

HOW TO CHOOSE YOUR PROJECTS

Riverside, California

Community & Economic Development Department

CDBG/HOPWA Grants Division

CITY OF RIVERSIDE, CA

The City of Riverside is a rapidly growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state, The City believes in continually investing in and improving the community.

The City is governed by a seven-member City Council / City Manager model, and is a full-service city providing public safety, utility, community services, and more. With a budget of \$1.1 billion and approx. 2,400 employees, the City provides services to more than 314,000 residents.



CITY OF RIVERSIDE, CITY HALL

At the City of Riverside, CDBG funds are managed by the Community & Economic Development Department (CEDD). The City of Riverside Community & Economic Development Department is comprised of 8 distinct divisions;

- Arts & Cultural Affairs
- Building & Safety
- Code Enforcement
- **CDBG/Grants**
- Economic Development
- Neighborhood Engagement
- Planning
- Real Property Services/Successor Agency



CITY OF RIVERSIDE CALIFORNIA, CONT.

As a designated entitlement jurisdiction, the City of Riverside receives an annual allocation of HUD federal funding for four entitlement programs. The City is required to develop a Five-Year Consolidated Plan and an Annual Action Plan for the use of these funds.

- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)
- HOME Investment Partnership (HOME)

The purpose of these programs is to address a wide range of community development needs from neighborhood improvements to public services to economic development and affordable housing.



HUD ACTION PLAN PROCESS

The Annual Action Plan is prepared and submitted to HUD to implement HUD's three community development goals



**Decent
Housing**



**A Suitable
Living
Environment**



**Expand
Economic
Opportunities**

CDBG funds must be used for eligible activities that meet one of three national objectives:

1. Benefit to low- and moderate-income persons
2. Aid in the prevention or elimination of slums or blight
3. Meet a need having a particular urgency

HUD ACTION PLAN PROCESS

October-November

Community input meetings are held during this time. The purpose of the meetings is to obtain input for future HUD funding.

Early December

The CDBG application for funding is made available for all interested parties. An ongoing mailing list of past recipients, city departments, and interested parties is utilized to send the application announcement.

Mid-December

After the applications are released, a technical assistance workshop is held to provide in-person guidance on how to fill out the application. During that time, the applicants can ask any questions they may have.

January

The application deadline falls at the end of January. At that time, staff makes themselves available for any questions or guidance needed. Both external and internal applications are due on the same day.

May

A Public Hearing is held, and the proposed Action Plan is presented to City Council and the community for approval. Following approval of the plan, a final version is prepared, and the plan is submitted to HUD.

April

The tentative recommendations for funding are made available to the public for a period of 30 days. The Action Plan and its recommendations are made available via the local paper, mail, and the City's website.

February

Staff reviews all applications using a rating sheet. Applications are assessed based on many factors such as: eligibility, community priority, risk, and experience. After initial recommendations for funding are made, staff reviews applications assessments with the City Manager, and City Councilmembers.



COMMUNITY INPUT MEETINGS



RIVERSIDE HUD ANNUAL ACTION PLAN



CDBG 2023/2024 ANNUAL ACTION PLAN COMMUNITY MEETINGS

REUNIONES COMUNITARIAS DEL PLAN DE ACCIÓN ANUAL DE CDBG 2023/2024

Help Shape Future Housing and Community Development Projects

Ayuda a dar Forma a Futuros Proyectos de Vivienda y Desarrollo Comunitario



WARD 1 / DISTRITO 1
Wednesday / Miércoles
Oct. 19, 2022 • 6 p.m.
Ruth H. Lewis Community Center / Reid Park
701 Orange Street

WARD 5 / DISTRITO 5
Tuesday / Martes
Oct. 25, 2022 • 6 p.m.
Hunt Park Community Center
4015 Jackson Street

WARD 2 / DISTRITO 2
Wednesday / Miércoles
Oct. 26, 2022 • 6 p.m.
César Chávez Community Center
2060 University Avenue

WARD 6 / DISTRITO 6
Wednesday / Miércoles
Nov. 2, 2022 • 6 p.m.
Arlanza Community Center
7950 Philbin Avenue

WARD 3 / DISTRITO 3
Wednesday / Miércoles
Nov. 16, 2022 • 6 p.m.
Janet Goeske Senior Center
5257 Sierra Street

WARD 7 / DISTRITO 7
Wednesday / Miércoles
Nov. 9, 2022 • 6 p.m.
La Sierra Park Community Center
5215 La Sierra Avenue

WARD 4 / DISTRITO 4
Thursday / Jueves
Oct. 20, 2022 • 6 p.m.
Ysmael Villegas Community Center
3091 Esperanza Street

**For more information:
Para más información**
RiversideCA.gov/grants
(951) 826-5649

Mark "X" if high priority	Category/ Type of Project	Comments
	Community Services (senior services, youth services)	
	Infrastructure (Roads, sidewalks, streetlights)	
	Public Facilities (Parks, Community Centers, Neighborhood Centers)	
	Special Needs	
	Housing	
	Business & Jobs	
	Homelessness	
	Other	



APPLICATION RATING SHEET

2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT EVALUATION AND RISK ASSESSMENT FORM

Applicant/Organization Name: _____ Application#: _____
 Project Name: _____ CDBG Funds Requested: _____
Circle Applicable Score

Quality of Program Design			
1	Does the proposed program comply with the overall regulations and objectives of the CDBG program? Application describes how the identified need relates to the objectives of the CDBG program? [Minimum Threshold Factor]	0	5 10
2	Is there evidence/documentation of acceptable and accountable management financial system that minimizes any opportunity for fraud, waste, or mismanagement?	0	5 10
3	Does the proposed activity or urgent need in the community address a priority in community development need as identified in the Five-Year Consolidated Plan?	0	5 10
4	Application states how CDBG funds will be used to provide services and describes tasks and specific activities to be accomplished during the entire project period.	0	5 10
Quality of Proposal Elements			
5	Are the program activities and goals clearly defined? Measurable outcome established? Does the application clearly describe the project description and request? Number of Low/Moderate- Income Persons (LMI) proposed to be served: _____	0	5 10
6	What is the expected percentage of Low/Mod benefit for the project or activity? 0-69% (0); 70-89% (5); 90-100% (10)	0	5 20
7	Are there standards set forth to determine whether clients are low/mod limited clientele and to determine their eligibility to participate in the program?	0	5 10
8	Does the proposed cost of the project (CDBG funds) justify the number of persons to be served?	0	5 10
9	Are activities located within a Target area? If project has city-wide service area (5) Countywide or undefined (0)	0	5 10
Capacity and Experience			
10	Does the organization have the demonstrated capacity to successfully implement and complete the proposed activity in a timely manner? [Minimum Threshold Factor]	0	5 10
11	Has the organization demonstrated past experience in implementing and complying with federal/state/other funding regulations?	0	5 10
12	Does the organization have the experience and staff qualifications to meet their intended program goals?	0	5 10
13	Has five (5) or more years at the same location/organization/staff experience. History of doing this particular activity?	0	5 10
Funding Request			
14	Match (dollar for dollar). Will the proposed activity leverage meet project budget? Has the organization demonstrated an ability to leverage and raise other funds? Match 0-50% (0); Match 51%-99% (5); Match 100% or more (10)	0	5 10
15	Does the operating budget seem adequate for the organizational structure and proposed project activity?	0	5 10
16	Can the activity be considered "difficult to provide" or does it serve a "difficult to serve area"?	0	5 20
17	Does the proposed cost of the project activity justify the number of persons who will directly benefit from the project activity?	0	5 10
18	If prior funding was received, were all funds spent? And was applicant in compliance with regard to reporting and drawing down funds? If no prior funding (0)	0	5 10
19	Does the organization strengths include, financial system, record keeping, timecards, and paystubs?	0	5 10
20	Will the project or funding be completed within a reasonable time frame?	0	5 10

CDBG SUMMARY OF POINT SYSTEM CRITERIA

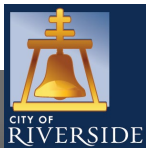
Factor	Points	Explanation
Part 1: Quality of Program Design	40 points	Points are given for eligible activity as defined in 24CFR 570.201, overall program merit; program coordinates with existing services and shows evidence of community support.
Part 2: Quality of Proposal Elements	60 points	Points are given for measurable outcomes for the services provided, the tools used to determine success, past outcomes and the program modifications made as a result, level of duplication of services, and financial management and controls. Measurable outcomes as based on National objective.
Part 3: Capacity and Experience	40 points	Points are given for projects that clearly demonstrate the impact of their work on the community, overall years of experience of five (5) years or more and if there is a qualified staff.
Part 4: Funding Request	80 points	Points are given for projects that budget realistic for this project and well documented with eligible activities and cost, sustainability, match requirement dollar for dollar and provide proof of leverage funding, and if previously funded, did agency spend all dollars? If previously funded, were reports and claims submitted in a timely manner?
Part 5: Financial Capacity & Audit Reports/Findings	40 points	Points are given for projects where the organization demonstrates strong financial capacity and clean independent audit reports with no outstanding unresolved findings.
TOTAL POSSIBLE POINTS:	260 points	

Minimum point threshold 180 points

[MINIMUM THRESHOLD POINT TOTAL = 180]

Just a few additional comments about the Evaluation and Rating Form:

1. You will see three factors identified as "Minimum Threshold Factors" (items 1, 3, and 21). Every application must score at least 5 points for each of the factors, or the application will be withdrawn.
2. You will also note the "Total Minimum Score Threshold 180 Points" near the bottom of the form. All applications must score at least 180 total points or it will be withdrawn.
3. Every project that receives funding must have a completed Evaluation and Rating Form in the file. Further, every application that is received and reviewed, but not funded must also have a completed Evaluation and Rating Form attached to the application and project review forms.



MEETINGS WITH CITY COUNCIL

- One on one meetings are held with each individual Councilmember
- Each Councilmember is presented a list of potential projects in their ward along with our recommendations for funding
- Staff will provide the Councilmembers with resident comments from surveys and community meetings. An individual map of the ward is also available
- While recommendations are presented, City Councilmembers also have an opportunity to provide input and intimate knowledge of specific needs in the city



PROJECTS AND PROGRAMS PICS



Operation SafeHouse
Transitional Housing
Program

Public Works Street
Improvements



Ward 6 La Sierra, Minnier, Whitford



Assistance League
Operation Snack Attack
Food Program

QUESTIONS?

