



DeKalb Human Services Grant Program

OFFICE OF GRANTS & HUMAN SERVICES ADMINISTRATION

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APRIL 2019



DeKalb County
GEORGIA

DeKalb Human Services Department

Mission: To ensure a safer DeKalb and stronger neighborhoods by the provision of centralized, fiscally responsible services with public/private partnerships, addressing the service needs of families from infancy to end of life.

Human Services Core Values:

- ❖ Integrity
- ❖ Best Customer Service
- ❖ Data-driven Solutions
- ❖ Responsive and Responsible Service Delivery Focus
- ❖ Whole Community Support
- ❖ Respect for Diversity and Teamwork for Outcomes



DeKalb Human Services Department



The Department manages an annual appropriation of \$2.2 million dollars from the Atlanta Regional Commission for aging services and maintains an overall budget of approximately \$5.6 million dollars.

These resources are used to provide meals to seniors attending senior centers and seniors who cannot travel to senior centers, case management, personal care, and transportation services for seniors as well as the provision of youth services and the distribution of grant program funding.

The Divisions of the Department include: the Office of Aging, the Office of Youth Services, the Office of Grants & Administration, the Office of Transportation and the Office of Partnerships & External Affairs.



HS Grant Program Overview

- ❑ On an annual basis, the Human Services Department partners with the local non-profit community to provide resources that can be used to supplement the work of these organizations. A selection process with established guidelines is used to determine the organizations that receive grant awards.
- ❑ The Human Services Grant Program is competitive and the total amount of awards allotted each year is based on the availability of funds. Funding from this grant program is designed to supplement existing programs and activities.

Purpose



- ❑ The purpose of the Human Services Grant Program is to support to nonprofit agencies that provide programs and services to DeKalb citizens that assist with enhancing public safety, facilitating jobs and economic development and maintaining viable, sustainable neighborhoods and communities.
- ❑ Service Areas:
 - Youth Development/ Early Childhood Education/ Youth Education Programs
 - Senior Services/ Services for Individuals with Disabilities and Special Needs
 - Domestic Violence and Family Intervention / Substance Abuse treatment and prevention
 - Mental and Behavioral Health/ Health & Wellness / Nutrition and Hunger Prevention
 - Legal Counseling and Advocacy/ Family Economics and Money Management/ Job Training
 - Refugee Services and Advocacy/ Diversity Training
 - Homelessness/ Family Transition/ Emergency Utility Support

Application Process



- Each year the Human Services Grant Application Cycle is announced via Press Release.
- A Public Meeting is held to discuss the grant application timeline and process [May 22, 2019].
- Grant Applications are due to the Human Services Department one (1) month after the Public Meeting.
- Staff members conduct an initial review of applications to determine if minimum threshold requirements are met. Notification letters are sent to organizations that do not meet threshold.
- Applications that meet threshold requirements are sent to the Human Services Coordinating Committee for comprehensive evaluation.

Minimum Threshold Requirements



- A completed typewritten application submitted by the deadline date and time.
- A measurable number of DeKalb County residents to be served.
- Demonstrated experience in a minimum of one of the Service Areas.
- Established at least two (2) years proven track record of acceptable performance in providing services in DeKalb County.
- Verified Georgia non-profit corporation status.
- Verified 501(c)(3) tax exempt status.
- Established and active governing body that meets at least quarterly.
- Current Independent Annual Audit and Management Report conducted by a licensed Certified Public Accountant.



Common Applicant Mistakes

- ❑ The #1 mistake grant applicants make is not following directions regarding format and content.
- ❑ Poorly written program narratives (don't clearly describe program/service to be funded).
- ❑ Staff qualifications (education and experience) not clearly described.
- ❑ Funding requests without clear budget justifications (no math, line items not clear).
- ❑ Anticipated outcomes are not clear or not addressed within the application.
- ❑ Over confidence with previous grant awards leading to future poor submissions.

DeKalb Grant Awards



- The Human Services Coordinating Committee has five to six weeks to review and score all grant applications.
- The OGA then conducts an audit of evaluation score sheets and validates the application scores provided by the Human Services Coordinating Committee.
- Recommendations for funding are then submitted to the DeKalb County Board of Commissioners for final review and approval.
- Applicants are notified in writing within one (1) week of Board approval of their status.
- A Grant Awardee Orientation meeting is scheduled and the OGA team reviews procedures for documenting program achievements, outcomes and invoicing.
- The 2019-2020 process will begin May 22, 2019.



Questions

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