

MONEY, MONEY, MONEY!

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VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
Partners for Better Communities





- Project Delivery Costs
- Budget Tracking
- Remittance Process

Project Delivery Costs

(formerly known as Administration Costs)

Pay-For-Performance Benchmarks

- Benchmarks are based on project types & activities.
- Common Benchmarks For All Projects include:
 - Execution of DHCD Contract
 - Monthly Management Team Meetings & Submitting Monthly Reports
 - Satisfactory Compliance Reviews
 - Administrative Closeout



Pay for Performance Budget Example

Performance Threshold	%	Amount
Execution of DHCD Contract	10%	\$6,201
Annual Fair Housing Activity - <i>Approx 2 @ \$1550 each</i>	5%	\$3,100
Construction Contract Award	20%	\$12,402
Monthly Mgmt Team Meetings & Submittal of Monthly Report - <i>Approx 24 @ \$646 each</i>	25%	\$15,503
Construction Complete – Labor Standards Met	25%	\$15,503
Satisfactory Compliance Reviews - <i>Approx 2 @ \$2,067</i>	10%	\$3,101
Administrative Closeout	5%	\$3,100

**Disbursements are contingent upon meeting established performance thresholds.*

CAMS Project Budget Example

Cost/Activity Category		DHCD Request	Other Funding	Total	Available Funds
<input type="checkbox"/> Administration	Add Delete	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00
<input type="checkbox"/> Administration		\$ 60,000.00	\$ 0.00	\$60,000.00	\$60,000.00
<input checked="" type="checkbox"/> Land, Structures, Right of Way, Appraisals, etc...	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Relocation Expenses and Payments	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Architectural and Engineering Fees	Add Delete	\$0.00	\$279,500.00	\$279,500.00	\$0.00
<input checked="" type="checkbox"/> Site Work	Add Delete	\$0.00	\$948,000.00	\$948,000.00	\$0.00
<input checked="" type="checkbox"/> Clearance and Demolition	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Equipment	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Contingencies	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Personnel	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Fringe Benefits	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Travel	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Supplies	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Contract Services	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Indirect Costs	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Construction	Add Delete	\$940,000.00	\$1,861,578.00	\$2,801,578.00	\$363,710.85
<input type="checkbox"/> Construction		\$ 940,000.00	\$ 1,285,620.00	\$2,225,620.00	\$363,710.85
<input type="checkbox"/> Other <input type="text" value="Contingency"/>		\$ 0.00	\$ 575,958.00	\$575,958.00	\$0.00
<input checked="" type="checkbox"/> Other	Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$1,000,000.00	\$3,089,078.00	\$4,089,078.00	\$423,710.85

Detailed Budget Tracking Example

Detailed Activities

Tracking Funding Sources

	Unit	Unit Price	Qty	Total Price	DHCD	Va Energy	VCEDA & Local	Commission
GENERAL SITE CONSTRUCTION								
Mobilization / Insurance / Bonds	LS	\$ 100,000.00	1	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Erosion & Sediment Control	LS	\$ 94,500.00	1	\$ 94,500.00	\$ 51,638.00	\$ 42,862.00	\$ -	\$ -
Unclassified Excavation - Excavation on Site	CY	\$ 397,600.00	1	\$ 397,600.00	\$ 143,012.00	\$ 123,358.00	\$ -	\$ 131,230.00
Unclassified Excavation - Fill Imported to Site	CY	\$ 306,200.00	1	\$ 306,200.00	\$ -	\$ 286,441.59	\$ 19,758.41	\$ -
Subtotal General Site Construction				\$ 898,300.00	\$ 219,650.00	\$ 477,661.59	\$ 19,758.41	\$ 181,230.00
STORM DRAINAGE IMPROVEMENTS								
24" Culvert - Class III RCP	LF	\$ 124.00	120	\$ 14,880.00	\$ 7,440.00	\$ 7,440.00	\$ -	\$ -
18" RCP Culvert - Class III RCP	LF	\$ 117.00	370	\$ 43,290.00	\$ 21,645.00	\$ 21,645.00	\$ -	\$ -
24" Culvert Outlet Structure - VDOT ES-1	EA	\$ 1,800.00	1	\$ 1,800.00	\$ 900.00	\$ 900.00	\$ -	\$ -
18" Culvert Outlet Structure - VDOT ES-1	EA	\$ 1,600.00	4	\$ 6,400.00	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -
Detention Basin Outlet Riser Structure Assembly	EA	\$ 12,000.00	1	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -
Rip-Rap Lined Ditches	LF	\$ 70.00	1,620	\$ 113,400.00	\$ 56,700.00	\$ 56,700.00	\$ -	\$ -
Grass Channel Stormwater BMPs	LS	\$ 72,000.00	1	\$ 72,000.00	\$ 36,000.00	\$ 36,000.00	\$ -	\$ -
Stormwater Detention Basin Modifications & lining	LS	\$ 188,040.00	1	\$ 188,040.00	\$ 94,020.00	\$ 94,020.00	\$ -	\$ -
Subtotal Storm Drainage Improvements				\$ 451,810.00	\$ 225,905.00	\$ 225,905.00	\$ -	\$ -
ACCESS ROAD IMPROVEMENTS								
Aggr. Base Stone & Shoulder Stone, 8" Comp. VDOT 21-B	SY	\$ 12.80	8,250	\$ 105,600.00	\$ 55,400.00	\$ -	\$ -	\$ 50,200.00
Asphalt Binder Course 4" VDOT BM 25.0	SY	\$ 31.00	7,150	\$ 221,650.00	\$ 110,000.00	\$ -	\$ -	\$ 111,650.00
Asphalt Surface Course 1-1/2" VDOT SM-9.5A	SY	\$ 13.00	7,150	\$ 92,950.00	\$ 46,000.00	\$ -	\$ -	\$ 46,950.00
Pavement Markings - Signage	LS	\$ 23,850.00	1	\$ 23,850.00	\$ 15,850.00	\$ 8,000.00	\$ -	\$ -
VDOT Route 361 Guardrail & Post Removal	LF	\$ 15.00	550	\$ 8,250.00	\$ 5,250.00	\$ 3,000.00	\$ -	\$ -
Guardrail Terminal End Section VDOT GR-9	EA	\$ 9,000.00	2	\$ 18,000.00	\$ 12,000.00	\$ 6,000.00	\$ -	\$ -
Subtotal Access Road Improvements				\$ 470,300.00	\$ 244,500.00	\$ 17,000.00	\$ -	\$ 208,800.00
WATER LINE EXTENSION								
8" Water Line, PVC C-900 DR18 or Ductile Iron	LF	\$ 83.00	2,200	\$ 182,600.00	\$ 91,674.00	\$ 61,000.00	\$ -	\$ 29,926.00
8" Tapping Valve & Sleeve	EA	\$ 8,730.00	1	\$ 8,730.00	\$ 5,730.00	\$ 3,000.00	\$ -	\$ -
8" Gate Valve	EA	\$ 3,410.00	2	\$ 6,820.00	\$ 4,820.00	\$ 2,000.00	\$ -	\$ -
Fire Hydrant Assembly	EA	\$ 7,995.00	2	\$ 15,990.00	\$ 10,790.00	\$ 5,200.00	\$ -	\$ -
Subtotal Water Line Extension				\$ 214,140.00	\$ 113,014.00	\$ 71,200.00	\$ -	\$ 29,926.00
GRAVITY SEWER LINE EXTENSION								
6" Gravity Sewer Line - Ductile Iron	LF	\$ 201.00	642	\$ 129,042.00	\$ 43,000.00	\$ 43,000.00	\$ -	\$ 43,042.00
8" Gravity Sewer Line - PVC SDR-26 or Ductile Iron	LF	\$ 107.00	1,388	\$ 148,516.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 48,516.00
4' Diameter Precast Concrete Manhole w/ WP Frame & Cover	EA	\$ 5,977.00	3	\$ 17,931.00	\$ 11,931.00	\$ 6,000.00	\$ -	\$ -
4' Diameter Precast Concrete Manhole w/ Std Frame & Cover	EA	\$ 6,620.00	6	\$ 39,720.00	\$ 26,720.00	\$ 13,000.00	\$ -	\$ -
Connect to Existing Manhole, Core Drill & Boot	EA	\$ 1,980.00	1	\$ 1,980.00	\$ 1,330.00	\$ 650.00	\$ -	\$ -
Concrete Slope Anchor	EA	\$ 550.00	11	\$ 6,050.00	\$ 3,950.00	\$ 2,100.00	\$ -	\$ -
Subtotal Sewer Line Extension				\$ 343,239.00	\$ 136,931.00	\$ 114,750.00	\$ -	\$ 91,558.00
HIGHWALL HAZARD REDUCTION MEASURES								
Excess Spoil Material / Boulder Placement	LS	\$ 10,400.00	1	\$ 10,400.00		\$ 10,400.00		
4-Strand Barbwire Fencing, Posts, & Signage	LF	\$ 9.00	935	\$ 8,415.00		\$ 8,415.00		
Woven Wire Fencing, Posts, Signage	LF	\$ 10.00	275	\$ 2,750.00		\$ 2,750.00		
16' Access Gate & Lock	EA	\$ 1,600.00	1	\$ 1,600.00		\$ 1,600.00		
Wire Barrier Fence						\$ 23,165.00		
Subtotal Highwall Hazard Reduction Measures				\$ 23,165.00	\$ -	\$ 23,165.00	\$ -	\$ -
TOTAL ESTIMATED CONSTRUCTION COST - PUBLIC BID CONTRACT				\$ 2,400,354.00	\$ 940,000.00	\$ 929,681.59	\$ 19,758.41	\$ 511,514.00

Remittance Process

All payment requests must be submitted through CAMS
(Centralized Application & Management System)



Required Documentation

- Detailed Remittance Coversheet
- Supporting Documentation
- Leverage/Match Expenditure Documentation, As Applicable



Remittance Coversheet Example

Request With No Leverage

DATE:	08/09/23	COMMENTS:			
GRANTEE:	Wise County	Application Period: 06/01/23 to 07/27/23			
PROJECT TITLE:	Family Crisis Support Services				
CONTRACT NUMBER:	CIG# 21-21-21				
CAMS REMITTANCE NUMBER:	DD #15				
PREPARED BY:					
PAYEE / INVOICE NUMBER	CAMS ACTIVITY / DESCRIPTION (i.e., 'Owner-Occupied Rehab/Construction')	TOTAL INVOICE AMOUNT	CDBG PORTION	MATCH PORTION	CHECK NUMBER (if paid)
McFall Excavating, Inc. / Pay Request #7	Construction - Sewer	\$34,109.95	\$34,109.95	\$0.00	TBD
Thompson & Litton, Inc. / Invoice #105197	Engineering Services - Sewer Inspection	\$935.29	\$935.29	\$0.00	TBD
Thompson & Litton, Inc. / Invoice #105450	Engineering Services - Sewer Inspection	\$152.70	\$152.70	\$0.00	TBD
TOTALS:		\$35,197.94	\$35,197.94	\$0.00	

Budget Tracking With No Leverage Example

LINE ITEM	IDIS #	CDBG Budget	Previous Cumulative	Drawdown #15	Current Cumulative	Remaining	% Expended
Administration	20A						
Execution of DHCD contract		7,000.00	7,000.00	0.00	7,000.00	0.00	100%
Annual Fair Housing Activity		3,500.00	0.00	0.00	0.00	3,500.00	0%
Construction Contract Award		14,000.00	14,000.00	0.00	14,000.00	0.00	100%
Monthly Mgmt Meeting & Reports		17,500.00	0.00	0.00	0.00	17,500.00	0%
Construction Complete, Labor Standards		17,500.00	0.00	0.00	0.00	17,500.00	0%
Satisfactory Compliance Reviews		7,000.00	0.00	0.00	0.00	7,000.00	0%
Administrative Closeout		3,500.00	0.00	0.00	0.00	3,500.00	0%
SUBTOTAL		76,000.00	21,000.00	0.00	21,000.00	49,000.00	30%
Sewer Improvements							
Construction		565,359.00	314,110.80	34,109.95	348,220.75	217,138.25	82%
Inspection		16,578.00	9,009.30	1,087.99	10,097.29	8,480.71	54%
SUBTOTAL		583,937.00	323,120.10	35,197.94	358,318.04	225,618.96	61%
Water Improvements							
Construction		206,600.00	200,693.25	0.00	200,693.25	5,806.75	97%
Inspection		16,578.00	7,558.65	0.00	7,558.65	11,019.35	41%
SUBTOTAL		225,078.00	208,251.90	0.00	208,251.90	16,826.10	93%
Street Improvements							
Construction		125,229.00	0.00	0.00	0.00	125,229.00	0%
Architectural Engineering Design		41,738.00	39,400.00	0.00	39,400.00	2,338.00	94%
Additional Engineering		14,968.00	13,338.00	0.00	13,338.00	1,630.00	89%
Geotechnical Engineering		9,050.00	9,050.00	0.00	9,050.00	0.00	100%
SUBTOTAL		190,985.00	61,788.00	0.00	61,788.00	129,197.00	32%
TOTAL		1,076,000.00	614,160.00	35,197.94	649,357.94	426,642.06	61%

Remittance Coversheet Example

Request With Leverage/Match

DATE:	2/3/2026	Comments:			
GRANTEE:	Dickenson County Board of Supervisors	Construction Dates: Pay app #4: 11/22/2025-12/26/2025 Engineering Dates: 12/31/2025			
PROJECT TITLE:	Red Onion Industrial Park Project				
CONTRACT NO.:	20-02A				
CAMS REMITTANCE NO.:	4				
PREPARED BY:					
Payee / Invoice No.	CAMS Activity/ Description (i.e. 'Owner- Occupied Rehab/Construction')	Total Invoice Amt.	ARC Portion	Match Portion	Check No. (if paid)
Dickenson County Board of Supervisors	Construction: Pay App #5 (McFall Excavating Inc.)	\$168,971.15	\$88,380.86	\$80,590.29	
The Lane Group Inc. Invoice #2149-14	Engineering (Basic Engineering Services)	\$3,640.00	\$0.00	\$3,640.00	
The Lane Group Inc. Invoice #2149-14	Engineering (Resident Project Representative)	\$5,108.13	\$0.00	\$5,108.13	
TOTALS:		\$177,719.28	\$88,380.86	\$89,338.42	

Required To Process ARC Remittance & Drawdown From Pathways



Supporting Documentation Example Construction Pay App

OWNER OF CONTRACT	Dickenson County IDA	APPLICATION PERIOD	11/22/25-12/26/25
OWNER CONTRACT NO.		ENGINEER	The Lane Group, Inc.
CONTRACTOR	McFall Excavating, Inc.	PROJECT NUMBER	TLG-2149
		PAYMENT APP NO.	5
		APPLICATION DATE	12/26/25

CHANGE ORDERS

#	ADD	DED
1	\$ -	\$ -
2	\$ -	\$ -
3	\$ -	\$ -
4	\$ -	\$ -
5	\$ -	\$ -
6	\$ -	\$ -
7	\$ -	\$ -
8	\$ -	\$ -
TOTAL	\$ -	\$ -
NET CHANGE ORDERS	\$ -	\$ -

1 ORIGINAL CONTRACT VALUE	\$ 2,400,954.00
2 NET CHANGE BY CHANGE ORDER	\$ -
3 CURRENT CONTRACT PRICE (Line 1 - Line 2)	\$ 2,400,954.00
4 TOTAL COMPLETED AND STORED TO DATE (From Schedule of Values)	\$ 1,137,286.50
5 RETAINAGE:	
a. 5.00% x work completed	\$ 56,864.32
b. 5.00% x stored materials	\$ -
c. Total Retainage (Line 5a + 5b)	\$ 56,864.32
6 AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 1,080,422.18
7 LESS PREVIOUS PAYMENTS - (Line 6 from prior Pmt App)	\$ 880,720.78
8 AMOUNT DUE THIS APP	\$ 199,701.40
9 BALANCE TO FINISH, + RETAINAGE	\$ 1,320,531.82
10 PENDING CHANGE ORDER AMOUNT	\$ -

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed is or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Sen. McFall Date 12/26/25

Payment of \$ 199,701.40 (Line 8)
 is recommended by Kevin Hosh 01/08/26
 Engineer Date
 Payment of \$ 199,701.40 (Line 8)
 is approved by Dana Cronkite 1/9/26
 Owner Date
 Approved by _____
 Funding Agency Date





THANK YOU

Jennifer Ketchum

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**VIRGINIA DEPARTMENT OF HOUSING
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