

Healthy Homes Manufactured Housing Communities Program



Goal: To provide Manufactured Housing Communities (MHCs) guidance on understanding their award requirements and how to best manage their award.



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Terminology

- ❖ Subrecipient – Title given to an MHC who receives and accepts an agreement from the State.
- ❖ Subcontractor or Subgrantee – a third party who's paid by the Subrecipient to complete work under their award with the State.
- ❖ State – Vermont Department of Environmental Conservation.
- ❖ Procurement – Buying of goods and services.
- ❖ Milestone – Important point along a projects timeline.
- ❖ Deliverable – A measurable goal resulting from the projects scope of work.
- ❖ Quarter End Dates – December 31st, March 31st, June 30th, September 30th.



Points of Contact



Rosalie Sharp

Title: Technical Project Manager (TPM)

Rosalie.Sharp@vermont.gov

(802) 828-0141

Can be contacted for questions about scope of work, invoice submissions, deliverables, reporting requirements, etc.



Mackenzie Boyle

Title: Program Technician II (GMS)

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(802) 461-6175

Can be contacted for questions about the legal language in the agreements, procurement policies, insurance requirements, etc.

Agreement Overview

Part 1: Grant Award Detail

A basic overview of your agreement.

Part 2: Standard Grant Agreement

Offers specific information such as a short description of the project and a list of Attachments.

Part 3: Attachment A: Scope of Work to be Performed

Outlines the details of your agreement. Includes the scope of work, the Milestones and Deliverables Schedule (a timeline of work to be completed that's specific to your project), and the State's expectations for the work completed under the agreement.

Part 4: Attachment B: Payment Provisions

Provides information on how to receive payment from the State. Includes a Form 430 "Request for Funds", which is the document that will need to be submitted with each payment request in ANR Online. See slide 19 for more details.

Part 5: Attachment C: Customary State Grant Provisions

Terms and Conditions that are applicable to the Subrecipient's agreement with the State and must also be included in all subcontracts/subgrants.

Part 6: Attachment D: SFR Program Assurances

Subrecipients are required to attest to their compliance by signing and dating the document when the GMS routes the agreement for the Subrecipient's signature.

Part 7: Attachment E: SFR Quarterly Project Report Template

Subrecipient will receive a link to a Microsoft Form from the State on a quarterly basis. Subrecipient must complete the Microsoft Form 5 days after quarter end (see slide 3 for quarter end dates). After submission of the Form, Subrecipient will receive Attachment E as a receipt.

Part 8: Attachment F: Other Provisions

Terms and Conditions that are applicable to the Subrecipient's agreement with the State and must also be included in all subcontracts/subgrants the Subrecipient enters into.

Part 9: Attachment G: Terms and Conditions for Federal Subrecipients

Terms and Conditions that are applicable to the Subrecipient's agreement with the State and must also be included in all subcontracts/subgrants the Subrecipient enters into.



Contingency Funding



If you have not already applied for Contingency Funding, your agreement specifies how much contingency you're eligible to receive (see Page 1, Section 3: Maximum amount, Milestones and Deliverables Schedule, and the Form 430). *These funds are not available for use until you apply for and are approved to receive them.*

To apply for Contingency Funding, a formal request must be sent to the TPM. You will need to fill out the contingency request form, and then must receive written confirmation from the State that the additional funds have been approved.

Reporting Requirements



Required for all Subrecipients

ANR Healthy Homes Manufactured Housing Communities Project Reports

Must be submitted by the first of each month providing a brief update on the status and progress of the project. Before construction has started, fill out the “pre-construction” version of the form, and once construction has started, fill out the “construction” version. Instructions for submittal are listed on the form.

Attachment E: SFR Project Report Template

Subrecipient will receive a link to a Microsoft Form from the State on a quarterly basis. After submission of the Form, Subrecipient will receive Attachment E as a receipt. Due 5 days after quarters ending December 31st, March 31st, June 30th, September 30th for the life of the agreement.



Only for: projects with a Construction Phase

ANR Healthy Homes Manufactured Housing Communities Certificate of Substantial Completion

Submitted only once, when most of the project is complete and there are minimal remaining tasks that the park owner, engineer, and contractor have agreed upon finishing. Final Payment may be withheld until this form is submitted.



Only for: Wastewater and/or Stormwater and Drainage Systems

Stormwater and Drainage Mandatory Reporting Spreadsheet Instructions

Accompanied by an excel spreadsheet (see below) provided by the GMS with the executed agreement.

Due on or before June 30th for the life of the agreement.

Stormwater and Drainage Mandatory Reporting Spreadsheet

The Stormwater and Drainage Mandatory Reporting Spreadsheet Instructions (see above) outline how to complete the excel spreadsheet.

Provided to the Subrecipient by the GMS after the agreement has been signed by the State.

Due on or before June 30th for the life of the agreement.

Clean Water Initiative Performance Report Requirements

Outlined in Attachment A: Scope of Work to be Performed, Section VIII.

Must be submitted to the TPM on or before June 30th for the life of the agreement.

Maintaining Your Agreement

1



Track M&D Schedule

Carefully review the M&D Schedule for project deadlines and requirements. Reach out to the TPM if you have questions.

2



Hire Subcontractor

See slide 9 for more information.

3



Administration of Subcontracts

Check invoices submitted by subcontractors for accuracy and completeness. Invoices + work performed under this award are highly encouraged to be tracked separately from other services.

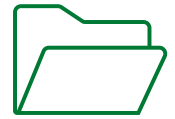
4



Project Modifications

Notify TPM if changes to the scope of work are needed. Please note, award end dates cannot extend past 09/30/2026.

5



Maintain Award File

Please use this [grant file checklist](#) to help you maintain your award file.



Hiring a Subcontractor/ Subgrantee

- 1. Follow your Organization's Procurement Policy Requirements.**
 - See slide 10 for more information.
- 2. Follow Subcontractor Approval Requirements.**
 - Conduct a Debarment search (slide 11).
 - Address any Conflict of Interest (slide 12).
- 3. Vermont Prevailing Wage Rate.**
 - Applies when the Beneficiary's award total surpasses the \$200,000 threshold.
 - All employees working on construction projects under this program shall be paid no less than the average prevailing wage as determined by [VTDOL](#).
- 4. Draft + Execute a Subcontract/Subgrant.**
 - Attachments C , F and G of your agreement with the State must be included in all subcontracts/subgrants.
 - In some cases, the State may require a copy of the subcontract/subgrant. Carefully review the Milestones and Deliverables schedule.
- 5. Monitor the Subcontract/Subgrant.**
 - Track award funds separately from other accounts.
 - Submit invoices from the subcontractor/subgrantee to the State for payment or reimbursement no more than monthly. See slides 16-20 for invoice submission information.

Procurement Policy Requirements

Procurement policies are necessary to ensure that the sub-contracting process (hiring a contractor for construction projects) follows an equitable process. Subrecipients must certify that for any equipment, supplies, and/or services outside of their organization, that they have and will follow their own procurement policy. The State does not provide a procurement policy for Subrecipients to use under these agreements; Subrecipients must have and use their own.

Minimum competitive bidding requirements must be met as shown below:

- ❖ **\$10,000 or less:** If a procurement of goods, services or equipment paid for by your agreement is \$10,000 or less, a Subrecipient can follow their own adopted purchasing policy. There are no requirements for competitive bidding for procurements less than \$10,000.
- ❖ **More than \$10,000 and less than \$250,000:** If a procurement of goods, services or equipment paid for by your agreement is more than \$10,000 and less than \$250,000, then you must obtain price or rate quotations from at least two qualified sources prior to entering into a subcontractor expending any agreement funds on subcontracted work.
- ❖ **\$250,000 or more:** If a procurement of goods, services or equipment paid for by your agreement is \$250,000 or more, competitive proposals must be solicited via a formal Request for Proposals process that identifies all bid evaluation factors and their relative importance.

These multiple price or rate quotations can be solicited before or after the date of this agreement. Subrecipients should maintain any requests for proposals/price or rate solicitation documents, bids received, subcontract documents, and any other relevant procurement documents in their agreement file for 5 years.

For additional procurement policy standards and payment thresholds, please see [2 CFR§200](#).



How to Perform a Debarment Search

1. Ensure the contractor(s) are not excluded from doing business with the Federal Government by searching for the company and the owner's full name in [SAM.gov](https://sam.gov).
 - ❖ Helpful Video: [Searching Exclusions on SAM.gov](#).
2. Ensure the contractor(s) are not excluded from doing business with the State by searching for the company and owner's full name in the [VT Agency of Administration's Debarment List](#).



Conflict of Interest



Subrecipients shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest. If you have any questions about whether a situation is a conflict of interest, please reach out to your TPM.



Property Standards

Funding under this award may be used to acquire real and personal property, supplies, and equipment. The Subrecipient must follow the applicable provisions of the Uniform Guidance regarding property standards.

For more information, see Award Detail, Section XI., Subsection e. of your award. To follow Uniform Guidance standards, visit [2 CFR 200.310-316](#).



The Milestone and Deliverables Table

The Milestone and Deliverables Schedule (also known as the M&D Table) is a crucial part of agreements with the state because it summarizes information and documentation funding recipients must send to the state and when it is due.

Some deliverables must be received prior to accessing funding, or moving ahead with the project. For example, for agreements receiving construction funding, there are several deliverables required prior to starting construction. Typically they include:

- Final engineering designs
- All permits required for the project
- Notice to Proceed Received from the State

If required deliverables are not submitted on time, funding for the project may be withheld until the funding recipient complies with the requirements outlined in the agreement.



Submitting Deliverables

How to Submit Deliverables: The simplest and most efficient way to submit deliverables is by emailing them to anr.healthyhomes@vermont.gov. You must list “MHC Deliverable Submission” in the subject line. In the body of the email, you must include the following information:

- The name of the manufactured housing community
- The title and number of the Milestone(s) and Deliverable(s) you are submitting. For example, to submit the following highlighted deliverable:

Table 1. Milestone and Deliverables schedule:

Milestone	Deliverable	Due Date*
1. Technical Assistance and Construction	1. Overall Project Cost Estimate 2. Notice of Engineer and Contractor Selection 3. Copy of any necessary permits obtained for the project	October 31, 2024

To submit this deliverable, the awardee would email the project cost estimate as an attachment to anr.healthyhomes@vermont.gov, and include in the email that the “submission is for Milestone 1. Technical Assistance and Construction, Deliverable 1. Overall Project Cost Estimate”.



How to Submit Invoices

This section covers how to submit a payment request to the State. All payment requests are processed through an electronic system called [ANR Online](#). When the Subrecipient is ready to submit a payment request, they will log into this system, upload the necessary information (outlined in later slides), and submit.

Invoices should only include work as it pertains to the agreement and scope of work of the project. The State highly recommends tracking agreement invoices separately from other accounts. Please note that all invoices are carefully reviewed by the TPM for accuracy with the Milestones and Deliverables Schedule.

Payment can take up to 2 months and longer to process. Please be aware that each year beginning in June there are a few weeks where invoice payments may be withheld while the year-end books are completed.

Payment will automatically be mailed via check to the address provided on the W-9 submitted to the State. If direct deposit is preferred, please fill out the [SOV Vendor ACH Authorization Form](#).

Helpful Resource: [Vendor Guidance for ANR Online – Grants & Contracts](#)



ANR Online: Setting up an Account

Instructions

1. Navigate to [ANR Online](#).
2. Click “Register” in the upper right-hand corner.
3. Enter user information and click “save.” A verification email will be sent to the email address provided.
4. Open the email and click the activation link to begin.



ANR Online Support

Phone: (802) 272-4529 or (802) 477-2982

Email: ANR.OnlineServices@vermont.gov

Web Browser Compatibility

Google Chrome

Microsoft Edge

Mozilla Firefox



ANR Online: Submitting a Payment Request

1. Sign into [ANR Online](#).
2. Select “Finder” in the top right hand of your screen.
3. Search “Grant and Contracts Invoices” and select the first option.
4. Follow the prompts on your screen. You will need to have an account to log in. See slide 17.
5. Some award information will be pre-populated, but some you will need to fill in yourself, such as the “Amount of Invoice Being Submitted,” the “Contract Invoice or Grant Payment Number” (# of payments previously submitted +1), and Invoice Date.
6. If the invoice is the last invoice to be submitted under the project, mark “Yes” to “Is this the final invoice being submitted for this Grant/Contract?” Otherwise, mark “No.”
7. Select the Milestone you will be submitting the invoice against, according to your Milestone and Deliverables Schedule. You should never be submitting an invoice for something that isn’t in the M&D Table.
8. Add Attachments:
 - a) Form 430.
 - b) Invoices and associated Deliverables (if the Deliverables were not emailed directly to the TPM).
9. Submit payment request. Payment requests should not be submitted more frequently than monthly.



ANR Online: Form 430 Request for Funds

A Form 430 must be submitted with each pay request in [ANR Online](#).

The Form 430 will come partially populated with award information when you receive your agreement.

With each Form 430 you submit, you will need to edit:

- Payment Number
- Amount Requested
- Amount Previously Invoiced
- Amount Remaining

Form 430 Request for Funds

Form must be filled out entirely before payment is released

Subrecipient Name:

Grant #:

Payment#:

Amount Requested:

Performance Measures and Deliverables:

Performance Measure and Submitted Deliverable	Budget Amount	Amount Requested	Amount Previously Invoiced	Remaining Amount
1 -				
2 -				
3 -				
Total				

Approvals for Payment

Signed by:

Subrecipient: _____ Date: _____

Title: _____

The Subrecipient certifies that deliverables being billed on this invoice have been completed as outlined in the grant agreement.



Please upload this form to: <https://anronline.vermont.gov/home>



Submitting the Final Payment Request

1

Begin Submission

Begin submitting the payment request like you normally would. See slide 16 for submitting a payment request.

2

Flag as Final Payment

Select “Yes” to the question: “Is this the final invoice being submitted for this Grant/Contract?”

3

Add Attachments

- ❖ Form 430.
- ❖ Invoices and associated Deliverables (if they were not emailed directly to the TPM).

Links to Additional Resources

- ❖ [DEC Website](#)
The Department of Environmental Conservation's Website.
- ❖ [ARPA Healthy Homes Mobile Home Communities Initiative Website](#)
About the Healthy Homes Mobile Home Communities Program.
- ❖ [State and Federal Grant Reference Documents](#)
Additional grant documents for Subrecipient's reference.
- ❖ [ANR Online](#)
State's electronic invoicing system.

