



Community Development Block Grant (CDBG)

Subrecipient Orientation | June 23, 2026 | 11:00 am



Moreno Valley Grants Division

Agenda

1. Welcome
2. Introductions
3. Grant Award Process
4. Contracting Requirements
5. Program Considerations
6. National Objective Overview
7. Participant Eligibility
8. CDBG Income Limits
9. LMA Map
10. Compliance Certification
11. Statistical Reporting
12. Budget
13. Invoices
14. Continuing Education Log
15. Monitoring
16. Federal Regulatory Requirements
17. HUD Exchange- CDBG Resources
18. Next Steps
19. Q&A
20. Closing



1.

Welcome

2. Introductions

City of Moreno Valley

Felicia London

Chief Financial Officer/City Treasurer

Patty Yhuit

Deputy Finance Director

Joe Barron

Grants Division Manager

Monica Lopez

Senior Management Analyst

Avant Garde

Melissa Aguilar

HUD Consultant

Cindy Lopez

HUD Consultant

3. Grant Award Process



Award Notification

Anticipated Time:

(Early- Mid June)

The City sent letters notifying organizations of award selection. An acceptance letter was also sent requesting a response from the organization.



Agreement from HUD

Anticipated Time:

(September-October)

Upon obtaining a formal agreement from HUD, City staff start processing subrecipient agreements for approval and signature by the City Manager and City Attorney.

3. Grant Award Process



Agreement Processing & Legal Review

Anticipated Time:

(October- November)

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.



Agreements Executed

Anticipated Time:

(October- November)

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.

3. Grant Award Process



Finance Review

Anticipated Time: (November-December)

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 for Approval

Anticipated Time: 2 weeks after the Agreement is signed (November-December)

Subrecipients are expected to submit monthly invoices/reports to the City on the 10th of each month for review. City Staff/Consultants will review invoices for completeness and compliance and review program deliverables via a statistical report.

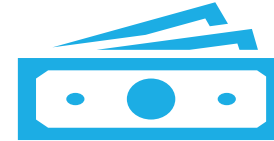
3. Grant Award Process



Invoice Submittal for Payment

Anticipated Time: 1-2 weeks processing
(November-December)

After invoices have been reviewed and approved the Grants Division will submit the invoices to Accounts Payable to initiate the internal approval process.



Initial Payment Authorization

Anticipated Time: 1-2 weeks
(November-December)

Once the invoices have obtained the necessary approvals, Accounts Payable will then issue the check to subrecipients. All payments are sent as an ACH.



4. Contracting Requirements

Contact Information Form

Valid City of Moreno Valley Business License

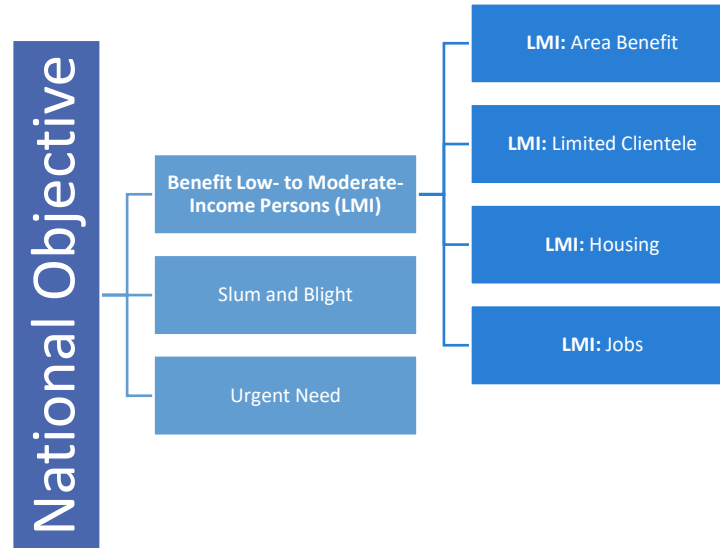
Updated insurance documents as required by the checklist

SAM's registration

5. Program Considerations

- Funding
- Executive Orders
 - Executive Order 14168 – Grant funds cannot be used to promote gender ideology
 - Executive Order 14182 – Grant funds cannot be used to fund or promote elective abortions
 - Executive Order 14218 – Undocumented immigrants cannot receive public benefits

6. CDBG Basics: National Objective Overview



7. Participant Eligibility

1. Benefitted person(s) should be City residents.
2. Limited Clientele Activity (LMC):
 - Subrecipient forms should, at a minimum, include the number of household members, names and age of household members, and annual household income from all sources.
 - Use HUD 2026 Income Limits (Effective 05.01.26) for Riverside County to qualify the applicant.

7. Participant Eligibility cont.

- Annual Income Verification.
 - Applicant may self-certify for minimum benefits.
 - For more significant benefits, applicant must provide suitable evidence (household IDs, pay stubs, bank statements, etc.), or
 - Applicant qualifies as "Presumed Benefit" LMI individual including abused children, battered spouses, persons 62+, homeless, etc. (see 24 CFR 570.208).
- 3. Area Benefit Activity (LMA):
 - HUD Area Census Tract map for 2025 is typically used to verify activity located in an LMA area.

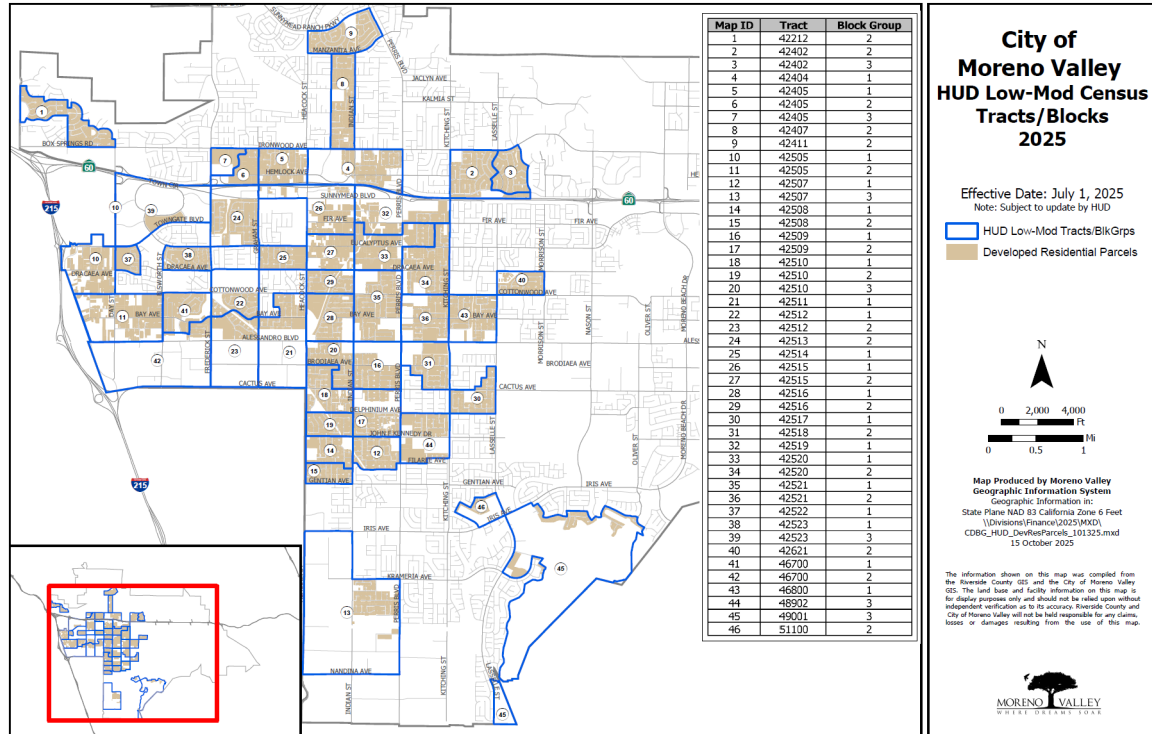
8. CDBG Income Limits

Maximum Annual Household Income Limits as Determined by HUD effective June 1, 2026

	# of Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low Income (30%)	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low Income (50%)	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low Income (80%)	\$68,900	\$78,750	\$88,600	\$98,400	\$106,300	\$114,150	\$122,050	\$129,900

2026 Income Limits Dataset | Summary

9. LMA Map



10. Compliance Certification

Exhibit C-2

**MORENO VALLEY
COMPLIANCE CERTIFICATION
FY 20__-20__ CDBG
[Program Name]**

INVOICE MONTH : _____

[Subrecipient Name] hereby certifies that the below procedures were performed; and policies, guidelines, and requirements (among other regulations) related to the acceptance and use of CDBG funds have been adhered to and complied with as stipulated in the executed agreement for the above-mentioned program:

Subrecipient files have documentation showing that at least 51% of the beneficiaries are members of a presumed benefit group.

Y/N/NA

[24 CFR 570.208(a)(2)(i)(A) and 24 CFR 570.506(b)(3)(i)]

Circle the Beneficiaries of the [Program Name] (Served this Month):

Abused Children	Elderly Persons
Battered Spouses	Severely Disabled Adults
Homeless Persons	Illiterate Adults
Persons Living with AIDS	Farm Workers

If Beneficiaries are not listed above, please see below:

Subrecipient files have documentation showing that at least 51% of the beneficiaries are members of a low- and moderate-income family.

[24 CFR 570.208(a)(2)(i)(B) and 24 CFR 570.506(b)(3)(iii)]

If the activity was classified based on income, the appropriate income limits were used when checking the income of the persons served (the correct year and the correct family size).

[24 CFR 570.3; 24 CFR 570.208(a)(2)(i)(B) or (C); and 24 CFR 570.506(b)(3)(iii)]

Name & Signature of Preparer

Date

Name & Signature of Authorized Supervisor, Executive Director

Date

11. Statistical Reporting

The image shows a screenshot of a complex statistical reporting spreadsheet. At the top left, there is a small summary table with columns for 'Category', 'Value', and 'Percentage'. Below this is a large grid with many rows and columns. The columns are organized into several groups, with some columns highlighted in orange. The rows contain various data points, likely representing different categories or time periods. The spreadsheet is designed for detailed data analysis and reporting.

13. Monthly Invoices

Exhibit D

CITY OF MORENO VALLEY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Subrecipient Payment Request FY ____/____

AGENCY NAME:	DATE:
PROJECT TITLE:	INVOICE NO. :
PREPARER'S NAME:	
EMAIL:	PHONE:

ACCOUNT SUMMARY:	
Approved CDBG Budget	
CDBG Reimbursements Received To Date	
Pending Reimbursements To Date (including this invoice)	
Remaining CDBG Balance	\$ -

CDBG BUDGET LINE ITEM PER APPROVED AGREEMENT <small>(List individual line item costs per approved budget, Exhibit "B")</small>	BUDGET AMOUNT \$	(PREVIOUS REQUESTS)	(CURRENT AMOUNT REQUESTED FOR REIMBURSEMENT)	REMAINING BUDGET BALANCE
PERSONNEL COSTS:				
Salaries				\$ -
Fringe Benefits				\$ -
Total Personnel Costs:	\$ -	\$ -	\$ -	\$ -
OPERATING COSTS:				
<small>(List individual operating line item costs)</small>				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Operating Costs:	\$ -	\$ -	\$ -	\$ -
TOTAL (Personnel Costs + Oper. Costs)	\$ -	\$ -	\$ -	\$ -

TOTAL PAYMENT REQUESTED THIS INVOICE: \$ -

NOTE: Corresponding back-up source documentation must be attached. The "Documentation Required for Reimbursement Checklist" may be included as back-up and/or used for guidance in preparing the submittal.

Signature of Preparer _____ Date _____

Signature of Authorized Supervisor, Executive Director, or Board Member _____ Date _____

For City Use Only:	Date Received: _____	By: _____
P.O. No.:	Amt. \$:	
Inv. No.:	Acct. No.:	
Inv. Date:	Auth. By:	





15. Monitoring

- On-Site Visits
- Participant Eligibility
- Monthly Performance Statistics
- Request for Reimbursement



15. Monitoring: Common Concerns

- Behind on program milestones and goals
- Late, incomplete, or inaccurate reporting
- Late, incomplete, or inaccurate invoices
- Exceeding the budget line items
- Ratio of budget expenditures to program activity



15. Monitoring: Common Findings

- Program compliance
- Financial management
- Procurement & contracting
- Client/file documentation
- Regulatory compliance
- Subrecipient oversight & internal controls
- Performance & outcomes

16. Federal Regulatory Requirements

- Title 2 of Code of Federal Regulations Part 200 ([2 CFR Part 200](#))-Uniform Administrative Requirements:
 - Conflict of Interest ([200.112](#))
 - Standards of Financial Management ([200.302](#))
 - Internal Controls ([200.303](#))
 - Program Income ([200.307](#))
 - Procurement Standards ([200.320](#))
 - Monitoring ([200.329](#))
 - Direct & Indirect Cost Principles ([200.412](#) & [200.413](#))
 - Audit Requirements ([200.501](#))

16. Federal Regulatory Requirements cont.

- Title 24 of Code of Federal Regulations Part 570 ([24 CFR Part 570](#))-
Basic provisions for all CDBG grants:
 - Eligible Activities; National Objectives
 - Records to be maintained
 - Labor standards (Davis-Bacon Prevailing Wage)
- Section 3 requirements for HUD awards in excess of \$200,000 for Covered Projects. Most CDBG and ESG programs are exempt.
- Various non-discrimination and affirmative action regulations.

17. HUD Exchange – CDBG Resources

- Register for [HUD Exchange Account](#)
- [Basically CDBG Online Review](#)
- [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems](#)



18. Next Steps

- Agreements will be circulated to subrecipients for review and signature(s)
- The City receives its agreement from HUD
 - Timeline for this item varies and impacts the timeline in which the City can execute its agreements with subrecipients
- The City executes the subrecipient agreements
 - Executed copies are sent to subrecipients
 - A Notice to Proceed is issued

19. Q & A



20. We're Here to Help!

Moreno Valley

Monica Lopez

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