

# Community Development Block Grant

Application Process



# 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 persons 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 Hills will receive approximately \$390,000 in CDBG Funds.
- A maximum of \$58,000 (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 is \$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:

December 4, 2023 through January 8, 2024

Applications may be:

- Mailed to City of Chino Hills, Community Services Department, CDBG, 14000 City Center Dr., Chino Hills, CA 91709. Must be postmarked by January 8, 2024.
- Submitted in person to the Community Services counter located on the second floor of City Hall, 14000 City Center Dr., Chino Hills, during normal business hours of Monday – Thursday, 7:30 a.m. to 5:00 p.m. or Friday, 7:30 a.m. to 4:00 p.m.

Late or incomplete submittals will NOT be accepted

# Application Review



The Community Services Department will review applications and make recommendations to the City Council. The City Council makes the final decision on funding.

Each application will be scored on a total possible score of 64 points.

## Rating Criteria

- Quality of Program Design – maximum of 16 points
- Quality of Proposal Elements – maximum of 16 points
- Capacity and Experience – maximum of 16 points
- Funding Request – maximum of 16 points

# Timeline

Meeting dates are subject to change



- Application Submittal Dates:  
December 4, 2023 through January 8, 2024
- Applicant Presentation to City Council:  
February 13, 2024  

Applicants will be expected to give a brief presentation on their program and answer questions.  
City Council meetings start at 7:00 p.m.
- Final Award Determination: April 23, 2024



# 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?



In place of a workshop, applicants may schedule an appointment with the Senior Management Analyst 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) 364-2717 or emailing [ahernandez@chinohills.org](mailto:ahernandez@chinohills.org)

# Questions



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



(909) 364-2717



[ahernandez@chinohills.org](mailto:ahernandez@chinohills.org)