

A top-down view of construction tools and blueprints on a wooden surface. A yellow hard hat is in the top left. A brass faucet and a brass drain cover are at the top. A yellow level with two spirit levels is on the right. Orange-handled pliers and a yellow pencil are at the bottom. The background is a white sheet of blueprints with faint architectural drawings and numbers.

# Award Conditions Compliance

Presented by: Kathleen Vaughn  
October 6, 2025



# New General Condition

Brian P. Kemp  
Governor



Christopher Nunn  
Commissioner

## STANDARD CERTIFICATION FORM for SUBMISSION of IMMIGRATION COMPLIANCE REPORT

# RETURN WITH AWARD PACKAGE IN ECIVIS

- 2024 Amendment 35-1-17
- As a condition of funding to a local governing body, the Department of Community Affairs, the Department of Transportation, or any other state agency that provides funding to local governing bodies shall require certification pursuant to Code Section 50-36-4 as proof of compliance with this Code section

Georgia Department of Community Affairs

I, \_\_\_\_\_ (Name of Individual Signing for the Recipient Entity), hereby certify that \_\_\_\_\_ (Recipient Entity's Name) submitted an Immigration Compliance Report which included, but is not limited to the following:

- ☐ The agency or political subdivision's federal work authorization program verification user number and date of authorization;
- ☐ The legal name, address, and federal work authorization program user number of every contractor that has entered into a contract for the physical performance of services with a public employer as required during the annual reporting period;
- ☐ The date of the contract for the physical performance of services between the contractor and public employer;
- ☐ A listing of each license or certificate issued by a county or municipal corporation to private employers that are required to utilize the federal work authorization program during the annual reporting period, including the name of the person and business issued a license and his or her federally assigned employment eligibility verification system user number as provided in the private employer affidavit submitted at the time of application;
- ☐ A listing of each public benefit administered by the agency or political subdivision and a listing of each public benefit for which SAVE program authorization for verification has not been received;
- ☐ The agency or political subdivision's certificate of compliance with O.C.G.A. § 36-80-23; and

# Special Conditions



Special Conditions – generally specific to the local project and are usually cleared via Grant Adjustment Notice.

Must be cleared prior to the drawdown of funds.



All awards are subject to a Language Access Plan Special Condition & BABA

# Executive Order 14,224

- IMPLEMENTATION OF EXECUTIVE ORDER NO. 14,224
  - Memo released July 14, 2025
  - Gives agencies 180 days to evaluate – mid January 2026

# Language Access Plan (LAP

- Limited English Proficient (LEP) persons
  - Do not speak English as their primary language as a result of national origin
  - Have a limited ability to speak, read, write, or understand English
- All direct recipients and Subrecipients of federal funds must provide services to ensure that LEP persons have meaningful access to these federally funded programs.  
Title VI of the Civil Rights Act of 1964 & Executive Order (EO) 13166
  - Conduct an analysis to determine what REASONABLE action is required to ensure meaningful access to all programs and activities assisted with federal funds
  - Develop an implementation plan (LAP) to provide appropriate language assistance

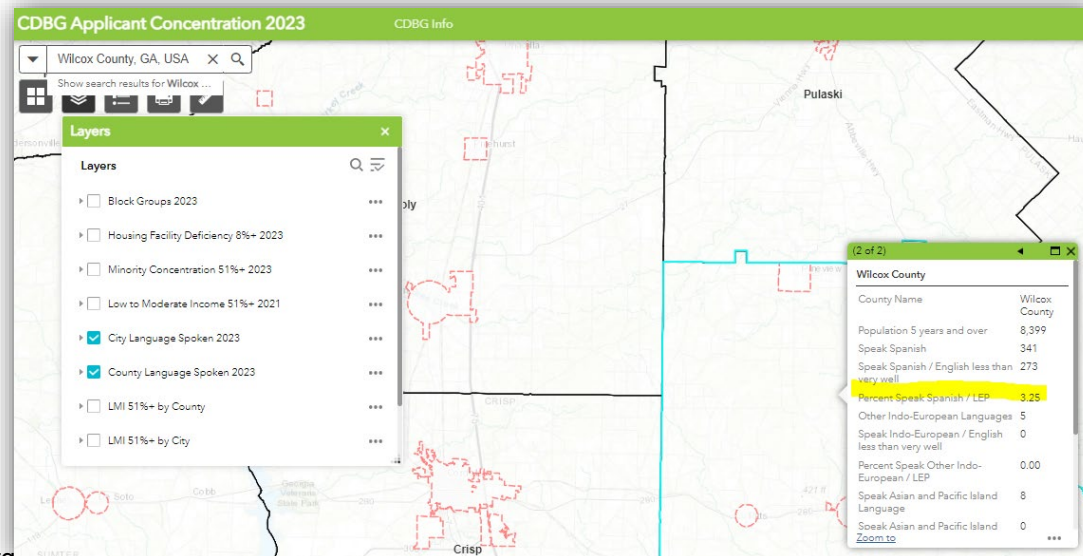
# LAP: Contents

- Template – Recipients' Manual
- General Information
- Four-Factor Analysis
- The name of the individual responsible for coordination of LEP compliance
- A training plan on LEP requirements for all staff involved in programs and activities funded by the federal government and awarded by DCA
- A list of vital documents to be translated (if necessary) and schedule for translating and disseminating vital documents
- A plan for complaints and appeals. See the complaints and appeals requirement in the DCA policy (*CDBG Recipients' Manual Appendix 2, 2022 – 2027*)
- A policy for updating the Four-Factor Analysis and the LAP every five years.
  - Updated LAPs include a revised general information and considering Factor 3
- A plan to maintain records regarding its efforts to comply with Title VI LEP obligations.

# Four-Factor Analysis: Factor 1.

Number of LEP Persons in the Jurisdiction & Target Area

- <https://data.census.gov> S1601
- DCA's CDBG Applicant Concentration Map



Georgia Department of Community Affairs

## Threshold for Translation

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

# Four-Factor Analysis: Factor 2.

- Identify how your program engages with the public and how frequently does this occur:
  1. When notifying the public about a grant award application and its proposed activities
  2. When notifying the public about the grant award and its funded activities
  3. When seeking applicants to participate in the program (e.g., when seeking homeowners for rehabilitation assistance)
  4. When working with homeowners selected for assistance
  5. When notifying the public about the grant award closeout and its accomplishments



# Four-Factor Analysis: Factors 3 & 4

- **Factor 3:**
- Answer the following questions:
  - What is the nature of the program? e.g., Providing improved water and sewer services
  - What is the importance of the program? Would denial or delay of access to services or information could serious or even life-threatening implications for the LEP individual?
- **Factor 4:**
- The resources available and costs to the recipient.
  - Oral interpretation services;
  - Bilingual staff;
  - Telephone service lines interpreter;
  - Written translation services;
  - Notices to staff and sub recipients of the availability of LEP services;
  - Referrals to community liaisons proficient in the language of LEP persons.
  - Provide "I speak" card

# Vital Documents

## Definition:

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

A list of vital documents to be translated (if necessary) and schedule for translating and disseminating vital documents:

Sample verbiage:

- The following list of Vital HUD/CDBG Documents will be translated into the Spanish language and made available:
  - Pre-award Public Notice – Prior to award
  - Post- Award Public Hearing Notice – within 60 days of award
  - **Environmental Notices – As required (traditional publications & online per FFRMS Final Rule)**
  - GA DCA/HUD Brochures, Posters, Fliers – On permanent display or as required
  - Fair Housing Materials - On permanent display or as required

# Build America, Buy America

- The Recipient must submit for DCA's review and written approval a certification, signed by the chief elected official, stating the Recipient will adhere to the requirements of the The Build America, Buy America Act (BABA), enacted in the Infrastructure Investment and Jobs Act on November 15, 2021. BABA requires products purchased in connection with infrastructure projects funded by Federal financial assistance programs to be produced in the United States, known as the “Buy America Preference (BAP)”. Specifically, this is a statutory requirement that Federal funding for infrastructure projects use “covered materials” that are “American-made.” The BAP applies to the following products: Iron and steel; Manufactured products; and Construction materials. **For FY2024 awards, BAP will include Iron & Steel and Specifically Listed Construction Materials. Specifically Listed Construction materials consists of metals other than iron and steel (non-ferrous metals), lumber, composite building materials, and plastic and polymer-based pipe and tube (e.g., PVC pipe).**
- Housing Caveat CPD Notice 25-01
- HUD found that single-family housing is not considered infrastructure

# State Reporting Compliance

- State Audit
- Report of Local Government Finances
- Government Management Indicators (GOMI) Survey

“Within six (6) months of award, the local government must submit evidence of compliance with this requirement. The City will be prevented from drawing down funds whenever it is noncompliant with State reporting requirements.”



# Water & Sewer Rate Survey

## Water & Sewer Rate Survey

Provide survey data to DCA & University of Georgia's Carl Vinson Institute of Government. Certify participation in survey throughout the award period.

1. Estimated number of connections
2. Estimated service population
3. Operating revenue
4. Operating expenses
5. Average Household size (ACS data)
6. Median Household Income (ACS data)
7. Poverty rate (ACS data)

# Drainage Special Condition

- The Recipient's engineer must certify conformance with the Georgia Stormwater Management Manual, Minimum Standard in its evaluation of potential downstream impacts.
- Recommended by Engineer due to property damage complaints from downstream property owners.
- Provide a certification statement from the project engineer.

# Building Special Conditions

Continued Use Statement (**Change of Use of Real Property 24 CFR 570.489(j)**)

- Provide statement with verbiage from Special Condition certified by CEO on letterhead

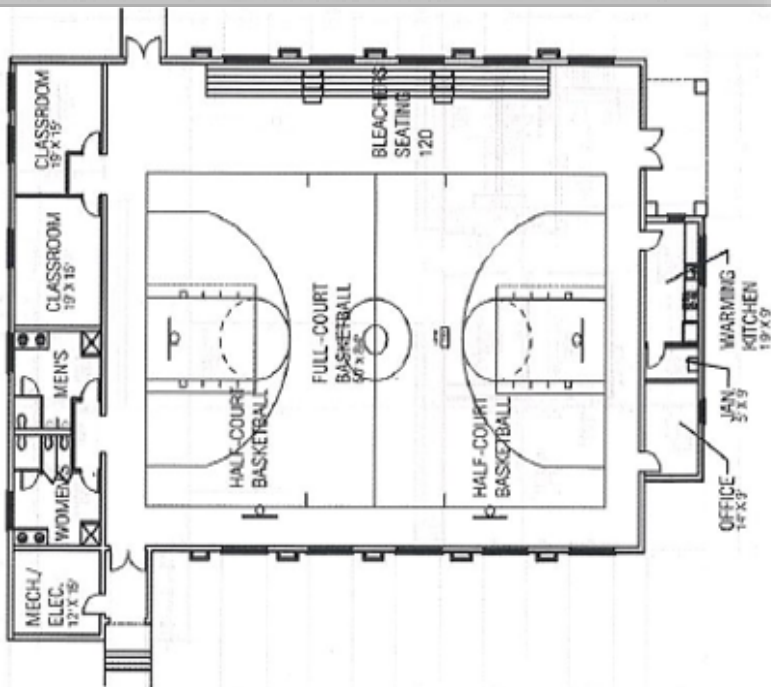
Floorplan

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

PLAN APPROVAL BLOCK: JANUARY 13TH, 2022

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

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



# Radon

- In instances where radon testing cannot be conducted until after the environmental review record is certified, the Recipient must submit for DCA's review and written approval a certification, signed by the chief elected official, stating that required radon testing will be completed post environmental certification. Should radon testing determine indoor air radon levels are at or above 4 pCi/L, the Environmental Review Record (ERR) must include a mitigation plan compliant with HUD's Notice CPD-23-103. When testing demonstrates that radon levels within the building are below 4 pCi/L, mitigation is not required. Subsequently, the ERR must then be updated with the radon evaluation and include proof of any required mitigation once completed.



# Conflict of Interest

Recipients' Manual, page 12 - 15

- 24 CFR Part 570.489 (h)
- Exception request documentation
  - Description of how the potential COI was disclosed
  - Proof of Public Disclosure – agenda & meeting minutes
  - A map showing the location of any target area property indicated in the potential conflict of interest
  - 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
  - An explanation of the extent of involvement of covered persons with any votes or discussion of the grant. Officials should abstain from any involvement as soon as any COI is foreseen.

# COI Continued


## Factors to be addressed:

1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
2. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
3. Whether the affected person has withdrawn from his or her function or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
4. Whether the interest or benefit was present before the affected person was in a position as described in a position to participate in the decision-making process or gain inside information with regard to CDBG activities
5. Whether undue hardship will result either to the participating jurisdiction or to the person affected when weighed against the public interest served by avoiding the prohibited conflict;
6. Any other relevant considerations presented to DCA.

# eCivis

- Special conditions must be submitted in eCivis.
- However, until the award package is returned and accepted. The award dashboard will not be available.

## Welcome to the Portal



This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Please enter your username.

Please enter your password.  
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

Don't have an account?

Create an account

**eCivis Grants Network user?**  
Use your existing login above and the Grants Network® Login button.

# Recipient Award Dashboard

[My Awards](#)  
[My Profile](#)

## Award Dashboard

Award Detail

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

Subrecipient: City of Springfield

Project: Emergency Generator Preparedness

Approval Date: 04/02/2020

Approved amount: \$126,000.00 [+](#)

Total Federal Award: \$126,000.00

Total Non-Federal Award: \$0.00

Total Match: \$72,000.00

Performance period: 04/30/2020 - 06/30/2021

Program: Homeland Security Disaster Program

Award ID: abc12345

EIN: 123456789

Quarterly & Accomplishment

Draw Requests

Extensions, Amendments, De-obligation

Pending Tasks

Assigned Tasks: Special Conditions

Show 10 entries

Search:

Task Type	Due Date	Actions
Financial Report Request	06/30/2020	<a href="#">⋮</a>
Activity Report Request	06/30/2020	<a href="#">⋮</a>
Financial Report Request	09/30/2020	<a href="#">⋮</a>
Activity Report Request	09/30/2020	<a href="#">⋮</a>



# Pending Tasks

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

The screenshot displays the 'Award Dashboard' interface. At the top, there's a header with the title 'Award Dashboard' and a row of buttons: 'Award Detail', 'View Budget', 'View Goals', 'View Files', 'Submit Financial Report', 'Submit Activity Report', and 'Request Grant Amendment'. Below this, the 'Award Detail' section provides information about the award, including the Subrecipient, Project, Award Status (AwarDED), Approval Date (10/16/2019), Approved amount (\$750,000.00), Total Federal Award (\$750,000.00), Total Match (\$0.00), and Performance period (10/16/2019 - 10/16/2021). The 'Pending Tasks' section below shows a table with one entry: 'Special Condition #7 - Draw Downs' with a due date of 10/01/2021. An 'Actions' menu is visible for this task, and a red box highlights the 'Create Task Response' button.


**Award Dashboard**

**Award Detail** View Budget View Goals View Files Submit Financial Report Submit Activity Report Request Grant Amendment

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

**Pending Tasks**

Show 10 entries Search:

Task Type	Due Date	Actions
Special Condition #7 - Draw Downs	10/01/2021	

Showing 1 to 1 of 1 entries

Create Task Response

# Pending Tasks/ Special Condition

Award Detail

Back to Award Detail

CDBG 2019 Annual Competition Awarded

Awarded by: Georgia Department of Community Affairs

Approved amount: \$750,000.00

Match type:

Performance period: 10/16/2019 -10/16/2021

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

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

Subrecipient Response: \*

Warning!

Are you sure you are ready to submit this task response?

CancelOK

8000 characters remaining

Task Files

Please upload any files necessary for your task.

Upload File

Show 10 entries

Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

PreviousNext

Submit TaskCancel

# Special Condition Clearance

Georgia Department of <b>Community Affairs</b> 60 Executive Park South, N.E. Atlanta, Georgia 30329		ADJUSTMENT NOTICE	
Award Serial No. <u>BF6334</u> Adjustment No. <u>02</u> Award No. <u>23p-x-003-2-6334</u>			
Recipient <u>Alma, City of</u>			
Co-Recipient _____			
Type <u>CDBG - Public Facility</u>			
Project <u>CDBG - Community Development Block Grant: Public Facility</u>			
<b>TO THE RECIPIENT:</b>			
Pursuant to your request of <u>2/8/2024</u> the following amendment or other change in the above award program is approved, subject to such conditions or limitations as may be set forth below.			
<b>NATURE OF ADJUSTMENT:</b>			
<input type="checkbox"/> New Activity	<input checked="" type="checkbox"/> Special Condition Compliance		
<input type="checkbox"/> Decrease in Scope	<input type="checkbox"/> Change in Award Period		
<input type="checkbox"/> Change in Target Area	<input type="checkbox"/> Error Correction		
<input type="checkbox"/> Budget Revision	<input type="checkbox"/> Acceptance of Final Report		
<input type="checkbox"/> Change in Award Amount	<input type="checkbox"/> Other (see below)		
Special Condition number 3 is cleared. Funds are available for drawdown.			
Georgia Department of Community Affairs			
Date: <u>February 26, 2024</u>		<u><i>Kenneth A. Carter</i></u> Division Director	

- Grant Adjustment Notice (GAN)
- Placed in external files section of the task



- Resources:
- Quarterly Reporting Instructions & Forms - <https://dca.georgia.gov/financing-tools/infrastructure/community-development-block-grants-cdbg/compliance-administration>
- -Appendix III – GrAAM Job Aids
- <https://dca.georgia.gov/financing-tools/infrastructure/community-development-block-grants-cdbg/annual-cdbg-competition/cdbg>
- -ECivis Video Library:
- <https://www.gotostage.com/channel/ecivis>
- Kathleen Vaughn:
- (404)679-0594  
[Kathleen.Vaughn@dca.ga.gov](mailto:Kathleen.Vaughn@dca.ga.gov)