Community Development Block Grant (CDBG)

Subrecipient Orientation| June 24, 2025 | 11:00 am

Moreno Valley Grants Division

Agenda

1. Welcome
2. Introductions
3. National Objective Overview
4. Participant Eligibility
5. Statistical Reporting
6. Budget
7. Invoices
8. Continuing Education Log
9. Monitoring
10. Grant Award Process
11. Next Steps
12. Program Considerations
13. Federal Regulatory Requirements
14. Q&A
15. Closing

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Introductions

Dena Heald

Chief Financial Officer/City Treasurer

Joe Barron

Grants Division Manager

Kristina Gutierrez

Senior Grants Analyst

Dennis Kwan

Senior Grants Accountant

Melissa Aguilar

HUD Consultant

Cindy Lopez

HUD Consultant

CDBG Basics: National Objective Overview

Participant Eligibility

1. Benefitted person(s) should be City residents.

2. Limited Clientele Activity (LMC):
    - Subrecipient forms should at a minimum include the number of household members, names and age of household members, annual household income from all sources.
    - Use HUD 2025 Income Limits (Effective 06.01.25) for Riverside County to qualify applicant.

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CDBG Income Limits

Maximum Annual Household Income Limits as Determined by HUD effective June 1, 2025							
# of Persons in Household							
1	2	3	4	5	6	7	8
Extremely Low Income (30%) $23,500	$26,850	$30,200	$33,550	$36,250	$38,950	$41,650	$44,300
Very Low Income (50%) $39,200	$44,750	$50,350	$55,950	$60,450	$64,900	$69,400	$73,850
Low Income (80%) $62,650	$71,600	$80,550	$89,500	$96,700	$103,850	$111,000	$118,150

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Participant Eligibility cont.

- Annual Income Verification.
  - ➢ Applicant may self-certify for minimum benefits.
  - ➢ For more significant benefits, applicant must provide suitable evidence (household IDs, pay stubs, bank statements, etc.), or
  - ➢ Applicant qualifies as "Presumed Benefit" LMI individual including abused children, battered spouses, persons 62+, homeless, etc. (see 24 CFR 570.208).

3. Area Benefit Activity (LMA):
  - HUD Area Census Tract map for 2024 is typically used to verify activity located in a LMA area.

LMA Map

Map ID	Tract	Block Group
1	42212	2
2	42402	2
3	42402	3
4	42404	1
5	42405	1
6	42405	2
7	42405	3
8	42407	2
9	42411	2
10	42505	1
11	42505	2
12	42507	1
13	42507	3
14	42508	1
15	42508	2
16	42509	1
17	42509	2
18	42510	1
19	42510	2
20	42510	3
21	42511	1
22	42512	1
23	42512	2
24	42513	2
25	42514	1
26	42515	1
27	42515	2
28	42516	1
29	42516	2
30	42517	1
31	42518	2
32	42519	1
33	42520	1
34	42520	2
35	42521	1
36	42521	2
37	42522	1
38	42523	1
39	42523	3
40	42621	2
41	46700	1
42	46700	2
43	46800	1
44	48902	3
45	49001	3
46	51100	2

City of Moreno Valley HUD Low-Mod Census Tracts/Blocks 2024

Effective Date: July 1, 2024
Note: Subject to update by HUD

HUD Low-Mod Tracts/BlkGrps
Developed Residential Parcels

N

0 2,000 4,000
Ft
0 0.5 1
Mi

Map Produced by Moreno Valley
Geographic Information System
Geographic Information in:
State Plane NAD 83 California Zone 6 Feet
G:\Divisions\Finance\2024\MXD\
CDBG_HUD_DevResParcels_111224B.mxd
12 November 2024

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

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Compliance Certification

Exhibit C-2

MORENO VALLEY
COMPLIANCE CERTIFICATION
FY 20__-20__ CDBG
[Program Name]

INVOICE MONTH. : _____

[Subrecipient Name] hereby certifies that the below procedures were performed; and policies, guidelines, and requirements (among other regulations) related to the acceptance and use of CDBG funds have been adhered to and complied with as stipulated in the executed agreement for the above-mentioned program:

Y/N/NA

Subrecipient files have documentation showing that at least 51% of the beneficiaries are members of a presumed benefit group.
[24 CFR 570.208(a)(2)(i)(A) and 24 CFR 570.506(b)(3)(i)]

Circle the Beneficiaries of the [Program Name] (Served this Month):

Abused Children	Elderly Persons
Battered Spouses	Severely Disabled Adults
Homeless Persons	Illiterate Adults
Persons Living with AIDS	Farm Workers

If Beneficiaries are not listed above, please see below:

Subrecipient files have documentation showing that at least 51% of the beneficiaries are members of a low- and moderate-income family.
[24 CFR 570.208(a)(2)(i)(B) and 24 CFR 570.506(b)(3)(iii)]

If the activity was classified based on income, the appropriate income limits were used when checking the income of the persons served (the correct year and the correct family size).
[24 CFR 570.3; 24 CFR 570.208(a)(2)(i)(B) or (C); and 24 CFR 570.506(b)(3)(iii)]

Name & Signature of Preparer   **Date**

Name & Signature of Authorized Supervisor, Executive Director   **Date**

Statistical Reporting

		CITY OF MORENO VALLEY CDBG MONTHLY STATISTICAL & ACCOMPLISHMENT REPORT	
FY		2024-2025	
Agency			
Program Name			
Goal			
Goal Performance		#DIV/0!	
Budget			
Budget Performance		#DIV/0!	

		JANUARY	FEBRUARY	MARCH	Quarter 3 JAN-MAR	APRIL	MAY	JUNE	Quarter 4 APR-JUN	Program-to Date
1a	Total Persons Served - Received at least 1 service in CURRENT REPORTING PERIOD for the FIRST time (Unduplicated)				0				0	0
1b	Number of People with New or Continuing Access to a Service or Benefit [When the activity provides a new service, enter the number of people with access to the service or benefit. If the activity is funded in subsequent years, people benefiting in the subsequent years continue to be reported as having new access.]				0				0	0
1c	Number of People with Improved Access to a Service or Benefit [When the activity provides improved access to a service, enter the number of persons who have improved access.]				0				0	0
1d	Number of People that Receive a Service or Benefit that is No Longer Substandard [When the activity provides a service that is no longer substandard, enter the number of people no longer subject to a substandard service.]				0				0	0
2	Participant Income									
2a	Extremely Low Income (30%)				0				0	0
2b	Very Low Income (50%)				0				0	0
2c	Low Income (80%)				0				0	0
2d	Non-Low/Mod Income				0				0	0
	Subtotal (Low Income)	0	0	0	0	0	0	0	0	0
	Subtotal (ALL) Total here should match total for question 1a	0	0	0	0	0	0	0	0	0
3	Participant Demographic									
3a	White				0				0	0
3ai	How many also identified as Hispanic/Latinx?				0				0	0
3b	Black/African American				0				0	0
3bi	How many also identified as Hispanic/Latinx?				0				0	0
3c	Asian				0				0	0
3ci	How many also identified as Hispanic/Latinx?				0				0	0
3d	American Indian/Alaskan Native				0				0	0
3di	How many also identified as Hispanic/Latinx?				0				0	0
3e	Native Hawaiian/Other Pacific Islander				0				0	0
3ei	How many also identified as Hispanic/Latinx?				0				0	0
3f	American Indian/Alaskan Native & White				0				0	0
3fi	How many also identified as Hispanic/Latinx?				0				0	0
3g	Asian & White				0				0	0

Budget

City of Moreno Valley
"CDBG Entitlement Funds"
LINE ITEM BUDGET FORM FY 2024-2025

Subrecipient:

Project Title:

# of NEW/UNDUPLICATED Units/Persons to Serve for FY (Moreno Valley only)

Guidance: Please use the following format to present your line item budget for your CDBG program. In column A, list the items for which you will use CDBG funds for. In column B, provide the calculation explaining how you arrived a the cost of the line item. In column C, provide the budget amount or the line item.

A. BUDGET ITEM	B. DESCRIPTION	C. CALCULATION	CDBG BUDGET AMOUNT
PERSONNEL	N/A		N/A
Salaried Positions-Name & Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (full-time equivalent) or hours per week	Using an Excel formula, enter the calculation here. For example, for an employee engaged on a project for 12 months at $20 per hour and 40% FTE, the calculation should unfold as follows: =20*40%*40*52	Enter the budget amount here
N/A			
Total-Salaries			
Fringe Benefits-List Individual Costs			
Total-Fringe Benefits			$ -
TOTAL PERSONNEL COSTS:	(Total Personnel Costs + Fringe Benefits)		
OPERATING COSTS	Provide description of how you arrive at a total for each line item		
Supplies & Materials			
Equipment			
Printing/Copying			
Rent/Lease (Program Only)			
Insurance			
Utilities			
Telephone			
Travel/Mileage			
Audit			
Professional Services			
Other:			
Indirect Costs": _____ (please be specific)			
TOTAL OPERATING COSTS:			$ -
TOTAL PROJECT COST:	(Total Personnel + Total Operating)		$ -

Monthly Invoices

Exhibit D

CITY OF MORENO VALLEY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Subrecipient Payment Request FY ____/__

AGENCY NAME:		DATE:	
PROJECT TITLE:		INVOICE NO. :	
PREPARER'S NAME:			
EMAIL:		PHONE:	

ACCOUNT SUMMARY:

Approved CDBG Budget	
CDBG Reimbursements Received To Date	
Pending Reimbursements To Date (including this invoice)	
Remaining CDBG Balance	$ -

CURRENT REQUEST:

CDBG BUDGET LINE ITEM PER APPROVED AGREEMENT (List individual line item costs per approved budget, Exhibit "B")	BUDGET AMOUNT $	(PREVIOUS REQUESTS)	(CURRENT AMOUNT REQUESTED FOR REIMBURSEMENT)	REMAINING BUDGET BALANCE
PERSONNEL COSTS:				
Salaries				$ -
Fringe Benefits				$ -
Total Personnel Costs:	$ -	$ -	$ -	$ -
OPERATING COSTS: (List individual operating line item costs)				
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Total Operating Costs:	$ -	$ -	$ -	$ -
TOTAL: (Personnel Costs + Oper. Costs)	$ -	$ -	$ -	$ -

TOTAL PAYMENT REQUESTED THIS INVOICE:	$ -

NOTE: Corresponding back-up source documentation must be attached. The 'Documentation Required for Reimbursement Checklist' may be included as back-up and/or used for guidance in preparing the submittal.

_____
Signature of Preparer   Date

_____
Signature of Authorized Supervisor, Executive Director, or Board Member   Date

For City Use Only: Date Received: _____   By: _____
P.O. No.: _____   Amt. $: _____
Inv. No. : _____   Acct. No.: _____
Inv. Date.: _____   Auth. By: _____

Continuing Education Log

CDBG CONTINUING EDUCATION LOG

Date of Workshop	Time of Workshop	Title of Workshop	Length of time attended in minutes	Name of Person that Attended Workshop

Monitoring

- On-Site Visits
- Participant Eligibility
- Monthly Performance Statistics
- Request for Reimbursement

Monitoring: Common Concerns

- Behind on program milestones and goals
- Incomplete or inaccurate reporting
- Late invoice submissions
- Ratio of budget expenditures to program activity

Monitoring: Common Findings

- Participant ineligibility

- Inadequate record keeping

- Lack of adequate accounting, policies and procedures, and internal controls

Grant Award Process*

Award Notification
- **Anticipated Timeline**: Early June
- The City sends letters notifying organizations of award selection. An acceptance letter is also sent requesting a response from the organization.

HUD Agreement Issued
- **Anticipated Timeline**: August-October
- Upon obtaining a formal agreement from HUD, City staff starts processing subrecipient agreements for approval and signature by the City Manager and City Attorney.

Legal Review of Agreements
- **Anticipated Timeline**: 2 Weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are routed to subrecipients for review/comments.

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*Process is subject to change. Delays in processing by HUD may cause additional delays in processing subrecipient awards and agreements.

Grant Award Process*

Agreements Executed
- **Anticipated Timeline**: 1-2 weeks
- Agreements are then returned to the City for final signatures from City staff. Executed agreements are then distributed to subrecipients.

Finance Review
- **Anticipated Timeline**: 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 & Statistical Reports
- **Anticipated Timeline**: Submitted Monthly
- Subrecipients are expected to submit monthly invoices to the City on the 10th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.

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Grant Award Process*

Invoice Submittal

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

Payment Authorization

- **Anticipated Timeline**: 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable issues payment to subrecipients. All payments are sent as an ACH.

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Program Considerations

- Funding

- Executive Orders
  - Executive Order 14168 – Grant funds cannot be used to promote gender ideology
  - Executive Order 14182 – Grant funds cannot be used to fund or promote elective abortions
  - Executive Order 14218 – Undocumented immigrants cannot receive public benefits

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Next Steps

- Agreements will be circulated to subrecipients for review and signature(s)
- The City receives its agreement from HUD
  - Timeline for this item varies and impacts the timeline in which the City can execute its agreements with subrecipients
- The City executes the subrecipient agreements
  - Executed copies are sent to subrecipients
  - A Notice to Proceed is issued

Federal Regulatory Requirements

- Title 2 of Code of Federal Regulations Part 200 (2 CFR Part 200)- Uniform Administrative Requirements:
  - Conflict of Interest (200.112)
  - Standards of Financial Management (200.302)
  - Internal Controls (200.303)
  - Program Income (200.307)
  - Procurement Standards (200.320)
  - Monitoring (200.329)
  - Direct & Indirect Cost Principles (200.412 & 200.413)
  - Audit Requirements (200.501)

Federal Regulatory Requirements cont.

- Title 24 of Code of Federal Regulations Part 570 (24 CFR Part 570)- Basic provisions for all CDBG grants:
  - o Eligible Activities; National Objectives
  - o Records to be maintained
  - o Labor standards (Davis-Bacon Prevailing Wage)
- Section 3 requirements for HUD awards in excess of $200,000 for Covered Projects. Most CDBG and ESG programs are exempt.
- Various non-discrimination and affirmative action regulations.

HUD Exchange – CDBG Resources

- Register for HUD Exchange Account

- *Basically CDBG Online Review*

- *Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems*

Q & A

We're Here to Help!

Moreno Valley

Call: 951.413.3450

Email:

grantadmin@moval.org

Avant Garde

Cindy Lopez

Phone: 909.306.8667

Email: clopez@agi.com.co

Melissa Aguilar

Email: maguilar@agi.com.co