CDBG Office Hours

Team HCD CDBG

Wednesday, August 10, 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
Reminder: CDBG 2022 Application Deadline Approaching

Under the CDBG 2022 NOFA Amendment 1, the deadline for all allocations was extended to August 19th. All applications must be submitted by August 19, 2022 at 3:00 pm PDT.

• [CDBG 2022 NOFA Amendment 1 (hcd.ca.gov)](https://hcd.ca.gov)
We are routing an amendment for approval 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.”
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
- Started Standard Agreement packaging for the 46 awards.

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
- Reminder Please do not wait until 2:59PM PDT to submit you application, please allow time to make sure your application has been successfully submitted.
- 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 routing for director approval.
- Amended 2019 Program Guidelines Published to HCD Website
CDBG-CV Set-Asides

• CDBG-CV Homekey Set-Aside*
  ➢ 25 Submitted Applications:
    ➢ 0 Awaiting Corrections
    ➢ 5 Routing
    ➢ 6 Pending Signatures
    ➢ 14 Approved

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    ➢ 1 Rescinded by Applicant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

*As of 8/9/2022
Questions and Answers: Recap from Prior Office Hours
**Question:**
Who should type their name into the signature section at the very end of the Threshold page?

**Answer:**
This should be the name of the signer authorized in the Resolution.
**Question:**
A list of all grants for the past 48 months is required. Is this all CDBG grants? All grants for the department that will be administering the grant? All grants for the entire county.

**Answer:**
List all times of funding that has been awarded to that specific jurisdiction for the past 48 months. The purpose of this question is for the grantee to demonstrate grant management capacity.

From: Office Hours 08/03/22
**Question:**
Can we review what you need for contracts in the application - I have the draft and the RFP - they have selected but can't enter into the agreement - is this sufficient?

**Answer:**
If this is for economic development, yes that is sufficient. For planning, this is not a threshold requirement, it is a scoring criterion. Please submit what you have.
Question:
We need more uploads for supportive documents...

Answer:
You can use the other supporting documents tabs. E-mail Sandra if you need further assistance. You can use any availability in the threshold form. You can consolidate some of the documents into one document upload and use the other field to upload what you need.
Question:
What environmental documents are required, if any, for each site for community dump day staging areas, weed abatement and illegal dumpsites including any requirements for batteries, oil, solvents, tires, pesticides/herbicides that are removed during the cleanups?

Answer:
Please use Environmental review for categorically excluded projects, subject to 58.5. Use the 58.5 checklist and have all geographic areas included in that review. You would also need to follow any state or local guidelines for hazardous materials.
Question:
We just had an RFP for our CDBG vendor/contractor/subrecipient that closed yesterday, had one response. They provided a DUNS but not a UEI. I am having difficulty running a debarment check in SAMS - any tips? I have gone through the HCD training videos, have found nothing there.

Answer:
If you go to search, and put in the DUNS number, the entities that have been in the system before should appear and Sam.gov should tell you if they are in good standing. If the entity has set their entry set to private, we recommend they send you a screenshot of their Sams.gov registration.

From: Office Hours 08/03/22
Question:
For the CDBG APR under attachment A-PI, it states that we complete the PI application in eCivis. I'm confused as I did the one required through 12.31.21, but the APR should be through 6.30.22. Do we set up a second application for PI reporting through 6.30.22 or is there another way? There used to be a stand-alone PI form, but I don't see that now on the website. Please advise.

Answer:
You do not to put in anything into the APR about PI. We are working on instructions for reporting receipts for the period from 1/1/2022 – 6/30/2022, and beyond, in eCivis. Instructions on this will be sent out soon. We appreciate your patience.

From: Office Hours 08/03/22
Pending Standard Agreements

**Question:**
Where can we see whose SA is pending for final approval on 2020 CDBG NOFA and where can we go to see the 46 recommended for approval for the 2021 CDBG NOFA?

**Answer:**
For 2021 awards, we are working on getting that list out. For 2020, we currently only have one award that is still routing. There will be no additional announcements for the 2020 CDBG NOFA.

From: Office Hours 08/03/22
**Question:**
Can the AFH be noticed and submitted AFTER the ConPlan and Action Plan have been noticed and submitted to IDIS?

**Answer:**
As an individual jurisdiction you are not required to submit an AFH to HUD, but are required to complete an AFH under California law, which just needs to be notified publicly.
Question:
Will HUD be going back to AFFH process as opposed to AI?

Answer:
We believe this is the intent of the current administration. These questions do not apply to our state grantees, as it is entitlement jurisdictions that must submit an Analysis of Impediments to Fair Housing (AI) or an Assessment of Fair Housing (AFH)
Business Requirements

**Question:**
We were informed by a city partner they only require a planning permission/approval for a daycare business with their state license to run a daycare, a city business license is not required. With the CV-SBA eligibility requirements requesting a current city business license for a daycare business is the city business licenses waived or what is required to replace the city business license?

**Answer:**
All local and State requirements apply to all business's assistance CDBG and CDBG-CV. If you are the jurisdiction running this program, you would need to determine what the local regulations are and what your program guidelines require. Place any documentation of compliance with these rules, or any exceptions that have been made in the beneficiary file.

From: Office Hours 08/03/22
**Question:**
I have an indirect cost plan from HHS Federal program - is this an acceptable plan for HUD? Can we use for an indirect cost allocation for a sub-recipient?

**Answer:**
Thanks for following up via email on this question. We have your email in our queue and will respond ASAP. We realize that getting an answer is time sensitive because of the 8/19 application deadline.
Question:
Who should we contact if we want to be part of the closeout pilot?

Answer:
If this is for CDBG-CV, contact your Grant Administrator. If this is for CDBG, contact your rep. Thanks!
Supporting Documentation

**Question:**
For a neighborhood cleanup program, what would be sufficient supporting documents as letters of support are no longer considered?

**Answer:**
So the best answer would be: To score maximum points, please submit evidence that correlates to your narrative of need for this activity. Note that the evidence of need should be mentioned in your narrative as well as identified via a checkbox on the supplementary question regarding supporting documentation of need and that your supporting documentation of need should be a 1:1 ratio of selected check boxes: such as: Third party studies establishing need, jurisdiction driven assessments or evaluations of need, published documentation of need (newspaper, journal, etc.) Service provider studies/assessments of needs in community.

Statement of Need for Public Service

Provide a narrative establishing there is a need for the service in your community. Narrative should incorporate third party evidence, studies, analysis, assessments, etc. Anecdotal letters of support are not documentation of need.

Evidence of Need for Public Service

- [ ] Third party studies establishing need
- [ ] Jurisdiction driven assessments or evaluations of need
- [ ] Published documentation of need (newspaper, journal, etc.)
- [ ] Service provider studies/assessments of needs in community

Select all that are referenced in your narrative.
Questions and Answers