



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

Public Safety & Community Violence Reduction Grant Program

June 2023



Presenter:

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Program Guidance

FAQs:

Many of your questions can be answered by reviewing our Post-Award FAQs available on the OPB website under For Grantees, Important Documents.

[Post-Award FAQs](#)

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

Webinar Outline:

- Overview of Program
- Federal Requirements
- Award Next Steps
 - Terms and Conditions
 - GeorgiaGrants Portal Access
 - Vendor Management Forms
 - Final Budget Approval
- Payment Request Submissions
- Reporting
- Audits



Onboarding Goals

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



Program Overview

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

CFDA Number: 21.027

Performance Period: Terms & Conditions Execution Date – October 31, 2026

Grantee Type: Subrecipient

Award Amount: Max Award \$1.5M (*\$1.65M)

Program Website:

[Public Safety and Community Violence Reduction Grant | Governor's Office of Planning and Budget \(georgia.gov\)](#)



Program Overview

The purpose of this funding is to address violent gun crime and community violence that have increased as a result of COVID-19, or to address a decrease in public sector law enforcement staffing as a result of COVID-19.

All eligible activity shall be under the following categories:

- 1) Law Enforcement Staffing
- 2) Violent Crime Reduction Programs
- 3) Equipment & Technology
- 4) Community Violence Intervention Programs

Unallowable Activity

What is considered unallowable activity?

OPB will consider anything outside of the eligible activities as unallowable. Below is a non-exhaustive list of unallowable activity under this program (as listed in the [Program FAQs](#)):

- Vehicles, Vessels, or Aircraft (Lease or Purchase);
- Unmanned Aerial Vehicles/Unmanned Aircraft (Lease or Purchase);
- Military-Type Equipment;
- Firearms;
- Ammunition;
- Construction Projects;
- Costs Incurred Outside the Project Period;
- Credit Card Fees;
- Fines and Penalties;
- Land Acquisition or Real Estate;
- Luxury Items;
- State and Local Sales Taxes; and
- Promotional Items



Expectations

- 2 CFR200 Policy Requirements are applicable to these funds. This includes but is not limited to Single Audits, 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.



Federal Requirements – Uniform Guidance

Recipients of SFRF must use documented procurement procedures which conform to applicable Federal law and procurement standards covered in 2 CFR Part 200 Sections 200.317-200.326 and procedures which echo applicable State and local laws and regulations.

The following 2CFR policy requirements apply to [21.027 assistance 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.



Subpart D Post Federal Award Requirements

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.



Subpart D Procurement

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 CFR 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 Reporting and Compliance Guide, P. 9)

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 \$50,000	No quotations required if the price is reasonable.	To extent practicable 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 contract 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 <https://www.ecfr.gov/current/title-48/chapter-1/subchapterA/part-2/subpart-2.1>

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



Subpart F Audit Requirement

- (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, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).



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.



[Step 1: Terms and Conditions](#)



[Step 2: Georgia Grants Access](#)



[Step 3: Vendor Management](#)



[Step 4: Final Budget](#)

CLICK HERE FOR POST-AWARD
FAQS

Step 1: Terms & Conditions

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.


- The Terms and Conditions email will come from adobesign@adobesign.com
- Must be signed within 60 days from initial dissemination.
- Current Point of Contact may delegate to another individual
- [How to Delegate T&C Guide](#)




How to Delegate Terms & Conditions



Navigate to the bottom of the email in the agreement details to find “**Delegate**” and click.



Fw: Signature requested on "Water Sewer Infrastructure Terms and Conditions"

To:  **Molz Amir**


 If there are problems with how this message is displayed, click here to view it in a web browser.

Mon 2022-03-07 11:35 AM

REPLY REPLY ALL FORWARD  



GeorgiaGrants DO NOT REPLY requests your signature on
[Water Sewer Infrastructure Terms and Conditions](#)



Please review and sign the Terms and Conditions using the AdobeSign signing process to complete the grant agreement with the state. Upon completion, you will receive a portal invitation from Grantcare_mgr@opb.georgia.gov that will allow you to register an account with the Georgia Grants portal. You may also designate additional members of your staff as authorized system users, enabling them to submit reimbursement requests and upload supporting documentation of eligible testing expenses. If you do not receive a Georgia Grants portal invitation after completing these Terms and Conditions, please contact us at grants@opb.georgia.gov.

Once you have completed both the Terms and Conditions, the Governor's Office of Planning and Budget (OPB) will be able to process funding requests for Water Sewer Infrastructure expense.

Should you have any questions about your Water Sewer Infrastructure Award, please contact grants@opb.georgia.gov.

GEORGIA GRANTS DO NOT REPLY
grantcare_mgr@opb.georgia.gov

After you sign and bhuvana@grantcare.com completes [Water Sewer Infrastructure Terms and Conditions](#), all parties will receive a final PDF copy by email.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

Navigate to the bottom of the page
to find and Select Delegate



How to Delegate Terms & Conditions

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

POWERED BY
Adobe Sign

Sign In ?

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

Make It Your Own

Adobe and its vendors use cookies and similar technologies to improve your experience and measure your interactions with our websites, products, and services. We also use them to provide you more relevant information in searches, and in ads on this and other sites. If that's okay, click "Enable all." To limit sharing and view our vendors, click "Customize." You can change your options at any time.

Customize Enable all


Delegating Terms & Conditions Video

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

 [here.](#)

[CLICK HERE FOR VIDEO](#)

[How to Delegate Terms & Conditions Video](#)



Step 2: GeorgiaGrants Portal Access

Awardees will receive an email from OPB's Grant Management System, GeorgiaGrants 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](#)

Step 3: Vendor Management

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

- Awardees will need to login to the [Survey Monkey Apply website](#) to complete and submit the Vendor Management Form & W-9 Task by 8/12/23 (60 days).
- 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.



Step 3: Vendor Management

- 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: [Vendor Management Form](#)



Step 4: Final Budget

Before submitting reimbursement requests, you must submit a final detailed budget worksheet and capital expenditure form (Treasury Requirement). This budget is project specific.

Budgets should be submitted to the assigned programmatic grant specialist for review and approval (PSCVRG Program Specialist – Max Levy, max.levy@opb.Georgia.gov). 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 under the For Grantees section, then Important Documents and Guides.

[Detailed Budget Worksheet](#)

[Budget Worksheet Guide](#)



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)



Budget Revisions

A budget revision increases or decreases specific budget category line items but does not affect the total awarded amount. Grantees must submit a [Budget Adjustment Form](#) 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.

Change of Scope

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 [Change of Scope Form](#) 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.



Payment Requests

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.

Please ensure you submit each request under the appropriate file type 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 [OPB Supporting Documentation Quick Reference Guide](#).)



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 under the For Grantees section, then Important Documents and Guides.

[Payment
Request
Template](#)

The screenshot shows a spreadsheet application window titled "ver 5.3.22". The main content area displays the "Payment Request Summary" form. The form includes the following fields and sections:

- 1. ver 5.3.22
- 2. Governor's Office of Planning and Budget
- 3. Payment Request Summary
- 4. [Payment Request Summary Instructions](#)
- 6. Grant Program Name: _____
- 7. Grant ID Number (GA-xxxxxxx): _____
- 8. Grantee Organization Name: _____
- 9. Contact Name: _____
- 10. Contact Title: _____
- 11. Contact Email: _____
- 12. Contact Phone Number: _____
- 13. Date Range included in Payment Request: _____
- 14. Total Amount Requested : \$0.00
- 15. **ATTESTATION:** I have reviewed the amounts and certify the totals are correct as shown and agree to the appropriate totals on the respective tabs in this workbook.
I certify that I have reviewed each expense submitted in this form along with each corresponding item of supporting documentation and that to my knowledge, the description and total of each expense along with each item of supporting documentation is accurate, and complies with the requirements for this grant.
- 17. The bottom of the window shows a tab bar with the following tabs: Instructions, Documentation Guide, **Payment Request Summary**, Personnel and Fringe, and Travel.

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.



POC/Authorized User Updates

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

1. Users can add or update authorized users in the 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 Guide here: [Portal User Guide](#)
2. A new POC can complete the request online via the [Authorized User Designation Form](#) linked under the Important Documents section of the program website.

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.



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:

[SLFRF Compliance and Reporting Guide](#)



Survey Monkey Apply Owners/Collaborators

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

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 April 15th)

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 a grantee's account. During a period of non-compliance, grantees 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 a grantee 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.



Subrecipient Monitoring and Audits

The Office of Planning and Budget will conduct activities to assess the risk of non-compliance, fraud, and/or fiscal negligence at each subrecipient. Additionally, OBP uses monitoring components to ensure that federal awards are administered in compliance with all federal and state regulations, laws, and terms and conditions grant agreements. Each monitoring component is designed ensure that every subrecipient has the necessary policies in place to enable it to effectively and ethically participation in the grant. Monitoring types include: Risk Assessments, Ongoing Monitoring, Desk Reviews, Enhanced Programmatic Desk Reviews, and Site Visits.



Subrecipient Monitoring and Audits

As a part of its ongoing monitoring efforts, the Office of Planning and Budget will conduct regular audits of financial records, performance data, and other information at each subrecipient. The frequency and extent of these procedures will vary by subrecipient, as determined by the risk assessment or other criteria, and typically include inquiry, observation, and inspection of data and records, including but not limited to the following functional areas, where applicable:

- 2 CFR Compliance / Single Audit results
- State Reporting
- Procurement
- Permitting
- Disbursements
- Subcontracting
- Change Orders / Contingency Use
- Inspections
- Construction fieldwork
- Labor
- Environmental



Resources

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

- [State Local Fiscal Recovery Compliance and Reporting Guide](#)
- [Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule](#)
- [Final Rule](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(“Uniform Guidance” or 2 CFR Part 200\)](#)
- [Compliance Supplement](#)
- Please see the [Assistance Listing](#) in SAM.gov under assistance listing number (formerly known as CFDA number), 21.027 for more information.



Contact Us

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