

Town of Jay

Contract Management Policy

CDBG-DR

The Town of Jay, as a subrecipient of CDBG-DR grant, shall comply with the procurement standards in 2 CFR Part 200, Subsections 200.318-326 when procuring property and services under this agreement. CDBG funds may not be provided to excluded or disqualified persons. The Town of Jay shall maintain oversight of all activities under this agreement and shall ensure that for any procured contract or agreements, and the terms and conditions of this agreement. All records and files pertaining to the proposed project, as well as any additional information requested by Florida Commerce and/or the United States Department of Housing and Urban Development (HUD), are made available during any monitoring visit(s) or at the time specified. Florida Commerce or HUD may request a visit to the project site as part of the monitoring visit(s) during the project construction. The Town will be notified of external monitoring events in advance. The Town will seek technical assistance to mitigate identified risks and to address concerns and findings. The Town will continue internal monitoring to ensure that contractors and subcontractors are diligently working to follow the signed contract and the limits therein.

The Town will continue to:

1. Review activity eligibility and achievement of national objectives;
2. Evaluate conformance to the subrecipient agreement.
3. Ensure compliance with CDBG-DR program and all other applicable federal and state requirements, including, but not limited to appropriate insurance coverage, assessment management processes, procurement procedures, conflicts of interest disclosures, and fair housing and civil rights compliance;
4. Review and ensure accuracy and completeness of record keeping and financial management systems;
5. Evaluate program and project performance, as well as on-going project viability (financial health, management capacity, etc.);
6. Design any corrective actions necessary to improve or reinforce performance; and
7. Identify the technical assistance needs.

If corrective actions are needed as a result of findings or concerns, a corrective action plan will be developed. The subrecipient will respond to any internal or external monitoring results in a timely manner and will work collaboratively with Florida Commerce and HUD to resolve any fundings or concerns

This policy has been adopted by the Town of Jay Town Council by a vote of four (4) yeas and zero (0) nays on October 6, 2025.



Donna Bullock, Town Clerk



Shon Owens, Mayor