

# CDBG Office Hours

Team HCD CDBG

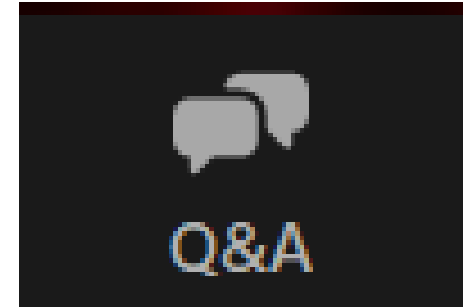
Wednesday, August 9, 2023





# 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

In response to applicant feedback and to continue improving program delivery, CDBG Team has made the following changes to our NOFA release schedule:

- A NOFA will be released in September 2023 for which ONLY projects waitlisted under the 2019-2020 NOFA will be eligible applicants.
- A subsequent NOFA will be released in January 2024



# CDBG Program Updates

## January 2024 NOFA Details

- CDBG team will hold a listening session in October to shape the January NOFA
- \$48 million
  - **80%** Over-the-Counter: Housing Projects and Programs, Economic Development Projects and Programs, Public Facilities and Infrastructure
  - **10%** Competitive – Planning and Public Services
- Jurisdictions that submit applications under the September 2023 NOFA for waitlisted projects will be eligible to apply for funding for new projects in January under the OTC allocation.



## Request for Housing Project Profiles – Leveraging CDBG with HOME or USDA funds

- Do you have a housing project or infrastructure in support of housing project that:
  - combines CDBG and HOME funding?
  - combines CDBG and USDA-RD funding?
- If so, we'd like to get your project information so we can elevate it as a success story at a national level.
- Please contact Janice Waddell to share your project:  
[Janice.Waddell@hcd.ca.gov](mailto:Janice.Waddell@hcd.ca.gov)



# CDBG Program Updates

## 2022 CDBG NOFA

- 42 Recommended for Award
- 1 Awaiting Corrections
- 9 Pending Final Approval
- 13 Routing
- 2 Pending Signatures
- 17 Approved

## 2023 CDBG NOFA

- **NEW** Projected 2023 NOFA drop date: September 2023 – OTC Waitlist Only (approx. \$19M)

## 2024 CDBG NOFA

- **NEW** Projected 2024 NOFA drop date: January 2024 – Competitive and OTC (approx. \$48M)



## Reminder CDBG check in calls

- If there is a scheduling conflict, please reach out to your representative to reschedule prior to the meeting.
- We do ask that a representative from the City/County be present on the all check in calls.



## CDBG Program no longer requires APRs

- All reporting is done via eCivis Activity Reports, Financial Reports, the PI Receipting and Reporting Solicitation and CDBG Closeout Reporting.
- The only exception is that MBE/WBE reporting also needs to be collected. MBE/WBE surveys will be sent out as a link via a Miscellaneous Task in eCivis. Grantees will have 30 days from receipt of the task to complete the survey. We'll announce when the survey is out during OH and in the newsletter.





# Upcoming Labor Standards Training

**AUGUST 22 & AUGUST 24 , 2023**

## TRAINING AGENDA

|         |                                                    |
|---------|----------------------------------------------------|
| 8:00am  | Registration                                       |
| 8:30am  | Welcome and Introductions                          |
| 8:45am  | Federal Requirements and<br>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<br>Sacramento/South Natomas<br>2540 Venture Oaks Way<br>Sacramento, CA 95833 | Ramona Park Center<br>933 Ramona Avenue<br>Grover Beach, CA 93433 |
| 8:00am – 4:30pm                                                                                | 8:00am – 4:30pm                                                   |

**SEATING IS LIMITED - REGISTER EARLY!**

### WHO SHOULD ATTEND?

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

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>

Training Provided by

**KW** CONSULTANTS and



More Information Available at 317-730-4837

- 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
- August 24 in Grover Beach 8:00am – 4:30pm
- A CDBG staff member will be in attendance as a guest speaker providing up-to-date HCD-specific requirements.



## 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 8/7/2023**



# CDBG-CV Guidance on PPR Tieback

- We wanted to share guidance received from HUD regarding Prepare, Prevent and Respond (PPR) Tieback now that the pandemic is over:
- Take the “R” off – Think of it as P&P, Prepare and Prevent.
  - To Prepare and Prevent, grantees should look at what impacted their communities during COVID. This is how to do the tieback.
    - Updating HVAC systems for shelters
    - Broadband installation
    - Protection Campaigns
- You can find resources on CDBG-CV: Prepare and Prevent The Long Game [2023 Cares Act Virtual Conference \[hudexchange.info\]](https://hudexchange.info)

# Questions and Answers: Recap from Prior Office Hours





# Single Audits

## Question

Single audits occur when an agency expends \$750,000 or more in federal funds in a year. Is the expending amount referring to each grant agreement or collectively if we have several grantees?

## Answer

We only collect single audits from the jurisdictions with which HCD enters contracts. It is the responsibility of the jurisdiction to request single audits if the subrecipient with which they are entering into or with which they are currently in agreement receives more than \$750,000 in federal funds in a year. HCD does not collect this information at application but will check for proper subrecipient management during monitoring.

**From: Office Hours 7/26/23**



# Labor Standards Training

## Question

Will the labor standards training be available remotely?

## Answer

The training being offered by KW Consultants and Adams Ashby group will not be offered remotely at this time.

**From: Office Hours 7/26/23**



# Eligible use of Admin Funds

## Question

Can CDBG Admin funds or PI Admin be used to pay for attendance at one of the Labor Compliance trainings?

## Answer

Yes, this is an eligible use of administrative funds. To clarify, if you are spending PI Admin funds, you must be spending it under an executed standard agreement.

**From: Office Hours 7/26/23**



# NOFA E-mail Blast

## Question

Due to the significance of this NOFA change so close to when we actually thought we might see a NOFA, can HCD send this out on their email blast to let folks know ASAP and that is just doesn't come from us

## Answer

Yes, sent out the newsletter on Friday, July 28th to all grantees who are signed up for office hours. We will also copied all grantees from our active grantee list.

**From: Office Hours 7/26/23**





# Code Enforcement

## Question

Do we have any updates on the Code Enforcement process under the 2023 NOFA

## Answer

We don't plan to make any changes to the structure of the NOFA being released January 2024 from what we were proposing to release in July 2023. The plan is that code enforcement will be an eligible activity only as part of a housing rehab program. Any CDBG funded code enforcement activity in 2023/2024 must run as part of a comprehensive housing program in conjunction with an active housing rehab activity.

**From: Office Hours 7/26/23**



# Public Hearings

## **Question**

For folks that held public hearings anticipating the NOFA release at the end of July, will these "count" towards the 2024 NOFA? Or will you kick it back since it is going to cite 2023?

## **Answer**

Public hearings that have already occurred will count under the NOFA being released in 2024. While we are releasing the NOFA in January of 2024, it will be a combination of 2023 HUD grant funds and 2024 HUD grant funds and it will still occur in the 2023 fiscal year and funded from 2023 and 2024 Program funds.

**From: Office Hours 7/26/23**



# Environmental Review Training

## Question

HUD is offering HUD Region IX Part 58 — Environmental Review Training in Los Angeles, California on September 19-21, 2023. Is there any knowledge if one is going to be held in the Bay Area or Sacramento?

## Answer

According to HCD's environmental specialists, HUD Region IX will offer a similar training next year at the San Francisco Field Office.

**From: Office Hours 7/26/23**



# 2024 NOFA

## **Question**

Do you expect the January 2024 NOFA to be similar to what was proposed for the July 2023 NOFA? Same maximum amount? Same allowable number of OTC and competitive applications?

## **Answer**

Yes, but we will hold a listening session in October to propose the same limits and number of applications for grantee feedback. We will propose that the NOFA structure will remain the same but will take your feedback into consideration when finalizing.

**From: Office Hours 7/26/23**



# PI Applications

## Question

Is there a PI only application that is currently available? If not, what is the process to get it?

## Answer

The PI applications for 2022 are still open and will remain open until a new NOFA drops. A 2023 PI only application will open in September with the 2023 NOFA.

**From: Office Hours 7/26/23**



## 2024 NOFA pt.2

### **Question**

Do you expect the January 2024 NOFA to be similar to what was proposed for the July 2023 NOFA? Same maximum amount? Same allowable number of OTC and competitive applications?

### **Answer**

Yes, we expect that the NOFA structure will remain the same.

**From: Office Hours 7/26/23**



# Subrecipient Agreement Requirements

## Question

What are the minimal requirements to have in a subrecipient agreement for CDBG grants?

## Answer

Please see the link below to the HUD guidebook on subrecipient management which includes a subrecipient agreement checklist and a sample subrecipient agreement.

[Managing CDBG: Guidebook for CDBG Grantees on Subrecipient Oversight](#)

[Tool 4-3 - Subrecipient Management](#)

**From: Office Hours 7/26/23**



# Waitlisted Project Applications

## Question

As I understand it, the waitlisted items will have full funding in 2023, regardless of the order in which they are received as long as they are complete and SUBMITTAL within the timeframe allowed. Is that still correct?

## Answer

Yes, that is correct. Waitlisted applications will have the opportunity to apply for full funding in the same amount as originally waitlisted. Applications will be reviewed to see if they pass threshold on a first come first serve basis. We anticipate that if they are submitted and pass threshold within the 60-day open application window, we will have sufficient funds to make awards to all applicants. The later you submit, the less opportunity we have to review before the 60-day deadline.

**From: Office Hours 7/26/23**





# 2024 OTC (Over the Counter)

## Question

For 2024 OTC, will architectural designs be required? Can CDBG OTC funds be used for both architectural design and construction, as long as we have sufficient information to provide an accurate cost estimate?

## Answer

2024 OTC projects are required to be shovel-ready, which means ready to start construction within 90 days of execution of the standard agreement. As a grantee, you may incur the costs for architectural designs or other predevelopment costs in advance of applying or receiving CDBG funds, at your own risk. If applicants choose to do this, they can include these pre-award costs in their budget to seek reimbursement once awarded. Another option is for an applicant to submit a planning application for your architectural designs. You can then use the planning grant to prepare architectural designs and come in with a shovel-ready project in a subsequent funding round.

**From: Office Hours 7/26/23**



# Federal Costs Principles

## Question

Where can I learn more about Federal cost principles applicable to for-profit entities? 48 CFR 31.2

## Answer

We need a more specific request to be able to respond to your inquiry. The cited regulation is regarding Federal Acquisitions. 2 CFR 200 are the uniform cost principles for all federal awards and are the regulations that are generally applicable to CDBG funds.

**From: Office Hours 7/26/23**



# Code Enforcement

## Question

For Code Enforcement - can we use other funding outside of CDBG to meet the housing rehab component or do we have to use CDBG for housing?

## Answer

You can also use other funding such as CalHome, HOME, local dollars, CDBG PI or HOME PI.

**From: Office Hours 7/26/23**



# OTC Meaning

## Question

Please define OTC. I'm not sure what type of project that means.

## Answer

OTC- means Over-the-counter. The definition can be found in the [CDBG Program Guidelines](#). OTC means applications are reviewed on a first come first serve basis. They are not competitively scored, They are determined to be eligible for funding based on whether they pass threshold criteria. For the January 2024 NOFA, we will only have a competitive pot for Planning and Public Services Applications. All other eligible activities will come in as OTC.

**From: Office Hours 7/26/23**



# First Time Homebuyer

## Question

Can we also fold in first time homebuyer assistance with a housing rehab / code enforcement program?

## Answer

Yes, in our proposed NOFA we'll include a single application that can be submitted for a housing program. The housing program can include up to 3 activity types (homebuyer assistance, code enforcement, and housing rehab). An applicant can choose to apply for just one activity, or more. The only stipulation is you cannot do code enforcement without a complimentary housing rehab program.

**From: Office Hours 7/26/23**



## OTC pt.2

### Question

In 2024, will all funding sources need to be secured for OTC? Or just identified? Will 3rd party cost estimates be required? We're thinking about a facility for homeless/mental health services.

### Answer

Yes, you will need to have all funding sources needed for project feasibility secured at application. Independent cost estimates are a federal requirement under 2 CFR 200.

**From: Office Hours 7/26/23**



# Competitive Applications

## Question

For competitive apps on the Jan 2024 NOFA, estimated time of receiving funding would be early 2025?

## Answer

Standard Agreement Routing is estimated to be in November 2024

Standard Agreements Executed is estimated to be in December 2024

**From: Office Hours 7/26/23**



# OTC and pre-incurred costs

## Question

So you can submit for pre-incurred costs for architectural design for reimbursement in and OTC grant if awarded and budgeted for in the application?

## Answer

Yes.

From: Office Hours 7/26/23





## OTC pt.3

### Question

Will OTC remain 1st come 1 serve for Jan 2024?

### Answer

Yes

From: Office Hours 7/26/23



# Economic Development TA

## Question

Can you elaborate on what is economic development technical assistance please, thank you.?

## Answer

There is a particular matrix code for Economic Development Technical Assistance that can be used for TA offered to businesses, particularly for those that are not microenterprise.

**From: Office Hours 7/26/23**



# Independent Cost Estimate

## Question

Just to clarify - ICE and third-party are two different items. The city/county engineer can provide the ICE based on third-party data and not a third-party company. Correct? I want to make sure.

## Answer

Yes, an independent cost estimate is what is needed at OTC application. It needs to be by a party that is not the contractor that you are engaging to do the work. This can be the City or County engineer.

**From: Office Hours 7/26/23**



# Economic Development TA Pt.2

## Question

The TA would be program activity, yes?

## Answer

Yes, the TA is the service being provided. The beneficiaries would be the businesses receiving the Technical Assistance. They would have to qualify under LMA or LMJ. Microenterprises can get TA without triggering the public benefit under LMC. We can cover any additional details or elaborate on that at the next office hours.

**From: Office Hours 7/26/23**



# Funding Threshold

## Question

Will you please also include the anticipated funding date for OTC apps when you provide it for competitive?

## Answer

For OTC applications received in the January 2024 NOFA,

Standard Agreement Routing is estimated to be from September 2024 - November 2024

Standard Agreements Executed is estimated to be in October 2024 - December 2024

Applications will be reviewed and approved in the order received.

**From: Office Hours 7/26/23**

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

