

Gwinnett County  
COVID-19  
STATEMENT OF  
NEED WORKSHOP

COVID-19  
HUD GRANT FUNDING OPPORTUNITY



**Mute Your Phone**

**Ask Questions in the  
Chat Box**

## Webinar Format

- 60-minute webinar
- Moderated Question and Answer
- Use the question and answer feature at any time – we will get to as many as we can during Q&A at the end of the webinar
- If you are having technical difficulties, try exiting the webinar and logging back in
- For resources and answers to more specific questions, please email us at [cdbghudplanning@gwinnettcountry.com](mailto:cdbghudplanning@gwinnettcountry.com) or [gchcd@gwinnettcountry.com](mailto:gchcd@gwinnettcountry.com)

# AGENDA

- Introductions
- Overview
- Applicant Eligibility Requirements
- Project Eligibility Requirements
- Applications Process
- Submissions Process
- Tips & Helpful Hints
- Wrap-up and Closing



# COMMUNITY DEVELOPMENT PROGRAM STAFF

- Eryca Fambro, Managing Director
- LaShondra Wells, Deputy Director
- Robert Scott, Senior Program Specialist
- Joselyn Torres, Senior Program Specialist
- Ronniece Boston, Program Specialist
- Victoria Fohrman, Program Specialist

## Gwinnett County CARES Act Allocations

### **CDBG**

\$3,242,023

### **ESG**

\$1,619,024

### **Coronavirus Relief Fund**

\$23,940,000

Gwinnett County has received funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to support critical community services during the COVID-19 Pandemic.

- U.S. Dept. of Housing and Urban Development (HUD)
- U.S. Department of Treasury

The CARES Act provided funding for the following grant programs:

- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Coronavirus Relief Fund (CRF)



# Applicant Eligibility

## Nonprofit Qualifications:

- Must be registered to conduct business in the State of Georgia at the time of Application.
- 501(c)(3) Certification at the time of Application

## The following documents will be required upon approval of award(s) for funding:

- Financial statements covering the most recent reporting periods of operation.
- List of board members and By-Laws;
- Copy of Conflict of Interest Statement.

# Project Eligibility

- Funds may be used to cover or reimburse allowable costs to prevent, prepare for, and respond to coronavirus.
- Attachment A contains a list of eligible and ineligible activities
- All applicants are asked to carefully review Attachment A before completing your Statement of Need.



# Project Eligibility for HUD Grants

- Proposed CDBG Activities must meet the CDBG National Objective of:
  - Benefitting low to moderate-income persons;
- Proposed eligibility is determined by adherence to the following Consolidated Plan Goals:
  - Increase Access to Affordable Housing
  - Homelessness Reduction
  - Non-housing Community Development
  - Affirmatively Furthering Fair Housing

# Eligible Activities

- **Buildings and Improvements, including Public Facilities**
  - Acquisition, construction, or reconstruction
  - Installation of public works
  - Rehabilitation of buildings and improvements
- **Direct Services to Clients**
  - Case Management, Food Delivery, Direct Services to Clients
  - Supplies, Medical Expenses, Public Health Expenses
  - Rental Assistance or Shelter

# Ineligible Activities

- Revenue shortfalls
- Damages covered by insurance
- Payroll or benefits expenses for employees not substantially dedicated to mitigating or responding to the COVID-19
- Expenses that have been or will be reimbursed under any federal program
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance Pay

# Submissions Process

- Statement of Need Form
- Applications will be available from May 20, 2020, to June 4, 2020.
- All applications must be submitted electronically via [Box.com](#) to the Community Development Program by June 4, 2020.
- [Box.com](#) Account Creation and Upload Instructions are provided to support agencies with their submission efforts.

# Submissions Process

## Upload to Box with the File Browse

Uploading a new file or folder to Box is straightforward:

1. Click the **New** button in the upper-right corner.
2. Select Folder, the box shown will pop up
3. Name the Folder “COVID-19 CARES ACT - Agency Name”  
**Agency Name: Type the Name of your Agency**
4. Invite Additional Users – Gwinnett Community Development Office

User Email: [eryca.fambro@gwinnettcountry.com](mailto:eryca.fambro@gwinnettcountry.com)

Permissions: Editor

Get Advanced Security

?

EF

New

Upload

Click 'Folder' to create a new folder. Treat your folder like a

Folder

Create a New Folder

Folder Name

My New Folder

Invite Additional People

Enter email addresses to invite users

Permission

Editor

Learn More

Cancel

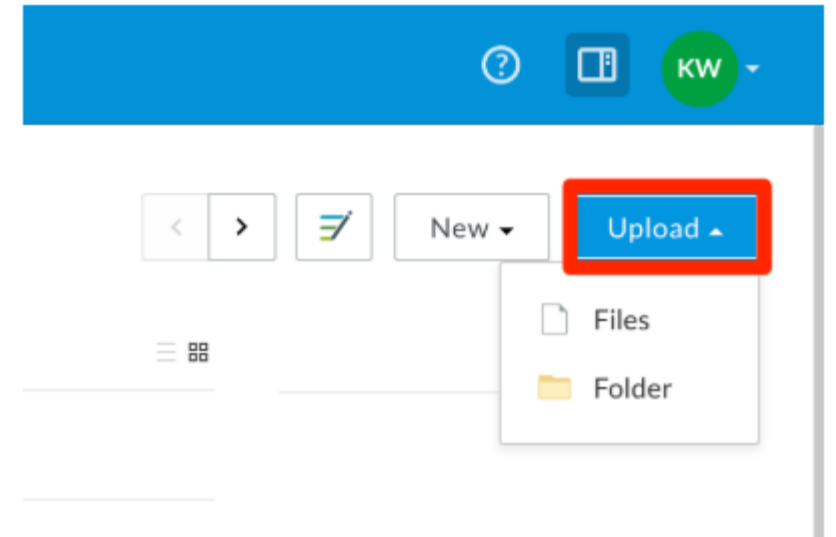
Create

# Submissions Process

5. Click on the Folder that you just created
6. Click on the blue upload button
7. Select the file(s) or folder you'd like to upload.
8. You can select multiple files for upload by holding the **Command** or **Control** key (Mac or Windows, respectively) while selecting files. However, you can only select one folder at a time for upload.
9. Click Open or Upload.  
*If your session is interrupted, Box enables you to later resume uploads of files that are over 100 MB in size.*

## To resume an interrupted upload:

- In the Uploads Manager header click **Resume All**, or
- In the Uploads Manager click **Resume**.



# Tips & Helpful Hints

- **Read the Instructions carefully.**
- **Contact Community Development staff for Technical Assistance as needed.**
  - Technical & general questions about the applications are welcomed; however, a specific application review will not be offered.
- **Gather your required documentation before contracts are awarded.**
- **Tell us everything about your proposed project.**
  - Use the Project Description to be highly descriptive about your organization and provide all the details of your proposed project. If the description leaves us with questions, this will affect your overall score.
- **Be thoughtful about identifying beneficiary goals—you will be held to them**
  - Choose a realistic number of beneficiaries comparable to the requested funding amount and remember that you must maintain documentation on those served.
- **Use the Application Rating Forms as your guide, then mock score your application.**
  - The application scoring sheet and criteria will be helpful in determining application strength.

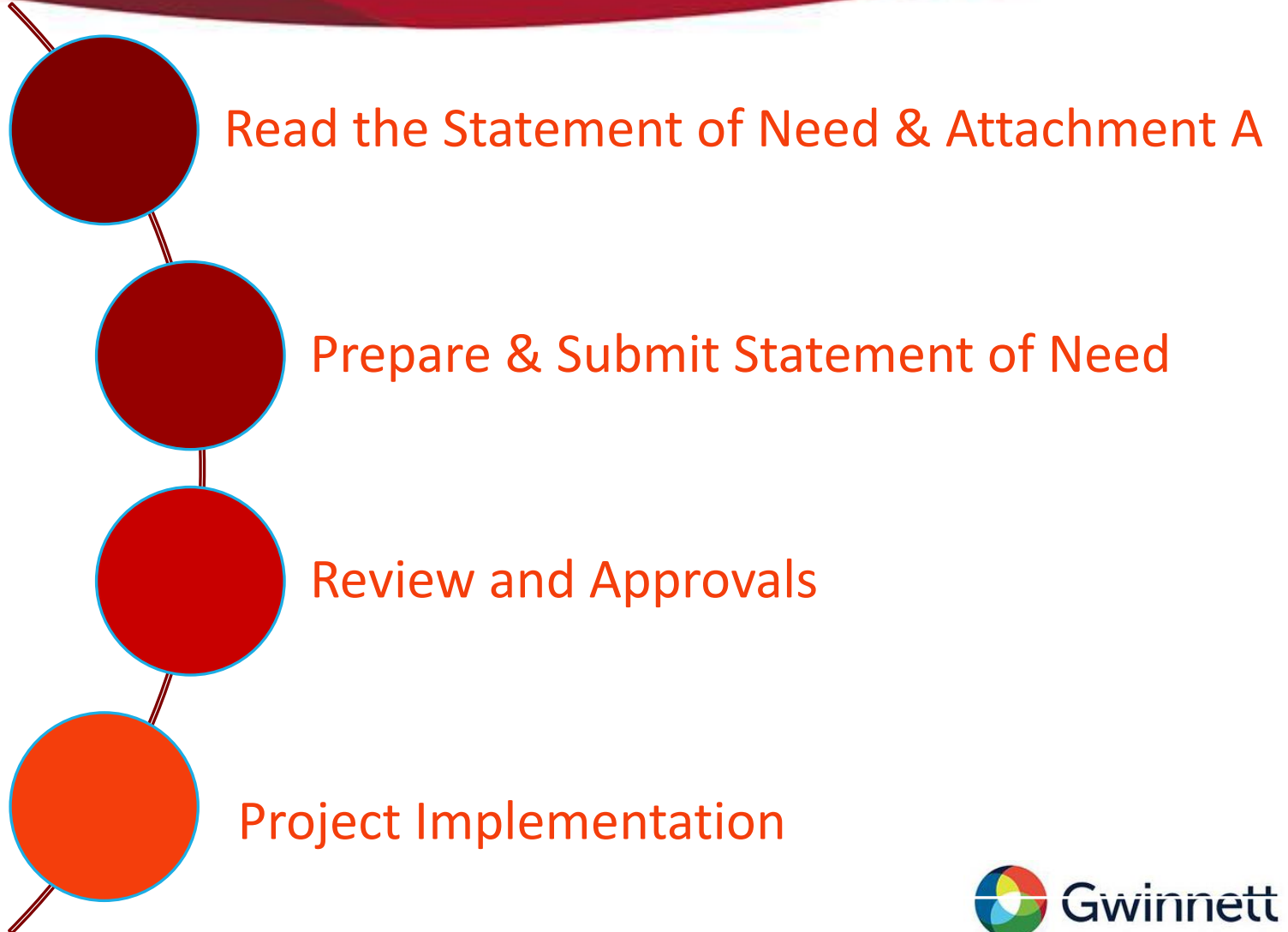


# Questions

**Email:** [cdbghudplanning@gwinnettcountry.com](mailto:cdbghudplanning@gwinnettcountry.com)



# NEXT STEPS



*For more information, please contact the*  
**Gwinnett Community Development Program**

**Phone**

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