



## Memorandum

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**TO:** GO Virginia Regional Councils and Support Organizations

**FROM:** Erik Johnston, DHCD Director

**RE:** Change in DHCD Administrative Policy to allow GO Virginia Regional Councils the ability to access enhanced capacity building funds from the next available fiscal year before fiscal year close out of all per capita funds.

**DATE:** October 9, 2019

DHCD has received requests from Regional Councils to allow regions to access their Enhanced Capacity Building funding at the start of each fiscal year, even when previous fiscal year per capita allocations are not yet obligated and closed. To accommodate and facilitate consistent regional project pipeline growth, DHCD is changing the fiscal year close out process for per capita funding to allow Regional Councils to access funds from its per capita allocation for a future fiscal year for Enhanced Capacity Building (ECB) planning efforts any time after the GO Virginia State Board has approved that future year's regional per capita allocations. Regular guidelines and application process for Enhanced Capacity Building projects will apply to the advanced funds.

To request access to future years funding for ECB projects, a Regional Council must include a letter from their chairman making such a request with their application. DHCD will confirm that an advance of funds is appropriate and have the ability to administratively approve the request, consistent with ECB guidance.

DHCD will continue to require the remaining per capita funding to be fully obligated before accessing the next available fiscal year's funding. This policy simply allows early access to the up to \$250,000 in Enhanced Capacity Building (ECB) funds and removes the requirement to have all prior fiscal year Capacity Building funding obligated before being granted access to these ECB funds.