# Home Investment Partnership Program (HOME)



Application Workshop| January 10, 2024 | 1:00 pm

City Manager's Office, Grants Division
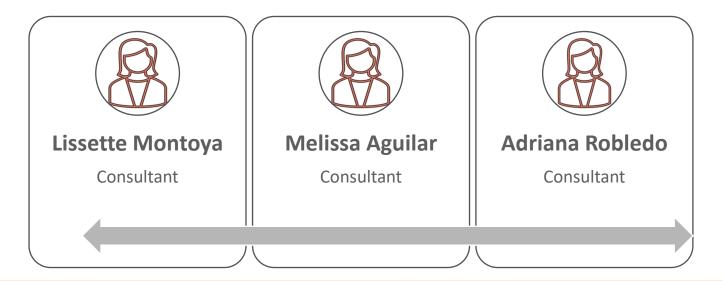
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# **Agenda**

1. Welcome
2. Introductions
3. Workshop Goals
4. 2024-25 Grant Schedule
5. Estimated Funding
6. About HOME
7. Eligible Activities

8. HOME Objectives & Policies
9. Evaluation Criteria
10. Application Tips
11. Grant Award Process
12. Q&A
13. Resources

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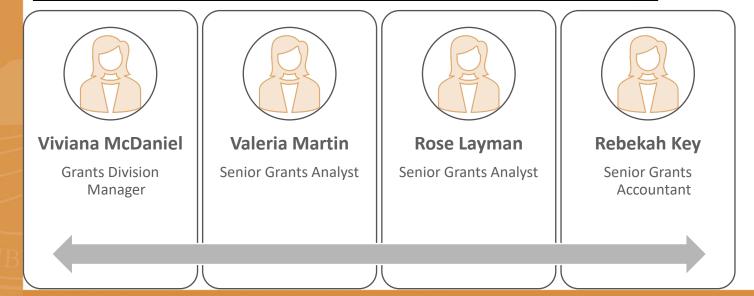WHERE DREAMS SOAR

# Introductions – Avant Garde



**Lissette Montoya**

Consultant

**Melissa Aguilar**

Consultant

**Adriana Robledo**

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. Applicants understand the award process.

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# 2024-2025 Schedule

| Preliminary Dates | Key Dates |
|---|---|
| Weds., Jan. 31, 2024 at 3:00pm | HOME 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 HOME Anticipated Allocation | Amount |
|---|---|
| Planning and Administration (City) – 10% of annual allocation | $75,590 |
| Mandatory CHDO Set Aside – 15% of annual allocation | $113,385 |
| Available for Other Activities – 75% | $566,925 |
| **Total Anticipated Allocation** | **$755,900** |

# About: HOME

**Grant Purpose (page 3 of application)**

- 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.

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# Eligible Activities

**(page 4 of application)**

- Incentives 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 CHDOs.

- Eligible administrative and planning costs.

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# **Program Beneficiaries**

- 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/

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# City's Objectives & Policies

**(page 6 of HOME application)**

- Priority to Affordable Housing, Health & Safety (HOME) .
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).

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# **<u>Grant Policies</u>**

- Three (3) years of successful grant management experience preferred.

- Services provided within City limits.

- Match Requirement for HOME - 25% of Award by Subrecipient.  In-kind match is acceptable.

- Minimum HOME Grant is $25,000.

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# 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)

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# **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.

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# **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.

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# **Application Tips – cont.**

Online submission should include:

• Application Form -  Exhibit B

• All Required Attachments per Section II of the application

• 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.

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# 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.

**Award 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.

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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 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.

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# **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.

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# **Resources: Federal Regulations**

Subrecipients will be held to Federal Grant Regulation Standards for:

**HOME** grants– 24 CFR 92
**Uniform Administrative Requirements** – 2 CFR 200

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

# **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

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# Questions & Answers?

For Additional Technical Assistance on the Application, contact:
Grants Division,
951.413.3450,
[grantadmin@moval.org](mailto:grantadmin@moval.org)

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