

Community Development Block Grant Application Process 2024-2025



Overview



The primary purpose of the program is the development of viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for person of low- and moderate-income.

Activities must meet one of the National Objectives:

- Benefitting Low- and Moderate-Income Persons
- Preventing or Eliminating Slums or Blight
- Meeting an Urgent Need



Available Funding

- The City of Chino will receive approximately \$540,000 in CDBG Funds.
- A maximum of \$81,000 (15%) is available to be used for public services (including labor, supplies, materials, and other costs).
- A *public service* must be either:
 - A new service; or
 - A quantifiable increase in the level of a service
- Minimum funding request if \$10,000

Eligible Activities



Examples of eligible public service activities include, but not limited to:

- Child Care
- Health Care
- Job Training
- Recreation Programs
- Education Programs
- Public Safety Services
- Services for Senior Citizens
- Services for Homeless persons
- Drug Abuse Counseling and Treatment
- Energy Conservation Counseling and Testing
- Homebuyer Down Payment Assistance



Required Documents

- Copies of both State and Federal Tax Exemption
- General Liability Certificate (with additional insured endorsement)
- Program Budget
- Most recent Financial Audit
- Blank Client Intake Form

Deadline



Applications will be accepted:

November 27, 2023, through January 5, 2024

Applications may be:

- Mailed to City of Chino, Development Services Department, Attn: Pat Cacioppo, 13220 Central Avenue, Chino CA 91710
- Submitted in person to the Development Services counter located on the first floor of City Hall, 13220 Central Avenue, Chino, during normal business hours of Monday – Friday, 7:30 a.m. to 5:30 p.m.

Late or incomplete submittals will NOT be accepted



Application Review

The Development Services Department will review applications along with a Sub-committee to give recommendations to the Community Services Commission. The City Council makes the final decision on funding in May 2024.

Each application will be rated on a total possible score of 100 points.

Rating Criteria

- ☑ Consolidated Plan Priority – maximum of 30 pts.
- ☑ Benefit to Chino Residents – maximum of 25 pts.
- ☑ Project Viability and Readiness – maximum 20 pts.
- ☑ Ability to Perform – maximum of 15 pts.
- ☑ Project Long Term Outlook – maximum of 10 pts.

Timeline

Meeting dates are subject to change



- **Application Submittal Dates:**
November 27, 2023, through January 5, 2024
- **Applicant Presentation to Community Services Commission:**
Public Meeting Monday, January 22, 2024, at 6:00 p.m.
Applicants will be expected to give a brief presentation on their program and answer questions.
- **CDBG Review Subcommittee – Application Review and rating- February 2023**
- **Community Services Commission – Preliminary Funding Recommendations:**
Public Meeting Monday, February 26, 2024, at 6:00 p.m.
- **Final Award Determination:**
City Council Meeting – Tuesday, May 7, 2024, at 6:00 p.m.

Receiving a Grant



Grant recipients (subrecipients):

- Must submit quarterly performance reports outlining accomplishments
- Grant funds are disbursed on a reimbursement basis. Payment are issued upon review and approval of documented expenses.
- Subject to a monitoring (audit) visit to ensure compliance with HUD guidelines
- Subject to the regulations of 24 CFR Part 570, including non-discrimination provisions outlined in Subpart K
- Must meet specific Financial Management and Accounting Standards



Workshop

Will there be a mandatory workshop this year?

Normally the City of Chino, in combination with the City of Chino Hills, host a mandatory workshop for CDBG applicants in late November or early December. Due to safety concerns, we have decided not to host a workshop this year.

In place of a workshop, applicants may schedule an appointment with the Management Assistant to review the application and program requirements. First time applicants are highly encouraged to schedule an appointment before application submittal.

Appointments can be scheduled by calling (909) 334-3355 or emailing pcacioppo@cityofchino.org

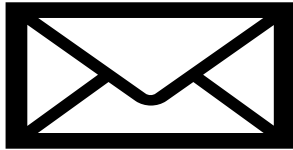
Questions:



If you have questions, do not hesitate to contact us at:



(909) 334-3355



pcacioppo@cityofchino.org