

GO Virginia Awarded Funds Remittance Guidelines

Section 1: GO Virginia Program Intent and Administration of Awarded Funds

The purpose of this guidance is to document the requirements to remit GO Virginia awarded funds on a reimbursement basis and conduct budget revisions. This guidance ensures the grantee (GO Virginia support organization) and sub-grantee (grant award recipient) are compliant with the Department of Housing and Community Development's (DHCD) grant and audit requirements.

Section 2: Overview of Requirements

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

- Sub-grantees should 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.
- GO Virginia remittances must be guided by 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.
- 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 will be denied, and the sub-grantee can resubmit the remittance with the proper 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 administratively approved by DHCD staff, match expenses may be accrued upon the Regional Council approval date.

Section 3: Reimbursement and Match Expenses Documentation

1. Provided below are details on allowable expenditures for GO Virginia reimbursement for project funds.

- **Proof of Expenses Overview**
 - Purchases of goods and services must include in the proof of the expense 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 if one of the following types of documentation are provided:
 - Staff time tracked and coded to the GO Virginia project through the subgrantee's payroll system.
 - DHCD's provided [Staff Time Reimbursement and in-Kind Match Template](#) (requires certification by Supervisor or Fiscal Staff Member).
 - A single payroll document can serve for both salary and fringe benefits if 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 must 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 outside of the contractor itemized invoice. Note that any contracts for service will be required to be submitted as part of the project's fiscal closeout report.

2. Providing proof of payment of reimbursed funds and cash match.

- DHCD requires that the sub-grantee include canceled checks, bank or credit card statements, a documented credit card charge on an invoice (e.g. charged to card ending in XXXX), QuickBooks or equivalent financial software, 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 with written permission by DHCD, and if approved must be included when the next remittance is submitted.

3. Allowable match for cash and 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. See the [GO Virginia Project Closeout Procedures](#) for more information.
 - Documentation showing proof of expense and proof of payment related to cash match is required.
 - Proof of payment for in-kind match is not required since no cash is involved, however, the expense incurred must be documented.
 - 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 and past site investments for sites and infrastructure projects.
 - Additional details on GO Virginia match guidelines can be found in the [GO Virginia Match Guidance](#), including equipment, site investments and acquisition, and in-kind space.

Section 4: 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.