



# **Successfully Implementing the Project: Initial Site Visit and Monitoring**

October 26, 2023

Cindy Alligood, CDBG Field Services Representative

Robert Compton, CDBG Field Services Representative

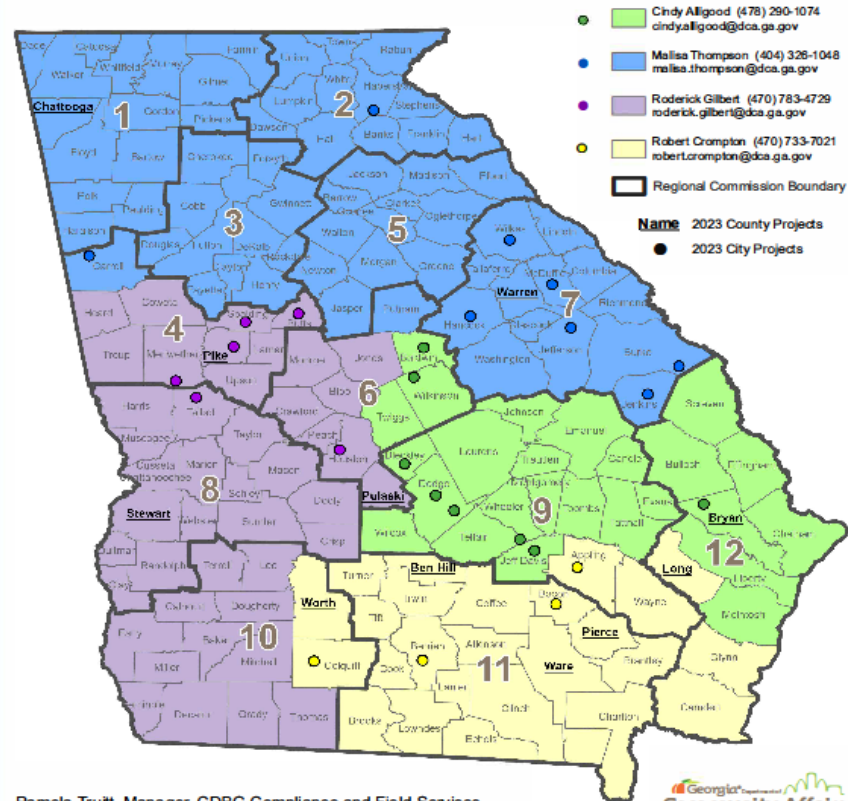
# Next Steps After Award

- The Role of the CDBG Representative
- Start-Up Site Visit
- Goal Sheet Schedule
- Ongoing Monitoring Visits
- Grant Amendments
- Program Reminders and Updates
- Administrative Guidelines



# Office of CDBG Field Services Field Services Representatives 2023 CDBG Awards

Georgia Department of Community Affairs



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Georgia Department of  
**Community Affairs**  
September 2023

For additional information:

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

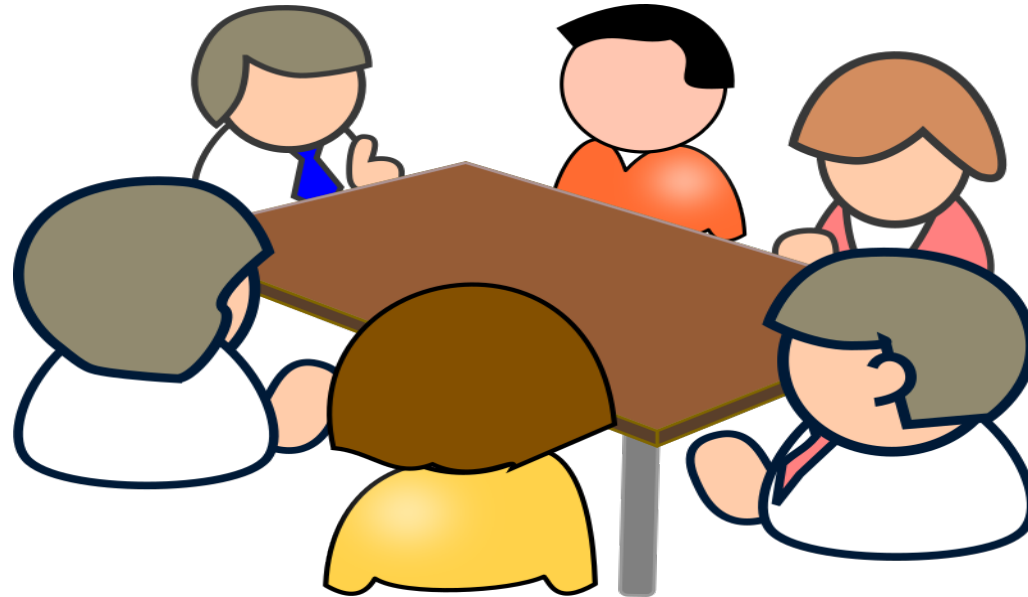
# The Role of the CDBG Representative

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



# Monitoring Your Award

- Start Up Visit – Before December 8, 2023
- Award Date October 25, 2023



## 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
- Budget discussion
- General and Special Conditions
- Administration
- Environmental – Historic/Floodplains/Wetlands
- Beneficiaries/Fair Housing/Civil Rights/Section 3



# Goal Sheet

- ❑ Example of Goal Sheet Schedule

TIMELINESS REQUIREMENTS & DEADLINES			
2023 CDBG GRANTS			
GOAL SHEET			
Activity	Responsibility	Planned Date	Actual Date
<b>Grant Award</b>			10/25/2023
<b>Start-up Meeting</b> (no later than December 8, 2023)	Local Gov./ Administrator/ Engineer (Architect) /DCA Rep		
<b>Post Award Public Hearing</b> (no later than December 25, 2023)	Local Gov./Administrator		
<b>Clear all Special Conditions</b> (no later than April 25, 2024)	Local Gov./ Administrator		
<b>Environmental Release of Funds</b> (no later than April 25, 2024)	Local Gov./Administrator		
<b>Design Work Completed</b> (no later than July 25, 2024)	Engineer(Architect) /Local Gov		
<b>Acquistion Completed</b> (no later than October 25, 2024)	Local Gov./Attorney/ Engineer (Architect)/ Administrator		
<b>Advertise for Bids on GPR</b> (no later than January 25, 2025)	Engineer (Architect)/Local Gov/Administrator		
<b>Bid Opening</b>	Engineer (Architect)/Local Gov/Administrator		
<b>Recommendation of Award</b>	Local Gov./Attorney/ Engineer (Architect)/ Administrator		
<b>Preconstruction Conference</b>	Local Gov./ Administrator/ Engineer (Architect) /DCA Rep/Contractor		
<b>Start of Construction</b> (no later than April 25, 2025)	Local Gov/ Contractor/ Administrator		
<b>All Funds Expended</b> (no later than October 25, 2025)	Local Gov/ Contractor/ Administrator		
<b>Public Hearing &amp; Closeout</b>	Local Gov/Administrator		

## Goal Sheet Schedule

- Start – Up Meeting** (No later than Dec 8, 2023)  
City/Administrator/Engineer/DCA Rep
- Post Award Public Hearing** (no later than December 25, 2023) City/Administrator)
- Clear all Grant Award Conditions** (no later than April 25, 2024) City/Administrator
- Environmental Release of Funds** (no later than April 25, 2024) City/Administrator
- Design Work Completed** (no later than July 25, 2024)  
Engineer/City

# Goal Sheet Schedule

- Acquisition Completed** (no later than October 25, 2024)  
City/City Attorney/Engineer/Administrator
- Advertise for Bids on GPR** (no later than January 25, 2025)  
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 25, 2025)  
City/Contractor/ Administrator
- All Funds Expended** (Two years from the date of award –  
October 25, 2025) 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 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
  - ❑ If project is in LEP community, check for requirements.



# Ongoing Monitoring – After Award

LEP Requirements can be checked at the following website:  
[Data.census.gov](https://data.census.gov) (form S1601)



Equal Housing Opportunity

# Ongoing Monitoring

## PROCUREMENT

- Administration

- Engineer / Architect

- Construction Contract – Requires advertisement in 3 locations



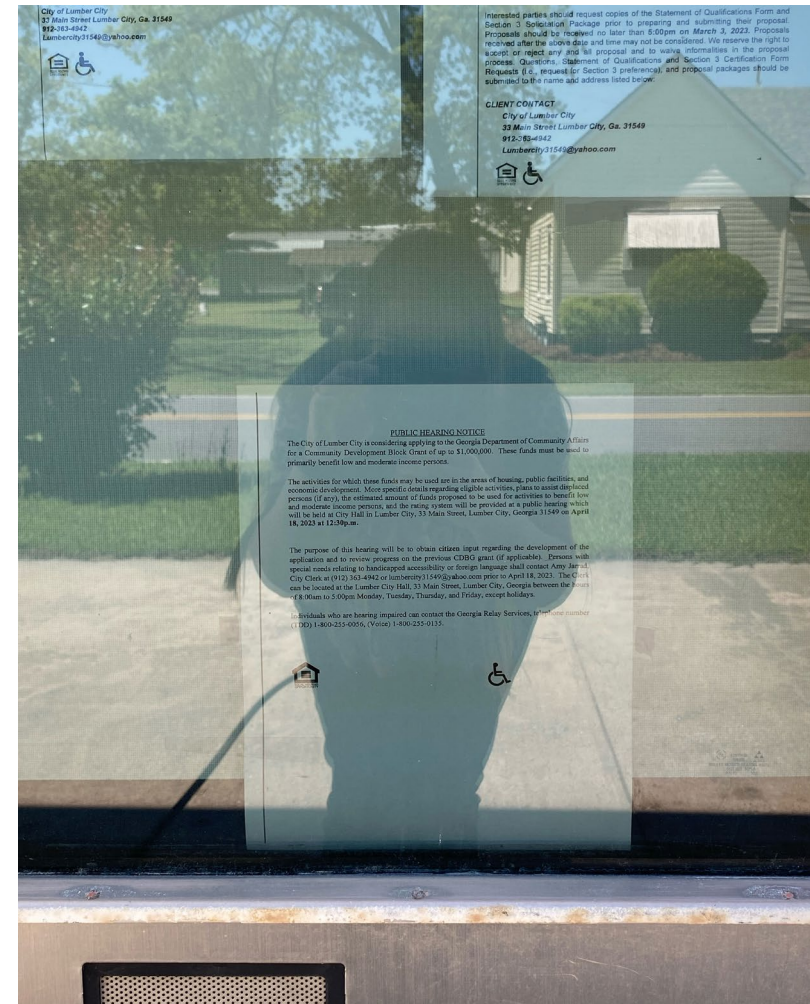
# Ongoing Monitoring

## Construction Contract Advertising

Should be advertised on the local government web site and/or by publishing it in the applicant's "legal organ," along with posting the opportunity at any of the following, for a total of 3 locations: A) city hall/county courthouse; B) most widely distributed newspaper; C) Local GA Department of Labor office and/or Local Workforce Board office; D) local DFCS office; E) local Public Health department; F) local Housing Authority management office. If the contract will be for more than \$100,000 it must be advertised on the Georgia Procurement Registry

# Ongoing Monitoring

- ❑ Example of Photo of Advertisement Posted at City Hall



# Ongoing Monitoring

- FHEO

- Section 504 - Meeting Location Checklist

- Access to Services

- All Efforts to Affirmatively Further Fair Housing

- Section 3

- Be Sure to Request A List of Initial Employees

- Environmental Review

# Ongoing Monitoring

## LABOR STANDARDS

- All Payrolls
- Other Deduction Forms
- Employee Interviews
- Authorized Signature Forms

U.S. Department of Labor  
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OMB No.: 1235-0008  
Expires: 04/30/2021

NAME OF CONTRACTOR  OR SUBCONTRACTOR  ADDRESS  
 PAYROLL NO. 30 FOR WEEK ENDING 06/20/2023 PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) INC. OF WITHHOLDING DEDUCTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			OT. OR ST.	W	T	F	S	S	M				T	FICA	WITH- HOLDING TAX	State Tax	OTHER		TOTAL DEDUCTIONS
				14	15	16	17	18	19				20						
[REDACTED]		1 Common Laborer							9:00	6:40	24.17	16.00	386.72	35.40	0	16.58	0	54.98	446.87
[REDACTED]		3 Dump Truck Driver							7:50	18:20	19.16	19.00	375.52	65.64	0	38.12	0	106.76	790.52
[REDACTED]		0 Dump Truck Driver							4:27	4:27	4.27	25.50	108.85	75.10	45.00	44.05	18.71	182.89	810.90
[REDACTED]		4 Grader/ Blade Operator	10	10	10				10	10	40	26.25	262.80	95.63	0	53.26	45.51	194.40	1,055.60
[REDACTED]		0 Dump Truck Driver							6:32	6:32	2.5	26.25	176.40	66.33	68.00	40.57	9.26	184.16	692.16
[REDACTED]		0 Dump Truck Driver							2.5	2.5	2.5	17.50	44.97	73.58	79.00	46.02	95.17	293.77	747.04
[REDACTED]		0 Excavator Operator							9:45	8:45	16.60	26.00	483.60	81.25	87.00	47.90	90.07	308.25	799.35
[REDACTED]		0 Common Laborer							8:00	8:00	2.2	13.50	297.00	22.71	3.00	7.79	0	33.50	263.50

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3146) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 33602, 200 Constitution Avenue, N.W., Washington, D.C. 20530.

# Ongoing Monitoring

## ❑ Example of Other Deductions Form

DocuSign Envelope ID: E70C15F2-D013-4A52-BA14-F05932DAC841

OTHER DEDUCTIONS  
AUTHORIZATION TO MAKE OTHER DEDUCTIONS

I, [REDACTED], hereby authorize my employer, [REDACTED], to make the below described deductions which are permitted under 29 CFR, Part 3, without separate approval of the Secretary of Labor, from wages earned while employed on the following project:

PROJECT NUMBER: [REDACTED]  
PROJECT NAME: [REDACTED]  
PROJECT LOCATION: [REDACTED]

These deductions are voluntary and are listed below:

1. Dental Ins. \$19.81	6. _____
2. Vision Ins. \$4.64	7. _____
3. Life Ins \$2359	8. _____
4. Short Term \$4.52	9. _____
5. _____	10. _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

8/3/2023  
Date

8-3-23  
Date



# Ongoing Monitoring

## Example of Employee Interview

**Record of Employee Interview**

U.S. Department of Housing and Urban Development  
Office of Labor Relations

OMB Approval No. 2501-0009 (exp.01/31/2021)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information.** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential.

1a. Project Name [REDACTED]

1b. Project Number [REDACTED]

1c. Contractor or Subcontractor (Employer) [REDACTED]

2a. Employee Name [REDACTED]

2b. Employee Phone Number (Home) [REDACTED]

2c. Employee Home Address & Zip Code [REDACTED]

2d. Verification of Identification?  
Yes  No

3a. How long on this job? About a month

3b. Last date on this job before today? 2/14/2023

3c. No. of hours last day on this job? Around 10 or 11

4a. Hourly rate of pay? 18.00

4b. Fringe Benefits?  
Vacation Yes  No   
Medical Yes  No   
Pension Yes  No

4c. Pay stub? Yes  No

5. Your job classification(s) (list all) — continue on a separate sheet if necessary  
Operator - Excavator - Dumptruck

6. Your duties  
Site work

7. Tools or equipment used  
excavator - Roller

8. Are you an apprentice or trainee?  Y  N

9. Are you paid for all hours worked?  Y  N

10. Are you paid at least time and 1/4 for all hours worked in excess of 40 in a week?  Y  N

11. Have you ever been threatened or coerced into giving up any part of your pay?  Y  N

12a. Employee Signature [REDACTED]

12b. Date 2-15-23

13. Duties observed by the interviewer (Please be specific.)

14. Remarks  
Digging trench for pipes

15a. Interviewer name (please print) [REDACTED]

15b. Signature of Interviewer [REDACTED]

15c. Date of interview 2-15-2023

**Payroll Examination**

16. Remarks

17a. Signature of Payroll Examiner [REDACTED]

17b. Date 2-15-2023

Form HUD-11 (02/2019)

# Ongoing Monitoring

## Example of Authorized Signature Form

**Authorization to Sign Certified Payrolls  
(If not signed by business owner)**  
City of ██████████  
FY 2023 CSBG Sewer System Improvements  
Name of Contractor

I, ██████████, Business Owner authorize ██████████, Authorized Person to Sign Payrolls to sign certified payrolls for ██████████. I fully understand that the willful falsification of any or all information on ██████████ submitted certified payrolls may subject the contractor or subcontractor to civil or criminal prosecution (see Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code). This statement is at the bottom of the certified payroll signed each week. The business owner acknowledges he has seen this statement.

Signed,  
██████████  
Signature (Business Owner)

██████████  
Printed Name (Business Owner)



# Ongoing Monitoring

## FINANCIAL MANAGEMENT

- Quarterly Reports
- Bank Statements
- Invoices
- Bank Registry showing receipts and disbursements in chronological order (i.e. CDBG Checkbook)

**Sample Project  
CONTRACT BUDGET SPREADSHEET**

<i>Grant Administrator</i>	<i>Contract Amount</i>	<i>Invoice No.</i>	<i>Date</i>	<i>Amount Paid</i>	<i>Balance</i>
<b>CDBG Funds</b>	45,000.00				45,000.00
		1	1/6/2023	20,000.00	25,000.00
		2	7/6/2023	10,000.00	15,000.00
Total Payments				20,000.00	
<i>Engineer</i>	<i>Contract Amount</i>	<i>Invoice No.</i>	<i>Date</i>	<i>Amount Paid</i>	<i>Balance</i>
<b>Local Funds</b>	146,909.00				146,909.00
		9819	12/31/2021	4,890.00	142,019.00
		10030	2/28/2022	11,425.00	130,594.00
		10169	3/17/2022	13,040.00	117,554.00
		10217	4/29/2022	52,914.11	64,639.89
		10335	5/12/2022	4,200.00	60,439.89
		10440	6/16/2022	16,365.78	44,074.11
		10611	8/31/2022	960.00	43,114.11
		10706	10/26/2022	1,750.00	41,364.11
		10856	11/16/2022	300.00	41,064.11
		11035	1/17/2023	2,235.00	38,829.11
		11132	2/22/2023	4,950.00	33,879.11
		11205 & 11279	4/13/2023	4,613.70	29,265.41
		11370	5/26/2023	4,200.00	25,065.41
		11465	6/27/2023	6,065.40	19,000.01
Total Payments				127,908.99	
<i>Construction</i>	<i>Contract Amount</i>	<i>Invoice No.</i>	<i>Date</i>	<i>Amount Paid</i>	<i>Balance</i>
<b>CDBG Amount</b>					705,000.00
\$1,766,286.55		Pay Request #1	3/8/2023	105,264.00	599,736.00
Change Order #1 - (\$111,500.00) = \$1,654,786.55		Pay Request #2	4/24/2023	346,847.76	252,888.24
		Pay Request #3	5/8/2023	207,983.88	44,904.36
		Pay Request #4	6/23/2023	44,904.36	-
Total Payments				705,000.00	
<b>Local Amount</b>					911,000.00
\$911,000.00		Pay Request #4	6/23/2023	502,761.93	408,238.07
		Pay Request #5	8/22/2023	328,409.87	79,828.20
Total Payments				831,171.80	
					<b>Balance</b>
<b>CASH MATCH &amp; LEVERAGE</b>					1,068,909.00
	Engineer	Engineering Fees	Cash	127,908.99	
	Construction Co	Construction	Cash	831,171.80	
	Engineer	PER	Donated	5,000.00	
	Admin	Grant Prep	Donated	5,000.00	
	County	Audit	Cash	1,000.00	
Total Payments				970,080.79	

# 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 or balance goes below 10%.



# Ongoing Monitoring

## Example of Cash Match and Leverage Verification Form

### Cash Match Verification/Leverage Assessment

Recipient: \_\_\_\_\_ Grant No: \_\_\_\_\_

Match Amount Required: \_\_\_\_\_

Match Amount Verified: \_\_\_\_\_

Leverage Required: \_\_\_\_\_

Leverage Contributed to Date: \_\_\_\_\_

Date Match/Leverage Reviewed: \_\_\_\_\_

How Verified/Assessed: \_\_\_\_\_

Recommendation for Final Draw:                      Yes                      No

Amount still required is obligated under the following contracts:

Local construction amount still owed: \$ \_\_\_\_\_

Local architect / engineer amount still owed: \$ \_\_\_\_\_

Local administration amount still owed: \$ \_\_\_\_\_

Assessment of Status of Leverage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Program Representative

Route to: (1) Grants Consultant; (2) Grant file

Instructions: This form is to be prepared prior to a grantee's final draw request. It is to be used to **verify** the required cash match and to **assess** the status of committed leverage funds. Leverage can be assessed by reviewing leverage funds contributed to date and estimating leverage funds to be contributed based on contracts, project schedules, and type of grantee in-kind contributions. Final **verification** of leverage must be done at the closeout site visit. Under "Assessment of Status of Leverage" above, please indicate whether meeting anticipated leverage requirements is expected to be an issue for the grantee.

# 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
- Increase/Decrease the scope of an activity by 10% or more
- Change of Scope may require a Public Hearing to ensure public awareness of the change.
- Propose activity in area other than the approved CDBG Target Area
- Transfer funds from one activity to another no matter the amount.

# Program Reminders and Updates

- ❑ When moving money between line items, you must submit a project amendment, no matter the amount being moved.
- ❑ When preparing your Language Access Plan (LAP), pay close attention to what you list as “Vital Documents”, especially if the project is in an LEP community. More details in later presentation.
- ❑ Concurrent Notice (Environmental) advertisements must be in LEP language if located in LEP community.



# Program Reminders and Updates

- ❑ Stormwater monitoring (NPDES) must be available by the contractor to bid as a part of construction. Any entity (Engineer or contractor) that performs the service is subject to fair and open competition. See memo in Manual (Appendix O of Applicants' Manual).
- ❑ You must tabulate the number of hours that the General and subcontractors spent on the job site on your Quarterly Reports.

# 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.

# Grant Administrative Guidelines

- ❑ Check with General and subcontractors on a regular basis to arrange for job site interviews.
- ❑ Be sure you have Environmental Clearance in hand before holding a bid opening.
- ❑ Here is the link for the Analysis of Impediments:  
[https://www.dca.ga.gov/sites/default/files/analysis\\_of\\_impediments\\_2016.pdf](https://www.dca.ga.gov/sites/default/files/analysis_of_impediments_2016.pdf)

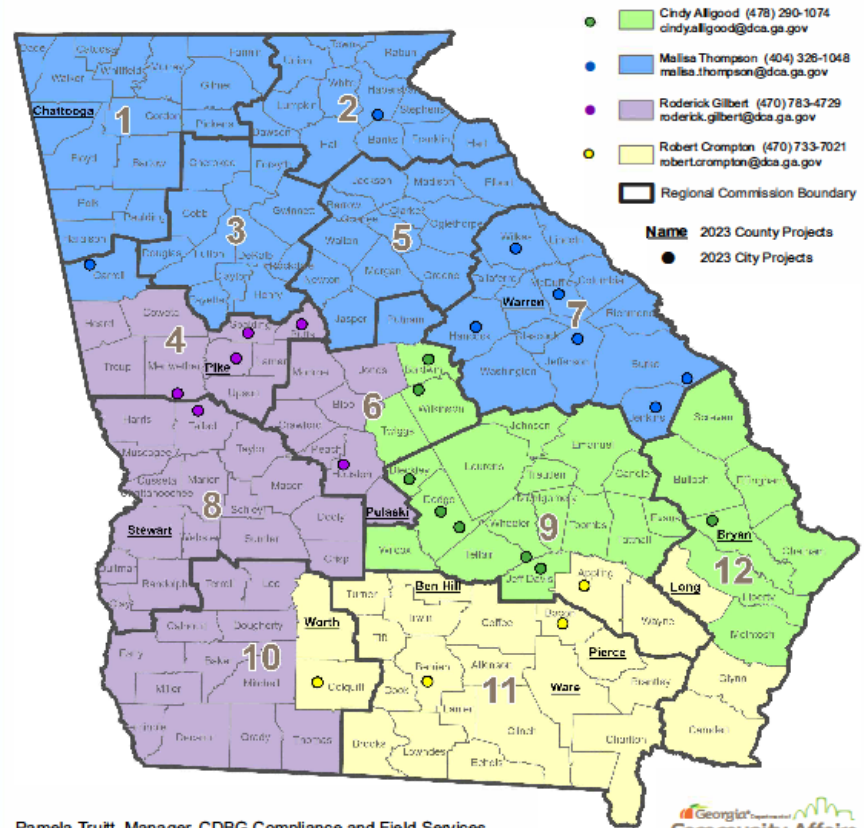
# Good Luck!

- Call your Field Representative or DCA staff with questions.
- Keeping us involved throughout the project can avoid or minimize problems.
- We are truly here to help you with your CDBG.



# Office of CDBG Field Services Field Services Representatives 2023 CDBG Awards

Georgia Department of Community Affairs



Pamela Truitt, Manager, CDBG Compliance and Field Services  
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Georgia  
Community Affairs  
September 2023

For additional information:

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

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**Community Affairs**