



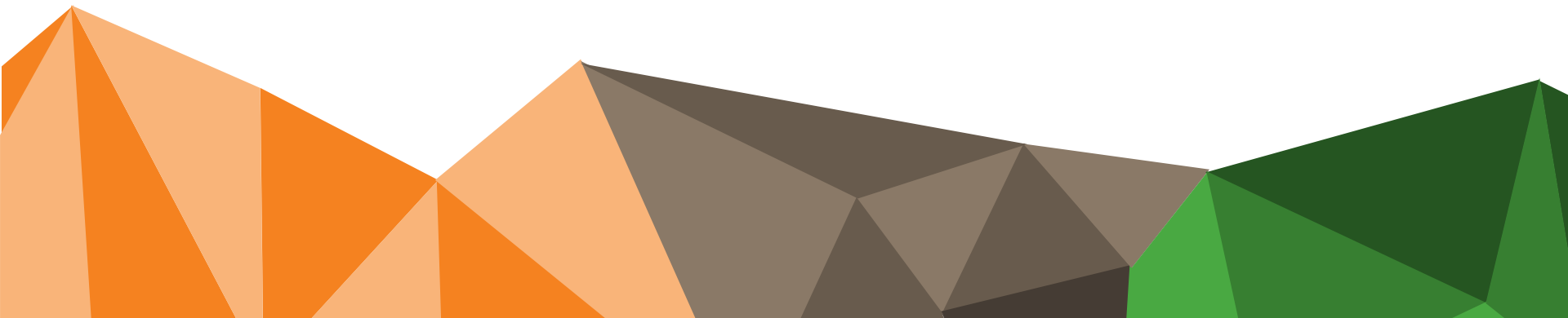
Successfully Implementing the Project: Initial Site Visit and Monitoring

October 26, 2022

**Cindy Alligood, CDBG Field Services
Representative**

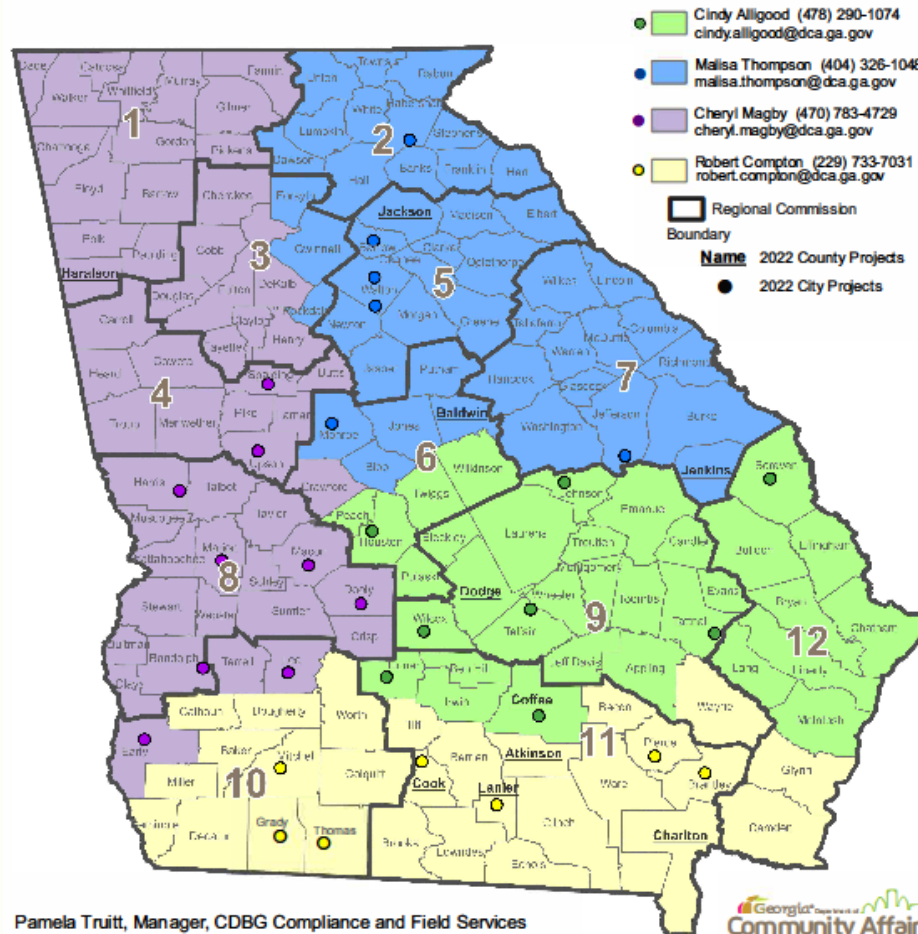
Next Steps After Award

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



Office of CDBG Field Services Field Services Representatives

Georgia Department of Community Affairs



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For additional information:

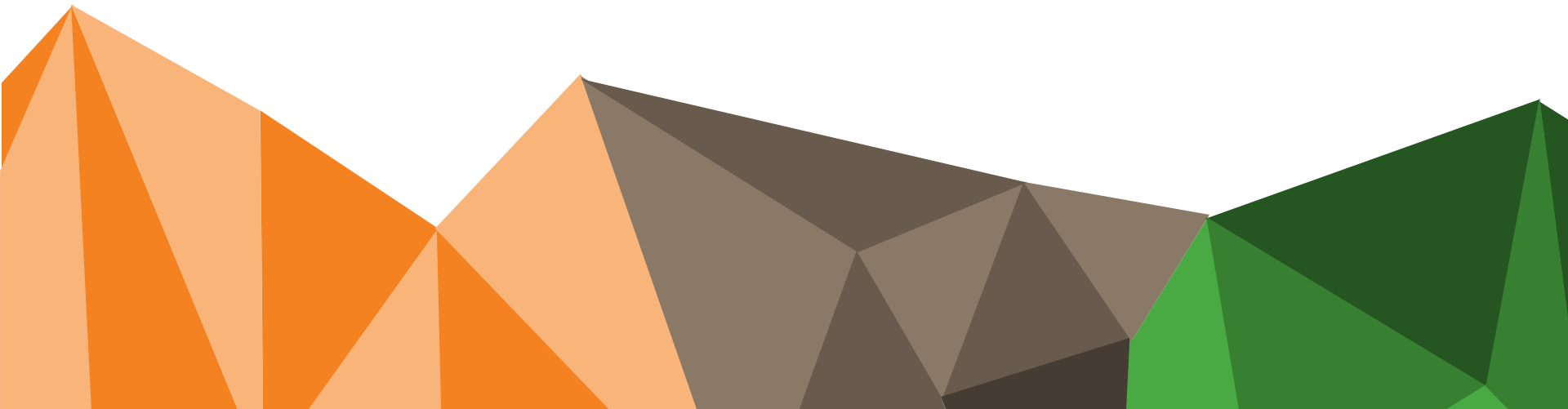
<https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg>

Georgia Department of
Community Affairs

October 2022

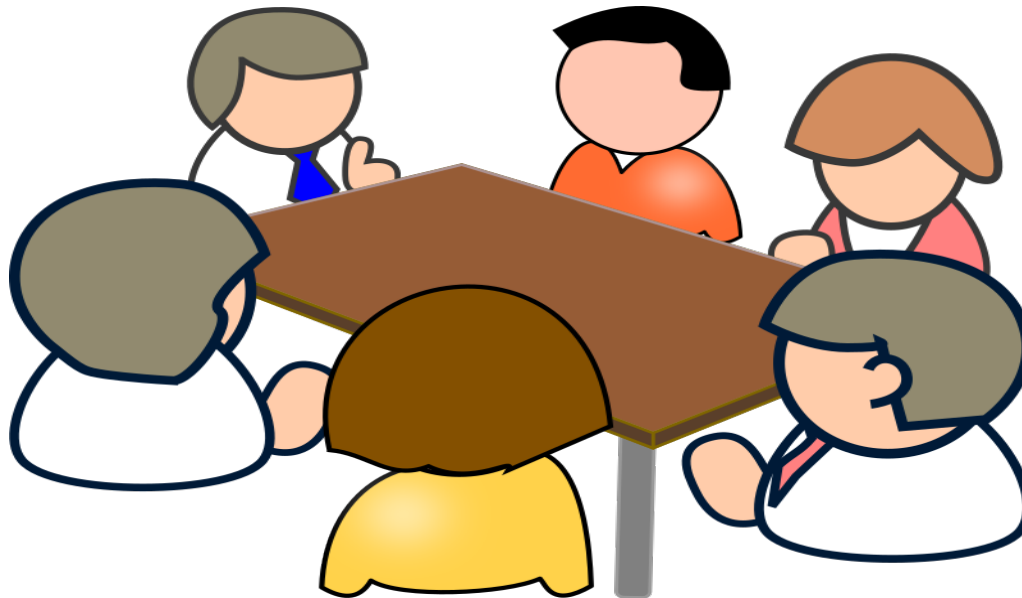
The Role of the CDBG Representative

- ☐ 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

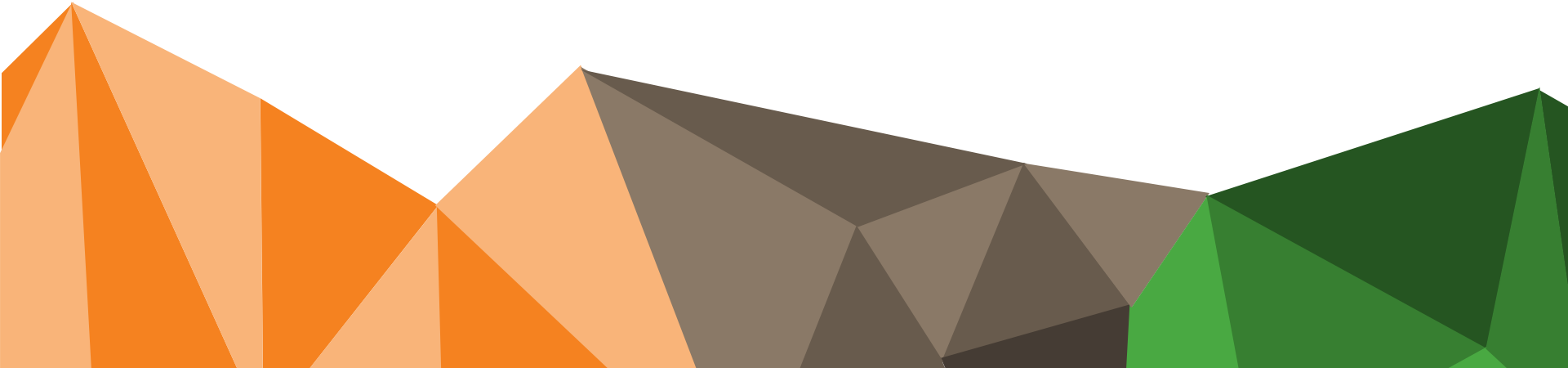


Who Should Attend the Start Up Meeting?

- ☐ 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)

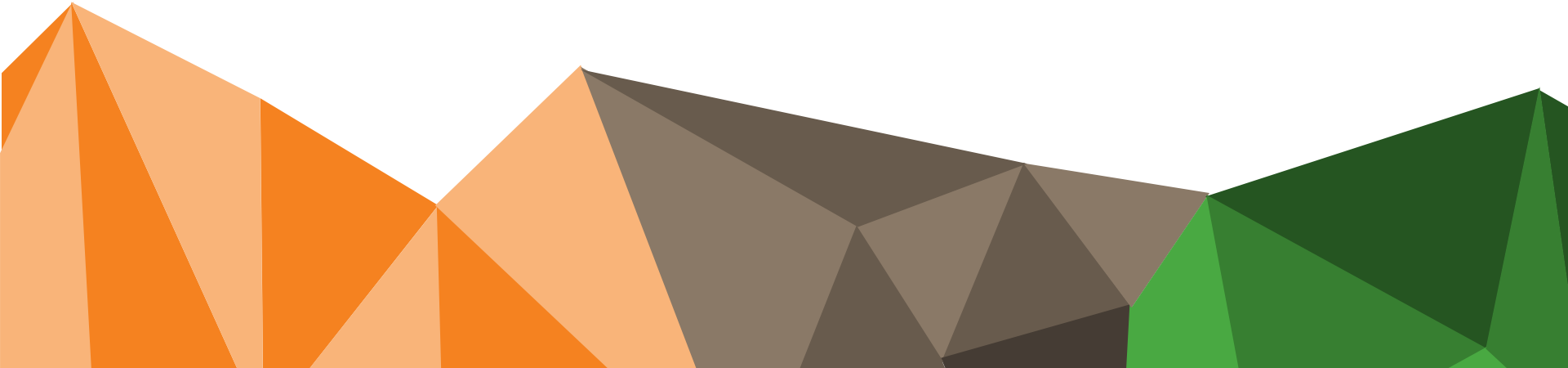
What to Expect at the Start-Up Meeting?

- ☐ 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
- ☐ Goal Sheet Schedule



Start Up Checklist

- ☐ Grant Award Package
- ☐ Financial Management/Audits
- ☐ Administration
- ☐ Environmental –
Historic/Floodplains/Wetlands
- ☐ Beneficiaries/Fair Housing/Civil
Rights/Section 3



Goal Sheet Schedule

- ☐ **Start – Up Meeting** (No later than Dec 2, 2022)
City/Administrator/Engineer/DCA Rep
- ☐ **Post Award Public Hearing** (no later than December 26, 2022) City/Administrator)
- ☐ **Clear all Grant Award Conditions** (no later than April 26, 2023) City/Administrator
- ☐ **Environmental Release of Funds** (no later than April 26, 2023) City/Administrator
- ☐ **Design Work Completed** (no later than July 26, 2023) Engineer/City

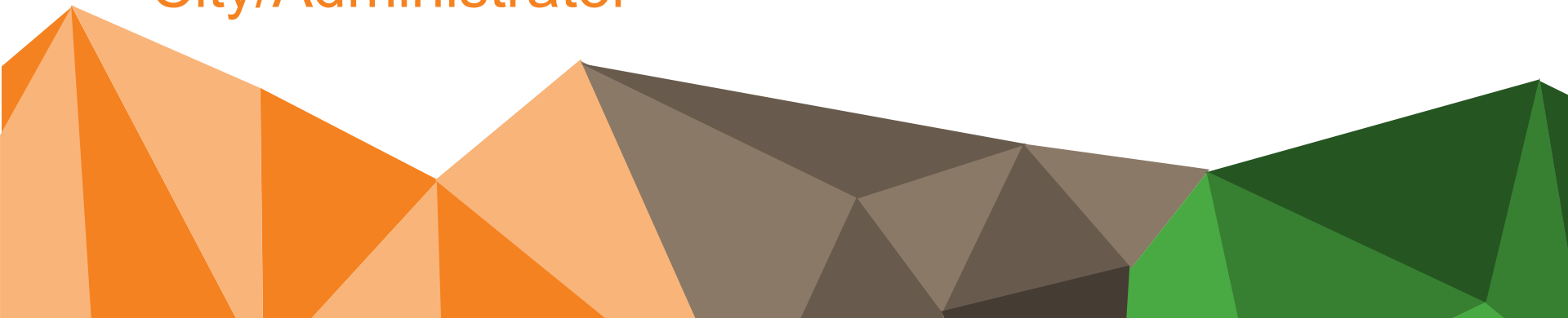
Goal Sheet Schedule

- ☐ **Acquisition Completed** (no later than October 26, 2023) City/City Attorney/Engineer/Administrator
- ☐ **Advertise for Bids on GPR** (no later than January 26, 2024) 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



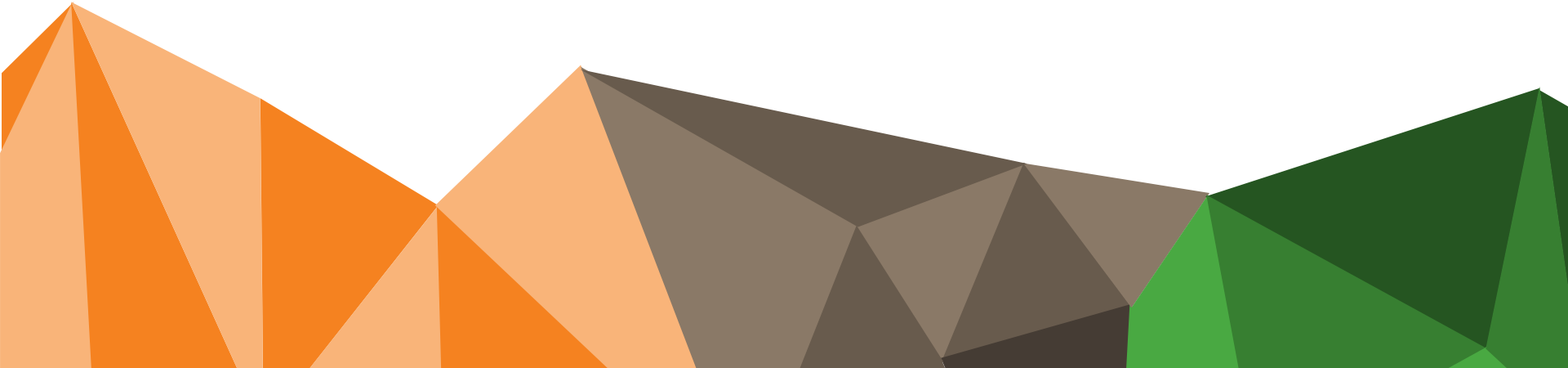
Goal Sheet Schedule

- ☐ **Start of Construction** (no later than April 26, 2024) City/Contractor/Administrator
- ☐ **All Funds Expended** (Two years from the date of award – October 26, 2024) City/Contractor/Administrator
- ☐ **Public Hearing and Close Out** - City/Administrator



Goal Sheet Schedule

- ☐ Keep your Goal 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



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

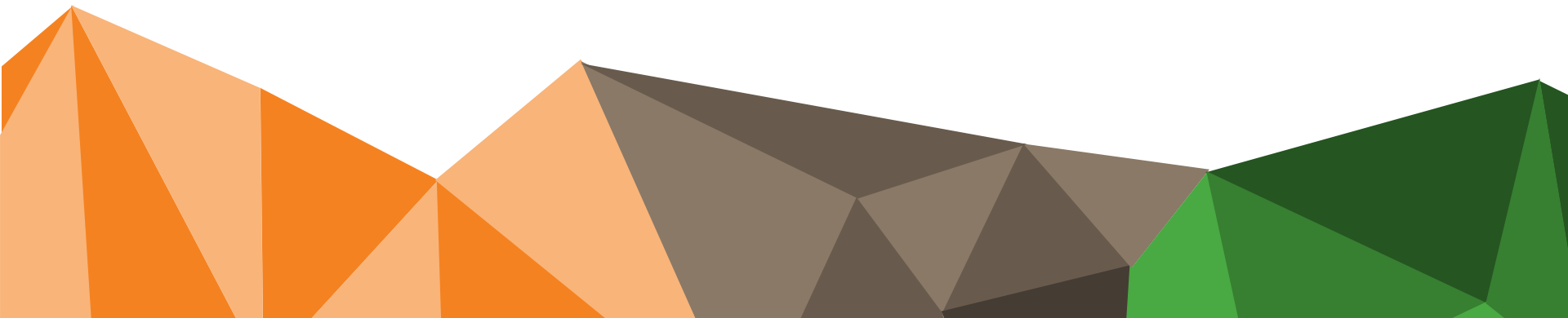
- ❑ UNIFORM ACT COMPLIANCE – If any Acquisition is required to complete the project
- ❑ HOUSING – IF APPLICABLE
- ❑ CASH MATCH/LEVERAGE – Completed prior to the final draw down



Ongoing Monitoring

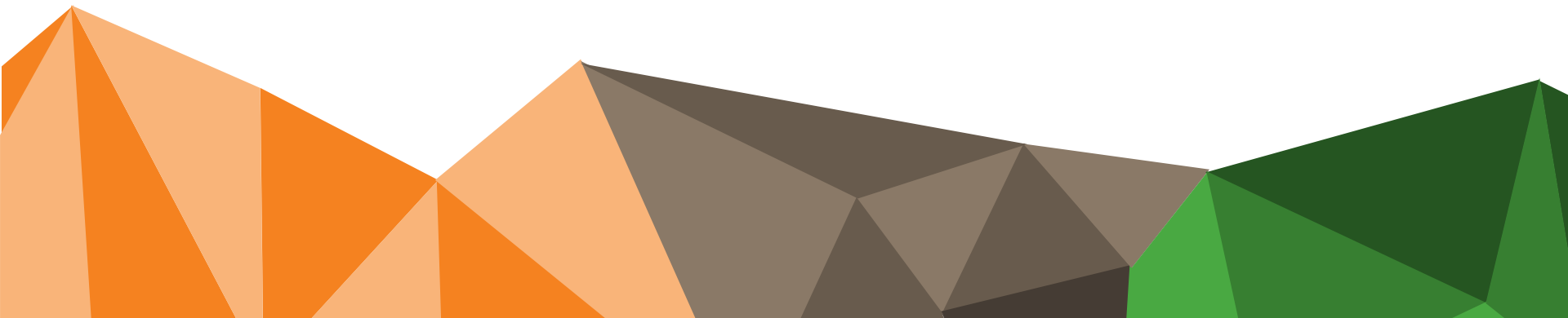
❑ CLOSE OUT -

- 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

Pitfalls

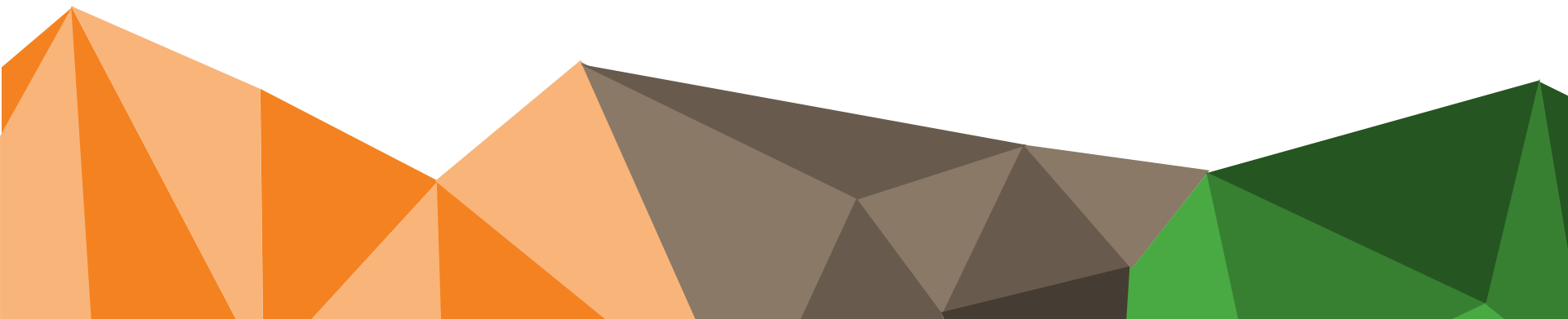
- ❑ Failure to follow manual and learn about updates in regulations
- ❑ Lack of documentation
- ❑ Expenditure Rate



Grant Administrative Guidelines

“BE PREPARED!”:

- ☐ CHECK monitoring forms in the CDBG manual for items needed to answer monitoring questions
–NO SURPRISES
- ☐ KEEP files up to date with documentation of project
- ☐ CHECK bank statements monthly.

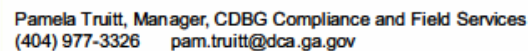


Good Luck!

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



Georgia Department of Community Affairs



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