



Virginia Growth and Opportunity Fund (GO Virginia)

Project Closeout Procedures

GO Virginia Program Intent

PURPOSE: The purpose of this guidance is to document the procedures to complete a GO Virginia project closeout.

GOAL: To ensure the Grantee's (Support Organization) compliance with Commonwealth of Virginia laws, to ensure the project was implemented in accordance with Virginia Department of Housing and Community Development (DHCD)'s contractual agreements and too effectively measure and track products/outcomes associated with GO Virginia-funded projects.

Step 1: Fiscal Closeout Procedures

The Grantee (support organization) and Subgrantee (grant recipient) will need to ensure: 1) activities and milestones described in the project scope of work have been completed; 2) all remittances are submitted in CAMS; 3) the **Fiscal Closeout Report** is submitted in CAMS within 90 days of the project end date, or as referenced in the Grant Contract.

At contract, DHCD will assign the **Fiscal Closeout Report** in CAMS for submission by the Grantee and will include the following questions:

1. **Contracts Obligor Funds:** Upload all contracts for services rendered using GO Virginia grant funds.
2. **Procurement Process:** If subject to the provisions of the Virginia Public Procurement Act (VPPA), provide your organization's official procurement policy. If not subject to VPPA, provide a brief description of the procurement process used to acquire goods or services.
3. **Proof of Payment:** If not previously provided in remittances submitted, upload documentation showing that expenses were paid. If documentation applies to multiple remittances, provide a spreadsheet (cover sheet) to indicate which remittance each expenditure corresponds to.
4. **Certified Financial Closeout Document (SEE ATTACHMENT A):** Upload the certified financial closeout document. This must be signed and dated by the Grantee or Regional Council Chair and the Subgrantee.
5. **Optional Attachment:** This could include relevant miscellaneous items.

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 Grant 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 Certified Financial Closeout Document (Attachment A) 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.

Once the project has successfully completed the Fiscal Closeout Report, DHCD will initiate a letter to the Grantee.

Step 2: Performance Closeout Procedures

The purpose of the **Performance Closeout Report** is to describe how the project achieved its outcomes and/or products and to provide an opportunity to describe the project, how it supported one or more of the strategies in the region’s Growth and Diversification Plan, and describe the impact it had on the region.

The **Performance Closeout Report** may occur simultaneously as the **Fiscal Closeout Report**. DHCD has the right to extend the performance reporting period for implementation projects in consultation with the Grantee and Subgrantee.

Based on the terms of the contract and/or project performance period, DHCD will assign a **Performance Closeout Report** in CAMS for submission by the Grantee which will include the following questions for either an implementation or planning project:

Implementation Projects

1. **Performance Narrative and Certification (SEE ATTACHMENT B):** Upload the signed Certified Performance Statement. This should capture the story of the grant in narrative format, and includes questions on key achievements, economic impact, regional cooperation, sustainability, and project deliverables (e.g. Grant Outcomes, Grant Products). This must be signed and dated by the Grantee or Regional Council Chair and the Subgrantee.
2. **Grant Outcomes:**
 - a. **Final Grant Outcomes Reporting Sheet (SEE ATTACHMENT C)** Complete the attachment and document the project’s contracted outcomes and final achieved outcomes. Only report on those performance measures referenced in your contract.
 - b. **Project-Specific Performance Outcomes.** For projects with additional Project-Specific Performance Outcomes defined in the contract, include these additional outcomes at the bottom of Attachment C.
3. **Grant Products:** Upload any product(s) as outlined in the Grant Contract (i.e. Feasibility Study, Market Study, Site Characterization Report, Playbook, etc).
4. **Optional Attachment(s):** This could include any miscellaneous items, such as visuals, PowerPoints, infographics, news articles, etc.

Planning Projects

1. **Performance Narrative and Certification (SEE ATTACHMENT B):** Upload the signed Certified Performance Statement. This should capture the story of the grant in narrative format, and includes questions on key achievements, economic impact, regional cooperation, sustainability,



and project deliverables (e.g. Grant Products). This must be signed and dated by the Grantee or Regional Council Chair and the Subgrantee.

2. **Grant Products:** Upload any product(s) as outlined in the Grant Contract (i.e. Feasibility Study, Market Study, Site Characterization Report, Playbook, etc).
3. **Future Project Implementation:** Describe if and how this project will lead to an implementation application request.
4. **Optional Attachment(s):** This could include any miscellaneous items, such as visuals, PowerPoints, infographics, news articles, etc.

Once the project has successfully completed the Performance Closeout, DHCD will initiate a letter to the Grantee.

ISSUE DATE: February 8, 2022

REVISED DATE: September 21, 2020 and December 20, 2021

ATTACHMENTS:

Attachment A: Certified Financial Closeout Document

Attachment B: Performance Narrative and Certification

Attachment C: Final Grant Outcomes Reporting Sheet

ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

1. Regional Council

2. Support Organization Name

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3. Subgrantee

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4. Support Org EIN

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5. Basis of Accounting

- Cash
 Accrual

6. Report Type

- Final

7. Closeout Date

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8. Transactions

	GO Virginia Grant
GO Virginia Cash:	
a. Cash Receipts	-
b. Cash Disbursements	-
c. Cash on Hand (Line a minus b)	\$ -
GO Virginia Expenditures and Unobligated Balance:	
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 d minus g)	\$ -
Recipient Share/Required Match:	
i. Total Required Match	-
j. CASH Match (Provide detail on Page 2)	-
k. IN-KIND Match (Provide detail on Page 2)	-
l. Total Local Match (not included in calculation below)	-
m. Remaining Required Match (line i minus the sum of j+k)	\$ -

9. Remarks

10. Certification: *By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to penalties.*

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 only:

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ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

Regional Council:

Support Organization Name:

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IN-KIND Detail:

Source of Contribution	In-Kind match (\$)
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
Total IN-KIND Match:	-

CASH MATCH Detail:

Source of Contribution	Cash Match (\$)
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
Total Cash Match:	-

Report Number	Reporting Item	Instructions
1	Regional Council	Enter the Regional Council name.
2	Support Organization Name	Enter the name of the Support Organization (Grantee).
3	Subgrantee	Enter the name of the Subgrantee.
4	Support Organization EIN	Enter the Support Organization's (Grantee) Employer Identification Number (EIN).
5	Basis of Accounting	Specify whether a cash or accrual basis was used for recording transactions related to the GO Virginia program and for preparing this financial report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. The cash basis of accounting records expenses when they are paid.
6	Report Type	Mark the appropriate box labeled final.
7	Closeout Date	Enter the Date the project is being closed out. This is the date this financial closeout report is being submitted.
8	Transactions	Enter cumulative amounts from the date of inception of the award through the end date of the reporting period specified in line 6.
8a	Cash Receipts	Enter the cumulative amount of actual cash received from the GO Virginia program as of the reporting period end date.
8b	Cash Disbursements	Enter the cumulative amount of GO Virginia disbursements by the recipient (i.e. cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements (of GO Virginia authorized funds) for direct charges for goods and services and the amount of cash advances and payments (of GO Virginia authorized funds) made to contractors.
8c	Cash on Hand (Line 8a minus 8b)	This is a self-calculating field. This field will subtract cash disbursements from cash receipts to show the amount of cash on hand.
8d	Total GO Virginia funds authorized	Enter the total GO Virginia funds authorized (awarded) as of the reporting period end date. Note that your authorized amount should match the authorized amount displayed in CAMS.
8e	GO Virginia share of expenditures	Enter the amount of GO Virginia (State funded GO VA share) of expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for goods and services. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for goods and services incurred.
8f	GO Virginia share of unliquidated obligations	Enter the GO Virginia (State funded GO VA) portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. (Expenses incurred but not yet paid or charged to the program)
8g	Total GO Virginia share (sum of lines 8e and 8f)	This is a self-calculating field. This field will add GO Virginia share of expenditures and GO Virginia share of unliquidated obligations.
8h	Unobligated balance of GO Virginia funds (line 8d minus 8g)	This is a self-calculating field. This field will subtract total GO Virginia share from total GO Virginia funds authorized.
8i	Total Required Match	Enter the total required recipient (non-state source) match. The required match share should include all matching costs provided by recipient and/or third-party providers as identified in the contract. This amount should not include amounts in excess of the match identified in the contract.
8j	CASH Match	Enter the recipient (non-state source) share of actual cash disbursements (less any rebates, refunds, or other credits). Note: In some cases, the recipient (non-state source) share may be greater than the total required recipient share; please feel free to include additional 'allowable' amounts here.
8k	IN-KIND Match	Enter the recipient (non-state source) share of IN-KIND expenditures. This amount should include the value of allowable in-kind contributions. Note: In some cases, the recipient (non-state source) share may be greater than the total required recipient share; please feel free to include additional 'allowable' amounts here. In addition, provide additional details of IN-KIND contributions on Page 2 of the financial report.
8l	Total Local Match	This includes Total Local Match (if applicable) as outlined in the contract (includes local CASH and IN-KIND match). This amount is not calculated in the remaining required match (line 8m). It is assumed the Local Match is either part of the CASH Match or IN-KIND Match (line 8j and 8k). If part of local match is included in IN-KIND Match this will be listed on page 2 (IN-KIND Detail).
8m	Remaining recipient share to be provided (line 8i minus the sum of 8j+8k)	This is a self-calculating field. This field will subtract total required match from the sum of CASH Match and IN-KIND Match, and should always be zero. If more match was provided than what is required in the contract, the field will still represent a zero value. If there is a positive value, the match requirement as identified in the contract has not been met.
9	Remarks	Enter any explanations or additional information that may assist in interpretation of the recipient's financial report.
10	Certification	(a) Enter the name and title of the authorized certifying official for Subgrantee; (b) The authorized certifying official for the Subgrantee must sign here; (c) Enter date of signature for Subgrantee; (d) Enter the name and title of the authorized certifying official for Grantee or Council Chair; (e) The authorized certifying official of Grantee or Council Chair must sign here; (f) Enter date of signature for Grantee or Council Chair.
Page 2	Enter additional details of IN-KIND match at the top section and CASH match at the bottom section to include the source of the match being contributed as referenced in the project contract. Both in-kind and cash match should add up to the total match listed on the first page (line 8i).	

Attachment B: Performance Narrative and Certification

The performance closeout report is your opportunity to share the significant features of your project and present information about the results your project achieved. The document should be written as if the reader has no previous knowledge of your project's activities. The report should cover the entire period of performance. It must review and highlight activities that occurred during the implementation of the project and the overall impact of the project, including an assessment of all performance measures that were proposed in the GO Virginia project application. The template below contains all the required elements.

FINAL REPORT NARRATIVE

GO Virginia Region: _____ GO Virginia Grant Amount: _____

Name of Project: _____

Subgrantee Name: _____ Project Director: _____

BACKGROUND

Provide a short (2-3 sentences) statement regarding the need for this project. What challenges/opportunities did you hope to address in your region when you applied for GO Virginia funding? Please refer to specific priorities and goals in your region's Growth and Diversification Plan.

PROJECT IMPACT

Write an assessment of how your project has addressed the challenges/opportunities you were trying to address in your region and how they have supported the goals of the GO Virginia program.

PRODUCTS AND OUTCOMES

Provide statistical information that helps document the products and/or outcomes of your project to date. Data will vary according to the type of activities you completed. Although we recognize that the project may continue to produce outcomes after the grant period, grantees should report progress made to-date.

Provide a summary table of the outcomes achieved to-date for the entire project performance period (please see Attachment C - Final Grant Outcomes Reporting Sheet). Refer to your contract for projected products and outcomes as applicable. Please see the sample below.

Performance Measure	Projected	Achieved	% of Goal
Businesses Served	100	110	110%
New Jobs Created	100	50	50%

OUTLOOK FOR PROGRAM CONTINUATION AND SUSTAINABILITY

Describe how the project activities will be sustained without the grant funding. Did the project generate income? Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program has to be discontinued, has it served its purpose, or is there still a need to solve the problems you were addressing? What additional steps are being taken to obtain other resources needed to continue the project?

CONCLUSIONS AND RECOMMENDATIONS

Summarize your project and the lessons learned during its implementation. Include a review of your successes and suggest ways that your experience may be helpful to others.

Attachment C: Certified Performance Statement

Certification: *By signing this report, I certify to the best of my knowledge and belief that the outcomes in this report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information may subject me to penalties.*

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 only:



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

Attachment C: Final Grant Outcomes Reporting Sheet

Grant Performance Outcomes				
	Workforce Development	Committed Outcomes	Achieved Outcomes	% of Goal
1	Number of students trained			
2	Number of upskilled employees			
3	Number of existing jobs retained			
4	Number of jobs created/filled			
5	Number of businesses served			
6	Number of new internships created			
7	Number of new apprenticeships created			
8	Number of new programs/credentials implemented			
9	Number of credentials awarded			
10	Number of students enrolled in dual enrollment programs			
	Site Development	Committed Outcomes	Achieved Outcomes	% of Goal
1	Number of acres advanced to higher tier per Virginia Business Ready Sites Program (VBRSP)			
2	Number of increased locality engagement in establishing a RIFA/revenue sharing agreement			
3	Number of prospects (active company visits)			
4	Number of businesses attracted			
5	Number of linear feet of sewer infrastructure			
6	Number of linear feet of water infrastructure			
7	Number of linear feet of gas infrastructure			
8	Number of acres impacted/developed			
9	Number of miles of middle mile broadband completed			
	Startup Ecosystem	Committed Outcomes	Achieved Outcomes	% of Goal
1	Number of jobs created/filled			
2	Number of new internships created			
3	Number of existing businesses expanded			
4	Number of new businesses created			
5	Number of businesses served			
6	Number of entrepreneurs engaged			
7	Number of mentors engaged			

8	Total capital raised			
9	Total capital deployed by fund			
10	Number of fund investments			
11	Average deal size			
12	Venture capital investment in served businesses			
13	Research and development (R&D) funding deployed			
14	Number of new products completed/released to production			
15	Number of patents filed			
16	Number of patents awarded			
17	Revenues increased from export-sales			
	Cluster Scale-Up	Committed Outcomes	Achieved Outcomes	% of Goal
1	Number of jobs created/filled			
2	Number of new internships created			
3	Number of existing jobs retained			
4	Number of businesses attracted			
5	Number of businesses retained			
6	Number of existing businesses expanded			
7	Number of businesses served			
8	Number of new products completed/released to production			
9	Revenues increased			
10	Total Capital Raised			
	Project Specific Performance Outcomes	Committed Outcomes	Achieved Outcomes	% of Goal
1				
2				
3				
4				
5				

Include the **Committed Outcomes** as referenced in your GO Virginia contract (Column C) and the **Achieved Outcomes** (Column D). Only report on outcomes committed in your contract. The achieved outcomes should reflect what was achieved at the end the performance closeout period. The Certified Performance Statement in Attachment B is acknowledging that the above outcomes are true, complete, and accurate.

Core Outcomes by Investment Area

Core Outcomes	Investment Category	Definition
Number of businesses retained	Cluster Scale-Up	The number of businesses supported by the effort that have remained in production and were kept from closing.
Revenues increased	Cluster Scale-Up	The increase in revenues (total dollar amount) from a baseline for all businesses served as a result of the effort.
Average deal size	Startup Ecosystem	The average dollar amount of investments by professional investors (Venture Capital, other institutions, etc.) made to businesses served as part of the effort.
Number of entrepreneurs engaged	Startup Ecosystem	The number of entrepreneurs who participated in the effort. An entrepreneur is an individual aspiring to own/operate a business and/or those entrepreneurs who already own an early-stage business who are interesting in scaling the business.
Number of fund investments	Startup Ecosystem	The number of investments to businesses and startups made by a fund, created or supported by the effort.
Number of mentors engaged	Startup Ecosystem	The number of mentors who participated in the effort. A mentor is an individual who provides advice and coaching on starting /growing a business.
Number of new businesses created	Startup Ecosystem	The number of new businesses that were created as a part of the effort. A new business is official when it has a license or permit to operate.
Number of patents awarded	Startup Ecosystem	The number of patents awarded as a result of the effort. A patent is a type of intellectual property that gives its owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling public disclosure of the invention.
Number of patents filed	Startup Ecosystem	The number of patents filed as a result of the effort. A patent is a type of intellectual property that gives its owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling public disclosure of the invention.
Research and development (R&D) funding deployed	Startup Ecosystem	The total dollar amount of research and development funding granted to businesses served as a part of the effort. Research and development or R&D is work directed toward the innovation, introduction, and improvement of products and processes. The R&D funding can be sourced from government and/or other institutions.
Revenues increased from export-sales	Startup Ecosystem	The total dollar amount in revenues increased from a baseline due to sales outside of the state of Virginia. This metric is the total increase in revenues for all businesses served as part of the effort.
Total capital deployed by fund	Startup Ecosystem	The total dollar amount of capital investments to businesses and startups made by a fund, created or supported by the effort.
Total capital raised	Startup Ecosystem, Cluster Scale-Up	The total dollar amount in capital raised for the businesses served as part of the effort. Capital is defined as any cash or liquid assets being held for expenditures and any other additional asset that has monetary value, such as new equipment, real estate, and inventory.
Venture capital investment in served businesses	Startup Ecosystem	The total dollar amount of venture capital (VC) investments in businesses/startup served as a part of the effort
Number of existing businesses expanded	Startup Ecosystem, Cluster Scale-Up	The total number of existing businesses or startups that have demonstrated business growth specifically due to the effort
Number of new products completed/released to production	Startup Ecosystem, Cluster Scale-Up	The total number of new products created by a business/startup served as part of the effort
Number of jobs created/filled	Startup Ecosystem, Cluster Scale-Up, Workforce	The number of jobs estimated to be created by businesses supported by the effort and/or the expected number of trained individuals who will advance into employment.

Core Outcomes by Investment Area

Number of businesses served	Workforce Development, Startup Ecosystem, Cluster Scale-Up	The number of unique firms provided with business assistance.
Number of new internships created	Startup Ecosystem, Cluster Scale-Up, Workforce Development	An internship is defined as a professional learning experience hosted by an employer that offers meaningful, practical work related to a student's field of study or career interest
Number of credentials awarded	Workforce Development	A credential is a certificate, degree, or certification generally recognized by employers as evidence that a completer is qualified for work in a specific occupation.
Number of new apprenticeships created	Workforce Development	An apprenticeship is structured employment/training arrangement, hosted by a sponsoring employer. It maybe registered or unregistered but must include a combination of paid employment and related academic or on-the-job instruction.
Number of new programs/credentials implemented	Workforce Development	The number of new workforce training programs or credentialing programs created.
Number of students enrolled in dual enrollment programs	Workforce Development	The number of high school students who are enrolled dually in a community college level course.
Number of students trained	Workforce Development	The number of students who successfully complete a course or combination of courses required to enter employment.
Number of upskilled employees	Workforce Development	Number of incumbent workers who complete an industry-recognized skills development program.
Number of existing jobs retained	Workforce Development, Cluster Scale-Up	The number of at-risk jobs retained or the sum of the individuals employed by businesses served by the effort.
Number of acres advanced to higher tier per Virginia Business Ready Sites Program (VBRSP)	Site Development & Infrastructure	The number of acres moved to a higher level on the VBRSP scale. Go to https://www.vedp.org/vbrsp for more information on the VBRSP program.
Number of acres impacted/developed	Site Development & Infrastructure	The number of acres that the infrastructure improvements will impact.
Number of increased locality engagement in establishing a RIFA/revenue sharing agreement	Site Development & Infrastructure	The localities that are involved in a RIFA or other shared revenue agreement. This could also include the discussion among localities regarding the development of a RIFA.
Number of linear feet of water infrastructure	Site Development & Infrastructure	The total number of linear feet of water lines and supporting infrastructure improvements.
Number of linear feet of gas infrastructure	Site Development & Infrastructure	The total number of linear feet of gas lines and supporting infrastructure improvements.
Number of linear feet of sewer infrastructure	Site Development & Infrastructure	The total number of linear feet of sewer lines and supporting infrastructure improvements.
Number of prospects (active company visits)	Site Development & Infrastructure	The total number of prospects who visited the site(s).
Number of miles of middle mile broadband completed	Site Development & Infrastructure	The total number of fiber and/or conduit, which extend telecommunication networks in partnerships with the private sector and focus on meeting the business needs of a community.
Number of businesses attracted	Site Development & Infrastructure, Cluster Scale-Up	Total number of new businesses who committed to locate to the site(s).

Core Outcomes in Alphabetical Order

	Core Outcomes	Investment Category	Definition
1	Number of acres advanced to higher tier per Virginia Business Ready Sites Program (VBRSP)	Site Development & Infrastructure	The number of acres moved to a higher level on the VBRSP scale. Go to https://www.vedp.org/vbrsp for more information on the VBRSP program.
2	Number of acres impacted/developed	Site Development & Infrastructure	The number of acres that the infrastructure improvements will impact.
3	Number of businesses attracted	Site Development & Infrastructure, Cluster Scale-Up	Total number of new businesses who committed to locate to the site(s).
4	Number of businesses retained	Cluster Scale-Up	The number of businesses supported by the effort that have remained in production and were kept from closing.
5	Number of businesses served	Workforce Development, Startup Ecosystem, Cluster	The number of unique firms provided with business assistance.
6	Number of credentials awarded	Workforce Development	A credential is a certificate, degree, or certification generally recognized by employers as evidence that a completer is qualified for work in a specific occupation.
7	Number of entrepreneurs engaged	Startup Ecosystem	The number of entrepreneurs who participated in the effort. An entrepreneur is an individual aspiring to own/operate a business and/or those entrepreneurs who already own an early-stage business who are interesting in scaling the business.
8	Number of existing businesses expanded	Startup Ecosystem, Cluster Scale-Up	The total number of existing businesses or startups that have demonstrated business growth specifically due to the effort
9	Number of existing jobs retained	Workforce Development, Cluster Scale-Up	The number of at-risk jobs retained or the sum of the individuals employed by businesses served by the effort.
10	Number of fund investments	Startup Ecosystem	The number of investments to businesses and startups made by a fund, created or supported by the effort.
11	Number of increased locality engagement in establishing a RIFA/revenue sharing agreement	Site Development & Infrastructure	The localities that are involved in a RIFA or other shared revenue agreement. This could also include the discussion among localities regarding the development of a RIFA.
12	Number of jobs created/filled	Startup Ecosystem, Cluster Scale-Up, Workforce Development	The number of jobs estimated to be created by businesses supported by the effort and/or the expected number of trained individuals who will advance into employment.
13	Number of linear feet of water infrastructure	Site Development & Infrastructure	The total number of linear feet of water lines and supporting infrastructure improvements.
14	Number of linear feet of gas infrastructure	Site Development & Infrastructure	The total number of linear feet of gas lines and supporting infrastructure improvements.
15	Number of linear feet of sewer infrastructure	Site Development & Infrastructure	The total number of linear feet of sewer lines and supporting infrastructure improvements.
16	Number of miles of middle mile broadband completed	Site Development & Infrastructure	The total number of fiber and/or conduit, which extend telecommunication networks in partnerships with the private sector and focus on meeting the business needs of a community.
17	Number of mentors engaged	Startup Ecosystem	The number of mentors who participated in the effort. A mentor is an individual who provides advice and coaching on starting /growing a business.

Core Outcomes in Alphabetical Order

18	Number of new apprenticeships created	Workforce Development	An apprenticeship is structured employment/training arrangement, hosted by a sponsoring employer. It maybe registered or unregistered but must include a combination of paid employment and related academic or on-the-job instruction.
19	Number of new businesses created	Startup Ecosystem	The number of new businesses that were created as a part of the effort. A new business is official when it has a license or permit to operate.
20	Number of new internships created	Startup Ecosystem, Cluster Scale-Up, Workforce Development	An internship is defined as a professional learning experience hosted by an employer that offers meaningful, practical work related to a student's field of study or career interest
21	Number of new products completed/released to production	Startup Ecosystem, Cluster Scale-Up	The total number of new products created by a business/startup served as part of the effort
22	Number of new programs/credentials implemented	Workforce Development	The number of new workforce training programs or credentialing programs created.
23	Number of patents awarded	Startup Ecosystem	The number of patents awarded as a result of the effort. A patent is a type of intellectual property that gives its owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling public disclosure of the invention.
24	Number of patents filed	Startup Ecosystem	owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling public disclosure of the invention.
25	Number of prospects (active company visits)	Site Development & Infrastructure	The total number of prospects who visited the site(s).
26	Number of students enrolled in dual enrollment programs	Workforce Development	The number of high school students who are enrolled dually in a community college level course.
27	Number of students trained	Workforce Development	The number of students who successfully complete a course or combination of courses required to enter employment.
28	Number of upskilled employees	Workforce Development	Number of incumbent workers who complete an industry-recognized skills development program.
29	Research and development (R&D) funding deployed	Startup Ecosystem	The total dollar amount of research and development funding granted to businesses served as a part of the effort. Research and development or R&D is work directed toward the innovation, introduction, and improvement of products and processes. The R&D funding can be sourced from government and/or other institutions.
30	Revenues increased	Cluster Scale-Up	The increase in revenues (total dollar amount) from a baseline for all businesses served as a result of the effort.
31	Revenues increased from export-sales	Startup Ecosystem	The total dollar amount in revenues increased from a baseline due to sales outside of the state of Virginia. This metric is the total increase in revenues for all businesses served as part of the effort.
32	Total capital deployed by fund	Startup Ecosystem	The total dollar amount of capital investments to businesses and startups made by a fund, created or supported by the effort.
33	Total capital raised	Startup Ecosystem, Cluster Scale-Up	The total dollar amount in capital raised for the businesses served as part of the effort. Capital is defined as any cash or liquid assets being held for expenditures and any other additional asset that has monetary value, such as new equipment, real estate, and inventory.
34	Venture capital investment in served businesses	Startup Ecosystem	The total dollar amount of venture capital (VC) investments in businesses/startup served as a part of the effort