Department of Community & Workforce Development

Community Development Block Grant and Emergency Solutions Grant

Community Planning Application and ZoomGrants Technical Assistance
Agenda

• Introductions
• PY 21-22 CDBG and ESG Contract Update
• Annual Action Plan
• Citizen Participation Plan
• CDBG and ESG eligible activities
• ZoomGrants Community Planning Application

This session and other helpful resources are available at the CWD website

CWD = Community & Workforce Development
CDBG = Community Development Block Grant
ESG = Emergency Solutions Grant
HUD = US Department of Housing and Urban Development
Introductions

CDBG ESG Staff:
- Joel Viers, Program Coordinator, CDBG
- Yvette Gonzales, Program Coordinator, ESG
- Joel Gastelum, Division Manager, Community Development
- Jen Darland, Deputy Director, Housing and Community Resources

CWD Administration:
- Dan Sullivan, Director
- Andy Flagg, Deputy Director
- Jen Darland, Deputy Director
- Michael Seamans, Senior Account Specialist
- Gail Kozacki-Terek, Grant Account and Compliance Specialist

Grants Management & Innovation (GMI):
- Rebecca Potter, Finance Analyst Supervisor
- Lisa Slechta, Principal Financial Accountant
- Matt Gilbert, Principal Financial Accountant
Annual Action Plan Timeline

Oct–Dec  Citizen Participation meetings
Oct 25    Community Planning Application available
Nov 29    Pre-application due
Jan 31    Application due
Feb–Apr   Applications review
May       Board of Supervisors makes funding decisions
Mid–May   Annual Action Plan submitted to HUD
Jul       Consolidated Annual Performance Evaluation Report
Aug–Sep   CWD staff draft agency contracts
Oct–Nov   County contracts and Intergovernmental Agreements executed if HUD-approved and funds available

Coordinator drafts contract, reviews with Agency to final form
PY 22-23 Estimated Funding

*Depending on Congressional and HUD appropriations -*

Community Development Block Grant (CDBG):

- **Estimate** = $3,000,000 +/-
- **Recaptured or carryover funds** = $0
- **Program income** = $0
- **Estimated total** = $3,000,000

Emergency Solutions Grants (ESG):

- **Level funding or slight increase** = $250,000 +/-
Citizen Participation and Technical Assistance Meetings

- Public Notice issued for meetings
- Virtual Citizen Participation Meetings
- CDBG and ESG Technical Assistance via Teams
  - Groups
  - Individual appointments
- ZoomGrants Technical Assistance
  - CDBG Team
CDBG and ESG Technical Advisors

• Joel Viers, Program Coordinator
  • Public Facilities, Public Infrastructure
  • Home Repair/Housing Rehabilitation
  • Demolition
• Joel Gastelum, Division Manager
  • Community Development
• Yvette Gonzales, Program Coordinator
  • Emergency Solutions Grant
• Jen Darland, Deputy Director
  • Housing and Community Resources
CDBG Program National Objectives

All CDBG activities must meet one of three national objectives:

- Benefiting low-moderate income (LMI) persons
- Preventing or eliminating blight
- Meeting urgent community need
FY 2021 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

<table>
<thead>
<tr>
<th>FY 2021 Income Limit Area</th>
<th>Median Family Income</th>
<th>FY 2021 Income Limit Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tbody>
<tr>
<td>Tucson, AZ MSA</td>
<td>$68,600</td>
<td>Very Low (50%) Income Limits ($)</td>
<td>24,050</td>
<td>27,450</td>
<td>30,900</td>
<td>34,300</td>
<td>37,050</td>
<td>39,800</td>
<td>42,550</td>
<td>45,300</td>
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<tr>
<td></td>
<td></td>
<td>Extremely Low Income Limits ($)*</td>
<td>14,450</td>
<td>17,420</td>
<td>21,960</td>
<td>26,500</td>
<td>31,040</td>
<td>35,580</td>
<td>40,120</td>
<td>44,660</td>
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<tr>
<td></td>
<td></td>
<td>Low (80%) Income Limits ($)</td>
<td>38,450</td>
<td>43,950</td>
<td>49,450</td>
<td>54,900</td>
<td>59,300</td>
<td>63,700</td>
<td>68,100</td>
<td>72,500</td>
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</table>

NOTE: Pima County is part of the Tucson, AZ MSA, so all information presented here applies to all of the Tucson, AZ MSA.
CDBG funded activities must follow the priorities, goals, and objectives in the Pima County–City of Tucson HUD 5-Year Consolidated Plan, available on the Department of Community & Workforce Development Annual Reports and Plans web page.
HUD CDBG Eligible Activities

- Home Repair/Housing Rehabilitation
- Public Services (15% cap)
- Public Facilities
- Public Infrastructure
- Demolition
- Commercial Structure Rehabilitation
- Brownfields Assessment and Remediation
- Economic Development
- Safe, Healthy, Green shelter set-aside
Pima County CDBG Priorities

- Unincorporated Pima County
  - Community Development Target Areas
  - Towns and Communities
  - Low-moderate income areas and residents
- Pima County and partner jurisdictions
  - City of South Tucson
  - Town of Marana
  - Town of Sahuarita
  - Town of Oro Valley
- Non-profit or government organizations that serve:
  - Primarily unincorporated Pima County
  - In partner jurisdictions
Pima County CDBG Target Areas

Map available in the ZoomGrants Library. For more specific location and details contact us.
HUD CDBG Criteria

• Minimum $15,000 funding request

• Public Facilities, Public Infrastructure, and Public Service
  • Facility must be in a HUD-certified Target Area, or
  • Persons assisted must meet income eligibility requirements (80% AMI)

• Home Repair
  • Households must meet eligibility requirements

• Commercial Rehabilitation and Economic Development
  • Businesses assisted, jobs created or retained

• [www.hudexchange.gov](http://www.hudexchange.gov) for more information
Home Repair Program

• Pima County Home Repair and Weatherization Program:
  • Income-qualified owner-occupied home repair services in unincorporated Pima County, Marana, Oro Valley, Sahuarita, and South Tucson
  • Addressing critical home safety, health, and liveability issues
  • Comprehensive weatherization and energy-efficiency improvements
  • Roofing repair or replacement
  • Major systems and Septic system repair or replacement
  • Can work with Home Repair subrecipients

• Subrecipient Grantees:
  • Income-qualified owner-occupied home repair services in unincorporated Pima County, Marana, Oro Valley, Sahuarita, and South Tucson
  • Small jobs, large jobs—primarily plumbing, HVAC, windows, accessibility aids
  • Takes and makes referrals from or to the Pima County Home Repair Program
Safe, Healthy, Green (SHG) Set-aside

- Emergency shelter, transitional housing, or long-term rental housing facility improvements
- “Greening” for energy efficiency; health and safety improvements
- Application for both County and City funds incorporated in Community Planning Application
- $100,000 commitment by both Pima County and the City of Tucson
- Poster Mirto McDonald facility assessments completed
- Collaborative between Pima County, the City of Tucson, and participating shelter agencies
- Shelter agencies must participate in the SHG assessment and the collaborative to apply for funding
Emergency Solutions Grant (ESG)

- Minimum $30,000 funding request
- Street outreach – Emergency Homeless Assistance
  - Individuals
  - Families
  - Youth
  - Veterans
- Homelessness prevention
- Rapid re-housing
- Emergency shelter
ESG Program Priorities

• Broaden existing emergency shelter and homelessness prevention activities
• Emphasize 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 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 (CoC), known as TPCH (Tucson/Pima Collaboration to End Homelessness)
• Grantees must participate in the Pima County Homeless Management Information System (HMIS)
• Coordinate with CoCs on allocation of funds and performance measurements
• Consistency with 5-Year Consolidated Plan
• Connecting participants with mainstream resources
FYIs and Additional Requirements

- **CDBG**
  - Public Services (15% cap)—VERY COMPETITIVE
  - Public Facilities and Public Infrastructure
  - Site control, Environmental Review Record, project management, federal procurement and labor standards (e.g., Davis-Bacon), active DUNS and SAM.gov registration, operations and maintenance, 5-year programming commitment, forgivable lien
  - Land acquisition—minimum 50% of funding from other sources in-hand and strict timelines for development (shovel ready is best)
  - If using a subcontractor or subcontractors they must be reviewed and approved by Pima County. This applies to both programs and projects.

- **ESG**
  - HMIS Requirement
  - 100% MATCH
  - Unincorporated Pima County emphasis
Funding Specifics

• Program activities must meet funding source eligibility requirements
• Budget line items must be eligible for reimbursement
• All contracts are COST REIMBURSEMENT
• CDBG and ESG, federal calendar Oct 1–Sep 30
• Quarterly reports in ZoomGrants required (even if no activities completed)
ZoomGrants Community Planning Application

- Pre-application – due November 29, 2021
- Full application – due January 31, 2022
- Agencies can submit multiple pre-applications
- Only one pre-application or application per program or project request
- Agencies with approved pre-applications will have access to the full application on or before Monday, December 13, 2021
ZoomGrants Pre-application Review

- Pre-applications reviewed for eligibility, compliance, and completeness
- Staff review allows for tailored Technical Assistance
- Incomplete pre-applications can be updated
- Staff approval of pre-application allows applicant access to full application
Pre-application Disclaimer

• County approval of a pre-application entitles an agency to submit a full formal application, **it does not imply nor guarantee that a project or program will be funded or that it will be funded for the requested amount**

• Funding is on a strict reimbursement basis, **no funds advanced**
Pre-application due on Monday, Nov 29, 2021
Confirm, Update, or Add Contact Information

All contact information in ZoomGrants **MUST** be accurate in order to receive messages and notifications regarding your application. If there are any staff changes make sure to update the contact person or persons in ZoomGrants, even after the application has been processed.
Collaborators may have access to fill out the pre-application and application depending on the permissions you give them. If your application is awarded, the Application Contact must select the Editing Access box for the Reports for any person who will be submitting Quarterly Reports. These contacts will not carry over from a previous year’s application.
Additional Contacts

Adding Additional Contacts will ensure that all individuals who participate in the CDBG ESG-funded project/program will receive messages sent through ZoomGrants. This must be updated for each new application and will not carry over from a previous year’s application.
Your Pre-Application must be submitted AND approved before continuing.

Pre-Application Status

Undecided /Not Submitted

Instructions Show/Hide

All portions of the Pre-Application must be complete to submit. Applicants must submit the Pre-Application and receive approval from CDNC in order to access the Application, Budget, and Tables tabs. Approval of the Pre-Application does not guarantee approval of the full Application.

1. Describe your PROGRAM or PROJECT.

Briefly describe your target population and how this PROGRAM or PROJECT will address their needs. Include the overall goal of the PROGRAM or PROJECT and expected outcomes.
ZoomGrants Documents and Requirements

- 501(c)3 certification (or exemption statement)
- Current System for Award Management (SAM) registration
- DUNS Number
- Active and in Good Standing with the Arizona Corporation Commission
- Fiscal audit or chart of accounts
- Certificate of Insurance
- Client application process (income qualification procedure)
- Client satisfaction survey
- Program evaluation template
- Photographs and success stories

- Projects only:
  - Property map
  - Site plan
  - Operations and maintenance and reserve plans
  - Site photographs
  - Approved Capital and/or Replacement Reserve plans.

Some of these are to be uploaded during the pre-application, others once the full application is live.
You will receive an email notifying you once a decision has been made on your pre-application. If approved, you will have access to the full application.
ZoomGrants Email

Add “Notices@ZoomGrants.com” to your Contacts to ensure that the email doesn’t go to your Spam folder. You will receive an email notifying you once a decision has been made on your pre-application. If approved, you will have access to the full application.

From: ZoomGrants Notices <Notices@zoomgrants.com>
Date: Thu, Oct 17, 2019, 1:19 PM
Subject: Pre-Application Submitted
To: <jennyjilex@gmail.com>

ZoomGrants

Your Pre-Application has been submitted and will be reviewed by an administrator. You will receive an email when a decision is reached. ZoomGrants staff will not be involved in this decision. If it is approved, you’ll be able to complete and submit the rest of your application.

Program: FY2020-21 Community Planning Application CDBG ESG
Application Title: Dummy Account
You will receive an email notifying you once a decision has been made on your pre-application. If approved, you will have access to the full application.

From: ZoomGrants Notices <Notices@zoomgrants.com>
Date: Thu, Oct 17, 2019, 1:30 PM
Subject: Pre-Application Status: Dummy Account
To: <jensfelix@gmail.com>

Your Pre-Application Status has changed...

Grant Program: FY2020-21 Community Planning Application CDBG ESG Application: Dummy Account

Pre-Application Status: Authorized to continue

Please complete the rest of your application and submit it before the deadline.

This is ONLY an authorization to proceed with your application. Thank you.
# Application Questions

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<thead>
<tr>
<th>Pima Co. CDNC</th>
<th>Dummy Account</th>
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<td>$ 0.00 requested</td>
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</table>

**Application Questions**

- **Program Summary**
- **Pre-Application**
- **Application Questions**
- **Budget**
- **Tables**
- **Documents**

(answers are saved automatically when you move to another field)
Selecting a Project or Program

Selecting what type of funding you are applying for in Question 1 will generate the questions in ZoomGrants that coincide with that funding.

Example: If you are applying for SHG, selecting “Safe, Healthy & Green CDBG Set-Aside” for Question 1 will generate questions 14 through 31 for that particular type of funding.
Subcontracting for a Project or Program

If you will use a subcontractor for any part of the program or project, you must provide the scope of work, contract details, and existing or proposed agreement.

31. Will you subcontract any of the work for your program/project?
   *If yes, upload the scope of work, contract details, and existing or proposed agreement.*

   - [ ] Documents Uploaded under Documents tab
   - [ ] No/Not Applicable

Instructions

[Show/Hide]
Additional Application Questions

- Application must include all information under both the “Budget” and the “Tables” tabs
- Upload additional application materials in the “Documents” tab

Success!

This application has been submitted.

We have sent you a confirmation email (from Notices@ZoomGrants.com). Additional confirmation is the presence of a submission timestamp instead of the Submit Now button.

Download a PDF copy
CDBG and ESG ZoomGrants Deadlines

Pre-application: Monday, November 29, 2021
Application: Monday, January 31, 2022
To access the FY 22-23 Community Planning Application:

- Pima County RFPs and Funding Opportunities
- ZoomGrants Application Direct Link

For ZoomGrants help and FAQs visit ZoomGrants University

In the Library: ZoomGrants How-to Guide for Applicants

ZoomGrants Helpline 1-866-323-5404
Questions? Comments?

**CDBG and ZoomGrants**
Joel Viers, Program Coordinator  
joel.viers@pima.gov  
520•724•6767

Joel Gastelum, Division Manager  
joel.gastelum@pima.gov  
520•724•6750

**ESG**
Yvette Gonzales, Program Coordinator  
yvette.gonzales@pima.gov

Jen Darland, Deputy Director  
jenifer.darland@pima.gov
Join the City of Tucson and Pima County for HOME-ARP Community Input Session

The City of Tucson and Pima County are seeking community input to discuss priority uses of $12,770,187 in HUD HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funds. HOME-ARP funds are restricted to supporting housing, shelter and services for individuals and families who are experiencing or at risk of homelessness, fleeing or attempting to flee domestic abuse, sexual assault, stalking or human trafficking, or are extremely low-income and severely housing cost-burdened.

The City of Tucson Housing Housing and Community Development Department and Pima County Community and Workforce Development Department will host two community input forums for TPCH members and other community stakeholders.

Homeless and domestic abuse service providers, veterans’ groups, other public agencies that address the needs of housing insecure individuals and families, and organizations that address fair housing, civil rights, and the needs of persons with disabilities are encouraged to attend one of the sessions. Pre-registration is required and the sessions will be recorded.

To allow maximum participation, community members are asked to attend only one session.

Community Input Session #1 – November 1, 2pm-3pm
Click here to register now.

Community Input Session #2 – November 3, 10am-11am
Click here to register now.