	CITY OF MURFREESBORO
	COMMUNITY DEVELOPMENT DEPARTMENT
	PUBLIC SERVICE GRANT PROGRAM GUIDE

BACKGROUND

As a Community Development Block Grant (CDBG) entitlement city since 1984, Murfreesboro annually receives a formula grant through the U.S. Department of Housing and Urban Development (HUD). The regulations for CDBG usage are found at 24 CFR 570. The regulations allow local communities wide latitude in serving the needs of low- and moderate-income residents.

Entitlement communities are required to prepare a Consolidated Plan every five years and an Action Plan annually. Each entitlement community also must submit an end-of-the year report (the CAPER). Murfreesboro's current Action Plan and CAPER are available for review on the City's Web site (www.murfreesborotn.gov).

All CDBG-funded activities must meet one of three national objectives:

1. Activities that benefit low and moderate-income persons;
2. Activities which aid in the prevention or elimination of slums or blight;
3. Activities designed to meet community development needs having a particular urgency.

All of Murfreesboro's activities meet Objective # 1. Objective # 2 requires designating target areas and enacting definitions of "slum" and "blight." Because most of the activities which would be undertaken under Objective # 2 are also eligible under Objective # 1, the City chooses not to limit the service area for CDBG purposes.

Objective # 3 is sometimes known as the "tornado clause." Many prospective subrecipient grantees tell us the need for their project is urgent and we don't disagree. However, for HUD's purposes, Objective #3 is reserved almost exclusively for responses to natural disasters such as hurricanes, tornadoes and massive flooding.

Many of the eligible uses for CDBG funds are related to housing and neighborhoods, including down payment assistance for first-time homebuyers, housing rehabilitation assistance services for homeowners and infrastructure improvements in neighborhoods in which the majority of households meet income eligibility standards.

There are two specific areas in which the regulations limit expenditures: administration and public services. No more than 20 percent of the total grant may be spent on administration; no more than 15 percent may be spent on public service projects. The City is also allowed to obligate up to 15 percent of program income from the previous year, if any, to fund public service grants.

PUBLIC SERVICE GRANT ELIGIBILITY

The City of Murfreesboro contracts with eligible subrecipients (For the purposes of CDBG, the City is the grantee and agencies receiving CDBG Public Service Grants are subrecipients.) to carry out agreed-upon, specific, eligible activities. The City contracts with two types of subrecipients, government agencies and private nonprofit agencies, and selects these subrecipients through a competitive grant process.

Government agencies are public agencies, commissions or authorities. They are subject to subrecipient requirements outlines in 24 CFR 570.501(a) of the CDBG regulations.

Private nonprofit agencies are typically corporations, associations or agencies that are community-based or faith-based organizations with nonprofit status under IRS Section 501(c)(3). They have a board of directors and an executive director responsible for daily administration of policies set by the board. Examples include private social service agencies, community development corporations and faith-based social service providers.

All subrecipients must have both a DUNS number and a SAMS CAGE Code before funds can be disbursed. Both numbers can be obtained online. Links to these sites are on page 6.

Grant terms are set forth in the Subrecipient Agreement. A sample copy of the agreement will be furnished to applicants if requested. The grant term is July 1 to June 30.

PUBLIC SERVICE ACTIVITIES

CDBG regulations (24 CFR 570.201) allow the use of grant funds for a wide range of public service activities, including, but not limited to:

❏ Child care/counseling ❏ Public safety services ❏ Homebuyer counseling
❏ Health care ❏ Fair Housing activities ❏ Energy conservation
❏ Job training ❏ Youth services ❏ Services for senior citizens
❏ Recreation programs ❏ Homeless services ❏ Education programs
❏ Substance abuse counseling and treatment

For a government agency to use CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service provided by the subrecipient in the preceding fiscal year.

The regulations do not prohibit a grantee from continuing to provide funding to a CDBG-funded public service in subsequent program years.

AVAILABLE FUNDING

The City's current CDBG funding is $748,224 with $124,224 allocated for 13 public service projects. As of January 15, 2018, the federal government was operating on a Continuing Resolution providing level funding. Typically, though, CDBG funding is not awarded until a final bill is in place. Once a final spending bill is in place and the total allocated to CDBG is known, HUD computes the allocations and submits the numbers to the Office of Management and

Budget (OMB) for approval before announcing allocations. HUD has notified CDBG grantees that depending on when the final spending bill is approved by Congress and signed by the President, the allocation announcement could be delayed until well into June.

For planning purposes, the 2018-19 Annual Action Plan will be developed using level funding less 2% for budget sequestration. All awards are subject to funding being available and may also change when the final allocation for the program year is released by HUD.

WHAT DOES THIS MEAN TO MURFREESBORO'S PSG APPLICANTS?

The calendar for the PSG application/grant process follows:

January 30, 2018	Notice of Funding Available (NOFA issued)
February 7, 2018	Workshop for PSG applicants
February 28, 2018	Deadline for submitting PSG applications
March 8, 2018	Annual Action Plan – 1st Public Hearing
April 12, 2018	Annual Action Plan 2nd Public Hearing
July 1, 2018	First day of new program year

The list of PSG applicants will be announced at the March 8 Public Hearing. A list of applications approved for funding will be announced at the April 12 Public Hearing, as will tentative funding levels. The City's final CDBG allocation will determine which approved applications will be funded and at what level.

THE GRANT PROCESS

The grant process is competitive. During the FY08 grant cycle, the Community Development Department received 20 applications from 19 agencies. Nine projects were funded. In the current funding cycle, 13 of 17 applications were funded in whole or part. Fully funding all applications would have required more than $200,000, well in excess of available funding.

There is no minimum grant amount; the 15-percent cap dictates the maximum grant amount. Current grants range from $5,500 to $16,244 with the majority being between $7,500 and $10,000.

GRANT REQUIREMENTS - Documentation

CDBG-funded public service projects are typically categorized under the LMI (low/moderate income) Benefit National Objective as either Area Benefit or Limited Clientele activities. The distinguishing factor is whether the service will be offered to *all* residents of a particular LMI income area *or* to a particular group of LMI residents of the entire community.

Under the *area benefit* criteria, the public service must be offered to all residents of an area where at least 51 percent of the residents are classified as LMI. The area must be clearly delineated by the subrecipient and must be primarily residential.

To document qualification of public service activities under this objective, the subrecipient must:

1. Maintain records of the boundaries of the service area;
2. Document that the area is primarily residential (e.g., zoning map); and
3. Document the income characteristics of households in the service area (i.e. Census data).

The City currently funds no projects using the area benefit.

Limited Clientele activities benefit a specific targeted group of persons, at least 51 percent of whom must be LMI. In order to meet the LMI Limited Criteria, the activity must:

1. Serve at least 51 percent LMI, as evidenced by documentation and data concerning beneficiary family size and income;

2. Have income-eligibility requirements which limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits and/or other sources of documentation;

3. Serve as a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers (HUD does not presume the majority of young people with disabilities come from income qualifying homes, so a project working with disabled children would have to document household income.); or

4. Be of such a nature and in a location that it may be concluded that the activity's clientele are LMI. This is not as complicated as it reads and the Community Development Department is available to answer questions or provide technical assistance.

Subrecipients receiving grants for Limited Clientele activities are expected to document their clients' race and ethnicity and provide this information to the Community Development Department semi-annually.

GRANT REQUIREMENTS – Local Policy

While not an absolute requirement, the City does expect a large percentage of the beneficiaries of each project to be Murfreesboro residents.

Murfreesboro's Public Service grants require **at a minimum** a dollar-for-dollar match. This match may be cash, in-kind or volunteer hours. You will provide details of your match with your grant application and be required to document your match when you submit reimbursement requests. Organizations receiving Community Development Public Service grants must have 501(c)3 tax-exempt status and submit a copy of its most recent IRS documentation letter with the application. Projects from government agencies, boards and commissions are also eligible for consideration provided the project offers a new service or the continuation/expansion of an existing project **and** CDBG funds are not used to supplant other local government funds available to the applicant.

Applicants will need to submit a copy of their most recent audit. If an applicant organization does not meet the Federal threshold (the agency expends in excess of $750,000 in federal funds), a certified statement to that effect and a copy of the organization's most recent Form 990 or 990EZ filing must be submitted.

GRANT REQUIREMENTS – The Subrecipient Agreement

Organizations awarded a CDBG Public Service Grant are considered subrecipients as defined at 2 CFR 200.93 rather than contractors. The relationship between each organization and the City is defined by the Subrecipient Agreement.

HOW TO APPLY

Applicants for 2018-19 Public Service grants will complete and submit applications online using the *ZoomGrants^{TM}* system. To get started, organizations will need to establish a new *ZoomGrants^{TM}* account. Reach the Account Log-In page by entering the following link in your browser address line: https://zoomgrants.com/gprop.asp?donorid=2158&limited=2047.
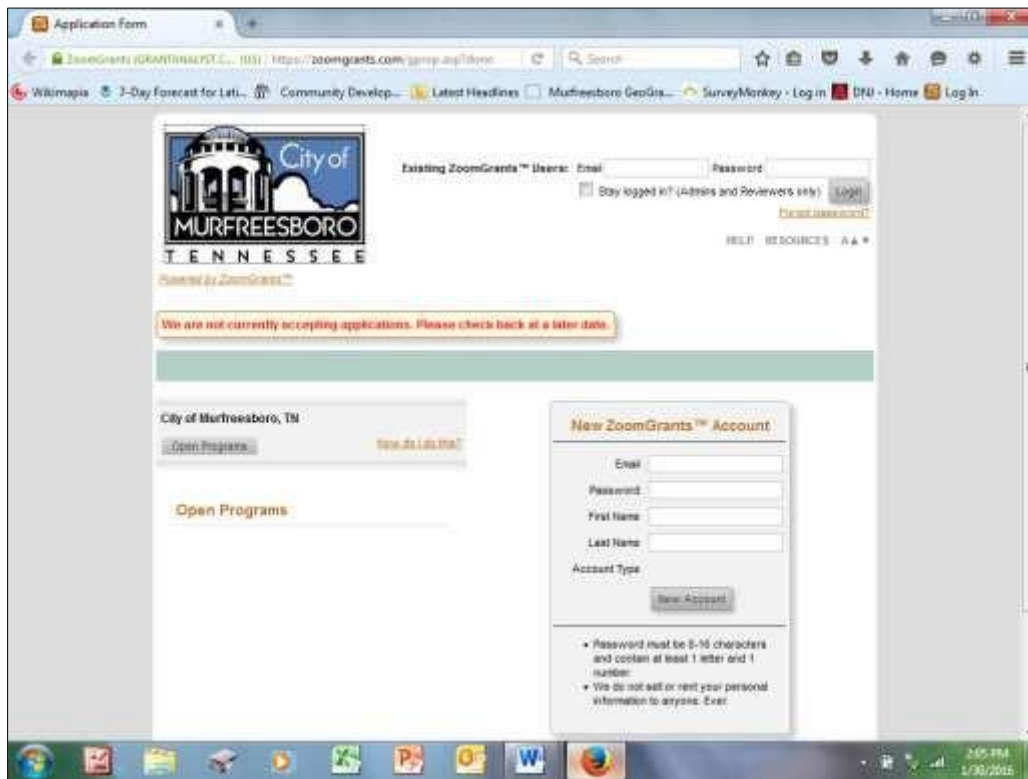
In *ZoomGrants^{TM}*, each applicant is officially associated with a single account and each account is "owned" by a single user and accessed by a single email address. *ZoomGrants^{TM}* recommends that the person who will be the primary contact (the "Primary Applicant") for applications create the account for an organization.

Once the Primary Applicant creates the account, logs in and starts the application, they will be able to invite others to collaborate on some or all of the application. How this is done will be covered on page 7. On the Account Log-In page, the Primary Applicant will be asked for an email address, a password, first name and last name of the person who will be preparing the application. When this is done, press the New Account button to establish the account. You may want to bookmark the Account Log-In page because the *ZoomGrants^{TM}* system will be used throughout the year for reporting and other functions.

After logging in, you will be directed to a page that will allow you to create the application. After you hit the APPLY button, the homepage for Murfreesboro's 2018 CDBG Public Service Grants opens and you will be able to begin the application process.
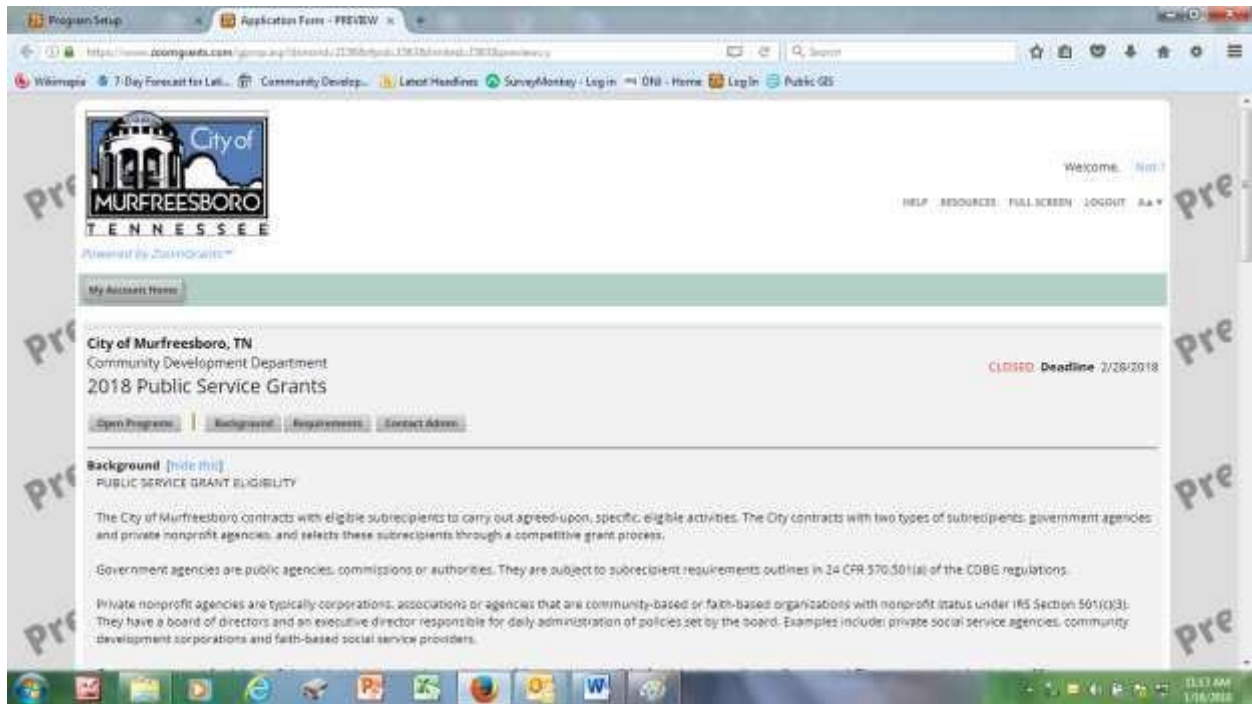
The Library

The Library allows quick access to a number of documents germane to your application and the successful administration of a CDBG Public Service Grant. A link to the library appears on each page of the application unless you choose to hide it. All documents in the Library are also available on the City website.
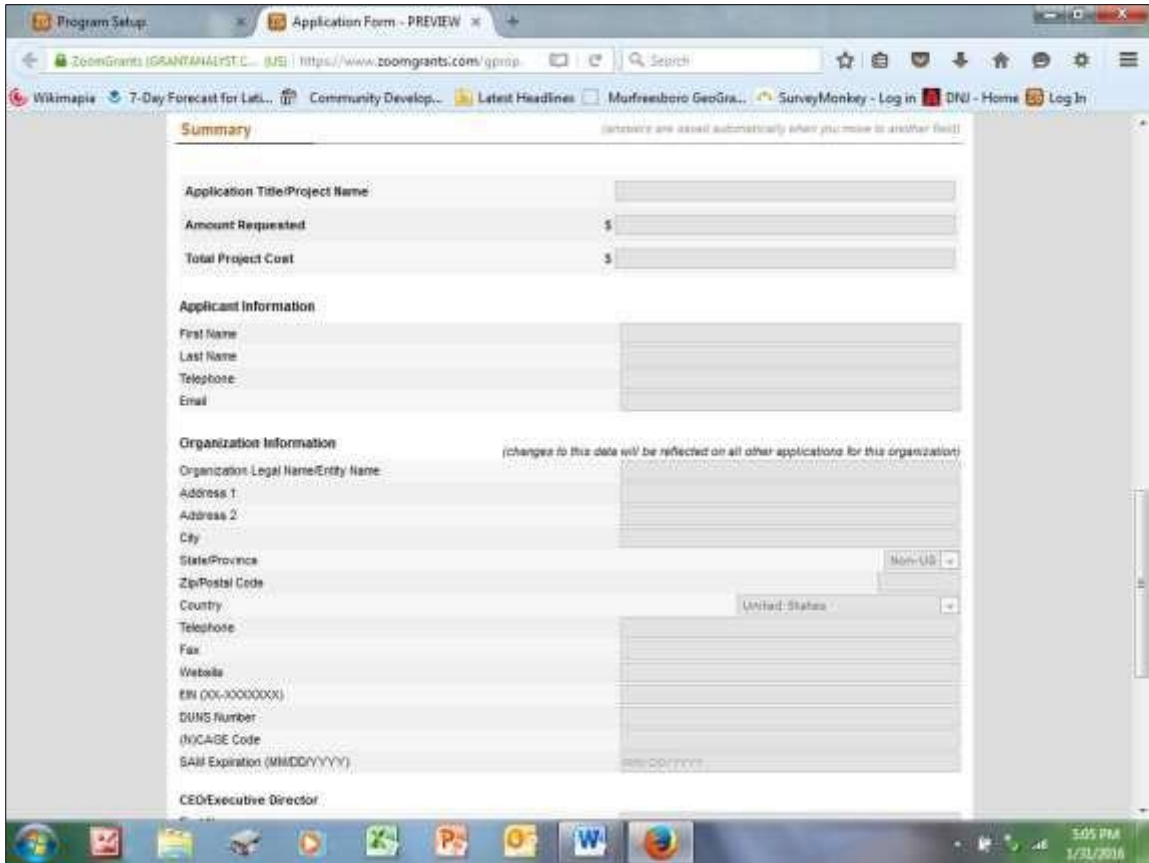
The Application

The application is divided into six sections: Summary, Pre-Application, Application Questions, Budget, Match and Documents. Navigate between sections using the tabs or the Next Previous buttons at the bottom of each section.

SUMMARY

The first step in completing an application for a CDBG Public Service Grant is completing the Summary section. The Summary section is used to record basic information about applicant organizations.

Applicants will be required to enter their organization's EIN number, DUNS number, SAMS CAGE Code and its expiration date. The *ZoomGrants*^{TM} system will automatically verify the status of applicant organizations via the EIN and DUNS numbers submitted. The system will not allow an application to be submitted if this information is missing or incorrect.

Once on the SUMMARY page, the Primary Applicant has the option to invite Collaborators to help write some or all of the grant application. This option is useful if the Primary Applicant wishes to delegate all or part of preparing the application. Collaborators can do anything the Primary Applicant can do **except** edit the Applicant and Organization information in the SUMMARY section and submitting, archiving or deleting the application.

If your organization is funded, the Community Development will check a magic box that will open an additional option for collaborators. If a collaborator will be helping prepare the semi-annual and final reports, the Primary Applicant will need to check the Reports box allowing the collaborator to assist.

Collaborators

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

Email Address	Editing Access	Status
	Application	
Email Address ☐ Add to Additional Contacts *(below)*	☐	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.

To use the collaborator option, a box will appear just above the "Additional Contacts" box. From there, the applicant will type in the email address for people who will assist with preparing the application, check the box for editing access and then select INVITE. The Collaborator soon receives an invitation by email to participate in preparing the application. Collaborators set up their own accounts through which they access and edit the application.

"Additional Contacts" are different from "Collaborators," but the Primary Applicant may choose to add the Collaborator as an Additional Contact. Additional Contacts receive any messages and notifications related to the application. Additional contacts do not have editing access unless they are also a Collaborator; only the Collaborators and the Primary Applicant have permission to edit the application. The Primary Applicant is the only person allowed to submit the application.

While most of the items in the Pre-Application require only checking a box or supplying a brief entry, more than half in the Application Question section require longer answers, but limit the number of characters that can be used. Consider composing your responses in a WORD document, then cutting and pasting the responses into the application.

An application once it has been started can be accessed by logging in at https://ZoomGrants.com/login. After logging in, you will land in the INCOMPLETE tab on the Account Home Page. Click the orange application title to open the incomplete application.
PRE-APPLICATION

The Pre-Application consists of 11 questions designed to help applicants determine whether their organizations meet basic program eligibility criteria. Once the Pre-Application is complete, the Community Development Department is alerted of your organization's interest in applying for a Public Service Grant.

Question 9 asks about your organization's plans for providing the dollar-for-dollar match required for receiving a Public Service Grant. Applicants will be required to provide more detailed information about match under the Match tab.

Question 10 refers to the requirement that client income has to be documented. The City recommends reading Chapters 1-3 of the *Technical Guide for Determining Income and Allowances*. Question 11 asks if your organization has reviewed *Playing by the Rules*. Electronic versions of both publications may be accessed in the application Library and on the City website (http://www.murfreesborotn.gov/index.aspx?nid=116.) Feel free to call the Community Development Department (615-890-4660) if your organization has questions about determining income or administrative systems required to administer a Public Service Grant.
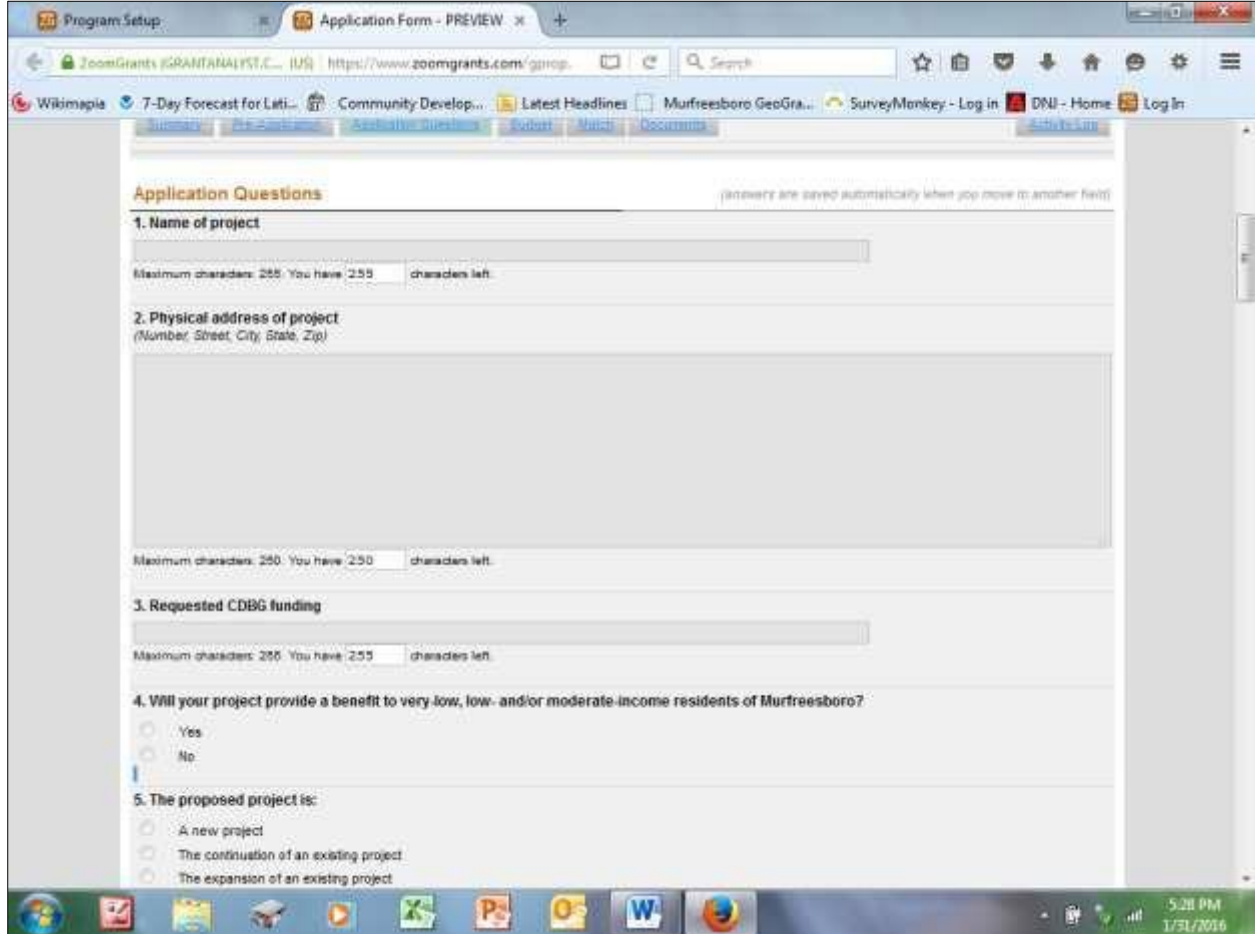
APPLICATION QUESTIONS

In this section, applicants provide information about:

- the proposed project and whom it will serve;
- how the project fits a need identified in the City's Consolidated Plan;
- project outcomes and how they will be measured;
- the organization's capacity for administering the project;
- the organization's policies pertaining to Title VI and other Civil Rights statutes and regulations; and

, key staff members.

Other than responses that establish the organization's eligibility for the Public Service Grant Program, Items 6 and 10 may the most important – other than your funding request – in the application.

> **6. Provide a detailed description of your proposed project. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the project and the method of approach.**
> *Be specific about the days/times of services and the frequency and duration of services received by the average client or participation. A timeline/schedule including project start date and completion date must be uploaded in the Document section.*
>
> **10. What needs or issues identified in the City's 2015-2020 Consolidated Plan are addressed by your project?**
> *A pdf of the 2015-2020 Consolidated Plan can be found in the application Library or on the City website.*

HUD requires that all CDBG projects be tied back to the Consolidated Plan. A pdf of Murfreesboro's 2015-2020 Consolidated Plan can be accessed on the City website: http://www.murfreesborotn.gov/DocumentCenter/View/2278 or by following the link in the

application Library section. **Section SP-25 - Priority Needs** in the Consolidated Plan addresses the issues identified in public surveys as the areas of highest priority.

If your organization's project is selected for funding, information in Item 6 will be used to develop the Scope of Work in the Subrecipient Agreement.

Subrecipients will be expected to submit two Activity Reports a year to the Community Development Department. This information is passed on to HUD and ultimately to Congress. In addition to collecting income data, subrecipients are required to collect data on race and ethnicity. Even if your project serves households, you will be expected to collect this data on all members of the household and identify female heads of households.
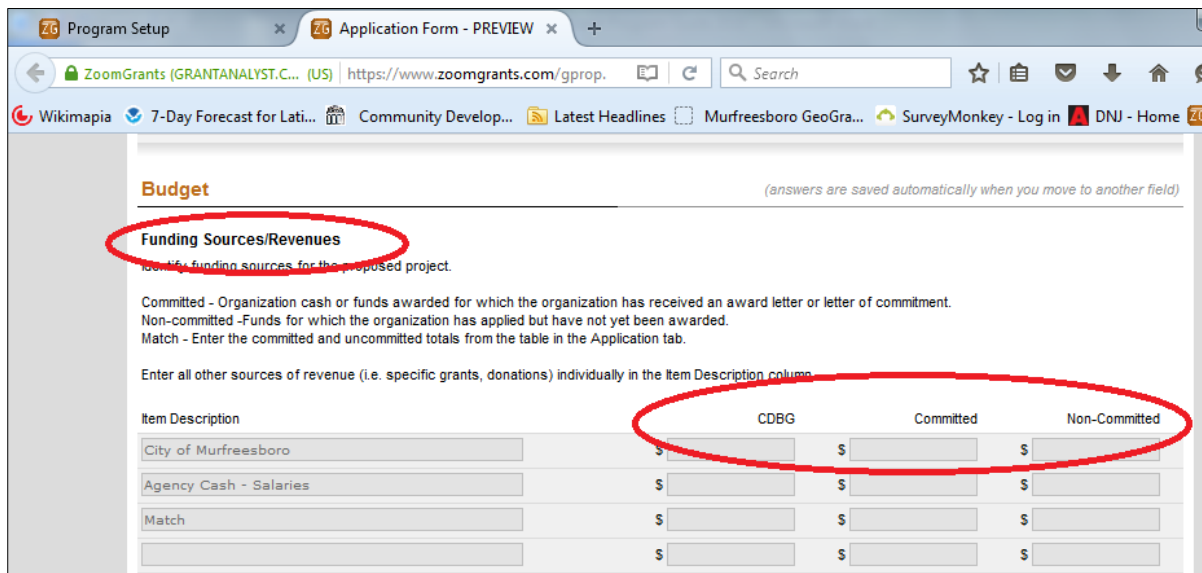
Item 15 asks how your organization plans to collect the required demographic and income data. Many subrecipients do this during the initial intake. In the Document section of the application, you will have the opportunity to upload your organization's client intake form for your proposed project. If this form is not submitted with the application, your organization will be required to submit it prior to the issuance of a Subrecipient Agreement. The semi-annual and final reports will be submitted through your organization's *ZoomGrants*[TM] account.

BUDGET

Previous Murfreesboro Public Service Grant applications have included a request for a detailed budget for the proposed project, but have offered little guidance in how the requested financial information should be formatted. As a result, the Community Development Department often found itself comparing apples and oranges when evaluating applications or evaluating reimbursement requests during the program year. The *ZoomGrants*[TM] system should resolve these issues.

When the BUDGET tab is opened, the applicant will find two tables, one to identify funding sources and revenues for the project, and the other to identify expenses for the project. Totals for each column are automatically calculated.

Funding Sources

Enter Funding Sources/Revenues first. Note that there are three columns: CDBG, Committed and Non-Committed.

Non-committed -Funds for which the organization has applied but have not yet been awarded.
Match - Enter the committed and uncommitted totals from the table in the Application tab.

Enter all other sources of revenue (i.e. specific grants, donations) individually in the Item Description column.

Item Description	CDBG	
City of Murfreesboro	$	$
Agency Cash - Salaries	$	$
Match	$	$
	$	$
	$	$
	$	$
	$	$
	$	$

The first item is "City of Murfreesboro" and the first column is headed "CDBG." In the first field enter the amount of CDBG funding for which your organization is applying. This should be the only entry in the CDBG column.

The other two are labeled "Committed" and "Non-Committed."

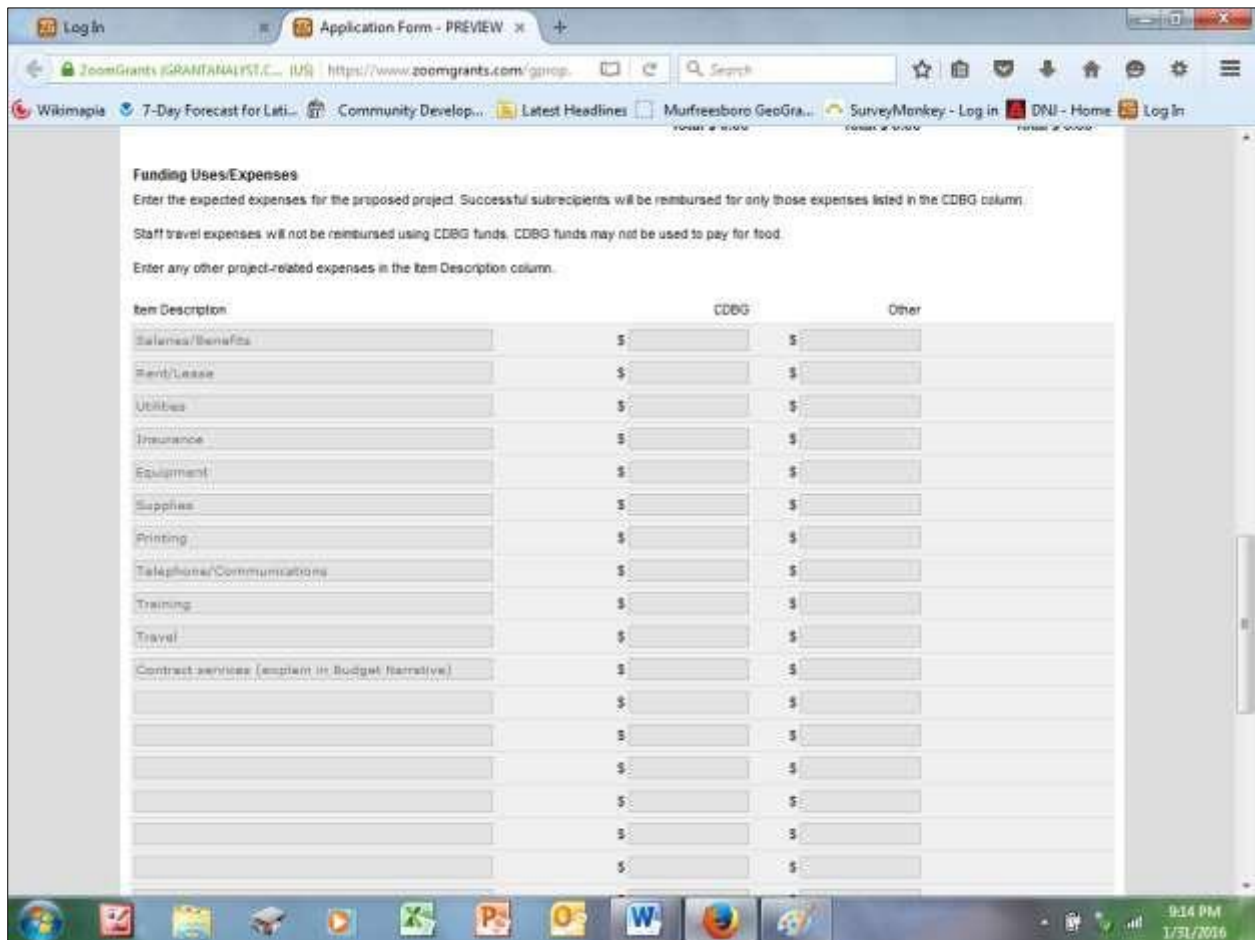| Committed	Non-Committed
$	$
$	$
$	$
$	$
$	$

The terms are defined in the instructions above the table. Non-committed funds are sources of funding for which the organization has applied (i.e. a grant from a private foundation) but has not yet received an award or commitment letter. Each of prospective sources of funding should be entered in the Item Description column with the expected award date noted (i.e. *Predators Foundation (8/1/17)*). 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.

Consolidate award/commitment letters into a single file and upload the consolidated in the DOCUMENT section of the application.

A full description of the MATCH tab begins on page 15. The Match line item totals in the Funding Sources section will be the committed and non-committed totals from the MATCH section.

Enter any additional sources of revenue should be entered in the Item Description column with dollar values enter in the appropriate column.

Funding Uses/Expenses

Note there are only two columns in this section: "CDBG" and "Other."

The Item Description column is pre-populated with 11 of the most common expense categories. Should there be additional expense categories, enter them in the fields beginning below "Contracted services."

Enter those expenses for which you will be seeking reimbursement in the "CDBG" column.

The Budget you submit with your application will be incorporated into the Subrecipient Agreement. If the amount requested is adjusted in the award, an amended budget must be submitted prior to the issuance of the Subrecipient Agreement.

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.

Use the box labeled "Budget Narrative" to provide explanations for any contracted services that may be needed for the project, explanations for any items that might be considered unusual expenses, to explain circumstances such as salary appearing as both revenue and as an expense, and/or to offer any additional information pertinent to the project budget.

Reimbursable expenses have to be directly related to the project. The City does not reimburse for indirect costs.

MATCH

Murfreesboro's Public Service grants require a dollar-for-dollar match. The match can take a number of forms such as 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. The table in the MATCH section is for recording non-cash match.

Because match is considered a revenue source, the table uses two columns, "Committed" and "Non-Committed." Five items most frequently used as non-cash match are pre-populated. Up to three additional items can be entered below "Volunteer service time." **To see the calculated totals, first enter your numbers, and then use the grey** Refresh Page **button in the green bar at the top of the page to reload the page and show totals. Do not use the Browser's Refresh function for this purpose.** Copy the committed and non-committed column totals into the same columns on the Match line of the Revenue table in the BUDGET section.

Subrecipients will be required to submit documentation supporting match when requesting reimbursement. For example, if staff time or volunteer hours are used for match, time sheets showing time spent on the project. If a staff member or volunteer has duties in addition to the project, the submitted time sheets must show all time with the CDBG portion designated.

DOCUMENTS

Opening the DOCUMENT tab reveals a list of documents to be submitted with the application. Most of the listed documents have been required in previous years. All requested documents are either required by federal statute/regulation or documents a HUD monitor would expect to find in the project file.

The *ZoomGrants*^TM system will expect an upload for any document designated Required. There may be documents your organization is not required to supply (i.e. a 501(c)(3) letter from a government agency). If that is the case, upload a document stating the requirement is "Not Applicable."

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. Follow the directions in the window to upload your document. Once uploaded, be sure to test the links to be sure they are live and connect to the correct document.
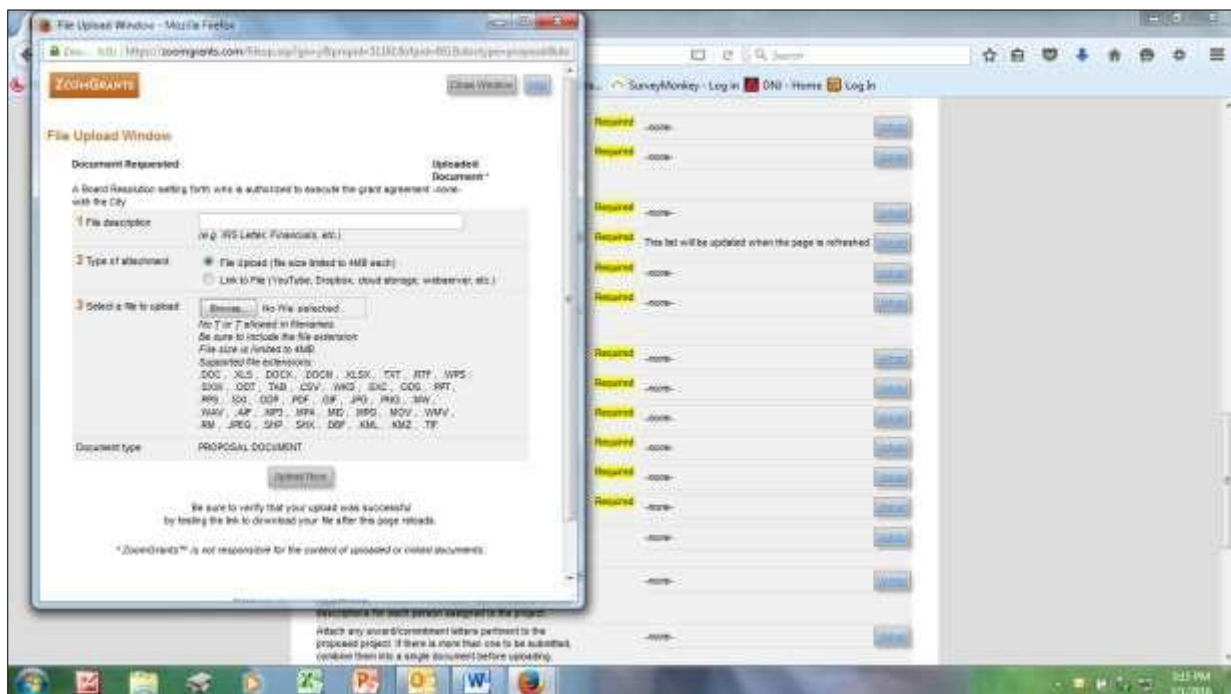
The *ZoomGrants*^TM document system is not designed to upload more than one file per item. If more than one document is needed for a category (i.e. "Are there other documents your organization considers pertinent to its application?" or multiple award/commitment letters), all should be combined into a single file for uploading.

In prior years, Public Service Grant applicants have been required to submit an original and four copies of the complete application to the Community Development. Whole forests have probably been decimated in the process. Submitting you application using the *ZoomGrants*^TM platform will save many trees. However applicants will still have to submit one piece of paper no later than the application deadline: the Application Certification.

Applicants must download the template from the Document list (The template is a WORD file.), print it out and have the person authorized to execute the grant agreement sign the certification in **blue** ink. Scan the signed certification and upload it the Document section of the application. Submit the hard copy to the Community Development Department no later than the 2018 application deadline: 4:00 p.m. CST, Tuesday, February 28, 2018.

descriptions or a list of duties related to CDBG-funded project
activities and the value assigned to those duties. — -none-

Application Certification – A signed hard copy must be   Required   -none-
submitted to the Community Development Department for the
Application to be complete and a scanned copy uploaded.
Download template: Public Service Grant Application
Certification

Are there other documents your organization considers   -none-
pertinent to its application? If there is more than one to be

If you finish your application by downloading documents, use the gray Refresh Page button before submitting the application to be sure all uploaded documents have been saved.

CHECKING YOUR WORK

At the top of each section is a Submit Now button. When you've completed each section, click the button. The system will check to be sure every question has been answered or any required documents uploaded. Any skipped questions or missing documents will be listed in red. As you complete your edits, hit the Refresh Page button in the application to reload the page. Hitting the Submit Now button again will re-run the check.

SUBMIT THE APPLICATION

When there are no more red items, you will be asked to enter your initials and officially submit the application.

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.

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