

Community Development Block Grant (CDBG)



Application Workshop | January 10, 2024 | 10:00 am

Agenda

1. Welcome
2. Introductions
3. Workshop Goals
4. 2024-25 Grant Schedule
5. Estimated Funding
6. Eligible Activities
7. CDBG Objectives & Policies
8. Evaluation Criteria
9. Application Tips
10. Grant Award Process
11. Q&A
12. Resources

Introductions – Avant Garde



Ana LeNoue

Consultant



Melissa Aguilar

Consultant



Cindy Lopez

Consultant



Introductions – Moreno Valley



Viviana McDaniel

Grants Division
Manager



Valeria Martin

Senior Grants Analyst



Rose Layman

Senior Grants Analyst



Rebekah Key

Senior Grants
Accountant





Workshop Goals

1. Applicants understand the grant requirements.
2. Applicants know how to navigate the application packet.
3. Understand the award process.

2024-2025 Schedule

Preliminary Dates	Key Dates
Weds., Jan. 31, 2024 at 3:00pm	CDBG Applications due
Tues., Mar. 26, 2024 at 3:45 pm	Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting
Tues., Apr. 16, 2024 at 6:00 pm	Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee
Tues., May 07, 2024 at 6:00 pm	Public Hearing 3: City Council to Approve Annual Action Plan
Tues., May 14, 2024	Submittal of 2024-25 Action Plan to HUD
July 1, 2024	Start of the new Fiscal Year 2024-25

Estimated Funding

2024-25 CDBG Anticipated Allocation	Amount
Planning and Administration (City) – 20% of annual allocation	\$395,800
Public Services – 15% of annual allocation	\$296,850
Available for Other Activities – 65%	\$1,286,350
Total Anticipated Allocation	\$1,979,000

Eligible Activities

(page 7 of application)

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property.
- Clearance and demolition of hazardous land and buildings.
- Rehabilitation of residential and non-residential structures.
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes.

Eligible Activities - cont.

(page 7 of application)

- Public services.
- Activities relating to energy conservation and renewable energy resources.
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities or other economic development activities.

Eligible Activities: Public Services

- Public services activities generally include:
 - Crime prevention/public safety, homeless services, recreation and youth programs, senior services and other specialized counseling.
- Public service programs must be a new service or an increase in the existing level of services.
 - Typically, no duplication to same individual during the program year.



Eligible Activities: Economic Development

- Economic development activities include endeavors aimed at increasing or maintaining the level of business activity in the City.
- Activities typically must create/retain permanent jobs or provide area services of which at least 51% must be made available to low- to-moderate income persons.

CDBG Objectives

All CDBG activities must qualify as meeting one or more of the following three National Objectives:

- Objective #1 Activities Benefiting Low- to-Moderate income Persons and/or Households.**
- Objective #2 Activities Which Aid in the Prevention or Elimination of Slums or Blight.
- Objective #3 Activities Designed to Meet Community Development Needs Having a Particular Urgency.

Program Beneficiaries

- City's Grant Programs must Low-to-Moderate Income (LMI) persons.
- The definition of a low-to-moderate income person or household is one having an income equal to or less than the lower income limits established by HUD.

HUD Low-Mod Income Limits

Family Size	1	2	3	4	5	6	7	8
Extremely Low (30%)	\$19,600	\$22,400	\$25,200	\$27,950	\$30,200	\$32,450	\$34,700	\$36,900
Very Low Income (50%)	\$32,650	\$37,300	\$41,950	\$46,600	\$50,350	\$54,100	\$57,800	\$61,550
Low-Mod Income (80%)	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Meeting National Objective 1

National Objective 1 can be met by providing:

- Direct Benefit Activities – Benefit clientele where at least 51% are qualified low-mod income.
- Area Benefit Activities – Benefit to areas designated at least 51% low-mod based on the HUD CDBG Census Tract Map.

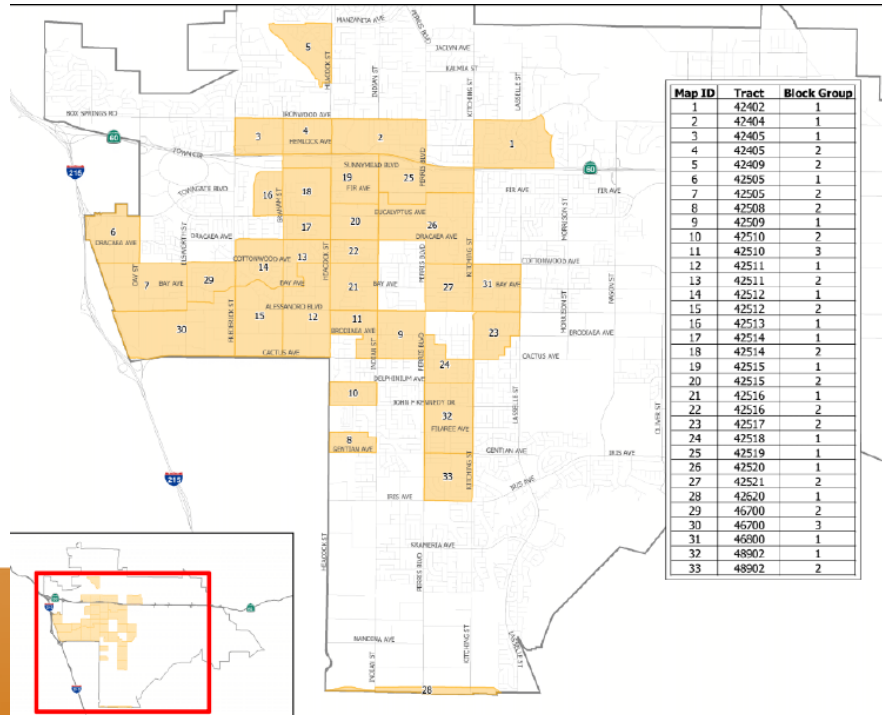
Direct Benefit Activities

- Direct Benefit Activities include (page 4-5 of application):
 - Public Services Activities
 - Economic Development Activities
 - Energy Efficiency Improvements

Area Benefit Activities

- Area Benefit Activities include Public Improvements (e.g., street rehab).
- At least 51% of area residents must be LMI.
- HUD Census Tracts/Block map identifies these LMI areas (on next slide).
- Area served must be primarily residential.

HUD Low-Mod Census Tracts



**City of
Moreno Valley
HUD Low-Mod Census
Tracts/Blocks
2023**

Effective Date: July 1, 2023
Note: Subject to update by HUD

HUD Low-Mod Tracts/Blocks

0 2,000 4,000
0 0.5 1
FT
MI

**Map Produced by Moreno Valley
Geographic Information System**
Geographic Information as:
State Plane NAD 83 California Zone 6 Feet
City Divisional FRANKLIN\GIS\WORK
CD\GIS_HUD_Tracts117228.mxd
21 November 2022

The information shown on this map was compiled from the Riverside County GIS and the City of Moreno Valley GIS. The best care and facility information on this map is for display purposes only and should not be relied upon without independent confirmation as to its accuracy. Riverside County and City of Moreno Valley will not be held responsible for any errors, omissions or damages resulting from the use of this map.

City's Objectives & Policies

- Public Service Priority Ranking (Page 13 of application).
- Ranking based on community input and reports.
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).

Grant Policies

- Funding priority for local service providers and prior funded programs.
- Three (3) years of successful grant management experience preferred.
- Minimum CDBG Grant is \$15,000.

Evaluation Criteria

page 28 of application

- Administration Capacity – 20 points
- Identification/Analysis of Local Needs – 10 points
- Program Design – 10 points
- Reasonable Budget – 10 points
- Technical Quality of Application – 5 points
- Collaboration (5 bonus points)



Evaluation Process

- Initial Review for completeness & eligibility.
- Technical Review Committee scoring based on Evaluation Criteria.
- Finance Subcommittee Review and Recommendation.
- Final Reviews and Selections by City Council.

Application Tips

- Research and review the grant and the applicable requirements.
- Be familiar with the City objectives and policies.
- Develop a realistic work plan for the grant with performance goals that are tangible and achievable.
- Proposed budget – Are the proposed costs realistic and allowable for the grant and program purpose?
- Clearly answer the questions and provide all requested documentation.

Application Tips – cont.

- CDBG Application Form - Exhibit B (page 30)
- All Required Attachments per Section II of the application (page 33)
- Signature page (digital and wet signatures)
- Any additional information to support the application

Application Tips: Deadline

Applications available
Via OpenGov

The Deadline is Wednesday
January 31, 2024, 3:00 p.m.

Grant Award Process*

Award Notification

- **Anticipated Time:** June – July
- The City sends award letters notifying organizations of award. An acceptance letter is also sent requesting a response from the organization.

Agreement from HUD

- **Anticipated Time:** 2-4 months
- Upon obtaining a formal agreement from HUD, the City staff will process the contract for approval and signature by the City Manager and City Attorney.

Agreement Processing & Legal Review

- **Anticipated Time:** 2 Weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are prepared and routed for subrecipients to provide review/comments.

Grant Award Process*

Agreements Executed

- **Anticipated Time:** 1-2 weeks
- After all comments are received and addressed the final agreements are routed for internal City signatures. Once an agreement is fully executed, the subrecipient will receive a copy of the agreement and Notice to Proceed.

Finance Review

- **Anticipated Time:** 4 weeks
- The Grants Division enters the agreement and all supporting documentation into the City's Financial Operations System and a Purchase Order is created for each subrecipient.

Invoice Review

- **Anticipated Time:** 2 weeks
- Subrecipients are expected to submit monthly invoices to the City on the 15th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.

Grant Award Process*

Invoice Submittal

- **Anticipated Time:** 1-2 weeks
- After invoices have been reviewed and approved the Grants Division will submit the invoices to Accounts Payable to initiate the internal approval process.

Payment Authorization

- **Anticipated Time:** 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable will then issue the check to subrecipients. All payments are sent as an ACH.

Resources: Federal Regulations

Subrecipients will be held to Federal Grant Regulation Standards for:

[CDBG Title 24 CFR Part 570](#)

Must have staff who can study, understand, and comply with the complexities of the Regulations.

<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570>

Resources: Federal Regulations

Title 2 CFR 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Labor Standards

Internal Controls

Record Keeping

Purchasing

Conflicts of Interest

Anti-Discrimination

Applies to all HUD grants and can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Questions & Answers?

For Additional Technical Assistance on
the Application, contact:
Grants Division,
951.413.3450,
grantadmin@moval.org