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Managing Director

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OVERVIEW

- Welcome
- Financial Basics
- CDBG Program Basics
- CSBG Program Basics
- ESG Program Basics
- ESFP Program Basics
- HOME Program Basics
- JAG Program Basics
- Q&A



FINANCIAL MANAGEMENT BASICS



Presented By:
Caticah McNeil
Grant Accountant

FINANCIAL MANAGEMENT SYSTEMS

Recommended Standards:

- Complete financial reporting (accurate and current)
- Utilize financial management software for managing cash flow (i.e. Quicken and Quickbooks,)
- Accounting records that identify source of funding (name of grant, year of funding, projects)
- Develop a budget and expenditure control system

CDBG GRANT ALLOCATION			
	Budget	Expense	Balance
Supplies	\$ 1,000.00	\$ 250.00	\$ 750.00
Salary	\$ 30,000.00	\$ 10,000.00	\$ 20,000.00
Maintenance	\$ 4,000.00	\$ 1,500.00	\$ 2,500.00
TOTAL	\$ 35,000.00	\$ 11,750.00	\$ 23,250.00

CASH FLOW ANALYSIS

MY NON PROFIT

Starting date	10/1/2016
Cash balance alert minimum	\$3,500.00

	Beginning	10/1/2016	11/1/2016	12/1/2016	1/1/2017	2/1/2017	Total
Cash on hand (beginning of month)	\$5,000.00	\$5,000.00	\$1,325.00	\$12,125.00	\$3,475.00	\$3,475.00	
Cash on hand (end of month)	\$5,000.00	\$1,325.00	\$12,125.00	\$3,475.00	\$3,475.00	\$3,475.00	

CASH RECEIPTS		10/1/2016	11/1/2016	12/1/2016	1/1/2017	2/1/2017
CONTRIBUTIONS		\$5,000.00	\$10,000.00	\$500.00		
GRANT FUNDS		\$0.00	\$5,000.00	\$3,500.00		
FUNDRAISER		\$5,600.00	\$10,000.00			
TOTAL CASH RECEIPTS		\$10,600.00	\$25,000.00	\$4,000.00	\$0.00	\$0.00
Total cash available	\$5,000.00	\$15,600.00	\$26,325.00	\$16,125.00	\$3,475.00	\$3,475.00

UTILITY	\$500.00	\$550.00	\$650.00	\$1,700.00
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CASH PAID OUT		10/1/2016	11/1/2016	12/1/2016	1/1/2017	2/1/2017
UTILITY		\$500.00	\$550.00	\$650.00		
PHONE		\$150.00	\$150.00	\$150.00		
CONTRACT LABOR		\$2,500.00	\$0.00	\$0.00		
OFFICE SUPPLIES		\$125.00	\$0.00	\$50.00		
RENT/LEASE: VEHICLE, EQUIPMENT						
SUBTOTAL		\$7,275.00	\$7,700.00	\$9,850.00	\$0.00	
Loan principal payment		-\$1,500.00	-\$1,500.00	-\$1,500.00		
Capital purchases		-\$5,000.00	\$0.00			
Other startup costs			-\$3,000.00			
To reserve and/or escrow		-\$500.00	-\$2,000.00	-\$1,300.00		
TOTAL CASH PAID OUT		\$14,275.00	\$14,200.00	\$12,650.00	\$0.00	
Cash on hand (end of month)	\$5,000.00	\$1,325.00	\$12,125.00	\$3,475.00	\$3,475.00	\$3,475.00

- Set aside cash reserve funds for unexpected expenses
- Establishing a line of credit can increase your business financial standing

UNALLOWABLE COSTS/DOCUMENTATION

- Alcoholic Beverages
- Organization's Bad Debts
- Reimbursement of Contributions & Donations
- Entertainment (such as movies, dinners etc.)
- Organization's Fines and Penalties (i.e. tax liens, code violation fines, etc.)
- Fund raising
- Idle facilities and idle capacity
- Lobbying
- All accounting records must be supported by source documentation (Invoices, copies of checks, signed docs etc)...KEY!!!
- Reimbursement costs charged must be incurred during grant period
- Pay First in order to get Reimbursed!!

BASIC ELEMENTS OF INTERNAL CONTROLS

Internal Controls and accountability **MUST** be maintained for ALL cash, real/personal property and other assets.

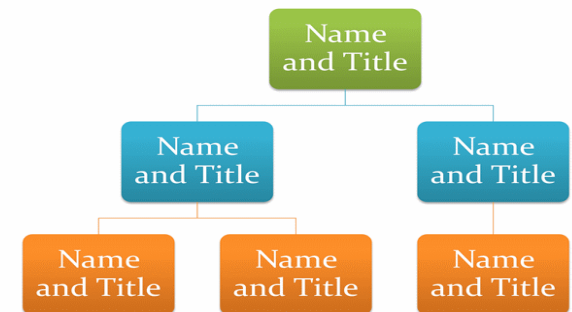
- **Ensure compliance with funding restrictions**

- Grant regulations
- Private donations

- **Eliminate Fraud and Abuse**

- Formal system of authorization and supervision
 - Control over access to asset, blank forms, confidential documents (i.e. items purchased with funding, computers, blank checks, credit cards)
- Written definition of duties-complete job description
- Separation of duties
 - Checks and Balances- (who approves and signs documents, print checks, authority to sign checks, at what amount does a check requires more than one signature)
- Tracking system of assets and liabilities (Accounting programs, Excel, Numbers)

Title of Organization Chart



TYPES OF AUDIT

As a requirement EVERY entity receiving federal funding must obtain an audit.

AUDIT

- Highest level of assurance on financial statements
- Confirmation with outside parties
- Testing selected transactions by examining supporting documents
- Physical inspections and observations
- Considering and evaluating the internal control systems of the organizations

REVIEW

- Limited assurance on financial statements (no material modifications needed to financial statements are necessary; Conformity with GAAP)

COMPILATION

- Provides NO assurance on financial statements.
- CPA takes financial data provided by non profit and puts them in financial statement format that complies with GAAP.
- No testing or analytical procedures performed.

AUDIT



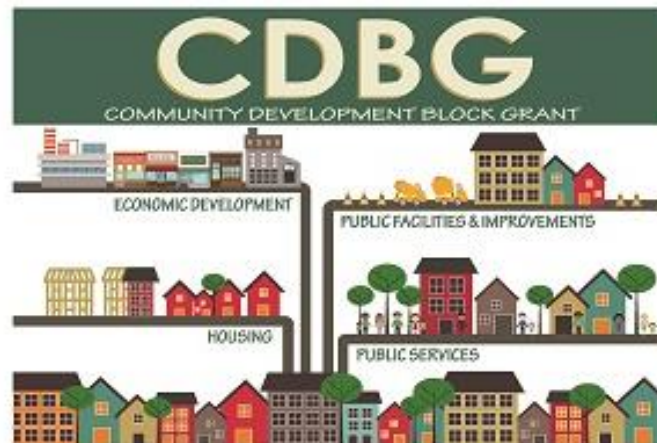
- Independent audits are time-intensive and usually require staff and board member involvement. The price for an independent audit varies by nonprofit size. Fees in the ballpark of \$5,000-\$10,000 are common for small nonprofits.
- Office of Management & Budget Circular A-200.501 requires entities that expend \$750,000 or more during a fiscal year* in federal awards (from all sources) have a Single Audit conducted for that fiscal year.
- Audits must be in accordance with Generally Accepted Government Auditing Standards (GAGAS) and 2 CFR 200.501 regulations

[https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200 1501&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200%201501&rgn=div8)

**ALL FINANCIAL MANAGEMENT PRACTICES WILL BE
MONITORED BY THE CDBG PROGRAM OFFICE!**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Program Basics



Presented By: Ashley Baldwin
Program Specialist

Grant Term: January 1st – December 31st
Grant Application Cycle: February – April

OBJECTIVE

The ***primary objective*** of the CDBG Program is the ***development of viable communities*** for persons of ***low and moderate-income*** by:

- Providing decent housing
- Sustaining living environment, and
- Expanding economic opportunities

MEETING NATIONAL OBJECTIVES

**Each activity must meet one of the
*Three National Objectives:***

***1. Benefit Low & Moderate
Income Persons***



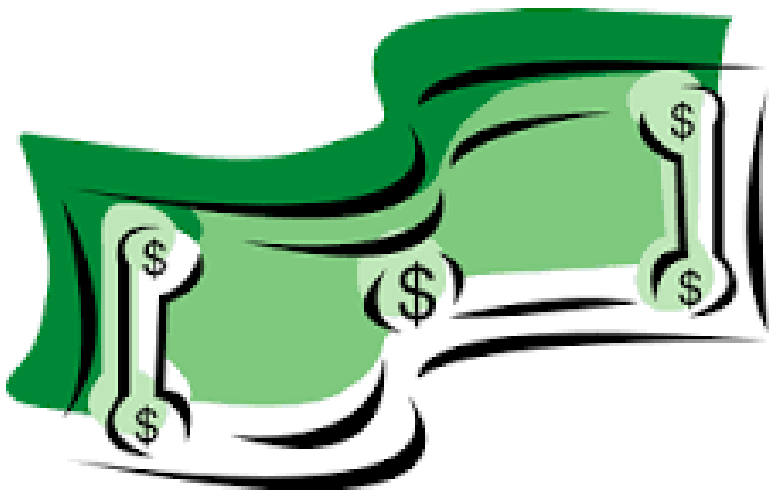
***2. Prevent or Eliminate
Blight***



***3. Meet urgent needs when
health and welfare are
threatened***



CDBG FUNDING



- PY2018 CDBG Allocation for Cobb County:
\$3,710,086.00
- **Proposals are accepted for:**
“ELIGIBLE” and “FUNDABLE” activities

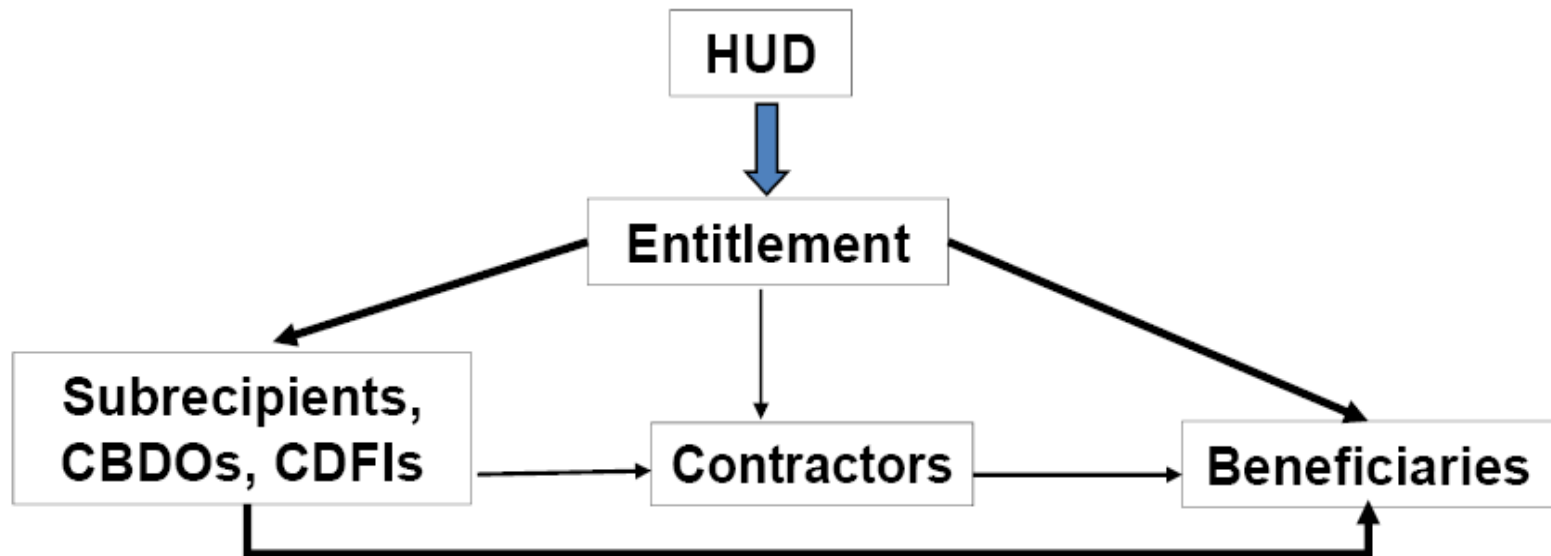
CDBG APPROPRIATIONS

Annual CDBG Appropriations

- Allocated to States and Local Jurisdictions by HUD and is authorized under Title I of the Housing and Community Development Act of 1974
- Cobb County receives an annual CDBG allocation based on the County's population.

CDBG MONEY FLOW

Entitlement communities partners



ELIGIBLE ACTIVITIES

- Public Facilities and Improvements
- Housing Rehabilitation
- Homeownership Assistance
- Acquisition/Disposition of Real Property
- Public Services
- Blight Removal / Site Clearance
- Code Enforcement
- Economic Development



COMMON PUBLIC SERVICE ACTIVITIES

■ ***Includes:***

- Job Training
- Child care
- Health care
- Fair housing outreach/education
- Services for seniors and homeless persons
- Recreational and educational programs

▶ ***CDBG funds may pay for:***

- ▶ Operating costs where service occurs related to CDBG eligible activity
- ▶ Must document costs

COMMON PUBLIC FACILITY ACTIVITIES

■ ***Includes:***

- Infrastructure including streets, sidewalks, water, sewer
- Neighborhood facilities including parks, playgrounds, recreational facilities
- Facilities for special needs populations including homeless shelters and group homes

▶ ***CDBG funds may pay for:***

- ▶ Labor
- ▶ Supplies
- ▶ Materials
- ▶ Must document costs

INELIGIBLE CDBG ACTIVITIES

- **NO** Political activities
- **NO** Construction of housing units by a unit of local government
- **NO** Operation and maintenance of public facilities/improvements
- **NO** General government expenses including construction of general government buildings
- **NO** Purchase of equipment under facility projects
- **NO** Direct income payments



INCOME ELIGIBILITY

2018 CDBG Program Income Limits **Effective: June 1, 2018**

FAMILY SIZE	EXTREMELY LOW 30%	VERY LOW INCOME 50%	LOW INCOME 80%
1	\$15,750	\$26,200	\$41,900
2	\$18,000	\$29,950	\$47,900
3	\$20,780	\$33,700	\$53,900
4	\$25,100	\$37,400	\$59,850
5	\$29,420	\$40,400	\$64,650
6	\$33,740	\$43,400	\$69,450
7	\$38,060	\$46,400	\$74,250
8	\$42,380	\$49,400	\$79,050

Source: U. S. Department of Housing and Urban Development [HUD] www.huduser.gov

**Income of all persons living in the household*

CDBG PROGRAM REQUIREMENTS

- Monthly Programmatic & Expenditure Reports are mandatory (even if no activity has occurred)
- Reimbursable grant (Full documentation of all expenses is required for reimbursement)
- Subject to annual monitoring
- Submission of Annual Budget regarding public service or facility projects



HOW TO APPLY FOR CDBG FUNDS?

The application period commences annually during the

First Week of February and
ends during the *First Week of April*

The CDBG application will be available online at www.cobbcounty.org/cdbg

Applications can be submitted electronically or physically to the Cobb County
CDBG Program Office.

Applicants are encouraged to attend an Applications Workshop prior to
completion.

COMMUNITY SERVICES BLOCK GRANT (CSBG)

Program Basics



Presented By:
Rabihah Walker
Deputy Director

Grant Term: October 1st – September 30th
Grant Application Cycle: October – November

CSBG OBJECTIVE

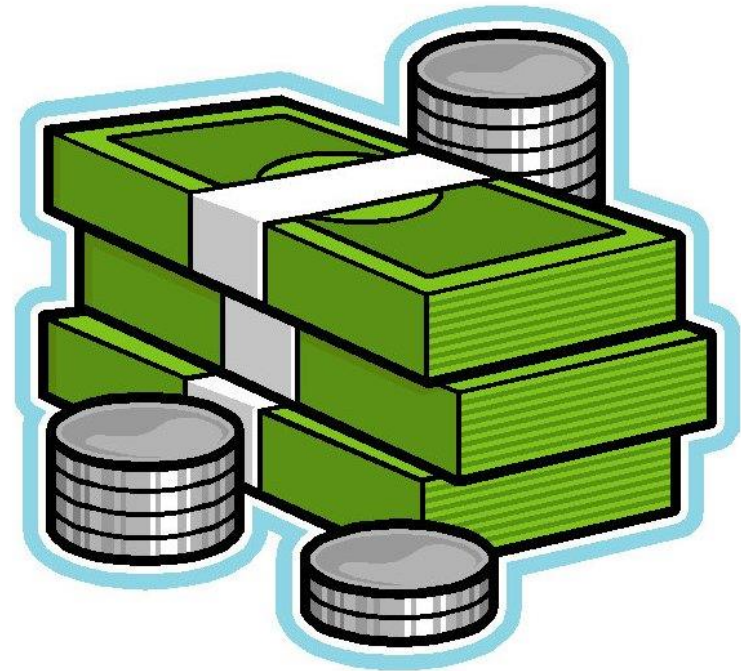
The ***primary objective*** of the CSBG Program is to alleviate the causes and conditions of poverty in communities.

Created by the Federal
Omnibus Budget
Reconciliation Act of 1981

CSBG FUNDING

FY2019 CSBG
Allocation for
Cobb County:
\$765,786.00

- ***Proposals
accepted for:
“ELIGIBLE” and
“FUNDABLE”
activities***



ELIGIBLE COSTS

■ *Includes:*

- **Education** including tutoring, GED Literacy, and Parent Education
- **Emergency Services** including rental, utility, food assistance
- **Health** including medical and dental assistance
- **Nutritional** Meal Programs
- **Income Management** and Credit Recovery
- **Housing** Placement
- **Self Sufficiency** to include employment and job retention, transportation, day care services

▶ *CSBG funds may pay for:*

- ▶ Labor, supplies and materials
- ▶ Operations and maintenance of facility where service occurs
- ▶ Payments related to the provision of eligible services
- ▶ Cannot just provide operational support to nonprofits
- ▶ Must document costs

CLIENT ELIGIBILITY

Clients must meet the following criteria to be eligible for services:

U.S. Citizen or
legally-admitted alien



Cobb County
resident



Household income not to
exceed 125% of the
Federal Poverty Guideline

INCOME ELIGIBILITY

CSBG MAXIMUM HOUSEHOLD INCOME LIMITS

COBB COUNTY CSBG PROGRAM

Effective: February 1, 2018

PERSONS IN FAMILY/ HOUSEHOLD	125% FEDERAL POVERTY GUIDELINE
1	\$15,175
2	\$20,575
3	\$25,975
4	\$31,375
5	\$36,775
6	\$42,175
7	\$47,575
8	\$52,975
*For each additional household member beyond eight (8) add \$5,400	

Source: HHS Federal Poverty Guidelines; Federal Register, Document Number 2018-00814

CSBG PROGRAM REQUIREMENTS

Subrecipients must adhere to the following program requirements:

- Monthly Programmatic & Expenditure Reports are mandatory (even if no activity has occurred)
- Data management through Easytrak
- Reimbursable Grant (full documentation of all expenses must be included)
- Subject to annual monitoring



HOW TO APPLY FOR CSBG FUNDS?

The application period commences annually during the [First week of October](#) and ends the [First week of November](#)

The CSBG application will be available online at www.cobbcounty.org/cdbg

Applications can be submitted electronically or physically to the Cobb County CDBG Program Office.

Applicants are encouraged to attend an Applications Workshop prior to completion.

EMERGENCY SOLUTIONS GRANT (ESG)

Program Basics



Presented By: Rabihah Walker
Deputy Director

Grant Term: January 1st – December 31th
Grant Application Cycle: February – April

ESG OBJECTIVE



The Emergency Solutions Grant (ESG) is a formula grant authorized by the HEARTH Act of 2009.

- The ***primary objective*** of the ESG Program is to assist people in:
 - Quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness.

ESG FUNDING

PY2018 ESG Allocation for Cobb
County: \$284,440.00

- ***Proposals accepted for:***
“ELIGIBLE” and “FUNDABLE”
activities



ELIGIBLE CLIENTS

Homeless Persons:

- Literally Homeless (Unsheltered)
- Individuals/families fleeing or attempting to flee domestic violence

Persons At-Risk of Homelessness:

- ▶ Individuals/families who will imminently (within 14 days) lose their residence
- ▶ Individuals/families fleeing or attempting to flee domestic violence
- ▶ Unaccompanied youth or families with children/youth

INCOME ELIGIBILITY

2018 Emergency Solutions Grant Low Income Limits

Effective April 1, 2018

		Persons in Family							
Median Family Income	Income Limit Category	1	2	3	4	5	6	7	8
\$ 74,800	Very Low (50%) Income Limits (\$)	\$ 26,200	\$ 29,950	\$ 33,700	\$ 37,400	\$ 40,400	\$ 43,400	\$ 46,400	\$ 49,400
	Extremely Low (30%) Income Limits (\$)	\$ 15,750	\$ 18,000	\$ 20,780	\$ 25,100	\$ 29,420	\$ 33,740	\$ 38,060	\$ 42,380
	Low (80%) Income Limits (\$)	\$ 41,900	\$ 47,900	\$ 53,900	\$ 59,850	\$ 64,650	\$ 69,450	\$ 74,250	\$ 79,050

Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area, Source: <https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>

ELIGIBLE COMPONENTS

Component	Serving...	
	Those who are Homeless	Those who are at risk of Homelessness
1. Street Outreach	✓	
2. Emergency Shelter	✓	
3. Homelessness Prevention		✓
4. Rapid Re-housing	✓	
	Collecting Data On...	
5. Homeless Management Information System (HMIS)	✓	✓

ELIGIBLE ACTIVITIES

Emergency Shelter

- ▶ Serves people staying in emergency shelters
- ▶ ***Essential Services include:***
 - ▶ Case Management
 - ▶ Child Care, Education, Employment, and Life Skills Training
 - ▶ Health, mental health services, and substance abuse services
 - ▶ Transportation
 - ▶ Services for special populations
- ▶ ***Shelter activities include:***
 - ▶ Operations and renovations

Street Outreach

- ▶ Serves unsheltered homeless persons
- ▶ Services provided in places where unsheltered persons are staying
- ▶ ***Essential Services include:***
 - ▶ Engagement and Case Management
 - ▶ Emergency health and mental health services
 - ▶ Transportation

ELIGIBLE ACTIVITIES

Homelessness Prevention

- ▶ ***Available to Persons:***
 - ▶ At-Risk of becoming homeless
 - ▶ Below 30% AMI
- ▶ ***Can be used:***
 - ▶ To prevent an individual or family from becoming homeless
 - ▶ To help an individual/family regain stability in current housing/ permanent housing
- ▶ ***Eligible Activities:***
 - ▶ Housing Relocation and Stabilization Services
 - ▶ Short and Medium-Term Rental Assistance

Rapid Rehousing

- ▶ ***Available to Persons who are literally homeless***
- ▶ ***Can be used:***
 - ▶ To help a homeless individual or family move into permanent housing and achieve housing stability
- ▶ ***Eligible Activities:***
 - ▶ Housing Relocation and Stabilization Services
 - ▶ Short and Medium-Term Rental Assistance

ESG PROGRAM REQUIREMENTS

Subrecipients must adhere to the following program requirements:

- HMIS Participation
- Dollar-for-dollar match
- Written standards are required to ensure consistent program delivery or services
- Recordkeeping
- Subject to Annual Monitoring
- Monthly programmatic & expenditure reports
- Reimbursable Grant (Include full documentation of all expenses)



HOW TO APPLY FOR ESG FUNDS?

The application period commences annually during the *First Week of February* and ends during the *First Week of April*

The ESG application will be available online at www.cobbcounty.org/cdbg

Applications can be submitted electronically or physically to the Cobb County CDBG Program Office.

Applicants are encouraged to attend an Application Workshop prior to completion.

EMERGENCY FOOD & SHELTER PROGRAM (EFSP)

Program Basics



Presented By: Kimberly Roberts
Managing Director

Grant Term: June 1st – May 31st

Grant Application Cycle: First week of April – Last week of April

EFSP OBJECTIVE

The Emergency Food and Shelter Program (EFSP) was authorized in 1983 under the McKinney-Vento Homeless Assistance Act.

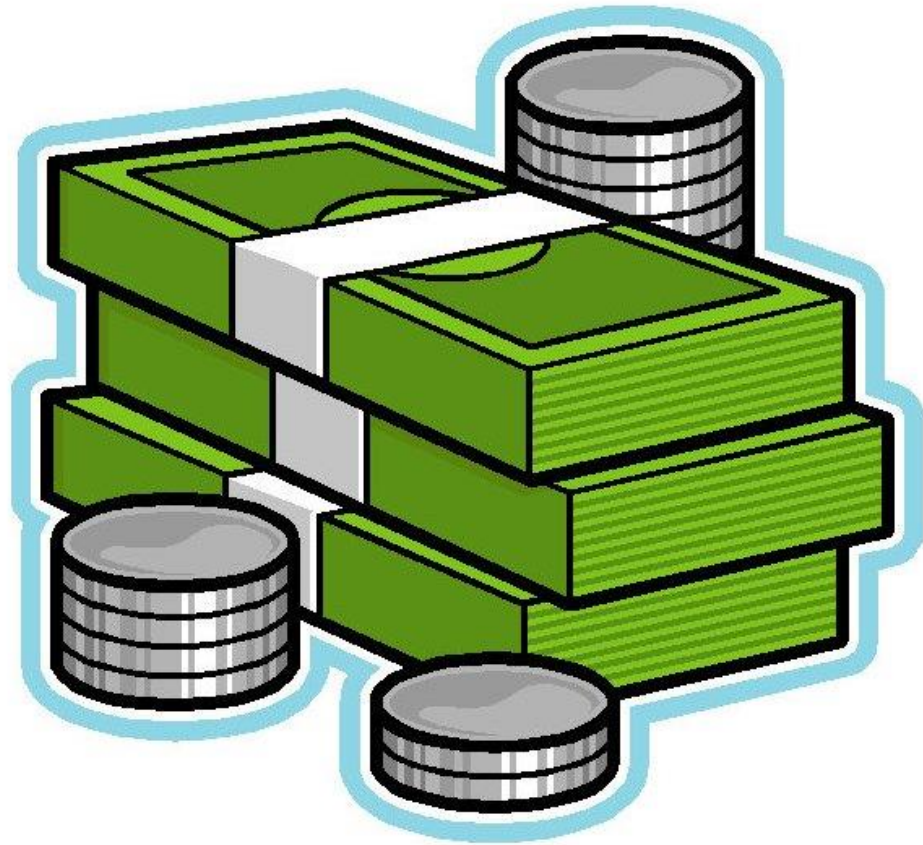
EFSP is administered by United Way from the Federal Emergency Management Agency (FEMA)

The ***primary objective*** of the EFSP Program is to supplement and expand ongoing efforts to provide shelter, food, and supportive services.

EFSP FUNDING

Phase 35 EFSP
Allocation for Cobb
County: 342,651.00

- ***Proposals accepted for:***
“ELIGIBLE” and
“FUNDABLE”
activities
- Funds provided
directly to
subrecipient in two
equal payments



ELIGIBLE COSTS

Program funds are used to provide the following services, as determined by the Local Board, in each funded jurisdiction:

- Food, in the form of served meals or groceries
- Lodging in a mass shelter or hotel
- One month's rent, mortgage, and/or utility bill payment
- Transportation costs associated with the provision of food or shelter
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility

HOW TO APPLY FOR EFSP FUNDS?

The application period commences annually during the [First Week of April](#) and ends the [Last Week of April](#)

The EFSP application will be available online at www.cobbcounty.org/cdbg

Applications can be submitted electronically or physically to the Cobb County CDBG Program Office.

Cobb County accepts applications for EFSP funding, however funds are allocated directly to the approved organization from the ESFP National Board.

HOME INVESTMENT PARTNERSHIPS (HOME)

Program Basics



Presented By: Monique Guilford
Program Specialist

Grant Term: January 1st – December 31st
Grant Application Cycle: February – April

HOME OBJECTIVE



The ***primary objective*** of the HOME Program is to **expand affordable housing** options for persons of ***low and moderate-income*** by:

- Providing decent affordable housing to low-income residents
- Expanding the capacity of non-profit housing providers
- Strengthening the ability of state and local governments to provide housing
- Leveraging private sector participation

HOME FUNDING

PY2018 HOME Allocation for Cobb
County: \$1,606,366.00

- ***Proposals accepted for “ELIGIBLE” and “FUNDABLE” activities.***



ELIGIBLE ACTIVITIES

- **Homeowner Rehabilitation:** repair, rehabilitation, and reconstruction
- **Homebuyer Activities:** acquisition, rehabilitation, new construction, down-payment assistance
- **Rental Housing:** acquisition, rehabilitation, new construction
- **Tenant Based Rental Assistance:** monthly rental assistance, security & utility deposits



BENEFICIARY ELIGIBILITY

Beneficiaries must meet the following criteria to be eligible for services:

- U.S. Citizen or legally-admitted alien
- Services must be provided/received within Cobb County boundaries
- Income may not exceed 80% of the Area Median Income (AMI)
- ***For Rental Projects***
 - At least 90% of households must have incomes not exceeding 60% of the AMI
 - Projects with 5+ units, at least 20% of household must have incomes not exceeding 50% AMI

INCOME ELIGIBILITY

2018 HOME Program Income Limits

Family Size	Extremely Low 30%	Very Low Income 50%	Moderate Income 60%	Low Income 80%
1	\$15,750	\$26,200	\$31,440	\$41,900
2	\$18,000	\$29,950	\$35,940	\$47,900
3	\$20,250	\$33,700	\$40,440	\$53,900
4	\$22,450	\$37,400	\$44,880	\$59,850
5	\$24,250	\$40,400	\$48,480	\$64,650
6	\$26,050	\$43,400	\$52,080	\$69,450
7	\$27,850	\$46,400	\$55,680	\$74,250
8	\$29,650	\$49,400	\$59,280	\$79,050

Effective June 1, 2018

**Income of all persons living in the household*

Source: U. S. Department of Housing and Urban Development (HUD) www.huduser.gov

HOME Program Requirements

Subrecipients must adhere to the following program requirements:

- ▶ Monthly Programmatic & Expenditure Reports are mandatory (even if no activity has occurred)
- ▶ Reimbursable Grant (full documentation of all expenses must be included)
- ▶ Subject to annual monitoring
- ▶ Mandatory 25% match requirement
- ▶ Long-term affordability requirements

HOW TO APPLY FOR HOME FUNDS?

The application period commences annually during the

First Week of February and
ends during the *First Week of April*

The HOME application will be available online at www.cobbcounty.org/cdbg

Applications can be submitted electronically or physically to the Cobb County
CDBG Program Office.

Applicants are encouraged to attend an Applications Workshop prior to
completion.

JUSTICE ASSISTANCE GRANT (JAG)

Program Basics



Presented By: Vanessa Richards-Dowd
Program Administrative Specialist, JAG

Grant Term: October 1st – September 30th

Grant Application Cycle: First Week of April – Last Week of April

JAG OBJECTIVE



The ***primary objective*** of the JAG Program is to assist in efforts to **prevent or reduce crime and violence** in local communities.

- JAG Program funds are administered by the Department of Justice

JAG FUNDING



FY2018 JAG Allocation for Cobb
County: \$106,152.00

- ***Proposals accepted for*** “ELIGIBLE”
and “FUNDABLE” activities.

ELIGIBLE ACTIVITIES

▶ ***JAG Funds may be used for the following:***

- ▶ Law Enforcement
- ▶ Prosecution and Courts
- ▶ Prevention and Education
- ▶ Corrections and Community Corrections
- ▶ Drug Treatment
- ▶ Planning, Evaluation, and Technology Improvement
- ▶ Crime Victim and Witness Programs

▶ ***JAG Funds may pay for the following:***

- ▶ Operation Costs
- ▶ Equipment and Purchases
- ▶ ***Subrecipients must also adhere to the following:***
 - ▶ Must document all costs
 - ▶ Payments related to the provision of eligible services.

HOW TO APPLY FOR JAG FUNDS?



- The application period commences annually during the *First Week of April* and ends during the *Last Week of April*
- The JAG application will be available online at www.cobbcounty.org/cdbg.
- Applications can be submitted electronically or physically to the Cobb County CDBG Program Office.
- Applicants are encouraged to attend an Applications Workshop prior to completion.

UPDATES

CDBG Website

- The site at www.cobbcounty.org/cdbg will have a new look by the end of the year.
- Additional resources will be available.

CSBG Program

- FFY2020 application cycle will commence October 1, 2018 and conclude November 2, 2018.



WHAT
QUESTIONS
MAY WE
ANSWER
FOR YOU?

COBB COUNTY CDBG PROGRAM OFFICE CONTACTS

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