City of Murfreesboro
2019 Community Development Block Grant (CDBG)

PUBLIC SERVICE PROGRAM

APPLICATION WORKSHOP

February 5, 2019

CDBG Program

The CDBG program provides annual grants to cities, counties and states to develop strong communities by providing decent housing, a suitable living environment , and expanding economic opportunities, principally for low and moderate-income persons.

CDBG Program

Funded activities must meet one of three National Objectives:

1. Benefit low-and moderate-income persons;

2. Aid in the prevention or elimination of slums and blight;

3. Meet community development needs having a particular urgency.

2019 Public Service Funding

Pending:
- Federal approval of 2019 HUD Budget
- HUD allocation of funding to Grantees
- City Council approval for Program Budget

Estimated Funding $128,000.00

2019 Public Service Funding

- Federal regulations limit allocations for public service activities to no more than 15% of the total CDBG Grantee allocation. The City may also obligate up to 15% of program income receipted in the previous year.

- <u>Estimated</u> $128,000.00 for 2019 FY

- This estimate is based on level funding of $805,673.00 (2018 FY funding) and estimated program income for FY 2018 at $49,000.00.

Application Submission Deadline

Application deadline is 4:00 p. m. Central Time

Thursday, February 28, 2019

- Applications and all required attachments are to be submitted electronically through the City's on-line vendor ZoomGrants.

Funding Announcement and Start Up

- Successful Applicants will be notified by the City. The date for announcement of awards is contingent on Federal approval of a Budget and HUD determination of Grantee funding.

- Grant term is July 1, 2019 – June 30, 2020

- This schedule assumes Federal approval of the HUD Budget.

Two Important Dates

Public Hearings –

- March 6th, 2019 - All Applicants are expected to have a representative at this meeting.

- Proposed date April 1, 2019 - Draft Action Plan presentation.

Program Highlights

- This Public Service Program grant requires a 100% match. The Project Budget must indicate amounts and sources of match dollars. Documentation of match funds must be submitted with each reimbursement request.

- CDBG is a <u>reimbursement</u> grant for eligible costs. No funds will be paid prior to expenditures. Expenditures must be detailed in the Project Budget and question section of the application.

Program Highlights

- Funded projects will be monitored by the City for compliance with the Subrecipient Agreement and all applicable federal regulations. A sample of the Subrecipient Agreement is available upon request.

- Mid-year and End-year reports are required to the City through ZoomGrants. Additional reporting will be requested by the City from time-to-time for monitoring purposes and reporting updates.

Program Highlights

- HUD requires all subrecipients receiving federal money for projects to have both a DUNS number and a System for Award Management (SAM) CAGE Code. Applicants must provide these in the Pre-Application through Zoom Grants.

- To apply for a DUNS number online, visit http://www.dnb.com/get-a-duns-number.html.

- To apply for a System for Award Management (SAM) CAGE Code, visit https://www.sam.gov/portal/public/SAM/##11.

Before You Begin The Application Process

Best Practice for all Applicants –

■ Read the Program Guide referred to in the Notice of Funding Availability on the City Webpage. This 2018 Guide has not changed in the fundamental information provided. Only grant amounts and dates referring to applications will have changed (reference of 2018 would read 2019). Pages 1-4 present the nuts & bolts of the Federal regulations governing the program.

Before You Begin The Process

Best Practice for all Applicants –

- Read the 2015-20 Consolidated Plan. Grant projects must be tied to needs identified in the Con Plan and must be identified in your application. Check sections: NA-40; NA-45; NA-50; SP-25. City webpage:

http://www.murfreesborotn.gov/DocumentCenter/view/6804

Before You Begin The Application Process

Best Practice for all Applicants –

- Refer to the Community Development Department Webpage on the City Website and go to CDBG Public Service Grants site. All links referencing HUD Guides, Publications and Handbooks Should Be Reviewed. (HUD's Technical Guide for Determining Income and Allowances, HUD publication Playing By The Rules: A Handbook for CDBG Subrecipients on Administrative Systems.

Before You Begin The Application Process

- To understand how your application will be evaluated go to this site - http://www.murfreesborotn.gov/DocumentCenter/view/7755

- The 2018-19 Program Year Power Point for Funded Applicants referenced on the Departments CDBG Public Service Grant site would be a good review. It will give 2019 funded applicants a good idea of compliance requirements.

Begin The Process

- Go to the City of Murfreesboro ZoomGrants page using this link:

  https://zoomgrants.com/gprop.asp?donorid=2158&limited=2047

- Create your account and log in using the Account box. If you already have an account, log in using the boxes in the upper right corner of the page. Follow instruction to begin the application.

- Take advantage of the Library on each screen. All documents in the Library are also on the City Website.

Application Points

- There are 6 sections to the application:

  Summary, Pre-Application, Application,

  Budget,   Match, Documents

  The Summary and Pre-Application must be completed first. The City is alerted of your interest in applying, Pre-Application will be reviewed, once your Pre-Application is approved you will be notified of access to the Application.

Application Points

- ZoomGrants saves your work when you click outside the box in which you have been working or click into a new field. Exception: In the MATCH and DOCUMENTS tabs you will need to hit the gray 'Refresh Page' button. DO NOT use your Browser's Refresh for this purpose.

- When an application is started and not completed – Log in - https://ZoomGrants.com/login, on your Account Home page click on the application title.

Application Points

- **Budget Tab** - two tables appear, one to identify funding sources and revenues for the project, and the other to identify expenses for the project. Each column total is automatically calculated.

- **Committed funds** – Money in the bank or other assured revenue streams. **Non-Committed funds** – sources of funding for which the organization has applied but for which the outcome of the application is pending.

- Enter funding sources other than the pre-populated items - Item Description column. For non-committed money add the expected award date.

Application Points

- In the event that the City approves the application and the non-committed funds do not become available, the subrecipient will be expected to supply an alternate source of funding.

- **The Expense Table** is pre-populated, however additional expense items may be entered in the Item Description column.

- Enter expenses which you will be seeking reimbursement in the "CDBG" column. Only these items will be reimbursed for the project.

Application Points

- **IMPORTANT** – The Community Development Department will accept invoices for and reimburse only those expenses listed in the CDBG column.

Travel expenses may be listed in the "Other" column and when properly documented will be allowed as match, but will not be reimbursed using CDBG funds. Also note that CDBG funds cannot be used for food. Phone expenses will not be reimbursed using CDBG funds.

Application Points

- **Match Dollars** - Can take a number of forms

- cash donations or grant funds earmarked for the project;

- agency funds used for salaries and other expenses related to the project;

- the value of donated buildings or fair rental/lease value;

- volunteer service time; and

- in-kind donations.

- Documentation Is Required supporting match when requesting reimbursement for project expenses.

Application Points

- **Documents** - All requested documents are either required by federal statute/regulation or documents a HUD monitor would expect to find in the project file.

- To upload documents, click the 'UPLOAD' button on the line to the far right of each document requested. This will open the File Upload Window. Once uploaded, be sure to test the links to be sure they are live and connect to the correct document.

- The document system is not designed to upload more than one file per item. If more than one document is needed for a category all should be combined into a single file for uploading.

Application Points

- Make sure answers are complete, all documents are uploaded.

- The 2018 Public Service Guide referred to earlier WILL help you through the application process.

Application Points

- **Checking Your Work** – At the top of each section is a "Submit Now" button. With each completed section, click the button to be sure every question has been answered and required documents uploaded.

- **The completion check** does not look at data in the Budget or Match tabs. The applicant is responsible for ensuring the completeness and accuracy of these two sections.

- **Submit The Application -** When there are no more red items, the Primary Applicant will enter their initials and officially submit the application.

Application Points

- Any questions or requests for technical assistance related to the application should be addressed to the Community Development Department by phone (615-890-4660) or email ppope@murfreesborotn.gov).

- ZoomGrants should be consulted with technical assistance related to the application. The Customer Service is Superior! (866) 323-5404 8am-5pm Mountain Time   or Questions@ZoomGrants.com   or

Help.Zoomgrants.com