Community Development Block Grant (CDBG)

Application Workshop| January 6, 2022

Presented by: Willdan Financial Services

On behalf of the Financial and Management Services Department, Financial Operations Division

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Agenda

1. Welcome/Introductions
2. Workshop Goals
3. 2022-23 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. Educate applicants on grant requirements

2. Help navigate the application packet

3. Provide helpful information to applicants to better understand the process

2022-2023 Schedule (page 26 of application)

Date	Event
Tuesday, October 26, 2021	**Public Meeting 1**: Public Meeting to Review Action Plan Calendar Schedule and Objectives/Policies
Tuesday, December 7, 2021	**Public Hearing 1**: Public Hearing to Adopt Objectives/Policies & Collect Community Needs Comments
Thursday, December 16, 2021	Notice of Funding Availability (NOFA) Available. APPLICATIONS AVAILABLE FOR DISTRIBUTION.
Thursday, January 6, 2022	Application Workshop
Monday, January 31, 2022	Applications Due from Applicants
Tuesday, March 22, 2022	**Public Meeting 2**: Open Technical Review Committee during Finance Subcommittee Meeting
Thursday, March 31, 2022	Commencement of 30 - Day Action Plan Public Comment/Review Period
Tuesday, April 19, 2021	**Public Hearing 2 for Action Plan**: Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Tuesday, May 3, 2022	Close of 30 – Day Action Plan Public Comment/Review Period
Tuesday, May 3, 2022	**Public Hearing 3 for Action Plan**: Approve Annual Action Plan
Friday, May 13, 2022	**Submittal of 2022/23 Action Plan to HUD**

Application Deadline

Applications available
Via PlanetBids
The Deadline is Monday
January 31, 2022, 5:00 p.m.

CDBG: https://pbsystem.planetbids.com/portal/24660/bo/bo-detail/89025

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Anticipated Funding

- The Office of Housing & Urban Development (HUD) issues the City Entitlement Funds.
- Anticipated Community Development Block Grants (CDBG) funding based on FY 2021-22 Award of $2.045 million
- City is HUD grant "Recipient" and all City awardees are "Subrecipients"

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Anticipated Funding

CDBG Anticipated 2022-23 Allocation	Amount
Planning and Administration Cap (20% of annual grant)	$409,165
Public Services Cap (15% of annual grant)	$306,874
Available for Other Activities (65%)	$1,329,786
TOTAL Allocation	$2,045,825

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

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CDBG Programs

Eligible Activities (page 7 of application) - continued

❖ Public services, within limits

❖ 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

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

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Low-Mod Income Limits

❖ HUD 2021 Income Chart on (page 4 of application)

❖ Updated Income Chart provided by HUD mid-year

❖ Certain groups considered "Presumed" Low-Mod: Abused Children, Battered Spouses, Elderly, Handicapped, Homeless, Illiterate, Migrant Farm Workers

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 include

- Public Improvements (e.g. street rehab)

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.
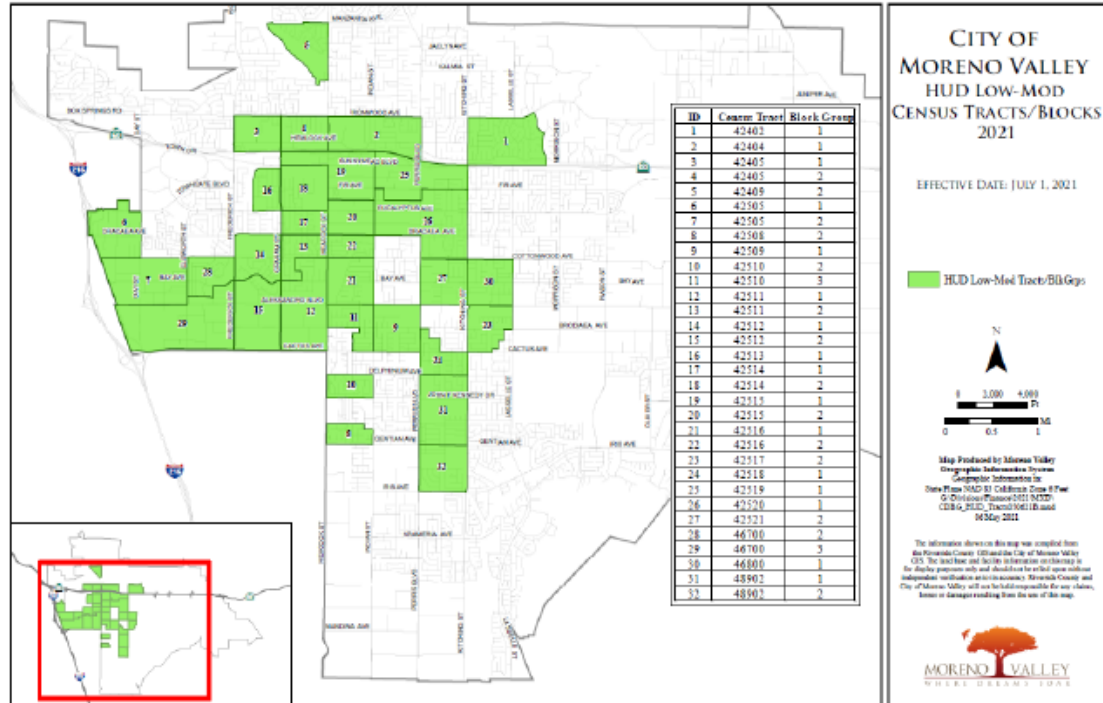
Area Benefit

❖ At least 51% of area residents must be LMI

❖ HUD Census Tracts/Block map identifies these LMI areas

❖ Area served must be primarily residential

HUD Low-Mod Tracts
2021 HUD Low-Mod Tracts (Page 9 of application) – Effective July 1, 2021

Current map as of July 1, 2021: Subject to change.

Q & A

City's Objectives & Policies

City's Objectives & Policies (page 10 of application)

- 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, (for return applicants) consideration of past performance

Objectives and Policies, Cont.

Public Services Ranking within the Public Service Objective:

1. 'Basic Needs' Related Social Services Programs (such as but not limited to emergency food, shelter (homelessness), and utility assistance)

2. Community Public Safety Programs

3. Programs offering Low-Cost Transportation

4. Employment Services/Programs and Job (Skills) Training

5. Free/Low-Cost programs for School-Aged Youth

6. Fair Housing Activities

Grant Policies

City policies for grant funding (page 13 of app):

❖ 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

Evaluation Criteria for applications (page 29 of app)

❖ Administration Capacity

❖ Identification/Analysis of Local Needs

❖ Program Design

❖ Other (Program Budget, Technical Quality of Application, Collaboration Bonus)

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Online Application

Online submission should include:

❖ CDBG Application Form - Exhibit B (page 32 of app)

❖ All Required Attachments per Section II of the application (page 33 of app)

❖ Signature page with wet signature (page 45 of app)

❖ Any Additional information to support the application

Evaluation Process

Levels of Reviews:

❖Initial Review for completeness & eligibility

❖Technical Review Committee scoring based on Evaluation Criteria listed on page 29 of application

❖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 – 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

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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.

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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If awarded funding…

❖ Subrecipient Agreement
- Services/Activities
- Goals
- Reimbursement Basis

❖ Subrecipient Reporting
- Monthly Statistical Report

❖ Subrecipient Monitoring
- Desk monitoring
- Onsite monitoring

Questions & Answers?

For Technical Assistance on HUD regulations, contact
Rina Galit at rgalit@willdan.com

For Additional Technical Assistance on Application, contact:
Financial Operations Division,
951.413.3450,
grantsadmin@moval.org

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