

# CITY OF MCKINNEY Consolidated Grant Process 2021-2022

*Pre-Application Meetings*

*February 25, 2021*

*Community Support Grant (CSG)*

*Community Development Block Grant (CDBG)*



# PURPOSE

The City of McKinney is a city of growth, facing housing, public service and economic development challenges, as other cities within Collin County.

The Consolidated Grant Application Process for FY 2021-2022 includes two grants: The **Community Development Block Grant (CDBG)** and the **Community Support Grant (CSG)**. Both grants serve as two of the city's community investment resources.

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Today's session will address the purpose of both programs and how to apply for funding. This will include requirements, statutory required national objectives, eligibility of applicants, eligible activities, application deadlines and other information. Attendance at the pre-application meeting is not required to apply for funding, however attendance will be taken into consideration for review.

# Community Development Block Grant (CDBG)

# Application Process

- It is a Competitive and funding is limited. Initial Review by Staff to ensure the proposals meet the City's Consolidated Plan priorities and Application Requirements.
- The city's Community Grants Advisory Commission (CGAC) conducts public hearings for all programs and makes funding recommendations to City Council. CGAC review includes priority of needs, agency capacity, service impacts to the community, service duplication, other sources of funding and presentation critique.
- Public Hearings will be scheduled May 12 and May 13 with agencies after April 9. Council approves CDBG recommendations in August and submits to HUD for final approval; Council approves CSG recommendations in October.

# CDBG NATIONAL OBJECTIVES

All activities funded by CDBG must meet at least one of the following mandated National Objectives:

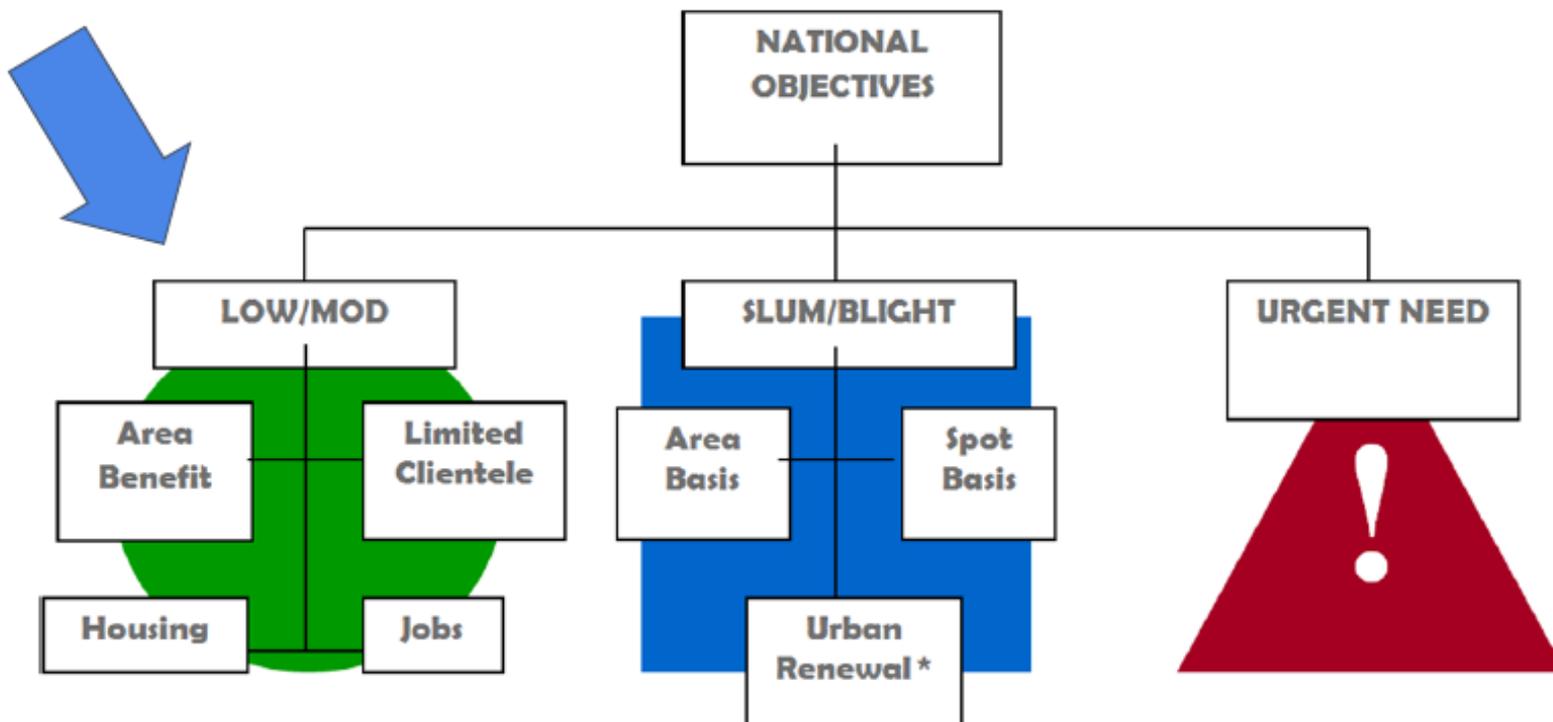
- To Benefit Low- and Moderate-Income Persons
- Aid in Prevention or Elimination of Slums or Blight
- Address an Urgent Need

*(Posing serious and immediate threat to the health or welfare of a community)*



Common Eligibility

## CDBG Eligibility: National Objectives



# CDBG Projects

## (Examples)

All applicable projects must be eligible under the Section 105(a) of the Housing and Community Development Act of 1974.

Eligible activities undertaken must also be compliant under the City's Consolidated Plan or will require a Substantial Amendment to the Consolidated Plan for review and approval, if applicable.

Activity examples may include but not limited to:

- Public Services
- Counseling
- Housing Services
- Historic Preservation
- CDBG COVID-19 Public Services

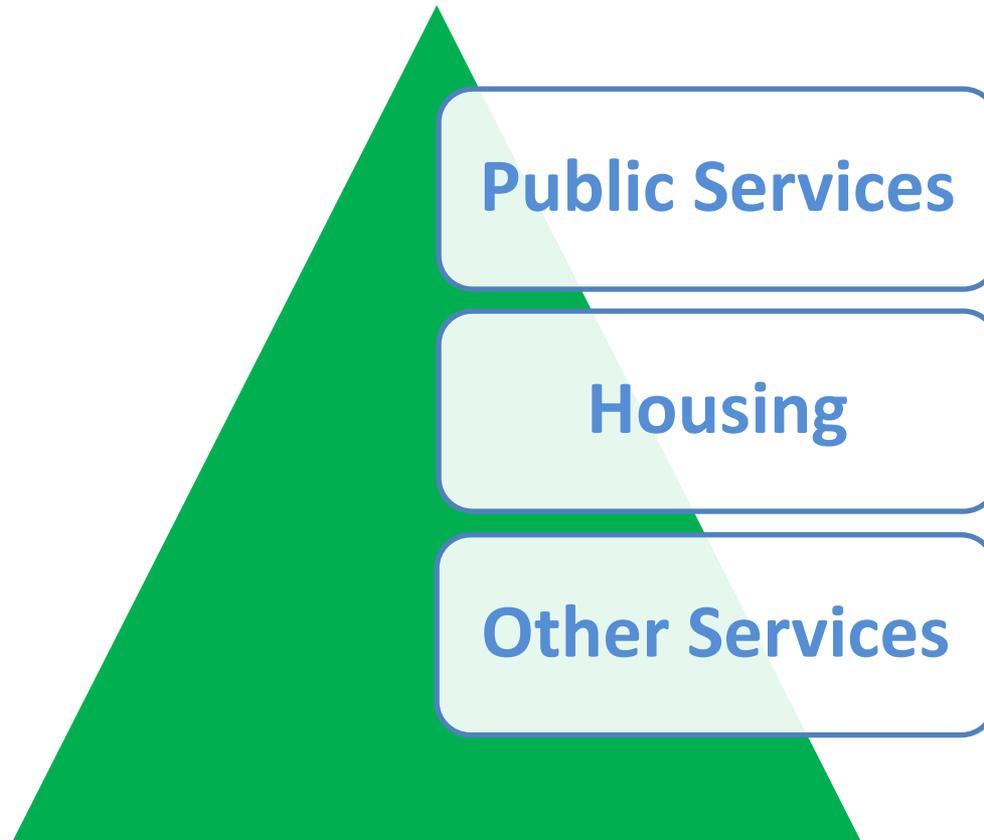
# Partnerships with the City of McKinney Public Services or Housing Services

- Preservation and support of Affordable Housing,
- Mental Health Services
- Domestic Violence Services
- Disability or Senior Services
- Employment Training Services
- Food Bank/ Meal Distribution
- Homelessness and Prevention
- Tenant Services and Counseling
- COVID-19 public services for residents impacted or to prevent COVID-19

# CDBG - Eligibility

- Projects must be eligible as defined by HUD.
- **Remember...**Although an agency received funding in current or past year(s), No agency is guaranteed ongoing funding
- Funds are limited. Demand always far exceeds availability
- No duplication of programs in entirety
- Must be in existence for 3 years from the 2/26 application launch date.

# CDBG: Project Categories



Programs and Activities **Must Benefit McKinney Residents** and serve those with predominately income levels of 80% or below AMI for Collin County.

*Resource:* [www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement](http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement)

# FUNDING ALLOCATION

- The estimated allocation used for this process will be
- **Public Services:** 15% of the total allocation budget can be used can be used for public services.
- **City Funded Programs:** The city will use 20% of the allocation for Grant Administration and Planning.
- **Housing and Other Programs:** May include housing rehabilitation, housing services, public facilities, improvements, or acquisition.
- **Carryover Funding:** If available, city will determine previous grant year may be used for city programs or COVID-19 eligible programs, per HUD updates.

# CDBG General Guidelines

- Project costs must be eligible and reasonable, not excessive
- All proposed sources of financing necessary to carry out the project must be committed.
- To the extent practicable, CDBG funds are not to be substituted for other funds.
- Financial feasibility of the project.
- Must predominately benefit low-to-moderate income persons or households
- Must benefit McKinney residents within city limits

# Income Eligibility Limits for Persons served under CDBG

- **Limited Clientele:** Activities which serve at least **51%** of persons/clients served are low/mod income.
- **Area Benefit:** in which all residents served in an area are at least **51%** low/mod income.
- **Housing Activities:** Owner occupancy can be listed as **51%** low/mod income.

# PROGRAM REQUIREMENTS

# Activity Reports

- Timeliness is Key!
  - due EVERY month
- Reimbursement Requests
  - timesheets
  - invoices
- Program Income Definitions (Annual)
  - must sign/submit declaration page

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# Performance Measurements

- **Required of all Federal Programs**
  - ▶ Helps the City “Tell the Story” About CDBG Accomplishments to Stakeholders
  - ▶ Captures Data about Program
- **Outcomes**
  - ▶ Expanding Access to Affordable Housing
  - ▶ Creating Suitable Living Environments
  - ▶ Provide Economic Opportunities

# Public Services Staffing

- **Time and Activity Records**
  - Timesheets (must be after the fact determination of actual activity.
  - Digital or Actual: Signed by individual employee, certified by supervisor
  - Prepared at least monthly (applicable to funded agencies and city as the grantee.

# Financial Recordkeeping

- Must keep concise and accurate records in compliance with OMB Circulars (2 CFR 200). Records include:
- Accounting journals and ledgers, Chart of Accounts
- Drawdown Requests
- Financial Reports, Audit files
- Correspondence, Inventory
- Source documents that costs were eligible and paid (i.e. invoices, purchase orders, cancelled checks)
- Payroll Records

# 2 CFR 200 Regulations

Program Management	Local/State Governments	Non Profits (Subrecipients)	Now under 2 CFR 200
Uniform Administrative Requirements	24 CFR Part 85 (optional for state grantees)	24 CFR Part 84	Look at Changes at 2 CFR Part 200
Cost Principles	OMB Circular 87	OMB Circular A-122	Look at Changes at 2 CFR Part 200
Audits	OMB Circular A-133	OMB Circular A-133	Look at Changes at 2 CFR Part 200
<i>Source: HUD - Community Planning &amp; Development</i>			

# Monitoring

- Funded organizations will be required to submit reimbursement requests and reporting documentation for eligibility, performance review of individuals or households served and other HUD criteria, including Race/Ethnicity. This information adheres to monthly desk monitoring review.
- The City will conduct annual on-site or desk monitoring after the program year as ended. Records must be kept for additional three years after the end of the program year, September 30. Activities are also subject to HUD regional monitoring, City external auditors and OIG (Office of Inspector General – HUD).

# Important Items

- Transparency, Accountability With the Emphasis of Being Timely
- City/HUD/OMB/ Expecting Quick Results, While Evaluating Agency Capacity
- Shared Services and Consolidation When Possible (No Full Duplication of Services)
- More Audit Information, i.e. DUNS Numbers are Required. Must register with SAMS.gov

# Conflict of Interest

- Read the Application Instructions in full detail. Agency Must agree to Abide by Provisions of 24 CFR 570.611 with Respect to Conflict of Interest, including Financial Interests, Direct or Indirect.
- Give Full Disclosure of Staff, Board Members, etc. according to Questionnaire.
- Be Certain to Review the Determination Guidelines.
- Have the Authorized Official of Your Agency to Sign the Form.

# Considerations

As a federal grant, CDBG works on a Reimbursement Basis. Ideally, organizations should be able to operate under a three-month cash reserve, particularly under the first quarter. Fiscal year begins October 1 – September 30

Fiscal year begins October 1.  
Agency submits grant agreement

Agency covers its own program costs  
each month

Agency submits request for  
reimbursement to City.

Agency must be prepared to have 1<sup>st</sup> request  
in a 3-month quarterly payment, then  
monthly thereafter.

# COMMUNITY SUPPORT GRANT

# Community Support Grant (CSG)

- Organizations, that provide activities, programs or services, which can be reasonably categorized under the heading of providing a public service that promotes the health, safety and welfare of McKinney residents may apply for funding.
- Funding must benefit McKinney residents.



# CSG: Funding Categories

- Basic Needs: Food and Clothing, Housing and Shelter and Non-Financial Assistance
- Health and Medical treatment: Including Mental Health
- Housing: Financial Assistance
- Transportation: the Sole Service Being Provided (does not include Collin County Transit activities)

# CSG: Activity Reports

*Helps the City “Tell the Story” About Accomplishments*

- Quarterly Reports throughout program year
- File Documentation of how funds were used  
(not limited to attendance logs, invoices, statements, program materials, signed timesheets)
- **Outcomes**
  - >Expanding New Programs
  - >Providing Gap Services



# Grants

**NEXT STEPS:  
Show me the Money!**

# Consolidated Grants

## Comparison Review

### CSG

- Min. to apply: \$3,000
- Operations Requirement:  
1 year operation minimum
- Monitoring
- Reports - Quarterly
- Audit or Financial Reporting for consideration
- Specific Program Goals
- Report Spending & Receipts

### CDBG

- Min. to apply: \$5,000
- Operations Requirement:  
3 years operation minimum
- Monitoring
- Monthly Reports
- Req'd Low-Mod Income
- Specific National Objectives
- Audit Required
- Reimbursable Grant

# Ineligible Activities

- The duplication of services or programs offered by the City of McKinney and/or other non-profit agencies.
- Social or political functions, parties, receptions, fund-raising activities benefits, refreshments or beverages.
- Licensing fees of any kind.
- Underwriting, investments, bonds, or any financial obligation.
- Interest and/or depreciation on loans, fines, penalties, or costs of litigation.
- ***DUPLICATE CDBG FUNDED PROGRAMS.***
- *No Funding:*

Recreation and athletics /sports, arts, OR Disaster Aid  
(Under other city programs)

# Considerations - Audits

- Financial audits are required.
- If in hardship, the Community Support Grant is the ONLY grant that has an exception to request an audit waiver. Agency representative must request the waiver in writing to receive the authorized form.
- Audit waivers MAY be approved, if an audit places undue hardship on the agency, or the audit cost exceeds 5% of total amount requested in funding (must show proof).
- The waiver does not guarantee funding consideration and approval of the waiver is not guaranteed.
- **Must submit the approved waiver as an upload by April 9 – with your application.**

# Considerations

- **Organizations receiving CDBG grant funds for the grant year absolutely will not be funded for the same program in the same program year with CSG funds.**
  - Completely separate programs by the same organization may be eligible
- **Monitoring: Monthly reports are required in the program year**
  - Awardees must attend grant training and adhere to manual guidelines.
  - On-Site Monitoring at end of program year.

# Application Portal will go live:

**FRIDAY  
FEBRUARY 26, 2021  
AT 12:00 NOON CST**

- Set up your login information or reset your login as needed.
- **Read all the instructions at our website AND in the portal before you begin the process.**
- Allow yourself time to upload the application and the attachments, especially if uploading on deadline day.
- **If you have any questions about McKinney's grant process, ask our staff anytime through April 8, 2021 at 4:00 PM.**

# ZoomGrants Management System

All funding opportunities will require applicants to complete and submit their respective grant submissions and attachments online, using the city's Zoomgrants Management System. **No paper applications will be accepted.**

Zoomgrants is a web-based grant management system used to capture all grant information from application to closeout. If funding is awarded, subrecipients will also use the system for reporting and monitoring. The following YouTube videos will assist in your preparation:

How to Apply for Funding

<https://www.youtube.com/watch?v=4vKgUEcl6eA&feature=youtu.be>

How to Upload Files:

[https://www.youtube.com/watch?v=b0Ixxjss\\_0w&feature=youtu.be](https://www.youtube.com/watch?v=b0Ixxjss_0w&feature=youtu.be)

# NEXT STEPS AND TIPS

# What Should We Ask ?

- Applicants should apply only for funding dollars necessary to carry out the project.
- Requests should be sufficient on their own standing or in combination with over leveraged funding sources to complete the proposed activities within the program year (Oct. 1-Sept 30).

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► **Tip:** *For CDBG – Minimum \$ 5,000*  
*For CSG – Minimum \$ 3,000*

# Common Mistakes

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Not signing and dating all required documents before upload



Not answering all questions. Not requesting signatures before deadline.



Submitting outdated information from past grants or attempting to create own



Submitting other city documents for use under McKinney's grant

**Consolidated Grants  
FY 2021-2022**

# REMINDERS

## **Technical Assistance**

February 26 – April 9 at 5:00 PM CST

Zoom Grants, contact ZG staff:  
[questions@zoomgrants.com](mailto:questions@zoomgrants.com)

## **Program/Application Assistance**

February 26 – April 8 by 4:00 PM CST

call 972-547-7577 or email  
[consolidatedgrants@mckinneytexas.org](mailto:consolidatedgrants@mckinneytexas.org)

## **Agencies**

- Allowed up to two applications per organization, per program.

Consolidated Grants  
Cycle 2021-2022

# DEADLINES

**Due April 9, 2021 online by 11:59 pm.**

**Applications are time-stamped. No program assistance on application submission day, only technical support.**

- Allowed up to two applications per organization, per program. Agencies cannot choose desired grant however, to be considered for any funding under the two programs, be certain that your ask is at the minimum amount for either grant program.
- CDBG – minimum grant is \$ 5,000
- CSG - minimum grant is \$ 3,000

# TIPS

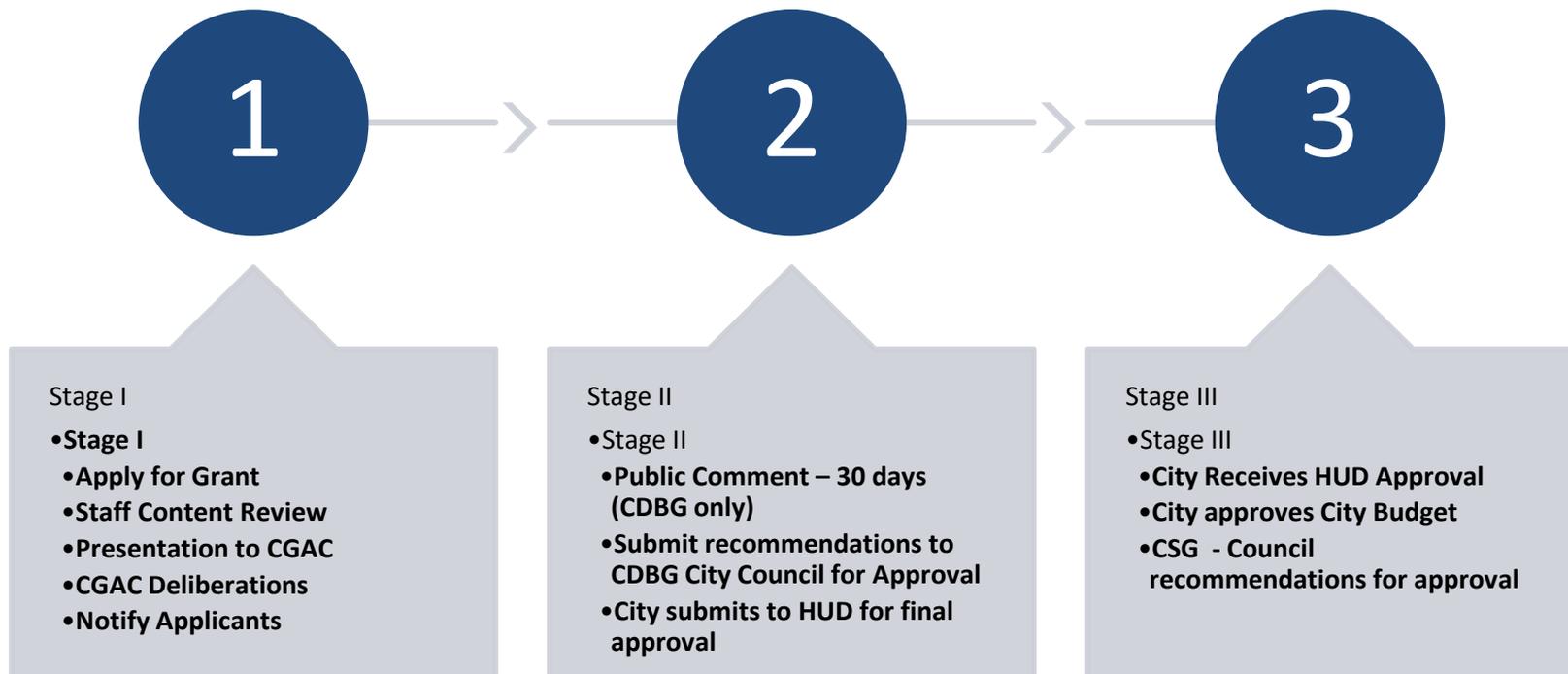
- Take advantage of program and technical Assistance – this is your time to ask staff questions, discuss ideas, troubleshoot the app, get resources, etc.
- Reminder: No program assistance is available after April 8<sup>th</sup> 4 PM. **No program assistance available on DEADLINE DAY. Zoomgrants technical assistance still available through April 9<sup>th</sup> until 5:00 PM CST.**
- Please read through all the instructions, presentation, and any materials we offer in the library portion of the portal BEFORE you begin your application. Be sure that you have responded to all questions within the application and that you have uploaded ALL the required, correct documents.
- If you have an application question, contact McKinney city staff for the McKinney application. Do not wait until the deadline day to begin application. Give yourself time.

# TIPS to HELP YOU THINK LIKE A GRANT REVIEWER

- How good of an idea is the project/program? Would I want to fund it?
- Is my organization capable of executing the project/program? If the answer is yes, did I communicate that through the grant application? If the answer is no, what do we need to do to be capable of executing the project/program?
- Does this project/program need to be sustainable? If so, is there truly a plan to sustain it?
- Do the budget and the narrative tell the same story?
- What are the primary challenges of this project/program?
- If I've been funded before, am I showing progression, if I want to obtain another year of funding?

Source: dhleonard services

# Stages of Grant Cycle



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