximately 3-5 pages may address project need, objectives, impact, outcomes, tasks, budget narrative and timetable for implementation, etc. Do not repeat information provided in the Project Summary Section.

Final Resume.pdf

Biographical Sketches

Attach brief bios and summaries of qualifications for staff in key leadership roles. These should be a maximum of 1-page in length per staff member. Please combine all bios into one .PDF file. DO NOT attach CV's.

Feasibility Study

If applicable, attach one or more feasibility studies here.

Letters of Support

Please combine all letters of support into one .PDF file before uploading.

- File NameSizeDate
- 1. H P Preliminary Engineering .pdf2,719 KB - 05/04/2018 1:58pm

Preliminary Engineering Report

Attach preliminary engineering report here.

Site map.pdf

Project Location Map and Other Relevant Graphics

If a physical site or facility is to be developed, a map, rendering or diagram showing the location and layout should be provided. Other relevant graphics such as site plans, building renderings and/or photos of the project site are also encouraged.

Other Supporting Documents

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Attach other supporting document such as MOU's with education providers, etc.

- File NameSizeDate
- 1. Census_Info.pdf326 KB - 05/09/2018 1:27pm
- 2. Cumberland_Regional_Map.pdf410 KB - 05/09/2018 1:26pm
- 3. Final_Economic_Impact.pdf438 KB - 05/10/2018 12:25pm
- 4. Final_Project_Description.pdf410 KB - 05/09/2018 1:27pm
- 5. H_P_Construction_Estimate.pdf212 KB - 05/09/2018 2:50pm
- 6. W9.pdf49 KB - 05/09/2018 3:38pm .

Results & Accountability Matrix

Milestones & Deliverables

Milestones and Deliverables

Describe the major milestone(s), associated deliverable(s) and anticipated completion dates by which progress can be measured for consideration of future funding. Progress towards milestones must be reported with each quarterly request for reimbursement and disbursement may be withheld if promised milestones are not met. Interim milestones required to achieve major milestones are encouraged to be reported with each quarterly request for reimbursement.

Milestones and Deliverables		
Milestones	Deliverables	Anticipated Completion Date
Cumberland County to submit simultaneously a Southside Economic Development Grant application for \$24,841, and a Special Projects Grant application for \$975,039 to fund the cost of the sewer system at the Cumberland County Business Park.	The Commission is to meet May 21 & 22, 2018 to decide on the County's grant application requests. If awarded, funds should be available sometime after July 1, 2018	2018-07-01
Cumberland County is in negotiation with "Project Shield" to relocate their corporate headquarters, manufacturing and distribution center to the shell building at the Cumberland County Business Park.	Design and engineering for the sewer system should take approximately 120 days.	2018-11-01
Once the design and engineering for the sewer system are complete, the project can then go forward to the construction bids to select a contractor.	Preparation of bid document, bid advertising, and bid award should take about 90 days.	2019-02-01
Once a contractor is hired the construction period should commence. There may be some construction delays due to winter weather if construction is to commence before late spring.	Since construction may incur delays due to unfavorable winter weather conditions, and to allow time for the planting of grass, the anticipated completion could take as long as mid-year of 2020.	2020-07-01

Results

Data Management and Projection Methodology

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development

Describe the methodology used and source of the projected results entered below. In addition, describe how you intend to manage the collection of the data for reporting actual versus anticipated results. Make sure to include who will be responsible for data management.

Cumberland County Administration has developed a close relationship with the owner of "Project Shield" whereby this relationship should allow for complete and timely verification of the required achievements. In addition, the verification methods through the Cumberland County Commissioner of the Revenue, Virginia Employment Commission, and on-site inspections will also be resources for information.

Water/Sewer Construction

Use the worksheet below to answer questions about water/sewer construction.

Water/Sewer Lines and Water/Sewer Treatment Plants, Pump Stations, Etc.				
	TRRC \$ Requested	Matching Funds	Miles of Water/Sewer Line	Increased Capacity (gallons per day)
New Water Line Deployed	\$0.00	\$0.00	0	0
New Sewer Line Deployed	\$576,750.00	\$0.00	1.05	450000
Existing Water Line Upgraded	\$0.00	\$0.00	0	0
Existing Sewer Line Upgraded	\$0.00	\$0.00	0	0

Construction of Water/Sewer Treatment Plant, Pump Station, etc.			
	TRRC \$ Requested	Matching Funds	Increased Capacity (gallons per day)
New Water Treatment Plant, Pump Station, Etc. Deployed	\$0.00	\$0.00	0
New Sewer Treatment Plant, Pump Station, Etc. Deployed	\$350,000.00	\$0.00	450000
Existing Water Treatment Plant, Pump Station, Etc. Upgraded	\$0.00	\$0.00	0
Existing Sewer Treatment Plant, Pump Station, Etc. Upgraded	\$0.00	\$0.00	0

Infrastructure Subscribers

Please use the following worksheet to provide information about anticipated subscribers for your infrastructure project

Anticipated Subscribers

	# Entities Passed	# Subscribers Served	# Subscribers Receiving New Access	# Subscribers Receiving Improved Access
Businesses				
Residential/Household				
Community Colleges				
Schools (K-12)				
Libraries				
Medical and Healthcare Providers				
Public Safety Entities				
Other Institutions of Higher Education				
Other Government Facilities				
Other Community Support Organizations				

Environmental Assessment: TRRC \$ Requested

Environmental Assessment: Describe the proposed environmental assessment activities

System Design/Engineering: TIGR \$ Requested

\$73,130.00

System Design/Engineering: Describe the proposed system design and/or engineering activities

See Hurt & Proffitt Preliminary Engineering breakdown for the scope of work with cost estimates for each task. (See Attachment-D)

Rights of Way: TRRC \$ Requested

Rights of Way: Describe the proposed rights of way activities.

Financial Information

Required Budget Documents

Please click [here](#) to see a description of where costs should be budgeted according to the State Chart of Accounts. Please review our [Funding Policies for Grant Awards](#) to ensure your proposal is aligned with eligible uses of funds.

Budget Worksheet

You are required to submit a budget worksheet summarizing your funding source information.

Please click [here](#) to download the budget worksheet and instructions.

Please note: Use of the Commission's budget worksheet is mandatory. Upload and attach the completed budget worksheet

Tobacco Region Revitalization Commission Grant Application - Southside Economic Development
below.

Construction Budget and Timeline

If you are planning any building construction and/or renovation, land improvements, or physical infrastructure construction, please attach a detailed, itemized construction budget and a detailed construction timeline. Cost estimates from an A&E firm can be used in addition to or in lieu of a detailed itemized construction budget. Please submit additional supporting documents including PER, Engineering Documents, Building Plans, etc.

Indicate items supported by the Commission versus matching funds.

Cash Flow Analysis

For revenue generating enterprises, you must provide a detailed cash flow analysis that shows the effect of this project on revenues and expenditures. The analysis should include a baseline of your current operations and demonstrate how the Commission funded infrastructure will impact revenues and expenditures.

Rate Structures

For revenue generating enterprises, you must provide a current rate structure for existing customers and demonstrate how the Commission funded infrastructure will impact your rate structure for new and existing customers.

Source and Uses Packet.pdf

Commitment of Matching Funds from Each Funding Source

Attach letters that demonstrate the commitment of matching funds for the proposed project. If some or all matching funds are not committed at time of application, please attach a detailed list describing from what entity and when the matching fund commitments are anticipated.

Local allocaton budget.pdf

Other Budget Documents

Other: TRRC \$ Requested

\$975,039.00

Other: Describe other proposed activities and uses of funds.

Funds will be used for the design and construction of a sewer system and pump station to service the Cumberland County Business Park. (See Attachment C)

To what extent has debt financing been considered for and committed to this project?

None

Is the applicant organization the payee/fiscal agent for this project?

Yes

Next Steps & Certification

Next Steps

- TRRC Staff will begin its review of your proposal and may contact you for additional information. A staff report will be published on our website in advance of the Committee meeting, with recommendations for each proposal.
- The Committee will meet in public session, typically 6-8 weeks after applications are submitted, to consider proposals and adopt funding recommendations. Your named project leaders will be notified of the meeting date and site, and are encouraged to be present to answer any questions Commissioners may have about your proposal. Presentations from applicants are NOT expected at the Committee meeting.
- The Committee's funding recommendations will be reported at the next meeting of the full Commission for final action to approve grant proposals. This is also a public session, and while you are welcome to attend, please be aware that most Committee reports are typically approved in a matter of minutes with little or no discussion about individual proposals.
- After the Commission approves grants, you will be notified by e-mail when the award documents are available in your portal, the documents will include a grant agreement, fiscal documents and instructions for working with your regional TRRC Grant Administrator to access funds as your project gets underway. Please be aware that project expenses incurred before the date of Commission approval will not be eligible for reimbursement from grant funds.

Certifications

I have read the Program Guidelines and Current Funding Policies for Grant Awards. This application complies with said guidelines and policies and if funding is awarded, this organization agrees to comply with said policies and guidelines.

Yes

Certification Name

By entering my full name in the space provided below, I hereby certify that the information contained herein is true and that I am authorized to submit this application on behalf of the Organization, Organization Primary Contact and Application Primary Contact listed in this application. Please enter your full name in the space provided below:

Vivian Seay Giles

Certification Statement

Click HERE to download the Certification Statement and Instructions. Attach a signed copy of the completed certification statement here.

Signed Certification Statement.pdf

Committee Recommendation



R&D COMMITTEE AGENDA

Monday
May 21, 2018 @ 3:30pm
Farmville, VA
Longwood University

Welcome and Call to Order

The Honorable Kathy J. Byron, Chairman

Call of the Roll

Evan, Feinman, Executive Director

Approval of 3/8/18 Minutes

(published on website)

Grant Extensions:

Tim Pfohl, Grants Director

SwVHECF - Litesheet #2699

SwVHECF - Simmons #2830

UVA - Fermata #2831

Washington Co. IDA - Bristol Compressors #2832

IALR - Synergy #2984

Region 2000 - Directed Vapor #3336

Principal/Owner Compensation Policy

Evan, Feinman, Executive Director

Public Comments

Adjournment

Research & Development Committee

May 2018

OTHER BUSINESS

Per Commission policy, projects have a standard three-year period from date of approval to complete the Commission-funded activities. Authority to approve an extension for a fourth year has been delegated by the Commission to the Executive Director, to be based on significant progress to date. All requests for extensions beyond the fourth anniversary of approval – along with any projects that are requesting material changes to the scope of the activities and/or budget originally approved by the Commission - must be acted on by the Committee that is the source of the funding. **There are six R&D projects that are currently seeking extensions and scope/budget revisions:**

Southwest Virginia Higher Education Center Foundation

LiteSheet: energy-efficient and lower-cost LED lights (#2699)

Approved for \$2,000,000 in September 2013 (balance \$11,155) - Request for a retroactive one month extension

Staff Summary & Comments: In September 2017 this project received an extension through March 1, 2018 to allow the remaining funds to be used to continue support for production employees. Due to a miscommunication with the HEC Foundation, Litesheet believed that March 2018 expenses would be eligible for reimbursement. They have asked that a retroactive extension be approved to cover the final month and have submitted documentation to the Foundation. These expenses do complete the project and zero out the balance.

Staff recommends approval of a retroactive extension to allow reimbursement of March 2018 expenses.

Southwest Virginia Higher Education Center Foundation

Battery Powered Coal Hauler for Low-Seam Underground Coal Mining (#2830)

Approved for \$1,143,863 in May 2014 (balance \$217,484) - Request for a fifth year extension

Staff Summary & Comments: A fifth year extension has been requested for this project to allow the scope of work presented in the fourth year extension request to be completed. Prior to approval of that extension, TRRC Staff and the HEC Foundation worked for many months to obtain sufficient details from the private beneficiary, Simmons Equipment in Tazewell, about project's status and future needs. This information was finally provided in mid-December 2017, nearly 7 months past the grant's original expiration date. The timeline presented at that time covered work to be performed from Q3 2017 through Q4 2018. While the primary objectives of the project were accomplished in the first three years of the grant, Simmons requested time to allow additional development associated with customization options that would allow the coal hauler to meet individual customer demands. No disbursements have been made for this grant since June 2016 although an update provided on 5/11/18 claims that there are expenses since the last approval that have been charged to the grant. Staff had asked for an accounting report to detail the exact amount and use of funds during the past year however those details were not provided. Without this information – along with details of additional specific research tasks that have yet to be

accomplished - it is impossible to determine if a fifth year extension is necessary. The extended time since the last disbursement, along with Simmons' general unresponsiveness to TRRC and HEC Foundation requests, gives the appearance that TRRC funds are not critical to the success of this project, and may only be funding the company's general operations. Given that the project's primary research objectives have been accomplished, and the lack of documentation to show that additional time is critical to the commercialization of the hauler, it is Staff's opinion that the project should be closed. Eligible project expenses that have been incurred since the last extension, and prior to the grant's approaching 5/22/18 expiration date, may be submitted for consideration of reimbursement.

Staff recommends no further extension for this project.

University of Virginia

Fermata V2G Project (#2831)

Approved for \$2,000,000 in May 2014 (balance \$1,566,084) - Request for a fifth year extension

4 months

Staff Summary & Comments: A fifth year extension is requested by UVA and Fermata for its Vehicle-to-Grid electric vehicle charger development. Fermata has developed a prototype charger in partnership with EIT in Danville. Staff has requested a written update and is awaiting receipt of that, which will be shared at the Committee meeting.

Washington County Industrial Development Authority

Bristol Compressors International, Inc. Flammable Refrigerant Testing and Product Qualification. (#2832)

Approved for \$808,744 in May, 2014 (balance \$133,144) - Request for a fifth year extension

Staff Summary & Comments: While this project is largely complete there continue to be calibration issues associated with the calorimeter purchased using grant funds. Bristol Compressors has withheld final payment to the calorimeter vendor pending resolution of these issues. The balance of the TRRC award will be used primarily for this final payment. Since approval of this award a testing lab for testing of compressors using flammable refrigerants was constructed and houses the calorimeter. In September 2016 a Phase 2 request (\$1,000,000) was approved to expand the capabilities of the lab to test a variety of sizes of compressors through the purchase and installation of the second calorimeter. The Phase 2 proposal also introduced the development of a new product to the HVAC and refrigeration market through a partnership with a Georgia based company (DHX) who would relocate to Virginia for commercialization of the new technology. The Phase 2 project is underway.

Staff recommends approval of a fifth year extension through May 21, 2019.

Institute for Advanced Learning and Research

Package Innovation & Development Center (#2984)

Approved for \$1,977,033 in May 2015 (full balance available) - Request for change of Grantee and fourth & fifth year extensions

Robert Fox, Founder & Owner of Synergy

Staff Summary & Comments: This grant from May 2015, benefiting Synergy Packaging Systems LLC, has not moved forward at an initially proposed manufacturing location in Danville. No funds have been approved for disbursement. The company has struggled to confirm Match sources to allow the project to

proceed. In an effort to begin some level of implementation, in September 2016 the Commission's Executive Director authorized \$1,000,000 of the grant could be released, with evidence of \$1 million Match funds committed. Both the grantee, IALR, and Commission staff have been engaged in ongoing dialogue with the company's principal over the last three years and have not seen any progress toward establishing the proposed Package Innovation & Development Center in the region. Within one month of the scheduled end date of the grant, May 21, 2018, three years after the award date, IALR and Commission staff received a request to allow the project location to be moved to Floyd, Virginia. With this request from the company, IALR indicated that they no longer desired to be the grantee, and were happy to cede this responsibility to the Floyd County Economic Development Office. Staff has since received a request from the Floyd County EDA that they be allowed to be the grantee. The County has indicated an interest in investing \$400,000 in a loan to assist with Match. Staff understands that Floyd County's investment would primarily be used for up-fit costs for a building recently acquired by the IDA. While we recognize the enthusiasm for a new location for this business, based on the initial three year period of the grant, staff has not seen where implementation of the project is likely to occur. Where the original approved grant included committed Match, these commitments dissipated and the company has not been successful in securing investors in this new technology. Recognizing these challenges within the 2nd year of the project, staff recommended the beneficiary work with Genedge Alliance for an assessment and to assist with targeted and pitching their product to investors. The company choose not to follow through on this opportunity. Staff has seen no evidence for identification and establishment of a management team for the product development, aside from the sole principal who resides in Williamsburg, VA. The request to extend the grant would require at least a 5th Year extension and Match for the project remains unsecured.

Staff recommends no further action.

Lydia [unclear] @ Floyd County asks for a few months to equal funds

Region 2000 Research Institute

Advanced Coatings to Enable Next Generation Products (Grant # 3336)

Approved September 2017 for \$2,000,000 (full balance available) - Request for budget and scope revisions

Revised

Staff Summary & Comments: A fifth year extension is requested by Region 2000 (dba CAER) and the private beneficiary Directed Vapor Technologies for its vapor deposition coating technologies. An initial advance of funds and reimbursement for initial equipment to be placed at the company's tobacco region site is currently being processed by TRRC staff. DVT and its new affiliated company LEAF are requesting changes to the budget and the design of the pilot coating equipment that are of a material nature. Staff has requested a written update and is awaiting receipt of that, which will be shared at the Committee meeting.

Harry Blank, Pres.

Staff Request for R&D Grant Policy Reaffirmation

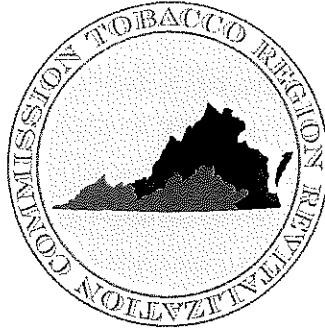
R&D grants approved through September 2017 (excluding Last Mile Broadband) support private companies in development of new products/technologies. These grants were made under R&D program guidelines approved by the Commission at policy meetings in 2009 and 2012. Nearly two dozen active R&D grants falling into this category are currently being managed by the Commission's grants staff. Requests for approval of modifications to scopes and revisions to approved project budgets are often presented. To assist staff in administration of these grants it is requested that the R&D Committee

reaffirm certain policies and guidelines originally established for the R&D program funding. These include:

- TRRC share of Total Project Costs must be spent on activities in the Tobacco Region;
- At least 50% of Total Project Costs must be provided by non-Commission sources;
- Use of grant funds for capital expenses is preferred;
- Equipment purchased with grant funds shall be located within the Commission's footprint and ownership of equipment shall be by the eligible applicant;
- Personnel salaries, if requested, shall be cost-shared dollar-for-dollar with the private employer;
- No more than 10% of TRRC funds may be used for general and administrative purposes including legal, marketing, clerical and other non-scientific activities.

Commission staff will continue to work with existing R&D grantees on evaluation of requested revisions to the approved scope and budgets for grants, and seeks to do this within the previously established policies of this committee.

Staff requests the Committee reaffirm the R&D program policies and guidelines listed above, for awards made through September 2017.



EDUCATION COMMITTEE AGENDA

Monday
May 21, 2018 @ 4:00pm
Farmville, VA
Longwood University

Welcome and Call to Order	<i>The Honorable Frank M. Ruff, Chairman</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Approval of the <u>1/8/18</u> Minutes	<i>(published on website)</i>
Competitive Education Staff Recommendations	<i>Tim Pfohl, Grants Director</i>
Workforce Financial Aid Staff Recommendations	<i>Tim Pfohl, Grants Director</i>
Grant Extensions: SSVCC	<i>Sarah Capps, SS Grants Administrator</i>
Other Business	<i>Evan Feinman, Executive Director</i>
Public Comments	
Adjournment	

**FY18 Competitive Education
Summaries and Staff Recommendations – May 2018**

The Commission received twenty proposals for FY18 Competitive Education grants by the announced due date of March 15th. The requests seek more than \$4.2 million dollars. The Education Committee will meet on May 21st in Farmville to consider these proposals and make funding recommendations to be acted on by the Commission on May 22nd. The Commission budgeted \$2.5 million for Competitive Education.

Req #	Organization	Project Title	Requested Amount	Staff Recommendation
3417	Averett University	Advanced Education in Nursing: Building a Pipeline at Averett University	\$214,860	\$214,860
3418	Averett University	Cyber-UP	\$136,980	\$83,000
3306	Bristol Virginia Public Schools	Bristol Regional Career and Technical Center	\$25,000	0
3424	Central Virginia Community College Educational Foundation, Inc.	Implementing a New Mechatronics Program for the Manufacturing Workforce	\$120,783	\$120,783
3425	Danville Community College	Industry 4.0/Robotics Integration: Training for Modern Manufacturing and Beyond	\$549,992	\$443,712
3426	Edward Via Virginia College of Osteopathic Medicine	Railways to Healthways	\$90,000	0
3415	Patrick Henry Community College Foundation	PHCC Patrick County Advanced Manufacturing Expansion	\$243,933	⁴¹⁰ \$141,178
3419	Southern Virginia Higher Education Center	Workforce Readiness Capacity Building: Curriculum and Technical Trainer Development	\$103,600	\$79,100
3422	Southern Virginia Higher Education Center	Developing Career Pathway to Address Shortage of Energy Sector Workers	\$22,998	Withdrawn by applicant

3410	Southside Virginia Community College Foundation	Elevating SsVCC's Power Line Worker Program	\$400,000	\$400,000
3413	Southside Virginia Community College Foundation	Southside Race to GED/NEDP Grant	\$80,000	\$80,000
3411	Southwest Virginia Community College	Automotive Diagnostics and Repair Center	\$195,000	\$195,000
3420	Southwest Virginia Higher Education Center Foundation	Southwest Virginia STEM-H Initiative - Feasibility Study	\$15,000	0
3414	The Origin Project, Incorporated	The Origin Project, Incorporated	\$75,000	0
3416	United Way of Southwest Virginia	United Way of Southwest Virginia Ignite Internships	\$350,000	0
3421	Virginia Early Childhood Foundation	Early Childhood Registered Apprenticeship Program	\$343,500	0
3423	Virginia Highlands Community College Educational Foundation	Regional Advanced Technology and Workforce Development Center	\$992,000	\$300,000
3442	Virginia Tech Transportation Economic Development, Inc. (VTTEEDI)	GCAPS Information Technology Apprenticeship Program	\$50,000	\$50,000
3412	William King Museum of Art	Creative Digital Workforce Development at William King Museum of Art	\$139,000	\$56,000
3427	Wytheville Community College	WCC Metrology Education Project	\$72,204	\$72,204
Total (20 requests)			\$4,219,850	\$2,235,837

Averett University

ADVANCED EDUCATION IN NURSING: Building a Pipeline at Averett University (#3417)

\$214,860 Requested

Executive Summary Provided by Applicant: Averett seeks to develop new pipelines for advanced nursing degrees to increase access to health care. Need: According to the Bureau of Labor Statistics, RN salaries in Virginia average \$57,129; advanced Nurse Practitioners salaries average \$83,143. The American Association of Colleges of Nursing (2016) projected job growth in nursing to rise by 26% by 2020. As the need for advanced nursing degrees grows, significant increases in enrollment are anticipated. Indices show that there is sufficient market need to explore establishing an advanced nursing program at Averett University. Opportunity: Building on the successful BSN program, Averett is seeking \$214,860 from the TTC to expand our education to include MSN degrees with tracks for Administration, Education and Family Nurse Practitioner programs. Impact:

- Workforce development leading to higher paying jobs
- New career pathways in nursing
- Increased access, disease management and better health outcomes
- Education/collaboration with healthcare providers

Staff Comments and Recommendation: This project builds upon the successful BSN program that was established with support from the Commission via \$394k of Competitive Education grants in 2011-13. The new MSN program will offer three career paths in Administration/Leadership, Education and Family Nurse Practitioner. Averett indicates a total startup cost of \$1.5M over the first two years, with \$950k already secured through a not-yet announced private gift. Averett provided a solid, independently-conducted feasibility study and employment demand numbers for these careers that offer outstanding salaries (e.g. FNPs earn an average of \$83k). This request seeks funding for curricula development and accreditation (\$75k), along with \$100k for "learning technology" and online course delivery (Averett uses the Moodle online course delivery platform) and \$40k for classroom renovations. Enrollment is estimated to be 120 in the first year, growing to more than 400 by the fifth year, with 3-4 cohorts initiated annually in each of the three tracks. A multi-year operating budget shows that the projected enrollment will be more than sufficient to sustain the program. An estimated 74-95 students are expected to graduate annually. The University is in discussion with other potential funders including SoVa Health, Centra and Danville Regional Foundation for additional funding that could - if approved - be used for start-up costs and scholarships. This request is highly-matched, estimates significant numbers of credentialed graduates annually, and offers degrees that lead to high-paying, in-demand jobs in a medically-underserved region, resulting in this being one of the highest scoring proposals in this cycle.

Staff recommends award of \$214,860.

Averett University
Cyber-UP (#3418)
\$136,980 Requested

Executive Summary Provided by Applicant: Averett is developing a scaffolded approach (Cyber-UP) to increase the pipeline and availability of cyber security professionals. Individuals with Cyber Security and Computer Forensic analytic skills, knowledge and abilities are projected to be one of the fastest growing occupations in the economy. Virginia could add as many as 100,000 new jobs by closing the skills gap (Bureau of Labor Statistics, 2016) with a payscale of \$92,600. The Department of Homeland Security alone is expected to hire up to 1,000 cyber security professionals over the next three years. Partnerships - DCC 2+2 articulation agreement; IALR; City of Danville Economic Development and IT; Advisory Board with Microsoft, MBC, Homeland Security, and industry providers. Success Measures - We anticipate graduating 40-60 students with certificates, minors and majors each year, with BLS salaries of \$92,600.

Staff Comments and Recommendation: Averett is currently offering a minor in Cyber Security within the University's BS degrees in Computer Science and Computer Information Systems. The proposal would assist Averett's plans to expand course offerings to create a new cyber security major. This funding request, along with an application to the National Science Foundation, is to support direct costs for expanding the existing 3-course curriculum in cyber security to add 12 new courses to be developed for the major. The proposal also mentions creation of a Masters of Cyber Analytics and Digital Forensics but no details were provided on curricula, outcomes etc. Outcomes show an estimated 35 students enrolled annually. Staff suggests that consideration for an award be focused on new course development (\$54k) and development of the "hackable lab" and classroom, contingent on the NSF funding; or other funds committed to support new personnel costs and a commitment by the University for sustaining the offerings. The \$24K to support an advisory board as well as \$13K for marketing of a private university BS program were viewed as costs more suitable to be covered by Match funds. Staff recognizes state and region data demonstrating significant current and future demand for jobs in cyber security. The website cyberva.virginia.gov/colleges lists 116 public and private higher education offerings in cyber security, with Longwood being the only other BS minor in the tobacco region region. As such, this new offering will better train tobacco region residents for high-skill, in-demand careers.

Staff recommends award of \$83,000 to support project costs for curricula development and equipping the virtual lab and the hackable lab/classroom spaces.

Bristol Virginia Public Schools
Bristol Regional Career and Technical Center (#3306)
\$25,000 Requested

Executive Summary Provided by Applicant: Bristol Virginia Public Schools (BVPS) is in the initial stages of planning a regional career and technical center that will provide Dual Enrollment opportunities for high school students seeking college-level career and technical certificates and degrees. In order to determine the most effective design that fully meet the needs of the greater Bristol area, BVPS will commission a feasibility study. BVPS has conducted introductory meetings and received proposals from several firms that specialize in this work. BVPS has selected the firm

RMS- Research & Marketing Strategies to complete the feasibility study. BVPS will formally engage the firm once funds have been secured. Upon completion of the feasibility study, BVPS will proceed in the development and creation of a regional career and technical center.

Staff Comments and Recommendation: This planning grant application would provide funding for BVPS to commission a feasibility study for the potential creation of a Career and Technical Education Center. The study would examine appropriate programs, certifications, locations for the facility, etc.. VHCC will contribute \$6,500 for the study and discussions have been held to discuss dual credit programs although nothing has been formalized to date. Matching funds will also be contributed by BVPS (\$6,500) and the Bristol Tennessee City schools (also \$6,500). BVPS will also provide in-kind support of \$6,500 for the project but it is not clear how this support relates to the overall cost of the contracted study. The applicant has selected a firm to perform this study which appears to have a well defined and appropriate scope of work. There were no estimated outcomes provided although that is generally to be expected for this type of feasibility study. The project was previously submitted to the Education Committee but was declined in May 2017, and was subsequently resubmitted to Southwest Economic Development and referred to the Education Committee. Since that time the applicant has worked to secure matching funds. However given the lack of details on how this proposed Center could impact identifiable numbers of individuals for industry-recognized credentials, as well as the inclusion of Bristol TN as a participant and future funding partner, it is difficult to determine what level of TRRC support, if any, would be appropriate for this project. Project leaders have recently corresponded that the project is on hold. Meanwhile a Regional Advanced Technology and Workforce Development Center is the subject of Virginia Highland's request described later in this report.

Staff recommends no award.

Central Virginia Community College Educational Foundation, Inc.
Implementing a New Mechatronics Program for the Manufacturing Workforce
(#3424)
\$120,783 Requested

Executive Summary Provided by Applicant: Following extensive discussions and a needs analysis with numerous companies in the CVCC service region, CVCC identified a critical need in the area for skilled workers in the specialized field of mechatronics. CVCC responded to that need by collaborating with local employers in developing a new program that includes a one-year Career Studies Certificate in Mechatronics and a two-year Associate of Applied Science degree in Mechatronics. Mechatronics technology is positioned at the intersection of electro-mechanical technology, robotics and programming. To be successful, our program requires the purchase of significant new equipment to implement the new Mechatronics Training Laboratory at CVCC. CVCC therefore is requesting \$120,783 in grant funds from the Tobacco Commission to equip our Tobacco Region students with the skills and credentials to compete for well-paying advanced manufacturing jobs in our region and beyond.

Staff Comments and Recommendation: CVCC will be creating a new 1-year career studies certificate and a 2-year associates in Mechatronics. Known interest in the program is based on demand survey of students and employers. The application includes more than a dozen employer letters from companies in the Lynchburg region demonstrating their support. Grant funds are

requested to support 50% of equipment costs. Further match is committed by CVCC to cover salary and benefits for additional faculty and a Program Head for Mechatronics. Outcome for AAS is 40 credentials and for CSC is 32 for students from tobacco region counties. Enrollment is projected to rise significantly by Year 5 (2022) to 96 enrolled and 72 credentials annually for students from TRRC counties. While matching funds for equipment are yet to be raised from local private sources, the proposal provides a thoroughly-detailed equipment list, the College has available space to be refitted for this training, and has committed the necessary operating funds. Mechatronics is one of the Commission's three priority funding areas within advanced manufacturing, and this new program will meet demand from local employers as well as establishing the foundational level training that is prerequisite to the mid-skills training noted as a regional need in the Boston Consulting Group report. As such, this proposal received one of the top scores in this cycle.

Staff recommends award of \$120,783.

Danville Community College

Industry 4.0/Robotics Integration: Training for Modern Manufacturing and Beyond (#3425)

\$549,992 Requested

Executive Summary Provided by Applicant: Advanced manufacturing is evolving at a much more rapid pace than ever before in history. Systems are becoming increasingly more automated in order for companies to remain globally competitive. A BCG report (Report 1) has pointed out that Industry 4.0 will transform the future workforce resulting in job growth, but workers will require significantly different skills. In order for our region to be able to remain economically competitive during this shift, it is necessary to have a talent pipeline trained with the relevant skillsets. Local companies are beginning to shift towards increased levels of automation within systems and are already finding it difficult to fill jobs. The Industry 4.0/Robotics Integration program that Danville Community College is proposing will directly address the skillsets requested by local industry as well as the provide a talent pipeline for industry growth as this type of training will be unique throughout the state and nation.

Staff Comments and Recommendation: DCC presents annual outcomes of 15 Associates of Applied Science in Robotics; and 5 credentials awarded annually for completion of certifications for National Occupational Competency. Grant funds are requested primarily to support \$521,732 of the reported \$887,426 in equipment costs to meet the initial programming needs. Additional funds are requested personnel (\$20K), supplies (\$4K), and property and improvements (<\$4K). The design and development of this program has been influenced by visits to leading automation and robotics training facilities in Ohio. The first cohort of 20 students is expected to begin in fall 2019. The curriculum development and initiation of the accreditation is to begin in 2018, with submissions to VCCS and SACSCOC. Vendor quotes and a detailed equipment list were provided to support the requested amount. The application included strong employer letters demonstrating retraining need for existing employees. Industry letters were from IKEA , Kyocera, and Unison Tube. Match for this phase of the program development is expected to come from the Danville Regional Foundation. Staff believes the federal EDA would be a good funding candidate as well, and DCC reports it is talking to that agency for the next round of equipment needs. Staff weighed the possibility of a loan for this equipment, but notes that the anticipated number of students paying tuition would only generate approximately \$120k per year for all program operating costs. While the cost of equipment

is considerable, given the relatively low number of annual graduates, Staff notes that the multi-year useful life of the equipment will allow significant additional outcomes to accrue over that time. This project clearly is meeting emerging industry needs, and Staff notes the significant cost of establishing this innovative training is such that DCC is advised to work closely with regional educational providers such as PHCC, SVCC, IALR, NCI and SVHEC to define collaborative partnerships to offer access to students across the region.

Staff recommends an award of ~~\$445,000~~ to support up to 50% of identified equipment and plant and implementation costs.

443,712

EDWARD VIA VIRGINIA COLLEGE OF OSTEOPATHIC MEDICINE

Railways to Healthways (#3426)

\$90,000 Requested

Executive Summary Provided by Applicant: This health professions work force proposal will 1) strengthen the SWCC career coaching program for science courses at Buchanan and Tazewell County schools and 2) advance the community and school system collaborations to allow area youth to see a health profession as a reality; academically, experientially, financially and culturally. The plan will guide youth toward enrollment in partnering colleges, Bluefield College (BC) and the Edward Via College of Osteopathic Medicine (VCOM). As health professionals they can remain in the region with a quality standard of life and benefit from stable jobs and stimulate jobs for supporting credentialed health professionals, i.e., nurses, health information managers, medical suppliers, etc. Their employment as physicians will address the health care shortage and disparities in the area. The educational collaborations in the region provide the leadership to reinforce higher admission rates to BC and VCOM and stimulate support for health professionals and health businesses

Staff Comments and Recommendation: This project would expand the career coaching concept established in local school districts with funding from the Community College System, by adding coaches in Buchanan and Tazewell schools to advise an estimated 2,772 students on healthcare education and careers. The request seeks funding for coaches, the VCOM project leader, consultants, training and marketing materials, travel for project leaders to develop the partnerships, student and staff travel to higher education institutions and healthcare employers, and travel to state and national events to share program progress. The focus on coaching high school students about healthcare careers will undoubtedly assist students in career planning, but this will have little short-term measurable impact in terms of filling the immediate need for credentialed healthcare employees in the region. The proposal cites a February 2017 MOU between VCOM, Bluefield College, SwVCC and Tazewell Public Schools, though no funding commitments or letters of support were provided by those prospective partners. Matching funds are totally in-kind, unquantified and contrary to state Code calling for dollar-for-dollar cash match on all TRRC grants. The applicant has indicated it intends to return for future funding to expand the coaching to additional school districts, although no case is presented for required matching funds now or in the future. While well-intended, the project lacks alignment with the TRRC Strategic Plan's Education Program Logic Models and objectives, as there are no workforce credentials directly produced, the focus is on K-12, and there are no obvious prospects for future dedicated funding that would lead to sustainability.

Staff recommends no award.

Patrick Henry Community College Foundation
PHCC Patrick County Advanced Manufacturing Expansion (#3415)
\$243,933 Requested

Executive Summary Provided by Applicant: Based on the current void in career and technical education within Patrick County, Patrick Henry Community College (PHCC) seeks to expand advanced manufacturing training offerings to serve additional students in the currently underserved part of its service region. Based on regional demand for training, PHCC seeks funding to increase training opportunities in welding and mechatronics for residents in rural Patrick County. PHCC will build a pipeline of workers entering advanced manufacturing through equipping a mobile trailer to travel throughout Patrick County to cater to workforce training needs and bolster enrollment for mechatronics training at PHCC's Patrick County site. Additionally, PHCC, in partnership with Patrick County Schools, will begin offering dual enrollment and evening welding courses. Portions of Patrick County are more than an hour and a half away from PHCC's main campus so the proposed expansion will make training in high demand career paths possible for many.

Staff Comments and Recommendation: This request seeks funding for a new instructor who would be dedicated entirely to training offered in Patrick County (\$39k), for upfit of of a trailer that was gifted to PHCC by IALR (\$101k), and new welding equipment to be placed at Patrick County High School (\$104k). Staff had a number of questions on various aspects of this proposal. PHCC responded that the current on-campus welding lab in Martinsville is used to full capacity, with no room or time to add classes. The proposed site at PCHS for the welding lab is suitable to host welding classes, with adequate ceiling height, ventilation, and storage for flammable gases. The request included a thorough list of required equipment. Outcomes are stated as 39 students (15 in an existing mechatronics program and 24 in the proposed welding classes) with 25 credential completers annually (15 in mechatronics and 10 in welding). These include both HS dual enrollment and adult evening classes. Staff also inquired about the uses of the trailer for training that leads to credentials, as opposed to the more general community outreach that is also anticipated. PHCC states the mobile lab will provide space to offer introductory classes in mechatronics, pneumatics, electricity, electronics, 3D printing, and other advanced manufacturing skills, most of which are eligible for the state Workforce Credential Grant funding. PHCC estimates that 60 students will use the mobile lab in cohorts of 10-12, though no estimate was provided for the number of credentials attributable to the mobile lab, which raises questions about how thoroughly-utilized this asset would be. PHCC has clarified that both the welding and mobile labs will allow students to gain entry-level training that will then lead to certificate programs in mechatronics in Patrick County and welding in Martinsville. PHCC estimates the trailer will be used at least 2-3 weeks per month, with longer stays at sites where customized industry training will be provided (an estimated 10-20 percent of the trailer's use). Staff has concerns about the precedent of putting equipment in one county high school, but acknowledge that creating a welding lab in PHCC's new Patrick County building (a former Food Lion) would be significantly more expensive. PHCC has also clarified that the majority of the matching funds (\$290k of state funding for mechatronics equipment) was spent during preparation and submission of this request. That program started with limited equipment in Fall 2017 and has already had nine students receiving Siemens certification. The proposed matching funds will help with purchase and installation of additional mechatronics equipment that has already been purchased and delivered. Staff therefore suggests that award consideration be focused on funding half of the yet-to-be ordered equipment for welding and the mobile lab (half of \$205K). While outcomes are fairly low on an annual basis, they should be multiplied by the useful life of this equipment, which builds the advanced manufacturing training pipeline at its most foundational level.

Staff recommends award of \$141,478 for the Workforce Instructor position for one year, and half of the equipment for the mobile and welding labs.

Southern Virginia Higher Education Center

Workforce Readiness Capacity Building: Curriculum and Technical Trainer Development (#3419)

\$103,600 Requested

Executive Summary Provided by Applicant: The SVHEC requests funds to increase work-readiness and technical skill levels in the regional labor pool to meet industry workforce needs through the multi-pronged, industry-driven approach in the proposed project. Manufacturing and HVAC businesses employ over 30,000 individuals in the Southside region but many employers cite difficulty in finding work-ready individuals with the technical skills they need. The proposed project includes developing two new technical training programs at the SVHEC, and refining and implementing a newly-developed “Train-the-Technical Trainer” (TTT) program. Requested funds will be used to 1) develop the heating, ventilation, and air conditioning (HVAC) and Certified Production Technician (CPT) programs to be offered within the second year of this project; and 2) contract with Averett University to refine and deliver the TTT curriculum and a unique mentoring component to prepare subject matter experts (SME’s) to become effective technical training instructors.

Staff Comments and Recommendation: This project seeks support for several different programming areas at SVHEC. The first is for varied support costs for two new technical programs in development—(1) Heating, Ventilation and Air Conditioning (\$49K to contract for curriculum development) and (2) Manufacturing Skills Standards Council’s Certified Production Technician (CPT) (\$24K for a one-time curriculum license fee). An additional area requested is support is for Train-the-Technical-Trainer for Comp-TIA Certified Technical Trainers and CPT trainer certification aimed at K-12 teachers (\$31K for online course development, delivery and trainer certifications). This Train-The-Trainer program is part of the regional Go-Tec initiative that received GoVirginia funding targeted to Danville and Pittsylvania County; and this request would allow expansion of offerings into Halifax, Mecklenburg and Charlotte Counties through the SVHEC’s new Career Tech Academy. Outcomes for this project are represented as 25 trainees completing annually in HVAC, and 25 in the CPT and CTT programs, based on ~ 85% rate for participants earning credentials. The Train-The-Trainer program is identified as a partnership with Averett University for course development and delivery, and staff notes that it supports one of the Commission’s key funding priorities - training for K-12 educators that increases their skills and knowledge regarding career training and opportunities within the tobacco region. Staff noted there are two active Education grants awarded to SVHEC for the IT Academy and CoE- Phase 2 that appear to be areas similar to some included in this request. The Phase 2 CoE grant (#3099) has already approved supporting train-the-trainer costs for the MSSC’s CPT program, however SVHEC notes that (despite a balance of \$1.4 million in the CoE grant), funds are not budgeted for this one-time \$24k CPT curriculum license request. A second grant #2944 for the IT Academy has a balance of \$139K and Staff asked if this would be a better place to allocate funds toward costs for Comp-TIA CTT assessment vouchers. SVHEC noted though that the requested funds for assessment vouchers are not IT-related and is requesting \$5K for those costs. The project also requests start-up funding for a new HVAC program. Staff notes both SsVCC and DCC currently have credit and

non-credit offerings in HVAC, but SVCC has stated it lacks staff to offer the program in South Boston, and SVHEC notes its plan is to offer a 10-week fast-track program for entry level HVAC employers that would be significantly shorter than the community colleges' one- and two-year programs, and could possibly allow students to articulate into the college programs. Staff acknowledges the need for HVAC to be developed into a 10-week program as opposed to the multi-semester format at the colleges, but suggests cost-sharing that \$49K expense equally with the Center and its public/private partners. Based on the applicant's responses to a number of questions regarding this proposal, Staff is supportive of each element of the funding request that will expand SVHEC offerings in several workforce careers.

Staff recommends award of \$79,100, with HVAC course development to be equally-cost-shared from non-TRRC funds.

Southern Virginia Higher Education Center
Developing Career Pathway to Address Shortage of Energy Sector Workers
(#3422)
\$22,998 Requested – *Withdrawn by the applicant*

Southside Virginia Community College Foundation
Elevating SsVCC's Energy Workforce Programs (#3410)
\$400,000 Requested

Executive Summary Provided by Applicant: Southside Virginia Community College launched Virginia's first in-state training program for power line workers in 2016. To keep pace with growing enrollment and industry needs, the college plans to augment this highly successful program. Tasks to be undertaken include hiring a full-time coordinator/instructor, building lab and storage space, developing additional program components, and increasing the average number of students per cohort. Graduating students receive credentials that confer a significant advantage in the utility job market, giving them entry into a career path that leads to a well-paying occupation. Electric utilities gain potential employees trained in safety and with the skills necessary to enter the profession at a time when many current line workers will soon be eligible for retirement. Additionally, the College plans to expand its presence in preparing the energy workforce by creating a pilot program for solar (photovoltaic) panel installers, an occupation identified as the nation's fastest growing.

Staff Comments and Recommendation: SVCC's Power Line Worker training is an established program with a 2-year track record of 87% job placement, and this amended request now includes a component to create a solar installation worker training and credentialing program. The majority of the requested grant funds (\$350k) are for the purchase and construction of a 80' X 100' pre-fabricated building at Fort Pickett to provide 8,000 square feet of indoor training space (at \$44 per sq. ft.) that is currently lacking for training Power Line students in inclement weather conditions and to provide secure storage of training equipment. The building design includes 31'8" peak heights to accommodate bucket trucks and power poles. Outcomes for this project are focused on a substantial increase to current participation and credentials being awarded under the Power Line Worker Program from 55 to 90 representing a net increase of + 35 credentials awarded annually. The current Power Line program is an 11 week course now, but SVCC will add NCCER Level 2

underground curricula, which accounts for the bulk of the growth of credentials awarded. The program serves students from the 10 counties in the college jurisdiction. The building site has been deeded to SVCC by Ft. Pickett, and the location includes a barracks converted for overnight accommodation as an affordable option for participants from further away. As part of the Match contribution SVCC will be hiring a new Power Line Work Program Coordinator to support the program's growth, in addition to having secured other match contributions for up-fit costs related to the new facility and acquisition of additional equipment. Staff considered the option of a loan for this long-lived facility, but notes that the program currently operates at virtual break-even in order to keep tuition costs as low as possible (currently \$12,600). A summary page shows the top five employers of SVCC's power line training school as – Lee Electrical Construction, Dominion Energy, C.W. Wright, Davis H. Elliott, and Southside Electric Cooperative – plus 25 other employers named. The balance of the request (\$50k) is for start-up costs to establish the solar installation worker program. The funding request included in this application will enable the development of the project's first phase which will determine the optimal location and timing of training classes, establish the curricular components, train instructors, and identify the best credentialing vehicles. The Power Line worker program will serve as a model for the solar installer program. The outcomes for solar worker training are estimated at an additional 56 trained and credentialed program completers annually. The SVCC facilities and programs offers a fast-track credential with high salary potential and strong employer demand, all of which align this request solidly with Education metrics, and resulted in this receiving one of the top scores in this cycle.

Staff recommends award of \$400,000.

Southside Virginia Community College Foundation
Southside Race to GED/NEDP Grant (#3413)
\$80,000 Requested

Executive Summary Provided by Applicant: SsVCC Foundation is leading a partnership with Southside Virginia Community College Adult Education and Southside Programs for Adult Continuing Education in requesting an award from the TRCC in the amount of \$80,000 along with matching funds of \$95,974.70 for a project total of \$175,974.70. This award will enable SsVCC and SPACE to provide scholarships to citizens in the 23 Southside Virginia counties and localities. SsVCC Foundation is requesting \$70,000 for scholarships to be provided to adults 18 years or older who pass an official practice test with a score of 145 or better (\$30.00 per test or \$120.00 per complete battery) or (\$10.00 per retest) to help families move (a) out of poverty, (b) into jobs, and (c) toward self-sufficiency. We also request \$10,000 to market GED testing and classes in twenty-three Southside Virginia localities.

Staff Comments and Recommendation: This initiative has received grants approximately bi-annually, with three past awards in 2011, 2013 and 2015 for a total of \$221K. These grants were managed by Franklin County - in partnership with SVCC - on behalf of the region with this administrative responsibility shifting to SVCC with this request. Numbers served in recent grants for the Southern VA GED Initiative have showed a gradual increase annually, particularly since the national switch to online testing in 2014, as is reflected in this proposal that aims to increase current numbers by + 10% annually. The project outcomes are to serve 387 students in taking practice tests, which greatly improve success in taking the final online test, and result in at least 162 GED credentials earned. Grant funds are requested to support \$70K of scholarships for GED practice

tests and other high school equivalent credentials as well as 10K for marketing the programs across the Southern VA region. Matching funds are provided from local instructors, proctors, books, and other instructional costs to prepare students for testing. Current testing numbers are quite robust with the SVCC and DCC programs, as reflected in voucher submittals under the current grant over the last year. These sites are serving students from more than a dozen of the Southern VA counties. The project also partners with Central Virginia and West Piedmont Adult Education Programs. The need in all areas is reflected in a chart provided with numbers by county for population with lower than a high school diploma, a very significant demonstration of need. The Tobacco Commission has funded an older Southwest GED initiative with 9 past grants for \$1.27 million over a much longer time period. Letters in support of the Southside VA GED Initiative were provided by employers from across the service areas including-- Perkins Twin Tire, LLC, Appomattox True Value, Ameristaff-Martinsville, McAirLaid's, and ResCare. Where the current grant has a balance and is expected to be extended through December 2018, staff suggests this new funding be available to support initiative costs starting in January 2019, allowing time for transition of the administrative responsibilities.

Staff recommends an award of \$80,000.

Southwest Virginia Community College ***Automotive Diagnostics and Repair Center (#3411)*** **\$195,000 Requested**

Executive Summary Provided by Applicant: An Automotive Diagnostics and Repair Career Studies Certificate program, consisting of a credit-based, fast-track, short-term curriculum will be created and integrated with the National Coalition of Certification Centers (NC3). The program will prepare students for entry-level automotive diagnostic and repair technician positions. A focused non-credit track will be created to provide a pathway into the credit-based program and serve in a promotional role. It will cover standard practices, basic operational procedures, safety, ignition and fuel systems, tune-up, mechanical and electrical diagnostics and repair, brake systems, alignment, suspension and steering. The main deliverables will be the establishment of an advisory committee of 6-8 employers, development and approval of the curriculum, integration of four industry relevant SNAP-ON certifications, creation of a non-credit track, training instructors, and running the courses. This program will be accredited by the National Institute for Automotive Service Excellence (ASE). ASE student certifications will be integrated into the curriculum.

Staff Comments and Recommendation: The \$195,000 request will support the establishment of an Automotive Diagnostics and Repair Center in an existing well-suited space at SWVCC. The total project cost is \$1,068,854 with matching funds of \$873,850 to be sought from the ARC POWER program. The creation of this Center will allow the College to offer an Automotive Diagnostics and Repair Career Studies Certificate which is currently not available within 100 miles for their service region. This nationally recognized and industry designed curriculum and related credential is a fast track, credit based program that can be completed in 6 months. These short term programs are the number one stated funding priority of TRRC's Education program. The Snap On Program certifications earned in this program are applicable for careers in not only the automotive industry but also in the aviation, manufacturing and energy industry fields. The application presents strong evidence of employment demand for completers in the region by stating that over the past year there were 271 job postings (31 individual companies) within a 50 mile radius of the College. These

positions offer a median salary of \$28,558 although experienced technicians can earn as much as \$46,465. The proposal estimates that 22 students will be trained during the first year. As is the case with these types of requests, the modest annual outcomes will continue to accrue over the duration of the program. TRRC funds will support instructors for the first year of the program (\$93,389) with ARC funds proposed for years two and three. The remainder of the request (\$101,611) will be used for a portion of the total equipment needs. A breakeven operating budget was provided with the application to illustrate the sustainability of the program beyond the startup period. This project relies on the matching funds from ARC (and/or other sources) which account for more than 80% of the project costs. If successful, this will be a strongly-leveraged project.

Staff recommends an award of \$195,000, contingent on adequate matching funds to initiate and sustain the program.

Southwest Virginia Higher Education Center Foundation
Southwest Virginia STEM-H Initiative - Feasibility Study (#3420)
\$15,000 Requested

Executive Summary Provided by Applicant: The objective of the project is to conduct a feasibility study to determine the need and support for the development of a STEM-H Initiative in southwest Virginia.

- The study will determine the needs for training Grade K-12 educators with a focus on STEM-H to increase their skills and knowledge regarding career training and opportunities for preparing students for the workforce within the Tobacco Region.
- The study will determine the needs for training current and future workforce for businesses and industries.

Staff Comments and Recommendation: This planning grant would examine the potential of establishing a STEM-H Innovation Program in SWVA, similar to the Richmond region's Math & Science Center located in a former elementary school. The concept was proposed by the Director of the Virginia Tech Southwest Center located at the Southwest Virginia Higher Education Center who is serving as the applicant for the project. The Director's goal is the eventual establishment of a facility dedicated to providing STEM-H educational and certification opportunities to K-12 education providers in the region. Only a very vague scope of work was provided for the proposed feasibility study which was estimated to cost approximately \$33,000. The basis of this estimate was not provided nor was any information given to explain how a firm or individual would be selected to perform the study. Matching funds of \$15,000 are committed from the SWVA HEC and an additional in-kind contribution valued at \$3,000 will be made by the VT SW Center. While this project is intended to serve 17 region school districts, no letters of support were provided from potential stakeholders or partners. While this is an interesting concept to increase access to STEM-H teacher training it does not appear that existing programs such as Code VA or traditional continuing education/recertification providers have been considered, although presumably the feasibility study would identify these opportunities. There were no estimated outcomes listed in the Results section, although that is generally to be expected for this type of feasibility study.

Staff recommends no award.

The Origin Project, Incorporated
The Origin Project, Incorporated (#3414)
\$75,000 Requested

Executive Summary Provided by Applicant: The Origin Project, co-founded by Adriana Trigiani and Nancy Bolmeier Fisher, was created to inspire students to find their voices through the craft of writing about their Appalachian origins because "when we connect to the stories of our past, we are able to build our dreams for the future." Writing is an essential skill for academic and professional endeavors. The project is integrated with the Virginia SOL curriculum. We bring bestselling authors into the classroom to ignite the imaginations and storytelling of the students. This program begins each school year with the distribution of a writing journal to each student. The students' prose, fine art, journalism, poetry, and plays are published annually in an anthology, of which each student receives a copy at a celebratory unveiling event. The Origin Project has grown from 40 ninth-graders in Big Stone Gap to nearly 1,300 2nd-12th-graders in 11 schools throughout Virginia.

Staff Comments and Recommendation: This commendable project to develop the creative writing skills of public school students in Southwest Virginia is now in its fourth year, and has shown substantial growth under the leadership of its notable co-founders and a handful of private supporters. The proposal seeks funding to grow the project further, from the current 1,300 students to a total of more than 1,600, with funding requested to cover travel for additional student field trips, speakers and the staff and co-founders. Funds are also requested for a portion of costs for marketing/promotion and personnel expenses. However, the project has little or no alignment with the TRRC Strategic Plan's Education Program Logic Models and objectives, as there are no workforce credentials involved, the focus is on K-12, and there are no obvious prospects for future dedicated funding that would lead to sustainability. Given the now-four year track record, Staff believes the Origin Project and its co-founders would be better served to focus on regional and national foundations, Appalachian Regional Commission, Virginia Foundation for the Humanities, and other better-suited funders.

Staff recommends no award.

United Way of Southwest Virginia
United Way of Southwest Virginia Ignite Internships (#3416)
\$350,000 Requested

Executive Summary Provided by Applicant: Southwest Virginia's population declined by 16,035 residents from 2010-2016, continuing a trend of young residents leaving primarily to seek better job opportunities. To help stem such losses, United Way of Southwest Virginia (UWSWVA) launched the Ignite initiative, providing youth with tools for success that regional employers say are lacking among current graduates. Ignite was launched in middle schools region-wide, providing over 29,000 students with career exploration experience and soft skills development. UWSWVA now proposes to expand the high school Ignite program across the region, working with schools and employers to collaboratively align school curriculum with employer needs. UWSWVA requests funds toward a project to build a capacity-building platform that provides activities that encourage post-secondary education, streamline work credentialing, provide work-based learning opportunities, and match new graduates with local employers through a web-based platform.

Staff Comments and Recommendation: This is a commendable regional effort that is already well underway with \$1.1M of committed private and public funds (including GoVa) but this proposal does not express a clear need for additional TRRC funds to pay for the requested administrative and operating expenses (a portion of two existing positions, an internship coordinator @ \$135k plus benefits over two years, as well as staff and student travel, marketing, events, software, etc). There is also a significant focus on soft skills development (workplace appearance, teamwork, punctuality etc.) which is not a stated objective of TRRC Education program funding that is focused on attainment of nationally-recognized workforce credentials. The focus on placing high school students in internships at regional employers will undoubtedly assist students in career planning, but this is primarily a step toward gaining an experience rather than a credential, and arguably will have little short-term measurable impact in terms of attracting new employers with an immediate need for credentialed employees. No quantified outcomes are presented, as the applicant acknowledges that credentials are unknown at this time. Lastly, there is no case made for sustainability of funding for the positions and operating beyond the hoped-for TRRC funding for the positions that would be supported. The proposal states that a study will be conducted to align credentials and high school curricula, which once completed and implemented might be a better time to re-approach the Commission with known workforce credentials incorporated into the overall Ignite plan.

Staff recommends no award.

Virginia Early Childhood Foundation

Early Childhood Registered Apprenticeship Program (#3421)

\$343,500 Requested

Executive Summary Provided by Applicant: The project will expand Registered Apprenticeships (RAs) for early childhood teachers (working with children birth-5) in the Tobacco Regions. Specifically, this model would utilize partnerships between Early Childhood Education (ECE) programs and community hubs -- United Way/Smart Beginnings Southwest as the Southwest hub, and United Way Henry County-Martinsville/Smart Beginnings-MH as the Southside hub -- in order to expand the organized, effective uptake of ECE RAs. Key elements of the project include: The hubs' establishment of partnerships which support ECE employers and their selected apprentices by coordinating with local workforce development entities and community colleges to provide 1) on-the-job support and mentorship and 2) related-training support in the form of community college coursework and other development for the apprentices. At the end of the apprenticeship term (estimated at 2 years), teachers/apprentices gain employer-determined/paid wage increases and will be on track for an ECE Career Studies Certificate, Development Certificate, or Associate Degree.

Staff Comments and Recommendation: VECF has received \$1.8M of TRRC funding in three grants since 2009 to expand the early childhood Smart Beginnings program capacity across the tobacco region, which by most measures has been successful. This request, however, is somewhat heavy in administrative costs, including funding for two regional coordinators (\$192k plus travel etc over three years), \$45k for VECF to manage the apprentice program, \$25k in transfer payments to mentors, and \$62k to the two participating local United Way organizations to be "managed ... (for) incentives related to apprenticeship." Outcomes are anticipated as 13 credentials granted annually, which for this three year request equates to more than \$8,800 of administrative and other support per credential for jobs that are likely to continue to face chronically low wages and salaries. It is also stated that VECF will come to the Commission again in the future to sustain and expand the

apprenticeship program. Currently, scholarship support for educating childcare workers is available from a 2016 General Assembly appropriation and the Davenport Institute, and more than \$70k remains available in a current TRRC grant to VECF (#3012 approved May 2015) which is supporting the costs of higher education for childcare employees. Staff views this request as too heavily-focused on administrative support for apprentices relative to the outcomes that can be anticipated.

Staff recommends no award.

Virginia Highlands Community College Educational Foundation
Regional Advanced Technology and Workforce Development Center (#3423)
\$992,000 Requested

Executive Summary Provided by Applicant: In an effort to support the governing localities and partners in business and industry, Virginia Highlands Community College (VHCC) plans to construct a new, \$6 million, 25,000+ square foot Regional Advanced Technology and Workforce Development Center (the Center, the proposed project, the facility) which will create modern classroom and laboratory spaces for technical programs to serve the region's workforce and employers. The facility will be a dynamic hub for: workforce training; customized business and industry training; and small business formation through VHCC's Small Business Development Center. The facility will be constructed on property adjacent to the campus. VHCC and its partners respectfully request \$992,000 in funding for the pre-development phase of the Center including land acquisition, site development, and architectural and engineering preparation. The College has the required 1:1 matching funds on hand and submits that the Center represents a critical investment in the workforce and economy of southwest Virginia.

Staff Comments and Recommendation: This \$992,000 request represents the first installment of an intended \$3M total request to TRRC for 50% of the estimated construction cost on a new Advanced Technology and Workforce Development Center to be located adjacent to VHCC's campus. Subsequent requests are planned for the upcoming FY19 SWED and Special Projects programs. The construction of this facility will allow VHCC to consolidate its existing advanced manufacturing and other industrial programs which are currently housed in other locations. A \$3M private match has been secured for the project by an anonymous donor. While the project is undoubtedly a valuable enhancement to the College's facilities it may be impractical for TRRC to be expected to contribute 50% of the total development cost considering current budget restraints. Staff has suggested that VHCC approach other potential funders such as ARC, USDA, and EDA and follow up communications with the applicant have indicated that they are in contact with those agencies. An ARC request is planned for Fall 2018. During review Staff questioned if other funding sources such as the College Building Authority or General Assembly appropriations have been explored and learned that since the facility will be constructed on land owned by the VHCC Foundation rather state owned College property it would not be eligible. On April 10, 2018 the College closed on the 9.29 acre property which was sold for \$381,780.82. Prior to the purchase it was confirmed that the site had undergone previous testing when potential commercial development was being considered and the site was determined to be suitable for those purposes. Commission funds would be used to support ongoing predevelopment expenses for the project including development of a PER and site planning activities and testing. The application also indicates that funds will be used for grading and site preparation. An equal amount of matching funds will be used

to support these activities. Despite the large size of this request the associated outcomes are not significant. This is due to the fact that, while the new facility will consolidate several programs, there does not appear to be substantial expansions in the enrollment of these programs. A baseline figure of 285 annual completers was provided in the application with an anticipated increase to 321 as a result of the consolidation. This is a modest increase that does not result in an ROI which would be required to justify the desired level of TRRC support. Regardless, Staff recognizes that this is a worthy project which compliments other investments made in the region's advance manufacturing training programs, including those at VHCC and the SVAM Center of Excellence, and believes that a lesser amount of TRRC funding is appropriate. Considering that the most critical need at this time seems to be the development of the PER and related work, and using a standard estimate for these activities of 10% of the total \$6M expected total cost, an initial award of \$300,000 to support ½ of the estimated \$600,000 A&E expense is suggested. Consideration of additional funding from the Commission for this project should be made only after this planning is complete and an accurate estimate of the actual total development cost is known. This will also allow the applicant to pursue grant opportunities from other sources.

Staff recommends an award of \$300,000 to support development of a PER and related A&E activities.

**Virginia Tech Transportation Economic Development, Inc. (VTTEDEI)
GCAPS Information Technology Apprenticeship Program (#3442)
\$50,000 Requested**

Executive Summary Provided by Applicant: The Global Center for Automotive Performance Simulation (GCAPS), a leading advanced tire and vehicle research facility, is launching a unique information technology apprenticeship program with Danville Community College. Apprentices will gain experience using the latest state-of-the-art code writing and programming tools used in vehicle and tire modeling and simulation while working for a global leader in the transportation industry. The apprenticeship is a two-year program, during which participants will work up to 1,500 hours per year for GCAPS. In addition to wages earned, each apprentice will receive nine credits of paid tuition per year for relevant course work paid by the Virginia Apprenticeship Council and a Career Studies Certificate for successfully completing the program.

Staff Comments and Recommendation: This request was filed after the due date, with authorization from the Committee Chair. The GCAPS IT apprentice program was announced in mid-April as a partnership with DCC, which will identify IT students that are candidates for the apprenticeship. Apprentices will use an enormous database of real-time driving scenarios GCAPS has obtained, to then code software to generate 3D modeling and simulation scenarios that can be manipulated to assess responses to obstructions and dangerous conditions encountered by autonomous driverless vehicles that are in development by several major domestic and global auto manufacturers. Students will receive a Career Studies Certificate through DCC, as well as nine hours per year of college credit from the Virginia Apprenticeship Council, as well as 2,500 hours of paid work experience over the two year apprenticeships. Ten to 14 apprentices are expected to complete the first two-year cohort. GCAPS states it intends to offer full-time employment to the top-performing apprentices. The requested funds will be used for demolition of existing office space at GCAPS and renovation of the space to provide secure entrances, work cubicles, HVAC and electrical. The space is leased by GCAPS through 2026, and it is responsible for all improvements,

maintenance, taxes, etc. Matching funds of \$100k committed from GCAPS revenue will be used to purchase computers, servers, software and related expenses for the apprentices. It must be noted that the building that houses GCAPS is owned by Virginia International Raceway, so this constitutes publicly-funded improvements to a privately-owned building. However it should be noted that VIR's properties are subject to local taxes including real property and machinery/tools, and staff is of the opinion the employment and revenue-generating functions of GCAPS constitute a public benefit that justifies this investment. This request is a modest one-time capital expense that will enable students to gain credentials and resume-building experience in high-paying IT jobs and the globally emerging autonomous vehicle field, and aligns well with the Commission's Education metrics.

Staff recommends award of \$50,000 for physical improvements to house the IT apprentices in the VIR-owned building leased to VTTEDI.

William King Museum of Art

Creative Digital Workforce Development at William King Museum of Art (#3412)

\$139,000 Requested

Executive Summary Provided by Applicant: The Digital Craft Lab in William King Museum of Art's in-development Center for Studio Art & Education will provide opportunities for Southwest Virginia students and adult learners to become certified in Adobe Creative Cloud programs. Adobe offers industry-recognized professional certifications in the mastery of a wide range of digital design tools that comprise its product suite. Certificate holders are qualified to work in the creative digital fields of photography, videography, graphic design, digital illustration, animation, web design, and more. By partnering with East Tennessee State University's Department of Digital Media & Communication, which itself has a formal partnership with Adobe, WKMA will offer Adobe certifications to middle school, high school, college, and adult learners. The (re)training of Southwest Virginians in the digital arts will directly benefit the regional economy, as opportunities to market the outdoor, artistic, and cultural assets of the region become increasingly important to economic development and sustainability.

Staff Comments and Recommendation: This proposal seeks \$139,000 to establish a Digital Craft Lab which will partner with East Tennessee State University to provide opportunities for students to obtain Adobe Certified Associate (ACA) credentials. This is a short term, fast track program offered over the course of 15 weeks. It is anticipated that between 40 and 50 students will enroll each year with most of those completing the credential. The Museum hopes that in future years the Lab could also be used to offer additional computer based certifications in interior design, architecture, and engineering using CAD programs. The ACA credential is a preferred certification for creative marketing and advertising professionals. Letters of support from Tri-Cities-based firms indicate a growing demand for professionals with this skill set, and noted a difficulty recruiting employees with those qualifications. The growth of the region's tourism sector has also increased the demand for professionals with ACA skills. There are currently no other programs in the region that offer the ACA credential. Wytheville Community College offers certification in Adobe Dreamweaver and Photoshop but not in InDesign, Illustrator, and Premier Pro all of which will be offered at the WKMA Lab. TRRC funds would be used to support startup operating needs such as equipment, utilities, instructor fees, and Lab advertising. Matching funds will be requested from USDA (\$25,000

for equipment), CGI/Northrop Grumman (\$20,000 for portioned computerized security system), and the Educational Foundation of America (\$32,000 for 30% of salary support over three years). A \$500,000 ARC grant has been approved to fund the creation of the Center for Studio Art and Education on WKMA's campus. The Center will house the Digital Craft Lab and \$150,000 of the ARC grant is allocated as match to this request. A \$15,000 Virginia Tourism Corporation application is planned to support Lab marketing and WKMA will provide \$29,000 to support 8% of the three year operating costs associated with the Director of Marketing's salary, Lab supplies, and utility costs. The Town of Abingdon will provide demolition services and create additional parking for the project and has estimated an in-kind value of \$100,000 for this work. If the application's total \$310,000 match materializes this will be a well leveraged project, however the intended use of TRRC funds to support salary and other operating expenses (utilities, supplies, etc) for a program that has the potential to immediately generate revenue through student tuition payments is problematic. Limiting support to a portion of the Lab's equipment needs is a better use of Commission funds and is consistent with the support often provided to other regional education providers such as the community colleges. The \$120,000 equipment budget included \$38,889 to replace equipment after three years (an on-going operational expense that should not be supported with grant funds). The immediate equipment need was determined to be \$81,000 with a portion of this to be supported by the USDA request. Staff recommends an award of \$56,000 for the balance of the startup equipment.

Staff recommends an award of \$56,000 for the balance of the startup equipment.

Wytheville Community College

WCC Metrology Education Project (#3427)

\$72,204 Requested

Executive Summary Provided by Applicant: WCC's Metrology Education Project will provide funding to purchase precision measurement equipment that will enable WCC's Machine Technology associate degree program and WCC's Workforce Development department to create a Metrology Lab at WCC. This project will also embed additional industry recognized precision measurement credentials into existing advanced manufacturing training and coursework. Students who are trained using this equipment will complete their programs at WCC with additional credentials, which will make WCC students more employable and the area workforce more attractive to current and potential employers. In addition to use in WCC's Machine Technology Program, the training equipment will also enable WCC's Workforce Development Division to offer customized training for area businesses and industries.

Staff Comments and Recommendation: The precision measuring equipment requested in this proposal will establish a Metrology Lab at WCC. This lab will complement the College's Machine Technology program and allow students to obtain precision measurement credentials while working towards other advanced manufacturing degrees and certificates. The equipment will also allow WCC's Workforce Development Division to offer customized training for local industries. The application indicates that the closest similar program is located at Danville Community College. In 2015 TRRC contributed \$390,000 for the establishment of the DCC program. TRRC is asked to contribute half of the total \$144,408 equipment cost for the project with the remainder to be paid by the applicant using the state Equipment Trust Fund. WCC has also committed to funding the renovation of the existing campus space where the lab will be located. Annual operating funds will support costs of the training, faculty, equipment maintenance and other program expenses. The

outcomes for the project are modest with only 15 credentials estimated annually although a cumulative effect will certainly accrue over the life of the equipment. The application identified a high demand for this training from local industries indicating this is a desired addition to the College's advanced manufacturing offerings.

Staff recommends an award of \$72,204.

OTHER BUSINESS

Southside Virginia Community College Foundation *Implement a Physical Therapy Assistant Program (#3024)* Request for 5th Year Extension

Staff Summary & Comments: This \$275,000 Education grant from May 2015 is for implementation of a new Physical Therapy Assistant Program to meet clearly identified regional needs. The project was delayed due to rigorous application requirements of the CAPTE accreditation. Only limited slots are open annually. The project has also faced challenges in recruitment of a program director with the necessary qualifications. To date, a consultant has assisted with the planning process. The new program is on schedule to reach its accreditation requirement by May 2020.

Staff recommends approval of a 5th year extension to May 21, 2020.

Education Committee - 2018-19 Workforce Financial Aid Application Summaries -- May 2018

The Education Committee received 12 requests in April from community colleges and higher education centers for FY18 Workforce Financial Aid. The Committee will meet on May 21st to consider these requests.

Per the Committee's instructions, requests are to be prioritized in accordance with the following:

- Due to reductions in the Commission's overall budget, all recipients of previously-approved 2017-18 funding were required to cap their requests at approximately 83% of the 2017-18 funding levels. Requests from community colleges are capped at \$300,000 per college this year, to serve tobacco region residents in the 2018-19 school year. Requests should align as closely as possible with the priorities described below. As in previous years, TRRC funds are to be last-dollar after all other funding sources have been exhausted, and per the Code revisions adopted in 2015 regarding the Commission, must be matched at least dollar-for-dollar.
 - Higher education centers in Southern and Southwest Virginia, along with New College Institute, are also eligible to request financial aid funds under the priorities described below.
 - Priorities for all requests to serve tobacco region students include the following that were approved by the Education Committee for the 2017-18 cycle and remain in effect in 2018-19:
 1. All certifications that can be completed in six months or fewer
 2. Identified target program applicants who can attain their degree/certificate within one year
 3. STEM-H and Advanced Manufacturing applicants who are working toward a degree or certificate
 4. All other community college students who might obtain their degree/certificate within one year
 5. All other full-time, program-placed students
 - For students receiving state Workforce Credential Grant (WCG) funding for non-credit training, the Commission will support one-sixth of the cost of the training program and certification, (half of the one-third share the student is responsible for) with the remainder to be covered by the state's WCG funds, and potentially state FANTIC funds or other sources including private foundations and/or the student.
- Staff Comments and Recommendations:** The previous Workforce Financial Aid cycle was one in which the grantees made good faith efforts to comply with the Education Committee's new ranked priorities adopted for the 2017-18 school year, while assessing demand from students for the short-term (six months or less) training and certification that is the Commission's top priority, and how that demand was affected measure by the Commonwealth's newly-created Workforce Credential Grant (WCG) and FANTIC grant funding. In the summaries below it is apparent the applicants have made significant progress in these 2018-19 proposals to align requests much more closely with the Committee's newly-adopted funding priorities. All requests generally comply with the Committee's long-standing objectives of providing last-dollar assistance to students working to obtain a nationally-recognized workforce or academic credential. The requests anticipate serving a total of ~~2,394~~ ^{1,500} students and resulting in ~~1,554~~ ^{1,400} of those students obtaining a credential in 2017-18.

Staff recommends approval of these requests.

Req #	Organization	Project Title	Requested Amount
3437	Central Virginia Community College Educational Foundation, Inc.	CVCC Tobacco Region Scholarships for Workforce Preparedness	\$300,000
3431	Danville Community College Educational Foundation, Inc.	Danville Community College Educational Foundation Workforce Financial Aid for 2018-2019	\$300,000
3438	John Tyler Community College Foundation	2018-19 Tobacco Region Scholarship Program	\$120,000
3440	Mountain Empire Community College	MECC WORKS Scholarship Program	\$300,000
3436	New River Community College Educational Foundation	Floyd County - Access to Community College Education (ACCCE)	\$65,000
3430	Patrick Henry Community College Foundation	PHCC 2018-2019 Student Scholarships	\$300,000
3435	Southside Virginia Community College Foundation	Scholarships for Preparing the Southside Workforce	\$300,000
3432	Southwest Virginia Community College	2018-19 SWCC Tobacco Scholarship Program	\$300,000
3441	Southwest Virginia Higher Education Center Foundation	Southwest Virginia Higher Education Center Foundation Workforce Credentials Scholarship Program	\$20,000
3433	Virginia Highlands Community College Educational Foundation	Virginia Highlands Community College Workforce Financial Aid FY2019	\$300,000
3434	Virginia Western Community College Educational Foundation Inc.	Workforce Financial Aid and Community College Access for Franklin County	\$150,000
3439	Wytheville Community College	WCC Forging Futures Scholarship Program	\$300,000
		Total (12 requests)	\$2,755,000

**Central Virginia Community College Educational Foundation, Inc.
CVCC Tobacco Region Scholarships for Workforce Preparedness (#3437)
\$300,000 Requested**

Executive Summary Description Provided by Applicant: The designated service area for CVCC includes Tobacco Commission counties Campbell, Bedford and Appomattox. The combined population of these counties ranks CVCC 2nd among all community colleges insofar as the number of Tobacco Region citizens served (see attached spreadsheet). The generous financial aid grants awarded by the Commission to CVCC Educational Foundation during the last 4 years have made it possible for hundreds of students to get the education and training they needed for achievement of career success versus a life of struggling under-employment. For the school year beginning in August 2018, we will begin accepting scholarship applications March 1st and will begin making awards in late May. If awarded a new \$300,000 grant for the 2018-2019 year, CVCC will change the sub-programs under its Tobacco Region Scholarship plan so that the majority of the funds are used for WCG and STEM-H focused students with 1-year or less remaining.

Sub-Program	TRRC \$ Requested	# Students Served	Anticipated Results					Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:				
			Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Workforce Credential Aid	\$60,000.00	150	0	150	0	0	0	150	0	150	0	0	0	0	0	0	150
STEM-H Final Year Scholarships	\$80,000.00	33	2	6	25	0	0	33	2	5	15	6	28				
Occupational Final Year Scholarships	\$40,000.00	16	2	2	12	0	0	16	2	2	9	0	13				
STEM-H Scholarships	\$80,000.00	33	2	5	26	0	0	33	0	2	5	4	11				
Tobacco Region Merit Scholarships	\$40,000.00	16	0	2	14	0	0	16	0	0	1	7	8				
Total	\$300,000.00	248	6	165	77	0	248	4	159	30	17	210					

Source	Amount
State	\$350,000.00
Local	\$0.00
Federal	\$122,000.00
Private	\$213,000.00
In-Kind	\$396,300.00
Total	\$1,081,300.00

**Danville Community College Educational Foundation, Inc.
 Danville Community College Educational Foundation Workforce Financial Aid for 2018-2019 (#3431)
 \$300,000 Requested**

Executive Summary Description Provided by Applicant: Danville Community College (DCC) is requesting \$300,000 in funding to support the training and education of the region's workforce. More than 4,500 students attend DCC each semester. DCC's service region includes the City of Danville and Halifax and Pittsylvania counties. DCC is committed to short-term training (i.e. certifications - 6 months or less; certificate/degree programs - 12 months or less); STEM-H, Advanced Manufacturing or other full-time programs. 1. Workforce Financial Aid: \$50,000. These awards will cover students in Workforce Financial Aid Priority 1 (6 months or less career studies certificates or certifications). 2. Workforce Financial Aid: \$250,000. These awards will cover students in Workforce Financial Aid Priorities 2 - 5 (i.e. 12 month degree/certificate in targeted programs; STEM-H/Advanced Manufacturing degree/certificate applicants; other applicants working toward 12 month degree/certificate; all other full-time program placed students).

Sub-Program	TRRC \$ Requested	# Students Served	Anticipated Results					Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:					
			Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	
Priority 1 (< 6 months)	\$50,000.00	50	0	50	0	0	0	50	0	0	0	0	50	0	0	0	0	50
Priority 2 (STEM-H and Advanced Manufacturing -- Final Year -- completing within one year)	\$146,000.00	73	33	3	27	10	73	73	0	0	0	0	73	33	27	0	0	73
Priority 3 (STEM-H and Advanced Manufacturing -- Other -- completing within two years)	\$104,000.00	52	18	0	21	13	52	18	0	21	13	52	18	0	21	13	52	
Total	\$300,000.00	175	51	53	48	23	175	51	53	48	23	175	51	53	48	23	175	

Source	Amount
State	\$804,680.77
Local	\$0.00
Federal	\$5,743,098.25
Private	\$250,000.00
In-Kind	\$0.00
Total	\$6,797,779.02

**John Tyler Community College Foundation
2018-19 Tobacco Region Scholarship Program (#3438)
\$120,000 Requested**

Executive Summary Description Provided by Applicant In Virginia, roughly two-thirds of the estimated 1.5 million jobs that must be filled by 2022 will require higher education. Many of these occupations will be in the skilled trades and other science, technology, engineering, mathematics, and healthcare (STEM-H) fields. John Tyler Community College (JTCC) is addressing the need for a highly-trained workforce by providing opportunities that prepare students for in-demand careers. The College is committed to improving access to its programs by removing financial barriers that prevent students from earning credentials and gaining skills that employers require. The JTCC Foundation requests a grant from the Tobacco Commission to support scholarships for Amelia, Dinwiddie, and Sussex County students enrolled in Tyler's 2018-19 concurrent Advanced Manufacturing Pipeline Program and STEM-H majors. This investment will foster a stronger regional workforce by improving access to higher education for tobacco region residents, encouraging enrollment in STEM-H programs, and increasing the number of career-ready graduates.

Program Summary		Anticipated Results						Unduplicated # of Students Working to Complete:				Unduplicated # of Students Completing in School Year:					
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Advanced Manufacturing (concurrent)	\$92,225.00	47	0	47	0	0	47	0	19	0	0	19	0	0	0	0	19
STEM-H Programs	\$27,775.00	185	0	44	61	80	185	0	15	10	4	29	0	0	10	4	29
Total	\$120,000.00	232	0	91	61	80	232	0	34	10	4	48	0	34	10	4	48

Source	Amount
State	\$40,245.00
Local	\$0.00
Federal	\$207,727.00
Private	\$15,725.00
In-Kind	\$0.00
Total	\$263,697.00

**Mountain Empire Community College
MECC WORKS Scholarship Program (#3440)
\$300,000 Requested**

Executive Summary Description Provided by Applicant: The Mountain Empire Community College (MECC) Foundation requests \$300,000 in scholarship aid to assist students enrolled in programs aligned with the Tobacco Region Revitalization Commission's Workforce Financial Aid priorities. The 2018-19 MECC WORKS (Workforce Opportunities Through Resources and Knowledge) Program is a tuition scholarship that will assist the following student populations: 1. Students enrolled in certification programs that can be completed in six months or fewer (\$65,000) 2. Identified target program students who will obtain their degree/certificate within one (1) year (\$65,000) 3. STEM-H and Advanced Manufacturing applicants who are enrolled in a degree or certificate program (\$110,000) 4. All other MECC students who might obtain their degree/certificate within one year (\$30,000) 5. All other full-time, program placed students (\$30,000) Students enrolled in training under the New Economy Workforce Credential grant, included in Category 1, would receive assistance at one-sixth of the cost.

Program Summary		Anticipated Results					Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:					
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Xfers	Assoc	Total	Diplomas	Certs	Xfers	Assoc	Total	Diplomas	Certs	Xfers	Assoc	Total
6-Month Certifications & Workforce Credentials	\$65,000.00	45	0	45	0	0	45	0	34	0	0	34	0	0	0	0	34
Target Programs One Year Degree/Certificate	\$65,000.00	120	0	120	0	0	120	0	95	0	0	95	0	0	0	0	95
STEM-H & Advanced Manufacturing	\$110,000.00	160	0	0	84	0	84	0	0	68	0	68	0	0	0	0	68
Degree/Certificate Students Who Can Complete In One Year	\$30,000.00	36	0	13	76	23	112	0	10	60	20	90	0	0	20	0	90
All Other Full-Time Program Placed Students	\$30,000.00	30	0	0	0	30	30	0	0	0	0	24	0	0	24	0	24
Total	\$300,000.00	391	0	178	160	53	391	0	139	128	44	311	0	139	128	44	311
Matching Funds																	
Source	Amount																
State	\$343,434.59																
Local	\$0.00																
Federal	\$246,270.70																
Private	\$0.00																
In-Kind	\$0.00																
Total	\$589,705.29																

**New River Community College Educational Foundation
 Floyd County - Access to Community College Education (ACCE) (#3436)
 \$65,000 Requested**

Executive Summary Description Provided by Applicant: Please consider our unique circumstance: Last year's request was for 1-yr-cohort while other colleges were requesting 2-yr-cohorts. This would double our request from last year to place NRCC on the same level of funding as other colleges. This project provides tuition assistance to 27 returning students and 65 new Floyd high school graduates. Qualifying students must enroll full-time in a program which meets federal/financial aid requirements. This project seeks to incentivize/support FCHS students to pursue certificates/credentialing and/or associate degrees. Many students will be first generation college attendees. NRCC will provide support to these students while attending college. Our goal is every Floyd ACCE student graduates NRCC with an occupational/technical/degree/certificate/credential ready for the workforce or a two-year degree prepared for university transfer. ACCE will strengthen Floyd workforce. The Commission funding will close the gap between financial aid and total tuition costs. Federal/state financial aid dollars awarded would serve as matching funds.

Sub-Program	TRRC \$ Requested	# Students Served	Anticipated Results					Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:				
			Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Advanced Manufacturing	\$7,777.00	11	0	0	3	0	3	0	0	3	0	0	7	1	0	8	
Stem-H	\$18,382.00	26	0	0	6	0	6	0	6	0	0	1	19	0	20		
Business Services	\$4,242.00	6	0	0	1	0	1	0	1	0	0	0	5	0	5		
Human Services and Early Childhood Education	\$7,777.00	11	0	1	3	0	4	0	4	0	0	1	6	0	7		
General Studies	\$26,822.00	38	0	0	0	7	7	0	7	0	0	0	31	0	31		
Total	\$65,000.00	92	0	1	13	7	21	7	21	0	9	62	0	71			

Source	Amount
State	\$0.00
Local	\$32,500.00
Federal	\$32,500.00
Private	\$0.00
In-Kind	\$0.00
Total	\$65,000.00

**Patrick Henry Community College Foundation
PHCC 2018-2019 Student Scholarships (#3430)
\$300,000 Requested**

Executive Summary Description Provided by Applicant: Patrick Henry Community College (PHCC) Foundation requests \$300,000 for five scholarship pools: 1) Workforce Credential Students who will complete in six months or fewer (\$17,500), 2) Students enrolled in certificate programs that can be completed within one year (\$40,500), 3) Students enrolled in STEM-H and Advanced Manufacturing degrees or certificates (\$102,500), 4) Students who might obtain their degree/certificate within one year (\$68,500), and 4) last dollar scholarship funding for all other full-time, program-placed students (\$71,000).

Program Summary		Anticipated Results							Unduplicated # of Students Completing in School Year:			
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Workforce Credential Students	\$17,500.00	10	0	10	0	0	10	0	8	0	0	8
One Year Certificate Students	\$40,500.00	37	0	37	0	0	37	0	30	0	0	30
STEM-H and Advanced Manufacturing Students	\$102,500.00	61	0	31	20	10	61	0	25	15	5	45
Students Who May Complete Within One Year	\$68,500.00	30	0	30	0	0	30	0	25	0	0	25
Full-time, Program Placed Students	\$71,000.00	42	0	0	32	10	42	0	0	26	5	31
Total	\$300,000.00	180	0	108	52	20	180	0	88	41	10	139

Source	Amount
State	\$230,940.00
Local	\$0.00
Federal	\$638,100.00
Private	\$263,165.00
In-Kind	\$0.00
Total	\$1,132,205.00

**Southside Virginia Community College Foundation
Scholarships for Preparing the Southside Workforce (#3435)
\$300,000 Requested**

Executive Summary Description Provided by Applicant: The Southside Virginia Community College Foundation (SsVCC Foundation) requests \$300,000 in scholarship aid to assist students enrolled in courses of study aligned with the Tobacco Region Revitalization Commission's identified priorities. The proposed project, Scholarships for Preparing the Southside Workforce, addresses the needs of students pursuing certifications that can be attained in six or fewer months and targeted program applicants who can complete their degree or credential within one year. It also helps STEM-H and Advanced Manufacturing students who are working toward a degree or a certificate and other students expected to obtain a degree or certificate within one year. Finally, 8.3% of funds will assist high-achieving, full-time students who are program placed.

Sub-Program	TRRC \$ Requested	# Students Served	Anticipated Results					Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:					
			Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	
Workforce Credential Aid – 6 months or less for certif	\$115,000.00	91	0	91	0	0	0	91	0	0	0	0	91	0	0	0	0	91
Stem-H and Advanced Manufacturing (completing within one year)	\$145,750.00	92	0	84	8	0	0	92	0	8	0	0	84	8	0	0	0	92
Stem-H and Advanced Manufacturing (completing within two years)	\$14,250.00	9	0	0	9	0	0	9	0	0	0	0	0	9	0	0	0	9
Academic Merit (completing within one year)	\$12,500.00	4	0	0	4	0	4	0	0	0	0	0	0	4	0	0	0	4
Academic Merit (completing within two years)	\$12,500.00	4	0	0	4	0	4	0	0	0	0	0	0	4	0	0	0	4
Total	\$300,000.00	200	0	175	25	0	200	0	175	25	0	200	0	175	12	0	187	

Source	Amount
State	\$45,000.00
Local	\$0.00
Federal	\$195,000.00
Private	\$60,000.00
In-Kind	\$0.00
Total	\$300,000.00

Southwest Virginia Community College
2018-19 SWCC Tobacco Scholarship Program (#3432)
\$300,000 Requested

Executive Summary Description Provided by Applicant: SWCC requests grant funds in the amount of \$300,000 to provide scholarships to meet the five priority programs that the Tobacco Commission has identified. SWCC will give funding priority to students enrolled in short-term certificate programs to ensure that more students can be served in a shorter span of time. Therefore, SWCC will give special emphasis to the three categories that will help to accomplish this goal: 1. Career Studies Certificates; 2. One-Year Degree/Certificate Programs; and 3. STEM-H/Advanced Manufacturing Programs. We anticipate that a small number of students who have completed previous credits may be able earn a degree/certificate in one year under the fourth priority category, but the large majority of scholarships will be awarded in the top 3 priorities.

Sub-Program	TRRC \$ Requested	# Students Served	Anticipated Results				Unduplicated # of Students Working to Complete:				Unduplicated # of Students Completing in School Year:						
			Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Career Studies Certificates	\$97,535.00	90	0	90	0	0	0	90	0	0	0	0	54	0	0	0	54
One-Year Certificates	\$60,865.00	53	0	53	0	0	0	53	0	0	0	0	32	0	0	0	32
STEM-H	\$111,400.00	117	0	20	97	0	0	117	0	0	0	0	15	55	0	0	70
One Year to Degree Completion	\$30,200.00	25	0	12	13	0	0	25	0	0	0	0	8	7	0	0	15
All Other	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$300,000.00	285	0	175	110	0	0	285	0	0	0	0	109	62	0	0	171

Source	Amount
State	\$79,054.00
Local	\$7,818.00
Federal	\$244,944.00
Private	\$104,343.00
In-Kind	\$0.00
Total	\$436,159.00

**Southwest Virginia Higher Education Center Foundation
 Southwest Virginia Higher Education Center Foundation Workforce Credentials Scholarship Program (#3441)
 \$20,000 Requested**

Executive Summary Description Provided by Applicant: The Southwest Virginia Higher Education Center Foundation Workforce Credentials Scholarship Program supports noncredit workforce training that leads to a credential in a high demand field with funds restricted to students enrolled in an approved high-demand occupation as defined by the Virginia Board of Workforce Development (VBWD). Virginia Tobacco Commission funds will be used to cover up to 1/6 of the cost of enrollment with 1/6 being covered by additional scholarship, leaving the student responsible for 2/3 of the cost of the training program upon enrollment. This program is designed to provide low-cost opportunities for students to receive training in a high demand field and receive an industry-based certification that will support Virginia's new economy. Virginia Tobacco Commission funds may not exceed 1/6 of the cost of tuition and all awards are subject to available funding.

Program Summary		Anticipated Results										
		Unduplicated # of Students Working to Complete:					Unduplicated # of Students Completing in School Year:					
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
CISCO Networking & Cybersecurity Professional	\$20,000.00	80	0	0	0	0	0	0	0	0	0	0
Total	\$20,000.00	80	0	0	0	0	0	0	0	0	0	0

Source	Amount
State	\$0.00
Local	\$0.00
Federal	\$0.00
Private	\$90,000.00
In-Kind	\$0.00
Total	\$90,000.00

Virginia Highlands Community College Educational Foundation
Virginia Highlands Community College Workforce Financial Aid FY2019 (#3433)
 \$300,000 Requested

Executive Summary Description Provided by Applicant: Virginia Highlands Community College respectfully requests \$300,000 to support continuation of educational financial assistance programs for eligible students. These assistance programs are designed to promote the attainment of degrees, certificates, credentials, and short-term training by individuals who may not be eligible for other assistance or who may have exhausted such assistance. Increasing educational attainment among the tobacco-impacted communities of southwest Virginia, as well as enriching the workforce and promoting economic growth through expansion of access to regionally-significant education and training, remains the central focus of VHCC's TRRC Workforce Financial Aid program. In accordance with the Commission's guidelines, this program provides last-dollar assistance prioritized as follows: (1) Certifications that can be completed within six months; (2) Identified target program applicants who can attain their degree/certificate within one year; (3) STEM-H and advanced manufacturing degree/certificate-track applicants; (4) Other applicants who might attain their degree/certificate within one year; (5) Other full-time, program-placed students.

Program Summary		Anticipated Results						Unduplicated # of Students Completing in School Year:				
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Short-Term Training	\$60,000.00	160	0	160	0	0	160	0	154	0	0	154
Long-Term Training	\$240,000.00	84	30	0	30	24	84	22	0	16	0	38
Total	\$300,000.00	244	30	160	30	24	244	22	154	16	0	192

Source	Amount
State	\$140,000.00
Local	\$0.00
Federal	\$160,000.00
Private	\$0.00
In-Kind	\$0.00
Total	\$300,000.00

**Virginia Western Community College Educational Foundation Inc
Workforce Financial Aid and Community College Access for Franklin County (#3434)
\$150,000 Requested**

Executive Summary Description Provided by Applicant: Virginia Western's Workforce Financial Aid and Community College Access Program (CCAP) for Franklin County will support much-needed assistance for students seeking short-term credentials that will quickly make them job ready. This project also will provide tuition support to students enrolled in STEM-H, Advanced Manufacturing and other high-demand academic programs. Since 2011, 445 Franklin County students have received CCAP support, which provides "last-in" dollars for up to three years of community college tuition. Another 102 are expected to enroll in Fall 2018. Workforce Financial Aid will leverage state Fast Forward grant assistance and help 34 adult learners (typically ages 24 to 39) pay for short-term programs in high-demand fields including Welding, Machining, Industrial Maintenance Technician (IMT), Mechatronics, Certified Clinical Medical Assistant (CCMA) and Pharmacy Technician.

Program Summary		Anticipated Results											
Sub-Program	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total	
		Unduplicated # of Students Working to Complete:						Unduplicated # of Students Completing in School Year:					
Workforce Credential - Aid 6 months or less	\$20,000.00	34	0	0	0	0	34	0	34	0	0	34	
STEM-H & Advanced Manufacturing - (completing within one year)	\$44,600.00	35	0	0	35	0	35	0	0	35	0	35	
STEM-H & Advanced Manufacturing (completing within two years)	\$21,600.00	17			17		17			17		17	
All others obtaining degree/certify within one year	\$22,900.00	18			18		18			18		18	
All others obtaining degree/certify within two years	\$40,900.00	32			32		32			32		32	
Total	\$150,000.00	136	0	0	56	0	56	0	34	46	0	80	

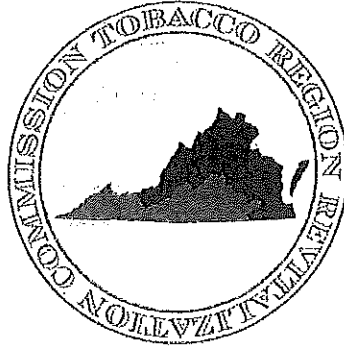
Matching Funds	
Source	Amount
State	\$91,714.00
Local	\$0.00
Federal	\$162,795.00
Private	\$78,958.00
In-Kind	\$0.00
Total	\$333,467.00

**Wytheville Community College
WCC Forging Futures Scholarship Program (#3439)
\$300,000 Requested**

Executive Summary Description Provided by Applicant: The 2018-2019 WCC Forging Futures Scholarship Program is a tuition scholarship that will assist the following student populations: 1 Students taking certification programs that can be completed in six months or fewer 2. Identified target program students who can attain their degree/ certificate within one year 3. STEM-H and Advanced Manufacturing students who are working toward a degree or certificate 4. All other community college students who might obtain their degree/ certificate within one year 5. All other full-time, program-placed students For students receiving WCG funding, the scholarship program will support one-sixth of the cost of the training program and certification, (half of the one-third share the student is responsible for) with the remainder to be covered by WCG and potentially state FANTIC funds or other sources. This project assumes that WCG funding will be allocated in the state budget. Other scholarships will provide last dollar tuition funding.

Sub-Program	Program Summary				Anticipated Results							
	TRRC \$ Requested	# Students Served	Diplomas	Certs	Assoc	Xfers	Total	Diplomas	Certs	Assoc	Xfers	Total
Workforce Students (complete in 6 months or less)	\$56,000.00	80	0	80	0	0	80	0	80	0	0	80
Target students (complete in 1 year or less)	\$48,000.00	40	0	0	30	10	40	0	0	30	10	40
STEM-H & Advanced Manufacturing program students	\$126,000.00	80	0	0	60	20	80	0	0	0	0	0
All other (complete in one year)	\$46,000.00	30	2	28	0	0	30	2	28	0	0	30
All other full time, program placed students	\$24,000.00	20	0	0	15	5	20	0	0	7	3	10
Total	\$300,000.00	250	2	108	105	35	250	2	108	37	13	160

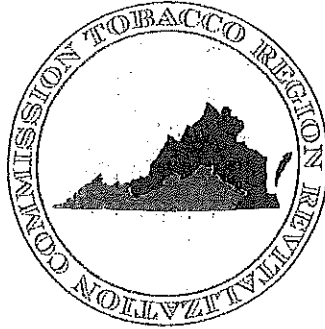
Source	Matching Funds Amount
State	\$210,000.00
Local	\$0.00
Federal	\$80,000.00
Private	\$10,000.00
In-Kind	\$0.00
Total	\$300,000.00



TROF COMMITTEE AGENDA

Tuesday
May 22, 2018 @ 9:00am
Farmville, VA
Longwood University

Welcome and Call to Order	<i>The Honorable Terry Kilgore, Chair</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Approval of the <u>1/3/18</u> Minutes	<i>(published on website)</i>
Project Dragon Review/Approval	<i>Andy Sorrell, Deputy Director</i>
Public Comments	
Adjournment	



SPECIAL PROJECTS COMMITTEE AGENDA

Tuesday
May 22, 2018 @ 9:30am
Farmville, VA
Longwood University

Welcome and Call to Order	<i>Delegate Danny Marshall, Chairman</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Approval of the <u>1/9/18</u> Minutes	<i>(published on website)</i>
RIC Innovation Hub	<i>Evan Feinman, Executive Director</i>
Cumberland Grant Requests	<i>Tim Pfohl, Grants Director</i>
Public Comments	
Adjournment	

Pages 59-62

redacted due to

confidential &

proprietary

TROF info



Special Projects

May 2018

* 3.2m
Investment
- calculate
new TROF
wed # 470K

The Special Projects Committee received one out-of-cycle grant request for its meeting on May 21st:

Cumberland County

Cumberland County Business Park Sewer System (Grant # 3445)

Request for \$975,039

Executive Summary provided by Applicant: Cumberland County seeks to complete the infrastructure development of its Business Park located on Commerce Road. To date, the generous support of the TRRC has enabled the County to establish the park which now has the interest of an outstanding prospective tenant known as "Project Shield." This grant will enable the construction of the required wastewater system, and thereby allow Cumberland County to welcome its first tenant to the property developed collaboratively by TRRC and Cumberland County.

Staff Comments and Recommendation: This request was filed May 10th, with the approval of the Committee Chairman. Cumberland is a low-allocation locality in the Southside Economic Development program, receiving less than 0.3% of the funds annually budgeted to that program. Hence, the current available balance in the Cumberland SSED allocation is just \$24,841, which is being requested in a companion out-of-cycle request to that Committee. While the threshold to qualify for Special Projects funding is financial participation by at least two localities, Commission policy has long been to allow low-allocation SSED localities to apply to this program without participation by a second locality for projects it cannot fund from SSED allocation. Project Shield involves a company new to Virginia which has an approved \$470k TROF to create 154 jobs with taxable capital investment of \$12.5 million. The company would be the first occupant of the County Business Park and its shell building, all of which were developed with assistance from Commission funding. The company will occupy the shell building, which requires \$1.4+ million of buildout for flooring, mechanical, parking etc. Buildout funds will come from TROF, COF and company investment, which will serve as match to this request to construct a sewer pump station and extend existing sewer lines approximately one mile to the Business Park. Currently there is sewer in the County Courthouse area, but it does not extend to the Park, so there is currently no sewer system to the building. Staff has inquired if the project could be served by a septic system, as the company does not use water in its production processes. The County has replied that the Virginia Department of Health has determined that septic would be inadequate to serve this number of employees (Staff has requested a copy of that VDH communication). While this prospect is not a high-volume user, there are additional lots in the Park that may, in the future, attract higher volume users that would benefit more from sewer. Staff also inquired about the prospect of loan financing, however the company would be the only significant user on the new sewer, so revenues would be insufficient to support debt service on a loan. With the bulk of the sewer construction costs contingent on Special Projects support, Staff supports this request which serves the largest economic development project to occur in the County during the nearly 20 year history of the Commission.

Staff recommends award of \$975,039.

Tobacco Region Revitalization Commission Grant Application - Special Projects

Project Information

Project Title: Cumberland County Business Park Sewer Pump Station & Force Main		Request #: 3445
Organization: Cumberland County P.O. Box 110 Cumberland, VA 23040 804-492-9175		
Requested Amount: \$975,039.00	Matching Funds: \$975,039.00	Proposed Project Budget: \$1,950,078.00
Project Start Date: 7/1/2018	Project End Date: 7/1/2020	Project Term (Months): 24
Organization Signatory: Vivian Giles vgiles@cumberlandcounty.virginia.gov	Programmatic Contact: Vivian Giles vgiles@cumberlandcounty.virginia.gov	Fiscal Contact: Vivian Giles

*Vivian
Giles,
Engineer*

*255,000
21,841
\$329,000*

Before you begin your application, please answer a few questions about your project. This will tailor some application questions specific to your project.

Investment Strategy

New employee # of expert

Please read the Commission's [strategic plan](#) and select the investment strategy that best describes your project. If you are unsure which investment strategy best describes your project, please contact the grants manager for your region before selecting "Other".

Infrastructure Improvements - Water and/or Sewer

Project Location

This is the location of the project - specifically the locality(ies) where the grant money will be spent.

Cumberland

In addition to the locality(ies) in which project funds will be spent, are there any other tobacco region localities that will directly benefit from the proposed project via partnership/revenue sharing, local residents served, etc.

Yes

Project Service Area

This is the service area of the project - specifically the locality(ies) intended to directly benefit from the proposed project either through partnership/revenue sharing, serving local residents, etc.

Amelia, Buckingham, Prince Edward

How will the localities in your project service area directly benefit from the proposed project?

Tobacco Region Revitalization Commission Grant Application - Special Projects

The Cumberland Business Park sewer system infrastructure is needed to provide service to the vacant Cumberland County shell building located on Commerce Road. A prospective business called "Project Shield" has selected Cumberland County's shell building for its expansion and relocation, and intends to create 154 net new jobs in the area. For a small community like Cumberland, this constitutes a significant number of jobs that will impact the surrounding area. Because Prince Edward County is the primary commerce center for the seven surrounding counties, including Cumberland County, a number of the new employees are likely to patronize the Town of Farmville and Prince Edward County, to live, shop, and recreate.

Have you received prior funding from TRRC for this project?

Yes

Enter the previous funded grant number(s) below.

#2150; #2688; #2590; #3150

Do you anticipate a future request for additional funding from TRRC for this project?

Yes

Please describe the amount and use of future funding requests

Cumberland County is also requesting the balance of their local allocation funds (\$24, 841) in the Tobacco Commission Southside Economic Development Grant Program. These funds will also go towards the design and construction of a sewer line system and pump station to service the Cumberland County Business Park.

Resolution of the Governing Body Responsible for this Grant

Attach a signed resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization and execute all grant-related documents. If the resolution is not available at time of application, please attach a statement on your organization's letterhead indicating the expected available date or an unsigned copy of the resolution. Upon receipt of the original resolution, please forward to our Richmond office.

Executed Resolution of Support.pdf

Additional Supporting Documents

Upload additional supporting documents requested by Commission Staff during the review process here.

Project Description

Project Description

- Describe the proposed project in layman's terms, suitable for distribution to the public (do not include proprietary information).
- The summary should provide a clear and concise description of the proposed project, and should clearly indicate the uses/purposes for which Commission funds will be used.
- Avoid using this space for lengthy, general discussions of trends that have led to this point, and focus on specific steps that will be taken to address economic needs and opportunities.
- The total of all attachments should not exceed 50 pages in length.

Executive Summary

Tobacco Region Revitalization Commission Grant Application - Special Projects

Provide a clear and concise summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project. The executive summary should be suitable for distribution to the public and may be published by the Tobacco Commission.

Cumberland County seeks to complete the infrastructure development of its Business Park located on Commerce Road. To date, the generous support of the TRRC has enabled the County to establish the park which now has the interest of an outstanding prospective tenant known as "Project Shield". This grant will enable the construction of the required wastewater system, and thereby allow Cumberland County to welcome its first tenant to the property developed collaboratively by TRRC and Cumberland County.

Economic Development Strategic Priority

Explain why this request for funding is a stated strategic economic development priority. How does this priority rank with respect to your other strategic economic development priorities?

Cumberland County considers "Project Shield" to be a high priority, for both Cumberland County and the Heartland Region of Virginia. "Project Shield" is intending to relocate their corporate headquarters, manufacturing, and distribution center to the Cumberland County Business Park and create 154 net new jobs. Time is of the essence, since the company has just received a new contract and needs a larger space right away. The company is currently operating in a temporary space until the County's shell building can be up-fitted to make it habitable.

Regional Economic Development

The Special Projects program requires participation by three or more tobacco region localities in the governance and financing of a project. Please list participating localities, the terms and conditions of their participation, and attach any relevant regional participation agreements.

The \$999,880 needed to install a sewer system to the Cumberland Business Park for "Project Shield" is significantly more than the funds available in Cumberland's Southside Economic Development fund; that has a balance of \$24,841. Therefore, Cumberland County is applying for Special Project funds (\$975,039) and the Southside Economic Development Funds (\$24,841) contemporaneously. While other localities will not participate in the funding or the governance of the project, the success of the project is undeniably dependent upon the active participation of the localities surrounding Cumberland. The creation of over 154 new jobs will necessarily require a workforce that is almost certain to include residents from Buckingham, Prince Edward, and Amelia Counties and perhaps others. Cumberland County will partner with these localities in workforce development efforts.

Regional Participation Agreements

Attach relevant regional participation agreements here.

Problem Opportunity or Need

Describe the problem, opportunity or need the proposed project will address. Include specific details such as what created the need or problem; the magnitude of the problem, need or opportunity; and how the opportunity was recognized.

A sewer pump station and sewer line force main is critical to making the shell building at the Cumberland County Business Park

Tobacco Region Revitalization Commission Grant Application - Special Projects

usable. Currently there is no sewer system to the building. The prospective business needs the site available as soon as possible, which is the problem. If this is not possible, Cumberland County and the Heartland Region may lose this important economic development opportunity. For a small rural community with only 10,000+/- residents, the missed opportunity would be devastating. These type of opportunities do not come along very often.

Proposed Solution

Describe how the proposed project will address the problem, opportunity or need described above.

Over the years, Cumberland County has worked hard to overcome several challenges to prepare their Business Park for the recruitment of businesses. Cumberland purchased the Business Park property; prepared engineering; conducted grading for a pad-ready site; constructed a shell building on the site; and installed public water to the property. The next step in the progression is the sewer system and building up-fit, both of which are needed immediately with a total cost of almost \$2.5 million. While the company is willing to inject a significant amount of needed capital, the County is considering other financing options. (See Attachment- C, Sources and Uses of Funds)

Potential Economic Impact

Clearly and concisely explain the general, direct economic impact of the proposed project. You will be asked to provide more detailed results in the next section(s), so use this space to provide an overview of the direct economic impact. (e.g. development of a 100 acre site could aid in the attraction of targeted industries and result in measurable employment and private capital investment)

See Economic Impact Outline Attachment -B

Additional Attachments

Additional Project Description

If needed, additional project description of approximately 3-5 pages may address project need, objectives, impact, outcomes, tasks, budget narrative and timetable for implementation, etc. Do not repeat information provided in the Project Summary Section.

Final Resume.pdf

Biographical Sketches

Attach brief bios and summaries of qualifications for staff in key leadership roles. These should be a maximum of 1-page in length per staff member. Please combine all bios into one .PDF file. DO NOT attach CV's.

Feasibility Study

If applicable, attach one or more feasibility studies here.

Letters of Support

Please combine all letters of support into one .PDF file before uploading.

Tobacco Region Revitalization Commission Grant Application - Special Projects

- File NameSizeDate
- 1. H P Preliminary Engineering .pdf2,719 KB - 05/08/2018 7:19pm

Preliminary Engineering Report

Attach preliminary engineering report here.

Site map.pdf

Project Location Map and Other Relevant Graphics

If a physical site or facility is to be developed, a map, rendering or diagram showing the location and layout should be provided. Other relevant graphics such as site plans, building renderings and/or photos of the project site are also encouraged.

- File NameSizeDate
- 1. Revised Economic Impact.pdf432 KB - 05/08/2018 7:23pm

Other Supporting Documents

Attach other supporting document such as MOU's with education providers, etc.

- File NameSizeDate
- 1. Census Info.pdf326 KB - 05/09/2018 11:05am
- 2. Cumberland Regional Map.pdf410 KB - 05/09/2018 10:21am
- 3. Final Project Description.pdf410 KB - 05/09/2018 11:07am
- 4. H P Construction Estimate.pdf212 KB - 05/09/2018 3:45pm
- 5. Source and Uses Packet.pdf1,207 KB - 05/09/2018 3:45pm
- 6. W9.pdf49 KB - 05/09/2018 3:40pm

Results & Accountability Matrix

Milestones & Deliverables

Milestones and Deliverables

Describe the major milestone(s), associated deliverable(s) and anticipated completion dates by which progress can be measured for consideration of future funding. Progress towards milestones must be reported with each quarterly request for reimbursement and disbursement may be withheld if promised milestones are not met. Interim milestones required to achieve major milestones are encouraged to be reported with each quarterly request for reimbursement.

Tobacco Region Revitalization Commission Grant Application - Special Projects

Milestones and Deliverables

Milestones	Deliverables	Anticipated Completion Date
Cumberland County to submit simultaneously a Southern Area Economic Development Grant application for \$24,841, and a Special Projects Grant application for \$975,039 to fund the cost of the sewer system at the Cumberland County Business Park.	The Commission is to meet May 21 & 22, 2018 to decide on the County's grant application requests. If awarded, funds should be available sometime after July 1, 2018.	2018-07-01
Cumberland County is in negotiation with "Project Shield" to relocate their corporate headquarters, manufacturing and distribution center to the shell building at the Cumberland County Business Park.	Design and engineering for the sewer system should take approximately 120 days.	2018-11-01
Once the design and engineering for the sewer system are complete, the project can then go forward to the construction bids to select a contractor.	Preparation of bid documents, bid advertising, and bid award should take about 90 days.	2019-02-01
Once a contractor is hired the construction period should commence. There may be some construction delays due to winter weather if construction is to commence before late spring.	Since construction may incur delays due to unfavorable winter weather conditions, and to allow time for the planting of grass, the anticipated completion could take as long as mid-year of 2020.	2020-07-01

Results

Data Management and Projection Methodology

Describe the methodology used and source of the projected results entered below. In addition, describe how you intend to manage the collection of the data for reporting actual versus anticipated results. Make sure to include who will be responsible for data management.

Cumberland County Administration has developed a close relationship with the owner of "Project Shield" whereby this relationship should allow for complete and timely verification of the required achievements. In addition, the verification methods through the Cumberland County Commissioner of the Revenue, Virginia Employment Commission, and on-site inspections will also be resources for information.

Water/Sewer Construction

Use the worksheet below to answer questions about water/sewer construction.

Water/Sewer Lines and Water/Sewer Treatment Plants, Pump Stations, Etc.

	TRRC \$ Requested	Matching Funds	Miles of Water/Sewer Line	Increased Capacity (gallons per day)
New Water Line Deployed	\$0.00	\$0.00	0	0
New Sewer Line Deployed	\$576,750.00	\$0.00	1.05	450000
Existing Water Line Upgraded	\$0.00	\$0.00	0	0
Existing Sewer Line Upgraded	\$0.00	\$0.00	0	0

Tobacco Region Revitalization Commission Grant Application - Special Projects

Construction of Water/Sewer Treatment Plant, Pump Station, etc.			
	TRRC \$ Requested	Matching Funds	Increased Capacity (gallons per day)
New Water Treatment Plant, Pump Station, Etc. Deployed	\$0.00	\$0.00	0
New Sewer Treatment Plant, Pump Station, Etc. Deployed	\$350,000.00	\$0.00	450000
Existing Water Treatment Plant, Pump Station, Etc. Upgraded	\$0.00	\$0.00	0
Existing Sewer Treatment Plant, Pump Station, Etc. Upgraded	\$0.00	\$0.00	0

Infrastructure Subscribers

Please use the following worksheet to provide information about anticipated subscribers for your infrastructure project

Anticipated Subscribers				
	# Entities Passed	# Subscribers Served	# Subscribers Receiving New Access	# Subscribers Receiving Improved Access
Businesses				
Residential/Household				
Community Colleges				
Schools (K-12)				
Libraries				
Medical and Healthcare Providers				
Public Safety Entities				
Other Institutions of Higher Education				
Other Government Facilities				
Other Community Support Organizations				

Environmental Assessment: TRRC \$ Requested

Environmental Assessment: Describe the proposed environmental assessment activities

System Design/Engineering: TCR \$ Requested

\$73,130.00

System Design/Engineering: Describe the proposed system design and/or engineering activities

Tobacco Region Revitalization Commission Grant Application - Special Projects

See Hurt & Proffitt Preliminary Engineering breakdown for the scope of work with cost estimates for each task. (See Attachment D)

Rights of Way: TRRC \$ Requested

Rights of Way: Describe the proposed rights of way activities.

Financial Information

Required Budget Documents

Please click [here](#) to see a description of where costs should be budgeted according to the State Chart of Accounts. Please review our [Funding Policies for Grant Awards](#) to ensure your proposal is aligned with eligible uses of funds.

Budget Worksheet

You are required to submit a budget worksheet summarizing your funding source information.

Please click [here](#) to download the budget worksheet and instructions.

Please note: Use of the Commission's budget worksheet is mandatory. Upload and attach the completed budget worksheet below.

Construction Budget and Timeline

If you are planning any building construction and/or renovation, land improvements, or physical infrastructure construction, please attach a detailed, itemized construction budget and a detailed construction timeline. Cost estimates from an A&E firm can be used in addition to or in lieu of a detailed itemized construction budget. Please submit additional supporting documents including PER, Engineering Documents, Building Plans, etc.

Indicate items supported by the Commission versus matching funds.

Cash Flow Analysis

For revenue generating enterprises, you must provide a detailed cash flow analysis that shows the effect of this project on revenues and expenditures. The analysis should include a baseline of your current operations and demonstrate how the Commission funded infrastructure will impact revenues and expenditures.

Rate Structures

For revenue generating enterprises, you must provide a current rate structure for existing customers and demonstrate how the Commission funded infrastructure will impact your rate structure for new and existing customers.

Commitment of Matching Funds from Each Funding Source

Attach letters that demonstrate the commitment of matching funds for the proposed project. If some or all matching funds are not committed at time of application, please attach a detailed list describing from what entity and when the matching fund commitments are anticipated.

Tobacco Region Revitalization Commission Grant Application - Special Projects

Budget Worksheet.pdf

Other Budget Documents

Other: TRRC \$ Requested

\$24,841.00

Other: Describe other proposed activities and uses of funds.

The Southside Economic grant funds will be used along with Special Projects funding for the design and installation of a sewer system and pump station at the Cumberland County Business Park.

To what extent has debt financing been considered for and committed to this project?

None

Is the applicant organization the payee/fiscal agent for this project?

Yes

Next Steps & Certification

Next Steps

- TRRC Staff will begin its review of your proposal and may contact you for additional information. A staff report will be published on our website in advance of the Committee meeting, with recommendations for each proposal.
- The Committee will meet in public session, typically 6-8 weeks after applications are submitted, to consider proposals and adopt funding recommendations. Your named project leaders will be notified of the meeting date and site, and are encouraged to be present to answer any questions Commissioners may have about your proposal. Presentations from applicants are NOT expected at the Committee meeting.
- The Committee's funding recommendations will be reported at the next meeting of the full Commission for final action to approve grant proposals. This is also a public session, and while you are welcome to attend, please be aware that most Committee reports are typically approved in a matter of minutes with little or no discussion about individual proposals.
- After the Commission approves grants, you will be notified by e-mail when the award documents are available in your portal, the documents will include a grant agreement, fiscal documents and instructions for working with your regional TRRC Grant Administrator to access funds as your project gets underway. Please be aware that project expenses incurred before the date of Commission approval will not be eligible for reimbursement from grant funds.

Certifications

I have read the Program Guidelines and Current Funding Policies for Grant Awards. This application complies with said guidelines and policies and if funding is awarded, this organization agrees to comply with said policies and guidelines.

Yes

Certification Name

By entering my full name in the space provided below, I hereby certify that the information contained herein is true and that I am authorized to submit this application on behalf of the Organization, Organization Primary Contact and Application Primary Contact listed in this application. Please enter your full name in the space provided below:

Vivian Seay Giles

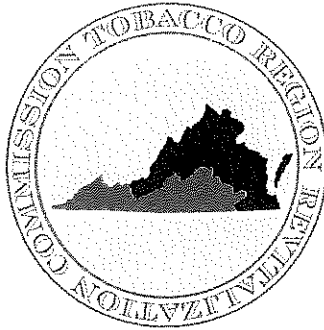
Certification Statement

Click [HERE](#) to download the Certification Statement and instructions. Attach a signed copy of the completed certification

Tobacco Region Revitalization Commission Grant Application - Special Projects
statement here.

igned Certification Statement.pdf

Committee Recommendation



EXECUTIVE COMMITTEE AGENDA

Tuesday
May 22, 2018 @ 10:00am
Farmville, VA
Longwood University

Welcome and Call to Order

The Honorable Terry Kilgore, Chairman

Call of the Roll

Evan Feinman, Executive Director

5/7/18 Minutes

(not yet published on website)

Executive Review

Evan Feinman, Executive Director

Future Meeting Date

Evan Feinman, Executive Director

Public Comments

Adjournment

SAVE THE DATE

*next FULL COMMISSION
MEETING*

Wednesday

September 19, 2018

in SWVA

*(sub-committees will meet on September 18th
or 2-3 weeks prior to full meeting)*

**Tobacco Region Revitalization Commission
Proposed FY2019 Budget**

Endowment Balance July 1, 2017	\$ 244,642,206
Minus June corpus invasion	<u>(10,764,257)</u>
Ending Endowment Balance June 30, 2018	\$ 233,877,949
Corpus Invasion-->	4.4%

<u>SOURCES of Funds</u>	<u>Proposed FY2019 Budget</u>
Interest Earnings	\$ 8,906,751
TICR Endowment	10,764,257
Carryforward	<u>1,536,091</u>
Total Sources	\$ 21,207,099

USES of Funds

Administration

Salaries, Benefits, Per Diems	\$ 1,526,300
Contractual Services, Travel	372,000
Supplies and Materials	6,500
Transfer Payments	313,000
Rent, Insurance, Agency Svc Charges	161,400
Furniture and Equipment	<u>5,700</u>
Total Administration	\$ 2,384,900

Special Projects \$ 1,500,000

Agribusiness \$ 1,800,000

Education

Financial Aid	\$ 8,000,000
Competitive	<u>2,000,000</u>
Total Education	\$ 10,000,000

Regional Economic Development

Southside Economic Development	\$ 3,500,000
Southwest Economic Development	<u>2,000,000</u>
Total Regional Economic Development	\$ 5,500,000

General Account \$ 22,199

Total Uses \$ 21,207,099

Tobacco Region Revitalization Commission

Financial Summary
As of March 31, 2018

TICR Fund Balance	\$ 195,017,100
Restricted Endowment Balance	\$ 75,976,441
Unrestricted Endowment Balance	\$ 168,665,766
Restricted Endowment Accum Interest	\$ 4,690,625
Unrestricted Endowment Accum Interest	\$ 5,073,289
Total Cash & Investments	\$ 449,423,221

Cash Disbursements - this month	\$ 4,127,653
Cash Disbursements - FYTD	\$ 30,508,578

Fund	Unobligated Balances
Special Projects	\$ 4,178,891
Education	\$ 4,720,633
TROF (Deal Closing)	\$ 12,511,100
Southside Economic Development	\$ 16,780,741
Southwest Economic Development	\$ 731,567
Agribusiness	\$ 1,450,828
R&D	\$ 19,994,123
Megapark	\$ 2,729,558
Megasite Prospect Incentive Fund	\$ 6,040,000
VRA Loan Program set-aside	\$ 4,378,733
Administration	\$ 841,673
TICRC General Account	\$ 1,536,091
FY2018 Budget Balance	\$ 75,893,938

Tobacco Region Revitalization Commission
Statement of Revenues, Expenditures, and Changes in Fund Balance (Cash Basis)
As of March 31, 2018

	<u>FY18 Budget</u>	<u>YTD Actual</u>	<u>YTD Actual as % of Budget</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES				
Other Revenue (all cost codes)	\$ -	\$ 4,124,529.98		4,124,529.98
Total Revenues	<u>\$ -</u>	<u>\$ 4,124,529.98</u>		<u>\$ 4,124,529.98</u>
EXPENDITURES				
Administration				
Salaries, Fringe Benefits, Per Diems	\$ 1,403,700	\$ 1,185,077.72	84.4%	\$ 218,622.28
Contractual Services	372,200	228,022.71	61.3%	144,177.29
Supplies and Materials	6,500	3,278.42	50.4%	3,221.58
Transfer Payments	313,000	-	0.0%	313,000.00
Rent, Insurance, Agency Svc Charges	151,100	105,440.68	69.8%	45,659.32
Furniture and Equipment	5,700	8,044.23	141.1%	(2,344.23)
Subtotal - Administration	<u>\$ 2,252,200</u>	<u>\$ 1,529,863.76</u>	67.9%	<u>\$ 722,336.24</u>
Community Revitalization	21,100,000	28,978,714.63		
Total Expenditures	<u>\$ 23,352,200</u>	<u>\$ 30,508,578.39</u>		
Revenues Over (Under) Expenditures	<u>\$ (23,352,200)</u>	<u>\$ (26,384,048.41)</u>		
OTHER FINANCING SOURCES (USES)				
Transfers In (endowment and earnings)	\$ 21,677,415	\$ -		
CASH BALANCE, June 30, 2017	<u>\$ 221,401,149</u>	<u>\$ 221,401,148.61</u>		
CASH BALANCE, March 31, 2018	<u>\$ 219,726,364</u>	<u>\$ 195,017,100.20</u>		

ANDREW V. SORRELL

637 Courthouse Road • Palmyra, Virginia 22963 • (804) 921-1235 • AVSorrell80@gmail.com

DIRECTOR OF PLANNING, OFFICE OF THE COUNTY ADMINISTRATOR
County of Cumberland, Virginia

2007- 2011
Cumberland, Virginia

- ❖ Directed operations of a local government community development department managing a full-time staff of four. Interviewed, hired, supervised and coached staff as needed.
- ❖ Developed and implemented an annual departmental operating budget of over \$500,000. Managed the local government capital improvement program (CIP) budget process working with county departments, the Planning Commission and Board of Supervisors on funding local projects costing over \$50,000.
- ❖ Administered contracts with private consultants preparing strategic planning documents. Developed, negotiated and monitored consultant performance including scope of work, budget, schedule and deliverables.
- ❖ Responsible for administration of county's subdivision and zoning ordinances, which included subdivision plat review, code enforcement, reviewing discretionary permit applications and managing private consultants.
- ❖ Served as primary staff to the Planning Commission, Board of Zoning Appeals, and several citizen committees.
- ❖ Drafted and presented over 100 professional staff reports to Planning Commission and Board of Supervisors at public meetings translating complex ideas into clear and understandable terms for officials and the public.
- ❖ Provided local government expertise and guidance to state, local, and private partners via public forums, written correspondence and other media.

SENIOR PLANNER, DEPARTMENT OF COMMUNITY DEVELOPMENT
County of Fluvanna, Virginia

2004- 2007
Palmyra, Virginia

- ❖ Assisted County Planning Director in daily management and operations of a local government planning and zoning department processing and permitting zoning, site plan and subdivision applications.
- ❖ Streamlined development review process by creating project review checklists and submittal guidelines.
- ❖ Prepared and presented at official public meetings more than 50 professional staff reports on land use planning applications.
- ❖ Primary staff to the Board of Zoning Appeals, Planning Commission and Agricultural and Forestal committee.

EDUCATION

- ❖ Graduate, Commonwealth Management Institute (CMI), 2015, Richmond VA
- ❖ M.P.A., Public Administration, 2004, Va. Polytechnic Institute & State University, Blacksburg, VA
- ❖ B.S., Environmental Policy & Planning, 2002, Va. Polytechnic Institute & State University, Blacksburg, VA

PROFESSIONAL AFFILIATIONS

- ❖ Past Chairman and Board of Directors, Rural Planning Caucus of Virginia (RPC) (2008-present)
- ❖ Board of Directors, Resilient Virginia (representing rural and agricultural interests) (2016 - present)
- ❖ Chairman, Fluvanna County Economic Development and Tourism Committee (2016 - present)

PERSONAL INTERESTS

- ❖ Living and raising a family in rural Virginia.
- ❖ Serving a small country church as trustee chairman and sexton.
- ❖ Enjoying the outdoors hunting, fishing and exploring the James River in Fluvanna County, Virginia.
- ❖ Maintain the First Lady of Virginia's flock of backyard chickens (2015-present).

ANDREW V. SORRELL

637 Courthouse Road • Palmyra, Virginia 22963 • 804-921-1235 • AVSorrell80@gmail.com

CAREER PROFILE

Results-oriented leader with 14 years' experience working successfully for rural Virginia in a complex and diverse environment. Proven ability to develop, administer and advocate for policy and programs that enhance and build rural Virginia communities. Recognized coalition builder and problem solver capable of bringing together competing interests to advance the priorities of rural Virginia.

PROFESSIONAL EXPERIENCE

COORDINATOR, OFFICE OF FARMLAND PRESERVATION

Virginia Dept. of Agricultural and Consumer Services (VDACS)

2013- PRESENT

Richmond, Virginia

Direct the Commonwealth's efforts to promote and preserve working farmland by managing a state grant program providing state funding to Virginia localities. Serve as the program manager of Virginia Farm Link ensuring meaningful connections between those exiting agriculture and those entering the industry.

- ❖ Serve as a state subject matter expert on farmland preservation topics having frequent contact and interactions with elected and appointed officials, businesses, non-profit organizations, public institutions and the media.
- ❖ Meet and maintain relationships with state agency staff and organizational partners ensuring land conservation activities are coordinated. Draft and submit weekly reports to the VDACS Commissioner on program activities and emerging issues. Analyze, research and track state budget items related to land conservation programs.
- ❖ Utilizing a vast network of public policy professionals, manage and expand relationships with local governments, executive branch officials, agency staff and affiliated organizations to heighten awareness and advance state rural land conservation funding priorities.
- ❖ Administer state matching Purchase of Development Rights (PDR) grant program with total awards of over \$5 million between 2014 and 2017. The PDR grant program provides state funding match to Virginia localities that permanently conserve working farmland.
- ❖ Monitor legislation and attend committee meetings relating to land conservation during the General Assembly session. Prepare legislative action summaries soliciting feedback from potentially impacted stakeholders ensuring issues are addressed for senior-level agency and executive branch officials.
- ❖ Prepare an annual report on the operations of the Office of Farmland Preservation for the chairmen of the House Committee on Agriculture, Chesapeake and Natural Resources and the Senate Committee on Agriculture, Conservation and Natural Resources.

SENIOR PLANNER, DEPARTMENT OF COMMUNITY DEVELOPMENT

County of Albemarle, Virginia

2011- 2013

Charlottesville, Virginia

- ❖ Drafted and presented over 40 professional staff reports succinctly explaining revisions of the Comprehensive Plan to the Planning Commission and Board of Supervisors.
- ❖ Utilized advanced policy analysis skills to draft major portions of the County Comprehensive Plan for the first major revision in 20 years. Primary author of chapters on public infrastructure, transportation and parks.
- ❖ Utilized advanced statistical methodologies and geographic information system (GIS) technology to complete an extensive land capacity analysis of local residential growth areas to determine if existing development area boundaries should be expanded to accommodate future population growth. The results of this analysis were the basis for a decision by the Board of Supervisors to maintain existing development area boundaries.

VIRGINIA TOBACCO COMMISSION COMMITTEES
(as of 4/24/18)

AGRIBUSINESS COMMITTEE

Gayle Barts
James Edmunds
Frank Harris
Robert Mills, *Vice-Chair*
Sandy Ratliff
Bettina Ring
Cecil Shell
Buddy Shelton
Robert Spiers, *Chair*
William Stanley
Richard Sutherland
Tommy Wright

BUSINESS SUPPORT COMMITTEE

Danny Marshall
Julie Hensley

EDUCATION COMMITTEE

Gayle Barts
Ben Chafin
Becky Coleman, *Vice-Chair*
Joel Cunningham
Alexis Ehrhardt
Frank Harris
Frank Ruff, *Chair*
Cecil Shell
William Stanley
Tommy Wright

EXECUTIVE COMMITTEE

Brian Ball
Kathy Byron
Bill Carrico
Ben Chafin
Terry Kilgore, *Chair*
Danny Marshall
Will Morefield
Ed Owens
Frank Ruff, *Vice-Chair*
Tommy Wright

PERFORMANCE MEASURE COMMITTEE

Danny Marshall
Ed Owens

RESEARCH AND DEVELOPMENT COMMITTEE

Brian Ball
Ed Blevins
Kathy Byron, *Chair*
Gretchen Clark
Bill Carrico
Rebecca Coleman
Danny Marshall
Will Morefield, *Vice-Chair*
Ed Owens
Frank Ruff

R&D SUBCOMMITTEE (VETTING)

Brian Ball
Kathy Byron, *Chair*
Becky Coleman
Ed Owens

SOUTHSIDE ECONOMIC DEVELOPMENT COMMITTEE

Brian Ball
Gayle Barts
Kathy Byron
James Edmunds
Alexis Ehrhardt
Danny Marshall
Robert Mills
Ed Owens, *Vice-Chair*
Frank Ruff
Buddy Shelton
William Stanley
Tommy Wright, *Chair*

SOUTHWEST ECONOMIC DEVELOPMENT COMMITTEE

Brian Ball
Ed Blevins
Bill Carrico, *Chair*
Ben Chafin, *Vice-Chair*
Becky Coleman
Will Morefield
Sandy Ratliff
Richard Sutherland

SPECIAL PROJECTS COMMITTEE

Brian Ball
Kathy Byron
Bill Carrico, *Vice-Chair*
Gretchen Clark
Ben Chafin
Joel Cunningham
Julie Hensley
Danny Marshall, *Chair*
Robert Mills
Ed Owens
Robert Spiers

STRATEGIC PLANNING COMMITTEE

Brian Ball
Ed Blevins
Kathy Byron
Rebecca Coleman, *Co-Chair*
Alexis Ehrhardt, *Co-Chair*
Danny Marshall

TROF COMMITTEE

Terry Kilgore, *Chair*
Danny Marshall
Frank Ruff, *Vice-Chair*

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY
Tobacco Region Revitalization Commission

***** PLEASE FILL IN THE RED AREAS

Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Vendor ID: T- **XXXXXXXXXX** Suffix: **33**

PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE
 STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
 STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

STATE EMPLOYEE? YES NO

SIGNATURE OF TRAVELER _____ DATE **05/22/18**
 TITLE (circle one) Senate, House, Citizen

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. PER DIEM AMOUNT (meals)	7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
5/21/2018	From _____, Va to Farmville, Va by (circle) personal vehicle or car pooled Compensation by code for citizen member y/n _____							
5/21/2018	From Farmville, Va to _____, Va by (circle) personal vehicle or car pooled							
5/22/2018	From _____, Va to Farmville, Va by (circle) personal vehicle or car pooled Compensation by code for citizen member y/n _____							
5/22/2018	From Farmville, Va to _____, Va by (circle) personal vehicle or car pooled							

certify all computations are correct and that all necessary and required receipts are attached. Initial _____

VOUCHER NUMBER _____ DATE(MMDDYY) _____

TOTALS

PURPOSE OF TRIP
 CONFERENCE PRESENTATION EXTRADITIONS
 ATHLETICS INVESTIGATIONS FIELD WORK
 RECRUITMENT EDUCATION OTHER (EXPLAIN)
 Commission meetings - Farmville, VA
No Overnight

TOTAL SHEET 2
 GRAND TOTAL
 AMOUNT ADVANCED
 Payment/(Due to Agency)

RANS	AGENCY	GLA	FUND		FFY	PROGRAM			OBJECT	REVENUE SOURCE	AMOUNT	PROJECT		
			FUND	DET		PROG	SUB	ELE				PROJECT	TK	PH
	851		09	42	2018	745	01							
CODE	FIPS	PSD	AGENCY REFERENCE			INVOICE		DUE DATE	REFERENCE DOC					
			DATE	NUMBER		MM DD YY	NUMBER	SX						
040														
DESCRIPTION						CURRENT DOCUMENT NUMBER	SX	SUBSIDIARY ACCOUNT	MULTI-PURPOSE	1099	<input type="checkbox"/> CHECK IF CONTINUATION SHEET ATTACHED			
5/21 & 5/22 Commission meetings														

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

DEPARTMENT, INSTITUTION, OR AGENCY
Virginia Tobacco Commission

***** PLEASE FILL IN THE RED AREAS

Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Vendor ID: T - **XXXXXXXXXX** Suffix: **33**

PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE
 STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
 STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

STATE EMPLOYEE? YES NO

SIGNATURE OF TRAVELER _____ DATE **05/22/18**
 TITLE (circle one) Senate, House, Citizen

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

TRAVELER'S SUPERVISOR _____ DATE _____

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED	4. MILEAGE	5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	6. PER DIEM AMOUNT (meals)	7. LODGING	8. OTHER (ITEMIZE IN SECOND COLUMN)	AMOUNT
5/21/2018	From _____, Va to Farmville, Va by (circle) personal vehicle or car pooled with _____ Dinner reception provided Compensation by code for citizen member y/n _____				21.00	***		
5/22/2018	From Farmville, Va to _____, Va by (circle) personal vehicle or car pooled with _____ Breakfast and lunch provided Compensation by code for citizen member y/n _____				21.00			

I certify all computations are correct and that all necessary and required receipts are attached. Initial _____

TOTALS 42.00

VOUCHER NUMBER _____ DATE(MMDDYY) _____

PURPOSE OF TRIP
 CONFERENCE PRESENTATION EXTRADITIONS
 ATHLETICS INVESTIGATIONS FIELD WORK
 RECRUITMENT EDUCATION OTHER (EXPLAIN)
OVERNIGHT *Lodging direct billed**
 Commission meetings in Farmville, Va

TOTAL SHEET 2
GRAND TOTAL
AMOUNT ADVANCED
Payment/(Due to Agency)

RANS	AGENCY	GLA	FUND		FFY	PROGRAM			OBJECT	REVENUE SOURCE	AMOUNT	PROJECT		
			FUND	DET		PROG	SUB	ELE				PROJECT	TK	PH
	851		09	42	2018	745	01							

ODE FIPS PSD AGENCY REFERENCE INVOICE DATE NUMBER DUE DATE MM DD YY REFERENCE DOC NUMBER SX

040 _____

DESCRIPTION CURRENT DOCUMENT NUMBER SX SUBSIDIARY ACCOUNT MULTI-PURPOSE 1099

CHECK IF CONTINUATION SHEET ATTACHED

Tobacco Region Revitalization Commission FOIA Policy on Electronic Meeting Participation

May 22, 2018

It is the policy of the Tobacco Region Revitalization Commission (TRRC) that individual TRRC members may participate in meetings of TRRC by electronic means as permitted by Virginia Code § 2.2-3708.1.

This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the TRRC membership to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings of the public body per member each calendar year, whichever is fewer.

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

*add:
cannot participate
in closed session.*

