

CITY OF MCKINNEY Consolidated Grant Application Process

Introduction to Apply (DRAFT Doc)



Introduction

The Application Process 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. 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.

McKinney, Texas

- One of the fastest growing small cities in the United States
- Population of 213,000+ residents
- CDBG Entitlement Community since 2024 – we are celebrating 20 years!
- Approximately \$900,000 CDBG funding annually
- 8 CDBG Housing Rehabilitation Activities, about 12 annually
 - A Mix of Subrecipients, city-wide community development activities



Consolidated Grants

- The Grant Schedule for awarded agencies begins October 1, 2026 – September 30, 2027. Funding is predominately distributed to governmental or non-governmental organizations that provide public services, community development, or housing services.
- **Awarded agencies must serve McKinney residents who live within city limits.**
- The application process is competitive, and funding is limited. Initial review by staff ensures all proposals meet the City's Consolidated Plan priorities and application requirements, before transition to the Community Grants Advisory Commission (CGAC).



GRANTS

**Community Development
Block Grant**

CDBG

Community Development Block Grant NATIONAL OBJECTIVES

The Community Development Block Grant (CDBG) Program is a **federally funded block grant to states that focuses on benefiting low- to moderate-income people** by providing resources for livable neighborhoods, economic empowerment, and decent housing.

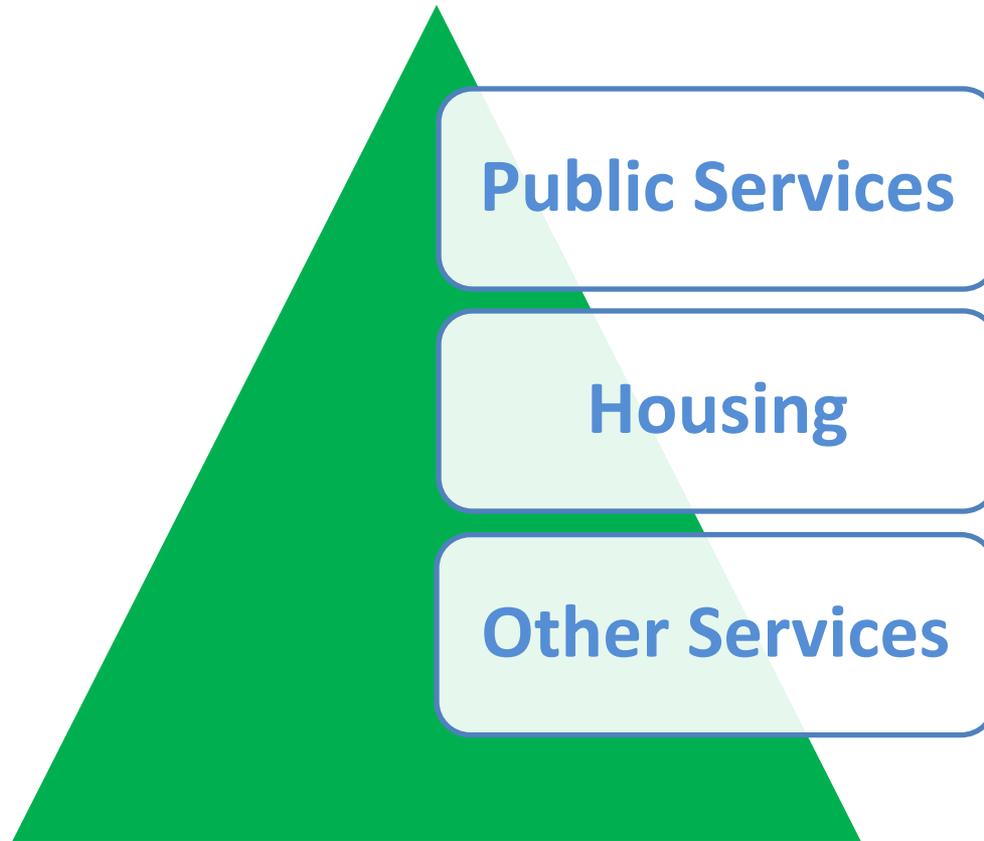
All activities funded must meet at least one of the following National Objectives:

- 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)

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.

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



Meeting People at the Point of their Need

Organizations who provide Public Services, Community Development and Housing Services have provided benefit to hundreds of McKinney residents not limited to education, shelter, food, emergency living assistance, counseling and so much more!



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

CDBG: Project Eligibility

- Projects and activities 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
- Demand always far exceeds availability of funding.
- No duplication of programs in entirety

Distribution of Allocations

- **Public Services:** 15% of the total allocation budget can be used can be used for public services.
- **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 other programs.

General Guidelines

- Project costs must be eligible and reasonable, not excessive.
- All proposed sources of financing necessary for the project must be committed.
- To the extent practicable, CDBG funds are not to be substituted for other funds.
- Financial feasibility of the project.

Income Eligibility Limits

- **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.

Presumed Benefit (Categories)

- Elderly (at minimum 62 years of age and older)
- Severely disabled
- Victims of domestic violence and sexual assault
- Abused and/or neglected children
- Persons experiencing homelessness
- Illiterate adults
- Migrant workers
- Persons living with AIDS



PROGRAM REQUIREMENTS

Activity Reports

Timeliness is Key!

- -due EVERY month

Reimbursement Requests

- -timesheets
- -invoices

Program Income Definitions (Annual)

- -must sign/submit declaration page

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

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 on-site or desk monitoring after the program year as ended. Records must be kept for additional four 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)
- Must register with [SAMS.gov](https://www.sams.gov)

Conflict of Interest

- Read the Application Instructions in full detail. Agency Must agree to Abide by Provisions of 2 CFR 200 and under 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 1st request
in a 3-month quarterly payment, then
monthly thereafter.



GRANTS

Community Support Grant

CSG

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.



Funding Categories

Under the Community Support Grant, City Council has enacted the following general 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 or apply to Collin County Transit activities)

Potential NEW Category: Homelessness Response (Warming/Cooling Stations) pending City Council Approval)

Activity Reports

Helps the City “Tell the Story” About Accomplishments

Quarterly Reports required throughout program year; more frequency if you are a new CSG subrecipient.

File Documentation within your reports of how funds were used: Not limited to attendance logs, invoices, statements, program materials, signed timesheets.

Outcomes (Examples)

- Expanding New Programs
- Providing Gap Services

Grant Summary

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

Important



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

Considerations

Organizations receiving CDBG grant funds for a program absolutely will not be funded for the same program, in the same program year with CSG funds.

- 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.

Audits

- Financial audits are required.
- EXCEPTION: 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). Request and form must be requested from city staff.
- **The waiver does not guarantee funding consideration and approval of the waiver is not guaranteed.**
- **Must submit the approved waiver as an upload – with your application.**

A hand is holding a white rectangular card in the foreground. The card has the words "NEXT" and "STEPS" written on it. "NEXT" is in red, bold, sans-serif font, and "STEPS" is in black, bold, sans-serif font. The background is a blurred blue and white pattern, possibly representing a staircase or a modern architectural structure. The overall image conveys a sense of direction and forward movement.

**NEXT
STEPS**

Stages of Grant Cycle

Stage I

Stage I

- Apply for Grant
- Staff Content Review
- Presentation to CGAC
- CGAC Deliberations
- Notify Applicants

Stage II

Stage II

- Public Comment – 30 days (CDBG only)
- Submit recommendations to CDBG City Council for Approval
- City submits to HUD for final approval

Stage III

Stage III

- City Receives HUD Approval
- City approves City Budget
- CSG - Council recommendations for approval

Reading the Application

- **The Statements** - Vision, Mission, Core Values
- **Budget** - The financial health of your organization is being viewed of your organization, as well as the proposed program budget under your request.
- **Collaboration** - Showcase that you are cultivating partnership within the community to impact productivity of your program.
- **Diversity** - Show emphasis in your volunteers as well as your clientele, staff and board. Do you have equitable impact?

Reading the Application

- **Strategic Goals-** Can you meet McKinney's goals, while still meeting your own?
- **Timeline** – What is your plan to meet the goals and support reporting outcomes monthly or quarterly?
- **Staffing** – Will you have capacity to implement the program? Will funding help you in this effort?
- **Evaluation** – How will you know you are obtaining results?
- **Commitment to McKinney** – Will the project continue if you get funded or not, even if you had previous funding and will not get funded?

Common Mistakes



Not signing and dating all required documents before upload. Not reviewing the Library **section** of the portal.



Not answering all questions. Not requesting signatures before deadline.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

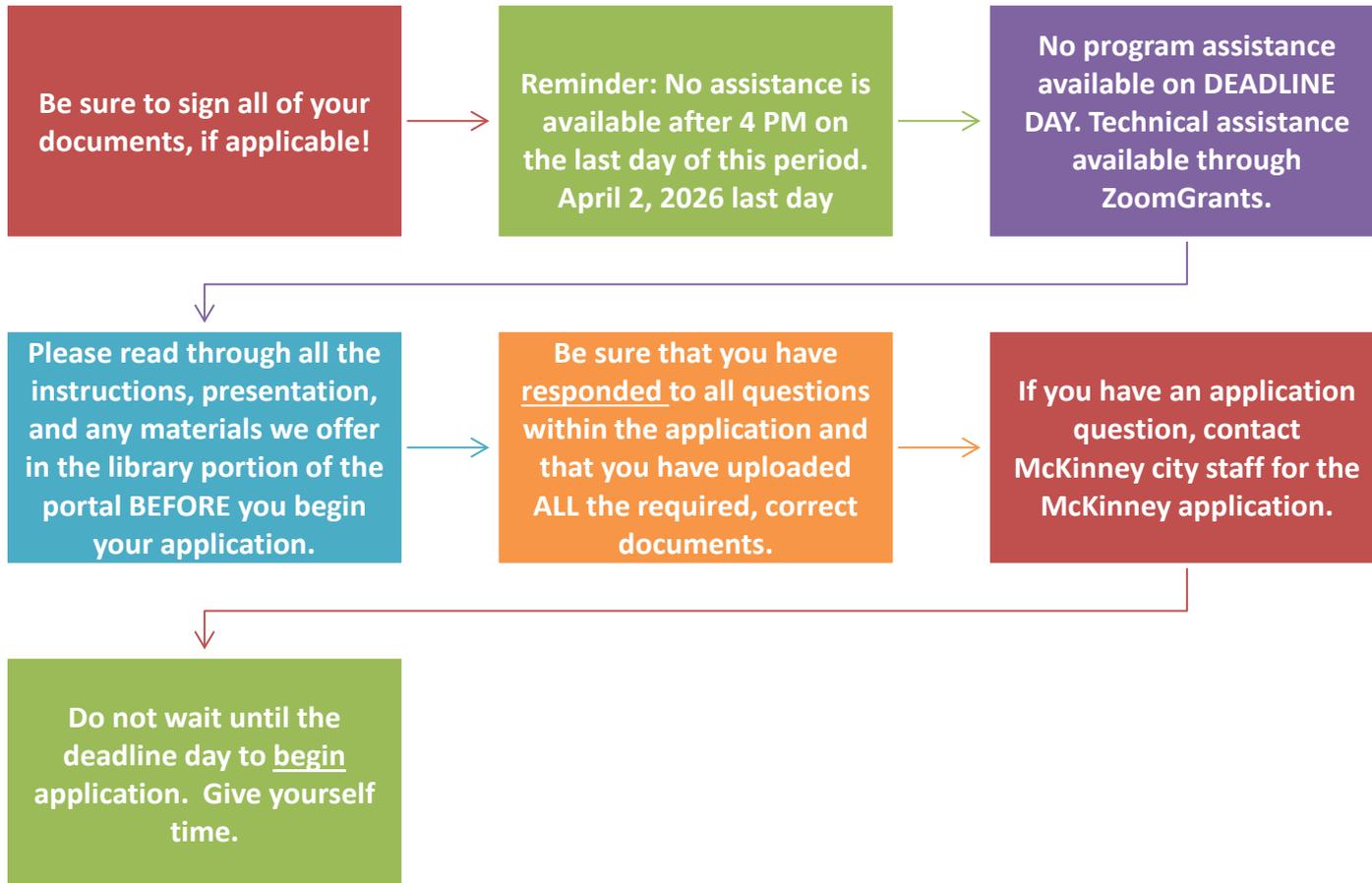


Submitting outdated information from past grants or attempting to create own.



Submitting other city documents for use under McKinney's grant.

TIPS



How Do I Apply for Funding?

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.**

All first-time applicants must create an account before getting started. If you have a current ZoomGrants account, we encourage you to change your password from the previous use last year. The following You Tube videos will assist in your preparation:

[ZoomGrants - Applicants - Getting Started - YouTube](#)

How Do I Apply ?

- 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.

FINAL COUNTDOWN

Technical Assistance

- Zoom Grants technical questions, contact ZG staff: questions@zoomgrants.com
- Application or program questions, call 972-547-7577 or email.

ConsolidatedGrants@mckinneytexas.org

Grant Deadline: April 3, 2026 by 9:59 PM CST

- The ZoomGrants portal is on Pacific time.
- You are allowed to submit up to two (2) applications per organization, per program. However -- agencies cannot choose desired grant. Determination of recommendation is with the CGAC.
- No agency past or present is guaranteed funding. For this grant cycle, accepted proposals move forward for May presentat
- **There will be two tiers of review: Only Applications in Tier 1 are guaranteed to move forward.**