

# City of Lathrop's FY 2024-2025 CDBG/HOME Applications Workshop

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*Presented by: Shelley Burcham*

*Program Administrator*

*January 11, 2024*



# Home Investment Partnership (HOME) Programs

Lathrop City Council has directed HOME funds in past years to the two programs referenced below. San Joaquin County Neighborhood Preservation Division manages the program for the City of Lathrop. For more information visit:

- Call (209) 468-3175
- City Hall to pick up a brochure
- Visit:

<https://www.ci.lathrop.ca.us/economic-development/page/home-investment-partnership-home-programs>

## Property Rehabilitation Program

- Must own and live in home needing repairs
- Must meet low-income guidelines



## GAP Loan Program

- Down payment assistance
- Must meet low-income guidelines



# HOME Program



## Eligible Costs:

- Hard costs and soft costs for:
  - New construction
  - Rehabilitation
  - Reconstruction
  - Conversion
  - Improvements on HOME project site
  - Acquisition
    - *Vacant land–Improved land–Construction must begin within 12 months*





# What is CDBG/HOME?

- Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) from the United States Department of Housing and Urban Development (HUD). All federal regulations apply.
- San Joaquin County is the direct “entitlement” recipient.
- City of Lathrop is the “subrecipient” to the County.
- Community organizations are the “grantee(s)” of the City and the County.
- The City does not use any local funding for this program and applicants must abide by the program guidelines for the Federal CDBG/HOME funding.



# HUD National Objectives

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such need.

An activity that fails to meet one or more of the applicable tests for meeting a national objective is in noncompliance with CDBG rules.





# HUD Priorities



- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of lower-income residents throughout San Joaquin County communities, increased housing opportunities, and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficiency wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of lower-income persons to achieve self-sufficiency.

All applications should meet the mandated Federal program areas in order to be eligible.



# San Joaquin Continuum of Care



- Provision of emergency shelter for the homeless
- Provision of permanent housing (through rental assistance, acquisition or construction) for the homeless
- Provision of homeless prevention
- Has demonstrated capacity and experience to effectively implement proposed activity
- Has demonstrated quantifiable success in operating activities of similar scope
- Has demonstrated capacity and experience to implement project funds quickly and effectively (the SJCoC opposes tying up funds in projects that have languished for years without substantive action)



# Grant Program Opportunities

City of Lathrop's Estimated Allocations for FY 2024-2025



## Community Development Block Grant (CDBG)

- 2024-25 Estimated Allocation: \$94,470

## HOME Investment Partnership Program (HOME)

- 2024-25 Estimated Allocation: \$33,893

\*Allocation amounts will be finalized once the Federal Government passes budget.



# CDBG Allocation Break Down

## Community Development Block Grant (CDBG)

- 2024-25 Estimated Allocation: \$94,470
  - Public Services = 15% (\$14,170)
  - Public Facilities = 85% (\$80,300)





# Grant Program Opportunities

## Community Development Block Grant (CDBG)

Minimum/Maximum Awards:

### Public Services:

\$5,000 Minimum/No Maximum

### Public Improvement & Facilities:

Up to 100% of Available Funding



GRANTS

# Key Information for 2024/25

- City of Lathrop administers and audits CDBG/HOME funds. All reimbursement documentation comes to City of Lathrop Program Administrator.
- Grantee must have an Annual Field Audit with San Joaquin County and City of Lathrop.
- Grant awards are for 2 year funding cycles.
- City of Lathrop scoring committee will review applications and suggest recommendations to City Council.
- Public Hearing held for Council to hear public comment and make award recommendations.
- San Joaquin County plays a larger role in the final award process, including potentially allocating supplemental funding for services and projects.

# Applicant Eligibility

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- Non-profit 501(c)(3) or government agencies.
- Provide service to Lathrop residents or have a facility located in Lathrop where services are provided locally.
- Activities benefit low-to-moderate income persons.
- Funds should not be used to offset ongoing operations.
- Grants are not available to individuals.
- Mandatory DUNS No. must be provided when applying.

## CDBG/HOME Program - 2024-2025

**NOW AVAILABLE**



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**2024-2025 FEDERAL GRANT PROGRAMS  
APPLICATION FOR FUNDING**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS (HOME)

CLICK HERE NOW TO DOWNLOAD  
CDBG/HOME FY 2024/2025 FUNDING  
APPLICATION PUBLIC NOTICE  
INVITING THE PUBLIC TO APPLY FOR  
CDBG/HOME FUNDING AVAILABILITY  
AND TO PARTICIPATE IN CDBG  
WORKSHOP

[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

**Read More**





# Application Submittal

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Submission Deadline is by:

**5:00 PM, Friday, January 26, 2024**

Submit to: **Economic Development Division**

**City of Lathrop - City Hall**

**390 Towne Centre Drive, Lathrop, CA 95330**

**- OR**

**VIA Email\* to: [econdev@ci.Lathrop.ca.us](mailto:econdev@ci.Lathrop.ca.us)**

**\*It is the applicants responsibility to confirm receipt of emailed applications with grantor by calling City of Lathrop (209) 941-7221.**

Submission(s) Must Include:

**Completed Application and All Required Attachments**

# Application Submittal

Applicants must include:

1. Completed Grant Application
2. Line-Item Budget
3. Organizations Financial Statement for completed Fiscal Year, with balance sheet and income/expenditure statement.
4. Copy of letter or audit indicating review of most recent financial statement from CPA/Accountant.
5. If non-profit, copy of determination from State Franchise Tax Board or IRS confirming non-profit status.



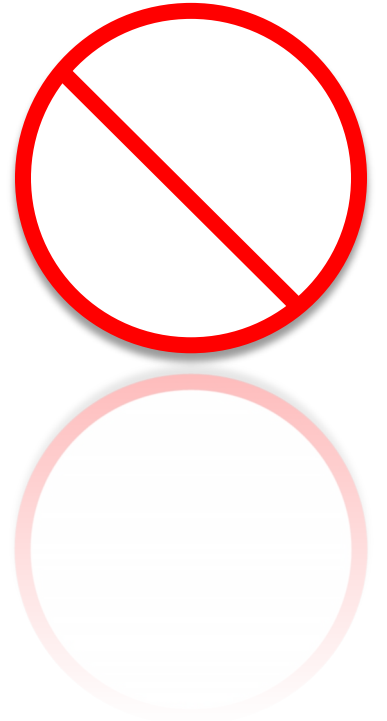
**Missing documents will be deemed as an incomplete application and will not be accepted.**

# CDBG Program

## Ineligible Activities:

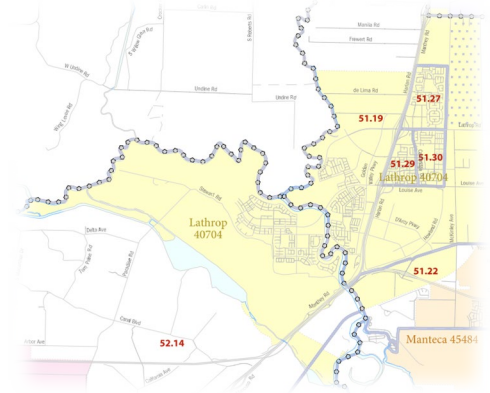
- New Housing Construction
- Income Payments
- Purchase of Equipment, certain exceptions when used in conjunction with delivery of a public service.
- Operating and Maintenance Expenses

\*Certain exceptions apply on a case by case basis, so if you are not sure feel free to ask your CDBG administrator if your project qualifies.



# Public Service Projects

- Limited to 15% Cap as defined by HUD.
- CDBG-funded public service activities are typically categorized under the LMI Benefit National Objective as either Area of Benefit or Limited Clientele activities.
  - **AREA OF BENEFIT:** Public services directed to a low income neighborhood located in a Qualified Census Tract defined by HUD.
  - **LIMITED CLIENTELE SERVICES:** Public services directed to low income families or individuals, seniors, disabled residents, disadvantaged youth who may reside in an area not considered low income.





# San Joaquin County LMI

## FY 2023 Income Limitations for the CDBG & HOME Programs

Percent of Median Income  
Stockton-Lodi, CA MSA

Family Size	Extremely Low Income*	Very Low Income (50%)	Low Income (80%)
1	\$18,450	\$30,700	\$49,100
2	\$21,050	\$35,100	\$56,100
3	\$24,860	\$39,500	\$63,100
4	<b>\$30,000</b>	<b>\$43,850</b>	<b>\$70,100</b>
5	\$35,140	\$47,400	\$75,750
6	\$40,280	\$50,900	\$81,350
7	\$45,420	\$54,400	\$86,950
8	\$50,560	\$57,900	\$92,550

Source: <https://www.huduser.gov>, Stockton-Lodi, CA MSA, FY 2023 Income Limits Summary

The Stockton-Lodi, CA MSA contains the following areas: San Joaquin County, CA

\*The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2023 Fair Market Rent (FMR) areas. For information on FMRs, please see the HUD associated FY 2023 Fair Market Rent documentation system.

# Reimbursements

## Public Service

- Document all payments, invoices and payroll for which you seek reimbursement.
- Provide a Reimbursement Request Form and Subrecipient Activity Report.
- Document and provide your performance reports for clientele served.

Exhibit A  
COUNTY OF SAN JOAQUIN  
QUARTERLY SUBRECIPIENT ACTIVITY REPORT

ACTIVITY NAME: \_\_\_\_\_  
SUBRECIPIENT NAME: \_\_\_\_\_  
SUBRECIPIENT ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_\_\_  
REPORTING PERIOD: July 1 to September 30 \_\_\_\_\_  
October 1 to December 31 \_\_\_\_\_  
January 1 to March 31 \_\_\_\_\_  
April 1 to June 30 \_\_\_\_\_  
PROJECT STATUS: \_\_\_\_\_ (Underway or Completed)

San Joaquin County  
COMMUNITY DEVELOPMENT DEPARTMENT  
REIMBURSEMENT REPORT

Project Title: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Project Funding Year: \_\_\_\_\_  
Pay to: \_\_\_\_\_  
HUD No. \_\_\_\_\_  
Reimbursement Amount: \$ \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
# Hispanic: \_\_\_\_\_

COST CATEGORY	ANNUAL COBID ALLOCATION	DATES EXPENDITURES INCURRED		BALANCE OF COBID EXPENSES
		From	To	
PERSONNEL				
1. Salaries				
2. Fringe Benefits				
GENERAL NON-PERSONNEL				
3. Supplies				
4. Communications				
5. Printing				
6. Utilities				
7. Rent				
8. Travel/Lease				
9. Liability Insurance				
10. Miscellaneous				
SPECIFIC NON-PERSONNEL				
11. Equipment Rental				
12. Equipment Purchase				
13. Contracted Services				
14. Audit Fees				
15. Other				
TOTALS:				
REIMBURSEMENT REQUEST AMOUNT:				

STATEMENT OF CERTIFICATION

I CERTIFY THAT, in the County of San Joaquin, all grants of the COBID, has not previously been billed for the costs covered by this invoice. (1) Funds have not been received from the Federal Government or approved for such costs under the terms of the contract or grant Agreement or grant awarded to MC 14-A & B, or CPH Part 20; (2) All applicable provisions under the terms of the contract or grant relating to the payment of prevailing salaries and wages have been complied with; and (3) All applicable law has been complied with.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Revised 1/14/10

# Public Facilities Projects

- Projects eligible in Block Tract Areas, or when serving a documented Low and Moderate Income Clientele (LMC)
- Contractor Eligibility
- Procurement of Services and Construction Work
- Apply for City building permits, where necessary
- City coordination prior to work starting
- Labor Compliance with Davis-Bacon and Prevailing Wages
- Ongoing Contractor Compliance

***\*Most important: To receive grant funds, do not begin any construction work without a Notice to Proceed (NTP) from the City and Labor Compliance Consultant and a commitment of funding from the City/County through the Subrecipient Grant Agreement.***



# Quotes, Estimates and Bidding

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- ✓ Services of architects, engineers, artists, consultants and similar professionals are exempt from competitive bidding requirements.
- ✓ Construction projects with a cost of **less than \$5,000** are exempt from competitive bidding requirements.
- ✓ Construction projects with a **cost above \$5,000** are required to follow the small purchase method which includes providing **three (3) bids** from independent contractors. Sole source approval under the small purchase method is not allowable.
- ✓ If a project is over \$100,000 in value, the contractor shall provide a payment and performance bond in favor of the applicant and shall formally bid the project.



# Contractors

- Active, good standing license with the Contractors State License Board (CSLB).
- Registered with the Department of Industrial Relations (DIR) to bid public works. Must have DIR # prior to bidding.
- Good standing in the Official U.S. Government System for Award Management (SAM).
- Understands Davis-Bacon and prevailing wage requirements.
- Understands certified payroll requirements.



CERTIFIED PAYROLL REPORT													
U.S. Department of Labor Employment Standards Administration Wage and Hour Division													
Name of Contractor, or Subcontractor	Address		CMB No.		Project and Location		Project or Contract No.		CMB No.		Expire		
Payroll No. 291	Exp. Week Ending 06/23/09	09/21 - Lake County Train Rebuild		09/21 - Lake County Train Rebuild		09/21 - Lake County Train Rebuild		09/21 - Lake County Train Rebuild		09/21 - Lake County Train Rebuild		09/21 - Lake County Train Rebuild	
Name, Address, and Social Security Number of Employee	Job Title	Work Classification	Rate	Hours	Total	Total	Total	DEDUCTIONS				Total	
								Prep	State	Other	Total		
Stevens, Nick J. 7451 East 56th Avenue Channahon, IL 61412 281-90-1549	ST	Electrician	14.00	4.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00
Chaffin, Melissa A. 500 Cavenagh Hall Channahon, IL 61412 861-43-1307	SI	Operator	8.00	4.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00
Reardon, Michael A. 113-04-004 Rivers, OH 44123 121-24-0004	MR	Labourer	10.00	3.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00

We estimate that it will take an average of 50 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA-113, Department of Labor, Room 3302, 200 Constitution Avenue, N.W., Washington, DC 20510.

# Labor Compliance

- Required coordination and contact with the Labor Compliance Program Consultant.
- Contractors will need to abide by Davis-Bacon federal wage rates and regulations.
- On site job information posting requirements.
- On site interviews, when appropriate.
- Certified payroll submission required to DIR and Labor Compliance Program Consultant.

# Construction Phase

- City requires construction of work to be complete by June 30, 2026.
- Exceptions are allowed due to scope of project, contractor delays, weather and other factors.
- Delays should be communicated to the City's CDBG Grant Program Administrator.



# Reimbursements

## Public Facilities

- Document all payments, invoices and payroll for which you seek reimbursement.
- Contact Labor Compliance Consultant to verify certified payroll is approved.
- Provide a Reimbursement Request Form and Subrecipient Activity Report.

Exhibit A  
COUNTY OF SAN JOAQUIN  
QUARTERLY SUBRECIPIENT ACTIVITY REPORT

ACTIVITY NAME: \_\_\_\_\_  
SUBRECIPIENT NAME: \_\_\_\_\_  
SUBRECIPIENT ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_

SAN JOAQUIN COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT  
REIMBURSEMENT REPORT

HUD No. \_\_\_\_\_ Date: \_\_\_\_\_  
(Reimbursement Amount: \$ \_\_\_\_\_)  
Approved By: \_\_\_\_\_

Project Title: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Project Funding Year: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Pay to: \_\_\_\_\_

COST CATEGORY	ANNUAL CSDB ALLOCATION	EXPENSES THIS MONTH		YEAR-TO-DATE EXPENSES		BALANCE OF CDBG FUNDS
		EXPENSES THIS MONTH	YEAR-TO-DATE EXPENSES	EXPENSES THIS MONTH	YEAR-TO-DATE EXPENSES	
PERSONNEL						
1. Salaries						
2. Fringe Benefits						
GENERAL NON-PERSONNEL						
3. Supplies						
4. Communications						
5. Printing						
6. Utilities						
7. Rent						
8. Travel Local						
9. Liability Insurance						
10. Miscellaneous						
SPECIFIC NON-PERSONNEL						
11. Equipment Rental						
12. Equipment Purchase						
13. Contracted Services						
14. Audit Fees						
15. Other						
<b>TOTALS:</b>						

REIMBURSEMENT REQUEST AMOUNT: \$ \_\_\_\_\_

STATEMENT OF CERTIFICATION

I CERTIFY THAT: (1) the County of San Joaquin, as grantee of the CDBG, has not previously been cited for the costs covered by this invoice; (2) funds have not been received from the Federal Government or expended for such costs under the terms of the contract; and (3) all applicable provisions of the contract and applicable provisions of the contract or grant agreement have been complied with, and (4) all applicable provisions of the contract or grant agreement have been complied with.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Revised 1/2010



# DATES TO REMEMBER

January 26, 2024      Application submittal deadline at 5:00PM

February 12, 2024\*      Public Hearing / Lathrop City Council  
Consideration & Recommendation of  
CDBG/HOME funding grant request(s)

May 2023 TBD\*      Public Hearing performed by San Joaquin  
County Board of Supervisors for 2024-2025  
Final Grant Allocations

July 1, 2024      Applicants commence services, subject to  
City and County approval

\*Public Meeting(s)

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Questions?



**Shelley Burcham**

**CDBG/HOME Program Administrator**

Phone: (209) 941-7221

Email: [sburcham@ci.Lathrop.ca.us](mailto:sburcham@ci.Lathrop.ca.us)