



Successfully Implementing the Project: Public Facilities

Cindy Alligood

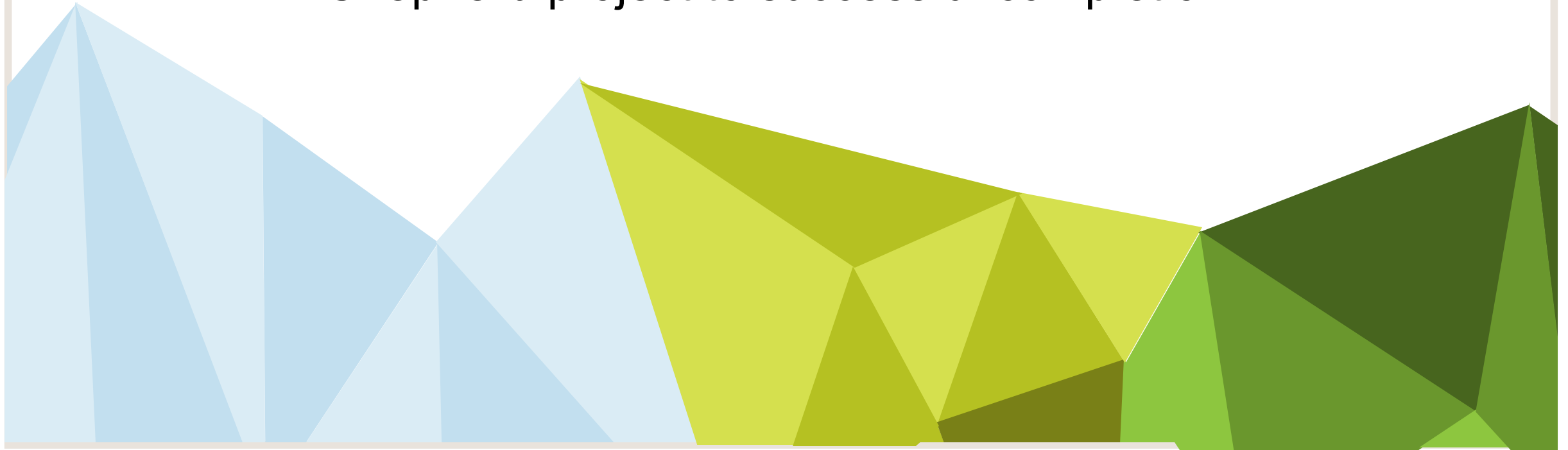
Next Steps After Award

- ☐ The Role of the CDBG Representative
- ☐ Start-Up Site Visit
- ☐ Goal Sheet Schedule
- ☐ Ongoing Monitoring Visits
- ☐ Grant Amendments
- ☐ Program Reminders and Updates
- ☐ Administrative Guidelines



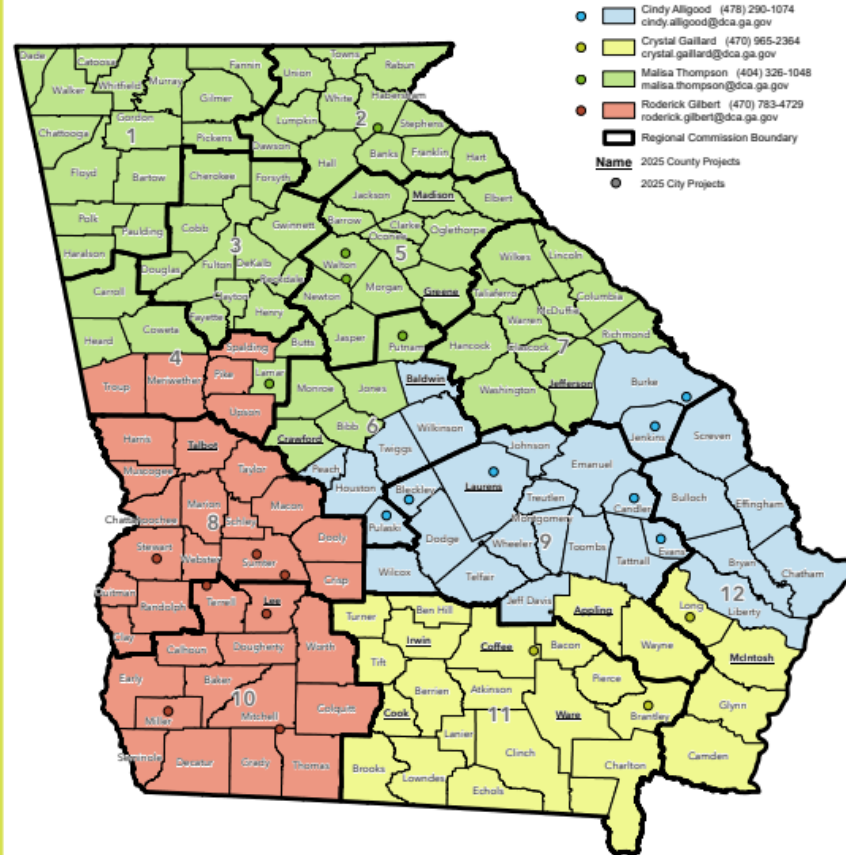
The Role of the CDBG Representative

- ❑ Provide Technical Assistance
- ❑ Keep Project Moving Forward
- ❑ Ensure Compliance with Applicable Regs
- ❑ Shepherd project to successful completion



Office of CDBG Field Services Field Service Representatives

Georgia Department of Community Affairs



Pamela Truitt, Manager, CDBG Compliance and Field Services
(404) 977-3326
pam.truitt@dca.ga.gov

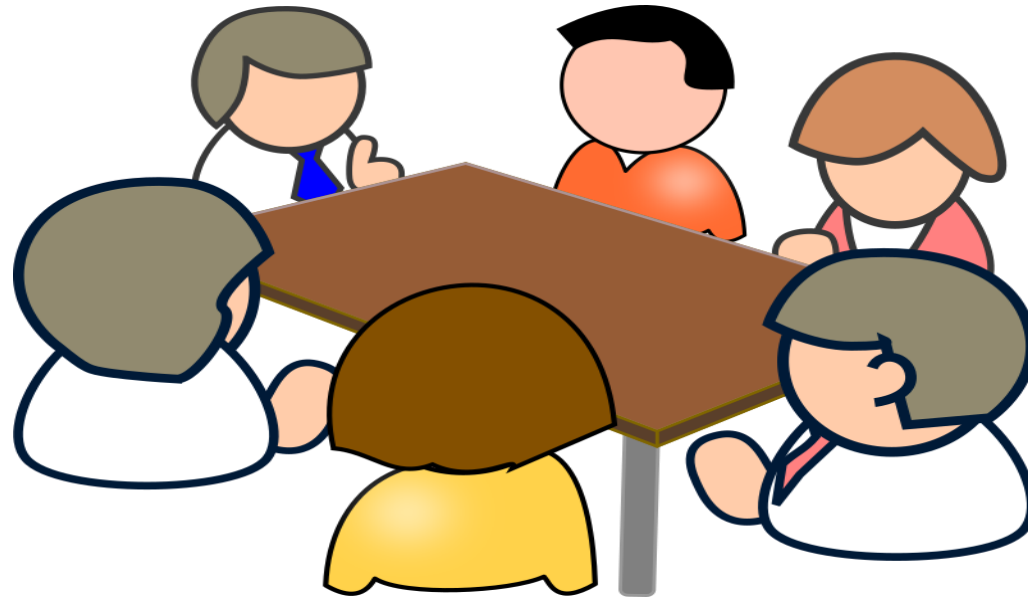
For additional information:
<https://dca.georgia.gov/funding-blocks/infrastructure/community-development-block-grants-cdbg>



GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS
August 2025

Monitoring Your Award

- ❑ Start Up Visit – Before November 6, 2025
- ❑ Award Date – October 6, 2025



Who Should Attend the Start Up Meeting?

- ☐ Chief Elected Official (or someone from his/her staff)
- ☐ City or County Clerk
- ☐ Finance Director
- ☐ Grant Administrator
- ☐ Engineer or Architect
- ☐ Program Director (building)
- ☐ Public Utilities Director (infrastructure)
- ☐ City or County Attorney (if acquisition is involved)

What to Expect at the Start-Up Meeting?

- ☐ Surveys of beneficiaries will be checked for accuracy - Please have them available and complete
- ☐ Roles of all involved will be discussed
- ☐ Start Up Checklist – Expectations from DCA
- ☐ Goal Sheet Schedule



Start Up Checklist

- ☐ Grant Award Package
- ☐ Financial Management/Audits
- ☐ Budget discussion
- ☐ General and Special Conditions
- ☐ Administration
- ☐ Environmental – Historic/Floodplains/Wetlands
- ☐ Beneficiaries/Fair Housing/Civil Rights/Section 3

Goal Sheet

- ❑ Example of Goal Sheet Schedule

TIMELINESS REQUIREMENTS & DEADLINES			
2025 CDBG GRANTS			
GOAL SHEET			
Activity	Responsibility	Planned Date	Actual Date
Grant Award			10/6/2025
Start-up Meeting (no later than November 6, 2025)	Local Gov./ Administrator/ Engineer (Architect) /DCA Rep		
Post Award Public Hearing (no later than December 6, 2025)	Local Gov./Administrator		
Clear all Special Conditions (no later than April 6, 2026)	Local Gov./ Administrator		
Environmental Release of Funds (no later than April 6, 2026)	Local Gov./Administrator		
Design Work Completed (no later than July 5, 2026)	Engineer(Architect) /Local Gov		
Acquisition Completed (no later than October 6, 2026)	Local Gov./Attorney/ Engineer (Architect)/ Administrator		
Advertise for Bids on GPR (no later than January 6, 2027)	Engineer (Architect)/Local Gov/Administrator		
Bid Opening	Engineer (Architect)/Local Gov/Administrator		
Recommendation of Award	Local Gov./Attorney/ Engineer (Architect)/ Administrator		
Preconstruction Conference	Local Gov./ Administrator/ Engineer (Architect) /DCA Rep/Contractor		
Start of Construction (no later than April 26, 2027)	Local Gov/ Contractor/ Administrator		
All Funds Expended (no later than October 6, 2027)	Local Gov/ Contractor/ Administrator		
Public Hearing & Closeout	Local Gov/Administrator		

Goal Sheet Schedule

- ☐ **Start – Up Meeting** (No later than Nov 6, 2025)
City/Administrator/Engineer/DCA Rep
- ☐ **Post Award Public Hearing** (no later than December 6, 2025)
City/Administrator)
- ☐ **Clear all Grant Award Conditions** (no later than April 6, 2026)
City/Administrator
- ☐ **Environmental Release of Funds** (no later than April 6, 2026) City/Administrator
- ☐ **Design Work Completed** (no later than July 5, 2026)
Engineer/City

Goal Sheet Schedule

- ☐ **Acquisition Completed** (no later than October 6, 2026) City/City Attorney/Engineer/Administrator
- ☐ **Advertise for Bids on GPR** (no later than January 6, 2027) Engineer/City/ Administrator
- ☐ **Bid Opening** - Engineer/City/ Administrator
- ☐ **Recommendation of Award** - City/Engineer/City Attorney/Administrator
- ☐ **Pre-construction Conference** - City/Admin./DCA Rep/Eng./Contractor

Goal Sheet Schedule

- ☐ **Start of Construction** (no later than April 6, 2027)
City/Contractor/ Administrator
- ☐ **All Funds Expended** (Two years from the date of award –
October 6, 2027) City/Contractor/ Administrator
- ☐ **Public Hearing and Close Out** - City/Administrator



Goal Sheet Schedule

- ☐ Keep your Goal Sheet Schedule easily accessible for the life of the project
- ☐ Update as needed
- ☐ It's a very easy way to determine whether your project may be falling behind



Ongoing Monitoring – After Award

- ☐ CITIZEN PARTICIPATION - Public Hearings
 - ☐ Prior to application submission (“pre-award PH”)
 - ☐ Within 60 days of Grant Award Date (“post-award PH”)
 - ☐ At time of Project Completion (“close-out PH”)
 - ☐ Plus a PH only if CDBG program is substantially amended
 - ☐ If project is in LEP community, check for requirements.



Ongoing Monitoring – After Award

LEP Requirements can be checked at the following website:
[Data.census.gov](https://data.census.gov/tables/s/1601/) (form S1601)



Ongoing Monitoring

- ☐ PROCUREMENT

- ☐ Administration

- ☐ Engineer / Architect

- ☐ Construction Contract – Requires advertisement in 3 locations (Section 3 & BABA verbiage)

Ongoing Monitoring

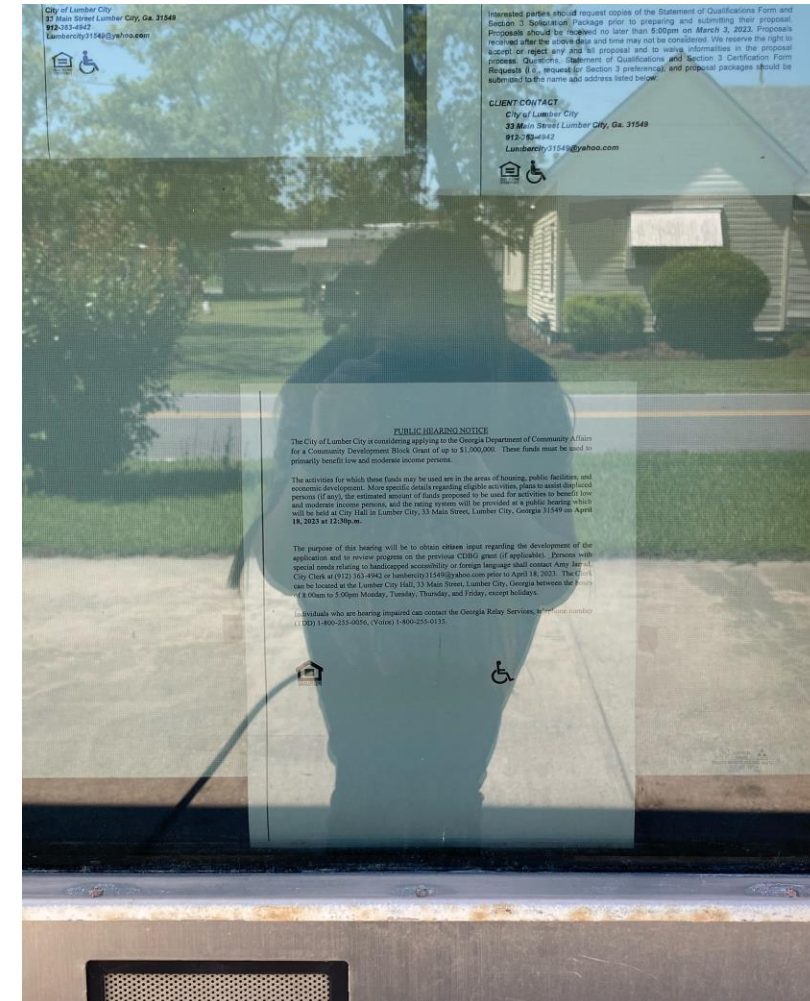
☐ Construction Contract Advertising

Should be advertised on the local government web site and/or by publishing it in the applicant's "legal organ," along with posting the opportunity at any of the following, for a total of 3 locations: A) city hall/county courthouse; B) most widely distributed newspaper; C) Local GA Department of Labor office and/or Local Workforce Board office; D) local DFCS office; E) local Public Health department; F) local Housing Authority management office. If the contract will be for more than \$100,000 it must be advertised on the Georgia Procurement Registry

- Ensure BABA requirements are included

Ongoing Monitoring

- ❑ Example of Photo of Advertisement Posted at City Hall



Ongoing Monitoring

- ☐ FHEO

- ☐ Section 504 - Meeting Location Checklist

- ☐ Access to Services

- ☐ All Efforts to Affirmatively Further Fair Housing

- ☐ Section 3

- ☐ Be Sure to Request A List of Initial Employees

- ☐ Environmental Review

Ongoing Monitoring

- ☐ LABOR STANDARDS

- ☐ All Payrolls

- ☐ Other Deduction Forms

- ☐ Employee Interviews

- ☐ Authorized Signature Forms

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



U.S. Wage and Hour Division
Rev. Dec. 2008

OMB No.: 1235-0008
Expires: 04/30/2021

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ ADDRESS
PAYROLL NO. 30 FOR WEEK ENDING 06/20/2023 PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING DEDUCTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 6.5(a). The Copeland Act (40 U.S.C. § 3146) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.3(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 35 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 53602, 200 Constitution Avenue, N.W., Washington, D.C. 20540.

Ongoing Monitoring

❑ Example of Other Deductions Form

DocuSign Envelope ID: E70C15F2-D013-4A52-BA14-F05932DAC841

OTHER DEDUCTIONS

AUTHORIZATION TO MAKE OTHER DEDUCTIONS

I, [REDACTED], hereby authorize my employer, [REDACTED], to make the below described deductions which are permitted under 29 CFR, Part 3, without separate approval of the Secretary of Labor, from wages earned while employed on the following project:

PROJECT NUMBER: [REDACTED]

PROJECT NAME: [REDACTED]

PROJECT LOCATION: [REDACTED]

These deductions are voluntary and are listed below:

1. Dental Ins. \$19.81	6. _____
2. Vision Ins. \$4.64	7. _____
3. Life Ins \$2359	8. _____
4. Short Term \$4.52	9. _____
5. _____	10. _____

DocuSigned by: [REDACTED]

Employee Signature [REDACTED] Witness [REDACTED]

8/3/2023 Date 8-3-23 Date

Ongoing Monitoring

Example of Employee Interview

Record of Employee Interview			U.S. Department of Housing and Urban Development Office of Labor Relations		OMB Approval No. 2501-0009 (exp.01/31/2021)	
<small>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential.</small>						
1a. Project Name [REDACTED]		2a. Employee Name [REDACTED]				
1b. Project Number [REDACTED]		2b. Employee Phone Number (if any) [REDACTED]				
1c. Contractor or Subcontractor (Employer) [REDACTED]		2c. Employee Home Address & Zip Code [REDACTED]				
3a. How long on this job? About a month		3b. Last date on this job before today? 2/14/2023		3c. No. of hours last day on this job? around 10 or 11		
4a. Hourly rate of pay? 18.00		4b. Fringe Benefits? Vacation Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Medical Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Pension Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		4c. Pay stub? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
5. Your job classification(s) (list all) --- continue on a separate sheet if necessary Operator - Excavator - Dumptruck						
6. Your duties Site work						
7. Tools or equipment used excavator - Roller						
8. Are you an apprentice or trainee? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		10. Are you paid at least time and 1/4 for all hours worked in excess of 40 in a week? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
9. Are you paid for all hours worked? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		11. Have you ever been threatened or coerced into giving up any part of your pay? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
12a. Employee Signature [REDACTED]		12b. Date 2-15-23				
13. Duties observed by the interviewer (Please be specific.)						
14. Remarks Digging trench for pipes						
15a. Interviewer name (please print) [REDACTED]		15b. Signature of Interviewer [REDACTED]		15c. Date of interview 2-15-2023		
Payroll Examination						
16. Remarks						
17a. Signature of Payroll Examiner [REDACTED]		17b. Date 2-15-2023				

Form HUD-11 (03/2019)

Ongoing Monitoring

☐ Example of Authorized Signature Form

Authorization to Sign Certified Payrolls
(If not signed by business owner)
City of [REDACTED]
FY 2023 CDBG Sewer System Improvements
Name of Contractor

I, [REDACTED] authorize [REDACTED] to sign certified
Business Owner Authorized Person to Sign Payrolls
payrolls for [REDACTED]. I fully understand that the willful falsification of any or all
information on [REDACTED] submitted certified payrolls may subject the contractor or
subcontractor to civil or criminal prosecution (see Section 1001 of Title 18 and Section 231 of Title 31 of
the United States Code). This statement is at the bottom of the certified payroll signed each week. The
business owner acknowledges he has seen this statement.

Signed,
[REDACTED]
Signature (Business Owner)
[REDACTED]
Printed Name (Business Owner)

Ongoing Monitoring

- ❑ FINANCIAL MANAGEMENT

- ❑ Quarterly Reports
 - ❑ Bank Statements
 - ❑ Invoices
 - ❑ Bank Registry showing receipts and disbursements in chronological order (i.e. CDBG Checkbook)

1					
2					
3					
4	Sample Project				
5	CONTRACT BUDGET SPREADSHEET				
6	Grant Administrator	Contract Amount	Invoice No.	Date	Amount Paid
7	CDBG Funds	45,000.00			Balance
8			1	1/6/2023	45,000.00
9			2	7/6/2023	20,000.00
10					15,000.00
11	Total Payments				20,000.00
12	Engineer	Contract Amount	Invoice No.	Date	Amount Paid
13	Local Funds	146,909.00			Balance
14			9819	12/31/2021	146,909.00
15			10030	2/28/2022	4,890.00
16			10169	3/17/2022	142,019.00
17			10217	4/29/2022	130,594.00
18			10335	5/12/2022	117,554.00
19			10440	6/16/2022	52,914.11
20			10611	8/31/2022	64,639.89
21			10706	10/26/2022	4,200.00
22			10856	11/16/2022	60,439.89
23			11035	1/17/2023	44,074.11
24			11132	2/22/2023	960.00
25			11205 & 11279	4/13/2023	1,750.00
26			11370	5/26/2023	300.00
27			11465	6/27/2023	41,064.11
28					2,235.00
29					38,829.11
30					33,879.11
31					29,265.41
32					25,065.41
33					19,000.01
34	Total Payments				127,908.99
35	Construction	Contract Amount	Invoice No.	Date	Amount Paid
36	CDBG Amount				Balance
37	\$1,766,286.55		Pay Request #1	3/8/2023	705,000.00
38	Change Order #1 - (\$111,500.00) = \$1,654,786.55		Pay Request #2	4/24/2023	599,736.00
39			Pay Request #3	5/8/2023	252,888.24
40			Pay Request #4	6/23/2023	44,904.36
41					-
42					
43					
44	Total Payments				705,000.00
45	Local Amount				Balance
46	\$911,000.00		Pay Request #4	6/23/2023	911,000.00
47			Pay Request #5	8/22/2023	408,238.07
48					79,828.20
49					
50					
51	Total Payments				831,171.80
52	CASH MATCH & LEVERAGE				
53					Balance
54	Engineer	Engineering Fees	Cash	127,908.99	1,068,909.00
55	Construction Co	Construction	Cash	831,171.80	
56	Engineer	PER	Donated	5,000.00	
57	Admin	Grant Prep	Donated	5,000.00	
58	County	Audit	Cash	1,000.00	
59					
60	Total Payments			970,080.79	

Ongoing Monitoring

- ❑ UNIFORM ACT COMPLIANCE – If any Acquisition is required to complete the project
- ❑ HOUSING – IF APPLICABLE
- ❑ CASH MATCH/LEVERAGE – Completed prior to the final draw down or balance goes below 10%.



Ongoing Monitoring

☐ Example of Cash Match and Leverage Verification Form

Cash Match Verification/Leverage Assessment

Recipient: _____ Grant No: _____

Match Amount Required: _____

Match Amount Verified: _____

Leverage Required: _____

Leverage Contributed to Date: _____

Date Match/Leverage Reviewed: _____

How Verified/Assessed: _____

Recommendation for Final Draw: Yes No

☐ Amount still required is obligated under the following contracts:

Local construction amount still owed: \$ _____

Local architect / engineer amount still owed: \$ _____

Local administration amount still owed: \$ _____

Assessment of Status of Leverage: _____

Signature of Program Representative

Route to: (1) Grants Consultant; (2) Grant file

Instructions: This form is to be prepared prior to a grantee's final draw request. It is to be used to **verify** the required cash match and to **assess** the status of committed leverage funds. Leverage can be assessed by reviewing leverage funds contributed to date and estimating leverage funds to be contributed based on contracts, project schedules, and type of grantee in-kind contributions. Final **verification** of leverage must be done at the closeout site visit. Under "Assessment of Status of Leverage" above, please indicate whether meeting anticipated leverage requirements is expected to be an issue for the grantee.

Ongoing Monitoring

❑ CLOSE OUT -

- Final Public Hearing documentation
- Final Quarterly Report
- Final Wage Compliance Report
- Actual Accomplishments form
- Surveys & Beneficiary Data



Ongoing Monitoring

- ❑ Close out monitoring will result in “Conditional Closeout” Letter
- ❑ After audit requirements satisfied, you will receive “Final Closeout Letter”
- ❑ Retention of Records (Ch. 1, Section 10)
- ❑ Retain for at least 3 years after Final Closeout Letter



Managing the Award

GrAAM/ eCivis



- ☐ Special Conditions
- ☒ Activity Reports/
Accomplishments
- ☐ Financial Reports/Draws
- ☒ Extensions/ Budget
Amendments/ Scope Reductions
- ☒ De-obligation Requests



CDBG.Biz



- ☐ Requests for Release of Funds
- ☐ Wage Determinations & Add'l
Classifications
- ☐ Contractor Clearance
- ☐ Notice of Contract Action
- ☐ Sole Source Requests

Activity Reports

- ☐ Used for Quarterly Reporting
- ☐ The reporting period deadlines are:
 - ☐ January – March (due April 30)
 - ☐ April – June (due July 31st)
 - ☐ July – September (due October 31)
 - ☐ October – December (due January 31)
- ☐ The first quarterly report for a grant should cover the first full quarter after the award date.
- ☐ Attach the CDBG Contracts and Accomplishments Report form to report any contracting and Section 3 activity, leverage, and accomplishments.

Activity Reports

- Reporting period should reflect the quarter the Recipient is reporting on.
- Enter the following information the “Report Narrative” field:
 - Identify the report number
 - Provide a brief narrative description of work in progress during the reporting period. Amount of funds expended per line item.
 - Provide a brief narrative description of all other supporting efforts that have begun, been partially implemented, or completed during this period.
 - If applicable, information concerning problems encountered or are anticipated that may impact the project as originally proposed in the grant application. If applicable, indicate “final” activity report and indicate that no other accomplishment / activity reports are due until the Final Financial Report.

The screenshot displays a web-based form for submitting an Activity Report. At the top right, there is a user profile icon and a 'Log out' link. The main heading is 'Activity Report'. Below this, the 'Award Detail' section includes a 'Back to Award Detail' button and information about the 'CDBG 2020 Annual Competition' (marked as 'Awarded'), awarded by the Georgia Department of Community Affairs, with an approved amount of \$750,000.00 and a performance period from 10/16/2020 to 10/16/2022. The 'Activity Report' section features a 'Reporting Period' field with a yellow asterisk indicating it is required. Below this is a text area for the 'Report Narrative', also marked with a yellow asterisk. A rich text editor toolbar is visible above the narrative text area, containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and link. A prompt below the toolbar states: 'Please develop your narrative below including key metrics, and other pertinent details.'

Activity Reports

- Enter Accomplishments, if applicable
- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.
- "Submit Report"

Activity Report Metrics

Please enter metrics to describe progress on your goals.

Job Creation:	<input type="text" value="0.00"/>	(1000.00)
Job Retention:	<input type="text" value="0.00"/>	(1000.00)
Port TDUx:	<input type="text" value="0.00"/>	(1000.00)
Private Investment:	<input type="text" value="0.00"/>	(1000000.00)

Enter program outcomes/accomplishments using the Activity Report Metrics fields.
(Note: these entries may not be required by all programs)

Activity Report Files

Please upload any files necessary for your activity report.

[Upload File](#)

Showing 10 of 0 entries

File Name	File Size	Actions
No files are available for download.		

Showing 1 to 0 of 0 entries

Previous Next

Click the Submit Report button once all entries have been made.

[Submit Report](#) [Cancel](#)

Award Activities

Showing 10 of 2 entries

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial report	03/06/2021 - 04/01/2021	Rick Thompson	04/06/2021	Approved / Awarding Payment	
Activity Report	03/06/2021 - 04/07/2021	Rick Thompson	05/05/2021	Pending Approval	

Showing 1 to 2 of 2 entries

Previous 1 Next

Print

Activity Reports

- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
QUARTERLY EXPENDITURES AND PROGRESS REPORT

ACCOMPLISHMENTS REPORT - PEOPLE

Matrix Code	HUD Activity	People Helped	Racial Data											Ethnicity		Income Data					
			White	Black	Asian	Native American	Pacific Islander	Native American/ White	Asian/ White	Black/ White	Native American/ Black	Other Multi-Racial	Asian Islander	Total from Race	Hispanic	Hispanic Base Race	Extremely Low Income	Low Income	Moderate Income	Non-Low/ Mod	Total Income Data

PERFORMANCE CERTIFICATION

This certifies that

☐ No Accomplishments occurred during this quarter.

☐ All Accomplishments for this quarter have been reported accurately

GRANT ADMINISTRATOR

This Quarterly Report is complete:

Date Completed _____

Important Notes!!!

- With the exception of Housing, all projects meeting the LMA and LMC National Objective all required to report accomplishments on the people form once the project is completed.
- Be sure to include all necessary information in your narrative.

Grant Amendments

You must receive formal DCA Approval to...

- ☐ Add a new activity or delete an approved activity
- ☐ Increase/Decrease the scope of an activity by 10% or more
- ☐ Change of Scope may require a Public Hearing to ensure public awareness of the change.
- ☐ Propose activity in area other than the approved CDBG Target Area
- ☐ Transfer funds from one activity to another no matter the amount.

Program Reminders and Updates

- ☐ When moving money between line items, you must submit a project amendment, no matter the amount being moved.
- ☐ When preparing your Language Access Plan (LAP), pay close attention to what you list as “Vital Documents”, especially if the project is in an LEP community. More details in later presentation.
- ☐ Concurrent Notice (Environmental) advertisements must be in LEP language if located in LEP community.

Program Reminders and Updates

- ❑ Stormwater monitoring (NPDES) must be available by the contractor to bid as a part of construction. Any entity (Engineer or contractor) that performs the service is subject to fair and open competition. See memo in Manual (Appendix O of Applicants' Manual).
- ❑ You must tabulate the number of hours that the General and subcontractors spent on the job site on your Quarterly Reports.

Grant Administrative Guidelines

“BE PREPARED!”:

- ☐ CHECK monitoring forms in the CDBG manual for items needed to answer monitoring questions –NO SURPRISES
- ☐ KEEP files up to date with documentation of project
- ☐ CHECK bank statements monthly.



Grant Administrative Guidelines

- ☐ Check with General and subcontractors on a regular basis to arrange for job site interviews.
- ☐ Be sure you have Environmental Clearance in hand before holding a bid opening.
- Here is the link for the Analysis of Impediments:
<https://dca.georgia.gov/document/hud-planning/analysis-impediments-2016/download>

Good Luck!

- ❑ Call your Field Representative or DCA staff with questions.
- ❑ Keeping us involved throughout the project can avoid or minimize problems.
- ❑ We are truly here to help you with your CDBG.



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Thank you!!!



2025 CDBG SUMMIT