

# Community Development Block Grant (CDBG)



Application Workshop | January 5, 2023 | 10:00 am

Financial and Management Services Department, Financial Operations Division



# Agenda

1. Welcome/Introductions
2. Workshop Goals
3. 2023-24 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. Applicants understand grant requirements
2. Applicants can navigate the application packet
3. Applicants receive helpful information to better understand the application process

# 2023-2024 Schedule

| Preliminary Dates               | Key Dates  |
|---------------------------------|--|
| Tues., Jan. 31, 2023 at 5:00pm  | CDBG Applications due  |
| Tue., Mar. 28, 2023 at 3:45 pm  | Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting                  |
| Tues., Apr. 18, 2023 at 6:00 pm | Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee |
| Tues., May 02, 2023 at 6:00 pm  | Public Hearing 3: City Council to Approve Annual Action Plan   |
| Fri., May 19, 2023              | Submittal of 2023-24 Action Plan to HUD  |
| July 1, 2023                    | Start of the new Fiscal Year 2023-24   |



# Application Deadline

Applications available  
Via PlanetBids

The Deadline is Tuesday  
January 31, 2023, 5:00 p.m.

CDBG:

<https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/100188>



# Anticipated Funding

- The Office of Housing & Urban Development (HUD) issues the City Entitlement Funds
- The City is the HUD grant “Recipient” and all City awardees are “Subrecipients”
- Anticipated Community Development Block Grants (CDBG) funding based on FY 2022-23 Award of \$1.9 million

# Anticipated Funding

| <b>2023-23 CDBG Anticipated Allocation</b>                    | <b>Amount</b>      |
|---|--------------------|
| Planning and Administration (City) – 20% of annual allocation | \$385,404          |
| Public Services – 15% of annual allocation                    | \$289,053          |
| Available for Other Activities – 65%                          | \$1,252,565        |
| <b>Total Anticipated Allocation</b>                           | <b>\$1,927,022</b> |



# **CDBG Programs**

## **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





# **CDBG Programs**

## **Eligible Activities (page 7 of application) – continued**

- 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



# 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



# Economic Development

- Economic development activities include endeavors aimed at increasing or maintaining the level of business activity in the City.
- Activities 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 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 lower income limits established by HUD

# HUD Low-Mod Income Limits

| Family Size           | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Extremely Low (30%)   | \$18,500 | \$21,150 | \$23,800 | \$27,750 | \$32,470 | \$37,190 | \$41,910 | \$46,630 |
| Very Low Income (50%) | \$30,800 | \$35,200 | \$39,600 | \$44,000 | \$47,550 | \$51,050 | \$54,600 | \$58,100 |
| Low-Mod Income (80%)  | \$49,300 | \$56,350 | \$63,400 | \$70,400 | \$76,050 | \$81,700 | \$87,300 | \$92,950 |

<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

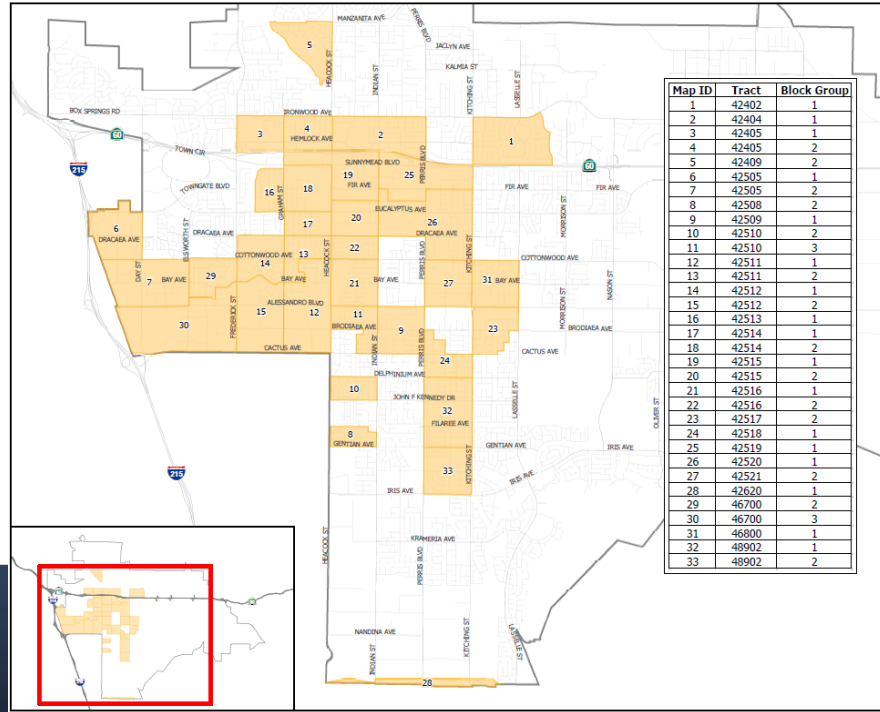




# Area Benefit Activities

- 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

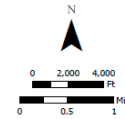


| Map ID | Tract | Block Group |
|--------|-------|-------------|
| 1      | 42402 | 1           |
| 2      | 42404 | 1           |
| 3      | 42405 | 1           |
| 4      | 42405 | 2           |
| 5      | 42409 | 2           |
| 6      | 42505 | 1           |
| 7      | 42505 | 2           |
| 8      | 42508 | 2           |
| 9      | 42509 | 1           |
| 10     | 42510 | 2           |
| 11     | 42510 | 3           |
| 12     | 42511 | 1           |
| 13     | 42511 | 2           |
| 14     | 42512 | 1           |
| 15     | 42512 | 2           |
| 16     | 42513 | 1           |
| 17     | 42514 | 1           |
| 18     | 42514 | 2           |
| 19     | 42515 | 1           |
| 20     | 42515 | 2           |
| 21     | 42516 | 1           |
| 22     | 42516 | 2           |
| 23     | 42517 | 2           |
| 24     | 42518 | 1           |
| 25     | 42519 | 1           |
| 26     | 42520 | 1           |
| 27     | 42521 | 2           |
| 28     | 42620 | 1           |
| 29     | 46700 | 2           |
| 30     | 46700 | 3           |
| 31     | 46800 | 1           |
| 32     | 48902 | 1           |
| 33     | 48902 | 2           |

## City of Moreno Valley HUD Low-Mod Census Tracts/Blocks 2022

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

HUD Low-Mod Tracts/BlkGrps



Map Produced by Moreno Valley  
Geographic Information Systems  
Geographic Information Inc.  
State Plane NAD 83 California Zone 6 Feet  
G:\Divisions\Finance\2022\MXD\  
CDBG\_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 land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to the 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.





# City's Objectives & Policies

- Public Service Priority Ranking (Page 12 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 \$15K



# Evaluation Criteria

page 29 of application

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



# Online Application

- CDBG Application Form - Exhibit B (page 32 of app)
- All Required Attachments per Section II of the application (page 33 of app)
- Signature page (digital and wet signatures)
- Any additional information to support the application



# 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
- Know 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





# 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>



# **Continuing Education Log**

Exhibit  
Page 1 of 1

**EXHIBIT**

**CONTINUING EDUCATION LOG**

| <b>Date of Workshop</b> | <b>Time of Workshop</b> | <b>Title of Workshop</b> | <b>Length of time attended in minutes</b> | <b>Name of Person that Attended Workshop</b> |
|-------------------------|-------------------------|--------------------------|---|--|
|                         |                         |                          |   |  |
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# 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](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)



# Subrecipient Agreements

- Written commitment based on approved application/proposal
- Acceptance letter sent requesting response (July 2023)
- Agreements executed once City receives HUD agreement
  - Retroactive to July 1, 2023
- Public Service term is 1 year (July 1<sup>st</sup> - June 30<sup>th</sup>)
- Grant paid on a REIMBURSEMENT basis



# **Subrecipient Reporting & Monitoring**

- Performance Reports are mandatory for reimbursement
- Reports provide needed statistical data for reporting to HUD, such as the number of low-income people served and demographics of each participant
- The City may conduct monthly desk reviews to evaluate program performance or yearly on-site visits to tour the facility, interview staff, and review financial and participant information/document
- HUD also conducts monitoring visits where subrecipients will need to be available to speak with HUD Program Monitors and make program documents available for review



# Questions & Answers?

For Technical Assistance on HUD regulations, contact  
Ana LeNoue at [alenoue@agi.com.co](mailto:alenoue@agi.com.co)

For Additional Technical Assistance on Application, contact:  
Financial Operations Division,  
951.413.3450,  
[grantsadmin@moval.org](mailto:grantsadmin@moval.org)