CDBG Application and Budget Webinar

Tanner Wolverton, CDBG Specialist

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"	Link
2025	NOFA Amendment #1 — 12/15/2025	Download
2025	NOFA	Download
2025	Appendix A — Community Need Score	Download
2025	Appendix B — Housing Element and Growth Control	Download

Application Process

2. Click the appropriate Solicitation link.

California Department of Housing and Community Development

Programs available for Solicitation

Display Closed Solicitations: ☐

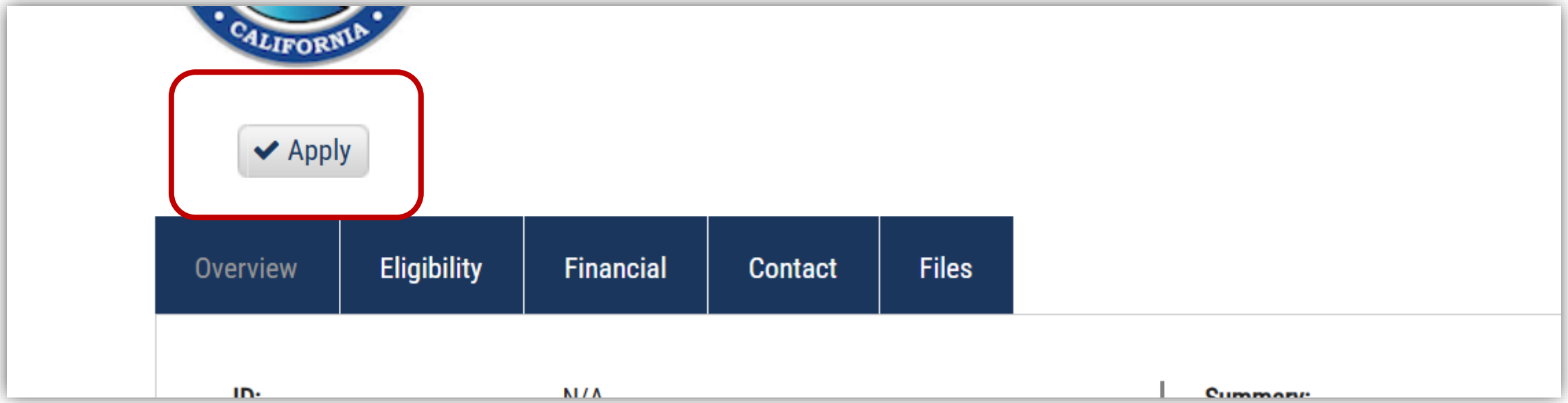
CDBG - Annual

Solicitation Name	Application Start Date	Application End Date
2025 CDBG Main	12/01/2025	01/30/2026
2025 CDBG Sub	12/01/2025	01/30/2026

CDBG - Program Income Only

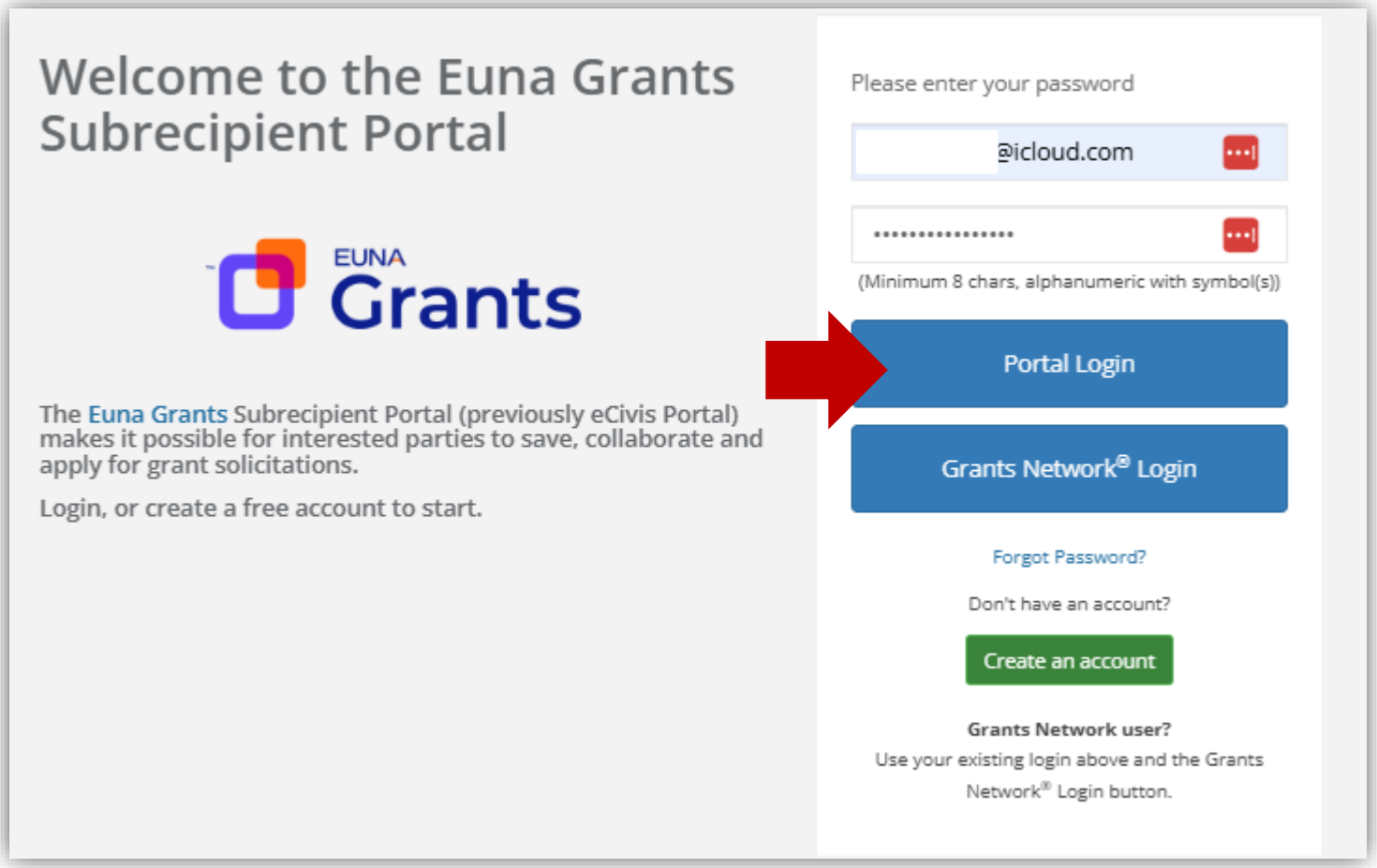
Application Process

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



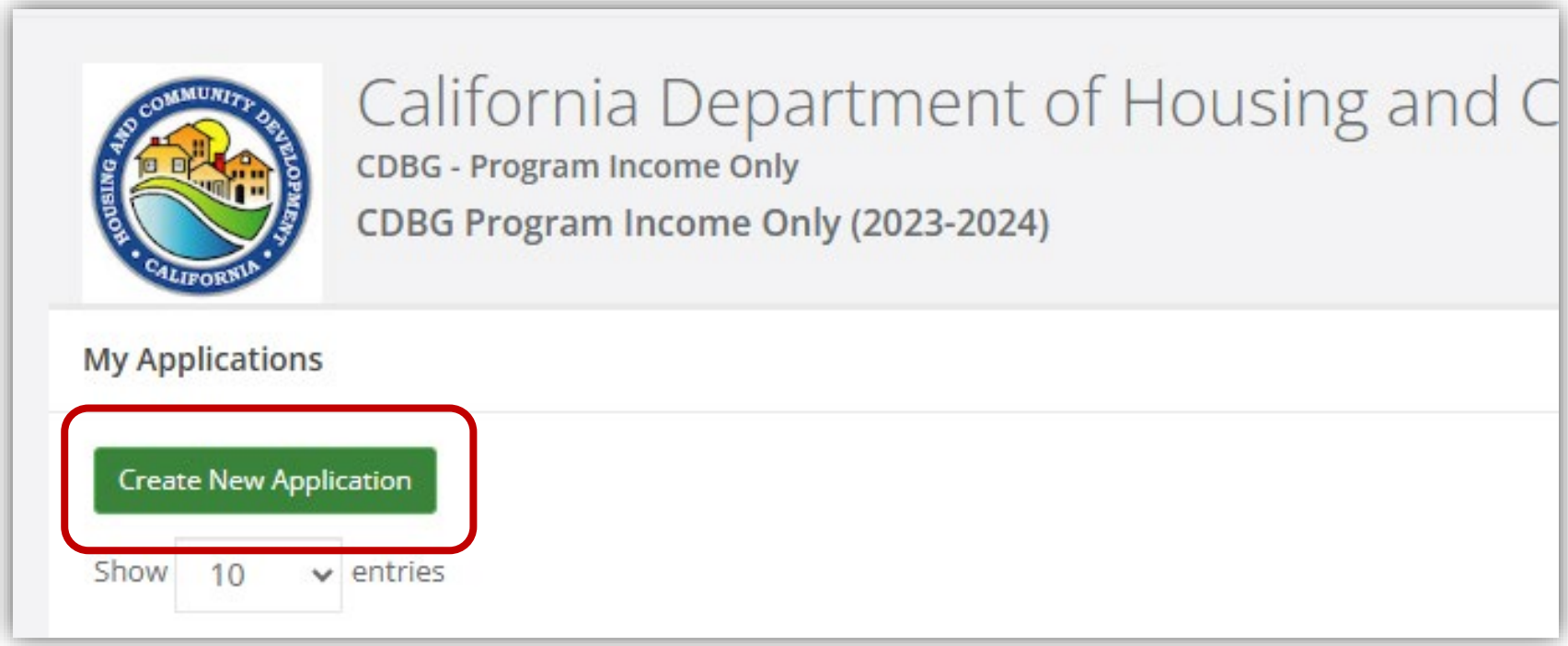
Application Process

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



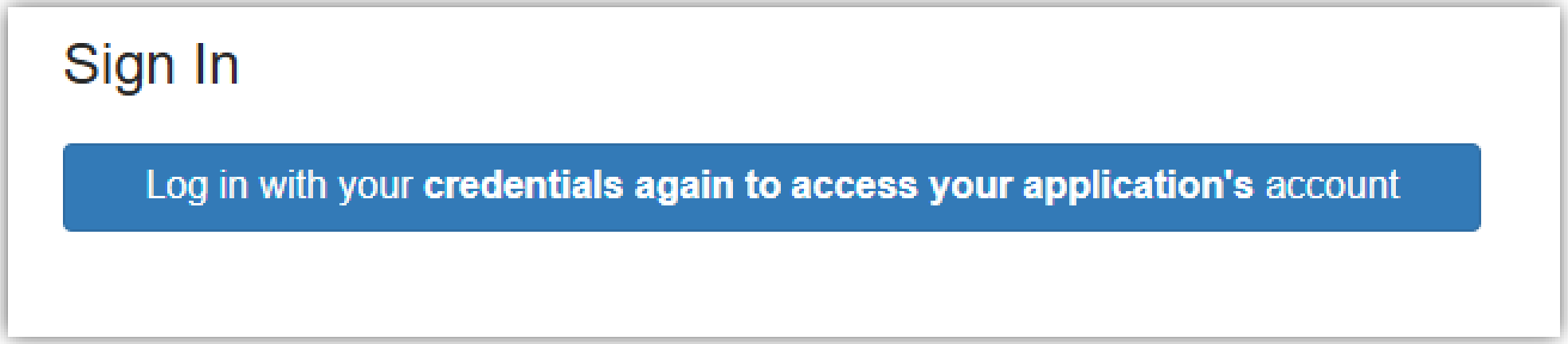
Application Process

5. Click Create New Application



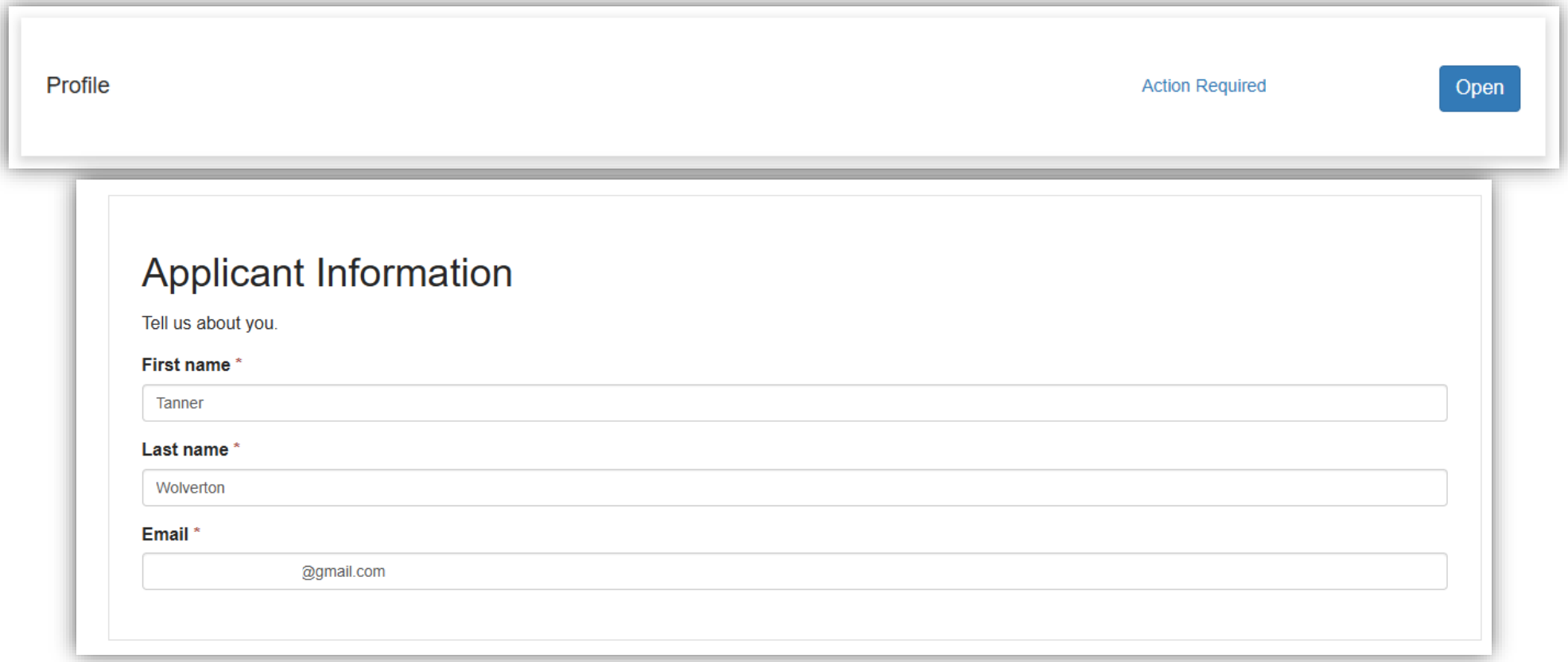
Application Process

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



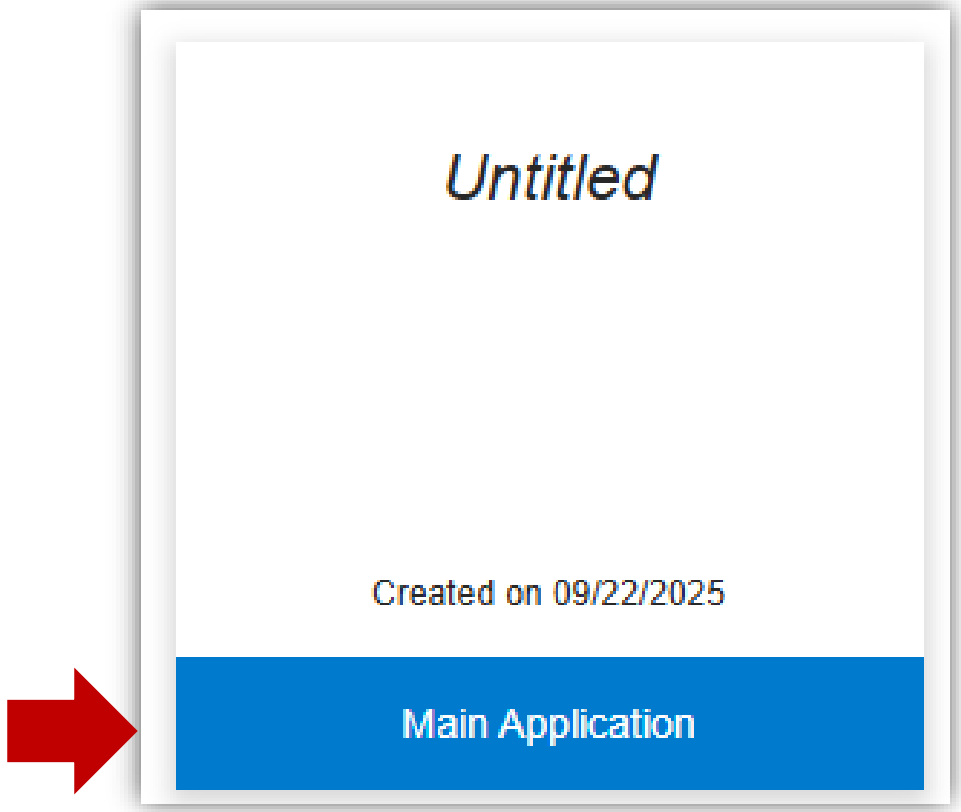
Application Process

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



Application Process

8. To open an application, click its status bar

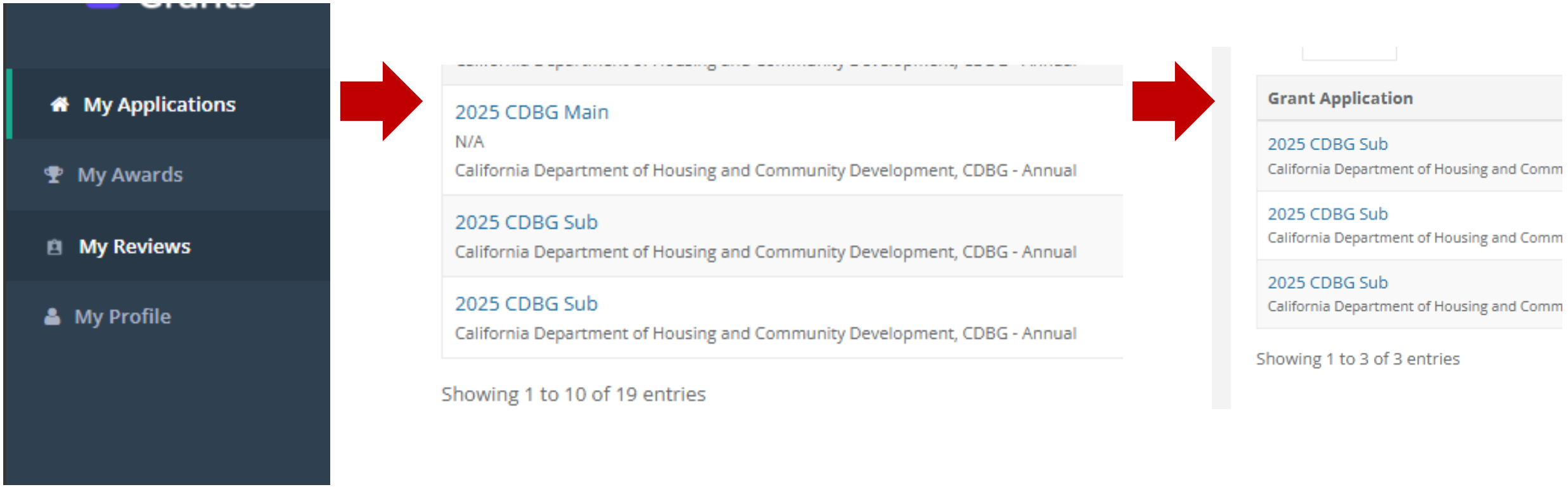


Application Process

9. Open and complete each section of the application

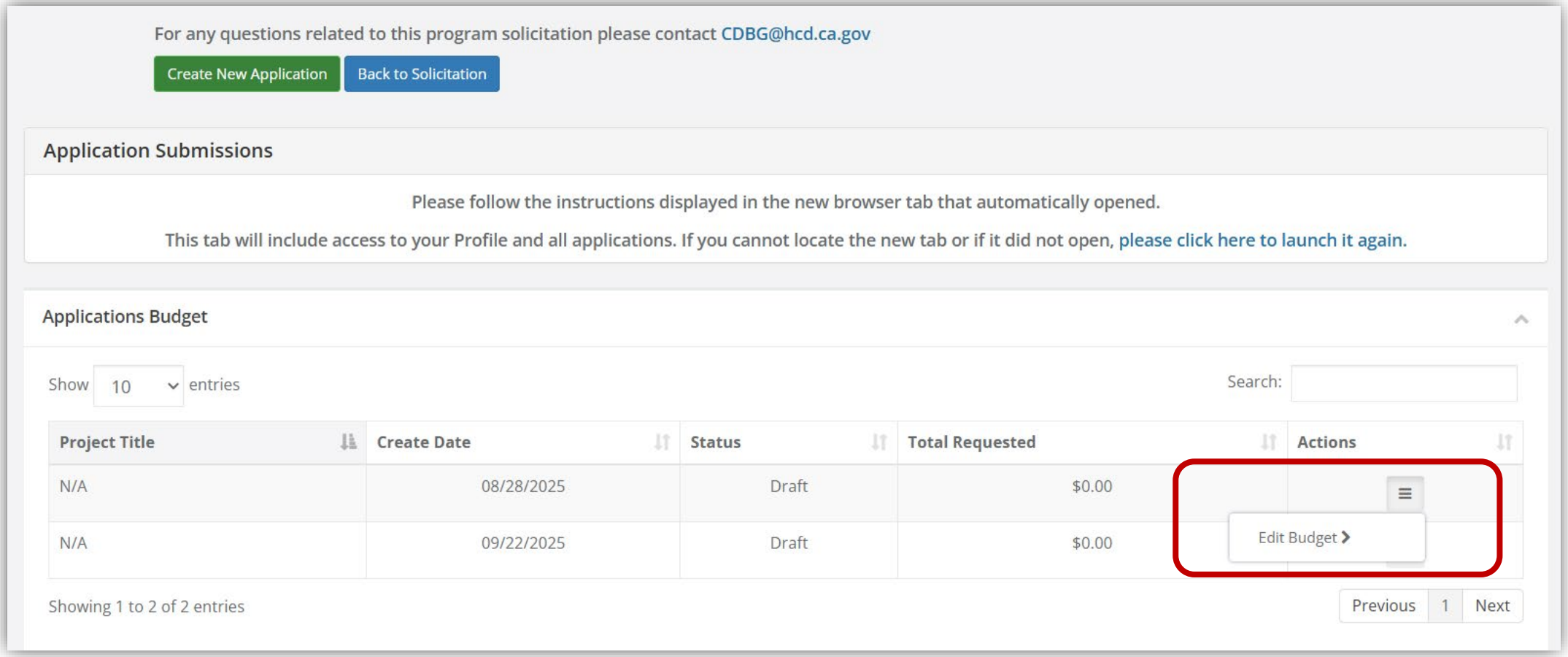
Application Process

Note: How to navigate to the Edit Budget screen



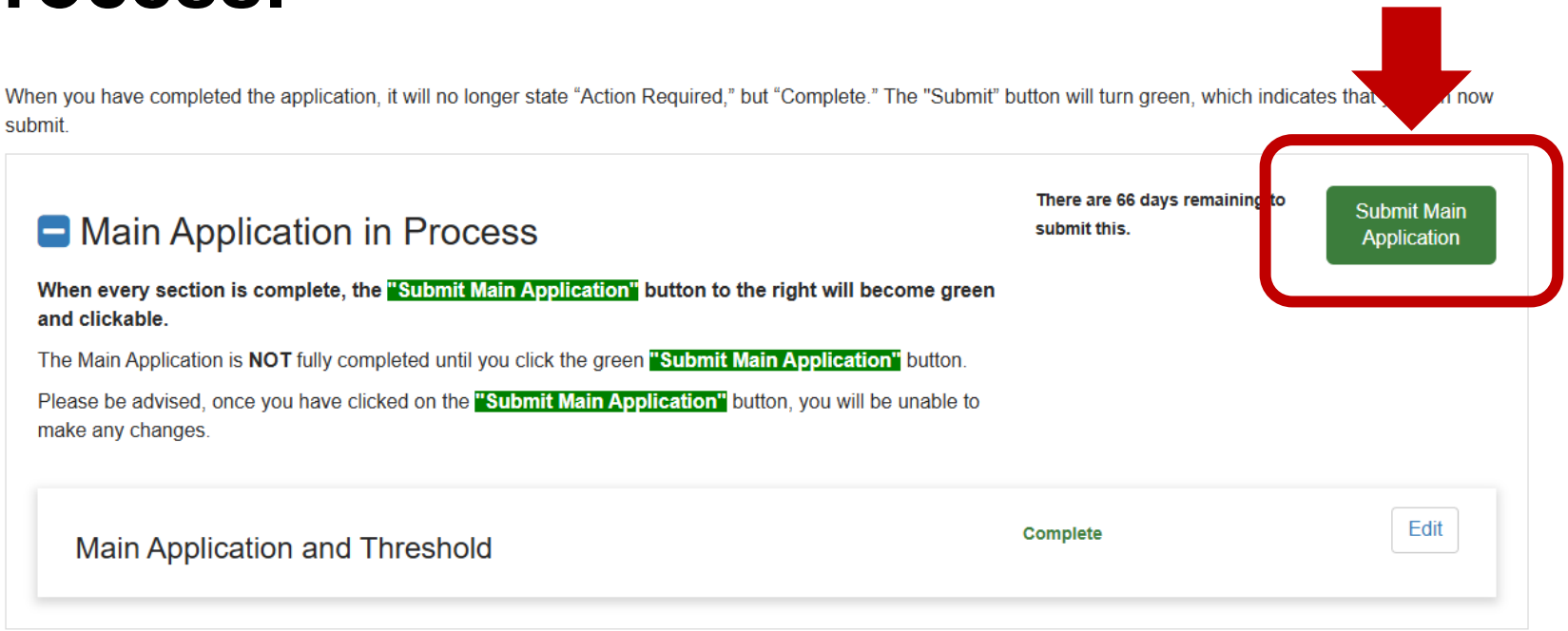
Application Process

10. Complete the application's budget



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.**



Main Application

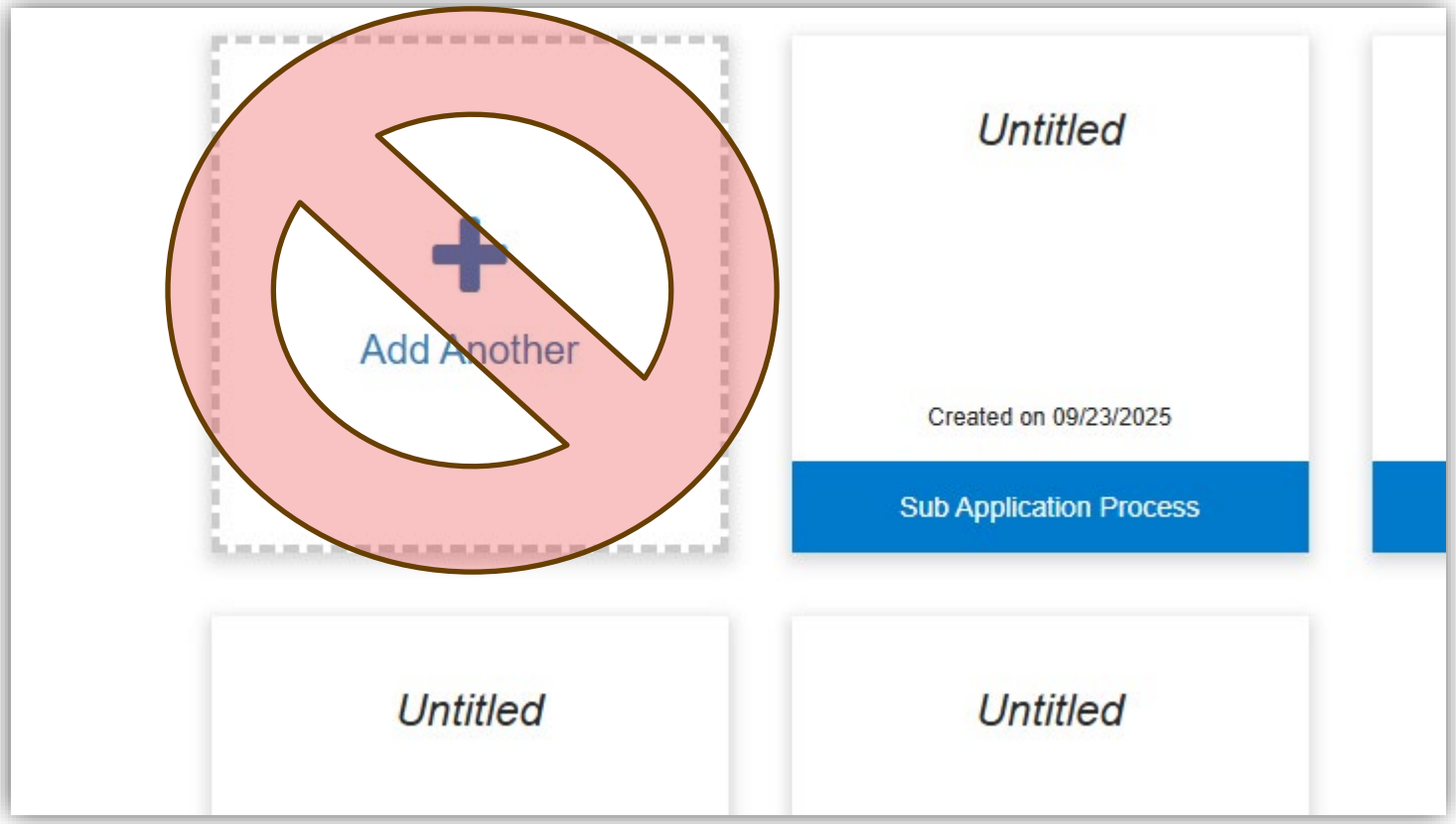
- Each applicant must submit only one Main Application
- Some items this application collects:
  - Authorizing Resolution
  - Jurisdiction's SAM.gov Registration
  - Single Audit
  - Statement of Assurances
  - Public Participation documentation

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

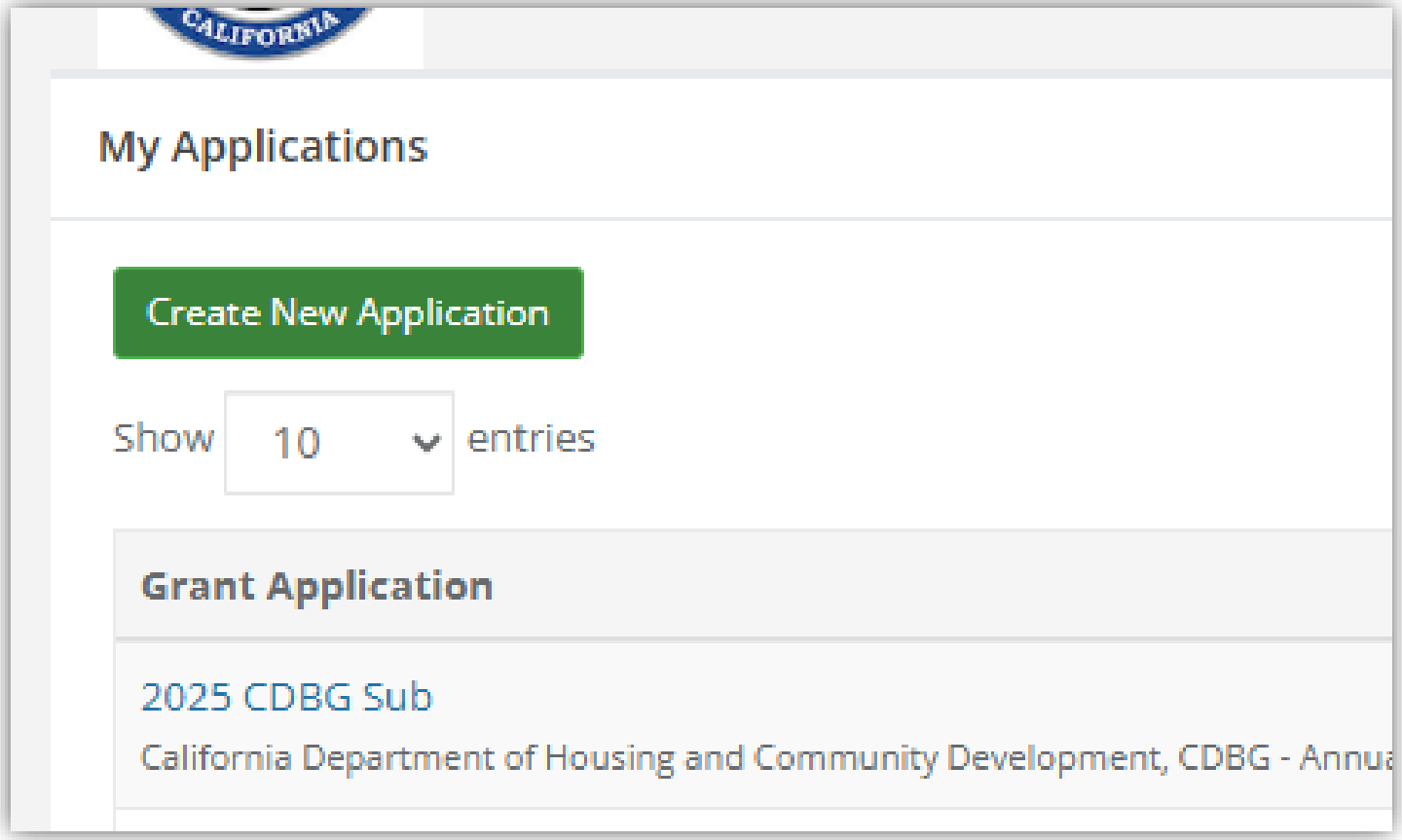
Creating multiple Sub Applications

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



Creating multiple Sub Applications

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

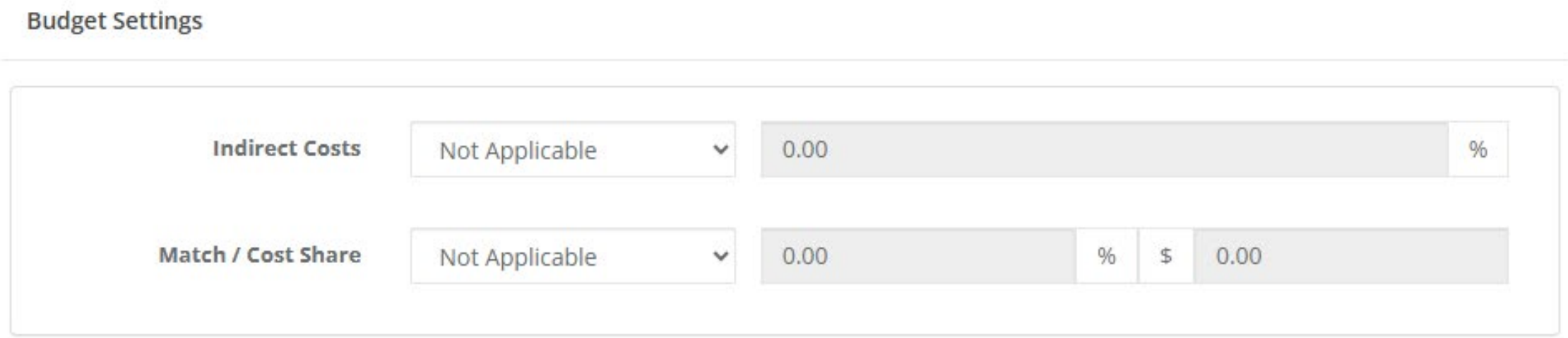


Budget

- 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



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.

	Ext Cost	Direct Cost
Activity Totals:	**$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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
General Administration Totals:	**$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

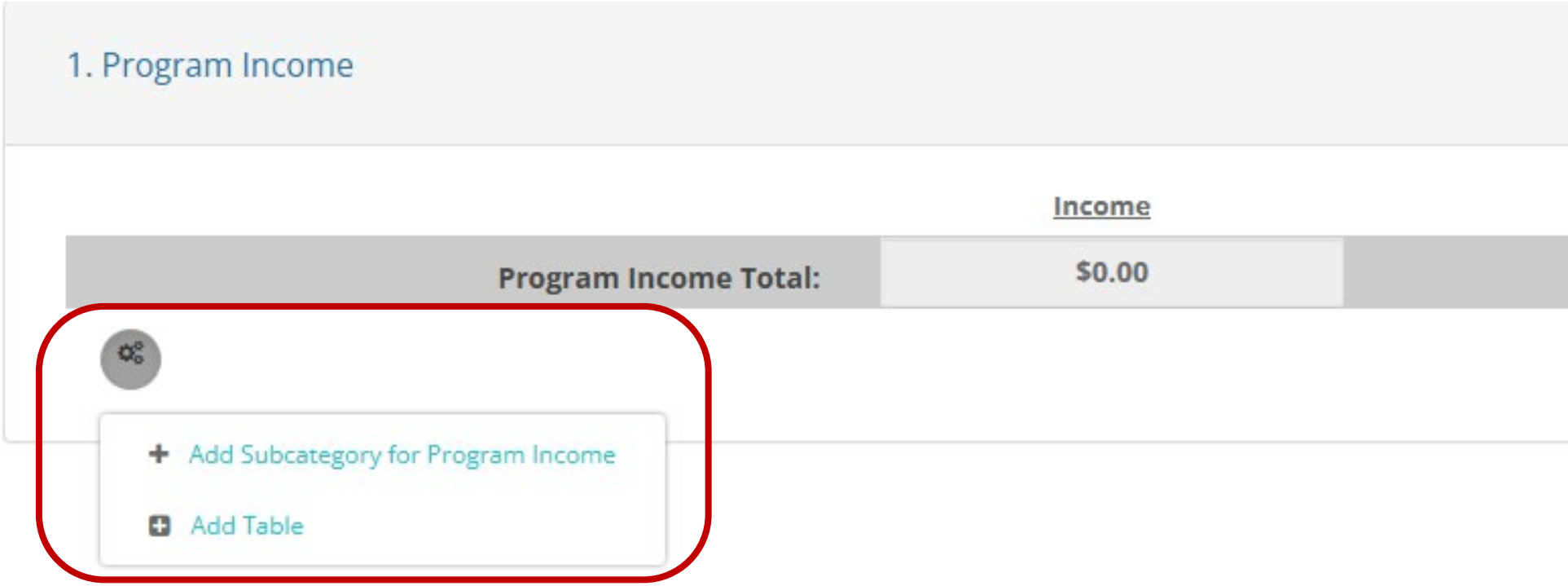
	Ext Cost	Direct Cost	Ind Cost	Cost Share
Other Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

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

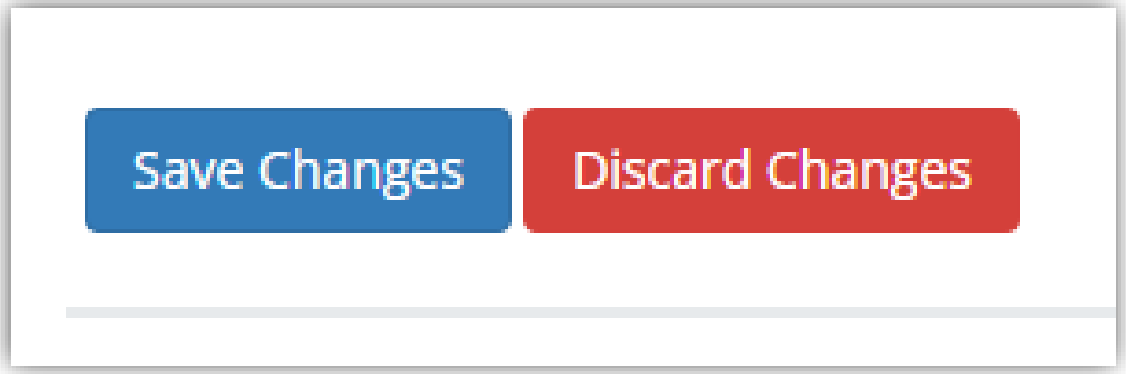


Main Budget - Narrative

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

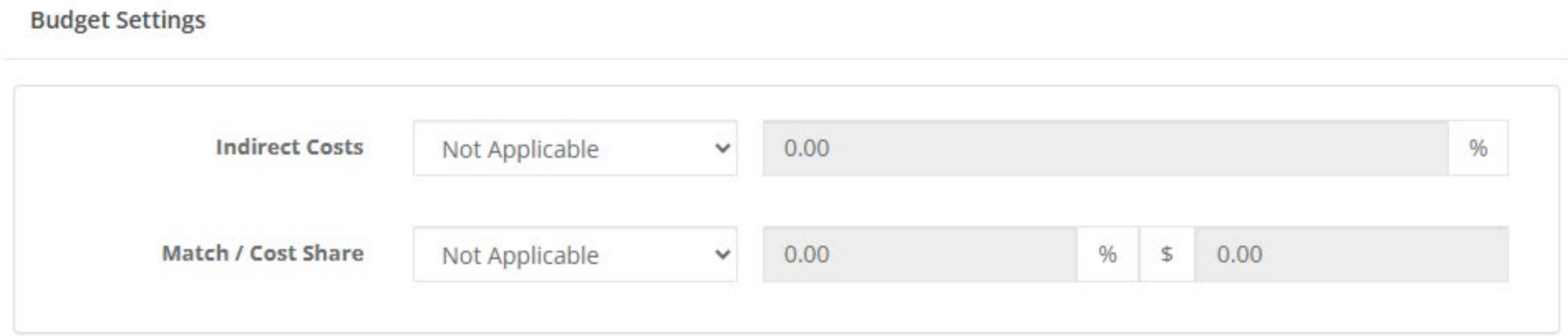
Main Budget - Save

- Save when changes are made



Sub Budget - Budget Settings

- **DO NOT** change any Budget Settings



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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Activity Totals:	$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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
General Administration Totals:	**$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

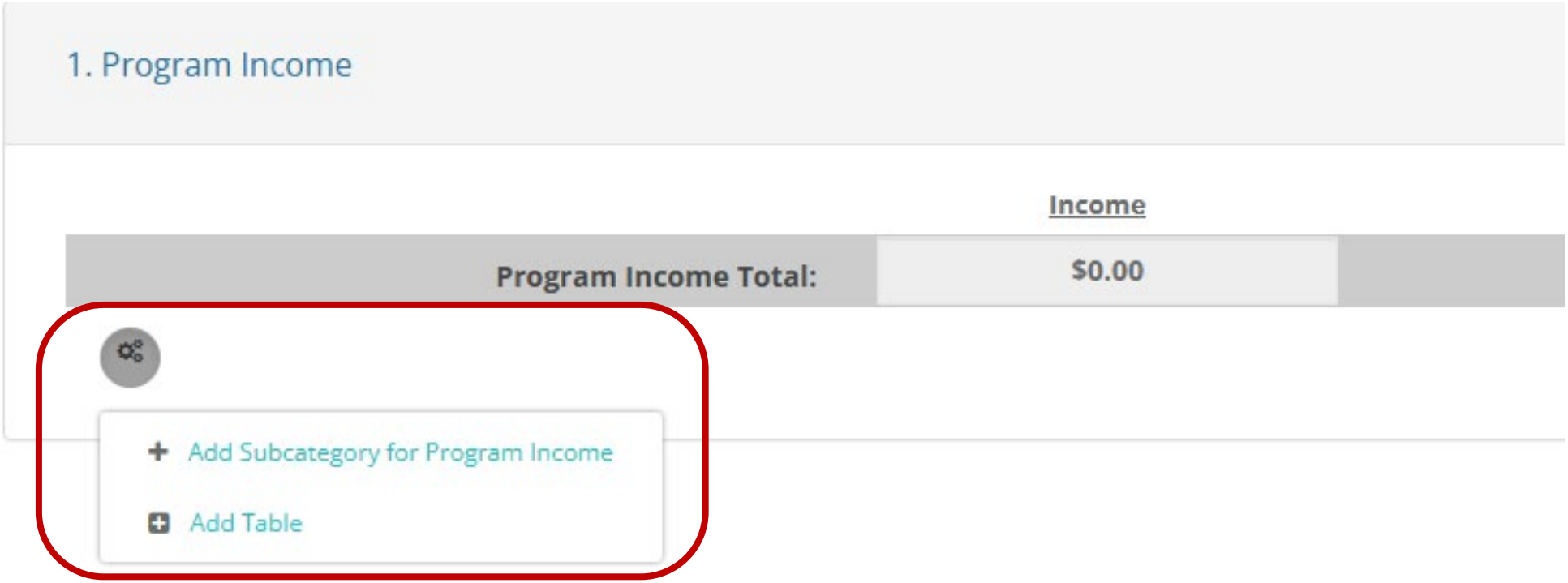
	Ext Cost	Direct Cost	Ind Cost	Cost Share
Other Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

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

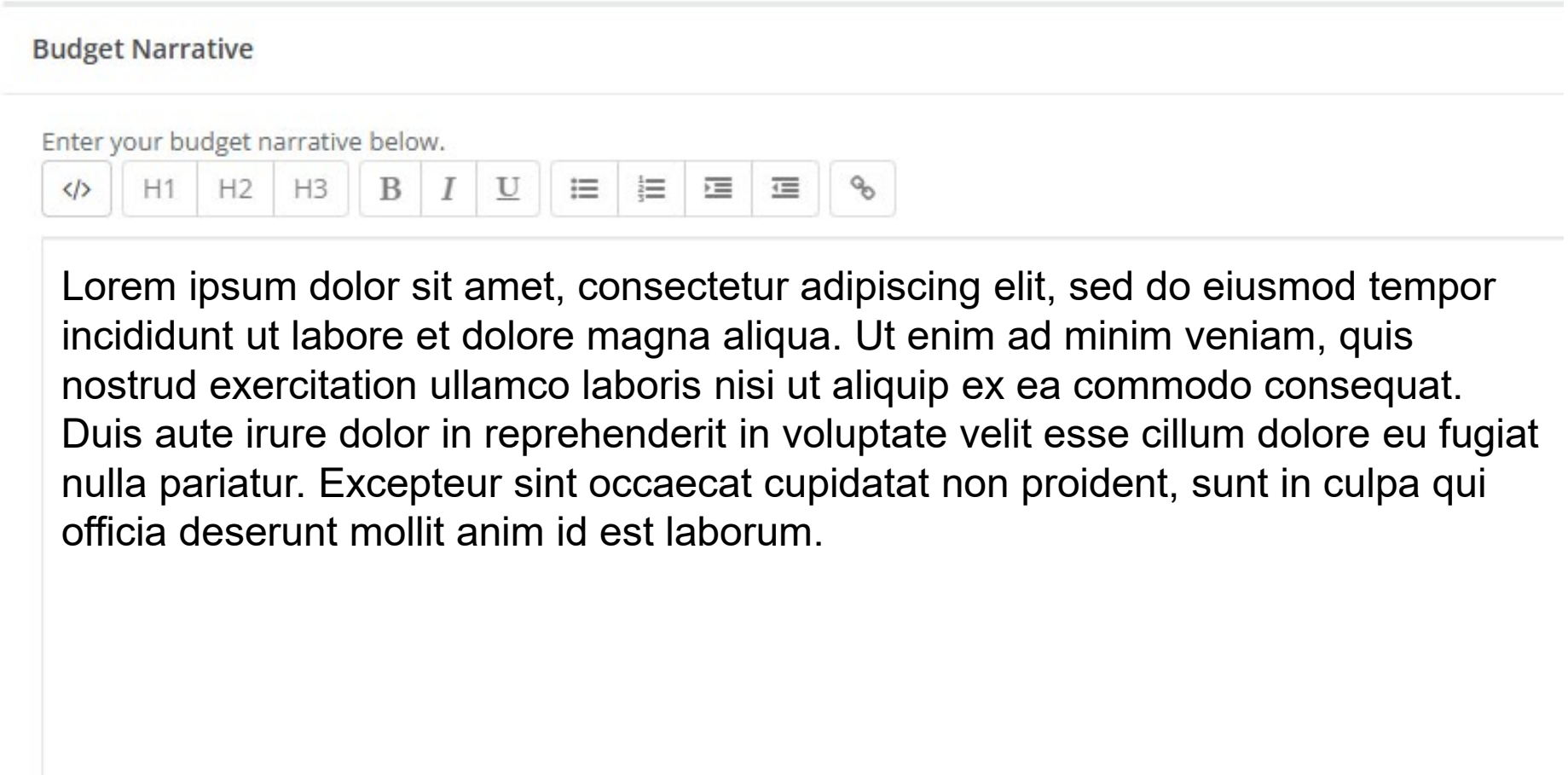
Sub Budget – Program Income

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



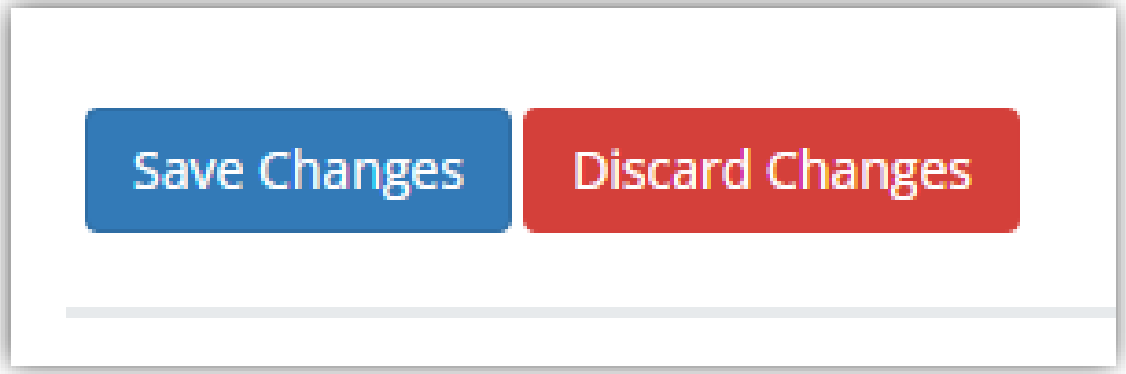
Sub Budget - Narrative

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



Sub Budget - Save

- Save when changes are made



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