



GO Virginia Awarded Funds Remittance Guidelines

Section I: GO Virginia Program Intent and Administration of Awarded Funds

PURPOSE: The purpose of this guidance is to document the requirements to remit GO Virginia awarded funds on a reimbursement basis and conduct budget revisions.

GOAL: To ensure the grantee (GO Virginia support organization) and sub-grantee's (grant award recipient) compliance with Commonwealth of Virginia laws and to ensure the project was implemented in accordance with Virginia Department of Housing and Community Development (DHCD) contractual agreements and audit requirements.

Section II: Overview of Requirements

1. **Provided below are requirements for the GO Virginia remittance and match documentation process overall.**

- Sub-grantees need to adhere to the following points and submit their remittance to their point of contact at the regional support organization (grantee). The grantees will ensure adherence to the GO Virginia guidelines and then submit everything to DHCD's Centralized Application & Management System (CAMS).
- Sub-grantees are required to submit GO Virginia remittance requests and match documentation on a quarterly basis, at a minimum. Refer to your project contract for details.
- Submit the [Project Remittance Template](#), including the Remittance Cover Sheet and Transaction Listing tabs, and all support documentation as one PDF document. Please arrange the documentation in order of their appearance on the transaction listing.
- The Remittance Cover Sheet budget line items must match the CAMS budget line items.
- Support documentation must include proof of reimbursable expenses and proof of payment in each remittance to be approved. For projects that received approval to supply proof of payment at the project's Fiscal Closeout, please see GO Virginia Project Closeout Procedures.
- **Match requirements are detailed in your contract.** If the sub-grantee has demonstrated more than the required match through previously submitted remittances, the cumulative match can be applied to the current reimbursement request. Should a sub-grantee submit a request without proper documentation, the remittance may be denied and the sub-grantee can resubmit with documentation at a later date.
- Please note reimbursable expenses may not be accrued before the contract start date. Match expenses may be accrued upon the Board approval date. In cases where a planning grant is administrative approved by DHCD staff, match expenses may be accrued upon the Regional Council approval date.



Section III: Reimbursement and Match Expenses Documentation

1. Provided below are details on allowable expenditures for GO Virginia reimbursement for Capacity Building Funds for support organizations and project funds for sub-grantees.

- **Proof of Expenses Overview**
 - Purchases of goods and services must include the proof of the expenses through invoices, purchase orders, receipts, payroll reports, timesheets, etc.

- **Salary & Fringe Benefits Documentation**
 - Employee/staff time + fringe benefits being charged to the GO Virginia project can be reimbursed provided at least one of the following types of documentation:
 - Staff time tracked and coded through organization's payroll system
 - Timesheets developed for each employee charging time to include the position title, hourly rate, brief description of the activities performed and the total dollar amount of their compensation for the particular time period
 - DHCD's provided Staff Time Reimbursement and in-Kind Match Template (requires certification by Supervisor or Fiscal Staff Member)
 - A single document can serve for both salary and fringe benefits so long as it is clear how much should be drawn from each budget line item.
 - If you have a separate line item for salary and fringe benefits, you can combine these into a single "Salaries" line item for the sake of simplicity.

- **Meeting Expenses Reimbursement**
 - Expenses for project-related meetings may be reimbursed. These costs may include but are not limited to room and technology rentals, catering, service charges, taxes, etc.
 - A list of attendees for all meeting expenses must be submitted with the invoices and receipts for the meeting.
 - Smaller meeting expenses for meals (both local or for travel) may be requested for reimbursement. A list of attendees, purpose of meal, and an itemized receipt for all meals expenses must be submitted with the remittance
 - Meal reimbursements shall not include alcohol. If alcohol is on the same receipt, it must be removed from the amount requested, including the sales tax.

Travel Reimbursement

- Travel costs may include but are not limited to per diem, lodging, mileage, parking, and tolls. Receipts for all travel-related expenses will need to be submitted for reimbursement.



- Mileage should be calculated at the [standard IRS mileage rate](#). In order to be reimbursed for mileage, sub-grantees should indicate date of travel, purpose of the travel, location travelled to, and total mileage. Only mileage relating to GO Virginia meetings/events will be reimbursed. Mileage for commuting is not eligible for inclusion.
- Sub-grantees may request reimbursement for project-related meetings that include meals related to travel. Please see above section concerning project-related meals, as the same guidance applies.

▪ **Consultant Services**

- Documentation of consultant services do not require additional backup documentation. Itemized invoices can be submitted for their time for their services, travel, lodging, meals, supplies, or other meeting expenses without providing receipts.

2. Provided below are details on providing proof of payment of reimbursed funds and cash match.

- DHCD requires that the sub-grantee include canceled checks, bank statements, and/or general ledgers to show expenditures were paid. Please be sure to redact any confidential information before submitting.
- Requests for remittances to be approved without proof of payment will be considered on a case by case basis.

3. Provided below are details on allowable match and both cash/in-kind match documentation.

▪ **Match Requirements**

- Match must be expended before it can count towards the project match. Expenses documentation must reflect expenses drawn down from the Budget Categories indicated in the *Matching Funds* tab of the project budget/ according to CAMS budget.
- DHCD staff will verify sources of match during the application review and/or contract negotiations and during the Fiscal Closeout process. Please see [GO Virginia Project Closeout Procedures](#) for more information.
- Documentation of expense and documentation of payment of cash match are both required. However, documentation of payment for in-kind match is not required.
- Match cannot be accrued or expended before the date that the GO Virginia State Board has approved the project (except planning grants that were administratively approved, where match cannot be expended before the date the Regional Council approved the project). This includes in-kind match and cash match. The exception to this rule is equipment (see next item).
- Any requests for match that were incurred or expended before the State Board approved the project to be applied to the project will only be considered on a case by case basis.

- **Equipment Donations**
 - Equipment being donated by an entity can be applied as match as long as the donated equipment was purchased no more than 12 months before the State Board approved the project. The original invoice or purchase order should be provided to verify the valuation of the equipment and the date of the purchase. In cases where equipment being donated was purchased more than 12 months before the State Board approved the project, a third-party appraisal on the equipment will need to be completed showing the fair market valuation. This fair market valuation amount is what is permitted as match.

- **In-Kind Space**
 - In-kind meeting/workspace may be applied to the project. The space should be valued at the current fair market value. This can be documented through an MOU or lease agreement with the entity donating the space, clearing showing the square footage and price/square foot.

- **In-Kind Staff Time**
 - In-kind staff time through the sub-grantee or their partners should show the total dollar amount of their compensation spent on the project. If the organization has the ability to track this time and code it through their payroll system that is sufficient. If not, the sub-grantee will need to track this time through the in-kind staff template DHCD has developed, or something equivalent which tracks the time/compensation.

Section IV: Budget Revisions

1. Please see the following details about revising GO Virginia budgets once the project has been under contract.

- Any requests to revise an approved project budget should be submitted first to the support organization.
- DHCD must approve any revisions to the budget before any are submitted formally in CAMS by the support organization.
- If the project's scope of work has significantly changed as part of a budget revision, DHCD may advise and initiate a contract amendment.