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From: Brian Williamson
Sent: Wednesday, February 03, 2010 8:58 AM
To: Brian Williamson
Cc: Community Development and Finance Division
Subject: CDBG 2010 Annual Competition--Water/Sewer Connections and Procurement Updates
Attachments: Memo Re Water-Sewer Hookups.pdf

Dear Mayors, County Commission Chairs, RC Executive Directors, and Other Interested Parties:

Below are two updates regarding the CDBG 2010 Annual Competition. Please review these carefully because information contained in the updates can affect the competitiveness of your CDBG 2010 grant applications. The first update also includes the attached memorandum.

Update #1 – Water and Sewer Hookups for CDBG

Because HUD does not allow CDBG funds to be used to pay for non-low- to moderate-income (non-LMI) water/sewer hookups on private property, DCA has established a policy (see attached memorandum) that provides guidance to local governments on how to document their compliance with this requirement. The Department believes this requirement can be largely met through the careful allocation of your required CDBG match or leverage. At the application stage, local governments will need to estimate the costs of non-LMI hookups and budget accordingly. See the attached memorandum for more details and contact Steed Robinson at (404) 679-3168 or steed.robinson@dca.ga.gov for further information.

Update #2 – Reminder Regarding Procurement of Professional Services for CDBG

Please note that applicants and grantees should be strictly adhering to DCA's protocols regarding procurement of professional services. Here are two important reminders: 1) The *Request for Qualifications* protocol (price is not included in the initial submission of qualifications and may be negotiated later) may only be used for engineers or architects. Otherwise, the *Request for Proposals* protocol (price must be included in the initial proposal) must be used for other professional services. 2) **DCA strongly recommends** that the procurement processes for engineers/architects and administrators be done separately with separate advertisements. Firms providing both services (engineering/architectural and administration) should submit separate proposals under each procurement. This way, the procurement process is clear and easily documented. Please see page 34 of the *2010 CDBG Applicants' Manual*, page 64 of the *2009 CDBG Recipients' Manual*, or contact Rick Huber at (404) 679-3174 or rick.huber@dca.ga.gov for further information. Manuals and further information may also be obtained at our web site: <http://www.dca.ga.gov/communities/CDBG/programs/CDBGAppToolkit.asp>.

As always, please feel free to contact me or your program representative as needed with your questions or concerns.

Brian Williamson

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