CDBG Office Hours

Team HCD CDBG

Wednesday, July 6, 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
The 2022 NOFA application deadline extension to August 19, 2022, 3:00pm for all allocations under the 2022 NOFA has been approved by the Director's Office. You can find the NOFA amendment under the 'Files' tab in each solicitation.
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
- New! 2022 CDBG NOFA Application TA Session

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

In addition to the 2022 NOFA trainings, the following trainings are now available on the CDBG Workshops and Training Playlist:

- Cost Types
- Procurement Types
- Formal Bids
- Informal Bids
- Subrecipient Selection
- Procurement & Crosscutting
- Affirmative Fair Housing Marketing Plan (AFHMP)
- Section 3
- Davis-Bacon and Related Acts (DBRA)
- Equitable Design & Implementation
- **New!** CDBG and CDBG-CV Rental Relief Implementation

These trainings have also been uploaded to the [HCD Youtube - CDBG Workshops and Trainings Playlist](https://youtube.com/cdbgworkshops).
Reminder! CDBG Program Income Reporting Due 7/15/2022

On Friday, June 10, 2022, an email went out to all grantees to announce that the Program Income Reporting Form is available in the Grants Network Portal. Please complete by July 15, 2022.

Link is available: [PI Reporting Form in the Grants Network Portal](#)

Questions? Email felicity.gasser@hcd.ca.gov
CDBG Program Updates

2020 CDBG NOFA
- 1 Pending SA routing for final approval

2021 CDBG NOFA
- 64 applications submitted and reviewed for threshold
- 46 are recommended for approval.
- We have received the Directors approval of the 46 awards. The award list Eblast should be out within the next two weeks.

2022 CDBG NOFA
- Dropped to the website 4/19/2022
- Housing & Community Development (Competitive) Programs anticipated application deadline will be August 19, 2022 @ 3:00PM Pacific Daylight Time
- Economic Development Projects and Programs due August 19, 2022 @ 3:00PM PDT
- Applications in partnership with Non-Federally Recognized Tribes due August 19, 2022 @ 3:00PM PDT
- 2022 NOFA amendment has been approved. The Amendment is in the files tab of the solicitations. The amendment will be posted soon on the HCD website and an eBlast will go out.
- 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
    ➢ 10 Routing
    ➢ 14 Pending Signatures
    ➢ 1 Approved

• CDBG-CV Tribal Set Aside*
  ➢ 19 Submitted Applications:
    ➢ 1 Rescinded by Applicant
    ➢ 5 Awaiting Corrections
    ➢ 8 Routing
    ➢ 3 Pending Signatures
    ➢ 7 Approved

*As of 7/5/2022
Questions and Answers:
Recap from Prior Office Hours
PI Report Receipts

**Question:**
For the PI Report receipts, how much detail is required? Do we need to upload each receipt for all voluntary loan payments, pay offs, etc., or can we provide a summary spreadsheet/ledger? Also for staff time what is required as far as receipts? Time card details for each month?

**Answer:**
For the PI report that you are preparing, we ask for a trial balance of your current balance of cash on hand. For the receipts that you are going to put in over time, we will ask for the items that you listed. PI is supposed to be receipted and documented as you receive it – so reporting on a monthly basis is recommended. Time card details are generally associated with expenditures not receipts and should be submitted with Financial Reports that reflect expenditures.

From: Office Hours 06/29/22
Question:
Will a general ledger work for receipted program income going forward or do you need an actual receipt given to the client?

Answer:
We do not need a receipt given to the client. What we need is evidence of the receipted cash. Copies of checks or wire transfers are what we are looking for in this instance.
Question:
We have several PI only applications that are ready to be submitted so the grantee has a commitment of PI by 6/30/2022, if the narrative section of the budget is not working until the end of the week, will this be recognized and the later submittal date acceptable?

Answer:
If you are running against the 6/30 deadline for a PI application, and you are not able to input a budget narrative, the narrative can be exported into a PDF and uploaded into the application. Once the issue is fixed and the application is reviewed, this will need to be fixed, and should not prevent the application from being submitted.

From: Office Hours 06/29/22
Question:
The revision/amendment instructions instruct us to send the request form to our HCD rep before submitting in eCIVIS. Is this still the case?

Answer:
That is the process in our amendment revision instructions. The reason for this is so that staff can review your request for an amendment or revision before you initiate the request in eCivis. Once an amendment or revision is initiated in eCivis, grantees are locked out of submitting Financial Reports, so we want to minimize the time that the request lingers in the system. If you have questions about the process for submitting a revision or amendment request, please reach out to your GA, Rep or CDBG@hcd.ca.gov

From: Office Hours 06/29/22
Question:
Where it asks for a sub-recipient agreement, is a “draft” ok? Or can we give you the current one that we have in place for CV funding that is executed, and we plan to amend with this money if awarded? Not much reason to execute an agreement when funds aren't there, and I would think the CV agreement shows the relationship is in place.

Answer:
In your case, uploading the existing agreement is sufficient. If an entity does not have an existing agreement, uploading a draft agreement at application is sufficient.

From: Office Hours 06/29/22
Question:
Follow up to the previous question: Where it asks for the contract it says “contractor/subrecipient”, do you want the non-profit or our admin contract? Or both? It is unclear and there is only one spot to upload one file.

Answer:
Whatever you are trying to achieve points for, please upload that. If there are other unused fields, please upload additional documents there. It is not required that you upload the admin contract, but you may do so in the one of the unused upload fields.
State Objectives

**Question:**
State Objectives (under disaster resiliency, building standards, zoning and site planning): I have a city planner that has said none of the 6 tasks listed are applicable to the community as they all deal with wildfires and fire safety (they are located in the central valley). Please provide direction if we feel they aren’t applicable.

**Answer:**
There is an option for “Other” in the Building Standards, Zoning and Site Planning State Objective. This objective is a threshold requirement, so must be met. Please speak with your City Planner about what fire safety planning, building standards, ordinances, zoning, etc exist in the city. Even in an area that is not in an area prone to wildfire, there is still fire risk that needs to be mitigated. If this answer isn’t sufficient, please reach out to felicity.gasser@hcd.ca.gov to work to find a solution.

From: Office Hours 06/29/22
**Question:**
Will the 2021 NOFA awards include the OTC that will be funded with this funding?

**Answer:**
Yes, once that award list is released it will include OTC awards that are being funded by the 2021 NOFA.

From: Office Hours 06/29/22
Program Modification Documentation

**Question:**
What is HCD looking for to document program modifications?

**Answer:**
For modifications of an existing activity and changing the national objective, there needs to be documentation that a national objective will still be met and how that will be done with the changes to the program. The activity description should include details of what the original activity was and why there was a change.

From: Office Hours 06/29/22
**Question:**
What is HCD looking for to prove 50% expenditure?

**Answer:**
Proof of your current contracts expended to 50% or greater, and you can print out a snippet from your existing contracts inside of eCivis. If you have something that is older than eCivis (2017 or prior) you would need to request that information from your grants management representative or show us your latest funds request with your balance that's what we're looking for in terms of 50% expenditure. Please note that we do verify all information provided to us.

From: Office Hours 06/29/22
Competitive Housing Application

**Question:**
In the activity section of the competitive Housing application there are three questions asking the same question related to describe experience and partnerships/collaboratives, please describe what HCD is looking for that would be different than what is being asked in the first question?

**Answer:**
For each selection marked there is a field that opens where you select the type of partnership you have. If you are seeing something different than that please reach out to Sandra Veirs at Sandra.Veirs@hcd.ca.gov with a screenshot of the issue.

From: Office Hours 06/29/22
Census Track and Block Groups

**Question:**
It was indicated that we should upload a document if the project area contains more Census tracts and Block groups than there is room to input in the application. The last Census Track Block Group section allows you to input more than one CT, you just want them all listed there, if not, where do you what the document uploaded?

**Answer:**
Please upload the document in one of the unused or additional fields, you may use any available field for this documentation. Please just label the document appropriately so that we know what the document is, regardless of the field that you upload it into.

From: Office Hours 06/29/22
eCivis Issue: Budget Narrative

**Question:**
All solicitations are not saving the Budget Narrative, it looks like you can, but once it is input and saved, and go back into the budget it is not there.

**Answer:**
We have reached out to eCivis, there is a bug that is causing this issue. We are expecting it to be solved by the end of this week. Please reach out to Sandra Veirs at Sandra.Veirs@hcd.ca.gov if you have questions about this ticket.
Revolving Loan Funds

**Question:**
For Grantees that have had long standing Revolving Loan funds are they now obsolete and will those funds be recaptured by HCD if they are not tied to a new contract by 6/30/22 or 7/15/22 (not sure what the date is)?

**Answer:**
Felicity Gasser will reach out to you to find a solution to this issue. Our policy has been that all PI cash on hand needs to be in a PI only contract in eCivis by 6/30 or have a plan to amend, encumber or add the agreement to a 2022 application. RLFs are no longer allowed, as we can’t properly track receipts and expenditures in RLFs in our system of record. We will need to get that existing RLF into a Standard Agreement as soon as possible so that the grantee can get into compliance.

From: Office Hours 06/29/22
Economic Development Projects

**Question:**
For the 2022 NOFA ED projects, is HCD going to allow combo national objectives, or not yet? For example, a combined BA/Micro program that achieves both LMJ and LMC/MC objectives?

**Answer:**
Within the application format there is only allowance for one national objective. For now, you would have to pick the one that fits the majority of your clients. Working on a better solution so that programs can include more than one IDIS National Objective is in our workplan.

From: Office Hours 06/29/22
Housing Rehab Fees

**Question:**
In 2020 Housing Rehab are fees associated with recording and processing loan docs activity delivery or activity?

**Answer:**
This can be classified as activity.

From: Office Hours 06/29/22
Program Participant Increase

**Question:**
If we are continuing a program which would increase the number of participants we can assist, it wants an attachment. Do you want us to upload a statement?

**Answer:**
Yes, that is correct.
Questions and Answers