

CDBG Online Quarterly Reporting & Electronic Business



10/28/2020

Rob Shaw

The Purpose of Quarterly Reporting

- Tracking grant progress and monitoring
- Demonstrating the value of the program
- Compliance with laws

Changes Are Coming

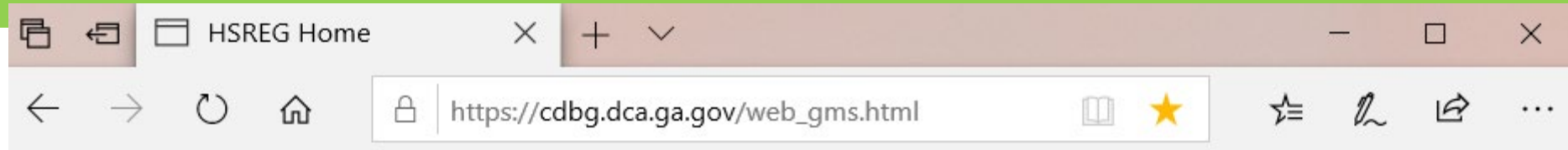


- DCA is working with a vendor to implement a new Grants Management Database.
- Today I am presenting information on the current system.
- More information on the new system will be available soon.

Reporting Basics

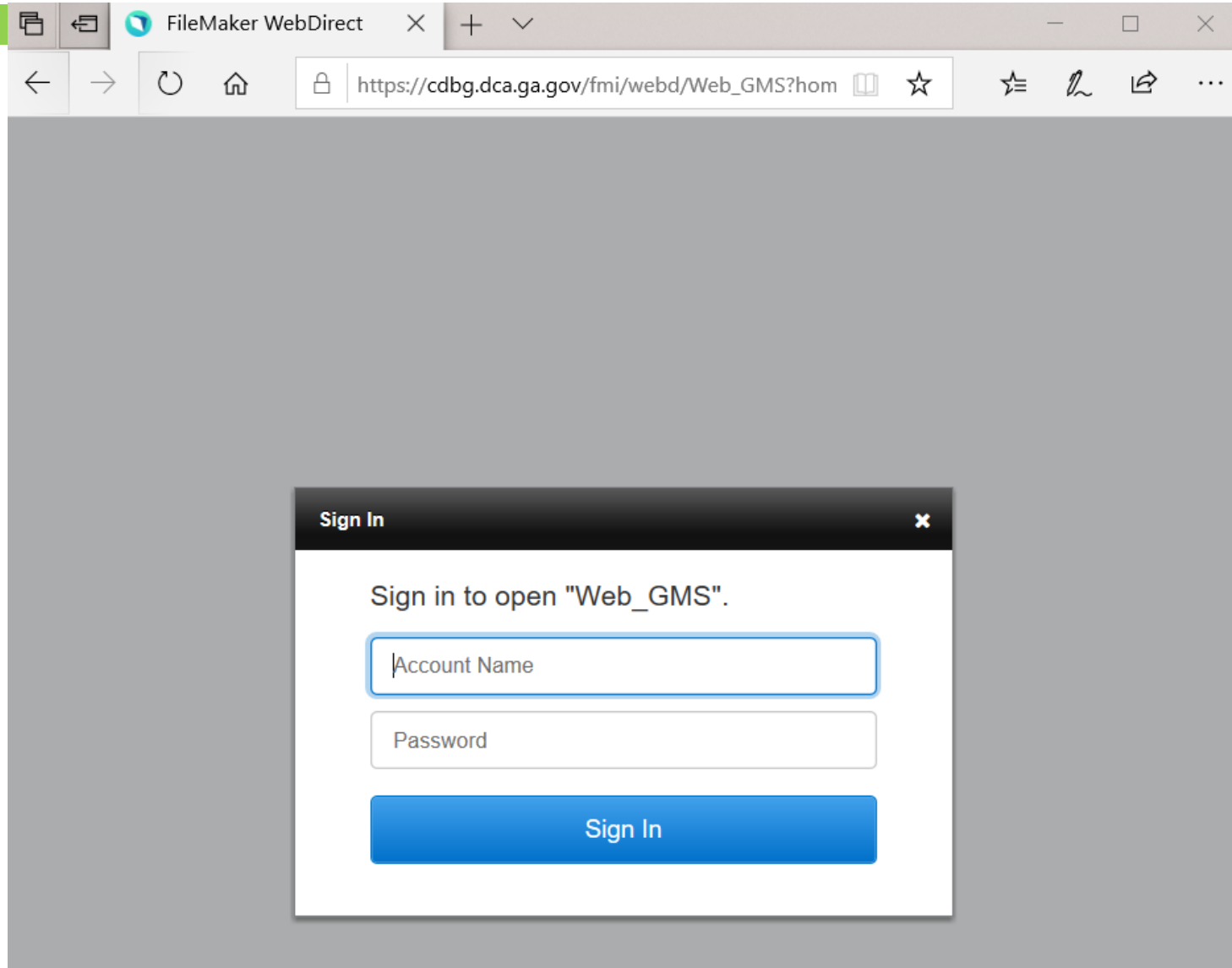
- Web Reporting Required
- Quarterly for:
 - Financial/Contracts
 - Narrative
 - Accomplish/Signature
- For Activity Accomplishments, Quarterly or More Often

https://cdbg.dca.ga.gov/web_gms.html



[Please click here to log into Web_GMS](#)

Log In Page



The image shows a web browser window with a single tab titled "FileMaker WebDirect". The address bar displays the URL "https://cdbg.dca.ga.gov/fmi/webd/Web_GMS?hom". A modal dialog box titled "Sign In" is centered on the screen. The dialog contains the text "Sign in to open 'Web_GMS'." followed by two input fields: "Account Name" and "Password". A blue "Sign In" button is located at the bottom of the dialog.

FileMaker WebDirect

https://cdbg.dca.ga.gov/fmi/webd/Web_GMS?hom

Sign In

Sign in to open "Web_GMS".

Account Name

Password

Sign In

7/9/2020

Save

Logoff

[? Help](#)
(opens in new tab)

[Contact DCA](#)
(opens in new tab)

Agency Information

Contact Information

Update Agency/Contacts

Sample Agency

[RAS Upload Beta](#)

Address1	123 Main St.	Phone	404-404-0404	Ext:		Fax:	
Address2		Email					
City	Sample	Website					
State	Georgia	Zip:	98745	Services			

[RAS Preexisting Application Beta](#)

CDBG/NSP Awards by Agency

Agency ID **A00000**

(Click) Serial	Recipient	Grant Number	Program Type	Amount (Rev)	Status	Contact Person	Final Report Submitted
BF9999	Sample, City of	18p-321-2-9999	Public Facility	\$600,000.00	Open	Rob Shaw	

1

1 - Financial / Contracts [Contracts cont'd] **2 - Narrative** **3 - Accomplish / Signature** **Activity Accomplishments**

SECTION II: FINANCIAL INFORMATION

[Print Friendly](#)

A. Activity Number	B. Amount Revised Budgeted	C. Cumulative Amount Drawdown	D. Cumulative Balance (B - C)	E. Expended This Quarter	F. Obligated End of Quarter	G. Cumulative Expended to Date	H. Cumulative Obligated to Date	I. Cumulative Total to Date (G + H)	J. Cumulative Percentage
T-03K-00	40,000.00		40,000.00	10,000.00	30,000.00	10,000.00	30,000.00	40,000.00	100%
P-03K-01	200,000.00		200,000.00		70,000.00		70,000.00	70,000.00	35%
P-03K-02	294,000.00	50,000.00	244,000.00	4,000.00	100,000.00	54,000.00	100,000.00	154,000.00	52.38%
C-022-00	36,000.00		36,000.00						0%
A-21A-00	30,000.00	3,000.00	27,000.00	6,000.00	24,000.00	9,000.00	21,000.00	30,000.00	100%
Totals	600,000.00	53,000.00	547,000.00	20,000.00	224,000.00	73,000.00	221,000.00	294,000.00	49%

SECTION III: CONTRACTS AND SUBCONTRACTS FOR THIS QUARTER

(use next tab to enter additional contracts)

Contractor/ Subcontractor Name	Address	City, State, Zip	Prime Contractor ID Number	Sec 3	Sub Contractor ID Number	Sec 3	Total Amt. of Contract/ Subcontract	CDBG Part Contract/ Subcontract	Trade/ Race Codes	Women- Owned
Joe's Street & Drain	123 Onethwothree St	Sample, GA 22222	####	<input type="checkbox"/>		<input type="checkbox"/>	170,000			<input type="checkbox"/>
Acme Admin	AAA St	Macon GA 11111	####	<input type="checkbox"/>		<input type="checkbox"/>	30,000			<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>

Trade Codes: 1 = New Construction, 2 = Education/Training, 3 = Other Racial/Ethnic Codes: 1 = White, 2 = Black, 3 = Native American, 4 = Hispanic, 5 = Asian

Total Contracts/Subcontracts: 2

Serial	Recipient	FY	Award_Date	Grant_Amt	Amt_Rev	Prog_Type	Grant Status	Contact Person
BF9999	Sample, City of	2018	7/4/2018	\$600,000.00	\$600,000.00	Public Facility	Open	Rob Shaw

[R](#) Reports for Grant #BF9999
 [S](#) Save
 [L](#) Logoff
 [?](#) [Help](#) (opens in new tab)
 [☑](#) [Contact DCA](#) (opens in new tab)

Report No:
 Quarter End:
 Revision
 Final Report:
 Final Report Date:

- 1 - Financial / Contracts [Contracts cont'd]
- 2 - Narrative
- 3 - Accomplish / Signature
- Activity Accomplishments

SECTION IV: Work in Progress [Print Friendly](#)

Use this section to provide a brief narrative description of work in progress during the reporting period. Use the Project Implementation Schedule included in your application as the basis for reporting.

SECTION V: Other Supporting Efforts

Use this section to provide a description of all other supporting efforts that have begun, been partially implemented, or completed during this period. Use quantifiable data whenever possible. Use the information from DCA 8 (Budget Analysis) as the basis for reporting

SECTION VI: Problems Encountered / Technical Assistance Needed

Use this section to provide a brief description of any problems or delays encountered or anticipated, or any technical assistance needed from DCA.

Report No:
 Quarter End:
 Revision
 Final Report:
 Final Report Date:

1 - Financial / Contracts [Contracts cont'd]
2 - Narrative
3 - Accomplish / Signature
Activity Acc

SECTION VIII: Performance Measurement [Print Friendly](#)

All Grants

	Match & LEVERAGE THIS GRANT	
	Public	Private
This Quarter	<input type="text" value="\$25,000.00"/>	<input type="text"/>
Cumulative	<input type="text" value="\$25,000.00"/>	<input type="text"/>

CDBG and CDBG Stimulus - People

	TOTAL PEOPLE THIS GRANT	
	People	People L/M
This Quarter	<input type="text"/>	<input type="text"/>
Cumulative	<input type="text"/>	<input type="text"/>

CDBG and CDBG Stimulus - Housing

	TOTAL HOUSING THIS GRANT			
	Units Owner	Units Rental	Units Buyer	Total Units
This Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CDBG and CDBG Stimulus - EIP Jobs (do not include ARRA jobs)

	TOTAL F/T+FTE JOBS THIS GRANT					
	Created	Created L/M	Retained	Retained L/M	Lost: Created	Lost: Retained
This Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NSP - Housing / Projects

	HOUSING ACCOMPLISHMENTS THIS GRANT			
	Units Acquired	Units Rehab	Units Construct	Units Sold
This Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROJECTS COMPLETED THIS GRANT

	Projects Completed
This Quarter	<input type="text"/>
Cumulative	<input type="text"/>

Temporary Jobs - All Grants

	People
This Quarter	<input type="text" value="2"/>
Cumulative	<input type="text"/>

PERFORMANCE CERTIFICATION
 This certifies that
All accomplishments for this quarter have been reported accurately.



Submitted

GRANT ADMINISTRATOR
This Quarterly Report is complete.
 Date Completed: 1/27/2019

CERTIFICATION
 The signature of the Certifying Official below certifies that the data and other information provided in this Report (including Pages 1 and 2 of the Quarterly Report and the Project Activity and Completion as applicable), whether submitted in paper form or on-line, is correct, based on official accounting system and other records, and that expenditures and obligations shown have been made for the purpose of and in accordance with applicable Grant Terms and Conditions.

Accomplishments Base Screen

Serial	Recipient	FY	Award Date	Original Budget	Current Budget	Type	Grant Status	Contact Person
BF9999	Sample, City of	2018	7/4/2018	\$600,000.00	\$600,000.00	Public Facility	Open	Rob Shaw

 All Grants for Sample Agency  Logoff [? Help](#) (opens in new tab) [Contact DCA](#) (opens in new tab)

[Quarterly Reports](#) [Accomplishments](#) [Draw Requests / History](#) [NSP Projects](#) [ARRA Reporting](#) [Budget](#) [Sec 3](#)

This grant should have accomplishments reported for: **People**.

Problems found. [People](#): 2 Activities Listed

[Jobs \(EIP\)](#): n/a

[Housing](#): n/a

[Acquisition/Demolition](#): n/a

[NSP Projects](#): n/a

Accomplishments by Type

Serial	Recipient	FY	Award_Date	Grant_Amt	Amt_Rev	Prog_Type	Grant Status	Contact Person
BF9999	Sample, City of	2018	7/4/2018	\$600,000.00	\$600,000.00	Public Facility	Open	Rob Shaw
								Grant
								DCA

[Return to Grant #BF9999](#)
 [Save Accomplishments](#)
 [Logoff](#)
 [? Help](#) (opens in new tab)
 [Contact DCA](#) (opens in new tab)

This grant should have accomplishments reported for: **People**.

Check these Accomplishment tabs for problems: **People**.

Accomplishments	People	Jobs	Housing	Acq/Dem
People Report Status	People Match/Leverage	People Race	People Income	

PEOPLE ACCOMPLISHMENTS: Add new accomplishment data, review totals, and check for errors.

PEOPLE CUMULATIVE TOTALS						
Matrix	HUDActivity	Persons ----- Total Helped	Total from RACE	Total from INCOME	Match & Leverage	Problems
03K	Street Improvements/Flood &	50	50		\$60,000.00	Total Persons do not match.
1 Total Activities						

ENTER PEOPLE REPORTS

To create a new Accomplishment line below:

[Save Changes](#)
 1. Choose Matrix Code: |
 2. Enter Accomplishment Date: |
 3.

Matrix	HUDActivity	Accomp Date	Persons ----- Total Helped	Total from RACE	Total from INCOME	Match & Leverage	Problems
03K	Street	11/2/2019				\$60,000.00	
03K	Street	7/10/2020	50	50			Total Persons do not match.

Leverage

This grant should have accomplishments reported for: People.

Check these Accomplishment tabs for problems: People.


Accomplishments		People	Jobs	Housina	Aca/Dem
People Report Status	People Match/Leverage	People Race	People Income		

PEOPLE CUMULATIVE TOTALS

Matrix	HUDActivity	Public Federal Funds (Non-CDBG)	Public State Funds	Public Local Funds	Public Match & Leverage	Private Match & Leverage
03K	Street Improvements/Flood & Drainage			\$50,000.00	\$50,000.00	\$10,000.00

ENTER PEOPLE REPORTS

Add new rows on the Report Status tab

Click  Save to save your changes.

Do not include CDBG funds as leverage.

Matrix	HUDActivity	Accomp Date	Public Federal Funds (Non-CDBG)	Public State Funds	Public Local Funds	Public Match & Leverage Total	Private Match & Leverage
03K	Street Improvements/Flood &	11/2/2019			\$50,000.00	\$50,000.00	\$10,000.00
03K	Street Improvements/Flood &	7/10/2020					

Racial and Ethnic Data

This grant should have accomplishments reported for: **People**. Check these Accomplishment tabs for problems: **People**.

Accomplishments		People					Jobs		Housing					Aca/Dem					
People Report Status		People Match/Leverage			People Race		People Income												
PEOPLE CUMULATIVE TOTALS																			
Matrix	HUDActivity	Persons	White 11	Black 12	Asian 13	NatAmer 14	Island 15	NatAmer White 16	Asian White 17	Black White 18	NatAmer Black 19	Other Multi 20	Asian Islander 21	Total from Race	Hispanic				
03K	Street Improvements/Flood & Drainage	50	8	39	2					1				50	3				
ENTER PEOPLE REPORTS <i>Add new rows on the Report Status tab</i>																			
Click <input type="button" value="S"/> Save to save your changes.		Report racial data for all persons benefited by an activity.																	
Matrix	HUDActivity	Accomp Date	Persons	White 11	Black 12	Asian 13	NatAmer 14	Island 15	NatAmer White 16	Asian White 17	Black White 18	NatAmer Black 19	Other Multi 20	Asian Islander 21	Total from Race	Race #	Hispanic A	Race #	Hispanic B
03K	Street	11/2/2019																	
03K	Street	7/10/2020	50	8	39	2				1					50	11	3		

Housing Differences

- Address and Map number
 - CDBG Funds per house
 - Map & Project numbers for DCA use
 - Most Data is Based on Head of Household
 - Elderly (62+)/Female Head of Household
 - Energy Star and other categories
 - Homebuyer Data Tab
 - Unit Built before 1978, Lead Funds and Made Lead Safe

Job Differences – Quarterly Report

- 2 Categories: Created or Retained
- Full Time Equivalent (FTE)
 - Made up of Full-Time and Part-Time HUD FTE = 40 hours
- With Part-Time jobs: FTE will NOT match Racial or Income numbers
- Health Benefits & Prior Job Status
- Job Type

Job Issues – Quarterly Report

- ❑ Retained Jobs are only jobs that would have been lost, not all jobs with the company or location
- ❑ Retained Jobs Only Entered Once
Typically the first quarter of the grant period
- ❑ Position Turnover: You are reporting the job position not the person
Data for first person to hold the position

Job Subtraction?



- Under Detail Accomplishments Tab
 - Do not Subtract Jobs out once reported
- On signature page should Show / Discuss loss of jobs - page 2 and 3 of the Quarterly Report

Other Tabs

- Draw Request / History – some issues at the moment
- NSP Projects Use their own Tab, NOT the Housing Tab, CDBG ignore the NSP Tab
- ARRA Legacy tab, Not used for current CDBG awards
- Budget
- Section 3

General Advice

- Save Often! The System Will Time You out
- 2 Ways Into Accomplishment Tabs
- Best Information Known When Submitted
- For Large Errors Use the Revision Option

Common Problems

- ❑ Make Sure Accomplishments Balance with full details
- ❑ Lack of a Chief Elected Official Signature
- ❑ Hispanic NOT A RACE
- ❑ Retained Jobs Only Entered Once (First Q)
- ❑ Match & Leverage, enter as you go, include in Kind, Should Not Decrease from Proposed amounts without DCA Approval

Common Problems Continued

- ❑ If the contact person for the grant changes, LET US KNOW
- ❑ I do disable accounts if I discover the email address is no longer valid
- ❑ Don't change the printed copy: un-submitting and Final Report check box
- ❑ Cumulative Leverage on the Signature page should match total leverage on the detail tab
- ❑ Break Leverage out by activity code

Web Sites



- Web Reporting URL:

https://cdbg.dca.ga.gov/web_gms.html

- Local Government Contact Updates URL:

<http://www.dca.ga.gov/LGContactsOnline/Index.aspx>

Electronic Business

- Send CDBG Draws to: cdbg.draws@dca.ga.gov
- Other CDBG Business: cdbg.biz@dca.ga.gov
- State/OneGa Draws/Business: oed@dca.ga.gov
- Naming format: Recipient Name, Full Grant Number, Type of Business and Draw # if it is a draw
- Send one email per type of business, attach backup documents in the same email unless file size causes problems
- Applications, Award Package, Contracts with multiple signatures must be paper

Electronic Business Continued

- ❑ Electronic RROF can start the timer, but we still need the original signature for now- With Covid 19 just the electronic RROF is acceptable
- ❑ Signature Cards: Original paper with the award package, later updated Signature Cards can be emailed in
- ❑ Quarterly Reports can be emailed in, but we need all 3 pages & the Chief Elected Official signature
- ❑ **Please make sure scanned documents are readable, especially \$**

Electronic Business Tips

- ❑ The Original documents must be kept by the grant recipient so that they can be produced on request for HUD or other auditors
- ❑ Keep email size below 25 MB
- ❑ Files should be PDF or Microsoft Office
- ❑ If you email it to us and are sending a physical copy please mention that in the email to avoid confusion on our end

Contact Information

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