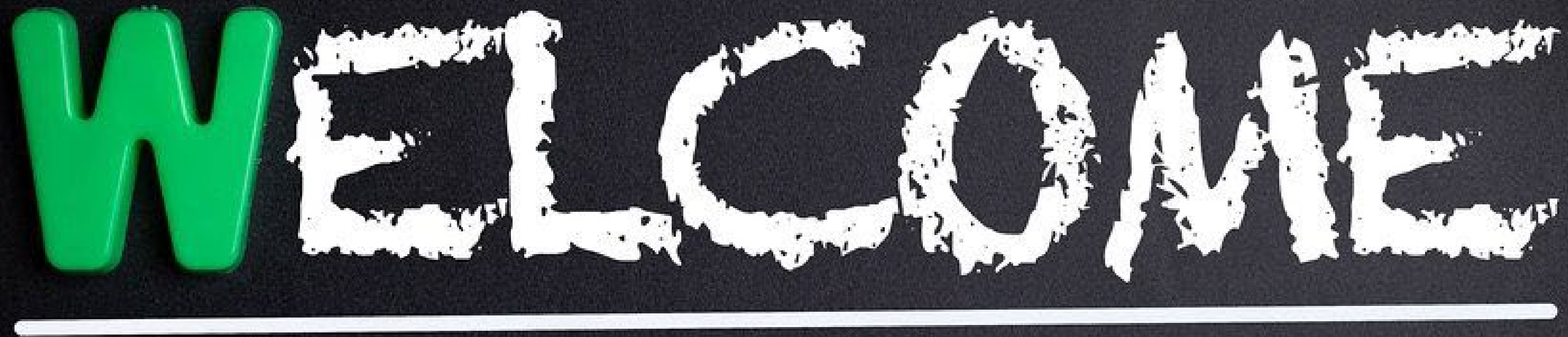




# **FFY2022 CDBG-CV Recipients' Workshop**

**March 8, 2022**





WELCOME

Kimberly Carter, Director  
Community Finance Division

# Presenters

- **Brent Allen**, Manager – CDBG Field Services
- **Kathleen Vaughn**, Compliance Manager
- **Pam Truitt**, CDBG Field Services Representative
- **Tommy Lowmon**, Director – Office of Community Development
- **Cindy Alligood**, CDBG Field Services Representative

# Today's Agenda



- Brief Overview of CDBG-CV and Federal Register Notice Requirements
- Local Government Requirements
- Compliance Requirements
- Lunch
- Next Steps and Monitoring
- eCivis Award Administration
- Wrap-up

# Housekeeping



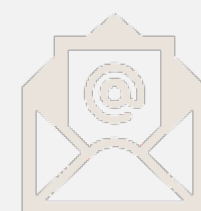
All participants should mute themselves unless speaking.



A copy of the presentation slides have been added to the Chat.



During the Questions and Answer period, participants may unmute themselves or place the questions in the chat.



Questions and comments may also be emailed to [cdbg.biz@dca.ga.gov](mailto:cdbg.biz@dca.ga.gov) for response after the workshop.

# Summary of CDBG-CV Awards

**17 CDBG-CV Awards**

**\$74,167,472**

**10 Food  
Bank  
Projects**

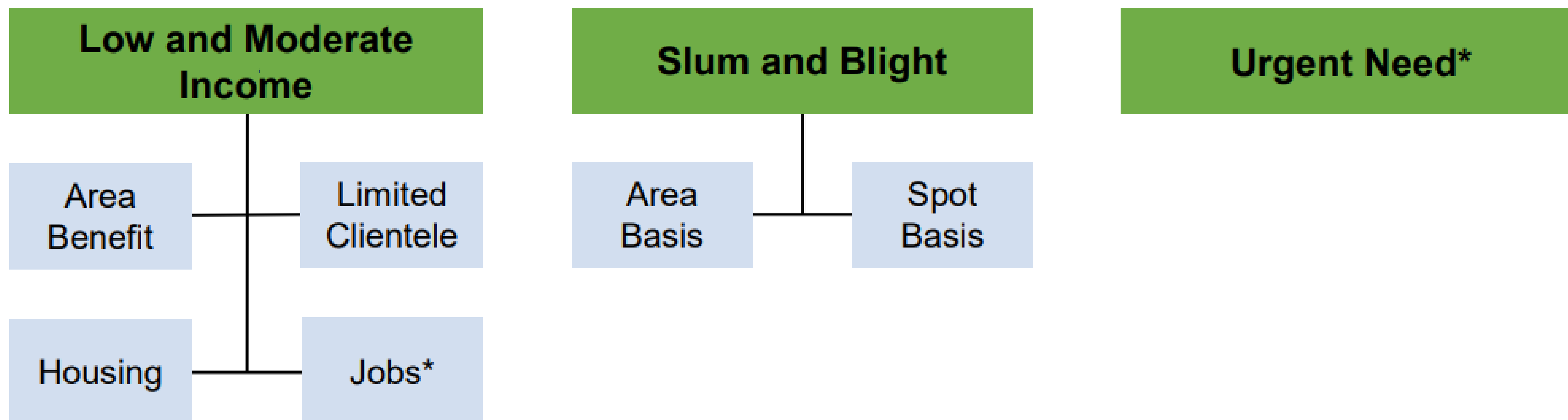
**1 Food  
Pantry  
Project**

**6 Health  
Department  
Enhancement  
Projects**

# **CDBG-CV Overview and Federal Register Notice Requirements**



# CDBG National Objectives



\*Modified by the CDBG-CV Federal Register Notice (FR-6218-N-01):

<https://www.hud.gov/sites/dfiles/CPD/documents/FR-6218-N-01-CDBG-CV-clean-8-7-20-header-for-posting.pdf>

For additional information:

<https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>



# Satisfying National Objectives

- These activities are intended to satisfy the LMI national objective
- To satisfy that National Objective, we will need to document that at least 70% of all of the funds awarded benefit low- and moderate-income persons
- Data will be required to be obtained from the Food Banks/Food Pantries/Health Care Facilities to satisfy this national objective

# Requirements Under the Federal Register Notice

Projects must “prevent, prepare for or respond to” COVID-19

Projects must satisfy a HUD National Objective

- Benefit Low and Moderate Income Persons
- Meet an Urgent Need

Adhere to ALL Federal requirements

- Procurement
- Section 3
- Davis-Bacon
- Environmental

Projects must be completed by **December 31, 2023**

**Requirements  
Under  
the Federal  
Register  
Notice**

CDBG-CV funds are subject to monitoring, audits and other reviews of program activities

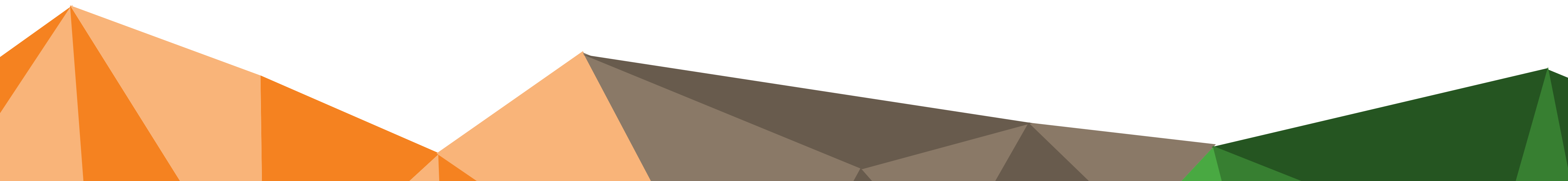
Recipients must provide regular reporting

CDBG-CV recipients must ensure funds do not result in a duplication of benefits



# Thanks!

Any questions or comments?



# Up Next...

# Local Government Requirements

Brent Allen, Manager CDBG  
Field Services





 Georgia<sup>®</sup> Department of   
**Community Affairs**

March 8, 2022

Brent Allen  
Office of Community Development

# Local Government Responsibilities

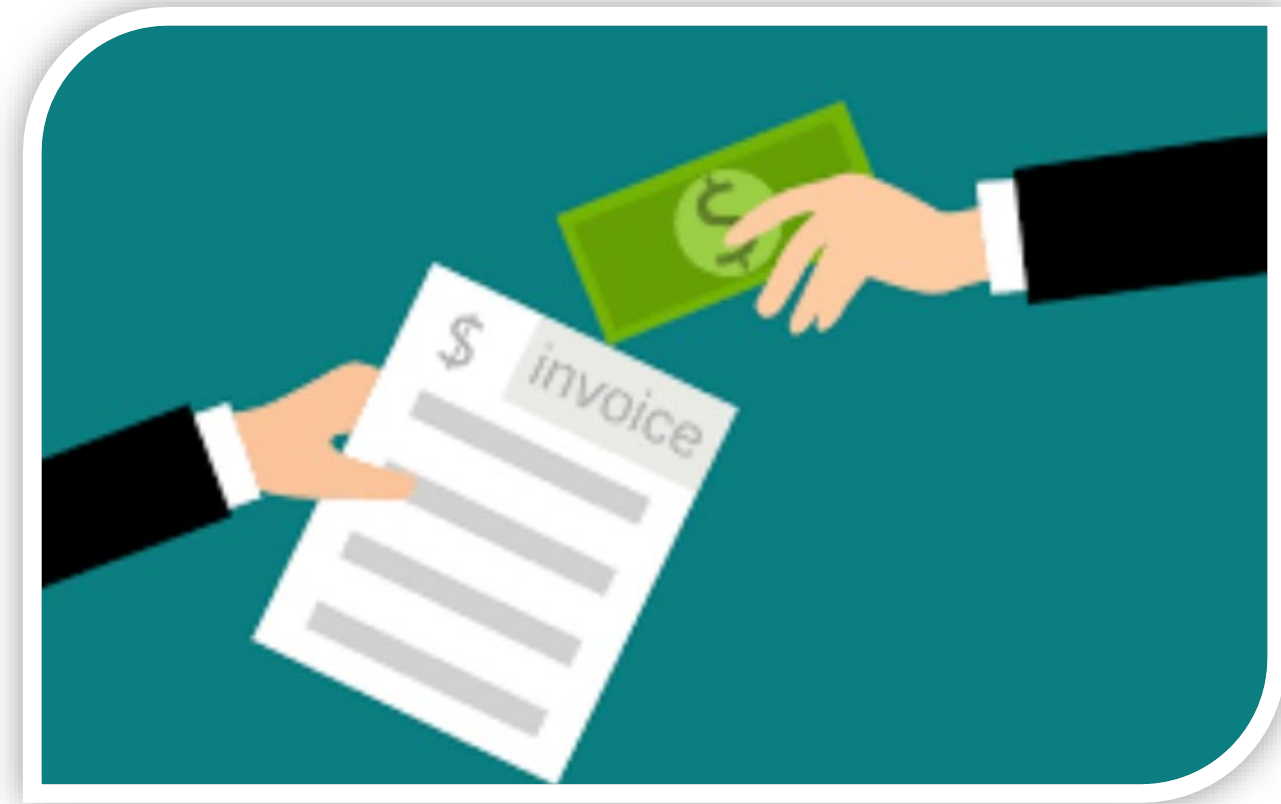
## What We Will Cover

- Accounting / Cash Management
- Audits
- 504 Requirements
- Georgia Procurement Registry
- Procurement
- Public Hearings
- Quarterly Reports
- Timeliness
- Changes in Local Government Contact Information



# Accounting / Cash Management

- Big Check isn't cashable...
- Draw funds as spent
- Separate Checking Account
- Non-Interest bearing
- Funds dispersed within 3 business days
- Normally 1 or 2 transactions per month
- Keep track of local funds spent
  - Invoices
  - Checks





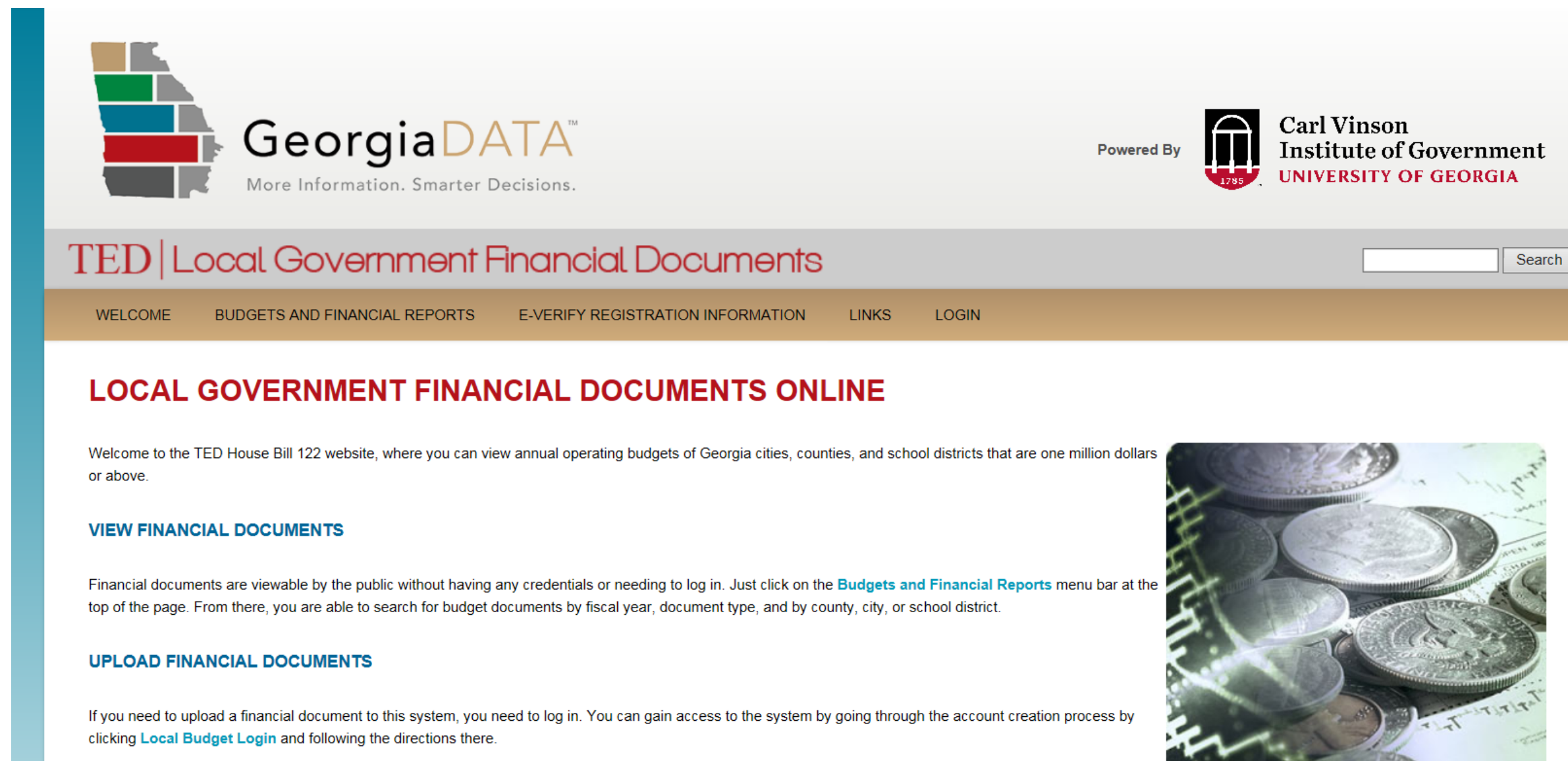
# Audits

- For every fiscal year in which funds are drawn, audit must be submitted to DCA for review
  - Electronic copy preferred
- Must include (notify your auditor):
  - Source and Application of Funds
  - CDBG Project Cost Schedule
- Grant Conditionally Closed until all audits reviewed along with meeting other conditions.
- Formally closed after all audits received and issues resolved



# Audits

- Send all audits to GA Department of Audits and Accounts
  - Future CDBG applications not eligible if audits delinquent
- Send to TED / Carl Vinson Institute of Government, Local Government Finance Documents
  - Web site maintaining audits for cities, counties, others
  - <https://ted.cviog.uga.edu/financial-documents/>



**GeorgiaDATA™**  
More Information. Smarter Decisions.

Powered By **Carl Vinson Institute of Government**  
UNIVERSITY OF GEORGIA

**TED | Local Government Financial Documents**

WELCOME BUDGETS AND FINANCIAL REPORTS E-VERIFY REGISTRATION INFORMATION LINKS LOGIN

## LOCAL GOVERNMENT FINANCIAL DOCUMENTS ONLINE


Welcome to the TED House Bill 122 website, where you can view annual operating budgets of Georgia cities, counties, and school districts that are one million dollars or above.

[VIEW FINANCIAL DOCUMENTS](#)

Financial documents are viewable by the public without having any credentials or needing to log in. Just click on the [Budgets and Financial Reports](#) menu bar at the top of the page. From there, you are able to search for budget documents by fiscal year, document type, and by county, city, or school district.

[UPLOAD FINANCIAL DOCUMENTS](#)

If you need to upload a financial document to this system, you need to log in. You can gain access to the system by going through the account creation process by clicking [Local Budget Login](#) and following the directions there.



# 504 Requirement

- Applies to recipients of federal funds
- Similar to Americans with Disability Act
- If more than 15 employees, 504 Coordinator
  - No additional pay
  - Coordinates efforts to comply with regulation (maintain records)
- Complete DCA 504 Meeting Checklist
- Written transition plan if structural changes required
  - Steps necessary to complete changes
  - Time schedule to complete
  - Identify agency official responsible for implementation

# Georgia Procurement Registry

- State Law – HB 322
- All contracts \$100,000 and over must be posted
- Mainly CDBG Construction Contract
- Advertise at least 30 days
- Include specific language for federally-funded projects

# Procurement Standards

- All procurement transactions will be conducted in a manner providing full & open competition.

(24 CFR 570.489 (g))

- x Unreasonable requirements
- x Noncompetitive pricing practices
- x Noncompetitive awards to consultants that are on retainer contracts
- x Organizational conflicts of interest
- x Specifying only a brand name product
- x Any arbitrary action in the procurement process
- x Contractors assisting with drafting statements of work, invitations for bids, RFPs, etc. must be excluded for such procurements

# Procurement – Competitive Bid

- DCA, under the authority of 24 CFR 570.489(g), has adopted Title 36, Chapter 91 of the Official Code of Georgia, Georgia Public Works Construction Law
- Traditional design–bid–construct method
  - Alternative methods require DCA approval
- Advertising Requirements
  - Contract opportunity must be posted in the governing authority's office
  - Advertised in either the legal organ of the government, or on an Internet website of the government entity, or one identified by the entity
  - Placed on Georgia's Procurement Registry, (HB 322)
  - Section 3 advertising requirements

# Procurement – Competitive Bid

- If advertised in newspaper, opportunity must be advertised at least two times:
  - The first advertisement must be at least 4 weeks prior to the bid opening date; and
  - The second advertisement must follow at least 2 weeks after the first advertisement
- Advertisements placed on an Internet website should run continuously for at least four weeks.
- Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity.

# **Procurement – Competitive Negotiation**

## Maintain Complete Records

- RFP
- Proof of Publication
- Distribution List
- Copies of Proposals Received
- Scoring Sheets
- Meeting Minutes – Council/Board Approval
- Executed Contracts
- Correspondence with Section 3 businesses



# Sole Source Requests

- Chief Elected Official request letter
- Description of Procurement Methodology
- Tear Sheet of the Bid Advertisement or RFP/RFQ
- Local Government's Attorney Opinion
- Professional Services Procurement
  - list of the active, qualified consultants or engineers / architects that were mailed the RFPs/RFQs (7 for grant administrators and 10 for engineers/architects)
  - certified return receipt documentation or adequate email documentation
- Sealed Bid Procurements
  - Local Government's Engineer/Architect states that the one bid response's prices were reasonable and appropriate based on independent cost estimates.

# Public Hearings

- Within 60 days of the grant award, at least one (1) public hearing must be held to discuss the approved activities.
  - Grant award amount
  - Plans for minimizing displacement of persons as a result of the project
- Substantive amendments (if any)
- Close-out hearing
  - Make final accomplishment data available to public



# Public Hearings

- Notices must provide five (5) full days notice prior to hearing
  - 1<sup>st</sup> day begins on the day following the published notice
    - Monday – Ad appears in newspaper
    - Tuesday – Day 1
    - Wednesday – Day 2
    - Thursday – Day 3
    - Friday – Day 4
    - Saturday – Day 5
    - Sunday – Hearing can take place today or any subsequent day
- Placed in non-legal section of the general circulation local newspaper in block form



# Public Hearings

- Must be held at time and locations convenient to potential or actual beneficiaries with accommodation of the handicapped (notices should include information to accommodate special needs).
- The needs of non-English speaking residents should be met in areas of significant concentration.
- Must maintain evidence of compliance.
- Certified minutes must be kept.



# Quarterly Reports

- Typically completed by Administrator
- Due within 30 days from end of quarter
- First will be due by 7/31/2022  
for quarter ending 6/30/2022
- Financial and Progress
  - Section IV: Work in Progress – should give status update
  - Section V: Local Efforts - Match and Leverage funds spent
- If incorrect or not enough detail, send it back
- Draw payments will be held if reports are not up to date

# TIMELINESS REQUIREMENTS

## 2-Year Timeline to complete project

- **May 2022:** Clear all conditions, Environmental release of funds
- **July 2022:** Design work completed
- **October 2022:** Acquisition completed
- **October 2022:** Advertise project on Georgia Procurement Registry
- **January 2023:** Start construction
- **December 31, 2023:** All funds drawn down




We encourage the **fastest** completion possible.

- The reason for stressing strict adherence to the timeliness requirement is because 80% of Georgia's CDBG-CV allocation must be expended by mid-February 2024, which is 3-years from the state's grant agreement date.

# Change in Local Government Contact

- DCA maintains a database of local officials and administrators for communicating official business
- To notify DCA of changes, please use log in page:  
<https://apps.dca.ga.gov/LGContactsOnline/index.aspx>
- Use same log in credentials as with DCA Planning surveys
- If you need assistance, please contact [research@dca.ga.gov](mailto:research@dca.ga.gov)

# Change in Local Government Contact

 Georgia  
Department of Community Affairs 60 Executive Park South, NE - Atlanta, GA 30329

## Local Government Contact Information

Please log in below to make sure that DCA has the **most current information** applicable for your government regarding each of the following areas or functions\*:

Chief Elected Official (CEO)	Public Safety Director
Manager/Administrator	Public Works Superintendant or Director
Clerk	Fire Chief
Finance Director	Fire Marshal
Personnel Director	Police Chief
Planning/Development Director	Sheriff
Chief Building Official	Solid Waste Manager
Economic Development Director	Mainstreet Director
Emergency Management Director	Keep Georgia Beautiful Director
911 Coordinator	City Council Members or County Commissioners

**Local Government Contact Information Login**

Username

Password

For each function, you may simply indicate:

- The name and contact information for the in-house person performing the function, or
- The contact information for the outside entity contracted to perform the function, or
- The function is not performed by our government at this time.

**\*NOTE: You can update any of the positions you wish on each log in, and can save your updates at any time to return later. You are encouraged to log in anytime throughout the year to update any position AS a change occurs.**



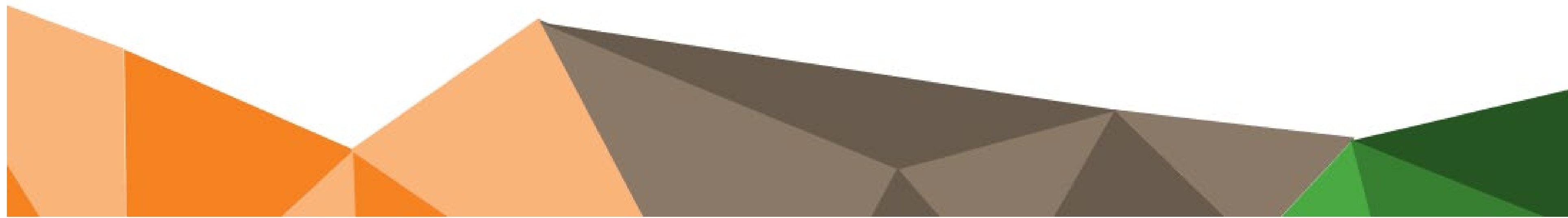
# Closeout Process

- Within 30 days of project completion, notify DCA
- Collect and maintain beneficiary numbers
- Hold Public Hearing
  - Certified minutes must be kept
- Final Quarterly Report should be completed
  - Match and Leverage included
  - Actual Accomplishments (beneficiaries) included
- Conditional Close-Out
- Formal Close-Out



# Thanks!

Any questions?



# Up Next...

## Compliance Requirements

Kathleen Vaughn, CDBG Compliance Manager

Pam Truitt, CDBG Field Services Representative

Tommy Lowmon, Director – Office of Community  
Development



# Compliance Requirements

Section 3, Procurement, & Federal Labor Standards



Kathleen Vaughn, Compliance Manager  
Pam Truitt, CDBG Field Representative  
March 8, 2022

**YAY**



**COMPLIANCE**

# Section 3



**Jobs**



**Training**



**Contracts**

“ To ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons ”

## Section 3 of the Housing and Urban Development Act of 1968

---

provided under section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR part 882, subpart G.


*Service area* means the geographical area in which the persons benefitting from the section 3 covered project reside. The service area shall not extend beyond the unit of general local government in which the section 3 covered assistance is expended. In HUD's Indian housing programs, the service area, for IHAs established by an Indian tribe as a result of the exercise of the tribe's sovereign power, is limited to the area of tribal jurisdiction.

*Subcontractor* means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work

Law is supported by regulation.

section 3 shall include a provision in the NOFA that notifies applicants that section 3 and the regulations in part 135 are applicable to funding awards made under the NOFA. Additionally the NOFA shall require as an application submission requirement (which may be specified in the NOFA or application kit) a certification by the applicant that the applicant will comply with the regulations in part 135. (For PHAs, this requirement will be met where a PHA Resolution in Support of the Application is submitted.) With respect to application evaluation, HUD will accept an applicant's certification unless there is evidence substantially challenging the certification.

(b) *Statement of purpose in NOFAs.* (1) For competitively awarded assistance



**Legacy Projects:** Contracts executed or projects for which assistance or funds were committed prior to November 30, 2020

**Requirement:**

- Adhere to the old rule (24 CFR Part 135)
- Expected to maintain records but will no longer be required to report Section 3 compliance to HUD in SPEARS.



# Final Rule Timeline

Transition Period

**Transition Period:** Projects for which assistance or funds are committed between November 30, 2020 and July 1, 2021

## Requirement:

- Adhere to requirements of the new Final Rule (Part 75)
- Expected to maintain records but will not be required to report to HUD on the 24 CFR Part 75 requirements





# Applicability

Section 3 requirements apply to **all** housing rehabilitation, housing construction or other public construction projects

- Threshold is met if the total amount of CDBG assistance exceeds \$200,000
- Applies to an entire Section 3 project, regardless of whether the project is fully or partially assisted under HUD programs that provide housing and community development financial assistance.

A Project is defined as a site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

# Procedures promoting outreach to Section 3 workers & Business Concerns

When *hiring, contracting or job training opportunities* arise in connection with housing rehabilitation, housing construction or other public construction.

- **Recruitment of Section 3 Workers & Business Concerns**

# Definitions

## Section 3 Worker §75.5

- Any worker who currently fits or when hired within the past five years fit at least one of the following criteria:
  - Low- or very low-income, as established by HUD's income limits;
  - Employed by a Section 3 business concern
  - YouthBuild participant

## Targeted Section 3 Worker (§75.21)

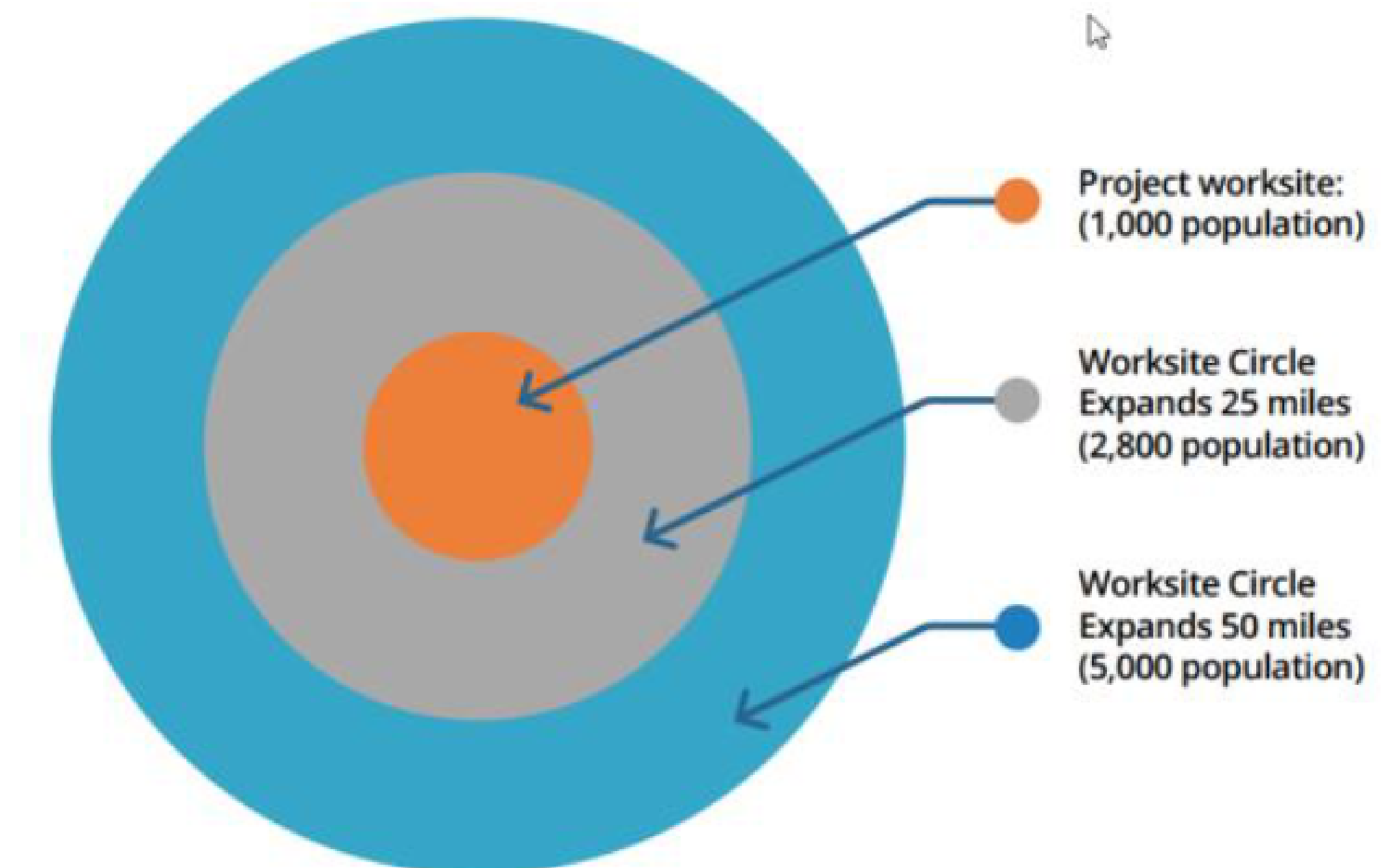
- Worker employed by a Section 3 business concern
- low and very low-income workers residing within **neighborhood or service area of the project**
  - Neighborhood service area – one-mile radius of project site, or if fewer than 5,000 people, radius on project containing 5,000 people.
- YouthBuild participants

A. *Service Area* = an area within one mile of the Section 3 project

**OR**

B. If < 5,000 people live within one mile of Section 3 project,

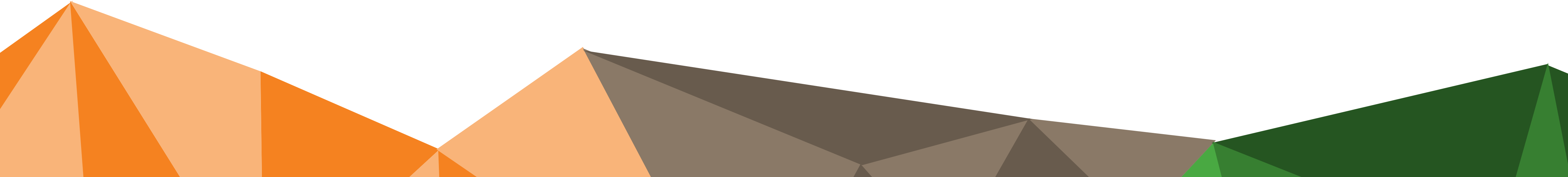
Then, *Service Area* = an area within a circle centered around the Section 3 project site that encompasses 5,000 people.



\*According to the most recent U.S. Census

# Definitions

## **Section 3 Business Concern** (meets criteria within the past 6 months)

1. 51% or more owned by low- or very low-income persons  
OR
  2. 75% or more labor hours are performed by Section 3 workers who are low or very low-income persons or YouthBuild participants  
OR
  3. 51% or more owned by current residents of public housing
- 

# Benchmarks

## Safe Harbor §75.23

Certify met or exceeded two benchmarks and considered in compliance

### **Initial Section 3 Benchmarks:**

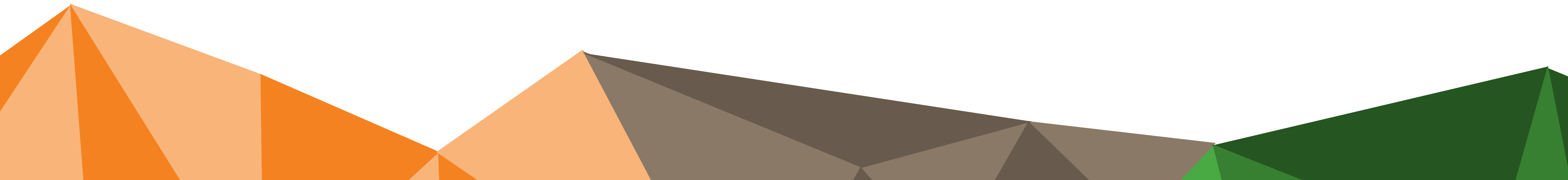
- 25% of total labor hours worked by Section 3 workers
- 5% of total labor hours worked by “Targeted Section 3 workers”

### **Benchmarks set by separate Federal Register notice**

• Will be updated periodically

<https://www.govinfo.gov/content/pkg/FR-2020-09-29/pdf/2020-19183>

- ✓ **Outreach to Section 3 workers and businesses**
- ✓ **Documentation of Outreach**
- ✓ **Give a Preference in hiring and contracting to Section 3 workers and businesses**







# Recipient Responsibilities

## Employment & Training

- Ensure employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) where project is located
- Priority of opportunities
  - Section 3 workers residing within the service area or the neighborhood of the project, and
  - Participants in YouthBuild programs.

## Contracting

- Ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
- Priority of contracts awarded
  - Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
  - Youthbuild programs.

## Document actions taken to comply

## Reporting

- ❖ Facilitating an opportunity fair annually for contractors to meet interested low-income & very-low-income residents for possible employment.
- ❖ When employment opportunities arise or are anticipated, posting all job sites funded by DCA with a location or phone number of whom and how to apply for any opportunities for employment, training or contracting. The sign should be no smaller than 24" x 24" in Black ink and specifically read:

“This project is covered under Section 3 of the HUD Act of 1968 which requires that any new hiring opportunities first be directed to low- and very low-income persons in this community. Please contact (list the contact person name and number) for information on any employment, contracting and sub-contracting opportunities.”

# Operating Procedures

- Post positions in at least three community sources (see Policy)
- Use of temporary agencies
  - Placements must self-certify and be offered Preference
- Post contracting opportunities in at least three community sources
- Contractor must convey history of compliance
- Contract language regarding compliance for those that claim a Preference
  - Preference must be maintained or subject to penalties
  - Contractors may be banned from future participation

# Solicitation Package

## Section 3 Self-Certification and Action Plan

- Allows a contractor to claim preference  
or
- Allows a contractor to decline preference

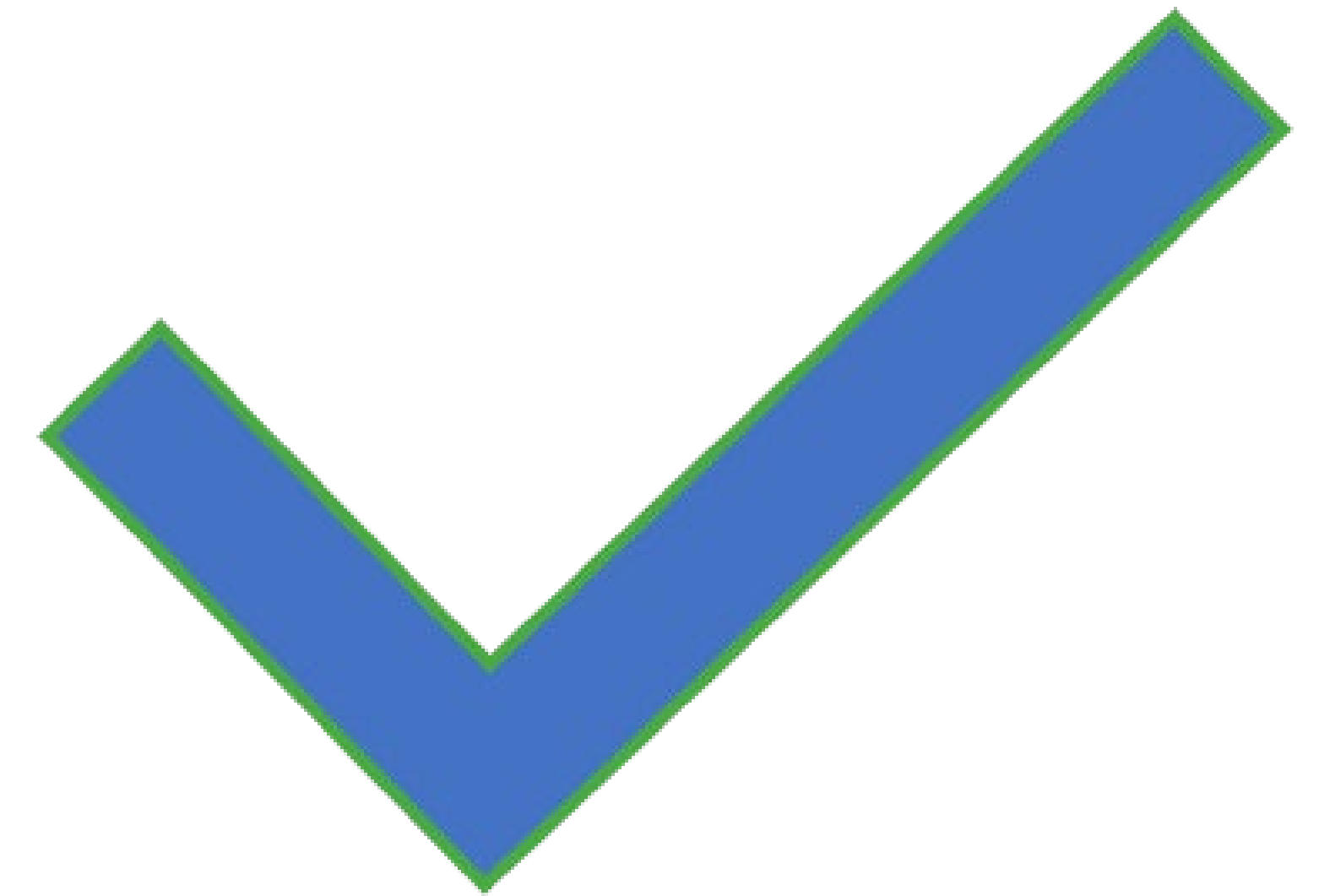
## Previous Section 3 Compliance Certification

- Allows a contractor to certify compliance on previous work

## Assurance of Compliance Certification/Action Plan

- List subcontractors (if known)
- List of workforce
  - Changes will constitute NEW hires
  - Provides “Before and After” picture for compliance documentation
  - Provides record keeping requirements

**Self-Certifications** – have been changed to reflect new definitions



# Solicitation Package

## Prime Contractor & Claiming Preference

- Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification portions at time of BID

## Prime Contractor

- Entire package completed and submitted prior to AWARD

## Subcontractors

- Package is made available and submitted prior to AWARD
- If claiming a preference
  - Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification portions at time of BID/PROPOSAL
- Subcontractor – “Required Submittal” Forms: Action Plan, Compliance Assurance

## QUARTERLY EXPENDITURES AND PROGRESS REPORT

**Section 3 – Labor Hours** - Please enter unreported hours. If submitting the 2nd Quarter report (ending 6/30) enter the cumulative hours as well. The cumulative reporting period is 7/01 - 6/30.

	Quarterly Hours	Annual Report - Quarter ending 6/30
Total Labor Hours		
Section 3 Target Worker		
Section 3 Worker Hours		

**A Section 3 Target Worker is:** Employed by a Section 3 business concern, OR Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5, OR a YouthBuild Participant.

**A section 3 worker is:** A low or very low-income worker, OR employed by a Section 3 business concern, OR a YouthBuild participant.

Please enter unreported hours. If submitting the 2nd Quarter report (ending 6/30) enter the cumulative hours as well. The cumulative reporting period is 7/01 - 6/30.

## QUARTERLY EXPENDITURES AND PROGRESS REPORT

### Section 3 – Efforts

Please indicate which efforts the Recipient has executed to recruit or provide training and opportunities to Section 3 Businesses and Workers by checking all that apply.	
<input type="checkbox"/>	<b>Outreach efforts to generate job applicants who are CDBG Funded workers</b>
<input type="checkbox"/>	Direct, on-the-job training (including apprenticeships)
<input type="checkbox"/>	Indirect training such as arranging for, or paying tuition for, off-site training
<input type="checkbox"/>	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
<input type="checkbox"/>	<b>Outreach efforts to identify and secure bids from Section 3 business concerns</b>
<input type="checkbox"/>	Technical assistance to help Section 3 business concerns understand and bid on contracts
<input type="checkbox"/>	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with assistance in seeking employment including; drafting resumes, finding job opportunities, connecting residents to job placement services.
<input type="checkbox"/>	Held one or more job fairs
<input type="checkbox"/>	Provided or connected residents with supportive services that can provide direct services or referral services
<input type="checkbox"/>	Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation
<input type="checkbox"/>	Assisted residents with finding childcare
<input type="checkbox"/>	Assisted residents to apply for/ or attend community college or a four-year educational institution
<input type="checkbox"/>	Assisted residents to apply for/ or attend vocational/technical training
<input type="checkbox"/>	Assisted residents to obtain financial literacy training and/or coaching
<input type="checkbox"/>	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with training on computer use or online technologies
<input type="checkbox"/>	Other, specify: <input style="width: 400px;" type="text"/>

# Resources

- Section 3 Solicitation Package

<https://www.dca.ga.gov/node/6088>

- New Rule FAQs

<https://www.hud.gov/sites/documents/11SECFAQS.PDF>

- Section 3 New Rule

[Federal Register](#)

- HUD's Website

<https://www.hud.gov/section3>

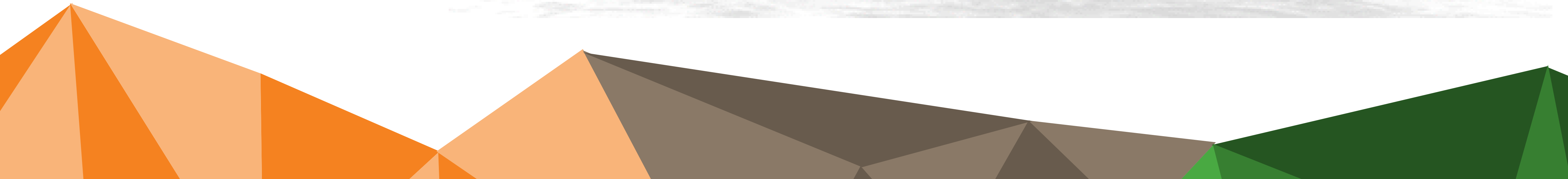
- Income Limits

<https://www.huduser.gov/portal/datasheets/il.html>



# Procurement

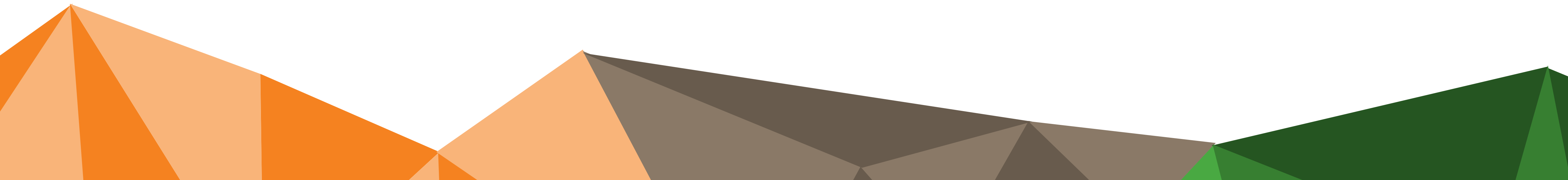
- ✓ Standards
- ✓ Methods
- ✓ Sole Source Requirements
- ✓ Contract Requirements



# Procurement Standards

DCA's procurement policies and procedures implement the requirements of 24 CFR 570.489 (g), which says the State shall establish requirements for procurement policies and procedures for units of general local government, based on full and open competition.

- Identification of Methods of Procurement and their applicability
- Prohibition of cost plus a percentage of cost
- Assurance that all purchase orders and contracts include any clauses required by Federal statutes, Executive orders, and implementing regulations
- Subrecipient and contractor determinations shall be made in accordance with the standards in 2 CFR 200.330.



# Procurement transactions will be provided in a manner providing full & open competition

Avoid:

- x Unreasonable requirements
- x Noncompetitive pricing practices
- x Noncompetitive awards to consultants that are on retainer contracts
- x Organizational conflicts of interest
- x Specifying only a brand name product
- x Any arbitrary action in the procurement process



## **Procurement Standards**

- Documented Conflict of Interest Policy, which states:

No employee, officer, or agent...

“May participate in the selection, award, or administration of a contract supported by a Federal award if a real or apparent conflict of interest is present.”

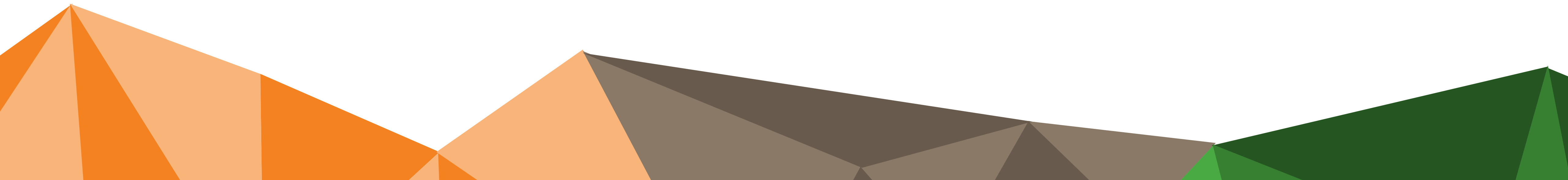
# Prohibited Conflicts

Persons with CDBG responsibilities, decision-making power or information may **NOT:**


- Obtain a financial interest or benefit from CDBG activity
- Have any interest in contract or subcontract
- Applies to family members and business ties
- Applies during tenure and 1 year after

Example: Grant Administrator cannot assist grantee with drafting statements of work or RFPs for grant administration if they intend to submit proposal.

May explain process, discuss instructions/process publicly available on DCA website



# Standards – Selection Procedures

- ✓ Accurate description of the technical requirements for material, product, or service without restricting competition
  - ✓ Clear requirements and evaluation factors
  - ✓ The review of proposed procurement actions by Recipient officials to avoid purchasing unnecessary or duplicative items.
  - ✓ A cost or price analysis for every procurement action
  - ✓ Consideration of contractor integrity, compliance with public policy, record of past performance, and financial and technical resources in the selection process
- 

# Methods of Procurement

- **Small purchase:** Procurements under \$100,000 (if allowed by local policy).
  - Require that price or rate quotations be obtained at least three (3) sources.
  - Not appropriate for procurement of administrative or professional services
- **Competitive Proposals:** Professional Services
- **Competitive Sealed Bids:** Public Works Construction
- **Sole Source:** Requires DCA Approval
  - ✓ The item or service is available from only one source;
  - ✓ Urgent public need will not allow for the delay caused by advertising;
  - ✓ Although a number of bids were solicited, only one response was received.

# Competitive Negotiation

Method of procurement for Professional Services using publicized RFPs or RFQs

- Private grant writers/administrators
- Engineers and Architects
- Not applicable if contracting with Regional Commissions

Maintain Complete Records

- RFP
- Proof of Publication
- Distribution List
- Copies of Proposals Received
- Scoring Sheets
- Meeting Minutes – Council/Board Approval
- Executed Contracts
- Correspondence with Section 3 businesses

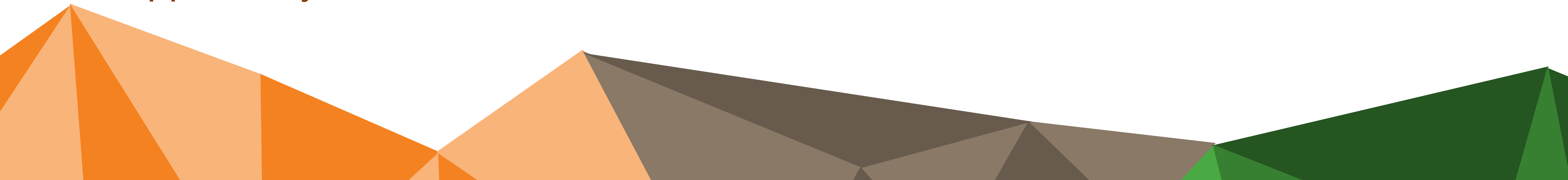


# Competitive Sealed Bid

- DCA, under the authority of 24 CFR 570.489(g), has adopted Title 36, Chapter 91 of the Official Code of Georgia, Georgia Public Works Construction Law
  - Traditional design–bid–construct method
  - Alternative methods require DCA approval
  - Advertising Requirements (including Section 3)
  - Contract opportunity must be posted in the governing authority's office
  - Contract opportunity must be advertised in either the legal organ of the government, or on an Internet website of the government entity or one identified by the entity
  - Place on Georgia's Procurement Registry, (HB 322)

# Competitive Sealed Bid – Advertising Requirements

- If advertised in newspaper, opportunity must be advertised at least two times:
  - The first advertisement must be at least 4 weeks prior to the bid opening date; and
  - The second advertisement must follow at least 2 weeks after the first advertisement
- Advertisements placed on an Internet website should run continuously for at least four weeks.
- Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity



Construction  
Contract  
Opportunities  
must be  
posted in at  
least  
**3 locations**

GPR, your website, Dodge  
Room, newspaper, DOL,  
DFCS

All ads must include this  
Section 3 language: “This is a  
Section 3 Covered Contract.  
Section 3 Business Concerns  
are encouraged to apply.”

<https://hudapps.hud.gov/OpportunityPortal/>

# Competitive Sealed Bid- Bonding Requirements

## **State requirements (contracts \$100,000+):**


1. A performance bond from contractors executed in connection with each contract.
2. A payment bond on the part of the contractor for 100% of the contract price.

## **Federal requirements (contracts \$100,000+):**

1. A bid guarantee from each bidder equal to 5% of the bid price.
2. A performance bond from contractors for 100% of the contract shall be executed in connection with each contract.
3. A payment bond on the part of the contractor for 100% of the contract price.

## **DCA requirements:**

- adequate contractor's liability insurance from all contractors
  - \$25,000 property and \$50,000 bodily injury coverage

- Chief Elected or Authorized Official's request letter
  - Description of Procurement Methodology
  - Tear Sheet of the Bid Advertisement or RFP/RFQ
  - Local Government's Attorney Opinion
  - Professional Services Procurement
    - list of the active, qualified consultants or engineers/architects that were mailed the RFPs/RFQs (7 for grant administrators and 10 for engineers/architects)
    - certified return receipt documentation or adequate email documentation
  - Sealed Bid Procurements
    - Local Government's Engineer/Architect states that the one bid response's prices were reasonable and appropriate based on independent cost estimates.
- 

<input type="checkbox"/> Contractor/Subcontractor Affidavit	(Compliance with OCGA 13-10-91) Applicable to All Contracts and Subcontracts						
<input type="checkbox"/> Section 3 Clause	All Contracts						
<input type="checkbox"/> Provision for Remedies	All Contracts						
	ARCHITECTURAL & ENGINEERING SERVICES	HOUSING REHAB		CONSTRUCTION CONTRACTS			
		<input type="checkbox"/> Less than 8 Units	<input type="checkbox"/> 8 or More Units	<input type="checkbox"/> Over \$100,000	<input type="checkbox"/> Over \$40,000	<input type="checkbox"/> Over \$10,000	<input type="checkbox"/> Over \$2,000
<input type="checkbox"/> Provision for termination	✓ If over \$10,000	✓ If over \$10,000	✓ If over \$10,000	✓	✓	✓	
Executive Orders 11246/11375							
<input type="checkbox"/> EEO Clause				✓	✓	✓	
<input type="checkbox"/> EEO Specifications				✓	✓	✓	
<input type="checkbox"/> Affirmative Action				✓	✓	✓	
<input type="checkbox"/> Non-Segregated Facilities				✓	✓	✓	
Federal Labor Standards							
<input type="checkbox"/> Copeland Anti-Kickback			✓	✓	✓	✓	✓
<input type="checkbox"/> Davis-Bacon Clause			✓	✓	✓	✓	✓
<input type="checkbox"/> Wage Rate from DCA			✓	✓	✓	✓	✓
<input type="checkbox"/> Work Hours & Safety			✓ If over \$10,000	✓			
<input type="checkbox"/> Performance Bonds				✓	✓		
<input type="checkbox"/> 5% Bid Bond				✓			
<input type="checkbox"/> Clean Air/ Water Clause				✓			
<input type="checkbox"/> Provision for Disability Accessibility (if a bldg.)	✓						
<input type="checkbox"/> Provision for GA Energy	✓						

# Resources

GMA's Public Works Construction  
Guidebook,

<https://www.gmanet.com/GMASite/media/PDF/publications/publicworks.pdf>

HB 322,

<https://gov.georgia.gov/document/signed-legislation/hb-322pdf/download>

CDBG-MIT Procurement Policy,

<https://www.dca.ga.gov/node/7120>

**Thank you!**

Kathleen Vaughn:

(404)679-0594

[Kathleen.Vaughn@dca.ga.gov](mailto:Kathleen.Vaughn@dca.ga.gov)





Federal  
Labor  
Standards

**RESTRICTED  
— AREA —**

**CONSTRUCTION  
WORK IN  
PROGRESS**



# Key Regulations & Statutes

## Copeland Act (Anti-kickback Act)

- Prohibits kickback of pay
- Requires certified weekly payrolls
- Regulates payroll deductions

## Contract Work Hours & Safety Act

- Overtime pay for working over 40 hours
- Applies to contracts over \$100,000
- Requires liquidated damages of \$10 per day/per violation

# Davis-Bacon Act

- Outlines labor standards for federal projects
- Applicable to all contracts over \$2,000 involving federal funds
- Provides minimum wages by position
- Ensures minimum pay & other labor standards are enforced at work site
- Applies to all laborers and mechanics
- Applies to entire project, not just CDBG-CV funded portion



1. Request for Wage Rates (DCA Recipients Manual Appendix 1)
2. Request for Contractor Clearance (DCA Recipients Manual Appendix 1)
3. Provide Notice of Contract Action (DCA Recipients Manual Appendix 1)
4. Hold a Preconstruction Conference
5. Review Submitted Payrolls
6. Conduct Job Site Interviews

Forms can be emailed to  
[CDBG.Biz@dca.ga.gov](mailto:CDBG.Biz@dca.ga.gov) or  
[CDBG-CV@dca.ga.gov](mailto:CDBG-CV@dca.ga.gov)

# Wage Decisions

- Identifies worker classifications, hourly wage, and fringe benefits
- **Four Categories**
  - Heavy
  - Highway
  - Buildings
  - Residential

# Request for Wage Determination

- ✓ **Submit request to DCA**
  - 30 days prior to advertising for contract bids
- ✓ **Check 10 days before bid opening**
  - 10- day wage check form (DCA Recipients Manual Appendix 1)

• Wage rates must be a part of the bid package and must be included in contracts



## **Competitively Bid**

- Lock in at bid opening if contract is executed within 90 days of bid opening
- If contract is not executed within 90 days, resubmit 10-day wage check form 10 days prior to contract execution

## **Negotiated Contracts**

- Lock in at contract execution
- 

# EMPLOYEE RIGHTS

## UNDER THE DAVIS-BACON ACT

### FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

**PREVAILING  
WAGES**

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

**OVERTIME**

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

**ENFORCEMENT**

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

**APPRENTICES**

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

**PROPER PAY**

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-689-5827  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH321 REV 10/17

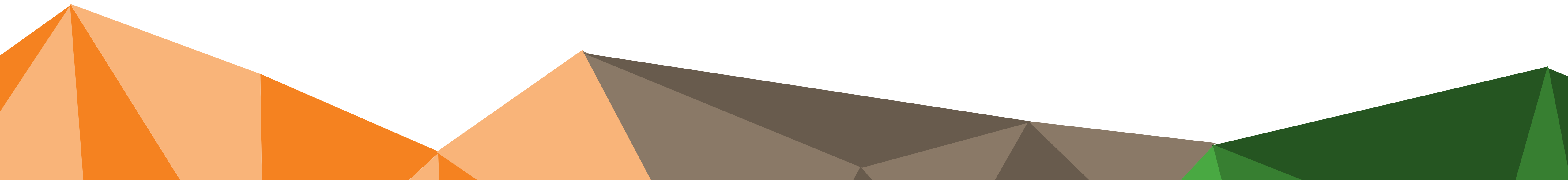


## **Additional Classification Request**

- Written Request:
  1. Local government
  2. Contractor – specify hourly rate and fringe benefits
- DOL has 30 days to respond
- Determination is based on wage decision issued

# Request for Contractor Clearance

- Form can be e-mailed to DCA ([cdbbg.biz@dca.ga.gov](mailto:cdbbg.biz@dca.ga.gov) or [cdbbg-cv@dca.ga.gov](mailto:cdbbg-cv@dca.ga.gov))
- Ensures contractor is not on Federal Debarred list
- Must be cleared before entering into a contract



- Must be submitted to DCA
- **Include certified and itemized bid tabulation with form**
- Construction drawdowns will be withheld if not submitted
- Field Reps will schedule formal labor review after submission of NOCA

# Pre-construction Conference

## Mandatory

- Attended by the architect, grant administrator, the contractor and representatives of the local government.
- Held prior to the start of construction
- Outlines contractor & subcontractor responsibilities, project timelines, logistics, etc.
- Explains Davis-Bacon, other applicable laws & contract provisions, Section 3
- Include your CDBG-CV Field Rep when determining place and time



# CDBG-CV Rep Contact Information

- Cindy Alligood: (478) 290-1074, [Cindy.Alligood@dca.ga.gov](mailto:Cindy.Alligood@dca.ga.gov)
  - Robert Compton: (229) 733-7021, [Robert.Compton@dca.ga.gov](mailto:Robert.Compton@dca.ga.gov)
  - Cheryl Magby: (470) 783-4729, [Cheryl.Magby@dca.ga.gov](mailto:Cheryl.Magby@dca.ga.gov)
  - Malisa Thompson: (404) 326-1048,  
[Malisa.Thompson@dca.ga.gov](mailto:Malisa.Thompson@dca.ga.gov)
  - Pam Truitt: (404) 977-3326, [Pam.Truitt@dca.ga.gov](mailto:Pam.Truitt@dca.ga.gov)
- 

# Payrolls

- Contractors must submit all payrolls to grant recipient
- Must include the name and identifying number of each worker the first time they appear
  - Contractor must provide address and social security number upon request
- Every payroll must
  - list the worker's classification, which must match the Wage Decision document
  - include the hourly rate of pay and the number of hours worked
  - indicate permissible deductions (see 29 CFR Part 3.5)
  - be numbered, with the last payroll labeled "Final Payroll"
  - be certified by the owner, officer or designee of the construction company

**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. \_\_\_\_\_ FOR WEEK ENDING \_\_\_\_\_ 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) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
				MON	TUE	WED	THU	FRI	SAT	SUN				FICA	WITH- HOLDING TAX	OTHER	TOTAL DEDUCTIONS		
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Date

I,

(Name of Signatory Party)

(Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

(Contractor or Subcontractor)

on the

; that during the payroll period commencing on the

(Building or Work)

day of , , and ending the  day of , .

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

(Contractor or Subcontractor)

from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

REMARKS:

NAME AND TITLE <input type="text"/>	SIGNATURE <input type="text"/>
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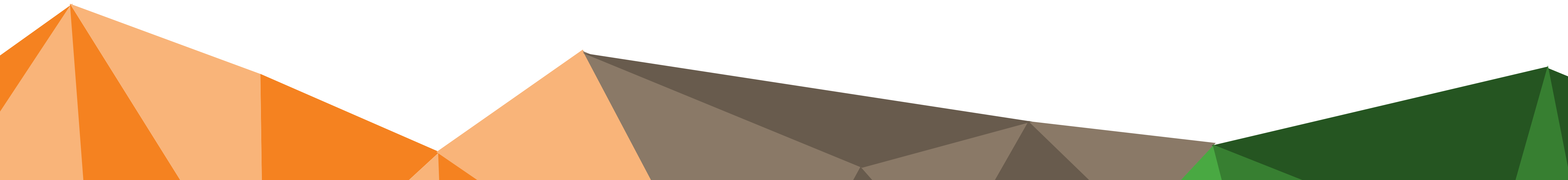
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.



# Payrolls (Cont'd)

Sole proprietors, self-employed mechanics

- Cannot self-certify to wages without a crew
- Must be reported on “responsible employer” payroll
- Can certify to hours when working with a crew
- (Only report hours worked and list owner as classification)



## • **Volunteers**

- Does not receive compensation for services performed
- Cannot be employed at any other time on the jobsite

## • **Prison Labor**

- Must have a letter from the Department of Corrections
  - Must be utilized directly by the grantee
- 

# Payroll Review

- Review for all trades
- Compare payrolls to wage decisions and interviews
- Follow up on discrepancies



# Job Site Interviews

- Have to be conducted on representative # of workers in each classification
- Interview responses should be checked against Wage Decision and payrolls
- Confidential – should not be overheard by contractors
- CONDUCT INTERVIEWS EARLY & OFTEN



- Request wage rates
- Request contractor clearance
- Ensure submission of weekly payrolls
- Conduct on-site interviews
- Review payrolls/compare to interviews
- Ensure correction of underpayments
- Maintain records



# Prime Contractor Responsibilities

- Responsible for compliance of all contractors
- Include contract clauses and applicable wage rates in all sub-contracts
- Review wage rates for additional classifications
- Provide sub-contractors with guidance
- Prepare and submit certified payrolls for employees

# Sub-contractor responsibilities



- Prepare and submit certified weekly payrolls
- Review wage rates and request additional classifications, if necessary
- Ensure access to employees for on-site interviews

## Resources

<https://www.hudexchange.info/resource/2541/making-davis-bacon-work-contractors-guide-prevailing-wage-requirements/>

<https://www.hudexchange.info/resource/2542/making-davis-bacon-work-guide-states-indian-tribes-local-agencies/>

<https://www.dol.gov/whd/govcontracts/dbra.htm>



**CDBG-CV**

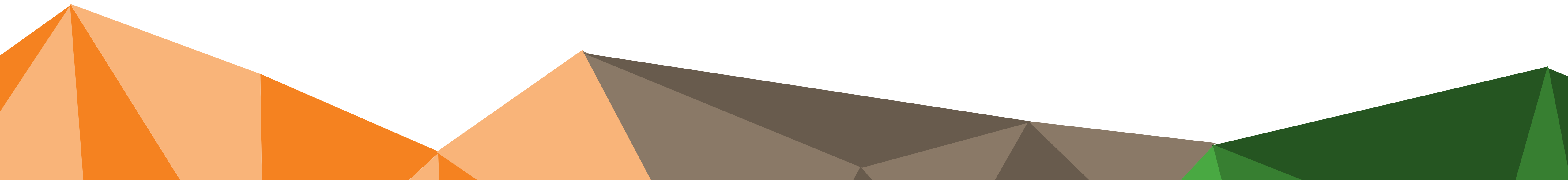
**DOB**

**Overview**



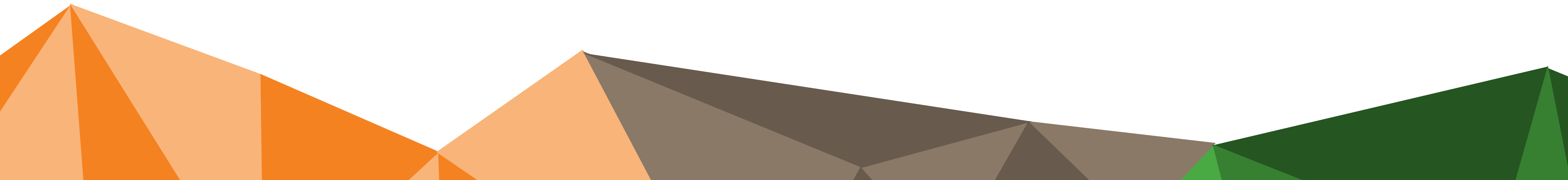
# Duplication of Benefit (DOB)

As part of the CARES Act and described in FR-6218-N-01 (CDBG-CV Federal Register Notice), HUD must ensure that there are adequate procedures in place to prevent any duplication of benefits as required by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by section 1210 of the Disaster Recovery Reform Act (DRRA) of 2018. To ensure HUD complies with this requirement, this responsibility is passed on to all CDBG-CV grantees.



# What is a DOB?

A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.



# Required Documents

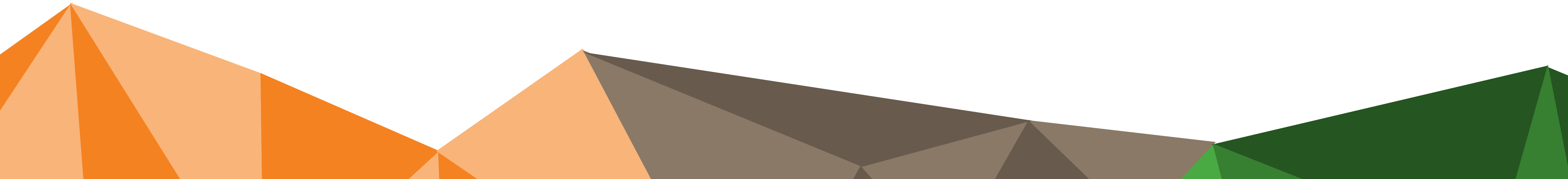
- DOB Policy
- Subrogation Agreement
- Pre-Construction DOB Worksheet
- Post-Construction DOB Worksheet

# Contact:

**Tommy Lowmon**

**Director, Office of Community Development**

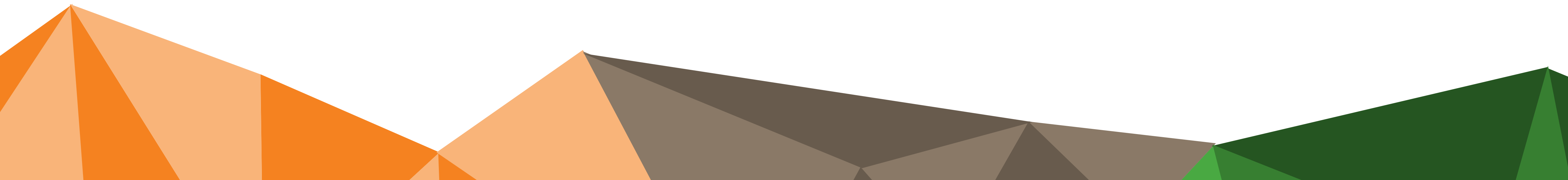
**[Tommy.lowmon@dca.ga.gov](mailto:Tommy.lowmon@dca.ga.gov)**





# Thanks!

Any questions?



TIME FOR  
LUNCH



# Up Next...

## Next Steps and Monitoring

Cindy Alligood

CDBG Field Services Representative







# Next Steps

March 8, 2022

**Cindy Alligood, CDBG Field Services Representative**

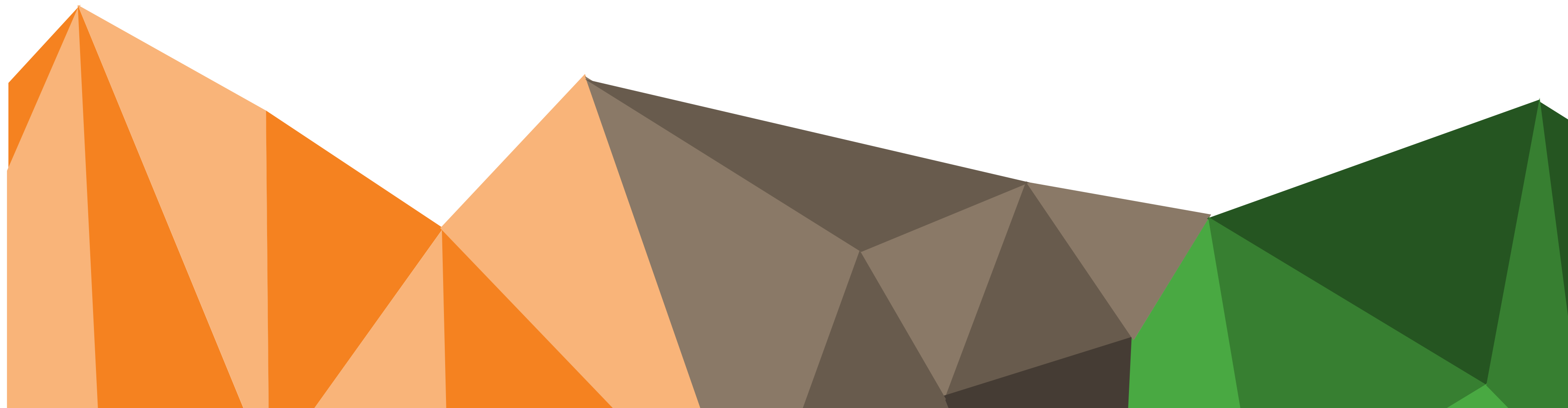
# Next Steps – and Monitoring

- Timeliness Requirements and Deadlines
- The Role of the CDBG-CV Representative
- Monitoring Your Award
- Administrative Guidelines



# Requirements and Deadlines

- Start Up Meeting**
- Post Award Public Hearing**
- Clear all Grant Award Conditions** (within 4 months of award)
- Environmental Release of Funds** (within 4 months of award)
- Design Work Completed** (within 6 months of award)



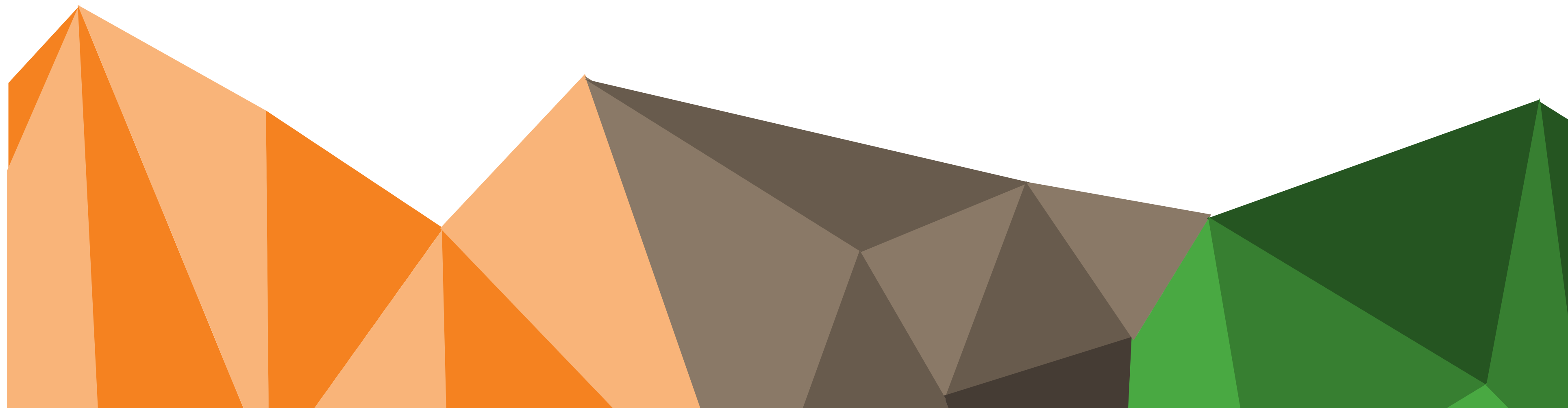
# Requirements and Deadlines

- Acquisition Completed (within 4 months of award)
- Advertise for Bids (within 7 months of award)
- Bid Opening
- Recommendation of Award



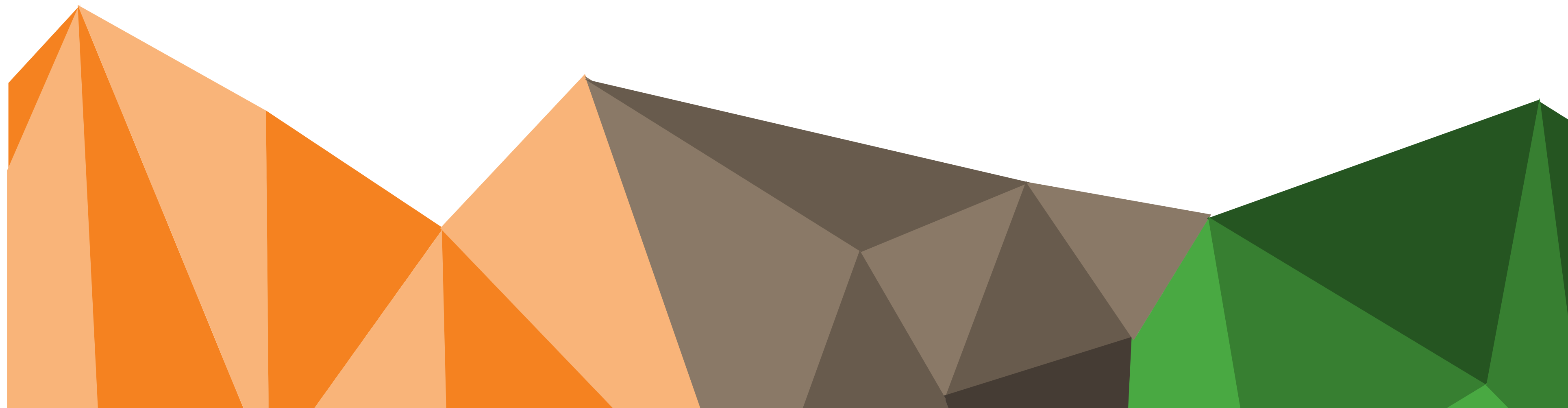
# Requirements and Deadlines

- Pre-construction Conference**
- Start of Construction** (within 13 months of award)
- All Funds Expended** (No later than December 31, 2023)
- Public Hearing and Close Out**



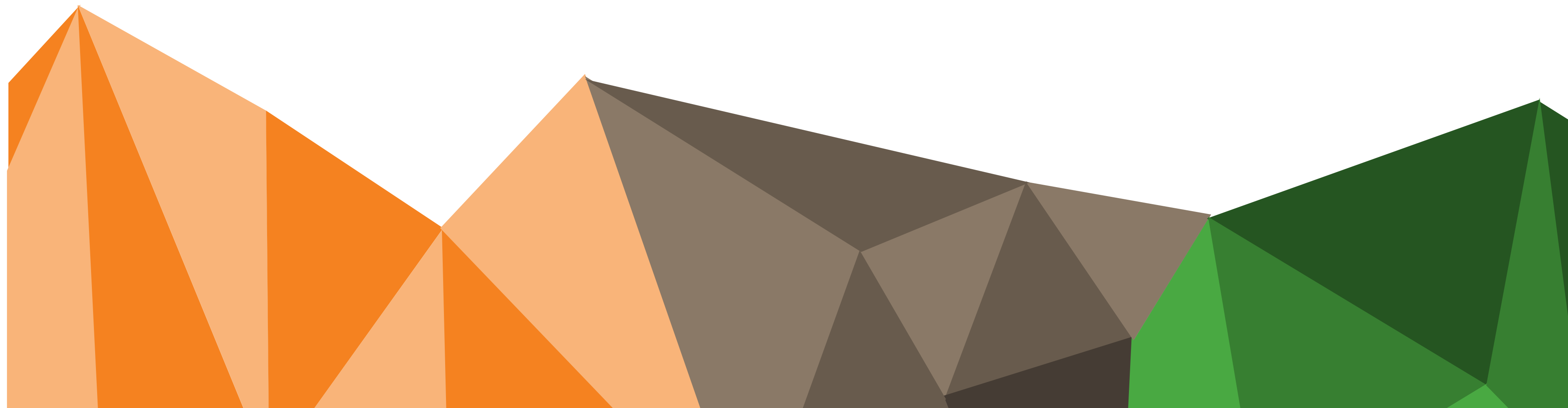
# Gold Sheet Schedule

- Keep your Gold 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



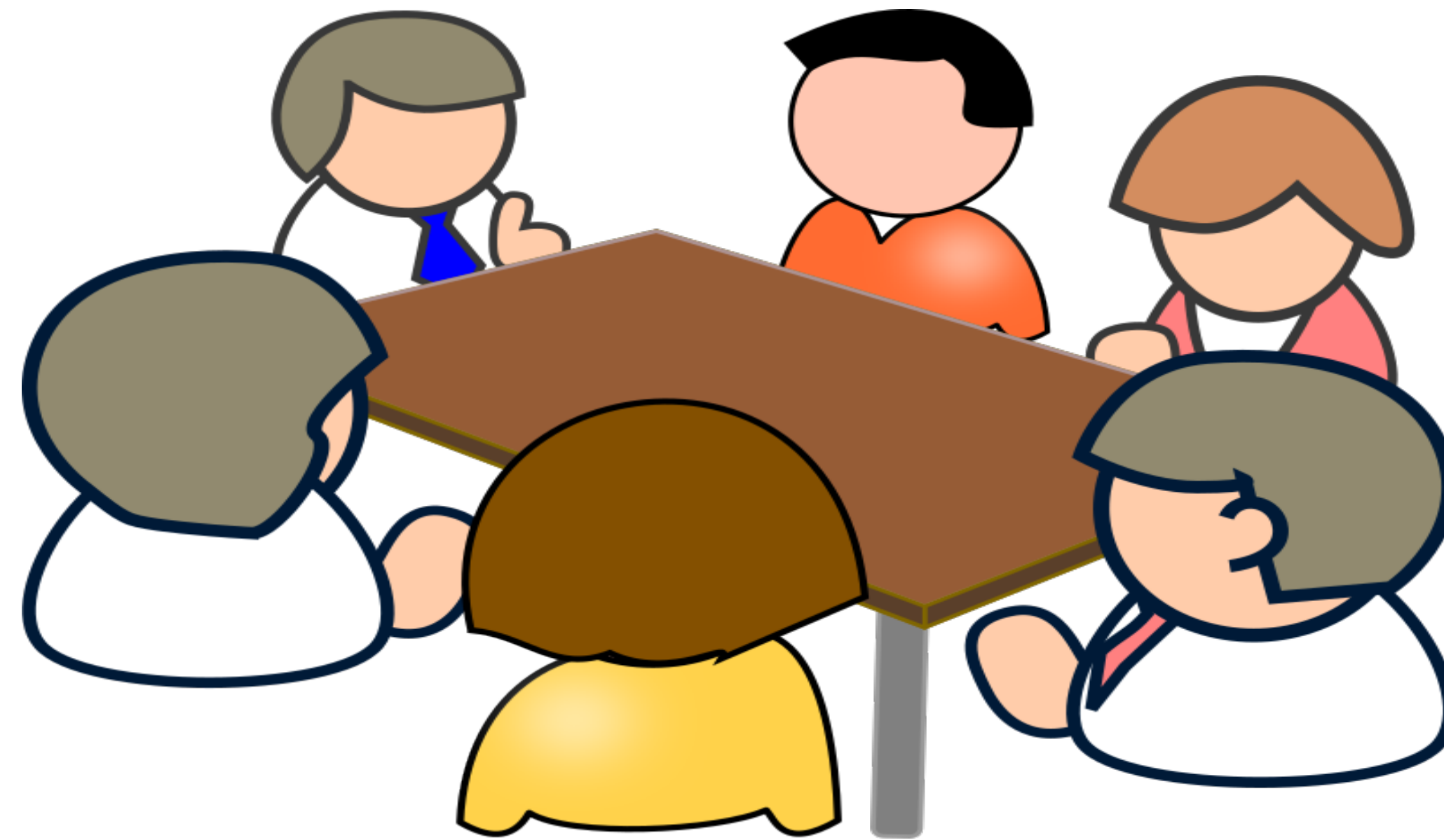
# The Role of the CDBG - CV Representative

- Provide Technical Assistance
- Keep Project Moving Forward
- Ensure Compliance with Applicable Regs
- Shepherd Project to Successful Completion



# Monitoring Your Award

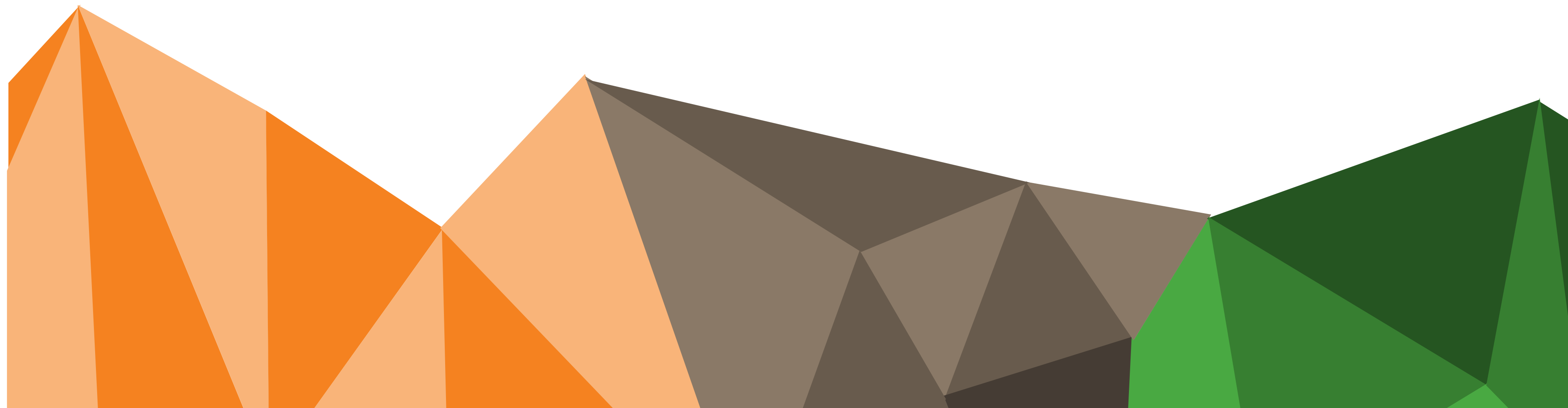
## □ **START UP MEETING**





# Monitoring Your Award

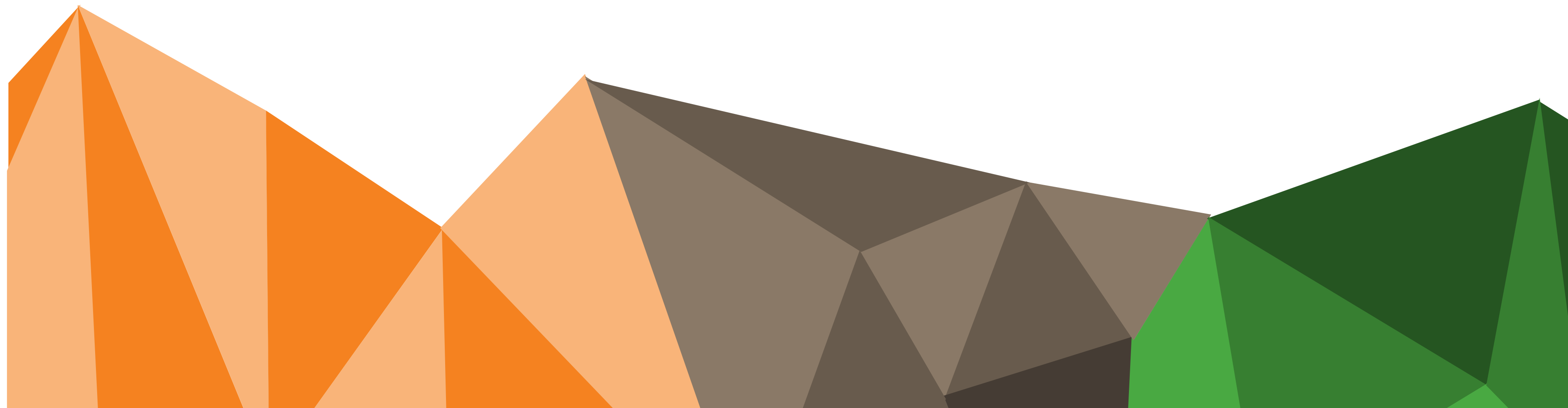
- CITIZEN PARTICIPATION**– Public Hearings
  - Prior to Application Submission (Pre-Award Public Hearing)
  - Within 60 days of Grant Award Date (“post-award PH”)
  - At time of Project Completion (“close-out PH”)
  - Plus a PH only if CDBG program is substantially amended



# Monitoring Your Award

## **PROCUREMENT**

- Administration
- Engineer / Architect
- Construction Contractor



# Monitoring Your Award

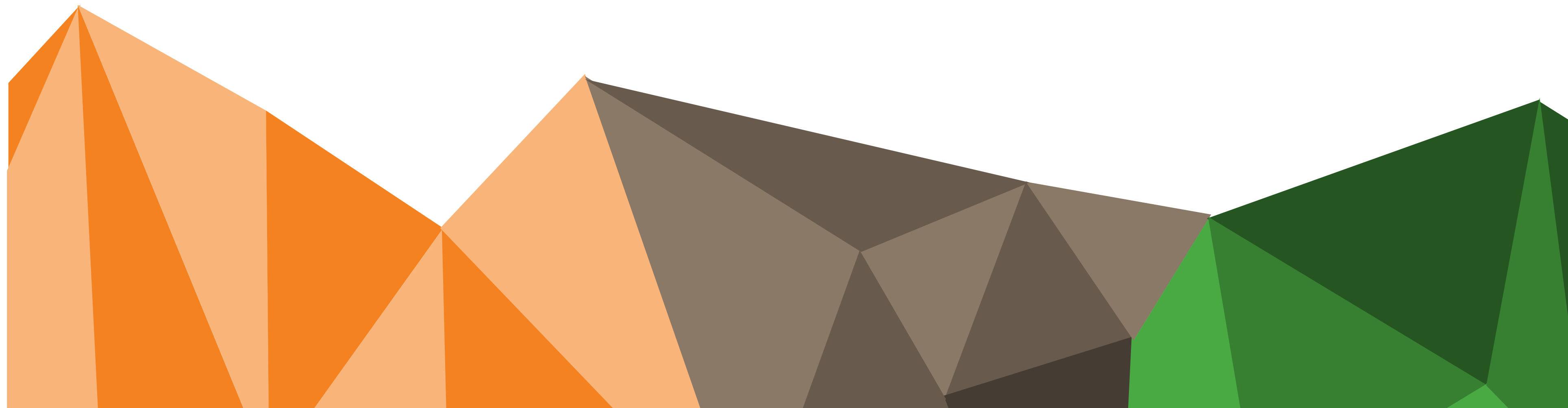
## **FAIR HOUSING / EQUAL OPPORTUNITY**

504 - Meeting Location Checklist

Section 3

Access to Services

All Efforts to Affirmatively Further Fair Housing



# Monitoring Your Award

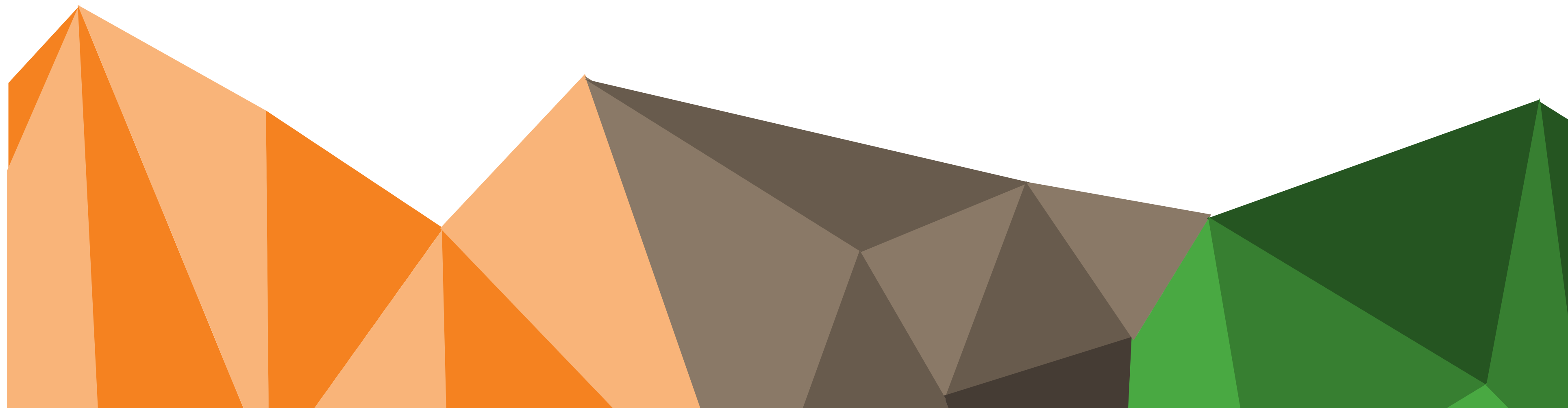
## ENVIRONMENTAL REVIEW

**LABOR STANDARDS** – (Including, but not limited to:  
All Payrolls; Other Deduction Forms; Employee  
Interviews)



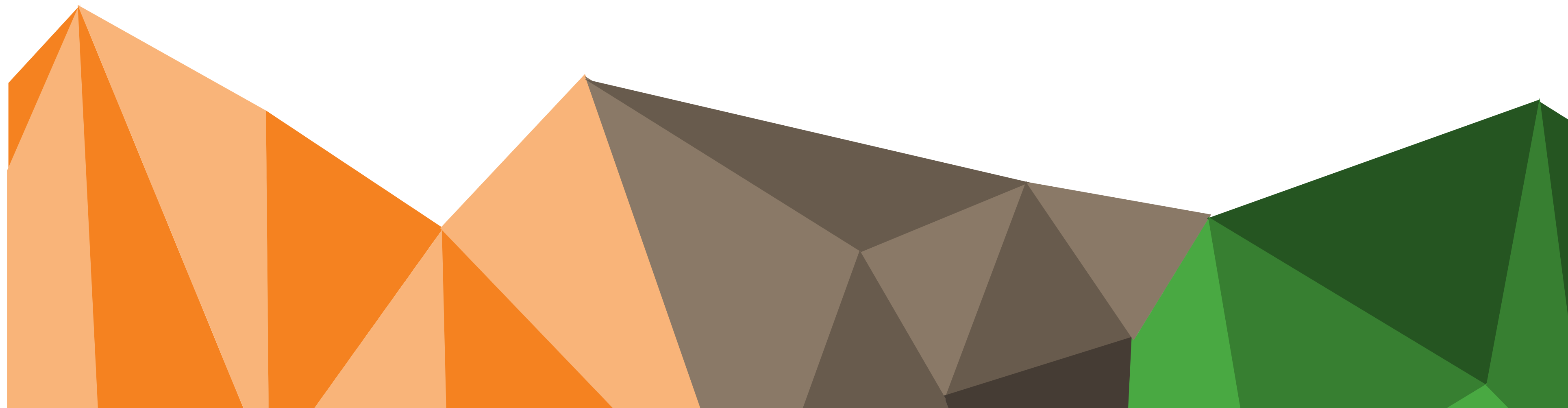
# Monitoring Your Award

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



# Monitoring Your Award

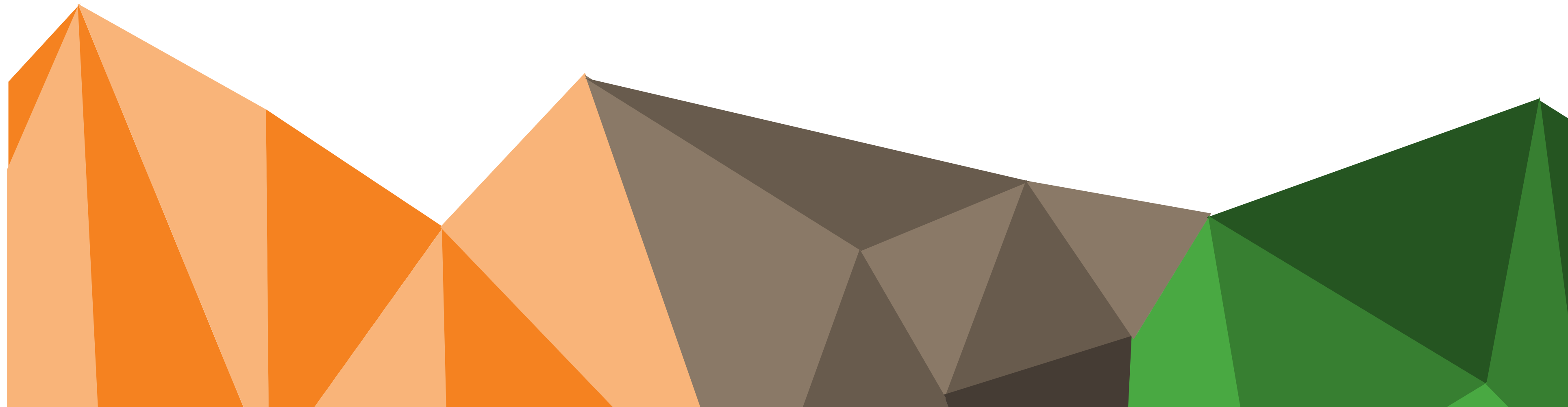
- UNIFORM ACT COMPLIANCE** – If any Acquisition is required to complete the project
- CASH MATCH/LEVERAGE** – Completed prior to the final draw down



# Monitoring Your Award

## **CLOSE OUT**

- Final Public Hearing documentation
- Final Quarterly Report
- Final Wage Compliance Report
- Actual Accomplishments form
- Surveys & Beneficiary Data



# Monitoring Your Award

- 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

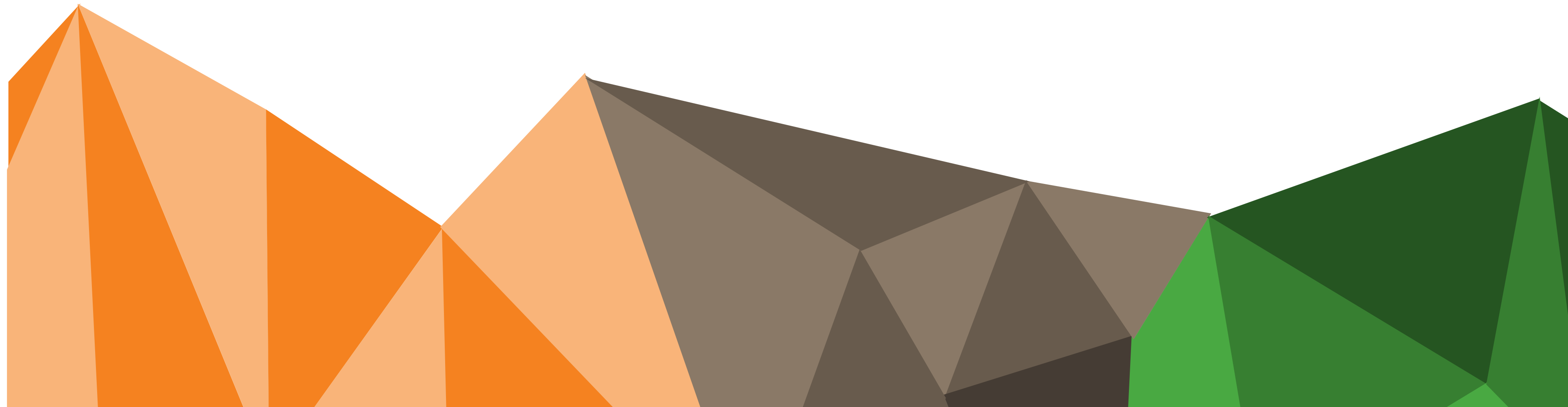




# Grant Administrative Guidelines

BE PREPARED!”:

- CHECK monitoring forms in the 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.



# Up Next...

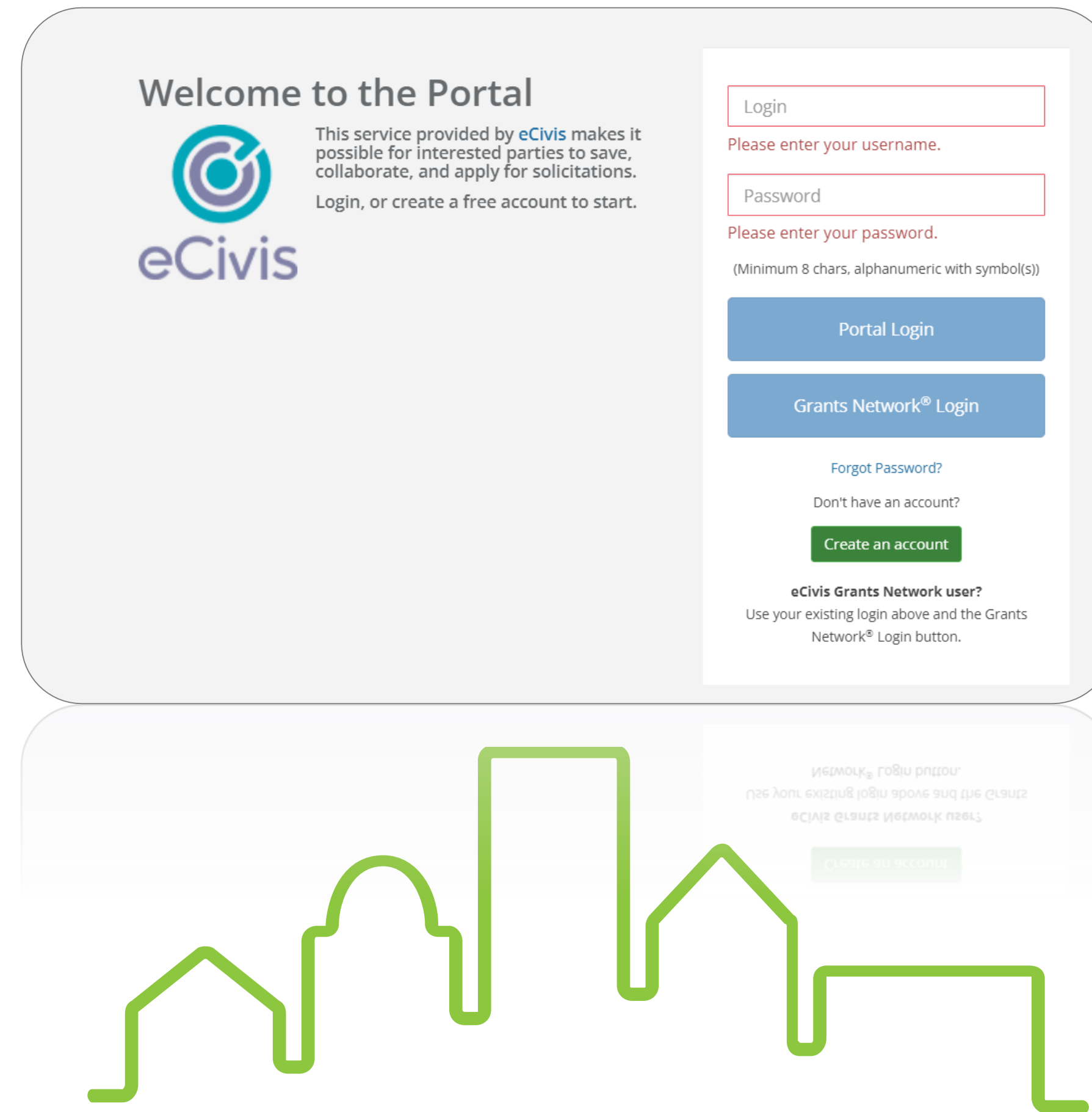
## eCivis Award Administration

Kathleen Vaughn

Compliance Manager

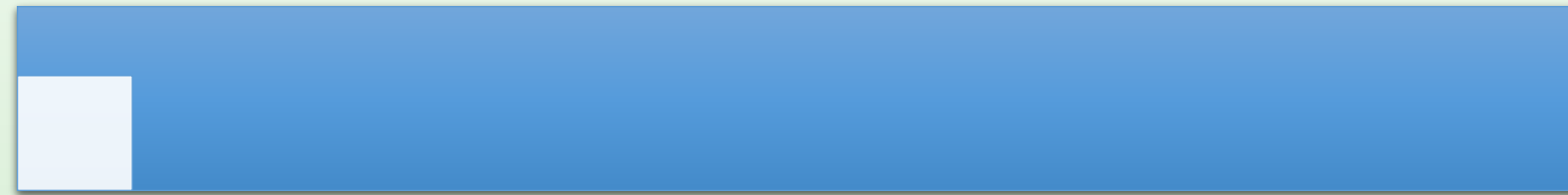


# GrAAM/eCivis Award Administration



Kathleen Vaughn, Compliance Manager, March 8, 2022

## GrAAM/ eCivis



Special Conditions

Activity Reports/  
Accomplishments

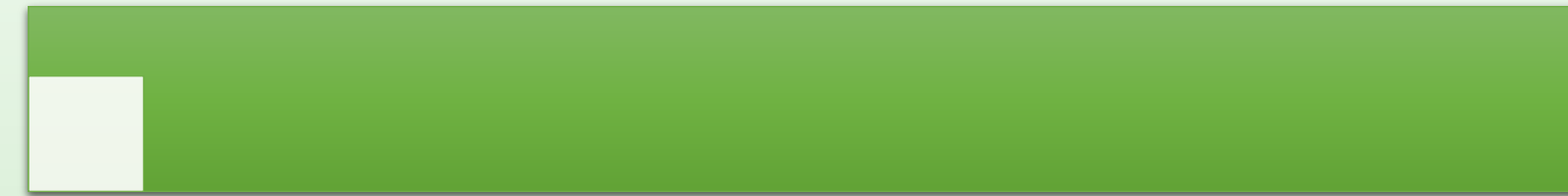
Financial Reports/Draws

Budget Amendments

De-obligation Requests

Audits

## CDBG-CV or CDBG.Biz



Requests for Release of Funds

Wage Determinations & Add'l Classifications

Contractor Clearance

Notice of Contract Action

Sole Source Requests

# Recipient Award Selection Page

The screenshot displays the 'My Awards' page in a web browser. The address bar shows 'portal.ecivis.com/#/index/myAwards'. The user is logged in as Anthony Torres, with a 'Log out' link. The sidebar on the left contains 'My Applications', 'My Awards' (highlighted with a pink arrow), and 'My Profile'. The main content area is titled 'My Awards' and includes a search bar and a table of award entries. The table has columns for Grant Title, Project Title, Award Status, Notification Date, Performance Period, Role, and Actions. There are four entries listed, all with an 'Awarded' status. At the bottom, it shows 'Showing 1 to 4 of 4 entries' and navigation buttons for 'Previous', '1', 'Next', and 'Reload'.

Grant Title	Project Title	Award Status	Notification Date	Performance Period	Role	Actions
Electric Bus Fleet Implementation	School Bus Replacement	Awarded	01/16/2019	1/15/19 - 1/15/20	Owner	⋮
Homeland Security Disaster Program	Emergency Generator Preparedness	Awarded	04/02/2020	4/30/20 - 6/30/21	Owner	⋮
Improving the Chesapeake Bay	Chesapeake Youth Development Initiative	Awarded	01/16/2019	1/31/19 - 1/31/20	Owner	⋮
Substance Abuse and Mental Health Services Program	School Mental Health	Awarded	01/15/2019	1/31/19 - 1/31/20	Owner	⋮

# Recipient Award Dashboard

portal.ecivis.com/#/index/award

## Award Dashboard

**Draw Requests**      **Quarterly & Accomplishment**

**Award Detail**

[View Budget](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Manage Project Team](#)

**Subrecipient:** City of Springfield      **Program:** Homeland Security Disaster Program  
**Project:** Emergency Generator Preparedness      **Award ID:** abc12345  
**Approval Date:** 04/02/2020      **EIN:** 123456789

**Approved amount:** \$126,000.00 +  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00

**Total Match:** \$72,000.00  
**Performance period:** 04/30/2020 - 06/30/2021

**Extensions, Amendments, De-obligation**

**Pending Tasks**      **Assigned Tasks: Special Conditions**

Show 10 entries      Search:

Task Type	Due Date	Actions
Financial Report Request	06/30/2020	⋮
Activity Report Request	06/30/2020	⋮
Financial Report Request	09/30/2020	⋮
Activity Report Request	09/30/2020	⋮

tal.ecivis.com/#/index/award

Detail







View Budget View Files **Submit Financial Report** Submit Activity Report Request Grant Amendment Manage

Recipient: City of Springfield  
Program: Homeland Security Disaster Program  
Award ID: abc12345  
EIN: 123456789

Emergency Generator Preparedness  
Award Date: 04/02/2020  
Awarded amount: \$126,000.00  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00  
Match: \$72,000.00  
Finance period: 04/30/2020 - 06/30/2021

Pending Tasks

10 entries Search:

Type	Due Date	Actions
Financial Report Request	06/30/2020	 Create Financial Report Mark Task Complete
Activity Report Request	06/30/2020	
Financial Report Request	09/30/2020	
Activity Report Request	09/30/2020	
Financial Report Request	12/31/2020	
Activity Report Request	12/31/2020	

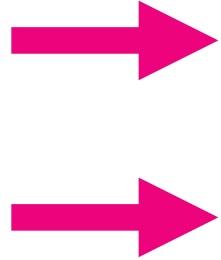
## Draw/ Reimbursement Requests

- Select “Submit Financial Report” from the top menu options to access the financial report screen
- Tasks assigned by DCA can be accessed in the “pending tasks” menu.



# Draw Requests

- The Financial Reporting Screen provides a budget overview above the financial reporting section.
- The reporting period will either reflect the day of the draw request or quarter (if reporting for a quarter in which no reimbursements were requested)
- Enter the amount requested per line item in the “spend” column. This should mirror column G on draw form.
- Match should always be entered on the final financial report.



When filling out your spending report, pay attention to the balances left in your budgeted cost lines. Also be sure to factor program income....

### Award Financial Overview

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 126,000.00	\$ 41,000.00	\$ 167,000.00

Award Total Program Income	Received	Expended
\$ 0.00	\$ 0.00	

### Financial Report Details

Reporting Period: \*

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,000.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,000.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,000.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Program Income	Received \$ 0.00	Expended \$ 0.00		
Report Total	Spend \$ 0.00	Match \$ 0.00	Spend + Match \$ 0.00	
	0.00 %	0.00 %		

Reimbursement Request

This is my final report

7 / 25/25

7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Program Income</b>	<b>Received</b>		<b>Expended</b>	
	\$ 4,000.00	\$ 4,000.00		
<b>Report Total</b>	<b>Spend</b>		<b>Match</b>	<b>Spend + Match</b>
	\$ 48,000.00	\$ 5,000.00	\$ 53,000.00	
	90.57 %	9.43 %		

Reimbursement Request\*

\$ 48,000.00

This is my final report

Financial Report Narrative \*

Please develop your narrative below including key metrics, spending details, and other pertinent details.



## Award Activities

Show 10 entries

Search:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	01/01/2020 -- 03/31/2020	Anthony Torres	04/02/2020	Approved / Paid	<a href="#">View Report</a>
Financial Report	04/02/2020 -- 04/03/2020	Anthony Torres	04/02/2020	Approved / Awaiting Payment	<a href="#">View Report</a>
Financial Report	04/02/2020 -- 04/03/2020	Anthony Torres	04/02/2020	Changes Requested	<a href="#">Review/Resubmit</a>

Showing 1 to 3 of 3 entries

[Previous](#) 1 [Next](#)

[Reload](#)

## Award Amendments

[Request Grant Amendment](#)

Draw **sts**



# Activity Reports

Used for Quarterly Reporting

Instructions:

<https://www.dca.ga.gov/node/3741/documents/10>

The reporting periods and deadlines are:

- January - March (due April 30)
- April - June (due July 31)
- July - September (due October 31)
- October - December (due January 31)

The first quarterly report for a grant should cover the first full quarter after the award date.

Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

Recipient Name:		Grant Number:		Report No:		Quarter End:		Final Report:	<input type="checkbox"/>
Contact Person:			Telephone Number:				E-mail:		

## SECTION II: CONTRACTS/SUBCONTRACTS & LABOR FOR THIS QUARTER

Subcontractor Name	Address	City, State, Zip	Prime Contractor ID #	Sec 3	Subcontractor ID #	Sec 3	Total Amt. Contract/Sub	CDBG Part	Trade Code	Race Code	Women Owned
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>

Instruction, 2 = Education/Training, 3 = Other

Racial/Ethnic Codes: 1 = White, 2 = Black, 3 = Native American, 4 = Hispanic, 5 = Asian

Section 3 Business as: 51% or more owned by low or very-low income persons, OR 75% or more labor hours are performed by low or very low-income persons, OR 25% or more owned by current residents of public housing, or Section 8-assisted housing.

Notes - Please enter unreported hours. If submitting the 2nd Quarter report (ending 6/30) enter the cumulative hours as well. The cumulative reporting period is 7/01 - 6/30.

Quarterly Hours	Annual Report - Quarter ending 6/30
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The screenshot shows the ECVIS portal interface. At the top, there are navigation buttons: View Budget, View Files, Submit Financial Report, Submit Activity Report (highlighted with a red arrow), Request Grant Amendment, and Manage Project Team. Below this, the 'Award Detail' section displays information for the City of Springfield, including the project name 'Emergency Generator Preparedness', approval date, and approved amount of \$126,000.00. A pink arrow points to the 'Submit Activity Report' button. The 'Pending Tasks' section at the bottom shows a list of tasks with columns for Task Type, Due Date, and Actions. A dropdown menu is open for the 'Activity Report Request' task, showing options to 'Create Financial Report' and 'Mark Task Complete'.



Log out

## Activity Report

Award Detail

[Back to Award Detail](#)

**CDBG 2020 Annual Competition** Awarded

Awarded by: Georgia Department of Community Affairs

Approved amount: \$750,000.00

Match type:

Performance period: 10/16/2020 - 10/16/2022

Activity Report

Reporting Period: \*

Please develop your narrative below including key metrics, and other pertinent details.

Report Narrative: \*



# Activity Reports

- Enter Accomplishments, if applicable
- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.
- "Submit Report"

Activity Report Metrics

Please enter metrics to describe progress on your goals.

Job Creation:	<input type="text" value="0.00"/>	(1800.00)
Job Retention:	<input type="text" value="0.00"/>	(1800.00)
Port TDU:	<input type="text" value="0.00"/>	(1500.00)
Private Investment:	<input type="text" value="0.00"/>	(1800000.00)

Enter program outcomes/accomplishments using the Activity Report Metrics fields.  
(Note: these entries may not be required by all programs)

Activity Report Files

Please upload any files necessary for your activity report.

Showing 0 to 0 of 0 entries

File Name	File Size	Actions
No files are available for download.		

Showing 0 to 0 of 0 entries

Click the Submit Report button once all entries have been made.

Award Activities

Showing 1 to 2 of 3 entries

Report	Reporting Period	Created by	Date Created	Current Status	Actions
Financial Report	03/08/2021 - 04/07/2021	Rick Thompson	03/08/2021	Approved / Awaiting Payment	
Activity Report	03/08/2021 - 04/07/2021	Rick Thompson	03/08/2021	Pending Approval	

Showing 1 to 2 of 3 entries



# Activity Reports

- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
 GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
 QUARTERLY EXPENDITURES AND PROGRESS REPORT  
 ACCOMPLISHMENTS REPORT - PEOPLE

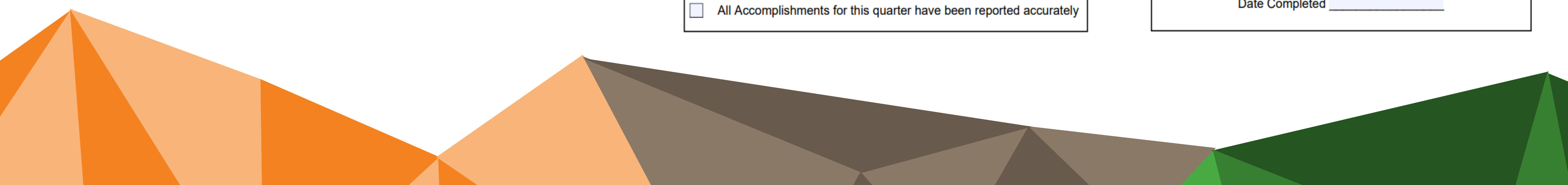
Matrix Code	HUD Activity	People Helped	Racial Data											Ethnicity		Income Data						
			White	Black	Asian	Native American	Pacific Islander	Native American/ White	Asian/ White	Black/ White	Native American/ Black	Other Multi-Racial	Asian Islander	Total from Race	Hispanic	Hispanic Base Race	Extremely Low Income	Low Income	Moderate Income	Non-Low/ Mod	Total Income Data	

**PERFORMANCE CERTIFICATION**  
 This certifies that

No Accomplishments occurred during this quarter.

All Accomplishments for this quarter have been reported accurately

**GRANT ADMINISTRATOR**  
 This Quarterly Report is complete:  
 Date Completed \_\_\_\_\_



# Award Dashboard

## Award Detail

[View Budget](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Manage Project Team](#)

**Subrecipient:** City of Springfield  
**Project:** Emergency Generator Preparedness  
**Approval Date:** 04/02/2020  
**Approved amount:** \$126,000.00 +  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00  
**Total Match:** \$72,000.00  
**Performance period:** 04/30/2020 - 06/30/2021

**Program:** Homeland Security Disaster Program  
**Award ID:** abc12345  
**EIN:** 123456789



## Pending Tasks

Show  entries Search:

# Grant Amendment Requests

- Chapter 1: General Information, Section 9: Program Amendments, Budget Revisions, & Other Adjustments
  - Substantive Amendments
  - Budget Amendments
  - Budget Revisions (under 10%)
  - De-obligation requests

# Grant Amendments

Grant Amendment

AWARD DETAILS      FINANCIAL INFORMATION      ATTACH FILES

Please edit the appropriate information below.

Organization Name:\*

Project Name:\*

EIN:\*

Performance Period End:\*

Select the check box for budget adjustments, amendments, and de-obligations.

Grant Amendment

AWARD DETAILS      FINANCIAL INFORMATION      ATTACH FILES

This amendment includes a financial change

# Save Budget

## Revisions:

**Pre-Award:** Budget Created by A. Torres on 04-02-20 04:11 PM

done  
**Pre-Award:** Budget Saved by A. Torres on 04-02-20 04:15 PM

**Awarded:** Grant Awarded by G. Washington on 04-02-20 04:26 PM

**Post-Award:** Budget Locked by G. Washington on 04-02-20 05:02 PM

## New Note:

1000 characters remaining.




This amendment includes a financial change

### Budget Settings

Indirect Costs: Not Applicable 24.75

Match / Cost Share: Not Applicable 7.92 %

Budget Stage: Post-Award

Actions:   

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Totals:	\$0.00	\$13,000.00	\$0.00	\$0.00

Item	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	0.00	\$0.00	\$0.00	\$5,000.00	2222-004	Direct Cost
Printing	0.00	\$0.00	\$0.00	\$4,000.00	2222-003	Direct Cost
Supplies	0.00	\$0.00	\$0.00	\$4,000.00	2222-005	Direct Cost
Travel	0.00	\$0.00	\$0.00	40000	2222-002	Direct Cost
Workshops	0.00	\$0.00	\$0.00	\$0.00	2222-001	Direct Cost

### Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$5,000.00	\$0.00	\$0.00


Cancel Save

Add Row

Ext Cost Direct Cost Ind Cost Cost Share

# Grant Amendments

- Upload relevant documentation as extensions. Public hearing documents forms
- Please indicate the type of request and describe any changes made or requested in the narrative.

 Your amendment has been successfully submitted. Your amendment will go through the approval process. You will be notified when your amendment has been finalized.

Grant Amendment

AWARD DETAILS    FINANCIAL INFORMATION    ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

[Upload File](#)

Amendment Files

Show 10 entries    Search:

File Name	File Size	Actions
files have been uploaded		
<a href="#">Previous</a> <a href="#">Next</a>		

Submit Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:

5000 characters remaining.

[Cancel](#)   [Save](#)

- Special Conditions will appear under "Pending Tasks".
- Use the "Actions" menu to respond and clear Special Condition

### Award Dashboard

**Award Detail** [View Budget](#) [View Goals](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#)

**Subrecipient:** ██████████ **Program:** CDBG 2019 Annual Competition  
**Project:** ██████████ **Award ID:** ██████████  
**Award Status:** Awarded **EIN:** 586000846  
**Approval Date:** 10/16/2019  
**Approved amount:** \$750,000.00 [+](#)  
 Total Federal Award: \$750,000.00  
**Total Match:** \$0.00  
**Performance period:** 10/16/2019 - 10/16/2021

---

#### Pending Tasks

Show  entries Search:

Task Type	Due Date	Actions
Special Condition #7 - Draw Downs	10/01/2021	<a href="#">⋮</a>

Showing 1 to 1 of 1 entries [Create Task Response](#)

# Pending Tasks/ Special Condit

Award Detail Back to Award Detail

**CDBG 2019 Annual Competition** Awarded  
Awarded by: Georgia Department of Community Affairs  
Approved amount: \$750,000.00  
Match type:  
Performance period: 10/16/2019 -10/16/2021

---

Special Condition #7 - Draw Downs - 10/01/2021

Task Note: Within sixty (60) days of the Community Development Block Grant (CDBG) award, and prior to funds being released, the Recipient must officially update its locally adopted Language Access Plan (LAP).

Subrecipient Response: \*

**Warning!**  
Are you sure you are ready to submit this task response?

Cancel **OK**

8000 characters remaining

**Task Files**

Please upload any files necessary for your task.

[Upload File](#)

Show 10 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

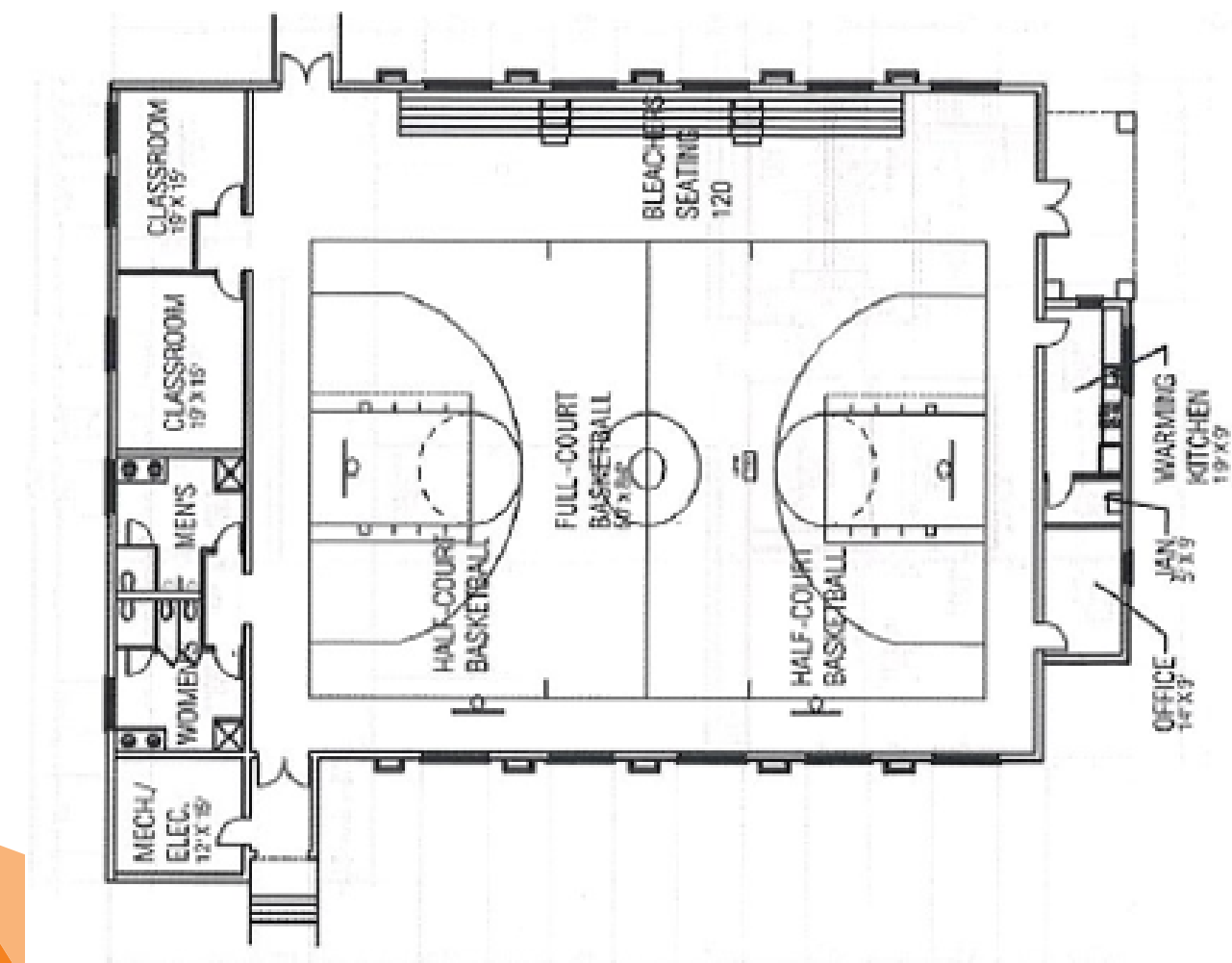
**Submit Task** Cancel

# Special Conditions

PLAN APPROVAL BLOCK: JANUARY 13TH, 2022

*[Signature]* = 1-18-22  
RECREATION DIRECTOR DATE

*[Signature]* 1-18-22  
BOARD OF COMMISSIONERS DATE



## SC#1 Language Access Plan

- Refer to attached *Language Access Plan Template*
  - Provide certified minutes adopting the plan or resolution

## SC#2 Continued Use Statement

- Provide statement certified by CEO on letterhead

## SC#3 Floorplan

- Provide final floorplan signed by all agencies involved in project.



**REGULATION AND COMPLIANCE**



**Resources:**

**Quarterly Reporting Instructions & Forms -**

<https://www.dca.ga.gov/node/7498>

**-Appendix III – GrAAM Job Aids**

<https://www.dca.ga.gov/node/3582>

**-ECivis Video Library:**

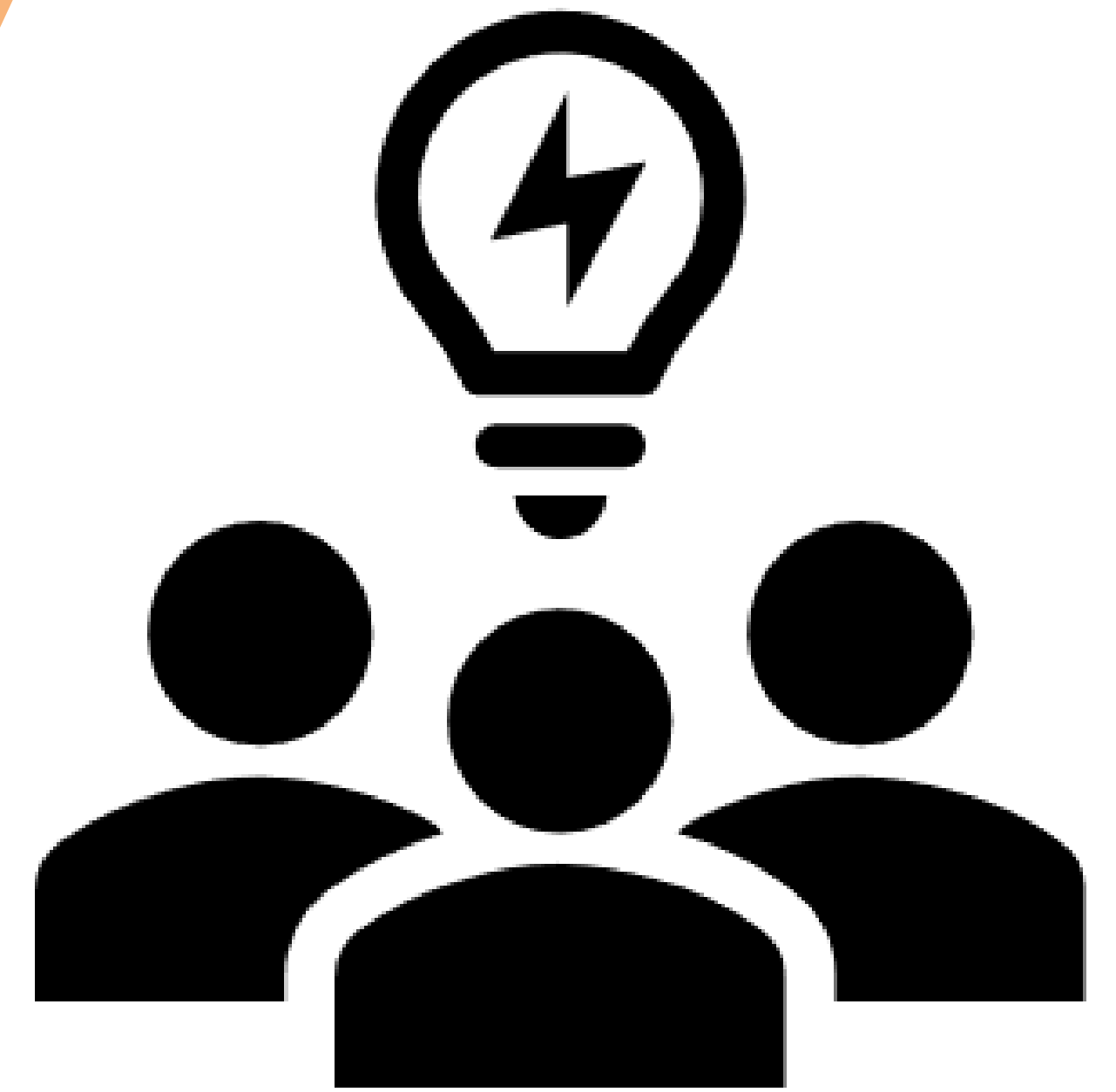
<https://www.gotostage.com/channel/ecivis>

**Kathleen Vaughn:**

**(404)679-0594**

[Kathleen.Vaughn@dca.ga.gov](mailto:Kathleen.Vaughn@dca.ga.gov)

# Final Opportunity to Ask Questions



Use the raise hand 🙋 feature to be called upon to verbally ask your question or type the question the chat/question bar.