



CDBG Applicant Workshop

Research and Survey Requirements

January 17, 2023



Agenda

- Government Management Indicators (GOMI) Survey
- Report of Local Government Finance (RLGF)
- Other Research Functions/Submissions
- Why We Collect It
- Checking Compliance



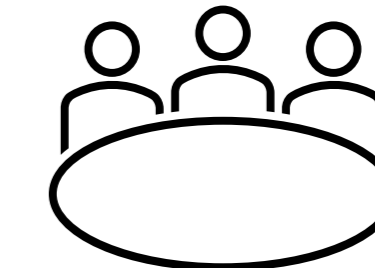
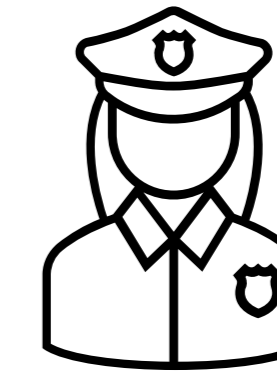
Government Management Indicators Survey (GOMI)



Government Management Indicators (GOMI)

- Survey to collect data on local government operations.
- Nine sections on almost every aspect of local government.
- Each section has about 10-15 questions on the structure and depth of each function.

<input checked="" type="checkbox"/>	Section I	Management Functions
<input checked="" type="checkbox"/>	Section II	Services Provided
<input checked="" type="checkbox"/>	Section III	Public Facilities
<input checked="" type="checkbox"/>	Section IV	Planning, Zoning, and Development Procedures
<input checked="" type="checkbox"/>	Section V	Financial Management Practices
<input checked="" type="checkbox"/>	Section VI	Economic Development Activities
<input checked="" type="checkbox"/>	Section VII	Public Safety
<input checked="" type="checkbox"/>	Section VIII	Form of Government
<input checked="" type="checkbox"/>	Section IX	E-Government
<input checked="" type="checkbox"/>	Certification	Certification
	Log Out	



- A** - Your government directly
- B** - Agreement with other local government or governments which may include city governments, county governments and/or a local government authority
- C** - Agreement with Regional Commission (RC)
- D** - Agreement with private provider
- E** - Combination of the above methods
- F** - Function not provided

Accessing and Completing the GOMI

- Due June 30th for all local governments, regardless of fiscal year end.
- Online survey accessed with your government's CICOID and password.
- Most recent 3 years reports are required for compliance. (2020, 2021 and 2022 for this application cycle)

Local Governments are considered **compliant** with the GOMI Survey filing requirement if the survey has been completed for the most recent three years.

Our records indicate below the survey completion status by your Government for the applicable three years:

2019 Survey Completed:	Yes	Thank you View/Print 2019 Survey
2020 Survey Completed:	Yes	Thank you View/Print 2020 Survey
2021 Survey Completed	No	Click Here to complete the 2021 Survey To assist you, the 2021 Survey will display the information provided on your 2020 Survey

[Log Out](#)

[Print This Page](#)

Questions? Contact DCA.Research@dca.ga.gov.

Tips for Completing the GOMI

- Each year should be pre-populated with last year's responses, but it is good to review all sections before submitting.
- No one person will know all the answers.
- PDFs can be shared with departmental heads, but the final product should all be completed online.

2b. For the majority of the patrol officers, which of the following shift hours are they primarily assigned? (Check only one)

- 8 hours (708)
- 9 hours
- 10 hours
- 12 hours
- Other

2c. Does the police department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

- Yes (709)
- No

IF YES:

What is the typical number of firefighters on duty on any shift?

Number (723)


[Print This Page](#)

Report of Local Government Finances (RLGF)



Report of Local Government Finances (RLGF)

- Standardized financial reporting for all local governments in Georgia
- Includes revenue information on taxes, licenses and fees, enterprise funds etc.
- Includes expenditures on general government, judicial, housing and development, etc.
- Based on Uniform Chart of Accounts (UCOA)
- *Not* required to be audited, but audited information is preferred.


Georgia Department of Community Affairs
 Office of Research

Report of Local Government Finances
 COUNTIES, MUNICIPALITIES, AND CONSOLIDATED GOVERNMENTS

For FY2020 or later ONLY
 (Updated to UCOA 4th Edition)
 F-16 (GA-2A) (May 2020)

Click on the "Instructions" link regarding report completion: [INSTRUCTIONS](#)
 Complete the items on ALL SIX bottom tabs. Make entries only in those cells shaded in light blue.
 Please return this form by email to RLGF@dca.ga.gov.
 Send this completed Excel form; **do NOT convert this Excel form to any other format, such as PDF, Word, etc.**

PAGE 1 | Select name of local government

IMPORTANT - In the light blue blocks to the right, please indicate the fiscal year covered by this Report.
 Both the month and year are required.
 If the fiscal year end MONTH selected on this report is different from the fiscal year end MONTH on the previous year's report, change the "No" to "Yes" in this block.

No	Fiscal Year Ended
	MONTH
	FYE MONTH IS REQUIRED
2	YEAR

If the fiscal period for this Report is for a number of months other than a standard 12 month period, please change the "12" to the appropriate number of months being reported.

Note: All blue-shaded \$ value blocks on any page of this form MUST show 0 or higher; do NOT leave such

Part I - TAX REVENUES -- ALL FUNDS	LINK TO: UCOA
Section A - GENERAL PROPERTY TAXES	UCOA CODE REFERENCE(S)*
Real Property Taxes, Current Year	31.1100
Real Property Taxes, Current Year -- Public Utility	31.1110
Real Property Taxes, Current Year -- Timber Taxes	31.1120

YEAR
2020
2021
2022
2023
2024
2025

Accessing the RLGf Submission Document

- Submitted as Excel document, available on DCA Research website, emailed to rlgf@dca.ga.gov.
- Due within 6-months of the conclusion of your local government's fiscal year end.
- Three most recently completed fiscal years required for eligibility.



FY End Month	Total LGs (689)	RLGF Due Date (or preceding business day)
January	2	July 31
February	2	August 31
March	2	September 30
April	5	October 31
May	3	November 30
June	270	December 31
July	6	January 31 (following calendar year)
August	10	February 28/29 (following calendar year)
September	58	March 31 (following calendar year)
October	3	April 30 (following calendar year)
November	2	May 31 (following calendar year)
December	326	June 30 (following calendar year)

Tips for Completing the RLGf

- Often the report is completed by your auditor and sent directly to DCA.
 - Communicate with them to make sure they are aware of the requirement and deadline
- Extensions are typically only provided during state of emergency declarations
- If unaudited, identify that on the certification section and make updates later.
- Do not unlock or convert the file to any other format.

Part XV - CERTIFICATION		DCA CANNOT ACCEPT the Report unless this section is fully completed prior to submission. ALL blue-shaded spaces MUST be completed. DO NOT TYPE IN ALL CAPS!	
This is to certify that the figures contained in this report are accurate to the best of my knowledge.			
Name of Government		Name of Chief Elected Official	
Title of Chief Elected Official		Date Approved	Report uses AUDITED Figures (Enter Yes or No):
Name of Firm Preparing Report (if not Government)		Name of PERSON who Prepared Report	NO YES
Full Mailing Address of Firm (if not Government)		Preparer's Telephone No.	Preparer's Title
Preparer's Email Address		Email Address for Gov't CFO Contact or CEO	Correspondence will be emailed to <---- THIS email address.
Completion of this report by every chartered local government is mandated by state law. If you have questions about this report, PLEASE CONTACT: RLGF@dca.ga.gov			

Additional DCA Research Functions



Additional DCA Research Functions

- “2022 Schedule of Surveys and Reports” available as PDF download on DCA Website
- Includes exhaustive list of reporting requirements for local governments and authorities, with timelines, contact information, and statutory references
- Direct links to the specific reporting websites/platforms

Local Governments Municipal, County, and Consolidated Governments

Report/Survey	O.C.G.A. Reference	Primary DCA Contact Person*	Date Due to DCA
Local Government Contact Information Link to DCA Local Government Officials Contact Update	N/A	DCA.Research@dca.ga.gov	Annual – June 30, 2022
Government Management Indicators Survey (GOMI) Link to GOMI Survey	§ 36-81-8	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	June 30, 2022
Wage & Salary Survey Link to Wage & Salary Report	N/A (voluntary)	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	June 30, 2022
Hotel/Motel Tax Report (FY20/FY21) <i>Only required for Local Governments imposing a Local Hotel-Motel Excise Tax</i> Link to Hotel-Motel Tax Report	§ 48-13-56	Jackson Lilly (404) 679-3105 jackson.lilly@dca.ga.gov	Within six (6) months of local government’s fiscal year end
Report of Local Government Finances (FY21/FY22) Link to RLGf Documents	§ 36-81-8	Jackson Lilly (404) 679-3105 jackson.lilly@dca.ga.gov	Within six (6) months of local government’s fiscal year end
Debt Issuance Report Link to Debt Issuance Documents	§ 36-82-10	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	Within 60 days of debt issuance (Applies to all debt issues >\$1M)

*Officials needing a local government’s CICOID & Password to access reports should email DCA.Research@dca.ga.gov

Additional DCA Research Functions

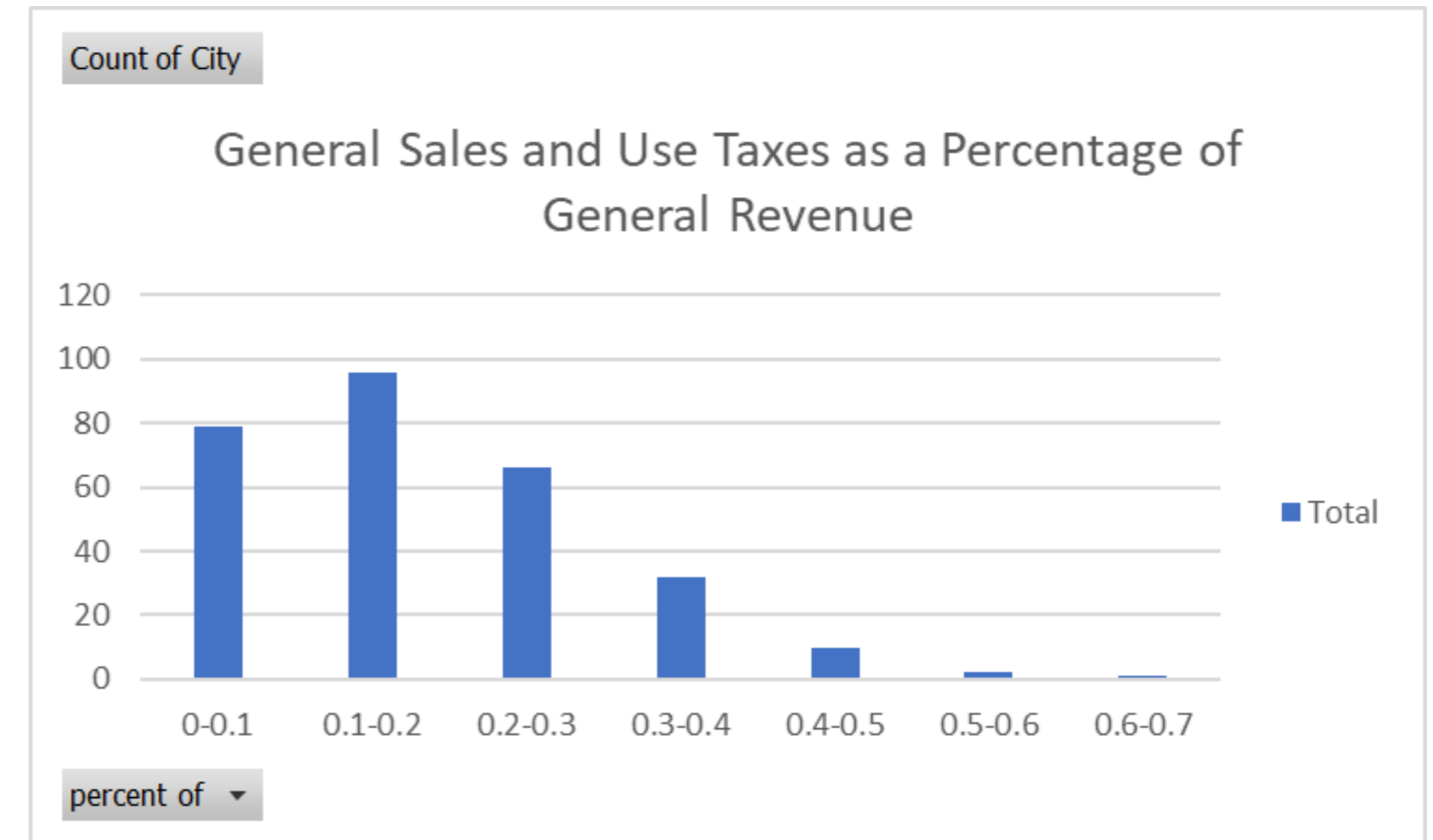
- *These do not affect your CDBG eligibility*
- Local Government Contact Database
 - Primary source for communications from DCA and other state agencies
 - Updated by LG officials through web-based platform on DCA website using CICOID/Password
 - So, update your information for timely reminders of reports.
- Wage and Salary Survey
 - Optional survey on staffing and salary ranges for ~200 LG positions
- Hotel-Motel Excise Tax Reporting
 - Required within six months of FYE for all jurisdictions collecting a hotel-motel excise tax. (Same schedule as RLGf.)
 - Reports total collections for the fiscal year, as well as use of restricted funds by DMO.
 - Web-based reporting platform requiring CICOID and Password

Why we Collect it?



Why we collect it?

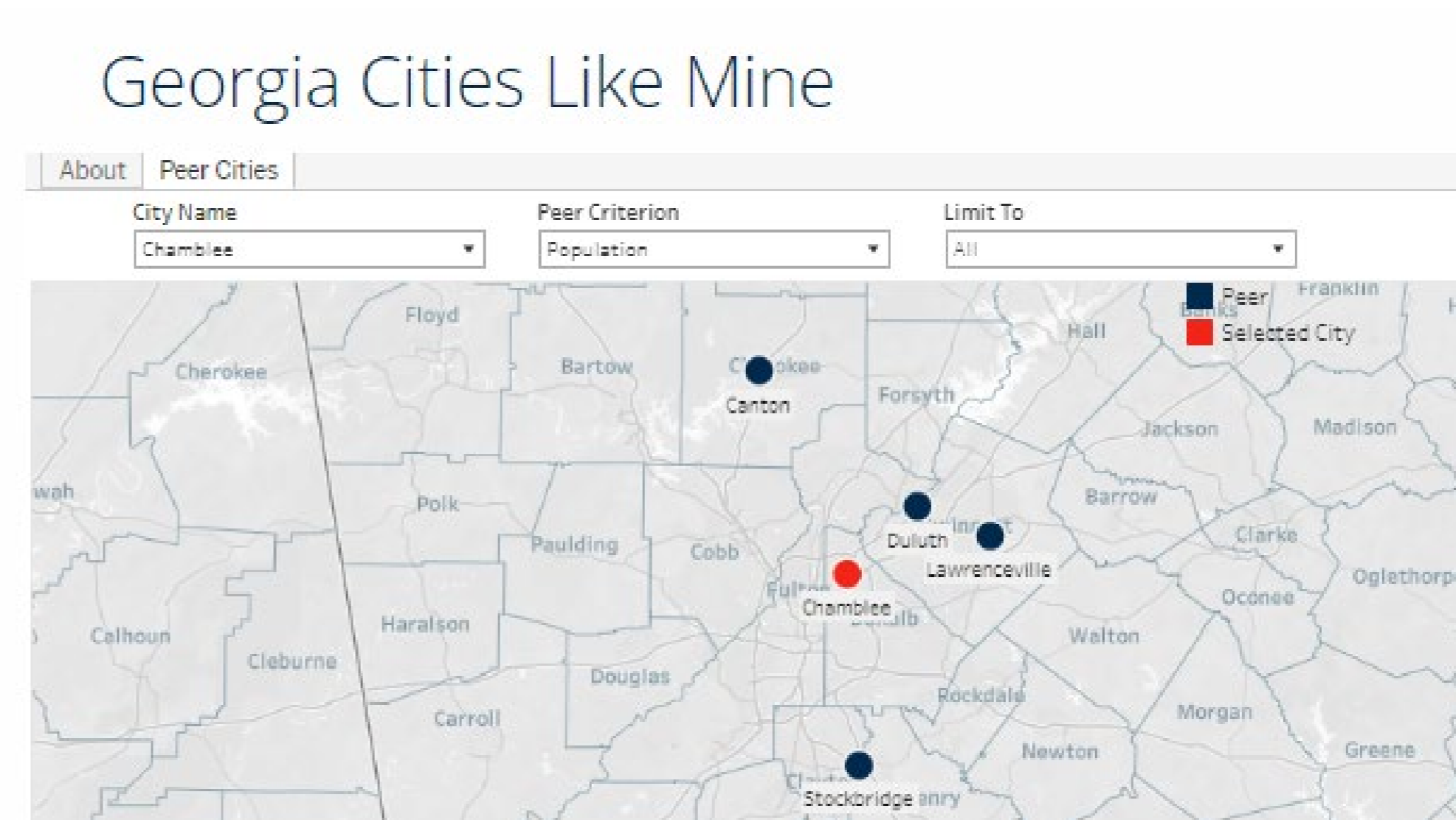
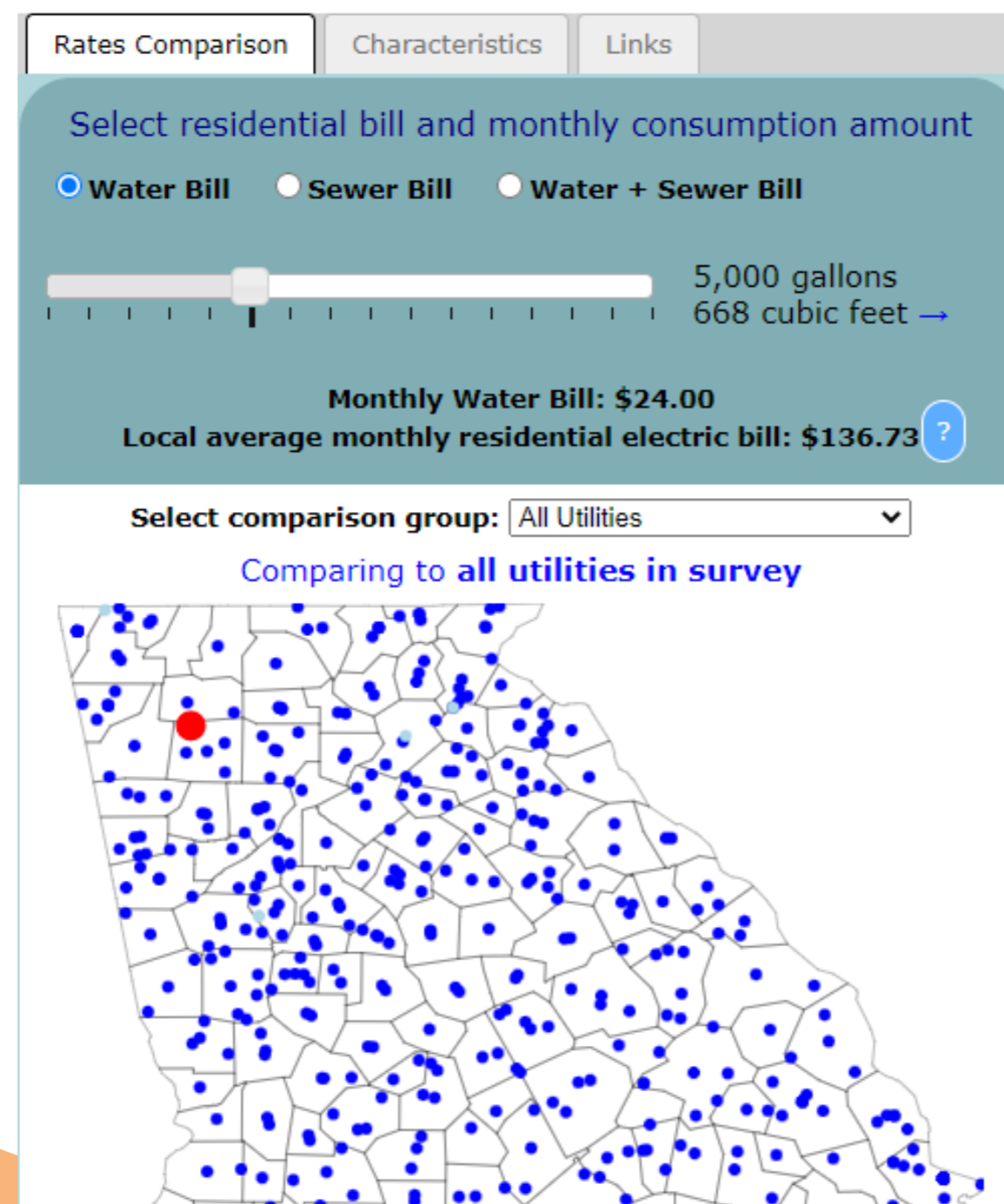
- O.C.G.A. 36-81-8
- Organized to allow for comparative analysis of local governments.
- Used by state and local government policy makers to better understand and evaluate local government operations and service delivery strategies.



Section B - GENERAL SALES AND USE TAXES		
Local Option Sales Tax (LOST)	31.3100	\$1,466,222
Special Purpose Local Option Sales Tax (SPLOST) - (For County Use Only)	31.3200	\$1,808,801
Local Option Sales Tax - Homestead (HOST)	31.3300	\$0
Special Purpose Local Option Sales Tax (TSPLOST1 - Regional/Multi-County)	31.3400	\$0
Special Purpose Local Option Sales Tax (TSPLOST2 - Single County)	31.3500 - Formerly 31.3900A	\$0

Why we collect it?

- Requested by GMA, ACCG, CVIOG, Legislative Offices, Universities and more



Checking Compliance



Checking Compliance

- <https://www.dca.ga.gov/local-government-assistance/research-surveys/compliance>
- Jurisdiction-specific inquiries can be emailed to Research@dca.ga.gov
- Reflective only of DCA Research requirements – does not include other agencies (DOAA LG Audit, for example) or other statutory requirements within DCA (Comprehensive Plans/Plan Updates, SDS, CIE, etc.)

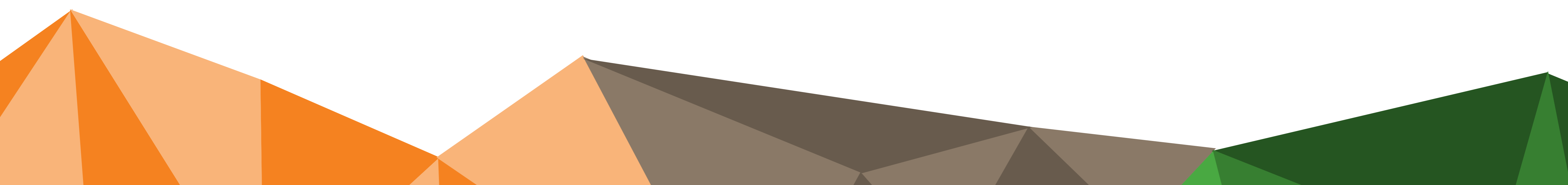
Research & Surveys

Access the 2021 Reporting Calendar for Local Governments and Local Authorities at <https://www.dca.ga.gov/node/7014>

The Research & Surveys group collects, maintains and publishes data for Georgia's local governments and authorities.

- ✓ [Bond Allocation Program](#)
- ✓ [Condemnation Proceedings](#)
- ✓ [Government Management](#)

- ✓ [Compliance](#)
- ✓ [Debt Issuance Reporting](#)
- ✓ [Hotel Motel Excise Tax](#)



Checking Compliance

- When the report is received, compliance is restored.
- Check for compliance in advance because reports may take time.
- Know any deadlines that may occur before applications are reviewed.



Local governments – cities, counties, and consolidated governments – listed on this document are not in compliance with state reporting requirements and are barred from receiving state-appropriated funds from the Department of Community Affairs until the specified reports are received. Local governments are required to have the three most recently years’ Government Management Indicators Survey (GOMI) and Report of Local Government Finance (RLGF) submitted to the Department of Community Affairs.

Jurisdictions on the following list have not submitted one or more of these six requirements. This list is sorted alphabetically by jurisdiction and lists each missing report with its corresponding fiscal year or year. The RLGF is due 6-months after the end of each jurisdiction’s fiscal year, and the GOMI is due June 30th for all jurisdictions.

This PDF document is updated on a weekly basis. If you have any immediate questions regarding a jurisdiction’s status or respective compliance requirements please e-mail DCA.Research@dca.ga.gov.

List Prepared and Accurate as of December 31, 2021

GOVERNMENT	REGION	FYE	DELINQUENT REPORTS
Adrian City	09	December 31	2021 GOMI FY2019 RLGF FY2020 RLGF
Alamo Town	09	December 31	2021 GOMI
Alapaha Town	11	October 31	FY2020 RLGF
Aldora Town	04	December 31	2021 GOMI
Allenhurst City	12	December 31	2021 GOMI
Alma City	11	June 30	2021 GOMI
Alto Town	02	December 31	2021 GOMI FY2020 RLGF
Ambrose City	11	December 31	2021 GOMI



Questions and Inquiries

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