



***COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM***

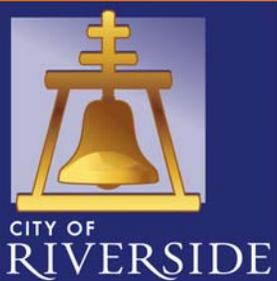
CITY OF RIVERSIDE

FY 2009-2010

SUBRECIPIENT WORKSHOP

**Development Department
Housing and Neighborhoods Division**

**CITY OF
RIVERSIDE**



Community Development Block Grant (CDBG)

What is "CDBG"?

Federal funding to cities/counties to benefit low- and moderate-income persons by providing

- Decent Housing
- A Suitable Living Environment
- Expanded Economic Opportunities

The funding is provided by the U.S. Department of Housing and Urban Development (HUD)

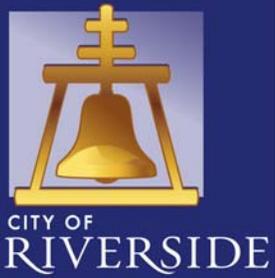


Community Development Block Grant Program (CDBG)

National Objectives:

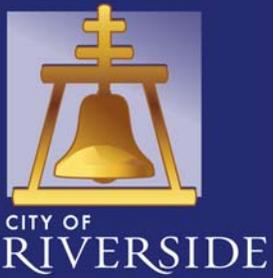
- **Benefit Low/Moderate Income Persons**
- **Prevent/Eliminate Slum and Blight**
- **Address an urgent community need**





2009/2010 CDBG Funding from HUD

■ Public Facilities/Public Improvement Projects	\$1,725,604
■ Housing Service Activities	\$88,000
■ Public Service Activities	\$505,602
■ Economic Development	\$175,000
■ Section 108 Loan Debt Service	\$200,000
■ Planning and Administration	<u>\$673,417</u>
■ TOTAL CDBG FUNDING	\$3,367,623



CDBG Eligibility Categories

- **Low- Moderate Income Area Benefit**
 - 51% of residents are low- and moderate-income

- **Low- Moderate-Income Limited Clientele**
 - Clientele generally presumed to be low- moderate-income
 - Require documentation to show at least 51% of clientele served are low- moderate-income

- **Low- Moderate-Income Housing Activity**
 - Providing or improving permanent residential structure(s) for low- moderate-income persons

- **Low- Moderate Income Job Creation/Retention**
 - Create/retain permanent jobs for low- moderate-income persons



Eligible CDBG Beneficiaries

2009 LOW-MODERATE INCOME LIMITS

	1 person	2 person	3 person	4 person	5 person	6 person
Extremely Low (30% & below)	\$14,000	\$16,000	\$18,000	\$20,000	\$21,600	\$23,200
Low Income (between 30% to 50%)	\$23,300	\$26,650	\$29,950	\$33,300	\$35,950	\$38,650
Moderate Income (between 50% to 80%)	\$37,300	\$42,650	\$47,950	\$53,300	\$57,550	\$61,850



Eligible CDBG Beneficiaries

LIMITED CLIENTELE:

Project primarily serves at least 70% of clients in the following categories. At least 51% must meet low/moderate income criteria

- Abused children
- Battered spouses
- Elderly persons
- Severely disabled persons
- Illiterate adults
- Persons living with HIV/AIDS
- Homeless persons
- Migrant farm workers



Ineligible Use of Funds

- General Government Expenses
- General Administrative Activities
 - Indirect organizational costs
- Political Activities
 - Campaign Event for a candidate
- Purchase of equipment
 - Bulldozer for new construction project



Reporting on Public Facility & Improvement Activities

- **Data Required**

- Number of persons assisted with new access to a facility or infrastructure benefit
- Number of persons assisted with improved access to a facility or infrastructure benefit
- Where the public facility or infrastructure activity will meet a quality standard or will measurably improve quality, report on the number of persons that no longer only have access to a substandard facility or infrastructure



Reporting on Public Service Activities

- Data Required
 - Number of persons assisted with new access to a service (or continued if refunding)
 - Number of persons assisted with improved access to a service (or continued if refunding)
 - Where the public service activity will meet a quality standard or will measurably improve quality, report on the number of persons that no longer only have access to a substandard service (or no longer continue to if refunding same activity)



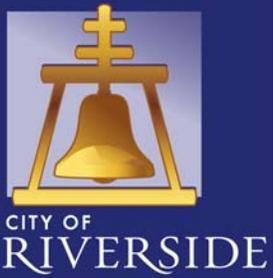
REVISED CDBG Quarterly Report

- Reporting Period
- Program/Project Information
- Proposed/Actual Accomplishment Data
- Direct Benefit Data – Units



CDBG Quarterly Report cont.

- Direct Benefit Data - Income
- Direct Benefit Data – Race/Ethnicity
- Public Service/Public Facilities and Improvements
- Funding Sources



CDBG Contract Agreement

- Execute Sub-recipient Contractual Agreement
- Project implemented between July 1, 2009 and June 30, 2010
- Funds allocated on a reimbursement basis
- Submit Quarterly Compliance reports
- Must be able to document client eligibility



CDBG Contract Agreement

KEY TERMS OF AGREEMENT:

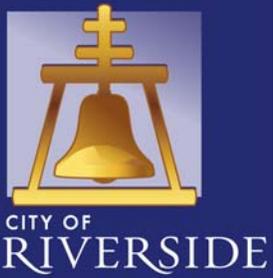
- **AGREEMENT IS RETROACTIVE BACK TO 7/1/09.** For this reason, begin correct program data gathering and financial back-up now.
- **AGREEMENT TERMINATES 6/30/10.** Important to use all your funds for year by this date and submit invoices in a timely manner.
- **FUNDS MUST BE USED ON ELIGIBLE ACTIVITIES AS DEFINED IN THE BUDGET.** Any changes to the use must first be submitted in writing for approval.
- **PAYMENTS MADE ON A REIMBURSEMENT BASIS.** Documentation of actual expenses must be included with requests for payment.



CDBG Contract Agreement

REQUIRED DOCUMENTATION TO EXECUTE AGREEMENTS

- PROJECT INFORMATION SHEET
- SCOPE OF SERVICES (Exhibit A)
- PROJECT BUDGET (Exhibit B)
- HUD COMPLIANCE STANDARDS (Exhibit C)
- KEY PERSONNEL (Exhibit D)
- AUTHORIZED SIGNATURES (Exhibit E)
- INSURANCE REQUIREMENTS



CDBG Contract Agreement

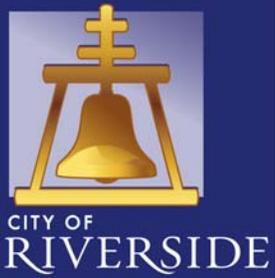
CDBG REQUEST FOR PAYMENTS

- Must complete CDBG Request for Payment Form A
- Must complete Reimbursement Request Form B
- Must provide adequate supporting documentation
- Must provide ACH Authorization Form (Electronic Funds Transfer)
- **NO RUSH PAYMENTS!**



CDBG Contract Agreement

- Random On-site Visits Are Conducted Annually By City Staff In The Spring.
- Consists Of Reviewing Back-up Documentation For Income And Ethnicity Of Clients, Corporate Records, Internal Controls, and Bookkeeping/Accounting.
- The On-site Monitoring Visit Establishes How Well a Nonprofit Is Doing With Compliance Issues During The Funding Year.
- A Successful Monitoring Visit Will Also Provide Technical Assistance And Establish The Non-Profit's Eligibility For Future Funding.



Development Department

Housing and Neighborhoods Division

Eva Yakutis (Housing and Neighborhoods Division Manager)	826-5191
Rosemarie Gonzales, Project Manager (CDBG Program)	826-5941
Maurice Oliva (Capital Improvement Projects)	826-5516
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BJ Carrell (Contact Person for Internet Electronic Data and Questions)	826-5973



CDBG Program

Questions and Answers?

**Capital Improvement
Mini Workshop**