



Georgia[®] Department of 

Community Affairs

FY2021 State of Georgia CDBG Recipients' Workshop


Community Affairs

A photograph of a 'Welcome' sign. The word 'Welcome' is written in a white, cursive script font on a light-colored, corrugated metal background. The sign is mounted on a dark, vertically-grained wooden wall. The letters of the sign show some signs of wear and rust, particularly on the 'W', 'e', 'l', 'c', 'o', and 'm'. The entire photograph is framed by a white border.

Welcome

Kimberly Carter, Director
Community Finance Division

Housekeeping





Georgia[®] Department of 

Community Affairs



October 19, 2021

Tommy Lowmon and 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
- Section 3
- 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/>

The screenshot shows the website for TED Local Government Financial Documents. At the top left is the GeorgiaDATA logo with the tagline "More Information. Smarter Decisions." To the right is the logo for the Carl Vinson Institute of Government, University of Georgia, with the text "Powered By". Below the logos is a search bar with the text "TED | Local Government Financial Documents" and a "Search" button. A navigation menu includes "WELCOME", "BUDGETS AND FINANCIAL REPORTS", "E-VERIFY REGISTRATION INFORMATION", "LINKS", and "LOGIN". The main heading is "LOCAL GOVERNMENT FINANCIAL DOCUMENTS ONLINE". Below this is a welcome message: "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." There are three main sections: "VIEW FINANCIAL DOCUMENTS", "UPLOAD FINANCIAL DOCUMENTS", and a note about account creation. On the right side of the page, there is an image of several coins and a green line graph.

GeorgiaDATA™
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UNIVERSITY OF GEORGIA

TED | Local Government Financial Documents Search

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 (12/20/2021), 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
 - 1st 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 4/30/2022
for quarter ending 3/31/2022
- 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

Section 3

Economic Opportunities for Low and Very Low-Income Persons

- Your administrator should know policy, responsibility remains with local government
- Covers three main issues
 - Advertising and awarding contract
 - New hires by contractor or sub-contractors
 - Reporting (Annual Section 3 Report)

Section 3

Definitions

- Section 3 Resident
 - Public housing resident
 - Household income less than 80% of average median income
- Section 3 Business
 - 51% or more owned by Section 3 Residents
 - 30% of permanent, full-time employees are Section 3 Residents
 - Subcontract more than 25% of total contract award to Section 3 Businesses
- Preferences
 - Businesses – if bids are same to the penny, Section 3 Business gets the contract
 - New hires – any vacant construction job must be advertised in manner to reach Section 3 residents; Section 3 resident does not have to be hired if other more qualified persons apply

Section 3

Your Main Concerns

- Advertising
 - Construction Contract – 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.”**
 - Construction jobs, new hires – 3 locations to reach Section 3 Residents
 - Your local housing authority, your website, DOL, DFCS, Health Dept, newspaper
 - Post Sign on site, specific language (see Appendix 2, Part V, page 9 of Recipients’ Manual)
- Ensure Section 3 Annual Report is submitted to DCA

Timeliness

- Your project has a Timeliness General Condition
 - 2-Year Timeline to complete project
 - **6 months:** clear all conditions, Environmental release of funds
 - **9 months:** Design work completed
 - **12 months:** Acquisition completed
 - **15 months:** Advertise project on Georgia Procurement Registry
 - **18 months:** Start construction
 - **24 months:** All funds drawn down
- Grant Award may be canceled at any time if it becomes apparent the Recipient has not initiated the administrative activities necessary to allow project to proceed

Timeliness

Gold Sheet

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		

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

Change in Local Government Contact

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.**

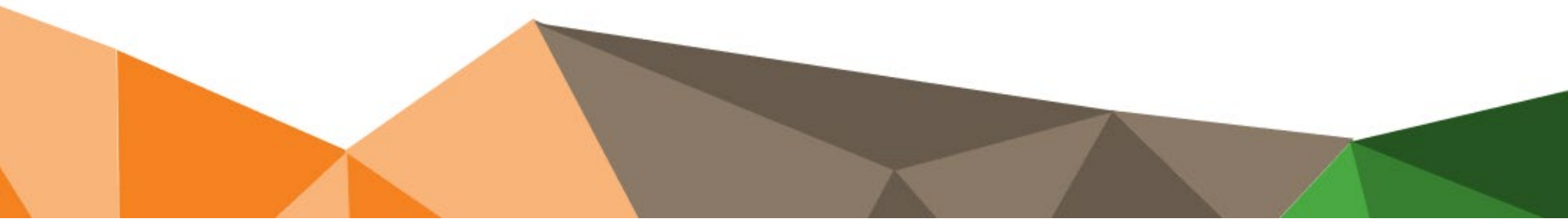
Closeout Process

- 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?





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