CDBG Office Hours

Team HCD CDBG

Wednesday, July 13, 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.
We are working on an amendment to change the language at IV.B.20.b from:

“The Applicant has a draft contract or subrecipient agreement with a qualified consultant or nonprofit ED group with direct experience in CDBG ED implementation. The agreement must be fully executed, and a copy provided to the Department within 30 days of receipt of the Standard Agreement. Final contracts and/or subrecipient agreements must be with the same entities as proposed in draft at the time of the application. Substitutions will invalidate the application and cancel the award.”

to:

“The Applicant has prepared a draft request for proposals or subrecipient selection process for a qualified consultant or nonprofit ED group with direct experience in implementation of the ED activity proposed in the application. The applicant has identified at least three (3) qualified consultants or nonprofit ED groups with direct experience in implementation of the ED activity proposed in the application.

A request for proposals or a subrecipient selection process must be completed within 60 days of applicant’s receipt of the Standard Agreement. A copy of the executed agreement with the subrecipient or contractor must be provided to the Department within 120 days of execution of the Standard Agreement. These must be listed as milestones in the application.”
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](https://www.youtube.com/playlist?list=PLZTQ460Wz546aa0Q0sU7mJ72g8qGtKuEB)
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.
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

Job Aid is posted in the Files Tab.

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 week

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
    ➢ 8 Routing
    ➢ 16 Pending Signatures
    ➢ 1 Approved

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    ➢ 1 Rescinded by Applicant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

*As of 7/12/2022
Questions and Answers: Recap from Prior Office Hours
**Question:**
I have a question about “gap” funding in the 2020 NOFA application for a planning grant for a housing activity (20a). At the bottom of the Activity section, there a “Threshold Criteria” question, which asks “Can you confirm that the funding requested is gap funding?” Based on my understanding of gap funding, our proposed housing conditions survey project is not gap funding. If we say “no” the requested funding is not gap funding, is there some kind of penalty of non-optimal consequence for not confirming that the project is gap funding?

**Answer:**
Gap funding is being defined as money that you do not otherwise have available (there is no other resource that you could use instead of CDBG funds). You can check “Yes” if, save for CDBG funds, the project or program would not happen. See p. 18, Section IV.B.2 of the NOFA for additional information.

From: Office Hours 07/06/22
**Question:**
This in regard to CDBG-CV food program in Siskiyou County (this services all jurisdictions): In one location we are having issues with “travelers” who inundate the area during the summer months. They are displacing residents of the county and specifically local residents who need assistance. When we designed the program, when we asked about checking for residency (our other food programs require proof of residency), my interpretation of what we were told is that we shouldn’t deny food to those in need. We also need to take into account those individuals who are homeless and reside locally throughout the year that may not be able to prove residency. Are there any suggestions that are within the HUD guidelines to assist with this issue or is this a local guideline issue?

**Answer:**
This is a local policy process. Typically, HUD’s anticipation is that those in need receive the benefits. HCD will bring this to our Equity Consulting Team for further guidance. We will reach out to Siskiyou County to schedule a Technical Assistance phone call.

From: Office Hours 07/06/22
Question:
For food in Siskiyou: Could those who have some sort of proof of residency or are known people because they participate in other programs receive a full bag of food and those who cannot receive a smaller bag of food?

Answer:
We will follow up with our equity team to advise on this issue.

From: Office Hours 07/06/22
Question:
SAM is taking close to two months for new microenterprise businesses who are sole proprietors to register. In addition, these microenterprise businesses are having issues with verifying the entity. Has there been any discussions with HUD regarding these issues and are there any suggestions for entities who are having difficulty and are not receiving assistance through SAM’s help line?

Answer:
We have not had further discussions with HUD other than pointing out that this is an issue. Our recommendation would be to reach out to your local federal legislator to let them know that this is negatively impacting small enterprises and making them unable to receive assistance. We will speak with our HUD reps and do some research to identify what other states are doing related to this barrier.

From: Office Hours 07/06/22
SAM Registration Pt. 2

**Question:**
Regarding the SAM problem... Wouldn't you folks as our intermediary with HUD be in a position to be strong advocates for this broken system? Unfortunately, we are helpless in dealing with a help line that doesn't help. Our small businesses are not equipped to deal effectively with the federal government on their own, and the "help" folks won't talk with us.

**Answer:**
HCD will bring this up with HCD’s HUD representatives and do what we can to provide technical assistance. More to come shortly.

From: Office Hours 07/06/22
CDBG Income Limits

**Question:**
Is there an idea of when the new CDBG income limits will be published?

**Answer:**
2022 CDBG Income Limits have been sent out to grantees via email and are in the process of being posted to the website. If you did not receive our email, please contact CDBG@hcd.ca.gov and we will send them. They should be posted within the week.

From: Office Hours 07/06/22
Question:
Do you have an example of a CDBG grant board or council closeout resolution? I believe the requirement for a resolution in addition to the public hearing is a new one?

Answer:
We can locate an example of a past grant and send over a sample resolution. The resolution for closeout is reviewed within the program and is up to local discretion on what the template should look like, unlike the resolution used for the application process, which is reviewed by HCD’s Legal Affairs Division. There must be a minimum of two public hearings. This is not a new requirement.
Closeout Memo

**Question:**
Any update on closeout memo?

**Answer:**
Review has been finalized and we are getting it ready for posting to the website. We are providing training to our Grant Administrators and HCD Representatives on the process next week so that they can assist with close-outs.

From: Office Hours 07/06/22
Question:
We have our local city who is running a CV-SBA program that has had no successfully approved forgivable loans up to date, how does admin time get charged without beneficiaries? Or is that not an option?

Answer:
Every CDBG and CDBG-CV award was entitled to a general admin percentage that should be in the eCivis budget. General administration dollars, up to the full amount of the budget, are allowed, without beneficiaries. If you are referring to activity delivery (anything associated with program delivery) those do have to be associated with beneficiaries. If you go through months without having beneficiary accomplishments, you will run into a problem with compliance with the Standard Agreement which requires performance metrics are met.

From: Office Hours 07/06/22
Question:
Should APR's include CV contracts?

Answer:
Yes.
**Question:**
A few questions regarding the template public notice in the 5/22/22 revised Appendix C. Notice includes public facilities and improvements as eligible activities in the 2022 NOFA. Should we take out these two ineligible activities?

**Answer:**
Yes, that is an ineligible activity, the reason it was left in there is because public facilities and infrastructure are allowed under colonias tribal and economic development. Please note that this is a template, so you can modify it to reflect what your local jurisdiction would like to apply for, and if it makes sense to remove that section, you are welcome to do so.
**Question:**
The template does not have a place to indicate what activities are proposed for funding. Are we not supposed to indicate proposed activities?

**Answer:**
The template found in Appendix C is a sample. If you use this template, you do not need to list your proposed activities as the template lists all CDBG activity types. Please note, that the template, as provided, is in compliance with minimum noticing requirements and any changes to the template beyond the funding year could affect the adequacy of the notice.

From: Office Hours 07/06/22
Question:
The template indicates that only urgent need requires prior approval (not slum/blight). Should we correct this?

Answer:
You are correct that slum/blight does require prior approval to use this national objective. We will take a look at the template and make sure that it is capturing the information that needs to be there.
Question:
The template has $XXX for maximum ED OTC amount. What is the max ED OTC. Is this per application or per jurisdiction?

Answer:
$1.5 million is the maximum award per jurisdiction.

From: Office Hours 07/06/22
**Question:**
The template says max application is $1,500,000. Shouldn’t this be max per jurisdiction?

**Answer:**
Correct, $1.5 million is the maximum award per jurisdiction.

From: Office Hours 07/06/22
Question:
Requires the amount of expected PI and says that this must be spent before drawing new grant funds. What if PI is already encumbered in another project?

Answer:
If you have PI already encumbered in another project, you do not need to indicate that you have available PI, as it is already been earmarked for use in another project that has undergone a public noticing process.
**Question:**
For grantees that submitted an amendment to CV1 to attach PI funds on hand by 6/30/2022: How long will it take for amendments to be approved? What is the timeline to get projects completed? Our city has had plans for the PI funds on hand for quite some time. Unfortunately, the consultant assisting did not come through and saving the PI funds for the planned project ended up being an in-house task. I am concerned that CDBG will work with us to get the project completed.

**Answer:**
This amendment will be handled by HCD’s consulting team and should be processed quickly. If you submit an amendment, it prevents you from submitting a financial report while the amendment is pending. If this is an amendment to a CV1 award, make sure you are communicating with your grant administrator so they can provide you with any support you might need.

From: Office Hours 07/06/22
Temporary Housing

**Question:**
Would purchasing a tent for a homeless sexual assault survivor be considered an eligible expense for a Sexual Assault Services Program? The objective of the program is to provide temporary housing and supplies for sexual assault survivors. Typically, that comes in the form of a stay at a hotel, but a tent would be a more long-term solution. Would the tent need to be tracked and maintained by the provider like a piece of equipment?

**Answer:**
This does not need to be tracked, because it is being given to the beneficiary. Under HUD rules, yes this is an eligible expense, however it is dependent on the guidelines of your local program to determine if this is an eligible cost within your project. Please note that a tent is not a permanent solution, nor does it seem like a safe option for a survivor of Sexual Assault. A hotel (for recovery issues, ex: access to a bathroom), and a path to permanent housing might be a more appropriate solution.

From: Office Hours 07/06/22
Questions and Answers