CDBG Office Hours

Team HCD CDBG

Wednesday, July 20, 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.”
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
- 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
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.
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
    ➢ 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
In April 2022 the U. S. Government switched from using DUNS number to identify and check business to using a Unique Entity Identifier (UEI) through Sam.gov.

Who already has a UEIs:
- Businesses with prior awards who had to previously registered in Sam.gov for other purposes.
- State registered LLCs (even those who haven't filed taxes yet)
Business who don't have a Sam.gov issued UEI will need to obtain one in order to get registered.

Most often this has been sole proprietor business with no prior federal assistance. CDBG can be a great fit, but they will need assistance getting through this process.

Key design components:
• Sit down with businesses (in their places of businesses if possible) to help them with this process.
• Get documents in order – having the Most recent IRS accepted 1040
• Be mindful of exact names and spelling (e.g. writing Boulevard not Blvd can get you in trouble if it doesn’t match the records)
• Do NOT create follow-up tickets. This gums up the system!!!
Steps for successfully obtaining a UEI and Registration in Sam.gov:

1. Have these documents ready:
   - Most Recent IRS accepted 1040
   - Gov’t issue ID
   - Secondary proof of identity: utility bill, phone bill, bank/CC statement, preferably w/ business name AND taxpayer name
   - If LLC, most recent corporate filing. Check to see whether EIN or SSN is used to file taxes.
Steps for successfully obtaining a UEI and Registration in Sam.gov:

2. When setting up login.gov, you may need the Gov’t issue ID to verify identity of the user login.

3. When on SAM.gov, and you do the entity search, use the address spelt on the 1040. LLC’s usually come up on their own, sole-props it is hit and miss.

4. If no entity match is found, enter the address in the Request a UEI that is spelt EXACTLY like it is on the tax return. Check for middle initials and abbreviations, it has to match exactly.
Steps for successfully obtaining a UEI and Registration in Sam.gov:

5. In supporting documentation in the SAM.gov UEI request, upload the 1040 and secondary proof of identity.

6. You will receive an email saying you need to upload documents to verify identity. **Ignore this, you already did.** When SAM.gov first switched to UEI, the FSD could not see those files, and requested them to be added to the FSD help ticket. This was an error they fixed…doing so will only gum the system. Unfortunately, they have not fixed that email notification yet.

7. SAM.gov will issue an UEI within 48-72 business hours if everything matches to a tee.
Steps for successfully obtaining a UEI and Registration in Sam.gov:

8. Then go through the SAM.gov registration process, making sure to select that the business is interested in federal funding but NOT procurement.

9. Again, be mindful that the data entered matches the 1040 EXACTLY. I cannot emphasize that enough.

10. IRS TIN verification should take 24-48 hours.

11. Upon TIN Verification, the entity will go live on SAM.gov within 24-48 business hours.
Steps for successfully obtaining a UEI and Registration in Sam.gov:

When this process first started in April it was taking about 2 months to do all of the steps.

Starting around June 22\textsuperscript{nd} it is averaging about a week cradle-to-grave.

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Questions and Answers: Recap from Prior Office Hours
Question:
Has the economic development chapter of the GMM made it through director review yet?

Answer:
Yes, it has! It is currently on our website under the GMM chapters as Appendix D. The attachments and supplemental documents to Appendix D are undergoing final review and 508/ADA remediation and will be posted shortly.
Question:
In the 2022 NOFA solicitation for Planning & Technical Assistance Threshold Section of the application the first question asks for Activity Type, there are two options to pick from "Program" or "DO NOT USE", given that this is a Planning and Technical Assistance application shouldn't "Planning" be a choice?

Answer:
There are no threshold differences between Planning Activities and Program Activities, therefore it was not added to the application this year.
Question:
With fiscal years just ending on 6/30, can we get the PI report deadline moved to the end of this month, so it coincides with the APR due date as well?

Answer:
The deadline for the PI report is for the period ending December 31, 2021, so there should not be any issue with the data that you would need to complete the report. If you have extenuating circumstances that would require an extension for you, please email Felicity.Gasser@hcd.ca.gov for further assistance.
Question:
I sent an email to Felicity and Sandra regarding issues with eCivis not allowing PI report submission. eCivis knows about the issue. How should the jurisdictions submit the PI report if the issues are not resolved by Thursday evening? GNS office is closed on Friday therefore I'll need to enter data by Thursday night for the jurisdictions to approve on by Friday.

Answer:
If this is a technical issue and you are not able to resolve it, we can accept the submission on Monday. Please send a screenshot of your issue to Sandra Veirs SandraVeirs@hcd.ca.gov and 'cc Felicity.Gasser@hcd.ca.gov

From: Office Hours 07/13/22
Question:
Can get funds requests moving a little faster? Seeing some sit pending over 90 days and then we get asked for additional information.

Answer:
Processing funds requests is a priority for our team. Please reach out to your Grant Administrator or HCD Rep to follow up on any reports that seem to be delayed and sit “pending.”

From: Office Hours 07/13/22
Question:
We intend to apply in another County’s eCivis for a Public Service grant. The other county does not have staff to complete the application and would like to have a duplicate program as ours. We are running short on time, as is the other county. Would a draft (unexecuted) MOU to apply and administer the program be acceptable at application?

Answer:
Yes, but please note that if you are applying on behalf of another grantee, that grant would take away from the 3 maximum applications that you can submit. If this is a Community Development or one of the competitive programs, the more “prepared” (such as an executed MOU) you are at time of application will increase the competitiveness of your application. We would highly recommend that you send an email to the CDBG inbox so that we can schedule a meeting to discuss the details of this project and ensure that it is viable before you rush to put together an application.

From: Office Hours 07/13/22
Questions and Answers