



Governor's Office of
PLANNING AND BUDGET
THE STATE OF GEORGIA

Grantee Orientation

American Rescue Plan Act
February 2022



Presenters

OPB

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- Sameerah Anderson, Planning and Policy Development Specialist

SAO

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RSM

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Objectives

- Identify next steps in the award process
- Identify your key grant documents
- Recognize your obligation to comply with federal requirements
- Become familiar with available grant resources
- Understanding Audit Requirements



Webinar Presentation Outline

- Overview of Program
- Award Next Steps
 - DUNS and SAMS
 - Terms and Conditions
 - Portal Access
 - Vendor Management Forms
 - Final Budget Approval
 - Reimbursement Submissions
- Reporting
- Audits (RSM)



OPB Grants Overview

Competitive Grant Programs

This type of grant is awarded based on a competitive application process, which includes proposal selection based on a reviewer process. Funding of this type is determined by the merits of an application and is not predetermined.

ARPA

- Broadband Infrastructure
- Negative Economic Impact
- Water/Sewer Infrastructure

Non-Competitive Grant Programs

Unlike the competitive grant process, OPB has additional grant programs that are awarded to recipients based on programmatic criteria and predetermined eligibility.

- Judicial Grant
- Nursing Home COVID-19 Mitigation
- Public Safety and First Responder Supplement



American Rescue Plan Act (ARPA)

The Final Rule provided ensures that eligible investments are limited to those that are designed to provide services to unserved or underserved households or businesses, defined by Treasury as households, communities, small businesses, nonprofits, and industries that experienced negative economic impacts of the pandemic. The final rule also provided that eligible projects under the State Local Fiscal Recovery Fund are limited to those that are designed to deliver, upon project completion, services in the following areas : Broadband, Water/Sewer Infrastructure and Negative Economic Impacts.

The final rule further recognized that certain populations have experienced disproportionate health or negative economic impacts during the pandemic, as preexisting disparities in these communities were amplified by the impacts of the pandemic. Your awarded applications were chosen to facilitate the much-needed infrastructure upgrades and funding opportunities for negatively impacted communities. Congratulations !



Allowable Use of Funds

- Although State Local Fiscal Recovery funds allows for a broad range of allowable uses, the award funding under this grant through the Office of Planning and Budget must align to the allowable uses approved by OPB and agreed upon in the grant agreement.
- The grantees final budget must be approved by OPB outlining allowable activities detailed in the competitive application submitted during the State Local Fiscal Recovery fund application process. (Competitive applicant awardees only)



Policy Requirements

The following 2CFR policy requirements apply to [21.027 assistance listing](#) for Coronavirus State and Local Fiscal Recovery Funds (CSLFRF), Coronavirus State Fiscal Recovery Fund (CSFRF) and Coronavirus Local Fiscal Recovery Fund (CLFRF):

- Subpart B, General provisions
- Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards
- Subpart D, Post Federal; Award Requirements
- Subpart E, Cost Principles
- Subpart F, Audit Requirements

Additional requirements may be placed on awards are are outlined in an executed terms and conditions agreement to accept the award.



Next Steps

Awardee Checklist

All applicants must complete the following list of items prior to submitting a request for reimbursement. Each program has an OPB Grant Specialist assigned as the Program Specialist to assist awardees with any questions or concerns through the process.

This information can be found on the For Grantees webpage under Contacts By Grant Program.

For Grantees

Are you a new or existing grantee? We have several resources coming to support you and the success of your project.

You can access information on your grant via our [Grants Portal](#).

Next Steps: Awardee Check List

The icons below will walk you through the process of award acceptance and the necessary steps to getting set up in our system. All applicants must complete the following list of items prior to submitting requests for reimbursement. Each program is has an OPB Grant Specialist assigned as the Program Specialist to assist awardees with any questions or concerns throughout the process.



[Step 1: DUNS and SAMS Registration](#)



[Step 2: Terms and Conditions](#)



[Step 3: Georgia Grants Access](#)



[Step 4: Vendor Management](#)



[Step 5: Final Budget and Program Justification \(Competitive Awards Only\)](#)



[Step 6: Submit Reimbursement Requests](#)

Click here for OPB Grants Division contacts by program.

[CONTACTS BY GRANT PROGRAM](#)

Click here for a list of active grant programs.

[ACTIVE GRANT PROGRAMS](#)

Click here for grant program documents, including budget worksheets and user guides.

[IMPORTANT DOCUMENTS](#)



1. DUNS and SAMS

DUNS Number

If your organization does not have a DUNS number, please visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register <https://www.dnb.com/>. This number is required for all awardees of American Rescue Plan Act Funds.

SAMS Number

While this is not required to submit an application, it will be required to receive your award. This process could take some time, so OPB strongly encourages applicants so proactively apply for a SAMs account)

If you haven't already, please ensure that you have updated the organization profile in GeorgiaGrants and have this information available when signing T&Cs.



2. Terms and Conditions (T&C)

An agreement outlining the terms of your award called the Terms and Conditions will be sent to you after your award notification has been sent. While the timeframe for sending this differs by program, once sent, this document will need to be signed by an Authorized Official to accept the conditions of your award.

- This agreement will be sent to the POC list on your application in the weeks following award announcements for competitive applications
- For non-competitive grants, the T&C will be sent to the POC on file. If you are not the authorized official, you can email us at grants@opb.Georgia.gov
- The terms and conditions email will come from echosign@echosign.com.

3. Terms and Conditions

- Terms and Conditions must be signed within 30 days
- The Authorized Official who sign T&C may add authorized users to the portal
- User guide under important documents on the For Grantee website
<https://opb.georgia.gov/covid-response/grantees>



4. GeorgiaGrants Portal Access

Awardees who created an account at the time of application will use this account to log in to <https://cares.georgia.gov/>. Once the terms and conditions are signed, your award will be visible under “My Grants” in the portal.

Award Points of Contact/T&C Signee may designate Authorized Users in the portal to submit reimbursements.

The GeorgiaGrants Portal User guide with instructions on adding users can be found by clicking [here](#). This guide is also under important documents on our website.



5. Vendor Management

To facilitate payments to grantees, awardees must be registered as a vendor with the state and provide information to accept electronic ACH payments.

Already a state vendor/supplier?

Complete *Sections 2-4 & 6* of the attached [Vendor Management Form \(VMF\)](#).

Driver's license is NOT needed.

Section 3 must include the full bank account and routing number. Check only the 2nd box for "specific purpose." On that line, include "**Grant Award Name**"

Section 4, select box "Add new Bank Acct." and "Other."

Section 6, write in "**Grant Award Name: Validate Existing Bank Account.**"

Submit VMF form to psvendor@sao.ga.gov. (Submitting to personal emails will delay processing.)



6. Vendor Management

Need to register as a state vendor/supplier?

Complete a Form W-9 (2018 IRS Updated version found at www.irs.gov or attached).

All sections should be complete.

Ensure your TIN/EIN number is correct.

Date of signature must be within the past 12 months.

Complete the attached [Vendor Management Form \(VMF\)](#).

Complete *Sections 2-4* only.

Driver's license is NOT needed.

Section 3 must include the full bank account and routing number. Check only 2nd box for "specific purpose." On the line, include "**Grant Award Name**"

Section 4, select box "Add new bank account." and "Other"

Submit VMF and W9 forms to psvendor@sao.ga.gov. (Submitting to personal emails will delay processing.)

7. Final Budget Approval

Before submitting reimbursement requests, OPB will request certain program awardees to submit a final budget to their Grant Specialist.

Grantees will be assigned a programmatic grant specialist to review the budget and provide the final approval.

Grantees will receive final approval in communication from their Grant Specialist.

- [Detailed Budget Worksheet](#)
- [Budget Worksheet Guide](#)



8. Program Justification

OPB will request a program justification for certain grant programs prior to sending terms and conditions. If your program has this requirement, details will be provided in the initial award notification send from the GeorgiaGrants portal.



Budget Revision

A budget revision increase or decreases specific budget category line items but does not affect the total awarded amount.

Reasons for a Post Award Amendment may include:

- Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- Change in a key person specified in the application or the award.
- Disengagement from the project.
- Costs that require prior approval.
- The transfer of funds budgeted for participant support costs to other categories of expense.
- Changes in the approved cost-sharing or matching provided.

Change in Scope

A change in scope occurs when the recipient proposes to change the objectives, aims, or purposes identified in the approved application. Grant recipients must submit a change in scope request in order to change the scope or objectives for federally supported projects.

Reasons for a Change in Scope Amendment may include:

- Changes to the objectives, aims, or purposes, such as changes to the service area or elimination of a care delivery site.
- Transfer of the performance of substantive programmatic work.
- Budget revisions that cause a project to change substantially from that which was approved.



Budget Revisions

What to Include in Your Request

Email the request for budget revision to your Program Specialist with **Budget Revision Request GA-(insert your award #)** in the subject

1. Cover Letter

- Explain the change in scope to your project and why it is necessary. Include a detailed explanation of any potential impact on the approved project budget, and on accomplishing the aims and objectives of the funded project.
- Discuss and document any unique circumstances that will impact the ability to meet the expectations of the funded project.

2. Updated Project Narrative

3. Updated Budget Worksheet with line-item justifications

Additional items may be requested by your Program Specialist



Payment Request

- Payment Requests will be submitted through the Georgia Grants Portal.
- Grantees should submit any submission template associated with the grant program in the portal along with the supporting documentation.
- Any documents required to be filled out and submitted along with the requests can be found under the Important Document section of our [For Grantees website.](#)



Supporting Documentation

Grantees must submit documentation to verify and justify reimbursement requests. Examples of such documentation include but are not limited to:

- **Payroll**
 - A copy of the payroll or employee list with salary information, by each position, for which reimbursement is being requested.
 - Time & Effort Records (timesheets, personnel activity reports)
 - Payroll Reports
 - Proof of Payment from bank statements
 - Hire Dates



- **Equipment Purchases**

- Vendor invoices or receipts
- Proof of payment (canceled check, bank statement, electronic reference, etc.)
- Photographs for large \$ items
- Inventory Records (make/model serial #/purchase date/item location)
- Insurance policy, where applicable

- **Contracts**

- Third party contracts (executed)
- Vendor invoices or receipts
- Proof of payment (canceled check, bank statement, electronic reference, etc.)
- Procurement Process / Bid Tabulation



Payments

- Funds will be dispersed through the bank account listed with the state submitted via the State Accounting Office.
- If a change to their banking information is required, the grantee will work with OPB and the State Accounting Office to verify new banking info before a payment is made.
- **Timing of payments depends upon correct banking, signing of terms and conditions, and providing complete documentation upon submission.**
- All returns for revision notifications will be sent through the portal.
- Reviewers will allow a two-week timeframe for revisions once sent to the grantee.
- To avoid duplicate submissions, after the two-week revision period, the grantee will have to resubmit for the reimbursement.



Reporting

OPB will collect information from awardees as part of their reporting requirement outlined by Treasury in The Compliance and Reporting Guide and in the Terms and Conditions agreement between OPB and the grantee. The current version is located here for reference: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

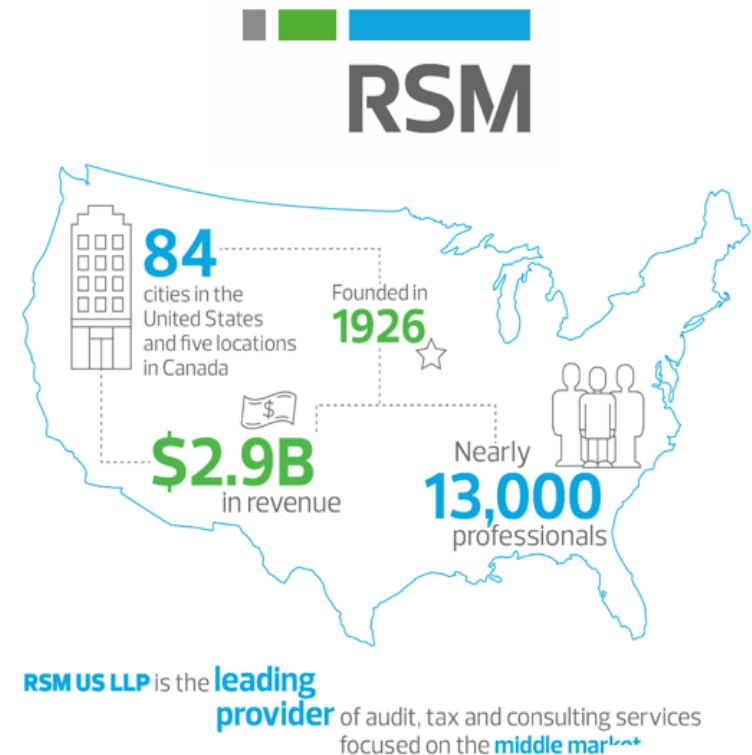
Guidance on reporting is forthcoming and will be provided via an additional webinar series.



Audits

Monitoring for fraud, fiscal negligence, and non-compliance

Pursuant to the terms and conditions of each award, Grantees will be enrolled in a fraud monitoring program administered by OPB and its third-party audit representative RSM US LLP ("RSM"). This program will require Grantees to comply with requests for information including, but not limited to, budgets, solicitations, bid evaluations, contracts, invoices, payments and other documentation. OPB and RSM will coordinate onsite inspections with Grantees, whom will provide fraud monitors unfettered access to project site(s), field laborers, project management personnel, and documentation. The scope of this program will include the activities and information of subrecipients, sub-subrecipients, vendors, suppliers and any other parties whom receive direct financial benefit as a result of the grant award.





How to prepare

Pre-Award

- Complete the OPB Detailed Budget Worksheet timely, and with the greatest level of detail available to you
- Clearly identify underlying unit prices and quantities where available, do not enter lump sum amounts without a corresponding justification / narrative
- Provide detailed descriptions and supporting schedules regarding how cost estimates were developed for Construction, Equipment, and Contracts/Consultants/Subawards

Post Award

- Enact strong document management and retention controls for all project related documentation, especially those related to commitments and expenditures
- For ease of information exchange, be prepared to provision system access to auditors (read / download only)
- Ensure high value contractors and their subcontractors are aware of the Fraud Monitoring program, and are responsive to requests for information
- Be prepared to cooperate! Our team is committed to working with your designated project representative(s) to develop reasonable response times to our information requests, and we will work hard to develop a seamless and efficient process for conducting audits.

Audit Areas^{N1}

- State Reporting
- 2 CFR Compliance
- Procurement
- Permitting
- Disbursements
- Subcontracting
- Change Orders / Contingency Use
- Inspections
- Construction fieldwork
- Labor
- Environmental
- Safety
- Equity and Inclusion
- Mbps and locations served

N1 – Example, not a comprehensive listing



Procurement overview

Grantee

- Uniform Guidance 2 CFR and local jurisdictional procurement policies
- Full and open competition (2 CFR 200.320), sole source justification where allowed, documented audit trail for all awards
- Prioritization of high safety and training standards, certification, licensure, local workers, workers from historically underserved communities, and high labor standards, equity, domestic preference, etc.

Contractors, subcontractors, suppliers,

- Subcontracting plan must be included in contractor bid to Grantee
- Contractor must have documented audit trail for selection and award of subcontractors and suppliers
- Policies and procedures for notifying Grantee of new or modified subcontracts / obligations
- Federal passthrough requirements included in subcontracts / supplier purchase orders
- Contractors must have policies, procedures and documented audit trail to ensure and evidence compliance with Federal passthrough requirements (i.e. DBA, domestic preference, termination, Equal Employment Opportunity, Clean Air, etc.)





Who to reach out to with questions



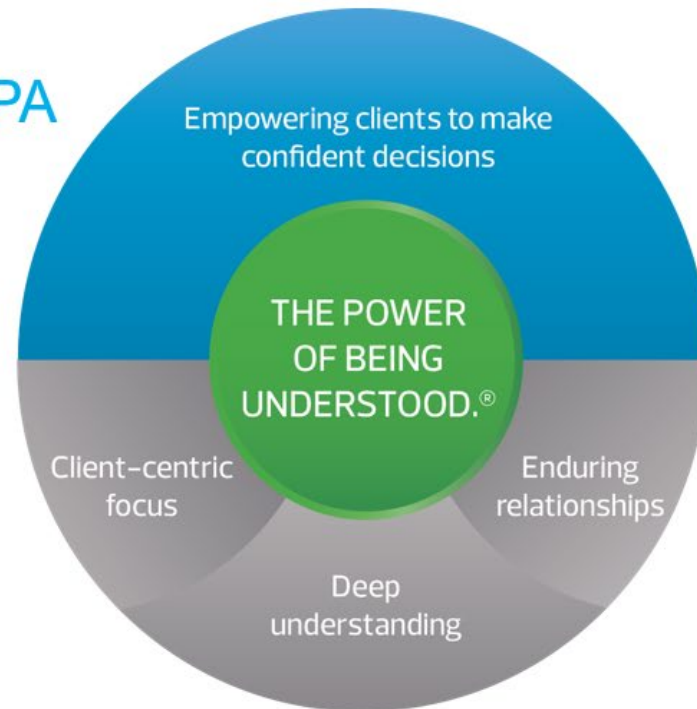
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Contact us

General Grant Questions: grants@opb.Georgia.gov

OPB Program Specific Contacts: <https://opb.georgia.gov/grant-program-contacts>

Vendor Management: psvendor@sao.ga.gov

Audits: David.Luker@rsmus.com