



# Next Steps

October 28, 2020

**Cindy Alligood, CDBG Field Services  
Representative**

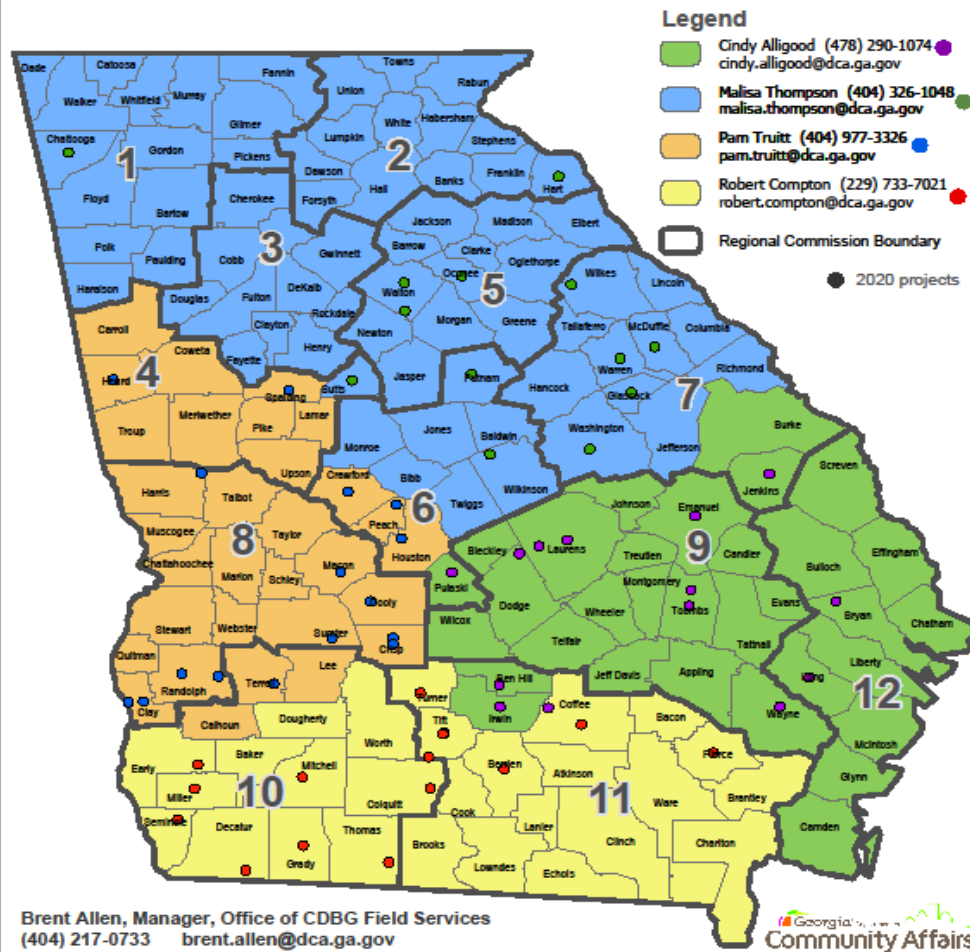
# Next Steps After Award

- The Role of the CDBG Representative
- Start-Up Site Visit
- Gold Sheet Schedule
- Ongoing Monitoring Visits
- Amendments
- Pitfalls
- Administrative Guidelines

# Office of CDBG Field Services

## Field Services Representatives

Georgia Department of Community Affairs



Brent Allen, Manager, Office of CDBG Field Services  
(404) 217-0733 brent.allen@dca.ga.gov

For additional information:

<https://dca.ga.gov/community-economic-development/funding/community-development-block-grants-cdbg>



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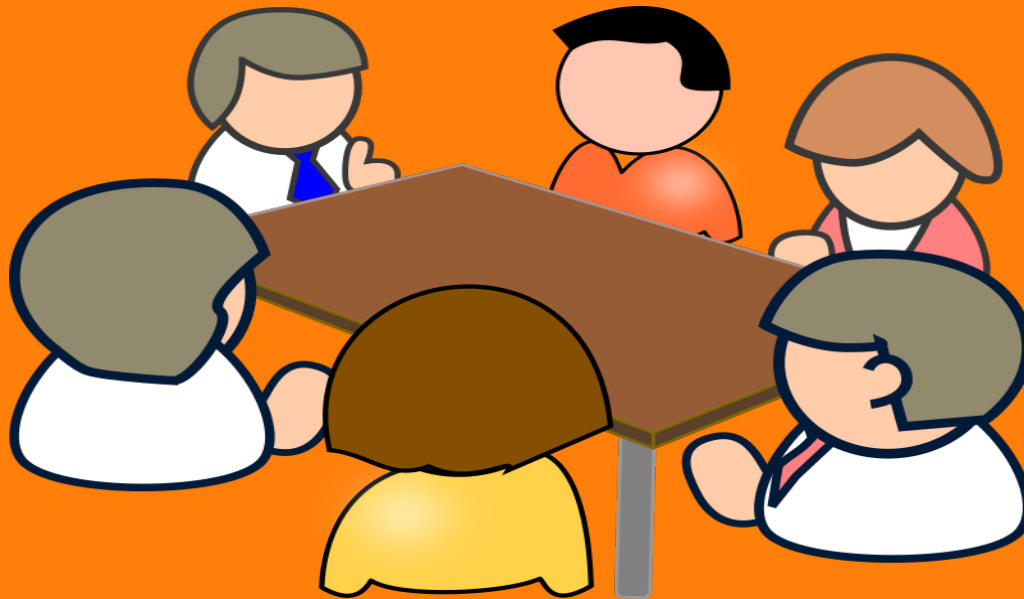
# The Role of the CDBG Representative

- Provide Technical Assistance
- Keep Project Moving Forward
- Ensure Compliance with Applicable Regs
- Shepherd project to successful completion



# Monitoring Your Award

- ❑ Start Up Visit – Within Next 30 Days



# Who Should Attend the Start Up Meeting?

- Chief Elected Official (or someone from his/her staff)
- City or County Clerk
- Finance Director
- Grant Administrator
- Engineer or Architect
- Program Director (building)
- Public Utilities Director (infrastructure)
- City or County Attorney (if acquisition is involved)

# What to Expect at the Start-Up Meeting?

- Surveys of beneficiaries will be checked for accuracy - Please have them available and complete
- Roles of all involved will be discussed
- Start Up Checklist – Expectations from DCA
- Gold Sheet Schedule

# The Gold Sheet Schedule







# Gold Sheet Schedule

- ❑ **Start – Up Meeting** (No later than Nov 28)  
City/Administrator/Engineer/DCA Rep
- ❑ **Post Award Public Hearing** (no later than December 28) City/Administrator)
- ❑ **Clear all Grant Award Conditions** (no later than April 28, 2021) City/Administrator
- ❑ **Environmental Release of Funds** (no later than April 28, 2021) City/Administrator
- ❑ **Design Work Completed** (no later than July 28, 2021) Engineer/City

# Gold Sheet Schedule

- ❑ **Acquisition Completed** (no later than October 28, 2021) City/City Attorney/Engineer/Administrator
  - ❑ **Advertise for Bids** - Engineer/City/ Administrator
  - ❑ **Bid Opening** - Engineer/City/ Administrator
  - ❑ **Recommendation of Award** - City/Engineer/City Attorney/Administrator
  - ❑ **Pre-construction Conference** - City/Admin./DCA Rep/Eng./Contractor
- 

# Gold Sheet Schedule

- Start of Construction** (no later than April 28, 2022) City/Contractor/Administrator
  - All Funds Expended** (Two years from the date of award) City/Contractor/Administrator
  - Public Hearing and Close Out** - City/Administrator
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# Gold Sheet Schedule

- Keep your Gold Sheet Schedule easily accessible for the life of the project
- Update as needed
- It's a very easy way to determine whether or not your project may be falling behind



# Brent's 3<sup>rd</sup> Annual Lightning McQueen Trophy Award - 2019



# The Winners are...

3<sup>rd</sup> Place – Tift County

2<sup>nd</sup> Place – Lee County

1<sup>st</sup> Place - Colquitt County

# Ongoing Monitoring – After Award

- ❑ CITIZEN PARTICIPATION - Public Hearings
  - ❑ Prior to application submission (“pre-award PH”)
  - ❑ Within 60 days of Grant Award Date (“post-award PH”)
  - ❑ At time of Project Completion (“close-out PH”)
  - ❑ Plus a PH only if CDBG program is substantially amended



# Ongoing Monitoring

## PROCUREMENT

- Administration
- Engineer / Architect
- Construction Contractor

## FHEO

- 504 - Meeting Location Checklist
- Sec. 3
- Access to Services
- All Efforts to Affirmatively Further Fair Housing



# Ongoing Monitoring

- ❑ ENVIRONMENTAL REVIEW
- ❑ LABOR STANDARDS – (Including, but not limited to: All Payrolls; Other Deduction Forms; Employee Interviews)
- ❑ FINANCIAL MANAGEMENT – Quarterly Reports; Bank Statements; Invoices; Bank Registry showing receipts and disbursements in chronological order (i.e. CDBG Checkbook)

# Ongoing Monitoring

- ❑ UNIFORM ACT COMPLIANCE – If any Acquisition is required to complete the project
- ❑ HOUSING – IF APPLICABLE
- ❑ CASH MATCH/LEVERAGE – Completed prior to the final draw down



# Ongoing Monitoring

## □ CLOSE OUT -

- Final Public Hearing documentation
- Final Quarterly Report
- Final Wage Compliance Report
- Actual Accomplishments form
- Surveys & Beneficiary Data

# Ongoing Monitoring

- ❑ Close out monitoring will result in “Conditional Closeout” Letter
- ❑ After audit requirements satisfied, you will receive “Final Closeout Letter”
- ❑ Retention of Records (Ch. 1, Section 10)
- ❑ Retain for at least 3 years after Final Closeout Letter

# Grant Amendments

You must receive formal DCA Approval to...

- Add a new activity or delete an approved activity
- Decrease the scope of an activity by 10% or more
- Propose activity in area other than the approved CDBG Target Area
- Transfer funds from one activity to another greater than 10% of grant amount

# Adding or Deleting an Activity

Examples:

- Adding Acquisition when not part of original grant
- Adding Engineering/ Architect fees when initially the local government was paying
- Deleting Water from a Streets/Drainage & Water grant




# INCREASE/DECREASE IN EXCESS OF 10%

Could be any of the following:

- 10% of beneficiaries
- 10% of the size of the building
- 10% of the amount of water/sewer lines to be installed
- 10% of the houses to be rehabilitated/reconstructed

# Process

1. Discuss with your CDBG Field Rep.
  2. Discuss with DCA
  3. After discussion with DCA, submit required documentation (See manual, Ch. 1, Section 9)
  4. If amendment is determined by DCA to be “substantial” then hold public hearing
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- A decorative graphic at the bottom of the slide consists of several overlapping, semi-transparent geometric shapes, primarily triangles and polygons, in shades of orange, grey, and green, creating a modern, abstract design.



# Required Documents

- REVISED NARRATIVES/ADDITIONAL DOCUMENTATION
- DCA-4 & 5
- Provide a narrative that describes the need for the amendment and discusses the plan of action
- Letter from engineer/architect explaining the need, the plan of action and providing a cost estimate
- An updated Environmental may be necessary if work is outside original Target Area
- Map
- Public Hearing documentation, if amendment is determined to be substantial
- DCA-2
- DCA-6
- DCA-7
- DCA-8
- Additional resident surveys may be necessary.
- An amendment is a “mini” application

# Pitfalls

- Failure to follow manual and learn about updates in regulations
- Inadequate files
- Lack of documentation
- Insufficient detail



# Pitfalls

- ❑ Project Time Line
- ❑ 2 Years to Complete the Project
- ❑ Expenditure Rate – Congress
- ❑ MUST EXPEND FUNDS MORE TIMELY




# Two Important CDBG Aids

- RECIPIENTS' MANUAL
- PROPER RECORDKEEPING



# Grant Administrative Guidelines

“BE PREPARED!”:

- CHECK monitoring forms in your new manual for items needed to answer monitoring questions –NO SURPRISES
  - KEEP files up to date with documentation of project
  - CHECK bank statements monthly.
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# Good Luck!

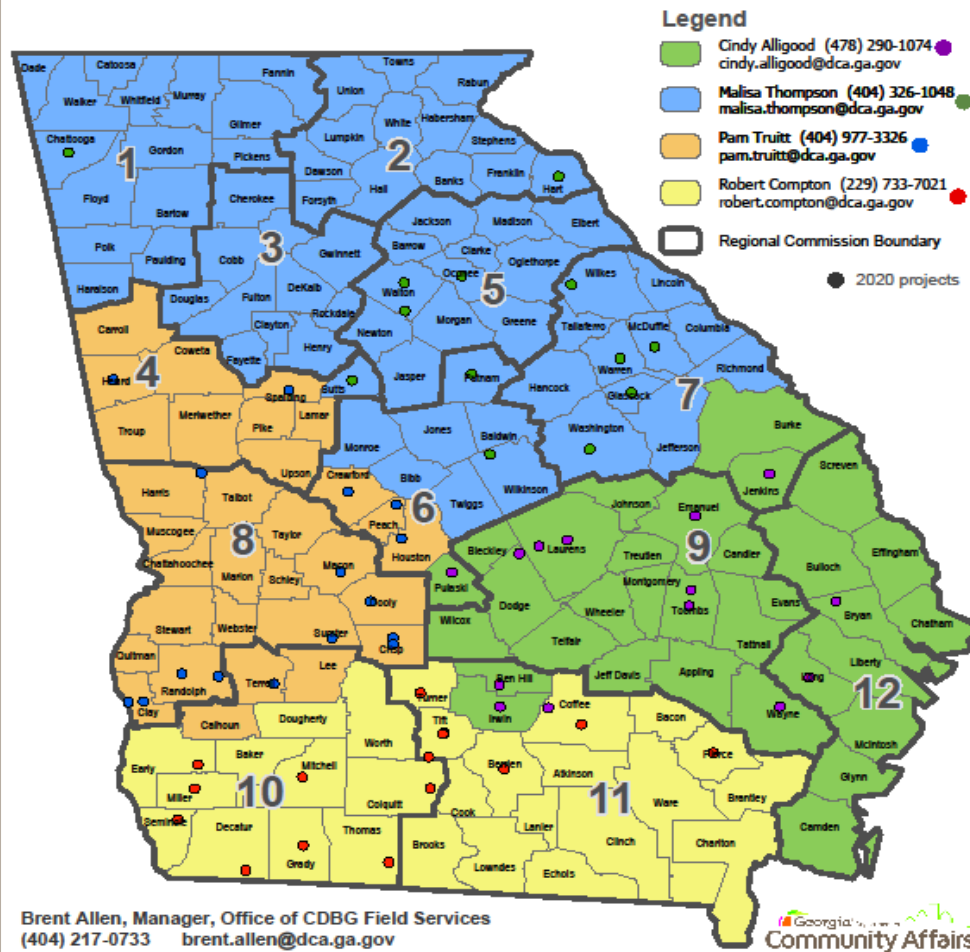
- ☐ Call your Field Representative or DCA staff with questions.



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