

Applicant Compliance Requirements

Documenting Compliance

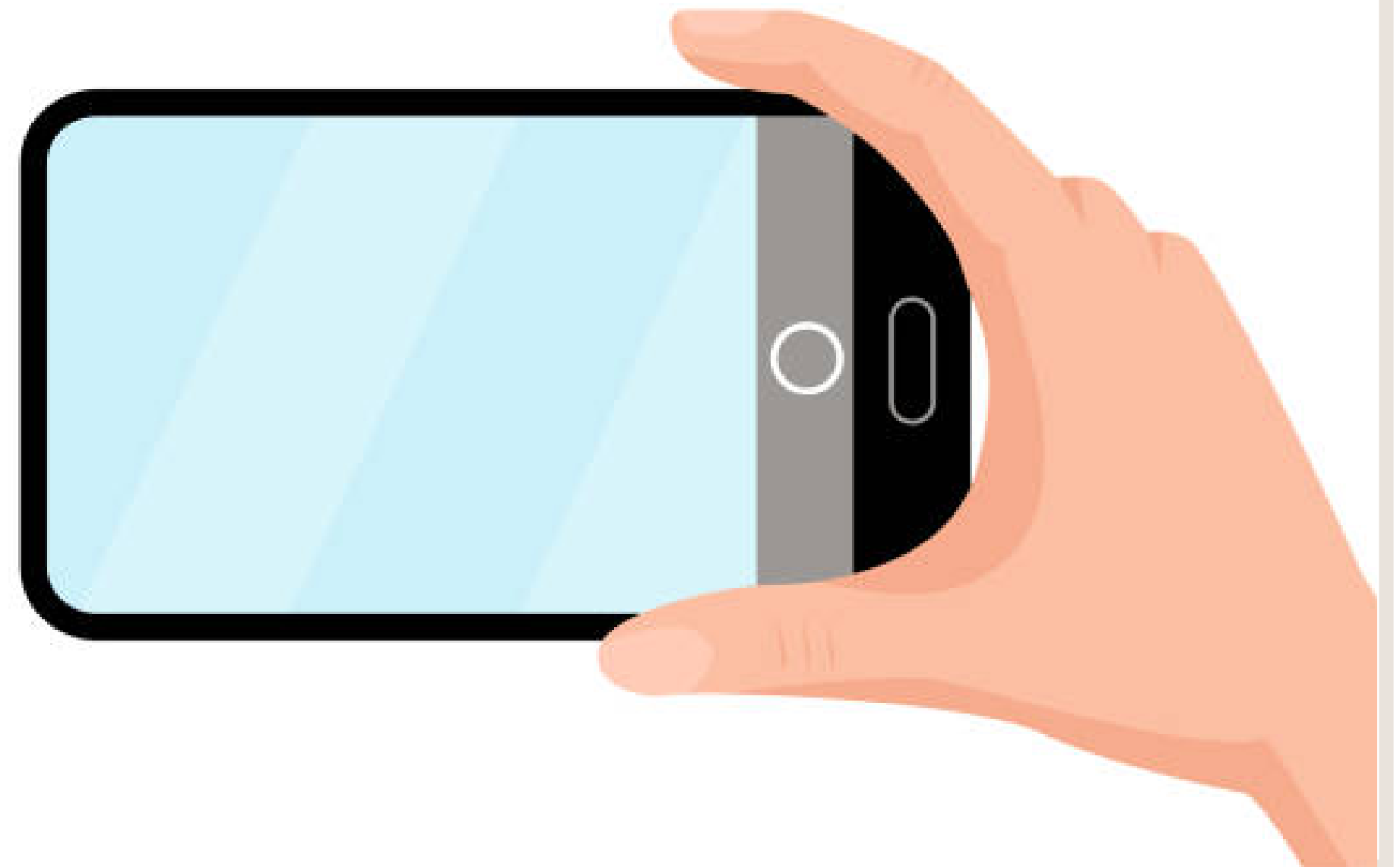


Brittney Hickom, Compliance Officer
2024 CDBG Annual Competition



Please, get your device ready.....

Menti.com enter code 9261 5539



Join at menti.com use code 9261 5539

 Mentimeter

How many administrative cures do you think our office requested after the 2023 applications were submitted?

Waiting for responses ...



Completeness of Documentation



Documenting Compliance

- ✓ Documentation Submittal
- ✓ Completeness of Documentation
- ✓ Common Mistakes
- ✓ Examples

Documentation Submittal

CDBG 2023 Annual Competition ▾



↶ Back

Photos of Target Area - Batch 1 *

📎 Choose File

Existing Senior Center.zip



Group multiple photos into a single PDF or Zip file.



Completeness Check Items

- ✓ Resolution to Submit
- ✓ Civil Rights Compliance Certification
- ✓ Evidence of Compliance with System for Award Management (SAM/Unique Entity Identifier)
- ✓ Acknowledgment of Subrecipient Language Access Plan (LAP)
- ✓ Language Access Plan (LAP) Threshold Certification
- ✓ Public Hearing Advertisement (Citizen Participation)
- ✓ When to Consult Tribes (DCA-9B)
- ✓ Service Delivery Strategy (SDS) & Local Comprehensive Plan
- ✓ Procurement Documentation & Contracts
- ✓ Conflict of Interest

Join at menti.com use code 9261 553

**Provide an answer for what you
the most common mistakes the
throughout our compliance revi
process**

Resolution to Submit

Resolution No. 2023- 31

A RESOLUTION OF THE COUNCIL OF THE [REDACTED] GEORGIA, TO AUTHORIZE SUBMISSION OF AN APPLICATION TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA) UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

WHEREAS, at a regular meeting of the [REDACTED] City Council held on the 2nd day of May, 2023, the City of [REDACTED] Georgia voted to submit a 2023 application for funding from the Georgia Department of Community Affairs (DCA) under the Community Development Block Grant (CDBG) program for an amount up to \$1,000,000.00 for housing improvements and clearance of vacant dilapidated structures on [REDACTED]

WHEREAS, the proposed CDBG activities will benefit 100% low to moderate income persons and these activities will take place with a target area that exceeds 70% low to moderate income persons; and

WHEREAS, the [REDACTED] is committed to providing Code Enforcement activities within the target area as needed and will provide a minimum of \$67,500 cash match for the clearance of vacant dilapidated structures in the target area; and

WHEREAS, the [REDACTED] will commit to waive permit fees for the units slated for housing improvements; and

WHEREAS, the [REDACTED] performed the procurement process to hire an administrator for this project, and after evaluating proposals, the city has selected Grant Specialists of Georgia, Inc. to provide grant writing and administration services should the program be funded; and

WHEREAS, the Mayor of the City of [REDACTED] is hereby authorized to sign all documents pertinent to the CDBG application; and

WHEREAS, the [REDACTED] commits to affirmatively furthering fair housing and certifies that it will analyze impediments to fair housing choices in the City of [REDACTED] and take steps to overcome any identified impediments in efforts to promote fair housing for [REDACTED] residents; and

WHEREAS, the [REDACTED] will ensure that employment and other economic opportunities generated by CDBG funds shall, to the greatest extent feasible, and consistent with Federal, State and local laws and regulations, be directed toward low and very low- income persons, particularly those who are recipients of government funding for housing and to business concerns which provide economic opportunities to low and very low income persons in coordination with the Section 3 provisions of the Housing and Urban Development Act of 1968- 24CFR Part 135; and

WHEREAS, the [REDACTED] affirms that no qualified individual with a disability shall, by reason of such disability be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended; and

WHEREAS, the [REDACTED] further agrees that in the event the [REDACTED] application is recommended for funding by the Department of Community Affairs, the City of Perry certifies and assures that it has the ability and intention to undertake this venture; and

WHEREAS, the [REDACTED] also certifies that this proposed 2023 CDBG project is in conformance with the locally adopted Comprehensive Plan as approved by DCA and is not inconsistent with the locally adopted Service Delivery Strategy.

NOW THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED, that the Mayor and Council of the [REDACTED] Georgia proceed with due diligence to prepare, or have prepared, appropriate documentation required for a formal CDBG application to be submitted to the Department of Community Affairs by the June 2, 2023 deadline.

So RESOLVED this 2nd day of May, 2023.

[REDACTED] GEORGIA
By: [REDACTED]
Attest: [REDACTED]



Civil Rights Certification Form

Common Mistakes

- City/County name
- Pending 2024
- Date
- All boxes must be completed (8a)

Civil Rights Compliance Certification			
Grant Recipient	Grant Number	Date	
[REDACTED]	pending	5/4/23	
		Yes	No
1. Has your government had any employment vacancies in the past three (3) months?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. If so, did you follow the equal employment opportunity guidelines in advertising the vacancies?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Do you have written employment and personnel policies available for review?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Do you have employment records available?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Is your employment data detailed enough to determine composition by?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Sex		<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Race		<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Disability Status		<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. National Origin		<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is your position and salary information detailed enough to assess hiring, training, promotion, and compensation practices?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Do your employment data support efforts to provide for equal employment opportunities?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Have any civil rights complaints been filed against your government (within the past five years)?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. If so, has the complaint been satisfied?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. If you answered yes to #8, provide the following information in the space provided. Add additional pages if necessary. <ul style="list-style-type: none"> • Describe the complaint(s) and include the date of the complaint; • State if the complaint(s) has any relation to a CDBG project and if so, which CDBG project; • Describe the steps your government has taken to satisfy the complaint, and; • Provide complaint's current status (e.g., withdrawn, currently under Federal/State/Local review, mediation, etc.) 			
[REDACTED]			
9. As needed, please provide additional clarification for any of the above questions.			
The undersigned hereby certifies that the information contained in this Civil Rights Compliance Certification is correct to the best of his or her knowledge.			
[REDACTED]	Mayor, [REDACTED]	5/4/2023	
Chief Elected Official Signature	Title	Date	
[REDACTED]	Sr. Human Resources Manager	5/4/2023	
Preparer Signature	Title	Date	

Evidence of Compliance with System for Award Management (SAM)

SAM.GOV

Unique Entity ID: [Redacted] CAGE / NCAGE: [Redacted] Purpose of Federal Award: [Redacted]

Registration Status: Active Registration Expiration Date: Jan 9, 2024

Physical Address: [Redacted] Mailing Address: [Redacted]

Business Information

Doing Business as: (blank) Division Name: (blank) Division Number: (blank)

Congressional District: Georgia 08 State / Country of Incorporation: (blank) / (blank) URL: (blank)

Registration Dates

Activation Date: Jan 11, 2023 Submission Date: Jan 9, 2023 Initial Registration Date: Aug 19, 2023

Entity Dates

Entity Start Date: Jul 1, 1824 Fiscal Year End Close Date: Jun 30

Immediate Owner

CAGE: (blank) Legal Business Name: (blank)

Highest Level Owner

CAGE: (blank) Legal Business Name: (blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with 41 C.F.R. 101-11.6, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates that the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with 41 C.F.R. 101-11.6, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates that the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records? No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results: Yes

Entity Types

Business Types

System for Award Management (SAM) Certification

[Redacted Signature]

Grant Recipient
2023 CDBG

Grant Number
May 4, 2023

Date

The Federal Funding Accountability and Transparency Act (the "Transparency Act" or "FFATA") requires information disclosure concerning entities receiving Federal financial assistance through Federal awards such as Federal contracts, sub-contracts, grants, and sub-grants. In addition, prime grant awardees are required to register with the System for Award Management (SAM) in order to implement the requirements of FFATA. SAM is the Official U.S. Government system that registers various partners of the federal government, including local governments that receive federal awards. For information about how to register, please go to the following site:

<https://www.sam.gov/>

By signing below, the Chief Elected Official of the Grant Recipient named above is certifying that the Grant Recipient has a current System for Award Management (SAM) account in order to allow the Georgia Department of Community Affairs the ability to report this Grant Award through the federal Sub-award Reporting System (FSRS). Note that the local government's SAM account must be updated annually.

[Redacted Signature] → Mayor Title Date: 5/2/2023

[Redacted Name] Printed/Typed Name of Chief Elected Official

52.219-1 to determine if the entity is an SBA-certified HUBZone small business. If the entity is an SBA-certified HUBZone small business, the SBA's Dynamic Small Business Search if the entity completed the

NAICS Title

Language Access Plan (LAP)

Threshold Certification

Acknowledgement of LAP Requirement

Public Hearing (English/Spanish)

CDBG 2023 Annual Competition

Back

Threshold & Compliance Documentation

Local LAP Threshold Certification *

Choose File

Complete and upload the Local LAP Threshold Certification form

LAP Acknowledgement *

Choose File

Complete and upload the LAP form

Public Hearing Tear Sheet - English *

Choose File

Public Hearing Tear Sheet - LEP

Choose File

Jurisdictions where 1,000 or more residents of a language group with limited English proficiency (LEP) or where more than 5% of residents are from a language group with LEP must advertise the the pre-award public hearing in the applicable language.

LAP Threshold Certification

The Applicant determined the LEP threshold WAS NOT met. Check here:

Checking this box above means that the applicant has determined that the LEP threshold was not met and that a pre-award public hearing notice was required in English only.

The applicant made this determination after review of American Community Survey Table S1601, and this table indicates that the applicant's jurisdiction contains *fewer* LEP persons than the following standard: a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language.

Please include a copy of the following in order to verify this determination:

1. American Community Survey Table S1601 used to make the determination that the LEP threshold WAS NOT met.
2. The Applicant **must include** the tear sheet for the Public Hearing notification in English.

If the application jurisdiction did not meet the LEP threshold as noted above. Skip to Section 2. ~~If the LEP threshold was met, please continue below:~~

The Applicant determined the LEP threshold WAS met. Check here:

Checking this box above means that the applicant has determined that the LEP threshold was met or exceeded and that a pre-award public hearing notice was required in English and Spanish.

The applicant made this determination after review of American Community Survey Table S1601, and this table indicates that the applicant's jurisdiction contains *equal to or more than* the number of LEP persons indicated by the following standard: a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language.

Please include a copy of the following in order to verify this determination:

1. American Community Survey Table S1601 used to make the determination that the LEP threshold WAS met.
2. The Applicant **must include** the tear sheets for the Public Hearing notifications in English and Spanish.

Complete Section 2 and the Acknowledgement.

SECTION 2

~~_____ (Applicant City or County Government) hereby acknowledges and attests that a public hearing was held on March 24, 2023 (Date) to encourage public participation in the planning, implementation and assessment of their proposed CDBG~~

ACKNOWLEDGEMENT:

The undersigned certifies on behalf of the Applicant that he/she has been authorized to sign this acknowledgement, and that the Applicant has complied with the requirement noted above:

Submitted on behalf of the Applicant by:

_____ 5/2/2023
(Signature of chief elected official) (Date)

(Typed or printed name and title of chief elected official)

Attest: _____ 5/2/2023
(Signature of clerk or other authorized official) (Date)

(Typed or printed name and title)



LANGUAGE SPOKEN AT HOME

Survey/Program: American Community Survey TableID: S1601 Product: 2019 ACS 5-Year Estimates Subject Tables

Notes Selections 1 Geo Years Topics Surveys Codes 123 Hide Transpose Restore Excel Download More Data Map

Label	Estimate	Margin of Error	Estimate
Cornelia city, Georgia			
total			
Percent of specified language speakers			
Speak English less than 'very well'			
Population 5 years and over	3,873	±128	823
Speak only English	2,478	±483	(X)
Speak a language other than English	1,395	±441	823
SPEAK A LANGUAGE OTHER THAN ENGLISH			
Spanish	1,086	±453	708
5 to 17 years old	421	±248	187
18 to 64 years old	665	±270	521
65 years old and over	0	±13	0
Other Indo-European languages	8	±16	0
5 to 17 years old	0	±13	0

CDBG Applicant Concentration 2021 CDBG Info

Find address or place

Layers

- Block Groups 2021
- Low to Moderate Income 51%+ 2021
- Housing Facility Deficiency 8%+ 2021
- Minority Concentration 51%+ 2021
- City Language Spoken 2021
- County Language Spoken 2021
- Cities
- Counties

City of Cornelia

City	Cornelia
Population 5 years and over	3,873
Speak Spanish	1,086
Speak Spanish / English less than very well	708
Percent Speak Spanish / LEP	18.26
Other Indo-European Languages	8
Speak Indo-European / English less than very well	0
Percent Speak Other Indo-European / LEP	0.00
Speak Asian and Pacific Island	186
Speak Asian and Pacific Island / English less than very well	0
Percent Speak Asian and Pacific	0.00

Acknowledgment of LAP Requirement

ACKNOWLEDGEMENT OF SUBRECIPIENT LANGUAGE ACCESS PLAN REQUIREMENT

The [redacted] hereby acknowledges and assures that:
(Applicant City or County Government)

- 1) Pursuant to the requirements of Title VI, it will take timely and reasonable steps to provide Limited English Proficient (LEP) persons with Meaningful Access to programs and activities funded by the federal government and awarded by DCA. Access to these programs and services will not be impeded as a result of an individual's inability to speak, read, write or understand English.
- 2) It will conduct an assessment to determine the need for language assistance within its service area. This will be accomplished by conducting a Four-Factor Analysis, which is described in a template provided by DCA and in the Federal Register / Vol. 72, No. 13 / Monday, January 22, 2007 / Notices. After completion of the Four-Factor Analysis, the Applicant will understand the languages spoken by LEP persons in its service area, and can determine how to provide needed language assistance.
- 3) It will prepare a Language Access Plan (LAP) that will include:
 - a. The name of the individual responsible for coordination of LEP compliance;
 - b. A training plan on LEP requirements for all staff involved in programs and activities funded by the federal government and awarded by DCA;
 - c. The languages identified from the Four-Factor Analysis;
 - d. A schedule for translating and disseminating vital documents; and
 - e. A policy for updating the Four-Factor Analysis and the LAP.
- 4) It will maintain records regarding its efforts to comply with Title VI LEP obligations.
- 5) It will resolve any findings related to its LEP obligations by taking corrective action and understands that repeated violations may require other appropriate enforcement mechanisms up to and including referral to HUD or repayment of awarded funds.
- 6) It must prepare and provide to DCA within sixty (60) days of notification of award an LAP meeting the requirements of this LAP Acknowledgement.
- 7) It will provide evidence of compliance as required by DCA with its locally adopted LAP.
- 8) It will review and update its LEP Four-Factor Analysis at least every five years.

ACKNOWLEDGEMENT:

The undersigned certifies on behalf of the Applicant that he/she has been authorized to sign this acknowledgement, and that the Applicant will comply with the acknowledgement listed above:

Submitted on behalf of the Applicant by:

By [redacted] 5/2/2023
(Signature of chief elected official) (Date)

[redacted]
(Typed or printed name and title of chief elected official)

Attest
By [redacted] 5/2/2023
(Signature of clerk or other authorized official) (Date)

[redacted]
(Typed or printed name and title)



Public Hearing Evidence

Date Missing



CITY OF [REDACTED] CIUDAD DE [REDACTED]
PUBLIC HEARING NOTICE ASESORIO DE AUDIENCIA PÚBLICA

The City of [REDACTED] is considering applying to the Department of Community Affairs for a Community Development Block Grant of up to \$1,000,000. These funds must be used to assist low and moderate-income persons.

The activities for which these funds may be used include housing, public facilities, and economic development. The estimated amount of funds proposed to be used for activities in benefit low- and moderate-income persons will be [REDACTED].

The purpose of this hearing will be to obtain input into the development of the application and to review the progress of the previous CDBG grant (if applicable). The City of [REDACTED] is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Persons with special needs

Bottom Portion of the Advertisement is Missing

4 - SWJ PC - THURSDAY, MAY 18, 2023

Large Enough to Serve You.... Small Enough to Know You!

PUBLIC HEARING NOTICE

Regarding: 2023 Community Development Block Grant
Where: [REDACTED]
When: May 25, 2023 at 11 a.m.

[REDACTED] County is considering applying to the Georgia Department of Community Affairs for a Fiscal Year 2023 Community Development Block Grant of up to \$1,000,000. These funds must be used to assist low and moderate income persons.


The activities for which these funds may be used include housing, public facilities, and economic development. The estimated amount of funds proposed to be used for activities in benefit low- and moderate income persons, and the rating system for these activities will be held at the [REDACTED] County Commission on [REDACTED].

The purpose of this hearing will be to obtain input into the development of the application and to review the progress of the previous CDBG grant (if applicable). [REDACTED] County is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, disability or age. Persons with special needs or accessibility or foreign language shall contact [REDACTED] prior to 4:30pm, May 24, 2023. [REDACTED] can be located at the [REDACTED] County Commission on [REDACTED].


Call [REDACTED] between the hours of 8:30 a.m. to 4:30 p.m. on Tuesday, Thursday, and Friday or between 8:00 a.m. and 4:30 p.m. on Wednesdays. Persons with hearing disabilities can contact the Georgia Relay Service, by dialing (TDD) 1-800-255-0056 or (VRS) 1-800-255-0135.



When to Consult with Tribes – DCA9B



Tribal Directory Assessment Information



Contact Information for Tribes with Interests in Butts County, Georgia

Tribal Name		County Name					
Alabama Quarte Tribal Town		Butt					
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Ben Yahola	THPO	PO Box 187 Wetumka, OK 74883	(405)-452-3881	(405) 452-3889	(918)-913-1702	Ben.Yahola@alabama-quarte.org	http://www.alabama-quarte.org/
Nelson Harjo	Chief	PO Box 187 Wetumka, OK 74883	(405)-452-3987	(405) 452-3968		nharjo@alabama-quassarte.org	http://www.alabama-quassarte.org/
Coushatta Tribe of Louisiana		Butts					
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Linda Langley	THPO	PO Box 10 Elton, LA 70532	(337) 584-1560	(337) 584-1616		llangley@mcneese.edu	http://koasatieritage.org/
David Sickey	Chairman	PO Box 818 Elton, LA 70532	(337) 584-1401	(337) 584-1507		dsickey@coushatta.org	http://koasatieritage.org/
Mucogee (Creek) Nation		Butt					
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Corain Lowe-Depeda	THPO	PO Box 580 Okmulgee, OK 74447	(918) 732-7835	(918) 758-0649		section106@mcn-nsn.gov	http://www.mcn-nsn.gov
David Hill	Principal Chief	PO Box 580 Okmulgee, OK 74447	(800) 482-1979	(918) 756-2911		dhill@mcn-nsn.gov	http://www.mcn-nsn.gov

When To Consult With Tribes Under Section 106

Section 106 requires consultation with federally-recognized Indian tribes when a project may affect a historic property of religious and cultural significance to the tribe. Historic properties of religious and cultural significance include: archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places, traditional cultural landscapes, plant and animal communities, and buildings and structures with significant tribal association. The types of activities that may affect historic properties of religious and cultural significance include: ground disturbance (digging), new construction in undeveloped natural areas, introduction of incongruent visual, audible, or atmospheric changes, work on a building with significant tribal association, and transfer, lease or sale of properties of the types listed above.

If a project includes any of the types of activities below, invite tribes to consult:

- significant ground disturbance (digging)**
Examples: new sewer lines, utility lines (above and below ground), foundations, footings, grading, access roads
- new construction in undeveloped natural areas**
Examples: industrial-scale energy facilities, transmission lines, pipelines, or new recreational facilities, in undeveloped natural areas like mountaintops, canyons, islands, forests, native grasslands, etc., and housing, commercial, and industrial facilities in such areas
- incongruent visual changes**
Examples: construction of a focal point that is out of character with the surrounding natural area, impairment of the vista or viewshed from an observation point in the natural landscape, or impairment of the recognized historic scenic qualities of an area
- incongruent audible changes**
Examples: increase in noise levels above an acceptable standard in areas known for their quiet, contemplative experience
- incongruent atmospheric changes**
Examples: introduction of lights that create skyglow in an area with a dark night sky
- work on a building with significant tribal association**
Examples: rehabilitation, demolition or removal of a surviving ancient tribal structure or village, or a building or structure that there is reason to believe was the location of a significant tribal event, home of an important person, or that served as a tribal school or community hall
- transfer, lease or sale of a historic property of religious and cultural significance**
Example: transfer, lease or sale of properties that contain archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, plant and animal communities, or buildings and structures with significant tribal association
- None of the above apply**

Project

Reviewed By

Date

When to Consult with Tribes – DCA9B continued

[Redacted]

March 23, 2022

Chief Nelson Harjo
Alabama-Quassarte Tribal Town
PO Box 187
Wetumka, OK 74883

Re: City of [Redacted] FY2022 Water and Sewer Improvements

The City of [Redacted] is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the city has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

The City of [Redacted] will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

To meet project timeframes, if you would like to be a consulting party on this project, please let us know of your interest within 30 days. If you have any initial concerns with impacts of the project on religious or cultural properties, please note them in your response.

Enclosed for your review are a USGS topographic map, a target area map, map of proposed improvements, and photographic documentation with photos keyed to a map. The City of [Redacted] will be replacing aging water and sewer lines on the streets of [Redacted].

If you do not wish to consult on this project, please inform us. If you do wish to consult, please include in your reply the name and contact information for the tribe's principal representative in the consultation. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,
[Redacted]
Mayor

cc: Ben Yahola, THPO, Alabama-Quassarte Tribal Town



[Redacted]

Gmail

[Redacted]

To Whom It May Concern,

Attached is information related to a FY2022 CDBG project for sewer improvements in the City of [Redacted] in [Redacted] County Georgia. The City proposes to use \$1,000,000 in FY2022 CDBG funds to address failing sewer infrastructure in a low-moderate income area of the City. The streets included in this Target Area are: [Redacted]. Attachments for your review include: a project area map, a USGS topographic map, a proposed improvements map and photographic documentation.

Under HUD regulation 24 CFR 58.4, the City has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. The City would like to invite you to be a consulting party on this project; to meet project timeframes, if you would like to comment on the project, please let us know of your interest within 30 days. If you have any initial concerns of the project on religious or cultural properties, please note them in your response.

If you do not wish to consult on the project, please inform us. If you do wish to consult, please include in your reply the name and contact information for the tribe's principal representative in the consultation.

We value your assistance, and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

[Redacted]
Mayor

01_Alabama-Quassarte Tribal Town.pdf
7813K



- Additional Evidence Required:**
- Project Location Map
 - Target Area Map
 - Proposed Improvements Map
 - Accompanying Photographs

Service Delivery Strategy (SDS) & Local Comprehensive Plan

CDBG 2023 Annual Competition

Back

Community Planning Documentation

Plans/strategies should be documented in the application with the applicable excerpts and maps. Additionally, please include certification that the project is consistent with the locally adopted Comprehensive Plan and Service Delivery Strategy.

Community Planning Documentation *

Choose File [redacted] 2023 CDBG Community Planning Documentation.pdf

WHEREAS, the [redacted] also certifies that this proposed [redacted] in conformance with the locally adopted Comprehensive Plan as approved [redacted] not inconsistent with the locally adopted Service Delivery Strategy.

[redacted]

June 8, 2023

Mr. Christopher Nunn, Commissioner
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329

Re: SDS and Planning Compliance Certification, City of [redacted] 2023 CDBG Application

Dear Commissioner Nunn:

On behalf of the City of [redacted] I would like to certify that the community's proposed 2023 CDBG Application is consistent with the Service Delivery Strategy for the City of [redacted].

The most recent update to our Service Delivery Strategy was completed in June 2018. Relevant documents to the provision of Water Services are attached to this letter. The City of [redacted] is also compliant with the requirements of the Georgia Planning Act, and this proposed project is consistent with regional and local planning priorities. Documentation is also attached to this effect.




If you have any questions about the community's Service Delivery Strategy or eligibility for grant funding, please contact [redacted] with the [redacted] at [redacted].

Sincerely,
[redacted]
Mayor

Attachments

[redacted]

Service Delivery Strategy

SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:
 Make copies of this form and complete one for each service listed on FORM 1, Section III. Use exactly the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: [REDACTED] Service: *Housing*

1. Check the box that best describes the agreed upon delivery arrangement:

- Service will be provided countywide (i.e., including all cities and unincorporated areas). If this box is checked, identify the government, authority or organization providing the service.
- Service will be provided only in the unincorporated portion of the county. If this box is checked, identify the government, authority or organization providing the service.
- One or more cities will provide this service only within their incorporated areas. (If this box is checked, identify the government, authority or organization providing the service.)
- One or more cities will provide this service only within their incorporated areas and in unincorporated areas. (If this box is checked, identify the government, authority or organization providing the service.)
- Other (If this box is checked, **attach a legible map delineating the service area** and identify the government, authority, or other organization that will provide the service.)

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes (if "Yes," you must attach additional documentation as described, below)
- No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

Page 1 of 2

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
[REDACTED]	General Fund, Grants, SPLOST
[REDACTED]	General Fund, Grants, SPLOST
[REDACTED]	General Fund, Grants, SPLOST

4. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

5. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

6. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Acting Parties	Effective and Ending Dates

7. Person completing form: [REDACTED]
 Phone number: [REDACTED] Date completed: February 5, 2019

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
 [REDACTED]

Please include the service area map!

Local Comprehensive Plan

“One of the review factors considered as a project strategy question is the conformance of the proposal with the locally adopted Comprehensive Plan, as approved by DCA. In order to demonstrate conformance, applicants should discuss on Form DCA-5 how the proposal conforms to the Plan, including citations or quotes from pertinent pages of the Plan.”

Community Work Program - City of [REDACTED]

#	ACTIVITY	CWP YEAR	RESPONSIBLE PARTIES	ESTIMATED COST	POSSIBLE FUNDING SOURCES
Economic Development					
1	Recruit more commercial and retail businesses to keep pace with the residential growth, especially in the software and technology industry.	2022-2026	[REDACTED]	Staff Time	General Fund
2	Dedicate and implement alternative revenue funding sources to pay for economic development projects.	2022-2026	[REDACTED]	Staff Time	General Fund
3	Implement the recommendations from the Downtown Master Plan.	2022-2026	[REDACTED]	Varies	Varies
4	Implement gateway improvements along major corridors.	2022-2026	[REDACTED]	Varies	General Fund, SPLOST, GDOT
5	Implement the City of Perry's Branding and Marketing Plan.	2022-2026	[REDACTED]	Varies	Varies
6	Implement guidelines for use of public resources to encourage private investment within designated areas.	2022-2026	[REDACTED]	Staff Time	General Fund
7	Support growth and expansion of Perry-Houston County Airport.	2017-2021	[REDACTED]	Varies	Varies
8	Establish a new technology park in the City of Perry as part of the Innovation Corridor.	2022-2026	[REDACTED]	Varies	Varies
Housing					
1	Advertise home ownership assistance programs, such as Georgia Dream Home Ownership Program, to low-to-moderate income families.	2022-2026	[REDACTED]	Varies	General Fund, Grants
2	Identify and pursue funding sources for housing rehabilitation assistance to low-to-moderate income families.	2022-2026	[REDACTED]	Varies	General Fund, Grants: CDBG, CHIP
3	Revitalize dilapidated housing in target neighborhoods.	2022-2026	[REDACTED]	Varies	General Fund, SPLOST
4	Develop guideline criteria for diversifying housing and affordability options throughout the community.	2022-2026	[REDACTED]	Staff Time	General Fund
5	Update Revitalization Area Strategy.	2022	[REDACTED]	Staff Time	General Fund
6	Revise development guidelines to encourage sustainability development practices.	2022-2024	[REDACTED]	Staff Time	General Fund
7	Develop character standards for new developments.	2022-2024	[REDACTED]	Staff Time	General Fund
8	Maintain certified alumni status in Georgia Initiative for Community Housing (GICH)	2022-2026	[REDACTED]	Staff Time	General Fund
Natural and Cultural Resources					
1	Obtain greenspace corridors in the City of Perry, including buffers along area streams.	2022-2026	[REDACTED]	Varies	General Fund, SPLOST, Grants: LWCF, RTP
2	Implement Phase 2 improvements at Perry Events Center	2022-2026	[REDACTED]	Varies	Varies
3	Plan, develop, and fund Creekwood, Pine Needle, Crossroads, and Heritage Oaks Park Improvements.	2022-2026	[REDACTED]	Varies	Varies
4	Update Historic Preservation Ordinance.	2022-2026	[REDACTED]	Staff Time	General Fund
5	Reevaluate existing and designate new historic districts.	2022-2026	[REDACTED]	Staff Time	General Fund
6	Plan and construct expansion of nature trail network, including Weleetka Trail Extension.	2022-2026	[REDACTED]	Varies	General Fund, SPLOST, Grants: LWCF, RTP
Community Facilities and Services					
1	Hire more public safety personnel to keep pace with the growth to ensure that Perry remains a safe community.	2022-2026	[REDACTED]	Varies	General Fund
2	Correct stormwater infiltration into city sewer system.	2022-2026	[REDACTED]	Varies	Water/Sewer Fund
3	Identify and replace water and sewer systems within older neighborhoods as needed.	2022-2026	[REDACTED]	Varies	Water/Sewer Fund, Grants: GDBG
4	Increase water supply capabilities to serve a growing population by adding an additional well and storage tank.	2022	[REDACTED]	\$950,000	SPLOST, Water/Sewer Fund
5	Explore opportunities for active recreation.	2022-2024	[REDACTED]	Staff Time	General Fund
6	Develop therapeutic recreational activities.	2022-2024	[REDACTED]	Staff Time	General Fund
7	Develop and diversify new cultural programming.	2022-2026	[REDACTED]	Varies	Varies
8	Upgrade and improve natural gas systems in city.	2022-2026	[REDACTED]	Varies	Varies

Professional Procurement

RFP/RFQ

**Proof of
Publication**

**Proof of
Distribution**

**Scoring
Sheets**

**Meeting
Minutes**

**Executed
Contracts**

Request for Qualifications (RFQ) or Request for Proposals (RFP)

Common Mistakes

- Proposal due date is not a minimum of 30 days
- Funding Program and Funding Year are not listed

The [REDACTED] is requesting statements of qualifications and proposals from consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, and related services for projects utilizing federal funds. The City plans to contract with a consulting firm for grant writing and administration services for a 2023 Community Development Block Grant (CDBG). Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

This 2023 procurement action may also lead to additional contracts and/or contract addendums for planning, design, administrative and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

INTERESTED QUALIFIED FIRMS MAY SUBMIT QUALIFICATION STATEMENTS TO PROVIDE THESE SERVICES.

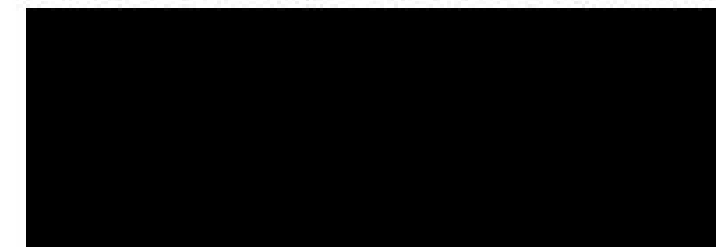
Criteria for evaluation includes:

- 1) History of firm and resources
- 2) Federal Funds Grant Writing & Administration Experience, including CDBG Housing and Public Facilities project experience along with references for current and completed projects.
- 3) Key personnel/qualifications
- 4) Current workload
- 5) Scope and level of service proposed
- 6) Experience with similar projects and list of references
- 7) Fees associated with Grant Writing and Administration – percentage for administration is acceptable.
- 8) Statement of Qualifications Form
- 9) Section 3 Certification Form for HUD assisted projects, if claiming Section 3 Status

The [REDACTED] reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The [REDACTED] is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The [REDACTED] does not discriminate on the basis of handicapped status in the administration or operation of its programs. This project is covered under the requirements of Section 3 of the HUD Act of 1968.

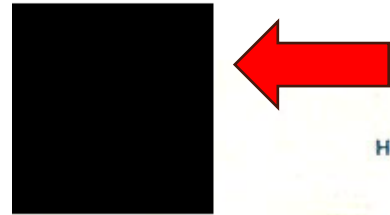
The City also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

For consideration, interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on January 10, 2023**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and proposal packages should be submitted to the name and address listed below:

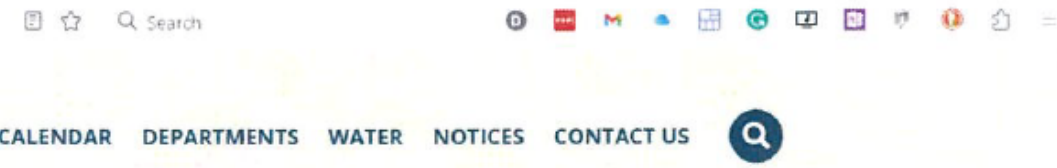


Proof of Publication

- Newspaper with adequate circulation or local government website.
- Georgia Procurement Registry (if contract is \$100,000 or more)



Requests for Proposals



REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

are being requested from consultants with a strong record in successfully assisting local governments with the Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and

the date of this notice, with a reputable consulting firm for grant writing and administration services for Federally funded economic development. This procurement could include Community Development Block Grant (CDBG), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment and Training Administration (ETA) Projects, United States Department of Agriculture (USDA) Projects, and any other projects authorized by 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts for administrative and other related services for State and Federally funded projects. This is not a request for proposals for services to assist with the preparation and administration of a 2023 CDBG Project related to public works projects, but not limited to water system improvements, sewer system improvements, road improvements, and drainage

Start Date: Sep 20, 2023 @ 02:19 PM ET
End Date: Nov 01, 2023 @ 02:00 PM ET
Ends In: Ending soon 1hrs,43 mins

Georgia Procurement Registry

Event Search Criteria

Type of Response: All

Search Keyword: Enter Event ID or Title

Event Status: OPEN

Government Type: [Dropdown]

Government Entity: [Dropdown]

Category Type: [Dropdown]

2023-1101 Historic Kirkland Building Restoration

Event Details | Offerors' Conference | Documents

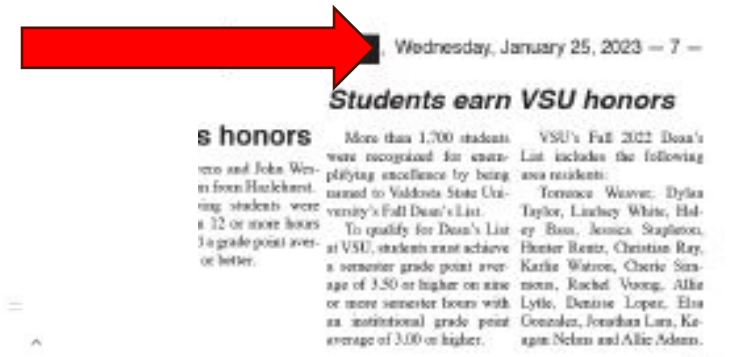
Event ID	Event Type	Event Status	Purchase Type	Category Type	Government Type	Fiscal Year	Agency Site
PE-68250-NONST-2024-000000002	Non-State Agency	Open	Non-State Agency	Services / Special Projects	city	2024	Link

68250 MILLEN, CITY OF

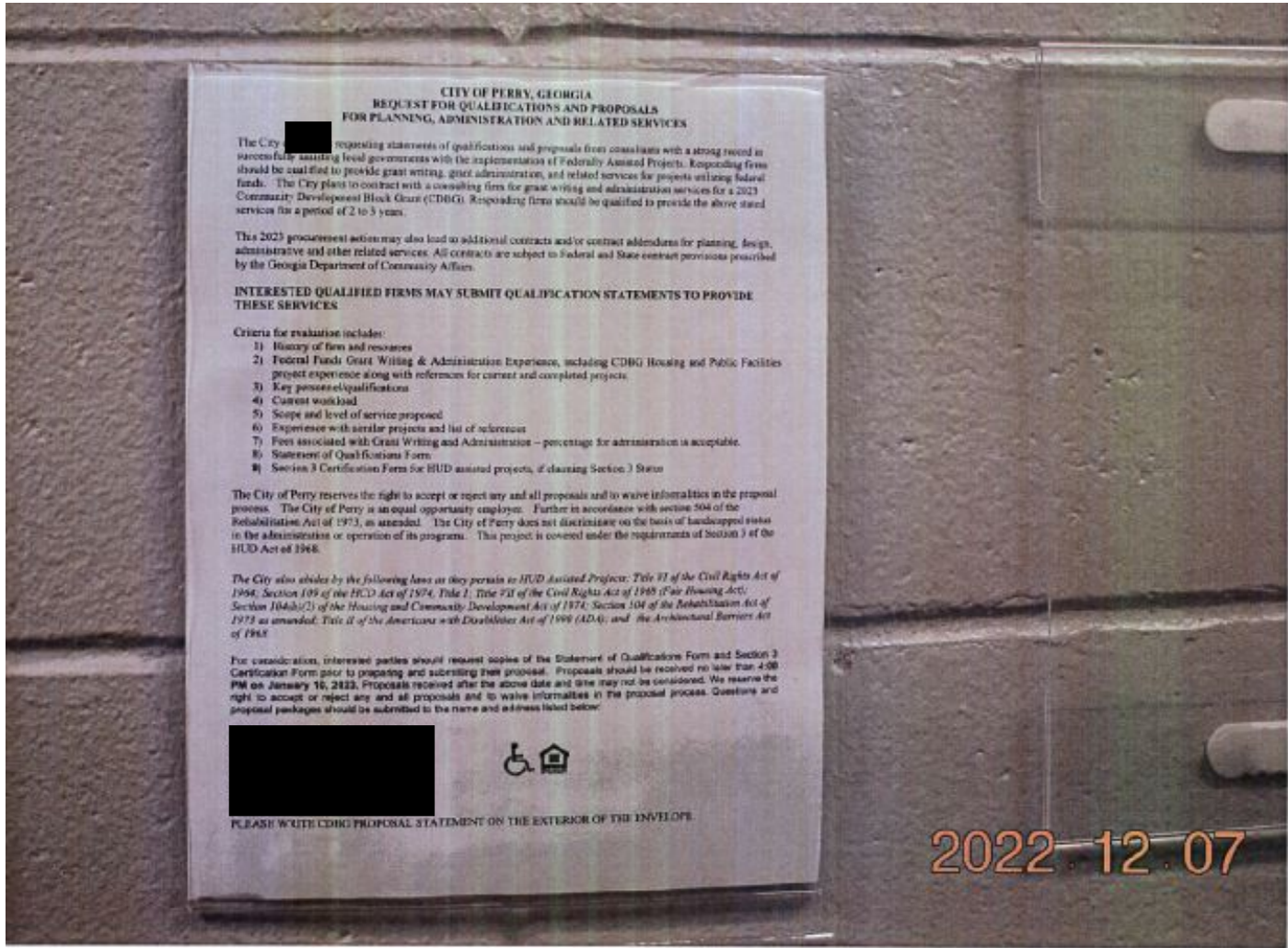
Buyer Contact:
Jeff Brantley | jbrantley@cityofmillenga.gov (478) 982-6100

Description

The City of Millen received a Stabilization grant to stabilize a Historic Building located at 455 Cotton Avenue, Millen, Ga. 30442. Documents are available for purchase through the Office of the Architect. Bidding documents may be obtained at the Office of the Architect: Studio 3 Design Group, P.C. attn: Rachel Stahler rstahler@s3dg.com or 706-667-9784. Applications for hard copy bid documents, together with refundable deposit of \$150.00 per set, should be filed promptly with the Architect. Bidding material will be forwarded (shipping charges collect) as soon as possible. Bid documents are available at no cost, digitally. The full amount of deposit for one set will be refunded to each prime contractor who submits a bona fide bid upon return of such set in good condition within 10 days after date of opening bids. Documents will also be posted in the Millen City Hall for review. Any questions regarding the bid documents should be emailed to dbeaird@s3dg.com. Addendum may be issued during the bidding period. Bidders should be aware that this project is funded, in part, by a Community Development Block Grant. All contractors shall be in good standing with the Department of Community Affairs and shall abide by all Federal Requirements set forth for the project.



Proof of Publication (additional locations)



Georgia Local Government Access Marketplace

The leading source of local government job opportunities in Georgia.

[View open positions →](#) [Submit a position →](#)

Proof of Distribution

Administration/Grant Writing:

- Send an email or letter with a copy of the RFP, Statement of Qualifications to a minimum of **7 "known providers"**.
- If sending letters by mail, DCA requires that letters be sent certified return receipt to provide the required documentation.
- Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method.

Engineer/Architect:

- Send an email or letter with a copy of the RFP, a Statement of Qualifications, to a minimum of **10 "known providers"**.
- If sending letters by mail, DCA requires that letters be sent certified return receipt to provide the required documentation.
- Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method.

The City of [REDACTED] RFP was publicized in the local newspaper and on the City's website on January 11, 2023, with responses due by February 10, 2023. The City also requested proposals via email from the following ten (10) Grant

Subject: FW: RFQ for Grant Writer/Administration

From: [REDACTED]
To: [REDACTED]
Sent: Wednesday, January 11, 2023 10:30 AM
Subject: Read: RFQ for Grant Writer/Administration

Your message

To: Unknown
Subject:

The City of [REDACTED] RFP was publicized in the local newspaper and on the Georgia Procurement Registry (GPR) on January 11, 2023, with responses due by February 10, 2023. The City also requested proposals via email from the

From: [REDACTED]

From: [REDACTED]
To: [REDACTED]
Sent: Wednesday, January 11, 2023 9:14 AM
Subject: Read: RFP for Engineering Services

Your message

To: Unknown
Subject:

Scoring Sheets & Meeting Minutes



MEMORANDUM

TO: Mayor and Council
 FROM: [Redacted]
 DATE: January 11, 2023
 RE: CDBG and CHIP Grant Writing and Administration

The [Redacted] plans to apply for a 2023 Community Development Block Grant (CDBG) and Community Home Investment Program grant (CHIP). In order to do so, the [Redacted] issued a Request for Qualifications and Proposals for a grant writing and administration firm. In accordance with the requirements set forth by the Georgia Department of Community Affairs, this request for qualifications and proposals was posted for at least 30 days.

There was only one qualified response for the request for CHIP grant writing and administration. The [Redacted] received an approval by the Georgia Department of Community Affairs to select Grant Specialists of Georgia via sole source procurement. This approval is attached.

The [Redacted] received three complete and qualifying proposals by the posted deadline for CDBG writing and administration. Proposals were received by [Redacted]. The proposals were objectively reviewed and scored by Community Development Staff. The table below demonstrates the average scores for each firm in each scoring category (scores could be assigned from 1-5, ranging from poor to excellent).

EVALUATION FACTOR	[Redacted]	[Redacted]	[Redacted]
CDBG Grant Experience	2	4.5	2
Key Personnel Qualifications	3	4.5	2.5
Capacity of Proposer	4	4	3.5
Current Workload	4.5	4.5	3.5
Level of Service Proposed	3.5	4.5	2.5
Proximity to Project	3	4	3
Overall Experience	2.5	4.5	3
Cost	2.5	4	2
Past Experience w/ Proposer	1	4.5	1
TOTALS	26 / 45	39 / 45	23 / 45

Based on the quality of the proposals received and the evaluation results, Community Development Staff recommends selecting [Redacted] for 2023 CDBG and CHIP grant writing and administration.

The proposal evaluation score sheets and sole source procurement approval are included within this memo.



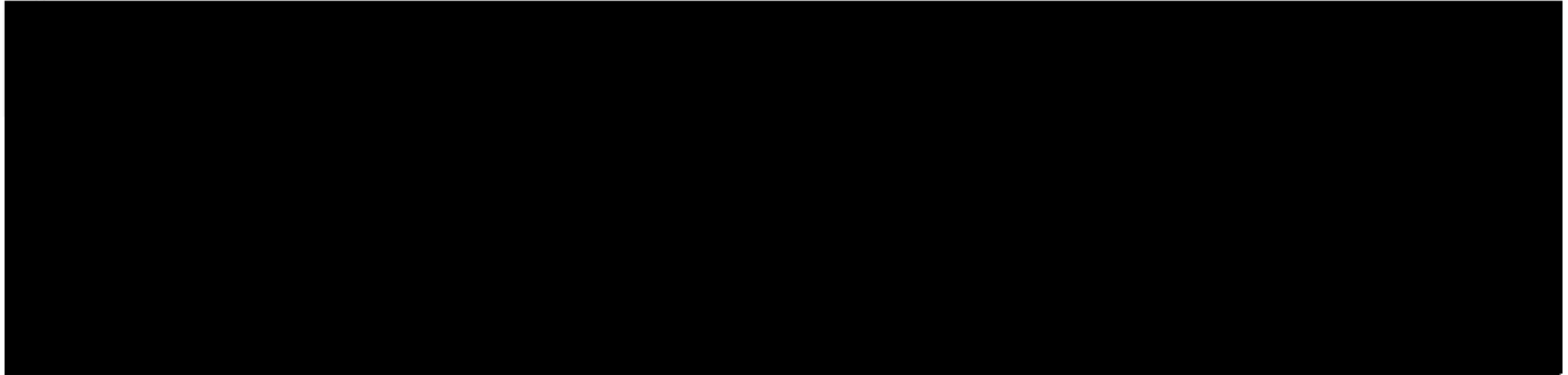
[Redacted] CITY COUNCIL
 Regular Council Meeting
 Council Chambers

January 11, 2023
 8:30 a.m.



City Manager [Redacted] made the recommendation of [Redacted] as CDBG Administrator. Councilwoman [Redacted] made a motion to approve the City Manager's recommendation. This motion was seconded by Councilman [Redacted] and carried unanimously.

City Manager [Redacted] made the recommendation of [Redacted] as CDBG Engineer. Councilwoman [Redacted] made a motion to approve the City Manager's recommendation. This motion was seconded by Mayor Pro Tem [Redacted] and carried unanimously.



[Redacted]
 City Clerk

Executed Contracts



Common Mistakes

1. **NO SIGNATURE**
2. Applicant did not provide both professional services executed contracts
3. Services or Scope described in the Engineer/Architect Contract do not mirror the project scope of services
4. No Contract provided from the Regional Commission

Common Mistakes (recap)



- Did not allow at least 30 days for responses
- Did not retain proof of solicitation delivery (read receipts) or a memorandum of the process
- Meeting minutes indicated the highest scored respondent was not selected without explanation
- **Sole Source approval was not obtained prior to application submission**

Conflict of Interest (COI)

Common Mistakes

- No attorney letter
- No description of the public disclosure
- No map included indicating the location of the COI in the target area

Exceptions: Upon written request, **DCA may grant an exception** to the provisions of paragraph A above, on a case-by-case basis, **before federal funds are expended. Exceptions can only be granted when DCA determines that the exception will serve to further the purposes of the CDBG Program** and the effective and efficient administration of the CDBG program or project. To seek an exception, **a written request for an exception must be submitted** by the Recipient to DCA which:

- Fully discloses the conflict or potential conflict of interest, prior to the unit of government undertaking any action which results or may result in a conflict of interest, real or apparent;
- Describes how the conflict of interest was publicly disclosed;
- Includes a map showing the location of any target area property indicated in the potential conflict of interest, if applicable;
- Includes a written opinion of the local government's attorney that the conflict of interest for which the exception is sought would not violate state or local law; and,
- Includes a written statement signed by the Chief Elected Official, Authorized Representative, city or county attorney, or by the official designated by the governing body to sign such statement addressing the factors DCA must consider when allowing a prohibited conflict of interest. See item G below for more information on the factors DCA must take into account.

Thanks!

Brittney Hickom

Compliance Officer

Brittney.Hickom@dca.ga.gov

Direct: 470-698-8166

dca.ga.gov