

2025 CDBG Application Workshop

August 6, 2024



Meeting Agenda

Time	Activity
3:00 p.m.	Introductions
3:05 - 3:30 p.m.	CDBG Overview Program Year Cycle Review 2025 Program Year Application/Process
3:30 - 3:50 p.m.	Review Questions from Applicants and Other Attendees
3:50 – 4:00 p.m.	Final Comments

ZOOM Housekeeping

- Program Staff (Presenter):
 - Ka Vang (Management Analyst)
 - Austin Knudsen (CDBG Specialist)
- A recording of this presentation and the presentation slides will be available on the City website after the meeting and by request
- Please hold off on all questions until the end of the presentation.

CDBG INFORMATION

Administered by the
U.S. Department of Housing and Urban
Development (HUD)



National Objectives (Goals)

Eligible activities must meet one of HUD's CDBG National Objectives:

- Benefit low-and moderate-income persons
- Help prevent or eliminate slums or blight; or
- Address urgent needs that pose serious and immediate threats to the health and safety of residents.

Eligible Activities

- **Housing Rehabilitation:** Improving housing for low and moderate-income families.
- **Public Facilities:** Constructing or improving community facilities like centers, playgrounds, and infrastructure.
- **Economic Development:** Supporting job creation and business development.
- **Public Services:** Offering services like child care, health care, and job training.

Eligible Organizations

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

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 Costs

- Programs that do not meet one of the 3 National Objectives
- 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

Build America, Buy America Act (BABA)

BABA requirements apply to all recipients of Federal Financial Assistance who are:

- (1) non-federal entities
- (2) requesting funding for an infrastructure project, including:
 - Construction
 - Alteration
 - Maintenance
 - Or repair

HUD Waivers may be applied to projects with \$250,000 or less from Federal funding or if inclusion will increase costs by more than 25%

Materials include:

- Steel
- Iron
- Manufactured products
- Construction materials used in covered infrastructure project
 - Metals other than iron/steel
 - Plastic materials such as PVC pipe
 - Glass
 - Lumber
 - Drywall

2025 CDBG Program Year

2025 Program Year Timeline:

January 1, 2025 – December 31, 2025

Q1 (Jan-March) - **Q2** (Apr.-June) - **Q3** (July-Sept.) - **Q4** (Oct.-Dec.)

2025 Program Year City Allocation: (Estimate)

CDBG - Appx. \$600,000 (*official award announced in Spring 2025)

Re-allocated unspent prior year CDBG funding - TBD

Planning and Admin Cap:

20% of total City Allocation (CDBG - \$120,000)

Public Service Activities Cap:

15% of total City Allocation (\$90,000)

Capital Improvement Activities Cap: No cap for CDBG

2025 Application Process



Applications Open:

Friday, July 19, 2024

Applications Due:

Monday, August 19, 2024, by 5:00 pm

Draft Funding Recommendations:

Wednesday, September 3, 2024

Council Approval of Funding Awards:

Monday, October 21, 2024

Application

2025 CDBG Application and Instructions:

Available on the City Website here: [Community Development Block Grant | City of Rancho Cordova](#)

If you are applying for CDBG funds for the first time:

- We encourage you to contact City staff and discuss your project to determine CDBG eligibility
- Make sure your insurance documents are available and current
- Consider whether you will be able to gather the required reporting and demographic information and that you have a clear understanding of the administrative requirements
- Sign up for a unique entity identifier through the System for Award Management (SAM).

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 Submittal

Application can be submitted by email, mailing, or by dropping it off at the front reception desk.

- Please email applications to Ka Vang kvang@cityofranchocordova.org (no more than 30 MB in one email)
- Call Ka Vang at (916) 851-8902
- Stefan Heisler at (916) 851-8757, if you have any questions

Grant Application Ranking

- Low-mod Income Benefit - Youth Services, Senior Services, Neighborhood Revitalization Activities
- Experience and readiness to implement the activity
- Ability to complete the project within the program year
- Leveraged funding and collaboration
- Cost Reasonableness/Effectiveness
- Past Performance
- Completeness of Application

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 funds only) that you will need to adhere to
- **All agreements will run from roughly January 1, 2025 to December 31, 2025**
 - 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 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
- These reports are required to be reimbursed for expenses

Technical Assistance

- We are always 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

Questions & Answers

THANK YOU

