



FULTON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
Community Development Block Grant Program
137 Peachtree Street, Suite 300
Atlanta GA, 30303



**AN AGREEMENT BETWEEN FULTON COUNTY
and
The City of (insert City Name)
STATE OF GEORGIA, COUNTY OF FULTON**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CFDA Number 14.218 – Community Development Block Grants
Federal Award Identification Number: B-2_-UC-13-0003**

**City of College Park’s DUNS Number: 079378865
Federal Award Date:
Total Fulton County CDBG Municipality Agreement: \$**

THIS AGREEMENT entered this ___ day of ___(month) 2022 (year) by and between Fulton County, Georgia (herein called the “Grantee”) and Municipality Name (hereinafter called the “Subrecipient”).

WITNESSETH THAT:

WHEREAS, on _____ the Fulton County Board of Commissioners approved the ___ Annual Action Plan as part of the overall Fulton County 2020 – 2025 Consolidated Planning document which includes Community Development objectives and the projected uses of funds for the Community Development Block Grant (CDBG) program activities, as prescribed under the Housing and Community Development Act of 1974, On _____, the Board of Commissioners approved the _____project via Agenda Item _____.

WHEREAS, the City of _____has been provided CDBG funds by Fulton County **for (insert improvement type) Improvements** as set forth in 24 CFR §570.201(c) and to meet a national objective benefiting low/moderate income persons; as set forth in 24 CFR §570.208(a)(1)(i); and

WHEREAS, the Twenty Percent (20%) cap on Administrative Cost expenditures pursuant to CFR §570.200(g) has been reached; and,

WHEREAS, the CDBG allocation awarded to the City of _____in the amount of \$_____, shall be specifically used for the _____located at_____, _____Georgia _____ for citizens of Fulton County and shall not be used towards any Program Administrative Costs. The activities are designed to benefit low-/moderate income persons as required to meet the CDBG national objective; and

WHEREAS, these activities are designed to benefit low and moderate income persons as required to meet the CDBG national objective; and

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

I. SCOPE OF SERVICES

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A. Activities

The Subrecipient will be responsible for administering a CDBG Agreement for Fiscal Year 2022-202_ in a manner satisfactory to Fulton County and consistent with any standards required as a condition of providing these funds.

B. Description of Activities

(Insert Activity Description) located at _____

A copy of the complete scope of work is attached in EXHIBIT A.

C. National Objectives

The Sub-recipient certifies that the activities carried out with funds provided under this Agreement will meet one or more of the CDBG program’s National Objectives:

- 1. benefit low/moderate income persons
- 2. aid in the prevention or elimination of slums or blight
- 3. meet community development needs having a particular urgency as defined in 24 CFR Part 570.208

This project meets the National Objectives of the Community Development Block Grant program 24 CFR Part 570.208(a)(2)(ii) area benefit.

II. TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the ____ day of ____ 2022 and shall end on the ____ day of _____ 202_.

III. BUDGET

The City of _____ shall maintain a budget compliant to CDBG program requirements. Reference Exhibit C of the Agreement for Cost Reimbursement Budget.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by CDBG funds under this Sub recipient Agreement shall not exceed _____. **Expenses for eligible activities shall be retroactive to _____.** Drawdowns for the payment of eligible expenses shall be made against the line item budget specified in Paragraph III herein and in accordance with performance.

V. NOTICES

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2 Communication and details concerning this Sub-Recipient Agreement shall be directed to the following:

| | Grantee | Sub recipient |
|----------|--|----------------------|
| Name: | Kim Benjamin, Community Development Manager | (Mayor Name) , Mayor |
| Address: | Fulton County Community Development Department 137 Peachtree Street Atlanta, Georgia 30303 | Insert City Address |
| Phone: | (404) 612-8077 | |
| Email: | Kim.benjamin@fultoncountyga.gov | |

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4 **VI. SPECIAL CONDITIONS**

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- A complete description of the procurement process must be provided for any items purchased with these funds. Items under \$20,000 may be purchased under the Micro-purchase provisions of 2 CFR Part 200. All other items must be competitively procured.
 - All staff costs covered by this grant, including those retroactive to_____, must be fully documented (separately from regular CDBG staff costs) and timesheets provided for each staff position covered. Beneficiaries from this time period must also be reported.
 - Funds being used retroactively cannot be used to pay for building renovations and other projects that exceed the Part 58, Environmental Review Exempt or Categorically Excluded Not Subject To, “CENST” thresholds unless an ERR was completed prior to the commitment of funds.
 - Funds being used under the Urgent Need criteria must be tied to responding to a health and welfare crisis in the community, the need must have arisen within 18 months, and the sub-recipient must demonstrate and certify there are no other funds available to address the need.
 - All Federal Cross-Cutting requirements apply including Financial Management and Procurement, Environmental Review, Federal Labor Standards, Acquisition and Relocation and Fair Housing and Non-Discrimination

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22 **VII. GENERAL CONDITIONS**

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24 **A. General Compliance**

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26 The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)). The Sub-recipient also agrees to comply with all other applicable Federal, State and Local laws, regulations, and policies governing the funds provided under this Agreement. The sub-recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

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33 **B. Independent Contractor**

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35 Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an “independent contractor” or with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation FICA, retirement, life and/or medical insurance and Worker’s Compensation Insurance as the Sub recipient is an independent sub recipient.

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42 **C. Hold Harmless**

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44 To the extent allowable by law, the Sub-recipient hereby warrants, represents, covenants and agrees to release, indemnify, defend and hold harmless the County, its commissioners, officers, and employees, from any and all claims, losses, liabilities, damages, deficiencies or costs (including without limitation, reasonable attorney’s fees and legal expenses) suffered or incurred by such parties, whether

1 arising in tort, contract, strict liability or otherwise, and including without limitation, personal injury,
2 wrongful death or property damage, arising in any way from the actions or omissions of the Sub-
3 recipient, its agents, employees, Sub-recipients, officers, or directors. The Sub-recipient does further
4 hereby agree to release, indemnify, defend and hold harmless the County, its commissioners, officers,
5 and employees, from any injury (including death resulting there from), loss, claim or damage sustained
6 by the Sub-recipient's agents and employees. The language of this indemnification clause shall survive
7 termination of this Agreement, even if the County terminates the Agreement for its convenience.
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9 **D. Worker's Compensation**

10 The Sub-recipient shall provide Worker's Compensation Insurance for all of its employees involved in
11 the performance of this Agreement.
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13 **E. Insurance and Bonding**

14 The Sub-recipient shall carry sufficient insurance coverage to protect contract assets from loss due to
15 theft, fraud and /or undue physical damage.
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18 **F. Grantor Recognition**

19 The Sub-recipient shall insure recognition of the role of the grantor agency in providing services through
20 this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be
21 prominently labeled as to funding source. In addition, the Sub recipient will include a reference to the
22 support provided herein in all publications made possible with funds made available under this
23 Agreement.
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25 **G. Amendments**

26 The Grantee or Sub-recipient may amend this Agreement any time provided that such amendments
27 make specific reference to this Agreement, and are executed in writing, signed by a duly authorized
28 representative of both organizations, and approved by the Grantee's governing body. Such
29 amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub recipient
30 from its obligations under this Agreement.
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32 The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or Local
33 governmental guidelines, policies and available funding amounts, or for other reasons. If such
34 amendments result in a change in the funding, the scope of service, or schedule of the activities to be
35 undertaken as part of this Agreement, such modifications will be incorporated only by written
36 amendment signed by both Grantee and Sub-recipient.
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39 **H. Suspension or Termination**

40 In accordance with 2 CFR Part 200 Subpart D, Section 200.339, suspension or termination may occur
41 if the Sub-recipient materially fails to comply with any term of the award and the award may be
42 terminated for convenience.
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45 Either party may terminate this Agreement at any time by giving written notice to the other party of such
46 termination and specifying the effective date there of at least 30 days before this effective date of such
47 termination. Partial terminations of the Scope of Service in Paragraph I above may only be undertaken
48 with the prior approval of the Grantee. In the event of any termination for convenience, all finished or
49 unfinished documents, data, studies, surveys, maps, models, photographs, reports or other material
50 prepared by the Sub-recipient under this Agreement shall at the option of the Grantee, become the
51 property of the Grantee, and the Sub-recipient shall be entitled to receive just and equitable
52 compensation for any satisfactory work completed on such documents or materials prior to the
53 termination.
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1 The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient
2 materially fails to comply with any term of this Agreement, or with any of the rules, regulations or
3 provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further
4 participation in the grantee's contracts, in addition to other remedies as provided by law. In the event
5 there is probable cause to believe that Sub recipient is in noncompliance with any applicable rules or
6 regulations, the Grantee may withhold up to fifteen (15) percent of said Agreement funds until such
7 time as the Sub recipient is found to be in compliance by the Grantee, or is otherwise adjudicated to be
8 in compliance.
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10 **VIII. ADMINISTRATIVE REQUIREMENTS**

11 **A. Financial Management**

12 **1. Accounting Standards**

13 The Sub-recipient agrees to comply with 2 CFR Part 200.302 and agrees to adhere to the
14 accounting principles and procedures required therein, utilize adequate internal controls, and
15 maintain necessary source documentation for all costs incurred.
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18 **2. Internal Controls**

19 The Sub-recipient agrees to comply with 2 CFR Part 200.203 and maintain effective internal
20 controls over the funds awarded herein.
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22 **3. Cost Principles**

23 The Sub-recipient shall administer its program in conformance with 2 CFR Part 200, Subpart E,
24 "Cost Principles". These principles shall be applied for all costs incurred whether charged on a
25 direct or indirect basis.
26

27 **B. Documentation and Record-Keeping**

28 **1. Records to be maintained**

29 The Sub-recipient shall maintain all records required by the Federal regulations specified in 24 CFR
30 Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records
31 shall include but not be limited to:
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- 33 ❖ Records providing a full description of each activity undertaken
- 34 ❖ Records demonstrating that each activity undertaken meet one of the National Objectives of
35 the CDBG program
- 36 ❖ Records required determine the eligibility of activities
- 37 ❖ Records required to document the acquisition, improvement, use or disposition of sale
38 property acquired or improved with CDBG assistance
- 39 ❖ Records documenting compliance with the fair housing and equal opportunity components
40 of the CDBG program
- 41 ❖ Financial records as required by 24 CFR Part 570.502, and 2 CFR Part 200 Subpart D
- 42 ❖ Other records necessary to document compliance with Subpart K of 24 CFR 570
43

44 **2. Retention**

45 The Sub-recipient shall retain all records pertinent to expenditures incurred under this Agreement
46 for a period of three (3) years from the date of submission of the final expenditure report for activities
47 funded under this Agreement. Records for non-expendable property acquired with funds under
48 this Agreement shall be retained for three (3) years after final disposition of such property. Records
49 for any displaced person must be kept for three (3) years after he/she has received final payment.
50 Notwithstanding the above, if there is litigation, claims, audits, negotiation or other actions that
51 involve any of the records cited and that have started before the expiration of the three year period,
52 then such record must be retained until completion of the actions and resolution of all issues, or
53 the expiration of the three year period, whichever occurs later.
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1 **3. Client Data**

2 The Sub-recipient shall maintain client data demonstrating client eligibility for services provided.
3 Such data shall include, but not be limited to, client name, address, income level, race, sex, elderly,
4 head of household, family size, or other basis for determining eligibility, and description of service
5 provided. Such information shall be made available to Grantee monitors or their designees for
6 review upon request.
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9 **4. Disclosure**

10 The Sub-recipient understands that client information collected under this Agreement is private and
11 the use of disclosure of such information, when not directly connected with the administration of
12 the Grantee's or Sub-recipient's responsibilities with respect to services provided under this
13 Agreement, is prohibited unless written consent is obtained from such person receiving service
14 and, in the case of a minor, that of a responsible parent/guardian.
15

16 **5. Property Records**

17 The Sub-recipient shall maintain real property inventory records, which clearly identify properties
18 purchased, improved or sold. Properties retained shall continue to meet eligibility criteria and shall
19 conform to the "changes in use" restrictions specified in 24 CFR Parts 570.503 (b) (8), as
20 applicable.
21

22 **6. Close outs**

23 The Sub-recipient's obligation to the Grantee shall not end until all closeout requirements are
24 completed. Activities during this closeout period shall include, but are not limited to making final
25 payments, disposing of program assets (including the return of all unused materials, equipment,
26 unspent cash advances, program income balances, and accounts receivable to the Grantee), and
27 determining the custodianship of records.
28

29 **7. Audit & Inspections**

30 All Sub-recipient records with respect to any matters covered by this Agreement shall be made
31 available to the Grantee, grantor agency, their designees or the Federal Government, at any time
32 during normal business hours, as often as the Grantee or grantor agency deems necessary, to
33 audit, examine, and make excerpts or transcripts of all relevant data.
34

35 Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days
36 after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit
37 requirements will constitute a violation of this Agreement and may result in the withholding of future
38 payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in
39 accordance with current Grantee policy concerning sub recipient audits and, as applicable, 2 CFR
40 Part 200 subpart F.
41

42 **C. Reporting and Payment Procedures**

43 **1. Program Income**

44 The Sub-recipient shall report yearly income as defined as 24 CFR 570.500 (a) generated by
45 activities carried out with CDBG funds made available under this Agreement. The use of program
46 income by the Sub recipient shall comply with the requirements set forth at 24 CFR 570.504. By
47 way of further limitations, the Sub-recipient may use such income during the Agreement period for
48 activities permitted under this Agreement and shall reduce requests for additional funds by the
49 amount of any such program income balance on hand. All unused program income shall be
50 returned to the Grantee at the end of the Agreement period. Any interest earned on cash advances
51 from the U.S. Treasury is not program income and shall be remitted promptly to the Grantee.
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54 **2. Indirect costs**

55 If indirect costs are charged, the Sub-recipient will develop an indirect cost allocation plan for
56 determining the appropriate Sub-recipient's share of administrative costs and shall submit such

1 plan to the Grantee for approval, in a form specified by the Grantee. The indirect cost allocation
2 method shall comply with 2 CFR Part 200 Appendix IV – Indirect (F & A) Costs Identification and
3 Assignment, and Rate Determination for Non-profit Organization or [Appendix V to Part 200](#)—
4 State/Local Government-wide Central Service Cost Allocation Plans, as applicable.

5 **3. Payment Procedure**

6 The Grantee will pay to the Sub-recipient funds available under this Agreement based upon
7 information submitted by the Sub recipient and consistent with any approved budget and Grantee
8 policy concerning payments. With the exception of certain advances, payments will be made for
9 eligible expenses actually incurred by the Sub recipient, and not to exceed actual cash
10 requirements. Payments will be adjusted by the Grantee in accordance with advance fund and
11 program income balances available in Sub recipient accounts. In addition, the Grantee reserves
12 the right to liquidate funds available under this Agreement for costs incurred by the Grantee on
13 behalf of the Sub recipient.

14 **4. Progress Report**

15 The Sub-recipient shall submit Quarterly Progress Reports to the Grantee in the form as provided
16 in Appendix B or as otherwise specified by the Grantee.
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18 **D. Procurement**

19 **1. Compliance**

20 The Sub-recipient must establish written procurement procedures, shall comply with current
21 Grantee policy concerning the purchase of equipment and shall maintain inventory records of all
22 non-expendable personal property as defined by such policy as may be procured with funds
23 provided herein. All program assets (unexplained program income, property, equipment, etc.) shall
24 revert to the Grantee upon termination of this Agreement.
25

26 **2. All procurement must comply with 2 CFR Part 200 Subpart D.**

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- 28 a. Sub-recipients must avoid purchasing unnecessary items
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 - 30 b. Where appropriate, an analysis is made of lease and purchase alternatives to determine
31 which would be the most economical and practical procurement for the federal government
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 - 33 c. Solicitations for goods and services provide for all of the following:
34 1. A clear and accurate description of the technical requirements for the material, product
35 or service to be procured. In competitive procurements, such a description shall not
36 contain features which unduly restrict competition.
37 2. Requirements which the bidder/offeror must fulfill and all other factors to be used in
38 evaluating bids or proposals.
39 3. A description, whenever practicable, of technical requirements in terms of functions to be
40 performed or performance required, including the range of acceptable characteristics or
41 minimum acceptable standards.
42 4. The specific features of “brand name or equal” descriptions that bidders are required to
43 meet when such items are included in the solicitation.
44 5. The acceptance, to the extent practicable and economically feasible, of products and
45 services dimensioned in the metric system of measurement.
46 6. Preference, to the extent practicable and economically feasible, for products and services
47 that conserve natural resources and protect the environment and are energy efficient.
48
 - 49 d. Positive efforts shall be made by recipients to utilize small businesses, minority-owned
50 companies and women’s business enterprises, whenever possible. Recipients of Federal
51 awards shall take all of the following steps to further this goal:
52 1. Ensure that small businesses, minority-owned companies and women’s business
53 enterprises are used to the fullest extent practicable.
54 2. Make information on forthcoming opportunities available and arrange time frames for
55

1 purchases and contracts to encourage and facilitate participation by small businesses,
2 minority-owned companies and women's business enterprises.

- 3 3. Consider in the contract process whether firms competing for larger contracts intend to
4 subcontract with small businesses, minority-owned companies and women's business
5 enterprises.
6 4. Encourage contracting with consortiums of small businesses, minority-owned companies
7 and women's business enterprises when a contract is too large for one of these firms to
8 handle individually.
9 5. Use the services and assistance, as appropriate, of such organizations as the Small
10 Business Administration and the US Department of Commerce Minority Business
11 Development Agency in the solicitation and utilization of small businesses, minority-
12 owned companies and women's business enterprises.

- 13
14 e. The type of procuring instruments used (e.g. fixed price contracts, cost reimbursable
15 contracts, purchase orders, and incentive contracts) shall be determined by the recipient but
16 shall be appropriate for the particular procurement and for promoting the best interest of the
17 program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of
18 construction cost" methods of contracting **shall not be used**.
19 f. Contracts shall be made only with responsible contractors who possess the potential ability
20 to perform successfully under the terms and condition of the proposed procurement.
21 Consideration shall be given to such matters as contractor integrity; compliance with public
22 policy, including, where applicable, Section 3 of the Housing and Urban Development Act of
23 1968 (12 U.S.C. 1701u); record of past performance; financial and technical resources or
24 accessibility to other necessary resources.

25
26 A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-
27 wide exclusions in the System for Award Management (SAM), in accordance with the OMB
28 guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp.,
29 p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM
30 Exclusions contains the names of parties debarred, suspended, or otherwise excluded by
31 agencies, as well as parties declared negligible under statutory or regulatory authority other
32 than Executive Order 12549.

- 33
34 g. Sub-recipients shall, on request, make available for the Federal awarding agency and Fulton
35 County, pre-award review and procurement documents, such as requests for proposals or
36 invitation for bids, independent cost estimates, etc., when any of the following conditions
37 apply:
38 1. A sub-recipient's procurement procedures or operation fails to comply with the
39 procurement standards in HUD's implementation of 2 CFR Part 200 Subpart D.
40 2. The procurement is expected to exceed \$10,000 or the small purchase threshold fixed at
41 41 U.S.C. 403 (11), whichever is greater, and is to be awarded without competition or only
42 one bid or offer is received in response to a solicitation;
43 3. The procurement, which is expected to exceed the small purchase threshold, specifies a
44 "brand name" product.
45 4. The proposed award over the small purchase threshold is to be awarded to other than the
46 apparent low bidder under sealed bid procurement.
47 5. A proposed contract modification changes the scope of a contract or increases the contract
48 amount by more than the amount of the small purchase threshold.
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50 h. Sub-recipient shall comply with 2 CFR 200.322 Procurement of recovered materials. A non-
51 Federal entity that is a state agency or agency of a political subdivision of a state and its
52 contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by
53 the Resource Conservation and Recovery Act. The requirements of Section 6002 include
54 procuring only items designated in guidelines of the Environmental Protection Agency (EPA)
55 at 40 CFR part 247 that contain the highest percentage of recovered materials practicable,
56 consistent with maintaining a satisfactory level of competition, where the purchase price of

1 the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal
2 year exceeded \$10,000; procuring solid waste management services in a manner that
3 maximizes energy and resource recovery; and establishing an affirmative procurement
4 program for procurement of recovered materials identified in the EPA guidelines.
5

6 **3. Travel**

7 The sub-recipient shall obtain written approval from the Grantee for any travel outside the State of
8 Georgia with funds provided under this Agreement.
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10 **4. Use and Reversion of Assets**

11 The use and disposition of real property and equipment under this Agreement shall be in
12 compliance with the requirements of 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504,
13 as applicable, which include but are not limited to the following:
14

- 15 a. Sub-recipient shall transfer to the Grantee any CDBG funds on hand and any accounts
16 receivable attributable to the use of funds under this Agreement at the time of expiration,
17 cancellation or termination.
- 18 b. Real property under the Sub-recipient's control that was acquired or improved, in whole or in
19 part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the
20 CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of
21 this Agreement, or such longer period of time as Grantee deems appropriate. If the Sub-
22 recipient fails to use CDBG-assisted real property in a manner that meets a CDBG National
23 Objective for the prescribed period of time, the Sub recipient shall pay the Grantee an amount
24 equal to the current fair market value of the property less any portion of the value attributable
25 to expenditure of non-CDBG funds for acquisition of, or improvement to, the property. Such
26 payment shall constitute program income to the Grantee. The Sub-recipient may retain real
27 property acquired or improved under this Agreement after the expiration of the five-year
28 period, or such longer time as the Grantee deems appropriate.
29
- 30 c. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement
31 is sold, the proceeds shall be program income (prorated to reflect the extent to which funds
32 received under this Agreement were used to acquire the equipment). Equipment not needed
33 by the Sub recipient for activities under this Agreement shall be (a) transferred to the Grantee
34 for the CDBG program or (b) retained after compensating the Grantee (an amount equal to
35 the current fair market value of the equipment less the percentage of non-CDBG funds used
36 to acquire the equipment.
37

38 **IX. Relocation, Real Property Acquisition and One-for-One Housing Replacement**

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40 The Sub-recipient agrees to comply with (a) the Uniform Relocation Assistance and Real property
41 Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and
42 24 CFR 570.606(b), (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement
43 and Relocation Assistance Plan under section 104 (d) of the HCD Act; and (c) the requirements in 570.606(d)
44 governing optional relocation policies.
45

46 The sub recipient shall provide relocation assistance to persons (families, individuals, businesses, nonprofit
47 organizations and farms) that are displaced as a direct result of acquisition, rehabilitation, demolition or
48 conversion for a CDBG-assisted project. The Sub recipient also agrees to comply with applicable Grantee
49 ordinances, resolutions and policies concerning the displacement of persons from their residences.
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55 **X. Personnel and Participant Conditions**

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2 **A. Civil Rights**
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4 **1. Compliance**

5 The Sub-recipient agrees to comply with the State of Georgia and with Title VI of the Civil Rights
6 Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and
7 Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section
8 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age
9 Discrimination Act of 1975, Executive order 11063 and with Executive Order 11246 as amended
10 by Executive Order 11375 and 12086.
11

12
13 **2. Nondiscrimination**

14 The Sub-recipient will not discriminate against any employee or applicant for employment because
15 of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age,
16 marital/familial statuses with regard to public assistance. The Sub recipient will take affirmative
17 actions to insure that all employment practices are free from such discrimination. Such employment
18 practices include but not limited to the following: hiring, upgrading, demotion, transfer, recruitment
19 or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and
20 selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous
21 places, available to employees and applicants for employment, notices to be provided by the
22 contracting agency setting forth the provisions of this nondiscrimination clause.

23 **3. Land Covenants**

24 This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-
25 352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land acquired,
26 cleared or improved with assistance provided under this Agreement, the Sub-recipient shall cause
27 or require a covenant running with the land to be inserted in the deed or lease for such transfer,
28 prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy
29 of such land, or in any improvements erected or to be erected thereon, providing that the Grantee
30 and the United States are beneficiaries of and entitled to enforce such covenants. The Sub-
31 recipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take
32 such measures as are necessary to enforce such covenant and will not itself so discriminate.
33

34 **4. Section 504**

35 The Sub-recipient agrees to comply with any Federal regulations issued pursuant to compliance
36 with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 706), which prohibits discrimination
37 against the handicapped in any Federal assisted program. The Grantee shall provide the Sub
38 recipient with any guidelines necessary for compliance with that portion of the regulations in force
39 during the term of this Agreement.
40

41 **5. Fair Housing**

42 The Sub-recipient agrees to comply with Public Law 90-284, which is the Fair Housing Act (42
43 U.S.C. 3601-3620). In accordance with the Fair Housing Act, the Secretary of the Department of
44 Housing and Urban Development requires that grantees administer all programs and activities
45 related to housing and community development in a manner to affirmatively further the policies of
46 the Fair Housing Act.
47

48 The Sub-recipient agrees to take all actions necessary to assure compliance with the Fair Housing
49 Act, and affirmatively further fair housing. The Sub-Recipient also agrees to affirmatively further
50 fair housing within its own jurisdiction and support Fulton County's actions to comply with the
51 County's fair housing certification. This provision is required because noncompliance by a unit of
52 general local government included in an urban county may constitute noncompliance by the
53 grantee (i.e., the county) that can, in turn, provide cause for funding sanctions or other remedial
54 actions by the Department of Housing and Urban Development.
55

6. Benefits to Legal Resident Aliens

1 Under Section 214, the Secretary of Housing and Urban Development may not make financial
2 assistance available to an alien unless the alien both is a resident of the United States and is:

- 3
4 a. an alien lawfully admitted for permanent residence as an immigrant ... excluding, among
5 others, alien visitors, tourists, diplomats, and students who enter the United States
6 temporarily with no intention of abandoning their residence in a foreign country;
7
8 b. an alien who ... is deemed to be lawfully admitted for permanent residence [under the registry
9 provisions of the INA];
10
11 c. an alien who has qualified ... [as a refugee or asylee];
12
13 d. an alien who is lawfully present in the United States as a result of an exercise [of the Attorney
14 General's parole authority] ...;
15
16 e. an alien within the United States as to whom the Attorney General has withheld deportation
17 [on the basis of prospective persecution] ...; or
18
19 f. an alien lawfully admitted for temporary or permanent residence under Section 245A of the
20 Immigration and Nationality Act

21 Unauthorized aliens are not eligible for financial assistance under Section 214-covered programs.

22 **B. Affirmative Action**

23 **1. Approved Plan**

24 The Sub-recipient agrees that it shall be committed to carry out pursuant to the Grantee's
25 specifications an Affirmative Action Program in keeping with the principles as provided in
26 President's Executive Order 11246 of September 24, 1965. The Grantee shall provide Affirmative
27 Action guidelines to the Sub-recipient to assist in the formulation of such program. The Sub-
28 recipient shall submit a plan for an Affirmative Action Program for approval prior to the award of
29 funds.

30 **2. WBE/MBE**

31 The Sub-recipient will use its best efforts to afford minority and women-owned business enterprises
32 the maximum practicable opportunity to participate in the performance of this Agreement. As used
33 in this Agreement, the term "minority and female business enterprise" means a business at least
34 fifty-one (51) percent owned and controlled by minority group members of women.

35
36 For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking,
37 Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American Indians. The
38 Sub recipient may rely on written representations by businesses regarding their status as minority
39 and female business enterprises in lieu of an independent investigation.
40
41

42 **3. Access to Records**

43 The Sub-recipient shall furnish and cause each of its own sub recipients or subcontractors to furnish
44 all information and reports required hereunder and will permit access to its books, records, and
45 accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of
46 investigation to ascertain compliance with the rules, regulations and provisions stated herein.
47

48 **4. Notifications**

49 The Sub-recipient will send to each labor union or representative of workers with which it has
50 collective bargaining agreement or other contract or understanding, a notice, to be provided by the
51 agency contracting officer, advising the labor union or worker's representative of the Sub-recipient's
52 commitments hereunder, and shall post copies of the notice in conspicuous places available to
53 employees and applicants for employment.
54

1 **5. EEO/AA Statement**

2 The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf
3 of the Sub-recipient; state that it is an Equal Opportunity or Affirmative Action employer.

4
5 **6. Subcontract Provisions**

6 The sub-recipient will include the provisions of Paragraph X A, Civil Rights, and B, Affirmative
7 Action, in every subcontract or purchase order, specifically or by references, so that such provision
8 will be binding upon each of its own sub-recipients or subcontractors.
9

10
11 **C. Employment Restriction**

12
13 **1. Prohibited Activity**

14 The Sub-recipient is prohibited from using funds provided herein or personnel employed in the
15 administration of the program for: political activities; sectarian or religious activities; lobbying,
16 political patronage, and nepotism activities.
17

18 **2. Labor Standards**

19 The Sub-recipient agrees to comply with the requirements of the Secretary of Labor in accordance
20 with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety
21 Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5; 40 USC 327 and 40 USC
22 276c) and all other applicable Federal, State, and local laws and regulations pertaining to labor
23 standards insofar as those acts apply to the performance of this Agreement. The Sub recipient
24 shall maintain documents which shall be made available to the Grantee for review upon request.
25

26 The Sub-recipient agrees that, except with respect to the rehabilitation or construction of residential
27 property containing less than eight (8) units, all contractors engaged under contracts in excess of
28 2,000.00 for construction, renovation or repair work financed in whole or in part with assistance
29 provided under this Agreement, shall comply with Federal requirements adopted by the Grantee
30 pertaining to such contract and with the applicable requirements of the regulations of the
31 Department of Labor, under 20 CFR Parts 1,3, 5, and 7 governing the payment of wages and ratio
32 apprentices and trainees are imposed by state or local law, nothing hereunder is intended in full, in
33 all such contracts subject to such regulations, provisions meeting the requirement of this paragraph.
34

35 The Sub-recipient shall be prohibited from the use of debarred, suspended or ineligible contractors
36 or subcontractors. The requirements set forth in 24 CFR part 5 apply to this program.
37

38 **3. "Section 3" Clause**

39
40 **a. Compliance**

41 Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all
42 applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be
43 a condition of the Federal financial assistance under this Agreement and binding upon the
44 Grantee, the Sub-recipient and any of the Sub recipients sub-recipients and subcontractors.
45 Failure to fulfill these requirements shall subject the Grantee, the Sub-recipients and any of the
46 Sub-recipients sub- recipients and subcontractors, their successors and assigns, to those
47 sanctions specified by the Agreement through which Federal assistance is provided. The Sub-
48 recipient certifies and agrees that no contractual or other disability exists which would prevent
49 compliance with these requirements.

50 The Sub-recipient further agrees to comply with these "Section 3" requirements and to include
51 the following language in all subcontracts executed under this Agreement:
52

53 "The work to be performed under this Agreement is project assisted under a program providing
54 direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of
55 the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. Section 3 requires

1 that to the greatest extent feasible opportunities for training and employment be given to low
2 and very low income. Residents of the project area and contracts for work in connection with
3 the project be awarded to business concerns that provide economic opportunities for low and
4 very low-income persons residing in the community in which the project is located.”
5

6 The Sub-recipient further agrees to ensure that opportunities for training and employment
7 arising in connection with a housing rehabilitation (including reduction and abatement of lead
8 based paint hazards), housing construction, or other public construction projects are given to
9 low and very low income persons residing within the area in which the CDBG funded project is
10 located; where feasible, priority should be given to low and very low income persons within the
11 service area of the project or the neighborhood in which the project is located, and to low and
12 very low income participants in other HUD programs; and award contracts for work undertaken
13 in connection with a housing rehabilitation (including reduction and abatement of lead based
14 paint hazards) housing construction, or other public construction projects are given to business
15 concerns that provide economic opportunities for low and very low income persons residing
16 within the municipality in which the CDBG funded project is located where feasible, priority
17 should be given to business concerns which provide economic opportunities to low and very low
18 income residents within the service area or the neighborhood in which the project is located, and
19 to low and very low income participants in other HUD programs.

20 The Sub-recipient certifies and agrees that no contractual or other legal incapacity exists which
21 would prevent compliance with these requirements.

22 **b. Notifications**

23 The Sub-recipient agrees to send to each labor organization or representative of workers with
24 which it has a collective bargaining agreement or other contract or understanding, if any, a notice
25 advising said labor organization or worker's representative of this commitment under this
26 Section 3 clause and shall post copies of the notice in conspicuous places available to
27 employees and applicants for employment of training.
28

29 **c. Subcontracts**

30 The Sub-recipient will include this Section 3 clause in every subcontract and will take appropriate
31 action pursuant to the subcontract upon finding that the subcontractor is in violation of
32 regulations issued by the grantor agency. The Sub recipient will not subcontract with any entity
33 where it has notice or knowledge that the latter has found in violation of regulations under 24
34 CFR 135 and will not let any subcontract unless the entity has first provided it with a preliminary
35 statement of ability to comply with the requirements of these regulations.
36

37 **d. Compliance with Fulton County Section 3 Plan**

38 The Sub-recipient agrees to comply with the provisions of the Fulton County Section 3 Plan
39 attached as Exhibit F.
40

41 **D. Conduct**

42 **1. Assignability**

43 The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written
44 consent of the Grantee thereto; provided, however, that claims for money due or to become due to
45 the Sub-recipient from the Grantee under this Agreement may be assigned to a bank, trust
46 company, or other financial institution without such approval. Notice of any such assignment or
47 transfer shall be furnished promptly to the Grantee.
48

49 **2. Subcontracts**

50 **a. Approvals**

51 The Sub-recipient shall not enter into any subcontracts with any agency or individuals in the
52 performance of this Agreement without the written consent of the Grantee prior to the execution
53
54

1 of such agreement.
2

3 **b. Monitoring**

4 The Sub-recipient will monitor all subcontracted services on a regular basis to assure contract
5 compliance. Results of monitoring efforts shall be summarized in written reports and supported
6 with documented evidence of follow-up actions taken to correct areas of noncompliance.
7

8 **c. Content**

9 The Sub-recipient shall cause all of the provisions of this Agreement in its entirety to be included
10 in and made a part of any subcontract executed in the performance of this Agreement.
11

12 **d. Selection Process**

13 The Sub-recipient shall undertake to ensure that all subcontracts let in the performance of this
14 Agreement shall be awarded of a fair and open competition basis. Executed copies of all
15 subcontracts shall be forwarded to the Grantee along with documentation concerning the
16 selection process.
17

18 **3. Hatch Act**

19 The Sub-recipient agrees that no fund provided, nor personnel employed under this Agreement,
20 shall be in any way or to any extent engaged in the conduct of political activities in violation of
21 Chapter 15 of Title V United States Code.

22 **4. Conflict of Interest**

23 The sub-recipient agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts
24 of interest, and covenants that it presently has no financial interest and shall not acquire any
25 financial interest, direct or indirect, which would conflict in any manner or degree with the
26 performance of services required under this Agreement. The Sub-recipient further covenants that
27 in the performance of the Agreement no person having such a financial interest shall be employed
28 or retained by the Sub recipient hereunder. These conflicts of interest provisions apply to any
29 person who is an employee, agent, consultant, officer, or elected official or appointed official of the
30 Grantee, or of any designated public agencies or sub recipients which are receiving funds under
31 the CDBG Entitlement program.
32

33 **5. Lobbying**

34 The Sub-recipient hereby certifies that:
35

- 36 a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any
37 person for influencing or attempting to influence an officer or employee or an agency, a
38 member of Congress, an officer or employee of Congress, or an employee of a member of
39 Congress in connection with the awarding of any Federal contract, the making of any Federal
40 grant, the making of any Federal loan, the entering into of any cooperative agreement, and
41 the extension, continuation, renewal, amendment, or modification of any Federal contract,
42 grant, loan or cooperative agreement.
43 b. If any funds other than Federal appropriated funds have been paid or will be paid to any
44 person for influencing or attempting to influence an officer or employee of any agency, a
45 member of Congress, an officer or employee of Congress, or an employee of a Member of
46 Congress in connection with this Federal contract, grant, loan or cooperative agreement, it
47 will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in
48 accordance with its instruction.
49
50 c. It will require that the language of paragraph (d) of this certification be included in the award
51 documents of all sub awards at all tiers (including subcontracts, sub grants, and contracts
52 under grants, loans, and cooperative agreements) and that all sub recipients shall certify and
53 disclose accordingly.
54

1 d. Lobbying Certification

2 This certification is a material representation of fact upon which reliance was placed when
3 this transaction was made or entered into. Submission of this certification is a prerequisite
4 for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code.
5 Any person who fails to file the required certification shall be subject to a civil penalty or not
6 less than \$10,000 and not more than \$100,000 for each such failure.
7

- 8 e. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award
9 exceeding \$100,000 must file the required certification. Each tier certifies to the tier above
10 that it will not and has not used Federal appropriated funds to pay any person or organization
11 for influencing or attempting to influence an officer or employee of any agency, a member of
12 Congress, officer or employee of Congress, or an employee of a member of Congress in
13 connection with obtaining any Federal contract, grant or any other award covered by 31
14 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes
15 place in connection with obtaining any Federal award. Such disclosures are forwarded from
16 tier to tier up to the non-Federal award.
17

18 **6. Rights to Inventions Made under Contract or Agreement**

19 If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the
20 recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit
21 organization regarding the substitution of parties, assignment or performance of experimental,
22 developmental, or research work under that “funding agreement,” the recipient or sub recipient
23 must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit
24 Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative
25 Agreements,” and any implementing regulations issued by the awarding agency.
26

27 **7. Religious Organization**

28 The Sub-recipient agrees that funds provided under this Agreement will not be utilized for religious
29 activities, to promote religious interest, or for the benefit of a religious organization in accordance
30 with the Federal regulations specified in 24 CFR 570.200(j).
31

32 **E. Code of Conduct**

33 The sub-recipient shall maintain written standards of conduct governing the performance of its
34 employees engaged in the award and administration of contracts. No employee, officer, or agent shall
35 participate in the selection, award, or administration of a contract supported by Federal funds if a real
36 or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or
37 agent, any member of his or her immediate family, his or her partner, or an organization which employs
38 or is about to employ any of the parties indicated herein, has a financial or other interest in the company
39 selected for an award.
40

41 The officers, employees, and agents of the sub-recipient shall neither solicit nor accept gratuities,
42 favors, or anything of monetary value from contractors, or parties to sub-agreements. However, sub-
43 recipients may set standards for situations in which the financial interest is not substantial or the gift is
44 an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to
45 be applied for violations of such standards by officers, employees, or agents of the sub-recipient.
46
47

48 **XI. ENVIRONMENTAL CONDITIONS**

49 The Sub-recipient shall carry out the project in compliance with all Federal laws and regulations, except that
50 the sub recipient does not assume the recipient’s environmental responsibilities described in 24 CFR
51 570.604 and the sub recipient does not assume the recipient’s responsibility for initiating the review process
52 under the provisions of 24 CFR.
53

54 **A. Air and Water**
55
56

1 The Sub recipient agrees to comply with the following requirements insofar as they apply to the
2 performance of this Agreement:
3

- 4 1. Clean Air Act, 42 U.S.C., 7401, et seq.
- 5 2. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et set, as amended, 1318
6 relating to inspection, monitoring, entry, reports, and information, as well as, other requirements
7 specified in said Section 114 and Section 308, as all regulations and guidelines issued
8 hereunder.
- 9 3. Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R., Part 50, as amended

10
11 **B. Flood Disaster Protection**

12 In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 USC 4001), the
13 Sub recipient shall assure that for activities located in an area identified by FEMA as having special
14 flood hazards, flood insurance under the national Flood Insurance Program is obtained and maintained
15 a condition of financial assistance for acquisition or construction purposes (including rehabilitation).
16

17 **C. Lead Based Paint**

18 The Sub-recipient agrees that any construction or rehabilitation of residential structures with assistance
19 provided under this Agreement shall be subject to HUD Lead Based Paint Regulations at 24 CFR
20 570.608 and 24 CFR Part 35. Such regulations pertain to all HUD-assisted housing and require that
21 all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified
22 that such properties may include lead based paint. Such notifications shall point out the hazards of
23 lead based paint and explain the symptoms, treatment and precautions that should be taken when
24 dealing with lead based paint poisoning and the advisability of blood lead level screening for children
25 under seven. The notice should also point out that if lead based paint is found on the property,
26 abatement measures may be taken.
27

28 **D. Historic Preservation**

29 The Sub-recipient agrees to comply with the Historic Preservation requirements set forth in the National
30 Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR,
31 Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties,
32 insofar as they apply to the performance of this Agreement.

33 In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation
34 and demolition of historic properties that a fifty years old or older that are included on a Federal, State
35 or local historic property list.
36

37 **E. Architectural Barriers Act of 1968 and Americans with Disabilities Act**

38 The Sub-recipient agrees to comply with the requirements of the Architectural Barriers Act of 1968 and
39 the Americans with Disabilities Act of 2008 in the design or alteration of any property improved with
40 funds provided hereunder. These standards insure accessibility to, and use by, physically handicapped
41 people.
42

43 **F.E.O. 12373 – Interagency Review**

44 The Sub-recipient agrees to comply with E.O. 12373 Interagency Review which applies to the CDBG
45 Program only when funds will be used for the planning or construction (reconstruction or installation) of water
46 or sewer facilities. Such facilities include storm sewers as well as all sanitary sewers, but do not include
47 water and sewer lines connecting a structure to the lines in the public right-of-way or easement.
48

49 **XII. SEVERABILITY**

50
51 If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected
52 thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
53

54 **REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS HEREOF, the parties hereunto have set their hands and seal.

CITY OF _____ GEORGIA

FULTON COUNTY, GEORGIA

, Mayor
City of _____

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST

City Clerk

DATE:

SEAL:

ATTEST

Tonya A. Grier, Interim Clerk to the Commission

DATE:

SEAL:

APPROVED AS TO CONTENT:

Stanley Wilson, Director
Department of Community Development

APPROVED AS TO FORM:

, City Attorney

DATE:

APPROVED AS TO FORM:

Office of the County Attorney

DATE:

1

**Fulton County Community Development Block Grant Program
ATTACHMENT A: Statement of Work
City of _____**

**Fulton County Community Development Block Grant Program
 ATTACHMENT B: Project Implementation Schedule
 City of _____ –(Insert Project Name)**

| FACILITY/IMPROVEMENT PROVISIONS | TASKS | DATE |
|--|-------|------|
| Environmental Review | | |
| Construction Drawings & Specifications | | |

| | | |
|---|--|--|
| Solicitation for sealed bids by the City of College Park for Proposal Bids/Offers | | |
| Bid, Costs and Price Analysis (Specification List) | | |
| City Award of Bid/Offer | | |
| Letter to Proceed for Contractor | | |
| Contract Provisions | | |
| Contract Administration | | |
| Contract Start Date of Project | | |
| Demolition / Clearance activities/Utility Construction | | |
| Project Mid-Status | | |
| Project Completion | | |

Fulton County Community Development Block Grant Program
ATTACHMENT C: Cost Reimbursement Budget
City of _____-(Insert Project Name)

PROJECT DELIVERY OPERATING BUDGET

| PROJECT EXPENSES | DATE | CDBG |
|---|-------------|-------------|
| Design, Bid Assistance and Construction | | |

| | | |
|---|--|----|
| Administration/ Management Construction Cost (Labor, Equipment/Supplies, Permits) – | | |
| Total for Year _____ | | \$ |

REIMBURSEMENT EXPENDITURE SCHEDULE

| Municipality Expenses | August - December Projections | Submission Date | Total Operating Budget |
|--|----------------------------------|-----------------|------------------------------|
| Construction Costs ▪ Labor ▪ Equipment/Supplies | | | |
| TOTAL EXPENSES | | | \$ |

Fulton County Community Development Block Grant Program
EXHIBIT D:
City of _____ – (Insert Project Name)
Quarterly Performance Report

Municipality: _____ CDBG Funding Year: 202_____
 Project Name: _____
 Administering Department: _____
 Reporting Period From: _____ To: _____

I. *Project Status:*

CDBG allocation amount: \$ _____

Number of Contracts Awarded: _____ (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ _____

CDBG Amount: \$ _____

Contract Amounts: \$ _____

CDBG Amount: \$ _____

Contract Amounts: \$ _____

CDBG Amount: \$ _____

Has CDBG spending occurred for this project?

Yes No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$ _____

Agency's Local Match project fund balance: \$ _____

Date of Construction start-up: _____

Date of Notice to Proceed (if different): _____

Number of days worked on project: _____

Percentage (%) of project complete: _____ %

Percentage (%) of CDBG funds spent: _____ %

Number of employees/workers on the job site: _____

Number of subcontractors on site: _____

Number of subcontractor's employees on site: _____

Wage decision or modification in use: _____

Number of submitted payrolls within reporting period: _____

Number of draw downs within reporting period: _____

Total amount of draw downs to date: \$ _____

CDBG remaining balance: \$ _____

Anticipated project completion date: _____

II. **Narrative Description of Project Progress (attach additional sheets as necessary):**

III. **Project Issues, Considerations, or Problems (attach additional sheets as necessary):**

INCOME

| FY 2021 INCOME LIMITS SUMMARY | | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| As of July 06/01/2021 Fulton County, GA FY 2021 Median Income \$86,200 | | | | | | | | |
| Persons in Family | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Extremely Low Income Limits (30%) 0- 30% | \$18,100 | \$20,700 | \$23,300 | \$25,850 | \$27,950 | \$30,000 | \$32,100 | \$34,150 |
| Very Low Income Limits (50%) 31%- 50% | \$30,200 | \$34,500 | \$38,800 | \$43,100 | \$46,550 | \$50,000 | \$53,450 | \$56,900 |

| | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Low Income Limits (60%) 51%- 60% | \$36,240 | \$41,400 | \$46,560 | \$51,720 | \$55,860 | \$60,000 | \$64,140 | \$68,280 |
| Low/Moderate Income Limits (80%) 61%- 80% | \$48,300 | \$55,200 | \$62,100 | \$68,950 | \$74,500 | \$80,000 | \$85,500 | \$91,050 |

BENEFICIARY DEMOGRAPHICS

| Quarter | Jan 1 st – March 31 st | | April 1 st – June 30 th | | July 1 st – Sept 30 th | | Oct 1 st – Dec 31 st | |
|--|--|-----------------------|---|-----------------------|--|-----------------------|--|-----------------------|
| Race Categories | Number Served | of Hispanic Ethnicity | Number Served | of Hispanic Ethnicity | Number Served | of Hispanic Ethnicity | Number Served | of Hispanic Ethnicity |
| American Indian or Alaska Native | | | | | | | | |
| American Indian or Alaska Native & Black or African American | | | | | | | | |
| American Indian or Alaska Native & White | | | | | | | | |
| Asian | | | | | | | | |
| Asian and White | | | | | | | | |
| Black or African American | | | | | | | | |
| Black or African American & White | | | | | | | | |
| Native Hawaiian or Other Pacific Islander | | | | | | | | |
| Other Multi Racial | | | | | | | | |
| White | | | | | | | | |
| TOTAL | | | | | | | | |

| FY 2021 Income Limit Category | Jan 1 st – March 31 st | April 1 st – June 30 th | July 1 st – Sept 30 th | Oct 1 st – Dec 31 st |
|---|--|---|--|--|
| Extremely Low Income (0%-30% Median Income) | | | | |
| Very Low Income (31%-50% Median Income) | | | | |
| Low Income (51%- 60% Median Income) | | | | |
| Low/Moderate Income (61%-80% Median Income)) | | | | |
| Total | | | | |

3. NEW/CONTINUING OR IMPROVED SERVICE OR BENEFIT

| | |
|--|--|
| Of the total number of persons assisted and represented above, enter the number of those persons that received a NEW or Continued Access to the service or benefit provided by the CDBG funded activity | |
| Of the total number of persons assisted and represented above, enter the number of those persons that received <i>IMPROVED ACCESS</i> to the service or benefit provided by the CDBG funded activity | |
| TOTAL | |

4. LEVERAGED FUNDS: Provide the amount of money leveraged from other federal, state, local, and private sources to carry out this program.

| | |
|---|--|
| Cumulative amount of funds leveraged this this reporting period that supported this CDBG funded activity | |
|---|--|

Submitted by: _____ Date: _____

Name

Signature

Title: _____

Approved by: _____

Name

Date: _____

Signature

Title: _____

**Fulton County Community Development Block Grant Program
EXHIBIT D2: Year End Performance Report**

Municipality: _____ CDBG Funding Year: 202

Project Name:

Administering Department: _____

Reporting Period From: _____ To: _____

I. *Project Status:*

CDBG allocation amount: \$ _____

Number of Contracts Awarded: _____ (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ _____ CDBG Amount: \$ _____
 Contract Amounts: \$ _____ CDBG Amount: \$ _____
 Contract Amounts: \$ _____ CDBG Amount: \$ _____
 Has CDBG spending occurred for this project? Yes No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$ _____
 Agency's Local Match project fund balance: \$ _____
 Date of Construction start-up: _____
 Date of Notice to Proceed (if different): _____
 Number of days worked on project: _____
 Percentage (%) of project complete: _____ %
 Percentage (%) of CDBG funds spent: _____ %
 Number of employees/workers on the job site: _____
 Number of subcontractors on site: _____
 Number of subcontractor's employees on site: _____
 Wage decision or modification in use: _____
 Number of submitted payrolls within reporting period: _____
 Number of draw downs within reporting period: _____
 Total amount of draw downs to date: \$ _____
 CDBG remaining balance: \$ _____
 Anticipated project completion date: _____

II. Narrative Description of Project Progress (attach additional sheets as necessary):

III. Project Issues, Considerations, or Problems (attach additional sheets as necessary):

Did the Contractor / Subcontractor hire new employees to complete the construction job? If so how many and if any how many were local Section 3 residents? (Section 3 residents: Local/ area residents who are of Low- and Very Low Income who were hired by the Contractor / Subcontractor specifically to work on this construction job.)

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

| Job Category | Number of New Hires | Number of New Hires that are Section 3 Residents | % of Aggregate Number of Staff Hours of new hires that are Section 3 Residents | % of Total Staff Hours for Section 3 Employees and Trainees | Number of Section 3 Trainees |
|------------------------|---------------------------|--|--|---|------------------------------|
| Professionals | | | | | |
| Technicians | | | | | |
| Office/Clerical | | | | | |
| Construction by Trade: | | | | | |
| Trade: | | | | | |
| Trade: | | | | | |
| Trade: | | | | | |
| Trade: | | | | | |
| Trade: | | | | | |
| Other (List): | | | | | |
| | | | | | |
| | | | | | |
| Total: | | | | | |
| * Program Codes | 3 = Public/Indian Housing | | 4 = Homeless Assistance | 8 = CDBG State Administered | |
| 1 = Flexible Subsidy | A = Development | | 5 = HOME | 9 = Other CD Programs | |
| 2 = Section 202/811 | B = Operation | | 6 = HOME State/Administered | 10 = Other Housing Programs | |
| | C = Modernization | | 7 = CDBG Entitlement | | |

Description of Scope of Work: Provide a complete description of the actual activity undertaken including 1) what products or services were performed, 2) where they were provided, 3) for whom they were provided, and 4) how they were provided.

Description of Specific use of CDBG funds: Provide a summary of what expenses the CDBG funds were utilized to support the activity listed above.

Income Benefit: Complete the following statement.

It is documented that _____ unduplicated low-moderate income clients/participants were served over the course of the January – December of this grant award. Of those served, _____ clients/participants had household income levels at the 0-30% area median income (AMI) level; _____ clients/participants had household income levels at the 31-50% area median income (AMI) level; _____, and clients/participants had household income levels at the 51-80% area median income (AMI) level.

Anticipated Accomplishments: _____
 Actual Accomplishment: _____
 Total Number of Beneficiaries: _____
 Zip Code of Project Location: _____

Census Tract(s) and Block Groups Impacted: _____

Commission District(s) Impacted: District 1 District 2 District 3
 District 4 District 5 District 6

Outcome Measurement System: Check the box which identifies the best generalized Outcome Statement for the activity funded by the Fulton County Community Development Block Grant.

| | <u>Outcome 1:</u> Availability/Accessibility | <u>Outcome 2:</u> Affordability | <u>Outcome 3:</u> Sustainability |
|---|---|---|--|
| <u>Objective #1:</u> Suitable Living Environment | <input type="checkbox"/> Accessibility for the purpose of creating Suitable Living Environments | <input type="checkbox"/> Affordability for the purpose of creating Suitable Living Environments | <input type="checkbox"/> Sustainability for the purpose of creating Suitable Living Environments |
| <u>Objective #2:</u> Decent Housing | <input type="checkbox"/> Accessibility for the purpose of providing Decent Housing | <input type="checkbox"/> Affordability for the purpose of providing Decent Housing | <input type="checkbox"/> Sustainability for the purpose of providing Decent Housing |
| <u>Objective #3:</u> Economic Opportunity | <input type="checkbox"/> Accessibility for the purpose of creating Economic Opportunities | <input type="checkbox"/> Affordability for the purpose of creating Economic Opportunities | <input type="checkbox"/> Sustainability for the purpose of creating Economic Opportunities |

Submitted by: _____
 Name

Date: _____

 Signature

Title: _____

Approved by: _____
 Name

Date: _____

 Signature

Title: _____

Exhibit E

Sub-recipient Monitoring Fulton County Community Development Block Grant Sub-recipient Monitoring

Fulton County must meet the requirements for record keeping set by the U.S. Department of Housing and Urban Development. To do so, we have to standardize the type of data collected from all agencies that receive federal CDBG funds.

The CDBG Program is mandated to service lower income persons. Each funded program or activity is designed to provide a service or facility that enhances the quality of life for our residents. To demonstrate that persons of lower income are the beneficiaries of the programs and to satisfy other record keeping requirements, we must collect data on persons who utilize services at each agency.

- Those agencies that do an intake of clients to determine eligibility must provide information on the income of those beneficiaries by family size as well as race and ethnicity and number of female head of households.
- Those agencies that provide services that must document that not less than 51% of persons served must also provide information on income, race and ethnicity and female head of households.
- Those agencies eligible to provide services based on the Census Tract area that is served, must still provide data on the beneficiaries by race and ethnicity. If you do not do a daily census or intake, estimate the total number served by race and ethnicity based on your client contact.
- Agencies who serve groups presumed to be lower income (elderly, abused women, homeless), must also provide data on total numbers serviced, race and ethnicity.

If you administer more than one program using federal funds, please report on the unduplicated total for all programs.

In addition to the above, we need a brief statement as to how the accomplishments for the period meet the objectives outlined in your sub-recipient agreement with the County.

EXHIBIT F
SUB-RECIPIENT MONITORING PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Fulton County
CDBG PROGRAM ANNUAL MONITORING PLAN
Fiscal Year 2022

This plan represents Fulton County strategy for overseeing the activities of entities that carry out CDBG assisted activities. This plan will identify:

- The organizations to be monitored
- The issues to be explored and the methodology to be utilized in conducting the monitoring
- The schedule to be followed in conducting the monitoring
- Identification of the specific staff members of the County's Planning Department who will assume responsibility for monitoring
- The follow up measures to be followed in communicating the results of the monitoring to affected organizations and the methods that will be utilized to obtain feedback from affected organizations

The County will conduct an **external** monitoring to review the activities of its sub-recipients.

In addition, the County will conduct an **internal** monitoring to review certain CDBG activities being carried out by County departments and agencies, when such activities are undertaken.

The purpose of the County's monitoring efforts is:

1. to identify and correct issues that prevent the County from achieving full compliance with the regulatory requirements of the CDBG Program and other Federal requirements *before* deficiencies lead to HUD monitoring findings, and
2. to learn more about the strengths and weaknesses of the various organizations that play a role in the County's CDBG program and to use this knowledge as the basis for structuring future CDBG activities.

The monitoring plan for 2020-2021 appears on the chart that follows this page. The County of Fulton County will update this monitoring plan annually.

GENERAL POLICY FOR CDBG MONITORING

The Fulton County will conduct on-site (external) monitoring for all active CDBG activities carried out by sub-recipients at least annually.

The County will also conduct an internal monitoring evaluation of CDBG activities carried out by County staff if such activities are selected. In addition, the County will conduct an annual monitoring evaluation of its CDBG administrative processes.

PROCESS FOR NOTIFYING SUB-RECIPIENTS OF SCHEDULED MONITORING REVIEWS

The County will notify sub-recipients by mail of the time and date for their scheduled monitoring visit. In addition, sub-recipients will be notified of the program areas to be evaluated. The County's notification will include a list of documentation to be made available and the key staff of the organization that need to be present during the monitoring visit. Notification will be provided approximately four weeks prior to the scheduled visit.

DETERMINING THE PROGRAM AREAS TO BE INCLUDED IN ANNUAL MONITORING

For all internal activities and sub-recipient (external) activities, the County will conduct a full evaluation that includes all program areas. These reviews will involve an evaluation of eligibility, statutory objective compliance, accomplishments, timeliness, financial management, and other federal requirements.

COMPLIANCE CHECKLISTS

The County will utilize the CDBG monitoring checklist attached to this plan.

SITE VISIT PROCEDURES

When conducting an on-site visit, the County will:

1. Conduct an entrance interview with key staff involved in conducting the activity.
2. Review all pertinent sub-recipient files, including any third party contractor files, for necessary documentation.
3. Interview appropriate officials and employees of the sub-recipient organization, third party contractor staff, program clientele, and interested citizens, to discuss the sub-recipient's performance.
4. A fiscal officer of the County will conduct an on-site monitoring of each sub-recipient's financial management system.
5. Visit the project site(s) or a sampling of the projects being conducted.
6. Discuss with the sub-recipient any discrepancies resulting from the review of files, interviews, and site visits.
7. Conduct an exit interview with the appropriate officials and/or staff of the sub-recipient organization to discuss the findings of the monitoring visit.

MONITORING RESULTS

An official letter reporting the results of the monitoring visit will be sent to the authorized agency official (Director) within 30 days of the monitoring visit. A copy of the letter will also be provided to the chairperson of the agency's governing board.

This letter will generally contain the following information:

1. Name of the activity monitored
2. Date(s) of monitoring visit
3. Names of the department staff who conducted the monitoring visit
4. Scope of the monitoring visit
5. Names of agency officials and staff involved in the monitoring visit
6. Findings and results of the monitoring visit, with both positive and negative, supported by facts considered in reaching the conclusions
7. Specific recommendations or corrective actions to be taken by the sub-recipient
8. Time frame for completion of necessary action(s)
9. If appropriate, an offer of technical assistance

FOLLOW UP ACTION

If concerns or findings identified during the monitoring visit require corrective action by the sub-recipient, those actions must be completed by the sub-recipient within the time frame mandated in the monitoring letter.

In the event that the sub-recipient fails to meet a target date for making required actions, a written request for response will be sent to the authorized agency official and board chairperson.

If a sub-recipient has not sufficiently responded within 30 days from the date the corrective actions were to be made, further payments to the sub-recipient will be withheld until the sub-recipient submits the required responses and/or take the required corrective actions and those responses or actions are determined to be acceptable. If responses or corrective actions are determined to be unacceptable, funds will continue to be withheld until satisfactory actions are taken.

RESOLVING MONITORING FINDINGS

When reviews of all documents of corrective actions taken by the sub-recipient indicate that the identified concerns or findings have been corrected to the satisfaction of the County, a letter will be mailed to the authorized official of the sub-recipient and the chairperson of the governing board stating that the findings are resolved.

**FULTON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG Sub-recipient Monitoring Checklist**

A. GENERAL INFORMATION

| | | |
|----|--|--|
| 1. | Name of sub-recipient: | |
| 2. | Address of sub-recipient: | |
| | | |
| | | |
| 3. | Telephone: | |
| 4. | Email: | |
| 5. | Name(s) of sub-recipient staff interviewed | |
| | | |
| | | |
| 6. | Date of most recent monitoring: | |
| 7. | Today's date: | |

B. PROJECT INFORMATION

1. Sub-recipient activity being monitored (complete a separate checklist for each activity.)

| CDBG Program Year Funding | Project No. | Project Description | Amount of CDBG funds budgeted for this activity |
|---------------------------|-------------|---------------------|---|
| | | | |

2. Eligibility

| | |
|----|--|
| a. | Type of eligible activity: |
| b. | Regulatory citation: |
| c. | If this is a public service activity: |
| | New activity |
| | Quantifiable increase in an existing public service (describe documentation) |
| | |
| | |
| | |

| | | |
|-----|---|--|
| 3. | National Objective (check all that apply) | |
| | <input type="checkbox"/> Low/moderate-income benefit: | |
| | Area benefit (not applicable to Public Services) | |
| | Presumed benefit (check applicable boxes below) | |
| | Abused children | Battered spouses |
| | Elderly persons | Severely disabled adults (use census population report definition) |
| | Homeless persons | Illiterate adults |
| | Persons living with AIDS | Migrant farm workers |
| | Limited clientele | |
| | Family size and income (income surveys) | |
| | Nature and location of activity | |
| | <input type="checkbox"/> Prevention and elimination of slums and blight | |
| | a. | National objective justification (describe): |
| | b. | National objective file documentation reviewed during monitoring visit (describe): |
| | c. | National objective regulatory citation: |
| 4. | How does the sub-recipient verify actual beneficiaries of the project? | |
| 5. | Performance benchmarks as stated in written agreement: | |
| 6. | Project accomplishments to date (describe): | |
| 7. | Amount of CDBG funds financially obligated by sub-recipient: | \$ |
| 8. | Amount of CDBG funds expended by sub-recipient: | \$ |
| 9. | Amount of CDBG funds that remain unexpended for this activity: | \$ |
| 10. | Performance assessment (describe timeliness, outcomes, quality aspects of project, the success of the project in terms of achieving the stated objective of the activity and whether actual performance is consistent with the terms of the written agreement.) | |

| | |
|--|--|
| 11. | Based on the performance assessment in #9, describe any special measures required in order to bring this activity to a timely and successful conclusion. |
| 12. Describe any relevant training or technical assistance received by the sub-recipient during the past year. | |
| 13. Does the sub-recipient provide adequate documentation in support of requests for payment of CDBG funds? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain. | |
| 14. During the past year, has the sub-recipient's payment requests been reasonable in relation to actual performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain. | |
| 15. Does the written agreement require the sub-recipient to submit written Sub-recipient Performance Reports to the County? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16. If the answer to #14 is "yes", are the sub-recipient's written reports: | |
| a. | Being submitted to the County in a timely manner? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. | Adequate in terms of the level of detail? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Has the County encountered any difficulty in obtaining information from the sub-recipient in support of the County's CAPER? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain. | |
| 18. Are the recordkeeping requirements of the CDBG regulations being followed: | |
| a. | Eligibility documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. | National objective documentation <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Has program income been generated by sub-recipient activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what is the process for tracking, reporting, and using program income? | |
| Is the use of program income consistent with the terms of the written agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|---|--|--|
| 20. | Has any portion of the sub-recipient's administrative assignment been contracted out to other parties? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 21. | What sub-recipient staff members have responsibility for administering the project? | |
| 22. | Is there any evidence of conflict of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| NOTE: MONITORING QUESTIONS #23 THROUGH #35 TO BE COMPLETED BY THE CDBG FISCAL OFFICER. | | |
| 23. | Are financial records kept in accordance with CDBG administrative requirements? | |
| | a. | Is the financial management system in compliance with 2 CFR Part 200 Subpart D? |
| | (1) | Retention Requirements (200.333) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (2) | Requests for Transfer of Records (200.334) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (3) | Methods for collection, transmission and storage of Information (200.335) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (4) | Restrictions on public access to records (200.337) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (5) | Reporting Requirements (200.327) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (6) | Monitoring and Reporting Performance (200.328) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (7) | Records on Source and application of funds <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (8) | Effective Control and accountability of funds, property and assets <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (9) | Comparison of expenditures with budget amounts for each Federal Grant <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (10) | Written Procedures to implement requirements of 200.305 Payment (reimbursement preferred) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (11) | Written procedures for determining allowability of costs per Subpart E – Cost Principles <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | b. | Internal controls (200.303) |
| | (1) | Effective internal controls (COSO)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (2) | Evaluates and monitors compliance with federal regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (3) | Prompt action for non-compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (4) | Safeguards to protect identifiable information designated Sensitive <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | c. | (1) Audit procedures in compliance 2 CFR Part 200 Subpart F? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | (2) | Written method for resolution of audit findings? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 24. | Has the sub-recipient used CDBG funds for the retention of professional services? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 25. | If yes, what types of professional services have been retained? | |
| | <u>Type of Service</u> | <u>Name of Contractor</u> |
| | | |
| | | |
| | | |

| | | | |
|-----|---|---|--|
| 26. | How were professional services procured? | | |
| | | | |
| | | | |
| | | | |
| 27. | Has the sub-recipient used CDBG funds for the purchase of materials and/or supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 28. | If yes, what types of materials and supplies have been purchased? | | |
| | <u>Type of Materials</u> | <u>Supplier</u> | |
| | | | |
| | | | |
| 29. | How were materials and supplies procured? | | |
| | | | |
| | | | |
| | | | |
| 30. | Has the sub-recipient entered into CDBG-funded construction contracts? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | <u>Description of Project</u> | <u>Contractor</u> | <u>Contract Amount</u> |
| | | | |
| | | | |
| 31. | Does a review of CDBG-funded construction contracts reveal the inclusion of all federal terms and conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 32. | Does this activity involve a slower than expected rate of expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", describe the reason for the delay: | | |
| | | | |
| | | | |
| 33. | Does the sub-recipient employ a system to adequately identify CDBG property and assets? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 34. | Does the sub-recipient have adequate internal fiscal controls as evidenced by: | | |
| | a. | Organizational chart? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | b. | Written definition of duties of key employees? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | c. | Formal system of authorization and supervision? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | d. | Separation of duties? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | e. | Staff qualifications for accounting functions? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | f. | Control over access to assets, blank forms, and confidential documents? (physical control such as locking file cabinet) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | g. | Comparison of financial records to actual assets and liabilities performed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---|--|---|
| 35. | Does the sub-recipient's accounting system contain the following elements: | |
| | a. | Chart of accounts <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | b. | Cash receipts journal <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | c. | Cash disbursements journal <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | d. | Payroll journal <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. | General ledger <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 36. | Does the sub-recipient maintain good records? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | a. | Are journal entries approved and explained / supported? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | b. | Are posting and trial balances performed on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. | Is there fidelity bond coverage for sub-recipient officials? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 37. | Are appropriate time distribution records being maintained for all sub-recipient employees on the CDBG payroll? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 38. | Based on this review, does there appear to be any significant differences between actual performance and the reported performance of the sub-recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 39. | In reviewing the activities and costs charged by the sub-recipient, are there any costs that appear to be clearly unreasonable? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | If "yes", explain: | |
| | | |
| | | |
| 40. | In interviewing the sub-recipient staff, does there appear to be adequate knowledge of CDBG rules and regulations to insure compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Describe areas of weakness: | |
| | | |
| 41. | Based on the results of the sub-recipient monitoring, the following concerns and findings are noted: | |
| NOTE: Findings are violations of applicable laws, regulations, or executive orders. Concerns are issues that if not corrected could lead to a future monitoring finding. | | |
| FINDINGS: | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| (ATTACH ADDITIONAL SHEETS AS NECESSARY) | | |

| | |
|---|--|
| CONCERNS: | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| (ATTACH ADDITIONAL SHEETS AS NECESSARY) | |

**FULTON COUNTY
CDBG SUB-RECIPIENT MONITORING POLICY
Monitoring Finding / Concerns Clearance Process**

| | |
|---|--|
| Date sub-recipient notified in writing of monitoring findings and/or concerns: | |
| Deadline established for sub-recipient's written response to monitoring findings and/or concerns: | |
| Disposition of case: | |
| | |
| | |
| | |
| | |
| | |
| | |
| Date of all findings and/or concerns cleared by grantee: | |

 Dr. Pamela Roshell, Interim Director
 Fulton County Community Development Department

Fulton County Community Development Block Grant Program

EXHIBIT G: 2 CFR Part 200

The CDBG Subrecipient acknowledges the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as outlined below as Attachment I, and as included in the 2019 CDBG contractual agreement.

| | Uniform Guidance Item | Response |
|----|---|---|
| 1 | Subrecipient Name | |
| 2 | Subrecipient DUNS Number | |
| 3 | Federal Award Identification Number (FAIN) | B-2_-UC-13-0003 |
| 4 | Federal Award Date | |
| 5 | Subaward Period of Performance Start and End Date | Start Date End Date: |
| 6 | Amount of Federal Funds Obligated by This Action | \$ (insert contract award amount) |
| 7 | Total Amount of Federal Funds Obligated to the Subrecipient | \$ (insert contract award amount) |
| 8 | Total Amount of the CDBG Federal Award | \$ |
| 9 | Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)) | (insert project description) |
| 10 | Name of Prime awarding agency, pass-through entity and contact information for awarding official | Prime Awarding Agency: Housing and Urban Development Contact: Renee D. Ryles Pass-Through Entity: Fulton County Contact: Robert L. Pitts, Chairman |
| 11 | CFDA Number and Name (identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement) | CFDA 14.218- Community Development Block Grants |
| 12 | Identification of R&D Status | Not applicable |
| 13 | Indirect Cost Rate for the CDBG Federal Award (including if the de minimis rate is charged) | Not applicable |
| 14 | Requirements for use of the Federal Award in accordance with statutes, terms and conditions of the Prime Award | Sub recipients are required to use funds in accordance with the federal award requirement terms and conditions. |
| 15 | Additional Requirements Imposed by the Pass Through Entity in order for the pass-through entity to meet its obligations | Fulton County , as CDBG grantee, shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM.gov), and the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and Central Contractor Registration, and 2 CFR part 170, Reporting Subaward and Executive Compensation Information. Fulton County shall ensure that the subrecipient submit quarterly audited financial statements and Monthly progress reports to accompany the invoices. In addition, Fulton County shall ensure that the subrecipient does not use CDBG funds to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private use. |
| 16 | Federal negotiated indirect cost rate between the subrecipient and the Federal government or a negotiated rate between the pass-through entity and the subrecipient, or a de minimis rate | Not applicable. The HUD CDBG federal award states "Do not include indirect cost rates for subrecipients." |

| | | |
|----|--|---|
| 17 | Requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipients records and financial statements as necessary for the pass-through entity to meet federal requirements | City of _____ is required to allow Fulton County or any auditors to have access to the most recent audited financial records on a quarterly basis, and weekly certified payroll for municipality projects with the project commence date. |
| 18 | Terms and conditions concerning Invoicing and closeout of the subaward | Fulton County shall make reimbursement compensation for the services described in Section 1.0 (Statement of Work) herein, during the performance of this contract, in accordance with the "Cost Reimbursement Budget" as made a part of Attachment C in the contract. Reimbursement compensation shall be submitted monthly. The County shall make payment to the Subrecipient upon conditional commitment of funds as the project is subject to Environmental Review and review of Monthly Reports and weekly certified payroll. Payment shall then be made through reimbursement of costs incurred by the Subrecipient in the performance and execution of the services under this contract. Payments shall be made timely upon the County's receipt of proper and sufficient documentation of such costs and as satisfactory to the County. The County shall have the right not to pay any request for reimbursement or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion. Documentation shall include, but not be limited to time sheets, vendors' and suppliers' invoices or vouchers, mileage logs, etc. This documentation, along with a written request for reimbursement and a statement of costs incurred shall be submitted to the attention of the assigned Community Development Specialist at the Fulton County Department of Housing and Community Development, 137 Peachtree Street, SW, Suite 300, Atlanta, GA, 30303. A minimum of one copy of the request and the statement shall be included with the submission. One copy must be accompanied by documentation supporting the eligible costs. Close out documentation, final title documentation/retainage of funds/release of liens. |
| 19 | Special monitoring procedures/requirements for subrecipient compliance | Through on-site and remote monitoring, Fulton County determines whether the Subrecipient's performance meets CDBG program requirements and assists to improve the Subrecipient's performance by providing guidance and making recommendations. Monitoring visits are conducted no less than once per contract term with a specific purpose to validate the accuracy of information presented in the program participant's performance reports. On-site and remote monitoring is also conducted to follow-up on problems identified during the Consolidated Annual Performance and Evaluation Report (CAPER) assessment that are not resolved as of the date of the monitoring, to determine compliance for those activities where there is sufficient information, to make eligibility and/or national objective determinations, and to ascertain the Subrecipient's ability to ensure that activities meet compliance requirements. |

For more information on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, please visit: <https://www.federalregister.gov/documents/2017/05/17/2017-09909/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

| | |
|--|--|
| Signature of Authorized Certifying Official X | Applicant (insert City Name) |
| Title Mayor | Date |