

Ready, Set, Grow- 2023 Virtual PAAO Workshop

Grant Management Workshop





You've Received Your Grant Announcement.. Now What?



CONGRATULATIONS!



**How did you learn that your
community received a grant offer?**



**What are some things that you know
need to happen now?**



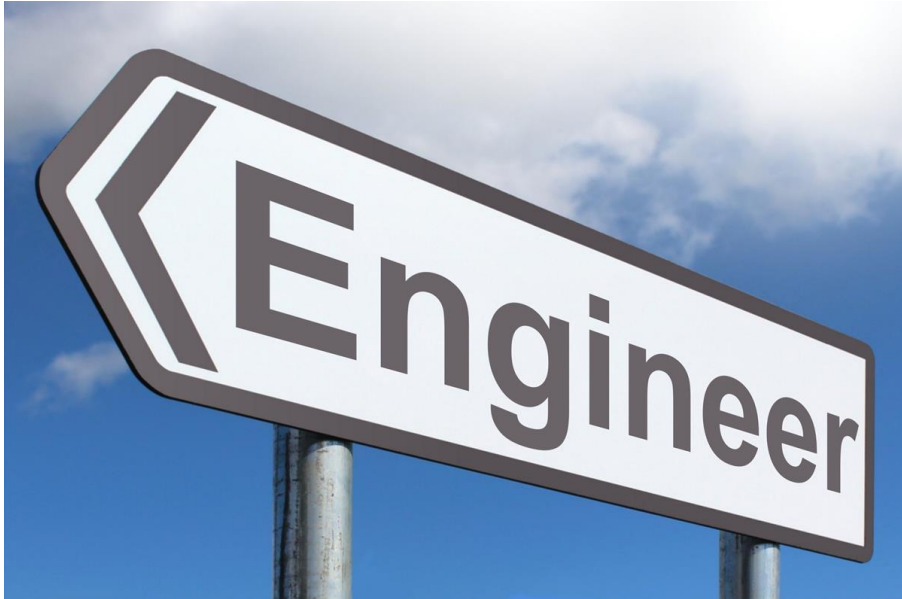
Next Steps in the Process

- Contract Negotiation Meeting
- Facilitated Management Session
- Pre-Contract Review
- Execution of Contract
- 24-month clock starts ticking
- Extensions not guaranteed





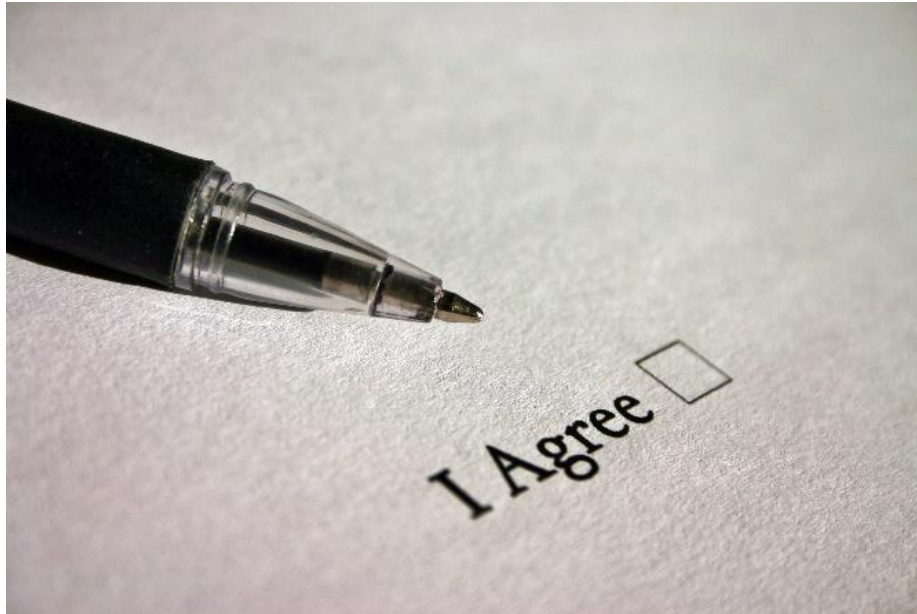
Between Now and CN Meeting



- Continue to prepare the Environmental Review Record
- Prepare advertisements for publication
- Determine whether consultants or additional staff are needed (Do not sign contracts that obligate CDBG funds)
- Gather photos of all “before” components scheduled for construction improvement



Be prepared to secure all Participation Agreements



- Home improvement
- Façade improvement
- User agreements
- Demolition
- Interagency agreements
- Regional Memoranda of Understanding
- Leverage Commitments



Show DHCD your readiness and capacity to carry out the project

- Prepare a list of pre-qualified contractors and/or potential bidders who will be solicited
- Recruit additional contractors
- Make sure Program Design is clear and concise
- Revisit the proposed activities – Are these your community’s highest priorities?
- Revisit the budget – Is there really enough \$\$ available?
- Revisit the timeline - How long will various activities take to complete, particularly infrastructure?



Begin with the end in mind

**What makes a
SUCCESSFUL PROJECT?**



A successful project is:

- on time
- in budget
- meets or exceeds the contracted benefits



On time projects:

Deliver usable and timely benefits to the community

Demonstrate the seriousness of the need that was described in the application

Free up 'space' in the CDBG cap for subsequent projects

Support effective time management for everyone involved

Support good community relations and DHCD's good standing with HUD



- *In budget* projects:

Demonstrate effective and realistic planning, cost estimating, and fund management

Are more likely to be completed on time

Avoid unexpected drains on local resources

Free up 'space' in the CDBG cap for subsequent projects

Support good community relations and DHCD's good standing with HUD

Meeting or exceeding contracted benefits:



Demonstrates effective and realistic planning, surveying, and project prioritization

Confirms the validity of the need and demand that were described in the application

Demonstrates to the community and to DHCD that the grantee cares about its residents

Supports good community relations, a good relationship with DHCD, and DHCD's good standing with HUD



QUESTIONS?

COMMENTS?

INSIGHTS?

BRAINSTORMS?



THANK YOU



**VIRGINIA DEPARTMENT OF HOUSING
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