CDBG Office Hours

Team HCD CDBG
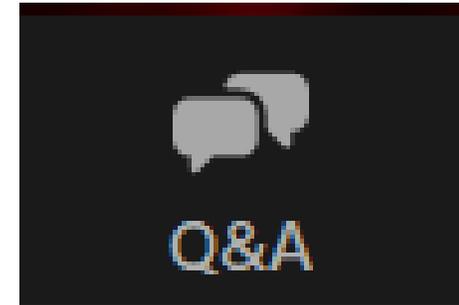
Wednesday, February 16, 2022

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
- ❖ DQ letters were emailed out on December 17, 2021
- ❖ Appeal deadline ended December 31,2021
- ❖ HCD response to the appeals were emailed out on Friday, January 7, 2022
- ❖ Scoring and non-award letters were emailed out by 1/28/22. The appeal process ends 2/11/2022
- ❖ HCD has 15 business days to respond to any appeal request

2022 CDBG NOFA

- ❖ Expected to drop by end of February. Deadline dates will be updated to correspond with the NOFA date.
- ❖ Finishing internal review process. All workshops will be posted along with training materials on the CDBG website once materials have been ADA remediated.
- ❖ Eblast will go out once posted.

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

Upcoming Training Continued….

- TBD   2022 Application Technical Assistance
  Session – Has been rescheduled until after the NOFA has dropped and the application has been opened.   Look for notification of the new date.

- 2/17/22   eCivis Budget Training – TOMORROW!

- 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
    - ➢ 11 Routing
    - ➢ 14 Pending Signatures
    - ➢ **121** Approved

Clarification on 50% Rule

- The 50% rule applies for like-to-like Matrix codes. For example, if a grantee spent less than 50% of their funds on a Business Assistance Program

Questions and Answers:
Recap from Prior Office Hours

PI Reporting

Question:

The current PI Report on HCD's CDBG website PI report is for last FY. The dropdown only goes to FY20/21. The form also doesn't seem to be in eCIVIS. Jurisdictions are hesitant to use it because they have already reported on FY 20/21 and do not want to have the current fiscal year confused with past fiscal years. Please advise on how jurisdictions should complete and submit 12/31/2021 PI report.

Answer:

We are working on building out new reporting in the eCivis portal. Please standby for the release of this PI 2021 reporting tool.

Rental Assistance

Question:

What are the latest discussions on providing rental assistance through the subsistence payment programs due to the fact the Housing is Key funding is running out and that those households that are above 30% AMI may not receive assistance although they have applied and approved?

Answer:

Currently we are still holding off from unlocking the use of CDBG funding for subsistence payment programs. We recommend encouraging clients to continue to apply for the Housing is Key assistance. We will have more information regarding this once leadership provides further direction.

PI Guidance

Question:

Are there new templates or guidance for RFL/PI procedures, and can we now use PI for public services?

Answer:

No, you cannot use PI for public services because we are still working on fine tuning how we collect information about annual PI receipts to understand exactly how much we have in receipts across the full state. We cannot allow use of PI for services as this would likely exceed our 15% cap. If you have a public service project, you should apply under the 2022 CDBG NOFA under the Competitive Non-Housing Solicitation. There are not yet new templates or guidance for PI procedures, but we will soon release the finalized policy and a Management Memo with procedures for PI expenditures and reporting.

eCivis PI Reporting

Question:

Are the PI procedures going to address how we report PI on eCivis where a general amount of PI has been spent, but on multiple grants?

Answer:

Yes. Thanks for this question last week. We have been in conversations with eCivis and are accounting for this scenario.

Program Income

Question:

Previously, any PI not already committed needed to be spent on any open CDBG grants (first invoices received as cash is on hand). Is this no longer the case?

Answer:

In the current state, commit your PI cash on hand and your anticipated future PI for the period of the grant into the awards that you have open so that you don't have miscellaneous cash on hand that is not committed to a project. It is too complicated and cumbersome to effectively track the PI if it is just allocated to whatever is the "next invoice". This process will be clearly outlined in the forthcoming PI Policy and Procedures. The procedure is changing from the previous state where it was all spent on that first invoice received, you are now including in your resolution what PI cash on hand and anticipated PI will be committed to the project when you are applying for funds. You should draw down PI where it has been budgeted in your eCivis budget. If you have questions while you are awaiting our policies and procedures, please reach out to us at CDBG@hcd.ca.gov

From: Office Hours 02/9/22

Appraisal Bypass

Question:

eCivis requires a property appraisal be uploaded. An appraisal is not applicable for the PI only project we are submitting. How do we "mark complete" the application section without uploading an appraisal?

Answer:

The property appraisal a mandatory field depending on the activity type that is selected from the drop-down menu. For further assistance, you can email Sandra the activity type to see if this mandatory field should be there or not.

2021 Funding

Question:

When do you anticipate that the 2021 funding be awarded and contracts go out?

Answer:

After the appeal process closes, HCD has 15 business days to respond to any appeals. Our goal is to post the awards by the end of February or the 1st week of March.

2022 NOFA Timeline

Question:

When do you anticipate that the 2022 funding be awarded and contracts go out? We are wanting to let jurisdictions know when projects can reasonably be expected to start. For example: It will take 1 year from closing of application of submissions.

Answer:

We understand wanting to be proactive and provide this information to grantees. We are working to try to create a process and fine tune application timelines so that in the future we can provide projected timeframes but can't give a precise timeline at this time.

2022 NOFA

Question:

For the 2022 NOFA - how many Planning Technical Assistance Applications are allowed to be submitted? Also, to confirm for Public Services - 3 Public Services are considered as 1 total activity.

Answer:

The NOFA is still being finalized, but it is anticipated that jurisdictions will be able to submit one application per Activity (defined as a single matrix code). Each jurisdiction can submit up to three applications.

2021 Application Scoring

Question:

What happens if we have requested an update on the 2021 application/scoring status and we don't receive a response in time to appeal if needed?

Answer:

You can email Mamie Early for additional information.

Micro-Enterprise Loan Program: Grants

Question:

We are having to make changes to a Micro-Enterprise Loan Program from the 19-20 NOFA. Are Grants allowable?

Answer:

There are no HCD guidelines for this process. This is a local policy so you will have to look at your local guidelines for whether or not this is allowable. If you have additional questions or are looking for technical assistance regarding your program guidelines you can reach out to HCD Grant Administrator or Representative.

Large Project Funding

Question:

In the past, it was possible to apply for funding for larger projects combining the allocations for a two year period. Is that an option in this NOFA?

Answer:

No, that is not an option under the current NOFA.

Application Process Pt. 1

Question:

We have experienced delays of a year or more to receive a standard agreement (including a grant we applied for in 2017). I understand HCD is working to improve the application process, however, it would be helpful if HCD would also be flexible with local government constraints, i.e. losing a grant award if we cannot turn around an STD within 30 days.

Answer:

Thank you for understanding our work on improving the application process. If there are extenuating circumstances that are preventing you from completing the standard agreement in this timeframe, please let us know as we take this into consideration. However, we do also have contracting provisions that come from our delegated authority from Department of General Services that we have to abide by and that is where that time constriction of 30 days to execute the standard agreement comes from.

Application Process Pt. 2

Question:

Local governments have rules and internal constraints too.   Thirty (30) days is not feasible for us. Forty-five (45) days would actually work, but 30 days is a deal-breaker. During the NOFA workshop it was stated that grantees would lose their grant if they didn't return it within 30 days. Period.

Answer:

This something that we've been talking about internally. We know that there are challenges as many grantees and consultants are stretched thin. We appreciate the feedback, and we will continue to have this conversation internally to see if there is any flexibility regarding this.

Loan Approval Process

Question:

Do housing rehab loans, assumptions, or foreclosures need to go before the jurisdiction's governing body or can the loan committee approve these-is this an HCD guideline or local guideline issue?

Answer:

This is a local guideline issue. Generally, a local loans committee or the executive director of the department managing the lending program can approve a loan or a transaction and it does not need to go in front of the jurisdiction's governing body. The policy would need to be approved by the local government, but the approval process/authority for individual loans, assumptions, foreclosures or other transactions related to the lending program would be delegated to whoever the local government has agreed to delegate it to.

GMM Update

Question:

Any updates on the Grant Management Manual?

Answer:

We are posting chapters as we complete them. The

Environmental review chapter and Labor Standards Chapters are finalized and are being prepared for publishing. We are also nearing finalization of the Economic Development

Manual. We are working on completing all the chapters as

soon as possible.

HCD CDBG Grants Management Manual Page

GMM: Housing Rehab

Question:

GMM - Any date for housing rehab posting?

Answer:

There is no date set as of now, but this chapter is also nearly completed and will be available in the coming month.

Trainings

Question:

When do you anticipate posting all the recent training that has occurred on your website?

Answer:

The slides are currently going through ADA review and will most likely be released shortly after the NOFA is dropped. We will send out an e-blast announcing when these trainings are available on our website.

Questions and Answers