

# Big Picture, Little Details

## Grant Management Best Practices

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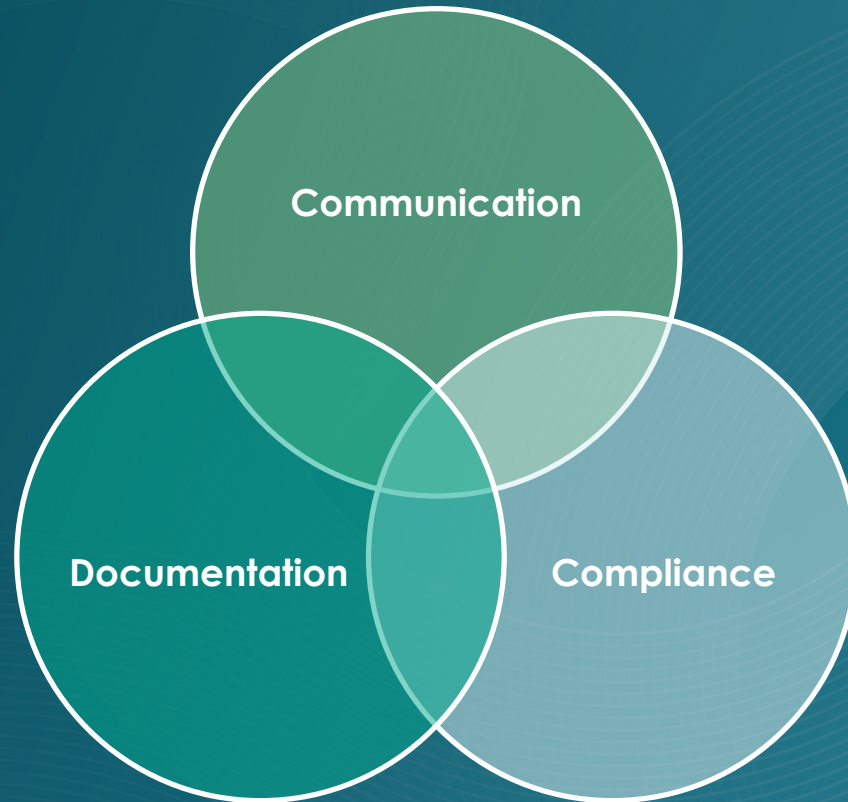


**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**  
*Partners for Better Communities*



Source: NASA. Artemis II Lunar Flyby. URL <https://www.nasa.gov/gallery/lunar-flyby/>. Accessed April 13, 2026.

# Grant Management Best Practices



# Documentation

## Filing System

- ❑ Maintain electronic and hardcopy files.
- ❑ Organize by compliance area.
- ❑ Maintain separate files for housing rehab clients and contractors.

## Meeting Agendas & Minutes

- ❑ Create templates.
- ❑ Upload meeting agendas, minutes, reports to CAMS after the monthly meeting.

## Financial

- ❑ Develop a budget tracking spreadsheet.
- ❑ Organize remittance supporting documents based on CAMS coversheet.



Source: [www.meme-arsenal.com](http://www.meme-arsenal.com). Accessed April 13, 2026.

# Communication

## Project Partners

- ❑ Identify by name, role, and responsibilities.
- ❑ Clear expectations—verbally and in writing.

## PMT Meetings

- ❑ Regularly scheduled monthly meetings.
- ❑ Email agendas and minutes.
- ❑ Review PMP and timeline every month.

## Talk with Colleagues

- ❑ Internal and External Colleagues
- ❑ DHCD



Source: <https://imgur.com/gallery/talk-to-me-goose-nmozo7n>. Accessed April 13, 2026.

# Compliance

## Begin with the End in Mind

- ❑ What does success look like for the project?
- ❑ What will help ensure compliance?

## Keep CAMS Current

- ❑ Regularly upload documents.
- ❑ Clearly label documents.

## Review Guidance

- ❑ Read manuals, policies, memos, checklists.
- ❑ Floodplains, Radon, BABA, etc.



Source: <https://www.thebroadcat.com/blog/10-compliance-memes-that-sting>. Accessed April 14, 2026.

# Nobody Puts BABA in the Corner

Federal Fiscal Year	Products Subject to BABA
FY 2023	<ul style="list-style-type: none"><li>• Iron</li><li>• Steel</li></ul>
FY 2024	<ul style="list-style-type: none"><li>• Iron</li><li>• Steel</li><li>• Specifically Listed Construction Materials: non-ferrous metals, lumber, plastic- and polymer-based composite building materials, pipe, and tube.</li></ul>
FY 2025 and all future FY appropriations	<ul style="list-style-type: none"><li>• Iron</li><li>• Steel</li><li>• Specifically Listed Construction Materials: non-ferrous metals, lumber, plastic- and polymer-based composite building materials, pipe, and tube.</li><li>• Non Listed Construction Materials: all other plastic- and polymer-based materials (such as polymers used in fiber optic cables), glass, fiber optic cable, optical fiber, engineered wood, and drywall.</li><li>• Manufactures Materials: articles, materials, or supplies that have either been processed into a specific shape; combined with other articles, materials, or supplies to create a product with different properties than the individual articles, materials, or supplies.</li></ul>

# Nobody Puts BABA in the Corner

<b>Name of CDBG or ARC Grantee:</b>		<b>Town of Possumville</b>		
<b>CDBG and/or ARC Project Number:</b>		<b>26-01-01</b>		
<b>General Contractor:</b>		<b>Varmit Construction Company</b>		
<b>Subcontractor:</b>		<b>Trash Panda Pipeline</b>		
<b>Invoice Number</b>	<b>Materials (Iron, Steel, Manufactured Goods, Construction Materials)</b>	<b>Description</b>	<b>Name of Manufacturer</b>	<b>Location of Production</b>
<b>12345</b>	<b>Iron</b>	<b>1,000 LF of 4" pipe</b>	<b>Whistlepig Ironworks</b>	<b>Abingdon, VA</b>
<b>6789</b>	<b>Lumber</b>	<b>1,500 board feet of 2x4</b>	<b>Woodchuck Company, LLC</b>	<b>Abingdon, VA</b>

# Nobody Puts BABA in the Corner

## HUD Guidance on Housing Rehab

### HUD Notice CPD-25-01

*Projects with one- to four-units should be classified as private and not subject to BABA. Housing projects with five or more units should be considered as public infrastructure subject to BABA unless another BABA waiver or exemption applies.*

**BABA does not apply to DHCD CDBG Housing Rehab projects if the construction contract is for less than four units.**

What are your  
best practices?



Source: <https://imgflip.com/>. Accessed 4.28.26.

# Important Dates

**April 30, 2026, at 11:59 PM**

- ❑ ARC applications due in CAMS.

**May 4, 2026**

- ❑ CDBG applications open in CAMS.

**May 13, 2026, at 1:00 PM**

- ❑ Virtual CDBG How-to-Apply Workshop

**July 1, 2026, at 11:59 PM**

- ❑ CDBG applications due in CAMS.



Source: <https://x.com/UniEssexOnline/status/1754535461505130766>. Accessed 4.28.26.