



GEORGIA DEPARTMENT  
*of* COMMUNITY AFFAIRS

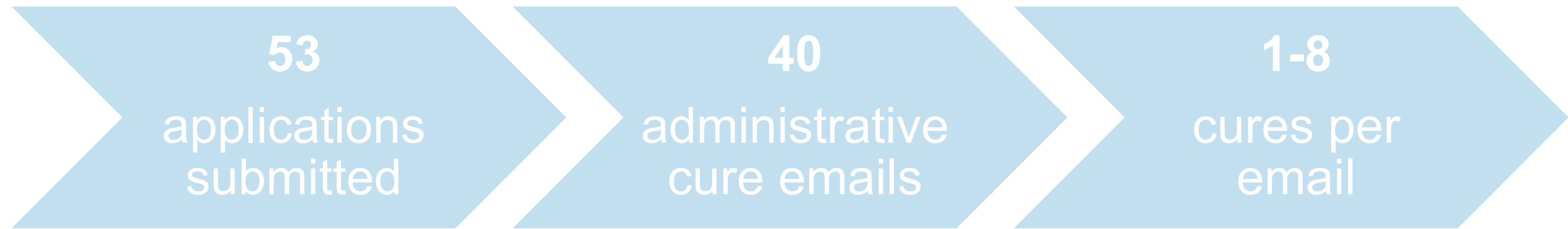
# Documenting Compliance

# Completeness of Documentation

## 2025 Competition



## 2024 Competition



# Documenting Compliance

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

Internal Audit Reviews are conducted annually until the project is closed out.

- ❑ Each Fiscal Year Financial Audit Report
- ❑ Project Cost Schedule
- ❑ Source and Application of Funds Schedule (or SEFA)

Applicants' Manual: Restrictions on Eligibility for Competition

Recipients of prior CDBG funding must resolve all outstanding CDBG-related audit and/or monitoring findings before submission of an application to DCA.

**About the Local Government Contact Database**

This database includes Mayors and Commission Chairs, city and county managers, public safety officials, planning directors, HR officials, and others. Because of the number of local governments and the constant changes in communities across the state, we rely on local government leaders to update information for their jurisdiction.

Local leaders can access this database using the community's DCA-issued CICOID and password. Local officials needing their community's ID should email their request to the Research email provided.

**Update Local Government Contact Information**

**Local Government Contact Database**



# Documentation Submittal

CDBG 2025 Annual Competition ▾



← Back

## Photo Documentation of Need

Photo Key Map \*

Choose File

Photos of Target Area - Batch 1 \*

Choose File

Group multiple photos into a single PDF or Zip file.



# Completeness Check Items

- ✓ Resolution to Submit
- ✓ Civil Rights Compliance Certification
- ✓ Evidence of Compliance with System for Award Management (SAM/Unique Entity Identifier)
- ✓ Acknowledgment of Subrecipient Language Access Plan (LAP)
- ✓ Language Access Plan (LAP) Threshold Certification
- ✓ Public Hearing Advertisement (Citizen Participation)
- ✓ When to Consult Tribes (DCA-9B)
- ✓ DCA-13\*
- ✓ Service Delivery Strategy (SDS) & Local Comprehensive Plan
- ✓ Procurement Documentation & Contracts
- ✓ Conflict of Interest

# Resolution to Submit

Resolution No. 2023- 31

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

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

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

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

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

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

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

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

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

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

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

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

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

So RESOLVED this 2nd day of May, 2023.

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





# Civil Rights Certification Form

## Common Mistakes

- City/County name
- Pending 2025
- Date
- All boxes must be completed (8a)  
[remains our #1 admin cure to date]

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

# Evidence of Compliance with System for Award Management (SAM)

<b>SAM.GOV</b>		
Unique Entity ID	CAGE / NCAGE	Purpose of Federal Award
Registration Status	Expiration Date	
Active Registration	Jan 9, 2024	
Physical Address	Mailing Address	
<b>Business Information</b>		
Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Georgia 08	State / Country of Incorporation (blank) / (blank)	URL (blank)
<b>Registration Dates</b>		
Activation Date Jan 11, 2023	Submission Date Jan 9, 2023	Initial Registration Date Aug 19, 2023
<b>Entity Dates</b>		
Entity Start Date Jul 1, 1824	Fiscal Year End Close Date Jun 30	
<b>Immediate Owner</b>		
CAGE (blank)	Legal Business Name (blank)	
<b>Highest Level Owner</b>		
CAGE (blank)	Legal Business Name (blank)	
<b>Executive Compensation</b>		
Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with 28 U.S.C. 5122, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.		
<b>Proceedings Questions</b>		
Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with 28 U.S.C. 5122, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.		
<b>Exclusion Summary</b>		
Active Exclusions Records?		
No		
<b>SAM Search Authorization</b>		
I authorize my entity's non-sensitive information to be displayed in SAM public search results:		
Yes		
<b>Entity Types</b>		
<b>Business Types</b>		

## System for Award Management (SAM) Certification

Grant Recipient  
2023 CDBG  
Grant Number  
May 4, 2023  
Date

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

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

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

Signature: Chief Elected Official  
Mayor  
Title  
Date  
Printed/Typed Name of Chief Elected Official

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

NAICS Title



# Language Access Plan (LAP)

## Threshold Certification

## Acknowledgement of LAP Requirement

## Public Hearing (English/Spanish)

Threshold & Compliance Documentation

Local LAP Threshold Certification \*

Choose File

Complete and upload the Local LAP Threshold Certification form

LAP Acknowledgement \*

Choose File

Complete and upload the LAP form

Public Hearing Tear Sheet - English \*

Choose File

Public Hearing Tear Sheet - LEP

Choose File

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



# LAP Threshold Certification

## SECTION 1

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

Checkin [redacted] as determined that the LEP threshold [redacted] was determined that the LEP threshold was not met. Public hearing notice was required in English and Spanish. Languages Spoken (County, 2024)

The ap [redacted] American Community Survey Table S1601 shows that the jurisdiction contains **fewer** than 5% LEP persons in any single language. Population 5 Years and Over: 10,113

Please [redacted] **Verify this determination:** 1. American Community Survey Table S1601 was used to determine that the LEP threshold WAS met. 2. The Applicant **must include** the tear sheets for the Public Hearing notifications in English and Spanish. Speak Spanish: 1,205 Speak Spanish / English less than very well: 503 Percent of Spanish Speakers who speak English less than "very well" (LEP): 4.97 %

If the a [redacted] Section 2 and the Acknowledgement. The Ap [redacted] **Check here:** ☒ as determined that the LEP threshold was not met. Public hearing notice was required in English and Spanish. Languages Spoken (County, 2024)

Checkin [redacted] as determined that the LEP threshold was not met. Public hearing notice was required in English and Spanish. Languages Spoken (County, 2024)

The ap [redacted] American Community Survey Table S1601 shows that the jurisdiction contains **equal to** or more than the number of LEP persons indicated by the following standard: a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language. Zoom to

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

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

Complete Section 2 and the Acknowledgement.

## SECTION 2

The [redacted] Applicant City or County Government hereby acknowledges and attests that a public hearing was held on 01/04/2024 (Date) to encourage public participation in the planning, implementation, and assessment of their proposed CDBG program.

## PUBLIC HEARING NOTICE

The [redacted] County Board of Commissioners is considering applying to the Georgia Department of Community Affairs for a Community Development Block Grant of up to \$1,000,000. These funds must be used to primarily benefit low- and moderate-income persons. The activities for which these funds may be used are in the areas of housing, public facilities, and economic development. More specific details regarding eligible activities, plans to assist displaced persons (if any), the estimated amount of funds proposed to be used for activities to benefit low- and moderate-income persons, and the rating system will be provided at a public hearing which will be held on February 20th, 2024, at 3:00 PM at 613 [redacted]

The purpose of this hearing will be to obtain citizen input into the development of the application and to review progress on the previous CDBG grant (if applicable). [redacted] is committed to providing all persons with equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age. Persons with special needs relating to handicapped accessibility or foreign language shall contact [redacted] prior to February 20th, 2024. This person can be located at The [redacted] Board of Commissioners [redacted] between the hours of 8:30 AM - 5:00 PM, Monday - Friday, except holidays. Persons with hearing disabilities can contact Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.



proporcionarán detalles más específicos sobre las actividades elegibles, los planes para ayudar a las personas desplazadas (si los hubiera), la cantidad estimada de fondos que se proponen utilizar para actividades en beneficio de las personas de ingresos bajos y moderados, y el sistema de calificación. [redacted]

El propósito de esta audiencia será obtener la opinión de los ciudadanos sobre el desarrollo de la solicitud y revisar el progreso de la subvención CDBG anterior (si corresponde). El Condado de Evans se compromete a proporcionar a todas las personas igualdad de acceso a sus servicios, programas, actividades, educación y empleo, independientemente de su raza, color, origen nacional, religión, sexo, estado familiar, discapacidad o edad. Las personas con necesidades especiales relacionadas con la accesibilidad para discapacitados o el idioma extranjero deberán comunicarse con [redacted]. Esta persona puede ser localizada en la Junta de Comisionados del Condado de [redacted] entre las 8:30 a.m. y las 5:00 p.m., de lunes a viernes, excepto los días festivos. Las personas con discapacidades auditivas pueden comunicarse con el Servicio de Retransmisión de Georgia al (TDD) 1-800-255-0056 o (Voz) 1-800-255-0135.



The Applicant **must include** the applicable tear sheet(s) for the Public Hearing notification in the applicable languages. (See Section 1 for details.)

## ACKNOWLEDGEMENT:

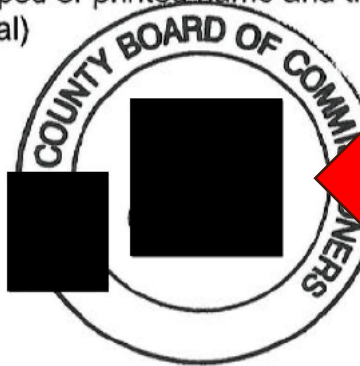
The undersigned certifies on behalf of the Applicant that he/she has been authorized to sign this acknowledgement, and that the Applicant has complied with the requirement noted above:

Submitted on behalf of the Applicant by: [redacted] (Date) 2/6/2024

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

Attest [redacted] (Date) 2/6/2024

[redacted] (Typed or printed name and title) (seal)





S1601   Language Spoken at Home																						
American Community Survey				2022: ACS 5-Year Estimates Subject Tables																		
				Notes	Geos <sup>1</sup>	Topics	Codes	Dataset	Year	Columns	Transpose	Margin of Error	Restore	Excel	CSV	ZIP	Cite	Share	More Tools			
Label		Cornelia city, Georgia																			Columns	
		Total			Percent of specified language speakers																	Cell/Column Notes
		Estimate		≡	Margin of Error		Speak English less than "very well"				Percent speak English less than "very well"											
							Estimate		Margin of Error		Estimate		Margin of Error		Estimate		Margin of Error					
Population 5 years and over		4,467			±85		962		±487		21.5%		±10.8									
Speak only English		2,937			±544		(X)		(X)		(X)		(X)									
Speak a language other than English		1,530			±571		962		±487		62.9%		±16.4									
SPEAK A LANGUAGE OTHER THAN ENGLISH																						
Spanish		1,029			±391		604		±239		58.7%		±10.4									
5 to 17 years old		155			±111		0		±14		0.0%		±25.9									
18 to 64 years old		816			±297		546		±226		66.9%		±10.6									
65 years old and over		58			±87		58		±87		100.0%		±47.1									
Other Indo-European languages		40			±48		0		±14		0.0%		±56.7									
5 to 17 years old		0			±14		0		±14		-		**									
18 to 64 years old		16			±27		0		±14		0.0%		±89.6									
65 years old and over		24			±38		0		±14		0.0%		±73.2									
Asian and Pacific Island languages		145			±141		42		±53		29.0%		±23.3									
5 to 17 years old		26			±43		12		±21		46.2%		±5.4									
18 to 64 years old		119			±115		30		±36		25.2%		±24.5									
65 years old and over		0			±14		0		±14		-		**									





# CDBG Applicant Concentration 2025

[CLICK HERE](#) for DCA's CDBG Homepage



▼ Cornelia, GA, USA X Q

Show search results for Corneli...

## Layers

### Layers

- ▶ ☐ Block Groups 2025 ...
- ▶ ☐ Block Groups Housing Facility Deficiency 8%+ ...
- ▶ ☐ Block Groups Low to Moderate Income 51%+ ...
- ▶ ☐ Block Groups Minority Concentration 51%+ ...
- ▶ ☒ Cities and Towns 2025 ...
- ▶ ☒ Cities and Towns Languages Spoken ...
- ▶ ☐ Cities and Towns Low to Moderate Income 51%+ ...
- ▶ ☒ Counties 2025 ...

Habersham

Cornelia

Habersham  
County  
Airport

Baldwin

### Languages Spoken (Cities and Towns)

## Cornelia, Georgia

Population 5 Years and Over: 4,600

Speak Spanish: 873

Speak Spanish / English less than very well: 453

**Percent of Spanish Speakers who speak English less than "very well" (LEP): 9.85 %**

Speak Indo-European Languages: 49

[Zoom to](#)



# Acknowledgment of LAP Requirement

## ACKNOWLEDGEMENT OF SUBRECIPIENT LANGUAGE ACCESS PLAN REQUIREMENT

The \_\_\_\_\_ hereby acknowledges and assures that:  
(Applicant City or County Government)

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

### ACKNOWLEDGEMENT:

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

Submitted on behalf of the Applicant by:

By \_\_\_\_\_ 3/25/24  
(Signature of chief elected official) (Date)

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

Attest \_\_\_\_\_ 3/25/24  
By \_\_\_\_\_ (Signature of clerk or other authorized official) (Date)

\_\_\_\_\_  
(Typed or printed name and title)  
(seal)



## ACKNOWLEDGEMENT OF SUBRECIPIENT LANGUAGE ACCESS PLAN REQUIREMENT

The \_\_\_\_\_ hereby acknowledges and assures that:  
(Applicant City or County Government)

- 1) Pursuant to the requirements of Title VI, it will take timely and reasonable steps to provide Limited English Proficient (LEP) persons with Meaningful Access to programs and activities funded by the federal government and awarded by DCA. Access to these programs and services will not be impeded as a result of an individual's inability to speak, read, write or understand English.
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- 3) It will prepare a Language Access Plan (LAP) that will include:
  - a. The name of the individual responsible for coordination of LEP compliance;
  - b. A training plan on LEP requirements for all staff involved in programs and activities funded by the federal government and awarded by DCA;
  - c. The languages identified from the Four-Factor Analysis;
  - d. A schedule for translating and disseminating vital documents; and
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- 4) It will maintain records regarding its efforts to comply with Title VI LEP obligations.
- 5) It will resolve any findings related to its LEP obligations by taking corrective action and understands that repeated violations may require other appropriate enforcement mechanisms up to and including referral to HUD or repayment of awarded funds.
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- 7) It will provide evidence of compliance as required by DCA with its locally adopted LAP.
- 8) It will review and update its LEP Four-Factor Analysis at least every five years.

### ACKNOWLEDGEMENT:

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

Submitted on behalf of the Applicant by:

By \_\_\_\_\_ 5/2/2023  
(Signature of chief elected official) (Date)

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

Attest \_\_\_\_\_ 5/2/2023  
By \_\_\_\_\_ (Signature of clerk or other authorized official) (Date)

\_\_\_\_\_  
(Typed or printed name and title)





# Public Hearing Evidence



Date Missing

Bottom Portion of the Advertisement is Missing



4 - SWJ PC - THURSDAY, MAY 18, 2023

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

## PUBLIC HEARING NOTICE

Regarding: 2023 Community Development Block Grant  
Where: [redacted]

When: May 25, 2023 at 11 a.m.

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

The activities for which these funds may be used include housing, public facilities, and economic development. [redacted] County is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Persons with special needs may contact [redacted] prior to 4:30pm, May 24, 2023, to request accommodations. The hearing will be held at the [redacted] County Commission Room.

The purpose of this hearing will be to obtain input from the community and to review the application (if applicable). [redacted] County is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Persons with special needs may contact [redacted] prior to 4:30pm, May 24, 2023, to request accommodations. The hearing will be held at the [redacted] County Commission Room.

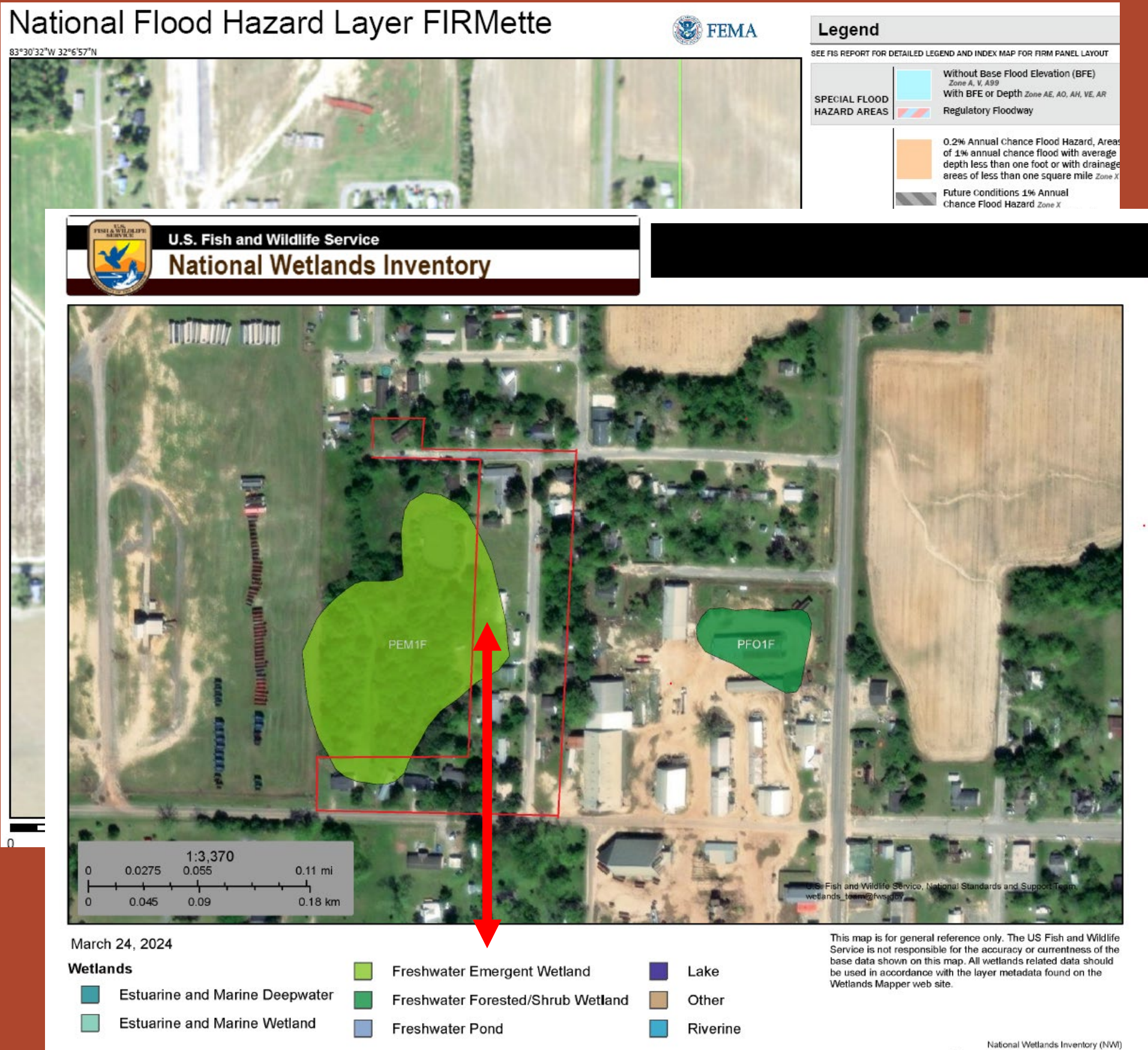
Call [redacted] between the hours of 8:30 a.m. to 4:30 p.m. on Tuesday, Thursday, and Friday or between 8:00 a.m. and 4:30 p.m. on Wednesdays. Persons with hearing disabilities can contact the Georgia Relay Service, by dialing (TDD) 1-800-255-0056 or (V) 1-800-255-0135.



1-800-255-0135



Ensure consistency between floodplain and wetland maps and the way the question is answered.



# Environmental Review Form— DCA-09

## DCA Applicant Form 9

Reset Form

**Georgia Department Of Community Affairs**  
**CDBG Program**  
**Environmental Review Information**

**General Instructions:**

If funded, all CDBG Projects will be subject to a local environmental review process that must be completed prior to the obligation of any funds for the project.

This form identifies environmental compliance issues requiring special attention by the applicant. Detailed instructions concerning the review process is provided at the Recipients' Workshop.

Compliance with the environmental review process (especially floodplain, wetland and historic preservation compliance requirements) should be reflected in the Description of Activities, the Budget Summary and Budget Analysis.


**Floodplain and Wetland Compliance:**

Applicants must determine if the project is located in or will affect a floodplain or wetland area. Applicants may consult local FEMA floodplain maps, Georgia Department of Natural Resources Floodplain Section (404-656-6382), the US Fish and Wildlife Service (1-800-344-9453), your local RDC or DCA for assistance in identification of floodplains or wetlands.


1) Is the project located within a designated floodplain?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2) Is the project located within a designated wetland?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3) Is the community participating in the FEMA National Flood Insurance Program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
4) List activities to be carried out in the floodplain or wetland:		



# When to Consult with Tribes – DCA-09B



## Tribal Directory Assessment Information



Contact Information for Tribes with Interests in Butts County, Georgia

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

## When To Consult With Tribes Under Section 106

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

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

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

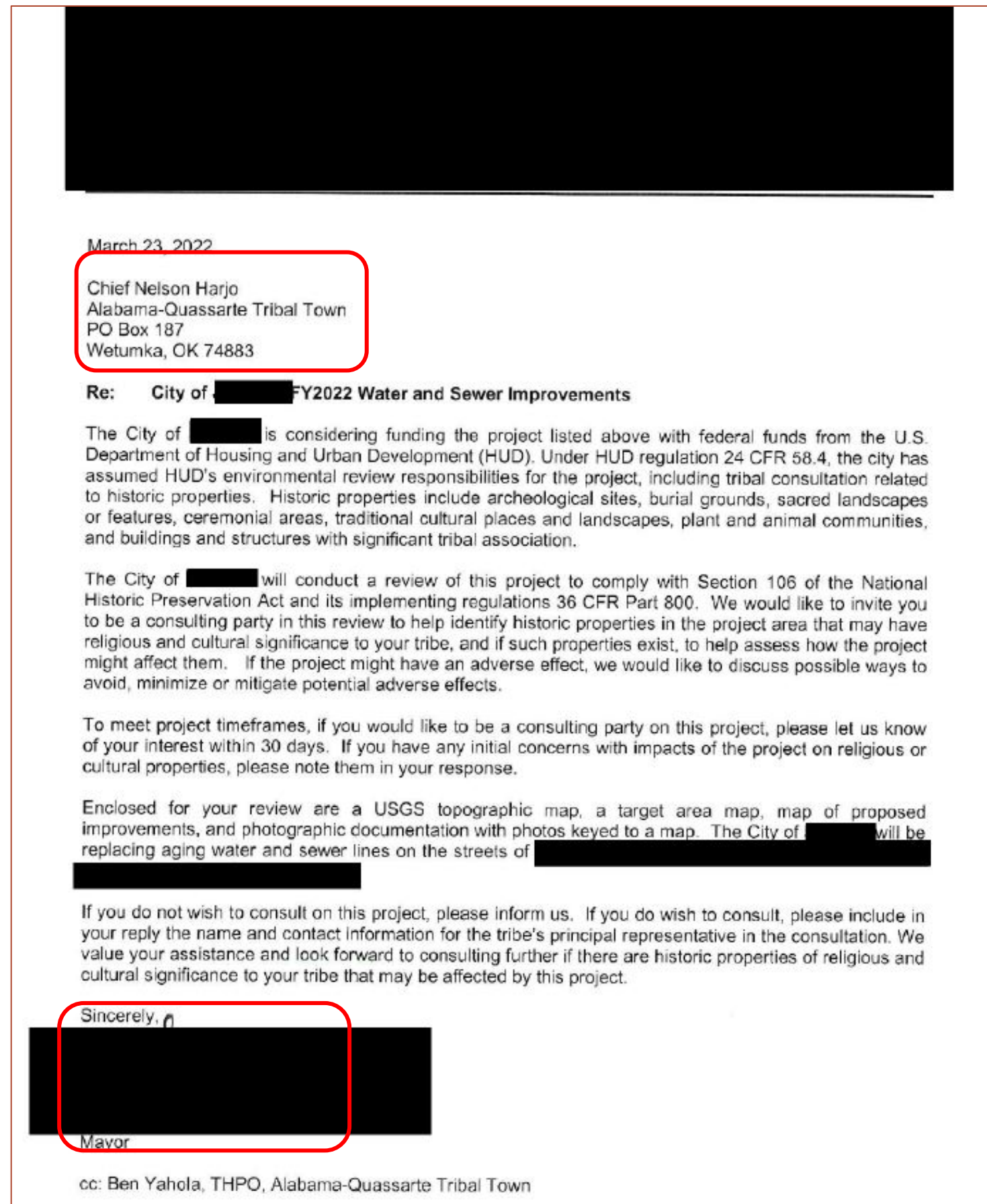
Project

Reviewed By

Date



# When to Consult with Tribes – DCA9B continued



## Additional Evidence Required:

- Project Location Map
- Target Area Map
- Proposed Improvements Map
- Accompanying Photographs

# DCA-13 CDBG Program Disclosure Report

DCA Applicant Form 13

Reset Form

**Georgia Department Of Community Affairs**  
**CDBG Program**  
**Disclosure Report**

**Part I – Applicant/Recipient Information**

1. Name of CDBG Applicant or Recipient: \_\_\_\_\_

2. Indicate if this is: Initial Report ☐ Updated Report ☐

3. Grant Number (if Updated Report): \_\_\_\_\_

4. Project Funding:

a. CDBG Amount Requested or Received: \$ \_\_\_\_\_

b. Program Income to be used: \$ \_\_\_\_\_

c. TOTAL CDBG Assistance: \$ \_\_\_\_\_ 0.00

Detailed instructions are on page 98 of the Applicants' Manual.

1. Does the amount listed above at Part I, 4c exceed \$200,000? ☐ ☐

2. Have you received or applied for any other HUD assistance that when added to 4c exceeds \$200,000? ☐ ☐

If the answer to either Part II, 1 or Part II, 2 is YES, then you must complete the remainder (Part III through VI) of the Disclosure Report (you do not need to sign below, signature in this case is in Part VI).

If the answer to both Part II, 1 and Part II, 2 is NO, then you are not required to complete the remainder of this Report, BUT you must sign the following Certification and include the Report in your Application for CDBG and/or CHIP assistance.

**CERTIFICATION**

I hereby certify that this information is true:

\_\_\_\_\_  
(Signature of Certifying Official)

\_\_\_\_\_  
(Date)


\_\_\_\_\_  
(Typed or Printed Name and Title)

- Part I will be more than \$200,000 meaning, Part II, question 1 should be marked, yes.
- Part III needs to indicate the City/County injection to the project. It does not require a signature if it is the initial submittal of the form.
- Part V should include DCA and the City/County and project improvements described as use.
- For the initial submission of Form DCA-13, when the amount requested exceeds \$200,000, only the fourth page (Part VI Certification) requires signature.

# Service Delivery Strategy (SDS) & Local Comprehensive Plan

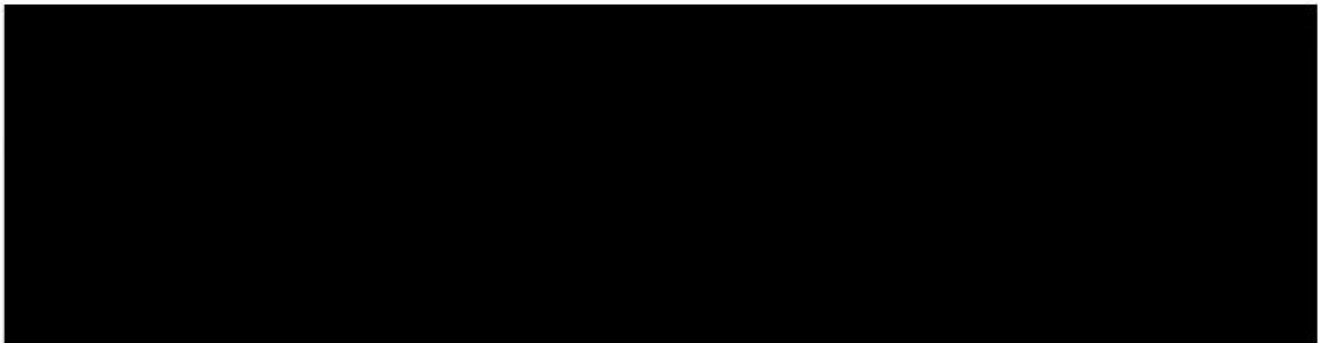
[Back](#)

## Community Planning Documentation

 Choose File

Plans/strategies should be documented in the application with the applicable excerpts and maps. Additionally, please include signed certification of compliance with the locally adopted Comprehensive Plan and Service Delivery Strategy.

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



June 8, 2023

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

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

Dear Commissioner Nunn:

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

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

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

Sincerely,




[redacted signature]  
[redacted]  
Mayor

Attachments

[redacted signature line]



# Service Delivery Strategy

**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

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

COUNTY: [REDACTED] Service: **Housing**

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

☐ Service will be provided countywide (i.e., including all cities and counties). If this box is checked, identify the government, authority or organization providing the service.

☐ Service will be provided only in the unincorporated portion of the county. If this box is checked, identify the government, authority or organization providing the service.

☒ One or more cities will provide this service only within their incorporated areas. (If this box is checked, identify the government, authority or organization providing the service.)

☐ One or more cities will provide this service only within their incorporated areas and in unincorporated areas. (If this box is checked, identify the government, authority or organization providing the service.)

☐ Other (If this box is checked, **attach a legible map delineating the service area** and identify the government, authority, or other organization that will provide the service.)

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

☐ Yes (If "Yes," you must attach additional documentation as described, below)

☒ No

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

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

**Page 1 of 2**

Please include  
the service  
area map!

**SDS FORM 2, continued**

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

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

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

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

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

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

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

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

[REDACTED]



# Local Comprehensive Plan

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

Community Work Program - City of [REDACTED]

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

# Professional Procurement

**RFP/RFQ**

**Proof of  
Publication**

**Proof of  
Distribution**

**Scoring  
Sheets**

**Meeting  
Minutes**

**Executed  
Contracts**

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

## Common Mistakes

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

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

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

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

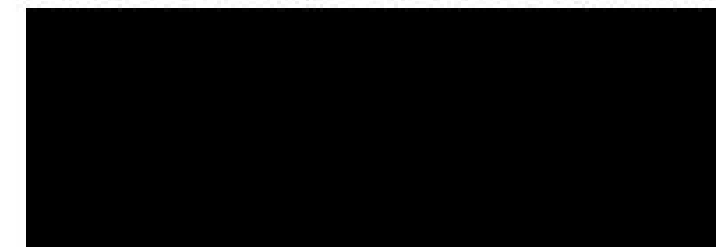
Criteria for evaluation includes:

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

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

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

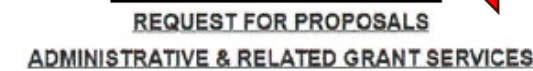
For consideration, interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on January 10, 2023**. Proposals received after the above date and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





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

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



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

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

All advertisements should include “the project is subject to Buy America, Buy American Act (BABA)”.

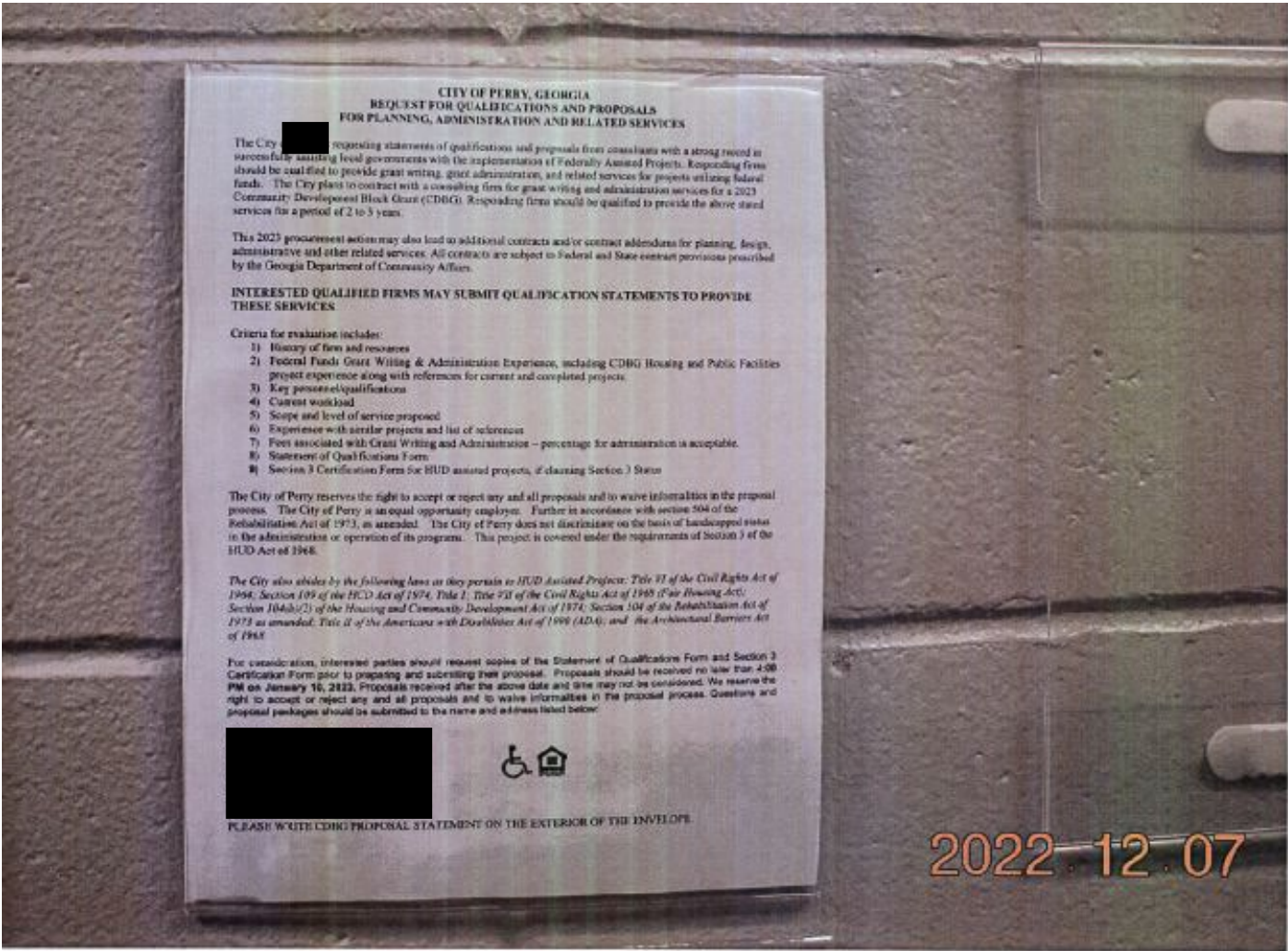


**s honors** More than 1,700 students were recognized for extraordinary achievement by being named to Valdosta State University's Fall 2022 Dean's List. In gratitude for Dean's List honorees, students must achieve a VSCJ semester grade point average of 3.50 or higher on nine or more semester hours with an institutional grade point average of 3.00 or higher.

[illegible]



# Proof of Publication (additional locations)

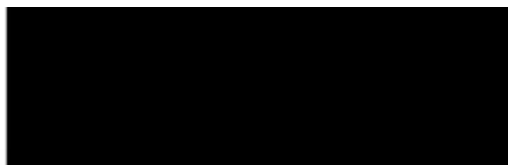


## Georgia Local Government Access Marketplace

The leading source of local government job opportunities in Georgia.

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

# Scoring Sheets & Meeting Minutes



MEMORANDUM

TO: Mayor and Council

FROM: [Redacted]

DATE: January 11, 2023

RE: CDBG and CHIP Grant Writing and Administration

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

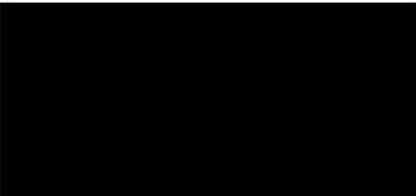
There was only one qualified response for the request for CHIP grant writing and administration. The [Redacted] received an approval by the Georgia Department of Community Affairs to select Grant Specialists of Georgia via sole source procurement. This approval is attached.

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

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

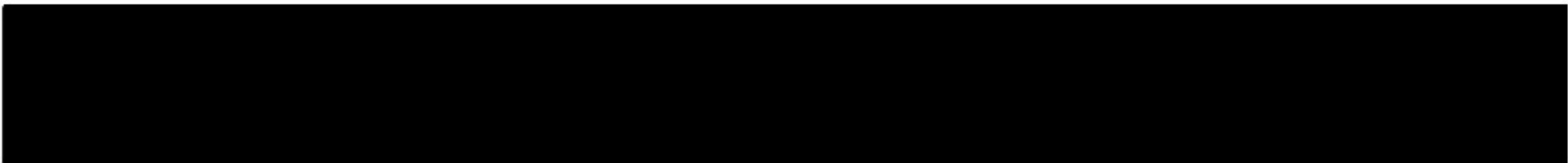
Based on the quality of the proposals received and the evaluation results, Community Development Staff recommends selecting [Redacted] for 2023 CDBG and CHIP grant writing and administration.

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



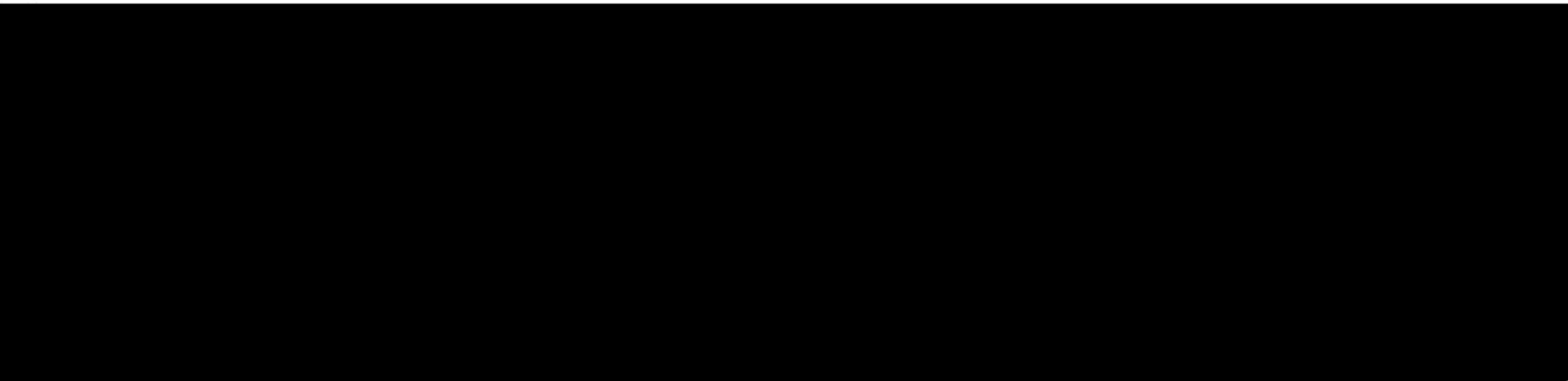
[Redacted] CITY COUNCIL  
Regular Council Meeting  
Council Chambers

January 11, 2023  
8:30 a.m.



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

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



[Redacted]  
City Clerk



# Executed Contracts



## Common Mistakes

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



# Sole Source Requests

- Chief Elected or Authorized Official's request letter
- Description of Procurement Methodology
- Tear Sheet of the Bid Advertisement or RFP/RFQ
- Local Government's Attorney Opinion
- Proof of Distribution (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

**This approval must be received prior to the application deadline for professional services.**

# Common Procurement Mistakes



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

# Conflict of Interest (COI)

## Common Mistakes

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

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

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

# Thanks!

**Brittney Hickom**

*Compliance Officer*

Brittney.Hickom@dca.ga.gov

Direct: 470-698-8166

[dca.georgia.gov](https://dca.georgia.gov)