



Who?
What?
When?
Where?

WHY?

Making an Impact - Knowing your WHY
2024 PAAO Grant Management Workshop



Contract Negotiations and The Process of Getting Under Contract

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DHCD's Program Assistance and Administration Office (PAAO)

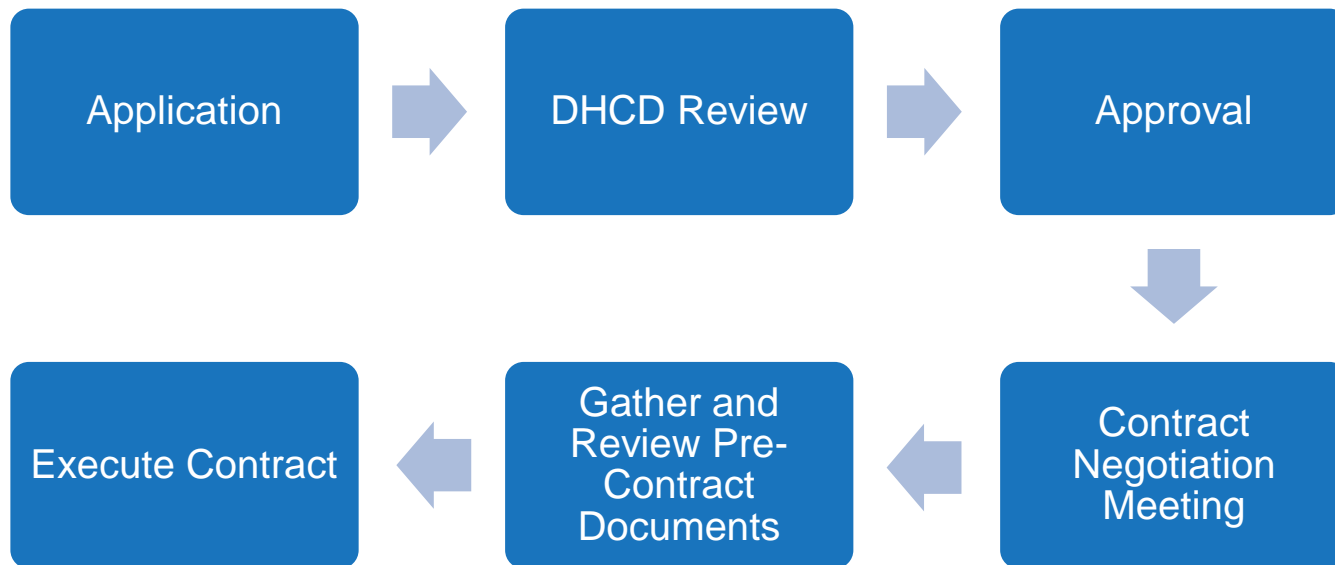


Who are you? Who do you represent?

(please post in the chat)



The Application to Executed Contract Process





How we got to this point:

Your application was approved- YAY!

When you're done celebrating, you will probably realize you are less than a tenth of the way through completing the project. Take a deep breath (or three).

If we take it step by step, *with a little humility and grace*, we will get through this project together!



It's time for the Contract Negotiation Meeting!

**This is likely the most important meeting of the
whole project.**



The Contract Negotiation Meeting!

Why do we do a Contract Negotiation Meeting?

Why is this meeting so important?

What should you do to prepare?

Who should be in the meeting?

FYI: The Contract Negotiation Record is also called the CNR

Note: The meeting may be virtual, in-person or a mix.



Questions?

(please post in the chat)



Contract Negotiation Record

CONTRACT NEGOTIATION RECORD 2024 Community Development Block Grant Program <i>Possum Holler Waterline</i>	
INTRODUCTIONS	
LOCALITY: Marsupial County, Virginia	CDBG CONTRACT # 24-24-99
PROJECT TYPE: CDBG Public Infrastructure	
PROJECT LOCATION: The project area encompasses both sides of Possum Holler Rd. from the intersection with Platypus Way to the intersection of Kangaroo Lane.	
DATE OF CONTRACT NEGOTIATION: April 16, 2024	
SCOPE/OUTCOME: To improve the living conditions of 69 persons, of which 57 are low-to-moderate income, by installing 9,970 linear feet (LF) of waterlines, installation of four (4) gate valves, one (1) fire hydrant, and all related appurtenances.	



Contract Negotiation Record

BENEFITS

Activity	Total Persons	Total LMI Persons	Total Households	Total LMI Households	Linear Feet Improved / Repaired
Water Improvements	69	57	28	23	9,970

CDBG NATIONAL OBJECTIVE

<input checked="" type="checkbox"/> Low – and Moderate – Income Benefit	\$ 1,000,000.00
<input type="checkbox"/> Slum and Blight	\$
<input type="checkbox"/> Urgent Need	\$



Contract Negotiation Record

PROJECT BUDGET			
CDBG REQUESTED:	CDBG OFFERED:	LEVERAGE / MATCH FUNDS	TOTAL PROJECT COSTS:
\$ 1,000,000.00	\$1,000,000.00	\$150,000.00	\$ 1,150,000.00

PROJECT ACTIVITIES:
<ol style="list-style-type: none">1. <u>Administration</u>: Administration of this project in a timely and compliant manner (CDBG funds);2. <u>Water Improvements/Construction</u>: Design, inspection, and installation of 9,970 linear feet (LF) of waterlines, installation of four (4) gate valves, one (1) fire hydrant, and all related appurtenances (CDBG, and non-CDBG).



Contract Negotiation Record

- **All activities must be completed as contracted.**
- **No increase in project scope is allowed.**
- **No decrease in LMI benefit is allowed.**



Conditions, Revisions, Unresolved Issues

Project Management Team
Pre-Contract and Implementation Period
Environmental Review Record
Consultants and Contracts
Interagency Agreements
Build America, Buy America (BABA)



Conditions, Revisions, Unresolved Issues

Inspections

Prior Authorizations

Engineer's Estimate

Project Budget

Leverage/Match Funds

Remittance Requests



Questions?

(please post in the chat)



Conditions, Revisions, Unresolved Issues

Required Training

Progress Reports

Project Promotion and Outreach

Project Sign

Benefit Confirmation and Tracking

LMI Households



Conditions, Revisions, Unresolved Issues

Monitoring and Compliance Reviews

Future Phases

Easements and Permits

Procurement

Construction Delays and Material Costs



Conditions, Revisions, Unresolved Issues

Title Searches

Lead Hazards

Housing Rehab

Community Service Facilities

BDR and Façade Improvement

Program Income



Questions?

(please post in the chat)



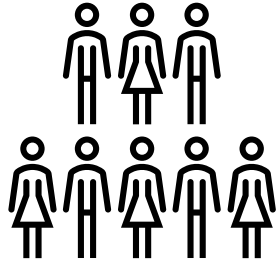
CDBG Contract Negotiation Punch List



Punch List Activities 1-5

CDBG CONTRACT NEGOTIATION PUNCH LIST	
<p>Grant activities known as the Pre-contract Activities must be completed prior to the execution of the CDBG Agreement. These activities are listed below. They must be completed in consultation with the project's assigned DHCD Program Administrator (PA). FAILURE ON THE PART OF THE GRANTEE TO COMPLETE PRE-CONTRACT ACTIVITIES BY August 16, 2024, MAY RESULT IN THE REVOCATION OF THE GRANT OFFER.</p>	
PRE-CONTRACT ACTIVITY	Date Approved by DHCD
1. Project Management Team (PMT): Finalize the membership.	<input type="checkbox"/>
2. DHCD requires a facilitated management session (FMS) to be conducted by the PA. A Project Management Plan and Timeline will be drafted at the FMS. (Appendix #13)	FMS: <input type="checkbox"/> Draft PMP: <input type="checkbox"/>
3. Environmental Review Record/Request for Release of Funds (Appendix #2)	ERR: <input type="checkbox"/> RROF: <input type="checkbox"/>
4. Revised Project Budget/Pay-for-Performance Budget in CAMS (Appendix #3)	Project: <input type="checkbox"/> Performance: <input type="checkbox"/>
5. Adopted Section 3 Business and Employment Plan (Appendix #4)	<input type="checkbox"/>





PMT & FMS

- Remember to factor potential conflicts of interest.
- The FMS is like a huddle-- intended to clarify roles and responsibilities, get everyone on the same page during the precontract period.



ERR

- You probably have a designated ERR person on your staff but everyone should know its importance.
- NEPA (National Environmental Policy Act) requires it. The environmental impact, if any, has to be determined.

Performance thresholds agreed upon are as follows:

Threshold	%	Amount	Cumulative %	Cumulative Amount
Execution of DHCD Contract	10%	\$4,280	10%	\$4,280
Annual Fair Housing	5%	\$2,139	15%	\$6,419
Construction Contract Award	20%	\$8,559	35%	\$14,978
Monthly Mgmt Team Meetings & Submittal of Reports	25%	\$10,699	60%	\$25,677

BUDGET & P4P

- Contracts cannot be issued without the final budget being in CAMS.
- The P4P (pay-for-performance) threshold table must align with limits stated in the DHCD Program Design AND is part of the Admin Agreement for payment of management services.



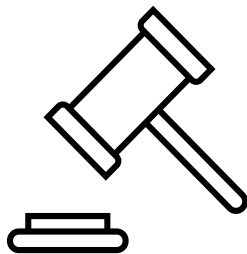
Punch List Activities 6-13

6. Advertisements soliciting (1) Minority- and Female-Owned Businesses and (2) Section 3 County Businesses and Employees (Appendices #4 & #5)	MBE/WBE: <input type="checkbox"/> Section 3: <input type="checkbox"/>
7. Adopted Non-Discrimination Policy (Appendix #6)	<input type="checkbox"/>
8. Section 504: (1) Adopted Section 504 Self-Evaluation Plan/Checklist(s), (2) Adopted Grievance Procedures, (3) 504 Coordinator Designation and (4) Section 504 Advertisement (Appendix #7)	Evaluation: <input type="checkbox"/> Grievances: <input type="checkbox"/> Coordinator: <input type="checkbox"/> Ad: <input type="checkbox"/>
9. Adopted Anti-Displacement Plan Certification (Appendix #8)	<input type="checkbox"/>
10. Executed Certification of Yearly Action to Affirmatively Further Fair Housing uploaded in CAMS (Appendix #9)	<input type="checkbox"/>
11. Completion of Procurement (Appendix #10): Engineering and Inspection Services Grant Management Services	A/E: <input type="checkbox"/> Admin: <input type="checkbox"/>
12. Approval of Contracts/Agreements: Engineering and/or Inspection Services Interagency Agreement with PSA Grant Management Services	A/E: <input type="checkbox"/> PSA: <input type="checkbox"/> Admin: <input type="checkbox"/>
13. Completion/Approval of Programmatic Documents:	<input type="checkbox"/>



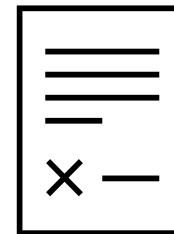
PROCUREMENT & ADS

- Publication requirements are very specific and require proof.
- Doing them correctly the first time saves time by not having to re-publish.
- Procurement could include engineering, grant management services, etc.



ADOPTING DOCUMENTS

- Keep your governing bodies' meeting calendars in mind when planning to adopt items for your project.
- Be aware of products that require posting and take photos.



CONTRACTS & AGREEMENTS

- Your PA needs to review every contract/agreement related to the project (interagency agreement, inspection services, engineering, grant management services, etc.).
- Don't go too far with executing agreements before you and your PA come to a final decision.

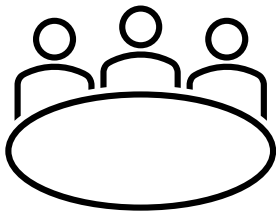


Punch List Activities 14-19

A PROJECT-SPECIFIC LIST WILL BE ON YOUR CNR

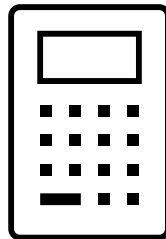


14. Documentation of 2 Public Hearings (Minutes and Sign-in Sheets)	1 st Hearing: <input type="checkbox"/> 2 nd Hearing: <input type="checkbox"/>
15. Executed Certification of Signatures and Address uploaded in CAMS (Appendix #27)	<input type="checkbox"/>
16. Completion of Unresolved Issues	<input type="checkbox"/>
17. Local Government Attendance at All Appropriate Workshops	<input type="checkbox"/>
18. Clearance Of Findings on Previous PAAO Projects And Audit Submittals Up to Date CIG and PG Projects ARC Projects IPR Flow Projects FY 2023 Audit Submittal	CDBG: <input type="checkbox"/> ARC: <input type="checkbox"/> IPR: <input type="checkbox"/> Audit: <input type="checkbox"/>
19. Documentation of Availability and/or Expenditure of All Funds Accepted as Leverage/Match: <u>Amount</u> \$ 150,00.00 <u>Source</u> Mammalian Foundation \$ 150,000.00 ACCEPTED TOTAL Additional Information:	<input type="checkbox"/>



PUBLIC HEARINGS & WORKSHOPS

- Some items would already be completed during the application or Planning Grant phase, such as hearings—proof is required.
- Your being present today is one of the commitments in the CNR.



AUDITS & LEVERAGE

- Without an exception being approved in advance, financial elements come to a halt in CAMS when out of compliance.
- Appropriate documentation of leverage commitments is required.

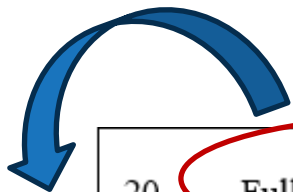


UNRESOLVED ISSUES & CLEARANCE OF FINDINGS

- Know that the status of other projects follows you from one project to another, as WELL as future applications.



Punch List



20. Full Pre-Contract Review

IT'S ONE
ACTIVITY,
BUT...

CONTRACT EXECUTION APPROVAL RECOMMENDED

Program Administrator

Date

Program Manager

Date

ACTIVITIES MUST BE COMPLETE WITHIN 120 DAYS OF TODAY OR **August 16, 2024,
TO ASSURE THE FUTURE AVAILABILITY OF CDBG FUNDS FOR THIS PROJECT.**

**"We've done our part.
What's taking DHCD so long?"**



The CNR Punch List is not a complete list of everything you will need to provide.

Your PA has several internal checklists to complete before a contract can be drafted for DHCD's review.

Your PA may also have supplemental precontract checklists to help communicate these additional needs.

The punch list is NOT all-inclusive.



CONTRACT ROUTING

FROM US TO YOU



Program
Administrator
creates
contract
package

Policy
Analyst

Program
Manager

Associate
Director

Senior
Deputy
Director

Grantee



CONTRACT ROUTING

FROM YOU TO US





FILES & CAMS

THE USER GUIDE & HELP DESK ARE YOUR FRIENDS

Who puts what where when?

Early in the process, work with your PA to develop a system of approving drafts and documents.

Be in contact with your PA throughout this process.

CAMS BASICS



FILE TYPES & SIZES

- ✓ PDF, ZIP, Excel, Word Doc
- ✓ limit project file sizes to less than 100 MB
- ✓ zip files together when it makes sense, but consult with your PA if unsure

FILE NAMES & CAMS FILE NAMES

It is very helpful to follow this format whenever possible:

<u>NUMBER</u>	<u>GRANTEE</u>	<u>NAME</u>	<u>TYPE</u>
23-10-24	Possumville	Housing Rehabilitation	Executed Contract

STARTING NOW, IT'S GO TIME!



PSSSSST... SOME TIPS FROM YOUR PA

- ✓ Use the CDBG manual and appendices.
- ✓ Your PA is here to help.
- ✓ Don't reinvent the wheel or rely on old habits.
- ✓ Some non-project specific products may be in existing files. Work with your PA to determine which can be re-purposed for your project.





Questions?

WE WILL FOLLOW-UP ON ALL QUESTIONS FROM THE CHAT

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"IF ALL HEARTS AND MINDS ARE CLEAR"

**It's break time!
See you back in 5 minutes.**



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities