City of Albany Public Services Grant
Frequently Asked Questions

1. **What is the main purpose for the City of Albany Public Service Grant funding?**

   The Community Development Block Grant program provides the City of Albany with the opportunity to develop viable communities by funding activities that provide decent housing, suitable living environment and by expanding economic opportunities, principally for low and moderate income persons.

2. **Is this grant funded by HUD?** YES

3. **Who can apply for these funds?**

   Only nonprofit organizations with 501 (c) (3) status, Government Agencies and Quasi-governmental Agencies.

4. **What are eligible activities of the public services grant?**

   The City's Priorities are based on federal requirements for the CDBG program and may be found in the current City of Albany Consolidated Plan which can be found on Page 7 of the attached link.

   https://www.albanyga.gov/home/showdocument?id=2087

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5. **Do the public service activities require a beneficiary to meet income eligibility requirements?**
   Yes , the activities must meet income eligibility.

   If so, what are the income requirements for the City of Albany?
   Here are the income limits that determine who is considered to have a low- and moderate-income:

FY 2019 Income Limit	Family Size							
	1	2	3	4	5	6	7	8
Very Low (50%) Income Limits	$19,150	$21,900	$24,650	$27,350	$29,550	$31,750	$33,950	$36,150
Extremely Low-Income Limits	$12,760	$17,240	$21,720	$26,200	$29,550	$31,750	$33,950	$36,150
Low (80%) Income Limits	$30,650	$35,000	$39,400	$43,750	$47,250	$50,750	$54,250	$57,750

Source: Department of Housing and Urban Development Office of Policy Development and Research – Effective Date April 24,2019

6. **Is there a minimum grant amount?**

   There is a minimum grant amount of $5,000 per project.

7. **What is the maximum grant amount?**

   The maximum grant amount that will be awarded to a nonprofit is $25,000.

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8. **How are the proposals scored for funding?**

    A score of 70 points or above will be recommended for funding.

9. **How do I get a copy of the proposal?**

    Copies of the proposal are available on-line at:
    https://www.albanyga.gov/about-us/city-departments/community-economic-development/meet-the-director/requests-for-proposals

10. **What if I missed today's workshop?**

    Any applicant who does not attend the workshop on FEBUARY 10, 2021 will still be eligible to submit a proposal for funding.   The workshop is not mandatory; however, the workshop will be recorded and available for your viewing on FEBRUARY 12, 2021.

11. **How soon after the grant is awarded can I start my project?**

    All projects awarded for funding will begin July 1, 2021. All funds must be spent within a twelve-month period. Any funds not spent within this timeframe may be recaptured.

12. **What if our agency does not have 501 (c) (3) status?**

    Each grantee selected to receive funds must demonstrate that they are a private nonprofit organization or a governmental agency by presenting a current 501 (c) (3) designation. That certification must reflect the name of the organization to which the award is made.

    An organization whose 501 (c) (3) status is pending may still apply, but it must ensure the designation will be in place before July 1, 2021.

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13. **If our agency was funded last year, are we eligible to receive funding again?**

    YES, you are eligible to apply for this year.

14. **What is the grant deadline?**

    Original and four (4) copies including attachments of the application must be submitted to the City of Albany Department of Economic Development, 230 South Jackson, Suite 315, Albany, GA. No later than 4:00 PM on FEBRUARY 26, 2021. NO EXCEPTIONS!

15. **Does the grant have to be matched?**

    No match is required.

16. **What are the reporting requirements?**

    All grant recipients must comply with all regulations governing administrative, financial, and programmatic operations and must achieve performance objectives on schedule and within budget. All recipients must provide a monthly report by the 10th of each month to the end of the program year, regardless of the expenditure of grant funds.

17. **What can I do to increase my chances for funding?**

    Follow Request For Proposal (RFP) directions and refer to the completion checklist with all attached documentation.

18. **What if I need additional space for my responses?**

    The space provided should be adequate.

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19. **Are we required to include both the table and narrative on the Program Outcome Model, Logic Model and Program Outcome Measurement Plan?**

   YES

   Program Outcome Model is required. Please use the table provided on page 5 of the RFP. This form can be submitted on a separate page using the prescribed format, in the event that more space is needed for this element. Please be sure to label the page as indicated.

   Program Logic Model is required. Please use the table provided in the RFP. The Program Logic Model is a tool that is used to measure program effectiveness and should logically connect to those items listed in the Program Outcome Model with the addition of the initial, intermediate and long-term program outcomes. Please submit the Program Logic Model in WORD and be sure to indicate any changes you have made in the program to help serve your clients better.

   Outcome Measurement Plan is required. Please use the table provided in the RFP. The Outcome Measurement Plan helps you to understand and know when you are receiving the results you seek; who was impacted and what methods you used to determine the effectiveness of the project and how you will collect and gather information. You will need to explain how your project has changed or improved individuals or groups and the estimated number of people served. A narrative will be required in addition to the Outcome Measure Plan in Word.

20. **What is the difference between an audit and a certified financial statement?**

    An **audit** is an in-depth official financial examination of an organization's accounts, typically by an independent body normally an accountant or accounting firm. The audit makes sure that the records are a fair and accurate representation of the organization's financial transactions.

    A **certified financial statement** is one that has been reviewed and approved by a certified, independent auditor. The certified financial statement is an income statement, balance sheet and/or statement of cash flow that is issued along with an audit report from a certified public accountant. In the report the auditor attests to the accuracy of the financial statement.

    NOTE: **For CDBG Public Service Grants, we are not requiring a full audit unless your organization is expending $500,000 or more in federal funds in a year. We are requiring however that you have an independent financial review performed by a CPA.**

21. **If the amount of our grant request is reduced, will we be able to modify the scope of my project?**

    YES, if funding is reduced, applicants will be asked to modify and revise budgets to reflect reduced funding amount.

22. **What is the difference between government and quasi-governmental agencies?**

    <u>Government agencies</u> are administrative units of governments that are tasked with specific responsibilities. These agencies can be established by national, regional or local governments and are distinct from governments and have oversight and regulatory responsibilities. Any community is likely to have several agencies with a variety of objectives and roles.

    <u>Quasi-governmental agencies</u> are types of corporations in the private sector that are supported by a branch of government that have a public mandate to provide a given service. They are created and funded by the government but enjoy operational and political independence.

    If you are still unsure of your status, please check your organization's documents such as bylaws, articles of incorporation, etc.

23. **If the organization does not currently have an e-verify number, can one be obtained while waiting to find out if awarded funding?**

    An applicant will be given seven calendar days to provide missing information for applications that are substantially completed but have minor omissions. Examples of omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered, failure to submit a budget or requested attachments, including a current audit (which cannot be more than two years old).

24. **In the budget section of the CDBG application, do we use our current budget or our projected budget?**

    The current budget should be used to project how the CDBG funds will be utilized. The budget will demonstrate how your organization will utilize the CDBG funds.

25. Also, some of our expenses are basic for operating any of our programs and are not specific to the CDBG program. Do I include them anyway since we can't operate without them? An example is insurance.

   Please include any items or operating costs in the budget that CDBG funds will be utilized for. However, it is essential that you reflect all funding sources for the project you are requesting funding for. Leveraging is required by HUD and is a factor considered by the Review Committee in comparing projects for recommendation for funding. Please refer to the example below:

Personnel Costs	CDBG Hours		Total Budget	
Salaries	Total		Budget	Other Funds
Executive Director	20 hours	$10.00/ Hour	$200.00	$200.00 (XYZ Grant – 20 Hours)

26. For clarity, was it stated at the meeting that bios are allowable in place of resumes?

   NO, Please refer to the Completeness Checklist.

27. Under the budget section, if the applicant is not requesting funding for positions, should the wages for individual(s) who will be working on the project be reflected on the budget forms?

   Yes, if any of the personnel listed will be working on the project, any portion of their salary from public sources or other funds should be indicated on the last page of the budget form.

GOOD LUCK!