



Instructions for Submitting CDBG Mid-Year and Final Reports

Public Service Grant subrecipients will be using the ZoomGrants online system for submitting the Mid-Year and Final Reports beginning with the Mid-Year Report covering the period July 1, 2017, through December 31, 2017. Deadline for submitting this report is January 16, 2018. The information subrecipients must submit on the reports is the same as that required for previous submissions. The instructions below should help you navigate the reporting system.

Getting Started

1. Access the ZoomGrants website and log into (<https://www.zoomgrants.com/login/>) using the email and password you used to set up your account when you submitted your Public Service Grant. If you have forgotten your password, there is a "Forgot Password" link on the Login page.
2. Logging in opens the Account Page for your agency. Scroll down until you see the tabs just above the "Summary" header. Click on the "CDBG Activity Report" tab.



3. Click the blue link following the word "Instructions." The data entered for this report should account for all persons served during the reporting period. The current HUD income chart is available on the City website. You are now ready to work on the report.

The Reporting Period

4. Click on the button for the reporting period covered by this submission. **Important** – The data you report will be for the time period covered by the report. The Mid-Year Report due January 16, 2018, will cover July 1 to December 31 only. The Final Report due in July will cover the entire year.
5. Which questions appear will depend on which reporting period you select. Both reports share Questions 1, 2, 3, 16, 17, 18, 19 and 20. For the Mid-Year Report you will also be presented with Questions 4, 6, 8, 10, 12, and 14. For the Final Report, these questions are replaced by Questions 5, 7, 9, 11, 13, and 15.

6. Type in the name of the person preparing the report.
7. Type in the requested contact information in case the Community Development Department has any questions concerning the report.

Demographic Information

The next four questions request information on each **unduplicated** person served by your project. The total number of persons reported in Question 4 should be the same number of persons reported in Questions 6 and 12 (5, 7, and 13 in the Final Report). **Important** – The number you report is individuals, not households.

8. Enter the number of persons served by race category.
9. Enter the number of Hispanic or Latino persons served by race category.
10. Enter the number of elderly persons (age 62 and older) served.
11. Enter the number of female heads of household served. *Public Service Grant subrecipients are not required to collect this data point unless the project deals with housing. However, if you have this information, we would like to know.*

Income Level

The CDBG program's **principal beneficiaries are low- and moderate-income households**. These income limits are based on the Area Median, adjusted for family size, and established by HUD. The income level for each person served is the income level of the household in which the person served resides. The household income calculation must include the incomes of all persons in the household over the age of 18. The most recent income chart for Murfreesboro (April 17, 2017) may be viewed on the City website: <http://www.murfreesborotn.gov/DocumentCenter/View/6837>.

12. Enter the total number of persons served in each of the listed income levels.

Source of Funds

Questions 14 (15 for the Final Report), 16, 17, and 18 are project specific – list only those funds used for the CDBG project. The number entered for CDBG should be the total funds for which invoices have been submitted in the reporting period. The numbers in the remaining categories should reflect funding spent on the project during the same period, including the value of any in-kind contributions received by the agency to benefit the project. **Tip – To prevent crashes, data losses or the potential for other unpleasant consequences, refrain from using the “\$” sign when making entries in Questions 14 (15) and 18.**

13. Indicate source of funds and amounts devoted to the project during the reporting period.
14. If your project received federal funds other than CDBG, list the agency and amount received.

15. If your project received state funds other than ESG, list the agency and amount received.
16. If your project received local government funds from Rutherford County or funds other than CDBG from the City of Murfreesboro, enter the amount.
17. The total of all funds other than CDBG listed in Question 14 (15) is your match. In Question 19, list the source, substance and value of any in-kind contributions. Documentation in your project file should include an explanation of how the value of the in-kind contribution was determined.

NOTE: Totals reported in Questions 16, 17 and 18 will need to be updated as appropriated when submitting the Final Report.

Program Accomplishments – Narrative

18. Provide a brief narrative (limit 5000 characters) providing an update on your project. The response should address your progress to date toward reaching the goals identified for your project, as well as identifying any issues that could affect your ability to achieve your project goals in a timely manner.

Submitting Your CDBG Activity Report

19. Click the gray box that says “Submit CDBG Activity Report”

CDBG Activity Report Questions – Selecting the Mid-Year Report will require answers to the following questions:

Reporting Period
<input type="checkbox"/> 1. Indicate the Reporting Period covered by this submission: <input checked="" type="checkbox"/> July 1, 2017-December 31, 2017
<input type="checkbox"/> 2. This report was completed by:
<input type="checkbox"/> 3. Please list a phone number and an email address for the person completing this report in case the Community Development Department needs to reach you about this report.
Demographic Information
<input type="checkbox"/> 4. How many persons did your program serve in each of the following race categories?
<input type="checkbox"/> 6. For each of the above race categories, how many persons served were Hispanic or Latino?
<input type="checkbox"/> 8. How many elderly persons (age 62 and over) did your project serve?
<input type="checkbox"/> 10. How many persons who are female heads of household did your project serve?

Income Level
<input type="checkbox"/> 12. What is the income level of the persons served by your project?
Source of Funds
<input type="checkbox"/> 14. Indicate the source of funds and amount used to fund this project.
<input type="checkbox"/> 16. If you received federal funds other than CDBG for your project, list the specific agency and amount received.
<input type="checkbox"/> 17. If you received state funds other than ESG for your project, list the specific agency and the amount received.
<input type="checkbox"/> 18. If you received local government funding other than CDBG for your project, list the amount received.
<input type="checkbox"/> 19. How has your organization met the requirement for matching funds during this reporting period?
Program Accomplishments - Narrative
<input type="checkbox"/> 20. Provide a brief narrative on the accomplishments of your project