

ATTACHMENT A: GO Virginia Capacity Building Funds Budget Narrative

A. Administration

- a. Audit – Reinvent Hampton Roads (RHR) was given a quote of \$ 6,500 for the 2017 audit. A \$ 1,500 increase to the \$ 5,000 RHR that was paid for the 2016 audit is attributed to adding the GO Virginia grant fund management. The request will cover the estimated cost associated with the GO Virginia account administered by Reinvent Hampton Roads.
- b. Fiscal Management/Accounting Services – RHR contracts general bookkeeping, payroll, tax reporting and payment services at an estimated cost of \$ 6,500.00. The request represents 50% of these costs.
- c. Salaries – The request represents 50% of the salaries of the President and CEO and Executive Vice President and 30% of the Administrative Assistant. The request also factors in a possible 3% salary increase that would commence January 1, 2019.
- d. Fringe Benefits – The request represents 50% of the fringe benefits for the President & CEO and Executive Vice President and 30% for the Administrative Assistant. This includes medical and dental insurance coverage for two full-time employees and parking for three full-time employees of Reinvent Hampton Roads.
- e. Equipment – The request represents 50% of the charges incurred by Reinvent Hampton Roads to lease a copier and related ink charges.
- f. Meetings and facilitation – The request will cover mileage for staff to attend GO Virginia-related meetings as well as other expenses incurred to include meeting space rental, parking and/or refreshments.
- g. Supplies – The request will cover supplies for meetings to include paper, name plates, etc.
- h. Other – The request covers 50% of the costs incurred by Reinvent Hampton Roads for IT services. The total expense for the period of July 1, 2018 through June 30, 2019 is expected to be \$ 11,052.00.

B. Planning Services

- a. Contract Services – The request will cover 25% of the \$ 40,000 site inventory certification process. Other funders include Virginia Natural Gas, Dominion Energy, and the Virginia Port Authority.
- b. The remaining, uncommitted amount of \$ 147,458.58 will be placed in the Project Reserves.