



DR-INFRASTRUCTURE & MIT-RIP NOI PREPARATION



Hello and welcome to the Department of Housing and Community Development's webinar on the Community Development Block Grant DR-Infrastructure and Mitigation Resilient Infrastructure Programs Notice of Intent Preparation Webinar.



HCD DR-Infrastructure and MIT-RIP Team Presenters

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 - Program Representative, HCD Disaster Recovery Section
- Gurdev Mann
 - Program Representative, HCD Disaster Recovery Section

My name is Caleb Odorfer, Program Representative in HCD's Disaster Recovery Section. I am joined by my colleague Gurdev Mann. Today we will be providing an explanation of the Notice of Intent process for the DR-Infrastructure and MIT-RIP programs.



OBJECTIVES

- Allocation Methodology
- Notice of Intent Needs
- Grants Network
- Timeline

Our objectives for this webinar are to explain the allocation methodology that HCD is using for both programs. We will also go over questions for the Notice of Intent so that you can prepare your submission when the NOI opens. We will also what is required from Eligible Applicants. Then we will go over the eCivis Grants Management Network system, or Grants Network for short, and how you can access and use the system for submitting your NOI. Finally, we will go over the timeline for the NOI and next steps.

ALLOCATIONS



First we will begin with the Allocation Methodology. As those of you who attended the DR-Infrastructure 101 webinar, MIT-RIP 101 webinar, or had been on an 1:1 call or Office Hour, you may remember that we had discussed potentially having award caps for the programs. Based on the grant and program specifics, HCD is using an allocation methodology that we are basing on the submissions for the NOI. On a high level, allocations will enable more flexibility for the Eligible Applicants in the potential projects they may submit, and to ensure that the funds are going to the areas that they are most needed.



DR ALLOCATION METHODOLOGY

- Allocation based on Total Unmet Dollar Amount of PRIORITY 1, 2, and 3 Projects
 - Priority 1 and 2 → 70% LMI Funding Requirement
 - Priority 1 and 3 → 80% MID Funding Requirement
- Priority 4 **NOT** factored into Allocation
- Set asides for January 2020 FEMA PA Match NOI (Total \$1.7M)

Submission of Priority 1, Priority 2, and Priority 3 projects by Eligible Applicants are used to determine unmet infrastructure need and are the basis of the allocation calculations. Priority 1 and Priority 2 projects contribute to meeting the requirement of 70% of grant-wide funds benefiting LMI populations. Priority 1 and Priority 3 projects contribute to the requirement that 80% of grant-wide funds be expended in MID areas. Priority 4 projects are still allowed in the NOI process and are used to understand overall unmet need, but at this time Priority 4 projects are not factored into calculating allocations.

Allocations are calculated based on the total unmet dollar amount for Priority 1-3 projects. Included in the allocation calculation are all resubmitted “set aside” projects that were submitted in January 2020 under the initial FEMA PA Match NOI (all Priorities are allowed). If the unmet need exceeds funding available, allocations are calculated by funding all set aside projects first and with all other non-set aside unmet need budgets by Eligible Applicant funded proportionally based on provided eligible projects. If projects submitted under the NOI total less than \$36,154,651, HCD reserves the right to provide partial funding to Eligible Applicants, open another NOI round, and/or reprogram Infrastructure Program funds.



MIT-RIP Allocation Methodology

- Allocation Based on Total Unmet Dollar Amount for Shovel Ready Projects
- Primary Evaluation factors
 - Benefit MID and LMI
 - Meet the HUD definition of mitigation
- Round ONE → Round TWO

The Resilient Infrastructure Program calculates allocations based on the total unmet dollar amount for the submitted **shovel ready projects** that meet the primary evaluation factors namely demonstrating that the funds benefit MID and LMI people and meet the HUD definition of mitigation.

Project submissions that do not meet established requirements for Round One shovel ready project allocations are allowed to submit under Round Two. As appropriate, HCD encourages jurisdictions to take part in the capacity building portion under the Mitigation Resilience Planning and Public Services Program to ensure proper local implementation, oversight, and compliance with CDBG-MIT requirements. Eligible applicants receive technical assistance regarding CDBG-MIT requirements, and HCD and its partners help applicants identify or address both the short- term and long-term mitigation needs, develop and incorporate additional resilience elements in proposed projects, and develop projects that are scalable and replicable.

NOTICE OF INTENT (NOI)



Now we will walk through the questions for the Notice of Intent.



Notice of Intent

- Opens for Submission November 2nd, 2020
- Closes December 18th, 2020
- NOI Office Hours

The DR-Infrastructure and MIT-RIP Notice of Intent will be opening for submissions on November 2nd, 2020. It will close on December 18th, 2020. The DR-Infrastructure and MIT-RIP policies and procedures will be shared with Eligible Applicants Points of Contact ahead of the NOI opening.

To support Eligible Applicants, HCD is having Office Hours during this NOI period to answer any questions that you may have. All Eligible Applicants should have received the NOI Office Hour email that includes a link to sign up for the Office Hours. They are first come, first served.



NOI OVERVIEW

- Purpose
 - Needs Assessment
 - Mitigation Needs Assessment
- NOI Questions
 - General
 - FEMA
 - DR-Infrastructure
 - MIT-RIP

Before we go over specific information for the NOI we will touch on the purpose and reasoning of the DR-Infrastructure and MIT-RIP NOI, and how they are working together. Then we will walk through the questions for the NOI, starting with the general questions across both programs and project activities, then to the FEMA PA Match and FEMA HMGP Match specific questions. We will then go over the DR-Infrastructure specific questions and finish with the MIT-RIP specific questions.



DR-INFRASTRUCTURE NOI PURPOSE

- Needs Assessment of Infrastructure Projects as a result of DR-4344 and DR-4355
- Priority Levels
- Allocations

The DR-Infrastructure NOI is designed to provide a needs assessment of the outstanding infrastructure projects that eligible applicants have as a result of the 2017 disasters DR-4344 and DR-4353. The NOI is also designed to enable Eligible Applicants to provide sufficient information to ensure that the Priority Levels for the projects are being met ahead of the project applications so that the overall grant requirements of 80% of funds benefiting the MID and 70% of fund benefiting LMI people are met. Which leads to the overall purpose of the DR-Infrastructure to provide allocation amounts for eligible applicants to be able to use for their infrastructure projects.



MIT-RIP NOI PURPOSE

- Allocations
- Unmet Mitigation Needs Assessment
- Shovel Ready Projects and Round 2 Projects

The Mitigation Resilient Infrastructure Program NOI is designed with a similar process as for DR-Infrastructure. For MIT-RIP the purpose is to enable HCD to make allocations on the basis of an unmet mitigation needs assessment of mitigation and resilience projects that eligible applicants have that will enable HCD to have sufficient information to meet the grant requirements such as having 50% of funding benefiting the MID, 50% of funding spent directly in the MID, and 50% of funding benefitting LMI persons. The purpose of the NOI is also identify shovel ready projects as well as the projects that need more planning or capacity building and are suitable for Round 2 of the program.



JOINT NOI

- Single Grants Network Workspace with shared information
- Separate submissions for separate funding sources
- If a project requesting funds from both programs:
 - DR-Infrastructure activities need DR-Infrastructure Submission
 - MIT-RIP activities need MIT-RIP Submission

While we refer to a Joint NOI, what we mean is that you will only need to go into a single Grants Network workspace, which we will get into later, in order to fill out a submission for both the DR-Infrastructure and MIT-RIP NOIs. We have worked to streamline the process but you will still need to fill out a separate submission for each funding source in cases where there may be DR activities and MIT-RIP activities. The separate submissions enable both you and HCD to know and identify how the different activities are delineated by funding source within a single project.



General NOI Questions

- Profile
- Record Title
 - Format: [Jurisdiction]-[Grant Program] –[Project #]
 - E.g. Sacramento County– DR-Infrastructure - 1
- What Grant Program are you submitting for?

Before we jump into the questions, I want to note some things about the format of the NOI and how we have grouped the questions for the presentation. First with the format of the application in Grants Network, some of the questions will have help texts. They are typically found below the question and provide similar information as what we are going over today. Second, we have split the questions for today's presentation into General questions that are for all the programs, FEMA PA and HMGP specific questions, DR-Infrastructure questions, and MIT-RIP specific questions, so the layout of the presentation does not follow the submission form 1-1.

The NOI submission will start with the profile. For the profile you will be asked to fill out the basic information on the first submission that you do, but will be able to choose the form for all following submissions. We will go over the specifics of adding the profile information in the Grants Network walk through.

The next question is Record Title. This will be the name of the submission for the NOI. Please use the following format: Jurisdiction – Grant Program – Project Number. An example would be Sacramento County – DR-Infrastructure -1. This let's us keep track of what you are submitting and if it is for DR-Infrastructure or MIT-RIP.

As the forms follow path logic, depending on your answers to certain questions, you will see different questions in your submission. We have done this to streamline what you are required to do and to make sure you are not filling out unneeded information. The first question that will determine what you see is “What Grant Program are you submitting for?” You will be able to choose either DR-Infrastructure or MIT-RIP.



General NOI Questions

- Does the Jurisdiction have existing capacity to manage the solicitation, selection, monitoring, environmental review compliance, and oversight of the program?
 - If yes, please describe the capacity and staffing in detail

The next question “Does the Jurisdiction have existing capacity to manage the solicitation, selection, monitoring, environmental review compliance, and oversight of the program?” and the follow up of “If yes, please describe the capacity and staffing in detail” are general questions about your overall capacity for the projects that you are submitting. They are not for eligibility evaluation or allocation purposes for the submitted projects. The questions are to help guide any Technical Assistance that may be needed and to identify for our Monitoring and Compliance team of those potential areas of support that are needed for further examination ahead of the Due Diligence and Risk Assessments.



General NOI Questions

- What is the Project Type?
- Eligible Applicant (City/County)
- Is this project on behalf of another government entity or special district other than the Eligible Applicant?
 - If yes, name of other government entity or special district
- Project Description and/or Scope of Work

Another of the filtering questions that determines the subsequent form questions is “What is the Project Type”. Under the DR-Infrastructure the Project Type you will be able to choose is either FEMA PA Match, FEMA HMGP Match, or Stand-alone Infrastructure. For MIT-RIP you will be able to choose either FEMA HMGP Match or Stand-alone Infrastructure.

For Eligible Applicant, choose your city or county.

For the “Is this project on behalf of another government entity or special district other than the Eligible Applicant?” choose yes, only if the project that you are submitting is in conjunction with another government entity or special district. Only the Eligible Applicants can submit projects and in any partnership the Eligible Applicants are the lead entity. If the other government entity is a Eligible Applicant it should only be the lead that is submitting for a project. If you answered yes to this question, we ask that you name the other government entity or special district. Special districts can include fire districts, water districts, school districts and more.

We are also asking for the “Project Description and/or Scope of Work”. We are looking for an overview of the project, so please provide all the key information that

will be able to illuminate the scope of work. For FEMA PA and HMGP Projects, you can put N/A here as we are able to pull the scope of work/project description for those projects.



Location Questions

- Project Location Description
- Project City
- Project Zip Code
- Project Latitude and Longitude
 - Decimal Degrees: (e.g. 38.57933 -121.49092)

The next set of General NOI questions deal with the location of the project. As projects may not be located at one address, we ask that you provide a description of the project locations. You will also need to provide the project City, Zip Code, and Project Latitude and Longitude. This way we can confirm if the project is located in the MID or not. As a note, please use the decimal format for Lat/Long, for example 38.57933, -121.49092 .



LMI Questions

- Does the project service area benefit an LMI population or area?
 - If yes, describe how the project service area benefits an LMI population or area (additional material and information may be required)
- Upload document(s) that support the LMI service area (optional)

As both the DR-Infrastructure and Mitigation Resilient Infrastructure Program have required LMI targets, we are asking a yes or no question about if the project benefits and LMI population or area. If the answer is yes, we ask that you describe how the project service area benefits an LMI population or area. As we know some of these projects are still in the planning phase a general answer is sufficient and in cases where it is not, we will follow-up with you on any additional material and information that may be needed. If you have documentation that supports the LMI service area benefit, like a service map, we ask that you upload that documentation, but this is optional and is not required at this point in time.



MID and Census Questions

- Does the project service area benefit a MID area?
 - If yes, Describe how the project benefits a MID area (additional material and information may be required)
 - Upload document(s) that support the MID area (optional)
- What Census Tracts/Block groups are served by this project? (e.g. Blocks 3001, 3002, 3003, etc.)
 - Service Map (Optional)

Both the DR-Infrastructure and Mitigation Resilient Infrastructure Program also have required MID targets, as such we are asking a yes or no question about if the project service area benefits the MID. If the answer is yes, we ask that you describe how the project service area benefits an MID.

As projects can still be in the planning phase a general answer for the MID benefit is sufficient. If we need more information we will follow-up with on any additional material and information as needed. If you have documentation that supports the MID service area benefit, such as a service map, we ask that you upload that documentation, but this is optional and is not required for the NOI.

We also ask that provide the Census Tracts/Block groups that are served by this project. An example of a Block would be 3001, 3002, 3003, and so on. A service map is optional if you have it available.



Project Cost Questions

- Total Project Cost
 - This includes both Hard Project Costs and ADCs
- Project Unmet Need
- Have you applied for other sources of funds for this project?
 - If yes, explain how much you have applied for, have you been awarded funds, and the amount(s) of awarded funds

The next set of questions to get ready for are the Project Cost Questions which we will cover over this slide and the next. The NOI has been setup as an unmet needs analysis for projects that are eligible under DR-Infrastructure and MIT-RIP. Based on the unmet needs infrastructure projects that are eligible under the programs, we are allocating fund amounts to Eligible Applicants. Key to this is providing a clear picture of the project costs that are needed. To get to this we are asking the “Total Project Cost”, which is the entire project’s cost not just what you are seeking funding for. An important note on the Total project Cost is that it includes not just the hard project costs, but also costs such as the Activity Delivery Costs (or ADCs).

The “Project Unmet Need Cost”, which is all of the funding that is needed for the project, and again should include the entire unmet need cost and not just the amount you are seeking funding for under the DR-Infrastructure or MIT-RIP programs. This is in part to see what needs to be funded to make the project work, but also to flag any potential Duplication of Benefits issues.

Similarly the questions regarding if you “Have applied for other sources of funds for this project” and “If yes, please explain how much have applied for, have you been awarded funds, and what is/are the amounts” are designed with an eye towards DOB

compliance. We request that you provide as much information as possible if you have applied for other sources of funding. This can include not just the amount you have requested from other sources, but the status and timeline of those funds as well.



Project Cost Estimates

- Anticipated CDBG funding (\$ amount)
- Basis for Cost Estimate and CDBG Funding Need
- Provide cost estimate documentation from a professional engineer, etc. (Optional)

Next, we ask that you provide the “anticipated amount of CDBG funds” that you will need for the project. This will be the amount that the allocations are based on, so make sure to include project costs needs including hard costs and ADCs that you are seeking CDBG funding for. As a follow-up we are asking that you provide the basis for the Cost Estimate of the project and the CDBG Funding Need. If you have cost estimate documentation, please provide this. If you do not, this question is optional and is not required.



FEMA STATUS

- Was the project denied by FEMA for PA or HMGP funds?
 - If yes, provide a reason why the project was denied by FEMA (additional documentation may be requested)
- FEMA HMGP Status
 - Approved, Denied, In FEMA review, In OES review, Not Submitted, On Waiting List, Phase 1 approved, Withdrawn

As the programs can fund denied FEMA PA or HMGP Projects for the stand-alone projects, we will ask if the project was denied and what if any reason was given. We also want to note that additional documentation may be requested for this as we will want to see clearly what the reason was for the denial.

For HMGP projects, we are also asking the status of the project. The choices are: Approved, Denied, In FEMA review, In OES review, Not Submitted, On Waiting List, Phase 1 approved, Withdrawn.



CDBG Activities and Estimated Timeline

- Explain how this is an eligible CDBG activity
 - See 24 CFR 570.201(c)
- Assuming Spring 2021 start date, what is your expected period of performance? (anticipated start date and completion date)
- Project Timeline (Optional)

The last of the General questions regards the eligibility and timeline. First we ask you to explain how this is an eligible CDBG activity. For eligible activities see 24 CFR 570.201(c) as well as in the forthcoming polices and procedures.

Finally we have questions about the timeline. We recognize that timelines can shift, as such we are looking to see what the expected timeline for the projects completion is if the assumed start date is in Spring 2021 around the time that we are estimating the notice to proceeds to be given. This is also for any projects that are already started. You also have the option of uploading a project timeline if you have one available.



FEMA -- PA Match and HMGP Match

- Project # (PA only) – e.g. 0029610
- PW # (PA Only) – e.g. PW-00014
- PA Category (PA Only)
- OES Number (HMGP Only)

The next two slides are the PA Match and HMGP Match specific questions. For DR-Infrastructure the non-federal local cost share, which is the 6.25%, of FEMA PA Match and FEMA HMGP Match projects are eligible for funding, while for MIT-RIP it is only the non-federal local cost share of FEMA HMGP Match projects that are eligible for funding.

For the FEMA projects we ask that you provide the Project #, which the number listed on the FEMA PA Project Worksheet. The PW # (PA Match only) which is the FEMA PA Match Project Work Sheet Number. e.g. PW-00014, the PA category (PA Match Only), and the OES Number that corresponds for each project type.



FEMA -- PA Match and HMGP Match

- FEMA Funding Identified/Committed (\$ amount) (75%)
- State Matching Funds (18.75%)
- Local Match (6.25%)
- Project Unmet Need (maximum 6.25%)
- If project is in-progress or completed after August 21, 2019, has the project been in compliance with the Davis-Bacon Act and Section 3 since the start of construction?

We will also want to know how much of the FEMA funding has been identified and/or committed to the FEMA Match projects, how much is any there is of state matching funds, and what the local match of 6.25% of the project is.

We also ask that you tell how much of the Project Unmet Need is being requested.

Given the timing of the FEMA Match projects and when HCD signed the grant agreement, we need to know "if a project is in-progress or complete, has the project been in compliance with the Davis-Bacon Act and Section 3 since the start of construction?" Projects that are not in compliance with federal labor regulations but completed prior to August 20th, 2019 are still eligible for funding. All projects completed after August 21st, 2019 must be in compliance with federal labor regulations.



DR-Infrastructure

- What disaster is this project related to?
- Identify the Priority Level
- Explain the tie-back to DR-4344 and/or DR-4353 disasters
 - Only needed for FEMA HMGP Match and Stand-Alone projects
 - Tie-back documentation (Optional)

The next set of questions we will go over are those that are for DR-Infrastructure. This can include the stand-alone infrastructure projects and the FEMA PA match and HMGP match projects.

The first of these DR-Infrastructure specific questions is what disaster the project is related to. It needs to be tied to either DR-4344 or DR-4353.

The next question regards what the priority levels of the project is based on the priority levels as set by HCD to reach the grant programs targets of 80% MID benefit and 70% LMI benefit. The Priority Levels are as follows: Priority 1 (MID & LMI), Priority 2 (non-MID & LMI), Priority 3 (MID & non-LMI), and Priority 4 (non-MID & non-LMI).

As the tie-back to DR-4344 and/or DR-4353 disasters are eligibility requirements we ask that you explain what the tie-back is. If you have documentation available please upload it, but that step is optional.

For more details on the type of documentation that will be required for the program, please refer to the policies and procedures as well as the previous webinar, DR-

Infrastructure 101, which can be found on HCD's website in the Disaster Recovery Section for 2017.



MIT-RIP

- Round 1 MIT Infrastructure Projects should be "Shovel Ready". Are project plans complete?
 - If no, describe status of plan development
 - Upload project plans (Optional)
- Has an NEPA Environmental Review been completed?
 - Upload completed NEPA Environmental Review (Optional)

While Mitigation does not have the same tie-back requirement, there are other mitigation focused requirements that will need to be answered in the NOI to demonstrate eligibility.

The first MIT specific question is if the Round 1 MIT-Infrastructure projects plans are complete? While we advise to submit all potential MIT eligible projects so that we can know what are the unmet mitigation infrastructure needs, the allocations provide for Round 1 of the Mitigation Resilient Infrastructure Program are focused on shovel ready projects. As such, Round 1 projects should have complete project plans. If they do not, you will need to describe the status of the plan development. As a further option you can upload the plans if they area available.

Similarly, for project readiness, we ask if a NEPA Environmental Review has been completed. The uploading of the completed NEPA Environmental Review is optional.



MIT-RIP

- Is the proposed project identified as a priority project in your hazard mitigation plan?
- What community lifeline(s) will this project protect?
- How will this project reduce risk to community lifeline(s)?
- How will this project improve resilience for underserved communities and vulnerable populations?

Other mitigation specific questions related towards project eligibility requirements included is if the proposed project identified as a priority project in your hazard mitigation plan?

Another key requirement is if the proposed project protects a community lifeline. HUD is using FEMA's Seven Community Lifelines, which are: 1. Safety and Security, 2. Communication, 3. Food, Water, Sheltering, 4. Transportation, 5. Health and Medical, 6. Hazardous Material (Management), 7. Energy (Power and Fuel). You can choose more than one.

You will also be asked to describe how the project reduces risk to the the community lifeline you identified, and how will this project improve resilience for underserved communities and vulnerable populations?



MIT-RIP

- Can this project be replicated in other communities?
 - If yes, provide a description
- Has CAL FIRE identified this project as a priority project?
 - Upload backup documentation for CAL FIRE priority project

More MIT-RIP projects specific questions include if the project can be replicated in other communities, and if so, a description of how. As the mitigation program is new, being able to replicate programs in other communities facing the same challenges is important.

We are also asking if CAL FIRE has identified the project as a priority, and if so to upload the backup documentation for the CAL FIRE priority project.



MIT-RIP

- Will you be able to quantitatively measure the impact the proposed project will have on current and future risk?
 - Upload quantitative data showing a project's anticipated impact on current and future risks
- Has an operations and maintenance plan been established for the project?
 - Upload Operations and Maintenance Plan (Optional)

The last set of MIT-RIP specific questions relate to if you are able quantitatively measure the impact the proposed project will have on current and future risk? And to upload any quantitative data showing a project's anticipated impact on current and future risks. The purpose of these questions are twofold. First, any and all Mitigation projects are required to quantify the impact of the proposed project on current and future risks. The second, is that shovel ready MIT-RIP projects under Round 1 should have that quantification completed and available.

Another key eligibility requirement for MIT-RIP projects are that they have an operations and maintenance plan. As such we want to know if the plan has been established, and if available to please upload the plan.

For more specifics about the MIT-RIP program questions and eligibility requirements please refer to the forthcoming Policies and Procedures and the MIT-RIP 101 webinar that can be found on our website under the 2017 Disasters section.



Now that everyone has an idea of our allocation methodology and the purpose and questions of the NOI, we will turn to using the eCivis Grant Management System, or Grants Network.

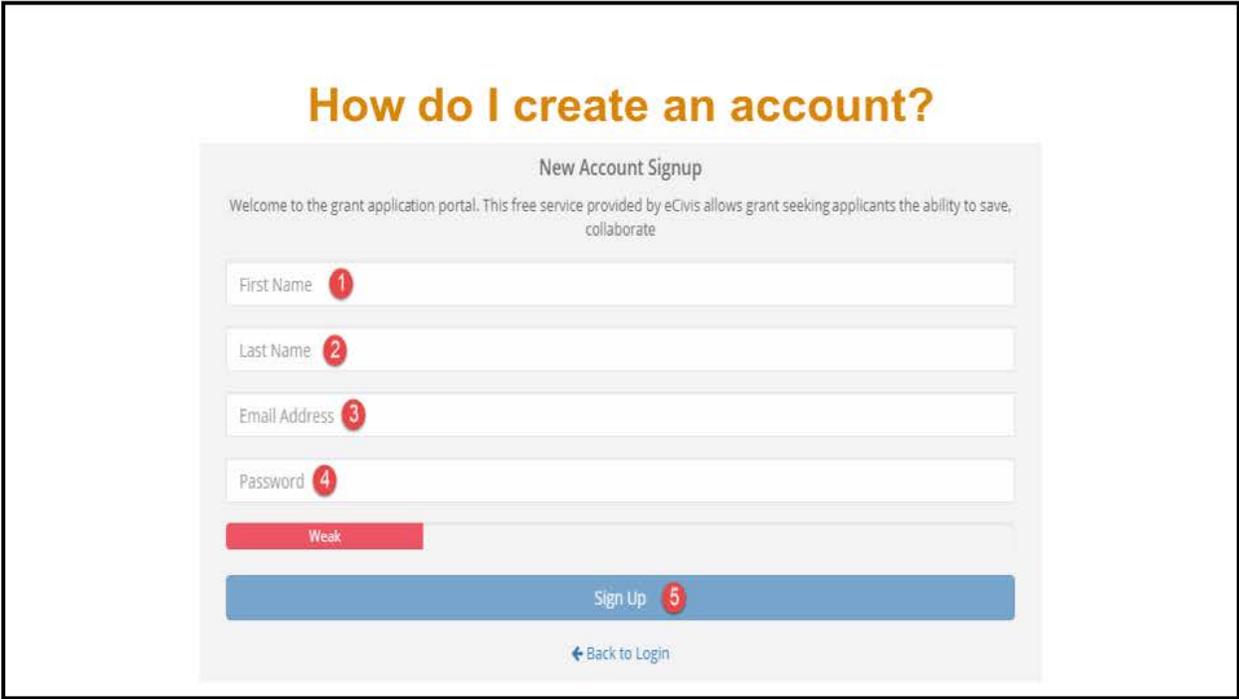
What is an eCivis Portal account?

The screenshot shows the eCivis Portal login interface. On the left, a green circular logo is next to the text: "Welcome to the Portal", "This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.", and "Login, or create a free account to start." On the right, the login form includes a "Login" text input field, a "Password" text input field with a note "(Minimum 8 chars, alphanumeric with symbol(s))", a "Portal Login" button (1), an "or" separator, and an "eCivis® Login" button (2). Below these are links for "Forgot Password?" (3) and "Don't have an account?". A "Create an account" button (4) is at the bottom, with a note "eCivis Grants Network user? Use your existing login above and the eCivis Login button." below it.

We will start with logging in to Grants Network. If you are applying to a program solicitation, in this case the DR-Infrastructure and MIT-RIP NOI, you will first need to create a Portal account. We will send a link once the NOI is released and it will take you to the [eCivis Portal Login page](#). You will be able to make a free account where you will create a user profile, manage all of your application submissions and if awarded, manage all of your post-award reporting.

On the slide you can see four numbers.

1. Is the Portal Login: for users who have a Portal account only
2. Is the eCivis Login: for users who have a Grants Network account. It will be the same username and password used to log into Grants Network.
3. Is if you Forgot your Password? Reset your password by entering your email on the following window.
- And 4. is to Create an account: for new users without a Portal account.



If you do not have an account you will want to click on *Create an Account* and enter the following information on the page that appears:

- 1. First Name
- 2. Last Name
- 3. Email Address: Your full email address where you will receive your confirmation email. Your full email address will also be your username
- 4. Password: Your password must consist of uppercase and lowercase letters, numbers, and a special character

And 5. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account:



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Your email is verified!

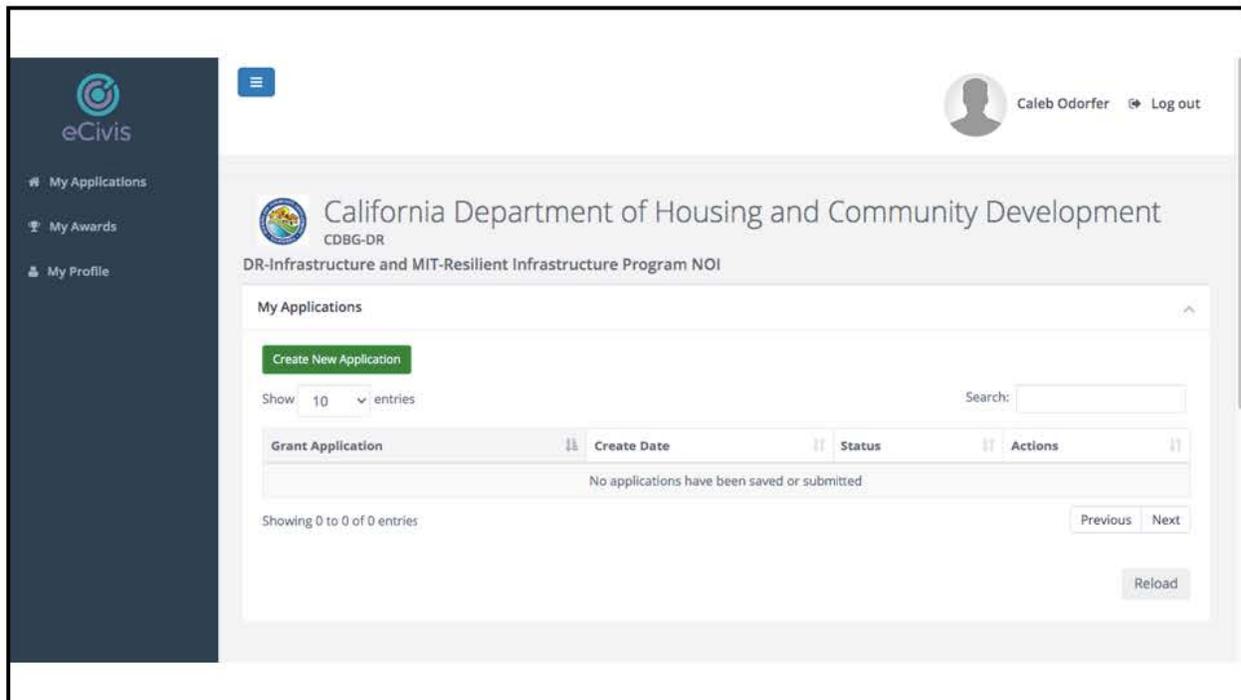
Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

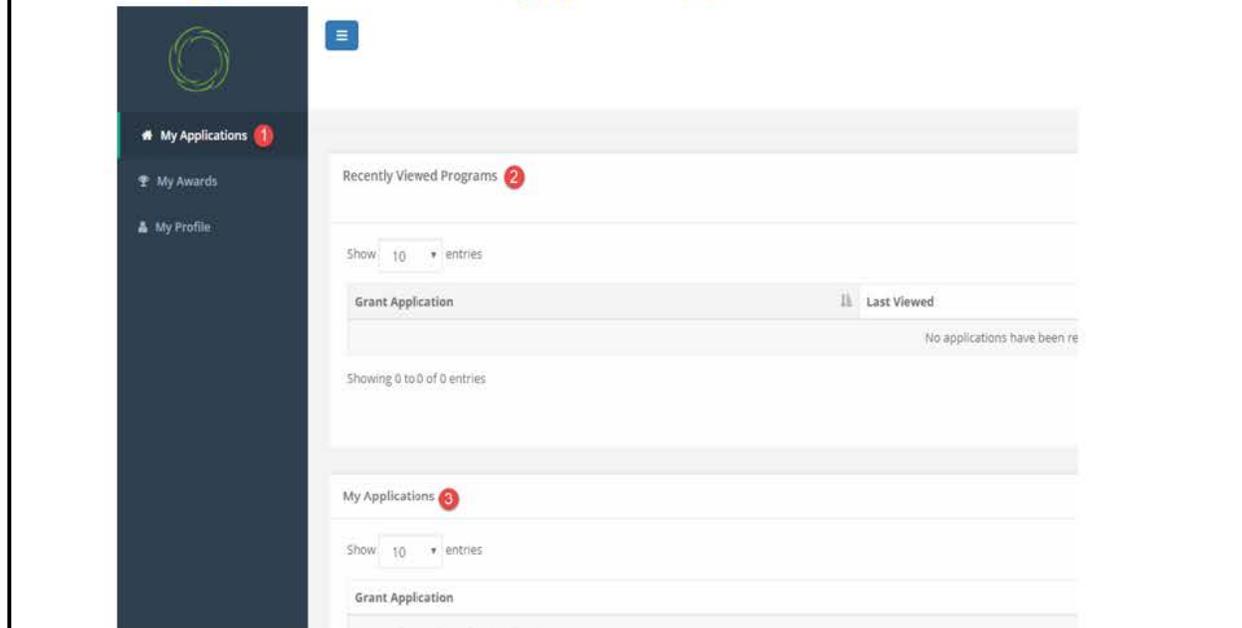
Thanks!

Once you fill out those fields and activate your account you will receive this screen about email verification. Clicking “Login to the Portal” will activate your account.



You will be directed to your Portal Navigation Bar, the green page on the left, is where you can select My Applications, My Awards or My Profile. NOTE: If this is your first time in Portal you will be asked to complete your Profile. On the main part of the screen you can see cell for My Applications above the green button that says Create New Application. Below it you can see you Grant Applications, Create Data, Status and Actions. To start on a new application for the NOI select the Green button that says Create New Application.

Reviewing and submitting your application



As an applicant, you will need to review and submit an application.

So, where do you find your applications?

The My Applications page is your homepage. If you are logging in after your first login, or select *My Applications* from the left navigation bar, this is what you will see:

1. My Applications on the left is to your homepage.

2. Recently Viewed Programs are the last few programs you worked on.

And 3. My Applications are all the applications that you are working on or have submitted.

How do I manage my applications?

My Applications

Show 10 entries Search: 5

Grant Application 1	Due Date 2	Status 3	Actions 4
Arizona Text-to-9-1-1 Services Fund Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources		Draft	⋮
More lighting Local Government Demo, Community Development		Application Denied	⋮
Rural Building Reuse and Infrastructure North Carolina Department of Commerce Rural Development Division (DEMO), Rural Grants Programs	01/01/2020	Draft	⋮
IT Support Services Hawaii Tourism Authority, 1. RFPs (Parent Projects)	01/25/2019	Under Review	⋮
DEMO Wildlife Rehabilitation Grant County of Jay, CEO - Budget & Finance Division/Grants Division	01/31/2020	Awarded	⋮

All of your applications will appear in My Applications and you can sort this information by clicking on the column headers:

1. Are the Grant Applications: the title of the program you are applying to. You can click on these to access the program's application

2. Is Due Date that let's you see when the application is due

3. Is the Status of your applications. The status of your applications can be:

Draft*: when your application is in progress

Under Review: when your application has been submitted and will be reviewed by the committee

Awarded

And Application Denied

4. Are the Actions. Action options will change depending on the status of your application Draft.

Draft: View/edit application or navigate to the solicitation

Under Review: View your submitted application or navigate to the solicitation

Awarded: View your award or navigate to the solicitation

Application Denied: Navigate to the solicitation

And 5. is the Search: If you are responsible for multiple applications, you can search for the program to narrow down the My Applications table.

How do I access my application and begin working on it?

The screenshot shows a web interface titled "My Applications". At the top left, there is a "Show 10 entries" dropdown menu. To the right is a search bar containing the text "stat". Below these is a table with the following columns: "Grant Application", "Due Date", "Status", and "Actions". The table contains one row with the following data: "State Opioid Response Prevention Grant" (highlighted with a red box), "09/18/2019", "Draft", and a menu icon. Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 56 total entries)". At the bottom right, there are "Previous", "1", and "Next" navigation buttons.

Grant Application	Due Date	Status	Actions
State Opioid Response Prevention Grant	09/18/2019	Draft	⋮

To edit or work on an application in a “Draft” status, you will need to open the application.
Click on the title of the program, in this example it is the State Opioid Response Program Grant.



California Department of Housing and Community Development

2020 ESG-CV

✓ Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

ID:	Federal Emergency Solutions Grants Program - Coronavirus Notice of Funding Availability	Summary:
Title:	2020 ESG-CV	Under the Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act enacted March 27, 2020, the California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$42 million in federal funds for the Emergency Solutions Grants Program (ESG). Specifically, funding for this Notice of Funding Availability (NOFA) is made available pursuant to CARES Act, Title XII, Homeless Assistance Grants Section and will be referred to as "ESG-CV"
Application Start Date:	06/01/2020	

Once you have clicked on the program you want to apply for it will take you to the submission page where you can click on the apply button in the top left hand corner.



Once logged into the Portal page on the My Application page click on Create New Application

eCIVIS
See how to go from online

California Department of Housing and Community Development
Community Development Block Grants-Disaster Recovery

IBG - Disaster Recovery

Application Submission Draft

Grant Application Budget Worksheet



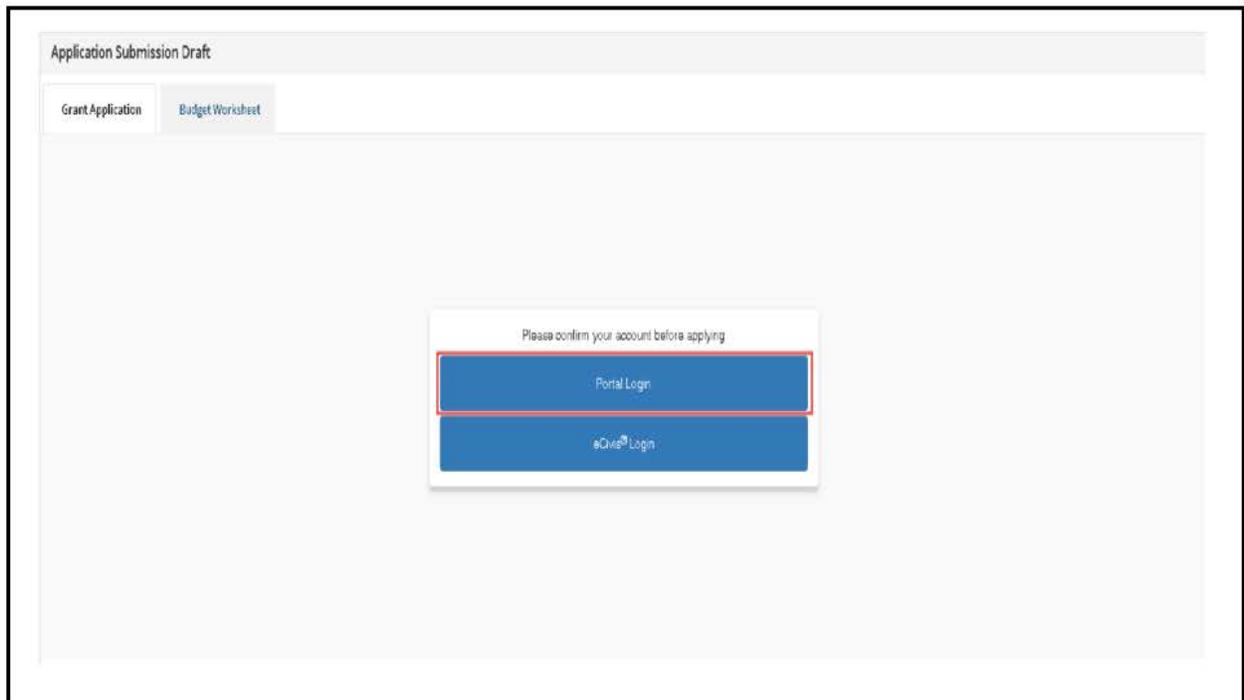
Sign In/Sign Up Instructions

Sign In

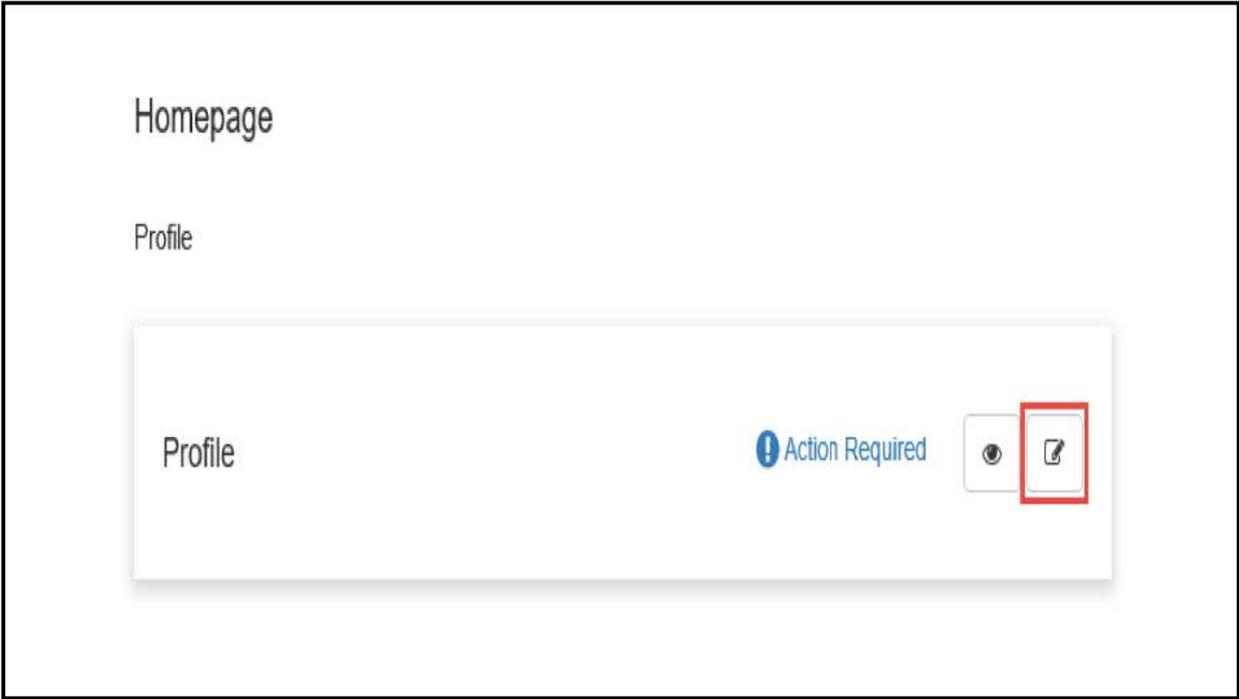
Log in with your Grant Management System account

For New Users:
By clicking Sign Up, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For each application, you will need to verify your account. Click on Log in with your Grant Management System Account.



Select eCivis Login, if you have a eCivis login. If not choose Portal Login. Then use the same log in information from the very first log in page:



You will need to verify and complete your Application Profile before generating the application. Click on the Pencil Icon to edit the profile:

Applicant Information

Tell us about you.

First name *

Last name *

Email *

Title

Company

Organization Information

Tell us about your organization.

Organization Name

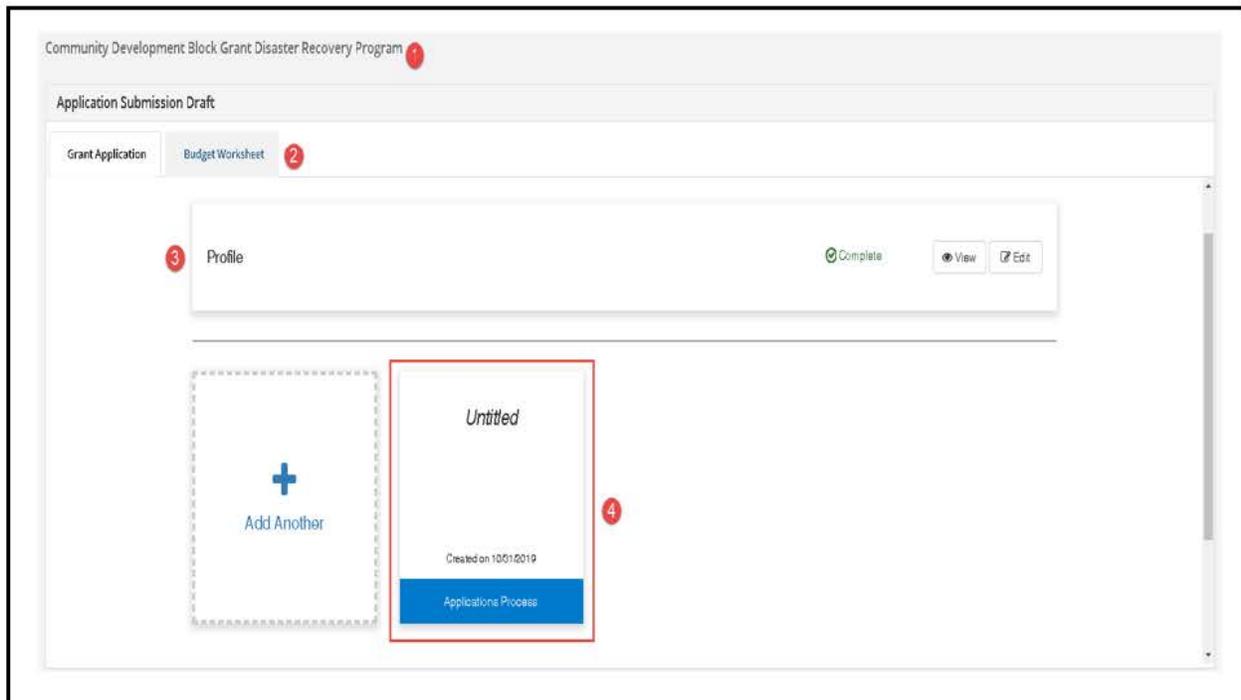
Employer Identification Number (EIN)

DUNS

Complete all Applicant and Organization field information. If you plan to complete your profile at a later time, select *Save Draft*.

Note: When entering your Employer Identification Number (EIN) and DUNS numbers, **enter as single 123456789** of numbers with no spaces or characters in between the numbers.

Click *Save*. If you completed your profile correctly, you will be taken back into the Application Homepage, where the application will now appear:



This is the page for choosing an application to work on.

1. Is the title of the Program
2. Is your Profile: “Action Required” will appear if a component is missing. It will say “Complete” if it is correctly done
3. Is the Application Process: this will change depending on the status of your application. Click here to view or edit your application.
4. Is the Budget Worksheet: The Budget component of the application, but will not be necessary at this stage for the NOI, but will come into play later in the process.

How can I submit my application?

Application Submission Draft

Grant Application

Budget Worksheet

Budget Settings

Budget Summary

Multi-Term Budget



No



Yes



\$0.00

Total Direct Costs

Indirect Costs

Not Applicable



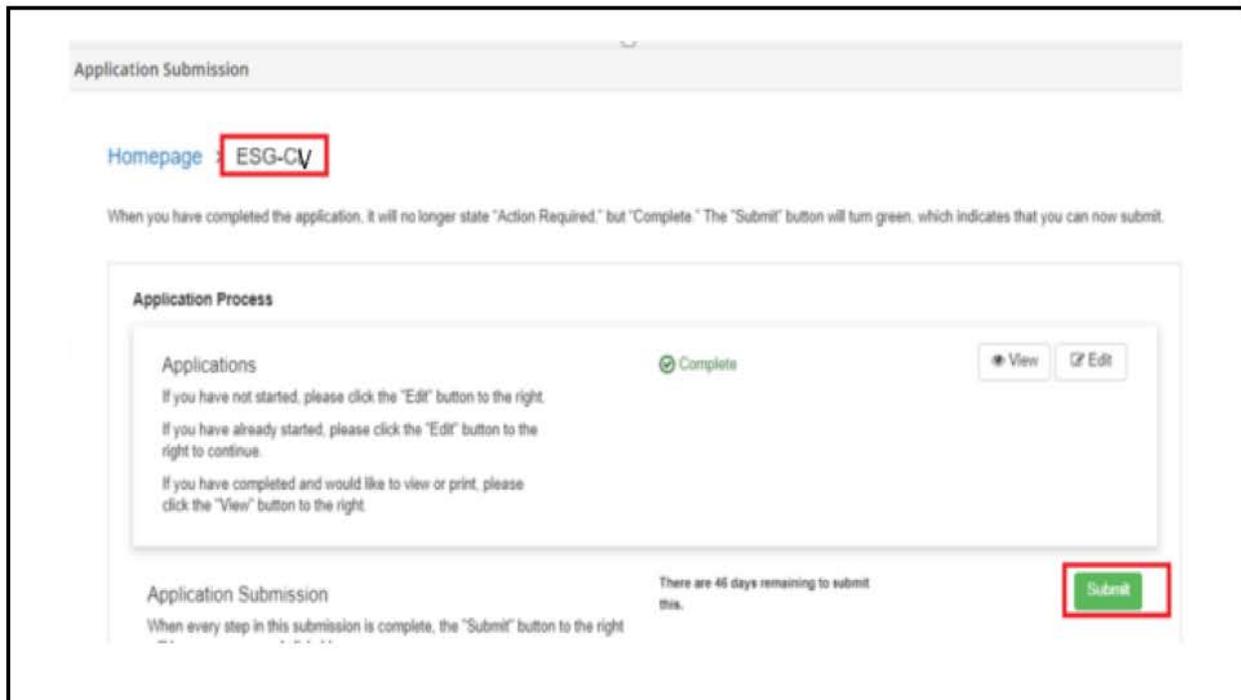
0.00

%

\$0.00

Total Indirect Costs

Once all sections of the Application, and the Budget and Goals are completed (if necessary) you're ready to submit your application. Select the *Grant Application*, highlighted in red, section for the page and click on your application title.



Click on the green *Submit* button at the bottom right of the page to submit your application. You will receive a confirmation that your application was successfully submitted.

How do I receive and accept my allocation notification?

Award Notification Letter

Dear Ulysses Grant,

Congratulations! This is to inform you that your application is now awarded.

Project: HIV Testing Project

Program: HOPWA FY2019

Approval Date: 06/13/2019

Approved Amount: \$800,000.00

Federal Award: ORG0012 HOPWA FY19: \$787,000.00

Please find your award notification attached. To see full award details and accept your award, please click [here](#).

As the last part of the NOI submission process we will go over how to accept your allocation. Further details about project applications and managing reporting requirements will be forthcoming closer to when you will need to do those actions.

As an applicant, if your submission and an allocation is awarded you will need to know how to accept your allocation, known as an award in the system, and begin managing reporting requirements.

If you have been selected to receive an allocation award, you will be notified by email. The email will also have a PDF version of the award notification for your records:

Click on the link to Portal at the bottom of the email notification:

My Awards

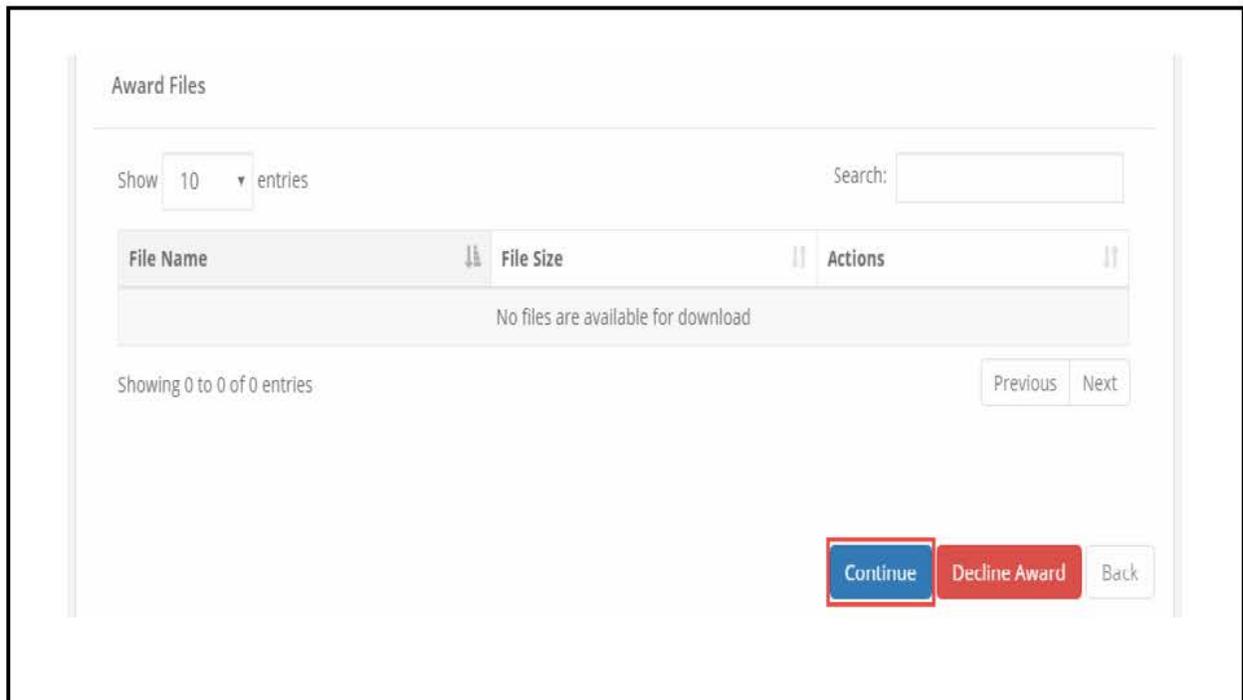
Show 10 entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	0	
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	0	
Workforce Development Program (WDP) Grant - FY 2019	Pending Acceptance		7/3/19 - 7/3/21	0	

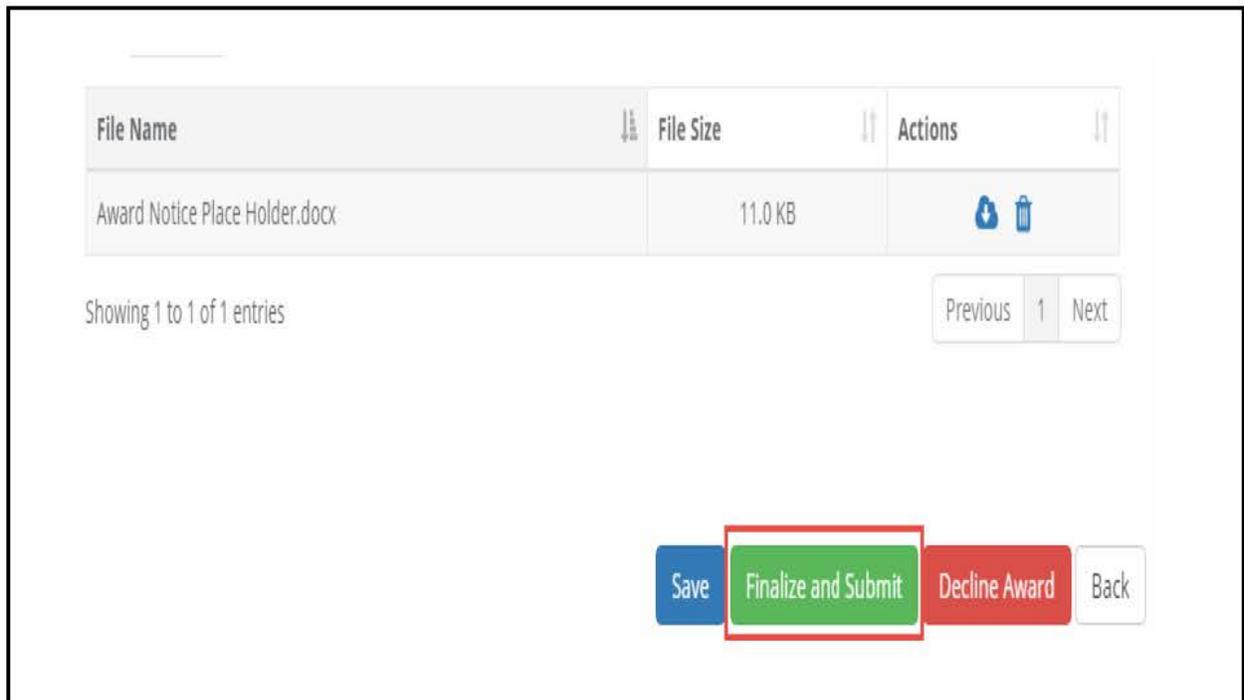
Showing 1 to 3 of 3 entries

Accept/Decline Award ▶

Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

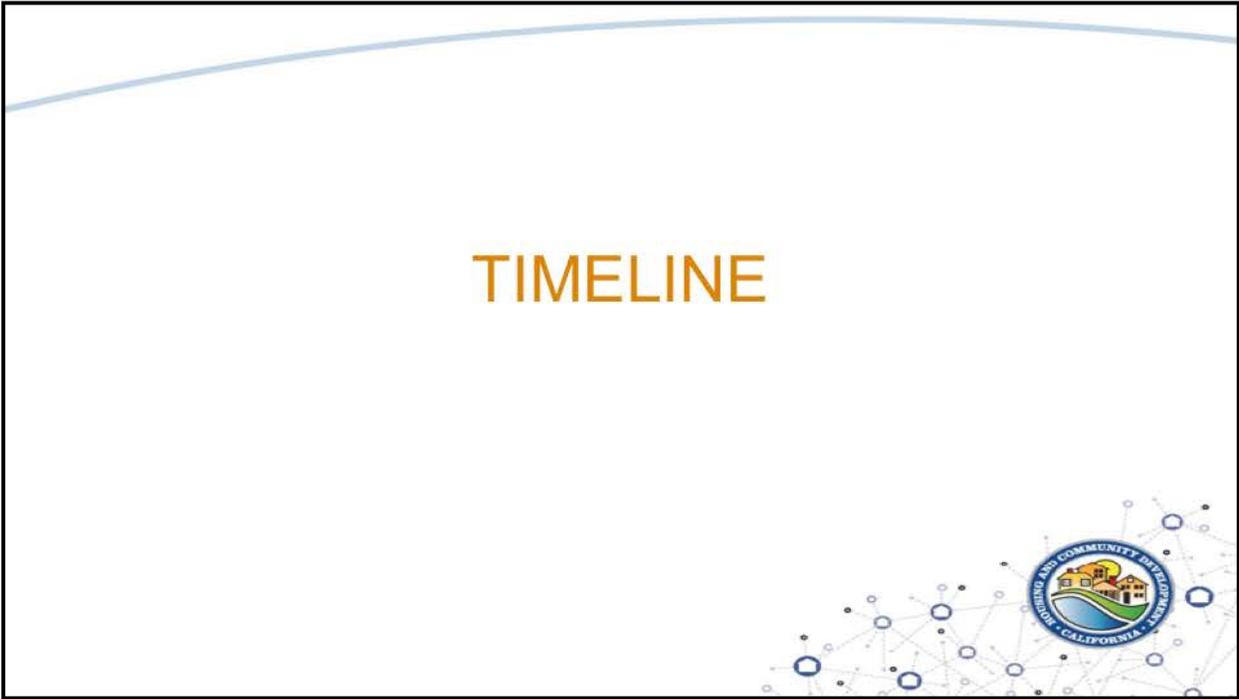


From the following page, download any files from the Actions column. Then, click *Continue*:



Then follow the prompts to review the award/ allocation budget. When you are ready to accept the award or allocation, select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award. You can also leave an optional note to the grantor and Program Administrator if necessary.

And that brings us to the end of the Grants Network process for the Notice of Intent submission. If you have any difficulties with this as you go through please contact us at dr-infrastructure@hcd.ca.gov or mitigation@hcd.ca.gov.



For the last section for today, we will go over the estimated timeline for the programs and the new Office Hour availability.



ESTIMATED TIMELINE

- NOI - November 2nd to December 18th, 2020
- Office Hours – November + December
- Due Diligence – Est. Nov/ Dec 2020
- Evaluation Period – Ongoing to Late Winter/Early Spring 2021
- Allocations Announced – Early Late Winter/Early Spring 2021
- Agreements – Early Spring/ Mid-Spring 2021
- Project Applications – Open Mid-Spring/Late Spring 2021
- Evaluation & NTP – Late Spring/Early Summer 2021 - ongoing

This is the estimated timeline for the programs.

The NOI is set to be released for input and submission on November 2nd and will close on December 18th, 2020. To support Eligible Applicants we are opening up more Office Hours in November and December. At the Office Hours we can discuss any questions or potential projects as needed. An email will be sent out to the Eligible Applicants' point of contact regarding signing up for the Office Hours. They will be first come, first served. If more times are needed or the available times don't work for your team, let us know and we will find a time that does.

There will also be Due Diligence to help determine grant conditions, that is estimated to start in November or December.

The review and evaluation period will be ongoing through the NOI open period and will continue through Late Winter/Early Spring 2021. We estimate that the allocations based on the review and evaluation will be announced in Early Late Winter/Early Spring 2021.

Following the Allocations announcements, we will be entering into agreements in

Early Spring/Mid-Spring 2021. Depending on the type of projects, funding sources, and number of projects submitted and funds allocated, the agreement may be a Master Standard Agreement, a one-to one project agreement, or a one-to-many project agreement. Details regarding the agreement types can be found in the forthcoming policies and procedures.

Once an agreement has been entered into by a subrecipient the Project Applications will open for them. We estimate this to occur in Mid-Spring/Late Spring 2021 depending on the agreement timeline. We do want to note that HCD will respond with feedback, questions, or comments to project applications within 30 days of the submission. As project applications come in, HCD will evaluate them with the NTPs occurring on a rolling basis as well. We estimate that this will start in Late Spring/Early Summer 2021 and will be ongoing.



Follow-up Questions

Please send any follow-up questions from today's webinar to:

Dr-infrastructure@hcd.ca.gov

Mitigation@hcd.ca.gov

Please send any follow-up questions from today's webinar to dr-infrastructure@hcd.ca.gov or Mitigation@hcd.ca.gov. All follow-up questions will be answered and shared by email with the Eligible Applicants' Point of Contacts.



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California Department of Housing and Community Development

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- Search for California Department of Housing and Community Development

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That concludes our webinar on DR-Infrastructure and MIT-RIP NOI Preparation. Thank you all for joining us today. Once again if you have any questions regarding today's webinar please contact us at dr-infrastructure@hcd.ca.gov or mitigation@hcd.ca.gov. This presentation and any follow-up questions and answers will be shared with all eligible applicants. We look forward to seeing at the Office Hours. Thank you and have a great day.