



Board Policy #3

TITLE: Administrative Approval Process for Grants under \$100,000 from Regional Per Capita Grant Allocations

EFFECTIVE DATE: 07/01/2025

AUTHORITY: § 2.2-2486 - §2.2-2487 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Virginia Growth and Opportunity Board that each Regional Council will have the option to receive administrative approval for up to \$250,000 of its Regional Per Capita grant funds each fiscal year, with a limit of \$100,000 per project for Planning, Feasibility, and Small-Scale Pilot projects.

To receive administrative approval, the Regional Council must submit a Planning, Feasibility, and Small-Scale Pilot application for administrative approval to DHCD. An application considered for administrative approval must comply with all existing [DHCD Planning Grant Guidance](#) and [match policies](#). Administratively approved planning grants shall not require local match but must demonstrate [meaningful participation](#) from two or more localities. At each Board meeting, DHCD staff will present a summary of all administrative approvals granted during the interim between meetings.

Note that site planning grants and broadband planning grants are excluded from the \$250,000 regional planning grant limit.

APPROVAL AND REVIEW: This Board policy was reviewed and approved on 02/13/2018 and amended on 12/10/2024 and 09/09/2025.

SUPERSESION: N/A

DHCD DIRECTOR: Maggie Beal