

FY 2012 CDBG RECIPIENTS' MANUAL

TABLE OF CONTENTS

INTRODUCTION	ii
GEORGIA CODE OF ETHICS FOR GOVERNMENT SERVICE	iii
CHAPTER 1: GENERAL INFORMATION and REQUIREMENTS	
Section 1- Award and Acceptance of CDBG Funds	1
Section 2- Special Conditions and Revisions	2
Section 3- Cash Depositories	3
Section 4- Monitoring Program Performance	3
Section 5- Implementation Timeframes	4
Section 6- Drawdown of Funds	5
Section 7- Reporting Requirements	6
Section 8- Citizen Participation Requirements	7
Section 9- Program Amendments, Budget Revisions or Other Adjustments	9
Section 10- Retention of Records	10
Section 11- Close-Out Procedures	11
Section 12- Conflict of Interest Prohibition	12
Section 13- Residential Anti-displacement and Relocation Assistance Certification	14
Section 14- Financial Interest Disclosure Requirements (DCA Form 13)	16
Section 15- Sanctions	17
Section 16- Continued Use of Facilities Constructed with CDBG Funds	18
Section 17- Limitations on Use of Administrative Funds	19
Section 18- Requirements for All Administrative Contracts	19
CHAPTER II: MAJOR APPLICABLE COMPLIANCE REQUIREMENTS	
Section 1- Applicable Laws and Requirements	20
Section 2- Environmental Review and Related Requirements	22
Section 3- Federal Labor Standards Requirements	34
Section 4- Acquisition and Relocation Requirements	39
Section 5- Neighborhood Revitalization/ Multi Activity Requirements	39
Section 6- Fair Housing and Equal Opportunity (Includes Section 3)	45
Section 7- Georgia Immigration and Security Related Laws and Procedures	51
CHAPTER III: FINANCIAL MANAGEMENT AND ADMINISTRATION	
Section 1- Financial Management Systems	56
Section 2- Audit Requirements	62
Section 3- Program Income	66
Section 4- Procurement Standards	67
Section 5- Bonding and Insurance Requirements	76
Section 6- Property Management Standards	77
APPENDIX I - SAMPLE FORMS (Index)	
APPENDIX II – COPIES OF REGULATIONS (Table of Contents)	

INTRODUCTION

The Georgia Department of Community Affairs (DCA) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the purpose of making sub-grant awards to non-entitlement cities and counties in furtherance of the objectives of the Housing and Community Development Act of 1974, as amended.

This Recipients' Manual is for use by local Recipients in the day-to-day administration of the program. Though not all inclusive, it covers all the major areas of CDBG administration and compliance, provides both required and suggested forms and instructions, and references applicable laws and regulations. Whenever a suggested form or procedure is included, its non mandatory character is clearly identified.

To provide technical assistance of a more specialized nature, DCA makes available manuals on such topics as housing rehabilitation, environmental assessments, Davis-Bacon compliance, etc. In addition, workshops of a technical nature are frequently scheduled.

For more information or assistance, the Recipient is encouraged to contact his/her Program Representative at DCA. The general telephone number for the Office of Community Development is (404) 679-1582. You can also visit DCA's web site at www.dca.ga.gov. Email addresses for staff are available at the web site. Other useful web sites include the following:

www.dca.ga.gov/communities/CDBG/index.asp

<http://portal.hud.gov/portal/page/portal/HUD>

www.huduser.org/

GEORGIA CODE OF ETHICS FOR GOVERNMENT SERVICE

§ 45-10-1. Establishment and text of code of ethics for government service generally: There is established for and within the state and for and in all governments therein a code of ethics for government service which shall read as follows:

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in government service should:

- I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
- II. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.