

Community Development Block Grant



The U.S. Department of Housing and Urban Development (HUD) *Community Development Block Grant* (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

HUD awards CDBG monies to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. See www.hudexchange.info/programs/cdbg-entitlement/.

Pima County Community & Workforce Development — CDBG funding is distributed within Pima County on a competitive basis designed to meet community needs. All CDBG activities must meet one of three national objectives: Benefiting low moderate income (LMI) persons, preventing or eliminating blight, or meeting an urgent community need, as well as being consistent with identified priorities in the CWD Consolidated Plan. Keep the points below (in no particular order) in mind when developing your program or project.

1. Programs/projects must target unincorporated Pima County. While the County can work within the City of Tucson, any project that does not direct resources outside the City are unlikely to be funded.
2. Grantees must be registered and current in the federal System for Awards Management (SAM). This can be a somewhat lengthy process, start sooner not later. SAM is found at sam.gov and assistance is available at azptac.com. There is no charge for SAM registration (there are companies that will charge\$\$ for this free registration—avoid). SAM registration must be renewed annually so keep on top of this.
3. Grantees must be registered and in Good Standing with the Arizona Corporation Commission (ecorp.azcc.gov).
4. All certifications, registrations, and program administrative requirements (e.g., insurance) must be kept valid and active during the grant contract period. We generally want file copies of these items.
6. Grantees must abide by federal procurement standards including but not limited to:
 - a. Competitive bidding practices, three bids minimum; could be informal or formal depending on amount and project type.
 - b. We need full, original bid estimates and not just totals or a bid tabulation or comparison
 - c. Unless there are documentable extenuating circumstances the lowest bid is accepted.
 - d. Davis-Bacon and related provisions apply for any construction work over \$2000.
 - e. Because these standards can impact your program or project planning we need to be involved early to help craft the best application of grant funds. This means, for example, that you won't select a contractor before consulting us on federal competitive bidding requirements. We strongly encourage identifying early-on a manager and a primary and secondary contact for your program or project.
7. Agencies will be responsible, under item 6 and other program provisions, for the requirements inherent in meeting both federal procurement and program standards. These may include, among other actions, posting bids, selecting contractors, convening pre-construction meetings, invoicing, project management, records and reports (including Davis-Bacon weekly payroll), close-out, etc.
8. If your project or program will use subcontractors, Pima County must review and approve them.
9. In some cases projects will invoke a five-year forgivable lien obligation.

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10. No vehicles. CDBG does not fund things that are mobile. This includes pretty much anything with wheels. The exceptions are to meet public safety needs (e.g., a recognized fire district may purchase an ambulance).
11. CDBG does not fund personal or portable equipment. Again, items that might disappear. This includes tools and computer and office equipment. The majority of commercial equipment purchases are eligible but should be attached, stationary, or “large” (e.g., commercial refrigerators, stoves, etc.).
12. We do not fund architectural, engineering, or planning studies, plans, documents, drawings, activities.
13. CDBG funding through Pima County is on a cost-reimbursement basis. The County does not provide funds up-front for any projects for any reason. Reimbursement typically takes 30 days.
14. HUD requires a five-year programming requirement, that is, you must agree to use and maintain for the overall public good those items paid for with public funds. For instance, if you are awarded funding to establish a commercial kitchen to serve those in need, this kitchen must function as intended and serve the target population for a period of five years from contract close-out.
15. HUD requires that an Environmental Review Record be completed for every project, a minimum 30-day plus process that can be simple or complex. HUD must approve this review before you can spend any award monies. Just like federal procurement mandates this means involving us early in the planning process.
16. If your project is in a floodplain you will be required to carry flood insurance for the “economic life” of the improvements.
17. Our CDBG application and reporting portal is [ZoomGrants](#). Agencies are required to submit quarterly reports in ZoomGrants. If nothing occurred during a quarter you still need to note “No contract” or “No activity” or some such language as appropriate. Otherwise ZoomGrants and CWD will bug you. Quarterly reports are due 1/15, 4/15, 7/15, and 10/15.
18. Grantees will adhere to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and follow guidance presented in the second document noted below.

This is not an exhaustive list and it is your responsibility to seek assistance to address any issues. If you feel your agency needs guidance anywhere in the process let us know before something becomes a problem. We try to make the CDBG grant process as painless and positive as possible, please contact us early with any questions or concerns.

See www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/ for CDBG information and basic guidance. While this is written for Responsible Entities, such as Pima County, *Basically CDBG* is still valuable for grantees—really a must-read (at least sections of it) for grant recipients.

See www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/ for *Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems*.

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The Pima County of Department of Community & Workforce Development adheres to HUD guidelines and federal, state, and local laws in executing our community development mission and commitment. Pima County does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law.

CDBG Grant Process

Pima County Community & Workforce Development (CWD)

