



COBB COUNTY CDBG PROGRAM OFFICE

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COMPETITIVE FUNDING PROCESS OVERVIEW

The following process outlines the standard operating procedures for competitive funding for federal and state grants administered by the CDBG Program Office, under the following grant programs:

- Community Development Block Grant (CDBG)
- Home Investment Partnership (HOME)
- Emergency Solutions Grant (ESG)
- Neighborhood Stabilization Program (NSP)
- Community Services Block Program (CSBG),
- Emergency Food and Shelter Program (EFSP)
- Justice Assistance Program (JAG)

1. Notice of Funding Availability

- a) Grant applications are posted on the Cobb County CDBG Program Office website and notices in English and Spanish in the Marietta Daily Journal and Mundo Hispanico are published.

2. Application Period

- a) Grant applications are available on the website for download. Word versions are available upon request by subrecipients.
- b) Grant Applications Workshop are held for all potential grant applicants.
- c) Grant Applications are accepted until a defined and published deadline. Applications submitted after the deadline will not be accepted.

3. Grant Application Review Period

- a) CDBG Program Office staff, County staff, and other impartial stakeholders in the community to serve on the applications review committee.
- b) Application Rating Forms are distributed to Application Review Committee for scoring. This process may take up to 4-6 weeks.
- c) The Applications Rating Committee will meet to discuss results and determine funding recommendations.
- d) The CDBG Program Office will prepare Recommended Funding Consideration Report for the Chairman and County Manager. This report also include a 3-year funding analysis.
- e) Upon approval from Chairman and County Manager, a Public Notice is published with a 30-day Public Comment period for draft funding recommendations. The CDBG Program Office will conduct a Public Review Meeting during the Public Comment period to receive comments on the recommendations.
- f) Upon completion of the 30-day public comment, an Agenda Item is prepare for approval by the Board of Commissioners.

4. Notification of Grant Application Review Results

- a) Agencies approved by the Board of Commissioners for funding are provided Notice of Approval Letters.
- b) Agencies not recommended by the Board of Commissioners for funding are provided declination notices.

5. Supplemental Funds Reallocation Policy

- a) HUD: Any unexpended HUD funds that have been identified by the CDBG Program Office will be reprogrammed for use in the subsequent program year through the annual application cycle.
- b) JAG: Any unexpended JAG funds that have been identified by the CDBG Program Office can only be reallocated to current subrecipients within that Fiscal Year.
- c) CSBG: In March, DHS typically notifies the County of an award of additional CSBG funds. DHS gives the county two weeks to revise and resubmit planning documents for the additional funding. To ensure the funds are distributed equally, the current CSBG subrecipients are provided two ranges, a high range and a low range, based on their initial allocation of funds and their expenditure ratio to date. Each subrecipient responds with the amount they can expend by the grant deadline. In the event there are leftover funds after each subrecipient has responded the remaining funds are evenly distributed to all of the agencies. Finally, an agenda item is prepared for Board approval and the revised documents are submitted to the State.
- d) EFSP: Local Boards may decide to reallocate EFSP funds within their jurisdiction. Funds may be reallocated locally at any time during the program spending period. When funds are reallocated from one Local Recipient Organization (LRO) to another, the Local Board must inform both the National Board and affected LROs in writing.

Minimum Application Requirements

Project proposals for funding are accepted by the Cobb County CDBG Program Office from county departments, participating cities, non-profit organizations, quasi-governmental agencies and public housing authorities. Applications are required to include the following:

1. Nonprofit status for at least one (1) full year, or two (2) full years of operating experience under another nonprofit entity, or a local governmental entity or agency within Cobb County.
2. Verification of registration with the State of Georgia's Secretary of State Office at the time of application.
3. Verification of registration with the U.S. System for Award Management and be free from debarment.
4. Verification of registration with E-verify at the time of application.
5. An active Board of Directors within the last 12 months.
6. The applicant must have an audit (or audited financial statements if operating budget is less than \$25,000 annually) prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation.

7. Written copy of financial management procedures, including staff responsibilities and required procedures.
8. At least twelve (12) months experience directly related to the proposed project or program clearly defining an appropriate beneficiary population according to the grant regulations.
9. Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation (as applicable to the Agency's Program).