CDBG Office Hours

Team HCD CDBG
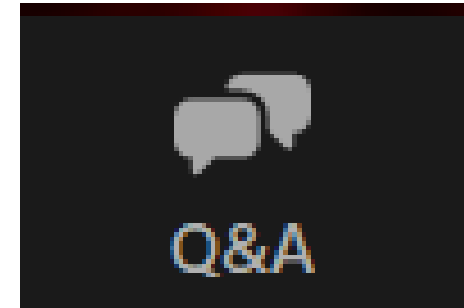
Wednesday, May 4, 2022

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

Now Available! 2022 NOFA Trainings and Workshops

The following recordings of trainings and workshops for the 2022 NOFA are now available on the CDBG Workshops and Training Playlist!

- Resolution Training
- 2022 NOFA Workshop Sessions 1 and 2
- State Objectives, What you need to know
- Racial Equity Workshop
- National Objectives & Matrix Codes
- NEPA level of review workshop
- How to write an effective narrative
- eCivis Budget Training

To access these trainings and stay updated on other CDBG trainings and workshops, please visit HCD Youtube - CDBG Workshops and Trainings Playlist

Upcoming Training

- 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 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

CDBG-CV

- CDBG-CV1
  - ❖ 82 Approved and Executed

- CDBG-CV2 and 3
  - ❖ 145 Approved and Executed

CDBG-CV Set-Asides

- ## CDBG-CV Homekey Set-Aside
  - ➢ 25 Submitted Applications:
    - ➢ 0 Awaiting Corrections
    - ➢ 25 Routing
    - ➢ 0 Pending Signatures
    - ➢ **0** Approved

- ## CDBG-CV Tribal Set Aside
  - ➢ 19 Submitted Applications:
    - ➢ 5 Awaiting Corrections
    - ➢ 13 Routing
    - ➢ 6 Pending Signatures
    - ➢ **0** Approved

Questions and Answers:
Recap from Prior Office Hours

OTC Funding

Question:

The OTC was supposed to be a 5-year program. HCD discussed not releasing the second year OTC NOFA to continue funding down the 2019 list. Can you please share with me the status of the additional years of OTC funding NOFAs?

Answer:

We had an OTC NOFA in 2019 and 2020, however we were over-subscribed by a large amount. We have been working to fund down the OTC list in 2021 and 2022, which means that OTC solicitations are not currently being accepted. We are planning to have an OTC funding option in the 2023 NOFA.

PI Project

Question:

Is it possible to write the PI grant due June 30, 2022 to encumber Dorris' PI funds for the partial cost of construction of the water treatment plant so that when the NOFA becomes available next year to fund OTC projects that the PI funds under contract will boost the likelihood of getting the project funded?

Answer:

The only way to use this PI for a partial completion of the project is it would need to be phased in a way that some component would need to be completed so it could meet a National Objective. Please reach out to schedule a time to talk to go over the details of this situation.

2022 Applications

Question:

If we received Conditional Award letters and submitted our changes requested for Public Services under 2021 award – it is reasonable to assume that we would not be eligible to apply under the 2022 NOFA, correct?

Answer:

It all depends on what you are trying to apply for (such as if you are applying for the same activity that you applied for in 2021). Having applied in 2021 should not stop you from applying from 2022, unless you are not meeting the 50% rule.

Housing Element Compliance

Question:

The Housing Element compliance states applicant must submit a draft and adopted housing element to the department prior to an award being granted.   Should the "and" be and "or"?

Answer:

Yes, the "and" should be an "or".

NOFA Deadline

Question:

NOFA Question: June 20th is observed Juneteenth Federal Holiday. Will this holiday be observed by HCD and affect the deadline?

Answer:

Thank you for bringing this to our attention. We will be adjusting the deadline to Tuesday, June 21st in observance of Juneteenth. A NOFA correction will be released shortly.

From: Office Hours 04/27/22

PI and PTA Applications

Question:

Can an applicant use PI in a PTA Application?

Answer:

PI can be used in a PTA application only to the degree that it is limited to 17% of annual receipts being used for planning, technical assistance, or General Administration.

CDBG NOFA Appendices in eCivis

Question:

Not certain whether other jurisdictions are experiencing this, but I am not able to access the CDBG NOFA appendices in eCivis. My eCivis Portal login works fine, but I cannot access the eCivis Grants Network, where the NOFA appendices are located. Asked for assistance from eCivis Help Center yesterday at 1:15, no response.

Not sure what to do - is there another way to access the rest of the CDBG NOFA?   or is there a good phone number for eCivis?

Answer:

We have updated the links for the NOFA and have uploaded new appendices. We will put the links in the chat.

50% Rule for Planning Grants

Question:

Does the 50% rule that applies to planning grants or a planning activity? For example, we have a planning grant that we have a standard agreement for to subdivide on a future infill project that we have not expended 50% of funds nor completed 50% of the activities. It is a 36-month project. Would we be able to apply for a planning grant on the 2022 NOFA without expending that? Or could we apply and then must spend down by the next year when the applications will be reviewed for awards? We plan on applying (if possible) for a planning grant for a park and one to complete a housing stock/needs study.

Answer:

The 50% rule applies to "like activities" (anything that is under the same CDBG Matrix Code). All planning is under a single matrix code, any planning will be subject to the 50% rule. If you apply for a like activity that you have not spent down the 50% the previous year, you will most likely not be funded for the like activity. It all really depends on where you are at the point of submission.

Procurement

Question:

What is the turnaround time for a review/determination regarding sole source procurement as a result of only one contractor responding to an RFP?

Answer:

The average turnaround time has been 5 business days; however, our staff is currently in transition and thus we may be delayed beyond 5 business days. Please note that the turnaround time is also dependent on whether we receive all documentation necessary to provide a determination. We recommend following up if you have not received a response after two weeks.

eCivis IT Issues

Question:

Following up with Patti's issue in eCivis, for us we are unable to access the solicitation at all. It directs us to an HCD "DEMO". Can I get a good link?

Answer:

This has been addressed. You should be directed to the correct application link now.

Closeout

Question:

Are there any formal documents that need to be used to closeout CV grants?

Answer:

Yes there are, we are currently working on a close-out management memo that will detail the close-out process. This memo will be distributed soon.

Rehab Assistance

Question:

What is the process to help a family whose house needs rehab badly?

Answer:

If there is a family that needs help with housing rehab program is that the local jurisdiction would apply to CDBDG to receive award of funds to complete a housing rehab program.If you have questions about accessing a local program or if you are a representative of a jurisdiction, please reach out to cdbg@hcd.ca.gov we can provide further guidance. Please note that qe do not provide direct awards to individuals. We make awards to cities and counties who run local programs.

Street Improvements

Question:

Are street improvements an eligible project under the 2022 NOFA?

Answer:

Street improvements are not an eligible project under the 2022 NOFA as this type of project that we make available as an OTC application. We will be accepting new OTC application under the 2023 NOFA.

50% Rule Clarification Pt. 1

Question:

Can you clarify what "activity" means for the 50% rule? I recall there being a conversation regarding matrix codes, so if we have a public service in an open grant that serves seniors that hasn't met the 50% rule then we can't apply for another public service that serves seniors, but we could apply for one that serves homeless clients?

Answer:

Activity means the same matrix code. So, you could have an open grant that serves seniors and apply for another project that serves homeless clients even if you haven't spent down 50% of your award that serves seniors.

50% Rule Clarification Pt. 2

Question:

Do CV grants count towards the 50% rule for the new NOFA?

Answer:

No, the 50% rule was waived for CDBG-CV.

PI and Economic Development

Question:

This is given as example if PI is under contract for a loan/grant: If a jurisdiction has $35,001 in PI and the jurisdiction would like to set up a loan or grant program for the ED and Housing Rehab programs so that the jurisdiction can perform portfolio management but one account has say ED $5000 and Housing Rehab has $30,001 how does the jurisdiction go about getting a grant or loan out for ED for the $5000 as this is not enough funds to actively do a grant/loan program?

Answer:

The answer is that this isn't really sufficient PI to run a housing rehab or an ED program. In this particular situation, the only option would be to use General Admin assigned to a different grant or a local funding source to fund portfolio management.

Income Verification

Question:

I am burning a lot of my time as well as the clients on 3rd Party Income Verification. A lot of my time is spent trying to determine to whom I should send verification forms only to find out that banks, larger companies, etc. will only accept their own forms. Then those new forms need to be signed by the client. Has anyone else already gone through this and have a list of contacts/websites/forms that they'd be willing to share?

Answer:

What recommendations does the group have for this grantee?

CDBG eCivis Application Link

Question:

Can you provide the 2022 CDBG Ecivis application link?

Answer:

Applications can be accessed through the [eCivis Programs Soliciation Page.](#) This link was added to our website under the 'Apply Now' section:
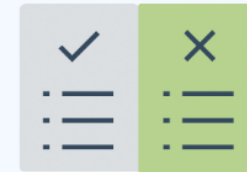

Notice of Funding   Apply Now   Awards   Reporting & Compliance

Business Assistance

Question:

For the Small Business Assistance Program: If a business does not use a payroll system and instead pays an employee through a business check. Would copies of the check qualify as proof of payroll as there is no way of detail to determine the hourly pay rate or amount of hours worked to verify if the employee works full or part-time?

Answer:

The business is required to demonstrate the employee is an employee, and not a contractor. This can be validated through W-2s. Grantees should verify all available information. If payroll is paid by check without pay-stub information including hours, rate, and benefits, the business should be able to provide payroll details from another source such as a ledger or tax documents.

Rehabilitation Projects

Question:

We have a public facility in need of REHAB.   Would this project be eligible this year, under a category other than OTC?

Answer:

Unfortunately, no. This would not be eligible under the 2022 NOFA. This is an eligible use of Program Income if this grantee has any. This WILL be an eligible activity under the 2023 NOFA.