

## **Gwinnett County COVID-19 Funding Opportunity**

### **Frequently Asked Questions (FAQ)**

This FAQ intends to answer some of the commonly asked questions about Gwinnett County's COVID-19 funding opportunity regarding its application and award process.

**1. Is the Statement of Need a fillable form, or do we need to create our own?**

Yes; the form is a fillable form that is available on the County's website accessible here: <https://www.gwinnettcounty.com/web/gwinnett/departments/financialservices/service/division/grants>.

**2. Is funding for both documented and undocumented citizens? Can there be a mix?**

Federal funds are for documented citizens only. Clients must be able to provide proof of citizenship or permanent residency.

**3. Are there eligible expenses other than those listed?**

The list is extensive, but not exhaustive. If there is an activity that you wish to pursue, but it is not listed, please reach out to our office by phone at 678.518.6008 or email at [cdbghudplanning@gwinnettcounty.com](mailto:cdbghudplanning@gwinnettcounty.com) or [gchcd@gwinnettcounty.com](mailto:gchcd@gwinnettcounty.com) to qualify the activity.

**4. If requesting funding for an acquisition or new construction, must the project be in its intended use within 12 months?**

No, it is contingent on various factors. If the project is eligible, final details and requirements will be provided in the subrecipient agreement.

**5. Do educational or life skill services meet direct service requirements?**

Yes, educational and life skill services are direct services.

**6. Is the organization required to be located in Gwinnett County, or just provide services to Gwinnett County residents?**

Your organization is not required to be in Gwinnett; however, services funded with Gwinnett grant funds must be provided for Gwinnett County residents only.

**7. What percentage of Gwinnett County residents must an organization serve?**

Any organization that receives funds through Gwinnett County must provide services to Gwinnett County residents only with those funds. For the CDBG program, at least 51% of the clients served must be low to moderate-income.

**8. Are churches required to submit a 501(c)(3) certified letter?**

Churches are not required to submit the certified 501(c)(3) letter provided that the organization meets the following requirements:

- the organization must be organized and operated exclusively for religious, educational, scientific or other charitable purposes;
- net earnings may not inure to the benefit of any private individual or shareholder;
- no substantial part of its activity may be attempting to influence legislation;
- the organization may not intervene in political campaigns; and
- the organization's purposes and activities may not be illegal or violate fundamental public policy.

**9. What is the timeline of this grant?**

The Treasury CARES Act funding period is March 1, 2020 – December 30, 2020. The CDBG and ESG CARES Act funding runs from March 1, 2020 – December 31, 2021.

**10. When will we learn about if we are awarded?**

We do not have a date of award at this time. We anticipate the review and award process will occur within 20-30 days.

**11. Would the transportation of people to go to doctors, supermarkets, etc. fall under the direct services category?**

Yes, agencies can apply to provide transportation for critical daily needs.

**12. When is the Statement of Need due?**

The COVID-19 Statement of Need is due on Thursday, June 4, 2020, at 11:59 pm.

**13. Will the CARES Act funds be awarded as a grant or loan?**

The CARES Act funds will be awarded as a reimbursable grant.

**14. Why are grants only for 501(c)(3) and not 501(c)(4)?**

We have excluded 501c4s due to the advocacy and lobbying abilities that these agencies have. It is challenging to fully define that the receipt of federal grant funding is not freeing up budget for the 501c4 to enhance their lobbying efforts.

**15. Is there an average amount that each agency will receive?**

There is no average or estimated award that an agency can expect to receive. Award amounts are based on project eligibility and the needs we are trying to address.

**16. If we submit more than one application, should they be numbered or have a subtitle?**

Applications should be numbered in order of preference.

**17. Does mental health counseling meet the Direct Services requirement?**

Mental health counseling services are eligible as direct client service.

**18. Do we need to list out every supply under the project narrative?**

You do not have to list out every supply under the narrative; however, you should be detailed and descriptive as possible.

**19. What is the best email for assistance support?**

[gchcd@gwinnettcountry.com](mailto:gchcd@gwinnettcountry.com) and [cdbghudplanning@gwinnettcountry.com](mailto:cdbghudplanning@gwinnettcountry.com)

**20. Are Financial Statements, conflict of interest statements, and bylaws required with submission?**

No, only eligible applicants will be required to submit the referenced documents.

**21. Is there a match requirement?**

No, there is no match requirement for CARES Act funds.

**22. On scoring, there is a HUD vs. Non-HUD - what is the difference?**

This scoring criterion is used for our office to determine if the applicant will receive funding through HUD programs (CDBG-CV and ESG-CV) or Treasury Programs (Coronavirus Relief Fund).

**23. Do we apply in three separate categories (CDBG, ESG, and COVID Relief fund)?**

No, the review panel will align your application to the applicable funding source.

**24. If the category chosen is rental, does that imply that we would be paying the rent of the individuals?**

Yes, it does. Please contact our office if you need to verify the eligibility of an activity.

**25. On page 1 of the guidelines, it reads that grant funds are reimbursable. What is meant by that?**

Reimbursable awards require subrecipients to spend their money upfront for services and receive reimbursement once they submit all required documentation.

**26. If you already have a PPP loan, can you still qualify for this grant?**

Yes. Please be sure to disclose this revenue source in the Agency Revenue table.

**27. Can Homelessness Prevention funds be used to assist with mortgage payments to prevent foreclosure for low-income homeowners?**

No, homelessness prevention funds can only be used for renters.

**28. How do you differentiate the COVID vs. CDBG vs. ESG funds in the budget?**

All requests must work to respond to, prepare for, or prevent COVID-19 regardless of funding source. Applicants do not to worry about differentiating between the funding sources, we will assess and align your request with the appropriate grant.

**29. Can the applicant partner with another non-profit to apply?**

The County encourages collaborative submissions which define a strategic approach to addressing critical needs in our community. *Please note that collaborative submissions are not required and will not prevent an individual agency from receiving an award.*

**30. Do you need documentation about clients' income?**

Yes, in certain instances, income must be gathered. Further guidance will be provided to awarded applicants.

**31. Can religious organizations apply?**

Yes, religious organizations are eligible to apply. But, unlike churches, religious organizations must apply to the IRS for tax-exempt status unless their gross receipts do not normally exceed \$5,000 annually.

**32. Could the funds be used to purchase items such as vehicles?**

Yes, vehicle purchases to meet a critical need or provide a service for low/moderate-income clients is an eligible activity.

**33. If our organization serves residents in multiple counties, are we still eligible to apply for Gwinnett funds?**

Yes. However, all funds received from Gwinnett County must be utilized to serve Gwinnett County residents only.

**34. Can funds be used for hiring case managers to meet the overwhelming needs and applications for support from our families?**

Yes, case management is an eligible activity.

**35. Is it possible for an agency to offer services different from what they usually provide?**

Yes. The organization should provide a detailed description of the organization's plan and capacity to carry out the service.

**36. Can the grant money be used to provide direct services, or is it only to be used as reimbursement for program expenses?**

Funds awarded through the CARES Act are reimbursable for the provision of direct services as well as program expenses.

**37. How fast will COVID-19 funds be reimbursed?**

The current reimbursement process is 10-15 days.

**38. Is there a resource that provides examples of the "support documentation" Gwinnett County expects as we submit the reimbursement applications?**

Awarded applicants will receive a detailed list of required support documentation for reimbursement requests. All new agencies will receive technical assistance to help you meet the expectation.