

Contract Cover Page
State of Vermont – Agency of Commerce and Community Development ACCD
Contract with Guidehouse Inc.
April 2025

The Agency of Commerce and Community Development (ACCD) is the lead agency in the State of Vermont responsible for the Community Development Block Grant – Disaster Recovery (CDBG-DR) program. ACCD is tasked with developing the CDBG-DR Action Plan which details how Vermont’s CDBG-DR allocated funds will be used. The U.S. Department of Housing and Urban Development (HUD) must approve the Action Plan prior to Vermont receiving funds.

In order to complete the Action Plan in a timely manner and to ensure the highest quality product, ACCD completed a work order for additional contracted capacity under an existing State of Vermont contract procured by the Vermont Agency of Administration with Guidehouse Inc. (Guidehouse).

The State of Vermont, Agency of Administration (AOA) originally procured the Guidehouse contract in accordance with federal procurement standards. Guidehouse is a national consulting firm specializing in navigating federal law and regulations toward the implementation of federal programs. They were originally procured in June of 2020 to assist Vermont in responding to the COVID-19 Pandemic. The contract has been renewed annually, and more recently has been expanded to address navigating the response to the 2023 and 2024 flooding disasters experienced by Vermont. The master contract (attached below the State of Vermont Ordering Document detailing the scope of work for the CDBG-DR Action Plan), allows the State to submit work orders for various scopes of work relating to review and implementation of federal regulations.

III.B.7.a. of the [Updated Universal Notice for CDBG-DR](#) provides in relevant part:

“Procurement alternative requirements. HUD is establishing an additional alternative requirement for all procurement actions to provide goods and services, as follows: . . .

3. The grantee (or procuring entity) may contract for administrative support, in compliance with 2 CFR 200.459, but may not delegate or contract to any other party any inherently governmental responsibilities related to oversight of the grant, including policy development and financial management.”

Under the master contract, AOA in conjunction with ACCD submitted a State of Vermont Ordering Document for purchasing Guidehouse services, to be paid directly by ACCD and reimbursed with CDBG-DR funds upon receiving the CDBG-DR allocation. The Scope of Work requires Guidehouse to comply with all CDBG-DR related requirements to ensure eligibility for State reimbursement with CDBG-DR funds.

The document details a scope of services relating to implementing the CDBG-DR program, including, but not limited to, data analysis and drafting of the CDBG-DR Action Plan, at the direction of ACCD. The scope of work represents the maximum allowable usage of the contract. ACCD is

actively managing the contract to ensure minimum expenditures are made, and adequate benchmarks are met.

Amendments may be made to adjust the scope of work, and add any necessary provisions. The Contract explicitly states that Guidehouse will comply with all relevant federal regulations, including those specific to CDBG-DR for the 2023 flood disaster.