

# City of Peoria - CDBG COVID Public Service Frequently Asked Questions

Revised 6/19/2020

For additional questions, please email [grants@peoriagov.org](mailto:grants@peoriagov.org).

## **Application Process**

### **1. Who is eligible to apply?**

Organizations that apply must:

- Serve low-income residents of the City of Peoria
- Be a not-for-profit, 501(c)3, or a government agency
- Have completed a full audit (not a 990 form) for its most recent fiscal year

The program for which you are applying must:

- Prevent, prepare for, or respond to COVID-19
- Meet one of the following categories: child care services, employment training, food banks, health services, legal services, mental health services, senior services, services for abused and neglected children, services for persons with disabilities, services for victims of domestic violence/dating violence/sexual assault/stalking, or youth services

### **2. What does it mean that the program must prevent, prepare for or respond to COVID-19?**

The purpose of the program must be specifically to prevent, prepare for, or respond to COVID-19. This purpose must be clearly outlined in the application. The application must make a reasonable case that the program is needed due to COVID-19 and meets the requirements of preventing, preparing for or responding. The program cannot just be a typical program design that also takes into account the requirements of COVID-19 such as social distancing. Any programs not meeting this requirement will not be forwarded to the Commission for scoring.

If you have questions about if your program meets this criteria, please email [grants@peoriagov.org](mailto:grants@peoriagov.org).

### **3. How do I apply?**

Go to [www.appreciatepeoria.com/covid19-assistance](http://www.appreciatepeoria.com/covid19-assistance). Under "Public Service Assistance," select the green "CLICK HERE TO APPLY" button. This will take you to the Neighborly Software website. You will need to register with an email address and password, then you will be able to sign in and begin your application.

### **4. How long do I have to apply?**

The application period opened on Friday, June 12<sup>th</sup> at 8:00 am. It closes on Friday, June 26<sup>th</sup> at 3:00 pm.

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## 5. What is a DUNS number, and how do I get one?

All agencies receiving federal money must register for a DUNS number. For more information about a DUNS number and to register, please visit

<http://www.dnb.com/duns-number.html>.

## 6. What is an EEO number, and how do I get one?

An EEO number shows that an organization has registered with the City of Peoria as an Equal Employment Opportunity organization. Please follow the instructions on this form to register: [http://www.peoriagov.org/content/uploads/2012/10/Emplouer-Report-CC-1-Rev-July2019\\_1563307843\\_add.pdf](http://www.peoriagov.org/content/uploads/2012/10/Emplouer-Report-CC-1-Rev-July2019_1563307843_add.pdf). If more information is needed about completing the form, please see this instruction guide:

[http://www.peoriagov.org/content/uploads/2012/10/Employer-Report-Form-CC-1-Instructions-Rev-July-2019\\_1563309088\\_add.pdf](http://www.peoriagov.org/content/uploads/2012/10/Employer-Report-Form-CC-1-Instructions-Rev-July-2019_1563309088_add.pdf)

The fee to register for an EEO number has been waived for organizations applying for COVID-19 CDBG Public Services funding.

## 7. What is a SAMs Cage Code number, and how do I get one?

All agencies receiving federal money must register for a SAMs Cage Code. It is free to register. Please visit [www.sam.gov](http://www.sam.gov) to register. Instructions for registering can be found at [https://www.sam.gov/SAM/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/SAM/SAM_Guide/SAM_User_Guide.htm). Please also provide the expiration date of the SAMs Cage Code Number. Agencies must have a DUNS number to register for a SAMs Cage Code.

## 8. Who do I contact for assistance with my application?

A virtual application training session is available on [www.appreciatepeoria.com/covid19-assistance](http://www.appreciatepeoria.com/covid19-assistance). You can also contact [grants@peoriagov.org](mailto:grants@peoriagov.org) at any time with questions about your application. If you need technical assistance with the application website, Neighborly Software, you can contact [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com) (M-F, 7:30 am – 6:00 pm).

## 9. What happens after I submit my application?

Each application will be screened by City staff for basic information (i.e. funding request amount is within the correct range, active EEO number, financial audit completed, and program prevents/prepares/responds to COVID-19). All applications that pass the initial screening will be forwarded to the CDBG Public Services Advisory Commission for their review (see [www.peoriagov.org/boards-commissions](http://www.peoriagov.org/boards-commissions) for more information on this commission). These commissioners will have the opportunity to ask follow-up questions of applicant agencies, which will be sent out on Monday, July 6<sup>th</sup>. The agencies will have until Thursday, July 9<sup>th</sup> at 3:00 pm to respond. The commissioners will then complete evaluation forms for each application. Based on their evaluations, they will vote on funding recommendations at their regular commission meeting on Friday, July 17<sup>th</sup> at 8:30 am. Their recommendations will be sent to City Council for approval at the Tuesday, July 28<sup>th</sup> council meeting. Organizations will be notified of the council's decision on Wednesday, July 29<sup>th</sup>.

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## Funding

### **10. Is there a match requirement?**

There is no match requirement for this funding.

### **11. How much funding can I request, and what expenses are (or are not) eligible?**

Funding requests can include staff salaries, benefits, and taxes; professional fees; supplies; rent/mortgage; utilities; maintenance; phone; major property or equipment acquisition; and travel/transportation/mileage.

Please note:

- Administrative staff salaries, benefits, and taxes cannot exceed 5% of the funding request.
- Rent/mortgage and utilities cannot exceed the percentage of the building used for the program.
- Expenses tracked by depreciation or time used for grant (i.e. vehicles and laptops) will not be funded.
- The total funding request must be between \$10,000 and \$60,000.

### **12. How is funding disbursed?**

Funding is reimbursement-based with limited option for pre-pay.

### **13. What is the total amount of funding available?**

Peoria City Council has approved an allocation of \$300,000 for COVID-19 CDBG Public Services programs.

### **14. What is the source of funding?**

This funding comes from the U.S. Department of Housing and Urban Development (HUD) through its Community Development Block Grant (CDBG) program. The City of Peoria receives an annual allocation of CDBG funds every year; however, the CARES Act allocated additional CDBG funding to the City specifically to prevent, prepare for, or respond to COVID-19.

## If my program is selected...

### **15. What are the reporting requirements?**

Funded programs will be responsible for collecting demographic information about their clients as well as information on the goals and outcomes stated in their application. These reports will be submitted monthly or quarterly via Neighborly Software. Funded programs will receive additional information, documentation, and training on reporting requirements after funding decisions are made.

### **16. What are the monitoring requirements?**

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All subrecipients will be responsible for keeping detailed client files with demographic information and outcomes for each individual client served. City staff may contact your organization to conduct a virtual monitoring visit and to send required documents to staff.

## **17. How long do I have to spend the money?**

The grant will pay for expenses incurred between March 18, 2020 and December 31, 2020. This timeline is subject to change should HUD provide additional guidance.