

Home Investment Partnership Program (HOME)



Application Workshop | January 09, 2025 | 1:00 pm



Agenda

1. Welcome
2. Introductions
3. Workshop Goals
4. 2025-26 Grant Schedule
5. Estimated Funding
6. About HOME
7. Eligible Activities
8. HOME Objectives & Policies
9. Evaluation Criteria
10. Application Tips
11. Grant Award Process
12. Q&A
13. Resources

Introductions – Avant Garde



Lissette Montoya

Consultant



Melissa Aguilar

Consultant



Adriana Robledo

Consultant



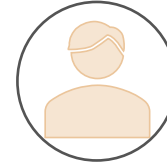
Introductions – Moreno Valley



Viviana McDaniel
Grants Division Manager



Kristina Gutierrez
Senior Grants Analyst



Joe Barron
• Senior Grants Analyst





Workshop Goals

1. Applicants understand the grant requirements.
2. Applicants know how to navigate the application packet.
3. Applicants understand the award process.

2025-2026 Schedule

| Preliminary Dates | Key Dates |
|----------------------------------|--|
| Fri., Jan. 31, 2025, at 3:00pm | HOME Applications Due |
| Tues., Mar. 25, 2025, at 3:45 pm | Public Meeting 2: Open Technical Review Committee during Finance Subcommittee Meeting |
| Tues., Apr. 15, 2025, at 6:00 pm | Public Hearing 2: City Council to Review Project Recommendations as issued by the Finance Subcommittee |
| Tues., May 06, 2025, at 6:00 pm | Public Hearing 3: City Council to Approve Annual Action Plan |
| Tues., May 13, 2025 | Submittal of 2025-26 Action Plan to HUD |
| July 1, 2025 | Start of the new Fiscal Year 2025-26 |



Estimated Funding

| 2025-26 HOME Anticipated Allocation | Amount |
|---|------------------|
| Planning and Administration (City) – 10% of annual allocation | \$62,817 |
| Mandatory CHDO Set Aside – 15% of annual allocation | \$94,226 |
| Available for Other Activities – 75% | \$471,131 |
| Total Anticipated Allocation | \$628,174 |



About: HOME

Grant Purpose (page 3 of application)

- 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 Housing Development Organizations (CHDO's).
- To leverage private sector participation in financing affordable housing.



Eligible Activities

(page 4 of application)

- Incentives 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 CHDOs.
- Eligible administrative and planning costs.



Program Beneficiaries

- City's Grant Programs must benefit Extremely Low-to-Moderate Income (LMI) persons.
- An income eligible household or participant is one whose household income is equal to or less than the extremely-low to low-moderate income limits established by HUD as demonstrated in the table on the next slide.

HUD Low-Mod Income Limits

| Family Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----------------------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| Extremely Low (30%) | \$21,550 | \$24,600 | \$27,700 | \$30,750 | \$33,250 | \$35,700 | \$38,150 | \$40,600 |
| Very Low Income (50%) | \$35,900 | \$41,000 | \$46,100 | \$51,250 | \$55,350 | \$59,450 | \$63,550 | \$67,650 |
| Low-Mod Income (80%) | \$57,400 | \$65,600 | \$73,800 | \$82,000 | \$88,600 | \$95,150 | \$101,650 | \$108,250 |

<https://www.hudexchange.info/resource/5334/cdbg-income-limits>



City's Objectives & Policies

(page 6 of HOME application)

- Priority to Affordable Housing, Health & Safety (HOME) .
- Final awards are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).



Grant Policies

- Funding priority for local service providers and previously funded programs.
- Three (3) years of successful grant management experience preferred.
- Match Requirement for HOME - 25% of Award by Subrecipient. In-kind match is acceptable.
- Minimum HOME award is \$25,000.



Evaluation Criteria

page 21 of application

- Administration Capacity – 20 points
- Identification/Analysis of Local Needs – 10 points
- Program Design – 10 points
- Reasonable Budget – 10 points
- Technical Quality of Application – 5 points
- Collaboration (5 bonus points)



Evaluation Process

- Initial Review for completeness & eligibility.
- Technical Review Committee scoring based on Evaluation Criteria.
- Finance Subcommittee Review and Recommendation.
- Final Review and Selections are made by the City Council based on identified priorities, application submission, consideration of past performance (for returning applicants).



Application Tips

- Research and review the grant and the applicable requirements.
- Be familiar with the City's objectives and policies.
- Develop a realistic work plan for the grant with performance goals that are tangible and achievable.
- Proposed budget – Are the proposed costs realistic and allowable for the grant and program purpose?
- Clearly answer the questions and provide all requested documentation.



Application Tips – cont.

Online submission should include:

- Application Form - Exhibit B
- Complete all required attachments per Section II of the application
- Ensure the signature page is complete.
- You may include any additional information to support the application



Application Tips: Deadline

Applications available
Via OpenGov

The Deadline is Friday
January 31, 2025, 3:00 p.m.

HOME:

<https://procurement.opengov.com/portal/morenovalley/projects/133049>



Grant Award Process*

Award Notification

- **Anticipated Time:** Early June
- The City sends letters notifying organizations of award selection. An acceptance letter is also sent requesting a response from the organization.

Award from HUD

- **Anticipated Time:** 2-4 months
- Upon obtaining a formal agreement from HUD, the City staff will process the contract for approval and signature by the City Manager and City Attorney.

Agreement Processing & Legal Review

- **Anticipated Time:** 2 Weeks
- The City Attorney's office reviews and approves all subrecipient agreements. Upon approval, the agreements are prepared and routed for subrecipients to provide review/comments.



Grant Award Process*

Agreements Executed

- **Anticipated Time:** 1-2 weeks
- After all comments are received and addressed the final agreements are routed for internal City signatures. Once an agreement is fully executed, the subrecipient will receive a copy of the agreement and Notice to Proceed.

Finance Review

- **Anticipated Time:** 4 weeks
- The Grants Division enters the agreement and all supporting documentation into the City's Financial Operations System and a Purchase Order is created for each subrecipient.

Invoice Review

- **Anticipated Time:** 2 weeks
- Subrecipients are expected to submit monthly invoices to the City on the 10th of each month for review. City Staff/Consultants will review invoices for completeness, compliance, and review program deliverables via a statistical report.



Grant Award Process*

Invoice Submittal

- **Anticipated Time:** 1-2 weeks
- After invoices have been reviewed and approved the Grants Division will submit the invoices to Accounts Payable to initiate the internal approval process.

Payment Authorization

- **Anticipated Time:** 1-2 weeks
- Once the invoices have obtained the necessary approvals, Accounts Payable will then issue the check to subrecipients. All payments are sent as an ACH.



Resources: Federal Regulations

Subrecipients will be held to Federal Grant Regulation Standards for:

HOME grants– [24 CFR 92](#)

Uniform Administrative Requirements – [2 CFR 200](#)

Must have staff who can study, understand, and comply with the complexities of the Regulations.

Resources: Federal Regulations

Title 2 CFR 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST
PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL
AWARDS

Labor Standards

Internal Controls

Record Keeping

Purchasing

Conflicts of Interest

Anti-Discrimination

Applies to all HUD grants and can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Questions & Answers?

For Additional Technical Assistance on
the Application, contact:
Grants Division,
951.413.3450,
grantadmin@moval.org