



COBB COUNTY CDBG PROGRAM OFFICE

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GRANT ALLOCATION and REALLOCATION POLICY

Annual Allocation of Funding

The U.S. Department of Housing and Urban Development provides annual grants on a formula basis to Entitlement Communities as a means to support a wide range of community development and housing activities for low- and moderate-income households.

Generally in February of each year through the beginning of April, the County accepts applications from non-profit organizations for federal grant funds from the CDBG, HOME and ESG Programs. The County holds workshops prior to and during the grant application period to inform applicants about grant programs and applications processes. These workshops are open to new applicants and existing subrecipients. The County lists the application period on its website, sends an email community blast to all non-profits in its email directory, and provides notice in English and Spanish in the Marietta Daily Journal and Mundo Hispanico.

Typically, applications are due no later than the first week of April for funding in the following calendar year. The county estimates its annual allocation each year to include in its Annual Action Plan which is submitted to HUD each November. Because HUD does not publish its final allocation before the Annual Action Plan is due, the County estimates its annual allocation at 70% of the prior year's allocation. This estimated allocation allows the County to provide funding recommendations to county departments and local non-profit organizations that have submitted applications for funding. The County has chosen to estimate its funding at 70% as a safeguard against fluctuating grant allocations.

The grant applications are evaluated by the Applications Rating Committee consisting of CDBG Program Office personnel, County personnel and typically an independent representative selected from one of the cities or a non-profit not submitting an application. After the Committee rates the non-profit proposals, the CDBG Program Office meets with the County Manager and Chairman to discuss the recommended funding allocations. These meetings with the County Manager and the Chairman typically occur in July or August.

The CDBG Program Office then advertises the recommended allocations for 30 days and conducts a public review meeting. After the 30-day comment period, the recommendations are submitted to the Board of Commissioners for

approval usually during the Fall. In November of each year, the County, through the CDBG Program Office, must notify HUD of funding allocations for the following calendar year.

In the first quarter of the program calendar year, HUD releases grant allocations for the County. Generally, the County receives funding in excess of the 70% used to make the initial funding recommendations. The Applications Rating Committee reconvenes to make final funding recommendations. Additional funding above the 70% threshold may be awarded to organizations that have submitted for the current program year. These recommendations follow the same process of internal review, public notification and BOC approval as the original funding allocations.

Federal funding, although allocated to the County, is not generally available for drawdown by the County until May or June of the funding year. However, grant recipients may begin incurring reimbursable expenses as of January 1 for a funding year, provided that a signed agreement has been executed by all parties.

Reallocation of Grant Funds

Any unexpended CDBG, HOME, ESG 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.