

CDBG Office Hours

Team HCD CDBG

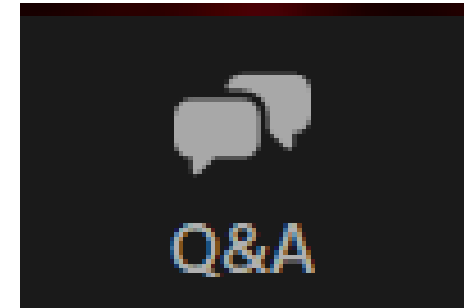
Wednesday, April 20, 2022





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

2020 CDBG NOFA

- ❖ 1 Pending SA routing for final approval

2021 CDBG NOFA

- ❖ 64- applications submitted and reviewed for threshold
- ❖ The Notice of Conditional Contract Award Letters went out on March 29, 2022
- ❖ We are completing reviews of corrections as they come in

2022 CDBG NOFA

- ❖ Dropped to the website 4/19/2022
- ❖ Housing & Community Development (Competitive) Programs due June 20, 2022 @ 3:00PM Pacific Daylight Time
- ❖ Economic Development Projects and Programs due July 18, 2022 @ 3:00PM PDT
- ❖ Applications in partnership with Non-Federally Recognized Tribes due August 19, 2022 @ 3:00PM PDT
- ❖ Amended 2019 Program Guidelines Published to HCD Website



Completed Trainings

- ✓ 1/6/22 Single Audits- What are they and why do they matter?
- ✓ 1/11/22 DUNS Number & Debarment Workshop
- ✓ 1/13/22 Resolution Training
- ✓ 1/19/22 2022 NOFA Workshop
- ✓ 1/19/22 State Objectives, What you need to know
- ✓ 1/26/22 Racial Equity Workshop
- ✓ 1/27/22 2022 NOFA Workshop
- ✓ 2/3/22 National Objectives & Matrix Codes
- ✓ 2/3/22 NEPA level of review workshop
- ✓ 2/8/22 How to write an effective narrative
- ✓ 2/17/22 eCivis Budget Training



Upcoming Training Continued....

- TBD 2022 Application Technical Assistance Session

Look for notification of the new date. We are working on setting the date now that the 2022 NOFA has been published.

- To register for these trainings, please visit HCD's Eventbrite page at [California Dept. Housing & Community Development Events | Eventbrite](#)



CDBG-CV

- CDBG-CV1
 - ❖ 82 Approved and Executed
- CDBG-CV2 and 3
 - 145 Submitted Applications:
 - 0 Awaiting Corrections
 - 0 Routing
 - 3 Pending Signatures
 - **142** Approved



CDBG-CV Set-Asides

- CDBG-CV Homekey Set-Aside
 - 25 Submitted Applications:
 - 0 Awaiting Corrections
 - 5 Routing
 - 0 Pending Signatures
 - **0** Approved
- CDBG-CV Tribal Set Aside
 - 19 Submitted Applications:
 - 6 Awaiting Corrections
 - 10 Routing
 - 0 Pending Signatures
 - **0** Approved



Management Memo re: Advancing Funds

- On April 1, HCD released a management memorandum on how grantees with Business Assistance and Microenterprise CDBG-CV awards can request to receive advance funding to support their program goals.
- Link: [Management Memo #22-01: Advance Funding for CDBG-CV Microenterprise and Business Assistance Grantees](#)

CDBG and CDBG-CV Rental Relief

Office Hours Overview
April 20, 2022





Subsistence Payments

- What is a subsistence payment?
 - Emergency grant payment on behalf of a beneficiary made directly to the third party
 - Payments are time limited
 - CDBG: 3 months
 - CDBG-CV (and FY19 & FY20 CDBG): 6 months





Grantee Requirements Prior to Launch

Agreement

- Ensure Exhibit E of Standard Agreement and Resolution allow for subsistence payments in form of rental relief

Guidelines

- Develop rental relief program guidelines
 - Ensure compliance with cross-cutting requirements such as Environmental Review, FHEO and LEP



Key Requirements



- Assistance only eligible after April 1, 2022
- Necessary and reasonable
- CDBG-CV Only
 - Duplication of benefits
 - COVID-19 tieback
 - Lead-based paint assessment



Resources

- Policy Considerations
- FAQs
- Sample Application
- Training Session: 4/27
@11am





Policy Considerations

- Includes CDBG and CDBG-CV
- HCD Requirements
- Grantee Policy

1. Introduction

These policy considerations apply to non-entitlement jurisdictions that elect to use all or a share of their CDBG and/or CDBG-CV award for subsistence payments (emergency grant payments) for rental relief activities.

Grantees should use these policy considerations to establish local program guidelines prior to the implementation of rental relief activities. Grantees should ensure that all programs are operated in accordance with this guidance and the Housing and Community Development Act, as amended. Grantees utilizing their CDBG-CV award, fiscal year 2019, or fiscal year 2020 CDBG award to prevent, prepare for, or respond to coronavirus must also implement their programs in a manner consistent with the CDBG-CV Federal Register Notice (FR 6218-N-01).

Prior to carrying out such activities, grantees must ensure that the Scope of Work in Exhibit E of their Standard Agreement and the resolution from their governing body allows for, or is revised, to make subsistence payments in the form of rental relief eligible.

Grantees may elect to combine rental relief subsistence activities with other subsistence activities being carried out in their jurisdiction, such as utility or mortgage assistance, so long as these are allowed in their Standard Agreement Exhibit E, governing body resolution, and program guidelines.

2. Policy Considerations

Grantees should ensure that the following elements are addressed in both the program guidelines and application process. As indicated, the State has provided specific guidance for certain requirements. For other requirements, grantees have discretion on how to establish such policies so long as they align with the Housing and Community Development Act, as amended. Grantees utilizing their CDBG-CV award, fiscal year 2019, or fiscal year 2020 CDBG award to prevent, prepare for, or respond to coronavirus must also ensure their program is consistent with the CDBG-CV Federal Register Notice (FR 6218-N-01).

Grantees' program guidelines should, at a minimum, address all policy considerations summarized below.

2.1. Policy Considerations for all Rental Relief Activities

Applicant Eligibility

HCD Requirement: Grantees must collect the necessary demographic information from applicants for reporting activity accomplishments.

HCD Requirement: Grantees must enter into a written agreement with the applicant prior to issuing funds on the applicant's behalf.

Grantee Policy: Establish the requirements for how they will confirm the applicant is an eligible tenant or subtenant of the property.

Grantee Policy: Establish methodology for the order in which applications will be reviewed, including prioritization of applicants in the event of a waitlist.

Grantee Policy: Establish additional requirements or thresholds for applicants.



Frequently Asked Questions

- Updated regularly
- Provide examples of how the requirements are applied



CDBG/CDBG-CV Rental Relief Program FAQs

CDBG/CDBG-CV Rental Relief Program Frequently Asked Questions (FAQs)

1. Can you please be specific on the start date for CDBG/CDBG-CV Rental Relief Program?

Grantees carrying out rental relief subsistence payment activities can provide rental relief assistance to households for rent incurred on or after April 1, 2022.

2. Who is eligible for the program?

The program is generally targeted to low-income renters. To comply with U.S. Department of Housing and Urban Development National Objective requirements, at least 51% of households assisted must have incomes at or below 80% Area Median Income (AMI).

3. How long can assistance be provided for?

Grantees implementing a rental relief program funded with CDBG-CV or with FY2019 or FY2020 CDBG funds used to prevent, prepare for, and respond to coronavirus may provide assistance for a period of up to six consecutive months. Other rental relief programs using formula CDBG allocations may only provide subsistence payments for a period of up to three consecutive months.

Assistance does not need to occur each month. For example, if a household applies to a CDBG-CV program and requires assistance for the first month, but then can cover the second and third month, the household can still receive CDBG-CV assistance for the fourth, fifth, and sixth months.

Also, this demonstrates that the assistance is based on need and covers necessary and reasonable costs. If a grantee chooses to implement subsistence payments using this method, the program guidelines should outline clear parameters.

4. If a beneficiary already received CDBG-CV subsistence payments, are they also eligible for CDBG-CV rental relief assistance?

A beneficiary can only receive a total of six consecutive months of all subsistence payment assistance through the CDBG-CV program. If a beneficiary previously received CDBG-CV subsistence payments for another need (such as utility payments) and the six-month consecutive period has already expired, that beneficiary would not be eligible for rental relief assistance. However, if the beneficiary received utility assistance in March 2022 and applied for rental relief assistance in April 2022, assuming they meet all eligibility requirements, the

Version: April 2022

1



Sample Application Templates

- CDBG and CDBG-CV Versions
- General application templates
- Requires modifications to align with grantee's policies and program

[Grantee Name]
CDBG-CV Rental Relief Application

Applicant Summary

Please complete the information below for the applicant seeking rental assistance. This individual must be on the lease or rental agreement.

Applicant Information			
First Name:		Last Name:	
Email:		Phone:	
Landlord / Property Manager Name:		Lease Start Date:	Lease End Date:
Landlord / Property Manager Email:		Landlord / Property Manager Phone:	
Housing Unit Address:			
Mailing Address (complete if different from housing unit address):			
Preferred Contact Method: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail	Primary Language:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnic Background (select only one): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Racial Background (select only one): <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> Asian & White <input type="checkbox"/> American Indian/Alaskan Native & African American <input type="checkbox"/> Other			

Household ¹ Information					
No.	First Name	Last Name	Relationship to Applicant	Date of Birth	Disability
1.			Self		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No
4.					<input type="checkbox"/> Yes <input type="checkbox"/> No
5.					<input type="checkbox"/> Yes <input type="checkbox"/> No
6.					<input type="checkbox"/> Yes <input type="checkbox"/> No
7.					<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Within this program, the term household is generally interchangeable with family and generally includes members residing in the household as described in the definition of 24 CFR part 5.403.

Questions and Answers: Recap from Prior Office Hours





Covid Nexus

Question:

For the COVID-19 Small Business Assistance programs are there any suggestions or work arounds for businesses who have completed their 2021 business taxes and have recovered back to normal revenue amount matching their 2019 revenue or higher revenue. Do they still qualify for assistance?

Answer:

Yes, if the coronavirus nexus in terms of the economic impact to the business is not gone; however, a different coronavirus nexus could apply (such as changes to the business model due to COVID-19 impacts, etc). If a different coronavirus nexus applies, the business would need to change to that applicable coronavirus nexus in order to continue to be eligible for assistance. If it is a new business applying for assistance, the most recent data must be reviewed, and you must determine whether or not there is a coronavirus nexus. If so, you must document that coronavirus nexus.



Covid Tie-Back

Question:

To follow up on the previous question, we have faced this as well. I am thinking of blending business assistance practices with our Microenterprise program. For example, let's say the Microenterprise is recovered, but has capacity to add another job. I am thinking of adding an addendum to the grant agreement that funds are exclusively used for payroll for an LMI job. According to EDD data, our unemployment has not fully recovered since COVID (and that trendline does indicate a causal relationship), so would this fit the nexus?

Answer:

If you have the data to support the local employment gaps that tie back to coronavirus, this should be acceptable.



Income Study

Question:

Can we do an Income Study with PI to be submitted by 6/30/2022?

Answer:

An income study is considered a planning activity. The only way to fund an income study is to use 17% of annual receipts for the study. You can use your General Administration expenditures for planning expenses but you cannot do an income study with other Program Income because it's considered planning and we don't know whether or not we'll exceed the General Admin and Planning caps, so we cannot allow this until we have better data from our Program Income receipts.



SAM Unique Identifier

Question:

As of what date was a DUNS number no longer needed and a SAM number now needed? What website do people go to in order to get a SAM number?

Answer:

On April 4, 2022, SAM unique identifier became available and required. Visit <https://sam.gov/content/home> and follow the pop-up window that introduces SAM unique identifiers, and you will find instructions on how to receive yours.



OTC Awards Update

Question:

Any update on the OTC award announcement?

Answer:

We are still working on this and will reach out as soon as we can.



2021 Conditional Offer + NEPA

Question:

Will there be any additional information related to the 2021 conditional offer and the requested changes to NEPA issued?

Answer:

This depends on what NEPA changes you are asking for. Two weeks ago we discussed corrections that were related to the total funding on page 2. As long as the two totals combined is not less than the award total, this would be allowable. Also acceptable is that you may put an amount that says, “up to or not to exceed.” The previous direction was that you had to use a dollar amount and using this language was not acceptable. We have since received clarification that it is okay to use the “up to or not to exceed” language. Please reach out to your HCD representative if you have further questions.



General Contractors Pt. 1

Question:

Are general contractors that are in contracts with homeowners for housing rehabilitation required to have a DUNS number?

Answer:

Typically, any contractor that is performing services that are funded with HUD funds should be registered in sam.gov and be checked against the debarred list.



General Contractors Pt. 2

Question:

I thought previous guidance that any vendor under contract required SAM and DUNS. Is DUNS no longer needed?

Answer:

Historically, when you did a SAM.gov check, they would use the DUNS number to register. The DUNS number is being phased out and it is being replaced with the Unique Entity Identifier (UEI) from SAM.gov. Going forward, the requirement is that you will have a UEI number and not a DUNS number. Any entity that was previously registered in SAM.gov using their DUNS number can go to SAM.gov and retrieve their automatically assigned UEI. Any new entity being registered will just receive a UEI.

Questions and Answers





Stay in the know: Sign up for HCD email at www.hcd.ca.gov

The screenshot shows the top portion of the HCD website. At the top right, there are links for CONTACT, ABOUT, JOBS, and NEWSROOM, along with a search icon. Below these, the CA.GOV logo is on the left, and the HCD logo is in the center, followed by the text "California Department of Housing and Community Development". A navigation bar below features icons and labels for: Home, Grants & Funding, Manufactured & Mobilehomes, Building Standards, Planning & Community Development, and Policy & Research. To the right of the navigation bar is a "Select Language" dropdown menu and a "Powered by Google Translate" logo. Below the navigation bar, there are three circular images: a red bus, a small house, and a person working in a field. At the bottom, the text "IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA" is displayed. To the right of this text is a list of links: "Contact" (with a phone icon), "Email Sign up" (with an envelope icon and circled in red), and "Questions, Comments, Feedback" (with a speech bubble icon). A large red arrow points from the text "IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA" towards the "Email Sign up" link.

CONTACT ABOUT JOBS NEWSROOM

CA.GOV

California Department of
Housing and Community Development

Grants & Funding Manufactured & Mobilehomes Building Standards Planning & Community Development Policy & Research

Select Language
Powered by
Google Translate

IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA

Contact
Email Sign up
Questions, Comments, Feedback



Follow HCD on social media



Like us on Facebook: [/CaliforniaHCD](#)



Follow us on Twitter: [@California_HCD](#)



Follow us on LinkedIn: [/company/californiahcd](#)



Join Team HCD

HCD values diversity at all levels of the department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

Join us and help improve the lives of all Californians.

To find jobs at HCD:

Visit: jobs.ca.gov and click “Advanced Job Search.”

- Search for California Department of Housing and Community Development

New to state service? Don't worry.

You can view the step-by-step process on jobs.ca.gov.