



# **FY2022 State of Georgia CDBG Recipients' Workshop**

Georgia Department of  
Community Affairs





Welcome

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Community Finance Division

# Housekeeping





Georgia<sup>®</sup> Department of 

# Community Affairs

  
Georgia Department of  
Community Affairs

October 26, 2022

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Office of Community Development

# Local Government Responsibilities

## What We Will Cover

- Accounting / Cash Management
- Audits
- 504 Requirements
- 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

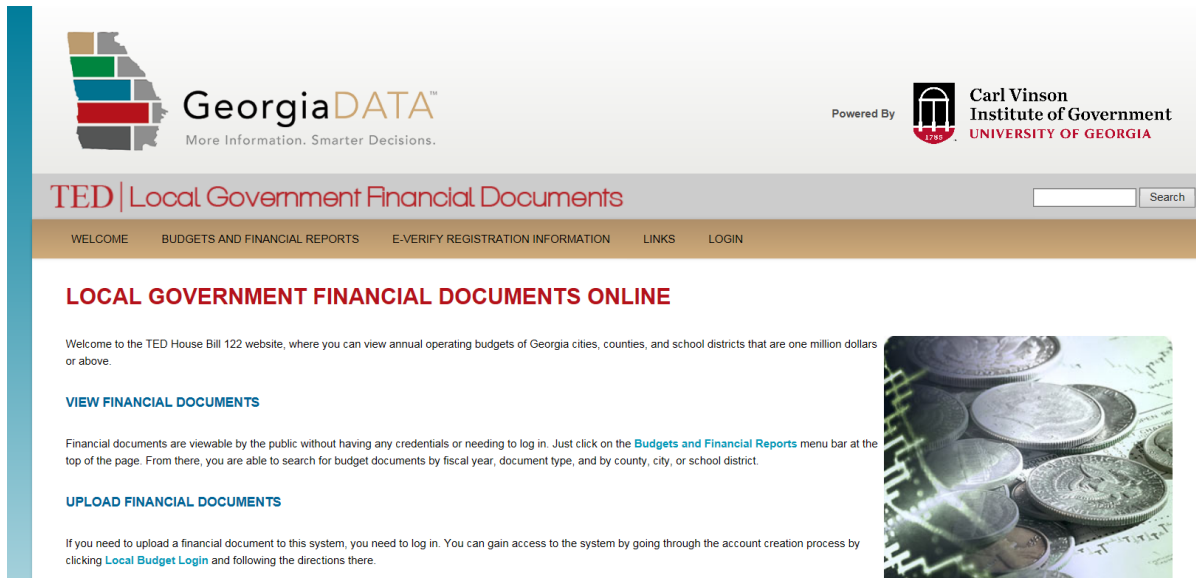
- For every fiscal year in which funds are drawn, audit must be submitted to DCA for review
  - Electronic copy preferred
- Must include (notify your auditor):
  - Source and Application of Funds
  - CDBG Project Cost Schedule
- Grant Conditionally Closed until all audits reviewed along with meeting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





# Audits

- 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/>



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**TED | Local Government Financial Documents**

WELCOME BUDGETS AND FINANCIAL REPORTS E-VERIFY REGISTRATION INFORMATION LINKS LOGIN

**LOCAL GOVERNMENT FINANCIAL DOCUMENTS ONLINE**

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.

**VIEW FINANCIAL DOCUMENTS**

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 the page. From there, you are able to search for budget documents by fiscal year, document type, and by county, city, or school district.

**UPLOAD FINANCIAL DOCUMENTS**

If you need to upload a financial document to this system, you need to log in. You can gain access to the system by going through the account creation process by clicking [Local Budget Login](#) and following the directions there.



# 504 Requirement

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- 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

# 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

- 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



# 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 Reports

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- Due within 30 days from end of quarter
- First will be due by 4/30/2023  
for quarter ending 3/31/2023
- Financial and Progress
  - Activity Report (Directly entered into eCivis) – the report should give a status update of the project.
  - CDBG Contracts & Accomplishment Reports (Uploaded to eCivis/ GrAAM as a file) – This section requires recipients to report any contracting and section 3 activity, leverage, and accomplishments.
- 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

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- 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

Login

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

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- Within 30 days of project completion, notify DCA
- Collect and maintain beneficiary numbers
- Hold Public Hearing
  - Certified minutes must be kept
- Final Quarterly Report should be completed
  - Match and Leverage included
  - Actual Accomplishments (beneficiaries) included
- Conditional Close-Out
- Formal Close-Out



# Thanks!

Any questions?

