

# GO Virginia Region One Subgrantee Reporting Guidelines

(Subgrantee): (Project Name)
 (Project Contract/Account #)

# Quarterly Subgrantee Meetings:

<u>Quarterly meetings</u> with all Region One subgrantees will be held each quarter in 2020. Meetings will be offered via Zoom in order to limit travel time for subgrantees. GO Virginia staff asks that at least one member of the subgrantee project team be present on the call to provide updates and discuss the remittance process. The purpose of these calls will be to provide subgrantees with the tools and resources needed to successfully administer projects.

### • 2020 Subgrantee Quarterly Meeting Schedule

- o January 7, 2020 | 11:00am-12:00pm
- April 7, 2020 | 11:00am-12:00pm
- July 7, 2020 | 11:00am-12:00pm
- October 6, 2020 | 11:00am-12:00pm

# **Quarterly Reports:**

Subgrantees are required to submit a <u>quarterly progress report</u> to include a project narrative. Quarterly progress reports will be submitted on a provided template and will be due on the 15<sup>th</sup> of the month after the end of the quarter. A reporting schedule and calendar invitation will be shared with the subgrantee once the project is under contract.

- The Project Milestones and Progress Reporting should outline the following for the quarter:
  - 1. Summary of project work completed or in progress this quarter
  - 2. Description of outcomes that have been achieved
  - 3. Description of changes to the prior approved project timeline if applicable
  - 4. Inclusion of relevant media articles

# **Closeout Report:**

In order to effectively measure and track products/outcomes associated with GO Virginia-funded projects, subgrantees are required to submit a final closeout report to include <u>fiscal closeout</u> and <u>performance closeout</u> procedures as described below.

### Step 1: Fiscal Closeout

- The subgrantee will need to ensure: 1) activities and milestones described in the project scope of work have been completed; 2) all remittances are submitted; 3) the Fiscal Closeout Report is submitted within 75 days of the project end date; as referenced in the project contract.
- After submitting the final remittance, the subgrantee must initiate a fiscal closeout at which time, DHCD will issue a *Fiscal Closeout Report* to include the following questions:
  - 1. Narrative Description of Project Activities. *Please upload a 1-2 page narrative outlining the major activities undertaken and completed.*
  - 2. Contracts Obligating Funds. Please upload all contracts for services rendered as part of the project scope of work, if applicable.

- 3. **Procurement Process.** If subject to the provisions of the Virginia Public Procurement Act, provide a brief description of the procurement process used to acquire services associated with this project and/or your official procurement policy.
- 4. **Proof of Payment.** Please upload documentation showing that expenses were paid if not previously provided in the remittances. This documentation could include bank statements, credit card statements, general ledgers, or cancelled checks. Payroll reports provided as part of an earlier remittance do not need to be resubmitted.
- 5. Certified Financial Closeout Document (SEE ATTACHEMENT A). Please upload the signed certified financial closeout document. The financial closeout document must be certified by Grantee and Subgrantee to ensure consistency with the financial record DHCD maintains in CAMS.
- 6. Optional Attachment 1
- 7. Optional Attachment 2
- DHCD may perform an on-site validation visit upon completion of the *Fiscal Closeout Report*. The purpose of the on-site visit is to ensure that GO Virginia funds have been expended in a way consistent with the contract and project budget. This may include a review of financial records and/or a physical inspection (i.e. to ensure that equipment has been purchased and installed.)
- If the awarded grant funds have **NOT** been fully expended, the financial closeout document will indicate a balance (item 8h SEE ATTACHMENT A). Unexpended grant funds will be returned to the region's per capita allocation or to the statewide competitive fund as applicable.

#### Step 2: Performance Closeout

- The *Performance Closeout Report* for Enhanced Capacity Building, Broadband Planning and Sites Planning project types may occur simultaneously as the *Fiscal Closeout Report*.
- The performance closeout for implementation projects may require longer to track and report on negotiated metrics. Generally speaking, implementation projects will have up to 12 months to track and report project outcomes after the project end date. DHCD has the right to extend this reporting period in consultation with the grantee and subgrantee.
- The subgrantee must initiate a performance closeout at which time, DHCD will issue a *Performance Closeout Report* to include the following questions:
  - 1. Certified Performance Statement (Implementation grants only, SEE ATTACHMENT C). Please upload the signed certified performance statement. This must be certified by the Grantee and the Subgrantee.
  - 2. Grant Products (Enhanced Capacity Building, Broadband or Sites Planning grants ONLY). *Please upload outcomes/product(s) as outlined in the contract.*
  - *3.* Future Project Implementation (Enhanced Capacity Building, Broadband or Sites Planning grants ONLY). *Please describe if and how this project will lead to a per capita or competitive implementation application request.*
  - 4. Optional Attachment 1
  - 5. Optional Attachment 2
  - 6. List of Metrics (SEE ATTACHMENT B) The cumulative metrics will need to be included here, and are only applicable to the specific metrics associated with the project being closed out. Please refer to the attachment for the complete list of metrics.
- DHCD will initiate a letter to the grantee and subgrantee informing both parties the project *Performance Closeout Report* has been successfully completed.

# GO Virginia Region One Quarterly Progress Report Template

Subgrantee:

**Project Title:** 

Project PI:



Project Milestones & Progress Reporting (Responses should be limited to under 2,000 characters)

- 1. Please provide a description of project work completed or in progress this quarter. *Please list activities as they relate to the milestones outlined in "Project Addendum\_".*
- 2. Please describe any outcomes that have been achieved. *Please refer to the <u>products</u> listed in "Project Addendum\_".*
- 3. Please describe any changes to the prior approved project timeline.
- 4. Media articles attachment

**Comments & Notes** 

# GO Virginia Region One Fiscal Closeout Report Template

Subgrantee:

Project Title:

Project PI:



- 1. Narrative Description of Project Activities. Please upload a 1-2 page narrative outlining the major activities undertaken and completed.
- 2. **Contracts Obligating Funds.** Please upload all contracts for services rendered as part of the project scope of work, if applicable.
- 3. **Procurement Process.** If subject to the provisions of the Virginia Public Procurement Act, provide a brief description of the procurement process used to acquire services associated with this project and/or your official procurement policy.
- 4. **Proof of Payment.** Please upload documentation showing that expenses were paid if not previously provided in the remittances. This documentation could include bank statements, credit card statements, general ledgers, or cancelled checks. Payroll reports provided as part of an earlier remittance do not need to be resubmitted.
- 5. **Certified Financial Closeout Document (SEE ATTACHEMENT A).** Please upload the signed certified financial closeout document. The financial closeout document must be certified by Grantee and Subgrantee to ensure consistency with the financial record DHCD maintains in CAMS.
- 6. Optional Attachment 1 Please attach as a PDF and include an explanation of the document here.
- 7. Optional Attachment 2 Please attach as a PDF and include an explanation of the document here.

# GO Virginia Region One Performance Closeout Report Template

Subgrantee:

Project Title:

Project PI:



- 1. **Certified Performance Statement (Implementation grants only, SEE ATTACHMENT C).** Please upload the signed certified performance statement. This must be certified by the Grantee and the Subgrantee.
- 2. Grant Products (Enhanced Capacity Building, Broadband or Sites Planning grants ONLY). Please upload outcomes/product(s) as outlined in the contract.
- 3. Future Project Implementation (Enhanced Capacity Building, Broadband or Sites Planning grants ONLY). Please describe if and how this project will lead to a per capita or competitive implementation application request.
- 4. Optional Attachment 1 Please attach as a PDF and include an explanation of the document here.
- 5. Optional Attachment 2 Please attach as a PDF and include an explanation of the document here.
- 6. List of Metrics (SEE ATTACHMENT B) The cumulative metrics will need to be included here, and are only applicable to the specific metrics associated with the project being closed out. Please refer to the attachment for the complete list of metrics.

## ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT

1. Regional Council		2. Support C		<b>GINIA</b> ization Name	VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION
3. Subgrantee					
4. Support Org EIN	5. Basis of Accounting Cash Accrual	6. Report T	ype	Final	7. Closeout Date
8. Transactions		Per Capit	a	Competitive	
GO Virginia Cash:					-
a. Cash Receipts b. Cash Disbursements			-	-	-
		ć	-	-	-
c. Cash on Hand (Line a minus b) GO Virginia Expenditures and Unobligated Baland	<u>م</u>	\$	-	\$-	4
d. Total GO Virginia funds authorized			-	_	-
e. GO Virginia share of expenditures			-		-
f. GO Virginia share of unliquidated obligations			-	_	-
g. Total GO Virginia share (sum of lines e and f)		\$	_	\$-	
h. Unobligated balance of GO Virginia funds (line of	d minus g)	\$	-	\$ -	-
Recipient Share/Required Match:		Ŷ		÷	1
i. Total Required Match			-	-	
j. CASH Match			-	-	
k. IN-KIND Match (Provide detail on Page 2)			-	-	1
l. Total Local Match			-	-	1
m. Remaining recipient share to be provided (line	i minus j)	\$	-	\$-	1
9. Remarks		L -		1	
10. Certification: By signing this report, I certig and the expenditures, disbursements and cas I am aware that any false, fictitious, or frauc	sh receipts are for the purpo	ses and intent s	et fort		
I am aware that any false, fictitious, or fraudulent information may subjute a. Name of Authorized Certifying Official (Subgrantee)		d. Name of Authorized Certifying Official (Grantee or Council Chair)			
b. Signature of Authorized Certifying Official	(Subgrantee)	e. Signature of Authorized Certifying Official (Grantee or Council Chair)			
c. Date of signature (Subgrantee)		f. Date of signature (Grantee or Council Chair)			
		Agency use on	ly:		

#### ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT

Regional Council:	VIR Support Organizat	GINIA ion Name:	VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION		
0	0				
IN-KIND Detail:					
Source of Contribution	Per Capita	Competitive	Cumulative		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
			-		
	-				
	_				
	-	-	-		
	-	-	-		
Total IN-KIND Match:	-	-	-		
Additiona	l Leverage Matched	l:	•		
Source of Contribution		Amount of A	dditional Resources		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
	-	-	-		
Total Additional Leveraged Match:	-	-	-		





VIRGINIA INITIATIVE FOR GROWTH & OPPORTUNITY IN EACH REGION

# Attachment B: Cumulative Metrics by Focus Area

	Workforce Development	Cumulative Metric
1	Number of students trained	
2	Number of upskilled employees/ jobs retained	
3	Number of new jobs created	
4	Number of businesses served	
5	Number of new internships created	
6	Number of new apprenticeships created	
7	Number of new programs/credentials implemented	
8	Number of credentials awarded	
	Number of students enrolled in dual enrollment	
9	programs	
	Site Development	Cumulative Metric
	Number of acres advanced to higher tier per Virginia	
1	Business Ready Sites Program (VBRSP)	
	Increased locality engagement in establishing a	
2	RIFA/revenue sharing agreement	
3	Number of prospects (active company visits)	
4	Number of businesses attracted	
5	Number of linear feet of sewer/water infrastructure	
6	Total acres impacted/developed	
	Startup Ecosystem	Cumulative Metric
1	Number of jobs created	
2	Number of businesses attracted	
3	Number of businesses retained	
4	Number of existing businesses expanded	
5	Number of new businesses created	
6	Number of businesses served	
7	Total capital raised by fund manager	
8	Total capital deployed by fund manager	

9	Venture capital investment in served businesses	
10	Number of fund investments	
11	Average deal size	
12	Research and development (R&D) funding deployed	
13	New products completed/released to production	
14	Total patents filed	
15	Total patents awarded	
16	Revenues increased from export-sales	
	Cluster Scale-Up	Cumulative Metric
1	Cluster Scale-Up Number of jobs created/retained	Cumulative Metric
1 2		Cumulative Metric
1 2 3	Number of jobs created/retained	Cumulative Metric
	Number of jobs created/retained Number of businesses retained	Cumulative Metric
3	Number of jobs created/retained Number of businesses retained Number of existing businesses expanded	Cumulative Metric
3 4	Number of jobs created/retained Number of businesses retained Number of existing businesses expanded Number of businesses served	Cumulative Metric

Please be sure to include the cumulative metrics ONLY in this Performance Closeout Document, from the project start date to the additional 12 month performance period. Subgrantee will only need to include the metrics that are applicable to the funded grant. If you have additional metrics that are not on this sheet please provide as an optional attachment.

## **Attachment C: Certified Performance Statement**