



Memorandum

TO: GO Virginia Regional Support Organizations

FROM: DHCD Staff

RE: Application Review and Return on Investment (ROI) Validation Process for Projects Accessing Statewide Competitive Funds

DATE: 4/9/2024

BACKGROUND: The GO Virginia Program Manual states that all project applications (single region or multi-region) requesting access to Statewide Competitive Funds must be reviewed by a third party. DHCD currently has a contract in place with George Mason University's Center for Regional Analysis to provide this service, which will provide application review, validate inputs for the DHCD Return on Investment Template, and prepare a summary report.

PROCESS FOR ENGAGING TECHNICAL ASSISTANCE

The Support Organizations, in consultation with DHCD and the applicant, should take the following steps **before** the application is submitted in DHCD's Centralized Application Management System (CAMS):

1. Prepare the project application and completed [ROI template](#) for review.
2. Contact Terry Clower with GMU (tclower@gmu.edu or 703-993-8419) on behalf of the applicant to initiate Terry's review of the project and supporting ROI template. Terry will schedule a meeting to review the project and validate inputs for the ROI calculations.
3. Terry will provide a summary report using DHCD's ROI Template which must be included as the required ROI attachment for the application submitted in CAMS.