

**RIVERSIDE COUNTY**  
**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**2024-2025 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**DISTRICT ALLOCATION**

**I. Program Description**

The County of Riverside has opened the application period for the FY 2024-2025 Community Development Block Grant (CDBG) cycle.

CDBG is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

The CDBG program is a federally funded program administered through the U.S. Department of Housing and Urban Development (HUD). As an Urban County in the Entitlement CDBG program, the County receives an annual formula allocation of CDBG funds from HUD. HUD determines the amount of each grant by using a formula comprised of several measures of community need including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relation to other metropolitan areas.

The program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

CDBG was authorized under the Housing and Community Development Act of 1974, as amended, and is listed under the Catalog of Federal Domestic Assistance (CFDA) as 14.218. Applicable CDBG regulations can be found at 24 CFR Part 570 and 24 CFR Part 91.

CDBG funding has been used by the County and subrecipients for a wide variety of community, economic, and social development activities. Activities include public facilities such as fire stations, parks, community centers, senior centers, homeless shelters, health clinics, water and sewer improvements, and street and sidewalk improvements. CDBG also provides public service activities such as childcare, health care, after-school, programs, senior programs, food and clothing distribution, job training, recreation, and many more.

All activities funded with the County's CDBG funds must:

1. Serve persons or communities within the County's Urban County area;
2. be an eligible activity under CDBG regulations (24 CFR Part 570.201); and
3. Meet a National Objective of the CDBG program (24 CFR Part 570.208).

Most activities meet a National Objective by benefitting low-income persons or low-income communities.

The County's *Urban County CDBG Program* includes all of the unincorporated areas of Riverside County as well as the "cooperating" cities of Banning, Beaumont, Blythe, Calimesa, Canyon Lake, Coachella, Desert Hot Springs, Eastvale, La Quinta, Norco, Rancho Mirage, San Jacinto, and Wildomar. The cities of Lake Elsinore and Murrieta, participate in the County's Urban County program as "Metro Cities."

**Please Note: the cooperating cities receive their own CDBG allocation from the County's Urban County CDBG program. Any organization seeking funding from a cooperating city's CDBG allocation must contact that city for application procedures and additional information.**

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## **II. CDBG Award Information**

Subject to Federal appropriations, the County anticipates receiving approximately \$7,500,000 in CDBG funds for the FY 2024-2025 program, including the cooperating cities' allocations. The amount of CDBG funding to be allocated to the Supervisorial District allocations is expected to be approximately \$2,100,000. The actual amount of the County's allocation is determined by final funding appropriations from Congress and HUD's CDBG allocation formula.

**Depending upon the type of activity to be funded, a successful subrecipient will have approximately ten (10) months to complete, expend, and drawdown their CDBG award for a public service activity, and approximately eighteen (18) months for a public facility or other CDBG activities.**

Typical individual awards for CDBG-funded activities range from \$10,000 for public service activities to \$100,000 or more for public facilities, acquisition, or other eligible activities. All CDBG awards made by the County will be in the form of a grant. Subrecipients will be required to execute an approved subrecipient agreement with the County. A sample of the Sponsor's Agreement is available upon request to Housing and Workforce Solutions (HWS). **Please Note: all grant funding awarded by the County from the 2024-2025 CDBG application cycle will be available to successful subrecipients no earlier than July 1, 2024.**

Organizations that have previously applied for County CDBG funding are eligible to apply, and there is no limit on the number of applications an applicant can submit.

## **III. Eligibility Information**

### **Eligible Applicants**

The County of Riverside will only accept CDBG applications from the following organizations or entities:

1. Non-Profit organizations subject to 26 U.S.C. 501 (c)(3) of the tax code;
2. County of Riverside Agencies and Departments; and
3. Governmental agencies including Cities, Special Districts, and Tribes.

**\*Individuals cannot apply for County CDBG funding.**

Non-profit organizations will be required to submit documentation as part of the CDBG application pertaining to their incorporation, bylaws, board membership, and tax-exempt status.

## **Cost Sharing and Leveraging**

Applications for funding under the County's CDBG allocation, excluding the funding from the cooperating cities, must successfully demonstrate a matching contribution of at least 5% of the CDBG request. This matching contribution, referred to as "leveraging", can include other Federal, State, local, or private funding; donations; "in-kind" contributions; and volunteer hours. Leveraging used to match previous CDBG grants cannot be used. The County may consider requests for waivers of the leveraging requirements on a case-by-case basis.

Applicants are encouraged to utilize the greatest amount of leveraging possible to improve the competitiveness of their proposal. However, for the construction or rehabilitation of public facilities, the County may reject proposals where CDBG funding comprises less than 35% of the total project cost due to costs associated with compliance with CDBG and other Federal regulations.

## **Real Property Acquisition – Displacement of Tenants**

In order to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, applicants considering the submittal of a CDBG application for real property acquisition and/or the displacement of tenants must contact HWS prior to the submittal of any application.

## **Compliance with Laws and Regulations**

The successful applicants will be required to comply with all applicable federal, state, and local laws, regulations, and ordinances. Pursuant to an executed subrecipient agreement, the applicant will certify that it will adhere to and comply with the laws and regulations found in **Attachment 1** as they may be applicable to a subrecipient of funds granted pursuant to the Housing and Community Development Act of 1974, as amended.

**In addition, all CDBG-funded projects using CDBG for facility construction, renovation, or improvements will be considered as "Public Works," and therefore, subject to applicable State of California Department of Industrial Relations requirements.**

## **IV. Application and Submission Information**

### **Application Cycle for the 2024-2025 Program Year**

The County will begin accepting applications for the 2024-2025 CDBG cycle starting **August 18, 2023**. **The FILLABLE APPLICATIONS may be accessed online. All CDBG applications must be submitted through the mail no later than 5:00 PM PST on November 17, 2023.**

Applicants must visit HWS Community and Housing Development website at <https://rivcoeda.org/Departments/Housing/Community-Development-Block-Grant/Community-Development/2024-2025-CDBG-ESG-Application> to begin the application process. The website offers a fillable application and instructions on how to apply.

The County will only accept CDBG applications from 501 (c)(3) non-profit corporations, as well as governmental and Tribal entities.

## Questions and Technical Assistance












For information or questions regarding the County's CDBG program, the 2024-2025 CDBG application cycle, or for questions or assistance with the application, please contact Susana Orozco at [sorozco@rivco.org](mailto:sorozco@rivco.org) or 951-955-5933 or Nicholas Fonosch at [nfonosch@rivco.org](mailto:nfonosch@rivco.org) or 951.955.5936.

Individuals with hearing or speech disabilities may contact the CDBG program staff by utilizing the California Relay Service (711).

## Application Instructions and Organization of Submitted Documents

Applicants must submit two (2) original hard copies of the application and documents (e.g., bylaws, authorizations, backup information, etc.) necessary to apply, along with a USB flash drive with the required backup for evaluation of application documents. County HWS will not accept submissions of application documents by email or over the Internet.

When compiling the flash drive please organize the folders, accordingly, please refer to the visual guide (below):

-  Application
-  Area Maps
-  Articles of Incorporation
-  Board Approval For Submission
-  Board of Directors
-  Budget
-  By Laws
-  Income
-  Leveraging
-  Minutes or Resolution
-  Organizational Chart

The CDBG application consists of eight (8) primary sections:

1. Applicant Profile
2. General Information
3. Uploading Organizational Documents
4. Project Narrative
5. National Objective Compliance
6. Financial Information (Budget)
7. Leveraging – Matching Funds
8. Application Certification and Authorization

Applicants are limited to the space available for each required response in the application. Applicants can upload additional supporting documentation, including third-party verifications if desired.

**Please Note: The applicant must certify that he or she has been authorized to submit the application on behalf of the organization applying for CDBG funds. This certification MUST be accompanied by minute order, resolution, or other official authorization to submit the application.**

## **V. Additional Information**

Successful applicants may be required to submit additional documentation to the County, prior to the receipt of their CDBG grant award. This documentation may include evidence or documentation related to:

- Liability Insurance
- Workmen's Compensation Insurance
- Flood Insurance
- Other documentation for NEPA and CEQA environmental reviews
- 501 (c)(3) Status
- Incorporation Documents

Pursuant to Federal regulations, all applicants for CDBG funds must comply with the following requirements **prior to submitting** their CDBG application to the County for the 2024-2025 program year:

1. Be registered in the System for Award Management (SAM) [www.sam.gov](http://www.sam.gov) system;
2. Provide a valid UEI number in the application; and
3. Must maintain an active SAM registration, with current information, during the performance period of the CDBG grant.

The County and the Cooperating Cities will not make any CDBG grant awards to any organization or government entity that fails to comply with the SAM and UEI requirements.

### **System for Award Management (SAM):**

The System for Award Management (SAM) is combining Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality of the following systems:

1. Central Contractor Registry (CCR)
2. Federal Agency Registry
3. Excluded Parties List (EPLS)
4. Online Representations and Certifications Application

How does SAM benefit organizations? The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

### **Unique Entity Identifier (UEI):**

The Federal government requires all applicants for Federal grants to have a UEI number. The Federal government uses the UEI number to better identify related organizations that are receiving funding under Federal grants and to provide consistent name and address data for electronic grant application systems.

If you do not already have a UEI number, visit [www.SAM.gov](https://sam.gov/content/entity-registration) (<https://sam.gov/content/entity-registration>)

## Intergovernmental Review

Applications submitted under the County's Urban County CDBG program are not subject to intergovernmental review pursuant to Executive Order 12372.

## Other Submission Requirements

Applicants can request CDBG funding from the County for any eligible CDBG activity listed under 24 CFR Sections 570.201-570.204, including real property acquisition, construction, and other activities.

## VI. Eastern Coachella Valley Community Empowerment Initiative (ECVCEI)

For the 2024-2025 program year, the County will continue with the ECVCEI set aside. The purpose of the ECVCEI is to focus CDBG funds towards community-based activities in the Eastern Coachella Valley that build capacity, increase awareness and participation, develop strategies and plans, and other activities that address issues of housing, healthy communities, employment, infrastructure, transportation, etc.

The goals of the ECVCEI are to improve the quality of life, encourage and develop community empowerment, revitalize communities, and increase self-sufficiency for persons living in the Eastern Coachella Valley. The boundaries of the Eastern Coachella Valley area are generally described as the unincorporated communities of Mecca, Colorado River, Palo Verde, Ripley, Desert Center, North Shore, Thermal, and Oasis.

The County intends to allocate a portion of its annual CDBG allocation to eligible ECVCEI activities. The amount available to ECVCEI activities is subject to the availability of CDBG funds including administrative and public service spending caps. The annual allocation cannot exceed 1.5% of the County's total CDBG allocation and may be less. Further, the funded activities must comply with all CDBG regulations including eligible activities and national objectives.

Eligible applicants include non-profits organizations and government agencies. If requesting funding under the ECVCEI, please add "(ECVCEI)" to the name of the project in Section III of the CDBG Application. The County will make the final determination if a proposed activity meets the requirements of ECVCEI funding and will serve the residents of the Eastern Coachella Valley.

Should you have questions regarding the **Eastern Coachella Valley Community Empowerment Initiative**, please contact Susana Orozco, CDBG/ESG Program Administrator – CDBG/ESG Programs, at [sorozco@rivco.org](mailto:sorozco@rivco.org).

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## Application Submission Due Date and Time

ALL applications MUST be completely submitted no later than 5:00 PM (PST) on **Friday, November 17, 2023**.

All applications must be delivered to the County by either method listed below:

1. **Postmarked no later than Friday, November 17, 2023, and addressed to:**  
Riverside County HWS  
ATTN: CDBG Program  
P.O. Box 1528  
Riverside, CA 92502

2. **Delivered to the County, no later than Friday, November 17, 2023, 5:00 PM (PST) at the following address:**

Riverside County HWS  
ATTN: CDBG Program  
3403 10<sup>th</sup>. St. Suite 300  
Riverside, CA 92501

**CDBG applications for the 2024-2025 program year that are received after the deadline date and time, will not be accepted.**

Applicants submitting an application in person or through a third-party courier can request a receipt at the time of delivery.

### **Other Submission Requirements**

Applicants can request CDBG funding from the County and the Cooperating Cities for any eligible CDBG activity listed under 24 CFR Part 570.201-570.204 including real property acquisition, code enforcement, construction, and other activities.

## **VII. Application Review Information**

The County of Riverside uses a Priority Evaluation and Project Rating System for all CDBG proposals. As part of the review and evaluation process, HWS staff will review and evaluate all proposals utilizing the following checklist:

### **1. ACTIVITY EVALUATION**

Does the activity address an established need? (Identified in the 2019-2024 Consolidated Plan):

Is the proposed activity eligible (24 CFR 570.201) under the CDBG program?

Does the proposed activity meet one of the three broad National Objectives?

- Principally benefit low and moderate-income persons;
- Prevents or eliminates slum and blight; or
- Addresses an urgent need or problem in the community.

Has the applicant provided sufficient explanation concerning their ability to adequately and accurately document the benefit to low- and moderate-income persons?

Can the project be implemented and completed within a reasonable amount of time (Public Service activities 1 year / all other activities 2 years maximum)?

Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?

Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?



Is the proposed budget for the CDBG-funded activity separate from other activities undertaken by the applicant?

## **2. APPLICANT (ORGANIZATIONAL) EVALUATION**

Has the applicant ever undertaken the proposed activity before? What were the results?

Does the applicant have experience with CDBG or other Federal programs? Has the applicant conducted a Single Audit pursuant to 2 CFR Part 200 within the last two years?

Does the applicant and prospective staff understand the additional requirements associated with Federal funding?

Does the applicant have qualified staff for all the necessary functions associated with the proposed activity? Is there adequate staff time available?

Does the applicant possess adequate administrative structures, management systems, and policies & procedures?

Does the applicant possess adequate financial stability? Will the applicant be overly dependent upon CDBG funding?

## **3. ELIGIBLE ACTIVITIES**

Applicants should refer to HUD regulations found in 24 CFR Sections 570.201-204 regarding eligible uses of CDBG funding.

## **4. MINIMUM ACTIVITY FUNDING LEVEL**

In an effort to ensure effective, efficient, and appropriate allocation and use of CDBG funds, the County will reject any proposed CDBG activity in an amount less than \$10,000. Exceptions to this policy include traditionally county-wide activities (city/county, multiple cities, etc.) or a project or activity serving a very remote location. These exceptions must be pre-approved by HWS prior to the application submission.

## **5. LEVERAGE/MATCHING FUNDS**

Verification of at least five percent (5%) matching funds must be provided prior to the date of the grant awarded to the grantee. Funds used to match a previous CDBG grant may not be used to match a subsequent grant award. No application under \$10,000 will be accepted. Leverage may include, but is not limited to, the following: Federal, State, and local government funding; private donations; and in-kind contributions (e.g., volunteer hours at \$5.00 hour, etc.).

## **VIII. Application Rating Criterion**

Each complete CDBG application is rated by CDBG program staff to determine if the proposal meets the minimum score rating. The County uses a 100-point rating system with six (6) rating criteria with a minimum rating score of at least 50 points. The rating criteria are:

- Quality of Project Activity (23 points)
- Quality of Project Narrative/ Proposal elements (27 points for public service/ 25 points for public facility proposals)
- Explanation of Project Benefit/National Objective (16 points)
- Proposed Budget (18 points for public service/ 20 for public facility proposals)



- Management Capacity (14 points)
- Overall Project Eligibility and Past Performance Indicators (2 points)

There are three (3) threshold sub-criteria that all applications must receive at least five (5) points each, or the proposal will not be funded:

- Does the proposed program/project comply with the overall regulations, goals, and objectives of the CDBG program? The application describes how the identified need relates to the objectives of the CDBG program.
- Does the proposed activity address a priority community development need as identified in the Five-Year Consolidated Plan?
- Does the organization have the demonstrated capacity to successfully implement and complete the proposed activity in a timely manner?

## **IX. Application Review and Selection Process**

For the County's allocation, each CDBG application is received, reviewed, evaluated, and rated. HWS staff will provide background information on each proposal, answer questions, and provide funding recommendations if requested by the supervisor's office.

## **X. Anticipated Announcement, Award Date, and Notice**

The Board of Supervisors for the County of Riverside will approve all final CDBG funding decisions for the County's 2024-2025 CDBG allocation. This is anticipated to occur in June or July of 2024, during a regular meeting of the Board of Supervisors when the Board approves the 2024-2025 One-Year Action Plan.

After the approval date, applicants will be notified by mail of the Board's funding decisions. The One Year Action Plan is then submitted to the U.S. Department of Housing and Urban Development (HUD) for review and approval.

Those applicants that have been approved for CDBG funding will be notified by mail. The letter will clearly indicate the amount of their award, and that this is not a notification to proceed or to incur costs. The letter will inform the successful applicants that a subrecipient agreement will be prepared and forwarded to them in the near future with further instructions.

## **XI. Administrative and National Policy Requirements**

All CDBG awards made by the County and the cooperating cities will be in the form of a grant. Subrecipients will be required to execute a Sponsor's Agreement with the County. A copy of the template of the Sponsor's Agreement is available upon request to HWS staff.

The Cooperating Cities must execute a Supplemental Agreement with the County each year. Subrecipients of the Cooperating Cities' CDBG funding will enter into an approved subrecipient agreement with the awarding City.

## **XII. Post Award Reporting Requirements**

To ensure compliance with the CDBG program National Objective requirements, all subrecipients of CDBG funds will be required to comply with the applicable CDBG reporting requirements. The type, amount, frequency, format (paper or electronic), and detail of the reporting requirements depend upon

the specific use of the CDBG funds and corresponding National Objective. All specific reporting requirements will be stated in the subrecipient agreement.

**In addition, all CDBG-funded projects using CDBG for facility construction, renovation, or improvements will be considered as “Public Works,” and therefore, subject to applicable State of California Department of Industrial Relations requirements.**

### **XIII. Points of Contact**

For information about the CDBG program or the 2024-2025 application cycle, please contact the following:

Nicholas Fonosch, Office Assistant  
3403 10<sup>th</sup> St. Suite 300  
Riverside, CA 92501  
(951) 955-5936  
[nfonosch@rivco.org](mailto:nfonosch@rivco.org)

Susana Orozco, Principal Program Manager  
3403 10<sup>th</sup> St. Suite 300  
Riverside, CA 92501  
(951) 955-5933  
[sorozco@rivco.org](mailto:sorozco@rivco.org)

Susana Orozco, CDBG/ESG Program Administrator  
Riverside County Department of Housing and Workforce Solutions

## PREPARATION OF THE COUNTY OF RIVERSIDE'S 2024-2029 FIVE YEAR CONSOLIDATED PLAN

The County of Riverside has initiated the preparation of the County's next Five-Year Consolidated Plan. The 2024-2029 Consolidated Plan is designed to assist the County, its cooperating cities, residents, and service providers assess affordable housing and community development needs and to make data-driven, place-based investment decisions.

The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the HUD's CPD formula block grant programs including the: [Community Development Block Grant \(CDBG\) Program](#), [HOME Investment Partnerships \(HOME\) Program](#), and [Emergency Solutions Grants \(ESG\) Program](#).

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

The 2024-2025 Action Plan will be the first Action Plan of the 2024-2029 Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

**A primary component of the Consolidated Plan process is a comprehensive community needs assessment survey. All interested persons, organizations, and agencies are encouraged to complete the online 2024-2029 Consolidated Plan Survey. The survey is available in English or Spanish and can be accessed at:**

### ENGLISH:

<https://forms.office.com/g/9ZdR5Av3TD>



### SPANISH:

<https://forms.office.com/g/ZGnpyVXazU>



## ATTACHMENT I

### Additional Federal Requirements

Whereas, the work under this Agreement is subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200). All contractors, sub-contractors, consultants, and sub-consultants agree to comply with, and are subject to, the following Federal requirements (if applicable):

1. **Equal Employment Opportunity** - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). The Contractor/Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor/Consultant will ensure that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Contractor/Consultant will take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor/Consultant agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the County setting forth the provisions of this non-discriminating clause.

2. **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c: All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to HUD.

3. **Davis-Bacon Act, as amended** (40 U.S.C. 276a to a-7: When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 through 333: Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards

Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**5. *Rights to Inventions Made Under a Contract or Agreement***— Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.

**6. *Rights to Data and Copyrights*** – Contractors and consultants agree to comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

**7. *Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)***, as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

**8. *Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)***— Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to-tier-up to the recipient.

**9. *Debarment and Suspension (E.O.s 12549 and 12689)***—No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension,” as set forth at 24 CFR Part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

**10. *Drug-Free Workplace Requirements***—The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient must certify that it will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 CFR Part 24, subpart F.

- 11. Access to Records and Records Retention:** The Consultant or Contractor, and any sub-consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or County officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of the Consultant or Contractor, and any sub-consultants or sub-contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant or Contractor, and any sub-consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration of the term of this Agreement.
- 12. Federal Employee Benefit Clause:** No member of or delegate to the congress of the United States, and no Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit to arise from the same.
- 13. Energy Efficiency:** Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).
- 14. Procurement of Recovered Materials (2 CFR 200.322.)** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 15.** The Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
- 16.** Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
- 17.** Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended, and implementing regulations;
- 18.** The Age Discrimination Act of 1975 (PL 94-135), as amended, and implementing regulations;
- 19.** The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 24 CFR Part 42;
- 20.** The labor standard requirements as set forth in 24 CFR Part 570, Subpart K and HUD regulations issued to implement such requirements;
- 21.** Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement of water pollution;

- 22.** The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234);
- 23.** Title VI of the Civil Rights Act of 1964 (PL 88-352) and implementing regulations issued at 24 CFR Part 1;
- 24.** Title VIII of the Civil Rights Act of 1968 (PL 90-284) as amended;
- 25.** The lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC 4801, et seq.);
- 25.** The lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC 4801, et seq.);
- 26.** The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), Public Law 111-22, Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.), and the Housing and Community Development Act of 1974, as amended, and the regulations issued thereto;
- 27.** Executive Orders 11625, 12432 and 12138. Consistent with HUD's responsibilities under these Orders, the SUBRECIPIENT must make efforts to encourage the use of minority and women's business enterprises in connection with ESG activities;
- 28.** SUBRECIPIENT shall establish and maintain a procedure through which homeless individuals will be informed that use of the facilities and services is available to all on a nondiscriminatory basis;
- 29.** SUBRECIPIENT agrees to abide by and include in any subcontracts to perform work under this Agreement, the following clause:  
  
"During the performance of this Agreement SUBRECIPIENT and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. SUBRECIPIENT and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. SUBRECIPIENT and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement."; and
- 30.** During the term of this Agreement, SUBRECIPIENT and its subcontractors, if any, shall not deny the benefits rendered hereunder to any person on the basis of religion, color, ethnic group identification, sex, age, or physical or mental disability.





## **2024-2025 CDBG/ESG Application Instructions:**

**Deadline to apply is November 17, 2023**

**Step 1:** Choose the application for your organization (CDBG and ESG)

**Step 2:** Once application is selected complete the fillable application. While inputting data into the fillable application ensure all areas are completed along with all required back up documentation listed within application being provided. Applications not filled out completely will be rejected.

**Step 3:** Once your application is completed and signed, please provide the required (2) printed copies and (1) digital copy (flash drive) along with all referenced back up documentation attached for submission to the County of Riverside.

**\*Please Note:** The applicant must certify that he or she has been authorized to submit the application on behalf of the organization applying for CDBG funds. This certification **MUST** be accompanied by a minute order, resolution, or other official authorization to submit the application.

**Step 4:** Application submission can be accomplished multiple ways:

A) in person delivery B) USPS C) Fed Ex D) UPS.

**Instructions are as follows for document submission:**

**In person and Fed Ex/UPS delivery address:**

**Nicholas Fonosch C/O  
County of Riverside CDBG Program  
3403 10<sup>th</sup> Street Suite 300 3<sup>rd</sup> Floor  
Riverside, CA 92501**

**United States Postal Service delivery address:**

**Nicholas Fonosch C/O  
County of Riverside CDBG Program  
PO Box 1528  
Riverside, CA 92502**

If you have questions during the application process or document submission, please contact Nicholas Fonosch at (951) 955-5936 or email [RivcoCDBG@rivco.org](mailto:RivcoCDBG@rivco.org)

**Thank You for your interest in the County of Riverside CDBG/ESG 2024-2025 Program.**

**Community and Housing Development (CHD)**

**COUNTY OF RIVERSIDE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**APPLICATION FOR \_\_\_\_\_**

**2024-2025 CDBG ALLOCATION**

**I. GENERAL INFORMATION**

Applying Organization Name: \_\_\_\_\_

Type of Organization:    Non-Profit Organization     Faith Based Organization      
                                 For-Profit Organization     Institution of Higher Education

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program Manager: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Grant Writer: \_\_\_\_\_

Address (If different from above): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**II. ORGANIZATIONAL HISTORY (This is applicable only if you are a non-profit organization)**

Date Organization founded: \_\_\_\_\_

Date Organization incorporated as a non-profit organization (**Attach Articles of Incorporation and Bylaws**): \_\_\_\_\_

Federal identification number: \_\_\_\_\_

UEI Number: \_\_\_\_\_

Organization Web Address: \_\_\_\_\_

Does your Organization expend \$750,000 or more a year in federal funds? Y  or N

Number of paid staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Members/Board of Directors (*Attach*): \_\_\_\_\_

### III. PROJECT ACTIVITY

A. Name of Project: \_\_\_\_\_

B. Specific Location of Project

*(Attach Project Map - include street address; if a street address has not been assigned provide APN)*

Street or APN: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

C. CDBG Funds Requested: \_\_\_\_\_ *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

E. In which City (ies)/Communities does the activity occur?

City (ies):

Community (ies):

*NOTE: HWS will make the final determination of the appropriate service area of all proposals.*

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and/or 5<sup>th</sup>, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

G. Check ONLY the applicable category your application represents.

- Public Service
- Homeless Activities
- Real Property Acquisition (Must consult with HWS prior to submitting application)
- Housing
- Rehabilitation/Preservation (please provide picture of structure)
- Public Facilities (construction)
- Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- Other: (provide description) \_\_\_\_\_

H. Respond to A & B only if this application is for a ***public service*** project.

(a) Is this a NEW service provided by your agency? Yes  No

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

#### IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

D. Service will be provided to (check one or more):

Men

Women

Children (Range of children's ages : \_\_\_\_\_)

Homeless (Number of beds at facility : \_\_\_\_\_)

Seniors

Severely Disabled Adults

Migrant Farm Workers

Families

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

**VI. National Objective**

**All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.**

**CATEGORY A: Benefit to low-moderate income persons (must be documented)**. Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.



2. Clientele presumed to be principally low- and moderate-income persons:  
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- |   |   |
|---|---|
| <input type="checkbox"/> Abused children          | <input type="checkbox"/> Homeless persons         |
| <input type="checkbox"/> Battered spouses         | <input type="checkbox"/> Illiterate adults        |
| <input type="checkbox"/> Elderly persons          | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers     |

a. Describe the clientele above to be served by this activity:

b. Discuss how this project directly benefits low- and moderate- income residents:

**CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a County of Riverside, HWS CDBG Program Manager for Census Information)**

2010 Census Tract and Block Group numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total population in Census Tract(s) / block group(s): \_\_\_\_\_

Total percentage of low-moderate population in Census Tract(s) / block group(s): \_\_\_\_\_

**CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.**

**Proposed Job Creation/Retention**

Total Jobs Expected to Create: \_\_\_\_\_

Total Jobs Expected to Retain: \_\_\_\_\_

**CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.**

**Proposed Assistance to Businesses**

New Businesses expected to assist: \_\_\_\_\_

Existing Businesses expected to assist: \_\_\_\_\_

Enter Total Businesses expected to assist: \_\_\_\_\_

**VII. FINANCIAL INFORMATION**

**A. Proposed Project Budget**

Complete the following annual program budget to begin July 1, 2023. If your proposed CDBG-funded activity will start on a date other than July 1, 2023, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the “entire” organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

*(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).*

	<b>TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)</b>	<b>CDBG FUNDS REQUESTED-Only</b>
I. Personnel		
A. Salaries & Wages	\$ _____	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ _____	\$ _____
<b>PERSONNEL SUB-TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

II. Non-Personnel			
A. Space Costs	\$		\$
B. Rental, Lease or Purchase of Equipment	\$		\$
C. Consumable Supplies	\$		\$
D. Travel	\$		\$
E. Telephone	\$		\$
F. Utilities	\$		\$
G. Other Costs	\$		\$
<b>NON-PERSONNEL SUB-TOTAL:</b>	<b>\$</b>		<b>\$</b>
III. Other			
A. Architectural/Engineering Design	\$	-	\$
B. Acquisition of Real Property	\$	-	\$
C. Construction/Rehabilitation	\$	-	\$
D. Indirect Costs	\$	-	\$
E. Other	\$		\$
<b>OTHER SUB-TOTAL:</b>	<b>\$</b>	-	<b>\$</b>
<b>GRAND TOTAL:</b>	<b>\$</b>	-	<b>\$</b>

B. Leveraging  
 List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. **(Attach)**

Federal:

State/Local:

Private:

Fees:

Donations:

Other:

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

D. Provide a summary by line item of your organization's previous year's income and expense statement. **(Attach)**

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes  No

If yes, identify sources and indicate outcome.

If no, please explain.

F. Was this project or activity previously funded with CDBG? Yes  No

If yes, when?

Is this activity a continuation of a previously funded (CDBG) project? Yes  No

If yes, explain:

## VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

**IX. APPLICATION CERTIFICATION**

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. \_\_\_\_\_
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. \_\_\_\_\_
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. \_\_\_\_\_
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. \_\_\_\_\_
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. \_\_\_\_\_
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)** \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name/Title

Authorized Representative: \_\_\_\_\_

**CHECK-LIST:**

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps <b>(Attach if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application