



Virginia Growth and Opportunity Fund (GO Virginia) Support Organization Grant Administration Allowance Administrative Guidelines

Section I: GO Virginia Program Intent and Allowance for Administrative Costs

The Code of Virginia establishes the Virginia Growth and Opportunity Fund and allows no more than 8% of any funded project to be used for administrative purposes by the Regional Council (referenced in State Code § 2.2-2487.B3).

The purpose of this guidance is to provide clarity on the process for determining and applying support organization administrative costs to projects approved by the regional councils. This administrative guidance only addresses the administrative costs to the support organization and is **NOT** intended to provide formal guidance on administration costs incurred by a project subgrantee/applicant.

Section II: Definition of Administrative Allowance

The purpose of the 8% administrative allowance is to provide supplementary funding for post-award activities associated with administering a GO Virginia grant. Post-award activities include remittance processing, quarterly and closeout reporting, as well as meetings with project teams and providing general project oversight. *Please note that capacity-building funds awarded to each Regional Council are intended to cover all other support organization activities.*

The 8% administrative allowance is the maximum threshold and should **NOT** be applied to every application uniformly, nor should it be considered as a flat fee. Instead, the support organization must develop a reasonable estimate of the actual staff time (i.e., salaries, benefits, indirect) anticipated to be incurred performing post-award activities.



The 8% administrative allowance shall be applied based on the applicant's budgeted scope of work. The applicant is responsible for satisfying the match requirements for both their budgeted scope of work and the support organization's administrative costs. Please see the tables below for examples:

Budgeted Scope of Work by Applicant	Support Organization Administration*	Total Request	Total Match
\$500,000	\$40,000	\$540,000	\$270,000

**Note that this example assumes that the support organization will need the entire 8% administrative fee to cover post-award services.*

Budgeted Scope of Work by Applicant	Support Organization Administration**	Total Request	Total Match
\$500,000	\$20,000	\$520,000	\$260,000

***Note that this example assumes that the support organization does NOT need the full 8% fee to cover post-award activities, and thus the actual percentage of the budgeted scope of work is 4%.*

Support organization staff time must be tracked by either payroll reports, timesheets, or through the [DHCD's staff time reimbursement and in-kind template](#).

Section III: Approval and Administrative Process

As part of the regional application review/approval process, the regional council and/or its empowered subcommittee must take action on the total budget, including the support organization fee and the required match.

Note that once the project is approved and submitted to DHCD's Centralized Application Management System (CAMS), the support organization administration fee should be added to the **Administration (8% limit)** budget line item. All project administration costs by the applicant shall be included in a line item under **Program Operations**. Please see the exhibit below for a screenshot of this section in CAMS.

Cost/Activity Category	DHCD Request	Other Funding	Total
+ Administration (8% limit)	\$0.00	\$0.00	\$0.00
+ Program Operations	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00



During the grant period, if the support organization determines that it has overestimated the administrative fee, the subgrantee will have the ability to request a budget revision to reallocate available grant funds from the **Administration (8% limit)** line item to the **Program Operations** line item(s) budget category, as referenced above in Section III. Any costs under-runs associated with the support organization's administrative fee that result in a remaining balance at project close will be returned to the Regional Council's Per Capita allocation.