

2019-20 CDBG Application Workshop

January 31, 2019

CDBG BASIC INFORMATION

- Administered by the U.S. Department of Housing and Urban Development
- Cities, counties, and states are eligible to receive CDBG funds from HUD

CDBG Goals

- Provide decent, safe, and sanitary housing
- Provide a suitable living environment
- Expand economic opportunities

National Objectives

- Provide a benefit to low- and moderate-income persons
- Prevent or eliminate slum and blight
- Meet an urgent community need that threatens the health or welfare of residents

Application Process

Applications Due:

Friday, February 15, 2019 at 5:00 pm

Eligible Organizations

- City Departments
- Government and Quasi-Government agencies
- Non-Profits and Non-Profit Partnerships

Eligible Activities

- Public Services
 - Youth, Seniors, Persons with a Disability, Low-Income families
- Public Infrastructure and Facilities
 - ADA improvements, public right of way, community facilities and centers
- Housing Preservation
 - Code Enforcement
 - Housing Rehabilitation
- Planning and Administration
 - Fair Housing
 - Community Development Studies

Eligible Activities

- Only programs that serve primarily low- and moderate-income individuals, households, or neighborhoods will be eligible for funding.
- The definition of moderate-income is no more than 80 percent of the area median income adjusted for household size.
- Some groups are assumed to be low- and moderate- income, such as: victims of domestic abuse, elderly persons, handicapped persons, homeless persons.

Eligible Costs

- Personnel/staff (salary and benefits)
- Office/facility rental or lease costs
- Materials and supplies
- Communications
- Travel/mileage

Ineligible Costs

- Programs that do not serve primarily low- and moderate-income individuals or families
- Programs or services that promote religion
- Political activities
- Marketing, incentives, or fundraising
- Payment of debt or expenses incurred prior to agreement
- Entertainment, furnishings, or personal property
- Generally equipment, unless necessary to implement an eligible activity
- Food, unless essential to achieving program goals

Selecting Type of Benefit

- **Limited Clientele** designation is used for an activity that benefits specific individuals in the community (e.g., homebound elderly, homeless)
- **Area** designation is given to an activity that benefits everyone in a certain area (e.g., library, neighborhood center) and the service area would need to be at least 51% low- and moderate-income

Setting Goals

- It is important to be realistic in estimating the number of people served by your program
- Include only Rancho Cordova residents in your goal
- Your goal cannot be lower than the number of Rancho Cordova residents you serve now
- Roughly estimate the number of low- and moderate- income people if you don't already have data
- For Limited Clientele projects and programs, a minimum of 71% of participants must be low-moderate income

Application Tips

- Check the 2019-20 CDBG Application Document first, so you can begin collecting required documents as soon as possible
 - Available on the City Website here:
<https://www.cityofranhocordova.org/government/community-development/neighborhood-planning-projects/community-development-block-grant>
- Submittals can be made in the following ways:
 - By email to Stefan Heisler at sheisler@cityofranhocordova.org
 - By USB or Hard Copy to Attn. Stefan Heisler, City of Rancho Cordova, 2729 Prospect Park Drive, Rancho Cordova, CA 95670
- Call Stefan Heisler at (916-) 851-8757, or Patrice Clemons at (916) 231-3372 if you have any questions

Grant Application Ranking

- Priorities are LMI benefit, youth services, senior services, neighborhood revitalization activities
- Ability to implement the activity
- Complete the project within the program year
- Leveraged funding and collaboration

WHAT HAPPENS IF YOU ARE SELECTED TO RECEIVE A GRANT

Basic Information

- All agreements will run from July 1, 2019 to June 30, 2020
- Agreements will have a scope of work and a budget (for CDBG funds only) that you will need to adhere to
- Proof of insurance coverage required
- The City will pay you on a quarterly basis for funds expended

Required Reports

- Intake sheets – every organization is required to record information on ethnicity/race, family characteristics, and usually income
- Quarterly reports – summary reports that show demographics of people you have helped (information from intake sheets)
- Quarterly invoices – detailed description of funds spent with supporting documentation

Technical Assistance

- We will always be available to help you to understand our forms and requirements
- Once a year, we may complete a monitoring visit where we look at your financial information (e.g., invoices) and intake sheets
- Files on CDBG-related funds and requirements must be maintained for five years

THANK YOU

