

Pima County
Community Development &
Neighborhood Conservation Dept.

OA CDBG ESG

Community Planning Applications &
ZoomGrants Technical Assistance

11.4.15

11.18.15

12.8.15

Kino Service Center
2797 E. Ajo Way, 3rd Fl.
Tucson, Arizona 85713
(520) 724-3777

Agenda

- Introductions
- OA CDBG ESG Community Planning
Grant Timelines & Overview
- New Requirements, Regulations & Policies
- OA ESG CDBG Eligible Activities
- Estimated Funding
- ZoomGrants Pre-Application TA

OA CDBG ESG Community Planning Grant Timelines and Overview

- Two separate planning applications
 - ▣ OA i.e. General Funds
 - ▣ CDBG/ESG i.e. HUD funds
- Electronic Submittal via ZoomGrants
- Pre-Application and Application
- Online Instructions, updates, FAQ's
- 1 Pre-Application/Application per Program / Project Request

OA CDBG ESG

Pre-Application Process

- Pre-Application reviewed for completeness, compliance and eligibility considerations
- Staff review allows for Technical Assistance to be provide to agency
- Staff acceptance of Pre-App allows access to complete full Application.
- Please allow reasonable time (5 working days) for staff to respond to Pre-apps and offer technical assistance if needed.
- Full application can be viewed read-only until granted access.
- Final application pending.

OA CDBG ESG

Pre-Application Process

ACCEPTANCE OF THE PRE-APPLICATION ALLOWS AN AGENCY TO SUBMIT A FORMAL APPLICATION ONLY AND DOES NOT GUARANTEE THAT A PROJECT/PROGRAM WILL BE FUNDED

OA CDBG ESG Application Due Dates

- **Pre Application:** January 7, 2016
4:30 P.M., MST

- **Application:** February 12, 2016
4:30 P.M., MST



Create a New ZoomGrants Account

Home / Create a New ZoomGrants™ Account

Administrators

"We are ACCEPTING applications."

I want to provide grant and scholarship application opportunities online, manage the whole process easily, and fulfill our funding objectives more efficiently.

CREATE MY ADMIN ACCOUNT

What happens next?

- 1. Create your Admin account** (approx. 2 minutes) – This will set you up with an Administrative account, empty grant and scholarship applications, and provide you with an invoice to send to your Accounts Payable team.
- 2. Customize your applications** (approx. 1 hour, much less if you are copying from a pre-existing application) – Design your applications with the features and settings you need and want. Release them to the

Applicants

"I'm SUBMITTING applications on behalf of myself or my organization."

When you find a funding organization that uses ZoomGrants™, the funder will provide a link to its own ZoomGrants™ page where you can create an account from which you can submit your own applications. *(Note: If you were sent to our homepage by a funding organization that is using ZoomGrants™, they may have provided the wrong link. Please contact our Support Team for assistance.)*

CREATE MY APPLICANT ACCOUNT

What happens next?

- Find an organization accepting applications on their website via ZoomGrants™ then, on the organization's website:
 - 1. Create your Applicant Account** (approx. 30 seconds) – This will create your account and automatically log you in.
 - 2. Click the Apply button** (approx. 1 second) – If that funding organization is currently accepting applications, use the Preview and Apply buttons next to those

Grant Writers

"I'm HELPING OTHERS submit applications but not submitting on my own behalf."

I want to find new Grant Seeking clients who need my help with their proposals. *(Note: These accounts are for use by professional grant writers who help multiple organizations work on their applications. Writer accounts cannot be used by individuals to submit their own applications.)*

CREATE MY WRITER ACCOUNT

What happens next?

- 1. Create your Writer account** (approx. 2 minutes) – This includes paying for your subscription which will allow applicants all over the world to find you.
- 2. Complete your profile** (approx. 5 minutes) – Adding your photos, specialties, and a brief bio about why someone should hire you will go a long way toward meeting the right clients.
- 2.5. Pay for your subscription** – You can

New Regulations, Requirement & Policies

- Required Information
- Require Documents
- New Federal Requirements
- Risk Factor Analysis
- Program Analysis
- Summary

PreApplication Required Information & Documents

- Employer Identification Number (EIN)
- DUNS Number
- “Good Standing” via Arizona Corporation Commission (ACC),
Screen-Shot Acceptable: <http://ecorp.azcc.gov/>
- Agency FAPIIS Clearance, Screen-Shot Acceptable:
<https://www.fapiis.gov/fapiis/index.action>
- Certificate of Insurance, i.e. General Liability
- Most recent single/fiscal audit, if applicable
- Board of Directors List
- Organization Chart

New Federal Requirements

□ **2 CFR 200 January 2015**

- Consolidated all previous OMB Circulars
- All funding agencies “Subrecipient” status
- Subrecipient Risk Assessment to be completed by Grantee (Pima County) prior to funding recommendations to HUD.

□ **FAPIIS January 2016**

- Evaluate business ethics and quality of Subrecipient

□ **HUD** Prior HUD funds Recaptured

Agency Risk Assessment cont.

Subrecipient and Programs across all County funding sources:

- ▣ County
 - Past Contractual Compliance (Program & Fiscal)
 - Late Reports
 - Unresolved Findings (Monitoring)
- ▣ State - Review of Agency Standing
- ▣ Federal - FAPIIS
 - Civil or Administrative Proceedings
 - Agency Staff Criminal Convictions
- ▣ Audit - Findings

Program Project Review

- Program meets funding goals and objectives;
Program meets County goals and objectives (see *County plans*)
 - ▣ Program statement, goals and objectives are clear
 - ▣ Fiscal Capacity; Organizational Capacity
 - ▣ History in providing service / delivering projects
- Additional County Review – “ Due Diligence” such as
 - ▣ New programs to funding source or to County
 - ▣ Agency mergers and acquisitions
 - ▣ Significant change in key staff

Be AWARE of Specific Program Issues

□ CDBG

Public Services (15% cap) **VERY COMPETITIVE**; must be New or Expanding; **Public Facilities and Improvements** – are you renting? **Infrastructure** –site control? **Land Acquisition** – min 50% of funding from other sources in hand and strict timelines for development (shovel-ready is best)

Davis Bacon, Section 3; HUD Target Areas Changes.....

ESG - **HMIS** required; **100% Match required**; Rapid Rehousing emphasis

OA - Food Collaborative

Funding Specifics all Sources

- Programs activities must meet:
 - ▣ Eligibility requirements by funding source
 - ▣ Budget line items must be eligible

- BOS Required One-Year **COST REIMBURSEMENT:**
 - ▣ OA: Fiscal Calendar (July 1 thru June 30)
 - ▣ ESG: Federal Calendar (Oct. 1 thru Sept 30)
 - ▣ CDBG: Federal Calendar (Oct. 1 thru Sept 30)

- Extensive reporting required

(note: no expenditures until contract is fully executed)

Review County Plans to Meet Established Goals and Objectives

- City of Tucson / Pima County Consolidated Plan
 - ▣ Five Year Plan
 - ▣ Goals
 - ▣ Objectives
- Pima County Annual Action Plan
 - ▣ Citizen Participation Plan
 - ▣ Community Planning Application
 - ▣ Recommended CDBG / ESG Projects
 - ▣ Meet Con Plan Goals and Objectives
- Consolidated Annual Performance and Evaluation Report (CAPER)
- <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=12301>

OA ESG CDBG Eligible Activities

- Outside Agencies
- Community Development Block Grant
- Emergency Solutions Grant

Outside Agency Overview

- Funding Categories
- Risk Factor Analysis
- Food Collaborative
- Changes in Deliverables
- Budget Detail
- Reporting

OA *Funding Categories*

- **Community Services:** Programs providing overarching services for the entire County
- **Emergency Food and Clothing:** Programs attending to the immediate needs of food & clothing
- **Senior Support:** Programs providing services for the vulnerable elderly (meals, socialization, recreation, and volunteer coordination)
- **Support Services, Shelter and Domestic Violence Services** Programs providing temporary shelter (for homeless, victims of domestic violence, teens, etc.) and programs providing support services (case management, legal assistance, housing location assistance, etc.) and programs focused on preventing homelessness among all vulnerable populations (identify, intervene and transition to permanent affordable housing)
- **Youth, Young Adults and Family Support:** Programs aimed at vulnerable and at-risk children (12-18), youth, young adults and families
- **General Services** (must be currently funded)

OA *Risk Factor Analysis*

- **Due Diligence Meetings** will be required for:
 - ▣ All new programs
 - ▣ Merged agencies
 - ▣ Agencies with new key administrative staff

OA *Food Collaborative*

- Agencies providing **Food as a Primary Service** and currently receiving OA funding must participate in the Pima County Food Collaborative
- New programs applying for funding which have food as a primary service will be directed to the Food Collaborative once they are awarded OA funds for FY 16-17

OA Changes in Deliverables

- Deliverable Units
- Delivered to Whom
- The **PUBLIC BENEFIT** Equals **OUTCOME**
- **METRIC** Equals **MEASUREMENT TOOL**
- Expected **PERFORMANCE** must be a **MINIMUM NUMBER** and not a **PERCENTAGE**.

OA Budget Detail

- Please note that any **VARIANCE** in the billings from the **BUDGET DETAILS** submitted in the **CONTRACT**:
 - First agency submits written request
 - Department Director Reviews
 - Written Approval is Provided
 - Program **CANNOT** incur expenses until after written Approval is received.
- Administrative Costs Maximum is 15% of Request

OA Reporting

- **FY 16-17 Quarterly Reports Required will be submitted in ZoomGrants.**

CDBG Program

- Purpose & National Objectives:
 - ▣ Decent housing
 - ▣ Suitable living environment
 - ▣ Revitalize low- to-moderate income neighborhoods
- Activities must adhere to the Pima County Five Year Consolidated Plan 2015-2019

Pima County Consolidated Plan

CDBG Eligible Activities

City of Tucson and
Pima County Consortium

5-Year HUD
Consolidated Plan
July 1, 2015 - June 30, 2020

City of Tucson and Pima County Consortium Federal Fiscal Years 2015-2019 HUD Consolidated Plan

Planned Activity	Priority Level	5-year Goal for Consolidated Plan Resources (CDBG, ESG, HOME)	Consolidated Plan Resource(s)	Leverage Resource(s)	Special Population
Community & Rural Development					
Rehabilitation, Emergency Repair & Weatherization - Owner Occupied	High	1,500 units	CDBG	Housing Rehabilitation Program Partners	X
Human/Public Services	High	75,000 people	CDBG	Outside Agency Program, FEMA Emergency Food & Shelter Program	X
Community Facilities & Infrastructure, including improvements to housing facilities	High	50,000 people	CDBG	Neighborhood Reinvestment Program	X
Demolition of Unsafe Vacant Structures	High	20 structures	CDBG		
Commercial Structure Rehabilitation	Low	5 businesses	CDBG		
Brownfields Remediation – Clearance & Demolition	High	5 acres	CDBG	EPA Brownfields	
Special Populations					
Housing & Services for people with HIV/AIDS and other Special Populations	High	200 households	HOPWA-C		X

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Pima County Consolidated Plan Prioritizes Funded CDBG Eligible Activities

- Housing Rehabilitation (Owner Occupied/ Shelters)
- Human / Public Services (15% cap)
- Community (Public) Facilities
- Infrastructure Improvements
- Demolition
- Commercial Structure Rehabilitation
- Brownfields
- Economic Development

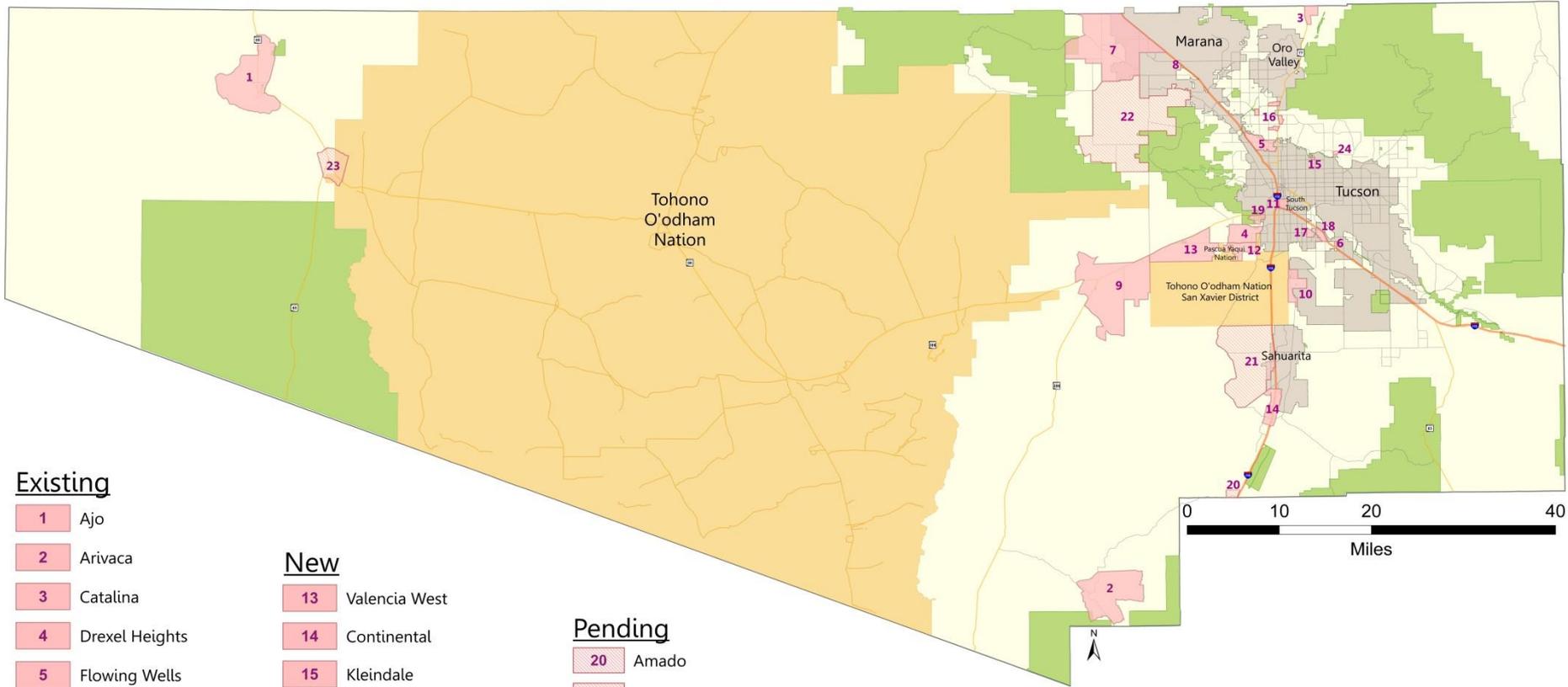
Pima County CDBG Priorities

- Unincorporated Pima County
 - ▣ Community Development Target Area
 - ▣ Towns and Communities
 - ▣ Low to moderate income residents
- Pima County & partner jurisdictions (sub-recipients):
 - ▣ City of South Tucson
 - ▣ Town of Marana
 - ▣ Sahuarita
 - ▣ Oro Valley
- Non-profit Organizations which serve:
 - ▣ Primarily unincorporated Pima County
 - ▣ In partner jurisdictions

HUD Designated Pima County Target Areas

2015 Update, Draft for Working Purposes Only

<https://www.hudexchange.info/programs/cdbg-entitlement/>



Existing

- 1 Ajo
- 2 Arivaca
- 3 Catalina
- 4 Drexel Heights
- 5 Flowing Wells
- 6 Littletown
- 7 Marana
- 8 Rillito
- 9 Robles Junction/
Three Points
- 10 South Nogales Highway
- 11 South Tucson
- 12 Cardinal

New

- 13 Valencia West
- 14 Continental
- 15 Kleindale
- 16 Oracle/Ina Neighborhoods*
- 17 The Stravenues
- 18 Trailerrancho Estates
- 19 Saguaro Foothills

Pending

- 20 Amado
- 21 Helmet Peak
- 22 Picture Rocks
- 23 Why
- 24 Craycroft/River*
Neighborhood

*Names of Target Areas are preliminary pending final naming convention as identified by the community.



Solid Target Areas have been identified as LMI qualifying communities according to ACS 2009-2013 data. Crosshatched Target Areas represent communities which were LMI qualifying according to 2000 Census Data but lost qualification during the latest data update. Pima County CDNC will be conducting income verification surveys within those communities to confirm LMI status.

Pima County CDBG Staff and TA Advisors

- Gloria Soto, Program Coordinator
 - ▣ Community and Public Facilities
 - ▣ Infrastructure Improvements
 - ▣ Economic Development
 - ▣ Jurisdiction Proposals
- Josué Licea, Com Dev & Housing Planner
 - ▣ Public Service
 - ▣ Housing Rehabilitation
 - ▣ Commercial Rehabilitation
 - ▣ Demolition
 - ▣ Brownfields

CDBG HUD Units per Eligible Activities

- Public Facilities, Infrastructure:
 - ▣ Must meet HUD Area Benefit
 - ▣ Number of Persons, i.e. total pop. in Target Area benefiting
- Public Service
 - ▣ Persons, i.e. each participant must be income verified
- Home Repair:
 - ▣ Households, income verified
- Commercial Rehabilitation / Economic Development
 - ▣ Businesses
 - ▣ Job Created/Retained

ESG Program

- Street Outreach - Emergency Homeless Assistance
 - ▣ Individuals
 - ▣ Families
 - ▣ Youth
 - ▣ Veterans
- Homelessness Prevention
- Rapid Re-Housing
- Emergency Shelter



ESG Components

Eligible Activities

- Essential Services
- Shelter Operations
- Financial Assistance
- Rental Assistance
- Service Costs

<https://www.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>



ESG Staff and TA Advisor

□ John Matheny,
Program Coordinator

□ HUD ESG Fact Sheet:

<https://www.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>



Emergency Solutions Grants (ESG) Program Components Quick Reference

Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is a not a component, it is considered an activity.* Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.

Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101			
Activity type: Essential Services			
Eligible costs: <ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services • Emergency Mental Health Services • Transportation • Services for Special Populations 			

Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
Eligible costs: <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	Eligible costs: <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	Eligible costs: <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	Eligible costs: <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

ESG Program Priorities

- Broaden existing emergency shelter and homelessness prevention activities.
- Emphasize Rapid Re-Housing and Homeless Prevention.
- Emphasis on Case Management to establish client plans focusing on a path to obtaining permanent housing stability.
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.
- Support more coordinated and effective data collection, performance measurement, and program evaluation.

ESG Requirements

- ❑ **Proof of 100% MATCH FUNDS!!!!!!!!!!!!!!!!!!!!**
- ❑ Minimum habitability standards, i.e. Inspections required.
- ❑ Coordination with Continuum of Care, known as TPCH – Tucson/Pima Collaboration to End Homelessness.
- ❑ Grantees must participate in HMIS.
- ❑ Coordinate with Continuums of Care on allocation of funds and performance measurements
- ❑ Consistency with Consolidated Plan
- ❑ Connecting participants with mainstream resources

FY2016 Estimated HUD Funding

Pending Sequestration & and all things Congressional...

- Community Development Block Grant (CDBG):
 - FY 16-17 (Est. 5% reduction): \$2,385,050
 - Recaptured funds \$ 50,000
 - Estimated Total: \$2,435,050

- Emergency Solutions Grant (ESG)
 - Level funding or slight increase
 - \$222,739 to Solve Homelessness



FY2016 Estimated OA Funding

Pending all things BOS...

- Outside Agency Funding (OA):
\$2,349,358 – estimated level funding

- Categories:
 - ▣ Community Services: \$198,526
 - ▣ Emergency Services: \$728,814
 - ▣ Senior Services: \$222,200
 - ▣ Support Services: \$466,499
 - ▣ Youth Services: \$733,319



QUESTIONS? COMMENTS?



PIMA COUNTY

COMMUNITY DEVELOPMENT

- ❑ Margaret M. Kish, Director CDNC
- ❑ Regina Kelly, Grant Writer
- ❑ Erin Badger, MSW Intern (very hireable)
- ❑ Ana Durazo, Program Coordinator OA
- ❑ Gloria Soto, Program Coordinator CDBG
- ❑ John Matheny, Program Coordinator ESG
- ❑ Josue Licea, H&CD Planner
- ❑ Daniel Tylutki, CD Program Manager

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