

CDBG Office Hours

Team HCD CDBG

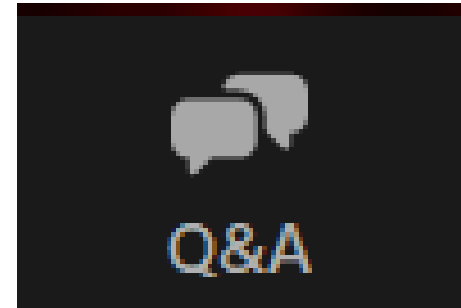
Wednesday, May 11, 2022





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:
 - 6 Awaiting Corrections
 - 12 Routing
 - 7 Pending Signatures
 - **0** Approved

*As of 5/9/2022

Questions and Answers: Recap from Prior Office Hours





50% Rule Pt. 1

Question:

50% rule question: We have 2 planning grant standard agreements (CDBG 2021 and CDBG-Mit) that are being routed within the month. Will these new standard agreements be held to the 50% spend down rule? I know that this is an appealable application item but would our chances be good on appealing this?

Answer:

CDBG-Disaster Recovery and Mitigation funds are not subject to the same rules as the CDBG program. For CDBG 2021, we have experienced a delay in getting the awards out to you and have not been applying the 50% rule to these delayed awards. Neither of these items should affect compliance with the 50% rule.



50% Rule Pt. 2

Question:

I have a 2021 PI Only standard agreement to purchase a fire engine. It is not 50% expended because it has not been delivered. I have paid for the chassis in the amount of \$158,000. Can I apply for an additional fire engine under the 2022 grant?

Answer:

This would not count against the 50% rule as you have already paid for it and it is already an incurred cost. You can feasibly request reimbursement if you have the invoice for it. Purchase of a fire engine is considered an OTC project and would not be eligible under the 2022 NOFA. It would however be an eligible project under the 2023 NOFA.



Change in Authorized Signatory

Question:

What steps does a jurisdiction need to complete when the authorized signer (CEO) retires, and an Interim CEO is appointed? Is it just a new signature card? Is a new resolution required?

Answer:

You will need to review what your original authorizing resolution states to determine if an individual is named, or a position is named. We encourage the use of the “position” versus an individual. If an individual is named, you will need to complete a new resolution to authorize the interim CEO. If the position is named, you will need to submit documentation, including the resolution that names the interim CEO, for the authorization status to be reviewed and approved. Please reach out to your HCD Representative or GA for further instruction and support.



Planning and TA Application Match

Question:

What is the Planning and TA application match? In the past it has been \$5,000, but I'm not sure if that was 5% of our grant or a set amount.

Answer:

We have not required match for the last several years. There is no match required under the 2022 NOFA. We may revisit this requirement in future NOFA cycles but not at this time.



Partial Funds Request

Question:

We have an active 2017 CDBG award for single-unit residential rehabilitation. We have several projects that are not yet complete but are in construction. Typically, we do not request reimbursement from HCD until the project is complete, but we would like to ensure we are eligible to apply for this activity for the 2022 CDBG NOFA round as the funds have been spent down, but not drawn down. Can we submit a funds request for grant reimbursement for costs the County has already incurred on each of the projects in construction phase? If so, which of the following are acceptable expenses to submit a partial funds request? a) grant and loan funds deposited into client's escrow account for construction/relocation costs, or b) only those escrow funds that have been spent by the program operator on behalf of the project.

Answer:

HCD recommends spending down your funds and not waiting until you have completed the project to seek reimbursement. Funding an escrow account is not a feasible because it effectively requires an advance. If you are currently funding an escrow account, which it sounds like maybe you are, it would be helpful to know what funds you are using for that purpose. We recommend that you request reimbursement at designated milestones (e.g. 25% complete, 50% complete, etc), which will help you to spend down funds more expediently.



Public Service Application

Question:

Public Service 2022 App: City wants to expand their current meals on wheels program to add more days. They currently charge a very small fee for the existing days that meals are delivered.... would that money be considered "PI" wants CDBG gets involved? Or would it just be an offsetting revenue source that we would need to take into account when tracking expenditures for the program?

Answer:

If CDBG funds are used for this program, the CDBG funds should be budgeted to cover all necessary costs, negating the need for participants to pay a fee. Programs using CDBG for Public Services should budget accordingly in their application, to make sure that programs are offered with no financial barriers to participation. Programs that charge a fee in addition to having services funded through CDBG may be at higher risk of audit findings as it may have the appearance of a Duplication of Benefit (i.e., paying for the same services twice).



Procurement Pt. 1

Question:

For the 2022 Applications, do consultants need to be fully procured or will draft RFPs suffice?
There is a concern that we will lose time in the consultant contracts during the HCD application review/award process.

Answer:

The draft that is presented in the RFP needs to mirror what is ultimately executed.



Procurement Pt. 2

Question:

What are the CDBG requirements for extending an existing consultant contract? We have an ED Program Operator that we are using for our 2020 activities and would like to extend this contract to cover our 2022 activity (same activity). Is there a dollar threshold or percentage? It would not go beyond the 5-year time limit. Just wondering how much we could increase the amount if possible.

Answer:

It depends how you did your procurement originally and whether you were specific in limiting to 2020 activities or if the procurement provided the option of extension/expansion based on local code. You will need to follow 2CFR200 procurement principles.



Sole Source Documentation

Question:

What are the "necessary documents" required to prove sole source justification when only one provider responds to an RFP?

Answer:

Mamie/Sandra can provide detailed guidance, please reach out to either of them directly via email. Generally, the marketing (geographical and channels) and allowable response time must be sufficient; documentation would be required to illustrate these circumstances.

Answer provided by crowdsourc: Sole Source Documentation - in the past, I also contacted those that did not respond and asked them why they did not respond and included their responses with the documentation to HCD.



Rental Assistance Pt. 1

Question:

If we want to add Rental Assistance to our current 202-CV2-3 SPP program, can we continue to use the National Objective of LMC as per the NOFA?

Answer:

Yes, LMC is how rental assistance beneficiaries would qualify. However, this would not necessarily be Limited Clientele, but rather based on income verification. You can have rental assistance under your subsistence payment program, and you can add that in your program guidelines and that does not require a change in Matrix or National Objective codes.



Rental Assistance Pt. 2

Question:

Rental assistance question: from what we have heard, the ERAP program still has a very large number of "pending" cases and it appears many counties may have already exhausted their funds.... if it ends up that a number do not get funding for one reason or another, would HCD consider going back and changing their memo to allow for applicants to get assistance prior to April 1 if there is no DOB?

Answer:

We are discussing this question with agency leadership and will provide direction as soon as we can.



Rental Assistance Pt. 3

Question:

If we want to add Rental Assistance to our current 2020-CV2-3 SPP program, can we continue to use the National Objective of LMC as per the NOFA?

Answer:

Yes, LMC is the appropriate National Objective code to use for subsistence payment programs. If you want to add rental assistance in, please refer to our Management Memo that has been released that can guide you on how to add rental assistance to your program. You will not need to change your National Objective, but you will need to income verify all applicants for rental assistance.