



Partnership for Advancing Certification  
Training Grant Program  
2019

City of Newport News  
Department of Development  
2400 Washington Avenue  
Newport News, VA 23607

**I. What is the purpose of the Partnership for Advancing Certification Training (PACT) Program?**

The PACT Program is a funding source administered by the Economic Development Authority (EDA) providing supporting local funding, up to \$30,000, to private companies establishing new, innovative workforce development solutions in partnership with the Virginia Community College System or with any of Virginia's public colleges and universities.

This funding is intended to provide local assistance for in-kind contributions made by the Company supporting the establishment of training programs which address documented workforce needs.

**II. Who is eligible to apply for a PACT?**

Businesses citywide are eligible to apply for a PACT if the following *minimum* requirements are satisfied:

- Business is located in Newport News
- Business is current on all City of Newport News taxes and fees (property, BPOL, machinery and tools, stormwater, etc.)

**III. What workforce training programs are eligible to receive support from PACT?**

- ✓ A new partnership between at least one private company and the Virginia Community College System, or a public Virginia college or university\*
- ✓ Located at a facility in Newport News leased or owned by the company
- ✓ Available to any enrollee of the education partner
- ✓ Addresses a documented workforce need identified by the company
- ✓ Results in a transferable industry certification

\*Or other accredited educational institution at the discretion of the EDA, and with support of the participating company.

**IV. How much money can I receive from the PACT Program?**

PACT provides grants, up to \$30,000, in support of new, innovative workforce development solutions. Funds are delivered as matching funds equal to 25% of the value in-kind contributions made by the Company, up to \$30,000.

In-Kind Contributions Include:

- Cost incurred by the Company for any necessary renovation or buildout for training space.
- Machinery/equipment purchased or provided by the Company for dedicated\*\* usage by the workforce training program.
- Dedicated\*\* classroom/training space within the existing facility of the Company.
- Company staff time contributed solely for training/instruction in the workforce training program.

\*\*Dedicated means utilization by the workforce training program more than 50% of the time.

**V. Are there any restrictions?**

Funding is available on a first come, first served basis until program funds are depleted. Grants are awarded to applicants who have provided a complete application package and have received approval by a committee of the EDA and the EDA Board.

All recipients of a PACT are required to sign a Grant Agreement. This document will establish the conditions of approval and terms of grant disbursement. In no event will funds be disbursed in a ratio higher than 25% of the value of the contributions made by the company.

Programs receiving PACT funding must remain active for at least 2 years and the company will be required to report on program progress and success annually over the two-year period.

Reports will be due six months, one year and two years after the signing of the grant agreement and shall include information about the status of the training program, value of contributions to the program made by the Applicant, training program schedule, the number of graduates and certificates issued through the training program, and the number of employee and non-employee participants in the training program.

**VI. How is the grant delivered?**

PACT funding will be provided as a series of disbursements. Upon the approval of the Grant, the company will receive 50% of the Grant Amount. 25% will be provided after the completion of the first year of the program, provided that the in-kind contribution has been made by the company, and the final 25% will be provided after the completion of the second year of the program. The company will be required to document its in-kind contributions used to qualify for the grant.

Should the company fail to implement the program within 6 months of signing the grant agreement, repayment of the first 50% of the grant will be required, subject to the discretion of the EDA. Should the program not operate for two years, or should the company fail to make the required in-kind contributions, all or partial repayment of the grant may be required.

**VII. What do I need to apply for a PACT?**

To be considered for a PACT, applicants must submit all of the following documents to the Newport News Department of Development:

1. Completed application form
2. Valid applicant identification
3. Detailed description of in-kind contributions to be made and the associated value
4. Letter from an education partner describing and attesting to its role in the training program

**VIII. How do I apply for a PACT and what happens after I turn in my application letter?**

1. *Before* applying, you should discuss the training program with Department of Development staff.
2. After discussing your training program, gather any necessary documentation and materials and submit them with an application letter to the Department of Development.

**Your application letter should include:**

- Business Name
  - Description of the Training Program
  - What Workforce Need the Program Addresses
  - Description of the In-Kind Contributions, Including the Estimated Value
  - Education Partner Involved in the Program
  - Certifications Delivered through the Program
  - Timing Information Regarding Program Implementation
  - Other Details as Appropriate
3. Once your letter has been received, staff reviews your letter to ensure the training program meets the minimum requirements.
  4. When all requirements have been met, your application is presented to a committee of the EDA for its recommendation and to the Economic Development Authority for approval.
  5. If your application is approved, you will coordinate with Department of Development staff to establish the terms of your Grant Agreement.
  6. Once you have agreed to and signed the Grant Agreement, the EDA will disburse the first half of the grant. The remaining portions of the grant will be provided after the training program has been active for one and two years and upon receipt of the annual report for the training program.

Applications are received on a rolling basis. Inability to submit complete documentation will result in delayed processing and/or ineligibility for grant funds. Final approval authority rests with the Newport News Economic Development Authority.

**IX. Who can I contact if I have more questions?**

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