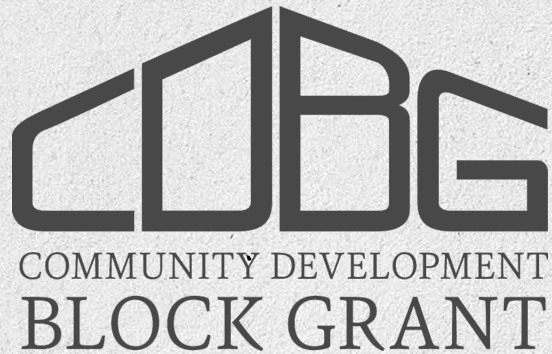


# Preparation to Performance

## Ensuring CDBG Success



**Brenda Wade**

Grants Administration Manager



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Deputy Director & Planning Director



**2025 CDBG Summit – Macon, Georgia**  
**October 6, 2025**



# Introduction



## **Southwest Georgia Regional Commission**

Brief overview of (SWGRC) and history of successful CDBG projects



## **Purpose of Presentation**

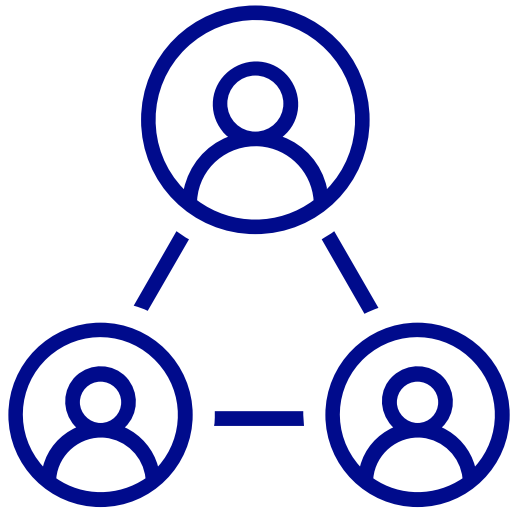
Highlight readiness and execution strategies



## **What Attendees Will Gain**

Practical steps & lessons learned





## Regional Planning & Development Partner for 14 Counties

**Mission:** To serve our local governments by providing collaborative, progressive leadership and professional technical services.

### Services include:

- Grant Writing & Administration
- Planning (land use, housing, transportation, environment)
- Community & Economic development
- Geographic Information Systems (GIS)



# SWGRC & CDBG Success

## Track Record of Success

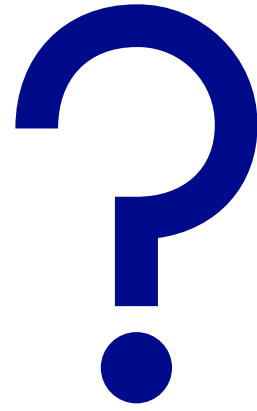
- \$14,313,707 secured in CDBG funding for member communities in FY 2023-2025
- Projects Include:
  - Water & sewer system upgrades (Sasser, GA)
  - Health & community centers (Grady County)

## Impact

- Improved quality of life for residents
- Projects consistently meet compliance & timeliness benchmarks







# Part I: Readiness

Why Readiness Matters

Readiness Checklist

Procurement Readiness

# Why Readiness Matters





# Readiness Checklist

## Compliance Foundation

- QLG status: Comp Plan & Service Delivery Strategy
- Finance & Audit reports current
- DUNS & SAM registration active

## Project Preparation

- Identify projects early (“shovel-ready” bonus) to demonstrate need
- Collect surveys, maps, photos, cost estimates
- Secure council/board resolutions

## Timeliness & Eligibility

- Meet drawdown benchmarks for prior awards
- Clear all Special Conditions

Compliance

Credibility

Readiness

## DCA Compliance Requirements



The Community Development Block Grant is available to eligible applicants.

Eligible applicants are units of general local government, excluding metropolitan cities, urban counties, and units of government eligible to participate in the urban counties or metropolitan cities programs of the U.S. Department of Housing and Urban Development.

Eligible applicants selected for funding will be those having the greatest need as evidenced by poverty and per capita income and whose applications most adequately address the needs of low- and moderate-income persons and have the greatest impact.

The Service Delivery Act (HB 489) Governments must have a adopted DCA approved Service Delivery Strategy that defines the delivery of local governments' services and promotes efficient, effective services without duplication.

The Service Delivery Act (SDS) and Qualified Local Government (QLG)/Comprehensive Planning Those local government applicants that are not in compliance with the Service Delivery Act (including having the proposed CDBG project covered in the Service Delivery Strategy) and QLG/ Comprehensive Planning as of April 4, 2025, will not be eligible to receive funding.

The proposed CDBG Project must be covered in Service Delivery Strategy State law requires that all projects funded are consistent with the community's adopted Service Delivery Strategy (O.C.G.A. §36-70-20). The appropriate citation of the Strategy along with attachments and clear service area maps should be included in the application, along with a signed certification that the project is consistent with the Strategy from the Chief Elected Official. Clear and legible maps should include the project area, or facility, in relation to the approved service area for that activity.

Government Management Indicators Survey This survey collects data on local government operations, including financial management practices, service delivery arrangements, public facilities provided, and planning efforts. This information is helpful in identifying trends in local government operations. As such the data can be useful to state level policy makers and researchers, as well as local governments themselves.

Georgia DCA Local Government Finance Report Georgia law requires local governments to submit an annual Report of Local Government Finances (RLGF) to the Department of Community Affairs (DCA). These reports provide important information, used by state and local government policy makers to better understand and evaluate local government operations and service delivery strategies.

Report of Local Government Finance and Government Management Indicators Survey (GOMI) Applicants must be in compliance with these reporting requirements by April 4, 2025, in order to be eligible for award.

Local Government Audit Act Applicants must be in compliance with the Local Government Audit Act (O.C.G.A. §81-7) by April 4, 2025, in order to be eligible for award. CA will check for compliance status on April 4, 2025 to determine eligibility for funding.

DUNS Number/SAM Registration As a reminder, your local government must have a DUNS number and a current SAM registration (valid through April 4, 2025) in order to be eligible for award.

assistance programs. Local governments overdue in submitting data from the Georgia Department of Community Affairs until April 4, 2025, for more information about these compliance requirements.



## Unlocking Community Potential

### Explore CDBG Funding

Communities are constantly searching for innovative ways to fund essential projects that enhance the quality of life for their residents. The Community Development Block Grant (CDBG) program offers a valuable resource to help make these aspirations a reality.



Drainage Improvements, Sasser, GA (above), Sewer System Improvements, Sasser, GA (top circle), Health Center, Grady County (bottom circle)

### Application Due Date

Applications are due Friday, April 4, 2025, but communities would be wise to get an early start. Bonus points are given to communities that are prepared to begin construction activities shortly after the grant award.

### Applicants may apply for:

- Single-Activity Project  
— Up to \$1,000,000
- Multi-Activity Project  
— Up to \$1,250,000
- Regional Cooperation Project  
— Up to \$2,000,000

### Local Match Requirements:

- Grants up to \$300,000 or grants for single-activity housing projects  
— 0% local matching funds required
- Grants of \$300,001 to \$750,000  
— 5% local matching fund required (\$750k project → \$22,500 match)
- Grants of \$750,001 to \$1,000,001  
— 10% local matching funds required (\$1M project → \$47,500 match)
- Grants of more than \$1,000,001  
— 10% local matching funds required (\$1.5M project → \$122,500 match)

### Ready to Explore CDBG?

If your community is seeking funding for projects that improve the lives of its residents, CDBG may be the answer. Contact us today if you have a project identified. If not, you have until January 27, 2025 to contact us with your project. Call us today to learn more about CDBG eligibility and application requirements.

Brenda Wade  
bwade@swgrc.org  
229.522.3552 (ext. 105)



For more information about the Community Development Block Grant (CDBG) program, please scan the QR code ▶



All local governments must be in compliance with DCA (Department of Community Affairs) Requirements. See Details on Back ▶

### Key Considerations

Impact All CDBG funded projects must demonstrate a significant (at least 70%) benefit to low- and moderate-income residents.

Eligibility Communities that receive CDBG funding in one year are typically ineligible for the following year, with the exception of "PlanFirst Communities."

**\$40,000,000**

The total funding for FY 2025 for Georgia CDBG is approximately 40 million dollars.

Southwest Georgia Regional Commission

**swgrc**  
serving local communities



# Procurement Readiness

## Why Procurement Matters

- Sets the stage for project execution
- Required first step after award

## Vital Requirements

- Public advertisement for Engineer/Architect
- Competitive, transparent selection process
- Follow federal & state procurement rules

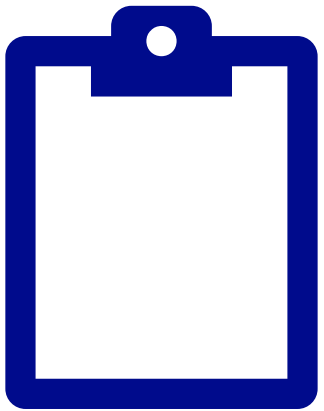
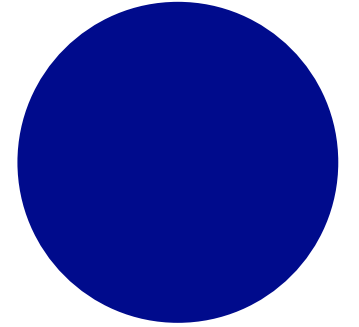
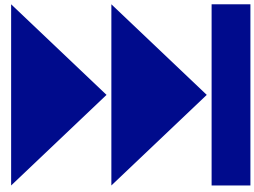
## Best Practices

- Document every step of the process
- Avoid conflicts of interest
- Keep all parties in the loop for approvals



*Procurement is one of the first major steps after receiving a CDBG award, and it sets the tone for the rest of the project. If you start off strong and compliant, everything else flows more smoothly.*





Surveys

Match Commitments

From Award to Performance

Lessons Learned & Best Practices

Conclusion

## Part II: Execution





# Surveys

## Why Surveys Matter

- Document community need & eligibility
- Required to demonstrate LMI benefit

## Best Practices

- Train staff/volunteers to ensure accuracy
- Maximize participation: in-person, mail, door-to-door, social media, etc.
- Protect confidentiality of respondents

## Using Results

- Strengthen the application with solid data
- Justify project scope, funding level, and provide baseline for outcomes





# Match Commitments

- **Overview of match requirements**
  - (0%–15% depending on project size)
- **Importance of resolutions & council approvals**
- **Tips for documenting commitments**





# From Award to Performance

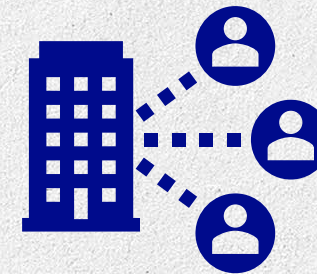
## Immediate Steps After Award

- Clear all special conditions (resolutions, etc.)
- Finalize engineering/architectural design and submit for review
- Hold project kickoff meeting with partners



## Mobilizing the Project

- Develop detailed work plan & timelines
- Secure permits, easements, and rights-of-way
- Advertise & award construction contracts



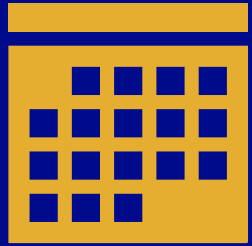
## Maintaining Momentum

- Regular check-ins with project manager
- Track budgets, drawdowns, & reporting deadlines
- Communicate progress with elected officials & the community





# Lessons Learned & Best Practices



## Start Early

- Readiness drives competitiveness
- “Shovel-ready” projects gain bonus points



## Engage Local Leaders

- Council & community buy-ins is critical
- Resolutions show commitment



## Stay Organized

- Maintain clear documentation
- Track compliance deadlines & reporting



## Communicate Often

- Regular updates with project managers
- Keep officials & residents informed



## Think Long-Term

- Build capacity for future grants
- Each successful project strengthens eligibility





# Conclusion & Contact

## Takeaways

- Start early & stay compliant
- Engage leaders & the community
- Keep communication strong throughout the project



*Throughout execution, communication is the glue that holds everything together — with your partners and with your residents.*



**Barbara Reddick**

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Planning Director

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Manager

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## Questions?

We're here to support communities in making CDBG projects a success.

