# Virginia Growth and Opportunity Fund (GO Virginia)

# Project Match Guidelines

## Section 1: Match Requirements

In accordance with § 2.2-2489 of the Code of Virginia, all grants awarded from the Fund to a Regional Council require matching funds. The Board retains authority to adjust these requirements as necessary. Matching funds may originate from units of local government, regional, federal, or private sources; however, state general or non-general funds are not eligible to be counted as matching contributions. Please refer to the following chart for match requirements by project type:

| GO VIRGINIA MATCH REQUIREMENTS | | |
|---|---|---|
| **Project Type** | **Total Match Requirement** | **Local Match Requirement** |
| Planning, Pilot, and Feasibility | 2:1 | No Local Match Required |
| Implementation (Regional) | 2:1 | 20% Local Match Required |
| Sites Planning | 2:1 | No Local Match Required |
| Sites Implementation | 2:1 | 20% Local Match Required |
| Broadband Planning | 2:1 | No Local Match Required |
| Broadband (implementation) | 2:1 | 20% Local Match Required |
| Competitive Planning | 2:1 | 20% Local Match Required |
| Competitive Implementation | 2:1 | 20% Local Match Required |

Match documentation must be provided with the application at the time of submission through the match verification form. If not provided, the application will be considered incomplete, and it will impact the application review process.

Documentation for match described in the project budget that is pending a decision from another funder (i.e. US Economic Development Administration, Tobacco Commission, etc.)

must be provided in the form of a memo or award letter describing the match source/funder, requested grant amount, as well as the application submission and decision date.

## Section 2: Local Match

Local match refers to the financial or in-kind contributions provided by participating units of local government to support a project. These contributions demonstrate the localities' commitment to the project and can include direct cash investments, donated goods or services, staff time, or other resources that advance project objectives. Local match strengthens the project's alignment with regional priorities and demonstrates local stakeholder engagement. The local contribution may come from any combination of the participating units of local government within a region, such as:

- Cities
- Counties
- Towns
- School Divisions
- Economic Development Authority, Industrial Development Authority
- Regional Organizations (i.e. Regional Industrial Facility Authority, Regional Economic Development Organization, Planning District Commission, Regional Airport Commission, Workforce Investment Boards) contributing non-state resources on behalf of their member localities.

As a best practice, applicants should maintain sufficient cash balances to cover at least 90 days of project expenses. This ensures operational continuity, covers contingencies, and allows the project to meet matching requirements for all remittances.

Although some applications may not require local match, all applications must have at least two units of local government meaningfully participating. For more details on how units of local government can meaningfully participate in a project please see the GO Virginia Regional Collaboration and Local Participation Guidance.

Applicants must clearly identify and document all sources of local match using the match verification form.

### Local Match Wavier

Projects requesting a full or partial waiver of the local match required for an implementation project should demonstrate that units of local government are unable to provide the required contribution, either through the majority of localities being categorized as having "high" or "above average" levels of fiscal stress in the Commission on Local Government's Fiscal Stress

Index, or a demonstration of effort to solicit support from the participating localities and supporting letters explaining why they are unable to support the project.

**Submitting a Local Match Wavier**

GO Virginia Regional Councils must submit any local match waiver request(s) on behalf of the applicant when submitting the application. The local match waiver request form(s) must be submitted as part of the application package and final determination will be made by the GO Virginia State Board. DHCD is unable to administratively approve applications which include a match waiver request. All waiver requests must be reviewed and approved by the GO Virginia State Board.

**Documented Efforts to Solicit Local Support**

If a project includes multiple localities but one or more are not contributing financially, applicants must demonstrate that they made a good-faith effort to secure support from all participating local governments. This is a key part of the waiver review process and helps assess whether the project has meaningful buy-in across the region.

**Applicants should:**

- Describe how the locality will still participate in and benefit from the project
- Provide a letter of support from each participating locality that confirms their role (e.g., recruitment, referrals, facilities, data-sharing, etc.)
- Summarize any meetings, outreach, or correspondence used to request support
- If a participating unit of local government is unable to provide match, it must submit a written justification explaining its inability to contribute. This justification may be incorporated into a letter of support.

## Section 3: Eligible Match Types

Match contributors must actively participate as project co-funders and provide a firm commitment to their match at the time of application. Completed match verification forms must be submitted with the full application package.

Match contributions, whether cash or in-kind, must directly support the activities described in the application. All project-related match expenditures must be documented and submitted as part of the reimbursement process when drawing down GO Virginia funds.

**Cash Match:**
Cash match refers to monetary contributions that have been formally committed or provided to the project. Funds must be readily available and explicitly allocated to support the proposed project activities. Cash cannot be applied to match until the funds have been expended on project activities.

**In-Kind Match:**
In-kind match includes any non-cash contributions of value provided to the project. Examples of in-kind match include:

- Equipment
- Facilities
- Personnel (salary/fringe)
- Volunteer time
- Consultant services
- Training
- No more than 10% waived fees, unrecovered indirect costs, etc.
- Scholarships/Tuition (see Section 5. Match Conditions/Restrictions)
- Site Acquisition/Development Costs

As the in-kind match relates to personnel (salary/fringe) and volunteer time there should be a distinction. To verify an hourly rate, confirm how the time is being applied to the project:

- **General volunteer labor** should use Independent Sector's published annual rate. This applies to participation on advisory groups where skilled or professional services are NOT provided to support the project.
- **Skilled or professional services** must use market-based rates, not the general volunteer rate. The nature of the services should be described in a scope of work that details what services are being provided and the details provided of the services rendered at the time of submitting a remittance.
- **Internal staff time used as match** must use the same hourly rate your organization pays employees for similar work, including fringe benefits if required .

GO Virginia does not restrict the proportion of match (local or otherwise) that can come from in-kind contributions.

## Section 4: Documentation of Match

Match for implementation projects approved by the GO Virginia State Board may be backdated to the date of Board approval. For administratively approved applications, match may be backdated to the date of Regional Council approval of the planning application. Exceptions are outlined below under Match Conditions and Restrictions.

Once the project has gone under contract and begins incurring expenses, match expenditures applied to the project must be documented as part of the remittance process. While the original match verification form submitted during the application process confirms the match is committed, additional documentation is required to demonstrate that match funds have been

spent or applied to the project during the grant period. Guidelines for how to document the use of match funds are detailed in the GO Virginia Remittance Guidelines.

### Section 5: Match Conditions/Restrictions

**In-Kind Space (Facilities):** 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.

**Contractors:** Vendors or contractors providing goods or services paid for with GO Virginia funds may not provide services, discounted or otherwise, as a match for a project. Vendors and contractors may, however, contribute in-kind equipment donations as a match, provided that a third-party appraisal for the valuation of the donated equipment is documented. Note that local government entities are not considered vendors or contractors.

**Volunteer Time**: In-kind time contributed through participation on a steering or advisory committee may be valued at the current hourly volunteer rate published by Independent Sector. Requests to apply a higher rate must be supported by documentation of the individual's compensation (e.g., salary, wages, or standard billing rate) and submitted with the match verification form**.**

**Match contributions may only be applied once:** Match contributions must be exclusive to the GO Virginia project and cannot be used to satisfy the matching requirements of any other grant program. Contributions that have already been applied or are intended to be applied to another grant's match requirements are ineligible for GO Virginia match consideration.

**Equipment:** Equipment 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 application. 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 or a depreciation schedule. This fair market valuation or depreciation schedule amount is what is permitted for match.

**Site Investments:** Previous investments will be considered as match if they were made within the last 24 months, or up to five years if regularly occurring investments can be documented, before the State Board approved the application. Previous site investment and advancement activities recognized by GO Virginia include hard or soft costs expended within the last 24 months by a private landowner, developer, college or university foundation, locality, regional organization, planning district commission, or other political subdivision. These investments may be used as matching funds for site development planning or implementation grants

requested from GO Virginia, if the costs previously incurred are directly related to the site(s) proposed for advancement in the grant application. Additionally, while not necessarily expended on an annual basis, site advancement investments consistently occurring over a five-year period prior to application will also be considered as matching funds. For redevelopment sites, funds spent on the demolition of deteriorated buildings by public or private owners can be used as matching funds, provided the activity has occurred within the last 24 months of the State Board decision.

**Site Acquisition:** GO Virginia funds may not be used for site acquisition but may be applied as match. Applicable property(ies) would need to have been conveyed and legally owned by the entity that is committing the property acquisition as match. The value of the property at the time it was conveyed is the amount that can be committed as match. Applicants must provide documentation demonstrating proof of ownership, date of conveyance, and value of property. Additionally, expenses for site acquisition, due diligence, environmental assessments, master planning, infrastructure design and construction, and offsite improvements may be included as match.

The GO Virginia Regional Site Development Project Guidance provides more information on site acquisition and site development:

**Scholarships/Tuition:** Tuition paid by enrolled students may not be committed as match. Non-state funds used for the express purpose of paying for participants' tuition/enrollment fees to participate in a training program related to a workforce development project may be applied as match. This could include local contributions from school divisions to allow students to participate in dual enrollment courses, private/philanthropic contributions, or federal fund commitments from a local workforce board.

## Section 6: Match Monitoring

The local match requirement is specified in each project's contract. While the subgrantee must maintain the required match level during each remittance period, the full local match obligation must be satisfied by the project closeout, as outlined in the GO Virginia closeout procedures. At the completion of the project, the Department of Housing and Community Development (DHCD) may conduct a financial review to verify that the contracted match amount has been fully met. This process ensures compliance with GO Virginia program guidelines and proper use of funds.