



2020 ESG COVID-19 GRANT PROGRAM

What You Need To Know

Emergency Services Grant (ESG) COVID-19 FUNDING

On June 9, 2020, Cobb County received a second allocation of Emergency Solutions Grant COVID-19 (ESG-CV2) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the U.S. Dept. of Housing and Urban Development (HUD) to support critical community services during the COVID-19 Pandemic. **The ESG-CV 2 allocation for Cobb County is \$2,284,556.**

Individuals experiencing homelessness are at greater risk of exposure to a variety of infectious diseases including influenza and coronavirus. Taking effective sanitation measures can reduce the spread of infectious disease for people who are unsheltered or living in emergency shelters.

ELIGIBLE ESG-CV2 ACTIVITIES

Funds awarded under the ESG-CV2 Program must be utilized to prevent, prepare for, and respond to the coronavirus.

Emergency Shelter – Shelter Operations: Maintaining a sanitary shelter environment will help to keep staff and participants healthy. Listed below are supplies and equipment that are eligible Shelter Operations costs, which could be useful to	
Supplies	Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops
	Protective equipment such as masks, disposable gloves
	Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets
Furnishings	Cots, room dividers
Equipment	Washers, dryers, portable handwashing stations
Transportation	Train or bus tokens, taxi or rideshare for program participant travel to and from medical care
Street Outreach	
Engagement – Urgent physical needs	Hand sanitizer, soap, tissue packets, masks
Engagement - Equipping staff	Masks, disposable gloves, hand sanitizer, other personal protective equipment
Case management – Referrals	Coordinating medical care
Transportation	Train or bus tokens, taxi or rideshare for program participant travel to and from medical care
Expanded Staffing	
Hiring additional staff to support infectious disease preparedness.	
<i>Note: Be sure to provide staff with training about precautions they can take to stay healthy, stop the spread of germs, and to stay home if they are feeling sick.</i>	
Homelessness Prevention	
To prevent an individual or family from becoming homeless or regain stability in current housing/permanent housing.	Available to Persons: At-risk of becoming homeless and below 30% AMI Activities: Housing Relocation and Stabilization Services Short and Medium-Term Rental Assistance
Rapid-Rehousing Activities	
To help a homeless individual or family move into permanent housing and achieve housing stability.	Activities: Housing Relocation and Stabilization Services Short and Medium-Term Rental Assistance

APPLICATION CYCLE: Wednesday, June 24, 2020 - Wednesday, July 8, 2020.

ESG-CV2 Application: <https://www.surveymonkey.com/r/ESGCV2>

COBB COUNTY CDBG PROGRAM OFFICE
192 Anderson St, Suite 150
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(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.

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Online Applications are due by **4:00 p.m. on Wednesday, July 8, 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.
 - *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 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.
- Proofread 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.
- Matching Requirement: Funded agencies must match 100% or dollar-for-dollar of expended ESG-CV2 funds.

Reimbursable Grants

ESG-CV2 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 for the program year. Since it is difficult to project when funds may be received, 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

COVID-19 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.
- The Committee will meet to discuss results and determine funding recommendations.
- A **Public Notice** is published with a **5-day public comment period** and a virtual **Public Review Meeting** will be held to receive comments on the recommendations.
- Upon completion of the 5-day public comment period, an Agenda Item is prepared for approval by the Board of Commissioners.
- Funding approval/declination notices will be sent typically sent following the BOC approval.

