CDBG Office Hours

Team HCD CDBG

Wednesday, July 27, 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
Office Hours Update

• Due to added resources (GMM, trainings) FAQ, newsletter, we are moving to an every other week Office Hours starting with the September 7, 2022 Office Hours.

• This will not reduce our availability to respond to grantee needs. We strive to be very responsive to emails, phone calls and individual requests for technical assistance.

• This will allow staff to put together meaningful programming including:
  – Training
  – Guest speakers
  – Requests for stakeholder input
Project come in over budget? Are you running behind?

Here's the deal:

- For the annual CDBG program, there are no time extensions, no ability to add funding to a contract.
  - CDBG-CV 1 and CDBG-CV 2/3 awards have different allowances for amendments. Please reach out to your Grant Administrator with questions.
- Cannot transfer from one competitive activity to another awarded under 2018 and later projects. This is a change in practice from 2017 and prior contracts under which all activities were under a single contract.
- HCD is under directive from HUD to expend money in a timely manner.
- If your project has become infeasible, look at the following options:
  - Consider the possibility of scaling down or phasing your project as long as a National Objective is met
  - Look into securing grants or loans from other resources to cover the gap.
  - If none of this works, please request a disencumbrance of your award and apply for the competitive program in the upcoming funding cycle for your project or program.
- Resources:
  - California Financing Coordinating Committee cfcc.ca.gov
  - grants.ca.gov
CDBG 2022 NOFA
Deadline Extended

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
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 #1 has been approved. The Amendment #1 is in the files tab of the solicitations. The amendment will be posted soon on the HCD website and an eBlast will go out. Amendment #2 is in process.
- 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:**
We have a Code Enforcement program that is Low Mod/Area Benefit, but it’s Public Service so the APR requires the Fair Housing Demographic Analysis. Do I just fill in the beneficiaries section with the census information?

**Answer:**
Yes, it’s a low to mod area benefit. You would use the census for the demographic analysis, unless there was any kind of income survey that you could use, then you would use the information that you collected from the democratic demographic analysis on the survey.

From: Office Hours 07/20/22
Question:
I tried to get a UEI for my County Department I received this notice: INC-GSAFSD6572845 - Entity Not Found Reference Number: 0b09065b-1519-463c-b595-02271b7dc797 An incident has been opened on your behalf. Is that a typo issue? the sam.gov process is pretty opaque. Not sure what to make of this. Any help is appreciated.

Answer:
Some counties or larger organizations will have an entity for the whole county but will have subdepartments. When creating a UEI ticket on sam.gov, you should obtain official documentation that showcases all the different departments within the county. This can be an organizational chart, compliance policy, or a budget from your county administrator’s office. This can be uploaded as corroborating information on sam.gov, which should be approved when attaching to your UEI request.

From: Office Hours 07/20/22
Question:
The DUNS is listed in the application - are you going to update to UEI?

Answer:
Yes, in future applications it will reflect UEI.
2022 NOFA Applications

**Question:**
With the extension of the deadline for 2022 applications, will there be any changes in the eCivis fields during this additional time or can we complete the applications as they are currently posted?

**Answer:**
The fields in eCivis will not be changing due to the additional time, so please complete the application as it is.

From: Office Hours 07/20/22
Question:
I am working on our CDBG Annual Report and currently we haven’t launched our micro-enterprise program or business assistance program because we have been working through the question of advances. I have simply left Attachment E blank in order to reflect this. Is that the correct method?

Answer:
The APR is for the recording of accomplishments during that annual performance period. If you don’t have any beneficiaries leaving it blank will be the right approach.
2021 PI Report

**Question:**
For program income, I submitted the 2021 PI report but I haven’t seen the ability to update it for Jan-Jun of 2022. I filled out a Semi-annual report for my reporting work, should I submit that instead?

**Answer:**
For the PI report, the reporting period is up to December 31, 2021. The semiannual report should not be submitted in lieu of the 2021 PI Report. You should submit the Annual Performance Report but leave the PI section blank on the Annual Performance Report, per the provided instructions in the June 17th email. Instructions on how to report PI for Jan-June 2022 are forthcoming.

From: Office Hours 07/20/22
Multi-Family Rehab Construction Projects

**Question:**
Does Attachment E-Demographics need to be submitted for multi-family rehab construction projects or is it only for owner-occupied rehab programs?

**Answer:**
Attachment E is for both multi-family and single family housing rehabilitation. Please use Attachment E to report your housing rehab accomplishments.
Question: Was the CV closeout process ever finalized?

Answer: We are waiting for a final tool that will replace HCD’s current tool for closeout. Once testing is complete, and all resources are available, this will be sent to the grantees with CV awards that are ready to closeout. This will be in the next couple of weeks.
Question:
On Annual Reports, Attachment E, is only one demographic analysis report required per activity (HB, OOR, Public Service) listing all active funded contracts and PI that was used to assist those participating in that specific activity? To be clear, we do not need to do a separate demographic analysis report for each contract (18, 19, PI) only separate reports per activity that includes all active CDBG funding.

Answer:
Yes, one demographic analysis per activity is consistent with prior year APRs. CDBG-CV activities should be separated on their own APR Attachment E.
Questions and Answers