AGENDA

- **OPEN GRANT APPLICATIONS**
- **GRANT PROGRAMS OVERVIEW**
- **CDBG, HOME, and ESG GRANT PROGRAM FUNDING IN COBB COUNTY**
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- **LONG TERM GRANT REQUIREMENTS**
- **SURVEY MONKEY APPLY REGISTRATION PROCESS**
- **GRANT APPLICATION SECTIONS**
- **HELPFUL APPLICATION TIPS**
- **GRANT APPLICATION REVIEW PROCESS**
- **APPLICATION LINKS**
- **QUESTIONS & ANSWERS**

OPEN GRANT APPLICATIONS

Program Year 2026 [January 1st – December 31st]

Applications will be accepted from non-profit organizations, participating cities in Cobb County, Cobb County Government departments, and other public agencies.

Community Development Block Grant (CDBG) Program
- Public Facilities & Improvements, Economic Development & Housing Activities
- Public Services Activities

HOME Investment Partnership (HOME) Program
- Community Housing Development Organization (CHDO)

Emergency Solutions Grant (ESG) Program

GRANT PROGRAM 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 & Improvements, Economic Development, Housing Activities

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

GRANT PROGRAM OVERVIEW

Home Investment Partnership (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:

1. Homeowner Rehabilitation (repair, rehabilitation, and reconstruction)
2. Homebuyer Activities (acquisition, rehabilitation, new construction, down-payment assistance)
3. Rental Housing (acquisition, rehabilitation, new construction)
4. Tenant Based Rental Assistance (monthly rental assistance, security & utility deposits)

At least 15 percent of HOME funds must be set aside for specific activities to be undertaken by a nonprofit called a Community Housing Development Organization (CHDO). A CHDO is a private nonprofit, community-based service organization that will develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

GRANT PROGRAM OVERVIEW

Emergency Solutions Grant (ESG)

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 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).**

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)	✓	✓

CDBG, HOME, and ESG GRANT PROGRAM FUNDING IN COBB COUNTY

Cobb County receives an annual formula-based allocation from HUD.

In Program Year (PY) 2024, Cobb County received $3,476,476.00 in CDBG funding, $1,206,202.82 in HOME funding, and $269,225.00 in ESG funding.

Current year grant funding is allocated based on 70% estimate of funding received in prior year.

2026 GRANT ALLOCATION FUNDING PRIORITIES

In 2024, the Cobb County CDBG Program Office conducted a [Strategic Plan](#) Assessment for Cobb County. The results of the surveys formed the foundation for the following goals, outcomes and strategies as listed in the Plan.

1. Employment and Education
2. Income Inequality
3. Substance Abuse
4. Domestic Violence and Unsafe Living Conditions
5. Homelessness
6. Housing Insecurity
7. Mental Health Issues

As a result of these identified barriers in the County's 2024 Strategic Plan, the Cobb County CDBG Program Office has developed funding allocation priorities for the County's 2026 HUD grant application cycle.

2026 CDBG FUNDING PRIORITIES

GRANT PROGRAM	ACTIVITY	RECOMMENDED ALLOCATION PERCENTAGE
CDBG [PUBLIC SERVICE CAP 15%]	Youth Assistance Programs	1%
	Re-entry Assistance Programs	1%
	Rental Housing Assistance	2%
	Case Management	2%
	Homeless Prevention Assistance	3%
	Homeless Activities	3%
	Job Training Assistance	1%
	Domestic Violence Assistance Programs	1%
	CDBG PUBLIC SERVICES ALLOCATION	*14%*
CDBG OTHER ACTIVITIES	Public Facility Activities	32%
	Minor Home Repair Program	12%
	Planning & Administration	20%
	Municipality Fair Share	22%
	CDBG TOTAL ALLOCATION	**100%**

2026 HOME FUNDING PRIORITIES

HOME	CHDO SET-SIDE (Regulatory)	20%
	Homeownership Activities (New Construction/Rehabilitation)	30%
	Rental Housing Activities (New Construction/Rehabilitation)	30%
	Tenant-Based Rental Assistance Activities	10%
	Planning & Administration	10%
	HOME TOTAL ALLOCATION	**100%**

2026 ESG FUNDING PRIORITIES

	Emergency Shelter Activities	48%
ESG [60% CAP Emergency Shelter/Street Outreach]	Street Outreach	10%
	Homeless Prevention	34.5%
	Rapid Re-housing	0%
	Planning & Administration	7.5%
	ESG TOTAL ALLOCATION	**100%**

MINIMUM APPLICANT REQUIREMENTS

- 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.

- Verification of registration with the Georgia's Secretary of State Office at the time of application.

- Verification of registration with the U.S. System for Award Management and be free from debarment.

- An active Board of Directors within the last 12 months.

- The applicant must have an audit or (*audited financial statements if budget is <u>less than $25,000</u> 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.

- Written copy of financial management procedures, including staff responsibilities and required procedures.

- At least twelve (12) months experience directly related to the proposed project or program.

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

LONG-TERM REPORTING & PROGRAM ACTIVITY REQUIREMENTS

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, Desk Reviews, and Monitoring
- Compliance monitoring will be conducted annually.
- On-site technical assistance visits will be conducted regularly.

SURVEY MONKEY APPLY REGISTRATION PROCESS
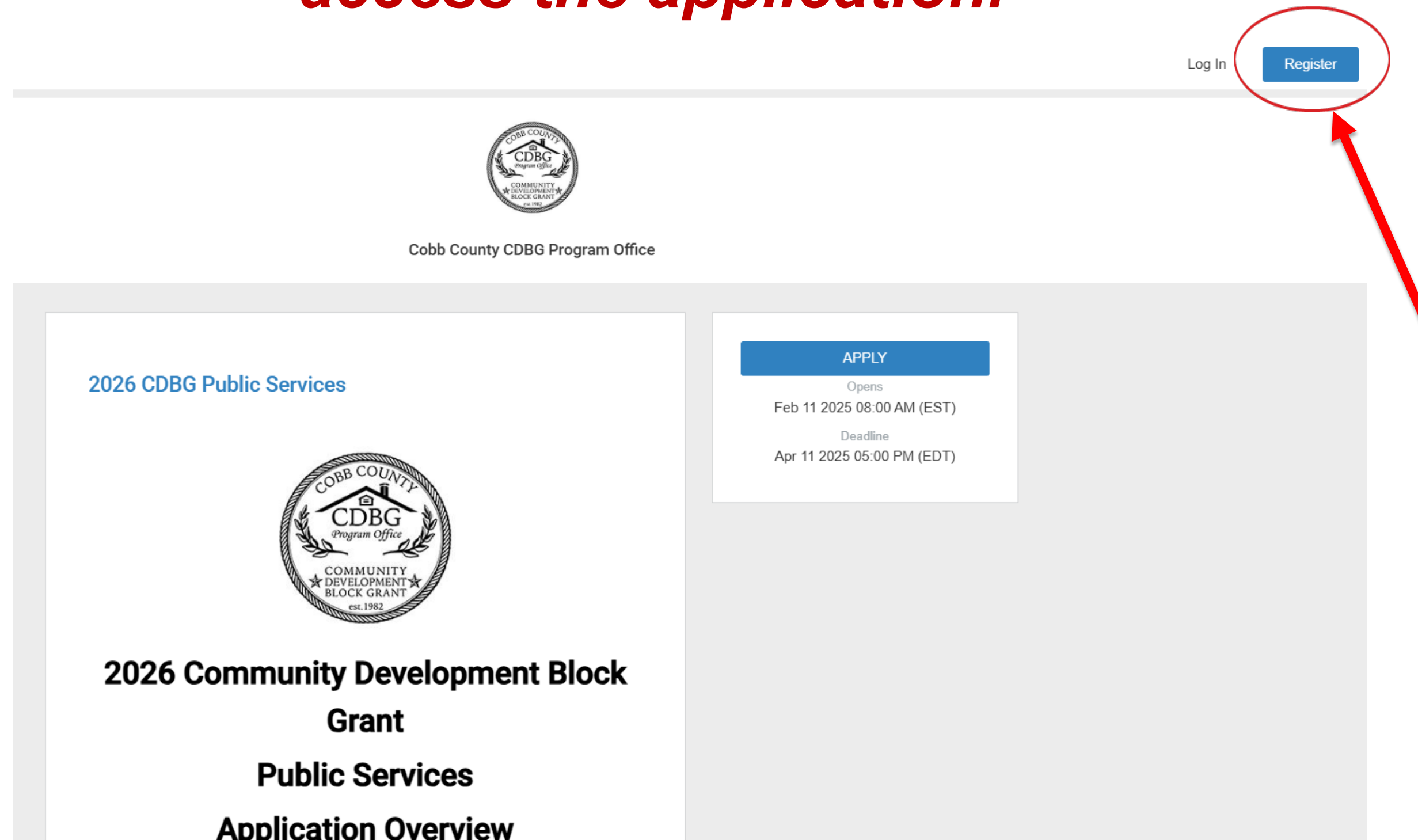
APPLICATION REGISTRATION INSTRUCTIONS

ALL NONPROFITS MUST REGISTER TO COMPLETE AN APPLICATION.

- When a user registers to a Survey Monkey Apply site as an applicant, an account is created for them within the SM Apply database.

- However, **registration is site-specific**. Therefore, even if the user has an account within Survey Monkey Apply, they will need to re-register for our site.

- When registering, applicant must enter the password and confirm that it **matches the password that exists within SM Apply**. If necessary, they will also be able to reset their password during this process.

- Once you have registered, an account will be created within the site and then you will be able to login in the future. If a password is reset for the profile, the updated password will be applied to **all** sites where the profile exists.

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APPLICATION REGISTRATION INSTRUCTIONS

First-time applicants should select the "Register" button to access the application.

APPLICATION REGISTRATION INSTRUCTIONS

Register using any email

1 →

Select to register as an organization

2

Enter first name, last name, email, and password

3 →

Once you complete the registration you will receive an email to validate your account

Register with

f · ⟨twitter⟩ · G

OR

○ Register as an individual
● Register as an organization

First name

Last name

Email

Password

••••••• ◉

Confirm password

◉

By registering for an account, you agree to our terms of service and privacy policy.

☐ I'm not a robot   reCAPTCHA
                     Privacy - Terms

CREATE ACCOUNT

ACCOUNT VALIDATION

After registering, the applicant will receive an email to confirm email address to validate account.

1

Dear Rabihah Walker-Towers,

In order to validate your SurveyMonkey Apply for the CDBG Program Office Application cycle account we require you to verify your email address.
Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Confirm email address

2

Welcome!

You have successfully registered for a SurveyMonkey Apply account for Cobb County CDBG Program Office

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

Continue to site

3

Thanks!

Your email address is now verified.

Continue

After clicking Continue, you will see the About Our Office page. Then scroll down to select the application and then Sign-in.

HOW TO SET UP AN ORGANIZATION

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional)

Country (optional)

Select a country ▼

Organization phone number (optional)

Organization email (optional)

Website (optional)

CONTINUE

HOW TO SET UP AN ORGANIZATION

Victoria Torres

Switch role to...

Applicant

Reviewer

Recommender

Admin

My Account

Set up an organization to apply on behalf of

Set up organization

I already have an Individual Account, how do I register as an Organization?

If you are already a member of a site as an Individual and wish to register on behalf of an organization:

1. Login to your Individual account within the site
2. Click on your name in the top right corner
3. Go to **Account Settings**
4. Click **Setup Organization**
5. Complete all required fields for the organization
6. Click **Continue** to create the organization
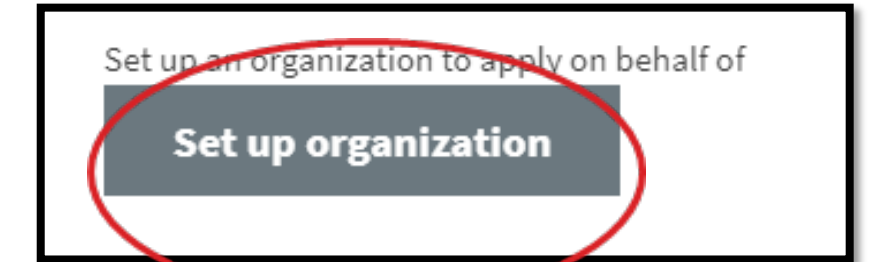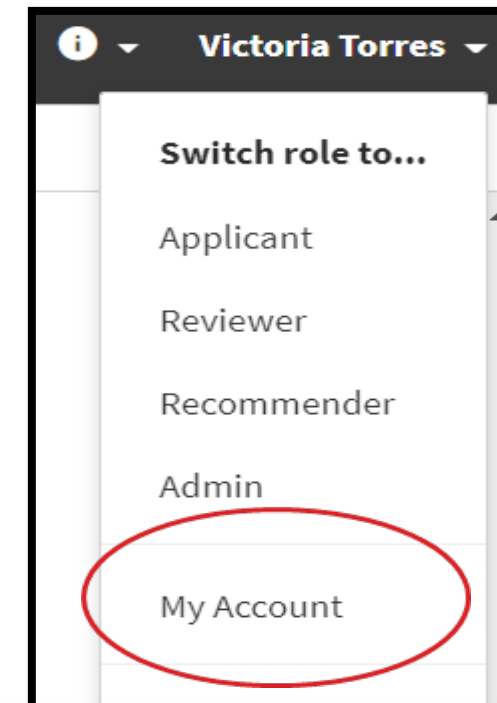
To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional)

Country (optional)

Select a country

Organization email (optional)

CONTINUE

Welcome!

You have successfully registered for a SurveyMonkey Apply account for Cobb County CDBG Program Office

Continue to site

HOW TO ADD MEMBER TO APPLICATION

Add members individually

1. Login as an organization administrator
2. Click on **Manage Organization** in the top right corner
3. Click on **Members**
4. Click on **Add Member**
5. Enter the **First Name, Last Name,** and **Email Address** of the member
6. Select if they will have Administrative or Non-Administrative Access. Refer to What are the different Member Roles? for more information
7. *Optional:* If you have teams created, click to add them to a team
8. *Optional:* Notify the user that you are adding them to the organization

0 of 1 tasks complete

Last edited: Feb 14 2024 10:56 AM (EST)
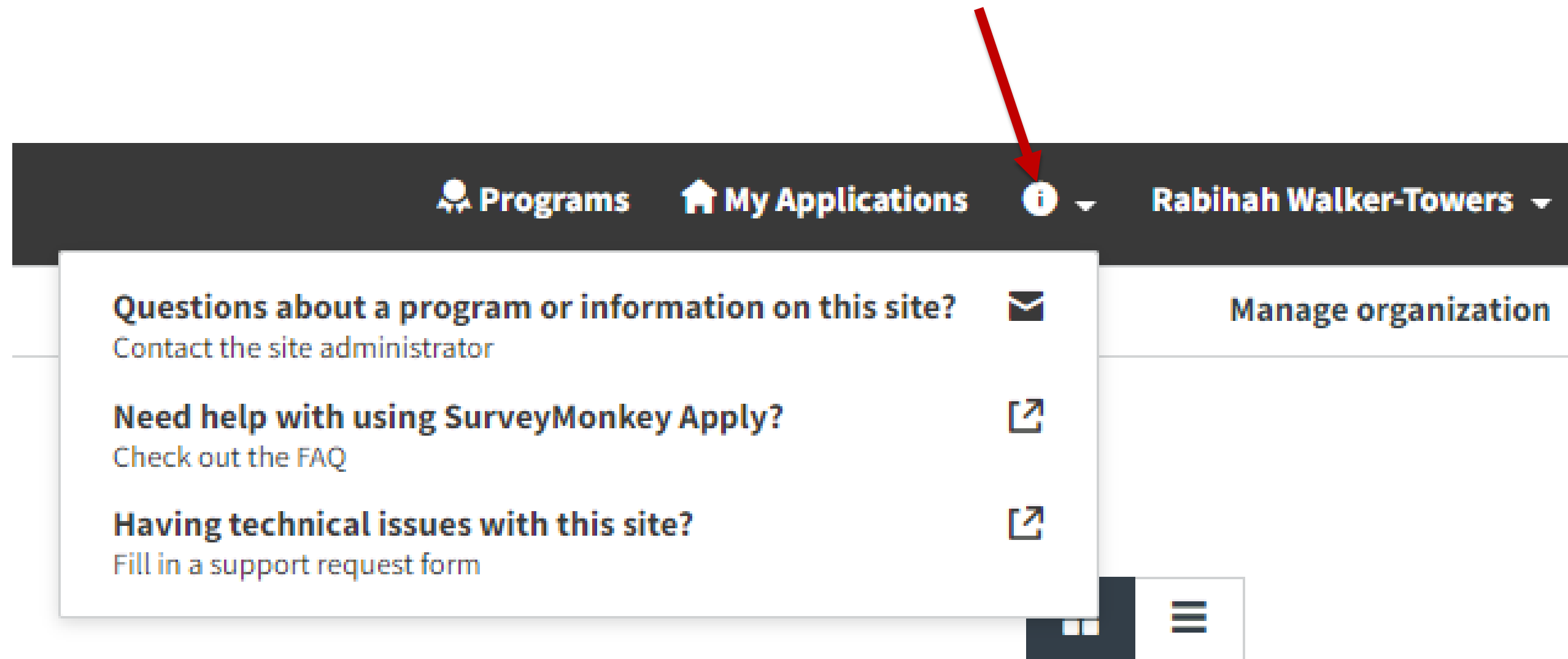
REVIEW   SUBMIT

Deadline: Apr 5 2024 05:00 PM (EDT)

🏛 **Cobb County**

RW Rabihah Walker-Towers
rabihahlivelovelaugh@gm…
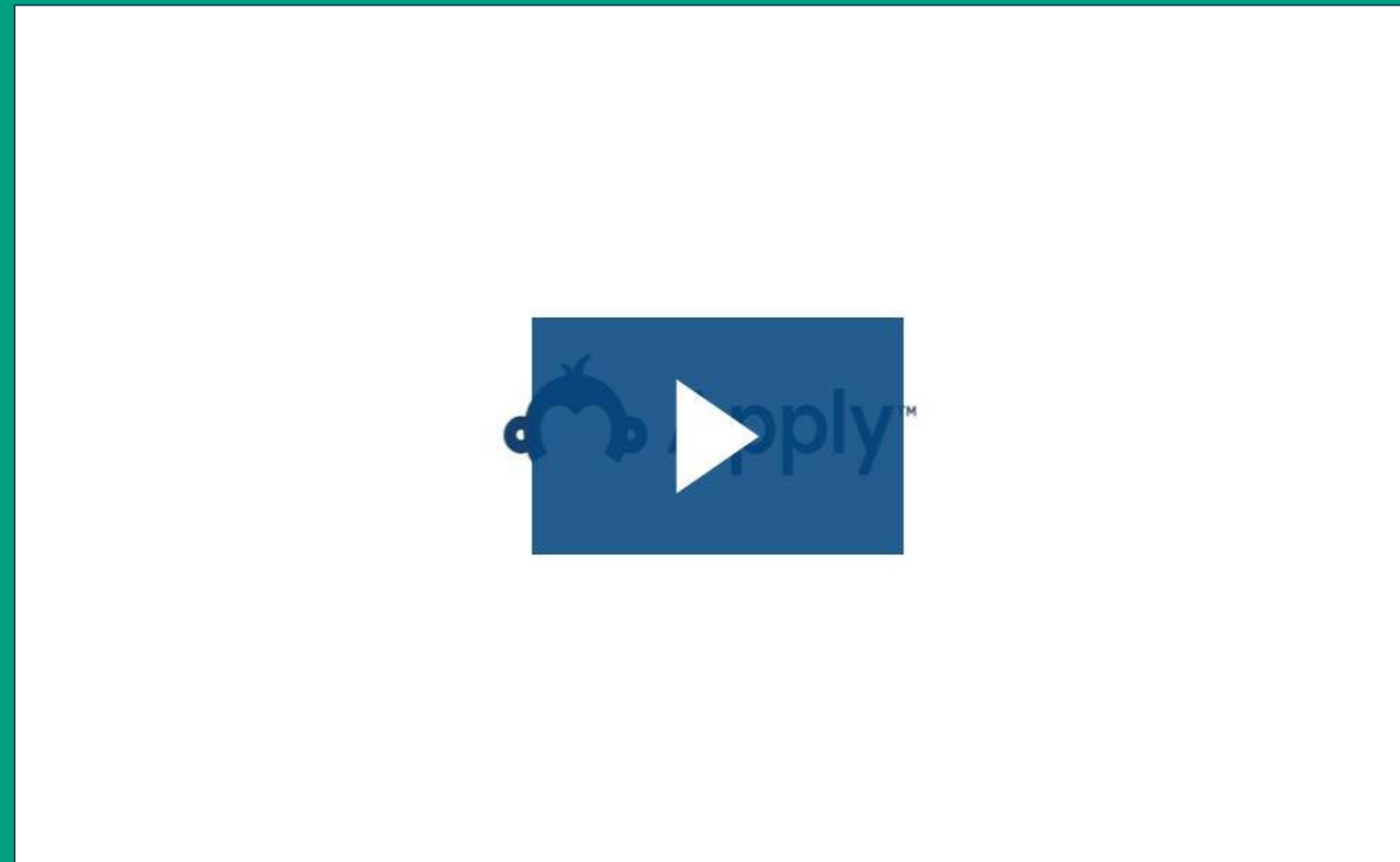View & edit

Add Member or Team

SURVEY MONKEY FAQs

If you have questions about using SurveyMonkey Apply, please select the ⓘ at the top of the page to access FAQs.

APPLICANT INSTRUCTIONS

Applicant Experience

LINK:
https://help.surveymonkey.com/en/apply/apply-training-videos/organization-profiles-videos/?wvideo=ygrvefix9m

APPLICATION SECTIONS

STEP 5

STEP 4

STEP 3

STEP 2

STEP 1

Applies to all Grant Applications

1. AGENCY INFORMATION

ORGANIZATION NAME

MAILING ADDRESS

TELEPHONE NUMBER

CONTACT NAME

CONTACT TITLE

EMAIL ADDRESS

TAX ID#

UEI# (generated by sam.gov)

2. REQUESTED FUNDING

Please list all costs related to the requested CDBG project.

CDBG AMOUNT REQUESTED

TOTAL PROGRAM BUDGET

PERCENTAGE OF CDBG INVESTMENT FOR THIS PROJECT (Divide CDBG Amount Requested by Total Program Budget)

OTHER FUNDS SECURED FOR THIS PROJECT

Requested Funding
The total amount requested should match the amount listed on the Budget Sheet.

Applies to all Grant Applications

3. ORGANIZATION INFORMATION

What is your Organization's mission statement?

How long has the Organization had it's 501(c)(3) status? If your Organization is a government entity, enter N/A.

How many years has the Organization conducted the project/program for which it is requesting funding?

4. ORGANIZATION CAPACITY

1. What percentage of your Organization's budget is grant funded?

2. How many program staff persons are dedicated to this project (i.e. Case Managers, Intake Coordinators) and have they been hired?

3. How many administrative staff persons are dedicated to this project (i.e. Accountants, Executive Director) and have they been hired?

4. Please describe your organization's method for determining income eligibility.

5. Did your Organization attend a 2025 CDBG, HOME & ESG Application Workshop?

--- ⌄

Organizational Experience
- Describe your organization's experience with the proposed services?
- What staff do you have dedicated to the project?

***Organizations will receive extra points for attending an application workshop.

26

Applies to all Grant Applications

5. PROGRAM INFORMATION

Project Title

Project Address

Project Type
- ○ Public Facilities & Improvements
- ○ Economic Developement
- ○ Housing

Brief description of project

If prior years funding is available, would you want to be considered for these funds?   `--- ▾`

If yes, please let us know how soon after signing an agreement could your project start?   `--- ▾`

Anticipated completion date:

**Project Type will differ based on the grant program.

***If your organization would like to be considered for reallocated funding, select **yes** and **identify anticipated project start date.**

APPLICATION SECTIONS 6

6. POPULATION SERVED

All services must benefit low/mod income clientele. For more information select the link provided: 24 CFR 570.208

- ☐ Disabled Persons
- ☐ Incarcerated Persons (Currently or Formerly)
- ☐ Immigrants
- ☐ Senior Citizens
- ☐ Youth (up to age 18)
- ☐ Veterans
- ☐ Homeless
- ☐ LGBTQ+
- ☐ Other

Target Population

CDBG: Program activities must benefit low- to-moderate-income clientele or occur in communities with at least 51% low- to-moderate-income residents.

HOME: Tenant Based Rental Assistance – 90% of clients must have incomes at 60% or below of the Area Median Income (AMI).

ESG: Homelessness Prevention activities must serve clients with incomes below 30% of AMI. Rapid Re-Housing activities must serve clients with incomes below 50% of AMI.

ESG APPLICATION SECTIONS 7

7. PERFORMANCE OBJECTIVES & OUTCOMES

Briefly describe your program objectives and anticipated outcomes.

Total Unduplicated Households/Individuals to be Assisted

	Projected Outputs	Total Unduplicated Households/Individuals to be Assisted	Total Unduplicated Households/Individuals to be assisted
PY2025	○ HH ○ Ind		

Shelter Projects Only: How many units (or beds) are in your program:

○ Units

○ Beds

Proposed Services

Applicants should list the number of persons to be served by the ESG activity category.

ESG APPLICATION SECTION NARRATIVE

1. What community needs and gaps in services does this project address?
2. What is the service location and target population of the project?
3. What other community services address the identified need?
4. Describe your organizations current intake and recordkeeping process including measures taken to ensure the protections of sensitive client information.
5. Describe and discuss your organization's experience with utilizing a client track reporting system.
6. What specific services or activities will the project provide? What experience do you have in serving the target population with the type of services in the proposed project?
7. What outreach methods will be used and how will clients access services?
8. How will the project collaborate with other similar service agencies?
9. For Rapid Re-Housing Projects Only: Housing search and placement: describe the agency's experience providing housing search and placement assistance, including assisting clients with barriers to housing placement. In addition, describe the agency's experience working with area landlords and/or property managers.
10. How will you overcome potential barriers to achieving project outputs and outcomes?
11. How will you monitor progress towards achieving projected output and outcome goals?

Narrative

Provide a description on your project and the supporting data used to identify how the program will be used for an unmet need. Describe the organization's experience with record-keeping using HMIS or comparable software.

CDBG PUBLIC FACILITY ACTIVITIES NARRATIVE

Project Description

Low and Moderate Area Benefit: If proposing a public facility activity under the Area Benefit criteria (in which the facility benefits all residents of an area where at least 51% of the residents are low and moderate income), answer the following question.

Briefly describe the proposed project. Describe the need for the project, the scope of the project, the type of population to be served, the number of low-income persons to be assisted, and the type of housing to be provided. The project summary should provide a general overview of the project, responsibilities of participants, phases of project, and financing. Describe in quantifiable terms how the success/objectives of the project will be measured during the project and at project completion, the related services or activities to be provided, the methods or approaches used and the costs.

Narrative

Public facility activities based on ***Area Benefit*** must have at least 51% of the residents who are L/M income persons.

Activities serving a ***L/M Income Limited Clientele***, which provides benefits to a specific group of persons or at least 51% of the beneficiaries served through the activity must be L/M income persons.

Limited Clientele Criteria: *If proposing a public facility activity under the Limited Clientele criteria in which the facility will benefit a specific group primarily presumed to be low and moderate income, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers of persons or serve at least 51 percent low and moderate income persons, answer the following question.*

CDBG ECONOMIC DEVELOPMENT ACTIVITIES APPLICATION SECTION 8

Describe the type of Economic Development activity:

1. Type of Funding
2. Eligible activity
3. Estimated Full-time Private Sector Jobs Created/Retained (if applicable)
4. Describe Types of Private Sector Jobs Created/Retained (if applicable)
5. Estimated number of businesses Assisted (if applicable)
6. Please provide a description of the proposed project for funding.
7. Summary of Project Need and Justification.

Project Description (Narrative)

Briefly describe the proposed project. Describe the need for the project, the scope of the project, the type of population to be served, the number of low-income persons to be assisted, and the type of housing to be provided. The project summary should provide a general overview of the project, the responsibilities of participants, phases of the project, and financing. Describe in quantifiable terms how the success/objectives of the project will be measured during the project and at project completion, the related services or activities to be provided, the methods or approaches used, and the costs.

CDBG HOUSING RELATED ACTIVITIES SECTION 8

Narrative

Describe the type of Housing Related activity.

1. Please provide the exact address(s) where the housing activity will take place. If address(s) have not been identified, please describe the criteria that will be used to select structure(s).

2. Please provide the number of units to be assisted:

3. Please describe the current condition of the structure(s):

4. If applicable, please describe if counseling services will be offered to homeowners.

5. Please describe how your organization proposes to monitor the project after completion

CDBG HOUSING RELATED ACTIVITIES APPLICATION SECTION

Leveraging

- **Describe leveraging funds to support your project.**

PLEASE COMPLETE FOR ALL CDBG ACTIVITIES

10. LEVERAGING

Leveraging other funding: If applicable, please describe how your municipality or agency will leverage other funds, public or private, over the long-term to support similar projects and reduce reliance upon Cobb County CDBG funding.

CDBG PUBLIC SERVICES NARRATIVE SECTION

7. PERFORMANCE OBJECTIVES & OUTCOMES

Select only one of the following objectives and one of the following outcomes that best describes your project.

	OBJECTIVES	OUTCOMES
SELECT ONE	○ Suitable Living Environment ○ Decent Housing ○ Creating Economic Opportunity	○ Improving Availability / Accessibility ○ Improving Affordability ○ Improving Sustainability

1. Please provide a detailed description of the proposed project for funding. If this is an existing service, please also include detailed information on how existing service will be expanded if CDBG funds are awarded.

2. Describe the need for the proposed program/project within the community and provide data that supports this need. Where will the program/activity be completed or carried out?

Narrative

Describe project in detail and organization's experience in recordkeeping.

Activities serving a *L/M Income Limited Clientele*, which provides benefits to a specific group of persons or at least 51% of the beneficiaries served through the activity must be L/M income persons.

HOME APPLICATION SECTION 7

Performance Objectives

Select one (1) objective and one (1) outcome for your project.

Narrative

Describe project in detail and organization's experience in recordkeeping.

7. PERFORMANCE OBJECTIVES & OUTCOMES

Select only one of the following objectives and one of the following outcomes that best describes your project.

	OBJECTIVES	OUTCOMES
SELECT ONE	○ Suitable Living Environment	○ Improving Availability / Accessibility
	○ Decent Housing	○ Improving Affordability
	○ Creating Economic Opportunity	○ Improving Sustainability

Please note that projects MUST begin within 12 months of fund award, and MUST be completed within 2 years of the award. Do not apply for funds until your project is ready.

1. Please provide a detailed description of the proposed project for funding. The project summary should provide a general overview of the project, responsibilities of participants, phases of project, and financing. Describe in quantifiable terms how the success/objectives of the project will be measured during the project and at project completion, the related services or activities to be provided, the methods or approaches used and the costs.

2. What unmet community need(s) will your proposed activity address? How did you determine that this need(s) exists? How will your activity address this need(s)?

3. Estimate the number of persons to be assisted with HOME funding. Persons to be assisted should be described in terms of race, ethnicity, and income level. Include any necessary data to support the clientele who will benefit from the program/project.

BUDGET SECTION

(Please scroll the bar to the right to complete the Budget Proposal.)

	Line item statement of requested HOME FUNDS	Line Item statement of OTHER FUNDS used to carryout program activities.	The TOTAL of HOME FUNDS and OTHER FUNDS
1. Monthly Rental Assistance			
2. Security Deposit			
3. Utility Deposit			
Sub-total TBRA Assistance			
GRAND TOTAL FOR ALL ACTIVITIES			

Reminder: Check Your Numbers for Accuracy!!!

Budget

Total amount of grant funds should match the same number written in Section III of the application. The budget reflects eligible activities to the respective grants. The "Other Funds" column should reflect other secured funding.

Allocating Costs

Costs billed to grant must be *directly* associated to the eligible activity being funded through the grant program.

BUDGET PROPOSAL NARRATIVE

BUDGET PROPOSAL NARRATIVE

	DESCRIBE
1. For each line item listed in your budget, provide a detailed description of how HOME funds will be used to support your program.	
2. Please provide the source and amount of funding commitments, as well as, additional funding awarded in the past three years for this project.	

Budget Narrative

Describe in **detail** how will grant funds be used to support your program. Provide **detail** of all funding **secured** for this project currently and additional funding awarded in the past three years.

SUBMITTAL INSTRUCTIONS CHECKLIST SECTION 10

Applicants must submit the required attachments for each grant application and complete the checklist.

Submit application with attachments by the deadline:

Friday, April 11, 2025

Remember to label all attachments to correspond with the checklist.

APPLICATION CHECKLIST

- ☐ **ATTACHMENT 1:** Provide a copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non-profit applicant

- ☐ **ATTACHMENT 2:** Provide a copy of current certification from the GA Secretary of State. For assistance, please visit: www.sos.ga.gov

- ☐ **ATTACHMENT 3:** Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable.

- ☐ **ATTACHMENT 4:** Provide list of board members and a copy of board meeting minutes authorizing the submittal of this application. Please also include a copy of Conflict of Interest Statement from the Board of Directors.

- ☐ **ATTACHMENT 5:** Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project, and include descriptions of the applicant's previous related program activities

- ☐ **ATTACHMENT 6:** Provide a copy of the agency's written financial management procedures, and a current organization chart.

- ☐ **ATTACHMENT 7:** Provide a copy of Certificate of Insurance.

- ☐ **ATTACHMENT 8:** Provide proof of registration with the U.S. System for Award Management

- ☐ **ATTACHMENT 9:** Provide a projected timeline of proposed activities.

APPLICATION UPLOAD ERROR

I get an error when uploading a file

There are a few potential reasons why you may experience issues uploading your file:

1. **The file isn't in an available format.**

   Check to ensure that the file type you're trying to upload matches the requested formats.

2. **The file doesn't meet size restrictions.**

   Check to ensure that the file type you're trying to upload does not exceed the maximum file size of the upload task.

3. **You're attempting to Upload more files than allowed**

   Confirm that the number of files you're uploading is within the range of the minimum and the maximum number of files required.

4. **The file is encrypted**

   SurveyMonkey Apply won't accept encrypted files. To upload your file, it will need to be unencrypted.

5. **The file is corrupted**

   It is possible that the file you're trying to upload is a corrupted file. To resolve the issue, **re-save the file to a new folder** on your computer and attempt to upload the file again.

6. **A task related issue.**

   Depending on the issue it's also possible that the error is related to another Setting on the task. For example, you're unable to edit the task.

CONFLICT OF INTEREST

Applies to all Grant Applications

Conflict of Interest

Please check the appropriate boxes regarding Conflict of Interest and Acknowledgement of Responsibility.

Organizations with a relationship with Board or BOC will not be excluded from funding.

Authorized Representative

Remember to sign and date your application.

CONFLICT OF INTEREST ACKNOWLEDGMENT

	SELECT YES OR NO	If yes, please explain in detail and document the staff person's involvement with these grant funds in the section below
Do any family relationships (by blood or marriage) exist between staff in your organization and/or Agency Board members?	Select ⌄	
Do any family relationships (by blood or marriage) exist between staff in your organization and/or Cobb County Board of Commissioners?	Select ⌄	

APPLICATION SUBMISSION

To be able to submit your application you will first need to complete all required tasks within your application.
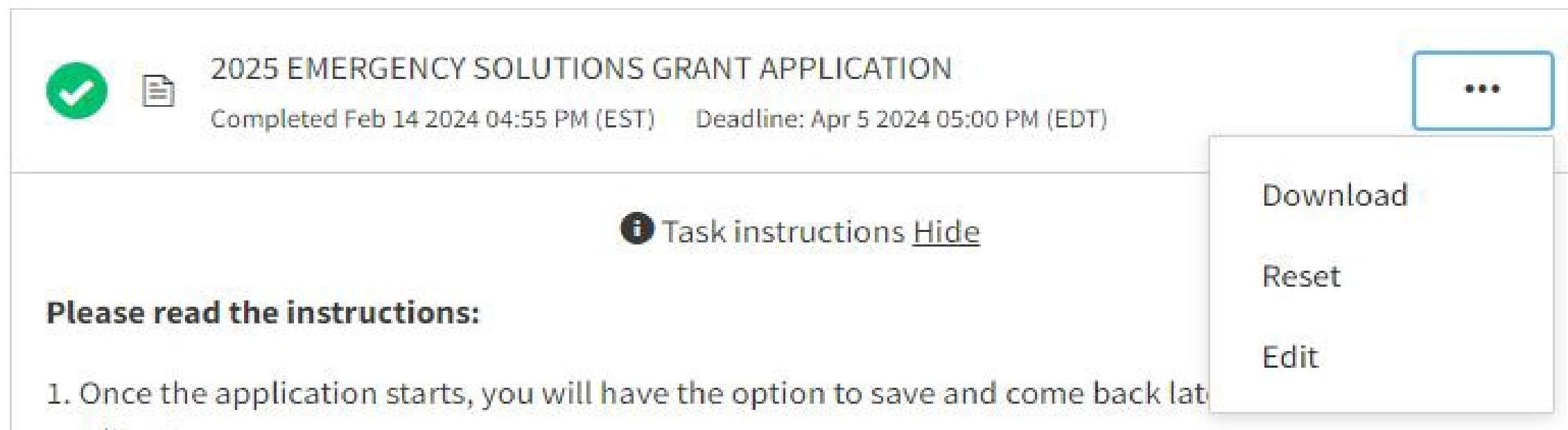

Edits can be made to a complete application until the application cycle ends, Friday, April 11, 2025.

EDIT A COMPLETED APPLICATION

If you have previously pressed Marked as Complete on a form, but have not yet Submitted your application, you can choose to make Edits to your task.

1. Enter your application
2. Click on the task you wish to edit
3. Click on the **More Options** icon in the top right corner of the task
4. Click **Edit**
5. Click **Previous/ Next** to navigate between the pages and make your changes
6. When done, navigate to the last page and press **Mark as Complete**

If you experience difficulties editing your task or this option isn't available, see Why can't I edit my task?

✅ 📄 **2025 EMERGENCY SOLUTIONS GRANT APPLICATION**
Completed Feb 14 2024 04:55 PM (EST)   Deadline: Apr 5 2024 05:00 PM (EDT)

•••

Download

Reset

Edit

ⓘ Task instructions Hide

Please read the instructions:

1. Once the application starts, you will have the option to save and come back lat

APPLICATION RATING FACTORS

	RATING FACTORS		
	Factor	Prompt	Points
1	**Organizational Information/Capacity**		**25**
		How many years has the Organization conducted the project/program? What percentage of the Organization's operating budget is grant funded? How many program and administrative staff positions are dedicated to the project?	
2	**Project/Service Delivery**		**30**
		Does the agency currently provide the service? How many clients will be served? Describe the need being addressed by the project. What is the Organization's process for ensuring outcomes are achieved for the proposed activity?	
3	**Organization/Project Procedures**		**25**
		What is the Organization's process for income verification? How does the Organization determine income eligibility? What is their intake process? What is their experience in case file management? Do they conduct client follow-ups?	
4	**Budget**		**20**
		Is the budget consistent? Is the funding request reasonable? Does the budget provide detailed descriptions for the requested funding? Does the Organization have a diverse funding sources?	
	Total		**100**

Reminder: Attending an application workshop is extra points!

HELPFUL APPLICATION TIPS

Important points to consider before completing the CDBG, HOME, and ESG applications.

PREPARING THE GRANT APPLICATION

A strong grant proposal should be **clear, concise, and compelling**. Make sure that the application provides enough detail that the funder understands your project. Your grant proposal should also tell a story that helps the reviewer to understand the Organization's project.

- ✓ Provide detailed project descriptions and performance outcomes.
- ✓ Make sure the service population is clearly identified.
- ✓ Describe record-keeping and/or reporting methods.
- ✓ Ensure that the proposal narrative in the grant application corresponds to an eligible CDBG, HOME, or ESG program activity.
- ✓ Proofread your application prior to submission.
- ✓ Allow sufficient time to complete the application.

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FACTORS THAT COULD AFFECT APPROVAL FOR FUNDING

- ✓ Your organization has not received previous grant funding; no track record
- ✓ History of non-compliance or poor performance
- ✓ Your organization does not have a specific project or location
- ✓ Your Organization has not expended prior grants
- ✓ Weak or unclear proposals
- ✓ Lack of Organizational and/or Financial Capacity
- ✓ Weak Project Design & Implementation Plan
- ✓ Highly competitive funding pool
- ✓ Mistakes in the grant application (i.e. inconsistent budget, not fully answering questions)

ORGANIZATION'S CAPACITY

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.
    - Grants Manager, Accountant, Administrative Assistant

- ✓ A formalized system for tracking annual performance outcomes.

- ✓ A formalized system for ensuring compliance with record keeping and completing monthly programmatic reports: It is required that Organizations keep paper copies of client records.

ORGANIZATION'S CAPACITY

Financial Capacity

- ✓ **CDBG, HOME, & ESG are reimbursable grants.** Therefore, 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 by Cobb County after funding is released from the HUD; not often at the start of the program year.

- ✓ In the application, clearly indicate the organizational financial capacity to front program costs.

- ✓ Overall, consider what percentage of the agency's budget is grant funded in determining if projects can be sustained in the case of delayed reimbursements.

- ✓ **Matching Requirements**:
  - *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.

LEVERAGING & 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 a **description of other funding the organization has secured** (grant or private funds) to use for the proposed activity.

GRANT APPLICATION REVIEW PROCESS

1. An **Application 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 **2-4 weeks.**

3. The Committee will meet to discuss results and determine **funding recommendations.**

4. 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.

5. Upon completion of the 30-day public comment, an Agenda Item is prepared for **approval by the Board of Commissioners (BOC).**

6. Funding **approvals/declinations notices** are sent after BOC approval.

APPLICATION LINKS

CDBG PROGRAM – PUBLIC SERVICES APPLICATION

https://cobbcounty.smapply.org/prog/2026CDBGPublicServices/

CDBG PROGRAM - PUBLIC FACILITIES APPLICATION

https://cobbcounty.smapply.org/prog/2026CDBGPublicFacilities/

HOME PROGRAM APPLICATION

https://cobbcounty.smapply.org/prog/2026HOME/

HOME PROGRAM APPLICATION - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) APPLICATION:
https://cobbcounty.smapply.org/prog/2026HOMECHDO/

ESG PROGRAM APPLICATION

https://cobbcounty.smapply.org/prog/2026ESG/

ANNOUNCEMENTS

PY 2026 CDBG, HOME, & ESG Application (1:00 p.m.) & Needs Assessment (2:00 p.m.) Workshops

Tuesday, February 18, 2025
Powder Springs Library, 4181 Atlanta Street, Powder Springs, GA 30127

Wednesday, March 5, 2025
Switzer Library, 266 Roswell St NE, Marietta, GA 30060

Wednesday, March 19, 2025
Sewell Mill Library, 2051 Lower Roswell Rd, Marietta, GA 30068

Your Voice Matters! <u>Cobb County Needs Assessment</u>

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CDBG PROGRAM OFFICE

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