

UNOS COVID-19 CONTRACT NEGOTIATION RECORD

2020 Community Development Block Grant Program

James City County Housing Assistance Program

LOCALITY: James City County

CIG CONTRACT # TBD

PROJECT TYPE: Housing Assistance

LOCATION: James City County (county-wide)

DATE OF CONTRACT NEGOTIATION: June 23, 2020

SCOPE/OUTCOME: The purpose of this project is to provide financial assistance and ongoing housing counseling with support services to eligible individuals, including those that have recently become unemployed through the COVID-19 pandemic. The goals to be achieved with this funding are housing and financial stabilization through rent and/or utility payments, as well as, ongoing housing and financial counseling for 54 households directly impacted by COVID-19.

BENEFIT:

54 Total Households Served

___ Total LMI Households

NATIONAL OBJECTIVE

☐ Low – and Moderate – Income Benefit

\$

☐ Slum and Blight

\$

☒ Urgent Need

\$ 348,104.00

PROJECT BUDGET			
CDBG REQUESTED:	CDBG OFFERED:	LEVERAGE FUNDS	TOTAL PROJECT COSTS:
\$ 348,104.00	\$ 348,104.00	\$0.00	\$348,104.00

PROJECT ACTIVITIES:
<ol style="list-style-type: none"> 1. Administration of this project in a timely and compliant manner; 2. Assist fifty-four (54) households with rent and/or utility payments for no more than three months each.

CONDITIONS, REVISIONS AND UNRESOLVED ISSUES PER DHCD REVIEW

ALL ACTIVITIES MUST BE COMPLETED AS CONTRACTED. NO INCREASE IN PROJECT SCOPE IS ALLOWED. NO DECREASE IN LMI BENEFITS IS ALLOWED. NO FURTHER CDBG FUNDS ARE ALLOWED OR WILL BE PROVIDED FOR THESE ACTIVITIES.

1. **Project Management Team (PMT):** The Virginia Department of Housing and Community Development (DHCD) requires the formation of a PMT to oversee the implementation of the project. The PMT is made up of stakeholders who have direct responsibility or oversight of specific activities necessary for the successful completion of the project. Stakeholders would include the County Administrator, Board of Supervisors member(s), project area representatives, the Grant Manager, the County's Financial Manager, the Housing Counselor, a Community Sparkplug, and others deemed appropriate.
2. **Pre-Contract Period:** The pre-contract period for this project is thirty (30) days. All pre-contract requirements must be met within 30 days of the date of the virtual Contract Negotiation meeting.
3. **Project Administration:** Discuss who will serve as the Grant Manager and other support roles.
4. **Project Budget:** The County must review and update, if applicable, the project budget in the Centralized Application and Management System (CAMS). This must be done in consultation with the assigned Community Development Specialist (CDS).
5. **Remittance Requests:** DHCD expects remittance requests *for each CDBG-funded budget activity* to be submitted at least quarterly.
6. **Final Program Design:** A final Program Design must be submitted before the pre-contract period expires. There must be no duplication of services for families receiving assistance through other such programs. How do you plan to assure CDBG funds are not duplicating other funds? Payments must go directly to landlords and utility companies not to the family. No family may receive more than three months of assistance. Recordkeeping will be critical to the success of this program, who will be responsible for this task?
7. **Required Training:** Throughout the life of the project, the Grantee will ensure that the appropriate staff attends all required DHCD training, including the 2020 Grant Management Workshop (GMW), which is being held in Roanoke, Virginia.
8. **CDBG and Duplication of Funds:** CDBG funds may not be used to duplicate efforts of any federal, state or local agency for the same activity. How do you plan to assure this issue is addressed?

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 Community Development Specialist (CDS). FAILURE ON THE PART OF THE GRANTEE TO COMPLETE PRE-CONTRACT ACTIVITIES BY JULY 23, 2020 MAY RESULT IN THE REVOCATION OF THE GRANT OFFER.</p>	
PRE-CONTRACT ACTIVITIES	Date Approved by DHCD
1. Project Management Team (PMT): Finalize the membership.	_____
2. DHCD requires a facilitated management session (FMS) to be conducted by the CDS. A Project Management Plan and Timeline (including anticipated expenditure timeline) will be drafted at the virtual FMS. (Appendix #13)	_____
3. Environmental Exemption Certificate (Appendix #2)	_____
4. Revised Project Budget/Pay-for-Performance Budget in CAMS (Appendix #3)	_____
5. Adopted Section 3 Business And Employment Plan (Appendix #4)	_____
6. Advertisements soliciting (1) Minority- and Female-Owned Businesses and (2) Section 3 County Businesses And Employees (Appendices #4 & #5)	_____
7. Adopted Non-Discrimination Policy (Appendix #6)	_____
8. Section 504 (1) Adopted Section 504 Self-Evaluation Plan/Checklist(s), Grievance Procedures, and 504 Coordinator Designation and (2) Section 504 Advertisement (Appendix #7)	_____
9. Executed Certification of Yearly Action to Affirmatively Further Fair Housing uploaded in CAMS (Appendix #9)	_____
10. Completion of Procurement (Appendix #10): Grant Manager Other:	_____ _____
11. APPROVAL OF CONTRACTS/AGREEMENTS: Grant Management Services Inter-agency Agreement	_____ _____
12. Completion/Approval of Programmatic Documents: Program Design Other: _____	_____ _____

13. DOCUMENTATION OF 2 virtual PUBLIC HEARINGS (Minutes and Sign-in Sheets)	_____
14. Executed Certification of Signatures and Address in CAMS (Appendix #27)	_____
15. Local Government Attendance At All Appropriate Workshops	_____
16. Clearance Of Findings On Previous PAAO Projects And Audit Submittals Up To Date CIG and PG Projects FY 2019 Audit Submittal	_____ _____
17. Documentation Of Availability And Expenditure Of All Funds Accepted As Leverage: <div style="display: flex; justify-content: space-around;"> <div> <u>Amount</u> \$ 0.00 </div> <div> <u>Source</u> </div> </div> <p>Additional Information:</p>	_____
18. Full Pre-Contract Review	_____
<p>CONTRACT EXECUTION APPROVAL RECOMMENDED</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <p>Community Development Specialist Date</p>	
<p>ACTIVITIES MUST BE COMPLETE WITHIN 30 DAYS OF TODAY BY JULY 23, 2020, TO ASSURE THE FUTURE AVAILABILITY OF CDBG FUNDS FOR THIS PROJECT.</p>	
<p style="text-align: center;">DHCD Project Administration and Assistance Office 600 East Main Street, Suite 300 Richmond, Virginia 23219/</p>	<p>Amanda Healy, Associate Director e-mail: amanda.healy@dhcd.virginia.gov PH: (804) 371-7149 FAX: (804) 371-7093</p> <p>Joanne Peerman, Program Manager e-mail: joanne.peerman@dhcd.virginia.gov PH: (804) 371-7071 FAX: (804) 371-7093</p> <p>Chelsea Jackson, CD Specialist e-mail: chelsea.jackson@dhcd.virginia.gov PH: 804-371-7007 FAX: (804) 371-7093</p>

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