

# The State of Georgia's FY2023 Community Development Block Grant (CDBG) Recipients' Workshop

Office of Community Development  
October 25, 2023

Georgia Department of Community Affairs



Equal Housing Opportunity

**Kimberly Carter,  
Director  
Community  
Finance Division**

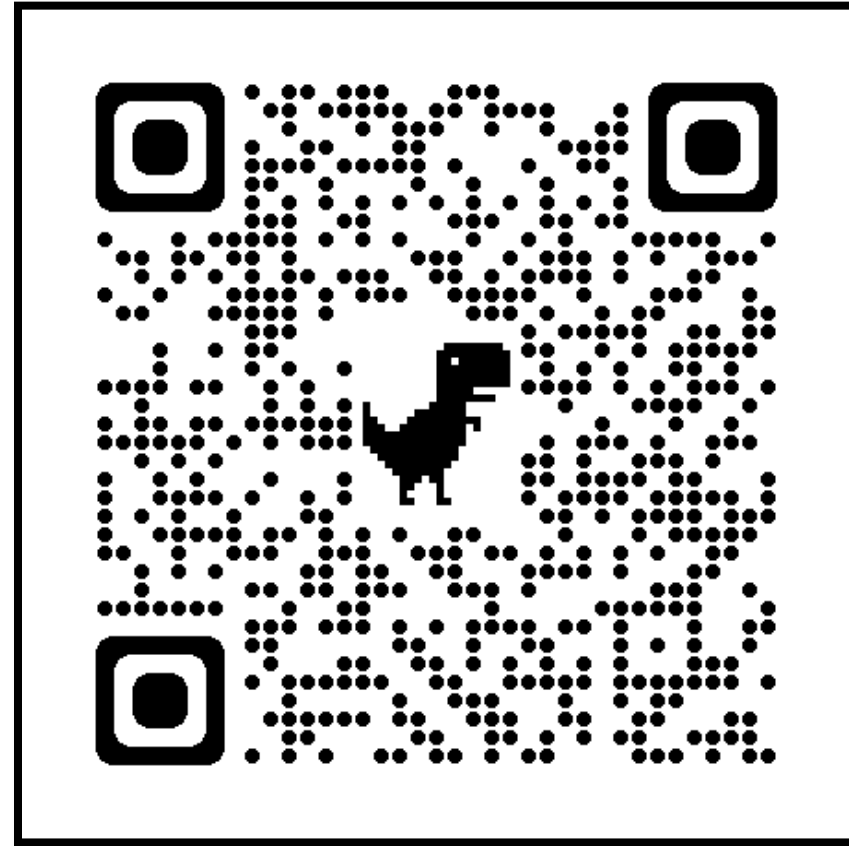


**WELCOME**



- Rusty Haygood, Deputy Commissioner
- Glenn Misner, Director of CDBG Field Services and NSP
- Kimberly Carter, Division Director
- Kathleen Vaughn, Community Development Office Director
- Cynthia Bernhardt, Grants Consultant
- Pamela Truitt, CDBG Compliance and Field Services Manager
- Cynthia Alligood, CDBG Field Representative
- Robert Compton, CDBG Field Representative
- Roderick Gilbert, CDBG Field Representative
- Malisa Thompson, CDBG Field Representative
- Nina Abbas, Federal Compliance and Reporting Specialist
- Brittney Hickom, Compliance Officer
- Rob Shaw, Process Management Specialist
- Jacques Garcia, Economic Development Program Consultant

# Materials Website



<https://www.dca.ga.gov/node/8515>

# Day 1 Agenda – October 25, 2023

01

Overview & Local  
Government  
Responsibilities

02

Overview of the  
Grant Award  
Package

03

Build America, Buy  
America  
Requirements for  
CDBG Projects

- 8:30am – 9:15 am
- **Successfully Implementing a Project**
- **Oglethorpe FGH**

- 9:30am – Noon
  - **Understanding Compliance Requirements**
  - **Part 1: Section 3**
  - **Part 2: Federal Procurement**
  - **Part 3: Federal Labor**
  - **Part 4: Conformances**
- Oglethorpe FGH**

- 1:15pm – 2:15pm
  - **Uniform Relocation Assistance & Real Property Acquisition Act (URA)**
  - **Uniform Relocation Assistance & Real Property Acquisition Act (URA)**
- Oglethorpe FGH**

# Day 2 Agenda October 26, 2023

- 2:30pm – 4:00pm
- Concurrent Sessions
- **Session 1: CDBG Housing Workshop**
- Oglethorpe FGH**  
(Required for all CDBG Housing and Multi-Activity Recipients)
- **Session 2: Technical Assistance Tables**
- Oglethorpe Pre-function**

# New This Year!

Technical Assistance Tables  
Day 2 Pre-Function Area  
2:30 pm – 4:00 pm

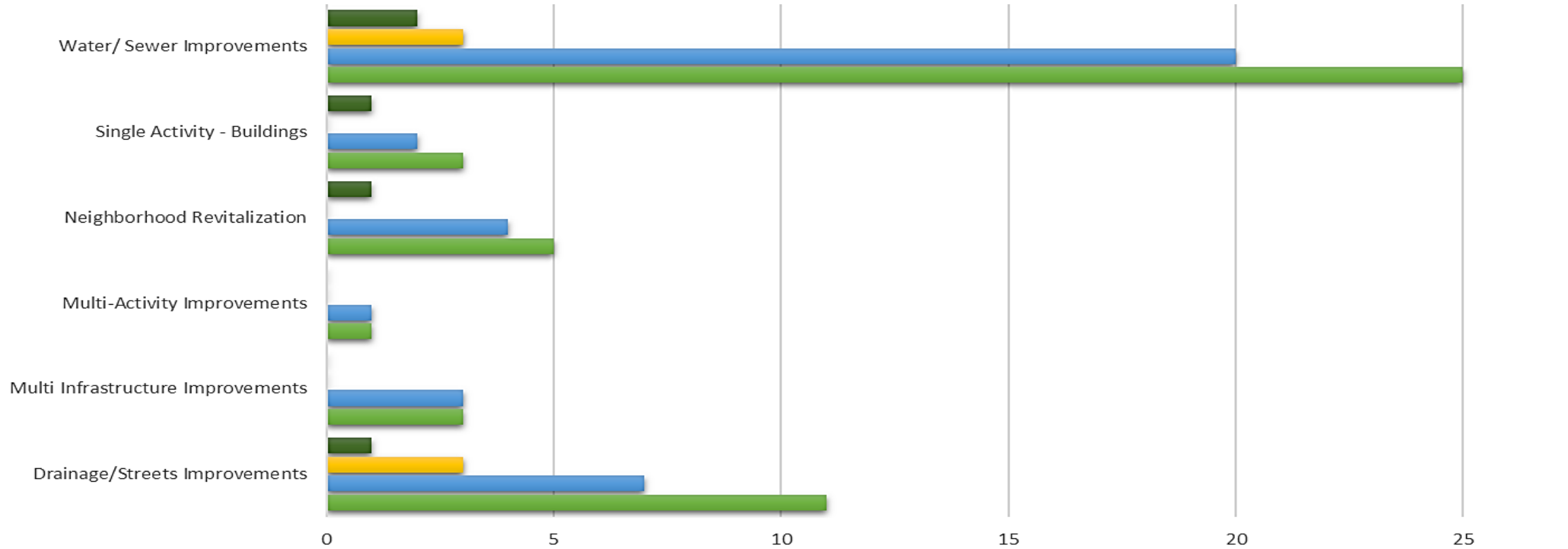
- Federal Labor Standards
- Build America, Buy America Requirements, Grant Amendments
- Language Access Plan, Procurement, Section 3 Requirements
- Monitoring
- Award Package & Financial Documents, Draws
- Environmental Review Requirements, Activity/ Quarterly Reports



# Overview



## 2023 CDBG Annual Competition

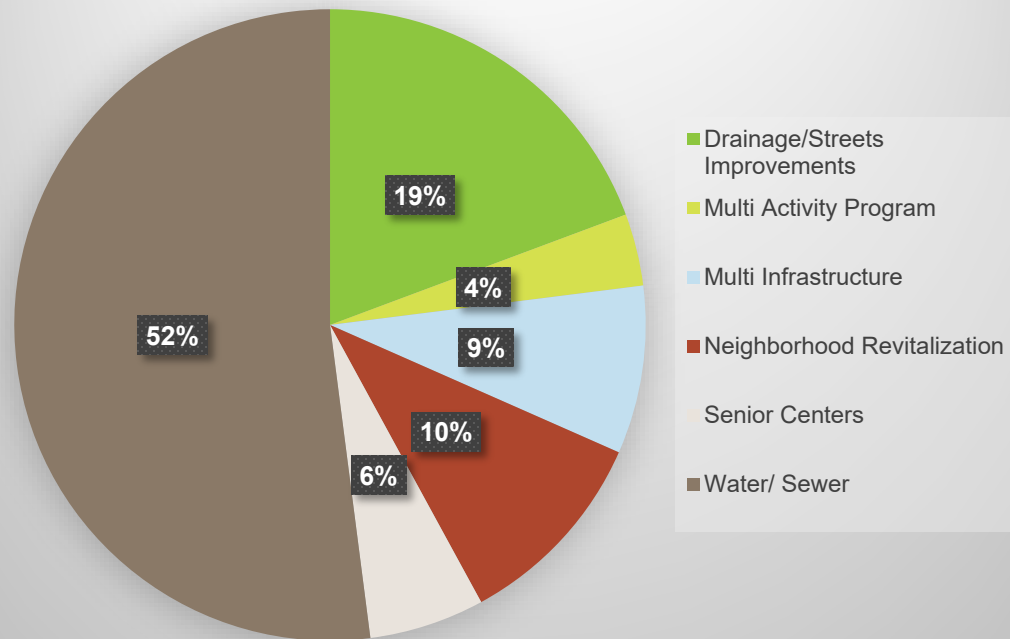


	Drainage/Streets Improvements	Multi Infrastructure Improvements	Multi-Activity Improvements	Neighborhood Revitalization	Single Activity - Buildings	Water/ Sewer Improvements
■ Ineligible	1	0	0	1	1	2
■ Denied	3	0	0	0	0	3
■ Approved	7	3	1	4	2	20
■ Applications Received	11	3	1	5	3	25

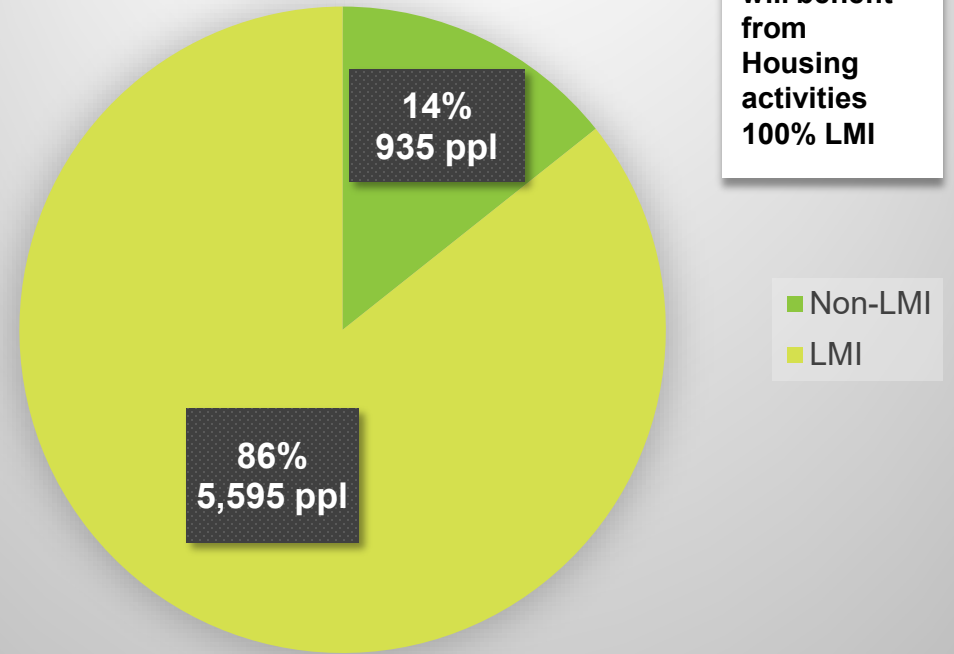
■ Ineligible  
 ■ Denied  
 ■ Approved  
 ■ Applications Received

# FY2023 Awarded Projects

## 2023 Funding by Project Type



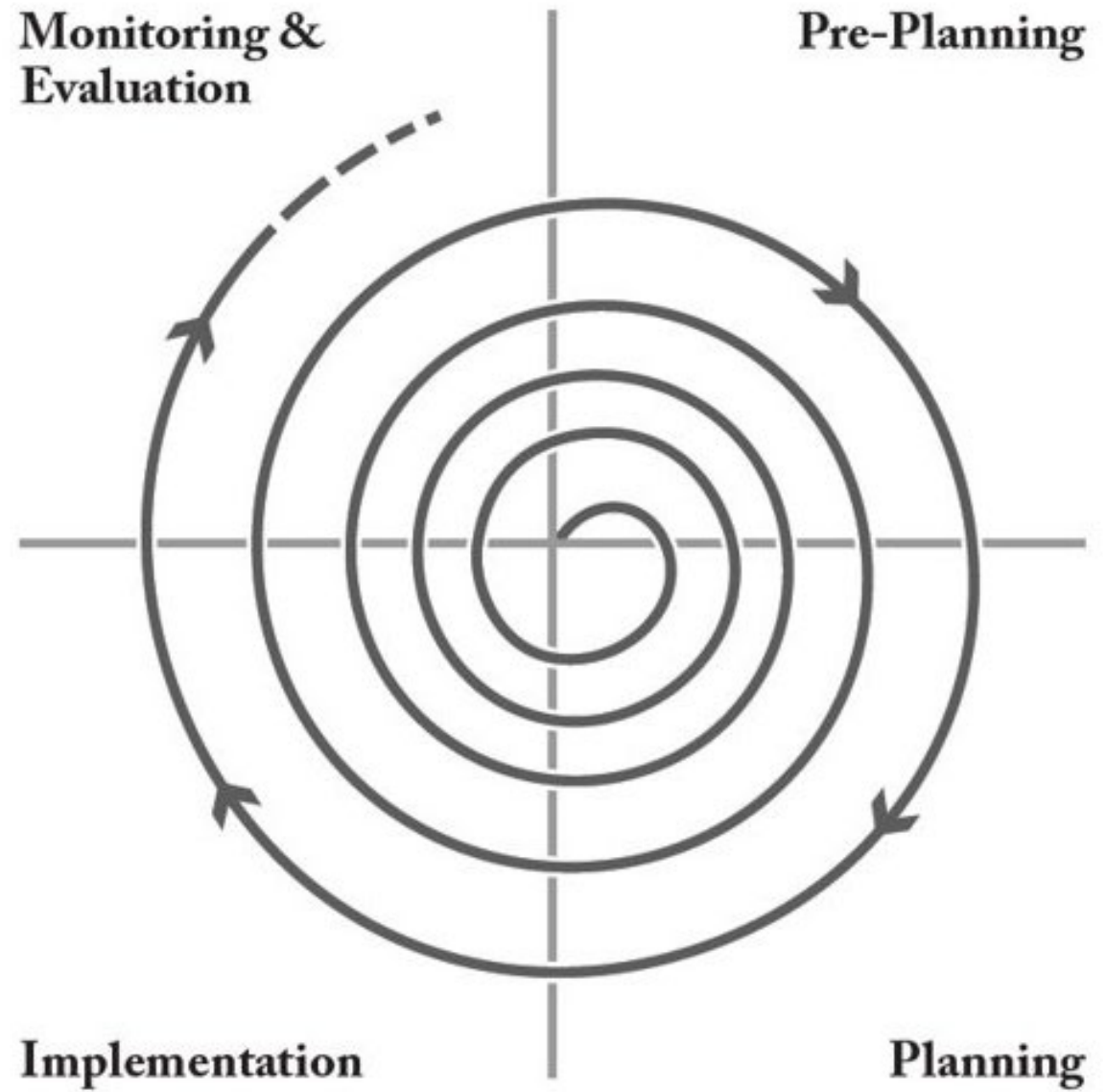
## Non-Housing LMI vs. Non-LMI



You've planned.

You're ready for implementation.

So, what's important?

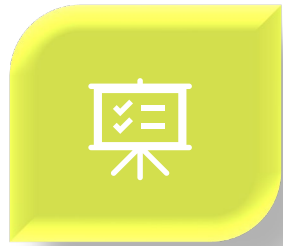


# Compliance & Timeliness

## Laws and authorities

- ***HCDA of 1974*** - Title 1 of the Housing and Community Development Act of 1974, as amended, created CDBG
- Procurement
- NEPA
- Uniform Act
- Labor Laws
- FHEO

# Timeliness General Condition



**Six Months –  
Clear Grant  
Conditions &  
Complete  
Environmental  
Review**



**Nine Months –  
Design  
Complete**



**Twelve  
Months –  
Acquisition  
Complete**

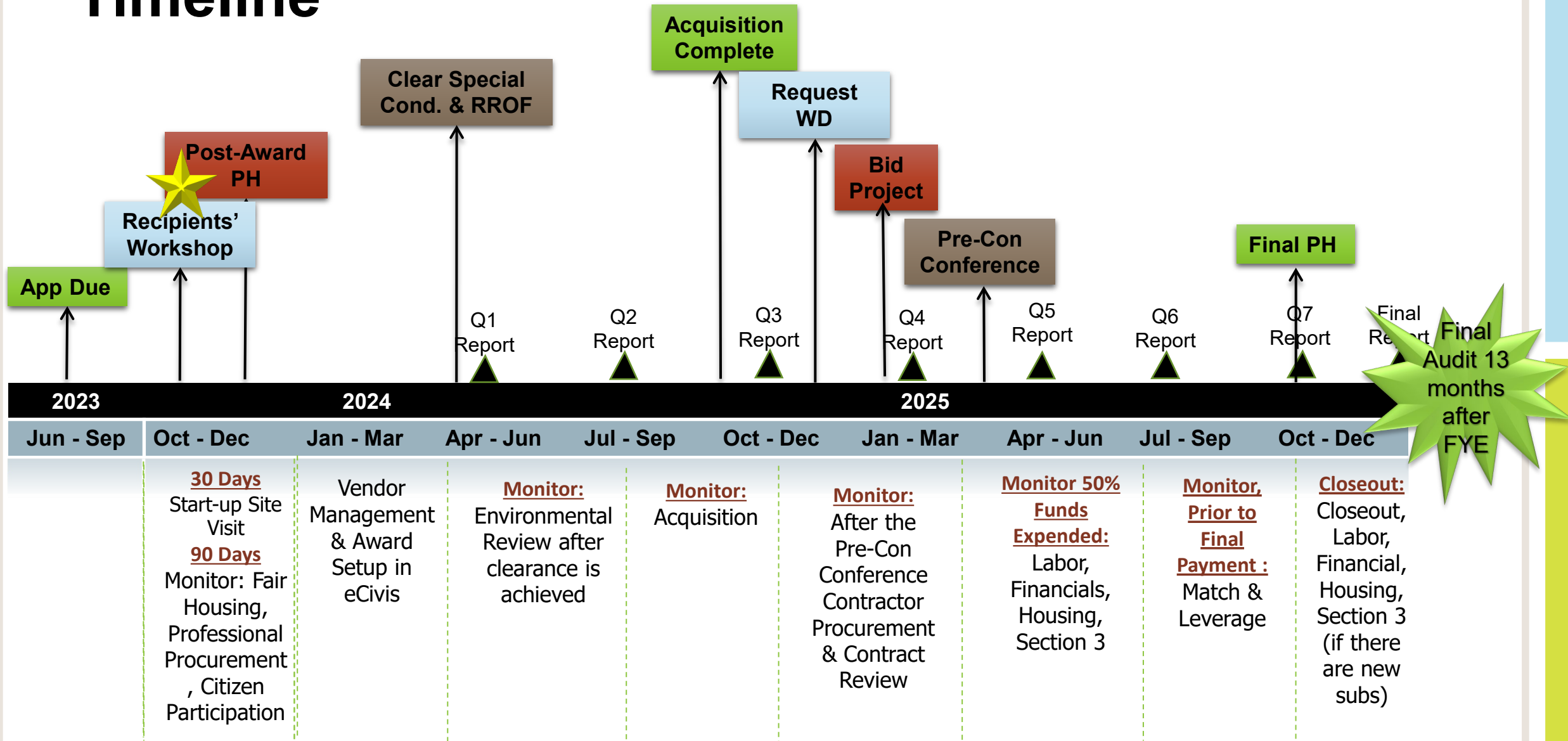


**Eighteen  
Months – Start  
Construction**



**Twenty-four  
Months –  
Drawdown Of  
All Funds**

# Timeline



2023		2024			2025				
Jun - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec

**30 Days**  
Start-up Site Visit

**90 Days**  
Monitor: Fair Housing, Professional Procurement, Citizen Participation

Vendor Management & Award Setup in eCivis

**Monitor:**  
Environmental Review after clearance is achieved

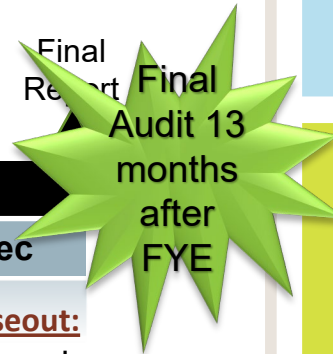
**Monitor:**  
Acquisition

**Monitor:**  
After the Pre-Con Conference Contractor Procurement & Contract Review

**Monitor 50% Funds Expended:**  
Labor, Financials, Housing, Section 3

**Monitor, Prior to Final Payment:**  
Match & Leverage

**Closeout:**  
Closeout, Labor, Financial, Housing, Section 3 (if there are new subs)



# Local Government Responsibilities



Kathleen Vaughn & Pam Truitt  
Office of Community Development

October 25, 2023



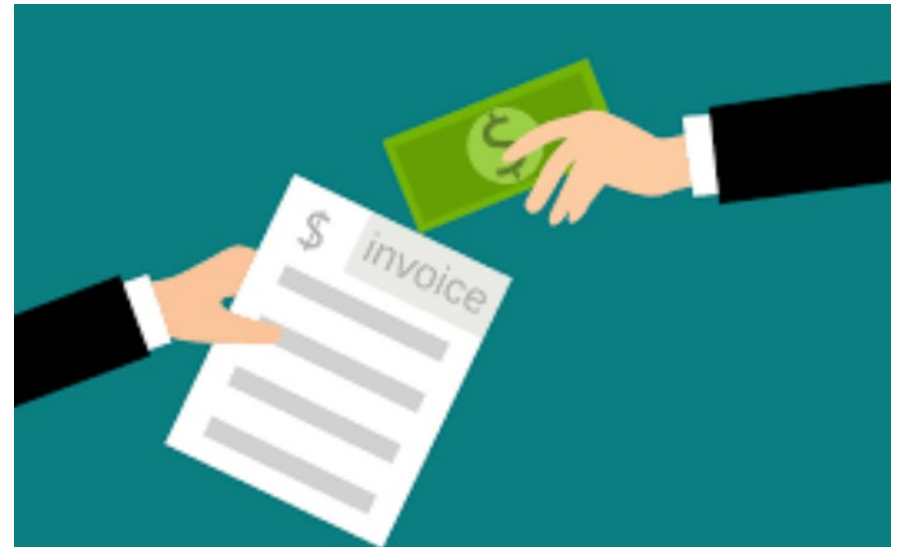
# Local Government Responsibilities

- What We Will Cover
- Accounting / Cash Management
- Audits
- 504 Requirements
- Georgia Procurement Registry
- Procurement
- Public Hearings
- Quarterly Reports
- Timeliness
- Changes in Local Government Contact Information



# Accounting / Cash Management

- Big Check isn't cashable...
- Draw funds as spent
- Separate Checking Account
- Non-Interest bearing
- Funds dispersed within 3 business days
- Normally 1 or 2 transactions per month
- Keep track of local funds spent
  - Invoices
  - Checks



# Audits

- For every fiscal year in which funds are drawn, audit must be submitted to DCA for review
  - Electronic copy preferred
  - [CDBG.Biz@dca.ga.gov](mailto:CDBG.Biz@dca.ga.gov)
- Must include (notify your auditor):
  - Source and Application of Funds
  - CDBG Project Cost Schedule
- Grant Conditionally Closed until all audits reviewed along with meeting other conditions.
- Formally closed after all audits received and issues resolved



# Audits



The screenshot shows the GeorgiaDATA website interface. At the top left is the GeorgiaDATA logo with the tagline "More Information. Smarter Decisions." To the right is the logo for the Carl Vinson Institute of Government, University of Georgia, with the text "Powered By". Below the logos is a search bar with the text "TED | Local Government Financial Documents" and a "Search" button. A navigation menu includes "WELCOME", "BUDGETS AND FINANCIAL REPORTS", "EVERIFY REGISTRATION INFORMATION", "LINKS", and "LOGIN". The main heading is "LOCAL GOVERNMENT FINANCIAL DOCUMENTS ONLINE". Below this is a welcome message: "Welcome to the TED House Bill 122 website, where you can view annual operating budgets of Georgia cities, counties, and school districts that are one million dollars or above." There is a "VIEW FINANCIAL DOCUMENTS" link and a small image of coins and a document. At the bottom, there is a note: "Financial documents are viewable by the public without having any credentials or needing to log in. Just click on the Budgets and Financial Reports menu bar at the top of this page. From there, you are able to search for budget documents by: Executive Departments, and by county, city, or school district."

Send all audits to GA Department of Audits and Accounts

- Future CDBG applications not eligible if audits delinquent

Send to TED / Carl Vinson Institute of Government,

• Local Government Finance Documents

- Web site maintaining audits for cities, counties, others
- <https://ted.cviog.uga.edu/financial-documents/>

# 504 Requirement

- Applies to recipients of federal funds
- Similar to Americans with Disability Act
- If more than 15 employees, 504 Coordinator
  - No additional pay
  - Coordinates efforts to comply with regulation (maintain records)
- Complete DCA 504 Meeting Checklist
- Written transition plan if structural changes required
  - Steps necessary to complete changes
  - Time schedule to complete
  - Identify agency official responsible for implementation



GEORGIA PROCUREMENT REGISTRY



Team  
Georgia  
Marketplace

# Georgia Procurement Registry

- State Law – HB 322
- All contracts \$100,000 and over must be posted
- Mainly CDBG Construction Contract
- Advertise in accordance with procurement type
- Include specific language for federally-funded projects
  - <https://ssl.doas.state.ga.us/gpr/index>

# Procurement Standards

- All procurement transactions will be conducted in a manner providing full & open competition.

(24 CFR 570.489 (g))

- x Unreasonable requirements
- x Noncompetitive pricing practices
- x Noncompetitive awards to consultants that are on retainer contracts
- x Organizational conflicts of interest
- x Specifying only a brand name product
- x Any arbitrary action in the procurement process
- x Contractors assisting with drafting statements of work, invitations for bids, RFPs, etc. must be excluded for such procurements

# Procurement – Competitive Bid

- DCA, under the authority of 24 CFR 570.489(g), has adopted Title 36, Chapter 91 of the Official Code of Georgia, Georgia Public Works Construction Law
- Traditional design–bid–construct method
  - Alternative methods require DCA approval
- Advertising Requirements
  - Contract opportunity must be posted in the governing authority's office
  - Advertised in either the legal organ of the government, or on an Internet website of the government entity, or one identified by the entity
  - Placed on Georgia's Procurement Registry, (HB 322)
  - Section 3 advertising requirements



# Procurement – Competitive Bid



- If advertised in newspaper, opportunity must be advertised at least two times:
  - The first advertisement must be at least 4 weeks prior to the bid opening date; and
  - The second advertisement must follow at least 2 weeks after the first advertisement
- Advertisements placed on an Internet website should run continuously for at least four weeks.
- Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity.



# Procurement – Competitive Negotiation

## Maintain Complete Records

- RFP
- Proof of Publication
- Distribution List
- Copies of Proposals Received
- Scoring Sheets
- Meeting Minutes – Council/Board Approval
- Executed Contracts
- Correspondence with Section 3 businesses

# Sole Source Requests

Chief Elected Official request letter

Description of Procurement Methodology

Tear Sheet of the Bid Advertisement or RFP/RFQ

Local Government's Attorney Opinion

Professional Services Procurement

- list of the active, qualified consultants or engineers / architects that were mailed the RFPs/RFQs (7 for grant administrators and 10 for engineers/architects)
- certified return receipt documentation or adequate email documentation

Sealed Bid Procurements

- Local Government's Engineer/Architect states that the one bid response's prices were reasonable and appropriate based on independent cost estimates.

# Public Hearings

- Within 60 days of the grant award, at least one (1) public hearing must be held to discuss the approved activities.
  - Grant award amount
  - Plans for minimizing displacement of persons as a result of the project
- Substantive amendments (if any)
- Close-out hearing
  - Make final accomplishment data available to public



# Public Hearings

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- Notices must provide five (5) full days notice prior to hearing
  - 1<sup>st</sup> day begins on the day following the published notice
    - Monday – Ad appears in newspaper
    - Tuesday – Day 1
    - Wednesday – Day 2
    - Thursday – Day 3
    - Friday – Day 4
    - Saturday – Day 5
    - Sunday – Hearing can take place today or any subsequent day
- Placed in non-legal section of the general circulation local newspaper in block form



**NOTICE  
OF  
PUBLIC  
HEARING**



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## Public Hearings

- Must be held at time and locations convenient to potential or actual beneficiaries with accommodation of the handicapped (notices should include information to accommodate special needs).
- The needs of non-English speaking residents should be met in areas of significant concentration.
- Must maintain evidence of compliance.
- Certified minutes must be kept.

# Quarterly/ Activity Reports

- Typically completed by Administrator
- Due within 30 days from end of quarter
- First will be due by 4/30/2024  
for quarter ending 3/30/2023
- Financial and Progress
  - Section IV: Work in Progress – should give status update
  - Section V: Local Efforts - Match and Leverage funds spent
- If incorrect or not enough detail, send it back
- Draw payments will be held if reports are not up to date

# Timeliness

- Your project has a Timeliness General Condition
  - 2-Year Timeline to complete project
    - **6 months:** clear all conditions, Environmental release of funds
    - **9 months:** Design work completed
    - **12 months:** Acquisition completed
    - **15 months:** Advertise project on Georgia Procurement Registry
    - **18 months:** Start construction
    - **24 months:** All funds drawn down
- Grant Award may be canceled at any time if it becomes apparent the Recipient has not initiated the administrative activities necessary to allow project to proceed

# Change in Local Government Contact

- DCA maintains a database of local officials and administrators for communicating official business
- To notify DCA of changes, please use log in page: <https://apps.dca.ga.gov/LGContactsOnline/index.aspx>
- Use same log in credentials as with DCA Planning surveys
- If you need assistance, please contact [research@dca.ga.gov](mailto:research@dca.ga.gov)



# Change in Local Government Contact

## Local Government Contact Information

Please log in below to make sure that DCA has the **most current information** applicable for your government regarding each of the following areas or functions\*:

Chief Elected Official (CEO)	Public Safety Director
Manager/Administrator	Public Works Superintendant or Director
Clerk	Fire Chief
Finance Director	Fire Marshal
Personnel Director	Police Chief
Planning/Development Director	Sheriff
Chief Building Official	Solid Waste Manager
Economic Development Director	Mainstreet Director
Emergency Management Director	Keep Georgia Beautiful Director
911 Coordinator	City Council Members or County Commissioners

**Local Government Contact Information  
Login**

Username

Password

For each function, you may simply indicate:

- The name and contact information for the in-house person performing the function, or
- The contact information for the outside entity contracted to perform the function, or
- The function is not performed by our government at this time.

**\*NOTE: You can update any of the positions you wish on each log in, and can save your updates at any time to return later. You are encouraged to log in anytime throughout the year to update any position AS a change occurs.**

# Closeout Process

1

Within 30 days of project completion, notify DCA

2

Collect and maintain beneficiary numbers

3

Hold Public Hearing  
• Certified minutes must be kept

4

Final Quarterly Report should be completed  
• Match and Leverage included  
• Actual Accomplishments (beneficiaries) included

5

Conditional Close-Out

6

Formal Close-Out

# Thanks!

**Pamela Truitt & Kathleen Vaughn**

*Office of Community Development*

[dca.ga.gov](http://dca.ga.gov)