



GRANT PROGRAM OVERVIEW

Community Services Block Grant (CSBG)

The Community Services Block Grant (CSBG) Program was created by the federal Omnibus Budget Reconciliation Act of 1981 to alleviate the causes and conditions of poverty in communities through the Georgia State Department of Human Services (DHS) Division of Family & Children Services. Cobb County receives an annual formula-based allocation from DHS.

CSBG Eligible Services

The Community Service Block Grant provides core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient. The Program provides support for nonprofit agencies that provide services for low-income persons in Cobb. **Eligible households include those whose incomes are at or below 125 percent of the federal poverty level, as defined by the Office of Management and Budget.** Eligible services provided by CSBG approved agencies include, but are not limited to:

- **Employment Services:** Internships, Skills Training, Job Search, and Employment
- **Education Services:** Child/ Youth Programs, School Supplies, and Adult Education Programs
- **Support Services covering Multiple Domains:** Case Management, Childcare Payments, Transportation Assistance, Documents Assistance, and Re-entry Services.
- **Housing Services:** Housing Placement (including Emergency Shelter), Eviction Prevention, and Utility Assistance
- **Health/Mental/ Social/Behavioral Services:** Health Assessments and Screenings, Support Groups, Dental Services, and Family Development Skills
- **Income and Asset Building Services:** Counseling Services, Benefit Coordination, and Asset Building

CSBG Grant Funding in Cobb County

Annually, the Cobb County CDBG Program Office requests proposals from local non-profit organizations, participating cities in Cobb County, Cobb County Departments, and other public agencies including local housing authorities, mental and public health agencies to carry out eligible activities in the County. In Federal Fiscal Year (FFY) 2019, Cobb County received **\$765,786.00** in CSBG funding.

Grant Period for Federal Fiscal Year 2020 [Grant Period: October 1 – September 30]

- The CSBG Application Cycle commences **Monday, October 1, 2018** and concludes **Friday, November 2, 2018**.
- Application materials can be downloaded from the CDBG Program Office website at **www.cobbcounty.org/cdbg**.
- Applications will be accepted from non-profit organizations, participating cities in Cobb County, Cobb County Departments, and other public agencies including local housing authorities, mental health agencies, and public health agencies.
- **One (1) original application with attachments & one (1) application copy with attachments** should be submitted to the Cobb County CDBG Program Office no later than **4:00 p.m. on Friday, November 2, 2018**.

All submitted materials will be used in determining the organization's eligibility for funding.

Minimum Applicant Requirements



Applicants must have the following:

1. Nonprofit status for at least one (1) full year, or two (2) full years of operating as a subsidiary (a corporation owned or controlled in whole or in part) of a nonprofit entity, or a local governmental entity or agency within Cobb County.
2. Verification of registration with the 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 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. Copies of each audited financial statement must be submitted with the application. Audits are required. Reviews and Compilations will not be accepted. Audit findings will make the applicant ineligible to receive assistance. (Not applicable to governmental agencies).
 - The purpose of an audit is to ensure that an agency's financial statements are in conformity with Generally Accepted Accounting Principles. Audits not only include the testing of account balances such as cash, payables, revenues and expenses, but also require a consideration of fraud risk and an understanding of an agency's internal controls.
 - Independent audits are time-intensive and usually require staff and board member involvement. The price for an independent audit varies by nonprofit size. Fees in the ballpark of \$5,000-\$10,000 are common for small nonprofits.
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.
9. Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation

Grant Requirements

The CSBG award expenditure period is one year. The award periods will be from October 1st (beginning of the current fiscal year of funding) through September 30th one year later (e.g., 2020 awards would have a project period of 10/01/2019– 09/30/2020).

All grant programs have some long-term reporting and program activity requirements as a condition of receiving funds:

Programmatic and Expenditure Reporting

- ✓ Monthly expenditure requirements and program reporting requirements
- ✓ Annual final financial audit review
- ✓ EasyTrak – data entry and reporting
- ✓ Mandatory participation in Grant Training Workshops

On-site visits, Technical Assistance and Monitoring

- ✓ Compliance monitoring will be conducted once every two years
- ✓ On-site visits and technical assistance provided as necessary



Helpful Tips

Points to Consider When Completing the Application for Funding:

ORGANIZATIONAL AND ADMINISTRATIVE CAPACITY

Any actions that improve the nonprofit's effectiveness, in terms of organizational and financial stability, program quality, and growth enhance the nonprofit's ability to have a positive impact on lives and communities. The nonprofit should have:

- Clear plans and internal policies to deliver the proposed services.
- Adequate staff dedicated to the project to deliver the proposed services.
- A formalized system for tracking annual performance outcomes.

FINANCIAL CAPACITY

- Consider what percentage of the agency's budget are contributed by grant funds in determining if projects can be sustained in the case of delayed reimbursements.

REIMBURSABLE GRANTS

CSBG is a reimbursement grant:

- Funding is provided to grant subrecipients after expenses have been incurred by the agency. Grant funds are reimbursable to the receiving agency based on actual receipts submitted for eligible projects.
- Reimbursements are processed after Cobb County has received its allocation from the Georgia State Department of Human Services (DHS) Division of Family & Children Services for the federal fiscal year.
- Since it is difficult to project when funds may be received from DHS, the applicant must clearly depict their financial capacity to fund program costs.

PROGRAM AREAS

- Clearly define the organization's program area. CSBG provides core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.
- Ensure that the proposal narrative in the grant application corresponds to an eligible activity of the grant in which you are seeking funding for.

LEVERAGING AND COLLABORATION

Collaboration and Resource Leveraging can improve your capacity by working with others that complement your mission and allow smaller organizations to learn from experts in the field.

- Grant applications should identify organization's partners and leveraging resources from other sources.
- Provide detail description that the organization has secured funding from other resources to use for the proposed activity.

RATING FORM

- Grant applications are scored utilizing the Grant Application Rating Form. A copy of the Grant Application Rating Form can be downloaded at www.cobbcounty.org/cdbg. Organizations should review the Rating Forms to ensure the organization's application sufficiently addresses each section.
- CDBG Program Office staff, County staff, and other impartial stakeholders in the community will serve on the Applications Review Committee to score all applications.
 - ✓ Funding results will be provided to organizations after a decision has been made by the Board of Commissioners.
 - ✓ Funding approvals or declinations are provided to Applicants during March or April prior to the start of the grant award period.

Always check your application for consistency.