

Vermont HOME Program Contractor Debarment and Suspension Policy and Procedures

Background and Purpose

HOME Program Regulations at 24 CFR 92.350 and HUD Regulations at 24 CFR 85.35 state that “grantees and sub-grantees must not make any award (sub-grant or contact) at any tier to any party that is debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs subject to 2 CFR part 2424.”

In order to document compliance with the regulations, the following policy and procedures have been adopted by the Vermont Housing and Conservation Board, which administers the HOME Program on behalf of the State of Vermont.

Policy

No awards or contracts made in connection with HOME funded developments may be made to debarred, suspended, or ineligible parties. This includes HOME awards made to developers by VHCB, and contracts and subcontracts issued by developers in connection with a HOME funded project. Before awarding any contracts to be paid in part or whole by HOME Program Funds, the contracting party must verify that the contractor is not debarred, suspended or otherwise ineligible to receive federal funds, and documentation of this verification process must be on file.

Procedures

The System for Award Management (SAM) found at www.sam.gov will be used to verify contractor debarment and eligibility status. SAM is a Federal Government owned and operated free web site that consolidates the capabilities of several other federal sites including the Central Contractor Registry (CCR) and the Excluded Parties List System (EPLS).

Searches in SAM must be done according to the guidance available on the site. If there are questions or a contractor cannot be found in SAM, VHCB HOME staff should be contacted. The search result must be printed out for the file.

Prior to commitment of HOME funds, VHCB staff shall use SAM to perform a search on the developer applicant and print out the search result page for the project file. This step is included in the HOME Process Checklist under “application phase”.

HOME Developer/Grantees must conduct a search in SAM and provide the name of the contractor and the result of the search to VHCB staff, prior to awarding contracts in connection with a HOME funded development. VHCB staff will verify the results prior to contract execution and ensure that proper documentation is placed in the project file. This step is included in the HOME Process Checklist under “procurement phase”.

All HOME Grant/Loan Agreements shall contain the following condition:

“Prior to executing any contract to be paid in whole or part by HOME funds, the Developer shall ensure the contractor is not federally debarred, suspended or otherwise ineligible by performing a search on the System for Award Management (SAM) site at sam.gov, and the Developer shall print out a copy of the search result to provide to VHCB. In addition, the Developer must notify VHCB staff of the name of the chosen contractor prior to executing a contract, so that VHCB staff can verify the search result on the SAM site prior to contract execution.”