



Community Development & Neighborhood Conservation Department

**CARES ACT COMMUNITY DEVELOPMENT BLOCK
GRANT AND EMERGENCY SOLUTIONS GRANT –
COVID-19 RESPONSE**

—

**COMMUNITY PLANNING APPLICATION AND
ZOOMGRANTS TECHNICAL ASSISTANCE**

AGENDA

- Introductions
- Public Comment Period
- CDBG-CV and ESG-CV eligible activities
- ZoomGrants Community Planning
Application, timelines and demonstration
- Questions

Introductions

CDBG and ESG staff:

- Joel Gastelum, Program Manager
- Jennifer Felix, Program Coordinator - CDBG Public Service
- Joel Viers, Program Coordinator - CDBG Public Facilities, Home Repair, Demolition
- John Matheny, Program Coordinator - NSP2, ESG
- Ryan Stephenson, Planner - Brownfields, Maps, Data, and Reports

CDNC administration staff:

- Daniel Tylutki, Interim Director
- Melanie Puig, Sr. Accounting Spec.
- Michael Seamans, Sr. Accounting Spec.
- Dewey Cooper, Contract Spec.
- Ana Basurto, OA Program Coordinator
- Ana Durazo, Program Coordinator

Grants Management and Innovation (GMI) finance staff:

- Maggie Crowdes, Supervisor
- Lisa Slechta, Grant Accounting & Compliance Specialist
- Terrie Locke – Principal Financial Accountant

CARES Act CDBG-CV & ESG-CV Funding

- On March 27, 2020 the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act to assist communities in addressing the emerging needs during this public health crisis.
- As part of the CARES Act, Pima County was allocated funding (CDBG-CV and ESG-CV) to address the COVID-19 pandemic and its impact on our community.
- This Community Planning Application makes available a one time funding for CDBG-CV and ESG-CV eligible activities, provided they address prevention, preparation, and response to COVID-19

CARES Act CDBG-CV & ESG-CV Funding

Community Development Block Grant (CDBG):

- HUD Allocation = \$1,748,099

Emergency Solutions Grants(ESG):

- HUD Allocation = \$892,476

Public Comment Period

- Public Notice issued for meeting
- Board of Supervisors staff consulted
- CDBG-CV and ESG-CV Technical Assistance
- ZoomGrants Technical Assistance
 - Jennifer Felix, Jennifer.Felix@pima.gov, 520-724-2464

CDBG-CV and ESG-CV Technical Assistance Advisors

- Jennifer Felix, Program Coordinator
 - Public Services
- Joel Viers, Program Coordinator
 - Public Facilities
 - Safe, Healthy & Green Public Facilities
- John Matheny, Program Coordinator
 - Emergency Solutions Grant
- Joel Gastelum, Program Manager
 - Economic Development

CDBG Program National Objectives

All CDBG activities must meet one of three national objectives:

- Benefiting low-moderate income (LMI) persons
- Preventing or eliminating blight
- Urgent community need

HUD Income Limits

www.huduser.gov



FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2019 Income Limits Summary

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

FY 2019 Income Limit Area	Median Family Income Explanation	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Tucson, AZ MSA	\$63,900	Very Low (50%) Income Limits (\$) Explanation	22,400	25,600	28,800	31,950	34,550	37,100	39,650	42,200
		Extremely Low Income Limits (\$)* Explanation	13,450	16,910	21,330	25,750	30,170	34,590	39,010	42,200*
		Low (80%) Income Limits (\$) Explanation	35,800	40,900	46,000	51,100	55,200	59,300	63,400	67,500

NOTE: Pima County is part of the **Tucson, AZ MSA**, so all information presented here applies to all of the **Tucson, AZ MSA**.

Pima County 5-year Consolidated Plan Priorities, Goals, and Objectives

CDBG-funded activities must follow the priorities, goals, and objectives in Pima County's and the City of Tucson's HUD 5-Year Consolidated Plan.

- See Library in ZoomGrants
- See Community Development & Neighborhood Conservation Department Annual Reports and Plans page

Pima County CDBG-CV Priorities

- Public Services
- Public Facilities
- Economic Development
- Safe, Healthy, Green Collaborative Public Facilities

CDBG Eligible Activities to Support Coronavirus & Other Infectious Disease Response

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).

Buildings and Improvements, Including Public Facilities

Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements.
See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).

Construct a facility for testing, diagnosis, or treatment.

Rehabilitate a community facility to establish an infectious disease treatment clinic.

Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.

Rehabilitation of buildings and improvements (including interim assistance).
See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).

Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.

Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.

Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.

CDBG Eligible Activities to Support Coronavirus & Other Infectious Disease Response

Assistance to Businesses, including Special Economic Development Assistance

Provision of assistance to private, for-profit entities when appropriate to carry out an economic development project.

See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b)

Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.

Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.

Provision of assistance to microenterprises.

See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).

Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

CDBG Eligible Activities to Support Coronavirus & Other Infectious Disease Response

Provision of New or Quantifiably Increased Public Services

Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.

See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).

Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.

Provide testing, diagnosis or other services at a fixed or mobile location.

Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.

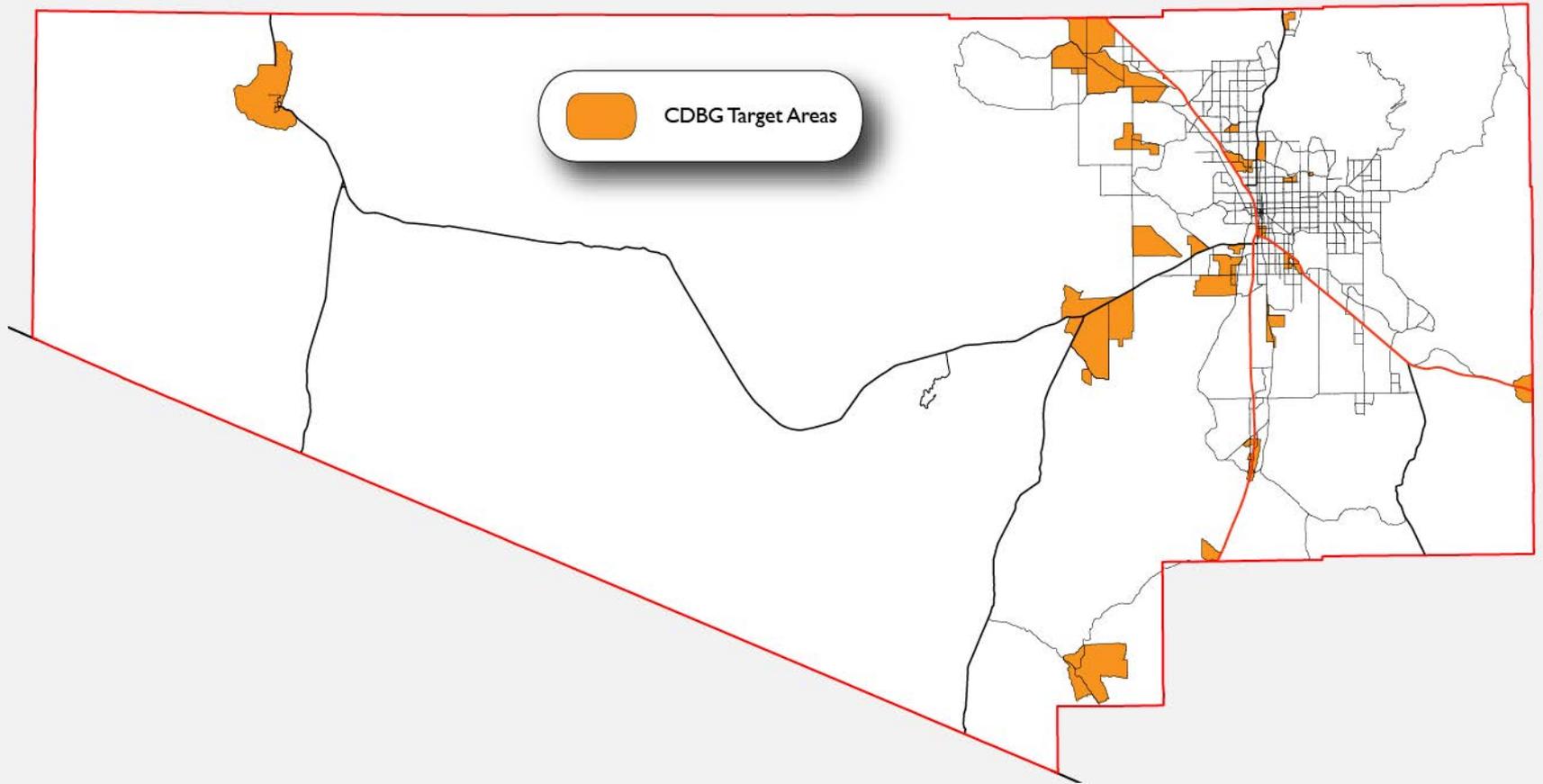
Provide equipment, supplies, and materials necessary to carry-out a public service.

Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

Pima County CDBG Priority Areas

- 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



HUD CDBG-CV Criteria

- Public Facilities and Public Service
 - Facility must be in a HUD certified Target Area, or
 - Persons assisted must meet income eligibility requirements (80% AMI)
- Economic Development
 - Businesses assisted, jobs created or retained
- www.hudexchange.gov for more information

Emergency Solutions Grant (ESG-CV)

- Street outreach – Emergency Homeless Assistance
 - Individuals
 - Families
 - Youth
 - Veterans
- Homeless prevention
- Rapid re-housing
- Emergency shelter

Pima County ESG-CV Program Priorities

- Rapidly rehousing homeless individuals and families residing in motels/hotels, in homeless shelters, or sheltering in place.
- ESG-CV Homeless Prevention activities to assist households that may become homeless due to COVID-19 related loss of income.
- It is possible that these applications may be shared with the City of Tucson at a later time for funding.

ESG-CV Requirements

- Proof of 100% match funds (Waived for ESG-CV)
- Minimum habitability standards
- Coordination with Continuum of Care (CoC)
- Subrecipients must participate in Arizona Homeless Management Information System (HMIS)
- Consistency with 5-Year Consolidated Plan
- Connecting participants with mainstream resources

Eligible ESG Program Costs for Infectious Disease Preparedness

Eligible Costs to Support Infectious Disease Preparedness

Emergency Shelter – Shelter Operations:	
Maintaining a sanitary shelter environment will help to keep staff and participants healthy. Listed below are supplies and equipment that are eligible Shelter Operations costs, which could be useful to	
Supplies	Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops
	Protective equipment such as masks, disposable gloves
	Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets
Furnishings	Cots, room dividers
Equipment	Washers, dryers, portable handwashing stations
Transportation	Train or bus tokens, taxi or rideshare for program participant travel to and from medical care
Street Outreach	
Engagement – Urgent physical needs	Hand sanitizer, soap, tissue packets, masks
Engagement - Equipping staff	Masks, disposable gloves, hand sanitizer, other personal protective equipment
Case management – Referrals	Coordinating medical care
Transportation	Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

Eligible ESG Program Costs for Infectious Disease Preparedness

Expanded Staffing

Hiring additional staff to support infectious disease preparedness.

Note: Be sure to provide staff with training about precautions they can take to stay healthy, stop the spread of germs, and to stay home if they are feeling sick.

FYIs and Additional Requirements

- CDBG-CV
 - Public Services (15% cap waived) & Economic Development
 - If using a subcontractor they must be reviewed and approved by Pima County
 - Public Facilities
 - Site control, Environmental Review Record, project management, Federal labor standards, operations and maintenance, 5-year programming commitment
 - If using a subcontractor they must be reviewed and approved by Pima County
- ESG-CV
 - HMIS Requirement
 - County emphasis

Funding Specifics, All Sources

- Program activities must meet funding source eligibility requirements
- Budget line items must be eligible for reimbursement
- Board of Supervisors required one-year COST REIMBURSEMENT
- Quarterly reports in ZoomGrants required (even if no activities completed)

ZoomGrants Community Planning Application

- Application – **due May 10, 2020**
- Agencies can submit multiple applications
- Only one application per program or project request

ZoomGrants Login or Sign-Up

Pima County CDNC

Open Programs [How do I do this?](#)

Open Programs

FY2020-21 Community Planning Application CDBG ESG
Pima County Community Development & Neighborhood Conservation
1/31/2020 - Organizations Only

Apply **Preview**

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type Organization

New Account

CDBG and ESG Application Library

Application is due on Sunday, May 10, 2020

Pima County CDNC
Pima County Community Development & Neighborhood Conservation
CARES Act Community Planning Application CDBG-CV ESG-CV

CLOSED Deadline 5/10/2020

[VIEW OPEN PROGRAMS](#) | [SHOW DESCRIPTION](#) [SHOW RESTRICTIONS](#) [HIDE LIBRARY](#)

Library [\[hide this\]](#)

Description	File Name	Date Uploaded	File Type
Pima County Insurance Clause	PimaCountyInsuranceClause.pdf	4/22/2020 6:57:36 PM	PDF
Pima County Agency Assessment Policies & Procedures	PimaCountyAgencyAssessmentPoliciesProcedures.pdf	4/22/2020 6:58:08 PM	PDF
Outputs & Outcomes	OutputsandOutcomesDefinitions.docx	4/22/2020 6:58:53 PM	DOCX
Pima County Draft CDBG Target Areas	Pima_County_draft_new_Target_Areas.png	4/22/2020 6:59:44 PM	PNG
CDBG Eligible Activities to Support Infectious Disease Response	Quick-Guide-CDBG-Infectious-Disease-Response.pdf	4/22/2020 7:11:43 PM	PDF
CDBG Matrix Codes & Definitions	Matrix-Code-Definitions.pdf	4/22/2020 7:14:05 PM	PDF
Getting Started with ZoomGrants	GettingStartedWithZG.pdf	4/28/2020 8:42:46 AM	PDF
ESG Eligible Activities to Support Infectious Disease Response	Eligible-ESG-Program-Costs-for-Infectious-Disease-Preparedness.pdf	4/28/2020 8:43:10 AM	PDF

Applicant View

Application Status: Not Submitted
[Apply Now/Start Application](#)

[Summary](#) [Application Questions](#) [Budget](#) [Tables](#) [Documents](#)

[Activity Log](#)

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.

Summary

(answers are saved automatically when you move to another field)

Project/Program Name

Amount Requested

All CDBG-CV and ESG-CV requests must be above the minimum of \$50,000.

\$

Applicant Information

First Name

Last Name

Telephone

Email

Collaborators

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.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Application <input type="checkbox"/>	<input type="button" value="Invite"/>

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

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.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Application
<input type="checkbox"/> Add to Additional Contacts (below)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Invite"/>

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

ZoomGrants Documents and Requirements

- 501(c)3 certification (or exemption statement)
- Evidence of Good Standing and current System for Award Management (SAM) registration
- Fiscal audit or chart of accounts
- Certificate of Insurance
- Photographs and success stories

Public Facilities only:

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

Public Service only:

- Client application process (income qualification procedure)
- Client satisfaction survey
- Program evaluation template
- Client fee schedule

Application Questions

Summary

Application Questions

Budget

Tables

Documents

Activity Log

Application Questions

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

1. What activity you are applying for that meets Community & Rural Development's priorities, goals, and objectives approved in Pima County's Five Year Consolidated Plan 2015-2019?

If applying for multiple eligible activities, submit additional Application(s) for each.

- Public Services (CDBG)
- Community Public Facilities (CDBG)
- Economic Development (CDBG)
- Emergency Solutions Grant (ESG)
- Safe, Healthy & Green Public Facilities (CDBG)

Selecting an Eligible CARES Act Funding Activity

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 Public Service, selecting this response in question 1 will generate the questions that coincide with the information needed for that activity, and eliminate the questions that are not.

Note: If an agency is a member of the Safe, Healthy & Green collaborative and applying for a Public Facilities eligible activity, select the *Safe, Healthy & Green Public Facilities* option for the first question.

Summary **Application Questions** Budget Tables Documents Activity Log

Application Questions (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

1. What activity you are applying for that meets Community & Rural Development's priorities, goals, and objectives approved in Pima County's Five Year Consolidated Plan 2015-2019?
If applying for multiple eligible activities, submit additional Application(s) for each.

- Public Services (CDBG)
- Community Public Facilities (CDBG)
- Economic Development (CDBG)
- Emergency Solutions Grant (ESG)
- Safe, Healthy & Green Public Facilities (CDBG)

Subcontracting for a Project or Program

If you anticipate subcontracting for any part of the program or project, provide the scope of work and existing or proposed agreement under the Documents tab.

19. 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

[Archive this Application](#)

Program Summary

Pre-Application

Application Questions

Budget

Tables

Documents

Activity Log

[Print Budget](#)

Documents

Instructions [Show/Hide](#)

Budget Questions

Budget

(answers are sav

Instructions [Show/Hide](#)

All Funding Sources and Revenue for PROGRAM/PROJECT

If your organization has applied for and/or received any other federal funds through CARES Act programs (including Payroll Protection Program), please include those funds in the table below.

Item Description	Current FY 19-20	FY 20-21
This Request	\$ 0	\$ 0
Other County Sources	\$ 0	\$ 0
City of Tucson	\$ 0	\$ 0
CARES Act (State of Arizona)	\$ 0	\$ 0
CARES Act (federal programs)	\$ 0	\$ 0
Program Generated Income	\$ 0	\$ 0
Private Donations	\$ 0	\$ 0
Fundraising	\$ 0	\$ 0
Leverage/Match Funds	\$ 0	\$ 0
Other Sources	\$ 0	\$ 0
	Total \$ 0.00	Total \$ 0.00

Budget Narrative (Discuss the items and amounts you entered above.)

For PROGRAMS, summarize each line item. This should match the items identified in PROGRAM expense budget. Identify number of FTEs created or retained as a result of funding. For PROJECTS, services are required for five years. Describe the services budget and how it accounts for personnel, operations, maintenance, etc., for that commitment.

Other Federal CARES Act Support: If your organization has applied for and/or received any other federal funds through CARES Act programs (including Payroll Protection Program) list those funds, the dollar amounts received, or the amount applied for.

Maximum characters: 3000. You have 3000 characters left.

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](#)

ZoomGrants Submittal Confirmation 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: [REDACTED]

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

This email was sent from a notification-only email address.
Replies to this message will be sent to the person who originated this message.
Thank you for using <http://www.zoomgrants.com>

ZoomGrants Demonstration

To access the CARES Act Community Planning Application:

[Pima County RFPs and Funding Opportunities](#)

or

[ZoomGrants Application Direct Link](#)

- For ZoomGrants FAQs visit [ZoomGrants University](#)
- ZoomGrants Helpline 1-866-323-5404

Questions? Comments?



Daniel Tylutki, Interim Director CDNC

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