

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 15, 2021
Action Required:	Approval and Appropriation
Presenter:	Kaki Dimock, Director, Human Services
Staff Contacts:	Kaki Dimock, Director, Human Services
Title:	COVID Homelessness Emergency Response Program (C.H.E.R.P.) – H.M.I.S. Grant Award (\$29,786)

Background:

A C.O.V.I.D. Homelessness Emergency Response Program grant of \$29,786 has been awarded for the expenses associated with the maintenance and use of the datakeeping system called the Homelessness Management Information System (H.M.I.S.) required by both the U.S. Department of Housing and Urban Development and the Virginia Department of Housing and Community Development. The Thomas Jefferson Area Coalition for the Homeless plans, designs and coordinates the local homelessness continuum of care and is the provider of record for data collection.

Discussion:

The City of Charlottesville has staff from the departments of Human Services and Social Services taking leadership roles in the governance of T.J.A.C.H. This grant supports the additional costs associated with maintaining the required data associated with the C.O.V.I.D. global pandemic.

Community Engagement:

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

Alignment with City Council's Vision and Strategic Plan:

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of an inclusive community of self-sufficient residents. Specifically, it will facilitate the objective of increasing affordable housing options.

Budgetary Impact:

This grant will be entirely Federal pass-through funds. No local match is required. There is no

budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis: Emergency low-barrier shelter, coordinated assessment, rapid rehousing, H.M.I.S., coalition coordination and administration.

Attachments:

Appropriation

APPROPRIATION
COVID Homelessness Emergency Response Program (C.H.E.R.P.) H.M.I.S.
Grant Amendment
\$29,786

WHEREAS, The City of Charlottesville, through the Department of Human Services, has received the C.H.E.R.P. Grant from the Virginia Department of Housing and Community Development in the amount of \$29,786.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$29,786 is hereby appropriated in the following manner:

Revenues			
\$29,786	Fund: 209	IO: 1900402	G/L: 430120 Federal Pass Thru

Expenditures			
\$29,786	Fund: 209	IO: 1900402	G/L: 530550 Contracted Services

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon receipt of \$29,786 in funds from the Virginia Department of Housing and Community Development.

GRANT AGREEMENT
COVID Homelessness Emergency Response Program Funding
CHERP – HMIS
Program Year 2020 - 2022

20-CHERP-HMIS-008

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)**, and **City of Charlottesville (“Grantee”)** for the period of **April 2, 2020 to September 20, 2022** in the amount of **\$29,786**. The full amount of this funding is sourced from federal Emergency Solutions Grant stimulus funding (ESG-CV), authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Grantee was identified for CHERP-HMIS funding due to its responsibility to meet ESG-CV data collection and reporting requirements (including data collection and reporting from a comparable data system). Activities funded through this grant will be provided at the Grantee location(s) identified in DHCD’s Centralized Application Management System (CAMS).

DHCD administers the Commonwealth of Virginia’s COVID-19 homeless services resources through the CHERP and CHERP-HMIS subprogram. The CHERP-HMIS subprogram (“Grant”), which is the subject of this Agreement, is comprised of federal funds from the United States Department of Housing and Urban Development (HUD) authorized under the Emergency Solutions Grant – COVID program for federal fiscal year 2020; the federal grant number is E-20-DW-51-0001 and the Catalog of Federal Domestic Assistance (CFDA) number is 14.231. The Grant is subject to the terms, guidelines and regulations set forth in the COVID Homelessness Emergency Response Program Guidelines document, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Grantee budget, HUD regulations 24 CFR Part 576, as amended, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia, and federal law.

I. Scope of Services

HMIS Administrators and Victim Services Providers using a comparable data system will be eligible to receive ESG-CV funding to meet ESG-CV data collection and reporting requirements. The funding made available for HMIS Administrators and Victim Services Providers will be based on the total number of projects to be included in their required reporting. ESG-CV funding may be used to pay for staff expenses, necessary training, additional user licenses, and updates to HMIS that are necessary to fulfill the reporting requirement.

II. Conditions

A. Service Provision

The Grantee is responsible for coordination of CHERP activities with other CoC/LPG CHERP Grantees and mainstream resources. The Grantee must assure non-duplication of services with other CHERP Grantees.

B. Reimbursement

Funds are disbursed on a reimbursement based on payment dates. Grantees must submit remittances in DHCD’s Centralized Application and Management System (CAMS) and be able to provide documentation that the work and services occurred

within the grant period and the expenses were paid appropriately by the Grantee. Grantees may elect to submit CHERP remittances on a bi-weekly, monthly or bi-monthly basis. The chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested. Should the grantee select to remit on a bi-weekly basis, the payment period must be from the 1st of the month to the 15th and the 16th of the month to the end of the month. For example, July 1 – July 15 and July 16 – July 31.

Monthly Remittance Submission Dates	
Payment Period	Remittance Submission Timeframe
April 1-30, 2020	May 1-31, 2020
May 1-31, 2020	June 1-30, 2020
June 1-30, 2020	July 1-31, 2020
July 1-31, 2020	August 1-31, 2020
August 1-31, 2020	September 1-30, 2020
September 1-30, 2020	October 1-31, 2020
October 1-31, 2020	November 1-30, 2020
November 1-30, 2020	December 1-31, 2020
December 1-31, 2020	January 1-31, 2021
January 1-31, 2021	February 1-28, 2021
February 1-28, 2021	March 1-31, 2021
March 1-31, 2021	April 1-30, 2021
April 1-30, 2021	May 1-31, 2021
May 1-31, 2021	June 1-30, 2021
June 1-30, 2021	July 1-31, 2021
July 1-31, 2021	August 1-31, 2021
August 1-31, 2021	September 1-30, 2021
September 1-30, 2021	October 1-31, 2021
October 1-31, 2021	November 1-30, 2021
November 1-30, 2021	December 1-31, 2021
December 1-31, 2021	January 1-31, 2022
January 1-31, 2022	February 1-28, 2022
February 1-28, 2022	March 1-31, 2022
March 1-31, 2022	April 1-30, 2022
April 1-30, 2022	May 1-31, 2022
May 1-31, 2022	June 1-30, 2022
June 1-30, 2022	July 1-31, 2022
July 1-31, 2022	August 1-31, 2022
August 1-31, 2022	By September 20, 2022
September 1-15, 2022	By September 20, 2022

C. Reporting

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to, outcomes and performance reports. Any required reports and their due dates will be announced by DHCD along with any relevant instruction. Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

D. Continuum of Care Participation

Grantees must actively participate in the Homeless Management Information System (HMIS) and regional continuum of care or balance of state local planning groups. In addition, Grantees must assure full participation in annual point-in-time and housing inventory counts.

E. Accounting

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the grantee.

F. DHCD Notification

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act.

Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

G. Audit

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement**, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an 2 CFR 200 Subpart F Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures ≤\$100,000 – regardless of source	Financial Statement prepared by organizations**

Total annual expenditure between \$100,001 and \$300,000 – regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 – regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures \geq \$750,000	2 CFR 200 Subpart F Audit - prepared by an Independent CPA

**Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:
http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf.

- H. Compliance**
 Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.
- I. Maintenance of Records**
 Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.
- J. Costs Incurred Prior To Grant Agreement Execution**
 No costs incurred prior to the start of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.
- K. State Not Liable**
 The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.
- L. Expenditure Review**
 DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need, and available funding.

Based on HUD expectations, all Federal ESG-CV funding should be at least 20% expended by September 30, 2021 and 80% expended by March 31, 2022. DHCD will regularly review expenditure rates to ensure HUD expectations are met and funds are being used appropriately to prepare, prevent, and respond to the COVID-19 pandemic throughout the Commonwealth of Virginia and within each Continuum of Care and Local Planning Groups' housing crisis response systems.

M. Termination, Suspension, Conditions

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

N. Subsequent Contracts

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to ensure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

O. Default

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including , but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

P. Conflict of Interest

Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

Q. Religious Influence

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under VHSP. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under VHSP and participation must be voluntary for program participants.

III. Additional Assurances

- A. Grantee will give the DHCD, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B. In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

IV. Additional Certifications:

The Grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act;
- (c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
 - 24 CFR 100 (discriminatory conduct under Fair Housing Act);
 - Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
 - 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
 - Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the

age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)

(e) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:

- 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

(f) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);

(g) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);

(h) Adhere to Executive Orders 11625, 12432, and 12138, that Grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;

(i) Encourage participation of locally-owned enterprises in connection with funded activities;

(j) McKinney-Vento Homeless Assistance Program Regulations;

(k) Anti-lobbying Certification;

(l) Drug Free Workplace.

If requested by DHCD:

1. A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.
2. All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

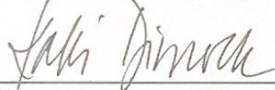


Pamela G. Kestner, Acting Deputy Director

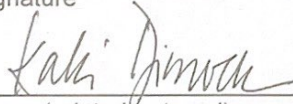
11/24/20

Date

City of Charlottesville



Signature



Name (printed or typed)



Title

2/18/2021

Date