

GRANT PROGRAMS OVERVIEW



Community Development Block Grant (CDBG)

The United States Department of Housing and Urban Development (HUD) through the CDBG program provides communities with resources to address a wide range of unique community development needs. The CDBG program provides annual grants on a formula basis to Entitlement Communities as a means to support viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low and moderate-income persons.

Common CDBG Public Services activities:

List is not inclusive of all eligible CDBG Public Services

- Job Training
- Child Care
- Health Care
- Fair Housing Outreach
- Services for Seniors and Homeless Persons
- Recreational and Educational Programs

CDBG Public Facilities & Improvement Funds

- Acquisition
- Commercial/ Residential Rehabilitation
- Removal of Architectural Barriers for Accessibility
- Construction/ Reconstruction
- Equipment Installation

HOME Investment Partnerships (HOME)

Through the Home Investment Partnerships Act (HOME), HUD provides formula grants for communities to use in partnership with local nonprofit groups to fund a wide range of activities to develop rental and single-family homes for income-eligible persons.

Eligible activities for the HOME Program consists of the following:

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)

Emergency Solutions Grant (ESG)

HUD also provides funding to communities through the Emergency Solutions Grant (ESG) which is designed to assist individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System (HMIS).

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, through the following services:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing

HUD Grant Funding in Cobb County

Annually, Cobb County funds a wide range of non-profit organizations and government agencies to carry out activities for low and moderate income persons. Cobb County receives an annual formula-based allocation from HUD. In Program Year (PY) 2018, Cobb County received **\$3,710,086.00** in CDBG funding, **\$1,606,366.00** in HOME funding, and **\$284,440.00** in ESG funding. Current year grant funding is allocated based on 70% estimate of funding received in prior year.

CDBG, HOME, and ESG Grant Applications - WHAT YOU NEED TO KNOW

Grant Applications for Program Year 2020 [Grant Period: January 1 – December 31]



- 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, April 5, 2019**.

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.	An active Board of Directors within the last 12 months.
5.	The applicant must have an audit or (<i>audited financial statements if budget is less than \$25,000 annually</i>) 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). <ul style="list-style-type: none">• 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.
6.	Written copy of financial management procedures, including staff responsibilities and required procedures.
7.	At least twelve (12) months experience directly related to the proposed project or program. <ul style="list-style-type: none">• CDBG program activities must benefit low and moderate income clientele or occur in communities with at least 51% low and moderate income residents• HOME program activities must benefit low to moderate income housing activities• ESG program activities must benefit persons that are homeless or at risk of homelessness
8.	Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation

Grant Requirements

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

Programmatic and Expenditure Reporting

- Long-term programmatic reporting requirements (CDBG: 5 years, HOME: 5-20 Years) and monthly expenditure standards
- Annual submission of organization's financial audit
- Mandatory participation in Grant Training Workshops

Recordkeeping Requirements

- Separate case files by grant per client must be maintained
- Case files must include grant eligibility documentation
- Income eligibility must be determined & documented prior to providing services

On-site visits, Technical Assistance and Monitoring

- Compliance monitoring will be conducted annually
- On-site technical assistance visits and file audits will be conducted regularly



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.
- Applications for HUD grant funding are accepted a year in advanced of the grant program year. An agency's application should clearly indicate the organizational capacity to front program costs since the grants are reimbursable.
- Matching Requirements for some grants: CDBG - No match is required, HOME - Funded agency must match 25% of expended HOME funds from a non-federal source, ESG - Funded agency must match 100% or dollar-for-dollar of expended ESG funds.

REIMBURSABLE GRANTS

CDBG, HOME, and ESG are reimbursement grants:

- 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 HUD for the program year.
- Since it is difficult to project when funds may be received from HUD, the applicant must clearly depict their financial capacity to fund program costs.

TARGET POPULATION

- Clearly define how you intend to service your targeted population for each grant.
- Ensure that the population served 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 Application 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 November or December prior to the start of the grant award period.

Always check your application for consistency.