

Improving Neighborhood Outcomes in Disproportionally Impacted Communities (INODIC)

Grantee Onboarding



Presenter

Presenter:

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Program Guidance

FAQs:

Many grant questions can be answered by reviewing the Post-Award FAQs available on OPB's website. Navigate from the OPB Homepage \rightarrow For Grantees \rightarrow Important Documents and Guides \rightarrow FAQs \rightarrow <u>OPB CSFRF Post Award FAQs</u>

The FAQs include information on Grantee responsibilities, 2 CFR 200 links and guidance, budget guidance, payment requests and the reimbursement process, reporting, and additional topics.



Webinar Outline

- Overview of Program
- Federal Requirements
- Award Next Steps
 - -Terms and Conditions
 - -Portal Access
 - -Vendor Management Forms
 - -Final Budget Approval
- Environmental Review
- Reimbursement Submissions
- Reporting
- •Audits (RSM)



Onboarding Goals

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



Funding Source: American Rescue Plan Act- State Fiscal Recovery Funds

CFDA Number: 21.027

Performance Period: Date of Signed Terms and Conditions Agreement - October 31, 2026

- Grantee Type: Subrecipient
- Award Amount: Max Award \$2M (*\$2.2M)

Program Website: Improving Neighborhood Outcomes in Disproportionally Impacted Communities



Investments in neighborhood features, including parks, recreation facilities, sidewalks, and healthy food access, can work to improve physical and mental health outcomes. *

Eligible Activity

Governor's Office of

1. Development of or improvements/maintenance to parks or recreational facilities in Qualified Census Tracts in Georgia.

2. Funding for increased repair or maintenance needs to respond to significantly greater use of public facilities during the pandemic (e.g., increased use of parks resulting in damage or increased need for maintenance).



- 2 CFR 200 Policy Requirements are applicable to these funds. This includes but is not limited to Single Audits and Competitive Procurement among others that we will highlight in this webinar.
- Subrecipients should read through each Subpart to understand their responsibilities and applicable policy requirements under the assistance listing.
- Davis-Bacon Act is applicable for any project whose Total Project
 Costs (SFRF+ Additional Funding) is \$10m or greater.
 - Contracts (for goods or services with vendors) are required to have Treasury specific language.



Recipients of SFRF must use documented procurement procedures which conform to applicable Federal law and procurement standards covered in 2 CFR Part 200Sections 200.317-200.326 and procedures which echo applicable State and local laws and regulations. The following 2CFR policy requirements apply to <u>21.027 assistance</u> **listing**

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 as outlined in an executed terms and conditions agreement to accept the award.



Procurement Standards

- **200.317** Procurements by states
- **200.318** General procurement standards.
- 200.319 Competition.
- **200.320** Methods of procurement to be followed.
- **200.321** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
- **200.322** Procurement of recovered materials.
- **200.323** Contract cost and price.
- **200.324** Federal awarding agency or pass-through entity review.
- **200.325** Bonding requirements.
- **200.326** Contract provisions.



Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds, are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. 2 CRF 200.317 (i) states that the non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.



Subpart D Procurement

The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the following conditions is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, or competition is determined inadequate.



Subpart D Procurement

Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations. Treasury Compliance and Reporting Guidance

OPB Short Guide on Procurement

See Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance" or 2 CRF Part 200) and the Compliance Supplement for exceptions and details.



Subpart D Procurement

2 CFR Part 200 Section 200.320 specifies five methods of procurements to be followed as illustrated in the

table below1 :

Method	Aggregate Dollar Amount	Notes	Additional Notes
1. Micro-Purchase	*Not to exceed	No quotations required if	To extent practicable
	\$50,000	the price is reasonable.	distribute equitably among qualified suppliers.
2. Small Purchase	Up to \$250,000 **	Rate quotations from an adequate number of qualified sources.	No cost or price analysis required
3.Formal Procurement a. Sealed Bid	>\$250,000 **	Primarily construction projects-Firm fixed price contract.	Price is a major factor- formal process for bidding.
4. Formal Procurement b. Proposals	>\$250,000 **	A procurement method in which either a fixed price or cost-reimbursement type <u>contract</u> is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids	RFP with evaluation methods for an adequate number of qualified sources.
5.Formal Procurement c. Non-Competitive (Sole-Source)	Available for procurements of any dollar amount	No competition	Must meet specific circumstances including but not limited to the item is available only from a single source;

See Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance" or 2 CRF Part 200) and the Compliance Supplement for exceptions and details.

Exceptions to this threshold can be found here <u>https://www.ecfr.gov/current/title-48/chapter-1/subchapterA/part-2/subpart-2.1</u> Certain exemptions may apply. Recipients should consult the code of federal regulations https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1 for all thresholds and exemptions



(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with § 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in § 200.503 Relation to other audit requirements, <u>but</u> <u>records must be available for review or audit by appropriate officials of the</u> <u>Federal agency, pass-through entity, and Government Accountability Office (GAO).</u>



Subpart F Audit Requirement

(f) Subrecipients and Contractors. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section § 200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) Compliance responsibility for contractors. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.



Next Steps

Post-Award Checklist

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

This information can be found on the For Grantees webpage, linked below.

For Grantees - OPB

Next Step: Post Award Checklist

On April 4, 2022, the federal government transferred from using a DUNS Number to a Unique Entity Identifier that grantees must create in SAM.gov. In order to comply with this requirement, all grantees with the designation of subrecipient will require an active UEI (12-character, alpha-numeric code assigned by the U.S. General Services Administration (GSA)) to request a payment for reimbursement while all grantees with a designation of beneficiary will be required to have an EIN/TIN (employee identity number/tax identification number) to submit a payment request. Important Note: Your award will show in the GeorgiaGrants portal as awarded under My Grants once the terms and conditions is signed, the vendor form is processed (see step 3 below), and the final budget is approved (Step 4 is only applicable for subrecipients).

Please see our Post Award FAQs, linked below, for updates on deadlines and processes.





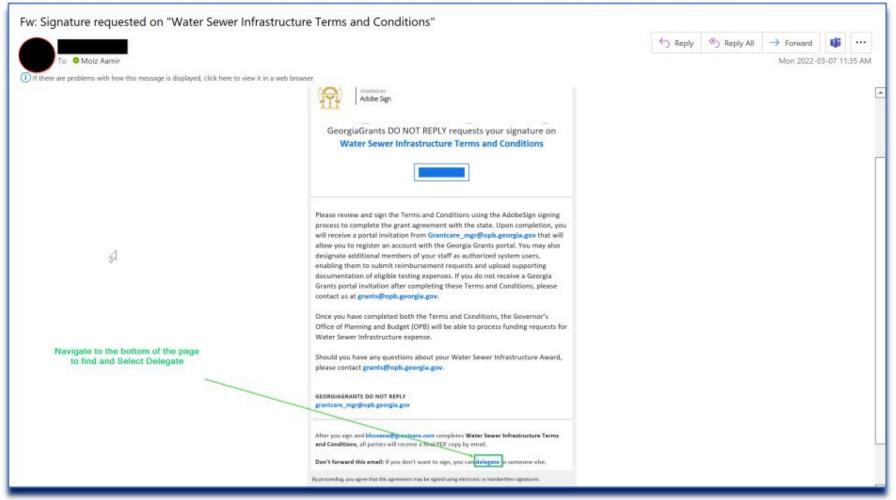
An agreement outlining the terms of your award called the Terms and Conditions will be sent to you after your award notification has been sent. Once sent, this document will need to be signed by an Authorized Official to accept the conditions of your award.

- The Terms and Conditions email will come from adobesign@adobesign.com
- Must be signed within 60 days from initial dissemination
- User guide under important documents on the For Grantee website https://opb.georgia.gov/covid-response/grantees
- Application Point of Contact may delegate to another individual



How to Delegate Terms & Conditions

Navigate to the bottom of the email in the agreement details to find "Delegate" and click.





How to Delegate Terms & Conditions

Selecting Delegate will take you to another link allowing you to Delegate the Document.

Delegate this document To send this document to another individual in your organization for signature, enter their email address and a message below.	
Email: Message Delegate	



A step-by-step video is available on the OPB website to assist you with delegating Terms & Conditions. It can be found under the For Grantees Section, then under Webinars and Tutorials, or click the link below.



Terms and Conditions Delegation

Instructions on how to delegate the signing of the terms and conditions (award agreement) to the authorized official or representative for your entity. Accompanying pdf instructions can be found **<u>nere</u>**.

CLICK HERE FOR VIDEO

How to Delegate Terms & Conditions Video



Awardees will receive an email from OPB's Grant Management System, <u>GeorgiaGrants</u> to facilitate account set up and award management. This email will go to the Point Of Contact listed on the awardee's application.

The GeorgiaGrants Portal User guide with instructions on adding users can be found under the important document section on our For Grantees website.

Portal User Guide



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

- Awardees must submit both a Vendor Management Form and W-9 via <u>Survey Monkey Apply</u> (SMA) providing information to accept electronic ACH payments. This must be completed with 60 days of the initial award notice.
- Both updated forms are linked within the SMA task. Simply login, download the forms, complete, and upload the completed forms. Please ensure to complete AND submit the task.



- If your organization has completed these forms previously for a different program, you must still complete these forms to ensure correct banking information is utilized for this program and its payments.
- Please note that the State Accounting Office processes these forms and this may take multiple weeks. Therefore, OPB encourages awardees to submit these forms completed as soon as possible.
- Website link with more detailed instructions: <u>Vendor</u> <u>Management Form</u>



Step 4: Final Budget

Before submitting reimbursement requests, you must submit a final detailed budget worksheet. This budget is project specific.

Budgets should be submitted to the assigned programmatic grant specialist for review and approval (INODIC Program Specialist – Russell Ojers

<u>russell.ojers@rsmus.com</u>). Grantees will receive final approval in the GeorgiaGrants portal for their approved budget.



Step 4: Final Budget

Below are links to the Budget Worksheet and Budget Worksheet Guide. They can be found on the OPB website in the For Grantees section → Important Documents and Guides.

- <u>Detailed Budget Worksheet</u>
- <u>Budget Worksheet Guide</u>



Step 4: Final Budget

- Final budgets should contain OPB State Fiscal Recovery Fund (SFRF) grant related project costs only. Please do not include project costs that will be funded with fund sources outside of the ARPA SFRF. Match funds should not be included in your final budget.
- Contracts/Services, etc. are subject to 2CFR 200 procurement requirements. As such, if these contracts, etc. do not align to federal guidance, do not include them in your final budget submitted to OPB. Funds sources outside of ARPA funds awarded should follow any requirements or restrictions for the fund source used.
- Contingency Budget (10% cost overrun protection)



A budget revision increases or decreases specific budget category line items but does <u>not affect the total awarded amount.</u> Grantees must submit a <u>Budget Adjustment Form</u> in order to change a previously approved Final Budget.

Reasons for a budget revision may include:

- 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.



Governor's Office of

- A change in scope occurs when the recipient proposes to change the objectives, aims, or purposes identified in the approved application. Grantees must submit a <u>Change of Scope Form</u> 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.



Environmental Review and Historic Preservation

Section 106 of the NHPA does not apply to Treasury's administration of SLFRF funds, including funds expended under the revenue loss, public health and negative economic impacts, and water, sewer, and broadband infrastructure eligible use categories. Projects supported with payments from the funds may still be subject to Section 106 of the NHPA if they involve participation from other federal agencies, including funding from other federal financial assistance programs, or are subject to receipt of approvals from other federal agencies.

Consultation with DCA/Historic Preservation Division is only required if there is additional federal involvement beyond the ARPA SLFRF funding.



Parks and Recreation construction projects disturbing one or more acres require coverage under <u>one of the three NPDES construction general permits</u>.

- If the project is within a jurisdiction that has been certified by EPD as a local issuing authority (LIA), those same projects will require a local land disturbance permit (LDP).
 - If there is a LIA, the Erosion, Sedimentation & Pollution Control Plan (ESPCP) will be submitted to the LIA as part of the application for a LDP.
 - The ESPCP will be reviewed by either the LIA or Georgia Soil and Water Conservation Commission.
- If the project disturbing one or more acres is exempt from the LIA's ordinance or is not within a LIA jurisdiction, the ESPCP must be submitted to EPD for review.

If there are any questions about the submittal of an ESPCP to EPD, please refer to the following <u>webpage</u> for information and contacts.



- Payment Requests will be submitted through the Georgia Grants Portal.
- Grantees should submit a Payment Request Template in the portal along with the supporting documentation for each budget category. <u>Please ensure you submit each request under the appropriate file type</u> to ensure it is not returned for revision.

Required Documentation

1. Payment Template (Click to download)

2. Supporting Documentation (dependent on type of expense, see Documentation Guide tab on template, or the <u>OPB Supporting</u> <u>Documentation Quick Reference Guide.</u>



Payment Requests

Process:

- Funds will be dispersed through the bank account listed on the vendor management form submitted to SAO.
- 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
- All returns for revision notifications will be sent through the portal
- How to Submit a Payment Request Video



Payment Request Template

The link to the payment request template is below and can be found on the OPB website \rightarrow For Grantees \rightarrow Important Documents and Guides.

	1 ver 5.3.22 2 Governor's Office of Planning a 3 Payment Request Summary	and Budget	
Payment	4 5 Payment Request Summary Instructions 6 Grant Program Name: 7 Grant ID Number (GA-xxxxxx):		
<u>Request</u>	Status Transcription Accessory Status Transcription Grantee Organization Name: Ocntact Name: Contact Title : 11 Contact Email:		
<u> Template</u>	12 Contact Enan. 12 Contact Phone Number: 13 Date Range included in Payment Request: 14 Total Amount Requested :	\$0.00	
	ATTESTATION: I have reviewed the amount the appropriate totals on the respective table certify that I have reviewed each expense supporting documentation and that to my k with each item of supporting documentation and that are supported to the grant.		
	17 Instructions Documentation Guid	e Payment Request Summary Personnel and Fringe Trave 🛞 🕴 🔹	
	Ready		H D + 100%

The template includes a tab for instructions, as well as a tab for documentation guide. Please review these tabs and information as they will assist you in completing the payment request template and help us to process your request in a timely manner.



There are two ways in which a point of contact or authorized user can be changed in GrantCare

 Users can add or update authorized users in the GrantCare system so an existing point of contact in the grant can add a new primary contact or authorized user.
 Instructions can be found on page 27 of our GeorgiaGrants Portal User

Instructions can be found on page 27 of our GeorgiaGrants Portal User Guide here: <u>Portal User Guide</u>

2. A new POC can complete the request online by completing the <u>Authorized</u> <u>User Designation Survey</u> under our important documents section.

Please note that this second option requires a signature from an authorized official within the requestor's organization or entity on letterhead to validate that the requested contact be added to the grant on file or replace an existing POC. The second method also takes up to two weeks to process.



SMA primary contacts are referred to as "Application Owners." This primary contact is the application submitter for your organization.

Additional authorized users referred to as "collaborators" may be added to an SMA account by the "Application Owner" within SMA.

Please note that only "Application Owner" can submit task assigned in SMA. "Collaborators" only have access to fill out data within the field for the task.



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 Treasury guide is located here for reference:

SLFRF Compliance and Reporting Guide



Reporting

Grantees must complete the mandatory reporting survey for the following quarters in order to fulfill the reporting requirements placed upon the State of Georgia by the United States Department of the Treasury.

Awardees should prepare for these reports after signing the terms and conditions agreement to ensure the information is available for timely reporting by the 15th of each month following each quarter.

Quarter 1: January-March (Due April15th) Quarter 2: April-June (Due July 15th) Quarter 3: July-September (Due October 15th) Quarter 4: October-December (Due January 15th)



Reporting

Failure to complete the mandatory reporting will result in an administrative hold for non-compliance on your account. During a period of non-compliance, you will be unable to receive reimbursements for any pending or future payment requests until the survey is complete or receive approval on a pending budget or amendment. OPB will note each time your organization is placed in "non-compliance" status, and repeated failure to comply with this requirement may result in further enforcement actions for non-compliance by OPB.

SLFRF Compliance and Reporting Guide



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, subsubrecipients, vendors, suppliers and any other parties whom receive direct financial benefit as a result of the grant award.



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Audits

How to prepare

Budgets

- 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

Procurement and Disbursements

- Enact strong document management and retention controls for all project related commitments and expenditures including but not limited to:
 - · Solicitations, advertisements
 - Bids
 - · Contracts / purchase orders (Appendix II)
 - Invoices
 - · Payroll registers, timesheets, daily logs
 - Proof of payment
 - Policies and procedures
- Ensure high value contractors and their subcontractors are aware of the monitoring program, and are responsive to requests

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

N1 - Example, not a comprehensive listing



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Audits

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.)



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Resources

Recipients may consult the following for more resources on compliance with Final Rule:

- <u>State Local Fiscal Recovery Compliance and Reporting Guide</u>
- <u>Statement Regarding Compliance with the Coronavirus State and</u> <u>Local Fiscal Recovery Funds Interim Final Rule and Final Rule</u>
- Final Rule
- <u>Uniform Administrative Requirements, Cost Principles, and Audit</u> <u>Requirements for Federal Awards ("Uniform Guidance" or 2 CRF</u> <u>Part</u>

200)

- <u>Compliance Supplement</u>
- Please see the <u>Assistance Listing</u> in SAM.gov under assistance listing number (formerly known as CFDA number), 21.027 for more information.



Contact Information

General Grant Inquiries – grants@opb.Georgia.gov

INODIC Program Specialist – Russell Ojers russell.ojers@rsmus.com

Audits – GeorgiaARPA@rsmus.com