



FY 2020/21

CDBG

On-site Application Workshop

January 9, 2020

***Financial & Management Services Dept.
Financial Operations Division***

1. *Welcome/Introductions*
2. *Workshop Goals*
3. *2020-21 Grant Schedule*
4. *Anticipated Funding / Eligible Activities*
5. *CDBG Objectives & Policies*
6. *Evaluation Criteria*
7. *Tips for Completing the Application*
8. *Resources*
9. *Q&A*



Workshop Goals

1. Educate applicants on grant requirements
2. Help navigate the application packet
3. Ultimately, recommend projects for inclusion in the City's FY20/21 Annual Action Plan



FY 2019-2020 Annual Action Plan & Citizen Participation Schedule, Page 43

<u>Preliminary Dates</u>	<u>Event</u>
Friday, January 31, 2020	Applications Due from Applicants
Tuesday, March 24, 2020	Public Meeting 2: Open Technical Review Committee meeting - Applicants are invited to attend and are provided with an opportunity to explain programs in person.
Tuesday, April 21, 2020	Public Hearing 2: Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Tuesday, May 05, 2020	Public Hearing 3: Approve Annual Action Plan
September / October 2020	HUD notifies City of Moreno Valley of award amount



Application Deadline

**Applications available on
December 19, 2019**

The Deadline is Friday

January 31, 2020, 5:00 p.m.

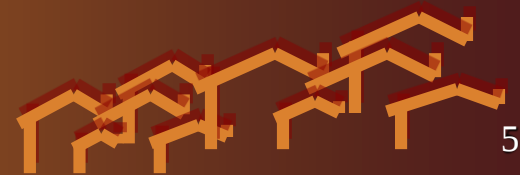
Via PlanetBids

<https://www.planetbids.com/portal/portal.cfm?CompanyID=24660&BidID=68626>



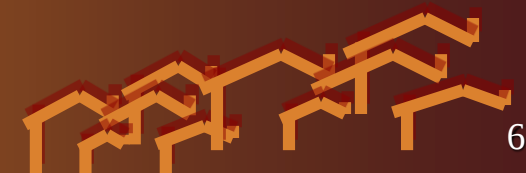
Anticipated Funding

- ❖ **The Office of Housing & Urban Development (HUD) issues the City Entitlement Funds.**
- ❖ **Anticipated Community Development Block Grants (CDBG) funding based on FY 2019-20 Award of \$2,082,025.**
- ❖ **City is HUD grant “Recipient” and all City awardees are “Subrecipients”**



Anticipated Funding

CDBG Anticipated 2020-21 Allocation	Amount
Planning and Administration Cap (20% of annual grant)	\$416,405
Public Services Cap (15% of annual grant)	\$312,304
Available for Other Activities (65%)	\$1,353,316
TOTAL Allocation	\$2,082,025



Eligible Activities (page 13)

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

- ❖ Acquisition of real property**
- ❖ Relocation and demolition for 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 (page 13) - continued

- ❖ **Public services, within certain limits**
- ❖ **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**



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

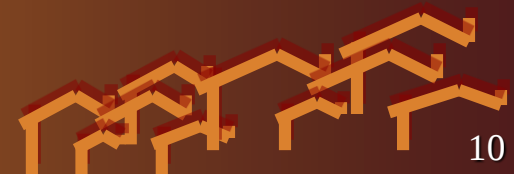
Objective #2. Activities Which Aid in the Prevention or Elimination of Slums or Blight

Objective #3. Activities Designed to Meet Community Development Needs Having a Particular Urgency



Program Beneficiaries

- ❖ **City's Grant Programs must serve 51% the 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 Section 8 lower income limits established by HUD**



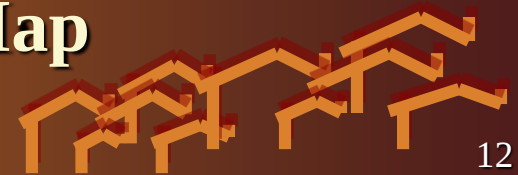
Low-Mod Income Limits

- ❖ HUD 2019 Income Chart on (page 9)
- ❖ Updated Income Chart provided by HUD mid-year
- ❖ Certain groups considered “Presumed” Low-Mod:
Abused Children, Battered Spouses, Elderly,
Handicapped, Homeless, Illiterate, Migrant
Farm Workers



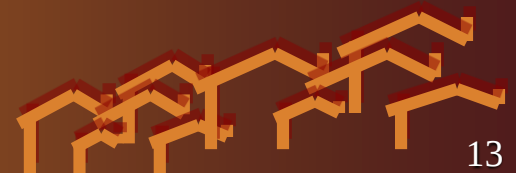
National Objective 1 can be met by providing:

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



Direct Benefit Activities

- ❖ **Direct Benefit Activities include (page 10):**
 - Public Services Activities**
 - Economic Development Activities**
- ❖ **Other Direct Benefit Activities typically funded**
 - Energy Efficiency Improvements**

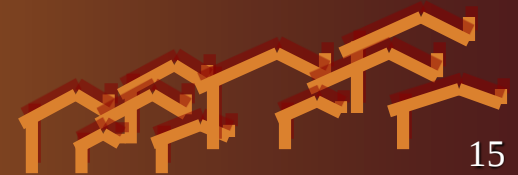


- ❖ **Public services activities generally include:**
 - crime prevention/public safety, homeless services, recreation and youth programs, senior services and specialized counseling
- ❖ **Public service programs must be a new service or an increase in the existing level of services.**
 - Typically no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



Economic Development

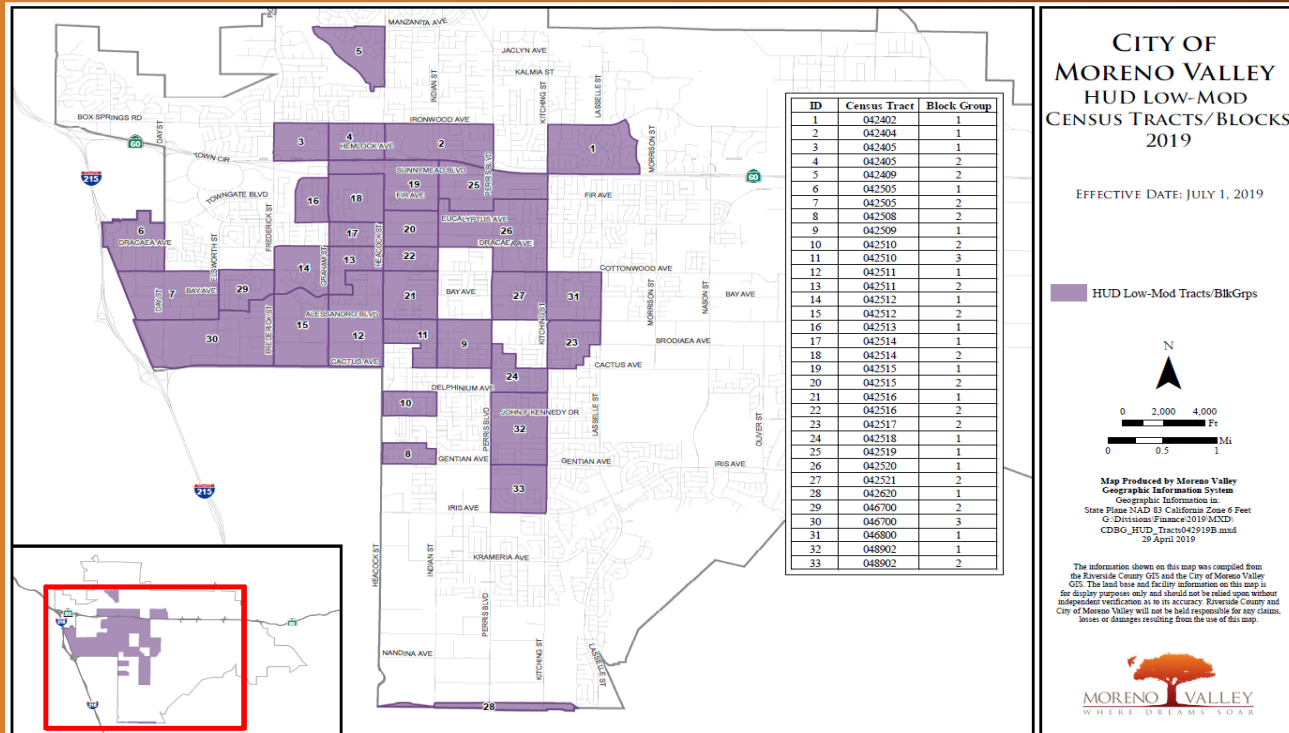
- ❖ **Economic development activities include endeavors aimed at increasing or maintaining the level of business activity in the City.**
- ❖ **Activities must create or retain permanent jobs, of which at least 51% must be made available to low- to-moderate income persons.**



- ❖ **At least 51% of area residents must be LMI**
- ❖ **HUD Census Tracts/Block map identifies these LMI areas**
- ❖ **Area served must be primarily residential**
- ❖ **Examples: ADA accessibility improvements, Street Improvements**



2019 HUD Low-Mod Zones (Page 16) – Effective July 1, 2019



City's Objectives & Policies (page 27)

- ❖ **Public Service Priority Ranking (Page 29)**
- ❖ **Ranking based on community input and reports**
- ❖ **Final awards are made by the City Council based on identified priorities, application submission, (for return applicants) consideration of past performance**



Objectives & Policies, Cont.

Public Services Ranking within the Public Service Objective:

1. 'Basic Needs' Related Social Services Programs (such as but not limited to emergency food, shelter (homelessness), and utility assistance)
2. Community Public Safety Programs
3. Programs offering Low-Cost Transportation
4. Employment Services/Programs and Job (Skills) Training
5. Free/Low-Cost programs for School-Aged Youth
6. Fair Housing Activities



Policies:

- ❖ Three (3) years of grant management experience preferred
- ❖ Funding priority for local service providers
- ❖ Minimum Grant is \$15K CDBG



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- ❖ **Administration Capacity**
- ❖ **Identification/Analysis of Local Needs**
- ❖ **Program Design**
- ❖ **Other (Program Budget, Technical Quality of Application, Collaboration Bonus)**



Online Application

Online submission should include:

- ❖ **CDBG Application Form - Exhibit B (page 48)**
- ❖ **All Required Attachments per Section II of the application**
- ❖ **Signature page with wet signature**
- ❖ **Any Additional information to support the application**



Levels of Reviews:

- ❖ Initial Review for completeness & eligibility; Ineligibility communicated immediately
- ❖ Technical Review Committee scoring based on Evaluation Criteria listed on page 46
- ❖ Finance Subcommittee Review and Recommendation
- ❖ Final Reviews and Selections by City Council



- ❖ Research and review the grant and the applicable requirements
- ❖ Know the City objectives and policies
- ❖ Develop a realistic work plan for the grant – are the performance goals 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.



Federal Requirements

Subrecipients will be held to Federal Grant Requirements for CDBG 24 CFR Part 570 regarding:

**Labor Standards
Record Keeping
Conflicts of Interest**

**Internal Controls
Purchasing
Anti-Discrimination**

**For Technical Assistance on these requirements, contact
Bob Quaid at bquaid@Willdan.com**



Title 2 CFR 200

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

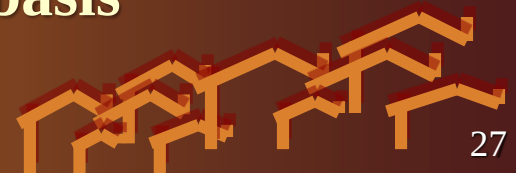
Applies to HUD all grants and can be found at:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl



Subrecipient Agreements

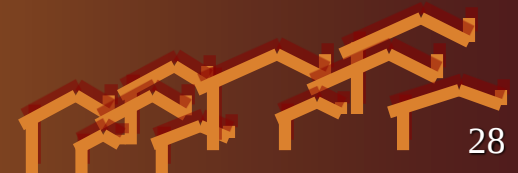
If awarded funding.....

- ❖ Written commitment based on approved application/proposal.
- ❖ Agreements executed in October/November 2020, Retroactive to July 1, 2020
- ❖ Typically term to complete is 1 year for Public Service
- ❖ Grant paid on a REIMBURSEMENT basis



Subrecipient Reporting

- ❖ **Performance Reports are mandatory**
- ❖ **Reports are customized for your program/activity**
- ❖ **Shall capture needed statistical data such as the number of low-income served and demographics of each participant**



Subrecipient Monitoring

City shall perform monitoring to establish how well the subrecipient is complying with requirements:

- ❖ **DESK REVIEWS** - City staff conducts monthly desk reviews of Subgrantee programs as reports and reimbursement requests are submitted
- ❖ **ON-SITE VISITS** - An on-site visit may be conducted once a year. Consist of tour of facility, short interviews with key staff to discuss internal controls, review of financial and client records



Questions & Answers?

For Additional Technical Assistance, contact:

**Financial Operations Division,
951.413.3450,
grantsadmin@moval.org**

