

Pima County  
Community Development &  
Neighborhood Conservation Dept.

ESG CDBG Technical Assistance  
October 2016



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

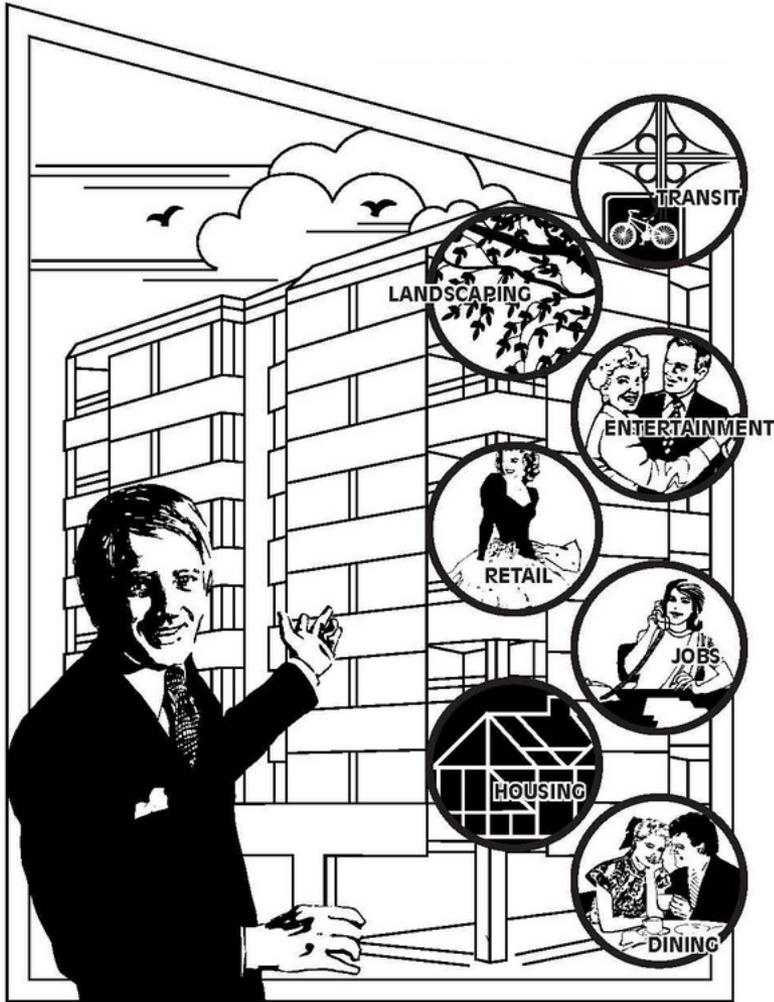
# Agenda

---

- Introductions
- Plans & Programs
- Contract Management Process
- Program Coordination
- Reporting
- ZoomGrants
- Fiscal Requirements
- Summary

# Introductions

- Agency / Subrecipient Staff
- CDNC Program
  - Coordinator/Planning Staff
    - Josue Licea, CDBG Public Services & Home Repair
    - John Matheny, Emergency Solutions Grant (ESG)
    - Daniel Tylutki, Program Manager
  - CDNC Administration Staff
    - Denise Sauer, Contract Specialist
    - Erin Badger, Special Staff Assistant
- GM Finance Staff
  - Maggie Crowdes, Grants Supervisor
  - Sandy Russell, ESG & CDBG
  - Cindy Rodriguez, CDBG
  - Cheryl Dimmick, CDBG



# *Plans & Programs*

# *Plan and Programs*

- 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
  - ▣ Contracts
  - ▣ Monitoring
- Consolidated Annual Performance and Evaluation Report (CAPER)

# *CDBG Program: Eligible Activities*

- Public Services (15% cap)
- Public Facilities/Infrastructure Improvements
- Housing Rehabilitation
- Economic Development
- Land Acquisition
- Demolition
- Brownfields
- Program Administration Costs (local gov't only)

HOLY COW! A Signed  
Contract.



someecards  
user card

# *Contract Management*

# *Contract Management:*

## *“Technical Assistance and Monitoring Plan”*

- Facilities and Infrastructure
- Maturity of Organization
- Audit Report
- Relationship with County
- Transparency / Frequency of Reporting
- Previous Expenditure Rate
- Accounting System
- Procurement System
- Program Tracking System

# Contract Management:

## *Notice and Negotiation*

- BOS Award Notice > ZoomGrants
- *Technical Assistance and Monitoring Plan Complete*
- Pima County TA Meeting
- Final Contract Negotiations = PC + Agency Staff
- Contract drafted to incorporate new format:
  - ▣ Project Summary
  - ▣ Goals, Outcomes, Public Benefit identified
  - ▣ Budget
  - ▣ SUBRECIPIENT Shall, COUNTY Shall...

# Contract Management:

## Contract Format

- New Coverpage
- ESG Match Requirements
- Monitoring
- Project Summary (Scope)
  - ▣ Program/Project Title and Location
  - ▣ Program/Project Purpose
  - ▣ Program/Project Goal and Predicted Outcomes
  - ▣ Public Benefit
  - ▣ Metrics Available to measure performance
  - ▣ Reports
  - ▣ Budget
- Coordinator/Planner Drafts Contract

# Contract Management: Execution

- CDNC Manager reviews, Attorney and Director sign
- CDNC Admin staff (i.e. Denise Sauer) submit one original to Agency for signature with instructions
- Agency must timely sign and submit original back to CDNC ATTN Denise Sauer
- CDNC submits signed contracts for BOS Chair signature.
- Executed contract scanned and emailed to “Program Contact” and agency ED identified in ZG.
- All Contracts to start 10/1/17

# Contract Management: Other Requirements

- Agency Must:
  - Register electronically as Pima County vendor via VRAMP:  
<http://www.pima.gov/procure/venreg.htm>
  - Submit most recent Fiscal Audit for CDNC file
  - Provide Proof of Insurance with “PIMA COUNTY as Additional Insured.” Only one Insurance needed if “PIMA COUNTY” for all programs.
  - Be in “Good Standing” via Arizona Corporation Commission (ACC)



# *Program Coordination*



# Program Coordination:

## PC Staff

- CDBG Public Facilities/Infrastructure
  - ▣ Gloria Soto, Program Coordinator (Temp)
  - ▣ Cynthia Rodriguez, Accountant/Compliance Specialist
- CDBG Public Services and Home Repair
  - ▣ Josue Licea, CD Housing Planner
  - ▣ Cynthia Rodriguez, Accountant/Compliance Specialist
  - ▣ Sandy Russell, Accountant/Compliance Specialist
- ESG
  - ▣ John Matheny, Program Coordinator
  - ▣ Sandy Russell, Accountant/Compliance Specialist

# *Program Coordination: Roles and Responsibilities*

- Contracting
  - ▣ Term
  - ▣ Scope of Work
  - ▣ Budget
- Submitting and Processing Invoices
  - ▣ Program Review
  - ▣ Fiscal Compliance
- Budget Minor Modifications & Amendments
- Reporting
- Monitoring

# Program Coordination: Contracts

- One Year Terms:
  - ▣ ESG: Federal Calendar (Oct. 1 thru Sept 30)
  - ▣ CDBG: Federal Calendar (Oct. 1 thru Sept 30)
- Scope of Work:
  - ▣ ESG: Federal Services and Deliverables
  - ▣ CDBG: Public Services  
Home Repair or Facilities Improvements
- Budgets: Multiple line items

# Program Coordination: Invoice Review

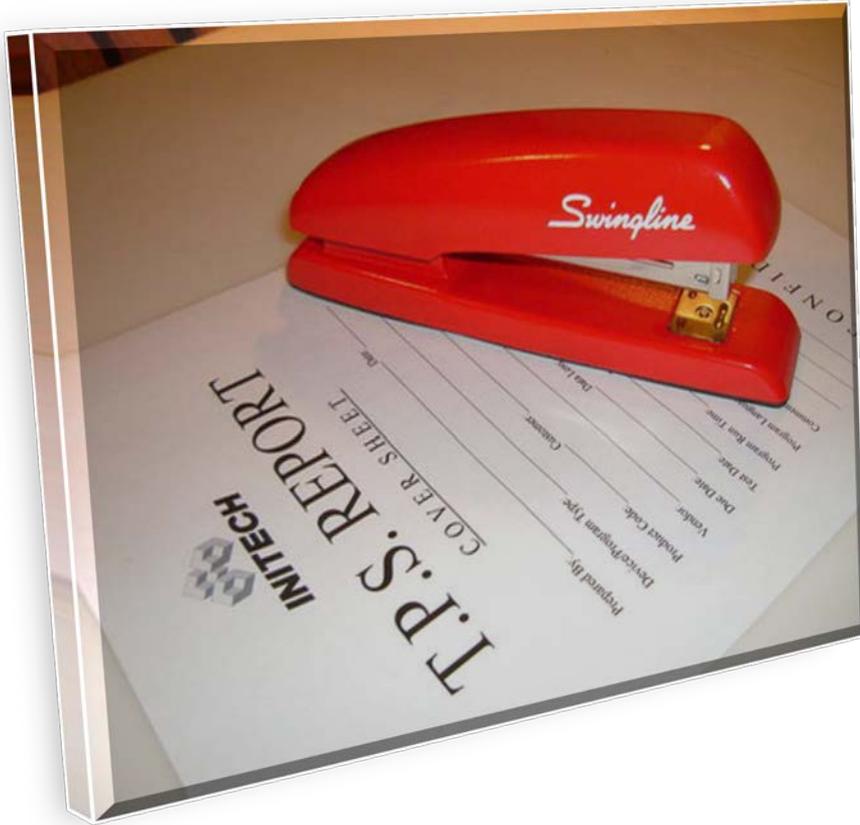
- Program Staff Review:
  - Service rendered per contract Term
  - Activities eligible per Scope of Work
  - Timely monthly billing required
  - Review Reports – Submittal of quarterly reports via ZoomGrants by deadline is required.
- Fiscal Compliance:
  - Costs eligible and reimbursable per Scope of Work
  - Review of required and applicable backup documentation for all costs
  - Direct Time and Effort (T&E) for staff paid staff required

# Program Coordination: Minor Modification & Amendments

- “Minor Mods”
  - Allows budget line item modifications up to 15% of total contract
  - No changes in Purpose / Scope of Work or deliverables
  - Agency requested, CDNC Administratively approved
  - Typically conducted during year end to expend funds
- Contract Amendment
  - Term extensions
  - Substantial changes to Purpose / Scope or Budget Changes over 15%
  - Public Process, BOS Approved
  - Time

# Program Coordination: HUD Required Remediation Plans

- At Risk Agencies/Projects:
  - 6 months with no funds drawn
  - 36 months with no final accomplishments reported
  - 80% drawn with no final accomplishments reported
- Rethink funding priorities:
  - Can we really fund this agency/project again?
  - Fund strategically to complete projects—specific elements
  - Reprogram within agency
- Worst Case Scenario:
  - Recapture
  - Reallocate



# Reporting

# CDBG and ESG Reporting:

## ZoomGrants

- ESG and CDBG Reports due 15 days after end on quarter
- County can not pay invoices without timely submittal of agency reports.
  - Q1, Oct-Dec, due Jan. 15<sup>th</sup>
  - Q2, Jan-Mar, due Apr. 15<sup>th</sup>
  - Q3, Apr-June due July 15<sup>th</sup>
  - Q4, July-Sept, due Oct. 15<sup>th</sup>
- FY 16-17 Report Tab Live
  - Subrecipient to update “Program Contact” in ZG to receive notifications
- FY 2016-17
  - First Quarterly Report due Jan. 15, 2017 for 1<sup>st</sup> Quarter (Oct-Dec)

# CDBG Reporting:

## ZoomGrants

- CDBG Public Services:
  - ZoomGrants
  - Quarterly, Year End
- CDBG Home Repair Agencies:
  - ZoomGrants
  - Quarterly, Year End
  - List of completed housing units required with invoices
  - CDNC updates completed units in HUD IDIS
- CDBG Facilities and Infrastructure:
  - Quarterly Narratives via ZoomGrants re project status
  - CDNC Staff to input accomplishments in HUD IDIS
  - Davis Bacon / Section 3 and Federal Labor Standards
  - Meet National Objective for 5 years

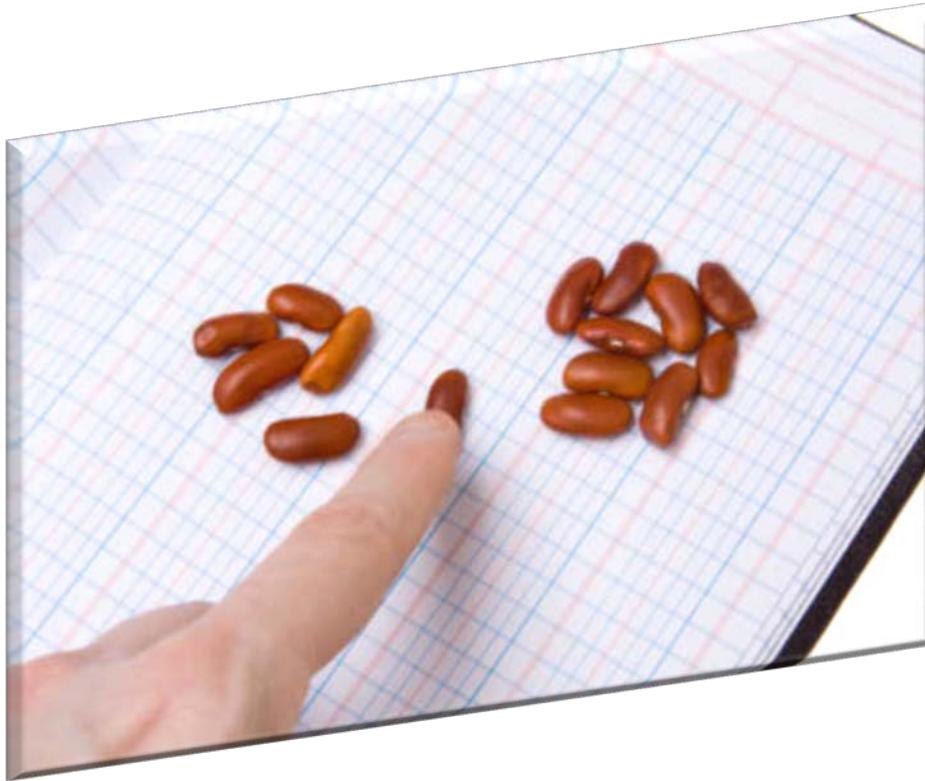
# ESG Reporting:

## HMIS and Zoomgrants

- HMIS:
  - HUD HMIS (Homeless Management Information System)
  - Quarterly Submittal of Data Quality Report @ 80%
  - Ongoing agency data entry
  - Ensures CAPER Accuracy
  - Licenses and Training required
  - HMIS Pima County Contact: Pam Moseley [Pamela.Moseley@pima.gov](mailto:Pamela.Moseley@pima.gov); 520.724.3776
- Zoomgrants:
  - Send reminder to Program Contact
  - Allows Data Quality Report to be uploaded.
- One Year Term = No more roll over
  - Recapture
  - Performing Agencies Rewarded

# CDBG and ESG Reporting: Zoomgrants Demonstration

The screenshot shows the Zoomgrants web application interface. At the top left is the Pima County logo with the text "PIMA COUNTY" and "Powered by Zoomgrants™". The top right shows a welcome message "Welcome, Pima County" and a user profile link "Not Pima County?". Below the header is a navigation bar with "HELP", "RESOURCES", "FULL SCREEN", "LOGOUT", and "AA". A "My Account Home" button and a "Refresh Page" button are visible. The main content area displays the "Pima County CDNC" logo and the "FY 16-17 Community Planning Application ESG CDBG" program, which is marked as "CLOSED" with a "Deadline 4/12/2016". Below this, there are tabs for "Open Programs", "Description", "Restrictions", "Library", "Contact Admin", and "Announcements 10". The "Home Repair Program" is highlighted, showing an application status of "Approved \$ 450,000.00" and a submission date of "Submitted: 2/12/2016 3:19:36 PM (Pacific)". A "Print/Preview" button is present. Below the program details are tabs for "Program/Project Summary", "Pre-Application", "Application Questions", "Budget", "Tables", "Documents", and "Activity Log". A "Financial" tab is also visible. A "Ask a Report Question" section shows a list of reports: "Report 1: 1/15/2017", "Report 2: 4/15/2017", "Report 3: 7/15/2017", and "Report 4: 10/15/2017". The "Report 3: 7/15/2017" is selected, and a "Submit Report 3" button is visible. The reporting form includes a section for "1. Program/Project Status & Accomplishment Narrative" with a text area and a character count of 2000. Below this is a section for "2. Select the CDBG activity as identified in your contract to be reported to HUD." with a list of HUD CDBG Codes and radio button options: "Housing Rehabilitation, Emergency Repair, Housing Accessibility (LMH)", "Public Services (LMA)", "Public Services (LMC)", "Community Public Facilities/Infrastructure (LMA)", "Community Public Facilities/Infrastructure (LMC)", and "Economic Development (LMC)".



# *Fiscal Requirements*

# *Grants Management Introduction*

- Cheryl Dimmick and Maggie Crowdes
- Finance and program functions at Pima County
- Our goal: to get you paid timely and to ensure the requirements of the grant are met and adequately documented.
- Inadequate and inaccurate supporting documentation, or insufficient match result in delays to getting you paid.
- We look forward to working with you.

# *Fiscal Requirements:*

## *Required Backup for Federal Grants*

- Detailed G/L for the grant cost center-grant award activity must be kept in its respective separate cost center.
- Ensure that supporting documentation is cost eligible and reimbursable per contract term and scope of work.
- Copies of detailed receipts/invoices to support each GL expense.
- Note that a credit card statement or payment only receipt will not replace need for receipt/invoice.
- Copies provided must be complete and legible.

# *Fiscal Requirements Required*

## *Continued*

- Allocated costs- reasonable, consistently applied, clearly defined and based on actuals.
- Receipts and invoices are required even if only requesting a portion of total for reimbursement (i.e. – allocated costs).
- Demonstrate expenditure benefits to the program. Alcoholic beverages are never allowable.
- Expenses listed on the invoice are in the proper budget categories they are billed for. Adhere to budget lines or submit timely requests for budget modifications.

# *Fiscal Requirements:*

## *Payroll Expenses Requirements*

- In order to reimburse for valid payroll: 1) Time sheets; 2) Labor Distribution or Payroll Ledger; 3) Detailed G/L.
- General Ledger must show payment of salary and fringe that are posting to the program.
- Actual hours worked on the grant and 2 signatures on all billed time sheets.
- Hours must be reported separately for each program, but provide documentation showing ALL paid hours. E.g. a labor distribution.

# *Fiscal Requirements*

## *Payroll Expenses Requirements Cont.*

- Time records must be signed by both the employee and the supervisor.
- Employee pay rates must be available either on the time record or the payroll ledger.
- Sick, personal leave and vacation time needs to be allocated based on actual hours worked-consistent and reasonable.
- Payroll expenses cannot be allocated by percentage based on budget. They must be based on actual expenditures or hours.

# *Fiscal Requirements*

## *Payroll Expenses Requirements Cont.*

- Tie out computation of payroll charges.  
Supporting documentation must show actual hours, and calculations of salary and fringe that tie to the billing.
- Questions: Ask us.



# *Fiscal Requirements for Match*

- All documentation requirements for requests for reimbursement apply to match supporting documentation.
- The funding source of match amounts must be identified on the invoice.
- Ensure that expenses that are to be used as match are eligible and have not also been used as match for another grant.
- Required match needs to be provided on an invoice by invoice basis.

# *Fiscal Requirements Summary*

- **General Fiscal Requirements:**
  - In order to avoid delays in getting reimbursed, ensure that receipts and invoices are cost eligible and reimbursable per contract term.
- **Payroll:**
  - Actual hours worked, wages, and signatures for all staff requests.
  - Allocated time documented and reasonable and based on actuals.
- **Match:**
  - Fiscal requirements for Match Supporting Documentation expenses are the same as federally reimbursable expenses.

# *Federal Regulations: 2 CFR 200* (covers all federal grants awarded after 12/26/2014)

- Consolidated all previous OMB Circulars
- New Contract Format
- Contractor Vs. Subrecipient
- Agency Risk Assessment
- Aka the *Technical Assistance & Monitoring Plan*
- *PC must monitor Subrecipients every two years- monitors will be looking for compliance with 2 CFR 200. E.g. Updated fiscal policies.*

# *Fiscal Year End*

- ❑ Final Invoice-due date in your contract.
- ❑ June invoice to include June expenses only.
- ❑ Cut off-Goods or services received on or before June 30<sup>th</sup>. Not the date paid.
- ❑ June accruals-should accrue goods and services received on or before June 30<sup>th</sup>.

Thank you!

# Summary

- Congratulations!
- Meet and Greet!
- Contract Management Process
- Program Coordination
- Reports via Zoomgrants
- Fiscal Requirements
- Plans & Programs
- We are all in this Together!
- Communicate!

# QUESTIONS? COMMENTS?

- Margaret M. Kish, Director CDNC  
[margaret.kish@pima.gov](mailto:margaret.kish@pima.gov)
- Erin Badger, Special Staff Assistant  
[erin.badger@pima.gov](mailto:erin.badger@pima.gov)
- Daniel Tylutki, Community Development Program Manager  
[daniel.tylutki@pima.gov](mailto:daniel.tylutki@pima.gov)
- John Matheny, Program Coordinator ESG  
[John.matheny@pima.gov](mailto:John.matheny@pima.gov)
- Josue Licea, H&CD Planner  
[Josue.licea@pima.gov](mailto:Josue.licea@pima.gov)