

DCA Online Grants Management System Certifying Official Signup Form

The Georgia Department of Community Affairs (DCA) Grants Management System contains CDBG and NSP Quarterly Reports that are submitted online. CEOs or directors of communities or organizations that have received CDBG or NSP grants may register to sign Quarterly Reports for their grants online.

Only the Certifying Official for the grant can be approved to sign Quarterly Reports online. In order to set up an online account, DCA must receive a copy of this form signed by the Certifying Official and containing that person's email address.

The email address will be used as the system login and for receiving updates and notifications. Because of this, the address must be active and must be used by the Certifying Official only, not shared with any other individuals.

By signing Quarterly Reports online through the Grants Management System, Certifying Officials are certifying that they have reviewed and approved the reports. Users granted access to the Grants Management System are not permitted to share DCA user accounts or passwords with any other persons, including administrative assistants or other members of their own staff. All Passwords are to be treated as sensitive, confidential information. *Please be aware that officials using the Grants Management System are responsible for any signatures made using their logins.*

Jurisdiction or Organization _____

Certifying Official Name _____

Certifying Official Job Title _____

Email address: _____

Certifying Official Signature: _____

Date: _____

Return this form to:

Database Administrator
Office of Community Development
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329-2231

If you have any questions, please email cdfdadm@dca.ga.gov, or call Robert Shaw at 404-679-4806.