

# Introducing: GMA GRANT TIP OF THE WEEK

- One tip a week to prompt your city to think about or act on a key step in the grant writing and administration process.
- Part of a broader initiative by GMA to better support cities looking to apply for state, federal and other grants.
- All tips, plus other resources, will be available on the resource page linked below.

## Want more?

See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)

## Questions?

Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com))



## Tip of the Week #1: Check your SAM registration and UEI number.

→ All Georgia cities received ARPA State and Local Fiscal Relief Funds beginning in 2021. These federal funds have been critical to addressing public health and economic needs in our cities related to the COVID-19 pandemic.

Did you know? All federal grant recipients must obtain a **Unique Entity Identifier (UEI)** number through SAM.gov.

SAM registration and obtaining a UEI is FREE, do not pay to register.

SAM registration can take **several weeks**, so if your city does not have a SAM, get started ASAP. **Your Regional Commission can assist with this process.**

Your SAM registration login and UEI numbers are sensitive data, just like your city's bank account number or your personal social security number. REMEMBER:

- ✓ Save your SAM login number and instructions in a safe location
- ✓ Make sure more than one person at city hall knows how to locate this information
- ✓ Save your UEI in a secure place



**TAKE ACTION:**  
How can I find out if an entity is registered in SAM.gov?

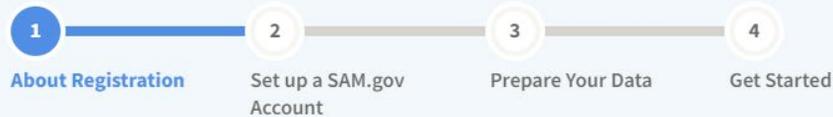
<https://sam.gov/content/entity-registration>

## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



#### 1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

[What does it mean to get only a Unique Entity ID and not register?](#)



[Entity Information Home](#)

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

### Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

- [Go to your Entity Management Workspace to update or renew your registration](#)
- [Check the status of your registration.](#)
- [How do you know if you are already registered?](#)

## Tip of the Week #2: Check your Login.gov and Grants.gov accounts.

While a SAM registration and UEI number indicate your city's active status as an entity in the federal system, **they exist and come into play for specific purposes**, like required reporting on the use ARPA dollars and applying for federal grants using Grants.gov.

**Grants.gov**: Where you search and apply for all federal grants.

**Login.gov**: Essentially a user profile enabling individual access to multiple federal government websites, including Grants.gov and the ARPA reporting portal.

→ As of early 2022, Grants.gov can only be accessed by users with a Login.gov account.

### Each city should have:

- ✓ One SAM registration
- ✓ One UEI number



### Each individual\* should have:

- ✓ One Login.gov account
- ✓ Access to Grants.gov



\*Anyone involved in grant administration for the city  
Multiple people at a city can (and should!) have their own Login.gov account.



**TAKE ACTION:** Make sure your city's Grants.gov account and individual Login.gov account(s) are set up and linked. See [How to Create a Grants.gov Account and Link to a Login.gov Account](#).

- Check if you already have an account.
- Avoid using a personal email.
- **Redundancy is good** - having more than one person with a Login.gov account ensures access to Grants.gov (and other government platforms) should one person be unavailable.

<https://grants.gov>

The screenshot shows the Grants.gov website's login page. At the top, there is a navigation bar with the Grants.gov logo and a search bar. Below the navigation bar, there are several menu items: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "LOGIN" and includes instructions for Applicants and Grantors. There are three login options: LOGIN.GOV, PIV / CAC (For Federal Users - Insert PIV / CAC Card), and AMS (For HHS Grantors). A button at the bottom says "Looking for EBiz Login?".

Warning Notice

# Tip of the Week #3: Use GMA's Grants Calendar & Plan Ahead

## Four Seasons of Grants

- Search and prepare for upcoming grant opportunities.
- View by project type and link to NOFOs.
- Plan ahead – confirm registration in grants.gov, SAM registration, etc. and assemble documentation.
- View local match requirements.

January – March

[Back to the top](#)

Month	Program	Type	Match Minimum
JAN	<b>Assistance to Firefighters Grant</b> Federal Emergency Management Agency (FEMA) 1/9/23 – 2/10/23 <a href="https://www.fema.gov/grants/preparedness/firefighters">https://www.fema.gov/grants/preparedness/firefighters</a>		5-15% ✗ In-kind
	<b>Lead Hazard Reduction Grant Program</b> US Department of Housing and Urban Development (HUD) 1/13/23 - 3/14/23 <a href="https://www.hud.gov/program_offices/healthy_homes/lbp/lhc">https://www.hud.gov/program_offices/healthy_homes/lbp/lhc</a>		10% ✓ In-kind
	<b>Housing-Related Hazards &amp; Lead-based Paint Capital Fund Program</b> US Department of Housing and Urban Development (HUD) 1/13/23 – 5/2/23 <a href="https://www.hud.gov/program_offices/healthy_homes/lbp/lhc">https://www.hud.gov/program_offices/healthy_homes/lbp/lhc</a>		0%
	<b>Community Development Block Grant (CDBG) – Annual Competition</b> GA Dept of Community Affairs (DCA) 1/17/23 – 6/2/23 <a href="https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg">https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg</a>	 	0-15% ✗ In-kind
	<b>Energy Efficiency and Conservation Block Grant</b> US Dept of Energy (DOE) 1/18/23 - 4/28/23 <a href="https://www.energy.gov/scep/energy-efficiency-and-conservation-block-grant-program">https://www.energy.gov/scep/energy-efficiency-and-conservation-block-grant-program</a>		0% (encouraged)

## GMA Grant Tip of the Week

Want more? See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)

Questions? Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).

3/21/23



**TAKE ACTION:** Include grant planning in your year-round budgeting and project planning process. Monitor the grants calendar, be aware of grant cycles, and understand the requirements well before you apply.

GMA's "**The Four Seasons of Grants**" is a continually updated, web-based resource to help Georgia's local governments search and prepare for upcoming grant opportunities. This resource will be refreshed on a weekly basis and can be used in the following ways:

- To find grant programs by type (e.g. Transportation or Health);
- To forecast when the next application cycle will open so that your city can plan ahead and get documentation or other prerequisites (e.g. renewed SAM registration) in order; and
- To determine any local match requirements.
- Always be sure to check with the agency itself for the most up-to-date information. Program links are in the calendar.
- You can also download the PDF, but keep in mind that a new version will be uploaded the following week.

<https://www.gacities.com/Resources/Grants/Calendar.aspx>

# Tip of the Week #4: Get Ready for ARPA Reporting!

## ARPA Project and Expenditure Reports

- Due **April 30, 2023**
- **Required for all SLFRF recipients, even if you did not spend funds in 2022-2023**
- “Look back” on funds spent or obligated from April 1, 2022 - March 31, 2023
- Portal will NOT be open until after **April 1**
- All NEUs urged to report using Revenue Replacement Category 6.1

For the SLFRF program, reporting requirements vary by recipient type, as shown in the table below. Detailed instructions for completion and submission of each report are covered in Part 2 of the [Reporting Guidance](#).

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, or 60 days after receiving funding if funding was received by October 15, with expenditures by category.	By January 31, 2022, and then the last day of the month after the end of each quarter thereafter	By August 31, 2021, or 60 days after receiving funding, and annually thereafter by July 31
2	Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding, and NEUs that are allocated more than \$10 million in SLFRF funding	<i>Note: NEUs were not required to submit an Interim Report</i>	<i>Note: NEUs were not required to submit a Project and Expenditure Report on January 31, 2022. The first reporting date for NEUs was April 30, 2022.</i>	
3	Tribal Governments that are allocated more than \$30 million in SLFRF funding			
4	Tribal Governments that are allocated less than \$30 million in SLFRF funding		By April 30, 2022, and then annually thereafter	
5	Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding			

Note: Based on the period of performance, reports will be collected through April 30, 2027.



### GMA Grant Tip of the Week

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Questions? Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).

3/28/23





## TAKE ACTION: Get ready TODAY to prepare for the portal to open.

- **Confirming Portal Access** - Log in **TODAY** to confirm that you have access to the Treasury Portal.
  - Login.gov - <https://portal.treasury.gov/compliance>
  - ID.me - <https://portal.treasury.gov/cares/s/slt>
- **Adding New Contacts** -
  - Treasury will allow recipients to self-certify new users in the three roles (Account Administrator, POC for Reporting, Authorized Representative)
  - New users will go to Login.gov - <https://portal.treasury.gov/compliance> to register.
  - The first time they login to the portal, they will be asked for the account ID to give them access to your jurisdiction's account. Please provide and use the following instructions to [validate accounts](#). **Please retain your account ID for any future contacts who need to be added as portal users!**
- **Updating Roles** - If roles or responsibilities for reporting have changed within your jurisdiction, please follow the instructions available in the [Accessing Treasury's Portal](#) section of the reporting website. Individuals in the "Account Administrator" role can find instructions on how to add/change roles, or update profiles in the [NEU User Guide](#), or watch a tutorial on how to name authorized users [here](#).
- **Confirm Contact Information** - Recipients should confirm that the contact information in the portal is correct for authorized representatives and point of contact.
- Please save your login information, including all email addresses, passwords, and names of individuals assigned to user roles! This is just as important as your city's bank account information or your personal SSN. Keep it somewhere safe and on file so that any future employees can find it!!
- Create a folder for ARPA passwords, logins, and other important information. Keep this on file at city hall for the next person.
- **Technical Issues:** If you are experiencing technical issues, please email Treasury at [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov)



# Compliance Portal Account Login Validation

## Logging in

To enter the compliance portal, register with Login.gov. Use the following link.

<https://portal.treasury.gov/compliance>

Upon completing your registration, you will be directed to the portal.

## Account validation

When logging into the compliance portal, you will be presented with the following:

We could not find a contact in the system based on the email provided. Please verify by providing the following contact information.

- First Name
- Last Name
- Account Identifier

Verify

To proceed to the portal, complete the fields (first name, last name, account identifier), and click the “Verify” button. The account identifier will have been provided to your point of contact via email.

If the account is located, you will be asked to further verify the account information by providing the account zip code.

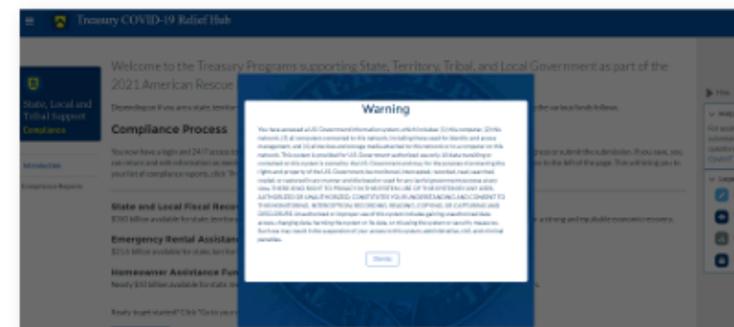
Please verify Account Information

First Name: John  
Last Name: Doe  
Account: My Account

Verify Account Zip Code

Cancel Verify

After completing the verification steps, you will be redirected to the compliance portal (pictured below) with access to associated compliance reports.



# Tip of the Week #5: Grants for Law Enforcement now available

Throughout March, a handful of grants for local law enforcement agencies related to **hiring, mental health, crisis intervention, de-escalation** and more became available.

*Grant-making agency:* US Department of Justice, Community Oriented Policing Services, **more commonly known as COPS.**



<https://cops.usdoj.gov/>

**Due 4/14:** [Law Enforcement Mental Health and Wellness Act \(LEMHWA\) Program](#) - to improve the delivery of and access to mental health and wellness services for law enforcement

**Due 5/1:** [Implementing Crisis Intervention Teams - Community Policing Development Program](#) - to support the implementation of crisis intervention teams

**Due 5/1:** [Community Policing Development \(CPD\) Microgrants Program](#) - to develop law enforcement's capacity to implement community policing strategies

**Due 5/4:** [COPS Hiring Program \(CHP\)](#) - to hire and/or rehire additional career law enforcement officers

**Due 5/8:** [Supporting Law Enforcement Agencies in Seeking Accreditation - Community Policing Development](#) - to support law enforcement agencies seeking accreditation

**Due 5/15:** [De-Escalation Training Program](#) - to fund agencies' ability to participate in a range of de-escalation training



**TAKE ACTION:** If any of these grants could meet your city's needs, mark your calendars today and sign up for the COPS training sessions.

These grants normally come around only **once a year**.

## Make Note

Most of them require **no local match**. One has a 25% minimum, but waivers are available.

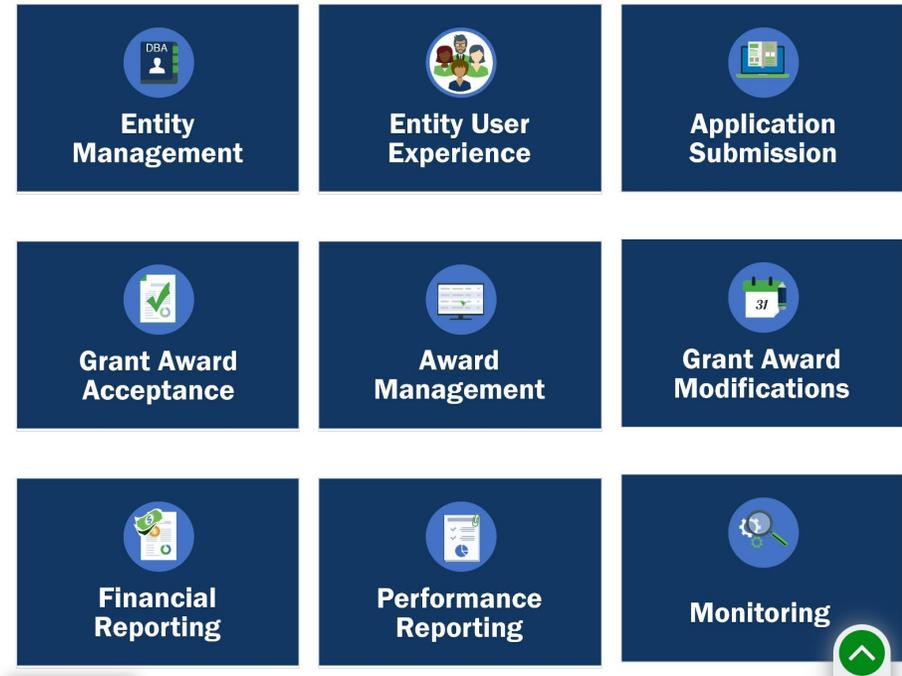
There is a **two-step application process** with two different deadlines: on Grants.gov and JustGrants.gov.

There are several **virtual training opportunities**, now through the end of April:

Go to: <https://copstrainingportal.org/>

Weekly sessions on how to submit DOJ applications:  
<https://justicegrants.usdoj.gov/training>

Further reading: [How to Write Winning Grant Proposals](#)



*JustGrants resource library*

**Want more?** See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)  
**Questions?** Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).



# A couple more reminders

## Grants Calendar

The Four Seasons of Grants 

	<b>Farmers Market Promotion Program</b> US Dept of Agriculture 2/14/23 – 5/2/23 <a href="https://www.ams.usda.gov/services/grants/fmpp">https://www.ams.usda.gov/services/grants/fmpp</a>	25% ✔ In-kind
	<b>Local Food Promotion Program</b> US Dept of Agriculture 2/14/23 – 5/2/23 <a href="https://www.ams.usda.gov/services/grants/lfpp">https://www.ams.usda.gov/services/grants/lfpp</a>	25% ✔ In-kind
	<b>Regional Food System Partnerships (RFSP)</b> US Dept of Agriculture 2/14/23 – 5/2/23 <a href="https://www.ams.usda.gov/services/grants/rfsp">https://www.ams.usda.gov/services/grants/rfsp</a>	25% ✔ In-kind
	<b>Law Enforcement Mental Health and Wellness Act (LEMHWA) Program</b> US Dept of Justice – Office of Community Oriented Policing Services (COPS) 2/21/23 – 4/14/23 <a href="https://cops.usdoj.gov/lemhwa">https://cops.usdoj.gov/lemhwa</a>	0%
	<b>Recycling, Waste Reduction and Diversion Grant</b> GA Environmental Protection Division (EPD) 8/1/22 - 9/30/22 (2nd round opens Feb/Mar 2023 if funding available) <a href="https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/recycling">https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/recycling</a>	0% (encouraged) ✔ In-kind
<b>MAR</b>		
	<b>Community Policing Development Microgrant Program</b> US Dept of Justice – Office of Community Oriented Policing Services (COPS) 3/8/23 – 5/1/23 <a href="https://cops.usdoj.gov/cpdmicrogrants">https://cops.usdoj.gov/cpdmicrogrants</a>	0%

Have 5 minutes? Click this link or scan the QR code with your phone for a video explaining how to use this calendar:



[gacities.com/Resources/Grants/Calendar](https://gacities.com/Resources/Grants/Calendar)



## Weekly Grants Summary



[About](#)

[Calendar](#)

[Contact](#)

These are your

## GMA Quick Reminders

Here are your Five Quick GMA Reminders to Start Your Week:

### Weekly Grants Summary (Currently Accepting Applications)

- Due 4/13: [FTA Buses and Bus Facilities Program](#); [FTA Low or No Emission Vehicle Program](#)
- Due 4/14: [GEFA Lead Service Line Replacement – Drinking Water State Revolving Loan Fund](#); [COPS Law Enforcement Mental Health and Wellness Act \(LEMHWA\) Program](#)
- Due 4/28: [DOE Energy Efficiency and Conservation Block Grant](#)
- Due 4/30: [GA EPD Section 319\(h\) Georgia's Nonpoint Source Implementation Grant](#)
- Due 5/1: [COPS Community Policing Development Microgrant Program](#); [COPS Implementing Crisis Intervention Teams - Community Policing Development Program](#)
- Due 5/2: [HUD Housing-Related Hazards & Lead-based Paint Capital Fund Program](#); [USDA Farmers Market Promotion Program](#); [USDA Local Food Promotion Program](#); [USDA Regional Food Systems Partnership \(RFSP\)](#)
- Due 5/4: [COPS Hiring Program \(CHP\)](#)
- Due 5/15: [Community Policing Development \(CPD\) De-Escalation Training Program](#)
- Due 5/30: [EHWA Charging and Fueling Infrastructure Grants \(Community Charging\)](#)

information provided pertains

**Make sure you are signed up to receive these reminders once a week.**

Want more? See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)  
Questions? Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).



# Tip of the Week #6: Grant Debriefs

## What is debriefing?

Debriefing is a common feature in grant programs that allows rejected applicants to receive **important feedback** on their applications.

This presents the opportunity to:

- Create a connection with an agency representative
- Improve your chances for the next cycle of funding

### D. Debriefing

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the AOR whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s) of this NOFO. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

*HUD FY23 Choice Neighborhoods Planning Grants NOFO,  
Page 65*

## 2. Department Feedback on Applications

The Department will not review applications in advance, but Department staff are available for technical questions and assistance. DOT expects to hold “virtual-office hours” to further describe how to submit a complete application; for more information visit <https://www.transportation.gov/grants/SS4A>. The deadline to submit technical questions is June 16, 2023. The Department strives to provide as much information as possible to assist applicants with the application process. Unsuccessful applicants may request a debrief up to 30 days after the selected funding recipients are publicly announced on <https://www.transportation.gov/grants/SS4A>. Program staff will address questions to [SS4A@dot.gov](mailto:SS4A@dot.gov) throughout the application period.

*USDOT FY23 Safe Streets and Roads for All Funding NOFO, Page 38*





**TAKE ACTION: Be on the lookout for debriefing opportunities in every grant application process.**

Some grant programs may not offer briefing opportunities, but **many do**. Most are offered after the official announcement, but for a **limited time**. Make sure you request a meeting soon after the awards are announced.

Debriefs are available for:

- USDOT FY23 Safe Streets and Roads for All Funding Grant Program
- HUD FY23 Choice Neighborhoods Planning Grants Program
- DOL FY23 Building Pathways to Infrastructure Jobs Grant Program

... and more!

**Technical Tip:**

Try including "debriefing" as a keyword on Grants.Gov when searching for grant programs.

#### SEARCH GRANTS

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

## Tip of the Week #7:

# You're ready to submit your application, but do you know *where*?

Every federal funding opportunity is posted to Grants.gov, and *almost* every opportunity requires you to apply on Grants.gov.

### If you are trying to locate a grant on Grant.gov:

1. Information about how to apply for a federal grant will usually provide one of the following:

- **Opportunity Number**
- **Catalog of Federal Domestic Assistance ("CFDA")**

2. Based on what is provided, you can use it to search for the grant on Grants.gov



Flag this!

Section	Content
N/A	Summary Information
A	Program Description
B	Federal Award Information
C	Eligibility Information
D	Application and Submission Information
E	Application Review Information
F	Federal Award A
G	Federal Awarding

In the NOFO, you can find application submission details from the table of contents.

### SEARCH GRANTS

BASIC SEARCH CRITERIA:

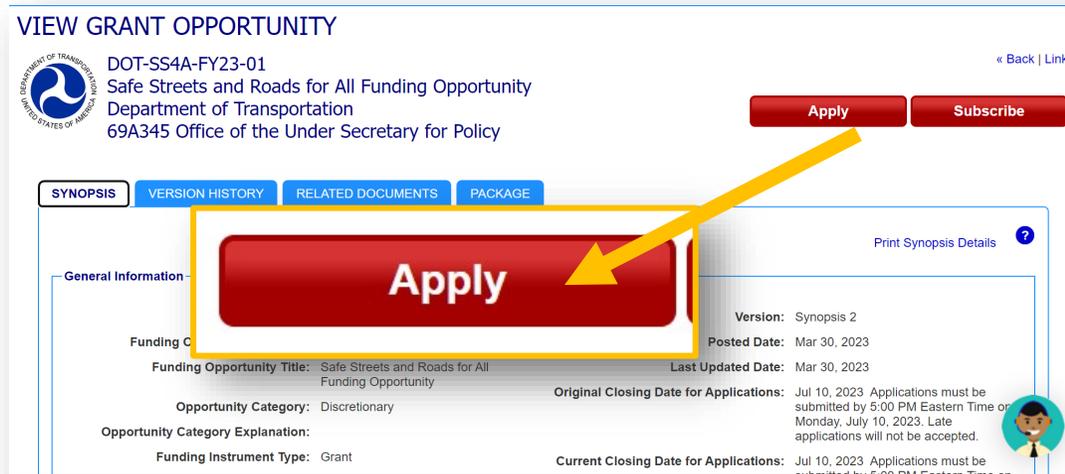
Keyword(s):

Opportunity Number:

CFDA:

**Every grant listing on Grants.gov contains everything you need to know about that funding opportunity, including key documents (i.e. NOFO), deadlines, contact information, etc.**

# Why do we say *almost every opportunity can be applied for on Grants.gov*?



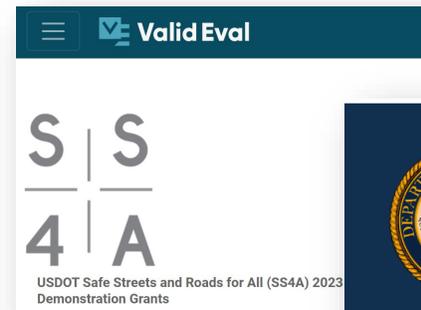
If you are required to apply on Grants.gov, click the bright red "**Apply**" button.

Some agencies have separate or secondary application platforms, which may be **in addition to or in place of Grants.gov**.

Check submission requirements (in the NOFO) **as soon as you start preparing** an application in case you run into any technical issues.

Paper applications alone are rarely accepted.

To the right are some examples of **other application platforms** that federal agencies will use to accept applications.



**Want more?** See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)  
**Questions?** Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).



# Tip of the Week #8: Partnerships in Grant Programs

Grant programs can change the quality of life for your community members. **Planning** and **implementing** these changes are hard tasks to undertake alone.



Try creating a partnership with another entity (cities, counties, and non-profits) to help expand your impact. **Benefits include:**



- **Improved chances of receiving funding**
- **More areas of need addressed**
- **Less duplication of services**
- **Opportunities to make long-term community-based partnerships**

## City of Lawrenceville Awarded \$5-Million Federal Grant Supporting Youth and Families

Five-year grant to focus on community well-being, youth programs, and trauma-informed behavioral health.

The Lawrenceville City Council unanimously approved the acceptance of a five-year, \$5-million federal grant from the Resiliency in Communities After Stress and Trauma (ReCAST) program administered by the Substance Abuse and Mental Health Service Administration (SAMHSA). Lawrenceville ReCAST, led by the [City of Lawrenceville](#), will assist high risk youth and families, promote well-being and resilience in communities, and promote linkages to trauma-informed behavioral health. The grant will take effect October 1, 2021.



"The City of Lawrenceville is extremely honored to be named a 2021 ReCAST grant recipient," said Mayor David Still. "A team of talented community partners came together to create an impressive proposal and will now work collaboratively toward the betterment of our community using a multimodal approach."

A coalition of community partners, including [Impact46](#), [Georgia Center for Opportunity](#), and [Families First](#) will work together to increase access to mental health services and reduce trauma among high-risk youth and their families; increase access to social services; strengthen community relations; and increase diverse voices in city government.

Above details a partnership between Lawrenceville and community partners, highlighting the need for collaboration to execute large-scale grants

All categories ▾

🔍

Tools

- RSS
- Notify Me®

Categories

- All Categories
- Lawrenceville News & Announcements
- City News
- Police News
- Community Relations News
- Planning and Development News
- 2022 - Interior Spotlights

Select Language



## TAKE ACTION: Form intentional partnerships today!

By creating intentional partnerships between cities, counties, or nonprofit organizations, you increase the value of your project proposal. Grant programs view partnerships as a **better investment** compared to solo grant applications.

Advice from the CDC's "The Value of Community Partnerships" guidebook:

- Ensure a good match and build trust before making a commitment.
- Frame expectations and shared values with clarity.
- Learn the language and culture of partners to deliver a coherent message.
- Build relationships and use personal motivations and core values of stakeholders
- Establish an evaluation plan in the beginning

Possible partners include:

- Community-based service providers
- Faith-based organizations and churches
- Civic and fraternal organizations
- Veteran Service Organizations
- Charitable organizations
- Local government service agencies

## Tip of the Week #9:

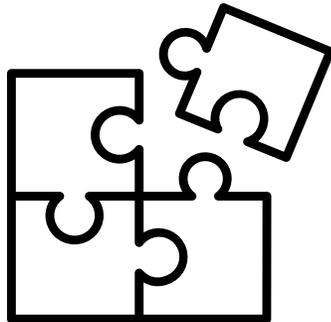
# Fit a grant to an existing project or need, not the other way around.



Do not invent a need or project around a grant program or rely heavily on a single grant to fund a project.

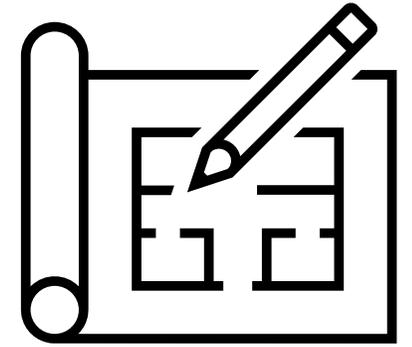


Instead, evaluate your community's existing assets, needs and projects. Then go out and see what funding is available to meet those needs.



Many times, grant funding should serve as that *last piece of the puzzle* and help your city **leverage** other funds, e.g. SPLOST or another grant.

Agencies are more inclined to award to cities that can demonstrate **progress** and a **commitment** of *their own resources* to an existing project.



To be sure, some agencies offer technical assistance as an “onramp” to equip your city to apply for grants when the time is right. **Example: Thriving Communities**

Agencies may also include two routes of funding: one for planning and one for implementation. **Example: US DOT Reconnecting Communities Program**

- Planning grants can cover everything from feasibility studies, engineering/ design, public engagement, impact studies, etc.
- Implementation grants are for projects that have already completed all the requisite planning and are, as some would call, “shovel ready”.

Ultimately, agencies want to see the commitment and financial responsibility from your city to ensure the project for which funds are requested will go to plan.

*Identify a project, then go see if there is money. Do not go find big pots of money and then look for a project that works, not with little to no experience.*

Sylvia Redic, City of Jackson

Tip of the Week #10:  
**Consider "Congressional Appropriations Requests" as another potential source of funding**

**Overview**

- Sometimes called "earmarks" or "CDS" (Congressionally Directed Spending)
- Part of federal appropriations process Oct 1 - Sept 30 each year
- Capped at 1% of total appropriated funds for discretionary spending
- Appropriations requests fall into different categories depending on the project, generally: Transportation, Defense, and Non-Defense.

**What your city should know**

- Both U.S. Senators participate, but not every House office participates - check with your Congress member
- Processes in House and Senate differ
- Reforms & guidelines for transparency, disclosures on websites, GAO annual audits
- Very competitive: requests capped at 10 per member in the House

See [Approved FY23 spending requests](#).



## Tips for Submitting Requests → most of these tips apply to writing grants as well!

- ✓ Applicants must include **documentation** (drawings, plans, etc.), demonstrate project eligibility, local match, local support, consistency with local plans, public need and support.
- ✓ “Strings are attached” - reporting requirements, required environmental reviews, etc. that could increase project costs.
- ✓ Demonstrate clear need for the project and the **local and/or regional benefits**;
- ✓ Show that funds can be spent in the next 12-18 months, as well as the availability of **necessary local matching funds** (e.g., show federal appropriations will be the last piece of the puzzle for a project to begin)
- ✓ Stay in touch with your House/ Senate members year-round - **build relationships**
- ✓ Talk with state and federal agencies about **layering funds** from agency grant programs to be combined with CDS & local funds
- ✓ Consider CDS a part of your annual grants process



[Senator Warnock CDS page](#)

[Senator Ossoff CDS page](#)

Rep. Carter, Loudermilk,  
McCormick, and all House  
Democrats accept requests

## Tip of the Week #11: Take advantage of funding to improve roadway safety and reduce fatalities.

**Program:** Safe Streets and Roads For All (SS4A)

**Agency:** US Department of Transportation

**Purpose:** To improve roadway safety by significantly reducing or eliminating roadway fatalities and injuries through the development and implementation of safety action plans.

**What's available:** \$5b in funding over 5 years for (1) Action and Demonstration Grants, and (2) Implementation Grants.

FY2023 applications are due **July 10, 2023.**

[transportation.gov/grants/SS4A](https://transportation.gov/grants/SS4A)



Today, May 16, 2023, 1:00 – 2:00 pm ET, NLC is hosting a webinar: [Learn from Safe Streets for All \(SS4A\) Grant Winners.](#)

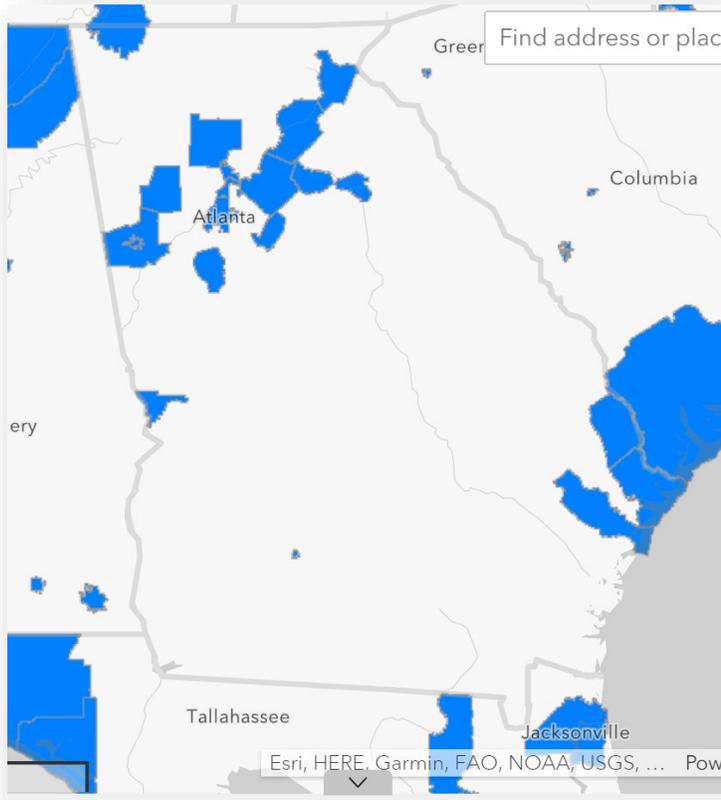
Mayor Vince Williams of Union City, GA is the moderator.

Open and free for anyone to register.

# FY2022

Over 500 projects awarded funding nationwide in FY2022, including **9 cities and consolidated governments in Georgia**

- Most awards are Action Plan Grants
- Only 37, including one for the **City of Atlanta**, are Implementation Grants



Grantee	Award Amount
 Athens-Clarke County	\$1,000,000
Atlanta	\$30,000,000
 Carrollton	\$60,000
Decatur	\$200,000
Doraville	\$200,000
Roswell	\$200,000
Sandy Springs	\$360,000
 Sylvester	\$110,102
Consolidated Govt of Columbus	\$1,000,000

 Rural grantee

Want more? See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)  
Questions? Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).

## Tip of the Week #12:

# Find technical assistance opportunities with GMA's new resource.

By technical assistance, we refer to one of the following:



Assistance with grant writing and project administration



Non-financial assistance in a specific subject area

When receiving technical assistance, you are consulting **the experts**. They have worked with dozens of entities like yours and have the subject matter expertise to guide your city to success.

Beyond the obvious, how does technical assistance help you?

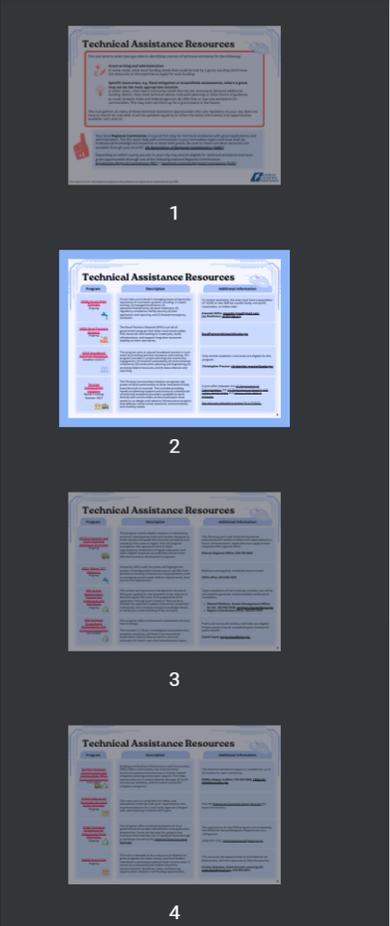
- ✓ Exchange of knowledge and expertise.
- ✓ Build relationships with agency staff.
- ✓ Network with your peers, statewide and nationwide.
- ✓ Make up for staffing shortages.

**“Functioning like an extension of local government staff”**

(Middle Georgia RC)

# New GMA Resource

19 technical assistance opportunities (and counting) with key information on what's being offered, who's eligible, and who to contact to learn more. **All at a quick glance.**



## Technical Assistance Resources

Program	Description	Additional Information
<b>USDA Circuit Rider Program</b> Ongoing	Circuit riders are trained in managing issues of day-to-day operations of rural water systems, including: (1) board training, (2) management/finance, (3) operation/maintenance, (4) water treatment, (5) regulatory compliance, facility security, (6) loan application and reporting, and (7) disaster/emergency assistants.	To receive assistance, the area must have a population of 10,000 or less AND be a public body, non-profit corporation, or Indian tribe.  <b>Amanda Willis:</b> <a href="mailto:amanda.grwa@gmail.com">amanda.grwa@gmail.com</a> <b>Jay Matthews:</b> <a href="mailto:jay@grwa.org">jay@grwa.org</a>
<b>USDA Rural Partners Network</b> Ongoing	The Rural Partners Network (RPN) is an all-of-government program that helps rural communities find resources and funding to create jobs, build infrastructure, and support long-term economic stability on their own terms.	<a href="mailto:RuralPartnersNetwork@usda.gov">RuralPartnersNetwork@usda.gov</a>
<b>USDA Broadband Technical Assistance</b> Deadline: 6/20/23	This program aims to expand broadband services in rural areas by providing technical assistance and training. The program provides (1) project planning and community engagement, (2) financial sustainability, (3) environmental compliance, (4) construction planning and engineering, (5) accessing federal resources, and (6) data collection and reporting.	Only entities located in rural areas are eligible for this program.  <b>Christopher Proctor:</b> <a href="mailto:christopher.proctor@usda.gov">christopher.proctor@usda.gov</a>
<b>Thriving Communities Initiative</b> Round 2 coming Summer 2023	The Thriving Communities Initiative recognizes the power of local communities to drive innovation if they have the tools to succeed. This includes providing hands-on planning support and access to a diverse set of technical assistance providers available to work directly with communities as they build upon local assets to co-design and advance infrastructure projects that address critical social, economic, environmental, and mobility needs.	A joint effort between the <a href="#">US Department of Transportation</a> , the <a href="#">US Department of Housing and Urban Development</a> and various other federal agencies.  <a href="#">See who was selected to receive TA in FY2022.</a>

2

Scan to access!

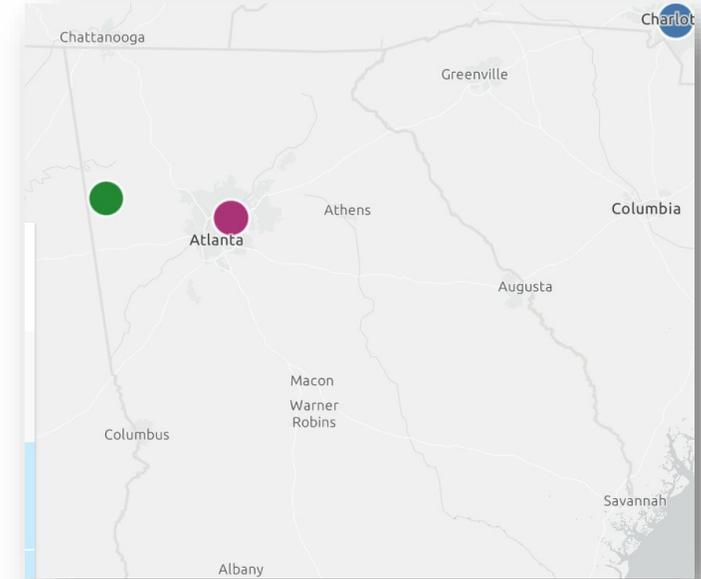


# Recent examples of Georgia cities awarded technical assistance



NLC Good Jobs, Great Cities Learning Network  
Selected: **Stonecrest, GA (1 of 17 nationally)**

- Participation in quarterly networking calls
- Ready access to NLC and DOL tools and resources to accelerate their efforts to promote workforce success in key local industries

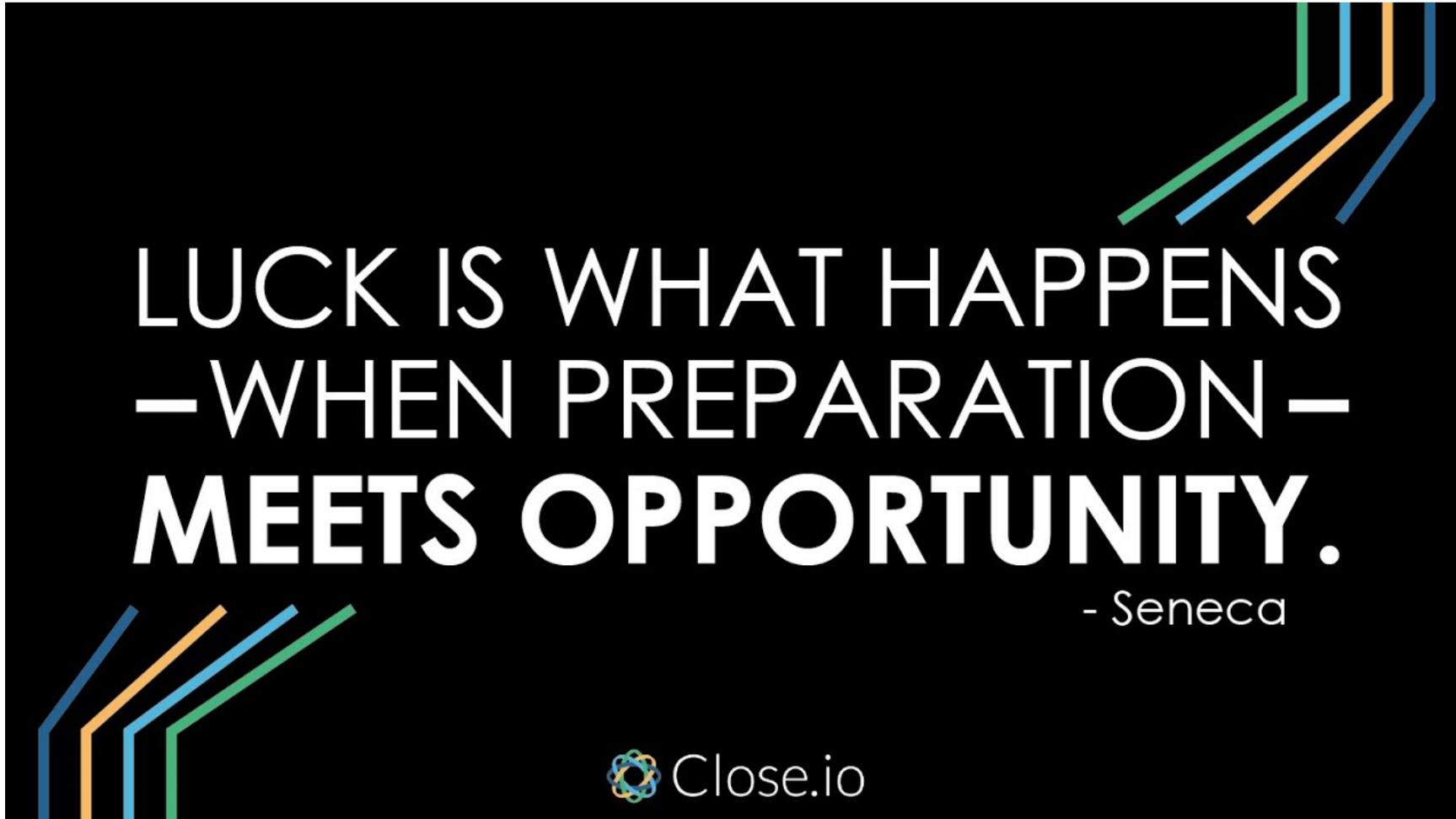


FY2022 Thriving Communities  
Selected: **Doraville, Cedartown (2 of 64 nationally)**

- Advance critical infrastructure projects that improve connectivity, equity and safety
- Scope out new projects
- Build capacity to apply for DOT programs

**Want more?** See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://gacities.com/Resources/Grants)  
**Questions?** Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).

Tip of the Week #13: Remember this when it comes to grants...



# Preparation starts with planning.

- ✓ Create physical and electronic folders for each grant.
- ✓ Store all usernames and passwords in a safe and accessible place.
- ✓ Keep track of bank account information and where the money is.
- ✓ Track all uses of funds, match information, etc. in a spreadsheet - put it in your folder.
- ✓ Track program measures in a spreadsheet and put all in your folder.
- ✓ Make checking GMA's grant calendar and other resources a routine part of your week to stay on top of grant opportunities.
- ✓ Communicate your plans - make sure departments know what is going on.

*For illustration purposes:*

**Safe Streets  
4 All (2023-  
2026)**

**ARPA (2021-  
2027)**

**EPD  
Recycling  
Grant (2023-  
2025)**

# Play the long game.



- ✓ Be realistic in making your request for funds - read NOFA carefully to learn typical award amounts, eligible projects, etc.
- ✓ Consider applying with your county or other cities. Combine your resources and layer grant opportunities with different grant sources.
- ✓ Maintain contacts with agency representatives who manage grant programs - ask for their input if you need help.
- ✓ Be prepared to assist your RC and be responsive with signatures, supporting documentation, etc.
- ✓ Be patient - it may take years.



# Tip of the Week #14: Take hints and inspiration from past awards.

Ever wonder what an agency might look for in an application or what a “strong application” looks like? **Look no further than previously awarded projects.**

- Who was awarded? A city, county, another entity or some partnership between entities?
- What was the award size? How much did they match?
- What was the scope of their project?
- Who does their project serve?
- What is the timeline of the project?



## 2019 Community Development Block Grant Award Descriptions

Recipient / Project	Amount	Description
<b>Atkinson County</b> Drainage/Streets Improvements	\$458,272	Atkinson County proposes to use \$458,272 in CDBG funds for street and drainage improvements along Hilltop Road, Live Oak Trail, Whipoorwill Lane, and Wildflower Lane. The project will benefit 47 persons, of whom 42 (89.36%) are LMI. The total project cost is \$510,272, with \$52,000 in match and leverage.
<b>Baldwin County</b> Sewer Improvements	\$750,000	Baldwin County proposes to use \$750,000 in CDBG funds for phase 4 sewer system improvements along Daphney Street, Marion Street, Oak Drive, Randall Drive, and Youngblood Road. The project will benefit 82 persons, of whom 71 (83.53%) are LMI. The total project cost is \$838,940.29, with \$88,940.29 in match and leverage.
<b>Barnesville, City of</b> Water/Sewer Improvements	\$750,000	The City of Barnesville proposes to use \$750,000 in CDBG funds for water system improvements and sewer system improvements in the first phase of the Jackson Street target area. The project will benefit 64 persons, of whom 61 (95.31%) are LMI. The total project cost is \$850,735.50, with \$100,735.50 in match and leverage.
<b>Bartow County</b> Developmental Disability Center	\$750,000	Bartow County proposes to use \$750,000 in CDBG funds to acquire and renovate a building serving physically and developmentally disabled adults. The project will benefit 110 persons, of whom 110 (100%) are LMI. The total project cost is \$1,026,587.32, with \$276,587.32 in match and leverage.
<b>Baxley, City of</b> Sewer Improvements	\$750,000	The City of Baxley proposes to use \$750,000 in CDBG funds for sewer system improvements along Patterson Street, West Allen Street, Harvey Street, North Thomas Street, and several adjoining streets. The project will benefit 164 persons, of whom 147 (89.63%) are LMI. The total project cost is \$1,078,922, with \$328,922 in match and leverage.
<b>Blackshear, City of</b> Sewer Improvements	\$750,000	The City of Blackshear proposes to use \$750,000 in CDBG funds for sewer system improvements in the Ware Street target area. The project will benefit 191 persons, of whom 189 (98.95%) are LMI. The total project cost is \$1,048,045, with \$298,045 in match and leverage.

## Tip of the Week #14: Take hints and inspiration from past awards.

Agencies aren't looking to fund the same projects over and over. But past awards can help your city make a **realistic proposal that aligns with the agency's priorities and yours.**

- Check the agency website to see if training is available
- Attend in-person trainings and live events whenever possible to learn from agency reps and your peers
- Start as early as possible to work on your application, read all materials and guidelines thoroughly
- Reach out to the agency contact for specific questions but do not wait until the day before the deadline!
- Build relationships year round with regional agency reps so they will be familiar with your community's needs
- If your application isn't awarded, find out why and see if the agency offers a debriefing opportunity to review shortcomings of your application and how to improve it for next time.

### Case Studies of Past Grant Recipients



#### Southside Theatre Guild Case Study

20 West Campbellton Street  
Fairburn, Georgia 30213

Urgent/Emergency Needs Grant in FY 19-20

Amount Awarded: \$75,000

Preservation Grant in FY 21-22

Amount Awarded: \$19,300

Total Amount Awarded: **\$94,300**

[More Info](#)



## Tip of the Week #15: **Good teamwork starts with a good team.**

### **Assemble a core team of people to manage the grant successfully every step of the way.**

- Each person needs to recognize how their individual role and responsibilities affect the success of the project.
- If someone leaves, make sure that role is filled as soon as possible - this is where good organization comes in. **Think of the next person.**
- Amazon's two-pizza rule: Every internal team (and meeting) should be small enough that it can be fed with **two pizzas.**
- Research shows that the optimal size of a team is **5-7 people.**
  - More autonomy
  - Less duplicative work
  - Perform better
  - Smaller, less complex communication barriers
- Nearly half of all Georgia cities have 10 or fewer full-time employees.



**Name a point of contact (POC) to serve as the project lead.** As the leader, they help to ensure:

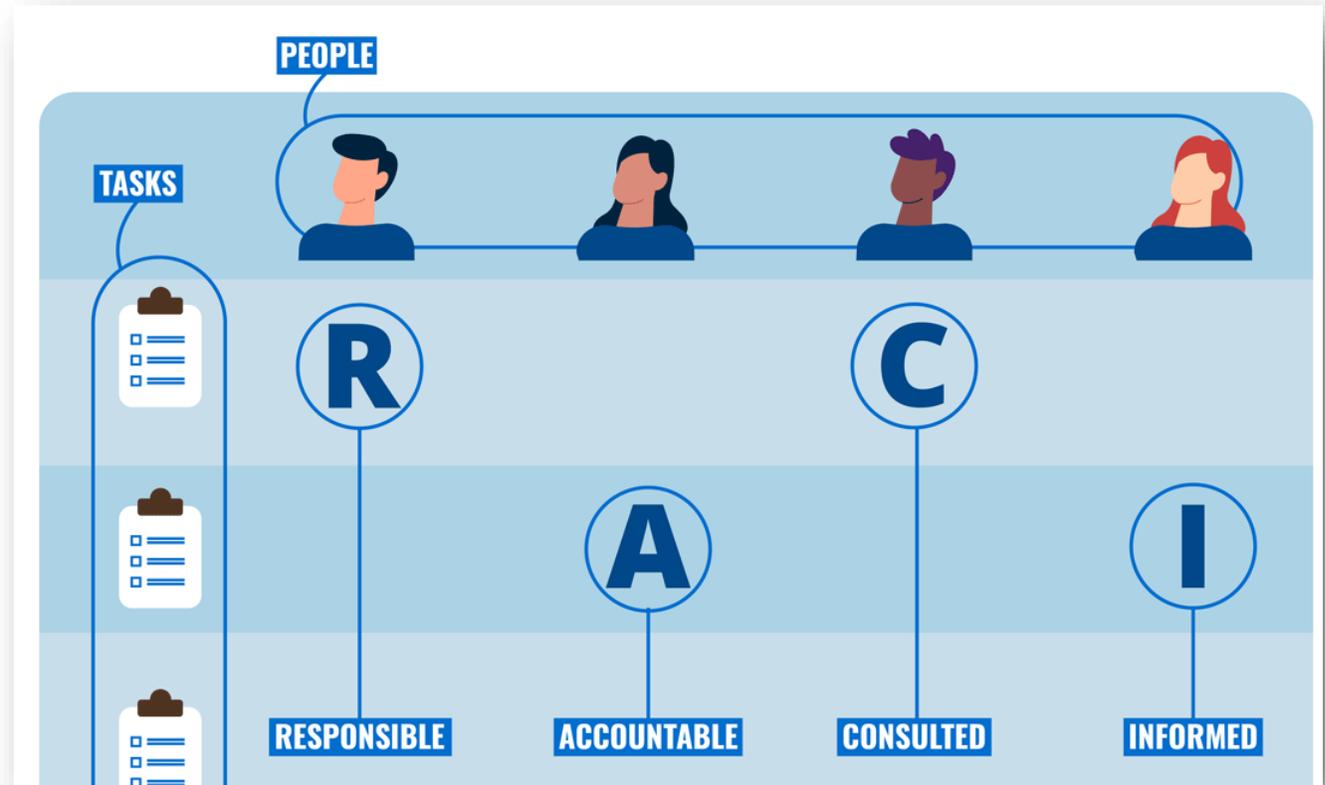
- each team member and stakeholder is fulfilling their **responsibilities**,
- **deadlines** are met,
- **issues** are detected and resolved in a timely manner, and
- the project is **moving along as planned**.



The POC's leadership and management directly influence the project's success.

## Follow the RACI matrix to keep track of roles and responsibilities.

- **Responsible:** a manager or team member who is directly responsible for successfully completing a project task.
- **Accountable:** the person with final authority over the successful completion of the specific task or deliverable.
- **Consulted:** someone with unique insights the team will consult.
- **Informed:** a client or executive who isn't directly involved, but you should keep up to speed.



Source: <https://monday.com/blog/project-management/raci-model/>

# Tip of the Week #16: Sign up to receive a round-up of the latest grants.

## GMA's longest standing resource for grants is our Grants & Awards page.

We update this a few times a week with programs that are **currently accepting applications**.

The screenshot shows the 'Grants & Award Opportunities' page. At the top, there is a sub-header 'Grants & Award Opportunities' and a link to a round-up of grants through the Bipartisan Infrastructure Law. Below this is a 'FILTER GRANTS' button. The page lists two grant opportunities:

- DWSRF BIL Lead Service Line Replacement (LSLR)**  
POSTED: JULY 7, 2023  
DEADLINE: SEPTEMBER 29, 2023  
Grantor: Georgia Environmental Finance Authority  
Description: The DWSRF will provide annual funding over the next five years for lead service line inventory management and lead service line replacement projects that will assist local communities with the implementation of proactive LSLR programs.
- State Economic and Infrastructure Development (SEID) Grant Program**  
POSTED: JULY 7, 2023  
DEADLINE: JULY 21, 2023  
Grantor: Southeast Crescent Regional Commission  
Description: This cycle will fund projects that revitalize and transform communities, spurring economic development in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia.

At the bottom of the list, the start of a third grant is visible: **US DOT Reconnecting Communities and Neighborhoods (RCN) Grant Program**.

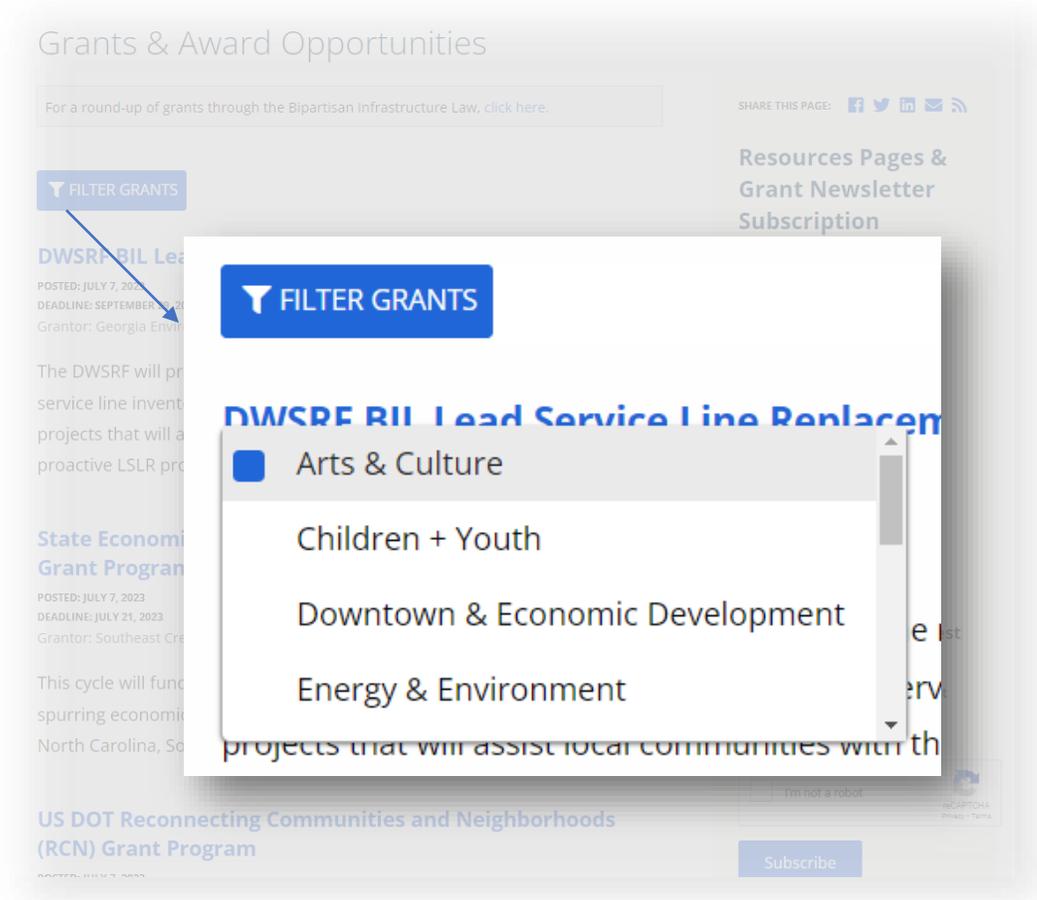
On the right side of the page, there is a sidebar with the following sections:

- SHARE THIS PAGE: (social media icons)
- Resources Pages & Grant Newsletter Subscription
- Grant Resources for Cities
- Legal Database
- New to GMA?
- Reference Articles
- GMA Handbooks & Publications
- Sample Documents
- Data Tools
- Toolkits
- Get the Info on the Latest Grants
- One email per day will be sent when grants are added.
- CAPTCHA verification: (checkbox 'I'm not a robot', reCAPTCHA logo)
- Subscribe button

# Tip of the Week #16: Sign up to receive a round-up of the latest grants.

## GMA's longest standing resource for grants is our Grants & Awards page.

You can filter the grants by category.



# Tip of the Week #16: Sign up to receive a round-up of the latest grants.

## GMA's longest standing resource for grants is our Grants & Awards page.

**Grant Newsletter Subscription:** Whenever the page is updated, you will receive an email with a round-up of new opportunities.

### Grants & Award Opportunities

For a round-up of grants...

FILTER GRANTS

#### DWSRF BIL Le

POSTED: JULY 7, 2023  
DEADLINE: SEPTEMBER 29, 2023  
Grantor: Georgia Env

The DWSRF will p  
service line inven  
projects that will  
proactive LSLR p

#### State Econom Grant Progra

POSTED: JULY 7, 2023  
DEADLINE: JULY 21, 2023  
Grantor: Southeast C

This cycle will fur  
spurring econom  
North Carolina, S

#### US DOT Reco (RCN) Grant P

POSTED: JULY 7, 2023

### Get the Info on the Latest Grants

One email per day will be sent when grants are added.

First Name:

Last Name:

Email:

CAPTCHA verification:

 I'm not a robot   
reCAPTCHA  
Privacy · Terms

Subscribe

SHARE THIS PAGE:     

### Resources Pages & Grant Newsletter Subscription

Grant Resources for Cities

Legal Database

New to GMA?

Reference Articles

GMA Handbooks & Publications

Sample Documents

Data Tools

Toolkits

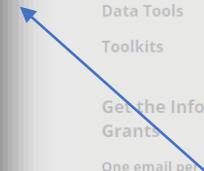
### Get the Info on the Latest Grants

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 I'm not a robot   
reCAPTCHA  
Privacy · Terms

Subscribe



# Tip of the Week #16: Sign up to receive a round-up of the latest grants.

## GMA's longest standing resource for grants is our Grants & Awards page.

How is this different from the grants calendar?

Grants Page/ Subscription	Grants Calendar
<ul style="list-style-type: none"><li>• Currently open opportunities</li><li>• Plan to apply now or in the next few weeks</li><li>• More detailed listings</li></ul>	<ul style="list-style-type: none"><li>• Open and closed opportunities</li><li>• Plan far in advance</li><li>• Quick snapshot of each grant</li></ul>

### Grants & Award Opportunities

For a round-up of grants through the Bipartisan Infrastructure Law, click here.

SHARE THIS PAGE: [f](#) [t](#) [l](#) [e](#) [r](#)

FILTER GRANTS

Resources Pages & Grant Newsletter Subscription

January – March

[Back to the top](#)

Month / Type	Program	Match Minimum
JAN		
	<b>GRPA New Initiative Program Grant</b> GA Recreation and Park Association (GRPA) 1/2/23 – 2/24/23 <a href="https://grpa.org/news/514819/Grant-Opportunities.htm">https://grpa.org/news/514819/Grant-Opportunities.htm</a>	
	<b>Assistance to Firefighters Grant</b> Federal Emergency Management Agency (FEMA) 1/9/23 – 2/10/23 <a href="https://www.fema.gov/grants/preparedness/firefighters">https://www.fema.gov/grants/preparedness/firefighters</a>	5-15% ✗ In-kind
	<b>Housing-Related Hazards &amp; Lead-based Paint Capital Fund Program</b> US Department of Housing and Urban Development (HUD) 1/13/23 – 5/2/23 <a href="https://www.hud.gov/program_offices/healthy_homes/lbp/lhc">https://www.hud.gov/program_offices/healthy_homes/lbp/lhc</a>	0%
	<b>Community Development Block Grant (CDBG) – Annual Competition</b> GA Dept of Community Affairs (DCA) 1/17/23 – 6/2/23 <a href="https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg">https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg</a>	0-15% ✗ In-kind
	<b>Energy Efficiency and Conservation Block Grant</b> US Dept of Energy (DOE)	0% (encouraged)

US DOT Reconnecting Communities and Neighborhoods (RCN) Grant Program

I'm not a robot



Subscribe

## Tip of the Week #16: Sign up to receive a round-up of the latest grants.

### Grant Newsletter Signup

Note: Fields marked with an \* are required.

Sign up here to receive newsletter updates via email and/or SMS messages from Rep. Lucy McBath. You may [cancel or unsubscribe](#) at any time. Please see our [Privacy Policy](#) for more information about our SMS messaging policy.

First Name \*

Last Name \*

To sign up for email updates, enter your email address: \*

To sign up for SMS updates, enter your mobile number:\*\*

\*\*Message and data rates may apply. 3msg/month. Text STOP to cancel at any time. Privacy Policy and SMS terms available [here](#).

Human Validation

I'm not a robot



SUBMIT

**Sign up for newsletters from your congressional office.** You can be notified of available grant opportunities by signing up for newsletters like this one from the Office of Representative Lucy McBath.

Your Senators and Members of Congress can also prepare **letters of support** for your grant application.

But **reach out to them early** to familiarize them with your community's challenges! When requesting a letter, be sure to include:

- Grant program in question
- Who benefits from the grant and how
- Amount of money requested
- How your city will use the grant
- Optional: A draft letter so they have somewhere to start

## Grant Tip of the Week #17: Register Now for GMA-GARC Grant Training!

The current influx of federal and state funding for infrastructure, workforce development, housing and clean energy means opportunities for **generational investments in capital and human infrastructure**.

Yet, many Georgia cities may not have the capacity to compete for grant funds and bring those resources to their communities.

**GMA and GARC want to help bridge the gap because every city that wants to compete for grant funds deserves a chance.**

GMA and the Georgia Association of Regional Commissions (GARC) have partnered with grant experts from HayDay Services to provide Georgia cities with **12 virtual training sessions focused on grant writing and administration.**



2023 **NEW TRAINING SERIES** 2024

# Grants 101 for Georgia's Local Officials

Presented by:

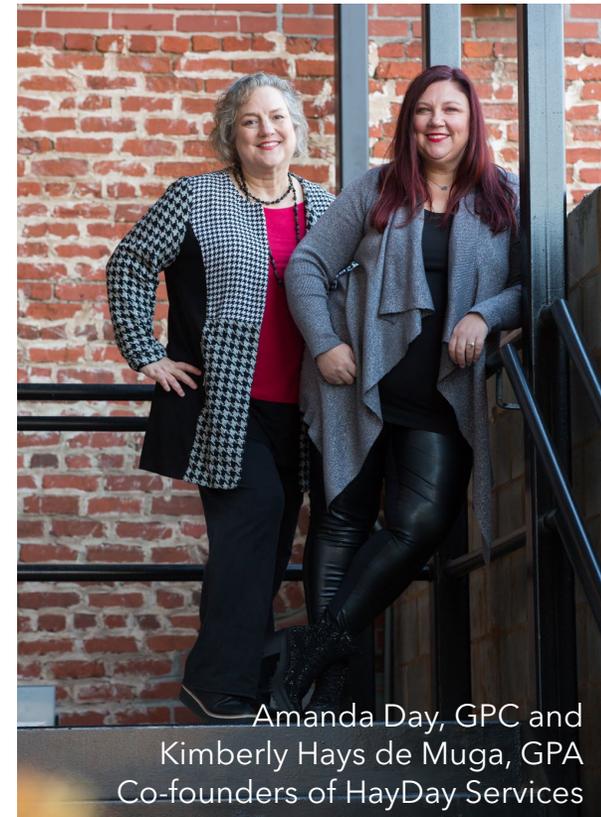


Georgia Association of Regional Commissions

With experts from:



**HAYDAY SERVICES**



## What can you expect from “Grants 101 for Georgia’s Local Officials”?

- ✓ Live expert-led webinars, each 1 hour long and conducted via Zoom
- ✓ No cost to cities
- ✓ Covers grant-seeking basics and content for more experienced grant writers
- ✓ Materials will be archived as part of GMA’s evergreen library of grant resources ([www.gacities.com/Resources/Grants](http://www.gacities.com/Resources/Grants)) and on the GARC website ([www.garc.ga.gov](http://www.garc.ga.gov))
- ✓ Ideal for mayors, council members, city managers, city clerks, finance directors, regional commission staff, or any city official who may be tasked with preparing grant proposals or managing grant funds

# Mark your calendars!

Each session will be on a Tuesday from 1:00 pm – 2:00 pm.

Session Topic	Date
1. Bipartisan Infrastructure Law Updates	August 10
2. Registering for a Federal Grant	August 24
3. How to Know When You're Ready to Write a Grant	September 7
4. Where to Find the Right Grant Opportunities for Your Municipality (NOFOs, RFP, OFAs)	September 14
5. Creating a Competitive Grant-Funded Program/Project	October 12
6. Grant Writing: Key Components For Success	October 26
7. Building a Grant Budget	November 9
8. Top 5 Reasons Grant Requests Are Declined	November 30
9. Answering the Sustainability Question: Grant Application as Strategic Planning Tools	December 14
10. Advanced research tips and systems for Georgia and Federal agency opportunities	January 11, 2024
11. Getting Grant Management Right	January 25, 2024
12. How to "Survive" an Audit	February 8, 2024

Scan the QR  
code to  
register:



## Grant Tip of the Week #18: Put a Human Face on Your Project

A grant-making agency isn't just looking to give funds to local government. They want to know how those dollars translate to **lasting community benefits and better quality of life**. Here are some tips on how to be smart and thoughtful when describing the project you want funded:

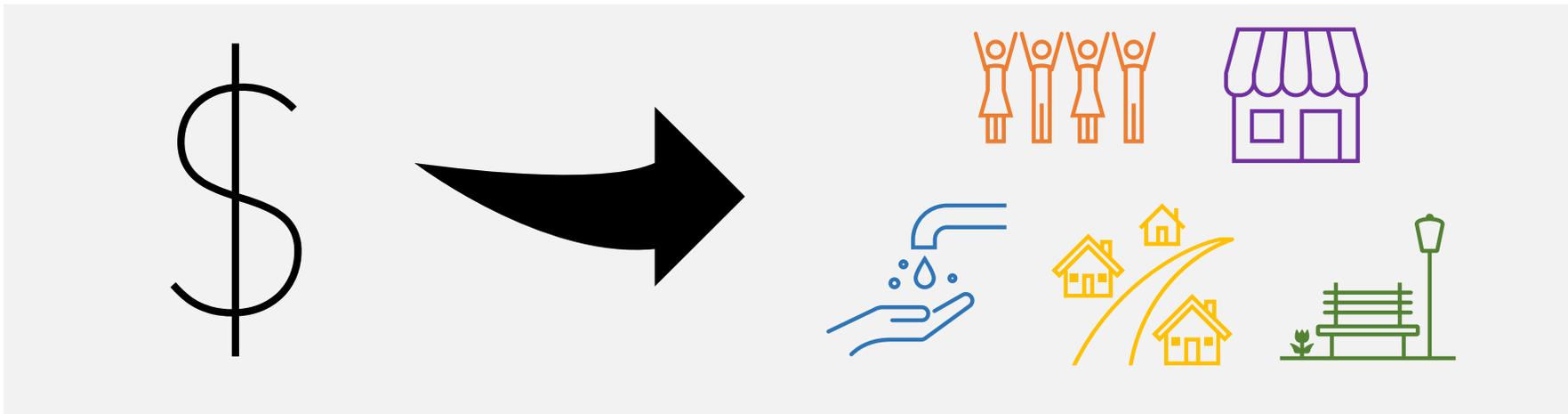
- **Be specific and put a human face on the project** –
  - Who will it benefit?
  - How many people and/or businesses?
  - What's the geographical area affected?
  - What is the status quo?
- **Think big picture** –
  - How will quality of life improve?
  - What will these dollars symbolize?
  - What are the long-term benefits?
- **Use data as much as possible** – Photos, statistics, historical records, any documentation
- **Avoid cut-and-dried descriptions** – What makes this project and your community unique? Even if it may be hard to set apart your road or water project from the next city's, there are still ways to communicate the significance of your project using data and storytelling.

## Grant Tip of the Week #18: Put a Human Face on Your Project

### Leaving a strong and positive impression is key.

Not only when preparing the grant application itself but when communicating your needs to an agency representative, staff member from a Senator's office and any stakeholder whose support you are looking for.

They are reviewing numerous applications and requests. Don't skimp on the narrative. Articulate and paint a vivid picture of how those dollars will be put to work in your community.



## Example: **How the City of Young Harris is spending its ARPA pandemic relief funds**



While the funds have not been used yet, we will be utilizing all funding for sewer infrastructure. We have old sewer lines that are over 50 years old which are in desperate need of repair. We have a 7 booster pumps (mountain regions have to have pumps to get water up an incline) most older than 25 years which are in need of repair or replacement. Currently we are in engineering design to move one booster pump to a better location. The pump itself is old and needs to be completely renovated. We will use ARPA funds to help with this cost. Any future funding will also be allocated to sewer/water infrastructure. A city the size of Young Harris cannot fund expensive but necessary expansion. We have a growing population due in large part to COVID. Many people are moving to the mountains because they can work from home, the area is not crowded and the lifestyle is better suited to their needs. Due to this influx of people we are in need of expanding our sewer/water lines into parts of our community that does not currently have this infrastructure. Providing this will help with residential and commercial building, economic development and community growth and development.

Big-picture, long term benefits

Describe the status quo

What the city is already doing

What is driving the need for this project



Source: GMA's **ARPA and Georgia Cities: One Year Anniversary** report (April 2023)

## Grant Tip of the Week #19: **Know Your Reporting Requirements**

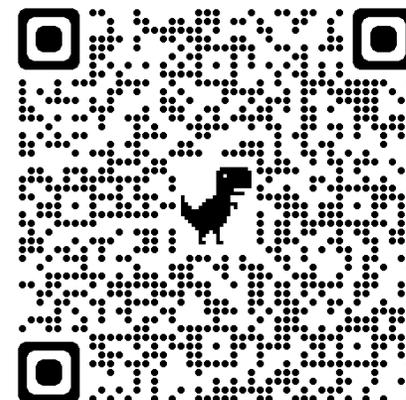
Before you apply for any grant you must be sure you are **eligible** to apply!

- Eligibility for many state grants, loans, and permits depends on your city's compliance with reporting requirements.
- GMA's list of local government [reports](#) is available on GMA's website
- DCA and DOAA are two agencies with key annual reporting deadlines
  - *Comprehensive planning*
  - *E-Verify*
  - *Service Delivery Strategy*
  - *GOMI (Government Management Indicators Survey)*
  - *Local Government Finance Survey*
  - *Hotel-Motel Tax*

## LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
CVIQG	Audit Report	36-80-21(d)	<a href="https://ted.cviog.uga.edu/financial-documents/welcome">https://ted.cviog.uga.edu/financial-documents/welcome</a>	Local Governments	Reasonable Period after Completion of Audit	Requires uploading of audit on CVIQG website.
CVIQG	Annual Budgets of 1 million or More	36-80-21(c)	<a href="https://georgiadata.org/financialdata">https://georgiadata.org/financialdata</a>	Local Governments	Within 30 days of Adoption of Budget	Local governments with budgets of \$1 million & over must upload their budgets to the CVIQG website.
CVIQG	Asset Forfeiture Report	16-1349(u)(4)(D)(iii); 36-80-21(e)	<a href="https://georgiadata.org/financialdata">https://georgiadata.org/financialdata</a>	Local Governments	Annually with City Budget	Requires submitting seizure report with city's annual budget for posting on CVIQG website within 30 days of budget adoption.
CVIQG	E-Verify - Posting of Number	13-10-91	<a href="https://ted.cviog.uga.edu/financial-documents/everify-landing">https://ted.cviog.uga.edu/financial-documents/everify-landing</a>	Local Governments	Posting of E-Verify # or Cities can Post on their Own Website	Verification of E-Verify number.
DA	Seizure of Property	16-13-49(h)	No Form Available	Local Law Enforcement	Possession of Any Property Subject to Forfeiture	Requires law enforcement agencies to annually itemize & report all property obtained thru seizure & what they did with it, to their local governing authorities.
DCA	Annual Authority Registration & Financial Reporting (Combined Reporting HB 257 2017-2018)	36-80-16 36-81-8(b)(2)	<a href="https://www.dca.ga.gov/local-government-assistance/research-surveys/local-government-authorities">https://www.dca.ga.gov/local-government-assistance/research-surveys/local-government-authorities</a>	Local Government Authorities	Due within 6 Months of the Authority's FY Ending	Local government authorities that have failed to register with the DCA for the current calendar year are prohibited under state law from incurring any debt or credit obligation until their registration is updated.
DCA	Debt Issuance Report	36-82-10	<a href="https://www.dca.ga.gov/local-government-assistance/research-surveys/debt-issuance-reporting">https://www.dca.ga.gov/local-government-assistance/research-surveys/debt-issuance-reporting</a>	Local Governments & Authorities	Within 60 days of Debt Issuance	Applies to all debt issued over \$1 million.



Check your planning due dates on DCA's website for a compliance with Georgia's Planning Requirements:



The screenshot shows the 'Community Planning Resources' page. At the top left is the logo for the Georgia Department of Community Affairs, Planning and Environmental Management. The main heading is 'Community Planning Resources'. Below this is a section titled 'Local Planning Assistance'. The text reads: 'The Office of Planning provides guidance, assistance and a variety of resources to help local governments comply with state requirements for Local Comprehensive Plans, working out county-wide strategies for delivery of public services (Service Delivery Strategies) and establishing a local Impact Fee system.'

Under 'Local Planning Assistance', there are several links: 'Preparing Your Local Plan', 'Comprehensive Planning Information', 'Local Planning Standards (PDF)', 'State Planning Recommendations', 'Data Resources', and 'View Community Plans'. There is also a section for 'CIEs & Development Impact Fees' with links for 'Impact Fee Information' and 'Impact Fee Standards (PDF)'. Another section is 'Service Delivery Strategy' with links for 'Service Delivery Strategy (SDS) Information', 'Service Delivery Act (PDF)', 'SDS Forms', and 'View SDSs'. Finally, there is a link for 'Other Publications and Resources'.

In the center, there is a form titled 'Select your community, below, to view applicable community planning due-dates.' It contains two dropdown menus: 'County : [Select a County]' and 'City : [Select a City]', with 'OR' between them.

Updated: 02/13/2023



### PROGRAMS LINKED TO QUALIFIED LOCAL GOVERNMENT (QLG) STATUS

Local governments must meet the statutory definition of "Qualified Local Government"<sup>1</sup> to be eligible for the programs listed, below. Local governments which do not fulfill the requirements articulated by statute are, by definition, disqualified from participating in these programs. Locally created authorities are likewise disqualified from participation when their creating governments are disqualified.

- [AmeriCorps Program](#)
- [Appalachian Regional Commission Economic Development Grant Program](#)
- [Bond Allocation Program](#)
- [CDBG Loan Guarantee Program \(Section 108 Program\)](#)
- [Community Development Block Grant \(CDBG\)](#)
- [Continuum of Care](#)
- [Downtown Development Revolving Loan Fund \(DDRLEF\)](#)
- [Emergency Solutions Grant \(ESG\)](#)
- [Employment Incentive Program \(EIP\)](#)
- [Georgia Heritage Grant](#)
- [Historic Preservation Fund Grant](#)
- [Home Investments Partnership Programs \(HOME\)](#)
- [Housing Opportunities for Persons with AIDS \(HOPWA\)](#)
- [Immediate Threat and Danger Grant \(ITAD\)](#)
- [OneGeorgia Programs \(EDGE, Equity and Rural Innovation\)](#)
- [Redevelopment Fund Program \(RDF\)](#)
- [Regional Economic Business Assistance \(REBA\) Program](#)
- [State Housing Trust Fund](#)
- [State Re-Entry Partnership Housing Grants](#)

These are examples of loan and grant programs operated by partner agencies that are withheld from disqualified Local Governments (and locally created authorities). Contact other state agencies, directly, to determine if any specific program is linked to QLG status.

- [Georgia Environmental Finance Authority](#)
  - > All funding/financial programs
- [Georgia Department of Natural Resources:](#)
  - > [Coastal Incentives Grant](#)
  - > [Land and Water Conservation Programs](#)

NOTE: QLG STATUS IS NOT ASSOCIATED WITH COMPLIANCE WITH GEORGIA'S SERVICE DELIVERY ACT (OCA 36-70-20). NONCOMPLIANCE WITH THE SERVICE DELIVERY ACT ADVERSELY AFFECTS ELIGIBILITY FOR ALL GRANTS/LOANS/PERMITS PROVIDED BY ALL STATE AGENCIES, INCLUDING AND BEYOND THOSE ASSOCIATED WITH "QLG" STATUS.

Georgia Department of Audits Deadlines and Resources page: <https://www.audits2.ga.gov/resources/orgs/local-government/?rpage=deadlines>

GMA May 19 Webinar with DOAA: <https://www.gacities.com/Resources/Grants/Before-You-Apply.aspx>

The screenshot shows the 'Local Government Resources' page with a sidebar on the left containing links for Resources, Deadlines, Other Deadlines, and FAQs / Help. The main content area is titled 'Deadlines' and lists 'Annual Audit Report Submissions' for the 2023 Fiscal Year. It specifies that audited financial statements must be submitted to the Department of Audits and Accounts (DOAA) within 180 days after the close of the fiscal year, as per O.C.G.A. §36-81-7. Two submission periods are detailed:

Annual Audit Report Submissions	Opens:	Due:
Audited financial statements for local governments should be submitted to the Department of Audits and Accounts (DOAA) within 180 days after the close of their fiscal year. Reporting requirements are in the provisions of O.C.G.A. §36-81-7.	March 31, 2023	September 30, 2023
Effective December 1, 2022, local governments are required to submit audited financial statements or agreed-upon procedures reports electronically using our Local Government Audit Report Collection System.	February 28, 2023	August 31, 2023

The screenshot shows a YouTube video player for the Georgia Municipal Association. The video content displays a table with the following data:

FYE Date	Due Date
December 31, 2022	September 30, 2023
March 31, 2023	September 30, 2023
June 30, 2023	December 31, 2023
September 30, 2023	March 31, 2024

Below the table, a text overlay reads: "And that's important because the coming up, December 31, 2022 are there actually".

**Don't miss out on grants because you're out of compliance with reporting!**

**It's harder to catch back up once you are behind - make it a practice to stay on top of deadlines.**

Want more? See GMA's Grant Resources page: [gacities.com/Resources/Grants](https://www.gacities.com/Resources/Grants)  
 Questions? Contact Becky Taylor ([btaylor@gacities.com](mailto:btaylor@gacities.com)) or Claire Chan ([cchan@gacities.com](mailto:cchan@gacities.com)).

