



2020 CDBG-CV3 GRANT PROGRAM APPLICATION

What You Need To Know

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CV3 FUNDING

The United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (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. Funds awarded under the CDBG-CV3 Program must be utilized to prevent, prepare for, and respond to the coronavirus.

On Friday, September 11, 2020, HUD announced a third round of supplemental appropriations for the CARES Act Community Development Block Grant (CDBG) Round 3 funding under COVID-19. Cobb has received an additional allocation of **\$3,228,311** in **CDBG-CV3** funding.

Eligible Activities - Housing

The Community Development Block Grant Coronavirus Response Supplement (CDBG- CV3) will **address the priority need of emergency housing assistance and case management for local nonprofits as it relates** to the COVID-19 pandemic. Each proposed activity must directly benefit low to moderate income persons.



Application Submission

Applications will be accepted from local non-profit organizations that can provide COVID-19 Emergency Rental/Mortgage Assistance and COVID-19 Emergency Utility Assistance Program for CDBG-eligible households.

Link to the CDBG-CV3 application:

https://cobbcounty.smapply.org/prog/2020_cdbg-cv3_grant_application/

Online submissions of **CDBG-CV3 Applications** are due by **5:00 p.m. on Friday, October 23, 2020.**

CDBG-CV3 Application:

https://cobbcounty.smapply.org/prog/2020_cdbg-cv3_grant_application/

APPLICATION CYCLE:

Friday, October 2, 2020 – Friday, October 23, 2020

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



What You Need To Know

GRANT REQUIREMENTS

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.
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.*
8. Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation (if applicable).

CDBG has some long-term reporting and program activity requirements as a condition of receiving funds:

Programmatic and Expenditure Reporting

- Long-term programmatic reporting requirements (5 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.
- 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.

Reimbursable Grants

CDBG 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

CDBG-CV3 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 **10-day** public comment period and a virtual **Public Review Meeting** will be held to receive comments on the recommendations.
- Upon completion of the 10-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.



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