



Beverley Coleman

GETTING STARTED: NUTS AND BOLTS FOR GETTING UNDER CONTRACT

CONTRACT NEGOTIATION MEETING

- The Governor announces the CDBG Awards
- A Contract Negotiation (CN) Meeting is set-up by the Associate Director of the Project Administration and Assistance Office
- A Community Development Specialist is assigned to the project
- Local officials and the Project Management Team Members are asked to attend



CONTRACT NEGOTIATION (continued)

- The Associate Director conducts the meeting and explains what activities must take place before a contract agreement can be signed
- The grantee can incur costs involved with the development of the project
- Grantee can request authorization to incur these cost with the expectation of reimbursement



Steps to Contract Agreement

- After the Contract Negotiation Meeting your Community Development Specialist will send you a letter outlining the next steps for getting the contract agreement signed
- A Facilitated Management Session will be held with the Specialist and the Project Management Team
- The team's duties and expectations will be discussed



Project Management Plan

- A Project Management Plan must be developed that will be used as the guideline for completion of the project
- The plan will include a timeline that will designate responsibilities
- Housing Projects are required to form a Housing Rehabilitation Oversight Board



Environmental Review Record

- Environmental Review Record (ERR)
 - Should be started immediately after CN meeting
 - Process can take over 60 days
 - A Response from all regulatory agencies should be included in the ERR



Performance-based Project Budget

- Grantees must develop a project budget
- Budget should be submitted to the Associate Director for approval and loaded into CAMS
- Payment can only be received for the attainment of certain thresholds



Section 3 Business and Employment Plan

- The locality must adopt a Section 3 Business and Employment Plan
- Section 3 is part of the Housing and Urban Development Act of 1968
- Requires that opportunities for training and employment be given to low and moderate income person that live in the county or city where CDBG funds are invested



Advertisements

- An advertisement must be posted in the newspaper to advise Section 3 residents and business owners of the project
- An advertisement must also be posted that solicits Minority – and Female – owned businesses to submit bids to participate on the project
- The grantee should keep a list of those individuals and businesses that respond to the ad



Non-Discrimination Policy

- A policy must be developed and adopted by the local governing body that states that the grantee will not discriminate in hiring and employment practices against any individual on the grounds of age, color, religion, sex, national origin, disability or status as a protected veteran
- Policy should be posted where visible to the general public
- A Telecommunication Device Number (TDD) for Deaf persons must be included in all ads

Section 504 Requirements

- Section 504 of the Rehabilitation Act of 1973 states that grantees will take actions to assure nondiscrimination based on disability
- A 504 Coordinator must be designated
- A notice in the newspaper must be published as a display ad that states nondiscrimination based on handicap
- A telecommunication Device number should be included in the notice

504 Requirements (cont'd)

- A Self-Evaluation will need to be conducted
- The Grievance Procedure must be adopted by the local governing body

Anti-Displacement Plan

- Displacement of individuals and the hardships that are involved during the process of the project must be minimized
- Displacement can occur as a result of real property acquisition, rehabilitation, demolition and conversion
- The plan must assure that individuals that are displaced are fairly and fully compensated

Anti-Displacement Plan (cont'd)

- DHCD requires the replacement of dwellings that are LMI units that are demolished or converted to non – LMI uses
- The local government must adopt the Residential Anti-displacement and Relocation Assistance Plan Certification
- DHCD must review and approve the plan

Fair Housing Certification

- The grantee is required to take steps toward furthering Fair Housing
- The local governing body must certify that it will undertake at least one Fair Housing activity in each project year



Public Hearings

- Two Public Hearings are required
- Proof of citizens participation must be included in the files
- Advertisements must be placed in the newspaper stating the date and time of the public hearing
- Minutes and sign in sheets are required to be included in the project files



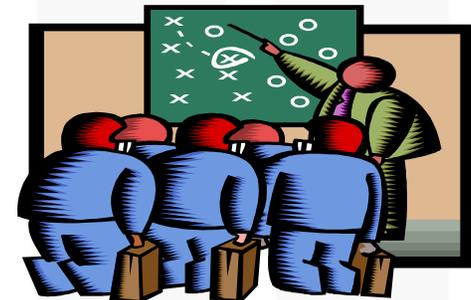
Procurement of Services

- Grantee is required to publish a request for qualifications for necessary professional and non-professional services in a regional newspaper
- Various contracts and agreements can be involved in the implementation of the project
- Drafts of these documents must be submitted to DHCD for approval



Plans and Program Designs

- According to the type of project several different plans and/or program designs could be required
- These documents will outline the policies and procedures that will be followed during the course of the project
- DHCD will review and approve the plans and designs



Other Requirements

- Representatives from the local government must be in attendance at appropriate workshops
- There must be a clearance of all findings on previous CDBG, IPR and NSP projects
- The most current audit must be uploaded into CAMs
- Documentation of availability and expenditure of all accepted leverage funds

Contract Execution

- Once the pre-contract activities are completed, your Community Development Specialist will review to assure everything is correct
- The CDBG Agreement will be prepared with two copies forward to the grantee for execution



