



**Local Government
Responsibilities Handbook for
Community Development Block
Grant (CDBG) Recipients**

October 2021

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PREFACE

As Community Development Block Grant (CDBG) Recipient, you are an indispensable part of the CDBG program. Without your continued involvement and support, the CDBG program could not address the broad range of needs in our communities.

The handbook details some of the common tasks required of the Recipient local government in the administration of a CDBG Grant in layman's terms. While CDBG grant administrators are contracted to focus on the day-to-day activities of the grant, several regulatory and administrative items are the responsibility of the local government. The majority of difficulties experienced by Recipients lay in the area of financial management, administrative systems, documentation, and record keeping. Many of these problems are attributed to:

- Limited experience in dealing with Federally-funded programs; and
- Limited understanding about how to meet the complex administrative requirements that must be satisfied in using Federal funds for CDBG activities.

This handbook is designed to help Recipients understand the administrative requirements that apply to the use of Federal funds for the delivery of CDBG programs and activities. It is not intended as a substitute for the DCA Community Development Block Grant Recipients' Manual, but is to be used as a supplement.

ACCOUNTING / FINANCIAL MANAGEMENT

The financial management and administration of CDBG programs is generally regulated by the FY2019 Recipients' Manual, 2 CFR 200 Subpart F (Audit Requirements), and any federal or state regulations cited therein. In addition, state audit requirements must be met.

The financial system should be able to produce the various financial and compliance reports required for efficient grant administration. Full details on Accounting and Financial Management can be found in the Recipients' Manual on pages 57 – 62.

- Grant funds will be drawn down as you spend money on your project. You will submit drawdown forms with supporting invoices attached, after local approval. Since grant funds cannot be co-mingled with other funds, a separate non-interest-bearing checking account must be established for the grant.
- Funds must be dispersed from the account within three (3) business days from date of deposit. Check with your bank to determine if a notification of deposits can be established to ensure timely expenditure of funds.
- For most public facilities projects, you will normally average one or two transactions per month.
- Be sure to keep track on local funds expended on the project, including invoices and copies of checks.

AUDITS

Submitting Audits

Local governments in Georgia having annual expenditures of \$300,000 or more are required to conduct an annual audit. Local governments with less than \$300,000 in expenditures may elect, in lieu of an annual audit, to provide an annual report of agreed upon procedures or a biennial audit covering both years. The audit report or report of agreed upon procedures is required by state law to be submitted to the State Auditor for review.

For local governments to receive funding, annual financial audits must be current and submitted in a timely fashion.

When the local government's audit is complete, forward a copy to the following three (3) locations:

1. **Georgia Department of Audits and Accounts**

Electronic copy submission instructions may be found at:

[https://www.audits.ga.gov/Resources/tiga_files/New_File_Collection_System_Instructions- External.pdf](https://www.audits.ga.gov/Resources/tiga_files/New_File_Collection_System_Instructions-External.pdf)

2. **Georgia Department of Community Affairs**

Electronic copy - email to: CDBG.Biz@dca.ga.gov

Paper copy: Georgia Department of Community Affairs
Community Finance Division
60 Executive Park South, NE
Atlanta, GA 30329-2231

3. **TED / Carl Vinson Institute of Government Local Government Financial Documents**

Electronic copy submission instructions may be found at:

<https://ted.cviog.uga.edu/financial-documents/welcome>

Sending your audit to these three (3) locations will make your CDBG life much easier!

Instructions for your Auditor

There are 2 schedules that need to be included in your audit for CDBG recipients. Make sure your auditor is aware of these and includes them in the audit. Copies are found on the next two pages.

1. Source and Application of Funds
2. Project Cost Schedule

Full instructions for audits related to CDBG Grants can be found in the 2021 CDBG Recipients' Manual.

Sample Source and Application of Funds Schedule

SOURCE and APPLICATION OF FUNDS SCHEDULE
Community Development Block Grant

Recipient Name

Grant Number

For the Period Ending: _____
(Cumulative)

I. Total Fiscal Year ____ CDBG Funds Awarded to Recipient: _____

II. Total Amount Drawdown by Recipient from DCA: _____

III. Less CDBG Funds Expended by Recipient: _____

IV. Amount of Fiscal Year ____ CDBG Funds held by Recipient: _____

SECTION 504 REQUIREMENTS

Local government recipients must comply with Section 504 of the Rehabilitation Act of 1973, as amended. This requirement is similar to the “Americans with Disability Act” (ADA) which is also applicable.

The general requirement is that no otherwise qualified individual with a disability (physical or mental) shall, because a recipient's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, denied benefits, or otherwise be subjected to discrimination under any program or activity that receives CDBG assistance. The definition of disability includes physical and mental factors and also includes those who may be regarded as handicapped (such as the spouse or children of a person with AIDS). Both building accessibility and employment practices are covered by Section 504.

There are seven (7) specific requirements which have an immediate effect on CDBG Recipients:

1. CDBG recipients must file an assurance of compliance. The Certified Assurances in the CDBG Application included this assurance, so this is already completed.
2. CDBG recipients must issue periodic public notices of non-discrimination. This can be accomplished by including appropriate language in public hearing notices. The sample hearing notices included in the Recipients' Manual reflects this requirement. Use our samples and you are covered.
3. Employment practices are also covered by Section 504. Any CDBG recipient employing 15 or more persons must:
 - a. Designate at least one person to coordinate efforts to comply with the regulation (Section 504 Coordinator); and
 - b. Adopt formal grievance procedures that incorporate due process standards and that provide for the prompt and equitable resolution of discrimination complaints.
 - c. Maintain records and reports of efforts to meet the requirements of Section 504, and keep these records on file so that they are available if a complaint is filed, or if HUD conducts a compliance review.
4. Communications: When a recipient communicates with applicants and beneficiaries by telephone, a telecommunication device for deaf persons (TDD's) or an equally effective system is required. The Georgia Relay Service (voice at 1-800-255-0135 or TDD at 1-800-255-0056 or at 711) is also available to provide this service.
5. All meeting and public hearing spaces must be accessible and procedures should be in place to ensure that persons with impaired vision or hearing can notify the local government that assistance is required.
6. The regulations require each recipient to conduct a self-evaluation. The evaluation must be done in consultation with interested persons, including individuals with handicaps or organizations representing such people. As part of this self-evaluation, please complete the DCA Meeting Checklist located in Appendix 1 of the Recipients' Manual.
7. When the self-evaluation identifies structural changes as being required, a written transition plan must also be prepared. The transition plan sets forth the steps necessary to complete the changes, including a time schedule. The plan should identify the agency official responsible for implementation of the plan.

DCA Meeting Checklist

This checklist is comprised of questions designed to evaluate the venue’s accessibility to individuals with disabilities.

Accessible Meeting Facilities Checklist

Name of Facility (hotel, restaurant, state, city or county facility):	
Address:	City, State & Zip code:
Phone :	Email:
Surveyor’s Name:	Survey Date:
Phone:	Email:
Office:	Agency:

Building Exterior

Off-Street Parking/Passenger Loading Zone

- _____ Number of accessible parking spaces, (see Appendix A) # Required Spaces
- _____ At least one van space, (96" space with 96" access aisle or 132"space with 60", 114" vertical clearance)
- _____ Sign at parking space, International Access Symbol, white on blue, “Van Accessible” for van space.
- _____ Built-up curb ramps do not project into access and parking spaces.
- _____ Level Slope < 1:48, firm, and non-slip surface. Slope < 1:48

- _____ Curb-cut, ramp or level area to walkway
- _____ If surface unpaved, then size of gravel < 0.3 inches
- _____ Closest parking space to accessible entrance. Crosses vehicular traffic lane?
- _____ Directional signage to accessible entrance, at non-accessible entrance
- _____ Passenger drop off or loading zone with accessible route or travel to building

Proximity to Public Transportation

- Bus stop within 1-2 blocks. Approximate Distance: _____
- Bus available evenings: (Please Circle) Yes or No
- Level, firm, non-slip surface from bus stop to primary accessible building entrance, maximum slope of 1:12
- Curb cut, ramp, or level area to walkway (see Walkways). Note: handrails required if slope > 1:20 and the rise is >6"

Walkways

- 44" minimum exterior width
- Max. slope of 1:12 (Up to 1:8 permissible for rises < 3" Up to 1:10 for rises < 6") preferably 1" to 20" (can carry a latte in your lap and go down ramp without spilling)
- Level (slope >1:20) or ramped from parking to primary accessible entrance
- Level, firm, non-slip surface with no drop-offs, grass or soil meet sidewalk
- Walkways free of obstructions that protrude > 4" (higher than 27" or < 80")
- Walkways free of grating openings larger than 1/2", openings perpendicular to path of travel.
- Threshold 1/4" maximum, or 1/2" if beveled

Ramps (exterior)

- Maximum slope of 1':12' (no more than 30' between landings); slope 1':20' (40' between landings)
- Landings at top and bottom of run, Landings shall be level and be 60" in direction of travel
- Graspable handrails provided, 34" - 38" high (Slope 1:20, or rise < 6" no handrails required.)
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Firm, non-slip surface
- 44" minimum exterior width

Building Exterior (Cont'd)

Stairways

- Graspable handrails provided on both sides, 34" - 38" high, properly secured
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Uniform riser height and tread width
- 5' x 5' level landings on top and bottom
- Contrast on stairs and landings
- Adequate lighting on stairs
- No open risers (steps). No hanging stairwells, unless cane detectable barriers are provided underneath.

Entrances (exterior)

- At least one primary entrance accessible, door 32" clear opening
- Threshold height 1/4" maximum, 1/2" if beveled. If not, actual height is _____
- An 18" clear maneuvering space at the pull side of the door
- Level and unobstructed area 5' x 5' both sides of door
- Lever or loop-type door handles
- Door opening pressure 8.5 lbs. maximum, or Automatic door openers

- Alternate accessible entrance for a revolving door
- Sign indicating accessible entrance
- Directional signage at inaccessible entrances designating the accessible entrance

Building Interior

Interior Doors and Corridors

- Firm, non-slip surface (no loose or deep pile carpet, maximum pile thickness < 1/2")
- Doors have a minimum clear opening width of 32"
- An 18" clear maneuvering space at the pull side of the door
- Lever or loop-type handles, path to meeting room
- Door pressure 5 lbs. Maximum, or Automatic door

Interior Doors and Corridors Continued:

- Corridors have a clear width of 36"
- Wall-mounted objects protruding 4" or greater (located within 27" - 80" from the floor) have barriers detectable by individuals using a white cane. Wall mounted objects protruding less than 4" or higher than 80" from the floor, no detectable barrier required
- Adequate lighting in corridors, provide uniform illumination

Ramps (interior)

- Maximum slope of 1':12' (no more than 30' of rise between level landings)
- 5' x 5' level landings on top and bottom
- Graspable handrails provided, 34" - 38" high
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Firm, non-slip surface
- 36" minimum interior width

Elevators

- Door has 36" minimum clear opening
- Size of elevator floor at least 54" x 68"
- Serves all floors and public meeting areas
- Highest control buttons 48" maximum (54" built before 2002), emergency controls 35"
- Audible and visible signals, hallway and elevator interior
- Controls have raised Arabic numerals and Braille identification
- Exterior call buttons 35"max
- Floor levels indicated on door jambs by raised numerals placed no more than 60" high
- Elevator doors remain fully open for 5 seconds minimum
- Visible and audible signal provided at each entrance to indicate which car is answering a call

Building Interior (Cont'd)

Water Fountains (where provided)

- At least one fountain on accessible route of travel
- Maximum spout no higher than 36" from floor
- Spout located at front of unit with water projecting parallel
- Hand operated control (push or lever) within 5" of the front of the fountain
- 27" clear knee space
- If no knee space, then at least 30" x 48" clear floor space provided for parallel approach

Public Restrooms

Women

Men

(One restroom may be accessible while another is not, check both)

On accessible route of travel from or to meeting room

At least one accessible stall in each restroom. Or unisex restroom available

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ambulatory accessible toilet stalls (required when six or more water closets are available in a restroom) |
| <input type="checkbox"/> | <input type="checkbox"/> | High contrast, non-glare sign, raised and Braille between 48" - 60" from floor, located on latch side of door |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs at inaccessible restrooms giving directions to accessible restrooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Entry 32" minimum clear width |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible stall doors 32" minimum clear width |
| <input type="checkbox"/> | <input type="checkbox"/> | Door pressure 5 lbs. maximum |
| <input type="checkbox"/> | <input type="checkbox"/> | Stall width 60" wide x 56" wall mounted, 60" x 59" floor mounted toilet |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum 48" width next to toilet on one side |
| <input type="checkbox"/> | <input type="checkbox"/> | Grab bars side and back, 33" - 36" above and parallel to floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Grab bars 1-1/2" diameter and 1-1/2" from wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet seat 17" - 19" high |
| <input type="checkbox"/> | <input type="checkbox"/> | 5' x 5' diameter clear floor space to turn around (by mirrors or sink area) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bottom of mirror, top of shelf, towel and all other types of dispensers at 40" maximum from floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Soap and towel dispensers and hand dryer adjacent to the sink |
| <input type="checkbox"/> | <input type="checkbox"/> | 27" clear knee space under basin |
| <input type="checkbox"/> | <input type="checkbox"/> | Insulation of exposed pipes under sinks |
| <input type="checkbox"/> | <input type="checkbox"/> | Lever-type faucets (or automatic) |
| <input type="checkbox"/> | <input type="checkbox"/> | Lever-type door hardware, entry door and on accessible stall and urinal |

Meeting Rooms and Common Use Areas

Meeting Rooms – Room # / Name of room: _____

(please complete for each meeting room to be used)

- Capacity
- High contrast signage with non-glare finish, Raised and Braille at 48"- 60", latch side of

door

- Ramps for raised platforms, speaking areas
- Top of table 28" - 34" from floor
- Clear knee space for tables (minimum 27" high x 30" wide x 19" deep)
- Public Address System with Assistive Listening equipment
- Assistive Listening Equipment (identified by signage)
- Low noise level (inside and outside)
- Meeting and other functions provided in nonsmoking areas
- Firm, non-slip surface (no loose or deep pile carpet)
- If Audible, then visible alarm system

Event Set-up

- If a stage or raised dais is used, it is accessible via ramp or lift.

Fixed Seating Only (auditorium)

- For auditoriums, integrated wheelchair seating, a minimum of one, for 4-25 seats
- Number of wheelchair spaces required _____
- (See Appendix A Wheelchair Spaces Required in Assembly Areas)
- Minimum space 33" x 48" for rear or forward access, 33" x 60" for side access
- Unobstructed viewing position from wheelchair seating

Fixed Seating Continued

- Aisles at least 36" having seating on one side of aisle, 42" with seating on both sides
- Integrated seating, people using wheelchairs can sit next others, accessible seating dispersed throughout auditorium.

Common Use Areas

- Restaurant /coffee shops, gift shops, ATM, lobby, vending machines, copy machines and other common use areas accessible to persons with disabilities. (entrance, seating, counter height, reach range, 48")

Problem Areas:

Audible alarm system

Visible alarm system

Maintenance/remodeling at time of meeting

DCA Meeting Checklist

This checklist is comprised of questions designed to review the meeting preparation/arrangement organized by program offices in order to evaluate accessibility to individuals with disabilities.

What kind of meetings are initiated, convened and/or sponsored (with the exception of grants) by your program?

Please choose all that apply

- In-house business meetings with staff and/or with members of the general public
- Panel (in-house) Access issues are discussed with policy and/or service groups
- Panel (outside the program location)
- Council/board (in-house)
- Council/board (outside the program location)
- Symposia/Seminars
- Workshops/Classes
- Conferences
- None
- Other (please specify)

Does your program ask meeting participants in advance about any needed physical or programmatic accommodations?

- Yes
- No
- I don't know
- Any additional comments:

Does your program offer to meet panelists/visitors with disabilities at the building's entrance and show them the location of the meeting room, rest room or other areas?

- Yes
- No
- I don't know
- Any additional comments

Does your program ensure that meetings are held in offices or other meeting spaces that are accessible to people with mobility impairments? (See Appendix A)

- Yes
- No
- I don't know
- Any additional comments

When requested, is your program able to provide any of the following communication techniques to make your written and visual materials (e.g. agenda, reports, panel books, power points or meeting proceedings) accessible to people with visual impairments? Please choose all that apply:

- Materials in large print
- Braille materials
- Recorded materials
- Qualified readers
- Material on discs
- Computer bulletin boards
- Audio descriptions of visual presentations
- Support materials provided to participants for review prior to meeting
- None
- I don't know
- We have never had this request but if requested we are able to provide the following:

When requested, is your program able to provide any of the following communication techniques to make your meetings accessible to individuals who are deaf or hard-of-hearing? Please choose all that apply:

- Qualified sign language interpreters
- Assistive listening systems
- Captioned audio-visual material
- Sign language and/or orally interpreted audiovisual material
- Communication Access Real time Translation or CART (where everything that is said is "captioned" live)
- None
- I don't know
- Other (please specify) or additional comments:

While learning and mental disabilities are very distinct from one another, many accommodations for these two disability types overlap. When requested is your program able to provide any of the following communication techniques to make your meetings accessible to people with learning or mental disabilities? Please choose all that apply:

- Short, direct and clear presentations
- Pictures that supplement written materials when possible
- Recording of meeting for review following the meeting
- Support materials (e.g. agenda, outline of presentation) prior to meeting
- None
- We have never had this request but if requested we are able to provide the following:

When planning meetings outside of the agency or when making hotel accommodations, does your program seek spaces that are accessible to persons with the following disabilities? Please choose all that apply:

- Mobility Impairments
- Visual Impairments
- Hearing Impairments
- Speech Impairments
- None
- I don't know
- Other type of impairments or additional comments:

When planning meetings outside of your location, do you offer communication techniques to ensure that the meetings are accessible to participants with the following disabilities? Please choose all that apply:

- Mental or Learning Disabilities
- Visual Impairments
- Hearing Impairments
- Speech Impairments
- None
- I don't know
- Other disability type(s) (please specify) or additional comments:

When planning meetings outside of your location, do you assure that any local organizers make necessary accessibility arrangements and offer communication techniques to ensure that the meeting are accessible to participants with the following disabilities? Please choose all that apply:

- Mobility Impairments
- Visual impairments
- Hearing Impairments
- Speech Impairments
- Mental or Learning Disabilities
- None
- I don't know
- Other disability type(s) (please specify) or additional comments:

How does your office notify the general public that accommodations for people with disabilities are available upon request at public meetings? Please choose all that apply:

- Notice provided to websites that are utilized by people with disabilities
- Notice published in meeting announcements, brochures, press releases or other publications
- Notice provided to organizations and agencies of and for individuals with disabilities
- On our website
- Posted in our office location(s)
- We don't notify the general public about accommodations
- I don't know
- Other notice format(s) (please specify) or any additional comments:

GEORGIA PROCUREMENT REGISTRY

Georgia Law requires municipalities, counties and local boards of education to post bid opportunities for goods, services or both, valued at \$100,000 or more to the Georgia Procurement Registry. For CDBG projects, this will likely apply to the construction contract for your project. Bids must be advertised for at least 30 days before bid opening. Specific language for federally funded projects needs to be included in the bid advertisement. See the FY2021 Recipients' Manual for full instructions.

Information on how to access and post to the Georgia Procurement Registry can be found at <http://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments>

DCA Guidance

Procurement for Application Development and Administrative Services

CDBG payments for Grant Administration services are subject to the “competitive negotiation” requirements of 24 CFR 570.489(g). These provisions apply, typically, to contracts with private consultants, and are not necessary when contracting with Regional Commissions (RCs). Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of 24 CFR 570.489(g), before entering into subcontracts with private consultants. Alternately, the local government may contract with both an RC and private consultant provided the requirements herein are followed for the procurement of the private consultant.

To comply, the applicant government (not the individual or firm proposing to provide services) must:

Step 1. Establish or appoint a local Selection Review Committee

The city or county must establish a Selection Review Committee to determine the evaluation criteria and to rate proposals for services. This committee may consist of the entire local governing body (council/board of commissioners), a subset of this council/ board, as appointed by the Mayor/Chairman, or a combination of elected officials and city/county staff. Cities/counties should have a minimum of three members on the committee.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest. For further guidance regarding potential conflicts of interest, please see the most recent version of the CDBG Recipients’ Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

Step 2. Determine the Selection Criteria to Evaluate Respondents

Determine what evaluation criteria will be used to rate the proposals submitted to the city/county. Prepare a Ratings Criterion Score sheet to evaluate and score each proposal received. See sample in Appendix D.

Step 3. Develop the Request for Proposals (RFP) Package

Develop a Request for Proposal (RFP) package that includes “evaluation factors” selected by the Review Committee and their level of importance. The RFP package should include the submission deadline and instructions for submission, a local point of contact for any questions regarding the RFP, and a format for a Statement of Qualifications. See sample in Appendix C.

*** The RFP Package should also include DCA’s Section 3 Solicitation Package, which can be found at the following url; <https://www.dca.ga.gov/node/3858>.**

Step 4. Advertise the RFP

Federal Section 3 requires communities to advertise the RFP in three locations. The three locations include the local government web site and/or by publishing it in the applicant's “legal organ,” along

with posting the opportunity at any of the following, for a total of 3 locations: A) city hall/county courthouse; B) most widely distributed newspaper; C) Local GA Department of Labor office and/or Local Workforce Board office; D) local DFCS office; E) local Public Health department; F) local Housing Authority management office. If the contract will be for more than \$100,000 it must be advertised on the Georgia Procurement Registry (<https://ssl.doas.state.ga.us/PRSapp>). Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity. See the sample in Appendix A.

Send an email or letter with a copy of the RFP, Statement of Qualifications, and the Section 3 Solicitation Package 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. Sole source approval is required from DCA when only one response is received. Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method. See the sample in Appendix B.

When soliciting firms to develop applications/administer projects, RFP's should be sent to at least 7 "known providers." As a service to applicants, recipients and others, DCA maintains a list of consultants who have expressed an interest in making proposals on CDBG projects. This is not an "approved" list. DCA does not approve or disapprove consultants. This is the applicant's or recipient's responsibility. The list can be found on the DCA web site.

Step 5. Review and rate proposals

After the submittal deadline, the committee should review and rate each of the proposals received. Committee members should use the evaluation criteria established in step 2 above. Each committee member should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected. See the sample in Appendix D.

If a Section 3 business submits a bid and requests a preference, the city/county must give priority to the greatest extent possible to the business. In this instance, the city/county should contact Kathleen Vaughn at (404) 679-0594 or kathleen.vaughn@dca.ga.gov for further guidance to ensure compliance with the federal Section 3 requirements.

Step 6. Approve the selected contractor and award contract

The City Council/Board of Commissioners has final authority to award the contract to the selected contractor. The review committee should present a recommendation to the city/county attorney and to the governing board for final approval. A contract for services should be prepared between the city/county and the selected consultant.

Letter(s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP, this letter should briefly state the reasons why the respondent was not hired.

Step 7: Record keeping

The city/county must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Copy of the full RFP

- Proof of publication of the RFP (by full tear sheet from newspaper or screen shot of web site; photo of posting on bulletin board)
- List of firms/individuals that were sent RFPs
- Copies of proposals received
- Scoring sheet that shows the rankings for each of the submitted proposals
- Meeting minutes indicating the council/board approved the selection of the selected firm for service
- Executed contract for services with applicable federal language
- Documentation of any correspondence with a Section 3 business

Because CDBG funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate CDBG funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-CDBG sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the CDBG application is funded. ***Note: Even if local sources of funds are planned for grant administration services and no CDBG funds are budgeted for this activity, this procurement process described herein and in the most recent version of the CDBG Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.***

All professional procurement requires Section 3 compliance.

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application. (Please note, however, that should the procurement process not have included the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required). Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and 4) certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required. For further guidance regarding procurement for professional services, please see the most recent version of the CDBG Recipients' Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

Appendix A: Sample Notice for RFP

CITY/COUNTY **REQUEST FOR PROPOSALS** **ADMINISTRATIVE & RELATED GRANT SERVICES**

Date: **DATE**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the city/county with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the city/county with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

CITY/COUNTY plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20 CDBG project. The purpose of the project is to provide **DESCRIBE PROPOSED IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources**
- 2) CDBG experience, including other DCA grant programs**
- 3) Capacity to complete scope of work**
- 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 grant administration, if the project is funded**
- 8) Statement of Qualifications Form**
- 9) Applicable Section 3 Certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

CITY/COUNTY 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 Housing and Community Development Act of 1974, Title 1; 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.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on [30 DAYS AFTER PUBLICATION]**. 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, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

CLIENT CONTACT

CLIENT

ADDRESS

Phone:

Email:



Appendix B: Sample Email Request for Proposals

Copy and paste the "email" below, including the Fair Housing and ADA logos, to send to your selected Grant Administration firms and remember to select the Request for Delivery Receipt and Request a Read Receipt. Please also remember to attach the Statement of Qualifications Form and DCA Section 3 Solicitation Package to your email.

****Subject:** PLEASE RESPOND: **CITY/COUNTY** RFP Grant Administration Services –
FY20__ CDBG/EIP/RDF

FROM: **CITY/COUNTY**, Georgia

RE: **CITY/COUNTY** Solicitation Package for Grant Administration Services –
FY20__ CDBG/EIP/RDF

PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.

Thank you,

CITY/COUNTY CONTACT
CITY/COUNTY NAME

CITY/COUNTY

REQUEST FOR PROPOSALS **ADMINISTRATIVE & RELATED GRANT SERVICES**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the city/county with Davis-Bacon and related labor requirements including weekly payroll review and employee

interviews; Assisting the city/county with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

CITY/COUNTY plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20 CDBG project. The purpose of the project is to provide **TYPE OF IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **CDBG/EIP experience, including other DCA grant programs**
- 3) **Capacity to complete scope of work**
- 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 grant administration, if the project is funded.**
- 8) **Statement of Qualifications Form, see attached.**
- 9) **Applicable Section 3 Certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

*The **City/County** 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 Housing and Community Development Act of 1974, Title 1; 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.*

Proposals should be received no later than **5:00 PM on 30 DAYS AFTER PUBLICATION**. Proposals received after the above date and time will not be considered. The **City/County** reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and Completed Proposals should be submitted to the name and address listed below:

CITY/COUNTY CONTACT

CITY/COUNTY ADDRESS

Phone:

Email:



Appendix C: Sample Statement of Qualifications

GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, names, and addresses of all officers.

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

1. _____
2. _____
3. _____
4. _____
5. _____

5. If you were awarded the administration on these type of projects, what would your fee for grant writing/grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

8. Are you a Section 3 Business Concern? Yes _____ No _____

If you are claiming to be a Section 3 Business Concern, then the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal. If you answered no, then you will not have to fill out and submit with your proposal. If you are the successful proposer, you will be asked to provide the completed Section 3 Forms for the CITY/COUNTY's records.

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes _____ No _____

9. Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and states that he/she is the _____ (title) of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.



Appendix D.
GRANT ADMINISTRATION SAMPLE
RATINGS CRITERION

RFP Rating Score Sheet

Consultant's knowledge of CDBG guidelines and regulations. Years of experience

- 0 → No Experience.
- 1 → One to five years of combined experience with CDBG and other federal programs.
- 2 → Six or more years of combined experience with CDBG and other federal programs.

Capacity to complete scope of work.

- 0 → Concerns administrator does not have organizational capacity to complete scope of work
- 1 → Administrator has average organizational capacity to complete scope of work
- 2 → Administrator has exceptional organizational capacity to complete scope of work

Consultant's past performance. Check references.

- 0 → Reference information is incomplete.
- 1 → Three or less References are listed, with average recommendations
- 2 → More than three references are listed, with strong recommendations

Consultant's experience in administration of this type of project.

- 0 → Administrator has not completed a project of this type.
- 1 → Administrator has completed one to five projects of this type.
- 2 → Administrator has successfully completed six or more projects of this type.

Consultant's current workload.

- 0 → Administrator has more work than they can handle.
- 1 → Administrator has some difficulty managing their current work load.
- 2 → Administrator has demonstrated they can handle their projected work load.

Consultant's fee \$_____.

- 0 → Fees are high, services do not appear to be a good value for the dollar.
- 1 → Fee is normal, services do not appear to be a good value for the dollar.
- 2 → Fee is normal, services appear to be a good value for the dollar.

DCA Guidance

Procurement for Engineering and/or Architectural Grant Services

CDBG payments for Engineering and/or Architectural Grant services are subject to the “competitive negotiation” requirements of 24 CFR 570.489(g). These provisions apply whether these services are paid for with CDBG funds or local funds.

To comply, the applicant government or contracted firm (not the individual or firm proposing to provide services) must:

Step 1. Establish or appoint a local Selection Review Committee

The city or county must establish a Selection Review Committee to determine the evaluation criteria and to rate proposals for services. This committee may consist of the entire local governing body (council/board of commissioners), a subset of this council/board, as appointed by the Mayor/Chairman, or a combination of elected officials and city/county staff. Cities/counties should have a minimum of three members on the committee.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest. For further guidance regarding potential conflicts of interest, please see the most recent version of the CDBG Recipients’ Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

Step 2. Determine the Selection Criteria to Evaluate Respondents

Determine what evaluation criteria will be used to rate the proposals submitted to the city/county. Prepare a Ratings Criterion Score Sheet to evaluate and score each proposal received. See sample in Appendix D.

Step 3. Develop the Request for Proposals (RFP) Package

Develop a Request for Proposal (RFP) package that includes “evaluation factors” selected by the Review Committee and their level of importance. The RFP package should include the submission deadline and instructions for submission, a local point of contact for any questions regarding the RFP, and a format for a Statement of Qualifications. See sample in Appendix C.

*** The RFP Package should also include DCA’s Section 3 Solicitation Package, which can be found at the following url; <https://www.dca.ga.gov/node/3858>.**

Step 4. Advertise the RFP

Federal Section 3 requires communities to advertise the RFP in three locations. The three locations include the local government web site and/or by publishing it in the applicant's “legal organ,” along with posting the opportunity at any of the following, for a total of 3 locations: A) city hall/county courthouse; B) most widely distributed newspaper; C) Local GA Department of Labor office and/or Local Workforce Board office; D) local DFCS office; E) local Public Health department;

F) local Housing Authority management office. If the contract will be for more than \$100,000 it must be advertised on the Georgia Procurement Registry (<https://ssl.doas.state.ga.us/PRSapp>). Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity. See the sample in Appendix A.

Send an email or letter with a copy of the RFP, a Statement of Qualifications, and the Section 3 Solicitation Package 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. Sole source approval is required from DCA when only one response is received. Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method. See the sample in Appendix B.

When soliciting firms to provide engineering or architectural services, RFP's should be sent to at least 10 "known providers." As a service to applicants, recipients and others, DCA maintains a list of consultants who have expressed an interest in making proposals on CDBG projects. This is not an "approved" list. DCA does not approve or disapprove consultants. This is the applicant's or recipient's responsibility. The list can be found on the DCA web site.

Step 5. Review and rate proposals

After the submittal deadline, the committee should review and rate each of the proposals received. Committee members should use the evaluation criteria established in step 2 above. Each committee member should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected. See the sample in Appendix D.

If a Section 3 business submits a bid and requests a preference, the city/county must give priority to the greatest extent possible to the business. In this instance, the city/county should contact Kathleen Vaughn at (404) 679-0594 or kathleen.vaughn@dca.ga.gov for further guidance to ensure compliance with the federal Section 3 requirements.

Step 6. Approve the selected firm and award contract

The City Council/Board of Commissioners has final authority to award the contract to the selected firm. The review committee should present a recommendation to the city/county attorney and to the governing board for final approval. A contract for services should be prepared between the city/county and the selected consultant.

Letter(s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP, this letter should briefly state the reasons why the respondent was not hired.

Step 7: Record keeping

The city/county must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Copy of the full RFP
- Proof of publication of the RFP (by full tear sheet from newspaper or screen shot of web site; photo of posting on bulletin board)

- List of firms/individuals that were sent RFPs along with proof of delivery
- Copies of proposals received
- Scoring sheet that shows the rankings for each of the submitted proposals
- Meeting minutes indicating the council/board approved the selection of the selected firm for service
- Executed contract for services with applicable federal language
- Documentation of any correspondence with a Section 3 business

Because CDBG funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate CDBG funds for engineering or architectural services and not for preliminary reports (PER/PAR). Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-CDBG sources. Communities are encouraged to include a contingent contract for engineering or architectural services that will become effective if the CDBG application is funded. ***Note: Even if local sources of funds are planned for engineering or architectural services and no CDBG funds are budgeted for this activity, this procurement process described herein and in the most recent version of the CDBG Recipients' Manual must be followed for procurement of these services based on the requirements of federal regulations.***

All professional procurement requires Section 3 compliance.

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application. (Please note, however, that should the procurement process not have included the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required). Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and 4) certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required. For further guidance regarding procurement for professional services, please see the most recent version of the CDBG Recipients' Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

Appendix A: Sample Notice for RFP

CITY/COUNTY **REQUEST FOR PROPOSALS** **ENGINEERING AND/OR ARCHITECTURAL GRANT SERVICES**

Date: **DATE**

Statements of qualifications and proposals are being requested from **engineering/architectural** firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for **engineering/architectural** preliminary design services required for a potential **FY20__ CDBG** project and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to provide **TYPE OF IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources
- 2) CDBG/EIP/RDF experience, including other DCA grant programs
- 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 and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. The draft PER would be needed no later than **_____**).
- 8) Errors and Omissions Insurance
- 9) Statement of Qualifications Form
- 10) Section 3 Certification Form (*Only Submit with your Proposal if you are claiming Section 3 Status.*)

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

CITY/COUNTY 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 Housing and Community Development Act of 1974, Title 1; 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.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on [30 DAYS AFTER PUBLICATION]**. 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, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

CLIENT CONTACT

CLIENT

ADDRESS

Phone:

Email:



Appendix B: Sample Email Request for Proposals

Copy and paste the "email" below, including the Fair Housing and ADA logos, to send to your selected Engineering/Architectural firms and remember to select the Request for Delivery Receipt and Request a Read Receipt. Please also remember to attach the Statement of Qualifications Form and DCA Section 3 Solicitation Package to your email.

***Subject: PLEASE RESPOND: **CITY/COUNTY** RFP ENGINEERING AND/OR ARCHITECTURAL GRANT SERVICES – **FY20__ CDBG/EIP/RDF**

FROM: **CITY/COUNTY**, Georgia

RE: **CITY/COUNTY** Solicitation Package for Engineering and/or Architectural Grant Services – **FY20__ CDBG/EIP/RDF**

PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.

Thank you,

CITY/COUNTY CONTACT
CITY/COUNTY NAME

CITY/COUNTY
REQUEST FOR PROPOSALS
ENGINEERING AND/OR ARCHITECTURAL GRANT SERVICES

Date: **DATE**

Statements of qualifications and proposals are being requested from **engineering/architectural** firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for **engineering/architectural** services required for a **FY20__ CDBG/EIP/RDF** project, if funded. The purpose of the project is to provide **TYPE OF IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources
- 2) CDBG/EIP/RDF experience, including other DCA grant programs
- 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 and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. The draft PER would be needed no later than **_____**).
- 8) Errors and Omissions Insurance

9) Statement of Qualifications Form

10) Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status.)

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

CITY/COUNTY 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 1; 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.

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 **5:00 PM on [30 DAYS AFTER PUBLICATION]**. 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, Statement of Qualifications and Section 3 Certification form requests and proposal packages should be submitted to the name and address listed below:

CITY/COUNTY CONTACT

CITY/COUNTY

ADDRESS

Phone: / Email:



Appendix C: Engineering/Architectural Sample Statement of Qualifications

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, Names, and Addresses of all Officers:

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.

5. Does your firm carry Errors and Omissions Insurance? _____

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be?

7. Does your firm charge for the preliminary engineering report (PER)?
If yes, what would the charge be? \$ _____
Can your firm meet the draft PER deadline? YES ___ NO ___

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. _____
2. _____
3. _____
4. _____
5. _____

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

10. List three (3) references for the Firm.

1. _____
2. _____
3. _____

11. Are you a Section 3 Business Concern? Yes _____ No _____

If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes _____

If no, you will only need to submit the Section 3 forms if you are the successful proposer.

12. Certifying that:

Mr./Mrs./Ms. _____ (signature) being duly sworn deposes and states that he/she is the _____ (title)

of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

Appendix D. ENGINEERING/ARCHITECTURAL SAMPLE RATINGS CRITERION

CONTACT: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

Evaluate the Architectural and/or Engineering Firm based on the points assigned to each of the following selection criterion

CIRCLE POINTS

<u>CRITERION</u>	<u>POOR</u>	<u>GOOD</u>	<u>EXCELLENT</u>	<u>POINTS ASSIGNED</u>
1. Ability to provide the disciplines necessary for this project.	0	1	2	_____
2. Firm's experience with this type of construction.	0	1	2	_____
3. Key personnel experience with this type of construction	0	1	2	_____
4. Quality of reference information.	0	1	2	_____
5. Has Firm had experience with Community Development Block Grant (CDBG) projects?	0	1	2	_____
6. Is price competitive?	0	1	2	_____

TOTAL POINTS _____

Firm can meet PER/PAR deadline? ___ Yes ___ No

Firm carries Errors and Omissions insurance? ___ Yes ___ No

COMMENTS ON WHY FIRM SHOULD BE SELECTED: _____

NAME: _____

DATE OF REVIEW: _____

PUBLIC HEARINGS / CITIZEN PARTICIPATION

Citizen participation will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going. Below are important factors to remember as it relates to the citizen participation process and your community's CDBG project.

1. Post-Award Public Hearing must be held within 60 days of grant award (12/20/2021)
2. If substantive amendment to project is necessary, another Public Hearing must be held. DCA determines if an amendment is substantive or not.
3. Final Public Hearing must be held when the project is complete. Final Quarterly Report must be completed and available at hearing.
4. Advertising for all hearings must be in local newspaper. Ads should be in the non-legal section, normally a block ad. Templates are included for your review. **Ad must run not less than 5 full days prior to hearing.** Do not count the day the ad runs or the day of the hearing in the 5 days.

For example:

Wednesday – Ad runs in the paper

Thursday – Day 1

Friday – Day 2

Saturday – Day 3

Sunday – Day 4

Monday – Day 5

Tuesday – Earliest the hearing may be held

5. Make sure your ad runs correctly before holding hearing. If ad is not run correctly, another ad must be run in the paper and a new hearing held.
6. Maintain evidence of the hearings with tear sheets of the ads, sign-in sheets and certified minutes.
7. Hearings must be held at times and locations convenient to potential beneficiaries.
8. The needs of non-English speaking must be addressed if Language Access Plan indicates a significant number of non-English speaking residents.

**SAMPLE PUBLIC HEARING NOTICE
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

(Post Award Hearing)

The (City or County) of (name of City or County) will hold a PUBLIC HEARING on (Date/Time/Location) for the purpose of discussing the approved activities of the City's/County's Community Development Block Grant. On (date) the City/County was awarded a grant in the amount of \$ to perform (list of activities) in the following location(s) .

The items to be discussed at the hearing include:

- The amount of funds received and a description of the activities
- The amount of funds available each activity and the amount of funds that will benefit low-and- moderate-income persons
- The plan, if applicable, to minimize or prevent displacement of persons and the plan to assist persons whom may be displaced
- Fair Housing laws and the City's/County's plan to further Fair Housing

The Public is invited to this Hearing to become informed of the project activities.

The (City or County) of (name of City of 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, familial status, disability or age. For a reasonable accommodation please contact () at (phone number) or email .

If you need an alternative format or language, please contact () at (phone number) or email .

Persons with hearing disabilities can contact us at our TDD number (AC+ number). [Applicants who do not have a TDD phone may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or 1-800- 255-0135 (Voice).]

The applicant must maintain detailed minutes of this hearing, a "tear sheet" or affidavit pertaining to the public notice and documentation as to whether or not meeting "special needs" was required and, if applicable, addressed.

**SAMPLE PUBLIC HEARING NOTICE COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**
(Project Completion Hearing)

The (City of County) of (name of City or County) has completed its FY XXXX Community Development Block Grant Project. The following activities were completed.

(List accomplishments, benefit numbers, etc.)

The (City or County) of (name of City or County) will hold a PUBLIC HEARING on (Date/Time/Location) for the purpose of discussing the completed activities and receiving citizen comments. All citizens are invited to attend this Hearing.

A copy of the Final Quarterly Report is now available at (LOCATION) for review. Any person desiring to comment on the performance of the project may write to the City/County at (ADDRESS).

The (City or County) of (name of City or 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, familial status, disability or age. For a reasonable accommodation please contact (_____) at: (phone number) or email _____. If you need an alternative format or language, please contact (_____) at: (phone number) or email_____.

Persons with hearing disabilities can contact us at our TDD number (AC+ number). [Applicants who do not have a TDD phone may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or 1-800- 255-0135 (Voice).]

The applicant must maintain detailed minutes of this hearing, a "tear sheet" or affidavit pertaining to the public notice and documentation as to whether or not meeting "special needs" was required and, if applicable, addressed.

QUARTERLY REPORTS

Quarterly Reports are generally completed by the Recipient's Administrator. Reports are due within 30 days from the end of the quarter. The first quarterly report for FY2021 awards is due the first full quarter after the grant award date (10/21/2021), which will be for the quarter ending 3/31/2022. **The first report is due no later than 4/30/2022.**

Your community's grant administrator will forward the completed report to you for approval and signature. There are a couple of things you need to check:

- **Section IV: Work in Progress** – the report should give a status update of the project. Examples would be “Environmental clearance has been received, design work is 50% complete” or “Acquisition is complete, the bid documents are being prepared, advertising for bids will begin on March 1.” You should be able to determine where the project is in relation to the milestones based on this information. If Section IV is blank or doesn't contain sufficient information, please send the report back and ask your administrator to provide more detail.
- **Section V: Local Efforts** – This section should show any Match and Leverage funds spent (or other assets provided, such as land) during the quarter, and totals for the project. If Section V is blank or doesn't contain sufficient information, please send the report back and ask your administrator to provide more detail.

It is critical that Quarterly Reports are submitted in a timely manner. If reports are not received on time, draws will be held until reports are up-to-date.

Quarterly Reports are public records, so they need to be available to the public if requested.

SECTION 3

Economic Opportunities for Low and Very Low-Income Persons

The local government's grant administrator should be familiar with this policy; however, the ultimate responsibility of compliance remains with the local government.

Section 3 covers three (3) main issues related to your CDBG Grant.

- Advertising and awarding the contract
- New hires by the contractor or sub-contractors
- Reporting (Annual Section 3 Report)

Definitions:

- Section 3 Resident
 - Public Housing resident
 - Resident where their household income is less than 80% of the average median income. Your administrator can provide those numbers
- Section 3 Business
 - 51% or more of the business is owned by Section 3 Residents
 - 30% of permanent, full-time employees are Section 3 Residents
 - More than 25% of the total contract award is subcontracted to Section 3 Businesses
- Preferences
 - Business – if the low bids are a tie between a Section 3 Business and a non-Section 3 Business, to the same exact penny, the Section 3 Business gets the contract
 - New hires – any vacant construction job must be advertised in a manner to reach Section 3 Residents. If a Section 3 Resident is one of several applicants, the Section 3 Resident doesn't automatically get the job. The most skilled person may be hired over the Section 3 Resident. The intent is to notify Section 3 Residents of hiring opportunities.

Your Main Concerns

Advertising

Bids for the construction contract must be advertised in at least 3 locations. By State law, contracts for amounts over \$100,000 must be posted to the Georgia Procurement Register. That counts as one. The other two may be any of the following: your local government website, the Dodge Room, your local newspaper, DOL, DFCS.

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

If the contractor or any of the subcontractors hire for any positions on your job, the position must be posted in at least 3 locations in a manner to reach Section 3 Residents, for at least one week. The locations can be the management office of your local housing authority, homeless service agency, local government web site, DOL, DFCS, Health Department, your local newspaper. In addition, a sign no smaller than 24” x 24” must be posted at the work site. The language should 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 subcontracting opportunities.”

Reporting

Be sure to file your annual Section 3 report with DCA. Your administrator should be able to help you with this report.

TIMELINESS

As part of the Grant Award package, the Recipient agrees to complete the project in a timely manner, generally within two years of the date of award (by October 20, 2023). As a State, we are monitored by HUD to make sure our CDBG funds are being in a timely manner. We need your help in pushing your CDBG project to completion within two years.

A big part of getting the project off to a quick start includes laying out the timeline at the Start-Up Meeting. This meeting should be held, with your CDBG Field Representative, within 30 days of award (by 11/20/2021). At this meeting, the Gold Sheet (see gold sheet handout) will be completed by you, the grant administrator, the engineer or architect, the local government's attorney (if acquisition is included), the CDBG Field Rep, and any other person involved in the project (water, sewer, roads, grading department head). The Gold Sheet lists the critical steps along with the milestones included in your Timeliness General Condition. All parties should agree to the timeline and receive a copy of the form. Keep your Gold Sheet handy so you can see if the project is progressing on time or falling behind.

NEWS FLASH

The grant administrator and architect / engineer are likely working on multiple projects. Make sure they are working for you to keep your project on schedule.

Timeliness General Condition

The Department of Community Affairs reserves the right to cancel the Grant Award if sufficient progress is not being made toward completion of the project. If the following timeliness standards are not met, funds may be subject to deobligation and recapture by DCA:

- 1) clearance of all Grant Award conditions within six months of grant award;
- 2) release of funds by DCA, clearing the Environmental Review requirement, within six months of grant award;
- 3) satisfactory evidence of completion of all engineering/design work within 9 months of grant award;
- 4) completion of all needed acquisition activities within 12 months of grant award;
- 5) start advertising for bids on GPR no later than 15 months after grant award; 6) start of construction no later than 18 months after grant award; and
- 6) draw down of all funds within 24 months of grant award.

In addition, the Grant Award may be canceled at any time if it becomes apparent to DCA that the Recipient has not initiated the administrative activities necessary to allow the project to proceed.

TIMELINESS REQUIREMENTS & DEADLINES

2021 CDBG GRANTS

GOLD SHEET

ACTIVITY

RESPONSIBILITY

PLANNED

ACTUAL DATE

Grant Award

10/21/2021

Start-Up Meeting

(no later than November 20, 2021)

City/Administrator/
Engineer/DCA Rep

Post Award Public Hearing

(no later than December 20, 2021)

City/Administrator

Clear all Grant Award Conditions

(no later than April 20, 2022)

City/Administrator

Environmental Release of Funds

(no later than April 20, 2022)

City/Administrator

Design Work Completed

(no later than July 20, 2022)

Engineer/City

Acquisition Completed

(no later than October 20, 2022)

City/City Attorney/
Engineer/Administrator

Advertise for Bids on GPR

(no later than January 20, 2023)

Engineer/City/
Administrator

Bid Opening

Engineer/City/
Administrator

Recommendation of Award

City/Engineer/City
Attorney/Administrator

Preconstruction Conference

City/Admin./DCA
Rep./Eng./Contractor

Start of Construction

(no later than April 20, 2023)

City/Contractor/
Administrator

All Funds Expended

(no later than October 20, 2023)

City/Contractor/
Administrator

Public Hearing and Close Out

City/Administrator

CHANGES IN LOCAL GOVERNMENT CONTACT INFORMATION

DCA maintains a database of contact information for local elected officials and administrators. This information is used when contacting the local government for official business. When changes occur, either through elections, retirements or job changes, please notify as soon as possible.

To notify DCA, please use the log in page located at:
<https://apps.dca.ga.gov/LGContactsOnline/index.aspx>

Please use the same log-in for the DCA Planning surveys. If you need assistance, please contact research@dca.ga.gov.

A print out of the log in page is included on the next page.



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.**

For questions or assistance, contact the [Office of Research](#).

