



County of Rockbridge

County Administrator

150 South Main Street
Lexington, Virginia 24450

ECONOMIC DEVELOPMENT
(540) 464-9662

BUILDING DEPARTMENT
(540) 463-9361

DATA PROCESSING
(540) 464 1241

FISCAL SERVICES
(540) 463 4361

GEOGRAPHIC INFORMATION
SYSTEMS
(540) 464 9656

PLANNING & ZONING
(540) 464 9662

RECYCLING COORDINATOR
(540) 463 2437

SPENCER H. SUTER
County Administrator
Office: (540) 463-4361

AGENDA

ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

BOARD MEETING ROOM

July 20, 2020
8:30 a.m.

PLEASE TAKE NOTICE that the July 20, 2020 Economic Development Authority Meeting will be held by electronic means pursuant to the Continuity of Government Ordinance adopted by the EDA on April 20, 2020, due to the threats posed by the COVID-19 pandemic to the health, safety, and welfare of the public, and in accordance with the recommendations, guidelines and requirements of federal, state and local authorities.

Some EDA members will be participating remotely, while others will be on-site with staff. Staff will be presenting as usual in the Board of Supervisors meeting room at 150 S. Main Street, Lexington 24450 and while the room will be open to the public, no more than thirty persons, including staff, will be allowed into the room at one time due to social distancing requirements. Per the Governor of the Commonwealth of Virginia Executive Order 63, all persons over the age of ten, that do not have a precluding medical condition are asked to wear a face covering.

Citizens are encouraged not to attend the meeting in person, but have several options to view or participate in the Zoom Meeting Webinar as described below:

Join the Rockbridge County Economic Development Authority Zoom webinar

When: Monday, July 20, 2020, at 8:30 pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/92734860818?pwd=YVRROWtvTGpxam5hdzVRbE04UGhXZz09>

or [Click Here to Join](#)

Password: 494533

(1) Or Telephone:

Dial into one of the following numbers

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799
or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 927 3486 0818

Password: 494533

If you have never joined a zoom webinar, you can find instructions to join at the following link:
<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

You can also view the meeting live on the Rockbridge County Economic Development Authority Meeting on the YouTube Channel at the following link:

https://www.youtube.com/channel/UCa9tzVGy-wTHzmtRha9XRMw/?guided_help_flow=5

You will see a video with "LIVE NOW" in red text by it and prior recorded meetings. Click on the LIVE NOW video to watch and listen to the meeting Live, or view the recorded video another time.

1. Call to Order
2. Citizen Comments
Citizens Comments can be made by:
 1. Email eda-citizencomment@rockbridgecountyva.gov
 2. Comments sent by U.S. Mail must be received by the day of the said meeting in order to be read aloud during that meeting.
 3. Submit a comment in writing and place it in the dropbox located at the front entrance of the County Administration Building at 150 S. Main Street Lexington, VA 24450. Include your name and Magisterial District.
 4. Join the Zoom webinar by phone or computer using the instructions at the top of page one (1) of this document, then using the information below:
 - a. you can click on the Q & A box and submit your question there, and it will be read during public comment (option for computer with no microphone)
 - b. if you have a microphone, you can click on the "Raise Hand" button. The mediator will unmute you and announce that you can address your comment.
 - c. If you call in, the mediator will announce the phone number as it is unmuted, and the caller can then state if he or she wishes to comment.
3. Minutes (June 15, 2020)
4. Financial Report
5. Activities Report
6. The Gauntlet Program Award Update
7. COVID-19 Relief Fund Final Report
8. COVID-19 Relief Fund – Round Two
9. Financial Disclosure Requirements
10. Board Comments
11. Adjourn



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TO: J. Lingon Jones, Jr., Chair

FROM: Brandy Flint

DATE: July 13, 2020

SUBJECT: Monday, July 20, 2020 Meeting at 8:30 a.m.

Enclosed is the agenda package for the upcoming meeting. The following items are included in your package in the following order:

- **Minutes (June 15, 2020)**
- **Financial Report**
- **Activities Report**
- **Gauntlet Award Update** - I have enclosed a list of local winners and their award package values in your package.
- **COVID-19 Relief Fund - The** grant fund closed on June 19, 2020. Your final report is enclosed.
- **COVID-19 Relief Fund-Round Two** -The Board of Supervisors has agreed to provide the EDA with \$250,000 of the CARES Act Funds the County has received to facilitate a second round of grants to local businesses, farmers, and silvicultural workers. The details regarding this second round of grant funding are enclosed. You will need to take action on implementing the new program.
- **Financial Disclosure Requirements** - As of July 1, 2020, there are new requirements for EDAs regarding financial disclosure forms and training. These forms are due from all members by August 1, 2020, and were mailed to you this week. The memo from Ms. Whitten is included in your package.
- **Board Comments.** -I am adding this section to the agenda to allow comments regarding items not listed on the agenda. Look for this to be on the agenda from here on out.

Thank you,

Cc: Lee Taylor, Attorney, County EDA
Vickie Huffman, County Attorney
Spencer Suter, County Administrator
David McDaniel, Board of Supervisors' Board of Supervisors' EDA Liaison

AT A MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA) HELD ELECTRONICALLY AND AT THE ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICES LOCATED AT 150 SOUTH MAIN STREET, LEXINGTON, VA 24450 ON JUNE 15, 2020 AT 8:30 A.M.

PRESENT IN PERSON: J. LINGON JONES, JR., ROBBIE FAULKNER, ROY POWELL, JANIE HARRIS, AND B.G. LOCHER
PRESENT ONLINE: DAVID FARRIS AND BOYD BROWN
ABSENT:
EDA COUNSEL: LEE TAYLOR (not present)
SECRETARY: BRANDY FLINT (present online)
BOARD OF SUPERVISORS: DAVID MCDANIEL (present online)
MEDIA:
OTHER: SAM CRICKENBERGER

* * * * *

Mr. Jones called the meeting to order at 8:32 a.m.

* * * * *

The second agenda item was citizen comments.

Ms. Flint advised that there were no comments submitted by email, no comments have been submitted via the Zoom meeting chat option, and there were no phone call-ins.

* * * * *

The third agenda item was the approval of the May 15, 2020 minutes.

Upon a motion by Mr. Locher, seconded by Mr. Powell, the EDA voted unanimously to approve the minutes as presented.

* * * * *

The fourth agenda item was the Financial Report.

Ms. Flint reviewed the report as submitted.

There were no questions or comments regarding the Financial Report.

* * * * *

The fifth agenda item was an update on the Gauntlet Program.

Mr. Crickenberger noted that the Gauntlet program began in January and successfully adjusted to online programming.

Ms. Flint noted that she reviewed six business plans for the local region, and Mr. Crickenberger reviewed 30 pitches from the program area. She said that that there will be virtual graduation on June 25th at 6:00 p.m.

Ms. Harris asked for a brief overview of some of the pitches. Mr. Crickenberger noted applications were ranging from wood processing, technology, to bar operations.

* * * * *

The sixth agenda item was an update on the COVID-19 Relief Fund.

Ms. Flint stated that the EDA COVID-19 review committee had approved 55 grant applications. Twenty-eight applications were funded through the Community Foundation for a total of \$13,350. Twenty-seven applications have been funded through the EDA funds totaling \$25,625. Two applicants declined to accept funding after approval. Combined total COVID-19 Relief funds issued to local businesses is \$38,975. In the last two weeks, applications reviewed have utilized the EDA funds to ensure that applications did not have to wait longer for approval throughout the Community Foundation. She noted she has one application approved by the Committee last Friday, and she will be delivering the check to the applicant today. Ms. Flint advised that over half of the applicants have completed their performance measures. Mr. Crickenberger stated that the grant program had been well received, and people have been very grateful for the help.

* * * * *

With no further business to discuss, upon a motion by Mr. Powell, seconded by Ms. Harris, the EDA voted unanimously to adjourn at 8:49 a.m.

Respectfully Submitted,

Brandy Flint,
Secretary



SAM CRICKENBERGER
Director of Community Development
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scrickenberger@rockbridgecountyva.gov

Website: www.rockbridgecountyva.gov

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TO: J. Lingon Jones, Jr., Chair
FROM: Brandy Flint
DATE: July 6, 2020
SUBJECT: Economic Development Authority of Rockbridge County Financial Report

Overview:

The EDA has two open checking accounts, one certificate of deposit, and a restricted escrow account. The following information reflects the balances of those accounts, and transactions since my last report on June 15th.

1. Regular Checking Account Balance as of June 30th	\$8,482.87
a. Withdrawals	
i. \$222.00 -Legal Fees	
ii. \$4,000.00 -Contribution to JUM-Hemp Research	
b. Deposits	
i. \$4.11 -Interest Earned	
2. COVID-19 Relief Fund Balance as of June 30th	\$74,350.73
a. Withdrawals	
i. \$1,000.00 COVID-19 Grant	
b. Deposits	
i. 6.64 -Interest Earned	
3. Certificate of Deposit -Cornerstone Bank	\$51,696.12
4. Restricted Escrow Account	\$176,498.90



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Website: www.rockbridgectyva.gov

TO: J. Lingon Jones, Jr., Chair
FROM: Brandy Flint, Secretary
DATE: July 13, 2020
SUBJECT: Monthly Activities Report

1. Prepared meeting packages, website postings, and other daily activities for the Community Development Office
2. Significant Projects and Status:
 - a. Greenhouse Village - The final audit was completed on December 16th. Tracking reports have been updated to reflect the closing of Lot 12 on June 18th. Six out of the twelve houses have been completed to date.
3. Economic Development Activities:
 - a. COVID-19 Grant - Round Two preparations
 - b. Working with a local business on funding options for a small expansion
 - c. Watched the Gauntlet's live awards show
 - d. Participated in a Virtual FAM Tour with SVP
 - e. Continuous Participation with VEDA
 - i. Impacted ED Sessions monthly
 - ii. Lunch and Learn Sessions monthly
 - iii. Attended the virtual summer membership meeting
 - f. Working with two other organizations for funding options and location options
 - g. Follow up with SVP & SHD Task Force on airport usage
 - h. Meeting with Rebecca and Kristina on local efforts to help businesses
 - i. Participated in the monthly tourism networking meeting
 - J. Participated in the GOVA regional Board meeting



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TO: J. Lingon Jones, Jr., Chair

FROM: Brandy Flint

DATE: 07/13/2020

SUBJECT: Gauntlet Update

The following Rockbridge regional businesses completed in the Gauntlet program and won prize packages as follows:

1. Woodlore, \$10,000.00
2. Red Newt Bikes, \$7,050.00
3. The Flower Center (expansion), \$3,249.00
4. Vinyl Cuts, \$4,650.00
5. Gravista, \$2,275.00
6. Blue Ridge Essentials, \$1,625.00



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Website: www.rockbridgecountyva.gov

TO: J. Lingon Jones, Jr., Chair
FROM: Brandy Flint, Secretary
DATE: July 13, 2020
SUBJECT: COVID-19 Relief Fund Final Report

The COVID-19 Relief Fund closed on June 19th.

Fifty-nine applications were received. Fifty-five of those applications were funded. Three of the approved applicants decided not to accept the funds; therefore, 52 applicants received funding. The total funding awarded was \$42,525, \$13,900 from the Community Foundation, and \$28,625 from the EDA. A total of four applications were denied. All four of those applicants did not hold a valid business license.

Lesson learned:

1. Limiting the grant to business license holders eliminated several applicants who are not required to hold a business license.
2. We were limiting the uses of the funds. Those limits were very restrictive.
3. A weekly review of the applications was a time-consuming process. Setting a deadline and reviewing all the applications at one time is a better option.
4. No one complained to me about the outcome or the amounts they were rewarded. Everyone was thrilled to have any help they could get.



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TO: J. Lingon Jones, Jr., Chair
FROM: Brandy Flint
DATE: July 13, 2020
SUBJECT: COVID-19 Relief Fund -Round Two

The Board of Supervisors has agreed to provide the EDA with \$250,000 of the CARES Act Funds the County has received to facilitate a second round of grants to local businesses, farmers, and silvicultural workers.

This round of funding will use the following guidelines, application, and ranking criteria. I have worked with the Board's Finance Committee and Mr. Suter to develop these documents piggybacking off of a similar program implemented in Rockingham County.

Notable changes from the first round are listed below:

1. Agricultural and silvicultural businesses are included
2. The review committee will be two EDA members, plus me.
3. The application requests more details and documentation than the first one
4. Higher funding amounts

You will need to take action to accept the agreement with the Board to implement the program, approve the guidelines and ranking criteria, and appoint two members to the review committee.

Rockbridge County COVID-19 Small Business Grant Program

In response to the COVID-19 pandemic, the Governor of Virginia issued Executive Order 53 which, among other things, forced the closure of non-essential businesses in Rockbridge County. The forced closure has severely impacted various retail, hospitality, entertainment, employment and administrative services, travel-related businesses, and agricultural businesses.

The County received funding from the Coronavirus Aid Relief and Economic Security (CARES) Act. The U.S. Department of Treasury guidance allows the CARES Act funds to be used for costs and expenses incurred because of the COVID-19 public health emergency, specifically mentioning the making of grants to small businesses.

A small business grant program will be the most efficient and effective way to distribute resources to small businesses in Rockbridge County and its two towns. The program can assist a small business with cash needed for working capital to support rent or mortgage payments, utility, payroll, or other similar expenses that occur in the ordinary course of business. A more detailed list of expenditures is shown below.

The Rockbridge County Economic Development Authority (the EDA) is authorized to make money grants for economic development pursuant to Section 15.2-4905(13) of the Code of Virginia (1950). To implement this grant Program, the Board of Supervisors of Rockbridge County (the Board) and the EDA will enter into the Rockbridge County – Economic Development Small Business Grant Program Agreement, dated as of _____ (the Agreement). A copy of the Agreement is attached to this Policy as Exhibit A. With the oversight of the EDA, the Small Business Grant Review Team (the Grant Review Team), hereby established by the Board, acting through the Board Chairman, will administer the Grant Program. The Grant Review Team shall consist of a County staff representative, and two EDA members. The Board hereby initially allocates \$250,000 of the CARES Act funds received to this Grant Program. If the need is demonstrated, the Grant Review Team may request additional funding.

Qualification Criteria:

A business must meet the following criteria to qualify for a grant:

1. Be a business in the retail, hospitality, entertainment, employment and administrative services, travel-related sectors or operate an agricultural or silviculture business within the County.
2. Be a sole proprietor, independent contractor or have a maximum of fifty full-time equivalent employees on-site in Rockbridge County.
3. Have gross annual receipts of less than \$2,000,000.
4. Must not be a part of, a subsidiary of, or be otherwise owned or controlled by a business with more than fifty employees.
5. Be physically located in Rockbridge County.
6. Have been current on all County taxes and fees as of July 20, 2020.
7. Must have experienced due to Covid-19 a revenue loss of 25% or more when compared to the average revenue for the same period during the preceding two calendar years.

- 8 Has suffered a qualified business interruption due to COVID-19. A qualified business interruption due to COVID-19 required closures as measured by a reduction in gross revenue (YTD 2020/2019), which may include but is not limited to:
 - Reduced sales or suspended operations
 - Increased costs related to COVID-19 prevention measures
 - Disrupted supply network leading to shortage of critical inventory or materials
- 9 Did not receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation.
- 10 Locally owned franchise businesses are eligible for grants.
11. Banks, financial institutions and franchise businesses not locally owned are not eligible for the Grant Program.

Grant Awards

Businesses that rank between 1-5 will be eligible for a grant of \$2,500.

Businesses that rank between 6-10 will be eligible for a grant of \$5,000.

Businesses that rank between 11-15 will be eligible for a grant of \$10,000.

Eligible uses of the grant

Grant funds may be used to reimburse the costs of business interruption caused by required closures which may include the following. Funds must be expended in compliance with state and federal law.

1. Personal Protective Equipment (PPE)
2. Other equipment and supplies to promote health and safety
3. Technology to facilitate e-commerce and or virtual business operations. Including website development
4. Professional services related to the design and construction/a lteration of the building environment necessary to promote physical and social distancing,as well as the actual costs for alterations
5. Business related accounting and legal services
6. Business related insurance costs
7. Initial cleaning and disinfection services prior to reopening
8. Inventory
9. Business related equipment purchases, existing equipment payments, and equipment maintenance costs
10. Rent or mortgage costs
11. Utilities (Gas, Electric, Communication)
12. Payroll

Application Review Process

1. The grant shall be advertised for 10 business days, from August 3, 2020 to August 14, 2020.
2. Applications shall be accepted from August 17, 2020 until close of business, on August 31, 2020.
3. The Grant Review Team shall meet the week of August 31, 2020.
4. Applications shall be time and date stamped upon receipt and shall be reviewed on a first come, first served basis.
5. The Grant Review Team shall assess the applications to ensure that the criteria of this Grant Program are met.
6. Payments shall be distributed beginning September 7, 2020.
7. If the initial allocation of \$250,000 is not sufficient to meet all qualified applications received, the Grant Review Team shall report the additional need to the Board with a recommendation of whether to allocate more CARES Act funds to this Grant Program.
8. If there remains a balance of the \$250,000 allocation after the initial application process, a second application period shall open. If a second grant period is opened, gross annual receipts maximum shall be adjusted to \$5,000,000. All other criteria and procedures shall remain the same, including that the advertisement period shall run for 10 business days, followed by a 10-business day application period, with distribution of payment as soon thereafter as possible.

Documentation required of Applicant:

1. Completed and signed application
2. IRS form W-9
3. Proof of annual gross receipts history for the previous two years through June 30, 2020 (if the business has not produced receipts for two years, supply all monthly receipts since inception). Acceptable forms of documentation include a Schedule F, tax documentation or previously-filed business license renewal forms with gross receipts documented.

Disbursement Requirements

1. **Receipt of Application.** The small business must have provided the Grant Review Team with a complete Small Business Grant application.
2. **Certification of Application.** The Grant Review Team must have certified that the small business qualifies for the Small Business Grant program and that the small business has provided all the information required to make this determination.
3. **Report to EDA Board.** The Grant Review Team shall provide a financial report to the full EDA Board at its regularly scheduled meeting. The financial report will include the check number, date issued, and amount. The individual names of each business will not be provided to the full Board. Any requests from Board members for specific details regarding grant recipients will be done so in an email to the Board Secretary. The Board Secretary will provide the requested information at that time. The Board Secretary will provide a summary of the types of businesses that apply, which ones are approved, and reasons for denials without revealing the names of each business. Checks shall be mailed on September 7, 2020 or as soon thereafter as possible. All subsequent rounds will follow the same pattern.

Repayment of CARES ACT Grant and Credits

If a recipient ceases its operations in Rockbridge County within one (1) year of receiving grant funds, the recipient shall immediately reimburse the EDA the full amount of grant funds received. Any refund received by the EDA shall be repaid to the County.

The Rockbridge County - Economic Development Small Business Grant Program Agreement

EXHIBIT A

This Rockbridge County - Economic Development Small Business Grant Program Agreement is made as of the ___ day of 2020 by and among the Rockbridge County Board of Supervisors, (the County or the Board), and the Rockbridge County Economic Development Authority (the EDA).

1. Recitals:

A. The EDA has been created to promote the economic development of Rockbridge County, Virginia, pursuant to enabling legislation found at Section 15.2- 4900, *et seq.*, of the Code of Virginia (1950). The EDA has the authority to make money grants for economic development pursuant to Code Section 15.2-4905(13) .

B. The forced closure of non-essential businesses due to COVID-19 has severely impacted businesses in Rockbridge County, particularly in the retail, hospitality, entertainment, employment and administrative services, and travel-related sectors. Additionally, supply chains for these impacted business sectors are also being negatively impacted, this includes local farming operations. It is necessary to provide financial relief to small businesses, and farm operations in Rockbridge County because of the economic impact of COVID- 19 as an essential part of the County's economic development and recovery efforts. The Board has established a COVID-19 Small Business Grant Program (the Grant Program), to be overseen and implemented by the EDA and administered by the Grant Review Team established in the Grant Program. A copy of the Grant Program is attached to and incorporated in this Agreement.

C. The Board received Corona Virus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Board of Supervisors has authorized \$250,000 of CARES Act funding to be transferred to the EDA for distribution to County Businesses in the form of grants. Upon execution of this Agreement, the County will transfer the funding to the EDA to be distributed pursuant to the Grant Program, in accordance with this Agreement.

IN CONSIDERATION OF the mutual promises of the parties and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby state and agree as follows:

2. Incorporation of Recitals: The Recitals are incorporated into and are to be construed as a part of this Agreement.

3. Acknowledgements and Obligations of the EDA:

A. The EDA agrees to use the CARES Act Grant Funds for the purpose of providing small business grants to Rockbridge County small businesses in the retail, hospitality, entertainment, employment and administrative services, travel-related sectors, agricultural and silvicultural businesses.

B. The EDA acknowledges and agrees that the CARES Act grant funds are County funds for which the EDA is serving as overseer and conduit and that the EDA's obligation to disperse grants to the small businesses is wholly contingent upon the EDA's receipt of the CARES Act grant funds from the County.

C. The EDA acknowledges and agrees that, pursuant to the Grant Program, the Grant Review Team has been designated to administer the Grant Program under the ultimate supervision and oversight of the EDA. The EDA shall disperse Grant Program funds pursuant to the Grant Program, as recommended and administered by the Grant Review Team, after review of the list of qualified recipients submitted to the EDA, all as set forth in the Grant Program. Any CARES Act grant funds that are not distributed by the EDA by December 30, 2020, or that are returned to the EDA by a recipient under the terms of the Grant Program shall be returned to the County.

4. Miscellaneous Provisions:

A. Notices – Communications between the Parties. Formal notices between the Parties shall be given by electronic mail to the following addresses:

To the County: Rockbridge County
Attn: Spencer Suter, County Administrator
Email: ssuter@rockbridgecountyva.gov

To the EDA: Economic Development Authority
Attn: Brandy Flint, Secretary
Email: bflint@rockbridgecountyva.gov

B. Entire Agreement, Amendments – This Agreement constitutes the full agreement between the parties, and neither party shall be bound by any terms, conditions, or representations not contained herein. This Agreement may be modified only by written agreement signed by both parties hereto with the same formality.

C. Disbursements - The EDA shall not disburse any funds to Grant Program applicants greater than the amount the EDA has received from the County for the purposes of the Grant Program.

D. Non-Liability of Officials, Employees and Agents – No member, official, employee or agent of the County or of the EDA shall be personally liable to a Grant applicant or recipient in the event of any default or breach by the County or by the EDA or for any amount that may become due to an applicant or recipient or its successors or assigns under the terms of the Grant Program or this Agreement.

E. Business Day Convention – If the date of any required action falls upon a weekend day or a holiday or other day when the County administration is not open for business, the required action may be deferred

to the next business day.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives.

Board of Supervisors of
Rockbridge County, Virginia
By: _____
—

Its: Chairman

Board of the Rockbridge County
Economic Development Authority
By: _____

Its: Chairman

Rockbridge County COVID-19 Small Business Grant Program

Application

Application Checklist:

- Completed and Sign Application
- IRS form W-9
- Monthly gross receipts history for the previous two years through 30, 2020 (Acceptable forms of documentation includes a Schedule F, tax documentation or previously-filed business license renewal forms with gross receipts documented)

Legal Name of Business: _____

DBA: _____

Tax ID Number: _____

Business

Mailing Address:

Street: _____

City: _____

State: _____

Zip: _____

Primary Physical Address in Rockbridge County:

Street: _____

City: _____

State: _____

Zip: _____

Primary Contact:

Phone Number: _____

Email: _____

Is your business in retail, hospitality, entertainment, employment and administrative services, travel-related sectors or do you operate a agricultural or silvicultural business?

Yes

No

If yes, which one?

Is this business current on its Rockbridge County tax obligations? YES or NO

Organization Type:

Sole Proprietor

Agricultural Business

Independent Contractor

Silvicultural Business

Locally Owned Franchise

Other

Is your business for-profit? YES or NO

Primary Business Function:

Summary about business (how long in business, services/products offered, hours of operation, track record prior to the COVID-19 crisis)

How many employees in Rockbridge County as of February 29, 2020

- Full-Time
- Part-Time
- Total

How many employees in Rockbridge County as of June 30, 2020

- Full-Time
- Part-Time
- Total

If you have fewer employees as of May 30, 2020, please explain:

Gross Annual Receipts for 2018 and 2019: _____

2020 Current Receipts from January to June: _____

Did you receive compensation from your insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation? Please explain what was received and how much.

Current Status of Business:

- Open with Normal Operations
- Operating Virtually
- Delivery/Take-Out Only
- Open with Limited Capacity
- Closed Temporarily
- Other:

If your business is not open with Normal Operations, what would you need for your business to re-open or resume full operations? Include details on estimated costs.

If you have resumed partial or full operations since the phased reopening begin what is the status of your operation? What expenses are you incurring due to COVID-19 reopening regulations and precautions? Provide details on expenses incurred or future expenses you foresee that are not related to normal operations prior COVID-19.

If the grant was awarded, how will you spend the funds?

Please check the following statements indicating that you understand and agree to the following conditions and certifications:

_____ This application, even if favorably received, does not constitute a commitment on the part of the EDA to extend grant funds.

_____ I agree to notify the EDA immediately in writing if any of the information contained in this application materially changes in any respect.

_____ I certify that all information contained in the application is true and accurate to the best of my professional ability.

_____ I understand that by submitting this application the EDA is under no obligation to approve and/or extend an assistance grant.

_____ I agree to hold harmless and indemnify the EDA, its board members, and County employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the EDA, its board members, and Rockingham County, County employees whether now existing or arising in the future, for damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application process.

_____ I certify that this application is not made by or for the financial benefit of any of the following persons or their immediate family members (where immediate family members includes a spouse or any other person who resides in the same household of such person and is a dependent of such person): (i) any EDA board member, (ii) any officer or employee of Rockbridge County (including the Board of Supervisors and Planning Commission), or (iii) any constitutional officer of Rockbridge County or any employee of a constitutional officer.

_____ I agree that a false certification, false statement, or false receipts on this application will subject the signatory and applicant to repayment of the EDA grant funds and other penalties under the law.

_____ I certify that I have not received and do not expect to receive federal or state funds to partially or fully offset the expenses that I am submitting for reimbursement through this program.

I HEREBY CERTIFY AND ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE APPLICATION AS COMPLETED, AND THAT EACH RESPONSE IS TRUE, COMPLETE, AND ACCURATE.

Applicant: _____

Authorized Signature: _____

Title: _____

Date: _____

Ratings	Points				
	1	2	3	4	5
Impact of COVID-19 on Resuming Operations	Resumed normal operations with no issues or need of financial assistance.	Resumed normal operations with additional expenditures due to reopening guidelines. Funding needed to recoup those costs. No additional funding needed since guidelines have been met.	Resumed/continued operating at a partial capacity with additional expenditures due to reopening guidelines and will need to expend additional funds to complete modifications to meet guidelines and resume full operations.	Was completely closed during shutdown, but has resumed partial operations. Has reopened with a heavy financial burden to meet guidelines and recoup lost revenues from being shut down completely.	Was completely closed during shutdown. Cannot resume normal operations due to lack of funding to make necessary changes to resume operations under new guidelines and resume normal operations.
Demonstration of Financial Need. Loss of revenue compared to the previous year during normal operations	0-20% loss of revenue	21-40% loss of revenue	41-60% loss of revenue	61-80% loss of revenue	81-100% loss of revenue
Overall Impression	Inability to show financial need	Demonstrates a financial need due to the financial burden of meeting reopening guidelines	Average demonstration of needs	Business demonstrates above average need and above average ability to resume operations normal operations with this financial assistance	Business demonstrates a great need for assistance

The following rankings have been established for the EDA Funds:

\$2,500 – (1-5 points), \$5,000 (6-10 points), and \$10,000 (11-15 points)



County of Rockbridge

Office of the County Administrator
and Clerk to the Board of Supervisors

150 South Main Street

Lexington, Virginia 24450

County Board of Supervisors

LESLIE E. AYERS
Buffalo
Magisterial District

DANIEL E. LVONS
Kerrs Creek
Magisterial District

DAVID B. MCDANIEL
Natural Bridge
Magisterial District

R. W. DAY
South River
Magisterial District

A.J. "JAY" LEWIS, II
Walkers Creek
Magisterial District

www.rockbridgcountvva.gov

SPENCER H. SUTER
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ssutcrriiJnH'.kbridgecou ntvva.gov

BRANDY WHITTEN
Administrative Assistant
Office: (540) 463-4361
Fax: (540) 463-4346
bwhiHen@rockbridgecou ntvva.gov

Time-Sensitive Materials

Memorandum

To, Honorable Members of the Rockbridge County Economic Development Authority (EDA)=

From, Brandy L. Whitten
Administrative Assistant for the County Administrator, County of Rockbridge

Date, July 13, 2020

RE, New filing requirements for EDA members. effective immediately,

I hope this letter finds you safe and well

Please be advised, that the Virginia Conflict of Interest and Ethics Advisory Council has new filing requirements for the Economic Development Authority (EDA). the Industrial Development Authority (IDA). and it's Executive Directors. In the past. you have submitted an annual Financial Disclosure Form to the office of the Clerk of the Board of Supervisors. Instead of the Financial Disclosure Form.. you are now required to submit a Statement of Economic Interest (SOEI) Form. This new requirement mandates that this first submission is due no later than August 1; however, because August 1 falls on a Saturday, the deadline thereby automatically moves to the next business day. Monday, August 3, 2020. Per the enactment clause of the bill. this initial filing period covers the reporting period of July 1, 2019 -June 30, 2020.

You are also required to complete training on the State and Local Government Conflict of Interests Act at least once every two years. All those who are in office on July 1, 2020 must complete this training no later than December 31, 2020. This training can be accessed from the landing page of the Council's home page here, <https://ethicswebinar.dls.virginia.gov/>.

For more information, or if you have questions about these new requirements, please contact the Virginia Conflict of Interest and Ethics Advisory Council. Their contact information is listed, below,

Virginia Conflict of Interest and Ethics Advisory Council
900 E. Main St., 8th Floor
Richmond, VA 23219
(804) 698-1810
Email: elhics@dls.virginia.gov
Website, www.ethics.dls.virginia.gov

Thank you in advance for your consideration of this important matter.

Please return your SOEI form, to me, at the address below,

Rockbridge County Administrators Office
Attn, Brandy Whitten
150 South Main Street
Lexington, Virginia 24450
