

CDBG Office Hours

Team HCD CDBG

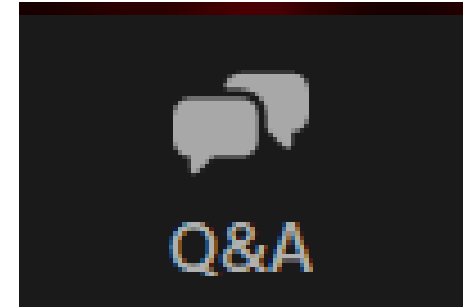
Wednesday, July 12, 2023





How to ask a question

- Webinar questions:
 - Click “Q & A” chat bubble to submit a question to the team
 - You may ask questions anonymously, but if you want your name, organization, or region associated with your question, you will need to type it in the “Your Name” box
 - The team will read questions out loud throughout the presentation and will provide answers if possible
 - All questions will be saved and recorded as part of the public record





CDBG Program Updates

2021 CDBG NOFA

- 46 Recommended for award
- 1 Pending approval
- 45 Executed

2022 CDBG NOFA

- 42 Recommended for Award
- 1 Awaiting Corrections
- 7 Pending Final Approval
- 20 Routing
- 8 Pending Signatures
- 6 Approved

2023 CDBG NOFA

- Working on development
- Projected 2023 NOFA drop date: July of 2023



CDBG-CV Set-Asides

CDBG-CV Tribal Set Aside*

- 19 Submitted Applications:
 - 1 Rescinded by Applicant
 - 2 Awaiting Corrections
 - 1 Routing
 - 0 Pending Signatures
 - 15 Approved

*As of 6/26/2023



Reminder: Documentation Retention Period

Please remember that the retention period for CDBG documents is 3 years from the date that HUD closes out the grant with HCD. HUD hasn't closed out any grants since 2000, so all files related to awards received from 2000 and forward must be retained until grantees receive instruction from HCD, which will follow HUD closeout of our grants.

For more on Recordkeeping see this tool: [Tool 10-1 - Recordkeeping Requirements](#)



Upcoming Labor Standards Training

AUGUST 22 & AUGUST 24 , 2023

TRAINING AGENDA

8:00am	Registration
8:30am	Welcome and Introductions
8:45am	Federal Requirements and Prevailing Wage Basics
12:00pm	Lunch Break
1:00pm	Implementing Labor Standards
4:30pm	Adjourn

LOCATIONS

August 22, 2023	August 24, 2023
Hilton Garden Inn Sacramento/South Natomas 2540 Venture Oaks Way Sacramento, CA 95833	Ramona Park Center 933 Ramona Avenue Grover Beach, CA 93433
8:00am – 4:30pm	8:00am – 4:30pm

SEATING IS LIMITED - REGISTER EARLY!

Registration Fee: \$399 per person

Online Registration Only

Register for August 22 at: <https://cdbg-laborstandards-sacramento.eventbrite.com>

Register for August 24 at: <https://cdbg-laborstandards-groverbeach.eventbrite.com>

WHO SHOULD ATTEND?

Local government staff or grant consultants responsible for the implementation of Labor Standards/ Davis Bacon for federal grant programs.

- KW Consultants and Adams Ashby Group are offering day-long Labor Standards Trainings on two dates in two locations.
- August 22 in Sacramento 8:00am – 4:30pm
<https://cdbg-laborstandards-sacramento.eventbrite.com>
- August 24 in Grover Beach 8:00am – 4:30pm
<https://cdbg-laborstandards-groverbeach.eventbrite.com>
- A CDBG staff member will be in attendance as a guest speaker providing up-to-date HCD-specific requirements.

Training Provided by

KW CONSULTANTS and



More Information Available at 317-730-4837



CDBG-CV Standard Agreement Extensions

CDBG-CV2/3

If you have this type of project...	Then you can request this type of change...	By following this process...
ALL CDBG-CV2/3 projects/programs	Time only extensions until 10/31/2024	<ol style="list-style-type: none">1. Grantee's authorized representative submits a short email requesting extension.2. CA HCD uploads the email to a CA HCD-initiated amendment package and generates an STD 213A.3. Grantee signs and returns the provided STD 213A. <p>■ Deadline to Apply: July 31, 2023</p>



Training on Personal Identifying Information

- The CDBG program is working to clarify its policies and procedures on collecting and storing sensitive Personal Identifying Information.
- In the meantime, we recommend that all CDBG staff and grantees participate in the 20 minute Privacy course provided by the Department of Homeland Security.

<https://courses.dhs.gov/courses/course/privacy-dhs> [courses.dhs.gov]

- Note that anything that is considered sensitive PII should not be uploaded via the eCivis Portal, which is not secure enough for sensitive PII storage.
- Additionally, please note that all information stored in eCivis Grants Network is subject to the Public Records Act and can be made available to the public upon request.

Questions and Answers: Recap from Prior Office Hours





Annual Performance Report

Question

Is the APR form this year going to be the same as last year?

Answer

There is no longer a requirement to submit an Annual Performance Report for CDBG. The reason for that is that all the content of the APR is now collected through your eCivis Portal, except for the Minority and Women-Owned Enterprise data. We are in the process of creating a survey to collect that information on a contract-by-contract basis. You will receive the survey as a Miscellaneous Task in the eCivis Portal. Other than that, all award-based beneficiary data is currently collected at Award Closeout; we do anticipate collecting it quarterly in the future. All Program Income information is submitted via the eCivis Receipting and Reporting Solicitation in your eCivis Portal. Section 3 data is now collected at Close Out versus the APR.

From: Office Hours 6/28/23



Public Hearing

Question

Once the new NOFA is released, can we hold one Public Hearing to solicit input for the 2023 application, close out our CV1 grant, and adopt revised rehab guidelines using the newest templates for resolution and public notice?

Answer

Yes, you can hold one public hearing to meet multiple needs as long as you are noticing it appropriately. The public hearing can be held on the same date for multiple reasons; you can do that noticing combined if that's what you wish to do. For the new NOFA, you will need to wait for the new resolution template to prepare it. Your resolution adoption does not need to happen at the same time as your public hearing. In fact, it is best practice to solicit feedback on what you intend to apply for, let the public weigh in during a public hearing at a time and place that works best for members of the public, and then bring items to your governing body to resolve what to apply for as informed by public feedback.

From: Office Hours 6/28/23



Program Income (PI) Receipting Form

Question

For the new PI Receipting Form, should we indicate the percentage we are taking from incoming PI for admin? This could be listed under other.

Answer

On the PI Receipting Form, all you should be reporting are receipts. You should not be reporting any expenditures in the PI Receipting and Reporting Solicitation in the eCivis Portal. However, all expenditures must be incurred as budgeted in a standard agreement, meaning that no admin can be paid for outside of a standard agreement. If you are using PI for administrative expenses, you need to be doing that through the submission of a financial report in the eCivis Portal through a Standard Agreement in which you have PI budgeted for administrative expenditures. If you have questions about that, reach out to your CDBG Rep or CDBG-CV Grant Administrator and we will provide technical assistance.

From: Office Hours 6/28/23



Personally Identifiable Information (PII)

Question

I have received input from CDBG staff about names being considered private information. When I prepare the Activity Reports for the CV grants, I give name, address and how much they received for rent, mortgage and utilities. Was this incorrect? This is the best way of keeping track of payments received by households in order to prevent going over the 3 months.

Answer

We need to give more guidance regarding PII to grantees. eCivis is not designed to hold sensitive PII, however that doesn't mean that you don't need to collect it. You will need to create a system of anonymized numerical identification for each beneficiary that you can use for reporting that will not compromise sensitive PII. If you have questions about that before you submit your next financial report, please reach out to your Grant Administrator. For the example you provided, a name combined with an address is considered sensitive PII when discussing beneficiaries. Please either redact name or address prior to uploading in the eCivis Portal. If you are not uploading this information, but are just retaining it locally, be sure that you are retaining it in a secure fashion.

From: Office Hours 6/28/23



Paystubs

Question

Are paystubs considered a PII issue when sending them in with financial reports?

Answer

Pay stubs are allowable, but all employee personal information other than the employee name and employee number (as long as it is not the SSN) should be redacted. We will provide further information and guidance on this subject.

From: Office Hours 6/28/23



PII Training

Question

And when do you anticipate providing the PII Training?

Answer

As soon as possible. We do not have a date set, but we recognize that the need is there. We are working on clarifying our procedures and protocols and will provide training when that is complete.

From: Office Hours 6/28/23



Section 3

Question

Does asking a worker to certify their income from a previous employer for Section 3 purposes violate the equal pay act?

Answer

Program team's assessment is that there is not a conflict, but we are seeking an opinion from our Legal Affairs Division which is still under review.

From: Office Hours 6/28/23



Application Portal Timeline

Question

Will the application portal open for both waitlist and non-waitlist OTC apps on the same date, with only waitlist apps being reviewed for the first 30 days, and on day 31 the non-waitlist apps will be reviewed in the order they were received, OR will the portal open for waitlist OTC only for 30 days and then open on day 31 for new OTC? Just trying to figure out how tight the timeline will be for new apps.

Answer

The way that we will be handling this is that the portal will be opened for waitlisted and non-waitlisted applications on the same day; however, for the first 30 days, only waitlisted applications will be reviewed and starting on the 31st day non-waitlisted applications will be reviewed along with the waitlisted applications. We recommend submitting your application as early as possible regardless of if it is waitlisted or not.

From: Office Hours 6/28/23



Waitlisted Applications Clarification

Question

I am a bit confused still on the waitlisted applications. I was sure I heard at the last office hours that waitlisted applications would no longer be given priority with the upcoming NOFA.

Answer

Applications that were waitlisted during the 19/20 NOFA cycle will be given a priority period of 30 days after the application portal opens. If waitlisted programs apply during that 30-day priority period, they will be reviewed in the order received. At the end of that 30-day priority period, they will no longer be given priority and will instead be reviewed in the order received with non-waitlisted applications that are submitted.

From: Office Hours 6/28/23



NOFA Drop Timeline

Question

Is there a 30-day period where applications will not be accepted when the NOFA drops?

Answer

The NOFA is released for a period of 30 days prior to the applications portal being opened. This is for grantees to review the NOFA and understand what we are expecting.

From: Office Hours 6/28/23



New NOFA

Question

Is the NOFA drop still expected end of July? So, the OTC window would presumably open at the end of August? (approximately)

Answer

Yes, that is our goal.

From: Office Hours 6/28/23

Questions and Answers:
Please submit your question(s) via Zoom
Q+A

