



FY 2020/21

HOME / ESG

On-site Application Workshop

January 9, 2020

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

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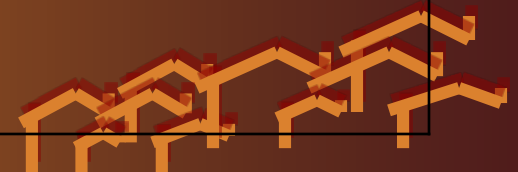
Workshop Goals

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 Funding based on FY 2019-20 Award**
 - Home Investment Partnerships (HOME) \$672,166.**
 - Emergency Solutions Grants (ESG) \$178,214.**
- ❖ **City is HUD grant “Recipient” and all City awardees are “Subrecipients”**



HOME Anticipated Funding

HOME Anticipated 2020-21 Allocation	Amount
Planning and Administration Cap (10% of annual grant)	\$67,217
Mandatory CHDO Set-Aside (15% of annual grant)	100,895
Available for Other Activities (75%)	504,054
TOTAL Allocation	\$672,166



Grant Purpose (page 16)

- ❖ **To expand the supply of decent, safe, sanitary, and affordable housing, primarily rental housing.**
- ❖ **To strengthen the ability of state and local government to provide housing.**
- ❖ **To assure that federal housing services, financing, and other investments are provided to state and local governments in a coordinated, supportive fashion.**
- ❖ **To expand the capacity of nonprofit Community Housing Development Organizations (CHDO's).**
- ❖ **To leverage private sector participation in financing affordable housing.**



Eligible Activities (page 18) - Continued

- ❖ **Incentives provided by Participating Jurisdictions (the City of Moreno Valley is a Participating Jurisdiction) to develop and support affordable rental housing and homeownership affordability through acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing (including manufactured housing).**
- ❖ **Operating expenses and capacity building costs for eligible CHDO's.**
- ❖ **Eligible administrative and planning costs.**



ESG Anticipated Funding

ESG Anticipated 2020-21 Allocation	Amount
Planning and Administration Cap (7.5% of annual grant)	\$13,366
Available for Other Activities (92.5%)	164,848
TOTAL Allocation	\$178,214

Grant Purpose (page 20)

HUD issues Emergency Shelter Grants (ESG) Program grants to cities to assist, protect, and improve living conditions for the homeless. Specifically, the ESG program provides funding to:

- ❖ **Engage homeless individuals and families living on the street;**
- ❖ **Improve the number and quality of emergency shelters for homeless individuals and families;**
- ❖ **Help operate these shelters and provide essential services to shelter residents;**
- ❖ **Rapidly re-house and provide essential services to homeless individuals and families; and**
- ❖ **Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.**



Eligible Activities (pages 20-23) -Continued

- ❖ **Street Outreach**
- ❖ **Emergency Shelter**
- ❖ **Rapid Re-Housing**
- ❖ **Homelessness Prevention**
- ❖ **Administration**
- ❖ **Homeless Management Information System (HMIS)**



Other Requirements (page 24)

- ❖ **Match Requirements – Federal regulations require a 100% match documentation provided when invoicing the City.**
- ❖ **Participation in HMIS – Must Input Data Monthly**
- ❖ **Active Participation in Continuum of Care (CoC)**
- ❖ **Maintain and Apply Written Standards for providing ESG assistance**



Program Beneficiaries

- ❖ **Grant Programs must serve the low-to-moderate income families and individuals**
- ❖ **HUD annual Income Limit Tables are measuring stick**
- ❖ **Home – Family income up to 80% of Average Median Income (AMI)**
- ❖ **ESG – Homeless or Those At Risk -Individual income at 30% of AMI/Homeless**



City's Objectives & Policies

City's Objectives & Policies, (page 27)

- ❖ **Priority Ranking Affordable Housing, Health & Safety (HOME) Homelessness/Homeless Prevention (ESG)**
- ❖ **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**



Policies:

- ❖ Three (3) years of grant management experience preferred
- ❖ Services provided within City limits
- ❖ Match Requirement for ESG - 100% of Award by Subrecipient. In-kind match is acceptable
- ❖ Minimum Grant: \$25K Home and \$ 50K for ESG



Evaluation Criteria

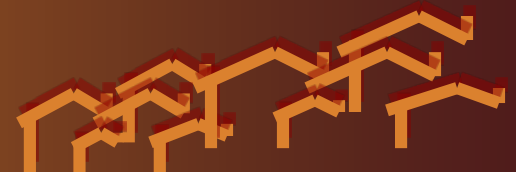
page 46

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



Application Instructions

- ❖ Applications Due Jan. 31, 2020, 5:00 pm
- ❖ Submit Via PlanetBids
- ❖ Submit Early Recommended



Application Document

- ❖ **Submit all required attachments requested in Section II of each application**
- ❖ **Additional information to support the application is okay**



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**



Online submission should include :

- ❖ HOME Application Form – Exhibit C (page 59) or ESG Application Form – Exhibit D (page 69)
- ❖ All Required Attachments per Section II of the application
- ❖ Signature page with wet signature
- ❖ Any Additional information to support the application



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- ❖ 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
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Application Tips

- ❖ 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 regarding:

Labor Standards

Record Keeping

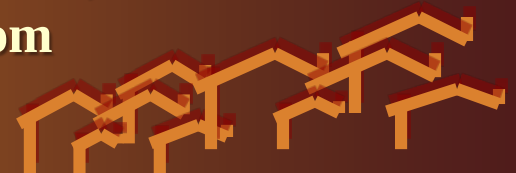
Conflicts of Interest

Internal Controls

Purchasing

Anti-Discrimination

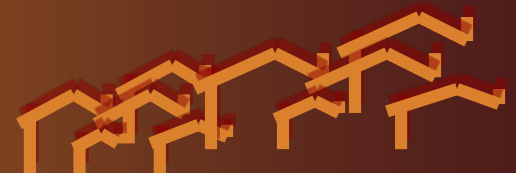
**For Technical Assistance on these requirements, contact
Bob Quaid at bquaid@Willdan.com**



Federal Requirements

Title 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

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



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 regular 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 scheduled during the 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**

