

GRANT PROGRAM INFORMATIONAL WORKSHOP



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AGENDA



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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Program Basics



Presented By:
Ashley Baldwin
Program Specialist

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

CDBG PURPOSE

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

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

CDBG FUNDING

- ❑ 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 a formula-based annual allocation
- ❑ PY2019 CDBG Allocation: **\$3,590,465.00**
 - Public Service Cap: 15% set-aside
 - Administrative and Planning Cap: 20% set-aside
 - Pre-Award allocations

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 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

Note: This list is not inclusive of all eligible CDBG activities.

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

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

Note: This list is not inclusive of all eligible CDBG activities.

INELIGIBLE CDBG ACTIVITIES



- Political activities
- Construction of housing units by a unit of local government
- Operation and maintenance of public facilities/improvements
- General government expenses including construction of general government buildings
- Purchase of equipment under facility projects
- Direct income payments

CDBG INCOME ELIGIBILITY

All CDBG beneficiaries must have income below 80% AMI.

CDBG MAXIMUM HOUSEHOLD INCOME LIMITS *Effective: April 24, 2019*

Household Size	Extremely Low 30%	Very Low Income 50%	Low Income 80%
1	\$16,750	\$27,900	\$44,650
2	\$19,150	\$31,900	\$51,000
3	\$21,550	\$35,900	\$57,400
4	\$25,750	\$39,850	\$63,750
5	\$30,170	\$43,050	\$68,850
6	\$34,590	\$46,250	\$73,950
7	\$39,010	\$49,450	\$79,050
8	\$43,430	\$52,650	\$84,150

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

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 public facility projects
- Records must be retained for five-years after the close of the program year in which the funds were expended

COMMUNITY SERVICES BLOCK GRANT (CSBG)

Program Basics



Presented By:
Jillian Bradfield
Program Specialist

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

CSBG PURPOSE & FUNDING

- The **primary purpose** of the CSBG Program is to provide funding to alleviate the causes and conditions of poverty in communities.
- Created by the Federal Omnibus Budget Reconciliation Act of 1981
- States receive CSBG allocations based on a statutory formula
- FFY2020 CSBG Allocation: **\$775,284.00**

CSBG ELIGIBLE SERVICES

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

CSBG ELIGIBLE 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.
All costs must be documented.**

CSBG CLIENT ELIGIBILITY

CSBG 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

CSBG INCOME ELIGIBILITY

All CSBG beneficiaries must be at or below 125% of the Federal Poverty Guidelines.

125% FEDERAL POVERTY GUIDELINES (FPG) *Effective: February 1, 2019*

FAMILY SIZE	ANNUALLY	MONTHLY	WEEKLY
1	\$15,613	\$1,301	\$300
2	\$21,138	\$1,762	\$406
3	\$26,663	\$2,222	\$513
4	\$32,188	\$2,682	\$619
5	\$37,713	\$3,143	\$725
6	\$43,238	\$3,603	\$831
7	\$48,763	\$4,064	\$938
8	\$54,288	\$4,524	\$1,044
Each Add 'l	\$5,525	\$460	\$106

Source: U.S. Department of Health and Human Services (HHS) <https://aspe.hhs.gov/poverty-guidelines>

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
- Records must be retained for three-years after the close of the program year in which the funds were expended

EMERGENCY SOLUTIONS GRANT (ESG)

Program Basics



Presented By: Charvondra Watson
Program Specialist

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

ESG PURPOSE



The *primary purpose* 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

ESG is a formula-based grant authorized by the HEARTH Act of 2009.

PY2019 ESG Allocation: **\$286,255.00**

Administrative Cap: 7.5% set-aside

ESG CLIENT ELIGIBILITY

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

ESG INCOME ELIGIBILITY

ESG Prevention or Rapid Re-housing clients must have incomes below 30% AMI.

ESG HUD 30% Income Limits for Cobb County *Effective: April 24, 2019*

FAMILY SIZE	30% AREA MEDIAN INCOME
1	\$16,750
2	\$19,150
3	\$21,550
4	\$23,900
5	\$25,850
6	\$27,750
7	\$29,650
8	\$31,550

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

ESG ELIGIBLE COMPONENTS OVERVIEW

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)	✓	✓

ESG ELIGIBLE ACTIVITY DESCRIPTIONS

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

ESG ELIGIBLE ACTIVITY DESCRIPTIONS

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)
- Records must be retained for five-years after the close of the program year in which the funds were expended

EMERGENCY FOOD & SHELTER PROGRAM (EFSP)

Program Basics



Presented By: Jillian Bradfield
Program Specialist

Grant Term: Varies

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

EFSP PURPOSE

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

- 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).

EFSP FUNDING

Phase 36 EFSP Allocation:
\$336,666.00

Funds are allocated directly to the approved organization(s) in two equal payments.

Administrative Cap: 2% set-aside

CATEGORY	SAMPLE ELIGIBLE ITEMS	SAMPLE INELIGIBLE ITEMS
SERVED MEALS	Any food used in served meals (cold or hot); costs of transporting food to site or client; daily per meal schedule (\$2/meal).	Any items not related to actual feeding of a client. Excessive meal costs. Excessive snack food items. Staff events/functions.
OTHER FOOD	Food vouchers, food boxes, grocery orders, restaurant vouchers, etc., food purchased for food banks and/or food pantries, vouchers, gift certificates (limited), transportation costs.	Tobacco, alcohol, paper products. Any non-food item. Excessive meal costs. Excessive snack food items. Staff events/functions.
MASS SHELTER	Direct expenses associated with housing a client (e.g., supplies, linens, etc.); transportation costs; daily per diem schedule (\$7.50 or \$12.50).	Year-round ongoing operational costs (rent, pest-control, garbage pick-up, utilities); salaries of employees.
OTHER SHELTER	Any <u>reasonable</u> hotel/motel or non-profit facility acting as a vendor; SRO; actual charge by vendor, per night; 30 day limit	An LRO receiving funds <u>may not</u> act as a vendor for themselves or another funded LRO. Stay beyond 30 days per phase. Prepayments for hotel/motel.
SUPPLIES/ EQUIPMENT	<u>\$300 per item maximum</u> <u>Mass feeding:</u> pots, pans, toasters, blenders, microwave, utensils, paper products, any item essential to the preparation of food, shelving. <u>Diapers.</u> <u>Mass shelter:</u> cots, blankets, pillows, toilet paper, soap, toothpaste, toothbrushes, cleaning materials, limited first-aid supplies, underwear/diapers. Emergency repair of essential small equipment (\$300 limit for both mass feeding and mass shelter.)	Decorative curtains, carpet, clothing, TVs, computer systems, office equipment, bedroom furniture other than beds (nightstand, lamps, etc.).
REHABILITATION/ EMERGENCY REPAIRS	Building code violations, handicap ramp, etc. (\$2,500 limit); Emergency repairs are only allowed in support of per meal schedule or per diem schedule for mass feeding sites or mass shelters. All expenditures require <u>prior</u> approval by both the National Board and Local Board.	Rehabilitation for expansion, routine maintenance, or to prepare facility to open as direct costs.
RENT/MORTGAGE	Past due rent or mortgage payment (P&I only); current rent or mortgage due <u>within 10</u> calendar days; first month's rent; lot fee for mobile homes. Limited to one month's cost for an individual/family.	Payment for rent/mortgage exceeding one month's cost; deposits; down-payment for purchase of home; late fees; legal fees; taxes, insurance & escrow accounts.
UTILITIES	Past due bills, or current bills due within 10 calendar days, for gas, electricity, oil, water; reconnect fees. May pay budgeted or actual amount. Limited to one-month's amount that is part of the arrearage at the time of payment or current one month amount. One-time delivery of firewood, coal, propane.	Payments for utilities exceeding one month's cost; deposits; cable, or satellite TV bills; phone bills; internet service; late fees.
ADMINISTRATIVE ALLOWANCE	Limited to 2% of total funds received by jurisdiction; any expenses associated with administering this program (telephone costs, stamps, etc.).	Administrative expenses <u>not</u> related to the EFSP program.

EFSP CLIENT ELIGIBILITY

- EFSP is a need based program. Client eligibility is set by the local EFSP Board based on the needs of the community.
- Eligibility criteria used must provide assistance to individuals in need without discrimination.
- EFSP recipients can only be assisted once per Phase with rent and/or utilities assistance.



EFSP PROGRAM REQUIREMENTS

Subrecipients must adhere to the following program requirements:

- Obtain FEMA clearance through the CDBG Program Office for rent and utility recipients prior to providing assistance.
- Submit a final report with full documentation of all expenses to the CDBG Program Office at the conclusion of each Phase.

HOME INVESTMENT PARTNERSHIPS (HOME)

Program Basics



Presented By: Monique Guilford
Program Specialist

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

HOME PURPOSE

The **primary purpose** 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

- ❑ The HOME Investment Partnerships (HOME) Program was created by the National Affordable Housing Act (NAHA) of 1990.
- ❑ Cobb County receives a formula-based annual allocation to address affordable housing.
- ❑ PY2019 HOME Allocation: **\$1,439,077.00**
 - CHDO Activities: 15% set-aside
 - CHDO Operating: 5% set-aside
 - Administrative & Planning: 10% set-aside

HOME 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



HOME CLIENT 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

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

HOME INCOME ELIGIBILITY

All HOME beneficiaries must have income at or below 80% AMI.

HOME PROGRAM INCOME LIMITS *Effective: June 28, 2019*

Household Size	Extremely Low 30%	Very Low Income 50%	Moderate Income 60%	Low Income 80%
1	\$16,750	\$27,900	\$33,480	\$44,650
2	\$19,150	\$31,900	\$38,280	\$51,000
3	\$21,550	\$35,900	\$43,080	\$57,400
4	\$23,900	\$39,850	\$47,820	\$63,750
5	\$25,850	\$43,050	\$51,660	\$68,850
6	\$27,750	\$46,250	\$55,500	\$73,950
7	\$29,650	\$49,450	\$59,340	\$79,050
8	\$31,550	\$52,650	\$63,180	\$84,150

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 of expended funds
- Long-term affordability requirements
- Records must be retained for five-years after the close of the program year in which the funds were expended.

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

Program Basics



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

Grant Term: October 1st – September 30th
Grant Application Cycle: First Week of April – First Week of May

JAG PURPOSE

- ❑ The JAG Program was created as part of the Consolidated Appropriations Act of 2005 and administered by the Bureau of Justice Assistance (BJA).
- ❑ The JAG Program provides states, tribes, and local governments with critical funding necessary to support a wide range of program areas.

JAG FUNDING

- ❑ The Bureau of Justice Statistics (BJS) calculates JAG allocations for each state and territory based on the congressionally mandated JAG formula.
- ❑ FY2019 JAG Allocation: **\$112,445.00**
 - National Incident-Based Reporting System (NIBRS) Compliance: 3% set-aside for law enforcement data submission requirements
 - Administrative Cap: 10% set-aside

JAG ELIGIBLE ACTIVITIES

□ ***Includes:***

- 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



JAG PROGRAM REQUIREMENTS

Subrecipients must also adhere to the following:

- Quarterly Programmatic & Monthly Expenditure Reports
- Reimbursable Grant (full documentation of all expenses must be included)
- Subject to annual monitoring
- Records must be retained for three-years after the close of the program year in which the funds were expended

HOW TO APPLY FOR GRANT FUNDS



- The grant application cycles:
 - ✓ **CDBG, HOME & ESG:** February – April
 - ✓ **JAG & EFSP:** April – May
 - ✓ **CSBG:** October – November
- Grant applications are available online during the grant application cycles at: www.cobbcounty.org/cdbg.
- Applications should be submitted in-person to the Cobb County CDBG Program Office.

***Applicants should attend an
Application Workshop***

PREPARING THE GRANT APPLICATION

TIPS

Your application is the most important part of your story. Always check your application for consistency.

- Ensure budget amounts are consistent in the application.
- Provide detailed project descriptions and performance outcomes.
- Make sure the service population is clearly identified.
- Describe record-keeping and/or reporting methods.
- Ensure application is tailored to specific grant program and program year.
- Proof read your application prior to submission.
- Allow sufficient time to complete the application.
- Be aware of eligible/ineligible costs

SAMPLE INELIGIBLE COSTS

- Alcoholic Beverages
- Organization's Bad Debts
- Reimbursement of Contributions & Donations
- Entertainment (such as movies, dinners etc.)
- Costs not incurred during grant period
- Organization's Fines and Penalties (i.e. tax liens, code violation fines, etc.)
- Fundraising
- Idle facilities and idle capacity
- Lobbying

Reimbursement costs must be supported with source documentation, i.e. invoices, receipts, copies of checks and timesheets.

AUDIT REQUIREMENTS

An audit (or **audited financial statements** if budget is **less than \$25,000**) is required to be submitted with the application.



- ✓ Audits must be prepared by a third party and a qualified CPA.
- ✓ Must include two most recent reporting periods.
- ✓ Audit reviews or compilations are not accepted.

GRANT APPLICATION REVIEW PROCESS

1. An **Applications Review Committee** comprised of CDBG Program Office staff, County staff, and other impartial stakeholders in the community convene to review applications.
2. Application Rating Forms and Site Visit Forms are distributed to the Committee for scoring and site assessment. This process may take up to **4-6 weeks**.
3. The Committee will meet to discuss results and determine funding recommendations.
4. The CDBG Program Office will prepare recommended Funding Consideration Report for the Chairman and County Manager.
5. A **Public Notice** is published with a **30-day public comment period** and a Public Review Meeting is held to receive comments on the recommendations.
6. Upon completion of the 30-day public comment, an Agenda Item is prepared for approval by the Board of Commissioners.
7. Funding approvals/declinations notices are sent typically in November.

CDBG PROGRAM OFFICE CONTACTS

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770-528-1455



Email:
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Website:
www.cobbcounty.org/cdbg