



2021 CDBG, HOME, AND ESG GRANT APPLICATIONS

What You Need To Know

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:

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

Common CDBG Public Facilities Activities, Public Facilities & Improvements, Economic Development, Housing Activities

- Acquisition
- Commercial/Residential Rehabilitation
- Removal of Architectural Barriers for Accessibility
- Construction/ Reconstruction
- Low-mod job creation or retention activities

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 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)**.

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. In Program Year (PY) 2019, Cobb County received **\$3,590,465.00** in CDBG funding, **\$1,439,077.00** in HOME funding, and **\$286,255.00** in ESG funding. Current year grant funding is allocated based on 70% estimate of funding received in prior year.

APPLICATION CYCLE:
Friday, February 3, 2020 -
Friday, April 3, 2020

Download application:
www.cobbcounty.org/cdbg

COBB COUNTY CDBG PROGRAM OFFICE
192 Anderson St, Suite 150
Marietta, GA 30060
(770) 528-1455 / info@cobbcountycdbg.com



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GRANT REQUIREMENTS

- 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.
- Grant Applications For Program Year 2021 [January 1 – December 31]
- Application materials can be downloaded from the CDBG Program Office website at www.cobbcounty.org/cdbg.
- 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 3, 2020**.

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 (*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. Audit findings will make the applicant ineligible to receive assistance.
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.
 - 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 (if applicable).

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

Recordkeeping Requirements

- Separate case files by grant per client must be maintained.
- Case files must include grant eligibility documentation and 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 will be conducted regularly.

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HELPFUL APPLICATION TIPS

Preparing the Grant Application

Points to consider when completing the Application for funding:

- 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.



Organizational and Administrative Capacity

- 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

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.

Program Areas

- Clearly define how you intend to service your targeted population for each grant.
- 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.

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GRANT FUNDING PROCESS

Grant Application Review

- An **Applications Review Committee** comprised of CDBG Program Office staff, County staff, and other impartial stakeholders in the community convene to review applications.
- 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.
- The Committee will meet to discuss results and determine funding recommendations.
- 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.
- Upon completion of the 30-day public comment period, an Agenda Item is prepared for approval by the Board of Commissioners.
- Funding approval/declination notices are sent typically sent in June prior to the commencement of the grant award period.

Site Visit Criteria

Site visits provide the Review Committee with the opportunity to evaluate multiple dimensions of grant applicants from assessing administrative and organizational capacity to observing the facility in which the organization is housed. During the site visit, applicants will discuss how the organization intends to provide the services for only Cobb County residents as requested with grant funds, record-keeping practices, and how the organization will address high demand for services.

The criteria to determine when grant applicants will receive a site visit include the following considerations:

- Dollar amount requested for proposed services.
- Complexity of the proposed project, as determined by grant compliance requirements.
- Risk status of the organization (whether an organization has been deemed "high risk" by the CDBG Program Office).
- Organization's experience directly related to proposed services.

Estimated Timeline of CSBG Grant Funding Notification

- October – Application Cycle commences
- October – Application Workshop
- November – Site Visits
- November – Application Cycle concludes
- March – Review Committee meets to discuss funding recommendations
- April – 30-day public comment period commences
- May – 30-day public comment period concludes
- June – Agenda Item prepared for approval by the Board of Commissioners
- June – Approval/declination letters mailed to Applicants



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