



**FISCAL YEAR 2016/2017**  
**APPLICATION FOR FUNDING**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIP (HOME)  
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAMS**

**APPLICATIONS DUE: FEBRUARY 19, 2016, 4:30pm**

Deliver to: City of Moreno Valley  
Financial & Management Services Dept.  
Financial Resources Division  
14177 Frederick St. PO Box 88005  
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**\*\*IF APPLYING FOR FUNDING, PLEASE VIEW THE ONLINE  
APPLICATION WORKSHOP\*\***

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Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm

**FISCAL YEAR 2016-2017 APPLICATION BOOKLET**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM  
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM**

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## **INTRODUCTION**

The City of Moreno Valley is pleased to present this Community Development Block Grant (CDBG), HOME Investment Partnership Program, and Emergency Solutions Grant (ESG) Information Booklet and application. This booklet is intended to explain the federal and local goals of the CDBG, HOME, ESG programs and to assist you in applying for funds. Included in the booklet are an explanation of activities eligible for funding, program funding limits, and a program schedule (including application deadlines). As there are strict eligibility criteria, please carefully review this document to determine if your project qualifies under the federal regulations.

We have also included an overview of previously funded projects. These projects have contributed to the betterment of our community by enhancing our neighborhoods and improving public services for low- and moderate-income citizens. We look forward to your input on the use of future CDBG, HOME, and ESG monies in the City of Moreno Valley.

The Objectives and Policies outlined in this booklet provide general guidelines on the funding categories the City may consider for project selection and what priorities have been identified. Specific programs/projects identified for CDBG, HOME, and ESG funding will be selected based upon the Community Needs Assessment completed as part of the Consolidated Plan process.

Staff is available to answer questions you may have concerning these programs. For further information, please contact:

City of Moreno Valley  
Financial & Management Services Department  
Financial Resources Division  
NP@MOVAL.ORG  
951.413.3450

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## **FUNDING LIMITATIONS IMPOSED ON CDBG, HOME, & ESG**

Every year, the Department of Housing and Urban Development (HUD) allocates federal grant monies to qualifying cities such as the City of Moreno Valley. Currently, Moreno Valley receives three separate allocations known as: (1) the Community Development Block Grant (CDBG), (2) the HOME Investment Partnership Program (commonly referred to as HOME) and (3) the Emergency Solutions Grant (ESG). HUD automatically “entitles” cities with a population greater than 50,000 to directly receive grant monies. The amount of the grant is based on a five-part formula established by the federal government that reflects the ratio of the community’s population, extent of housing overcrowding, poverty, age of housing, and growth lag to the average figures for all similar communities. This direct entitlement allows the City Council to have greater control of the funds through the local selection of projects and also ensures greater accountability of the use of the funds to the Moreno Valley citizens through the Citizen Participation process.

The amount of funding awarded to the City of Moreno Valley varies from year to year. As of the release of this application booklet, the allocations for FY 2016-17 have not yet been announced; however staff anticipates Moreno Valley will receive an amount comparable to last year which was approximately \$2 million in CDBG funds, \$500,000 in HOME monies, and almost \$200,000 in ESG funds.

### **HOME Funding Limitations**

Fiscal Year 2015-2016 Allocation	HOME
Planning and Administration Cap (10% of annual grant)	\$51,684.60
Mandatory CHDO Set-aside (15% of annual grant)	\$77,526.90
Available for Other Activities	\$387,634.50
<b>TOTAL Allocation</b>	<b>\$516,846.00</b>

HUD imposes limits on how cities can spend their grant funding. For example, HOME laws allow for no more than 10% of the annual HOME allocation to be set-aside for the City’s planning and administration of the grant. This means that if the City receives \$500,000 in HOME, 10% of that or \$50,000 may be reserved for city administration and oversight costs. Additionally, HOME law mandates that 15% of the annual grant be set-aside for housing projects completed in partnership with a certified Community Housing Development Organization (CHDO). Only an organization that has formally applied and been approved by the City Council as a “certified CHDO” can utilize that specific set of monies. More about CHDO’s qualifications can be found on page 12 of the application. Once the 10% in administration and the 15% in CHDO are set-aside, the remaining funds are made available for open competition.

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## ESG Funding Limitations

Fiscal Year 2015-2016 Allocation	ESG
Planning and Administration Cap (7.5% of annual grant)	\$13,171.80
Available for Other Activities	\$162,452.20
<b>TOTAL Allocation</b>	<b>\$175,624.00</b>

As with HOME, a percentage of the ESG allocation may be set-aside for the City's planning and administration. ESG regulations limit this amount to no more than 7.5% of the annual grant. The remaining amount may be made available for competition to be used for projects and activities that serve the homeless and those at-risk of homelessness.

## CDBG Funding Limitations

Fiscal Year 2015-2016 Allocation	CDBG
Planning and Administration Cap (20% of annual grant)	\$404,024.80
Public Services Cap (15% of annual grant)	\$303,018.60
Available for Other Activities (65%)	\$1,313,080.60
<b>TOTAL Allocation</b>	<b>\$2,020,124.00</b>

Because CDBG is a larger grant that requires more oversight, HUD allows for up to 20% of the CDBG award to be used by the City toward general program planning and administration. This amount totals about \$400,000 of the allocation. A maximum of 15% of the City's total annual CDBG allocation may be used for Public Service activities. Cities are not required to allocate any funding to public services, however, due to the high service demand the City typically chooses to set-aside the full 15%. Should Moreno Valley again be issued approximately \$2 million in CDBG funding, the HUD cap on the amount that non-profits may compete for and use toward public service activities will be about \$300,000. This is normally the most sought-after set of CDBG funding and therefore is subject to an extremely competitive application process. The remaining 65% or about \$1.3 million can be used for other community development activities such as code enforcement, economic development, street improvements, and other as described in this booklet.

## PURPOSE OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The Community Development Block Grant (CDBG) Program is administered by the Department of Housing and Urban Development (HUD) and is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The purpose of the CDBG program is to enhance and maintain viable urban communities through the

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provision of decent housing and a suitable living environment and the expansion of economic opportunities, principally for low- and moderate-income persons.

## **HISTORY OF THE CDBG PROGRAM IN THE MORENO VALLEY AREA**

### **Urban County Participation (FY 78/79 – 87/88)**

From 1978 until 1987, the City of Moreno Valley participated in the County of Riverside's Community Development Block Grant (CDBG) Program funded under the "Urban County" provision of the Housing and Community Development Act of 1974. Under this system, federal monies were allocated to the County, with participating cities fewer than 50,000 in population receiving a "pass through" grant.

During the 1978-1987 periods, the County of Riverside used CDBG funds in the Moreno Valley area to supplement the Urban Park and Recreation Recovery Program (U.P.A.R.R.) funds for the development of two neighborhood parks. The funds were used for the acquisition of land and development of facilities. Funds were also used to construct a fire station, purchase fire equipment (using local development fees), finance a Crime Prevention program through the school district, and to prepare a Public Facilities Plan for the Sunnymead/Edgemont area.

### **CDBG Becomes an Entitlement Program (FY 88/89 – present)**

On July 1, 1988, the City became a CDBG Entitlement City and was subsequently entitled to receive an annual block grant award directly from the Department of Housing and Urban Development (HUD). Annual funding levels for the CDBG Program are as follows:

<b><u>FISCAL YEAR</u></b>	<b><u>FUNDING</u></b>
1988/89	\$399,000
1989/90	\$415,000
1990/91	\$500,000
1991/92	\$594,000
1992/93	\$603,000
1993/94	\$1,016,000
1994/95	\$1,106,000
1995/96	\$1,583,000
1996/97	\$1,627,000
1997/98	\$1,529,000
1998/99	\$1,477,000
1999/00	\$1,487,000
2000/01	\$1,487,000
2001/02	\$1,548,000

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2002/03	\$1,486,000
2003/04	\$2,114,000
2004/05	\$2,082,000
2005/06	\$1,984,308
2006/07	\$1,802,216
2007/08	\$1,802,000
2008/09	\$1,764,616
2009/10	\$1,793,917
2010/11	\$1,941,611
2011/12	\$1,618,700
2012/13	\$1,858,467
2013/14	\$1,915,206
2014/15	\$1,970,284
2015/16	\$2,020,124

### **HOW IS A PROJECT DETERMINED TO BE ELIGIBLE FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS? (NATIONAL OBJECTIVES)**

In order for an activity or program to be eligible for CDBG funding, it must qualify as meeting one or more of the following three national objectives:

- Objective #1.** Activities Benefiting Low- and 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

#### **National Objective #1 – Activities Benefiting Low- and Moderate-income Persons and/or Households**

A minimum of 70% of the City's total annual allocation must be used to benefit low-and moderate-income persons (meeting National Objective #1). The definition of a low or moderate-income person or household is one having an income equal to or less than the Section 8 lower income limits established by HUD. The low-income limit for a family of four in the Riverside/San Bernardino area is \$31,050 and the moderate-income limit is \$49,700. The current HUD income limits for the Riverside-San Bernardino PMSA are listed below:

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### 2015 HUD Income Levels

FAMILY SIZE	1	2	3	4	5	6	7	8
EXTREMELY LOW (30%)	\$13,100	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
LOW INCOME 50%	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000
MODERATE INCOME 80%	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650

In order to determine if a project qualifies under National Objective #1, it must also fall under one of the following two benefit activities (or program administration):

#### **A. Direct Benefit Activities**

A direct benefit activity requires the grant Subrecipient to document that their program is benefiting low- and moderate-income persons. At least 51% of the recipients of a public service program must be within the low- and moderate-income limit guidelines. Certain other activities, such as housing rehabilitation, require 100% of the program participants to be low- and moderate-income households.

Categories of Direct Benefit Activities are listed below:

#### 1. Direct Benefit - Public Services

Up to 15% of the City's total annual CDBG allocation **may** be used for Public Service activities. At least 51% of a Public Service activity's clientele must be documented as low- and moderate-income persons. Public service projects must be a new service or an increase in the existing level of services. Examples of public services include crime prevention/public safety, homeless services, recreation and youth programs, and substance abuse counseling.

Certain groups are *presumed* by HUD to meet the low- and moderate-income criteria. HUD has defined these groups as: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers.

#### 2. Direct Benefit - Economic Development Activities

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Economic Development activities include all endeavors aimed at increasing or maintaining the level of business activity in the City. These activities mandate that a business create or retain permanent jobs, of which 51% will be available to persons of low- and moderate-income. Examples include loans or grants to businesses providing job training opportunities for low- and moderate-income persons, and advertising and recruiting efforts directed to areas where substantial numbers of low- and moderate-income persons reside. Financial assistance can be provided to a neighborhood commercial business, which serves a low- and moderate-income residential area. Such assistance can include street improvements and water and sewer lines.

## **B. Area Benefit Activities**

An area benefit activity serves geographic areas where not less than 51% of the households are low- and moderate-income. To meet this criterion, 51% of household incomes must be equal to or less than 80% of the County's median income. (See **Exhibit A, CDBG Target Area Map**, for eligible areas).

Examples of Area Benefit activities include public improvements such as street, sidewalk, curb and gutter improvements (and related design and engineering), Code Enforcement and community centers.

Categories of Area Benefit Activities are listed below:

### **1. Area Benefit - Public Facilities and Improvements**

Construction and/or general improvements to a neighborhood area are allowable when the area is primarily comprised of low- and moderate-income residents. General improvements include, but are not limited to, street and related improvements, sidewalk installation, community facilities, and water and sewer facilities.

## **C. Program Administration Activities**

Up to 20% of the CDBG award may be used for general program administration and planning activities. Planning activities consist of data gathering, studies analysis, and preparation of plans that include:

- Comprehensive Plans
- Community Development Plans
- Functional Plans in the area of Housing
- Economic Development Plans
- Transportation Plans

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**National Objective #2 – Activities Which Aid in the Prevention or Elimination of Slums or Blight**

**A. Activities Within a Slum or Blighted Area**

Projects may qualify if benefiting an area defined under state or local law as a slum or blighted area, and which contains a substandard number of deteriorating or dilapidated buildings or infrastructure. In order to be eligible, the activity must be designed to address one or more of the conditions which qualified the area as slum and blighted. Residential rehabilitation qualifies if the property is considered substandard per local definition.

**B. Activities Outside of a Slum or Blighted Area**

Projects which may qualify outside of a slum or blighted area include acquisition, demolition, rehabilitation, graffiti removal, relocation and historic preservation. The activities must be designed to eliminate specific conditions of physical decay on a spot basis. Under this standard, rehabilitation is limited to the extent necessary to eliminate substandard conditions detrimental to public health and safety.

**National Objective #3 – Activities Designed to Meet Community Development Needs Having a Particular Urgency**

Activities must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community and which became urgent within the past 18 months. Other sources of funding must not be available.



Listings of specific eligible and ineligible CDBG activities are provided in **Exhibit B**.

## PURPOSE OF THE HOME PROGRAM

The Home Investment Partnership Program (HOME) was created by the National Affordable Housing Act of 1990 (NAHA). Funds are allocated by formula to Participating Jurisdictions or "PJ's" the state and local governments who receive funds to operate the program. The City of Moreno Valley has been receiving federal HOME funds as a PJ since 1995. Annual funding levels for the HOME Program are as follows:

<u>FISCAL YEAR</u>	<u>FUNDING</u>
1995/96	\$375,000
1996/97	\$365,000
1997/98	\$365,000
1998/99	\$383,000
1999/00	\$411,000
2000/01	\$413,000
2001/02	\$459,000
2002/03	\$457,000
2003/04	\$698,335
2004/05	\$694,928
2005/06	\$658,362
2006/07	\$623,440
2007/08	\$619,900
2008/09	\$599,612
2009/10	\$666,444
2010/11	\$666,589
2011/12	\$588,285
2012/13	\$468,974
2013/14	\$369,994
2014/15	\$439,326
2015/16	\$516,846

The purpose of the HOME program is:

- To expand the supply of decent, safe, sanitary, and affordable housing, primarily rental housing.
- To strengthen the ability of state and local government to provide housing.
- To assure that federal housing services, financing, and other investments are provided to state and local governments in a coordinated, supportive fashion.
- To expand the capacity of nonprofit community based housing development organizations (CHDO's).
- To leverage private sector participation in financing affordable housing.

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HOME funds are matched or leveraged with other available funding to provide adequate support for the City's affordable housing needs. Non-profit organizations are encouraged to participate in all aspects of the HOME program.

Fifteen (15%) of HOME funds **must be** set aside for a special type of non-profit called a Community Housing Development Organization (CHDO).



Listings of specific eligible and ineligible HOME activities are provided in **Exhibit C**.

## COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO'S)

A Community Housing Development Organization (CHDO) is a not-for-profit, community based service organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. Only projects in which the CHDO acts as a developer, sponsor, and/or owner of housing are eligible set aside funding (15% of HOME grant) activities.

### CHDO Definition

The CHDO is a specific type of local non-profit entity. All CHDO's are non-profits, but only some non-profits are CHDO's. All CHDO's must meet the following criteria:

**Non-Profit Corporation** – A CHDO must be a non-profit corporation with a 501(c)(3) or 501(c)(4) IRS tax-exempt ruling.

**Experience** – The CHDO, or the CHDO's sponsoring entity, must have been in service to the community where it will undertake its housing development activity for at least one year. Service to the community could be "non housing".

**Affordable Housing Commitment** – The CHDO must have a stated commitment to the development of affordable housing in the community it serves. This commitment should be reflected in at least one of the following:

- a. Articles of Incorporation
- b. By-laws of the Organization
- c. Board Resolution
- d. Charter

**Not Controlled by Public or For-Profit** – The CHDO must be free of external controls, either from public or for-profit interests.

**Capacity** – The CHDO must have its own staff and must be capable of engaging in the housing development activity it intends to pursue with the use of HOME dollars.

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**Board Composition** – The CHDO’s board structure must reflect the community that it intends to serve and otherwise meet the regulatory requirements of the HOME program.

In August 2013, new laws made effective by the 2013 HOME FINAL RULE, require cities to collect more detailed documentation from a non-profit agency that seeks to become a CHDO or recertified as a CHDO. Please contact the City for a copy of the expanded CHDO Qualification/Assessment questions/ application made effective by the HOME Final Rule.

## **PURPOSE OF THE EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM**

HUD issues Emergency Shelter Grant (ESG) grants to cities to assist, protect, and improve living conditions for the homeless. Specifically, the ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters and provide essential services to shelter residents;
- Rapidly re-house and provide essential services to homeless individuals and families; and
- Prevent families and individuals from becoming homeless and provide essential services to those at risk of homelessness.

## ESG Program Components and Eligible Activities and Costs:

### ■ Street Outreach

Eligible Participants: Unsheltered individuals and families, meaning those who qualify under paragraph (l)(i) of the definition of "homeless."

Eligible Activities: Essential services to eligible unsheltered individuals and families provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities (including HMIS client data entry) is eligible.

Eligible Costs: Engagement, case management, emergency health, and emergency mental health services, transportation, and services to special populations. Includes connecting them with emergency shelter, housing, or critical services and providing them with urgent, non-facility based care.

### ■ Emergency Shelter

Eligible Participants: Individuals and families who are homeless.

Eligible Activities: Essential services apply to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities is also eligible.

Eligible Costs:

#### Essential Services

Provided to individuals and families who are in an emergency shelter. Eligible costs: case management, life skills, child care, education services, employment assistance and job training, outpatient health services, legal services, mental health services, substance abuse treatment services, transportation, and services to special populations.

#### Rehabilitation and Renovation

Major rehabilitation, conversion, or renovation of a building to serve as a homeless shelter for at least 3 to 10 years, depending on the cost. Note: property acquisition and new construction are ineligible ESG activities.

#### Operations

Covers the cost of operate and maintain shelters and also provide other emergency lodging when appropriate. Eligible costs include: maintenance, food,

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insurance, rent, furnishings, security, supplies, fuel, utilities, equipment, hotel or motel voucher when emergency shelter is not available.

**NOTE: A maximum of 60% of the City's ESG allocation may be used for street outreach and emergency shelter.**

■ **Rapid Re-housing**

Eligible Participants: The purpose of rapid re-housing is to serve Individuals and families who are literally homeless, meaning those who qualify under paragraph (1) of the definition of homeless found in 24 Part 576.2 and 576.104. Sub-recipients must maintain standards to help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then, to help such persons achieve stability in that housing.

Eligible participants are individuals and families literally homeless currently living in an emergency shelter or place not meant for human habitation.

Eligible Activities and Costs: Housing Relocation and Stabilization Services, and Short- and Medium Term Rental Assistance as detailed below.

■ **Homelessness Prevention**

Eligible Participants: The purpose of Homelessness Prevention is to prevent persons from becoming homeless in a shelter or an unsheltered situation. Funding may also be used to help such persons regain stability in their current housing or other permanent housing. Eligibility for services applies to individuals and families who are at imminent risk, or at risk, of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition (or those who qualify as at risk of homelessness found in 24 Part 576.2. Individuals and families must have an income at, or below, 30% of Area Median Income (AMI).

Eligible Activities and Costs: Housing Relocation and Stabilization Services, and Short- and Medium Term Rental Assistance as detailed below.

The following guidelines apply to both Rapid Rehousing and Homelessness Prevention:

Housing Relocation and Stabilization Services:

FINANCIAL ASSISTANCE	SERVICES
Moving Cost	Housing Search & Placement
Rent Application Fees	Housing Stability Case Management
Last Month's Rent	Tenant Mediation
Utility Payments – Up to 24 months pts. or 6 months arrears	Credit Repair
Security Deposit – Equal to no more than 2 months' rent	Legal Services
Utility Deposit	HMIS Data Entry

Short- and Medium Term Rental Assistance:

Types of Rental Assistance	Length of Assistance
1. Short Term Rental Assistance	up to 3 Months
2. Medium Term Rental Assistance	4 to 24 Months
3. Payment of Rental Arrears (One-time payment up to 6 months on the arrears months, including any late fees.)	

■ **HMIS**

Grant funds may be used toward the costs of participating in the existing Homeless Management Information System (HMIS) of the County of Riverside's Continuum of Care. Staff time for HMIS data entry shall be eligible and allocable as a direct cost budgeted under the associated eligible category (i.e.: Rapid Rehousing, Homelessness Prevention, Street Outreach, Emergency Shelter). These costs are to be budgeted and accounted for as such to avoid duplication in costs.

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## ESG PROGRAM REQUIREMENTS

Subrecipients of ESG funds must comply with the following program requirements:

A minimum grant level of \$75,000 is required.

ESG funding shall be limited to covering only up to 25% of direct costs.

Match Requirements – Federal regulations require a 100% match for the ESG program. The City shall require the subrecipient be responsible for the full match. The match may be met with a combination of cash or in-kind services. In-kind matches (as defined by HUD), including in-kind volunteer hours, may not exceed 25% of the full match requirement.

Proof of 100% match is required prior to a notice to proceed and the execution of a contract with the City. Initial documentation of proof of match, including initial award letters, shall be provided with the application for evaluation. Final verifiable third party documentation providing proof of award and availability of funds shall be provided before entering into contract with the City. If proof of award cannot be provided, then any award of ESG funds will be adjusted as necessary based on available match verified.

Participation in HMIS - Subrecipients must enter data on all persons served and activities assisted in the County of Riverside Continuum's HMIS database, in accordance with HUD requirements. Beneficiaries served by the match shall also be entered into HMIS.

Consultation with the Continuum of Care (CoC) – Subrecipients must actively participate in the Riverside County Continuum of Care.

Written Standards for providing ESG assistance – Subrecipients must establish and consistently apply standard procedures in the implementation of the City's ESG, in compliance with City's current Written Standards for providing ESG assistance.

The above-mentioned list is not exhaustive; please refer to City's ESG Written Standards for a comprehensive listing of program requirements.

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## FY 2016-17 Proposed CDBG, HOME, & ESG Objectives and Policies

The City of Moreno Valley has established the following Objectives and Policies in order to give maximum priority to projects and activities that will benefit low-to-moderate income residents. Proposed programs for the upcoming year should fit into one of the categories of Program Objectives. CDBG programs must also fit into one of the listed National Objectives. Staff will abide to the given Policies when reviewing proposed programs for potential funding.

### **CDBG NATIONAL OBJECTIVES**

In order for an activity or program to be eligible for CDBG funding, it must qualify as meeting one or more of the following three national objectives as well as one of the general program objectives below:

- 1) Activities Benefiting Low- and Moderate-income Persons and/or Households:  
A low-to-moderate income person or household is one having an income equal to or less than the Section 8 lower income limits established by HUD. This objective includes direct services to the low-to-moderate income, services benefitting a low-income area, or 'limited clientele', who are designated groups presumed by HUD to automatically qualify as low-to-moderate income.
- 2) Activities Which Aid in the Prevention or Elimination of Slums or Blight:  
This objective can be achieved on a spot basis, area basis, or address blight in a designated urban renewal area.
- 3) Activities Designed to Meet Community Development Needs Having a Particular Urgency: This objective is given priority under formally declared state of emergencies and is normally used to alleviate urgent conditions caused by major catastrophes, natural disasters, or other emergencies that presents a serious and immediate threat to the health and welfare of the community.

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**GENERAL PROGRAM OBJECTIVES** *(listed alphabetically)*

**Capital Improvement Activities**

Acquisition, design, construction, and installation of needed public facilities and improvements located in CDBG income eligible Target Areas where infrastructure is missing or substandard. Public facilities and improvements may include street improvements, storm drains, and water and sewer lines. Improvements shall facilitate pedestrian activity, eliminate flooding, and provide for safer streets within the Target Areas.

**Economic Development Activities\***

Expanded economic opportunities through micro-enterprise loan programs and counseling as well as employment and job skills programs to create and retain jobs for low-and-moderate persons.

**Fair Housing Activities \***

The promotion of housing choice and support of state and federal fair housing laws to ensure that all residents have access to a decent home in a suitable living environment in the City. Fair Housing activities are met by promoting and affirmatively furthering equitable housing opportunities through education, counseling, enforcement, and training.

This objective also includes the prevention of foreclosure through counseling, mediation, and case management for homeowners facing mortgage delinquency, default, or any stage of foreclosure, thereby maintaining safe, stable neighborhoods and community.

**Health, Safety, and Public Welfare**

Eliminating conditions which are detrimental to health, safety, and public welfare through interim rehabilitation, community policing, code enforcement, etc.

**Historic Preservation\***

Restoring and preserving properties formally designated as historic structures.

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### **Homeless/Homeless Prevention Activities**

Improve the quality of life for the city's homeless and those threatened with homelessness by extending emergency services aimed at assisting, protecting, and improving the living conditions and ultimately stabilizing the housing situation of those individual(s).

### **Housing and Neighborhood Improvement Activities**

Conserving and improving housing stock through rehabilitation of units occupied by low-and-moderate income households. Activities are designed to: (1) improve existing substandard or deteriorated housing stock that does not meet building, safety, or fire code and (2) achieve the goals identified in the City's Consolidated Plan.

### **Public Service Activities\***

Improving the quantity and quality of public services, principally for low-and-moderate income persons, including the homeless, elderly, and disabled. The following services are identified by order of priority:

- (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

### **Slum or Blight Activities**

Elimination of slums and blight in order to prevent the deterioration of City neighborhoods, principally in the CDBG Target Areas.

***\* These activities pertain to the CDBG Program only.***

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## **POLICIES**

In order to meet the objectives and ensure efficient use of CDBG, HOME, and ESG funds, the following policies have been established:

### **City Projects and Programs**

Certain public improvements, such as storm drains, curb, gutter, and sidewalks may at the Council's discretion be given priority and that provide long term benefits to improve low-and-moderate income CDBG Target Areas. Examples of these City sponsored programs include Code Enforcement activities, Community Policing, and Neighborhood Clean-ups.

### **Provider Collaboration**

Providers (local non-profits) that intend to provide similar services and programs to Moreno Valley's low-and-moderate residents shall be given funding priority for combining resources and efforts into a single program. Providers complete and submit a single CDBG or HOME application on behalf of the collaborating group. Funding priority would be given at the time of application review in the form of extra points on their overall application.

### **Local Services**

Providers that are located in the City will be given funding priority when they are providing services equivalent to those offered by providers located outside the City.

The ultimate goal is to have services available and accessible within the City limits to serve all residents, especially those of low-and-moderate income. Prior to final selection of projects, other factors such as track record and experience will need to be considered.

### **Minimum Grant Level**

A minimum grant level of \$10,000 for CDBG, \$25,000 for HOME, and \$75,000 (excluding Homelessness Management Information Systems) for ESG has been established for the purpose of ensuring the most efficient use of these funds. Priority may be given to grant requests that exceed \$15,000, subject to staffing and administrative capabilities.

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### **Project and Program Funding**

Pre-existing Projects and Programs having other funding sources, in addition to funds requested through CDBG or ESG will be given priority. CDBG funding is intended to supplement a project or a program and not be its full funding source. ESG grant funding should be focused on delivery essential services and rental assistance. Therefore, ESG grant funding shall be limited to only covering up to 25% of overhead and personnel costs.

Federal funding varies from year to year as do the needs of the community. It is therefore important for a project or proposal to sustain itself should CDBG or ESG funding not be available. Such an approach will also provide for the maximum leveraging and impact of CDBG and ESG monies.

### **Minimal Applicant Requirements**

In order to ensure an applicant is adequately qualified to administer an activity per the federal statutes and regulations, a set of minimal applicant requirements shall be established for inclusion in the grant application. The requirements shall be reasonable and follow HUD recommendations. It is preferred that an applicant have a minimum of three-years of successful grant management experience. This may be supported by written documentation; for example conclusive audit results letter.

### **Multi-Year Contracts/Agreements**

For CDBG and ESG, the City shall execute a standard subrecipient agreement and offer the possibility for a one-year extension. Extensions shall be issued only in instances where funding allows, the subrecipient has successfully completed the terms and performance goals in the agreement during the initial year, and shall also be subject to City Council approval.

### **ESG Match Requirements**

Federal regulations require a 100% match for the ESG program. The City shall require the subrecipient be responsible for the full match.

The match may be met with a combination of cash or in-kind services. In-kind matches (as defined by HUD), including in-kind volunteer hours, may not exceed 25% of the full match requirement.

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Proof of 100% match is required prior to a notice to proceed and the execution of a contract with the City. Initial documentation of proof of match, including initial award letters, shall be provided with the application for evaluation. Final verifiable third party documentation providing proof of award and availability of funds shall be provided before entering into contract with the City. If proof of award cannot be provided, then any award of ESG funds will be adjusted as necessary based on available match verified.

### **ESG Program Costs**

The City must ensure that all costs charged to ESG are allowable, allocable and reasonable for the proper performance and administration of the award. Direct and indirect project costs should be reasonable relative to the total costs of the project. It is the City's preference that total costs for overhead, general administration, and similar items may not exceed 30% of an overall award amount.

***\* These activities pertain to the CDBG Program only.***

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**CITY OF MORENO VALLEY  
CONSOLIDATED PLAN 2013-2018**

**CITIZEN PARTICIPATION PLAN**

**INTRODUCTION**

The City of Moreno Valley is required by law to have a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of CDBG and HOME funds. The Moreno Valley Citizen Participation Plan was developed pursuant to the U.S. Department of Housing and Urban Development (HUD), Consolidated Submission for Community Planning and Development Programs, as required under 24CFR Part 91 and Part 8. The Citizen Participation Plan provides the method and process by which the City of Moreno Valley will encourage citizen participation in the development of its Consolidated Plan. Through this plan, citizens will be afforded the opportunity to provide input regarding housing and community development needs, issues and problems affecting low- and moderate-income persons, the development of strategies, project selections and funding distributions.

**Encouraging Public Participation**

The law requires that the City's Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low- and moderate-income people, especially those living in low- and moderate-income neighborhoods (see Exhibit A, CDBG Target Area Map). Also, HUD expects the City to take whatever actions are appropriate to encourage the participation of minorities, people who do not speak English, and people with disabilities.

The City also maintains a distribution list of persons, agencies, and organizations that have expressed interest in the City's CDBG, HOME, and ESG programs. Notifications of events, such as the Community Needs Assessment meetings, are mailed directly to those on the distribution list to encourage public participation.

**The Role of Low Income People**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities – all for principally low- and moderate-income people.

The City of Moreno Valley will provide the Riverside County Public Housing Authority with a copy of all Public Notices that are published during the Consolidated Plan process. The City encourages input from residents of public housing developments and via the Public

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

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Housing Authority; residents are notified of Community Needs Meetings as well as Public Hearings.

Because the amount of federal CDBG, HOME, and ESG money the City receives each year is mostly based upon the severity of both poverty and substandard housing conditions in the City, it is necessary that public participation genuinely involve low-income residents who experience these conditions. Genuine involvement by low-income people must take place at all stages of the process, including:

- Identifying needs
- Setting priorities among these needs, deciding how much money should be allocated to each high-priority need and suggesting the types of programs to meet high-priority needs
- Overseeing the way in which programs are carried out

### **The Various Stages of the Consolidated Plan Process**

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of community and housing needs (via a Public Hearing(s))
2. Preparation of a draft use of funds for the upcoming year, called the Proposed Annual Action Plan (Public Hearing required)
3. Formal approval by the City Council of the Final Annual Action Plan (via a Public Hearing)
4. In the case where it is necessary to change the use of money already budgeted in an Action Plan or change priorities, a Substantial Amendment will be proposed (completed via Public Hearing)
5. After the program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) is drafted for public review and comment and then submitted to HUD.

### **The Program Year**

The program year for Moreno Valley coincides with the City's fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **PUBLIC NOTICES**

### **Items Covered by the Public Notice Requirement**

Advance public notice is provided once a federally required document is available for public review and comment, such as the Annual Action Plan or Consolidated Plan. In

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addition, advance public notice of all Public Hearings and public meetings is provided at least two weeks in advance.

### **Public Notice Schedule**

Advance notice of all available documents, Public Hearings and public meetings is provided at least two weeks in advance. The notices will give residents a clear understanding of the event being announced. The following is a general timeline of when public notices are published:

<i>December – January</i>	Notice of Community Needs Meetings/Public Hearings
<i>January - March</i>	Notice of Public Hearing to Identify Community Needs
	Notice of Funding Availability and Application Process
<i>March</i>	Notice of Public Hearing to Discuss Proposed Consolidated/Action Plan
<i>April</i>	Notice of Consolidated/Action Plan Availability for Public Review
<i>April – May</i>	Notice of Public Hearing to Adopt Final Consolidated/Action Plan
<i>As Needed</i>	Notice of Availability of Amendment to Consolidated/Action Plan
<i>As Needed</i>	Notice of Public Hearing to Amend Consolidated/Action Plan

### **Forms of Public Notice**

Public notices are published in the Press-Enterprise Newspaper as display advertisements in the non-legal section of the local edition. A copy of the public notice will be sent to any person or organization requesting to be on the mailing list.

### **PUBLIC ACCESS TO INFORMATION**

As required by law, the City will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual and past use of funds covered by the Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, the City will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

### **Standard Documents**

**Viewing the online Application Workshop is recommended.**  
**Applications are due February 19, 2016, 4:30 pm**

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Standard documents include:

- The proposed and final Annual Action Plans
- The proposed and final Five-Year Consolidated Plan
- Proposed and final Substantial Amendments to either an Annual Action Plan or the Five-Year Consolidated Plan
- Consolidated Annual Performance and Evaluation (CAPER) Report
- Citizen Participation Plan

### **Availability of Standard Documents**

All documents are available for immediate public review at City Hall in the Financial & Management Services Department. Copies of standard documents that are not currently posted for public review will be provided to the public within five working days of the request at no cost. Copies of draft documents such as the Action Plan and CAPER are available at several locations for public review. These locations are: The Library, the Community Senior Center, City Hall, and the Conference and Recreation Center, along with the City's public website. Documents remain at each of the designated locations for the entire required review time that is specified in the applicable public notice. All final documents are available for public review at City Hall during normal business hours.

### **PUBLIC HEARINGS**

Public Hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals. The law requires a minimum of two public meetings at two different stages of the process. The City will conduct two Public Hearings and additional Public Meetings at the following stages of the process: Identifying Needs, Proposed Annual Action Plan (Project Selection), and the Final Annual Action Plan adoption. Public Hearings are also conducted for amendments to the Annual Action Plan as needed.

### **Access to Public Hearings**

Public Hearings will be held only after there has been adequate notice as described in the "Public Notice" part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper at least two weeks prior to the Public Hearing. Public Hearings are conducted during the regularly scheduled City Council meetings.

### **Public Hearings and Populations with Unique Needs**

All Public Hearings will be held at locations accessible to people with disabilities and provisions will be made for people with disabilities when requests are made within at least five working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

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## Conduct of Public Hearings

To ensure that Public Hearings are meaningful to residents, each Public Hearing will be conducted in the presence of the City Council. Each resident choosing to speak will be allowed a maximum of three minutes to make a verbal presentation.

The following is a general timeline of when public hearings are conducted during the process:

January	Public Hearing to Identify Community Needs
March	Public Meeting to Discuss Proposed Consolidated/Annual Action Plan
May	Public Hearing to Adopt Final Consolidated/Annual Action Plan
As needed	Public Hearing to Amend Consolidated/Action Plan

## STAGES IN THE PROCESS

### A. IDENTIFYING NEEDS

Because the housing and community development needs of low- and moderate-income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

A Public Hearing is required to obtain resident's opinions about needs and what priority those needs have. In order to encourage public involvement, a Public Hearing is conducted to allow residents to express comments regarding the needs of the City's low- and moderate-income populations. The Public Hearing about community needs will be completed at least 15 days before a draft Annual Action Plan is published for comment, so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

### B. THE PROPOSED ANNUAL ACTION PLAN (AND/OR FIVE-YEAR STRATEGY)

The law providing the funds covered by the Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit, and in compliance with the terms of the law, the City will use the following procedures:

At the beginning of this stage, the City will provide the public with an estimate of the amount of CDBG, HOME, and ESG funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of these funds that will be used in ways that will benefit low- and moderate-income people.

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### Displacement and Relocation

The City does not have any plans to displace or relocate any residents from their homes using CDBG, HOME, or ESG funds. If a project necessitated displacement or relocation, it would be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), which requires preparation of an “anti-displacement plan.” The anti-displacement plan would describe how the City would compensate people who are actually displaced as a result of the use of the funds, specifying the type and amount of compensation.

### Technical Assistance

City Staff will work with organizations and individuals representative of low-and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

### Availability of a Proposed Annual Action Plan

Within 3 weeks after the Public Hearing about the Proposed Annual Action Plan, the City will make the Proposed Annual Action Plan available to the public. In addition, copies will be available at the locations specified above in the section, “Public Access to Information.” A public notice will be published at least two weeks prior to the document’s availability. The term “notice” described earlier in the section on “Public Notice” will be used.

Also, the date the Proposed Annual Action Plan is available to the public will be at least 30 days prior to the date a Final Annual Action Plan is approved by the City Council so that low- and moderate-income people will have a reasonable opportunity to examine it and to submit comments.

### Public Hearing and Further Action

A Public Hearing about the Proposed Annual Action Plan will be conducted by the City Council within 30 days before it is available to the public. In addition, this Public Hearing will be held so that there are at least another 30 days before the Final Annual Action Plan is approved by the City Council so that the elected officials can consider the public’s comments from the Public Hearing.

In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the Public Hearing or submitted in writing during the review and comment period. The Final

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Applications are due February 19, 2016, 4:30 pm**

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Annual Action Plan will have a section that presents all comments and explains why any comments were not accepted.

### **C. THE FINAL ANNUAL ACTION PLAN (AND/OR FIVE-YEAR STRATEGY)**

Copies of the Final Annual Action Plan will be made available to the public at City Hall for review. Copies can be obtained free of charge and within five business days of the request.

### **D. AMENDMENTS TO THE ANNUAL ACTION PLAN (AND/OR FIVE-YEAR STRATEGY)**

The Final Annual Action Plan will be amended any time there is: a change in one of the Priorities presented on the HUD-required Priority Table, a change in the use of money to an activity not mentioned in the Final Annual Action Plan, or, a change in the purpose, location, or scope of beneficiaries of an activity. The public will be notified whenever there is an amendment.

#### Substantial Amendments

The following will be considered “substantial” amendments:

1. A change in the use of CDBG, HOME, or ESG money from one activity to another.
2. The elimination of an activity originally described in the Annual Action Plan.
3. The addition of an activity not originally described in the Annual Action Plan.
4. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective – for example, a change in a construction project from housing to commercial.
5. A meaningful change in the location of an activity.
6. A change in the type or characteristics of people benefiting from the activity. Among the “characteristics” are:
  - a. The HUD-recognized income levels of: 0-30 percent of Area Median Income (AMI); between 31 and 50 percent AMI; and between 51 to 80 percent AMI
  - b. Race or ethnicity
  - c. Renter or homeowner
  - d. Single households, small households (two to four persons), large households (five or more persons)
7. A 20% decrease in the number of low- and moderate-income people benefiting from an activity.
8. A change in the scope of an activity, such that there is a 20% increase or decrease in the amount of money allocated to the activity.

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Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. There will be advanced notice of the availability of a proposed Substantial Amendment 30 days before there is a Public Hearing.
2. A detailed written description of the proposed Substantial Amendment will be made available to the public. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information."
3. There will be a Public Hearing regarding the proposed Substantial Amendment conducted by the City Council. This Public Hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.
4. The Public Hearing will be held no sooner than two weeks prior to submission to HUD.
5. In preparing the Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the Public Hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted.

**E. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

Every program year the City must submit to the Department of Housing and Urban Development (HUD) a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general, the CAPER must describe how funds were actually used during the program year and the extent to which these funds were used for activities that benefited low- and moderate-income people.

Public Notice for the Consolidated Annual Performance and Evaluation Report (CAPER)

There must be reasonable notice that the Consolidated Annual Performance and Evaluation Report (CAPER) is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for the CAPER:

1. The City will publish a notice of CAPER availability two weeks in advance of the public review period.

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2. A complete copy of the CAPER will be made available to the public at the locations indicated earlier in the Citizen Participation Plan under "Public Access to Information."
  3. The public will have a minimum of 15 days to review and provide comments on the CAPER.
  4. In preparing the CAPER for submission to HUD, careful consideration will be given to all comments views expressed by the public. The CAPER sent to HUD will have a section that presents all comments and explains why any comments were not accepted.

### Contents of the CAPER

The CAPER provides details on the actions taken by the City and the accomplishments completed during the previous program year. Accomplishments include the number of low- and moderate-income persons served and the ethnicity of those individuals. Also provided are expenditures taken during the year and funds spent undertaking each activity.

### COMPLAINT PROCEDURES

Comments, suggestions or complaints may be addressed to the Financial & Management Services Department as follows:

City of Moreno Valley  
Financial & Management Services Department  
Attn: Financial Resources Division  
14177 Frederick Street  
P.O. Box 88005  
Moreno Valley, CA 92552-0805  
(951) 413-3450

All written complains from the public will receive a meaningful written response within 15 working days after receipt.

### CHANGES TO THE CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan can be changed only after the public has been notified of the intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantial changes to it.

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**FISCAL YEAR 2016-2017 APPLICATION BOOKLET**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM  
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM**

**APPLICATION INSTRUCTIONS**

**APPLICATION PROCESS**

Non-profit agencies interested in receiving CDBG, HOME, and ESG funds must submit a completed application form to the Financial & Management Services Department, Financial Resources Division, in order to be considered for funding for Program Year 2016-17 (July 1, 2016 through June 30, 2017). All applications must be submitted in the format of and/or on the standard application form included on pages 36 through 51 of this booklet.

**APPLICATIONS FOR PROGRAM-FISCAL YEAR 2016-2017 FUNDS MUST BE RECEIVED NOT LATER THAN FRIDAY, FEBRUARY 19, 2016, 4:30 P.M. You are encouraged to submit your application well before the deadline. No late or faxed applications will be processed.**

**Note: Completion and submission does not obligate the City of Moreno Valley to allocate funding to your activity. Funding allocations shall be completed by City Council action only.**

All project proposals will be evaluated for CDBG, HOME, and ESG program eligibility. In order to assist the City in determining project eligibility and to evaluate public benefit, all questions must be answered and required documentation attached. Complete applications for eligible projects will be reviewed by the City's Technical Review Committee. Applicants may be asked to provide a brief presentation and answer questions. The technical review will involve an evaluation of whether the project is sponsored by a reputable agency with non-profit status and a good track record, is financially feasible, and has a maintenance and operation commitment (if applicable). In line with policies and objectives, final project selections will be made by the City Council. See the timeline in Exhibit F for further information and important dates.

Please note that all organizations receiving CDBG, HOME, or ESG funds (Subrecipients) in FY 2016/17 will be required to comply with an outcome based performance measurement system as required by the U.S. Department of Housing and Urban Development (HUD). This may include supplementary data gathering and research in addition to monthly statistical reporting.

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

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Applicants are encouraged to submit performance measurement data that they currently collect along with their application package. During their Technical Review Committee presentation, applicants will be asked to provide examples of the types of performance measurements that they currently use and how they are utilized to determine program success.

**A. Submission Review**

Proposals will be reviewed by the Financial & Management Services Department for completeness and eligibility. Proposals will be evaluated and rated by the Technical Review Committee for funding recommendations. The Committee's recommendations will be submitted to the City Council for a final funding decision. Applicants may be asked to appear before the Council to answer questions regarding their proposal. While those proposals with the highest score typically receive funding priority, other factors will be taken into account in making funding awards. These factors include the selection of those projects that meet the Community Development Objectives and Policies identified on Pages 18-23 of this booklet.

**B. Evaluation Criteria**

The evaluation criteria which will be used to score proposals are outlined below:

1. Administrative Capacity:  
Experience/Past Performance  
Organization and Staffing  
Provider Collaboration  
Reasonable Budget/Leveraging of Funds  
Effectiveness of Match/Enhancement of Essential Services\*\*
2. Identification/Analysis of Local Needs  
Documentation of Local Need
3. Program Purpose:  
Clear and Reasonable Methodology  
Goals Clearly Stated & Attainable  
Service Levels Measurable
4. Priority of Projects meeting the Priority Community Development Needs identified in the City's Consolidated Plan and meeting the local Community Development Objectives and Policies.
5. Technical Quality
6. Reasonable Time frame for Program Implementation

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

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**C. Instructions**

Completed application packets must be received by this office (see address below) by 4:30 p.m., Friday, February 19, 2016. **E-mail submission is encouraged. Please allow sufficient mailing time if application is sent via mail or courier as applications received after the deadline cannot be processed.**

Completed packets should include:

- ✓ A signed original and two (2) copies of the application form
- ✓ One (1) set of the documentation specified in Section II of the application (Pages 36-37)
- ✓ ***Please do not bind the applications with staples***

Should you have any questions or require assistance in completing the application form, please contact the following:

**Isa Rojas, Management Analyst**

(951) 413-3452 phone  
(951) 413-3459 fax  
Email: [isar@moval.org](mailto:isar@moval.org)

**Diana Vasquez, Management Assistant**

(951) 413-3463 phone  
(951) 413-3459 fax  
Email: [dianav@moval.org](mailto:dianav@moval.org)

**Amy Nesmith, Management Aide**

(951) 413-3446 phone  
(951) 413-3459 fax  
Email: [amyn@moval.org](mailto:amyn@moval.org)

Mailing address:

City of Moreno Valley  
Financial & Management Services Department  
Financial Resources Division  
Attn: Isa Rojas, Management Analyst  
P.O. Box 88005  
Moreno Valley, CA 92552-0805

Physical address:

City of Moreno Valley – City Hall  
Financial & Management Services Department  
Financial Resources Division  
2nd Floor  
14177 Frederick Street  
Moreno Valley, CA 92553

***\*\*Applies to ESG Only***

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

Date Received: \_\_\_\_\_

**CITY OF MORENO VALLEY  
2016-2017 CDBG, HOME & ESG PROGRAM PROJECT APPLICATION**

Answer all questions which are applicable to your project as specifically as possible and attach the required documentation.

**I. GENERAL INFORMATION**

Name of Organization: \_\_\_\_\_

Are you a Not-for-Profit with active 501(c)(3)? \_\_\_\_\_  
*(Must use name on 501(c)(3) or provide supporting documentation for DBA)*

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Agency DUNS # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program Location/Address: \_\_\_\_\_

**II. ORGANIZATIONAL INFORMATION/HISTORY**

**A. Non-Profit Agencies**

Submit (one) complete set of each of the following:

1. Name of Executive Director: \_\_\_\_\_
2. Date organization founded: \_\_\_\_\_
3. Date organization incorporated as a non-profit organization with a 501(c)(3) current tax exempt status: \_\_\_\_\_  
Provide copy of IRS determination letter
4. Federal Tax Identification Number & Confirmation: \_\_\_\_\_
5. Copies of Articles of Incorporation/Charter

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

6. Current Listing of Board of Directors, including occupation, and number of years on the Board
7. By-Laws of the Organization **(for HOME fund requests only)**
8. Board Resolution **(for HOME fund requests only)**
9. Current overall organization program budget in last FY \_\_\_\_\_
10. Current balance sheets and/or Annual Report
11. Copies of last year's Federal and State Tax Returns (Federal Form 990 and State Form 199)
12. Number of paid staff: \_\_\_\_\_
13. Number of volunteers: \_\_\_\_\_
14. Provide a Staffing Plan, detailing current and proposed positions for the ESG Program\*\*.
15. Do you provide services on-site in Moreno Valley? Yes \_\_\_\_\_ No \_\_\_\_\_

**B. COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO'S) – FOR HOME FUND REQUESTS ONLY:**

1. Length of time during which the CHDO has been in service to the community:  
\_\_\_\_\_
2. List CHDO Staff and attach resumes of staff with relevant housing development experience:

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____

**III. PROJECT DESCRIPTION**

**For CDBG Requests** - Select the one that best describes your project or program:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| _____ Public Service                 | _____ Real Property Acquisition   |
| _____ Public Facilities Improvements | _____ Rehabilitation/Preservation |
| _____ New Construction               | _____ Acquisition/Rehabilitation  |
| _____ Capital Equipment Acquisition  | _____ Planning/Studies            |

**For ESG Requests** - Select the Eligible Program Component and list the amount being requested.

Street Outreach	\$ _____
Emergency Shelter	\$ _____
Homelessness Prevention	\$ _____
Rapid Rehousing	\$ _____
Homeless Management Information System (HMIS)	\$ _____
Total	\$ _____

**Viewing the online Application Workshop is recommended.  
Applications are due February 19, 2016, 4:30 pm**

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Why is ESG funding needed?

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**FOR ALL FUNDING REQUESTS**

A. Name of Project/Program: \_\_\_\_\_

B. Provide a detailed description of the proposed project by describing, in quantifiable terms, precisely what is to be accomplished with the requested funds. This description will be used in application summaries for City Council throughout the application process.

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C. Describe the specific purpose of the project, identifying the needs the project intends to meet. Explain how these needs were identified.

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D. Describe the project goals and objectives, and expected project results/outcomes.

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E. Please provide details on performance measures that your organization currently uses and the types of indicators you use to measure accomplishments.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. What will be the service area for the project? (Please be specific as possible. For example, if the project is restricted to certain census tracts, please list the tracts. If the project will be available on a citywide basis, please state citywide. Attach maps as needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Timetable for Project Implementation: \_\_\_\_\_  
 Indicate primary project milestones:

<u>MILESTONE</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. Persons to Benefit:

- 1) Total number of individuals to be served by this project: \_\_\_\_\_
- 2) Total number of individuals to be served by by eligible component\*\*:

	Grant	Match	Component Totals
Street Outreach			
Emergency Shelter			
Homelessness Prevention			
Rapid Re-housing			
<b>TOTALS</b>			

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 Applications are due February 19, 2016, 4:30 pm**

- 
- 3) Total number of Moreno Valley individuals to be served: \_\_\_\_\_
  - 4) Of Moreno Valley persons served, total number of low- and moderate-income persons: \_\_\_\_\_
  - 5) Is this a new service to Moreno Valley? Yes \_\_\_\_\_ No \_\_\_\_\_
  - 6) Are there overlapping services provided by other agencies in the area?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - 7) If service is not new, will the proposed activity substantially increase the existing level of service: Yes \_\_\_\_\_ No \_\_\_\_\_

Explain how the service level will be increased or enhanced or what makes this program is unique.

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#### IV. NATIONAL OBJECTIVES

To be eligible for CDBG funding, a project must qualify within at least one (1) of the three (3) National Objective categories listed below. Respond to the ONE category under which the project best qualifies:

1. Benefit to Low- and moderate-income Persons
2. Prevention of Elimination of Slums or Blight
3. Documented Health or Safety Condition or Particular Urgency

***Category 1 - Benefit to Low- and Moderate-income Persons (over 51% or program/project beneficiaries)***

Please identify how you have documented that the persons to be served are low-and moderate-income persons by providing information in either A, B, or C below.

- A. Area Benefit – The project serves and is available to all persons residing in Census Tract Block Groups identified as having 51% or more low- and moderate-income residents. Identify the location to be served by the project:

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- B. Presumed Benefit – The project serves persons presumed by HUD to be principally low- and moderate-income persons. The following groups are presumed by HUD to meet this criterion: Abused children; battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. Describe the clientele to be served by your activity:

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- c. Limited Clientele – The project has income eligibility requirements and serves clientele (persons) that have documented their income. Identify the procedures you currently have in place to document that the clientele you serve are low- and moderate-income persons:

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**2015 HUD Income Levels**

FAMILY SIZE	1	2	3	4	5	6	7	8
EXTREMELY LOW (30%)	\$13,100	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
LOW INCOME 50%	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000
MODERATE INCOME 80%	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650

**Category 2 – Prevention or Elimination of Slums or Blight**

Is the project located within one or more of the City’s CDBG Target Areas?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Refer to Exhibit “A” for location of target areas)

**Category 3 – Documented Health or Safety Condition of Particular Urgency**

The condition shall have been of recent (18 month) origin. Provide documentation and data source which demonstrates that the health or safety condition has existed only within the previous 18 months:

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**V. PROJECT BUDGET**

The City's funds are extremely limited as compared to needs and should always be considered as a secondary resource to help fill a program/project's budgetary gap. Applicants must demonstrate that all efforts have been made to leverage other resources for the project before funding is considered.

**A. For CDBG/HOME Requests:** If applying for CDBG or HOME, please complete the following annual budget. Provide total budget information for the program year, a breakdown of costs associated with providing service to Moreno Valley clients, and the CDBG/HOME funds request for each budget line item. Note: If the line items shown are not applicable to your activity, please attach an appropriate budget.

ADMINISTRATION	OVERALL PROGRAM BUDGET* <i>(To serve all program recipients)</i>	MORENO VALLEY BUDGET <i>(To serve Moreno Valley program recipients)</i>	CDBG/HOME FUNDS REQUEST
Salaries and Fringes	\$	\$	\$
Supplies & Materials	\$	\$	\$
Copy Work/Printed Materials	\$	\$	\$
Mileage	\$	\$	\$
Utilities	\$	\$	\$
Audit	\$	\$	\$
Space Rental	\$	\$	\$
Other: (Specify) _____	\$	\$	\$
_____	\$	\$	\$
Construction Costs	\$	\$	\$
Engineering and Design	\$	\$	\$
Land Acquisition	\$	\$	\$
<b>TOTAL PROJECT COST</b>	\$	\$	
<b>TOTAL CDBG or HOME FUNDS REQUESTED</b>			\$

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**B. For ESG Requests:** If applying for ESG, please complete the following annual budget. Provide total budget information for the program year, a breakdown of costs associated with providing service to ESG clients, and the ESG funds request for each budget line item. ***Note: Excel Budget form provided upon request. Modify form budget provided to reflect the proposed activity.***

**Community Development Block Grant (CDBG), HOME Investment Partnership and Emergency Solutions Grant (ESG) Programs  
Fiscal Year 2016/2017 Application for Funding**

CITY OF MORENO VALLEY FY 16/17 Emergency Solutions Grant Applicant Budget Worksheet			
Name of Non-Profit: _____			
Amount Requested: \$ _____			
<b>ELIGIBLE PROGRAM COMPONENTS</b>			
<b>A. STREET OUTREACH</b>			
Number of Individuals to be Served: _____			
Number of Individuals to be Served by Match: _____			
Eligible/Budgeted Costs	Description	Grant	Match
Engagement		\$ -	
Case Management		\$ -	
Emergency Health Services		\$ -	
Emergency Mental Health Services		\$ -	
Transportation		\$ -	
Services to Special populations		\$ -	
<b>TOTAL</b>		<b>\$ -</b>	
<b>B. RAPID REHOUSING</b>			
Number of Individuals to be Served by Award: _____			
Number of Individuals to be Served by Match: _____			
Eligible/Budgeted Costs	Description	Grant	Match**
<b>Housing Relocations and Stabilization Services</b>			
Financial Assistance	Moving Costs, Rent Application Fees, Last Month's Rent, Utility Payments, Security Deposits, Utility Deposits	\$ -	\$ -
Services	Housing Search & Placement, Housing Stability Case Management, HMIS Data Entry (Direct Costs)	\$ -	\$ -
Services	Mediation, Credit Repair, Legal Services	\$ -	\$ -
<b>Short- and Medium- Term Rental Assistance</b>			
Short Term Assistance (0-3 mos.)	Example: \$800 Rental Assistance x 2 months = \$1,600 \$ Rental Assistance x months =	\$ -	\$ -
Medium Term Assistance (4-24 mos.)	Example: \$800 Rental Assistance x 4 months = \$3,200 \$ Rental Assistance x months =	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
<b>C. HOMELESSNESS PREVENTION</b>			
Number of Individuals to be Served by Award: _____			
Number of Individuals to be Served by Match: _____			
Eligible/Budgeted Costs	Description	Grant	Match**
<b>Housing Relocations and Stabilization Services</b>			
Financial Assistance	Moving Costs, Rent Application Fees, Last Month's Rent, Utility Payments, Security Deposits, Utility Deposits	\$ -	\$ -
Services	Housing Search & Placement, Housing Stability Case Management, HMIS Data Entry (Direct Costs)	\$ -	\$ -
Services	Mediation, Credit Repair, Legal Services	\$ -	\$ -
<b>Short- and Medium- Term Rental Assistance</b>			
Short Term Assistance (0-3 mos.)	Example: \$800 Rental Assistance x 2 months = \$1,600 \$ Rental Assistance x months =	\$ -	\$ -
Medium Term Assistance (4-24 mos.)	Example: \$800 Rental Assistance x 4 months = \$3,200 \$ Rental Assistance x months =	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
<b>D. EMERGENCY SHELTER</b>			
Number of Individuals to be Served: _____			
Number of Individuals to be Served by Match: _____			
Eligible/Budgeted Costs	Description	Grant	Match**
<b>Essential Services</b>			
Services	Services provided to individuals and families who are in an emergency shelter, Case Management Life Skills, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Mental Health Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations	\$ -	\$ -
Services	Case Management, Life Skills, HMIS Data Entry (Direct Costs)	\$ -	\$ -
<b>Renovation</b>			
	Cost of labor, materials, tools, other costs for renovation including soft cost, major rehabilitation of an emergency shelter, and renovating buildings to be used as emergency shelter for homeless families and individuals.	\$ -	\$ -
<b>Shelter Operations</b>			
	Maintenance, Food, Insurance, Rent, Furnishings, Security, Supplies necessary for the operation of the emergency shelter, Fuel, Utilities, Equipment, Hotel or motel voucher for family or individual when an emergency shelter is not available.	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
** Matching funds must be expended on ESG eligible costs. Matching funds must be budgeted within the applicable column to demonstrate where matching funds will be allocated. The dollar for dollar match is not required to occur on the same line item where a grant expenditure occurs, it may be allocated to any other eligible grant expenditure listed in the program budget. Beneficiaries served by the match shall be entered into HMIS.			
		<b>ESG Grant</b>	<b>Match</b>
STREET OUTREACH		\$ -	\$ -
RAPID REHOUSING		\$ -	\$ -
HOMELESSNESS PREVENTION		\$ -	\$ -
EMERGENCY SHELTER		\$ -	\$ -
TOTALS		\$ -	\$ -
<b>OVERALL ESG PROGRAM BUDGET</b>		<b>\$ -</b>	

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B. Will there be on-going operational and maintenance costs? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who will pay for these costs: \_\_\_\_\_

C. Identify Other Funding Sources:

Identify commitments or applications for funds from other sources to implement this specific activity. If other funds have been approved, attach evidence of commitment.

<u>Funding Source</u>	<u>Amount of Funds Available</u>	<u>Date Available</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Was this project previously funded with CDBG/HOME/ESG funds? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, indicate when CDBG, HOME, ESG funds were received and the granting agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. If you have never received CDBG, HOME, or ESG funding, provide evidence of any previous experience with other federally funded programs.

Source: \_\_\_\_\_

Activity: \_\_\_\_\_

Year: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Expended: \$ \_\_\_\_\_

F. ***For ESG Funding***

During FY 16-17, the proposed ESG activity(ies) will be paid for:

- with ESG as the only funding source
- with ESG as the primary funding source
- with ESG as the secondary funding source

***ESG Match Requirement***

The ESG program has a mandatory 100% match requirement that can be met as a dollar for dollar match or with in-kind services by the subrecipient. In-kind matches (including in-kind

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volunteer hours) may not exceed 25% of the full match requirement. In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD.

For in-kind volunteers, sub-recipient shall identify the title and name of the employee and/or volunteer and provide a general staffing plan demonstrating the cost objective(s) assignable to each person. Per 578.73(c)(3).d., services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient or sub recipient organization. If the recipient or sub recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. It is the responsibility of the grant recipient to provide evidence of cost reasonableness.

Proof of 100% match is required prior to a notice to proceed and the execution of a contract with the City. Initial documentation of proof of match, including initial award letters, shall be provided with the application for evaluation. Final verifiable third party documentation providing proof of award and availability of funds shall be provided before entering into contract with the City. If proof of award cannot be provided, then any award of ESG funds will be adjusted as necessary based on available match verified.

In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD.

- ❖ The matching contributions must be provided after the date that HUD signs the associated grant Agreement;
- ❖ For cash match, “provided” means when the funds are expended (or when the allowable cost is incurred);
- ❖ For in-kind match, it is the date the service (or other in-kind match source) is actually provided to the program or project;
- ❖ To count toward the required match for the sub-recipient’s fiscal year grant, cash contributions must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient;
- ❖ Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant;
- ❖ Contributions that have been or will be counted as satisfying a matching requirement of another federal grant or award may not count as satisfying the matching requirement of this section.
- ❖ The program participants served with matching funds must be entered into HMIS, and reported on the CAPER.

Please list the match amount, sources, and uses in the table below:

INITIAL ESG MATCH DISCLOSURE										
Source	Total Value of Match	Type Cash or In-Kind	What is the status of the match? (i.e. committed, awarded or application)	Use of Match (Must be ESG-Eligible Costs)	Description of In-Kind (i.e. real property, equipment, goods, services)	Is Match from a Federal Source?	Does the Source Serve Other Programs?	Will 100% of the Match be used exclusively for ESG? <sup>1</sup>	Are Funds Available for Use? If not, when?	Did you Attach Match Documentation? What type? <sup>2</sup>
Ex.: ABC Grant	\$40,000	Cash	Committed	Homelessness Prevention: provide up 2 months of rental assistance for 20 individuals (max. assistance: \$2,000).	N/A	No	Yes	Yes	No; July 1,2016	Yes; Award Letter
Ex.: ABC Credit Counselors	\$1,200	In-Kind	Awarded	Served 10 ESG clients by hosting quarterly financial literacy workshops within Moreno Valley.	Services	N/A	Yes	No; Agreement value is \$2,000, but only 60% will be used towards MV's ESG the remaining 40% used to provide services for other cities.	Yes	Yes; Copy of Agreement

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**VI. AGENCY CAPACITY & MANAGEMENT SYSTEM**

Appropriate level of capacity of an agency is key to the success of carrying out a program with Federal grants. This includes the agency's management structure, administrative systems, financial resources, accounting systems and prior experience with Federal grants. History has proven that lack of capacity to comply with all Federal regulations and requirements can jeopardize a program. Please use this page to assess your agencies capacity and explain how the program/project you are requesting funding for will be carried out.

A. Does your agency have: (check all that apply)

- Non-home based office space
- 24-hour designated business phone line or answering service
- Full-time program manager/administrator
- Full-time secretarial/clerical person
- Certified financial/accounting person on staff
- Certified procurement/purchasing person
- Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel)
- Secured client records filing system (for client confidentiality)
- Designated independent financial audit service
- Annual financial audit or financial reporting
- Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc.
- Longer than two (2) years experience in recent years carrying out a similar program within this agency funded with Federal grant

B. To the best of your knowledge, select the statement that best describes your current systems and your plans to address compliance issues:

- Our agency currently meet HUD's requirements
- Not sure and would need City's assessment to make that determination
- Our agency currently does not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance
- Our agency does not meet and will not be able to meet HUD's requirements
- Have reviewed HUD's requirements, but do not understand them and need further explanation

C. Should CDBG funds granted be less than requested, choose one as your preference:

- Withdraw application for funding this year
- Scale down the program resulting in less clients served
- Make changes to the program without reducing the number of clients served
- Make up the differences with other funds available to my agency
- Not sure

D. If your program in not awarded any CDBG funds, what would happen to your program:

- Scale down the program resulting in less clients served  
\_\_\_\_ Estimated reduction in clients served
- Make changes to the program without reducing the number of clients served
- Make up the differences with other funds available to my agency

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## VII. REQUIREMENTS FOR FUNDED PROJECTS

### AGREEMENT

Organizations (Subrecipients) whose projects are approved for CDBG, HOME, or ESG funding will enter into an Agreement for Services with the City of Moreno Valley. The Agreement will include a Scope of Services based on the project described in the application and will provide information on the type of documentation (reports) the City will require the Subrecipient to submit on a monthly basis. Reports shall include, but not be limited to, statistical and narrative data on persons served, race/ethnicity data on persons served, and program performance measurements. Also included in the Agreement will be provisions that require Subrecipient compliance with HUD directives, notices and bulletins. A sample CDBG Subrecipient Agreement may be obtained by contacting the Financial Resources Division at (951) 413-3450.

### INSURANCE REQUIREMENTS

The City of Moreno Valley requires general liability and worker's compensation insurance be carried by its subrecipients. Public Liability Insurance in an amount not less than \$1,000,000 per occurrence for Bodily Injury and \$500,000 per occurrence for Property Damage. If your request for funding is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City requirements. **Your agency agreement cannot be fully executed and grant funding cannot be disbursed without evidence of proper insurance as per city policy.** For more detailed description please refer to the excerpt below from a grant agreement. Prior to full execution of the Agreement, the organization (Subrecipient) must provide evidence of General Public Liability, Auto Liability and Worker's Compensation Insurance as specified below:

#### General Public Liability

Subrecipient shall procure and maintain Public Liability Insurance in an amount not less than \$1,000,000 per occurrence for Bodily Injury and \$500,000 per occurrence for Property Damage. The Combined Single Limit policy with aggregate limits in the amount of \$1,000,000 will be considered equivalent to the above minimum limits. If the operation under this Agreement results in an increased or decreased risk in the opinion of the City of Moreno Valley, then the Subrecipient agrees that the minimum hereinabove designated shall be changed accordingly upon approval of the City. The City of Moreno Valley, the Moreno Valley Housing Authority, and the Community Services District (CSD) shall be named as additional insured on the above insurance policy or policies. The terms of the insurance policy or policies issued to provide the above insurance coverage(s) may not be amended or canceled by the carrier without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the City. Cancellation for non-payment of premium shall also require thirty (30) days notice. In the event that the said insurance is canceled, the Subrecipient shall, prior to the cancellation date, submit to the City evidence of new insurance in the amounts established. Insurance companies providing insurance hereunder shall be rated "A- (minus): VII – Admitted" (or better) in Best's Insurance Rating Guide, and shall be legally licensed and qualified to conduct insurance business in the State of California. A Policy Endorsement or Rider naming the City of Moreno Valley, the Moreno Valley Housing Authority, and the Community Services District as Additional Insured must be provided in addition to the standard Certificate of Insurance. The Cancellation Policy on the Certificate of Insurance shall read to the effect of:

Should any of the above described policies be canceled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail 30 days written

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~~notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~

Note: The language that is displayed in strikethrough above is often standard on the Certificate of Insurance. The Subrecipient's insurance company must strike out this language on the Certificate that is to be submitted to the City of Moreno Valley.

For the General Liability insurance the subrecipient shall provide an Additional Insured endorsement, with primary and non-contributory language or a primary insurance endorsement. The additional insured endorsement(s) should extend to both ongoing operations and completed operations. The additional insured should read, "The City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority and each of their officers, officials, employees, agents and volunteers. Examples of primary insurance language are "Such insurance as is afforded by the policy is primary and any other insurance shall be excess and not contribute to the insurance afforded by this endorsement" and "This insurance is primary, and our obligations are not affected by any other insurance carried by such additional insured whether primary, excess, contingent, or on any other basis".

#### Worker's Compensation

The subrecipient shall procure and maintain Workers' Compensation Insurance in such amount as will fully comply with the laws of the State of California. Subrecipient shall provide to the City evidence of said insurance prior to being issued a Notice to Proceed. The terms of the insurance policy or policies issued to provide the above insurance coverage(s) may not be amended or canceled by the carrier, for non-payment of premiums or otherwise, without thirty (30) days prior written notice by certified or registered mail of amendment or cancellation to the City.

Provide a Waiver of Subrogation endorsement for Workers' Compensation and Employer's Liability insurance as respects to the City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority and each of their officers, officials, employees, agents and volunteers.

#### Auto Liability

The subrecipient shall procure and maintain Auto Liability Insurance endorsed for "any auto" with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage

Provide an Additional Insured endorsement for Auto Liability insurance. The additional insured should read, "The City of Moreno Valley, the City of Moreno Valley Community Services District, the Moreno Valley Housing Authority and each of their officers, officials, employees, agents and volunteers."

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### CERTIFICATION

The undersigned hereby certifies that:

1. The information contained in the project application is complete and accurate.
2. The applicant/sponsor shall comply with all Federal and City policies and requirements affecting the CDBG HOME and ESG programs.
3. Sufficient funds are available to complete the project as described, if CDBG or HOME funds are approved.
4. Matching funds have been secured and are verifiable for ESG funds requested.

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**Completed application packets must be received by the City by 4:30 p.m., Friday, February 19, 2016. Please allow sufficient mailing time if application is sent via mail or courier as applications received after the deadline cannot be processed.**

Completed packets should include:

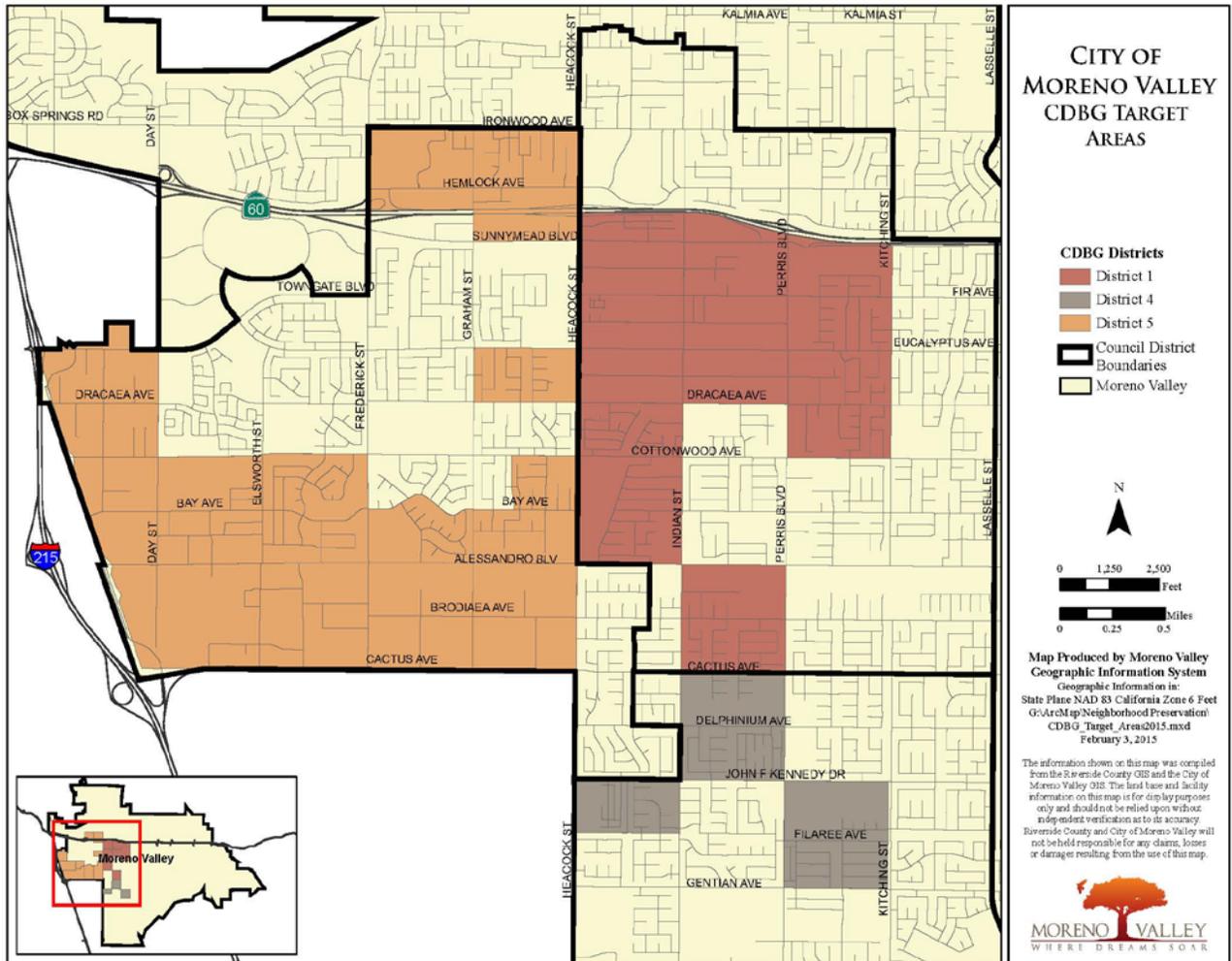
- ✓ A signed original and two (2) copies of the application form
- ✓ One (1) set of the documentation specified in Section II of the application (Pages 36-37)
- ✓ *Please do not bind the applications with staples*

**\*\*Applies to ESG Only**

(W:\NP\cdbg1617\application booklet FY1617)

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**EXHIBIT A  
 CDBG TARGET AREA MAP**



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## EXHIBIT B Eligible CDBG Activities

- ❖ Acquisition, design, construction, rehabilitation, or installation of certain publicly owned facilities such as:
  - Parks, playgrounds and recreational facilities.
  - Senior centers, except 24-hour care facilities.
  - Neighborhood facilities.
  - Fire protection facilities and equipment.
  - Parking facilities.
  - Street improvements.
  - Flood, drainage, or sewer facilities.
  - Other improvements vital to a community's development.
  
- ❖ Acquisition of property that is: of historic value; appropriate for beautification or conservation of open spaces; appropriate for low or moderate-income housing.
  
- ❖ Clearance and demolition of buildings and land which may be a health hazard to the community. Interim assistance or temporary help to alleviate harmful or dangerous conditions.
  
- ❖ Removal of architectural barriers which restrict the mobility of handicapped persons.
  
- ❖ Rehabilitation and preservation of buildings and improvements, both publicly and privately owned.
  
- ❖ Code enforcement in designated target areas.
  
- ❖ Historic preservation activities.
  
- ❖ Eligible economic development activities.
  
- ❖ Eligible planning and environmental design costs.
  
- ❖ Public services including, but not limited to: fair housing activities, public safety services, homeless services, senior citizen services, educational programs, youth services, drug abuse counseling & treatment and recreation programs.

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**EXHIBIT B**  
**Ineligible CDBG Activities**

- ❖ Buildings for the general conduct of government, such as city halls, courthouses, and police stations.
- ❖ Stadiums, sports arenas, auditoriums, museums and central libraries  
(Note: branch libraries may be built in CDBG Target Areas).
- ❖ Purchase of equipment such as construction equipment, fire protection equipment, furnishings, and personal property.
- ❖ Schools
- ❖ Airports, subways, bus or other stations.
- ❖ Hospitals, nursing homes, and other medical facilities.
- ❖ Treatment works for liquid industrial wastes or sewage.
- ❖ Expenses of general government for operation and maintenance of public facilities.
- ❖ Political activities.
- ❖ Direct income payments to residents.

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## EXHIBIT C Eligible HOME Activities

- ❖ Incentives provided by Participating Jurisdictions (the City of Moreno Valley is a Participating Jurisdiction) to develop and support affordable rental housing and homeownership affordability through acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing (including manufactured housing).
- ❖ Operating expenses and capacity building costs for eligible Community Housing Development Organizations (CHDO).
- ❖ Eligible administrative and planning costs.

## Ineligible HOME Activities

- ❖ Project reserve accounts or operating subsidies.
- ❖ Tenant-based rental assistance for the special purposes of the Section 8 program.
- ❖ To provide non-federal matching contributions.
- ❖ To provide assistance to annual contributions for the operation of public housing.
- ❖ Modernization of public housing.
- ❖ Prepayment of low-income housing mortgages.
- ❖ Assistance to a project previously assisted with HOME funds during the period of affordability.

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**EXHIBIT D**  
**Eligible ESG Activities (Program Components)**

- ❖ Street Outreach,
- ❖ Emergency Shelter,
- ❖ Homelessness Prevention,
- ❖ Rapid Re-housing, and
- ❖ Homeless Management Information System (HMIS).

**Ineligible ESG Activities**

**Emergency Shelter Renovation, Rehabilitation or Conversion**

- ❖ Acquisition of real property
- ❖ New construction
- ❖ Property clearance or demolition
- ❖ Rehabilitation administration
- ❖ Staff training or fund raising activities associated with rehabilitation
- ❖ Building maintenance and repairs

**Operational Costs/Facility Operations**

- ❖ Recruitment or on-going training of staff
- ❖ Depreciation
- ❖ Costs associated with the organization rather than the supportive housing
- ❖ Project (advertisements, pamphlets about organization, surveys, etc.)
- ❖ Staff training, entertainment, conferences, or retreats
- ❖ Public relations or fund raising
- ❖ Bad debts/late fees
- ❖ Mortgage payments
- ❖ Preparation of application submissions
- ❖ Conferences or training in professional fields
- ❖ Salary of organization's executive director or other staff for administrative purposes

**Essential Services/Client Services**

- ❖ Existing services and staff (services must be new or provided to more persons)
- ❖ Salary of case management supervisor when not working directly on participant issues
- ❖ Advocacy, planning, and organizational capacity building
- ❖ Staff recruitment/training
- ❖ Transportation costs not directly associated with service delivery

**Viewing the online Application Workshop is recommended.**  
**Applications are due February 19, 2016, 4:30 pm**

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## Homelessness Prevention Activities and Rapid Rehousing Activities

- ❖ Long-term assistance beyond medium-term assistance limits per Written Standards.
- ❖ Employment training or child care
- ❖ Mortgage costs or other expenses needed by homeowners for fees, taxes, or other costs of refinancing a mortgage
- ❖ Construction or rehabilitation
- ❖ Credit card bills or consumer debt
- ❖ Car repair or transportation costs
- ❖ Food
- ❖ Medical, dental care or medication
- ❖ Clothing and grooming costs
- ❖ Home furnishings
- ❖ Pet care
- ❖ Entertainment activities
- ❖ Work or education-related materials
- ❖ Cash or direct payment assistance to program participants
- ❖ Discharge planning initiatives
- ❖ Hotel and motel stays
- ❖ Providing assistance to renters residing in a property owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the sub-grantee
- ❖ Renter's or Homeowner's Insurance

**Exhibit E**  
**FY 2016-2017 Annual Action Plan & Citizen Participation Schedule**

January 4, 2016	Public Meeting 1: Finance Subcommittee to Review Policies & Objectives
January 11, 2016	Post Notice of Funding Availability (NOFA) at City satellite locations, e-mail and direct mail persons on interest list
January 19, 2016	Public Hearing 1: Public Hearing to Adopt Objectives/Policies & <i>Collect Community Needs Comments</i>
January 20, 2016	Publication of Notice: Notice of Funding Availability/Application. <u>APPLICATIONS AVAILABLE FOR DISTRIBUTION</u>
January 20, 2016	Make (bilingual) announcement of application availability via different media: Press release, City website, Facebook, City cable channel, etc.
January 20, 2016	Application Workshop available online
February 19, 2016	<u>Applications Due from Non-Profits and City/In-House Applicants</u>
Feb 22-26, 2016	Initial Review of Applications
February 24, 2016	<u>Technical Review Committee Meeting. Open to Applicants.</u> This meeting shall provide applicants an opportunity to explain programs in person and allow TRC to ask applicants questions directly.
February 29, 2016	Technical Committee Project Review & Recommendation Issued
February 29, 2016 - March 20, 2016	Riverside County Continuum of Care to Review Proposed ESG activities
March 1, 2016	Publication of Notice: Public Meeting for Finance Subcommittee to Review Project Recommendations and collect Community Needs Comments
March 14, 2016	Public Meeting 2: Conduct Finance Subcommittee Meeting. Committee to arrive at project recommendations for inclusion in the FY 2016-17 Action Plan
March 15, 2016	Publication of Notice: Action Plan Review and Public Comment Period (April 1 - May 1) & Mail Letters to Applicants
April 1, 2016	Action Plan 30-Day Public Comment/Review Period. Comments to be submitted to the Financial Resources Division directly.
April 16, 2016	Publication of Notice: Public Hearing to Adopt Action Plan
April 16, 2016	Mail announcement of Public Hearing to Applicants
April 19, 2015	Public Hearing 2 to Approve Projects for Inclusion in FY 2016-17 Action Plan
May 1, 2016	Close of 30 - Day Action Plan Public Comment/Review Period
May 3, 2016	Public Hearing 3 to Approve FY 2016-17 Action Plan
May 13, 2016	Submittal of 2016-17 Action Plan to HUD

**Viewing the online Application Workshop is recommended.**  
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**EXHIBIT F**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME & ESG GRANT PROGRAMS**  
**FISCAL YEAR 2015-2016**

<b>1. CAP - COMMUNITY ASSISTANCE - FOOD PROGRAM - (951) 485-7792</b>	Provides emergency and supplemental food and referrals to families and individuals in need. Also provides clothing and utility payment assistance when available.	<b>\$15,000</b>
<b>2. U.S. VETERANS INITIATIVE – VETERANS IN PROGRESS FOOD PROGRAM - (951) 269-1119</b>	Meals to homeless veterans.	<b>\$15,000</b>
<b>3. FAMILY SERVICE ASSOCIATION – MORE THAN A MEAL SENIOR NUTRITION PROGRAM – (951) 342-3057</b>	Meal on Wheels program for bedridden seniors/elderly to help with basic nutritional needs/well-being.	<b>\$10,000</b>
<b>4. TIME FOR CHANGE FOUNDATION – COMMUNITY HOMELESS SOLUTIONS PROJECT – (909) 886-2994</b>	Provides substance abuse treatment and supportive services to the homeless in collaboration with Hole in the Wall Inc.	<b>\$10,000</b>
<b>5. CATHOLIC CHARITIES – EMERGENCY SERVICES – (951) 924-9964</b>	Provides emergency assistance services such as motel vouchers, rent, mortgage and utility assistance, as well as food and other basic needs.	<b>\$30,000</b>
<b>6. RAPE CRISIS CENTER - CHILD ABUSE PREVENTION PROGRAM - (951) 686-7273</b>	Provides abuse prevention and education programs to children and adults through the Moreno Valley schools.	<b>\$10,000</b>
<b>7. FRIENDS OF THE SENIOR CENTER - SENIOR VAN PROGRAM - (951) 358-9202</b>	The “MoVan” is a specially equipped 17-passenger van designed to transport the elderly and adult handicapped to medical and other appointments within a 30 mile radius, at low or no cost.	<b>\$20,000</b>
<b>8. FAIR HOUSING COUNCIL - FAIR HOUSING DISCRIMINATION SERVICES - (951) 653-8314</b>	Provides education, enforcement and investigation of fair housing discrimination complaints.	<b>\$30,675</b>
<b>9. GRID ALTERNATIVES – SOLAR AFFORDABLE HOUSING PROGRAM - (951) 272-4743</b>	Provides low-to-no cost solar electric systems to low income families, and installs them using a barnraising model that gives volunteers and job trainees hands-on solar installation experience.	<b>\$24,000</b>
<b>10. HABITAT FOR HUMANITY - ‘HELPING HANDS’ MOBILE HOME PROGRAM - (951) 787-6754</b>	Designed to help low and fixed income households in mobile home communities make necessary exterior improvements to their dwellings in order to avoid penalties that could lead to eviction.	<b>\$10,000</b>
<b>11. MORENO VALLEY POLICE DEPT – NEIGHBORHOOD POLICING &amp; COMMUNITY CHRISTMAS PROGRAM – (951) 486-6700</b>	Designed to bring law enforcement to a personal community level in order to solve neighborhood problems. Funding will go towards an officer to work within the CDBG designated area 40 hours per week. Funding will also help administer a holiday program intended to offer assistance to low-income families.	<b>\$125,000</b>
<b>12. NEIGHBORHOOD CODE ENFORCEMENT/RENTAL PROPERTY PROGRAM - (951) 413-3340</b>	City Code Compliance staff will provide proactive enforcement of property maintenance codes and to proactively enforce city codes and ordinances specifically on rental properties within the CDBG Target Areas.	<b>\$339,440</b>
<b>13. SMALL BUSINESS DEVELOPMENT CENTER - COUNSELING SERVICE - (951) 781-2345</b>	Provides technical assistance, training, and seminars for Moreno Valley small businesses on topics such as financial planning, marketing, taxes, creating a business plan and business expansion.	<b>\$50,000</b>
<b>14. COMMUNITY EMPLOYMENT RESOURCE CENTER - (951) 413-3920</b>	The City of Moreno Valley provides computers, internet access, resume preparation, employment search assistance, and unemployment benefit application services free of charge to job seekers and the unemployed.	<b>\$66,000</b>
<b>15. CITY OF MORENO VALLEY - PROGRAM ADMINISTRATION - (951) 413-3450</b>	The City of Moreno Valley administers the CDBG Program, project development, environmental reviews, reporting, special studies, program contracts and monitoring.	<b>\$373,350</b>
<b>16. CITY OF MORENO VALLEY – CYCLE 6 ADA PEDESTRIAN RAMP IMPROVEMENTS</b>	The project includes the design of approximately 30 access ramps to meet current ADA standards.	<b>\$100,000</b>
<b>17. CITY OF MORENO VALLEY– FARRAGUT AVE SIDEWALK IMPROVEMENTS - (951) 413-3150</b>	The project includes the design of sidewalk, curb, and gutter repair on both sides of Farragut Avenue.	<b>\$90,000</b>
<b>18. CITY OF MORENO VALLEY- ELSWORTH ST &amp; SHERMAN AVE SIDEWALKS - (951)413-3150</b>	The project includes the construction of sidewalk, curb, gutter, and pavement repairs on west side of Elsworth	<b>\$300,000</b>

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from Alessandro Blvd to Sherman Ave, and south side of Sherman Ave along Elsworth St, and also from Day St. to Pepper St.

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| <b>19.</b> | <b>CITY OF MORENO VALLEY – JOHN F. KENNEDY DR IMPROVEMENTS - (951) 413-3150</b><br>The project includes the construction of curb, gutter, sidewalk, access ramps and minor drainage street along John F. Kennedy Dr between Heacock and Paige Ave. | <b>\$300,000</b> |
| <b>20.</b> | <b>CITY OF MORENO VALLEY- COTTONWOOD RECREATION CENTER RENOVATION PHASE II</b><br>The project will renovate the centers kitchen to bring up to code, update lighting and create a meeting room.  | <b>\$150,000</b> |
| <b>21.</b> | <b>CITY OF MORENO VALLEY – MARCH ANNEX RENOVATION - (951) 413-3280</b><br>The project will renovate the March Annex building located on March Air Reserve Base.  | <b>\$75,000</b>  |

**HOME PROGRAMS/PROJECTS**

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| <b>1.</b> | <b>HOME PROGRAM ADMINISTRATION - (951) 413-3450</b><br>The City of Moreno Valley administers the HOME Program, project development, environmental reviews, reporting, special studies, program contracts and monitoring.                                     | <b>\$51,685</b>  |
| <b>2.</b> | <b>CHDO (COMMUNITY HOUSING DEVELOPMENT ORGANIZATION) HOUSING - (951) 413-3450</b><br>Each year HUD mandates 15% of the annual allocation be reserved for affordable housing projects to be developed by a Community Housing Development Organization (CHDO). | <b>\$77,527</b>  |
| <b>3.</b> | <b>HABITAT FOR HUMANITY - MOBILEHOME GRANT PROGRAM (MHG) - (951) 787-6754</b><br>Provides a grant of up to \$10,000 to income qualified owner-occupants of mobile homes to eliminate substandard conditions.   | <b>\$120,000</b> |
| <b>4.</b> | <b>ALTERNATIVES TO DOMESTIC VIOLENCE – SHELTER REPAIRS - (951) 320-1370</b><br>Funding has been allocated for needed repairs at the shelter to three bedrooms that are non-operative due to leaks and lighting issues.                                       | <b>\$11,500</b>  |

**ESG PROGRAMS/PROJECTS**

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| <b>1.</b> | <b>ESG PROGRAM ADMINISTRATION - (951) 413-3450</b><br>The City of Moreno Valley administers the ESG Program, project development, environmental reviews, reporting, special studies, program contracts and monitoring.                       | <b>\$13,172</b>  |
| <b>2.</b> | <b>P.W. ENHANCEMENT CENTER – HOMELESS PREVENTION &amp; RAPID REHOUSING - (951) 616-1628</b><br>Provides emergency services to persons in need, including housing search and vouchers, rent/mortgage/utility assistance, and case management. | <b>\$144,952</b> |
| <b>3.</b> | <b>COMMUNITY CONNECT – HOUSING ASSISTANCE PROGRAM – (951) 686-4402</b><br>Provides emergency rent and/or mortgage assistance to persons in need.   | <b>\$17,500</b>  |