Vermont Community Development Program

Award Conditions & Understanding the Grant Agreement and Special Conditions

Nathan Cleveland, Community Development Supervisor Ann Karlene Kroll, Grants Management Director

December 8, 2022

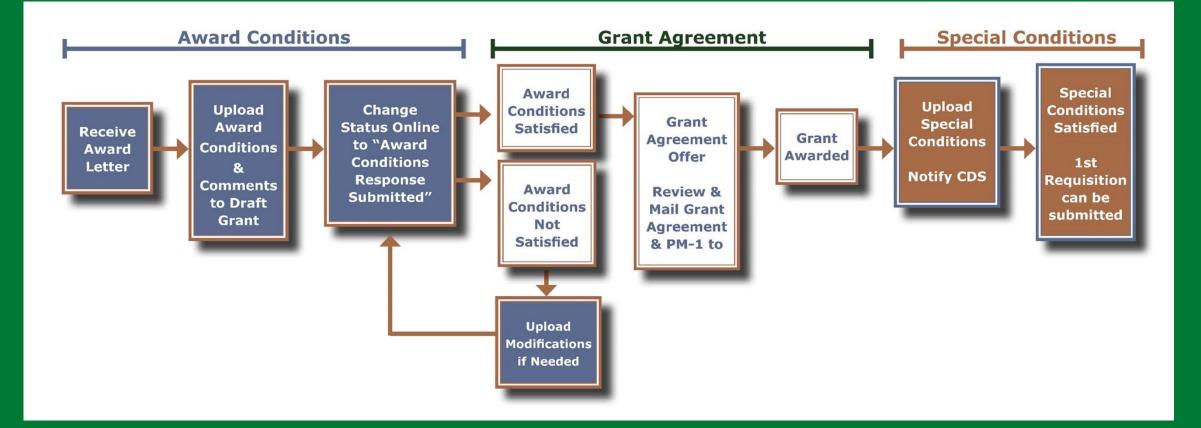


Learning Objectives

- Understanding the Post-Award Process.
- Understanding Award Conditions versus Special Conditions
- What is needed to get a Grant Agreement executed?

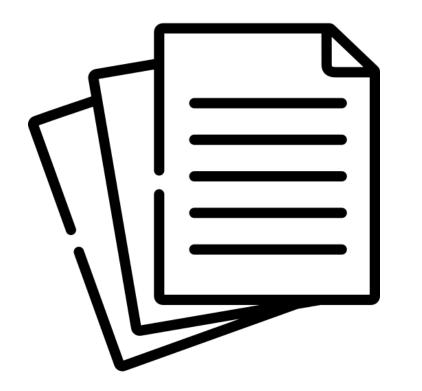


After an Award: Grant Process



VERMONT

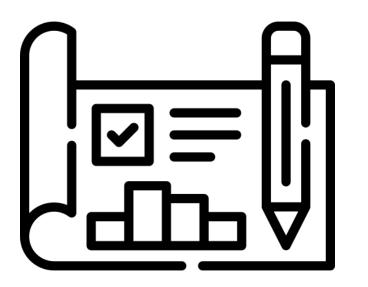
Award Conditions vs. Special Conditions





- Staff analysis w/Award Conditions
- Award Letter
- <u>Award Conditions</u> = No grant agreement until the conditions outlined in the award letter are met
- <u>Special Conditions (Att. A)</u> = No requisition of CDBG funds will happen until these are met. Conditions that must be included in the grant agreement
- Have realistic expectations on meeting the AC's and SC's
- All documentation is uploaded to the online application within GEARS

Award Conditions





AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT **Award Condition Guidance**

Required of all grantees

- UEI #, Federal ID#
- SAM.gov Registration
- Anti Displacement Plan, Municipal Policies and Codes, Certificate of Insurance, Financial Policies
- Town Plan
- Fair Housing Training (within 6 months of executing the grant agreement)
- Comments on Draft Grant Agreement GEARS
- Subgrantee Financial Monitoring Worksheet
- Required TA meeting?
- Others?

Award Conditions

- Award Condition Guidance
- Change the status to <u>"award</u> conditions response submitted"
- Modifications required?
- System Notifications



VERMONT

Execute the Grant Agreement

- Review the Draft and Provide comments/edits Uploaded to GEARS
- Selectboard must sign the Grant Agreement Resolution Upload to GEARS
- Change the status of the application

Menu Kerne Menu Status Changes Management Tools Related Documents and Messages
Back
Document Information: 07110-IG-2021-Randolph -24
VERMONIT

Grant Agreement: Sections

- Part 1 Grant Award Detail
- Part 2 Standard Grant Agreement
- Attachment A Scope of Work and Special Conditions
- Attachment B Payment Provisions and Project Budget
- Attachment C Standard State Provisions
- <u>Attachment D</u> CDBG Standard Provisions
- Attachment E Certifications and Assurances



Grant Agreement: Part 1

STATE OF VERMONT GRANT AGREEMENT						Part 1 - Grant Award Detail						
		:	SECTIO	N I - GEN	ERAL	. GRANT IN	FORMATI	ON				
¹ Grant	#:					2	Original	_	Amendment			
³ Grant	Title:											
⁴ Amount Previously Awarded: \$ 0.00				^s Amount	Amount Awarded This Action: 6 To \$ 0.00				otal Award Amount: \$ 0.0			
7 Award Start Date: 8 Award Er					nd Date:			9 Subrecipient Award: YES 🛛 NO				
10 Vend	or #:	¹¹ Grante	e Name:								-	
¹² Grant	ee Address:											
13 City:						¹⁴ State: ¹⁵ Zip Code:						
¹⁶ State Granting Agency: Agency of Commerce and Community I						Developme	nt-DHCD		¹⁷ Business Unit: 07110			
18 Perfo YES 🔀		¹⁹ Match/In- Project Bud					n: See Atta	ichmen	t B - Payme	ent Provision	ns and	
	is action is an amend ount: 🔲 🛛 Fun	ment, the fi ding Allocati				ance Period:		Scope	of Work: [_ 01	ther: 🔲	
		SEC	τιον ΙΙ	- SUBRE	CIPIE	NT AWAR	INFORM	ATION				
21 Grantee DUNS #:				22	ndirect Rate:			23 FFATA: YES 🛛 NO 🗌				
24 Grantee Fiscal Year End Month (MM format):					1		0_96 or de minimis 10%)		25 R&D:			
²⁶ DUNS	Registered Name (if d	ifferent than	VISION	/endor Nan	ne in i				-			
						DING ALL	CATION					
_		_	520			E FUNDS	JEAHON		_	_		
Fund Type				27 Awar Previo		²⁸ Award This Action	²⁹ Cumulative Award		³⁰ Special & Other Fund Description			
General Fund				_	50.00	\$0.00	-	\$0.00				
Special Fund				1	50.00	\$0.00		\$0.00				
Global Commitment				5	50.00	\$0.00		\$0.00				
[non-subrecipient funds] Other State Funds					\$0.00			\$0.00				
		FED	ERAL F	UNDS		\$0.00	-			equired Fede ward Informa		
(includes subrecipient Global C				1			15	³⁵ Cumulative		¹⁷ Federal	³¹ Total	
31CFDA #	32Progr	am Title		Previo		³⁴ Award This Action			³⁶ FAIN	Award Date	Federal Award	
14.228 Community Development Block Grant (CDBG)				\$0.00	\$0.00 \$0.00			B.15.DC.SO.0 001		\$4		
¹⁹ Federal Awarding Agency: U.S. Department of Housing and Urban Development (HUD)						⁴⁰ Federal Award Project Descr: CDBG FY						
5.5. Separation of Hassing and Statin Severaphient (HSS)					\$0.00	\$0.00		\$0.00			\$4	
Federal Awarding Agency:						Federal Awa	Award Project Descr:					
	1				\$0.00	\$0.0		\$0.00			\$1	
Federal Awarding Agency:						Federal Awa	d Project Descr:					
	1			-	\$0.00	50.0	2	\$0.00			\$4	
Federal A	Awarding Agency:			1	30.00	÷	rd Project De				~	
					\$0.00	\$0.0		\$0.00			\$1	
Federal Awarding Agency:					\$0.00		rd Project De				54	
	Tetal	Awarded - A	UL Eurod		0.00	\$0.00		\$0.00				
_	Total /	- warueu				TACT INFO		50.00	_		_	
STATE G	RANTING AGENCY		SECI	10/10/10 -	2014	GRANTEE	MANON					
NAME: Julia Connell/Nathan Cleveland/Patrick Scheld					NAME:							
TITLE: Community Development Specialist					TITLE:							
PHONE: 802-828-5215/585-5659/828-1365						PHONE:						
EMAIL: @vermont.gov						EMAIL:						



- Compliance with Uniform Guidance (and State Bulletin 5)
- Award Amount
- Award Start Date
- Award End Date ("Completion")
- Contact Information
- Other information required by Uniform Guidance

Grant Agreement: Part 2

- Compliance with Bulletin 5
- E911 Address
- Federal ID Number (UEI #)
- E-signatures



AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

STATE OF VERMONT GRANT AGREEMENT

Part 2 – Standard Grant Agreement

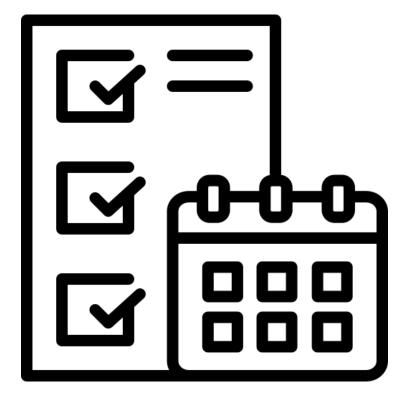
GRANT AGREEMENT # 07110-

- Parties: This is a Grant Agreement between State of Vermont <u>Agency of Commerce and Community Development</u> (hereinafter called "State" or "Agency") and (Municipality/Organization) with principal place of business at (Municipality/Organization 911 Address) (hereinafter called "Grantee"). It is the grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number. The grantee is required by law to have a Federal ID# and it is { }.
- 2. Subject Matter: The subject matter of this Grant Agreement is Community Development Block Grant.
- 3. Award Details: Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant* Award Detail. A detailed scope of work covered by this award is described in Attachment A.
- Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
- Cancellation: This Grant Agreement may be suspended or cancelled by either party by giving written notice as provided in Attachment C, Section 27 or Attachment D, Sections XVI and XVII.
- 6. Attachments: This Grant consists of _____ pages including the following attachments that are incorporated herein:

Attachment A – Scope of Work to Be Performed and Special Conditions Attachment B – Payment Provisions and Project Budget Attachment C – Customary State Grant Provisions Attachment D – Other Provisions (CDBG Standard Provisions) Attachment E – Certifications

NOTE: Signatures blocks have been omitted because document will use e-signing technology in lieu of signatures.

Grant Agreement: Attachment A





AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Scope of Work and Special Conditions:

- Definitions (Key parties)
- Project Description
- Activities
- National Objectives (benefit)
- Special Conditions
- Interim requirements
- Subgrant, Loan, Employment Agreement
- Program Income, Closeout Agreement

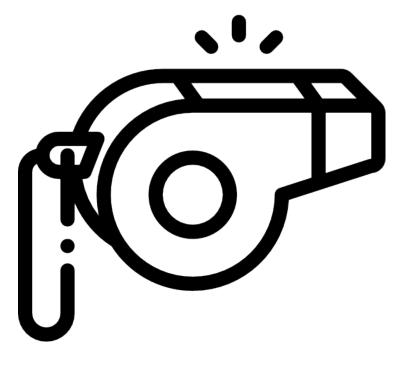
Grant Agreement: Attachment B

- Payment Provisions and Project Budget
- Requisition requirements
- Progress report schedule
- Agency will not pay more than the total award!
- Budget, including Activities
- All Sources





Grant Agreement: Attachment C





AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT **Compliance with Bulletin 5:**

- Insurance (8)
- Reliance on Representations (9)
- False Claims: (10)
- Whistleblower: (11)
- Records available for Audit: (13)

Attachment C Continued





- Debarment (22)
- Termination (27)
- Single Audit: (31.A)
- Internal Controls: (31.B)

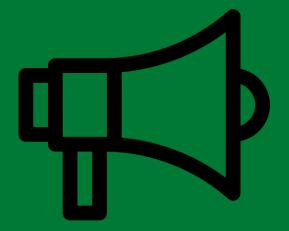


Grant Agreement: Attachment D

Compliance with HUD Regulations (mostly):

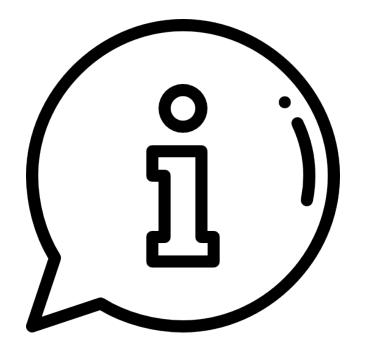
- Liability of Grantee: II.B
- Final Public Hearing: II.E
- Publicity: II.F
- Requisitions: IV
- Financial Management: VI
- Procurement: VII (including Davis Bacon)
- Audits: XII
- Retention of Records: XIV
- Budget Revisions and Amendments: XIX







Grant Agreement: Attachment E





AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Certifications and Assurances:

- Commitments by the municipality
- Debarment State and Federal
- Legal Authority
- Benefit to Low and Moderate-Income Individuals
- Citizen information (public hearing and opportunity to review application)

Attachment E Continued





AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Laws that you must comply with:

- Labor and Equal Employment
- Environmental, Historic Preservation, and Lead Paint
- Uniform Relocation Assistance & Real Properties Acquisition
- Americans with Disabilities Act, Accessibility
- Fair Housing, Equal Opportunity
- Drug Free Workplace

Special Conditions

Conditions written into Attachment A of the Grant Agreement that must be met prior to requisitioning any CDBG Funds

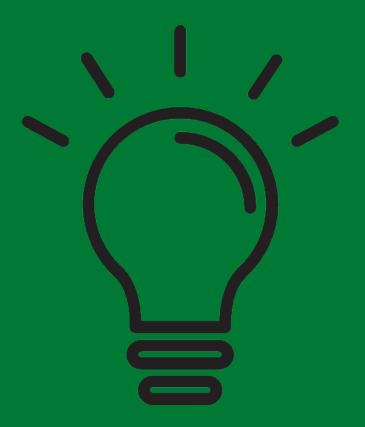
- Bank Account
- Attorney's Opinion
- Upload to GEARS
- Change Status on the application to "Grant Awarded Special Conditions Submitted"



Grant Agreement Helpful Tips

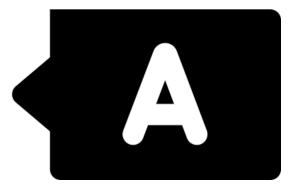
- Read the Grant Agreement THOROUGHLY
- Respond to the Draft Agreement with any proposed edits- (*Part 1 & 2, Attachments A & B ONLY*)
- Change status in GEARS
- Upload into GEARS
- Grant Agreement is e-signed by the Municipal Official
- Change the status in GEARS to "Grant Agreement Accepted"
- Special Conditions must be met before \$\$\$ flows
- Make Plans for the Final Public Hearing





Questions







AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT DEPT. OF HOUSING & COMMUNITY DEVELOPMENT For more information, please review our Grants Management Guide –

- Letter of Award and Award Conditions
- Grant Agreement and Special Conditions

Ann Karlene Kroll, Director of Federal Programs

Nathan Cleveland, Community Development Specialist Supervisor