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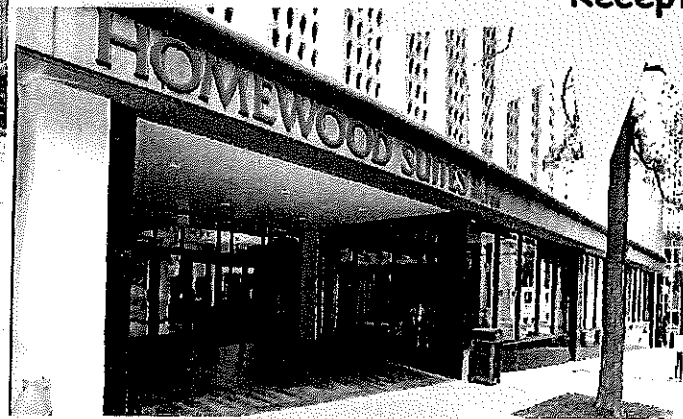
ITINERARY

Monday, January 9, 2017

- 2:00 pm **HOTEL CHECK-IN**
Hampton Inn & Suites, 700 E. Main Street, Floor 1
- 2:30 pm **BUSINESS SUPPORT** Committee Meeting
Homewood Suites, 700 E. Main Street, Floor 2
- 3:30 pm **EDUCATION** Committee Meeting
Homewood Suites, 700 E. Main Street, Floor 2
- 5:00 pm **SPECIAL PROJECTS** Committee Meeting
Homewood Suites, 700 E. Main Street, Floor 2
- 6:30 – 8:30 pm **RECEPTION**
Kabana Rooftop, 700 E. Main Street, Floor 20

Tuesday, January 10, 2017

- 6:30 – 9:00 am continental breakfast @ Hotel – Floors 1 and 2
- 9:00 am **EXECUTIVE** Committee Meeting
Homewood Suites, 700 E. Main Street, Floor 2
- 10:00 am **COMMISSION** Meeting
Homewood Suites, 700 E. Main Street, Floor 2
- noon *deadline for Hotel check-out*



**Accommodations,
Meetings &
Reception**

Hampton Inn & Suites – Floor 1 Homewood Suites by Hilton – Floor 2

700 East Main Street, Richmond, VA 23219

IMPORTANT NOTE: The entrance to the hotel is located on the 7th Street side of the building.

DIRECTIONS FROM THE NORTH – VIA I-95 SOUTH

On I-95 South, take Exit 74A onto I-195 (toll road). Then take the Canal Street exit and pay the toll (\$0.30). Turn right onto 7th Street. The hotel will be on your right.

DIRECTIONS FROM THE SOUTH – VIA I-95 NORTH

Take I-95 North to Exit 74A onto I-195 (the toll road). Then take the Canal Street exit and pay the toll (\$0.30). Turn right onto 7th Street. The hotel will be on your right.

DIRECTIONS FROM THE EAST – VIA I-64 WEST

Take I-64 West to Exit 190 merging onto I-95 South. On I-95 South, take Exit 74A onto I-195 (toll road). Then take the Canal Street exit and pay the toll (\$0.30). Turn right onto 7th Street. The hotel will be on your right.

DIRECTIONS FROM THE WEST – VIA I-64 EAST

Take I-64 East to I-95 South. From I-95, take Exit 74A onto I-195, the toll road. Take the Canal Street exit and pay the toll (\$0.30). Turn right onto 7th Street. The hotel will be on your right.

Barts
Cannon
Capps
Coleman
Faircloth
Harris
Lowe
Merricks
Mills
Montgomery
Moore
Owens
Spiers
Stamper
Sutherland
Williams
Wright



Kabana
700 East Main Street
Floor 20
Richmond, VA 23219



COMMISSION Agenda

Tuesday
January 10, 2017 @ 10:00am
Homewood Suites by Hilton
Richmond, VA

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>9/20/16</u> minutes	<i>(published on website)</i>
Executive Committee	<i>The Honorable Frank Ruff, Vice-Chairman</i>
Agribusiness Committee	<i>Robert Spiers, Chairman</i>
Business Support Committee	<i>Chris Piper, Deputy Director</i>
Education Committee	<i>The Honorable Frank Ruff, Vice-Chairman</i>
Southside Economic Development Committee	<i>The Honorable Tommy Wright, Chairman</i>
Special Projects Committee	<i>The Honorable Danny Marshall, Chairman</i>
Other Business	<i>Evan Feinman, Executive Director</i>
Public Comments	
Adjourn	

FY17 Agribusiness

Summaries & Committee Recommendations – December 2016

The Commission received eighteen proposals for FY17 Agribusiness funds by the announced due date in October. Executive summaries of the proposals, staff comments and Committee recommendations from the 12/14/16 meeting are contained below. Other Business regarding existing grants is also included.

Req #	Organization	Project Title	Requested Amount	Committee recommendation
3219	Abingdon Feeder Cattle Association	Southwest Virginia Agriculture Enhancement Project	\$725,000	\$500,000
3224	Blue Ridge Center For Chinese Medicine Inc	Appalachian Herb Growers Consortium - Phase III: Refining and Expanding the Operation	\$2,000,000 loan	\$100,000 loan advance and refer balance of <\$2M loan request to VRA
3225	Town of Boones Mill	Boones Mill Year-Round Farmers Market: Renovate Blighted Building	\$127,000	\$20,000
3218	Campbell County	Central Virginia Pasture, Crops & Livestock Grant	\$499,000	\$400,000
3229	Charlotte County	Bees for the Future	\$8,300	\$8,300
3231	Grayson County	Grayson Agriculture and Technical Education (GATE) Center	\$247,095	tabled
3227	Institute for Advanced Learning and Research	Implementing Next Generation Agricultural Technologies to Improve Productivity Under Reduced Inputs	\$101,000	\$101,000
3234	ROTARY INTERNATIONAL	Stuart Rotary Field Animal Barn expansion	\$62,500	\$62,500
3222	South Hill CDA	Southern Virginia Food Hub Renovation Project	\$179,036	\$179,036
3226	Virginia Tech	SOVA Agribusiness Information Technology Program	\$104,000	\$104,000
3223	Virginia State University	On-farm Research to Establish Chickpea in Virginia	\$31,127	\$31,127
Total (18 requests/10 funding recommendations)			\$6,331,668	\$1,505,963
Balance available before/after recommendations			\$2,139,246	\$633,283

Abingdon Feeder Cattle Association, Inc.
Southwest Virginia Agriculture Enhancement Project (#3219)
\$725,000 Requested

Executive Summary Provided by Applicant: Pasture and hay are the foundation of the livestock industry in Southwest Virginia. This project will help producers purchase technology which will aid in pasture weed control, harvesting higher quality hay, and purchase improved herd bulls. All of these lead to improved animal gains and thus, increased profits. Producers will be able to purchase sprayer technology, helicopter herbicide application services for terrain too steep for tractors, and hay wrappers to aid in more timely hay harvest. This type of technology comes at a high cost and funds will be used to provide 33% cost share up to \$3,000. For example, the cost of spraying 500 acres of pasture by helicopter costs in excess of \$25,000. Advances made through sire selection have improved both the quality and pounds of calves produced.

How will this project directly assist tobacco region producers access the identified market opportunity? Participants will receive 33% cost share up to a maximum of \$3,000 per participant (farm operation) for purchases of sprayers with nozzles which minimize drift potential, precision guidance systems, aerial application where land application is not feasible, hay wrappers, or bulls.

Staff Comments: Funds are requested to provide 33% cost share up to \$3,000 to 245 participating beef cattle producers in 12 Southwest TRRC region counties for activities focused on increasing the quality of pasture, hay and herd genetics. The project will help producers purchase technology to aid in pasture weed control, harvesting higher quality hay, and purchasing genetically-improved bulls. The application also requests that 2% of the grant be used for administrative costs associated with the project. To be eligible, producers must have at least 25 cows or stocker calves and 25 acres of pasture/hay land. Estimates for the eligible equipment were provided in supplemental information provided by the applicant, which estimates a cost of approximately \$1,300-\$1,500 (up to \$6,000) for GPS guidance systems, \$1,500-\$3,500 for boom sprayers, \$1,500-\$3,500 for boomless sprayers (\$300-\$500 for ATV models), \$45 per acre for aerial application, \$9,500-\$32,500 for hay wrappers, and \$2,000-\$3,000 for bulls. A similar request was submitted to the Agribusiness program last year by the applicant but was declined. The current application requests 1/3 of the program's available funds and indicates that future requests for the project are anticipated. Before embarking on this type of cost-share, the Committee must consider the implications of approving funding for control of invasive species, in anticipation of future funding requests across the tobacco region. In this case, spraying for weeds is a long-established practice and the costs to farmers to purchase these devices/services without cost-share assistance do not appear to be a significant barrier to implementing these practices. The proposal makes the case that, with improved technology requested herein, spraying will be more precise and cost-effective with better ROI. A projected net increase in annual sales per participating producer was estimated at \$1,350, indicating that this project has a relatively quick ROI/breakeven point. Previous TRRC funded cost share programs totaling \$2.3M since 2005, including \$1M in the past four years) have supported the purchase of bulls in the 12 counties served by this project, and while there is no debate about the value of improved herd genetics, staff suggests this eligible practice should now come to an end and be removed from this request. Staff suggests that this project be implemented at a somewhat smaller scale to gauge demand for the program and acceptance of the pasture/hay cost-share incentives by producers in the 12 counties.

Committee recommends an award of \$500,000 for 33% cost share up to \$3,000 for purchases of equipment and services, excluding bulls.

Blue Ridge Center For Chinese Medicine Inc
Appalachian Herb Growers Consortium - Phase III: Refining and Expanding
the Operation (#3224)
\$2,000,000 Loan Requested

Executive Summary Provided by Applicant: This project would implement Phase III (Refining and Expanding the Operations) following the successful implementation of Phase I (Start-Up & Infrastructure) and Phase II (Processing Herbs & Adding Farmers). To date, there have been successes and failures (learning experiences) through the actual implementation that turned out to be different than the Feasibility Study projected. These successes and failures have been duly noted and studied and adjustments have been made to improve the project. The project has 3 objectives: create a Chinese Medicinal Herb (CMH) industry with its first hub in the U.S. beginning in Floyd; address the supply and demand problem by providing CMH in greater amounts than known anywhere in the U.S. and distributing them via e-sales; introduce a new crop and utilize the profits to provide a living wage for farmers and to subsidize the health care services provided by the Blue Ridge Center for Chinese Medicine.

How will this project directly assist tobacco region producers access the identified market opportunity? BRCCM and its Consortium will train and assist interested farmers in the growing of CMH. In addition, this project directly connects farmers to the market opportunity by having the BRCCM Consortium handle the processing, packaging, sales, and shipping of the product (CMH) to the consumer (Chinese medicine practitioner). This approach allows the farmer to do what he/she does best: farming. It also greatly minimizes RISK associated with the project by centralizing the marketing and sales functions under the Consortium and not leaving those critical components in the hands of multiple farmers. Interest in the project and actual participation in the project has been overwhelming; the original plan was to start the project with three cohorts of 10 farmers per year for three years. Instead, the project has 54 farms participating with approximately 30,000 CMH planted and an increasing number of additional interested farmers (currently a list of 28). Without advertising!

Staff Comments: Leadership at BRCCM discussed a potential loan request with Commission staff prior to submitting this large request for loan funds. BRCCM states that loan proceeds would be used to provide operating capital, equipment, etc. for further expansion of the grower network and to increase staffing during a three year period when recent plantings are maturing and newer plantings are not yet ready for harvest. Previous Agribusiness grant funding to BRCCM has totaled \$348,722, and a Phase II project awarded a year ago is well underway to continue expansion of the grower network and central processing facilities. BRCCM was also successful securing Appalachian Regional Commission funds (\$126k) for the Phase II activities, which have grown to 54 participating growers in seven tobacco counties with 30,000 plants in the ground, and a list of 28 additional interested growers. Anticipated annual income per grower is estimated at \$15,000, with more than \$1M in aggregated annual revenue at full implementation of a network of 100 growers. BRCCM has provided evidence of substantial interest from 30,000 potential U.S. buyers (licensed/certified Chinese medicine practitioners) for domestically-grown Chinese herbal medicines, and now has equipment in place and operating at its Floyd County facility that significantly increases capacity to process plants grown on tobacco region farms. While this proposal involves the largest loan request received by the Commission to date, the tremendous national market opportunity appears to make it a solid candidate for credit analysis by Virginia Resources Authority under the new partnership to offer TRRC loans. Funding for a potential loan of up to the requested \$2M could come from the \$5 million set-aside approved by the Commission in 2015 for the initial VRA/TRRC loans. No loans

have been made to date, so those funds remain available without having to fund this request from the current Agribusiness budget.

Committee recommends a grant of \$100,000, in advance of a loan, to be converted into a loan and repaid along with the remaining loan balance upon signing of a loan agreement for up to \$2M.

Town of Boones Mill

Boones Mill Year-Round Farmers Market: Renovate Blighted Building (#3225) **\$127,000 Requested**

Executive Summary Provided by Applicant: There is no farmers market or grocery store between southern Roanoke County and Rocky Mount. Highway 220 has a high traffic count, but nearby residents and farmers alike lack a venue to buy and sell local produce. In 2016, a community of Franklin County farmers launched the Foothills Produce Auction, renting space from the Town of Boones Mill. The auction will continue seasonal sales oriented to wholesale customers. However, the industrial facility and auction process are not ideal for retail sales. A dedicated retail market will complement the Foothills auction and boost local agribusiness. This project renovates a 4,800 square-foot, dilapidated industrial building to create a new retail farmers market facility. It will have year-round capacity and a functional loading dock doubling as a stage for special events. The market will be adjacent to the historic train depot now under renovation. There is already a song about this! **How will this project directly assist tobacco region producers access the identified market opportunity?** Farmers markets provide a quality venue for local producers to sell directly to residents and tourists, maximizing direct farm revenue. The Foothills Auction will continue to provide a wholesale opportunity, but retail marketing to consumers can give farmers higher unit prices. Franklin County has a growing population, notably in the northern area around Boones Mill. This provides a growing market for family farms, but it also highlights the long-term need for farm preservation through small business success. A new farmers market will connect buyers and sellers. The support letter from local Cooperative Extension agent Chris Brown attests to the niche that this market fills. The Town has not completed detailed market research. The traditional German Baptist community using the produce auction is supportive but not inclined to SurveyMonkey.com. The auction will hold a mass meeting in October to gauge interest for the 2017 season and plan for the future.

Staff Comments: The proposed site for this new farmers market in Boones Mill is the former Champion Homes manufacturing facility that comprises a complex of buildings on 73 acres that were acquired by the Town in 2011. Southside Economic Development funding and a Virginia Community Capital loan are currently being used to renovate a 50,000 square foot building on the property for multiple commercial tenants. The Foothills Produce Auction, a twice-weekly wholesale produce auction, was initiated in 2016 in another open-sided structure on the site. The proposed retail farmers market would be a new operation competing with existing markets operating 11 miles south in Rocky Mount and 14 miles north in downtown Roanoke. The proposal provides only two letters from producers, operating plans have not yet been developed, and aside from the wholesale market operating nearby, there is no track record of operating a retail farmers market to validate interest from growers and customers. None the less, the wholesale market and its 100+ participating growers demonstrates the suitability and accessibility to producers from the surrounding area. The proposal as submitted requests funds for design (\$20k) and renovation (\$40k) of a small existing

building which would accommodate ten indoor year-round spaces, in addition to 2-5 outdoor vendor spaces for summer months. An additional \$67k is requested to construct restrooms in another building on the complex. Given that the restrooms will serve attendees at other community events (music etc.) at the restored railroad depot, Staff does not feel this expense is appropriate for Agribusiness funding. The majority of proposed match is a planned request of \$195k to VDOT for depot restoration, which does not directly relate to the farmers market. In conversation with Town staff, it was mutually agreed that TRRC support of \$20k for market design would be a reasonable commitment while the Town continues to make the case for producer and consumer interest in the retail market.

Committee recommends award of \$20,000 for farmers market design costs, contingent on commitment of required matching funds.

Campbell County
Central Virginia Pasture, Crops & Livestock Grant (#3218)
\$499,000 Requested

Executive Summary Provided by Applicant: The objective of the Central Virginia Pasture, Crops & Livestock Grant is to provide assistance to producers to enhance and enable their ability for conversion of underutilized crop land to pastures, greater utilization of existing pastures, hay storage, feeding capability, and handling equipment. This will be accomplished by offering 33% cost share in five (5) components. The components consist of new projects as well as projects from previous grant programs. They are: Grain Bins & Dryers; Hay Barns; Hay Wrappers; Livestock Handling Equipment; Pasture Wells and Watering Systems; Shade Structures; Solar Power Equipment & Windmills; & Irrigation Systems. This initiative will target 15 Tobacco Commission Counties. Tobacco funds are being requested to provide matching funds for 10 Agriculture producers in each of the 15 counties. This grant would provide up to a .33% reimbursement not to exceed \$3,300 per producer. Producers must spend a minimum of \$3,000 for eligibility.

How will this project directly assist tobacco region producers access the identified market opportunity? This grant program will enable additional pasture land to be developed, provide for a better quality and quantity of food and provide for handling equipment to enhance the producer's livestock. This will enable producers to start new or increase their existing livestock herds and take advantage of the increasing demand for locally generated livestock by Seven Hills Food.

Staff Comments: Dating back to 2007, Campbell County has generously sponsored regional Agribusiness cost-share projects benefiting producers in a majority of the Southside counties, with net grant awards from seven previous Commission grants at over \$2.5 million. These projects are submitted and implemented in partnership with the local Virginia Cooperative Extension agents. The current funding request benefits producers in fifteen (15) counties in Southside, and as originally submitted includes a variety of best management practices under broader categories for a pasture program component, crop programs component, irrigation system, and livestock programs component. Many of the eligible practices, with the exception of the wells/watering systems and irrigation systems, have been supported under previous cost-share grants (i.e. grain bins, hay barns, livestock handling) and have had significant multiplier effect through purchases of equipment and construction services from local vendors. However, the applicant team indicates that with the hay barn practice alone, recent surveys show there are over 50 producers who have not had an opportunity to apply for this funding, demonstrating the demand. Staff notes that under two

previous commodity storage grants, matching investments from producers was nearly four times (4X) the TRRC investment, far exceeding the 2:1 match requirement on the program, and the majority of purchases were with local construction contractors and suppliers, which emphasizes the local economic impact of this type of project on the regional economy. With the current request staff has been in negotiation with the project sponsors on some changes. First, there were concerns with the pasture program component which includes wells/watering systems as eligible costs, being duplicative of eligible costs under practices funded through the Virginia Agriculture BMP Cost-Share Program managed by the Virginia Department of Conservation and Recreation (specifically the BMPs related to keeping livestock out of streams). The applicant has agreed to further develop the guidelines for this practice to exclude pasture within proximity to streams and waterways that would make them eligible for the DCR program, so that any concerns with TRRC funding supplanting other state funds would be alleviated. Other concerns related to assuring that funding for wells to provide water for livestock would only support costs for productive wells - and that they would not be allowed to be used for residential - will also be addressed in the revisions. Next, the proposal did not include a strong economic benefits argument for the irrigation practices included in the request and the applicant has agreed to pull this component from the request, in order to further develop it for possible consideration at a later date. Lastly, in order to reduce the scope on the type of practices that would be eligible for funding under this award, it was agreed that hay wrappers and shade structures would be removed from the eligible practice list. (Hay wrappers are an eligible practice under a current cost-share grant awarded in January 2016; and shade structures were noted as being an eligible practice for federal funding from NRCS, and therefore would require an additional administrative process to verify that the producer was not eligible for the federal funding. It was therefore decided that it would be best to remove it from this request). Campbell County has indicated that a reduced award of \$400,000 would be sufficient to serve the fifteen counties with the practices that were agreed to be included in a recommended award. This would allow for at least 121 producers to benefit from the project (at least eight in each county), supporting the Commission's outcome measures for this program and the key funding priority focused on support of programs that increase agribusiness profitability.

Committee recommends a grant award of \$400,000, contingent on final guidelines for the cost-share program, and specifically the changes agreed to for the pasture program component, being approved by grants staff prior to initiating the program.

Charlotte County

Bees for the Future (#3229)

\$8,300 Requested

Executive Summary Provided by Applicant: The "Bees for the Future" project is a partnership between Charlotte County and The Heart of Virginia Beekeepers Association to train new beekeepers and establish new honeybee hives in Southside Virginia in order to improve pollination and increase crop yields. Grant funding would be used to help up to twenty individuals or family groups complete the "Practical Beekeeping for Beginners" course developed by the Northern Virginia Beekeeping Teachers Consortium (NVBTC) and purchase essential equipment and supplies to establish two new beehives. "Practical Beekeeping for Beginners," is a comprehensive, research-based curriculum consisting of a minimum of fourteen classroom hours, fieldwork, and a mentoring program. The program is designed to provide new beekeepers with the knowledge and support they

need to successfully establish and maintain new honeybee hives. Classes, taught by an NVBTC master beekeeper, would be held in Farmville.

How will this project directly assist tobacco region producers access the identified market opportunity? An increase in the local pollinator population resulting from the "Bees for the Future" project would improve local crop yields, allowing farms in the service area to provide quality produce at competitive prices and helping them maximize profits. In addition, improved crop yields would result in more efficient land use, potentially freeing up land for other uses, an important benefit to small-scale farms and those pursuing more intensive production methods.

Staff Comments: This is a small request to support 50% of the direct costs for instruction and supplies to establish twenty new beekeepers in at least five tobacco region counties. A detailed budget and list of eligible equipment and supply items was provided. The Commission previously provided \$118,900 under two "No Bees: No Crops" grants to support cost-share on expansion of honeybee hives for existing and new beekeepers in the Southside counties in 2009 and 2011. This request targets new beekeepers only and includes a robust and proven training program requiring at least fourteen classroom hours, fieldwork, and a mentoring program. The state apiarist with VDACS reports current annual hive loss rates of ~ 30% in Virginia. Meanwhile, there is no question that bees are essential to supporting maximum yields on a large number of fruit and vegetable crops grown in the targeted counties. Crops seeing increases in sales volumes at the Southside Produce Auction in Cullen (Charlotte County) that are largely dependent on honeybees for pollination include peaches, apples, watermelon, cantaloupe, squash, pumpkins, cabbages, peppers, cucumbers, onions and green beans. The return on investment from this project will accrue to farmers through stable and increased crop yields as a result of an expanded number of beekeepers serving the region for many years to come.

Committee recommends a grant award of \$8,300.

Institute for Advanced Learning and Research
Implementing Next Generation Agricultural Technologies to Improve Productivity Under Reduced Inputs (#3227)
\$101,000 Requested

Executive Summary Provided by Applicant: Precision agriculture describes a bundle of new technologies applied to the management of both large and small scale commercial agriculture. This is accomplished by utilizing an array of sensors, imaging, and data aimed at improving crop management by reducing labor costs associated with data gathering and analysis and by identifying yield enhancing inputs. This applied research and education proposed project focuses on 1) implementing in-depth multi-seasonal farm surveys and analyses with 20 farms within a 6 county region utilizing unmanned aerial systems (UAS) and 2) introducing precision agriculture technologies through workshops and informal outreach to a wide variety of participants in partnership with Virginia Tech, Cooperative Extension, VDACS, FFA, DCR and others. This project aims to increase agricultural profits, production, and sustainability through effective and efficient utilization of resources at a field specific level and to introduce existing and potential farmers to these technologies to increase sustainable agribusinesses.

How will this project directly assist tobacco region producers access the identified market opportunity? This project will directly assist 20 tobacco region producers realize the benefits of precision agriculture. In many instances, small or medium sized farms do not have the resources to

invest in cutting edge technologies like the AgBot. IALR is committed to being a leader in the field of precision agriculture by focusing on small and mid-sized farms who are not often granted the opportunities to benefit from advanced technologies and the expertise to best utilize them because they lack the leverage of large industrial farms. IALR can offer these technologies at no cost to these producers. Measurable outcomes will include cost reductions in labor, fertilizer, and pesticide use, yield increases, efficiencies of fertilizer and water use, and adoption of technologies

Staff Comments: This proposal provides a very solid project design for an innovative use of the AgBot vehicle and drone technology to assist farmers in improving agriculture production and reducing costs. Funds are requested to support start-up costs over two years for a new full-time technician position, which IALR indicates that they plan to sustain in their annual operating budget if the benefits of this precision agriculture program prove valuable. IALR intends to work with twenty (20) farms in six tobacco region counties, representing a variety of crops including tobacco, strawberry, vineyards, vegetable, grains and legumes. The scope of the project includes "mission" trips to collect data; data analysis and mapping; development of site specific action plans for each farm; and education and outreach to train producers and agribusiness professionals on the benefits of this technology. The project includes partnerships and strong letters of support from Virginia Tech's College of Agriculture, VCE's Central District Office, and Patrick Henry Community College. The return on investment to producers that is expected to result is from the development of agronomic management practices using aerial data for maximizing yield and quality of farm products, and in reducing input costs related to irrigation, fertilizer and chemical application. This request is consistent with the Commission's key funding priority that focuses on agribusiness support programs that increase agribusiness productivity and innovation.

Committee recommends grant award of \$101,000.

ROTARY INTERNATIONAL

Stuart Rotary Field Animal Barn expansion (#3234)

\$62,500 Requested

Executive Summary Provided by Applicant: Two 40 foot by 76 foot additions plus infrastructure to the existing animal barn located on Rotary Field in Stuart, VA.

How will this project directly assist tobacco region producers access the identified market opportunity? Our partners will make the producers aware of the facility and what it means to them economically to take advantage of marketing/buying animals remotely from a local facility. Show animal exhibitors will gain access to higher genetics without excess travel.

Staff Comments: The applicant has provided substantial additional information in response to TRRC Staff questions, including the following: - the site is owned by the Stuart Rotary and leased to Patrick County, which is responsible for maintenance; - current buildings are entirely built out with stalls, and the facility lacks a show ring that is the focus of this request; - additional quotes from contractors indicate a total construction cost of \$125k; - beef cattle auctions will be conducted by the Patrick County Cattlemen's Association via Tel-O-Auction in conjunction with VA Cattlemen's Association and Pulaski Livestock Market. Other auctions such as commingling of small ruminants etc will be conducted by local breed associations; - the majority of Patrick County livestock are sold outside the county at sites in Wythe, Floyd, Bedford and North Carolina. The resulting information indicates that multiple auctions and shows could be held annually at this accessible site off U.S.

Route 58, and help producers gain additional revenue by avoiding livestock weight loss and stress during transportation of animals to auction sites well outside the County. As such, this facility would benefit multiple livestock sectors and producers at a far lower cost than similar (albeit more multi-faceted) facilities the Commission has supported in Buckingham, Dickenson, Halifax, Pittsylvania and Wythe. Operation of sales appears to be well-coordinated with VCA's longstanding Tel-O-Auction system, and would provide a facility like no other in any adjacent counties. The addition of a show ring could also assist in creating a local 4-H livestock club and provide a site for livestock producer educational programming. This modest one-time request appears to benefit a wide array of producers in a region that lacks facilities such as this for marketing tobacco region livestock.

Committee recommends award of \$62,500 for no more than 50% of the construction and related costs, with construction work to be bid in accordance with the Virginia Public Procurement Act.

South Hill CDA

Southern Virginia Food Hub Renovation Project (#3222)

\$179,036 Requested

Executive Summary Provided by Applicant: The primary goal of the Southern Virginia Food Hub (SVFH) is to create successful agribusinesses in our community and to preserve the heritage of our family farms and local cuisine. There will be several components to the SVFH. A retail food market will increase the availability of local products to consumers, beyond the limited hours of traditional farmers markets. A commercial kitchen and dairy processing room will be used by local farmers and food artisans to transform local milk, produce and meats into value-added products. These goods will then be available for sale through the retail food market section and ready to eat deli of the SVFH. A community room will be used to teach agribusiness, cooking, food preservation and sustainable farming classes in conjunction with the SVFH's partners at Virginia State University and the Cooperative Extension. It will also be used to host local food and agribusiness events.

How will this project directly assist tobacco region producers access the identified market opportunity? This project will directly assist tobacco region producers who are exploring value-added food enterprises and market outlets for local foods as potential income replacement options. Thirty total producers, entrepreneurs and government officials from seven Tobacco Commission counties have written letters of support for this project. These letters can be found in the attachments. They clearly see how the SVFH will directly and positively impact their farms and cottage food businesses. Lack of small-scale marketing and distribution outlets contribute to small farm decline. Establishing a reliable market connection between local food consumers and small farms may ensure greater economic stability to local communities. This project will benefit the service area by offering additional market outlets (retail market & website) for producers to sell to consumers as well as a commercial kitchen to produce value-added products. All products will be branded as "Southern Virginia" in origin, expanding marketing opportunities and consumer recognition.

Staff Comments: SVFH continues to receive technical assistance and support from a wide array of state and local organizations including VT & VSU Cooperative Extension and faculty, the Longwood SBDC, Virginia Tourism, Southside PDC, and the Mecklenburg County IDA. More than two dozen letters of support were provided from farms and governmental organizations. Funding

has been committed from Virginia DHCD (\$179k IRF grant, for which this request would serve as required match), a TRRC FY16 Agribusiness grant of \$79k for equipment, and an in-kind contribution of the building that is owned by the South Hill CDA and assessed at \$115k. A funding request to USDA's Local Foods Promotion Program for additional equipment and start-up operating funds was apparently denied, but the project leaders are working with DHCD on additional BEE funding (Building Entrepreneurial Economies), as well as USDA Value-Added Producer grants. The reported Outcomes anticipate growing from the current 18 participating producers, to a total of 75, which could potentially extend benefits across a significant swath of Southern Virginia. Additional information from the business plan and well-detailed operating pro forma indicate annual purchasing of more than \$100k of goods for sale in the Food Hub. The application states *"The SVFH will be formed as a nonprofit 501 (c)(3). It will be operated under the guidance of its advisory board, comprised of 14 members from across southern Virginia. Board members include farmers, producers, educators and government officials from seven counties in southern Virginia. Any profits of the SVFH will be redirected charitably into the local agriculture community. Ann Taylor Wright has been selected as the SVFH Director and will oversee the operation of the facility."* SVFH has not yet incorporated or filed for IRS tax exempt status, and reportedly is awaiting the outcome of this grant proposal to do so. Any consideration of grant funding must be contingent on SVFH getting 501c3 nonprofit or cooperative approval and operating under a governing board, compliant with SCC and IRS governance and reporting requirements, otherwise the risk is that this could be operated as a private business. The proposed project is innovative, perhaps the first of its kind in Virginia, and presents some risk if the business model is not successful. In the latter event, TRRC funds would primarily remain in the CDA-owned building in downtown South Hill (adjacent to the Colonial Theater) and in equipment that would have resale value. Given the substantial funding and business assistance committed by so many entities, the Commission's risk is somewhat mitigated by other investors in this project. Given the individual success of the participating producers and the greater public interest in "Buy Fresh, Buy Local," the ability for customers to purchase an array of locally-produced products in a central site open six days per week seems to be a concept with merit, and worthy of somewhat risky "venture capital" in the form of this requested grant and the other committed funding.

Committee recommends an award of \$179,036, contingent on SVFH obtaining IRS non-profit/cooperative status, and that all necessary start-up operating funds are committed.

Virginia Tech

SOVA Agribusiness Information Technology Program (#3226)

\$104,000 Requested

Executive Summary Provided by Applicant: The objective of the SOVA Agribusiness Information Technology Program is to increase producers' utilization of financial and production record keeping systems as business management tools. Crop and Livestock producers who implement production record keeping systems will be able to sort data, track performance and make strategic planning decisions, ultimately saving money on inputs and increasing production performance and efficiency. Agritourism/Direct Marketing operations implementing website development will have increased sales revenues from new online buyers and referrals. In order to encourage adoption of these technologies, TRRC funds will provide 50% reimbursement (not to exceed \$1,900 cost-share per producer) to agribusiness operators on laptop computers, Quickbooks financial record keeping software, FarmLogic record keeping software, CattlePro record keeping software, and professional website development. Educational sessions will be provided for each best

practice. This pilot initiative will serve 60 producers in 7 Tobacco Commission localities: Pittsylvania, Halifax, Campbell, Bedford, Franklin, Henry and Wythe.

How will this project directly assist tobacco region producers access the identified market opportunity? This cost-share program is designed to encourage producers to implement information technology tools into agribusiness management practices. Cost share will be provided on laptop computers and Quickbooks financial record keeping software, as well as one of three distinct best practices: FarmLogic record keeping system for crop producers, CattlePro record keeping system for livestock producers, and Website Development for Agritourism/Direct Marketing operations. Producers are expected to recoup costs of IT purchases within the first year. Cattle producers implementing CattlePro are expected to increase net return per cow by approximately \$240. Agritourism/Direct Marketers implementing website development are expected to increase revenue by 39%. Crop producers implementing FarmLogic will see reductions in expenses and/or increased efficiency which will vary based on producer and type/size of operation. In addition to cost share, hands-on educational sessions will be provided on value and implementation of each best practice.

Staff Comments: This request is an innovative idea for increasing producer productivity through the use of record keeping systems; and for developing website enhancements for agriculture operations that increase direct sales. It is designed as a pilot cost-share program targeted to producers in seven (7) tobacco region counties; where results from the pilot, if they prove favorable, would then be used to promote these practices to a broader group of producers across the tobacco region. Staff has been in discussion with the applicant project team on suggested modifications to the proposed guidelines and all comments were received favorably. This included limiting the website development practice to agribusiness operations that are establishing or enhancing a direct sales mechanism, such that this investment would directly relate to TRRC's outcome measure for increasing net farm income; as well as limiting the cost share amount to one-third (33.3%) and a maximum \$1,200 per participant, in order to increase producer investment and increase the number of producers that can be served through this pilot. This latter change will allow for at least eighty-three (83) producers to be supported by this project. The applicant has received favorable feedback that this program will be a strong complement to the VDACS Farm Business Development Fund program that in late-November named its first recipients, where applicants to FBDF will need to demonstrate some level of investment and dedication to business planning. Return on investment content in the application included a Beef Magazine article that suggests up to \$237 increased net return per cow for producers with stronger record keeping systems. This project supports the Commission's key funding priority that is focused on supporting programs that increase agribusiness profitability; and provides for measurable outcomes related to producer participation and results for increasing farm income.

Committee recommends a grant award of \$104,000 for 33.3% cost-share on eligible practices with a maximum payment of \$1,200 per producer.

Virginia State University

On-farm Research to Establish Chickpea in Virginia (#3223)

\$31,127 Requested

Executive Summary Provided by Applicant: This project is a continuation of two previous projects funded by Tobacco Commission: "Biodiesel and Legume Feed/Food Crops to Alleviate Loss of Tobacco as a Cash Crop, 2010-2013, #1982" and "New Crops for Tobacco Farmers in Virginia. II. Chickpea and Sesame, 2013-2016, #2614". During 2016, several chickpea varieties were grown in western Dinwiddie County and chickpea variety named "VSU-15X) was identified as adapted to Virginia. The proposal during 2016 plans to conduct on-farm research in Western Dinwiddie County in about 4-5 farms to multiply the seed and to further study the potential of this variety. The reasons for selection of farms ONLY in western Dinwiddie County are: availability of appropriate soil type and ease of access for VSU staff. It is expected that these locations will be visited by investigators 2-3 times per week to ensure that all needed activities related to production are followed.

How will this project directly assist tobacco region producers access the identified market opportunity? Tobacco region producers will have a new crop to be produced in large quantities for sale to a company located in Colonial Heights, Virginia. It is estimated that up to 100,000 acres of chickpea could be produced by erstwhile tobacco farmers in Virginia.

Staff Comments: The potential opportunity for growing chickpeas as an alternative crop for the tobacco region is driven by the location of Sabra, an international company that produces hummus, located in Colonial Heights, north of Petersburg. Sabra has identified an annual market for about 50,000 acres worth of chickpeas for their typical plant operation. Based on estimated yield of 1500 pounds per acre, a purchase price of ~ \$0.75 per pound and costs of ~ \$300 per acre; the potential net return to producers for growing chickpeas is up to \$825 per acre. The market opportunity with Sabra is valued at many millions of dollars; and it is noted that operations at the Virginia food production facility have recently increased to three shifts, resulting in a demand for as much as 150,000 acres of chickpeas. The potential market opportunity is well-known and enormous. However, in order for farmers to enter this market there must be a suitable chickpea variety that can be successfully grown with sufficient yields, manageable input costs, and that can consistently meet quality expectations for Sabra. The principal investigator with this project has been involved with evaluation of chickpeas as a new crop for well over a decade; and he has specifically worked on varieties that would be suitable to meet demands for Sabra since at least 2010. The Commission has awarded two Agribusiness grants totaling \$423,750 to support this research in the past; however, due to delays in research activities, de-obligations have resulted in the net award total for these two grants being ~ \$233,953. Recent varietal research results appear promising and this modest funding request is to support five farm trials in Dinwiddie County with a variety identified by VSU as adapted to Virginia. Staff has been in discussion with VSU to clarify details in the project budget and to assure that sufficient funds would be available to meet the 1:1 match requirement. This project is consistent with the Commission's outcome metrics for alternative crops; and the key funding priority to support agribusiness programs that support diversity of the region's agriculture outputs and profitability.

Committee recommends a grant award of \$31,127, contingent on commitment of required matching funds per Commission policy.

OTHER BUSINESS

Virginia State University

***Revitalization of Tobacco Farms thru High Value Edamame Production
(Phase II) (#2617)***

Request for 6th month extension to July 8, 2017 (Current End Date is January 8, 2017)

In January 2016, the Commission approved a reduced funding request of \$114,822 for grant #3111 to support expansion of the Edamame initiative with VSU. With this approval there was also an approval for the repurposing of \$50,000 under an older edamame grant (#2617), for the purchase of one of the two requested harvesters included in the original funding request for #3111. This equipment, two ASA-Lift GB1000 Harvesters is being purchased from a company in Denmark, ASA Lift, through their U.S. representative Paul Miller Farms. Due to delays with the state procurement process and the lead time required by the manufacturer for assembly of the equipment once the order was received, this equipment is not expected to be delivered until sometime in January 2017. VSU is requesting a 6th month extension on this grant, to allow for any further unanticipated delays and to provide sufficient time for receiving and acceptance on the equipment.

Committee recommends a 6th month extension to July 8, 2017.

FY17 Southside Economic Development Summaries & Committee Recommendations – December 2016

The Commission received four new funding requests this fall for the available Southside Economic Development balances (FY17 budget plus funds carried forward from previous years). Project summaries provided by the applicants, staff comments and Committee recommendations from the 12/14/16 meeting are included below for these new requests. Other Business regarding existing grants is also included.

Req #	Locality	Organization	Project Title	Allocation Available	Request Amount	Committee recommendation
3240	Appomattox	Appomattox County	Appomattox Business and Commerce Park Improvements	\$58,537	\$58,537	\$58,537
3239	Nottoway	Town of Blackstone	The Gables at Blackstone, LLC	\$915,565	\$5,000,000 Loan*	Refer to VRA for <\$5,000,000 Loan
3238	Franklin	Town of Boones Mill	Emergency Request to Continue Commercial Revitalization after Severe Weather Damage	\$958,960	\$300,000	\$300,000
3241	Brunswick	Brunswick County IDA	Build-out for Prospect at Old Southern State Warehouse	\$3,325,186	\$347,000*	\$347,000

*Indicates revised request from the original submission

Appomattox County *Appomattox Business and Commerce Park Improvements (#3240)* \$58,537 Requested

Executive Summary Provided by Applicant: Recently a new business chose to locate at the Appomattox County Business and Commerce Park. As a result, Appomattox submitted a grant request April 2016 to VDOT for Economic Development Access Funds. Funds in the amount of \$302,543 was awarded to Appomattox based upon the new business's pledged capital outlay of \$1,515,000. Unfortunately, all the funds were earmarked for construction purposes only. Therefore, Appomattox is submitting an application to the Commission for the necessary engineering to construct a new road, up to VDOT standards, to be turned over to VDOT upon completion. In September 2016, Appomattox submitted/and received a grant application for VEDP's Site Characterization Planning Grant. A VEDP companion grant is anticipated that will provide funding to implement identified improvements to the Park. Due to increased interest in the Appomattox

Park and site development opportunities, the County is considering other master planning and financing possibilities. (See attached Project Outline).

Staff Comments: Grant funds are requested to support engineering costs related to development of the Appomattox County Business and Commerce Park. Specifically, the County has clarified that \$32,200 of the funding request would be used for road engineering, and the remaining funds would be used toward engineering for gravity sewer line connection to the pump station and for a waterline extension long West Ridge Road. Match for this request is \$302,543 from the VDOT Access Road funds which will be used for 1,500 linear feet extension of West Ridge Drive to meet the needs for a new company, Xpress Natural Gas. The application indicates the company plans to commit \$1.5 million capital investment and to create 50 new jobs with average annual wages of \$29,120. A TROF incentive of \$75K (#3004) was approved for this same prospect in December 2014, based on projections for \$6 million private capital investment and 26 jobs with average annual wages of \$40K. (The discrepancy in the economic development outcomes in this request and the earlier TROF are due to the figures in this application being based on figures derived by formula for the VDOT application.) While the company expressed interest in locating to the park a couple years ago, the County clarified that they recently exercised a second option on the property (as opposed to completing the acquisition). The county resolution included with the application identifies a second prospect for the park that would benefit from the engineering and forthcoming infrastructure improvements. The Commission has awarded three previous Southside Economic Development grants totaling \$132,287 to support engineering and infrastructure costs at the Commerce Park. This project supports the Commissions key funding priority for infrastructure relating to development of industrial parks. Under the Southside formula Appomattox County receives less than one-half of a percent of funds budgeted to the program annually. As such the available balances reflects several years of accumulated funding, and staff views supporting engineering costs for this part as a good use of limited allocation funds.

Committee recommends a grant award of \$58,537.

Town of Blackstone

The Gables at Blackstone, LLC (#3239)

\$650,000 Requested – Revised to \$5 million loan request

Executive Summary Provided by Applicant: Virginia United Methodist Assembly was constructed in the 1920s and served as a conference and retreat center until May 2016. The Gables of Blackstone, LLC is purchasing the vacant facility and is historically rehabilitating the facility into a 116 room 3-star hotel and conference center which will create 42 jobs. Not only will the facility target visitors and conferences to Blackstone and Fort Pickett; but is targeting trainees and contractors of the Department of State's Foreign Affairs Security Training Center (FASTC). This facility is being constructed on 1400 acres at Fort Pickett and will provide consolidated hard skills security and training to 10,000 foreign affairs trainees. We are requesting \$650,000 to be used toward the work associated with providing heating, ventilating, and air conditioning units costing \$1,504,054.

Staff Comments: This request supports a major gap in hotel accommodations in the Blackstone/Nottoway area. Demand for bed space is being driven by the U.S. Department of State

Foreign Affairs Security Training Center (FASTC). Construction of the \$417 million FASTC facility on 1,350 acres at Fort Pickett and Pickett Park in Nottoway County began in February 2016 and is scheduled to be completed by 2019. FASTC will provide training for ~ 10,000 students annually with average program length of two-weeks, and anywhere from 450 to 1,500 students on-site at any one time. Student accommodations are provided through the open market, for which there is currently a substantial gap in Nottoway County, and absent this being addressed the closest accommodations would be ~ 45 minutes away in Chesterfield County. The original application requested \$650,000 toward 50% of identified HVAC costs including individual heating and cooling units for the planned renovation of the VUMAC facility into a hotel property. Initially the plan was for the United Methodist Church, the non-profit owner of the VUMAC facility, to enter into a long-term lease agreement with the development group The Gables of Blackstone, LLC, which would have allowed for the requested TRRC grant funds to be invested directly into the property improvements. However, the plan now is for the property to be sold to the LLC development group. A letter from the Virginia Conference of the United Methodist Church indicates The Crescent Group (a partner in The Gables LLC) has signed a purchase agreement for the property. Given that the property will be privately owned, the Town of Blackstone and the project developers have requested a modification to the application to request loan consideration of up to \$5 million to support development of The Gables. The LLC development team has substantial experience in the hospitality industry and with using historic tax credits to fund renovations. Well-detailed operating pro forma have been provided. A letter from the U.S. General Services Administration estimated annual spending on lodging and meals related to FASTC will be greater than \$8.7 million based on average daily demand of 350 rooms per night. When it was operated by the Methodists, VUMAC was the one of the Town's largest utility customers. This request supports the key funding priority for repurposing of obsolete buildings with economic development potential; and is expected to have a substantial economic impact on the local economy and Town/County revenues by attracting visitor spending from outside the tobacco region on lodging, conferences/events, meals etc. This is also consistent with TRRC support for other historic lodging facility renovations in Southwest VA (Bristol, St. Paul, Wise etc). The \$5M loan request would exhaust the \$5M set-aside the Commission approved in 2015 for the initial VRA loans. Several other large loan requests are already in line, so depending on the size of a VRA loan offer for this project, that may necessitate revisiting the use of the current available SSED allocation for projects in Nottoway (\$915k), and/or increasing the overall set-aside for loans.

Committee recommends the revised request be referred to VRA for loan credit analysis.

Town of Boones Mill

Emergency Request to Continue Commercial Revitalization after Severe Weather Damage (#3238)

\$300,000 Requested

Executive Summary Provided by Applicant: Boones Mill is now engaged in a renovation of a 50,000 square foot commercial building to house new businesses. Construction began in September. Torrential rains on October 7 caused partial collapse of a load-bearing wall after years of degradation. Repairs and reinforcement increase project cost by about 30%. Additional funding is needed to complete the revised scope and prepare the building for two prospect firms. The 2008 housing crash killed the Champion Homes plant in Boones Mill. The town lost its only large

employer. When no private redevelopment occurred and the 73-acre plant property began to decay, the Town bought it. Commission funding helped with master planning and demolition of the worst blighted buildings. TRRC is now funding 17% of the renovation cost for Building 2. The October 7 flood incident has increased project scope. The Town requests an additional \$300,000. This would make TRRC a 28% partner by cost.

Staff Comments: The Town of Boones Mill has recently embarked on a major construction project for renovation of the 50,000 square foot Building 2 located at the Town-owned industrial park, with the objective of attracting new small businesses that will create new jobs for the region. An appraisal report identified that planned renovations are estimated to result in a market value for this building of \$4.3 million. The original \$1.438 million construction contract includes \$600K from DHCD's Industrial Revitalization Fund program, a \$600K loan through Virginia Community Capital, and a \$238K grant from the Commission (#2969- FY15 SSED). The Town has a commitment from Titan Trains to relocate their business to this site, bringing 12 jobs to the region. In addition, a letter of interest was provided with the grant application for a second prospect interested in 10,000 sq. ft. that would create an estimated 12 new jobs. Additional space would be available to accommodate other small business on the entire 2nd floor space of the building and in remaining space on the bottom floor (the current proposed location for the two prospects). The Town is requesting an additional \$300,000 from the Commission to support an unanticipated increase to project costs following a 100-year rainfall event on October 7, 2016 that caused an exterior masonry wall to collapse, after the construction contract was initiated. The total added costs to the construction contract in order to complete the renovations as originally planned is \$489,847, of which ~ \$80,000 is being covered by VML insurance for temporary structures and ~ \$109K is being added to the Town's \$600K loan with VCC. In addition to the mentioned \$238K TRRC grant, the Commission provided a \$100K grant in 2012 to support costs for master planning for the larger 73-acre property and demolition of derelict buildings. This request is consistent with the Commission's key funding priority for repurposing of obsolete buildings with economic development potential. This is a well-leveraged project with a significant commitment by the Town for debt financing in order to accomplish their economic development objectives for attracting new businesses to the town.

Committee recommends approval of a \$300,000 grant award.

Brunswick County IDA

Build-Out for Prospect at Old Southern State Warehouse (#3241)

\$347,000 Requested (increased from initial request of \$175,000)

Executive Summary Provided by Applicant: Funding is requested to assist in the improvement and build-out of an industrial space for a new small business that is locating to the Town of Lawrenceville. The business is a start-up that will produce what it refers to as healthy snacks. The business has a working relationship with a European company that also produces healthy snacks. In its business plan the business has identified the Mid-Atlantic area as its market area. The requested funds will be used to help build-out a 3,000 S.F. space that includes 500 S.F. of refrigeration space, a 400 S.F. office and the remainder will be production space built to meet VDACS requirements; e.g. sanitary requirements etc. The building is a 12,000 S.F. old Southern State warehouse.

Staff Comments: This request to renovate the former Southern States building, which is owned by the Town of Lawrenceville, is to provide space for a start-up business prospect. The initial request for \$175k was to renovate 3,000 sq. ft. for the prospect. The County IDA subsequently revised its request to seek \$347k for 50% of the costs estimated by an engineering firm to renovate 6,000 sq. ft. to allow the very long, linear production equipment that is similar in design to equipment in operation in Europe. The prospect provided an extremely thorough business plan, and is being advised by a senior project manager at VEDP, along with others in the food products industry, legal and accounting firms, Southside PDC and Virginia's Growth Alliance. The revised project financing includes a \$120k investment by the Brunswick IDA, a proposed \$25k grant from Mid-Atlantic Broadband, a \$200-400k loan from the PDC's Lake Country Development Corp. for equipment and working capital, and a reported \$80k private investment. While there is inherent risk in supporting any new start-up business, particularly one that hopes to compete in the ultra-competitive snack food space, it should be noted that TRRC funds are requested solely for engineering and renovation of the Town-owned building, which is adjacent to the Tobacco Heritage Trail and suitable for re-use in the event of a business failure. The increased grant request is significant for a company that intends to create ten jobs and have private investment of under a half-million dollars. However, the strength of the business plan, the significant market opportunity and potential for growth should the company be successful in this highly-competitive space, and the support of multiple state, regional and local economic development entities will help mitigate risk to the extent possible. This appears to be a calculated and reasonable risk for using barely ten percent of the available Brunswick allocation, assuming the company secures required matching funds sufficient for equipment and operating capital, and commits to a multi-year lease of the facility.

Committee recommends award of \$347,000 for no more than 50% of facility engineering and renovation, contingent on the prospect company securing all necessary funding for equipment and operating capital and committing to a multi-year lease.

OTHER BUSINESS

Mid-Atlantic Broadband Communities Corporation

Southern Virginia Broadband Expansion (#2467)

Current Project End Date is 1/10/2017 – Request for 6th month extension.

This grant was originally awarded funding in January 2012; however, \$1 million of the \$2.5 million grant award was transferred to support the Genome Center, which did not come to fruition, and then later transferred back to the grant (May 2014). In January 2016, the Commission approved a fifth year extension to January 10, 2017. MBC is now requesting an additional 6th month extension in order to complete construction of two tower sites located in Montvale (Bedford County) and Saxe (Charlotte County). While the tower work is underway, the additional time is needed due to unanticipated delays associated with heavy work load for MBC Towers and related to the permitting process. Where completion of the tower construction is currently estimated for February 2017, MBC is requesting the six month extension to allow sufficient time for all work to be completed.

Committee recommends approval of a six-month extension to July 10, 2017.

Prince Edward County
Prospect Depot (#2623)

Current Project End Date is 1/8/2017 - 5th year extension request

This \$99,019 grant was awarded in January 2013. A majority of the grant funds, \$93,345 remain in the TRRC project account. The project schedule for construction of the trail head facility at the historic depot has been largely impacted by other agencies involved with the approval to proceed including the Federal Highway Administration, VDOT, VDHR, and VDCR. The original scope of the larger project, total project budget of ~ \$668K, had to be modified when the initial construction bid failed (over budget); and it was only on December 2, 2016, that the County received notification from VDOT that they could proceed with bidding on the revised scope. It is now estimated that completion of the bidding process and the construction activities can be completed within twelve months. Prince Edward County is requesting a 5th year extension to allow this time for the project to be completed. The County has been diligent in providing updates to Commission staff on the status of the project including unanticipated/uncontrollable delays related to the various stages of approvals, through the sharing of quarterly project status reports required under the VDOT Enhancement Program (this is the source of the majority or ~ \$500K of the total project funding).

Committee recommends approval of a one-year extension to January 8, 2018.

Town of Gretna

Gretna Industrial Site Development – Piedmont BioProducts (#2624)

Current Project End date is 1/8/2017 - Revisit possible extension in the spring.

This grant was approved in January 2013 to support construction costs for grading five acres and construction of an 80' X 125' building including paved entrance, concrete loading area, and paved parking lot at the Gretna Industrial Park. This project is for the benefit of the Gretna-based biofuel refinery business, Piedmont BioProducts, who is also the beneficiary for a \$4 million R&D grant (#2638, awarded to Pittsylvania County, also in January 2013). There has been no activity on either grant over the project periods which included fourth year extensions. Commission staff received an email notification on December 7, 2016 from the beneficiary indicating that the project was now moving in a positive direction and asking about another extension. This request was forwarded to contacts with both the Town of Gretna and Pittsylvania County. Given that this was the first update they had received in over a year, the Town and County have indicated to staff the need for additional time to evaluate the project status, and asked that the Commission to be willing to consider an extension on this grant in the spring, when the R&D Committee will also meet to determine whether an extension for #2638 is warranted.

Committee recommends this project remain in active status for consideration of an extension request from the Town in spring 2017.



EXECUTIVE COMMITTEE AGENDA

Tuesday
January 10, 2017 @ 9:00am
Homewood Suites by Hilton
Richmond, VA

Welcome and Call to Order	<i>Delegate Terry Kilgore, Chairman</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Approval of the <u>9/20/16</u> Minutes	<i>(published on website)</i>
Foreign Direct Investment Update	<i>Evan Feinman, Executive Director</i>
TROF Policy Change	<i>Chris Piper, Deputy Director</i>
MBC Update	<i>Tad Deriso, MBC President & CEO</i>
Optinet Update	<i>Evan Feinman, Executive Director</i>
Prospective Purchase of CAER	<i>Bob Bailey, CAER Executive Director</i>
Staff Evaluations & Goals	<i>Evan Feinman, Executive Director</i>
Administrative Budget	<i>Stephanie Kim, Finance Director</i>
Public Comments	
Adjournment	

TROF POLICY CHANGE UPDATE

EXPLANATION:

Staff has received a few TROF applications where the minimum capital investment of \$1M is not applicable because the physical expansion is minor, but the number of jobs created is significant. Rather than denying these applications, the Executive Director would like the opportunity to review and approve the requests in consultation with the TROF Committee in order to better serve our mission for job growth in the Tobacco Region.

Virginia Region Revitalization Commission

Policy Resolution

~~May 24, 2016~~ January 10, 2017

Whereas, Title 3.2, Chapter 31 of the Virginia Code created the Tobacco Indemnification and Community Revitalization Commission, subsequently named the Tobacco Region Revitalization Commission (the "Commission") to, *inter alia*, revitalize tobacco dependent communities;

Whereas, in furtherance of such purpose, the Commission has established the Tobacco Region Opportunity Fund program (the "TROF Program") to provide performance-based monetary grants and loans to tobacco region localities to assist in the creation of new jobs and investments through new business development and existing business expansion;

Whereas, by prior action the Commission has established the Tobacco Region Opportunity Fund Committee (the "TROF Committee") to assist in the administration of the TROF Program, and the TROF Committee has administered the TROF Program and the making of grants thereunder; and

Whereas, the Commission desires to restate in further detail certain aspects of the TROF Program, as set forth in the Tobacco Region Opportunity Fund Policy (the "TROF Policy"), attached hereto as Attachment A, which is by this reference incorporated herein and made a part hereof, to set forth certain policies for the receipt, consideration, approval, processing and making of grants and loans under the TROF Program;

NOW, THEREFORE, BE IT RESOLVED by the Virginia Tobacco Region Revitalization Commission, that

1. The TROF Policy is hereby approved and shall supplant existing TROF Program guidelines, procedures and practices currently in place, and, shall to the extent of any inconsistency or conflict with existing TROF Program guidelines, procedures and practices, supersede and prevail over same. The Commission specifically approves and affirms the delegations of authority to the TROF Committee and the Executive Director set forth in the TROF Policy.

2. All TROF Program grants heretofore approved by the TROF Committee under authority delegated to it by the Commission are hereby approved and ratified in all respects.

3. References to "loans" in Attachment A expire on June 30, 2017 unless otherwise extended by a majority vote of the Commission.

Virginia Tobacco Region Revitalization Commission

Tobacco Region Opportunity Fund

POLICY

Effective ~~May 24, 2016~~ January 10, 2017

Purpose of the Tobacco Region Opportunity Fund

The Tobacco Region Opportunity Fund (TROF) provides performance-based monetary grants and loans to localities in Virginia's tobacco producing regions to assist in the creation of new jobs and investments, whether through new business attraction or existing business expansion.

The Commission has implemented the TROF program to support the goal of the Commission to “revitalize the economies of tobacco dependent regions and communities.” Under the TROF Program, the Commission will in large part evaluate the effectiveness of its undertaking by reference to job creation, workforce participation rate, wealth, diversity of economy, and taxable assets.

Applications for TROF Grants and Loans

The Commission will only accept TROF Grant and Loan applications from governing bodies, political subdivisions, or their control affiliates within the tobacco producing localities of Southside and Southwest Virginia.

Applications to the Commission for TROF Grants and Loans are to be submitted in writing in the form set forth from time to time by the Commission, and contain such information as the Commission may request, including but not limited to:

- name and contact information of the applicant;
- name and contact information of private entity beneficiary (if applicable);
- specific dollar amount being requested;
- name of the locality in which the private entity beneficiary is (or is to be) located (if applicable);
- number of new and/or saved jobs;
- average annual wage of new and/or saved jobs;
- amount of private capital investment into taxable assets; and
- North American Industry Classification System code of the private entity beneficiary (if applicable).

TROF Committee

Except as may be provided by the Commission from time to time, the TROF Committee previously established by the Commission shall continue, with such membership, responsibilities and duties as are set forth by the Commission within this Policy.

Approval of TROF Grants/Loans

(a) *Requirements.* Unless otherwise approved by the Commission, TROF Grants/Loans may only be approved when:

- A minimum private capital investment of \$1 million within 36 months is promised by the private entity beneficiary; and
- The grant amount calculated in accordance with the Commission's incentive formula guidance attached hereto as *Exhibit A*, as the same may be revised from time to time, is at least \$10,000 and the grant amount awarded is not more than the amount so calculated, except when a loan of up to 150% of the calculated award amount is offered at a below-market interest rate in place of a grant; and
- matching funds from non-Commission sources are committed to the project and evidence thereof is satisfactory to the Executive Director.
- the total number of TROF grants awarded to the applicant, including its control affiliates, do not exceed three per fiscal year.

(b) The Executive Director is authorized to approve or deny, on behalf of the Commission, TROF Grants and Loans under this Policy that meet the purposes of the TROF Program and the requirements in subsection (a) above in an amount not to exceed the lesser of the amount requested by the applicant(s) or the amount calculated in accordance with the Commission's incentive formula guidance, or 150% of this amount if awarded as a loan, attached hereto as *Exhibit A*, as the same may be revised from time to time; provided, however, that a TROF Grant or Loan in excess of \$1,000,000 must be approved by the TROF Committee. If the TROF Committee is not able to meet within 10 days of the application, the Executive Director, in consultation with the TROF Committee, is authorized to approve a grant/loan that does not exceed \$2,000,000. The TROF Committee is authorized to approve or deny, on behalf of the Commission, TROF Grants and Loans under this Policy that meet the purposes of the TROF Program and the requirements in subsection (a) above in an amount not to exceed \$3,000,000. The Commission must approve a TROF Grant or Loan in an amount greater than \$3,000,000. The Commission's incentive formula guidance shall be an index that calculates recommended grant amounts based on such factors as the annual payroll promised, the annual local prevailing wage, the number of jobs (direct, indirect and saved), and capital investment, with a greater premium applied to high unemployment areas, higher capital-to-payroll ratio and higher new-wage-to-prevailing-wage ratio).

(c) The Executive Director, in consultation with the TROF Committee, is authorized to approve or deny, on behalf of the Commission, TROF Grants and Loans under this policy that do not meet the minimum capital investment requirement in subsection (A) if the project meets the purpose of the TROF Program.

(d) The aggregate amount of TROF Grants and Loans made during any fiscal year shall not exceed the sum of (i) amount set forth in the Commission's approved budget for such fiscal year, and (ii) refunds of prior TROF awards credited to the TROF account without prior approval of the Commission.

Performance Agreement

Unless otherwise approved by the Commission or the TROF Committee, all TROF Grants and Loans are to be disbursed pursuant to a Performance Agreement among the applicant, the Commission, and a private entity beneficiary, which the Executive Director is authorized to negotiate and enter into in substantially the same form as *Exhibit B* attached hereto, provided that such Performance Agreement shall contain the appropriate grant/loan and performance information for the TROF Grant or Loan as provided in the Commission's incentive formula guidance.

Acknowledgements

An acknowledgement of the Commission must appear in any publication, announcement, or significant event related to the project.

Audit and Reports

The terms of the Performance Agreement are subject to audit and verification by the Commission.

Repayment/Claw-back of TROF Grant;

Unless otherwise approved by the Commission, the Performance Agreement shall require repayment of full or *pro-rata* grant amounts if the specific performance targets set forth therein are not achieved. The Executive Director is authorized to negotiate and enter into repayment agreements with entities seeking to make such repayments in installments over a period not to exceed three years from the date of such repayment agreement.

The following remedies shall be employed as deemed appropriate by the Executive Director for all grants under which contractual obligations are owed to the Commission and have not been fulfilled within 60 days after delivery of a written demand notice to all parties to the Performance Agreement and its control affiliates:

- A. Freeze all disbursements to the grantee and its control affiliates.
- B. Decline to accept any application for new grants from the grantee or its control affiliates.

- C. Enter the name of the grantee and its control affiliates into the State debt set-off system.
- D. Refer the file to counsel for appropriate steps up to and including collection proceedings.

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Executive Summary

The CAER and Liberty University propose to collaborate on the establishment of an Energy Research Center and dedicated campus for Liberty University's School of Engineering and Computational Science (LU SECS) in the New London Technology Park in Bedford County. The Energy Research Center would be the centerpiece of a dedicated campus that supports advanced research in energy-related technologies. Advancing research and educational opportunities in energy is a major goal of LU SECS and helps it advance from its current Carnegie research rating of R3 to a rating of R2. In doing so, LU SECS will develop and launch graduate engineering programs needed to support such a rating increase and develop a strategic focus within the engineering school on energy and energy-related technologies. This plan also includes a significant business development initiative to build strong industry partnerships that will drive the strategic direction of the school and programs that strengthen the workforce pipeline from the LU SECS, and other educational institutions, to regional technology companies.

This proposal would match the proceeds of the sale of the CAER facility by over \$9 million from Liberty University and would provide the outcomes listed in the Project Objectives and Outcomes section. This proposal requires the following actions from the Tobacco Region Revitalization Commission (TRRC):

- 1) Approval from the TRRC for the sale of the CAER facility to Liberty University
- 2) Authorization to TRRC staff to negotiate a single MOU between the TRRC and LU to replace the 18 individual grant agreements currently in place and related to the assets involved
- 3) Approval from the TRRC to use the proceeds from the sale as outlined in this proposal and resulting in
 - a. An engineering school in Bedford County serving over 800 students and offering new undergraduate and graduate engineering degrees
 - b. A dedicated Energy Research Center in Bedford County with a strategic focus on energy-related research
 - c. A workforce pipeline from colleges and universities to Tobacco Region companies
 - d. Increased capital investment in Bedford County

Project Description

The CAER's vision from its very beginning has been to create and grow a research university environment through industry-university collaborative partnerships. It seeks to achieve this vision by bringing together private and public money, talent and resources to foster knowledge creation, facilitate technology transfer, improve the scientific and engineering workforce, and serve as an "innovation intermediary" to benefit regional industry. The Tobacco Commission has been a major supporter of this vision through multiple grants and awards. However, the most significant obstacle has still been a lack of resources available for the operations of the organization.

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Liberty University's School of Engineering and Computational Science (LU SECS) currently supports close to 800 engineering students through their SACS and ABET accredited degrees and programs. LU SECS currently offers five residential undergraduate degrees (Computer Engineering (B.S.), Computer Science (B.S.), Electrical Engineering (B.S.), Industrial & Systems Engineering (B.S.), and Mechanical Engineering (B.S.) as well as an on-line Master's degree in Cyber Security. Their vision is to grow LU SECS from a Carnegie rated R3 (moderate research activity) research institution to an R2 rating (higher research activity) within the next five years, eventually achieving an R1 rating (highest research activity). The primary obstacles to achieving this vision are 1) the lack of a dedicated engineering school campus providing a visible presence for the engineering school and 2) a lack of a specific technology focus for the school's activities.

The CAER and Liberty University have developed a five-year plan with the goal of moving both visions forward by addressing these identified challenges. Both parties propose to collaborate on the establishment of an Energy Research Center that will be a part of a dedicated campus for LU SECS in the New London Technology Park in Bedford County. Both parties will also work together to establish a business development effort that focuses on emerging energy technologies. This proposal is designed to overcome the obstacles identified above for each organization and includes the following components (each discussed in more detail in the following sections):

- Build a dedicated campus for LU SECS on Lot 1 of the New London Technology park in Bedford County
 - LU will purchase the 28-acre lot from Bedford County
 - The CAER facility would be transferred to LU and become a dedicated Energy Research Center for the campus
- Build out Lot 1 to add classrooms, labs and supporting facilities for LU SECS
- Establish a strategic focus for LU SECS on energy technologies and develop an industry cluster focused on emerging technologies for energy that develop and drive the strategic direction of the program
- Conduct the business development activities necessary to target and attract energy companies from across the United States and around the world to the region to be a part of this energy initiative
- Build workforce pipelines from LU engineering students and other educational institutions to regional industries

1) Establish a Dedicated Engineering School Campus in Bedford County

Liberty University will build a dedicated campus for their engineering school on Lot 1 of the New London Technology Park. This will include the following specific tasks:

- LU will negotiate the purchase of the 28-acre parcel identified as Lot 1 in the New London Technology Park from Bedford County.
- Liberty and CAER intend to negotiate an agreement for the transfer of ownership of the CAER facility in the New London Technology Park to Liberty University. This facility will become the signature R&D facility for the proposed new engineering school campus.
- Liberty and BWXT also intend to negotiate in the future an agreement for the purchase by Liberty of those portions of the IST Facility located within the CAER Building, which are currently owned by BWXT, for the licensing of applicable intellectual property owned

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

by BWXT and necessary for the operation and maintenance of the IST Facility to Liberty and for the termination of any existing BWXT leases or other agreement related to the CAER Building.

- Negotiate a single MOU between LU and TRRC for the terms and conditions on the property and facility to replace the 18 existing grant agreements currently related to this project. This MOU would be similar in structure to other grants that LU has previously received from the TRRC.

2) Build Out Lot 1 in the New London Park

Upon successful completion of the transactions outlined above regarding the CAER Building and the 28-Acre Parcel known as Lot 1, Liberty will expand the entire development, including but not limited to the following:

- Immediately complete the circular driveway as described in the Development's Master Plan;
- Construct a two-story Office/Classroom facility of approximately 35,000 square feet adjacent to the CAER;
- Relocate the primary campus of Liberty's School of Engineering and Computational Sciences to the Development.

3) Establish a Focus on Energy Technologies and Applicable Business Development

Liberty University intends a major focus of the Engineering School and the Development to be energy and energy-related research. Liberty envisions that the research performed at the Development will attract additional energy-related companies to locate in the general area around the Development and specifically in the New London Industrial Park. With this objective in mind, the CAER and LU will collaborate on the development of a regional energy cluster initially focused on the Tobacco Region.

This cluster will initially be a collaboration of energy-related companies and organizations in the Tobacco Region focused on support of the energy cluster. The initial focus of this effort will be on the following tasks:

- Partner with many of the existing research companies currently located at the CAER;
- Identify and partner with new research companies attracted to locating to the Energy Research Center;
- Partner with other educational institutions and organizations that have an interest in developing new energy-related technologies.

The energy cluster's portfolio of programs and services will focus on four main activities, listed here and described in more detail in the next section:

- 1) Technology development and commercialization of energy technologies
- 2) Development of a workforce pipeline for the energy industry
- 3) Building a collaborative support network for these energy industries
- 4) Serving as a "think tank" or thought leader for the energy cluster in the region

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Technology Development and Commercialization

- **Access to specialized information** – Cluster members will have preferred access to extensive market, technical, and competitive information that accumulates within a cluster. In addition, personal relationships and community ties foster trust and facilitate the flow of information. These conditions make information more transferable.
- **Access to R&D resources** - Investments made by government or other public institutions—such as public spending for specialized R&D infrastructure or educational programs—can enhance a company's productivity.
- **Access to technology** - Other quasi-public goods, such as the cluster's information and technology pools and its reputation, arise as natural by-products of competition.

Workforce Pipeline

- **Access to employee pool** - Companies in vibrant clusters can tap into an existing pool of specialized and experienced employees, thereby lowering their search and transaction costs in recruiting. Because a cluster signals opportunity and reduces the risk of relocation for employees, it can also be easier to attract talented people from other locations, a decisive advantage in some industries.

Collaborative Network

- **Coordination with related companies** - Clusters also often make it easier to measure and compare performances because members share general circumstances—for example, labor costs and local market access—and they perform similar activities. Companies within clusters typically have intimate knowledge of their suppliers' costs. Managers can compare costs and employees' performance with other local companies. Additionally, financial institutions can accumulate knowledge about the cluster that can be used to monitor performance.
- **Access to suppliers** - A well-developed cluster also provides an efficient means of obtaining other important inputs. Such a cluster offers a deep and specialized supplier base. Sourcing locally instead of from distant suppliers lowers transaction costs. It minimizes the need for inventory, eliminates importing costs and delays, and—because local reputation is important—lowers the risk that suppliers will overprice or renege on commitments. Proximity improves communications and makes it easier for suppliers to provide ancillary or support services such as installation and debugging.
- **Strategic Recruitment** - Clustering helps cities and counties direct their economic development and recruiting efforts. It also encourages communities to refocus efforts on existing industries. Communities understand that the best way to expand their own economies and those of the surrounding region is to support a cluster of firms rather than to try to attract companies one at a time to an area. Chambers of Commerce, business incubators, and some universities work with companies to develop clusters and synergies in business communities.

"Think Tank"/Thought Leader

- **Measuring and motivating improvement** - Clusters also often make it easier to measure and compare performances because local rivals share general circumstances—for

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

example, labor costs and local market access—and they perform similar activities. Companies within clusters typically have intimate knowledge of their suppliers' costs. Managers can compare costs and employees' performance with other local companies. Additionally, financial institutions can accumulate knowledge about the cluster that can be used to monitor performance.

- **Competitive pressure and competition** - Local rivalry is highly motivating. Peer pressure amplifies competitive pressure within a cluster, even among noncompeting or indirectly competing companies. Pride and the desire to look good in the local community spur executives to achieve the highest levels of excellence in their organizations.
- **Spot market opportunities** - Because sophisticated buyers are often part of a cluster, companies inside clusters usually have a better window on the market than isolated competitors do. In addition, a cluster frequently enhances the reputation of a location in a field, making it more likely that buyers will turn to a vendor based there. Beyond reputation, cluster members often profit from a variety of joint marketing mechanisms, such as company referrals, trade fairs, trade magazines, and marketing delegations.

This regional cluster will then be utilized to target and attract energy companies from across the United States and around the world to the region to be a part of this energy initiative.

4) **Build a Workforce Pipeline from University to Industry**

Approximately 11% of the proceeds from this proposal will be allocated to a collaborative project to build stronger workforce pipelines between LU SECS engineering students and students from other educational institutions to regional companies. Research experience is one of the most effective avenues for attracting students to and retaining them in science and engineering, and for preparing them for careers in these fields. This project includes a Research Experience for Undergraduates (REU) program as part of its activities. Administered by the CAER, the REU program also aims to provide appropriate and valuable educational experiences for undergraduate students through participation in research. This program will be modeled on the National Science Foundation's successful REU program and will employ an industry-driven model (IDM) that links the needs of regional industry partners with the educational and workforce needs of the region's residents through a managed portfolio of applied research projects and programs. REU projects involve students in meaningful ways in ongoing research programs or in research projects with industry. REU projects feature high-quality interaction of students with faculty and/or other industry research mentors and access to appropriate facilities and professional development opportunities.

REU projects offer an opportunity to tap the nation's diverse student talent pool and broaden participation in science and engineering. The REU program will be particularly interested in increasing the numbers of women, underrepresented minorities, and persons with disabilities in research. The program will also consider students who are veterans of the U.S. Armed Services.

Historically, the vast majority of REU participants have been junior or senior level undergraduates, students who have typically already committed to a major in science or

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

engineering. The REU program will succeed in attracting students into science and engineering who might not otherwise consider those majors and careers; projects will also be considered that involve students at earlier stages in their college experience. The CAER has developed working partnerships with a number of four-year colleges that it will seek to include in this program. The CAER will also seek to effectively engage first-year and second-year undergraduates by developing partnerships with the region's community colleges.

This industry-driven model increases the region's competitiveness for core, high-wage industries, stabilizes existing employers by creating a knowledge-based research hub, and sustains a workforce of undergraduate science and engineering students attending the region's educational institutions.

The REU Site will accomplish the following 4 objectives:

1. **Teach:** Expose students to the intellectual challenges of research and the opportunity to develop critical research skills.
2. **Grow:** Engage undergraduate students in applied research activities with regional Industry Partners. Equip more students to pursue careers in science and engineering.
3. **Employ:** Utilize applied projects driven by industry demand to offer students hands-on applications of the applied sciences and technologies and create a pipeline of employment to regional companies.
4. **Practice:** Equip students with research skills in an applied and interdisciplinary context.

Project Objectives and Outcomes

This project will result in four major outcomes over a five-year period:

- An engineering school in Bedford County with a preferred Carnegie classification of R2
 - Over 800 undergraduate students
 - 32 faculty and staff
 - Two (2) new undergraduate degree programs
 - Minimum of one (1) new graduate engineering program
- Capital investment in Bedford County
 - Improvements to Lot 1
 - Two-story Office/Classroom facility of approximately 35,000 square feet
 - Future buildings that support LU SECS and the Energy Research Center
- Industry and University partnership focused on energy engineering and emerging technologies
- Workforce pipeline from local universities to local industry

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Project Schedule

ID	Task Name	Start	Finish	2017				2018				2019			
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2		
1	Establish Dedicated Campus	February 1, 2017	September 21, 2017												
2	complete transaction of CAER facility	February 1, 2017	March 14, 2017												
3	Complete transaction on Lot 1	February 1, 2017	March 14, 2017												
4	Complete transaction on BWXT IST	July 1, 2017	September 21, 2017												
5	Establish single MOU with TRRC to replace existing grants	March 15, 2017	April 25, 2017												
6	Build Out Lot 1	March 15, 2017	December 11, 2018												
7	Complete extension of Research Way	March 15, 2017	July 18, 2017												
8	Build initial classrooms	July 19, 2017	December 11, 2018												
9	Establish and Implement Energy Cluster	February 1, 2017	December 11, 2018												
10	Develop initial concept paper for energy.	February 1, 2017	March 14, 2017												
11	Develop strategic and Implementation plans for energy cluster	March 15, 2017	July 18, 2017												
12	Initiate energy cluster programs and services	July 19, 2017	December 11, 2018												
13	Initiate business development activities	July 19, 2017	December 11, 2018												
14	Research Experience for Undergraduate	February 1, 2017	June 4, 2019												
15	Establish REU Concept Paper	February 1, 2017	March 14, 2017												
16	Develop REU marketing	March 15, 2017	August 1, 2017												
17	Begin recruitment of	August 2, 2017	December 25, 2018												
18	Begin recruitment of	August 2, 2017	December 25, 2018												
19	Begin REU projec	January 10, 2019	June 4, 2019												

Use of TRRC Funds

A third-party appraisal conducted by Consensus Real Estate has established a market value of approximately \$4.5 million for the facility. This proposal is to negotiate a "sale" of the facility to Liberty University and use the funds from the acquisition of the CAER facility as a new "grant" from the TRRC and matched by funds for Liberty University for the following activities. Details of the funding are provided in the budget narrative.

- Build out Lot 1
- Establish a regional energy cluster and develop and conduct the initial business development activities of the cluster
- Develop and implement a Research Experience for Undergraduate (REU) Program creating a workforce pipeline from university to industry
- Administrative, Legal and Financial Costs Related to Transaction

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Other Funds

Liberty University will provide matching funds of at least 2:1

Partner Organizations

Bedford County – Related to the property in the New London Technology Park

BWXT – related to the Integrated System Test (IST) Loop in the CAER facility

Central Virginia Energy Alliance – the industry cluster to be formed as part of this project.

Budget

See budget table

Budget Narrative

For all budget line items described, "TRRC funds" refers to the proceeds from the transfer of the CAER facility to Liberty University.

Personnel and Staff

LU Faculty (degree development) – LU SECS faculty and staff will spend at least \$500,000 over five years on developing new undergraduate programs, researching and developing new graduate programs, and relocating the school to the New London Park

LU Facility staff – LU facility staff will spend at least \$250,000 over five years in managing the CAER facility (Energy Research Center) and any new buildings on Lot 1

Admin/CAER Staff – TRRC funds will be used to support up to \$45,000 in CAER staff to manage the transition from CAER to the Energy Research Center and will be matched with \$45,000 from LU over the same period.

Tobacco Region REU Faculty/Students – TRRC funds will be used to engage university students with industry in the Tobacco Region in industry sponsored research projects. The goal will be to connect these students with these companies and build a pipeline to employment. TRRC funds in the amount of \$360,000 over five years will be used to provide stipends to students.

Contract Services

Costs associated with transaction – TRRC funds in the amount of \$150,000 will be used to address costs related to the transfer of the facility. These include legal fees, closing costs, costs to cancel or transfer long term services (Lumos internet, IT support), and other costs required for the transaction.

Develop Energy Cluster Plans – TRRC funds in the amount of \$25,000 will be used to develop both a strategic and an implementation plan for an energy-focused industry cluster that will drive the Energy Research Center.

Proposal for the Establishment of an Engineering School Campus and Energy Research Center in Bedford County

Energy Cluster Business Development – LU and CAER will contract for business development services identified in the implementation plan. We anticipate these services will include those categories listed in the proposal. TRRC funds in the amount of \$250,000 over five years will be matched by \$750,000 from LU over the same period.

Energy Cluster support services – LU SECS and CAER will also contract for other support services for the Energy Cluster such as meeting support, media and marketing services and industry research. TRRC funds in the amount of \$35,000 will be matched by \$50,000 from LU.

CAER REU coordinator – CAER will contract for coordinator services for the REU industry-university pipeline program. TRRC funds in the amount of \$85,000 over five years will be allocated to this line item.

REU promotion – CAER will contract for marketing materials and services for the REU program. TRRC funds in the amount of \$36,000 over five years (\$15k in year 1, \$10k in year 2, \$5k in year 3 and \$3k in years 4 and 5).

Travel (energy cluster/REU) – LU will provide \$10,000 per year over five years for travel related to both the REU program (for promotion and recruitment) and for business development for the Energy Cluster.

Materials and Supplies

REU supplies – TRRC funds in the amount of \$20,000 over five years will be used for materials and supplies related to the REU program

Energy Cluster supplies - TRRC funds in the amount of \$25,000 over five years will be used for materials and supplies related to the Energy Cluster

Property Improvement

Purchase Lot 1 – LU will purchase Lot 1 from Bedford County for an estimated amount of \$810,000.

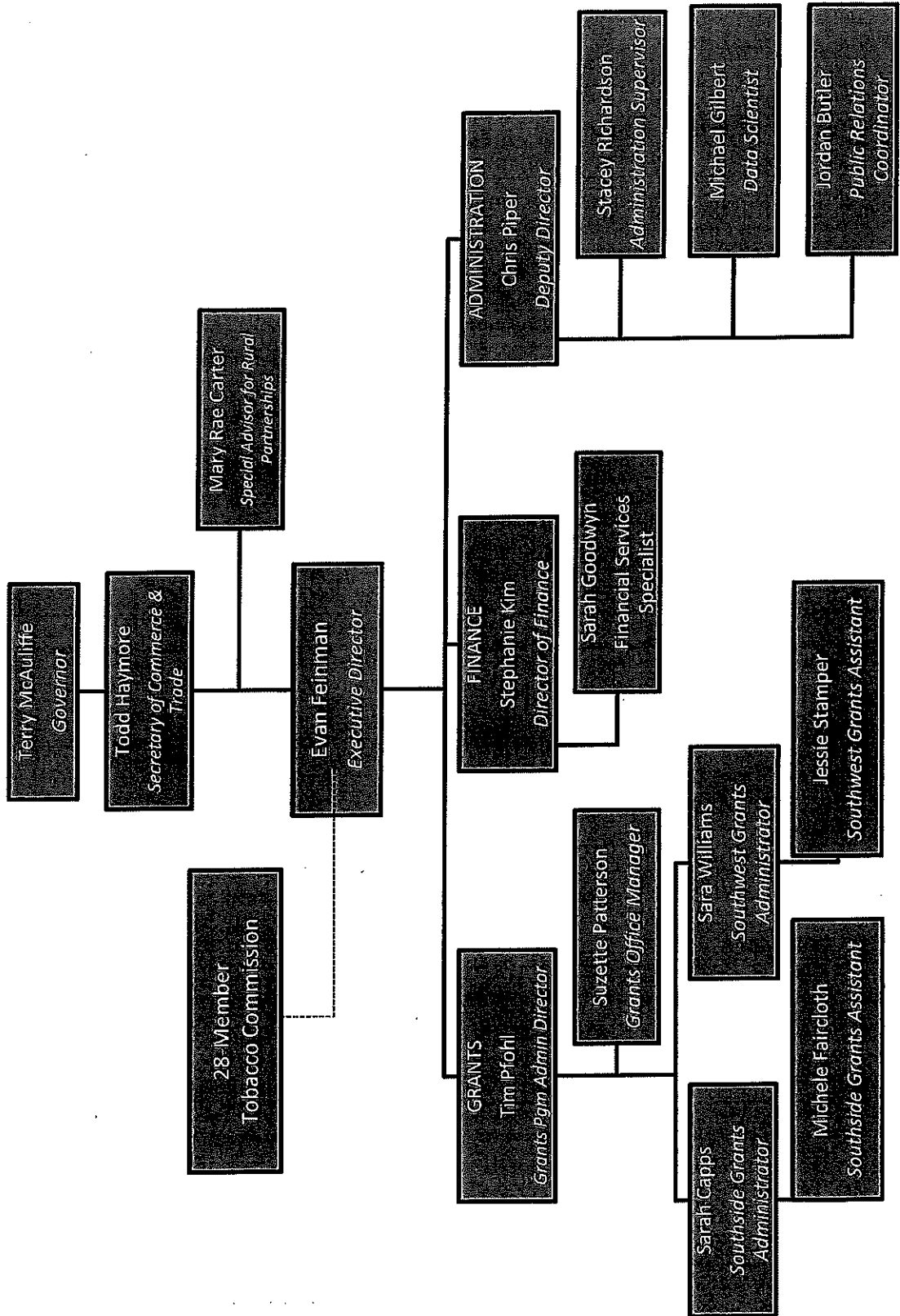
Build out Lot 1 – Lot 1 will be developed as described in the proposal. These development costs are estimated to be approximately \$1,000,000. This amount will be split 50/50 between TRRC funds and LU.

Facility Construction

New Classroom/Offices – New classrooms and faculty offices will be constructed on Lot 1 as part of the dedicated engineering school and research center campus. The estimated cost will be \$9.2 million. TRRC funds in the amount of \$3,000,000 will be matched by \$6,200,000 from LU.

Tobacco Region Revitalization Commission

Organizational Chart
December 2016



EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number: 00004 Employee Name: Stephanie Kim	2. Agency Name & Code; Division/Department: 851 Tobacco Region Revitalization Commission
3. Work Location Code: 760 Richmond, VA	4. Occupational Family & Career Group: Administrative Services/Financial and Auditing Services
5. Role Title & Code: TICRC Finance Director, #91784	6. Pay Band: 7
7. Work Title: Director of Finance	8. SOC Title & Code: Director of Finance 23094
9. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: 00001	12. Supervisor's Role Title & Code: TICRC Executive Director
13. EEO Code:	14. Effective Date: 10/25/16 - 10/24/17

PART II – Work Description & Performance Plan

15. Organizational Objective: To promote economic growth and development in tobacco-dependent communities in southside and southwest Virginia.
16. Purpose of Position: To effectively protect, account for, report, and manage the financial resources of the Commission; to manage all financial, planning, budgeting, accounting, and auditing functions assuring compliance with the Commonwealth's and Commission's policies and state/federal laws and regulations. Serve as liaison with Commission members on financial issues; coordinate financial aspects with grants staff; supervise fiscal staff; provide hiring assistance and coordination; coordinate all human resource and payroll functions; oversee agency procurement; assist with all agency reporting requirements.

17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable):

Comprehensive knowledge of the principles and practices of financial statement preparation, financial reporting, and budget planning, formulation, evaluation, and execution. Comprehensive knowledge of generally accepted accounting principles, FASB and GASB statements, and state accounting practices. Experience in evaluating fiscal and programmatic impact of proposed state and federal legislation. Ability to develop policies and procedures consistent with sound public policy and state government operations. Considerable knowledge of state budget and finance policies, procedures, and systems. Thorough understanding of fund accounting and forecasting methods. Ability to work effectively with senior level policy makers, legislators, and Commission members. Ability to write reports and make presentations to the legislature, the Governor, and his Cabinet members. Thorough knowledge of voucher and reimbursement processes. Ability to supervise, train, and assess supervised staff. Familiarity with the Commonwealth's Procurement Act, human resource benefits and functions, and payroll.

18. Education, Experience, Licensure, Certification required for entry into position:

Undergraduate degree in business administration, public administration, or other closely related field; graduate degree preferred; senior level management experience in budgeting, accounting, planning, and policy development; CMA or CPA certification highly desirable. At least 5 years of accounting experience in public or private sector. Demonstrated experience with fund accounting, budgeting, and financial reporting.

% Time	19. Core Responsibilities	20. Measures for Core Responsibilities
60%	A. Prepare annual budget, monthly financial reports; submit yearend financial reports to DOA; Review all vouchers and small purchase charge card transactions for accuracy and sufficient documentation; monitor cash balances and appropriations; reconcile approved grants with financial reports; Coordinate annual audit with APA; Communicate financial information to Commission and staff	Annual budget presented at spring Executive and full Commission meetings; Financial reports submitted by approved deadlines; All supporting documentation provided to auditors as requested; Feedback from Commission members and observation by supervisor
10%	B. Develop policies and procedures related to internal controls, fiscal issues, general procedures for Commission and staff; serve as Program Administrator for small purchase charge card program; oversee agency procurement; conduct ARMICS reporting and testing for the agency	Compliance with generally accepted accounting principles, GASB statements, state accounting policies; feedback from auditors
10%	C. Perform human resource functions, including coordinating hiring, onboarding, terminations, healthcare and VRS transactions, reconciliations and confirmations; perform payroll functions, including certifying semi-monthly payroll; supervise and manage fiscal staff, including communicating duties and expectations and annual performance review; serve as telecommunications coordinator for agency; maintain computer replacement schedules and agency surplus; act as liaison between employees and DHRM, VRS, DOA'S PSB, VITA, and DGS	Employees are compensated properly, including appropriate benefits; monthly healthcare certification submitted by deadline; Payroll certification submitted by semi-monthly deadline; VRS confirmations submitted by 10 th of each month; fiscal staff is trained and aware of expectations; employees have properly operating phones and computers
10%	D. Serve as agency's SWAM Champion preparing agency's annual SWAM Plan, Assistant COOP Team Coordinator preparing agency's annual COOP Plan, Parking Coordinator submitting monthly confirmations, and legislative liaison preparing fiscal impact statements	Submission of reports by required deadlines

Students know Collection?

10%	E. Other tasks as assigned, including negotiating contracts, leases and MOU's; requesting approved corpus invasions and general account reimbursement request from Treasury; preparing reports, plans, and other submissions required by various state agencies; preparing presentations and materials for Commission and committee meetings as requested	Timely submission of required reports/presentations; feedback from supervisor
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100%

21. Special Assignments	22. Measures for Special Assignments
F. May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.	
G.	

Optional

23. Agency/Departmental Objectives	24. Measures for Agency/Departmental Objectives
H.	
I.	
J.	
K.	

ADDENDUM – ORGANIZATIONAL CHART

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee Development Plan

25. Personal Learning Goals

Maintain Certified Management Accountant (CMA) and Certified Financial Manager (CFM) certifications through continued professional development in the accounting/finance field

26. Learning Steps/Resource Needs

Training and professional development funding and support

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:

Signature:

Date:



12/7/2016

Print Name: Stephanie S. Kim

28. Supervisor's Comments:

Signature:

Date:



12/12/16

Print Name: Evan Feinman

29. Reviewer's Comments:

Signature:

Date:

Print Name:

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number: 00005 Employee Name: Sarah Goodwyn	2. Agency Name & Code; Division/Department: Tobacco Region Revitalization Commission
3. Work Location Code: 760 Richmond, VA	4. Occupational Family & Career Group: Administrative Services
5. Role Title & Code: Financial Services Specialist I (91645)	6. Pay Band: 4
7. Work Title: Financial Services Specialist	8. SOC Title & Code:
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: 00004	12. Supervisor's Role Title & Code: TICRC Finance Director (91784)
13. EEO Code:	14. Effective Date: 10/25/2016-10/24/2017

PART II – Work Description & Performance Plan

15. Organizational Objective: TRRC Organizational Objective: To promote economic growth and development in tobacco-dependent communities throughout southside and southwest Virginia. To effectively protect, account for, report, and manage financial transactions as a means to support the Commission in achieving its goals and objectives.
16. Purpose of Position: To accurately and promptly process all financial transactions in compliance with the Commonwealth's and Commission's policies, applicable laws and regulations; to provide fiscal and administrative support to the Director of Finance
17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Working knowledge of finance and accounting principles including accounts payable, accounts receivable, budgeting, and procurement; at least 5 years' experience with state fiscal processing; extensive knowledge of CAPP Manual; extensive experience with coding, documenting, and processing state travel expense reimbursement vouchers; understanding of internal controls and expense documentation requirements; experience reconciling weekly and monthly expenditures; strong computer skills, especially Excel and Word and querying databases; familiarity with state accounting system; detail-oriented; ability to organize work and maintain files

18. Education, Experience, Licensure, Certification required for entry into position:
 An associate degree in accounting or related field, or equivalent experience

% Time	19. Core Responsibilities	20. Measures for Core Responsibilities
40%	A. Process expenditure transactions and travel reimbursements in accordance with Prompt Pay Act, CAPP Manual, Commission policies and procedures, and VDACS Finance Office operating practices; balance batches before sending them to VDACS to ensure proper payment; properly record in spreadsheets and SmartSimple; prepare checks for deposit.	Meet all requirements of Prompt Pay Act and CAPP Manual in processing of vendor payments for the Commission; processing all travel reimbursement requests within 5 business days of receipt by Fiscal Office; submit House and Senate meeting attendance confirmations within 5 business days of Commission meetings
20%	B. Reconcile weekly and monthly Cardinal reports with internal spreadsheets and SmartSimple; maintain monthly log of Small Purchase Charge Card purchases and reconcile with monthly statements; reconcile vendor statements and ensure receiving; track cash and appropriation balances for each fund.	Monthly log with required documentation of all small purchase charge card purchases submitted for approval by required monthly deadline; all Cardinal/FINSYS reports match internal tracking spreadsheets and billing statements
20%	C. Track reimbursement payments and remaining balances for grant, special, and contract payments; enter check numbers and dates in SmartSimple and internal spreadsheets after disbursement; track per diem, travel, and reimbursement payments, following up with Commissioners, as needed; respond to vendors, grantees, and Commissioners with payment and fiscal-related inquiries	No grant payments distributed for more than award amount; ability to provide remaining balances, vouchers, and payment status upon request; all Commissioners paid correct per diems and reimbursements on a timely basis; feedback from customers and Commissioners, and observation by supervisor
20%	D. Perform other tasks, as assigned, including, but not limited to: contract monitoring, preparation and tracking of purchase orders, recommendation of policy changes for internal controls, maintaining fiscal records and files, assisting with annual audit and yearend financial reporting, entering claims into debt setoff, assisting with records retention compliance, preparing ad hoc reports, writing correspondence to vendors or constituents, reconcile employee leave, and backing up receptionist	Feedback from customers and employees and observation by supervisor
%	E.	
%	F.	

100%

21. Special Assignments	22. Measures for Special Assignments
G. May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.	
H.	

Optional

23. Agency/Departmental Objectives	24. Measures for Agency/Departmental Objectives
I.	
J.	
K.	
L.	

ADDENDUM – ORGANIZATIONAL CHART

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee Development Plan

25. Personal Learning Goals

Work toward re-instatement of Virginia Contracting Associate Certification


26. Learning Steps/Resource Needs

Funding for training needed to re-take VCA exam

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:

Signature:



Date:

12-5-16

Print Name: Sarah Goodwyn

28. Supervisor's Comments:

Signature:



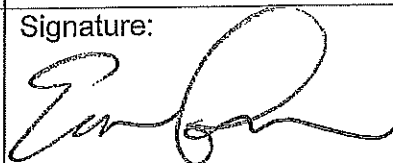
Date:

12/5/16

Print Name: Stephanie S. Kim

29. Reviewer's Comments:

Signature:



Date:

12/12/16

Print Name: Evan Feinman

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information			
1. Position #: 00008	2. Employee Name (last, first, middle initial) PFOHL, Timothy Scott	3. Agency Code: 851	
4. Agency Location & Work Location: Richmond;		5. Occupational Family & Career Group:	
6. Role Title & Code: Grants Manager - 92442			7. Pay Band: █
8. Work Title: Grants Program Administration Director		9. SOC Title & Code:	
10. EEO Code: Professional	11. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Manager If Supervisor or Manager does employee supervise 2 or more employees (FTEs)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12. Supervisor's Position Number: 00001	13. Supervisor's Role Title & Code: TICRC Executive Director		
14. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		15. Date: performance year ending October 25, 2017	

PART II – Work Description & Performance Plan
<p>16. Organizational Objective: Position works with Commission members, staff (grant management, fiscal and administrative) and grantees to administer multiple Commission grant and loan programs in a highly professional and effective manner that accomplishes the Commission's mission and Strategic Plan.</p>
<p>17. Purpose of Position: Works with Commission members, Executive Director and other staff to design and implement programs that meet Commission mission and tobacco region needs/opportunities. Works with Commission members and staff to advise prospective grantees about appropriate sources of funding (Commission programs and external sources). Works with grantees to ensure appropriate use and management of grant funds. Supervises and empowers field staff to work as a team and achieve excellence despite distances between offices.</p>
<p>18. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Working knowledge of: grants management principles and practices; community and economic development; financial principles. Ability to: travel extensively and work independently; to prioritize a complex workload; to coordinate grant management with staff in regional offices; to work effectively in complex organizational and political settings; to supervise and empower field staff to work as a team and achieve excellence despite distances between offices; to use database and other grant management and presentation software. Attention to detail and ability to understand complex budgets and financial statements. Excellent interpersonal communication skills (verbal and written).</p>
<p>19. Education, Experience, Licensure, Certification required for entry into position: Bachelor's degree, Master degree preferred, in business, economics, finance, planning, public administration or other related discipline. Extensive experience at local, regional or state level in grant administration, community and economic development, public administration, financial management, policy or related field.</p>

% Time	20. Core Responsibilities	21. Measures for Core Responsibilities
A. 35%	Administer current grants within multiple Commission programs:	Supervises Grants team in central and field offices in accordance with Commonwealth and Commission fiscal policies to ensure all grants comply with proper legal documentation, use of funds as approved by the Commission, and compliance with grant requirements including matching funds and asset tracking. In coordination with grants team, addresses all project or budget modifications within ten work days (depending on competing critical tasks), coordinates site visits as needed, ensures tracking and reporting progress of all projects, and reviews grant reimbursements (in compliance with 30 day "prompt pay" policies) in coordination with fiscal and administrative staff. Coordinates communication with VRA staff re: all projects referred for loan analysis.
B. 35%	Implementing grant application processes:	Coordinates, in conjunction with appropriate the Grants team members, the review and approval of all grant program guidelines, application materials and scoring criteria prior to publication and distribution; educates potential applicants of funding opportunities and program requirements, prior to and upon application for funding, in workshops, meetings and one on one settings; coordinates grant application workshops; coordinates panel that reviews all requests for funding; prepares and presents staff recommendations to funding Committees at least five work days prior to Committee meetings.
C. 10%	Technical assistance to potential grantees:	Informs prospective grant and loan applicants of strategic fit of conceptual projects with Commission mission (responding to pre-applications within ten work days, depending on competing critical tasks). Communicates grant/loan opportunities (Commission and external) annually and promptly to current and prospective grantees.
D. 10%	Supporting the Commission's public information, relations and outreach efforts:	Contributing accurate information for the Commission's public relations and outreach efforts including e-newsletter, press releases, annual report, website and other requests from media and external customers. Provide staff presence, and support of Commissioner presence, at events announcing Commission grants, at professional development conferences, at local and regional organization events, etc.

E. 10%	Special assignments (see below):	
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Check here if supplemental form attached

100%

22. Special Assignments	23. Measures for Special Assignments
F. Assisting and occasionally taking the lead on special initiatives. May be required to perform other duties as assigned. May be required to assist the agency or state government generally to perform other duties as assigned in the event of an emergency declaration by the Governor:	Assist Executive Director or assume lead in logistics of conducting regional gatherings, researching program-specific strategies, design of new programs; etc. Responding promptly and accurately to periodic studies of Commission operations, including APA, JLARC, OSIG and others, Responding promptly and accurately to senior management re: FOIA requests. Support the Commission's biennial Strategic Planning process and new Commissioner orientation. Other activities as assigned by Executive Director and Commissioners.
G.	

24. Agency/Departmental Objectives	25. Measures for Agency/Departmental Objectives
H. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.	Feedback obtained from customers and observation from supervisors.
I. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.	Feedback from employees and observation from supervisors.
J.	
K.	

ADDENDUM – Organizational Chart

PART III – Employee Development Plan

26. Personal Learning Goals

Increase general working knowledge of economic development principles, development strategies in education/healthcare/agribusiness, grant management strategies, outcome assessment, presentation skills, and consensus-building techniques. Increase knowledge of other relevant state and federal resources and development programs. Increase knowledge of specific economic development needs in various localities and tobacco regions. Receive training in issues related to supervising employees.

27. Learning Steps/Resource Needs

Professional development at conferences and training programs. On-site observation of local/regional needs and opportunities, organizations, development programs, etc.

Part IV - Review of Work Description/Performance Plan

28. Supervisor's Comments:	Signature: Print Name: Evan Feinman	Date: 11-1-16
29. Reviewer's Comments:	Signature: Print Name:	Date: 11-1-16
30. Employee's Comments:	Signature: Print Name: Timothy S. Pfohl	Date: 11-1-16

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number/Name: 00005 Suzette M. Patterson	2. Agency Name & Code; Division/Department: Va Tobacco Commission - 851
3. Work Location Code: 760 Richmond	4. Occupational Family & Career Group: Admin & Office Specialist III
5. Role Title & Code: Program Support Technician 91645	6. Pay Band:
7. Work Title: Grants Office Manager	8. SOC Title & Code: Program Support Technician Sr
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: 00008	12. Supervisor's Role Title & Code: Grants Program Director - 92442
13. EEO Code:	14. Effective Date: June 4, 2007 (employment start date); performance year ending October 25, 2017

PART II – Work Description & Performance Plan

15. Organizational Objective: To effectively and efficiently perform a variety of administrative and program support functions for the Commissioners, Executive Director, Deputy Director, Grants Program Director, Grant Program Administrators, Finance Director, other identified staff persons and external customers, to ensure successful operation of multiple grant programs.
16. Purpose of Position: Provide administrative and program support functions including maintenance of grant files and database; correspondence with applicants, grantees and staff re: online application portal, grant legal documents and reporting requirements, etc.; preparation of Commissioner, grantee and constituent mailings; web-site maintenance; ad hoc database report generation as needed by staff and constituents; ordering of staff/office supplies and coordination of state car maintenance. Provide specific program support to identified staff persons and external customers.
17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Ability to work effectively as part of grant management team; basic computer knowledge, including spreadsheet, database and website applications; effective communication skills; general office procedures and administrative functions; knowledge of eVA.
18. Education, Experience, Licensure, Certification required for entry into position: High School diploma, GED or Higher. General experience in administrative and general office duties. Basic knowledge of database and website maintenance applications.

% Time	19. Core Responsibilities	20. Measures for Core Responsibilities
70 %	<p>A. Support to Executive Director, Deputy Director, Grants Program Director and Grants Program Administrators</p> <ul style="list-style-type: none"> • Maintain physical grant files • Prepare grant agreements, reports and other legal/financial documents for electronic distribution to grantees and track/record receipt of completed forms • Distribute grant documentation to appropriate grant administrator • Maintain grant tracking records in database • Implement redesign of online application templates and related materials in conjunction with all staff • Prepare web posting and electronic distribution of applications to Committee members for each grant cycle • Prepare transmittal of grant applications, staff reports and other materials to Committees & Commission for review • Assist grantees with online portal registration and application submission process. • Manage agency general mailbox and respond to inquiries or forward to appropriate staff person. • Support for Commission's public relations and outreach efforts • Other assistance as needed 	<ul style="list-style-type: none"> • All grant files are complete (in accordance with Commonwealth and Commission fiscal policy) and orderly; materials are filed promptly and accurately • All grant database records remain up to date and complete • Grant proposals and staff reports are transmitted accurately and promptly to Committees and Commission, within ten work days of receipt of funding proposals, and at least five work days prior to Committee meetings for staff reports • All grant documents are accurate and promptly mailed to appropriate grantees within ten work days upon approval, and accurately recorded/filed within five work days upon receipt of completed documents • Grant administrators receive copies of all grant documentation within five work days of receipt. • Website accurately reflects current grant cycles and materials, as well as information on related organizations, events and resources • Online application system is up to date and accurate.
20 %	<p>B. Administrative Support to Executive Director and Finance Director:</p> <ul style="list-style-type: none"> • Create files and data records • Provide grant records and data as needed, promptly and accurately • Maintain web-site • Assist in copying/collating meeting materials • Assist with polling Commissioners re: meetings • assist in mass mailings • Other projects as needed/assigned 	<ul style="list-style-type: none"> • All files are complete, orderly and accurately maintained • Relevant materials are regularly added to website, as directed • Website is up to date and accurate • Mailings are received by Commissioners complete, correct and timely, as directed • Other projects completed as requested in timely manner and accurately
10 %	<p>C. General Office Support</p> <ul style="list-style-type: none"> • Check info email account regularly • Coordinate State car maintenance • Act as primary back-up to receptionist • Act as primary backup for ordering supplies for staff/office • Act as backup for eVA requisitions 	<ul style="list-style-type: none"> • Inquiries made to info account are forwarded to correct staff person for response within 1-2 work days • State car mileage is submitted monthly & serviced regularly • Office remains stocked with necessary supplies • Requisitions made in compliance with eVA

21. Special Assignments	22. Measures for Special Assignments
<p>D. May be required to perform other duties as assigned. May be required to assist the agency or state government generally to perform other duties as assigned in the event of an emergency declaration by the Governor.</p>	<p>Responds promptly and accurately, as directed, to periodic studies of Commission operations, including APA, JLARC, OSIG and others, Responds promptly and accurately to senior management re: FOIA requests. Assists in logistics of conducting regional gatherings and workshops, as directed. Supports the Commission's biennial Strategic Planning process and new Commissioner orientation. Other activities as assigned by senior staff and Commissioners</p>

Optional

23. Agency/Departmental Objectives	24. Measures for Agency/Departmental Objectives
<p>E. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.</p>	<p>Feedback obtained from customers and observation from supervisors and colleagues.</p>
<p>F. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.</p>	<p>Feedback from employees and observation from supervisors.</p>

ADDENDUM – ORGANIZATIONAL CHART

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee Development Plan	
25. Personal Learning Goals	
26. Learning Steps/Resource Needs	
Continue professional development to enhance skills in assisting the organization, the grant management process and other Commission duties. Objectives include a greater role in grant management, including responsibility for specific program elements such as database management, grant reporting and website.	

Part IV - Review of Work Description/Performance Plan		
27. Employee's Comments:	Signature:	Date: 11/1/16
	Print Name: Suzette Patterson	
28. Supervisor's Comments:	Signature:	Date: 11/1/16
This position's role is central to most critical aspects of the Commission's grants processes. Accuracy, promptness and strong customer service are of utmost importance.	Print Name: Timothy S. Pfohl	
29. Reviewer's Comments:	Signature:	Date: 11/1/16
	Print Name: Evan Feinman	

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information		
1. Position #: 00009	2. Employee Name (last, first, middle initial) Sarah King Capps	3. Agency Code: 851
4. Agency Location & Work Location: Richmond; Chatham		5. Occupational Family & Career Group: Administrative Services, Program Administration
6. Role Title & Code: Program Administration Manager II - 91781		7. Pay Band:
8. Work Title: Grants Program Administrator-Southside		9. SOC Title & Code:
10. EEO Code: Professional	11. Level Indicator: <input type="checkbox"/> Employee <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Manager If Supervisor or Manager does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Supervisor's Position Number: 00008	13. Supervisor's Role Title & Code: Grants Director - Program Administration Manager III - 92442	
14. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		15. Date: performance year ending October 25, 2017

PART II – Work Description & Performance Plan
16. Organizational Objective: Position works with Commission members, staff (grant management, fiscal and administrative) and grantees to administer multiple Commission grant and loan programs in a highly professional and effective manner that accomplishes the Commission's mission and Strategic Plan. Position manages the Southside Grants Assistant.
17. Purpose of Position: Assists in design and implementation of programs that meet Commission mission and tobacco region needs/opportunities. Works with Commission members and staff to advise prospective grantees about appropriate sources of funding (Commission programs and external sources). Works with grantees to ensure appropriate use and management of grant funds.
18. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Working knowledge of: grants management principles and practices; community and economic development; financial principles. Ability to: reside in region, travel extensively and work independently in regional office; to prioritize a complex workload with minimal daily supervision; to coordinate grant management with staff in Richmond; to work effectively in complex organizational and political settings; to use database and other grant management and presentation software; and to effectively manage the Grants Assistant's duties. Attention to detail and ability to understand complex budgets and financial statements. Excellent interpersonal communication skills (verbal and written).
19. Education, Experience, Licensure, Certification required for entry into position: Bachelor's degree, Master degree preferred, in business, economics, finance, planning, public administration or other related discipline. Extensive experience at local, regional or state level in grant administration, community and economic development, public administration, financial management, policy or related field.

% Time	20. Core Responsibilities	21. Measures for Core Responsibilities
A. 50%	Administer current Southside grants within multiple Commission programs:	In accordance with Commonwealth and Commission fiscal policies, ensures all grants comply with proper legal documentation, use of funds as approved by the Commission, and compliance with grant requirements including matching funds and asset tracking. For all grants, addresses all requested project or budget modifications within ten work days (depending on competing critical tasks), coordinates site visits as needed, ensures tracking and reporting on progress of projects, and reviews all grant reimbursements (in compliance with 30 day "prompt pay" policies) in coordination with fiscal and administrative staff. Effective management of Grants Assistant's work products.
B. 15%	Implementing grant application processes:	As part of grants team, annually reviews grant guidelines, application materials and scoring criteria prior to publication and distribution; educates potential applicants of funding opportunities and program requirements, prior to and upon application for funding, in workshops, meetings and one on one settings; participates in panel that reviews all requests for funding and prepares/presents staff recommendations at least five working days prior to Committee meetings.
C. 15%	Technical assistance to potential grantees:	Informs prospective grant and loan applicants of strategic fit of conceptual projects with Commission mission (responding to pre-applications within ten work days, depending on competing critical tasks). Communicates grant and loan opportunities (Commission and external) annually and promptly to current and prospective grantees.
D. 15%	Supporting the Commission's public information, relations and outreach efforts:	Provides staff presence, and support of Commissioner presence, at events announcing Commission grants, at professional development conferences, at local and regional organization events, etc. Contributes accurate information for the Commission's public relations and outreach efforts including e-newsletter, press releases, annual report, website and other requests from media and external customers.
E. 5%	Special assignments (see below):	

100% Check here if supplemental form attached

<p>22. Special Assignments</p> <p>F. Assisting and occasionally taking the lead on special initiatives. May be required to perform other duties as assigned. May be required to assist the agency or state government generally to perform other duties as assigned in the event of an emergency declaration by the Governor:</p> <p>G.</p>	<p>23. Measures for Special Assignments</p> <p>Responding promptly and accurately to periodic studies of Commission operations, including APA, JLARC, OSIG and others, Responding promptly and accurately to senior management re: FOIA requests. Assist or lead in logistics of conducting regional gatherings, researching program-specific strategies, etc. Support the Commission's biennial Strategic Planning process and new Commissioner orientation. Other activities as assigned by senior staff and Commissioners.</p>
<p>24. Agency/Departmental Objectives</p>	<p>25. Measures for Agency/Departmental Objectives</p>
<p>H. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.</p>	<p>Feedback obtained from customers and observation from supervisors.</p>
<p>I. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.</p>	<p>Feedback from employees and observation from supervisors.</p>

ADDENDUM – Organizational Chart

<p>PART III – Employee Development Plan</p>
<p>26. Personal Learning Goals</p> <p>Increase general working knowledge of economic development principles, education programs, agribusiness strategies, grant management strategies, presentation skills, and consensus-building techniques. Increase knowledge of other relevant state and federal resources and development programs. Increase knowledge of specific community development needs in various localities and regions of Southside.</p>
<p>27. Learning Steps/Resource Needs</p> <p>Professional development as time and budget permits at economic development conferences and training programs. On-site observation of local/regional needs and opportunities, organizations, development programs, etc.</p>

Part IV - Review of Work Description/Performance Plan

28. Supervisor's Comments:	Signature: Print Name: Timothy S. Pfohl	Date: 11/1/16
29. Reviewer's Comments:	Signature: Print Name: Evan Feinman	Date: 11/1/16
30. Employee's Comments:	Signature: Print Name: Sarah K. Capps	Date: 11/1/16

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information		
1. Position #: 00010	2. Employee Name (last, first, middle initial) Sara G. Williams	3. Agency Code: 851
4. Agency Location & Work Location: Richmond; Abingdon		5. Occupational Family & Career Group: Administrative Services, Program Administration
6. Role Title & Code: Program Administration Manager II - 91781		7. Pay Band:
8. Work Title: Grants Program Administrator-Southwest		9. SOC Title & Code:
10. EEO Code: B-professionals	11. Level Indicator: <input type="checkbox"/> Employee <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Manager If Supervisor or Manager does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Supervisor's Position Number: 00008	13. Supervisor's Role Title & Code: Grants Director - Program Administration Manager III - 92442	
14. FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		15. Date: Performance year ending October 25, 2017

PART II – Work Description & Performance Plan

16. Organizational Objective: Position works with Commission members, staff (grant management, fiscal and administrative) and grantees to administer multiple Commission grant and loan programs in a highly professional and effective manner that accomplishes the Commission's mission and Strategic Plan. Position supervises the Southwest Grant Assistant position.

17. Purpose of Position:
Assists in design and implementation of programs that meet Commission mission and tobacco region needs/opportunities. Works with Commission members and staff to advise prospective grantees about appropriate sources of funding (Commission programs and external sources). Works with grantees to ensure appropriate use and management of grant funds.

18. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable):
Working knowledge of: grants management principles and practices; community and economic development; financial principles. Ability to: reside in region, travel extensively and work independently in regional office; to prioritize a complex workload with minimal daily supervision; to coordinate grant management with staff in Richmond; to work effectively in complex organizational and political settings; to use database and other grant management and presentation software; and to effectively manage the Grants Assistant's duties. Attention to detail and ability to understand complex budgets and financial statements. Excellent interpersonal communication skills (verbal and written).

19. Education, Experience, Licensure, Certification required for entry into position:
Bachelor's degree, Master degree preferred, in business, economics, finance, planning, public administration or other related discipline. Extensive experience at local, regional or state level in grant administration, community and economic development, public administration, financial management, policy or related field.

% time	20. Core Responsibilities	21. Measures for Core Responsibilities
A. 50%	Administer current Southwest grants within multiple Commission programs:	In accordance with Commonwealth and Commission fiscal policies, ensures all grants comply with proper legal documentation, use of funds as approved by the Commission, and compliance with grant requirements including matching funds and asset tracking. For all grants, addresses all requested project or budget modifications within ten work days (depending on competing critical tasks), coordinates site visits as needed, ensures tracking and reporting on progress of projects, and reviews all grant reimbursements (in compliance with 30 day "prompt pay" policies) in coordination with fiscal and administrative staff. Effective management of Grants Assistant's work products.
B. 15%	Implementing grant application processes:	As part of grants team, annually reviews grant program guidelines, application materials and scoring criteria prior to publication and distribution; educates potential applicants of funding opportunities and program requirements, prior to and upon application for funding, in workshops, meetings and one on one settings; participates in panel that reviews all requests for funding and prepares/presents staff recommendations at least five working days prior to Committee meetings.
C. 15%	Technical assistance to potential grantees:	Informing prospective grant and loan applicants of strategic fit of conceptual projects with Commission mission (responding to pre-applications within ten work days, depending on competing critical tasks). Communicating grant and loan opportunities (Commission and external) annually and promptly to current and prospective grantees.
D. 15%	Supporting the Commission's public information, relations and outreach efforts:	Provide staff presence, and support of Commissioner presence, at events announcing Commission grants, at professional development conferences, at local and regional organization events, etc. Contributing accurate information for the Commission's public relations and outreach efforts including e-newsletter, press releases, annual report, website and other requests from media and external customers.
E. 5%	Special assignments (see below):.	

Check here if supplemental form attached

100%

22. Special Assignments	23. Measures for Special Assignments
<p>F. Assisting and occasionally taking the lead on special initiatives. May be required to perform other duties as assigned. May be required to assist the agency or state government generally to perform other duties as assigned in the event of an emergency declaration by the Governor:</p>	<p>Responding promptly and accurately to periodic studies of Commission operations, including APA, JLARC, OSIG and others, Responding promptly and accurately to senior management re: FOIA requests. Assist or lead in logistics of conducting regional gatherings, researching program-specific strategies, etc. Support the Commission's biennial Strategic Planning process and new Commissioner orientation. Other activities as assigned by senior staff and Commissioners.</p>

24. Agency/Departmental Objectives	25. Measures for Agency/Departmental Objectives
<p>G. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.</p>	<p>Feedback obtained from customers and observation from supervisors.</p>
<p>H. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.</p>	<p>Feedback from employees and observation from supervisors.</p>

ADDENDUM – Organizational Chart

PART III – Employee Development Plan
<p>26. Personal Learning Goals Increase general working knowledge of economic development principles, education programs, agribusiness strategies, grant management strategies, presentation skills, and consensus-building techniques. Increase knowledge of other relevant state and federal resources and development programs. Increase knowledge of specific community development needs in various localities and regions of Southwest.</p>
<p>27. Learning Steps/Resource Needs Professional development at economic development conferences and training programs, as time and budget permits. On-site observation of local/regional needs and opportunities, organizations, development programs, etc.</p>

Part IV - Review of Work Description/Performance Plan

<p>28. Supervisor's Comments:</p> <p>This position is the Commission's primary staff point of contact in Southwest VA for prospective applicants, must be adept at reviewing proposed grants and loans, monitors and advises grantees, and has a key role in determining grant management policies and best practices. Ultimately, the most critical function is to ensure proper use of grant funds to achieve programmatic objectives.</p>	<p>Signature:</p> <p>...</p> <p>Print Name: Timothy S. Pfohl</p>	<p>Date: 11/1/16</p>
<p>29. Reviewer's Comments:</p>	<p>Signature:</p> <p>Print Name: Evan Feinman</p>	<p>Date: 11/1/16</p>
<p>30. Employee's Comments:</p>	<p>Signature:</p> <p>Print Name: Sara G. Williams</p>	<p>Date: 11/1/16</p>

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information		
1. Position #: 00011	2. Employee Name (last, first, middle initial) Faircloth, Michele L.	3. Agency Code: 851
4. Agency Location & Work Location: Rocky Mount, VA		5. Occupational Family & Career Group:
6. Role Title & Code: Financial Services Specialist 1 (19031)		7. Pay Band: 4
8. Work Title: Grants Assistant - Southside		9. SOC Title & Code:
10. EEO Code: B= professionals	11. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager If Supervisor or Manager does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Supervisor's Position Number: 00009	13. Supervisor's Role Title & Code: Grants Program Administrator – Southside (19173)	
14. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	15. Date: Performance year ending October 24, 2017.	

PART II – Work Description & Performance Plan
<p>16. Organizational Objective:</p> <p>Position works with Commission's grant management team, and fiscal and administrative staff to support regional office responsibilities including administration of grant projects under multiple Commission grant programs, in a professional and effective manner that contributes toward accomplishment of the Commission's mission and Strategic Plan.</p>
<p>17. Purpose of Position:</p> <p>Works with the Southside Grants Program Administrator and the Grants Program Director to assist in administration of project grants to ensure appropriate use and management of grant funds. Position provides general administrative support for day-to-day responsibilities of the Southside regional office, and the related interactions with grantees, prospective project sponsors, and other stakeholders.</p>
<p>18. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable):</p> <p>Knowledge of general principles for grant administration, accounting and financial record keeping. Strong organizational and analytical skills. Ability to perform mathematical computations accurately, to interpret grant guidelines and project budgets, and to communicate effectively both orally and in writing. Proficiency with Microsoft Office Word and Excel and in working with database.</p>
<p>19. Education, Experience, Licensure, Certification required for entry into position:</p> <p>Bachelor's degree or equivalent training and experience in business administration, office administration, accounting or related field is required. At least two years of experience in an office setting. Bachelor's degree and related work experience is preferred.</p>

% Time	20. Core Responsibilities	21. Measures for Core Responsibilities
A. 10%	Provide administrative and general office support for primary office functions.	Properly receive, date stamp and organize incoming mail and deliveries on a daily basis (based on approved work schedule). Assist with outgoing packages including scheduling payments and photocopies. Set up project folders and assist with maintenance of critical information in hard copy and electronic file records. Respond to phone calls and emails to provide information in response to questions from grantees (within 1-2 work days, depending on work schedule), such as updates on the status of payments; and questions from other stakeholders of the general public on Commission supported projects and programs. Draft extension and budget amendment approval letters within 10 work days, as directed.
B. 35%	Assist in administration of current grants assigned to the Southside regional office and within multiple Commission program areas:	Performs initial evaluation of payment requests, within five (5) work days of receiving vouchers, for completeness and compliance with funding policies. Bring order to vouchers when needed. Following review of accounting reports, drawdown summaries, expense documentation, and match documentation-- request any missing information that may need to be submitted. Follow-up with grantees at least within ten (10) work days, if they have not responded, to remind them of information needed to continue review of voucher. Flag any expense items that may be contrary to the Commission's funding policies including purchases outside of the approved project period, deliveries to addresses and scholarship recipient residences outside of tobacco region, and requested expenses that are ineligible for reimbursements.
C. 45%	Maintain and update Southside regional office grant management project records through data entry, recordation and analysis; and provide research support and compilation of relevant information related to current and prospective projects.	Utilize the SmartSimple grants management database to schedule approved payments and match records; and for recording and uploading "Activities" related to site visits, reporting, press articles and marketing materials, photos, outputs/deliverables and other project records. Follow-up with grantees on past due reports. Manage overall project for development and maintenance of equipment asset inventory lists for each grant. Use equipment list and other purchase information to identify items to verify during site visits. Organize and update other asset records for regional office records as assigned. Manage regional office photo archives, as verification of site visits and for use with agency public relations efforts. Run queries and compile reports on payment and project activities. Conduct research on information available through the internet or in materials received, as assigned, to provide background information and evaluation on current or prospective projects or initiatives.

D. 10%	Supporting the Commission's public information, relations and outreach efforts.	As directed, provide staff presence, and support of Commissioner presence, at events announcing Commission grants, at professional development conferences, at local and regional organization events, etc. Contributing accurate information for the Commission's public relations and outreach efforts including e-newsletter, press releases, annual report, website and other requests from media and external customers.

Check here if supplemental form attached

100%

22. Special Assignments	23. Measures for Special Assignments
E. May be required to perform other duties as assigned in response to an emergency declaration.	TBD

24. Agency/Departmental Objectives	25. Measures for Agency/Departmental Objectives
F. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.	Feedback obtained from customers and observation from supervisor.
G. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.	Feedback from employees and observation from supervisor.
H.	
I.	

ADDENDUM – Organizational Chart

PART III – Employee Development Plan

26. Personal Learning Goals

Increase general working knowledge of economic development principles, grant management and administration strategies, and other relevant state and federal resources and development programs. Increase knowledge of specific economic development needs in the Southside region localities.

27. Learning Steps/Resource Needs

Professional development at workshops and training programs and through increased attendance and participation at local and regional meetings.

Part IV - Review of Work Description/Performance Plan

28. Supervisor's Comments:	Signature: Print Name: Sarah K. Capps	Date:
29. Reviewer's Comments:	Signature: Print Name: Timothy S. Pfohl	Date:
30. Employee's Comments:	Signature: Print Name: Michele L. Faircloth	Date:

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information		
1. Position #: 00014	2. Employee Name (last, first, middle initial) Stamper, Jessica A	3. Agency Code: 851
4. Agency Location & Work Location: Abingdon, VA		5. Occupational Family & Career Group:
6. Role Title & Code: Financial Services Specialist 1 (19031)		7. Pay Band: 4
8. Work Title: Grants Administrative Assistant - Southwest		9. SOC Title & Code:
10. EEO Code: Professional	11. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager If Supervisor or Manager does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Supervisor's Position Number: 00000	13. Supervisor's Role Title & Code: Grants Program Administrator – Southwest (19173)	
14. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		15. Date: performance year ending October 18, 2017

PART II – Work Description & Performance Plan
16. Organizational Objective: Position works with Commission grant management, fiscal and administrative staff to support regional office responsibilities including administration of grant projects under multiple Commission grant programs, in a professional and effective manner that contributes toward accomplishment of the Commission's mission and Strategic Plan.
17. Purpose of Position: Works with the Southwest Grants Program Administrator and Grants Program Director to assist in administration of project grants to ensure appropriate use and management of grant funds. Position provides general administrative support for Southwest field office day-to-day responsibilities and the related interactions with grantees, prospective project sponsors, and other clients and stakeholders.
18. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Knowledge of general principals for grant administration, accounting and financial record keeping. Strong organizational and analytical skills. Ability to perform mathematical computations accurately, to interpret grant guidelines and project budgets, and to communicate effectively both orally and in writing. Proficiency with Microsoft Office Word and Excel and in working with databases.

19. Education, Experience, Licensure, Certification required for entry into position:

Post secondary education in business administration, office administration, accounting or related field is required. Bachelor's degree and related work experience is preferred.

% Time	20. Core Responsibilities	21. Measures for Core Responsibilities
A. 10%	Provide administrative and general office responsibilities to support primary office functions and maintenance of project files:	Properly receive, date stamp, and organize incoming mail and deliveries and assist with outgoing packages including scheduling payments and photocopies; setting up office grant folders and assist with maintenance of critical information in hard copy and electronic file records, including filing correspondences and reference materials; answers and responds to phone calls and emails from grantees (within 1-2 working days, depending on work schedule) to provide general information on status of payments and questions from other stakeholders on Commission supported projects and programs; drafting of extensions and budget amendment approval letters within 10 work days, as directed. Maintains contact list for the Southwest region.
B. 35%	Assist in administration of current grants assigned to the Southwest field office and within multiple Commission program areas:	Performance of initial evaluation of payment requests within 5 work days of receiving vouchers, for completeness within funding policies, including review of accounting reports, expense documentation, matching funds documentation, , and request any missing information that is needed. Follow up with grantees within 10 work days if they have not responded to again request copies of missing or additional expense documentation necessary to evaluate request. Flag any items that may be contrary to Commission funding policies or inconsistent with the approved project budget. Work with grantees to resolve issues preventing the approval of reimbursement requests.

C. 45%	Assure updated Southwest regional office critical grant management records through data entry, recordation, and analysis; and availability of reference materials for evaluation of current and prospective projects	Utilizing the SmartSimple grants management database to update records for scheduling and coding of payments and record matching funds, recording specific project "Activities" including off-site meetings or site visits, reports, press articles, marketing materials, photographs, outputs/deliverables, and other records. Follow up with grantees on past-due reports. Recording equipment and other assets purchased with grant funds. Running queries and compiling reports on payments and projects, maintaining lists of all past and current projects benefiting the Southwest region. Conducting independent research review of information available through the internet or in materials received, as assigned, for background and evaluation of current or prospective projects or initiatives.
D. 10%	Supporting the Commission's public information, relations and outreach efforts:	As directed, provide staff presence, and support of Commissioner presence, at events announcing Commission grants, at professional development conferences, at local and regional organization events, etc. Contributing accurate information for the Commission's public relations and outreach efforts including e-newsletter, press releases, annual report, website and other requests from media and external customers.

Check here if supplemental form attached

100%

22. Special Assignments	23. Measures for Special Assignments
E. May be required to perform other duties as assigned in response to an emergency declaration	Tbd

24. Agency/Departmental Objectives	25. Measures for Agency/Departmental Objectives
F. In dealing with customers, commitment to: providing quality professional service in a timely manner; treating customers with courtesy, openness, fairness and equity; soliciting customer input during the development of policies and procedures; and ensuring that programs, policies and procedures effectively meet customer needs.	Feedback obtained from customers and observation from supervisors.
G. In dealing with each other, commitment to: valuing Agency employees, empowering and supporting them to accomplish Agency goals; demonstrating mutual respect; working together as a team; fostering integrity and trust, expecting high standards of performance and practicing quality improvement; ensuring accountability by linking authority with responsibility; enhancing inter-divisional communications; contributing to innovation through participation, recognition and reward.	Feedback from employees and observation from supervisors.
H.	
I.	

ADDENDUM – Organizational Chart

PART III – Employee Development Plan
<p>26. Personal Learning Goals</p> <p>Increase general working knowledge of economic development principles, grant management and administration strategies, and other relevant state and federal resources and development programs. Increase knowledge of specific economic development needs in the Southwest region localities.</p>
<p>27. Learning Steps/Resource Needs</p> <p>Professional development at workshops and training programs and through increased attendance and participation at local and regional meetings.</p>

Part IV - Review of Work Description/Performance Plan

28. Supervisor's Comments:	Signature: Print Name: Sara G. Williams	Date:
29. Reviewer's Comments:	Signature: Print Name: Timothy S. Pfohl	Date:
30. Employee's Comments:	Signature: Print Name: Jessica A. Stamper	Date:

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number: 00012 Employee Name: Chris Piper	2. Agency Name & Code; Tobacco Region Revitalization Commission, 851 Division/Department: Administration
3. Work Location Code: 760	4. Occupational Family & Career Group: Program Administration, #19210
5. Role Title & Code: Deputy Director 91206	6. Pay Band: N/A
7. Work Title: Deputy Director	8. SOC Title & Code: N/A
9. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: Supervisor's Name: Chris Piper	12. Supervisor's Role Title & Code: TRRC Executive Director, 91787
13. EEO Code: N/A	14. Effective Date: 11/1/2016

PART II – Work Description & Performance Plan

15. Organizational Objective: The Tobacco Region Revitalization Commission is created as a body corporate and a political subdivision of the Commonwealth and as such shall have, and is vested with, all of the politic and corporate powers as are set forth in this chapter. The Commission is established for the purposes of determining the appropriate recipients of moneys in the Tobacco Indemnification and Community Revitalization Fund and causing distribution of such moneys for the purposes provided in this chapter, including using moneys in the Fund to revitalize tobacco-dependent communities.
16. Purpose of Position: To lead the development and implementation of the processes and infrastructure necessary to strategically deploy the Commission's funds, responsibly and in the most effective manner possible, in pursuit of the goals laid out by the Commission in its Strategic Plan.
17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Senior level experience with a mission-driven organization whose scope and complexity is commensurate with the Commission; a track record of leading successful programs/organizations to include building and developing a successful team of people; entrepreneurial skills and the ability to plow new ground and develop creative approaches within the context of a mission-driven organization; and strong experience working effectively with government, private sector, and non-profit organizations.

18. Education, Experience, Licensure, Certification required for entry into position: Bachelor's degree with a minimum of five years' experience in government management, banking, finance, or law.

% Time E or M	19. Core Responsibilities	20. Measures for Core Responsibilities
30%	A. Executive Management	<p>Provide executive authority over day-to-day Commission business in the absence of the Executive Director</p> <p>Provide oversight and guidance to the Commission's meeting planner, communications point of contact, and office manager</p> <p>Oversee the public relations coordinator and the Commission's public relations strategy ensuring an effective campaign; provide oversight of the Commission's conference schedule</p> <p>Manage the data scientist position to ensure the development of processes and procedures as well as performance management metrics</p>
30%	B. Tobacco Region Opportunity Fund (TROF) Program Manager	<p>Manage the TROF program as the primary point of contact for applicants and other interested parties responsible for program design, policy development, outreach, application processing, disbursement approval, progress monitoring, contract compliance, and debt collection</p> <p>Maintains agreements with the Virginia Employment Commission (VEC) for access to data needed to administer compliance with the TROF program</p>

20%	C. Grant Administration	<p>Serve as primary liaison between the Commission and its general counsel on a variety of matters before the Commission</p> <p>Manage the Commission's compliance with bond covenants that restrict the use of certain bond proceeds, maintain aggregate life to date economic life data for all grants made using such proceeds, and compile data required for bond counsel to supply the Commission with an opinion regarding the Commission's use of bond proceeds</p> <p>Draft and periodically update grant agreements, memoranda of understanding, demand letters, installment repayment agreements, assignments, releases, subordination agreements, and other similar documents used in the administration of the Commission's grant and loan programs</p> <p>Maintain agreements with VEDP for the vetting of Research and Development grant applications</p> <p>Assist the field staff by providing research and resolution to unforeseen anomalies and problems which may arise in grants administration</p>
15%	D. Office Administration	<p>Coordinate responses to FOIA requests and serve as agency's records administrator</p> <p>Prepare annual reports on the work of the Commission to the General Assembly as required by Virginia Code</p> <p>Participates in and assist with audits of the Commission made by Joint Legislative Audit Research Commission (JLARC), OSIG (Office of the State Inspector General), and other similar entities</p> <p>Assist in the implementation of legislative mandates as they arise</p> <p>Compile and publish meeting agendas for committees and the Commission to ensure that all items requiring attention get before the appropriate body</p>
5%	E. Commission Support	<p>Provide support to the Commission and its staff in furthering the Commission's mission</p>

100%

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.


PART III – Employee Development Plan

25. Personal Learning Goals

1. Close on 25% more TROF grants than in the previous year by increasing advertising and communications to local IDA/EDAs.
2. Deploy a successful and modern Commission website.

26. Learning Steps/Resource Needs

Part IV - Review of Work Description/Performance Plan

<p>27. Employee's Comments:</p>	<p>Signature:</p> <p>Print Name:</p>	<p>Date:</p>
<p>28. Supervisor's Comments:</p>	<p>Signature:</p> <p>Print Name:</p>	<p>Date:</p>
<p>29. Reviewer's Comments:</p>	<p>Signature:</p>  <p>Print Name: Evan Farnum</p>	<p>Date:</p> <p>12-2-16</p>

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information	
1. Position Number: 00006 Employee Name: Stacey Richardson	2. Agency Name & Code; Tobacco Region Revitalization Commission Division/Department: Administration
3. Work Location Code: 760	4. Occupational Family & Career Group: Program Administration, #19210
5. Role Title & Code: General Admin Supervisor/Coordinator 91522	6. Pay Band: N/A
7. Work Title: Administration Supervisor/Program Coordinator	8. SOC Title & Code: N/A
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: Supervisor's Name: Chris Piper	12. Supervisor's Role Title & Code: Deputy Director 91206
13. EEO Code: N/A	14. Effective Date: 10/21/2016

PART II – Work Description & Performance Plan
15. Organizational Objective: The Tobacco Region Revitalization Commission is created as a body corporate and a political subdivision of the Commonwealth and as such shall have, and is vested with, all of the politic and corporate powers as are set forth in this chapter. The Commission is established for the purposes of determining the appropriate recipients of moneys in the Tobacco Indemnification and Community Revitalization Fund and causing distribution of such moneys for the purposes provided in this chapter, including using moneys in the Fund to ... revitalize tobacco-dependent communities.
16. Purpose of Position: General office management, conference and meeting planning and participation, assist in coordination of the TROF program and support in other areas of the Commission's economic development projects.
17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): <ul style="list-style-type: none"> • Knowledge of modern office equipment including • Microsoft Office Suite (Excel, Word, Outlook) • Strong communication skills • Excellent time management and organizational skills

18. Education, Experience, Licensure, Certification required for entry into position: College degree preferred, but not required

% Time E or M	19. Core Responsibilities	20. Measures for Core Responsibilities
50%	A. TROF Coordination Assistance	<p>Provide timely support to the Deputy Director in managing disbursement of funds by:</p> <ul style="list-style-type: none"> • Working directly with localities to determine needs and providing estimated incentives for future projects and coordinate communications and documents from TROF incentive request through award to close out; • Determine when performance measures have not been met, calculate amount of clawback, and establish collection schedule with the effected locality; • Communicate effectively to companies and localities the program requirements as well as policies and procedures; • Work with Commission's data analyst to recommend changes to TROF estimator; • Coordinate communications with the Virginia Employment Commission (VEC) to the Commission re: employment numbers and needs for the program; • Run data received from the VEC into usable information to determine TROF grantee's progress on performance measures; • Communicate effectively with local Commissioners of the Revenue to receive data, evaluate said data to determine TROF grantee's progress on performance measures; and • Manage files, update electronic database, and coordinate and update tracking system.
20%	B. Conference Planning	<p>Manage activities related to the tri-annual Commission meetings as well as sub-committee meetings by:</p> <ul style="list-style-type: none"> • Securing meeting locations, transportation needs, accommodations, and meals; • Negotiate contracts with vendors to meet or beat budget minimums; • Assist in the Agenda development and preparation of informational packets/books; • Keep Commission members abreast of any updates or changes; and • Finalize all details with closing of meetings to include securing final payment.

15%	C. Administrative Management	<p>Provide analytical, administrative, and technical support to Commission members and staff by:</p> <ul style="list-style-type: none"> • Responding timely and accurately to internal and external requests for information; and • Receiving, voucher preparation, supply ordering, assisting in securing telephonic communications, light clerical, mailings, equipment maintenance.
10%	D. Executive Administrative Assistance	<p>Provide analytical, administrative, and technical support to the Executive and Deputy Directors by coordinating meetings and logistics, updating calendars, preparing vouchers, and securing travel requirements upon request.</p> <p>Prepare Commission annual report.</p> <p>Coordinate press releases and other Commission publications with the Public Relations Coordinator.</p>
5%	E. Commission Support	<p>Provide support to the Commission and to the staff in furthering its stated mission.</p>

100%

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.


PART III – Employee Development Plan

25. Personal Learning Goals

1. Goal of closing out 90% of delinquent TROF grants within six months of default. "Closing" shall include the agreement of a repayment schedule.
2. Reduce TROF paper by transitioning to 75% electronic documentation via SmartSimple database.

26. Learning Steps/Resource Needs

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:	Signature:  Print Name: <i>Stacey Richardson</i>	Date: 12/22/10
28. Supervisor's Comments:	Signature: Print Name:	Date:
29. Reviewer's Comments:	Signature: Print Name:	Date:

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number: 00002 Employee Name: Michael Gilbert	2. Agency Name & Code; Tobacco Region Revitalization Commission Division/Department: Administration
3. Work Location Code: 760	4. Occupational Family & Career Group: Information Technology, 39110
5. Role Title & Code: Program Admin Mgr II (91774)	6. Pay Band: N/A
7. Work Title: Data Scientist	8. SOC Title & Code: N/A
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: Supervisor's Name: Chris Piper	12. Supervisor's Role Title & Code: Deputy Director 91206
13. EEO Code: N/A	14. Effective Date: 10/21/2016

PART II – Work Description & Performance Plan

15. Organizational Objective: The Tobacco Region Revitalization Commission is created as a body corporate and a political subdivision of the Commonwealth and as such shall have, and is vested with, all of the politic and corporate powers as are set forth in this chapter. The Commission is established for the purposes of determining the appropriate recipients of moneys in the Tobacco Indemnification and Community Revitalization Fund and causing distribution of such moneys for the purposes provided in this chapter, including using moneys in the Fund to ... revitalize tobacco-dependent communities.

16. Purpose of Position: General office management, conference and meeting planning and participation, assist in coordination of the TROF program and support in other areas of the Commission's economic development projects.

17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable):

- Demonstrated understanding of performance management and performance reporting
- Working knowledge of databases, data modeling concepts, and best practices
- Experience with application configuration to include configuration of fields, creation of workflows, tweaking, and implementation
- Ability to grasp concepts quickly with strong analytical and problem solving skills, and attention to detail
- Effective communication skills

18. Education, Experience, Licensure, Certification required for entry into position:

- Bachelor's degree required with at least three years of relevant work experience
- Advanced degree in Economics, Public Policy, Data Analytics, or related field preferred

% Time E or M	19. Core Responsibilities	20. Measures for Core Responsibilities
60%	A. Database Management and Analysis	<ul style="list-style-type: none"> • Maintain SQL database, update tables as necessary for grant output research and validation; revise and update ETL process and changelog • Prepare reports and presentations on the impact of TRRC for staff and commission members; create easily understood and effective data visualizations • Create, standardize, and update variables and definitions as necessary; educate organizational business users on definitions and periodically monitor values • Design and monitor standardized scoring system for grant applications by program type and investment strategy; analyze data to quantitatively compare applications historically and within application round • Lead functional performance reporting and other required internal and external reporting, including collection, review, and reporting of defined performance metrics and indicators • Coordinate reporting efforts, data sources, and required data for General Assembly, FOIA, and other requests received by TRRC • Develop, implement, and manage an effective grant performance management system based on best practices and research-based standards
15%	B. Documentation of Business Processes and Policies	<ul style="list-style-type: none"> • Reengineer business processes and workflows as necessary; streamline data collection and interactions between TRRC and grantees • Document current state and reengineered business processes, policies, and procedures • Verify and evaluate grant progress and performance toward outputs and/or other deliverables; brief staff and work with grantee on resolving discrepancies

10%	C. Tobacco Region Opportunity Fund (TROF) Activity	<ul style="list-style-type: none"> • Maintain TROF estimator model, download data, revise model as necessary; maintain archive of past models and data inputs; revise and update changelog and data source explanations as necessary
10%	D. Administrative Support	<ul style="list-style-type: none"> • Serve as Commission's AITR and ISO for TRRC to VITA; attend all meetings, and submit IT Security Audit on annual basis • Serve as Commission's backup telecommunications liaison
5%	E. Commission Support	Provide support to the Commission and to the staff in furthering its stated mission.

100%

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee Development Plan

25. Personal Learning Goals

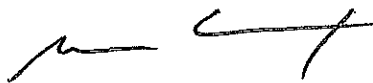
1. Complete upgrades to SmartSimple database.
2. Complete first round of automated surveys to grant recipients.

26. Learning Steps/Resource Needs

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:

Signature:



Date:

12/21/2016

Print Name:

Michael Gilbert

28. Supervisor's Comments:

Signature:

Print Name:

Date:

29. Reviewer's Comments:

Signature:



Date:

12-22-16

Print Name:

Erin Ferrin

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

PART I – Position Identification Information

1. Position Number: 00007 Employee Name: Jordan Butler	2. Agency Name & Code; Tobacco Region Revitalization Commission Division/Department: Administration
3. Work Location Code: 760	4. Occupational Family & Career Group: Public Relations and Marketing, 29090
5. Role Title & Code: Public Relations and Marketing Specialist III, 91542	6. Pay Band: N/A
7. Work Title: Public Relations Coordinator	8. SOC Title & Code: N/A
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees Supervised: Does employee supervise 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable):
11. Supervisor's Position Number: Supervisor's Name: Chris Piper	12. Supervisor's Role Title & Code: Deputy Director 91206
13. EEO Code: N/A	14. Effective Date: 10/25/2016

PART II – Work Description & Performance Plan

15. Organizational Objective: The Tobacco Region Revitalization Commission is created as a body corporate and a political subdivision of the Commonwealth and as such shall have, and is vested with, all of the political and corporate powers as are set forth in this chapter. The Commission is established for the purposes of determining the appropriate recipients of moneys in the Tobacco Indemnification and Community Revitalization Fund and causing distribution of such moneys for the purposes provided in this chapter, including using moneys in the Fund to ... revitalize tobacco-dependent communities.

16. Purpose of Position: Coordinate the Commission's public relations strategy.

17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable):

- Experience in political, government, or corporate communications.
- Excellent communications skills including writing and public speaking.
- Comfort interacting with public officials, members of the media, and business leaders.
- Proficient with all modern office equipment including the Microsoft Office Suite.
- Must be proficient with multiple online and social media platforms.

18. Education, Experience, Licensure, Certification required for entry into position:
- Bachelor's degree required with at least three years of relevant work experience
 - Advanced degree in public relations, political science, or public administration preferred

% Time E or M	19. Core Responsibilities	20. Measures for Core Responsibilities
65%	A. Coordinate Commission's public relations strategy	<p>At the direction of the Executive and Deputy Director carry out Commission's public relations strategy by developing and delivering</p> <ul style="list-style-type: none"> • At least two Press Releases per week highlighting grantee successes • Preparing press releases following important Commission achievements such as tri-annual meetings • Engage in ongoing communications with members of the press • Serve as the primary contact for members of the print, television, and online media • Research and be knowledgeable about industry trends • Coordinate and author website and social media content
20%	B. Coordinate Conference Schedule	<p>Communicate with relevant organizations and other state agencies to determine conferences necessary for staff to attend or the Commission to attend as a sponsor</p> <p>Coordinate with staff on who attends each conference</p>
10%	C. Coordinate FOIA Responses	<p>Upon receipt of a Freedom of Information Act request, contact relevant staff and obtain information necessary to fulfill the request</p>
5%	D. Commission Support	<p>Provide support to the Commission and to the staff in furthering its stated mission.</p>

100%

This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee Development Plan

25. Personal Learning Goals

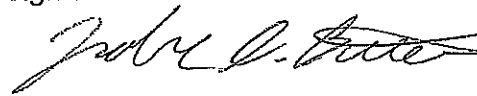
1. Between 10/25/16 and 10/24/17, send no less than 80 press releases concerning Commission announcements and achievements.
2. Meet with a member of the editorial staff of each newspaper within the Region.
3. Establish the Commission's presence in a variety of online social media platforms.

26. Learning Steps/Resource Needs

Part IV - Review of Work Description/Performance Plan

27. Employee's Comments:

Signature:



Date:

12-21-16

Print Name:

Jordan Butler

28. Supervisor's Comments:

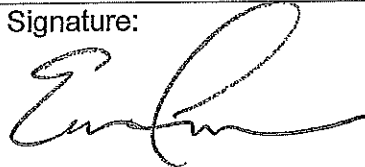
Signature:

Print Name:

Date:

29. Reviewer's Comments:

Signature:



Print Name:

Erin Fenner

Date:

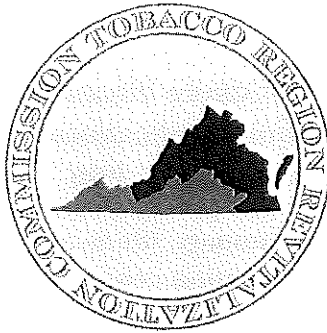
12-22-16



BUSINESS SUPPORT COMMITTEE AGENDA

Monday
January 9, 2017 @ 2:30pm
Homewood Suites by Hilton
Richmond, VA

Welcome and Call to Order	<i>Chris Piper, Deputy Director</i>
Call of the Roll	<i>Evan Feinman, Executive Director</i>
Objective/Charge of Committee	<i>Chris Piper, Deputy Director</i>
GENEDGE Presentation	<i>Bill Donohue, GENEDGE President</i>
Committee Discussions	<i>Chris Piper, Deputy Director</i>
Timeline/Next Steps	<i>Chris Piper, Deputy Director</i>
Public Comments	
Adjournment	



EDUCATION COMMITTEE AGENDA

Monday
January 9, 2017 @ 3:30pm
Homewood Suites by Hilton
Richmond, VA

Welcome and Call to Order

The Honorable Frank M. Ruff, Chairman

Call of the Roll

Evan Feinman, Executive Director

Approval of the 9/20/16 Minutes

(published on website)

Financial Aid & Policy Discussions

Evan Feinman, Executive Director

**Grant Applications and
Staff Recommendations**

Tim Pfohl, Grants Director

Public Comments

Adjournment

**FY17-18 Workforce Financial Aid
Pending Applications
December 14, 2016**

The Education Committee will meet on January 9th to consider the following requests from community colleges and higher education centers for Workforce Financial Aid.

Req #	Organization	Project Title	Requested Amount
3254	Central Virginia Community College Educational Foundation, Inc.	Tobacco Region Financial Aid for CVCC Workforce Preparedness Education	\$350,000
3248	Danville Community College Educational Foundation, Inc.	Danville Community College Workforce Financial Aid/Scholarships for 2017-2018	\$350,000
3257	John Tyler Community College Foundation	2017-18 Tobacco Region Scholarship Program	\$132,963
3250	Mountain Empire Community College	Mountain Empire Community College Scholarships	\$350,000
3255	New River Community College Educational Foundation	Floyd County - Access to Community College Education (ACCE)	\$78,500
3247	Patrick Henry Community College Foundation	PHCC 2017-2018 Student Scholarships	\$350,000
3249	Southern Virginia Higher Education Center	SVHEC Workforce Training Financial Assistance 2017-2018	\$31,575
3252	Southside Virginia Community College Foundation	Scholarships for Preparing the Southside Workforce	\$350,000
3246	Southwest Virginia Community College	SWCC Tobacco Outreach Scholarship Program FY17-18	\$350,000
3256	Virginia Highlands Community College Educational Foundation	Virginia Highlands Community College TRRC Financial Aid Program	\$350,000
3251	Virginia Western Community College Educational Foundation Inc	CCAP and Workforce Credential Scholarship for Manufacturing Skills Certification Programs for Franklin County	\$195,000
3253	Wytheville Community College	WCC Forging Futures Scholarship Program	\$350,000

Total (12 requests)

\$3,238,038



SPECIAL PROJECTS COMMITTEE AGENDA

Monday
January 9, 2017 @ 5:00pm
Homewood Suites by Hilton
Richmond, VA

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>9/20/16</u> Minutes	<i>(published on website)</i>
Megasite Grant Extensions	<i>Tim Pfohl, Grants Director</i>
Liberty University/LUCOM speaker	<i>tbd</i>
Public Comments	
Adjournment	

Special Projects - Megasite Grants requiring extensions

The Special Projects Committee will meet on January 9th to consider extension requests for the following Megasite projects and grants. Project updates for each grant are in the following pages.

Grant #	Approved Project Start Date	Current Project End Date	Organization	Project Title	Net Award	Available Balance	Extension request
2487	1/10/2012	1/10/2017	Blue Ridge Crossroads Economic Development Authority	Wildwood Commerce Park- Site #1 Grading & Development	\$ 598,652.00	\$ 491,801.25	1 year
2266	1/12/2011	1/10/2017	Blue Ridge Crossroads Economic Development Authority	Wildwood Commerce Park-site Development and Build-out	\$ 3,800,000.00	\$ 1,083,289.92	1 year
2818	1/7/2014	1/7/2017	Blue Ridge Crossroads Economic Development Authority	Wildwood Commerce Park-Increasing Wastewater Capacity	\$ 962,500.00	\$ 897,054.72	1 year
2264	1/11/2011	1/11/2017	Danville-Pittsylvania Regional Industrial Facility Authority	Berry Hill Mega Park	\$ 2,700,000.00	\$ 2,700,000.00	2 years, with minor budget reallocation
2491	1/10/2012	1/10/2017	Danville-Pittsylvania Regional Industrial Facility Authority	Berry Hill Mega Park - Site Development - Lot 4	\$ 6,208,153.00	\$ 6,150,313.00	2 years
2641	5/23/2013	5/23/2016	Danville-Pittsylvania Regional Industrial Facility Authority	Berry Hill Mega Park - Phase I Sanitary Sewer	\$ 4,908,240.00	\$ 4,908,240.00	2 years
2820	1/7/2014	1/7/2017	Greensville County	Mid-Atlantic Advanced Manufacturing Center	\$ 4,489,211.00	\$ 2,479,286.37	18 months, with minor budget reallocation
1816	8/5/2010	1/12/2017	Henry County	Water and Sewer Extension - Commonwealth Crossing Business Centre	\$ 1,720,000.00	\$ 3,362,777.91	1 year
2268	1/12/2011	1/12/2017	Henry County	Commonwealth Crossing Business Centre	\$ 5,000,000.00	\$ 35,626.94	1 year
2486	1/10/2012	1/10/2017	Henry County	Commonwealth Crossing Business Center Water Tank and Water Lines	\$ 2,400,000.00	\$ 2,258,160.00	2 years
2821	1/7/2014	1/7/2017	Martinsville-Henry County Economic Development Corporation	Commonwealth Crossing Business Centre Prospects Grant Request	\$ 6,500,000.00	\$ 1,017,462.56	1 year
2489	1/10/2012	1/10/2017	Smyth County Industrial Development Authority	Smyth County Mega-Site Project	\$ 4,905,000.00	\$ 292,103.77	1 year and repurpose*
2643	1/28/2013	1/8/2016	Smyth County Industrial Development Authority	Smyth County Mega-Site Project - Phase 3	\$ 626,000.00	\$ 626,000.00	1 year and repurpose*
Totals Granted and Available					\$44,817,756.00	\$26,302,116.44	

Danville-Pittsylvania RIFA requests <\$250k of funds in 2264 to be reallocated within the approved uses (see letter)

Greensville requests \$125k for natural gas line engineering be moved to wetland bank design and permitting.

Smyth County requests repurposing of balances in Grants #2489 and #2643 for purchase of a new 200 acre megasite, upon sale of current megasite (see letter).

BLUERIDGECROSSROADS

economic development authority

Carroll – Grayson – Galax Regional Industrial Facilities Authority

November 30, 2016

Mr. Evan Feinman, Executive Director
Virginia Tobacco Region Revitalization Commission
701 E. Franklin St., Ste. 501
Richmond, Virginia 23219

Re: Grant Extension Requests: Grant #2487 and Grants #2266 & #2818

Dear Mr. Feinman:

The purpose of this letter is to request grant term extensions for grants to develop infrastructure to serve the Wildwood Commerce Park, which was one of the first four Tier 4 Business Ready Sites in the Commonwealth under the new VEDP Business Ready Sites Program. The following extensions are requested:

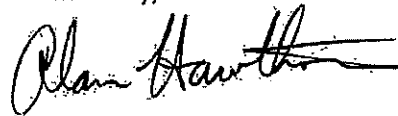
<u>Grant</u>	<u>Current Ending Date</u>	<u>Requested Ending Date</u>
#2487	January 10, 2017	January 31, 2018
#2266	January 10, 2017	January 31, 2018
#2818	January 07, 2017	January 31, 2018

Remaining activity under Grant #2487 is Phase II of an Appalachian Power 138-kV electrical transmission line and substation siting study. The Phase II work is to obtain rights-of-way easements for the route identified in Phase I, which was completed December 31, 2016.

Grant #2266 and Grant #2818 fund the extension water loop and the Phase I wastewater transmission capacity upgrade, respectively, infrastructure enhancement projects serving Wildwood Commerce Park. Engineering design and permitting has been completed and easement acquisition is underway. Construction contracts will be awarded upon approval of the requested grant extensions.

Please let me know if you have any questions regarding these extension requests. We greatly appreciate and value the relationship that we have with the Commission and your staff.

Sincerely,



Alan Hawthorne, PhD
Interim Director

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive . Galax, Virginia 24333
Tel: 276.236.0391 www.brceda.org

BLUERIDGECROSSROADS

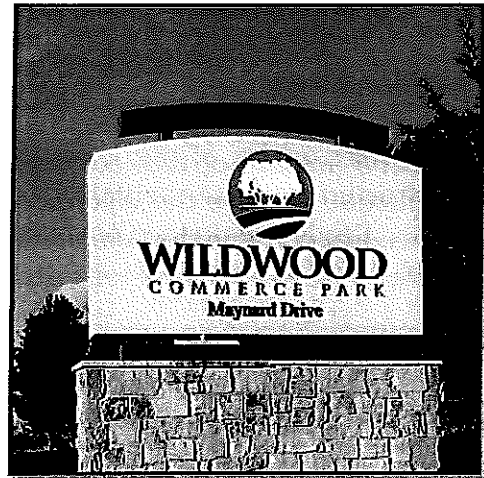
economic development authority

Carroll – Grayson – Galax Regional Industrial Facilities Authority

Wildwood Commerce Park

Grant Extension Request: Grants #2487, #2266, #2818
January 2017

Wildwood Commerce Park, located at Exit 19 along I-77 in Carroll County, is a joint venture of Carroll County, Grayson County, and the City of Galax undertaken through the Carroll-Grayson-Galax Regional Industrial Facilities Authority (dba Blue Ridge Crossroads Economic Development Authority [BRCEDA]). As one of the Virginia Tobacco Region Revitalization Commission's mega-site projects, Wildwood Commerce Park has attained recognition as one of only four Tier 4 sites under VEDP's Business Ready Sites Program as well as certification as a large industrial park under American Electric Power's Quality Sites Program (McCallum Sweeney).



Although much development has taken place at Wildwood, additional work has yet to be completed to increase certain utilities capacity for large industrial users. Specifically, a project to increase wastewater transport capacity (Phase I funded by Grant #2818 and Phase II funded by #3009, which has an ending date of 2018 and hence doesn't require extension) has been designed and final rights-of-way easement acquisition is currently underway. The construction of the wastewater improvements is expected to be bid in January following approval of grant extensions.

A companion project to the above wastewater improvement activity is a water project to complete a looped water supply, hence providing redundant water supply capability. This project has also been designed and rights-of-way acquisition is currently underway. The construction of the water improvements is expected to be bid in January as part of a water/wastewater improvements construction project. This water loop work is funded by Grant #2266.

Additional work currently underway, funded under Grant #2487, is being performed by Appalachian Power Company to expedite construction of a 138-kV electric transmission line. This transmission line will accommodate an industrial customer(s) requiring a substation of

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greater than 10 MW capacity. Work currently underway and nearing completion includes preliminary engineering and environmental assessments, identification of a preferred right-of-way, and necessary permitting. Work to be completed once grant extension is obtained will entail acquisition of identified right-of-way easements, projected to require approximately a year to complete. Once this work is complete, Appalachian Power Company will be able to provide service to a large electrical customer in Wildwood Commerce Park within approximately one year. This time line is consistent with the time required to design and construct the customer's industrial building.

BRCEDA requests the extension of ending dates for the three grants currently scheduled for January 2017 (Grants #2487, #2266, and #2818) to be extended for one-year to allow completion of the above described utilities improvements work. This will allow the construction work of the water/wastewater projects and Phase II of the 138-kV transmission line project (contracted with Appalachian Power Company) to proceed. There are no anticipated barriers to completion of the work and no project scope adjustments are necessary.

Prospect activity during 2016 has not been at the level hoped. Part of the reason for this is due to the continued suppressed level of capital investment by businesses compared with that of prior recoveries. Another potential factor is likely the widely-published challenges experienced by VEDP. There are, however, two prospect projects currently actively considering Wildwood as a location site for new investment and job creation. The first is a transportation-related sector project with potential investment in the \$5 M - \$10 M range with projected creation of 75 new jobs having above average wages. Although the Wildwood and community related factors seem to be quite favorable, the project has experienced regulatory challenges in the Commonwealth leading to unanticipated delays. We are hopeful that a viable solution to this problem can be obtained that would allow the project proposal to move forward. A second, considerably larger, prospect is in the very preliminary inquiry stage. The project, projected to invest on the order of \$60 M and perhaps create 300-400 jobs, would take advantage of Wildwood's excellent transportation access (accommodating as many as 100 project trucks on peak days), high utility capacities, and construction ready site plus the greater community's wood-products tradition and capabilities.

As confirmed by rigorous certification assessments, Wildwood Commerce Park is ready to serve large industrial customers. Besides completion of the above described utilities capacity enhancements, additional work will be performed when a significant industrial prospect locates in the park. This work includes construction of a high-to-low pressure natural gas substation and connection to the gas company's transmission pipeline and construction of the 138-kV electric transmission line to and substation in Wildwood. Both projects are projected to be complete within a one-year period, consistent with the time to design and construct the company's industrial building.

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Tel: 276.236.0391 www.brceda.org



City of Danville and Pittsylvania County
P.O. Box 3300
Danville, VA 24543-3300
Ph: (434) 793-1753 • Fax: (434) 797-9606

December 16, 2016

Evan Feinman
Executive Director
The Virginia Tobacco Indemnification
and Community Revitalization Commission
701 E. Franklin St., Ste. 501
Richmond, Virginia 23219

RE: SPECIAL PROJECTS GRANTS #2264
Danville –Pittsylvania Regional Industrial Facility Authority (RIFA)
Berry Hill Industrial Park (#2264) Awarded \$2,700,000.
Status: Full grant balance remaining in project account. Expiration 1/10/2016

Dear Mr. Feinman:

Funds were originally requested by the revenue-sharing RIFA to continue engineering (\$3.9 million) and utility development (\$6.1 million) on the 3,500 acre Berry Hill Industrial Park west of Danville. The revised and approved budget reduced the requested amount to \$2.7 million to be matched with \$1 million of local funds as follows:

1. Contractual services to design a new electrical transmission line and substation (\$1,279,800)
2. Engineering and Acquisition of ROW for natural gas (\$462,000)
3. Engineer and acquire ROW for a new connector road from U.S. 58 (\$1,981,920)

In May of 2015 based on feedback from numerous partners including Virginia Department of Transportation (VDOT), the United States Army Corps of Engineers (USACE), Danville Utilities, Appalachian Power and Dewberry Consulting Engineers related to development planning for Berry Hill Industrial Park received from Danville Pittsylvania County, RIFA staff believed it was in best interest to request a reallocation of funding for Grant #2264 as described below.

1. **Electrical Utility – (\$1.5 million)** - contractual service to design a new 6.5 mile electrical transmission line and substation to be utilized to engage Appalachian Power to provide electrical service to Berry Hill.
 - a. Total Engineering Costs: \$525,000
 - Siting study - \$50,000
 - SCC Certification - \$125,000
 - Engineering Costs - \$350,000:
 - Line design
 - Prepare construction packages
 - Survey & staking
 - Right of Way Acquisition: \$1 million
2. **Natural Gas (\$462,000)** - Engineering and Acquisition of ROW for natural gas (\$462,000).

- 3. Connector Road Access (\$1,738,000 includes the local \$1million match)** -transportation access improvements in the existing Berry Hill corridor which includes the Danville Expressway, Berry Hill Road Interchange, the existing Berry Hill Road/SR-58 business intersection, or the potential widening of sections Berry Hill Road.

Since the May 2015 communication there have been additional events that have taken place that affect our previously planned path forward. The Danville – Pittsylvania County RIFA board officially received its official permit approval from the USACE on June 20, 2016, to proceed with grading of phase I of the development plan for Berry Hill. Unfortunately this USACE permit was issued during the four month nesting season for a protected species of bat and prevent RIFA from clearing the trees necessary to commence some of the activities listed above.

Secondly, The City and County were successful in its obtaining “smart scale” funds from the Virginia Department of Transportation (VDOT) to improve the intersection of US-58 Business and Berry Hill Rd which saves previously awarded commission funds under this grant. Additionally, further study and analysis supporting the transportation interchange at US-58 Bypass has yielded no definitive decision on an additional road into to the park.

Lastly, due to heightened prospect activity and interest in Lot 3B, RIFA has identified an alternate path to construct the transmission line and substation, which was a previously approved use of grant funds.

Due to these unanticipated delays and changes in the development of Berry Hill Industrial Park, RIFA is requesting consideration for a 2 year extension on the use of these grant funds and is requesting permission to revise the project budget and reallocate funding for Grant #2264 as described below.

Electrical Utility – (\$1.25 million) – Danville Utilities proposes to enter into an agreement with Appalachian Power to rebuild and extend 6 miles of three- phased power line along Berry Hill Rd to serve Trotter’s Creek sewage pump station. Trotter’s Creek sewage pump station will serve the potential Southern Power site and the entire park to the Eden, NC waste water treatment plant. The average demand and energy will be ~35 kW and ~5000 kWh. Construction time is estimated to take sixty (60) weeks.

Electrical Utility - (\$1.7 million) An additional electrical utility need for Phase I (Lot 4) has been identified. Currently an existing 69kv transmission line runs directly through the center of Lot 4 and needs to be relocated. Appalachian estimates the total cost of relocating this line to be \$4.15 million. RIFA is requesting to use the remaining \$1.7 million which includes \$1 million of matching local funds. to be used to offset the costs of relocating a portion of this line so that Phase I (Lot 4) will have an obstructed site and clear view as a part of this graded pad.

Natural Gas (\$462,000) - The cost estimates for engineering and acquisition of Right of Way for natural gas remain unchanged from the original grant request and will be completed by the City of Danville. Design is estimated to take six to nine months on the Gas line and ROW acquisition could take 6-12 months to finalize.

RIFA understands that consideration for an extension is at the sole discretion of the Commission. We also understand that this extraordinary request for extension exceeds the staff's authority and must be presented to the Commission for consideration. We sincerely thank and appreciate the Commission's commitment to economic development in the Danville – Pittsylvania County region. We thank you in advance for your attention and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Telly D. Tucker".

Telly D. Tucker
Director of Economic Development

cc: RIFA Board

Tim Pfohl – Grants Director
Sarah Capps – Grants Program Administrator – Southside
Ken Larking, Danville City Manager
David Smitherman, Pittsylvania County Administrator

The Danville – Pittsylvania Regional Industrial Facility Authority (RIFA), would like to respectfully request Megasite grant extensions for the following grants:

#2491 Berry Hill Mega Park – Site Development – Lot 4.

This grant is intended to fund site development activities necessary to create a buildable pad site in the Berry Hill Industrial Park. Tobacco Commission funds were requested in the Property & Improvements category to cover activities such as clearing, grading, erosion and stormwater management, and environmental impact mitigation. We are not proposing any revisions or repurposing of funds, as the original project purpose has not changed.

This project has experienced significant unforeseen delays in its progress due to environmental permitting issues. RIFA has been involved in a lengthy process with the regulatory agencies as we attempted to address any potential environmental concerns and sought to obtain the required permits within an extensive and evolving permitting process. RIFA incurred significant additional costs associated with requested studies, and these were covered by local funds. We have now successfully completed this process and have the stream and wetland permit required to begin the site development process.

With this permit in place, construction plans have been completed and submitted to VA DEQ for stormwater permitting. It is expected that the project will be advertised for construction bids in early 2017, with construction anticipated to start in the first quarter of 2017. Anticipated construction time is 18 months. In order to issue contracts and fully complete this project, we are requesting a grant extension of 24 months.

Prospect activity in the Berry Hill Industrial Park has become very active. We have one large site under a Purchase Agreement and we hope to have another prospect sign an agreement in early 2017. If these two serious prospects come to fruition, they will represent a private capital investment of over \$600 million. We have received funding from VEDP for Berry Hill under the Virginia Business Ready Sites Program and we are very excited about moving forward with this Tobacco Commission grant so that we can have a very large “business ready” site available for active marketing by our economic development team.

#2641 Berry Hill Mega Park – Phase I Sanitary Sewer.

This grant will fund the first phase of supplying sanitary sewer service to the Berry Hill Industrial Park. The project involves a section of gravity sewer draining to a 2MGD pump station that pumps into a force main extending to the North Carolina/Virginia state line. The state of North Carolina has already installed the sewer line from the City of Eden to the Virginia line. The Tobacco Commission funds requested for this project are in the category of Property & Improvements, covering site development and construction costs. We are not proposing any revisions or repurposing of funds, as the original project purpose has not changed.

Because this project was related to the grading and development of the Berry Hill Industrial Park, the advancement of this project was also delayed by the environmental permitting process referenced in grant #2491. This sewer project could not take place until the overall environmental permit was obtained.

Now that the permit is in place, this grant project can move forward. Construction plans have been completed. There may need to be some minor revisions in the design based on the needs of an identified prospect that has signed a Purchase Agreement. We anticipate construction starting as soon as pending modifications are addressed. In order to issue contracts and fully complete this project, we are requesting a grant extension of 24 months.

Prospect activity in the Berry Hill Industrial Park has become very active. We have one large site under a Purchase Agreement and we hope to have another prospect sign an agreement in early 2017. If these two serious prospects come to fruition, they will represent a private capital investment of over \$600 million. We have received funding from VEDP for Berry Hill under the Virginia Business Ready Sites Program and we are very excited about moving forward with this Tobacco Commission grant so that we can have a very large “business ready” site available for active marketing by our economic development team.

TIC Mega Site Grant #2820

Update December 16, 2016

Grant #2820 was awarded 1/14/2014 to Greenville County for Otterdam Road, mulching, natural gas, master plan design and wetland bank study. The following are updates on individual components of that award.

1. Otterdam Road: Construction of Otterdam road is well underway. The project will be complete in the fall 2017. All funds will be expended by the end of 2017.
2. Mulching: A large portion of the site was mulched in the summer of 2016. The additional funds remaining (\$42,709) will be spent in the Spring of 2017 to continue to keep the growth on the site down.
3. Natural Gas: The County requested \$125,000 to engineer a natural gas extension to serve the site. We do not feel the line would have the capacity necessary for the clients looking at MAMaC. We would like to request these funds be moved immediately to fund the wetland bank design and permit. The County is working directly with ACP to solve the natural gas quantity issue.
4. Master Plan: This item is complete. All funds have been expended.
5. Wetland Bank Study: This item is complete and all funds have been expended. The County requests the natural gas award of \$125,000 be allocated to the Wetland Bank portion of the project in order to design the bank and obtain the permit from Army Corp.

There are two clients that have shortlisted the MAMaC site for their project. They are Project Topaz and Project Columbus. MAMaC is in the top two sites for both projects. Each potential client needs 200-500 acres. Both projects can fit on MAMaC .

Project Topaz: \$2 billion investment, 550 new jobs in three to five years

Project Columbus: \$250 million investment, 370 new jobs in three to five years

Please let me know if you need any additional information.

Natalie Slate, Director of Economic Development
434-348-4205

County of Henry

P.O. BOX 7
KINGS MOUNTAIN ROAD
COLLINSVILLE, VIRGINIA 24078-0007
www.henrycountyva.gov



TIM HALL
County Administrator

DALE WAGONER
Deputy County Administrator

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Blackberry District

RYAN ZEHR
Ridgeway District

T.J. "TOMMY" SLAUGHTER
Read Creek District

Telephone (276) 634-4601

December 6, 2016

Mr. Tim Pfohl
Grants Director
Tobacco Region Revitalization Commission
701 E. Franklin St., Ste. 501
Richmond, Virginia 23219

Dear Mr. Pfohl:

I am writing to provide the Commission's Special Projects Committee an update on three grants issued to Henry County and the Martinsville-Henry County Economic Development Corporation, and to request appropriate extensions for each grant.

Each of these grants was obtained for work at the Commonwealth Crossing Business Centre (CCBC), a joint venture among Henry County, the EDC, the City of Martinsville, the Tobacco Commission, the Harvest Foundation, and the Virginia Economic Development Partnership.

Commonwealth Crossing is a parcel of roughly 800 acres situated on the Virginia-North Carolina border. Grading work on Lot 1 (to produce a 150-acre pad) and Lot 4 (to produce a 50-acre pad) began in July 2014. Grant #2268 was for the work on Lot 1 and Grant #2821 was for work on Lot 4.

As you can imagine, a project of this length and magnitude often can take longer than anticipated because of many factors, including weather and the quality of the site once grading begins. We appreciate the Commission's consideration of these extension requests, as well as the ones granted earlier.

Grant #2268, in the amount of \$5,000,000, was awarded to Henry County in January 2011 and is due to run out in January 2017. It was designated for site work on Lot 1. That project is virtually complete, with more than 90% of the lot finished and ready to

go. However, it's unlikely that the remainder of the grant can be expended prior to January 2017; therefore we respectfully request a 12-month extension.

Grant #2821, in the amount of \$6,500,000, was secured by the EDC in January 2014. This grant was for the development of Lot 4. Work continues on this project; we encountered issues with rock, and we now are working through getting the entire site to finished grade by borrowing material from an adjacent parcel. This grant is due to expire in January 2017, and we respectfully request a 12-month extension here as well.

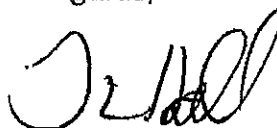
Grant #2486, in the amount of \$2,400,000, was secured by the EDC in January 2012. This money was designated for the construction of a water tank and water lines to serve the park. However, since the overall time frame for the park has been pushed out by several months, very little work has been done regarding the water tower and related water lines. We expect this project to progress quickly once the grading projects are complete. This grant is scheduled to expire in January 2017, and we respectfully request a 24-month extension.

There is significant interest in CCBC. Over the past 12 months Henry County and the EDC have hosted and/or been in contact with a number of clients regarding Lots 1 and 4, and we remain in the game with many of these companies. We are cautiously optimistic that the next 12 months will bring a success story or two.

Henry County also has Grant #1816, which came from Tobacco's Reserve Fund and was designated for installation of water and sewer lines within CCBC. We respectfully request a 12-month extension of this grant as well, since its completion is tied to the work being performed under the other grants.

Thank you for your consideration of these requests and of your continued support for Martinsville-Henry County. Please feel free to contact with me any questions.

Regards,



Tim Hall
County Administrator

Cc: Mark Heath
Tim Pace
Mary Ann Mason



Smyth County Board of Supervisors

121 Bagley Circle, Suite 100, Marion, VA 24354
Phone (276) 783-3298 Fax (276) 783-9314
www.smythcounty.org

Michael L. Carter
County Administrator

Scott R. Simpson, P.E.
Assistant County Administrator

December 16, 2016

Ms. Sara G. Williams
Grants Program Administrator - Southwest
Virginia Tobacco Indemnification and Community Revitalization Commission
P. O. Box 1987
Abingdon, VA 24212

RE: Smyth County Megasite Phases 2 and 3
Grant #2489 and #2643

Dear Ms. Williams:

Please accept this letter as a formal request for an extension approval from the Special Projects Committee through January, 2018 for both of our Megasite Project Grants, #2489 and #2643. We currently have \$292,104 of Commission funds remaining in Grant #2489; as well as, \$626,000 of Commission funds remaining in Grant #2643. We also have \$32,445 of local match funding set aside, resulting in available total funding of \$950,549.

Smyth County has accomplished a fully graded and infrastructure served 69 acre Megasite with a 40+ acre building pad ready for footings. As the Commission is aware, we are currently in final discussions with Project Tomato with regards to the site and have recently entered into a sale and purchase agreement for this prospect to acquire the site and locate their business here in Smyth County.

We have recently addressed the lack of a significant water source for processing needs. We were very successful with drilling a commercial water well on site and have completed the storage tank inspection. The well drawdown, which occurred on November 28th and 29th, has yielded approximately 350,000 gallons per day of raw water and the water quality analysis is underway at the laboratories with results expected to begin arriving over the next 10 days. The request for funds associated with this minor work is forthcoming in the next 30 days; however, the costs totaled much less than anticipated, only approximately \$ 33,000.

With the anticipated successes here in Smyth County, and from what we understand is the first Megasite project to come full circle from scratch, we would like the opportunity to develop a second Megasite to replace this successful one.

Salville District *North Fork District* *Chilhowie District* *Park District* *Atkins District* *Royal Oak District* *Rye Valley District*
Roscoe D Call *Phil Stevenson* *Wade H Blevins Jr.* *M Todd Distner* *Charles Atkins* *G. Blake Frasier* *Rick K Blevins*

Smyth County would respectfully request the allocation of the remaining grant funds in the amount of approximately \$ 920,000 to be coupled with the funds received from the sale of the current site; and utilize those combined funds towards the purchase of another Megasite location in Smyth County. We have begun some exploration of two different sites which each exceed 200 acres and are anticipated to fall within this available budgetary range.

The timing of the sale of the current site is hopeful to occur within the next 4 months, and the reinvestment of the purchase funds and these newly allocated funds would occur thereafter.

In summary, Smyth County is very appreciative of the assistance given us by The Tobacco Commission and respectfully requests an extension approval for both of these Grants from the Special Projects Committee through January, 2018. We are hopeful the rewards of our collective efforts will be realized in the coming months.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott R. Simpson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott R. Simpson, P.E.
Assistant County Administrator

cc: Michael Carter – County Administrator
Lori Hester Deel – Economic Development Director
Harry Dean – Smyth County EDA Chairman

Tobacco Indemnification and Community Revitalization Commission
 Financial Summary
 As of November 30, 2016

TICR Fund Balance	\$ 216,258,242
Restricted Endowment Balance	\$ 75,976,441
Unrestricted Endowment Balance	\$ 178,859,191
Restricted Endowment Accum Interest	\$ 3,891,069
Unrestricted Endowment Accum Interest	\$ 4,715,968
Total Cash & Investments	\$ 479,700,910

Cash Disbursements - this month	\$ 2,776,078
Cash Disbursements - FYTD	\$ 17,425,710

Fund	Unobligated Balances
Special Projects	\$ 6,000,043
Education	\$ 11,341,291
TROF (Deal Closing)	\$ 15,201,027
Southside Economic Development	\$ 23,749,608
Southwest Economic Development	\$ 706,797
Agribusiness	\$ 2,139,246
R&D	\$ 14,897,701
Reserve	\$ 598
Megapark	\$ 6,999,408
Megasite Prospect Incentive Fund	\$ 6,040,000
Loan Program set-aside	\$ 5,000,000
Administration	\$ 1,478,743
TICRC General Account	\$ 1,659,812
FY2017 Budget Balance	\$ 95,214,274

Tobacco Indemnification and Community Revitalization Commission
Statement of Revenues, Expenditures, and Changes in Fund Balance (Cash Basis)
As of November 30, 2016

	<u>FY17 Budget</u>	<u>YTD Actual</u>	<u>YTD Actual as % of Budget</u>	<u>Variance Favorable (Unfavorable)</u>
<u>REVENUES</u>				
Other Revenue (all cost codes)	\$ -	\$ 2,656,673.34		2,656,673.34
Total Revenues	\$ -	\$ 2,656,673.34		\$ 2,656,673.34
<u>EXPENDITURES</u>				
Administration				
Salaries, Fringe Benefits, Per Diems	\$ 1,431,800	\$ 627,255.28	43.8%	\$ 804,544.72
Contractual Services	261,700	148,562.12	56.8%	113,137.88
Supplies and Materials	7,000	3,375.02	48.2%	3,624.98
Transfer Payments	413,000		0.0%	413,000.00
Rent, Insurance, Agency Svc Charges	146,000	42,535.80	29.1%	103,464.20
Furniture and Equipment	15,000	4,455.08	29.7%	10,544.92
Subtotal - Administration	\$ 2,274,500	\$ 826,183.30	36.3%	\$ 1,448,316.70
Community Revitalization	28,000,000	16,599,526.64		
Total Expenditures	\$ 30,274,500	\$ 17,425,709.94		
Revenues Over (Under) Expenditures	\$ (30,274,500)	\$ (14,769,036.60)		
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In (endowment and earnings)	\$ 23,131,988			
CASH BALANCE, June 30, 2015	\$ 231,027,278	\$ 231,027,278.33		
CASH BALANCE, November 30, 2016	\$ 223,884,766	\$ 216,258,241.73		

TOBACCO INDEMNIFICATION AND COMMUNITY REVITALIZATION COMMISSION

Financial Activity and Budget Fund Balances Report

As of November 30, 2016

Cost Code	Fund	FY16 Ending Cash Fund Balance	FY2017 Budget Transfers	YTD Disbursements	YTD Revenue	Unpaid Commitments	Budget Balance
041	Special Projects	14,068,160.78	1,063,225.78	(1,297,445.35)		(7,833,898.53)	6,000,042.68
042	Education	39,834,868.04		(7,270,912.06)	452,158.31	(21,674,823.04)	11,341,291.25
043	TROF (Deal Closing)	24,675,219.30	(1,000,000.00)	(3,510,000.00)	1,588,808.00	(6,553,000.00)	15,201,027.30
044	Southside Economic Development	31,785,656.99	2,519,064.23	(975,223.13)	3,250.00	(9,583,139.87)	23,749,608.22
045	Southwest Economic Development	7,299,655.12	358,000.00	(903,450.31)		(6,057,878.61)	696,326.20
050	Reserve Account	191,811.96		(36,325.14)		(155,486.82)	*
051	Agribusiness	5,123,757.76		(197,212.05)	141,226.99	(2,928,526.98)	2,139,245.72
052	R&D	42,979,303.57		(1,166,322.20)		(26,915,280.45)	14,897,700.92
056	Loan Program	5,000,000.00					5,000,000.00
057	Megasite Prospect Incentive Fund	15,000,000.00				(8,960,000.00)	6,040,000.00
060	RESTRICTED-Reserve Account	(5,496,641.91)	5,993,117.44			(493,377.91)	597.52
061	RESTRICTED-Special Projects	(13,191,319.04)	13,216,319.04	(25,000.00)			*
064	RESTRICTED-Southside Econ Dev	(24,426,653.47)	25,052,738.85	(6,085.36)		(650,000.00)	0.00
065	RESTRICTED-Southwest Econ Dev	(13,697,829.85)	13,953,768.57			(245,468.15)	10,470.47
067	RESTRICTED-Megapark Dev	37,201,547.20		(1,211,551.02)		(28,990,587.80)	6,999,408.38
040	Administration	2,684,355.89	(409,855.89)	(665,684.58)			1,608,815.42
069	RESTRICTED-General Account	143,567,702.43	(68,245,943.90)				75,321,758.53
049	TICRC General Account	(81,572,316.34)	7,469,565.88		471,230.04		(73,631,520.42)
	TOTAL	231,027,278.33	-	(17,265,211.22)	2,656,673.34	(121,043,968.16)	95,374,772.29

VIRGINIA TOBACCO COMMISSION COMMITTEES

(as of 12/30/16)

AGRIBUSINESS COMMITTEE

Gayle Barts
James Edmunds
Basil Gooden
Frank Harris
John Holland
Don Merricks
Ronnie Montgomery, *Vice-Chair*
Cecil Shell
Robert Spiers, *Chair*
William Stanley
Richard Sutherland
Tommy Wright

BUSINESS SUPPORT COMMITTEE

John Cannon
Cathy Lowe
Danny Marshall
Don Merricks
Dale Moore

EDUCATION COMMITTEE

Gayle Barts
Ben Chafin
Becky Coleman
Frank Harris
Don Merricks, *Vice-Chair*
Dale Moore
Frank Ruff, *Chair*
Cecil Shell
William Stanley
Tommy Wright

EXECUTIVE COMMITTEE

Kathy Byron
Bill Carrico
Ben Chafin
Todd Haymore
Terry Kilgore, *Chair*
Danny Marshall
Don Merricks
Will Morefield
Ed Owens
Frank Ruff, *Vice-Chair*
Tommy Wright

PERFORMANCE MEASURE COMMITTEE

Missy Neff Gould
Danny Marshall
Dale Moore
Ed Owens

RESEARCH AND DEVELOPMENT COMMITTEE

Kathy Byron, *Chair*
Bill Carrico
Rebecca Coleman
Todd Haymore
Cathy Lowe
Danny Marshall
Dale Moore
Will Morefield, *Vice-Chair*
Ed Owens
Frank Ruff

R&D SUBCOMMITTEE (VETTING)

Kathy Byron, *Chair*
Becky Coleman
Todd Haymore
Dale Moore
Ed Owens

SOUTHSIDE ECONOMIC DEVELOPMENT COMMITTEE

Kathy Byron
John Cannon
James Edmunds
Missy Neff Gould
Todd Haymore
John Holland
Danny Marshall
Don Merricks
Robert Mills
Ed Owens, *Vice-Chair*
Frank Ruff
William Stanley
Tommy Wright, *Chair*

SOUTHWEST ECONOMIC DEVELOPMENT COMMITTEE

Bill Carrico, *Chair*
Ben Chafin
Becky Coleman
Todd Haymore
Cathy Lowe
Ronnie Montgomery
Will Morefield
Richard Sutherland
(no Vice-Chair assigned)

STRATEGIC PLANNING COMMITTEE

Kathy Byron
Rebecca Coleman, *Co-Chair*
Missy Neff Gould, *Co-Chair*
Todd Haymore
Danny Marshall

SPECIAL PROJECTS COMMITTEE

Kathy Byron
John Cannon
Bill Carrico, *Vice-Chair*
Missy Neff Gould
Todd Haymore
Danny Marshall, *Chair*
Robert Mills
Ed Owens
Robert Spiers

TROF COMMITTEE

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