

# Community Development Block Grant (CDBG)



Application Workshop | January 09, 2025 | 10:00 am



# Agenda

1. Welcome
2. Introductions
3. Workshop Goals
4. 2025-26 Grant Schedule
5. Estimated Funding
6. Eligible Activities
7. CDBG Objectives & Policies
8. Evaluation Criteria
9. Application Tips
10. Grant Award Process
11. Q&A
12. Resources

# Introductions – Avant Garde



**Melissa Aguilar**

Consultant



**Cindy Lopez**

Consultant



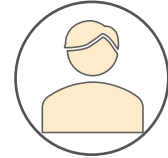
# Introductions – Moreno Valley



**Viviana McDaniel**  
Grants Division Manager



**Kristina Gutierrez**  
Senior Grants Analyst



**Joe Barron**  
• Senior Grants Analyst





# Workshop Goals

1. Applicants understand the grant requirements.
2. Applicants know how to navigate the application packet.
3. Applicants understand the award process.

# 2025-2026 Schedule

Preliminary Dates	Key Dates
Fri., Jan. 31, 2025, at 3:00pm	CDBG Applications due
Tues., Mar. 25, 2025, at 3:45 pm	Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting
Tues., Apr. 15, 2025, at 6:00 pm	Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee
Tues., May 06, 2025, at 6:00 pm	Public Hearing 3: City Council to Approve Annual Action Plan
Tues., May 13, 2025	Submittal of 2025-26 Action Plan to HUD
Tues. Jul. 1, 2025	Start of the new Fiscal Year 2025-26

# Estimated Funding

2025-26 CDBG Anticipated Allocation	Amount
Planning and Administration (City) – 20% of annual allocation	\$390,000
Public Services – 15% of annual allocation	\$292,500
Available for Other Activities – 65%	\$1,267,500
<b>Total Anticipated Allocation</b>	<b>\$1,950,000</b>



# 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.





# Eligible Activities - cont.

- 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.



# **Eligible 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.



## **Eligible Activities: Economic Development**

- Economic development activities include endeavors aimed at increasing or maintaining the level of business activity in the City.
- Activities typically 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 the City's 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 benefit Extremely Low-to-Moderate Income (LMI) persons.
- An income eligible household or participant is one whose household income is equal to or less than the extremely-low to low-moderate income limits established by HUD as demonstrated in the table on the next slide.

# HUD Low-Mod Income Limits

Family Size	1	2	3	4	5	6	7	8
Extremely Low (30%)	\$21,550	\$24,600	\$27,700	\$30,750	\$33,250	\$35,700	\$38,150	\$40,600
Very Low Income (50%)	\$35,900	\$41,000	\$46,100	\$51,250	\$55,350	\$59,450	\$63,550	\$67,650
Low-Mod Income (80%)	\$57,400	\$65,600	\$73,800	\$82,000	\$88,600	\$95,150	\$101,650	\$108,250

<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

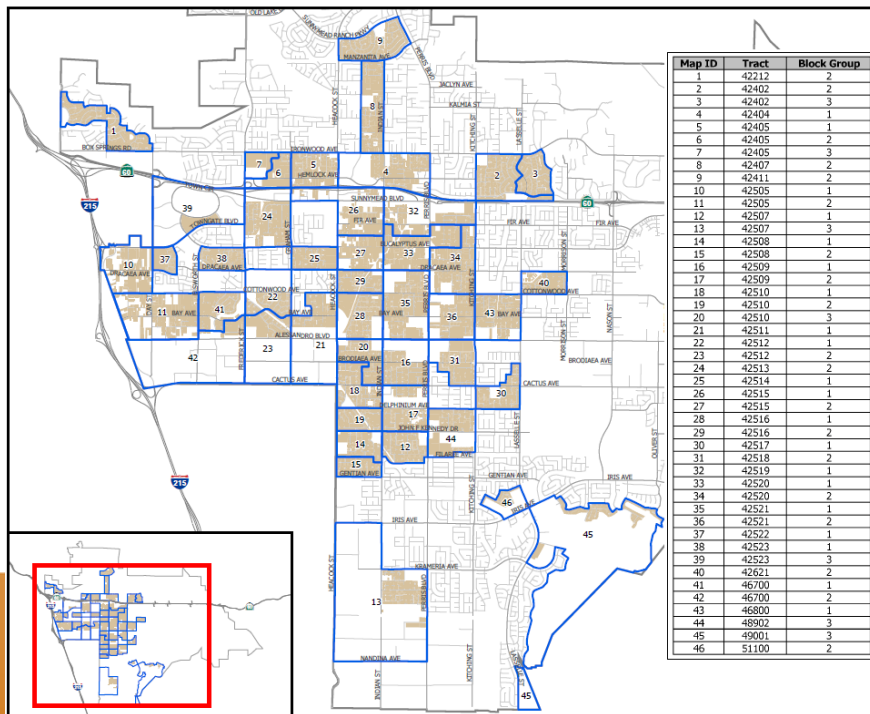
- Direct Benefit Activities include: (page 4-5 of application)
  - Public Services Activities
  - Economic Development Activities
  - Energy Efficiency Improvements



# 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



**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  
Feet  
0 0.5 1  
Miles

Map Produced by Moreno Valley  
 Geographic Information System  
 Geographic Information System  
 State Plane NAD 83 California Zone 6 Feet  
 G:\Divisions\Finance\2024\MXD  
 CDBG\_HUD\_DevelResParcels\_1112248.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 best date and quality 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.



# City's Objectives & Policies

## Public Service Priority Ranking

1. 'Basic Needs' Related Social Services Programs
2. Community Public Safety Programs
3. Programs offering Low-Cost Transportation
4. Free/Low-Cost programs for School-Aged Youth
5. Fair Housing Activities
6. Employment Services/Programs and Job Skills Training



# Grant Policies

- Funding priority for local service providers and previously funded programs.
- Three (3) years of successful grant management experience preferred.
- Minimum CDBG award is \$15,000.



# Evaluation Criteria

page 27 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



# Evaluation Process

- Initial Review for completeness & eligibility.
- Technical Review Committee scoring based on Evaluation Criteria.
- Finance Subcommittee Review and Recommendation.
- Final Review and Selections are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).



# Application Tips

- Research and review the grant and the applicable requirements.
- Be familiar with the City's 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.



# Application Tips – cont.

- CDBG Application Form - Exhibit B
- Complete all required attachments per Section II of the application
- Ensure the signature page is complete.
- You may include any additional information to support the application





# Application Tips: Deadline

Applications available  
Via OpenGov

The Deadline is Friday  
January 31, 2025, 3:00 p.m.

CDBG:

<https://procurement.opengov.com/portal/morenovalley/projects/133225>



# Grant Award Process\*

## Award Notification

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

## Agreement from HUD

- **Anticipated Time:** 2-4 months
- Upon obtaining a formal agreement from HUD, City staff starts processing subrecipient agreements 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.



# 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 10<sup>th</sup> of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.



# 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.



# Resources: 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>

# Resources: Federal Regulations

## Title 2 CFR 200

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

Labor Standards  
Record Keeping  
Conflicts of Interest

Internal Controls  
Purchasing  
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)

# Questions & Answers?

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