



Georgia<sup>®</sup> Department of



# Community Affairs

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Community Affairs

February 11, 2021

Brent Allen  
Office of Community Development

# Local Government Responsibilities

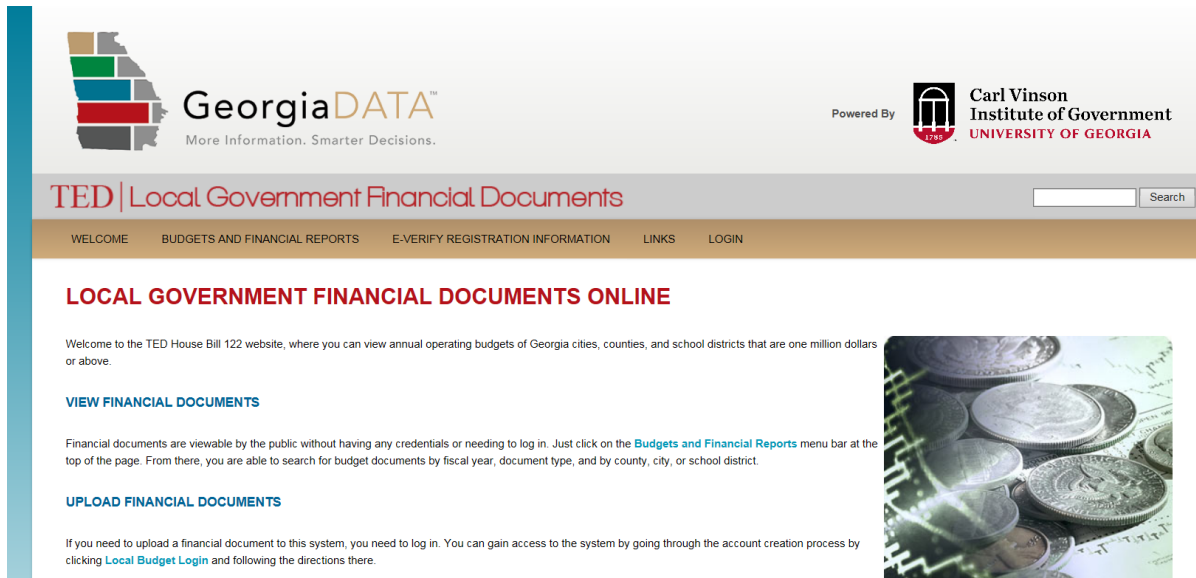
## What We Will Cover

- Audits
- 504 Requirements
- Timeliness
- Changes in Local Government Contact Information



# Audits

- Send all audits to GA Department of Audits and Accounts
  - CDBG applications not eligible if audits delinquent
- Send to TED / Carl Vinson Institute of Government, Local Government Finance Documents
  - Web site maintaining audits for cities, counties, others
  - <https://ted.cviog.uga.edu/financial-documents/>



The screenshot displays the TED Local Government Financial Documents website. At the top left is the GeorgiaDATA logo with the tagline "More Information. Smarter Decisions." To its right is the Carl Vinson Institute of Government logo, featuring a building icon and the text "Carl Vinson Institute of Government UNIVERSITY OF GEORGIA". Below these is a navigation bar with the title "TED | Local Government Financial Documents" and a search box. The main content area has a heading "LOCAL GOVERNMENT FINANCIAL DOCUMENTS ONLINE" and a welcome message: "Welcome to the TED House Bill 122 website, where you can view annual operating budgets of Georgia cities, counties, and school districts that are one million dollars or above." Below this are three links: "VIEW FINANCIAL DOCUMENTS", "UPLOAD FINANCIAL DOCUMENTS", and a paragraph explaining that financial documents are viewable by the public without credentials, with instructions to click on the "Budgets and Financial Reports" menu bar. A small image of coins is visible on the right side of the page.

# Audits

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## Audit Compliance & Eligibility

Audit must be up to date  
for application to be eligible.

Check here: <https://www.dca.ga.gov/node/5784>

List Prepared and Accurate as of February 5, 2021

Jackie Neubert will discuss Local Audit requirements  
later this afternoon

# 504 Requirement

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- Applies to recipients of federal funds
- Similar to Americans with Disability Act
- If more than 15 employees, 504 Coordinator
  - Coordinates efforts to comply with regulation (maintain records)
- Complete DCA 504 Meeting Checklist
- Written transition plan if structural changes required
  - Steps necessary to complete changes
  - Time schedule to complete
  - Identify agency official responsible for implementation

# Timeliness


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

# Change in Local Government Contact

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- DCA maintains a database of local officials and administrators for communicating official business
- To notify DCA of changes, please use log in page: <https://apps.dca.ga.gov/LGContactsOnline/index.aspx>
- Use same log in credentials as with DCA Planning surveys
- If you need assistance, please contact [research@dca.ga.gov](mailto:research@dca.ga.gov)

# Change in Local Government Contact

**Georgia**  
Department of Community Affairs  
60 Executive Park South, NE - Atlanta, GA 30329

## Local Government Contact Information

Please log in below to make sure that DCA has the **most current information** applicable for your government regarding each of the following areas or functions\*:

Chief Elected Official (CEO)	Public Safety Director
Manager/Administrator	Public Works Superintendant or Director
Clerk	Fire Chief
Finance Director	Fire Marshal
Personnel Director	Police Chief
Planning/Development Director	Sheriff
Chief Building Official	Solid Waste Manager
Economic Development Director	Mainstreet Director
Emergency Management Director	Keep Georgia Beautiful Director
911 Coordinator	City Council Members or County Commissioners

**Local Government Contact Information Login**  
  

**Username**

**Password**

Login

For each function, you may simply indicate:

- The name and contact information for the in-house person performing the function, or
- The contact information for the outside entity contracted to perform the function, or
- The function is not performed by our government at this time.

**\*NOTE: You can update any of the positions you wish on each log in, and can save your updates at any time to return later. You are encouraged to log in anytime throughout the year to update any position AS a change occurs.**

