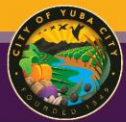




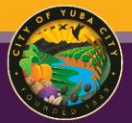
City of Yuba City
2024 Community Development Block Grant Program

Background



- The City of Yuba City is an entitlement jurisdiction receiving annual federal formula grant funds from the U.S. Department of Housing and Urban Development (HUD)
- The purpose of the CDBG program is to provide *decent housing, a suitable living environment, and expand economic opportunities, primarily for low- and moderate-income persons.*
- CDBG Objectives:
 - Benefit low- and moderate- income (LMI) persons
 - Aid in the prevention or elimination of slums or blight
 - Meet a need having a particular urgency (to alleviate emergency conditions)

Yuba City Income Limits



CDBG Definitions of Low and Moderate Income:

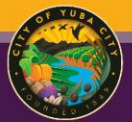
- Low income \leq 50% of Area Median Income (AMI)
- Moderate income \leq 80% of AMI

2023 Yuba City Income Limits (Updated in June of each year)

- Low Income (household of 4): **\$37,200**
- Moderate Income (household of 4): **\$59,500**

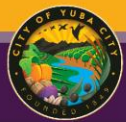
(US Department of Housing and Urban Development, 2023)

HUD Funding



- In accordance with HUD regulations:
 - A maximum of 20% of funds are allowed to be allocated for Program Administration.
 - A maximum of 15% of funds may be allocated to Public Services
 - Funding is to be spent **within the program** (fiscal) **year**, per Federal guidelines
 - Required to direct a minimum of 70% of the funding to low- moderate income persons/households

HUD Funding – Public Services



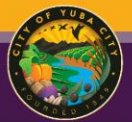
A maximum of 15% of funds may be allocated to Public Services

Public Service examples:

- Recreation/education programs
- Homeless services
- Job-training
- Senior-citizen services
- Childcare
- Healthcare

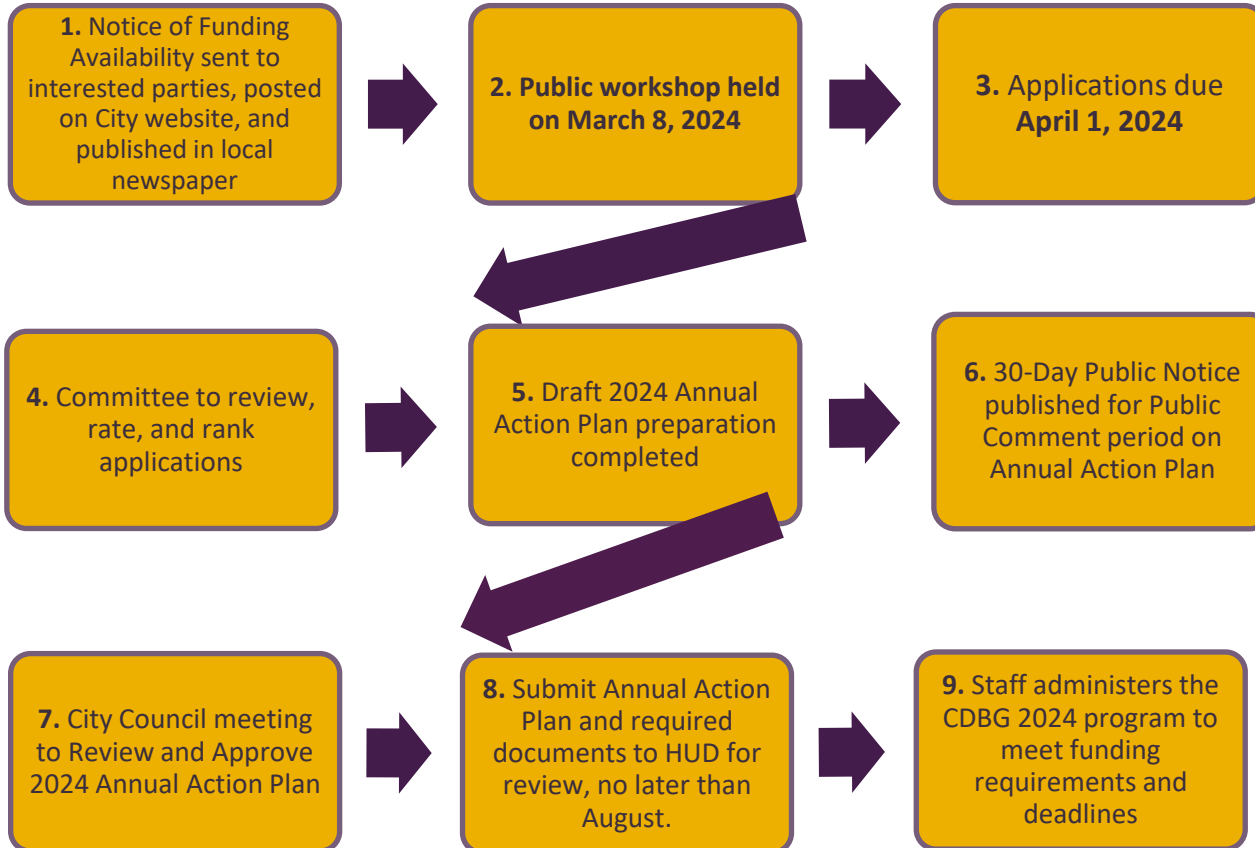
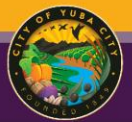
Some services that are assisted under the program may also be eligible under a category other than Public Services and, if properly classified by the applicant as such, would therefore not be subject to the 15% public service cap

Reimbursement and Quarterly Reporting



- Subrecipients will send invoices to City on regular basis (quarterly, but can be more frequent) for reimbursement
- Subrecipients required to submit quarterly reports to City on determined schedule.

2024 CDBG Process





Application Process

Using ZoomGrants to Submit and Manage Applications

1. GO TO YUBA CITY'S ZOOMGRANTS PAGE

Navigate to the ZoomGrants page for the organization by using the link provided to you by the program administrator or following a link on the organization's website.

NOTE: For this step, do not go to the ZoomGrants.com homepage.

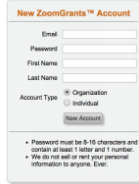
<https://zoomgrants.com/gprop.asp?donorid=2160>



2. CREATE AN ACCOUNT AND LOG IN

Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

NOTE: In ZoomGrants, each application is officially associated with a single account and each account is 'owned' by a single user and accessed by a single email address. We recommend that the person who will be the primary contact for applications creates the first account for an organization. Once that person creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account.



3. CREATE YOUR APPLICATION

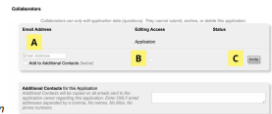
Click the Apply button next to the appropriate program to create your first application for that program.



4. INVITE OTHERS TO COLLABORATE

Use the Collaborators section in the first tab of the application to invite others to work on this application with you.

- A. Enter their email address.
- B. Indicate on which sections they are allowed to collaborate.
- C. Click the Invite button. An invitation will be sent to their email address. They'll be able to set up an account by which they can access and edit the application.



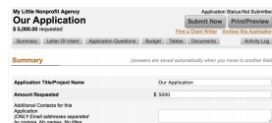
NOTE: If granted access, collaborators can do everything that the application owner can do, except, editing the Applicant and Organization information sections in the first tab of the application and submitting, archiving, or deleting the application.

5. ANSWER THE QUESTIONS AND

FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the application and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the application.

NOTE: Some question tabs may have a branching question, which will hide certain questions based on your answers to the branching question.

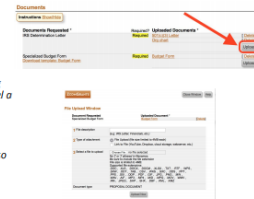


Application through ZoomGrants – 2024-2025 CDBG Application

6. UPLOAD DOCUMENTS

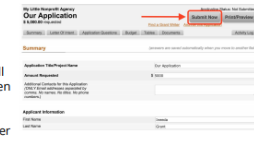
Click the Upload button next to each applicable document request set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

- NOTES:
- 1) Any document request marked with a yellow 'Required' note MUST have something uploaded or linked in that slot in order for your application to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
 - 2) If the administrator has provided a template, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
 - 3) Click the Help button in the File Upload Window to access a quick tutorial video (also available here: http://youtu.be/9U0x55_D0g).
 - 4) If you finish your application by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your application.



7. SUBMIT THE APPLICATION

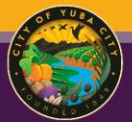
Click the grey Submit Now button at the top of the application when you've completed the applicable content in every tab. The system will check to ensure you have answered every question and uploaded all 'Required' documents. Any skipped questions will be listed in red and missing 'Required' documents will be listed. When you're done with your edits, use the grey Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If your application is complete, you'll be able to enter your initials and officially submit the application.



- NOTES:
- 1) The completion check verifies that you have answered the applicable questions and uploaded 'Required' documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
 - 2) If the administrator has chosen to let you make changes to your application even after it has been submitted, you can edit your submitted application up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted application.

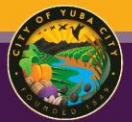


Application Period



- Applications open **March 8, 2024** and close on **April 1, 2024**, deadline to submit is 5pm on April 1st.
- Link to applications will also be on [City of Yuba City CDBG Webpage](#)

Resources



- Application Link <https://www.zoomgrants.com/gprop.asp?donorid=2160&limited=5200>
- CDBG - Eligible Activities Guide https://www.hud.gov/sites/documents/DOC_17133.PDF
- CDBG - Labor Standards <https://www.hud.gov/sites/documents/CDBGCHAPTER16.PDF>
- 2020-2024 City Yuba City Consolidated Plan
https://p1cdn4static.civiclive.com/UserFiles/Servers/Server_239174/File/Development%20Services/Housing/CDBG/2020-2021/Draft%202020%20Con%20Plan%20-%20Final.pdf
- Contact: Shannon Sardo – ssardo@yubacity.net 530-822-514



Questions or Comments?