

Vermont Community Development Program

Award Conditions & Understanding the Grant Agreement and Special Conditions

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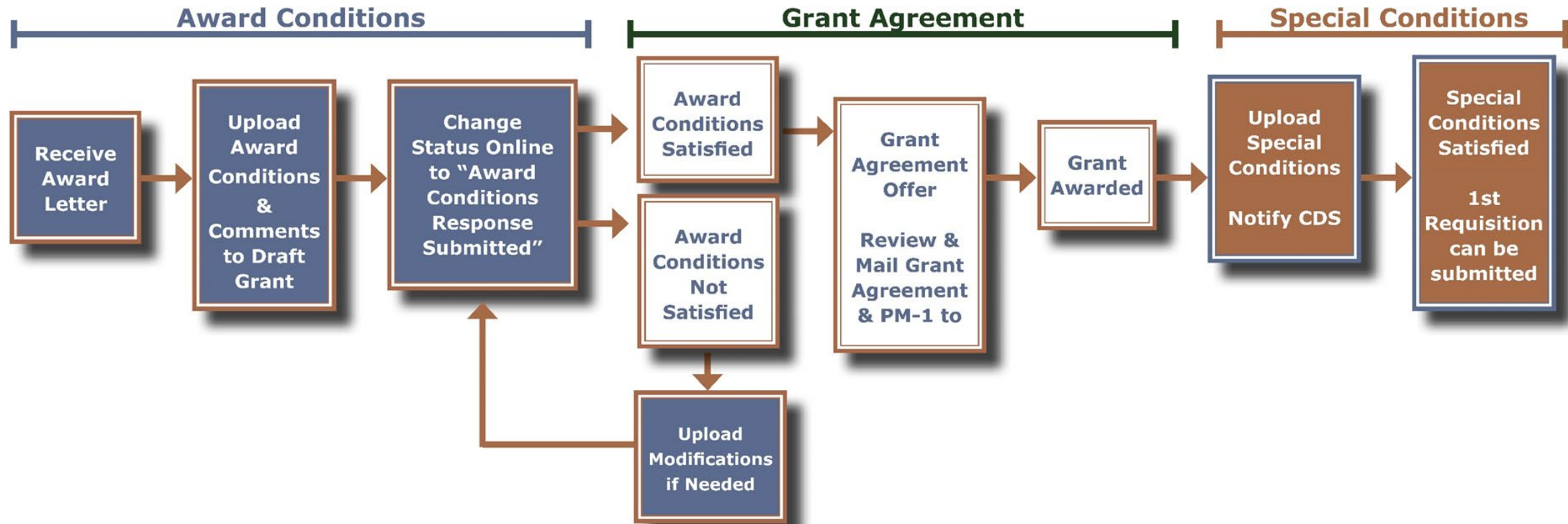


Learning Objectives

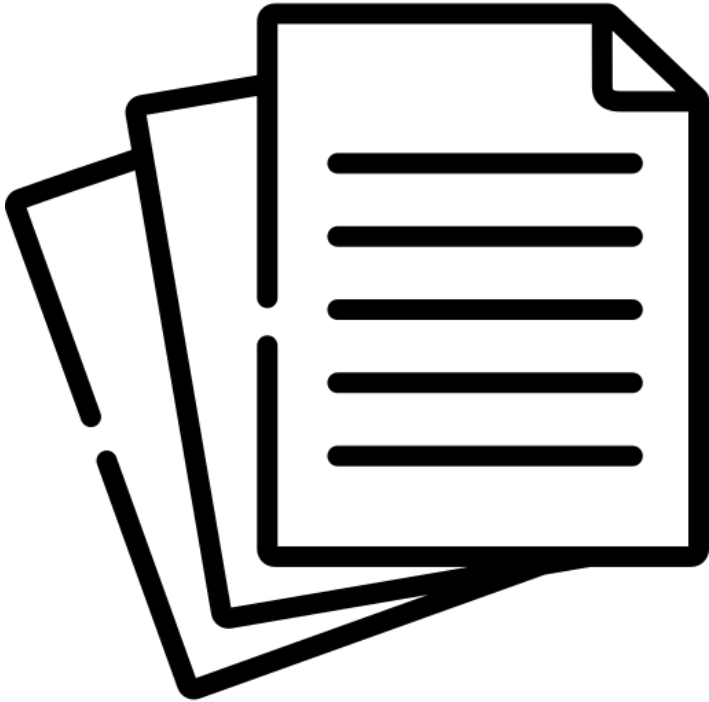
- Understanding the Post-Award Process.
- Understanding Award Conditions versus Special Conditions
- What is needed to get a Grant Agreement executed?



After an Award: Grant Process

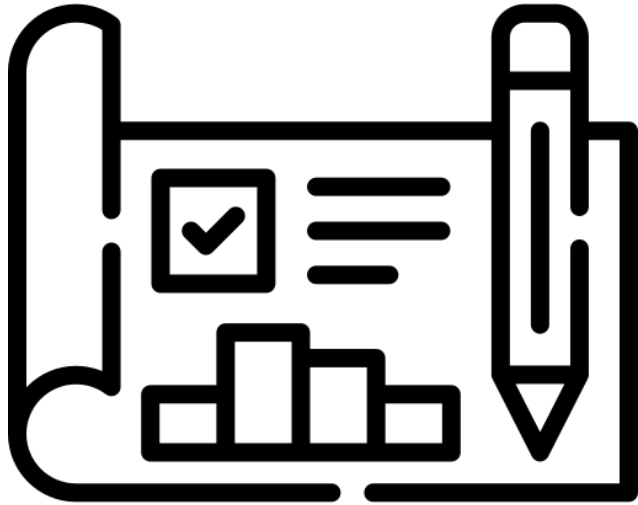


Award Conditions vs. Special Conditions



- Staff analysis w/Award Conditions
- Award Letter
- **Award Conditions** = No grant agreement until the conditions outlined in the award letter are met
- **Special Conditions (Att. A)** = 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



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?



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

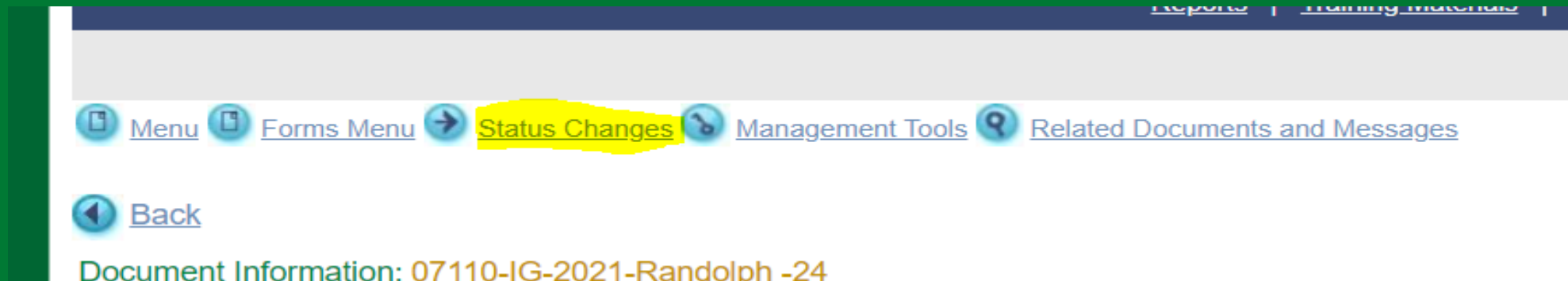
Award Conditions

- Award Condition Guidance
- Change the status to “award conditions response submitted”
- Modifications required?
- System Notifications



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



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
- Attachment D – CDBG Standard Provisions
- Attachment E – Certifications and Assurances



Grant Agreement: Part 2

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

STATE OF VERMONT GRANT AGREEMENT

Part 2 – Standard Grant Agreement

GRANT AGREEMENT # 07110-

1. **Parties:** This is a Grant Agreement between State of Vermont Agency of Commerce and Community Development (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.
4. **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.
5. **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:

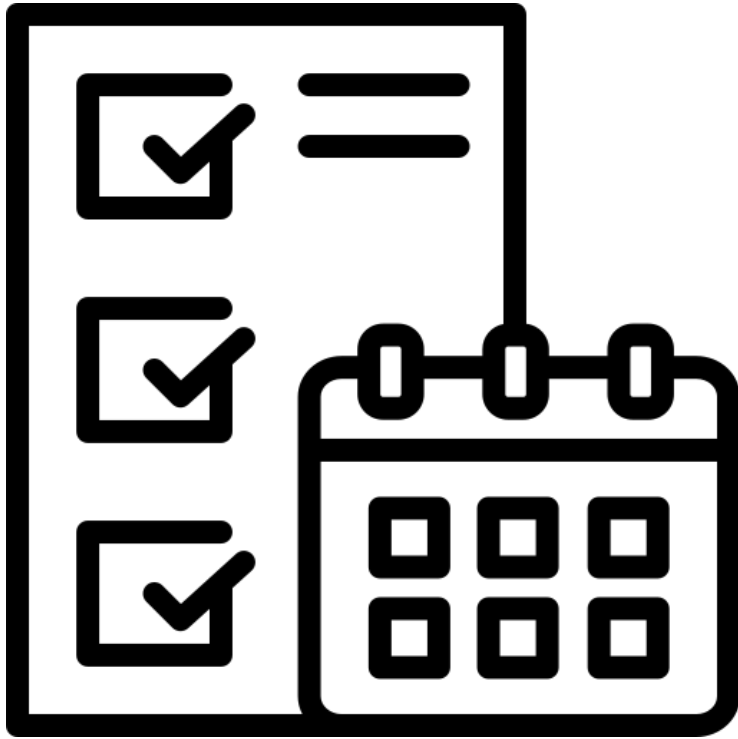
Attachment A – Scope of Work to Be Performed and Special Conditions
Attachment B – Payment Provisions and Project Budget
Attachment C – Customary State Grant Provisions
Attachment D – Other Provisions (CDBG Standard Provisions)
Attachment E – Certifications

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



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

Grant Agreement: Attachment A



Scope of Work and Special Conditions:

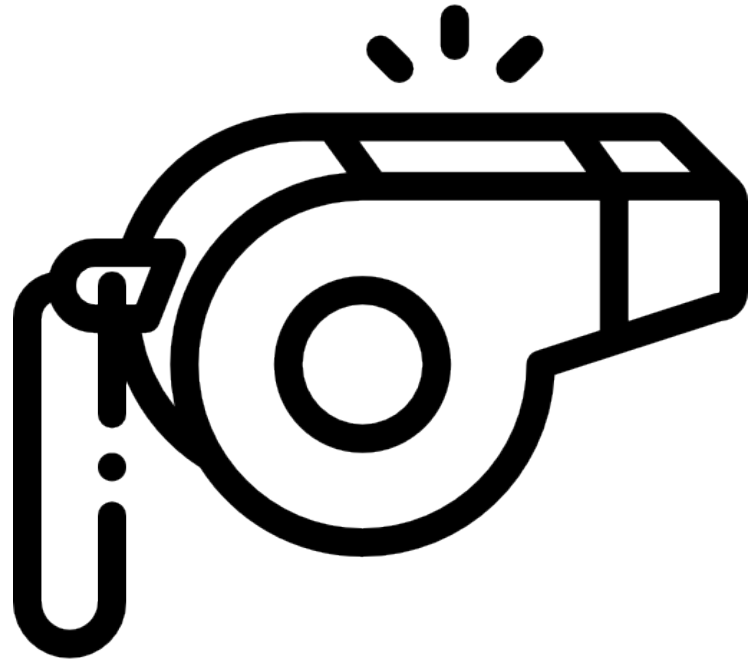
- Definitions (Key parties)
- Project Description
- Activities
- National Objectives (benefit)
- Special Conditions
- Interim requirements
- Subgrant, Loan, Employment Agreement
- Program Income, Closeout Agreement

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



Compliance with Bulletin 5:

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



Attachment C Continued

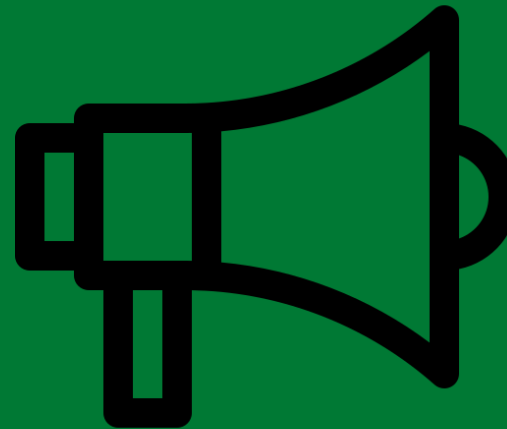


- Sub-agreements (19)
- Debarment (22)
- Termination (27)
- Single Audit: (31.A)
- Internal Controls: (31.B)

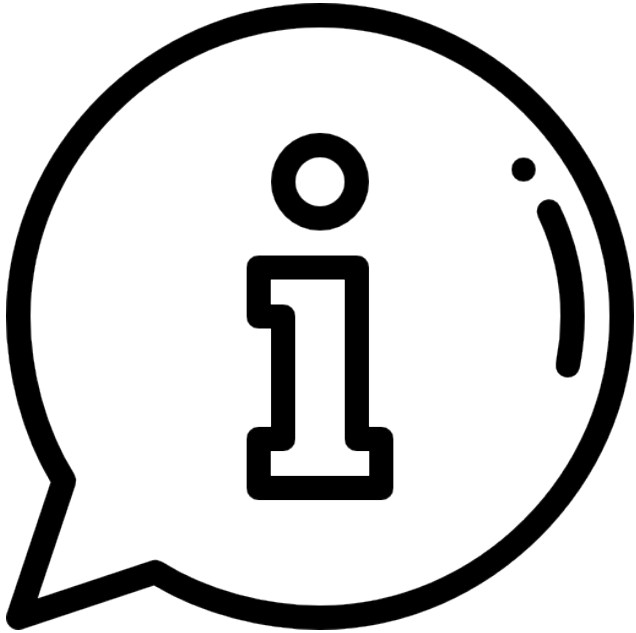
Grant Agreement: Attachment D

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



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



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



For more information, please review our Grants Management Guide –

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

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