

2021 CDBG-CV Application Workshop

December 18, 2020



ZOOM Housekeeping

- Presenters:
 - Stefan Heisler
 - Chance Finley-Ross
 - Tanner Wolverton
- Participants are Muted
- A recording of this presentation and the presentation slides will be available on the City website or by request
- Please enter questions in the chat box – we will take these at the end of the presentation

CDBG-CV BASIC INFORMATION

What is CDBG-CV?

- Community Development Block Grant (CDBG) Coronavirus Response (CV)
- Administered by the U.S. Department of Housing and Urban Development (HUD)
- Part of the distribution of \$2 trillion in CARES act

Regular CDBG Entitlement Program Goals:

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

CDBG-CV's Focus:

- Prevent and respond to the spread of COVID-19

CDBG-CV NOFA

City of Rancho Cordova CDBG-CV Allocations:

Round 1 = \$373,379 (Application cycle complete)

Round 2 = N/A (State and Insular Grantees Only)

Round 3 = \$487,938 (Current Application Cycle)

Requested Amounts:

No limit on amount an applicant can request, but it should be a reasonable ask

Number of Applications per Organization

Recommend 1 per organization

Public Services Cap

No cap on public services projects with CDBG-CV

Application Process

Applications Open:

Monday, December 14, 2020

Accessible on the City's [CDBG Webpage](#)

Applications Due:

Friday, January 15, 2021 by 5:00 pm

Draft Funding Recommendations for Public Review:

Wednesday, January 27, 2021

Council Approval of Funding Awards and Plan Amendment:

Monday, February 1, 2021

Eligible Organizations

- City Departments
- Government and Quasi-Government agencies
- Non-Profits and Non-Profit Partnerships
- For-Profits for Economic Development Projects

Activity Eligibility

Eligible activities must:

- Aid in the prevention, preparation, or response to COVID-19
- Benefit residents of Rancho Cordova

AND

Meet one of the following National Objectives:

- Principally benefit low- and moderate-income persons, defined as families and individuals whose household incomes do not exceed 80% of a jurisdiction's median income;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent need by addressing conditions that pose a serious and immediate threat to the health and safety of residents.

CDBG-CV Eligible Activities

HUD Quick Guide:

- Public service activities
- Housing-related activities
- Public improvements and facilities
- Activities to acquire real property
- Economic development activities
- General administrative and planning activities

Some Examples:

- Informational flyers on COVID-19 for our homeless residents
- Emergency home repairs to allow residents to continue isolating in place
- Hygiene kits for homeless students/families
- School supplies for preschool/K-12 students
- Meals on Wheels; Food distribution programs (drive-thru, to-go, and delivery)
- Rental housing deposit assistance for homeless residents
- Rent or utility assistance to maintain housing for low-income residents (up to 3 months)

Eligible Costs

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

*For any items not listed here, please check with staff

Ineligible Activities & Costs

Ineligible Activities:

- Activities that do not aid in the prevention, preparation, or response to COVID-19
- Activities that do not meet one of the 3 National Objectives
- Activities or services that promote religion
- Political activities
- Activities that support marketing, incentives, or fundraising

Ineligible Costs:

- Payment of debt or expenses incurred prior to agreement period:
 - Exception: CDBG-CV does allow expenses incurred prior to agreement in some situations
- Entertainment, furnishings, or personal property
- Equipment; unless necessary to implement an eligible public service activity
- Food; unless essential to achieving program goals

Duplication of Benefits

What is a duplication of benefits?

A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance

In other words, a duplication of benefits occurs when grant recipients receive financial assistance from multiple sources, but the cost of the activity has or will be paid by another source.

Each applicant will need to:

- Review DOB policies and guidelines, as provided by HUD
- Assess and identify any potential risk of DOB occurring
- Acknowledge that DOB policies are understood, and certify that they will not violate these policies

Setting Goals

Important things to remember when setting goals:

- Be realistic in estimating the number of people served by your program
- Include only Rancho Cordova residents in your anticipated activity accomplishments
- Estimate the number of low- and moderate- income people that you will serve –
Estimate the cost that it will take to serve these individuals
- Consider the impact that your activity will have on the community, and what needs you specifically want your activity to meet
- Identify any opportunities for partnerships with other local service providers

Completing an Application

Round 3 CDBG-CV Application and Instructions:

- Available on the City Website here:

<https://www.cityoffranchocordova.org/departments/community-development/housing/community-development-block-grant>

Application Tips:

- We encourage you to contact City staff and discuss your project to determine its eligibility
- Make sure your organization's insurance documents are available and current
- Consider whether you will be able to gather the required reporting and demographic information required by HUD
- Be thorough in your explanation of what your project will accomplish, who it will serve, how it will be administered, and why it should be prioritized for funding
- Ask questions if you need help understanding the application or program guidelines

Application Submittal

How to submit your application:

- Due to working remotely, staff will be accepting electronic applications only
- Email application and all other documents to cfinleyross@cityofranchocordova.org and CC sheisler@cityofranchocordova.org and tanner.wolverton@mbakerrintl.com

(no more than 40 MB in one email)

- Call Stefan Heisler at (916) 851-8757, or Chance Finley-Ross at (916) 231-2246 with any questions regarding the application or the CDBG-CV Grant

Grant Application Ranking

- Benefit – projects must assist in the prevention, preparation, and/or response to the COVID-19 pandemic within the community.
- Experience and ability to implement the activity
- Readiness to Proceed and ability to complete the project within the program period
- Leveraged funding and collaboration

WHAT HAPPENS IF YOU ARE SELECTED TO RECEIVE A GRANT?

**(Keep this information in mind for your
application)**

Basic Information

- All awardees will sign a contract (agreement) with the City
- Agreements will have a scope of work and a budget (for CDBG-CV Round 3 funds only) that you will need to adhere to:
 - Scope of work and budgets might change based on the final awarded allocations (announced in February 2021)
 - Agreements will be sent to you for internal routing in February 2021
- **All agreements will run from January 1, 2021 to December 31, 2021**
 - Proof of insurance coverage required
 - The City will pay you on a quarterly basis for funds expended

CDBG-CV Program Period

- **Round 3 CDBG-CV Performance Period:**
 - January 1, 2021 to December 31, 2021
 - All CDBG-CV funds awarded must be spent during this period
- If all CDBG-CV funds are not committed during this NOFA, another NOFA will be issued later this year which will have a longer performance period
- If you believe that your activity will not be able to perform in the specified program period, please let us know in your application
- If any changes to your activity's timeline occur within the program year, you will need to let CDBG staff know as soon as possible

Required Reports

- Intake sheets – every organization is **required** to record information on ethnicity/race, family characteristics, and income; depending on activity, HUD may ask for varying reports
- 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 – if your organization has a regular CDBG grant and a CDBG-CV grant, please make sure to clearly show which invoices are for each grant
- These reports are required to be reimbursed for expenses going back to January 1, 2021

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

Contact the CDBG Team!

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THANK YOU

