

# CDBG Application and Budget Webinar

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# Agenda

- Application Process
- Main Application
- Sub Application(s)
- Budget
- Demo
- Q&A



# Application Process

1. Navigate to the CDBG webpage and click the Solicitation Page link

## Notice of Funding Availability

Year	Document Name	Link
	Apply Now - "Solicitation Page"	<a href="#">Link</a>
2025	NOFA Amendment #1 — 12/15/2025	<a href="#">Download</a>
2025	NOFA	<a href="#">Download</a>
2025	Appendix A — Community Need Score	<a href="#">Download</a>
2025	Appendix B — Housing Element and Growth Control	<a href="#">Download</a>



# Application Process

2. Click the appropriate Solicitation link.



California Department of Housing and Community Development

Programs available for Solicitation

Display Closed Solicitations:

CDBG - Annual		
Solicitation Name	Application Start Date	Application End Date
<a href="#">2025 CDBG Main</a>	12/01/2025	01/30/2026
<a href="#">2025 CDBG Sub</a>	12/01/2025	01/30/2026

CDBG - Program Income Only		
Solicitation Name	Application Start Date	Application End Date



# Application Process

3. Click Apply. This button is only available during the application period.

Overview	Eligibility	Financial	Contact	Files
ID:	N/A			Summary



# Application Process

4. Create a Portal account or login. Click Portal login.

Welcome to the Euna Grants Subrecipient Portal



The [Euna Grants](#) Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations.

Login, or create a free account to start.

Please enter your password





(Minimum 8 chars, alphanumeric with symbol(s))

[Portal Login](#)

[Grants Network<sup>®</sup> Login](#)

[Forgot Password?](#)

[Don't have an account?](#)

[Create an account](#)

**Grants Network user?**  
Use your existing login above and the Grants Network<sup>®</sup> Login button.



# Application Process

## 5. Click Create New Application

The screenshot shows the user interface for the California Department of Housing and Community Development. At the top left is the department's logo. To its right, the text reads "California Department of Housing and Community Development", "CDBG - Program Income Only", and "CDBG Program Income Only (2023-2024)". Below this is a section titled "My Applications". A prominent green button labeled "Create New Application" is highlighted with a red rectangular border. At the bottom of the section, there is a "Show 10 entries" dropdown menu.



# Application Process

6. A new tab will open. Login (again) with the same Portal account credentials

Sign In

Log in with your credentials again to access your application's account



# Application Process

## 7. Create a Solicitation Profile (when an application is created under a Solicitation for the first time)

Profile	Action Required	<a href="#">Open</a>
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### Applicant Information

Tell us about you.

**First name \***

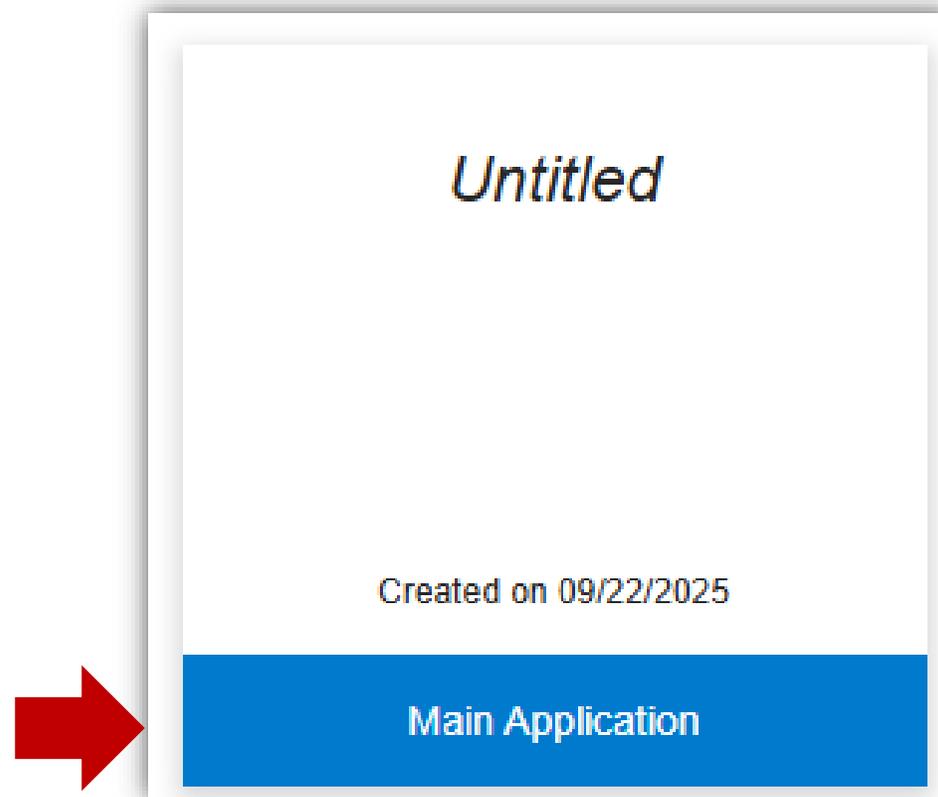
**Last name \***

**Email \***



# Application Process

8. To open an application, click its status bar





# Application Process

## 9. Open and complete each section of the application

Application

Action Required

Open

Activity Design

Action Required

Open

Activity Specific Threshold

Action Required

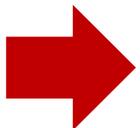
Open



# Application Process

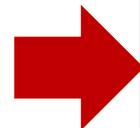
Note: How to navigate to the Edit Budget screen

A dark blue navigation menu with four items: "My Applications" (with a house icon), "My Awards" (with a trophy icon), "My Reviews" (with a document icon), and "My Profile" (with a person icon). The "My Applications" item is highlighted with a green vertical bar on the left.



A list of application entries. The first entry is highlighted in light blue. Below the list is the text "Showing 1 to 10 of 19 entries".

Application Title	Organization
2025 CDBG Main	N/A
2025 CDBG Sub	California Department of Housing and Community Development, CDBG - Annual
2025 CDBG Sub	California Department of Housing and Community Development, CDBG - Annual
2025 CDBG Sub	California Department of Housing and Community Development, CDBG - Annual



A detailed view of a "Grant Application". It shows the title "2025 CDBG Sub" and the organization "California Department of Housing and Community Development, CDBG - Annual". Below the list is the text "Showing 1 to 3 of 3 entries".

Grant Application
2025 CDBG Sub
California Department of Housing and Community Development, CDBG - Annual
2025 CDBG Sub
California Department of Housing and Community Development, CDBG - Annual
2025 CDBG Sub
California Department of Housing and Community Development, CDBG - Annual



# Application Process

## 10. Complete the application's budget

For any questions related to this program solicitation please contact [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov)

Create New Application

Back to Solicitation

### Application Submissions

Please follow the instructions displayed in the new browser tab that automatically opened.

This tab will include access to your Profile and all applications. If you cannot locate the new tab or if it did not open, [please click here to launch it again.](#)

### Applications Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	08/28/2025	Draft	\$0.00	
N/A	09/22/2025	Draft	\$0.00	<a href="#">Edit Budget &gt;</a>

Showing 1 to 2 of 2 entries

Previous 1 Next



# Application Process

11. Click Submit only when the application and budget is completed. **This button must be clicked for both the Main and Sub Application(s) to complete the application process.**

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

## Main Application in Process

When every section is complete, the **"Submit Main Application"** button to the right will become green and clickable.

The Main Application is **NOT** fully completed until you click the green **"Submit Main Application"** button.

Please be advised, once you have clicked on the **"Submit Main Application"** button, you will be unable to make any changes.

There are 66 days remaining to submit this.

Submit Main Application

Main Application and Threshold

Complete

Edit





# Main Application

- Each applicant must submit only one Main Application
- Some items this application collects:
  - Authorizing Resolution
  - Jurisdiction's SAM.gov Registration
  - Single Audit
  - Statement of Assurances
  - Public Participation documentation



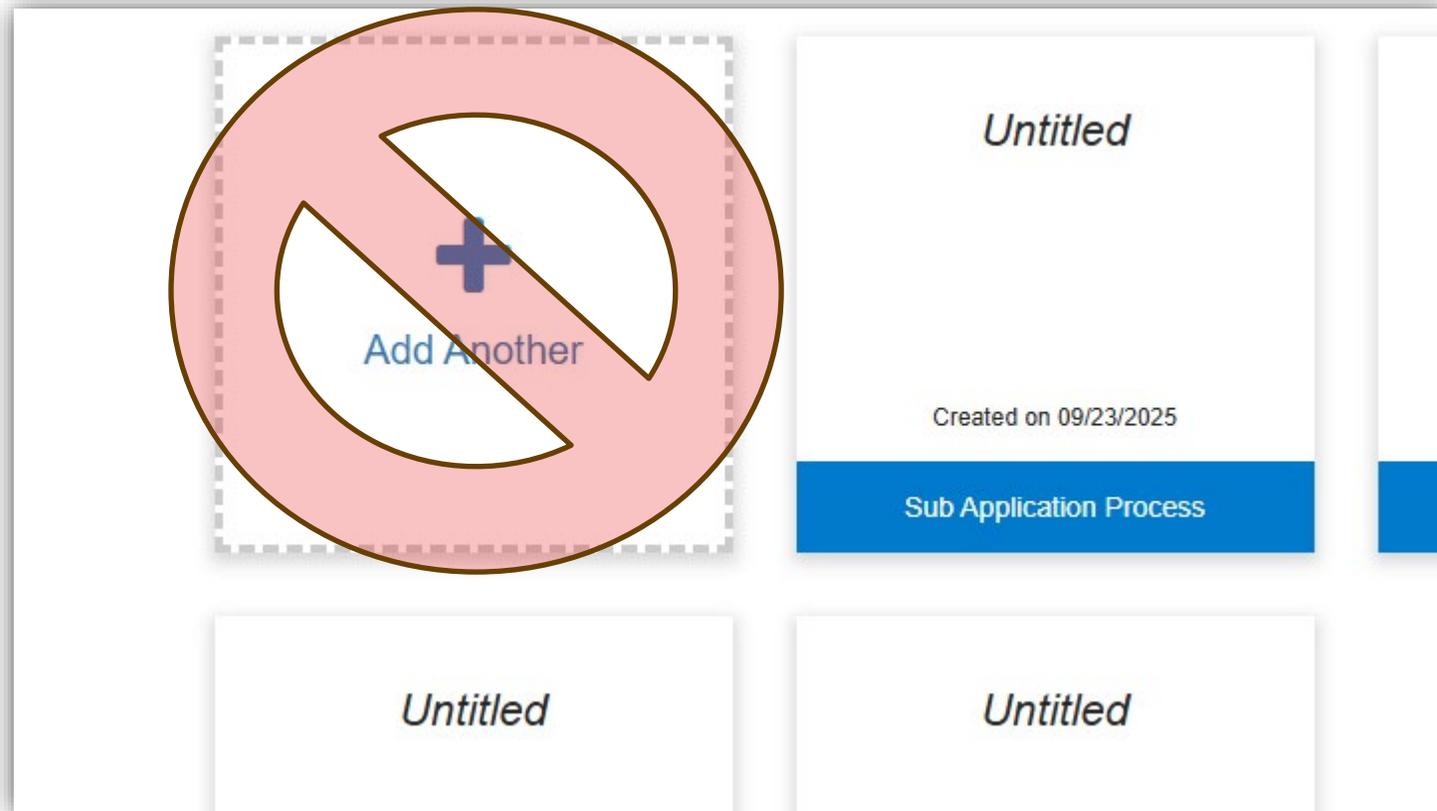
## Sub Application(s)

- A Sub Application is submitted for every activity (matrix code) requested
- **Note:** Housing Programs and Economic Development programs count as one “application” under the NOFA, but every matrix code included in a program must have a separate Sub Application
- This application collects Project/Program information such as Scope of Work, Milestones, Site Control, NEPA review



# Creating multiple Sub Applications

Note: **DO NOT** create another application from this screen:





# Creating multiple Sub Applications

Note: **DO** create another application from this screen:

A screenshot of a web application interface. At the top, there is a blue header with the word "CALIFORNIA" in white. Below the header, the page title "My Applications" is displayed. A prominent green button with white text "Create New Application" is centered. Below the button, there is a "Show" label followed by a dropdown menu set to "10" and the word "entries". A section titled "Grant Application" is visible, containing a link for "2025 CDBG Sub" and a line of text: "California Department of Housing and Community Development, CDBG - Annual".

My Applications

[Create New Application](#)

Show  entries

**Grant Application**

[2025 CDBG Sub](#)  
California Department of Housing and Community Development, CDBG - Annual



# Budget

- The Main Budget will detail the overall requested amount for each activity *and* General Administration
- A Sub Budget will be completed for every activity and will detail the requested amount for the applicable activity only and will not include General Administration
- A Budget Narrative should be included in Sub Budgets only



# Main Budget - Budget Settings

- **DO NOT** change any Budget Settings

## Budget Settings

Indirect Costs	Not Applicable ▼	0.00			%
Match / Cost Share	Not Applicable ▼	0.00	%	\$	0.00



# Main Budget – Activity

- Input a Title and Description for each activity and input its requested budget amount in the Cost column. Include PI Cash-on-Hand in a separate row for each activity when applicable.

	<u>Ext Cost</u>	<u>Direct Cost</u>
<b>Activity Totals:</b>	\$0.00	\$2,900,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Park Improvements	03F	0.00	\$0.00	\$0.00	\$2,500,000.00		Direct Cost
Food Bank	05W	0.00	\$0.00	\$0.00	\$300,000.00		Direct Cost
Park Improvements (Program Income COH)	03F (Program Income COH)	0.00	\$0.00	\$0.00	\$100,000.00		Direct Cost

+ Add Row



# Main Budget – General Administration

- Input the requested Grant-funded GA and any PI Cash-on-Hand-funded GA amounts in the Cost column. Do not change any other fields.

## 2. General Administration

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>General Administration Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
General Administration	General Administration	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
General Administration	GA from Program Income - Cash on Hand (COH) ONLY	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

⊕ Add Row



# Main Budget - Other

- **DO NOT** use the Other section

## 1. Other

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>Other Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
DO NOT USE	DO NOT USE	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

+ Add Row





# Main Budget – Program Income

- Input Future Receipts in the Program Income section (not Cash-on-Hand), click the gears then Add Table to input an amount

1. Program Income

	<u>Income</u>
Program Income Total:	\$0.00



- + Add Subcategory for Program Income
- + Add Table



# Main Budget - Narrative

- **DO NOT** provide a budget narrative in the Main Budget, “N/A” may be entered if necessary

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Budget Narrative

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Enter your budget narrative below.



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# Main Budget - Save

- Save when changes are made

Save Changes

Discard Changes



# Sub Budget - Budget Settings

- **DO NOT** change any Budget Settings

## Budget Settings

Indirect Costs	Not Applicable ▼	0.00			%
Match / Cost Share	Not Applicable ▼	0.00	%	\$	0.00



# Sub Budget – Activity

- Input the requested amount of grant funds and PI Cash-on-Hand in the Cost column. Do not change any other fields. It is recommended to not split Activity and Activity Delivery amounts.

## 1. Activity

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>Activity Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity	Activity	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Activity Delivery	Activity Delivery	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Program Income - Cash on Hand (COH)	Program Income - Cash on Hand (COH)	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

+ Add Row



# Sub Budget – General Administration

- **DO NOT** input any information in the General Administration section for the Sub Budget

## 2. General Administration

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>General Administration Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
General Administration	General Administration	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
General Administration	GA from Program Income - Cash on Hand (COH) ONLY	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

+ Add Row





# Sub Budget - Other

- **DO NOT** use the Other section

## 1. Other

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>Other Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
DO NOT USE	DO NOT USE	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

+ Add Row





# Sub Budget – Program Income

- Input Future Receipts in the Program Income section (not Cash-on-Hand), click the gears then Add Table to input an amount

1. Program Income

	<u>Income</u>
Program Income Total:	\$0.00



- + Add Subcategory for Program Income
- + Add Table



# Sub Budget - Narrative

- **DO** Provide a Budget Narrative in the Sub Budget

Budget Narrative

Enter your budget narrative below.



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



# Sub Budget - Save

- Save when changes are made

Save Changes

Discard Changes

# Application Demo





# Questions and Answers

- Please submit questions via Zoom's Q&A feature
- Reminders:
  - Application opens: 2/2/2026 at 9:00 AM PT
  - Application closes: 4/3/2026 at 3:00 PM PT
  - Technical issues must be reported prior to application close