



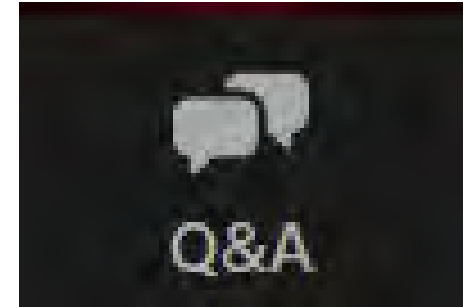
Completing the 2024 NOFA Application & Budget

Presented by: Genie Lee, HCD Specialist I














How to ask a question

- Webinar questions:
 - Click “Q & A” chat bubble to submit a question to the team. Do not put questions in the Chat
 - 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 at the end of the presentation
 - All questions will be saved and recorded as part of the public record



Overview Eligibility Financial Contact **Files**

Files:

- NOFA:  2024 CDBG NOFA (506.5 Kb)
- NOFA:  Appendix A - Community Need Score (527.8 Kb)
- NOFA:  Appendix B - Housing Element and Growth Control (2... (105.4 Kb)
- NOFA:  Appendix C - Resolution Template of the Governing ... (71.4 Kb)
- NOFA:  Appendix D - 2024 CDBG Application Certifications ... (208.1 Kb)
- NOFA:  Appendix E - Sample DRAFT Standard Agreement (2024... (1.8 Mb)
- NOFA:  Appendix F - CDBG Scoring Matrix (2024) (160.0 Kb)
- NOFA:  Appendix G - General Admin Calculator (65.4 Kb)
- Guide:  2024 Accomplishment Matrix (118.7 Kb)
- Guide:  Affidavit of Posting Notice (319.3 Kb)
- Guide:  TIN Verification (154.8 Kb)

Agenda

- Application Changes
- Main Application
- Sub Application
- Budget
- Live Demonstration
- Q&A



Changes to this Application Process

- Detailed information and requirements are hyperlinks to the NOFA
- Must submit 2 Applications **and** 2 Budgets
- Results
 - Shorter revision process
 - Reduce duplicate questions
 - Flexibility with General Admin funds

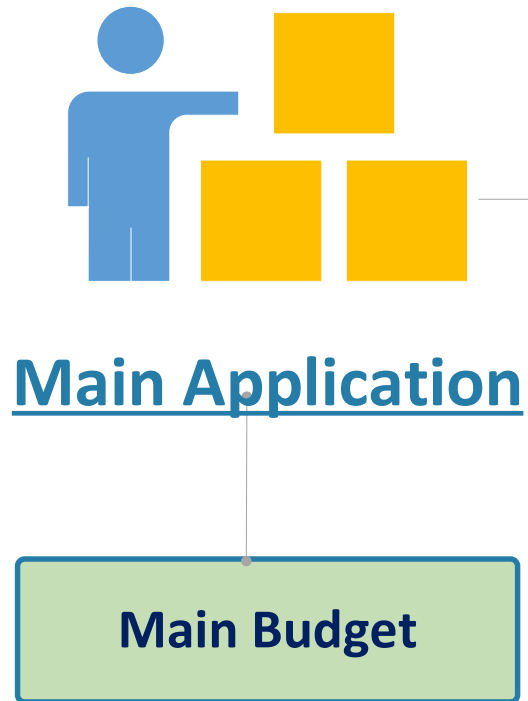


Application



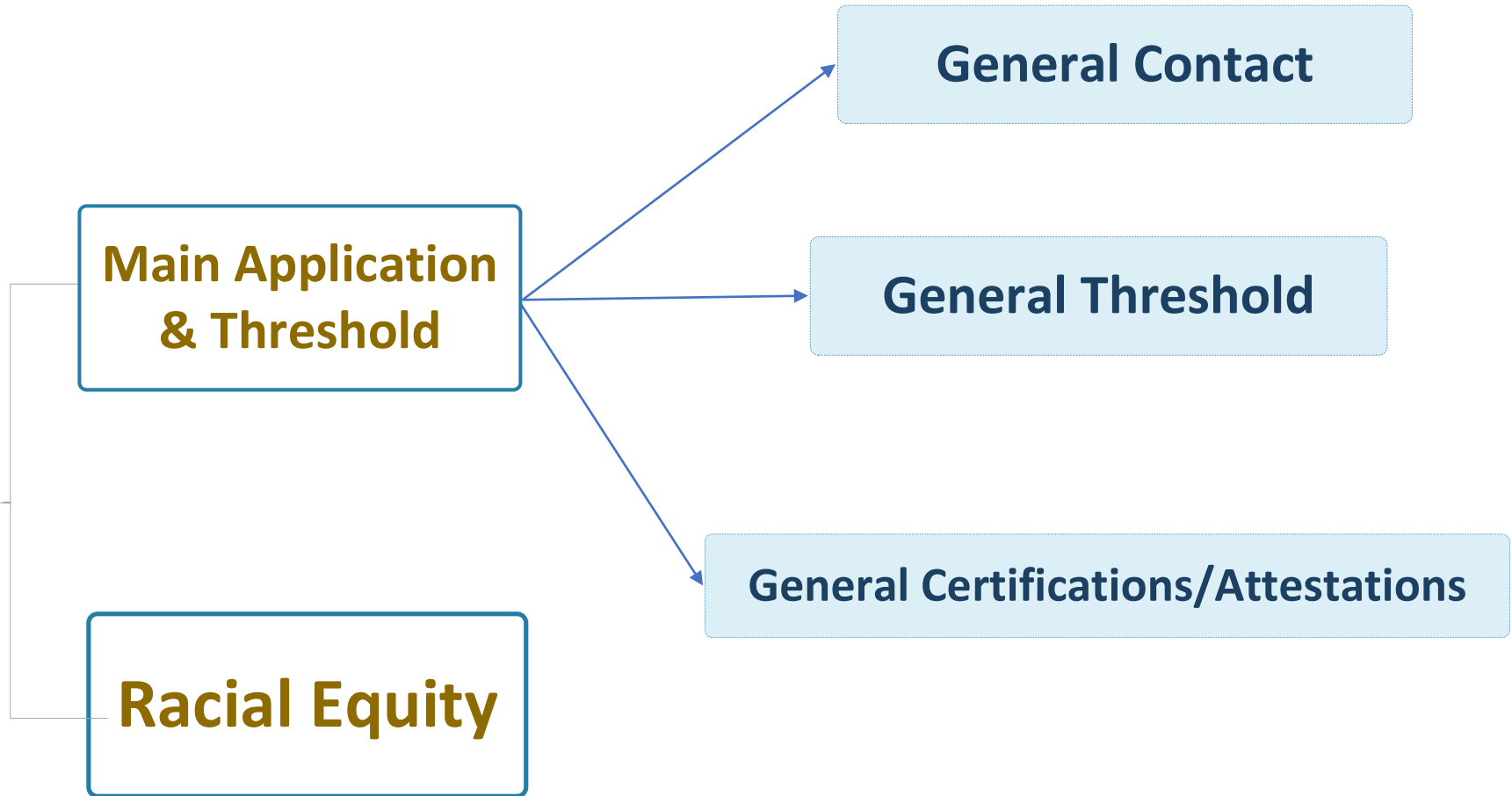


Main Application



Main Application

Main Budget



Main Application & Threshold

General Contact

General Threshold

General Certifications/Attestations

Racial Equity



Main Application & Threshold Form

General Contact

- General info
- UEI/SAM.gov
- Auth Rep

General Threshold

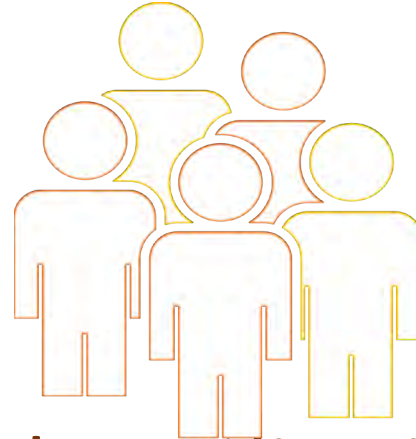
- Resolution
- TIN
- Single Audit
- Statement of Assurances
- Public Participation
- GA NEPA
- Budget

General Certifications/Attestations

- Good standing
- Monitoring
- Attestations



Sub Application



Sub Application

Activity Design

**Activity Specific
Contacts**

**Activity Specific
Threshold**

Legislative



Example

County of HCD is applying for a **Planning** and a **Housing Program** Application.

1. Main Application

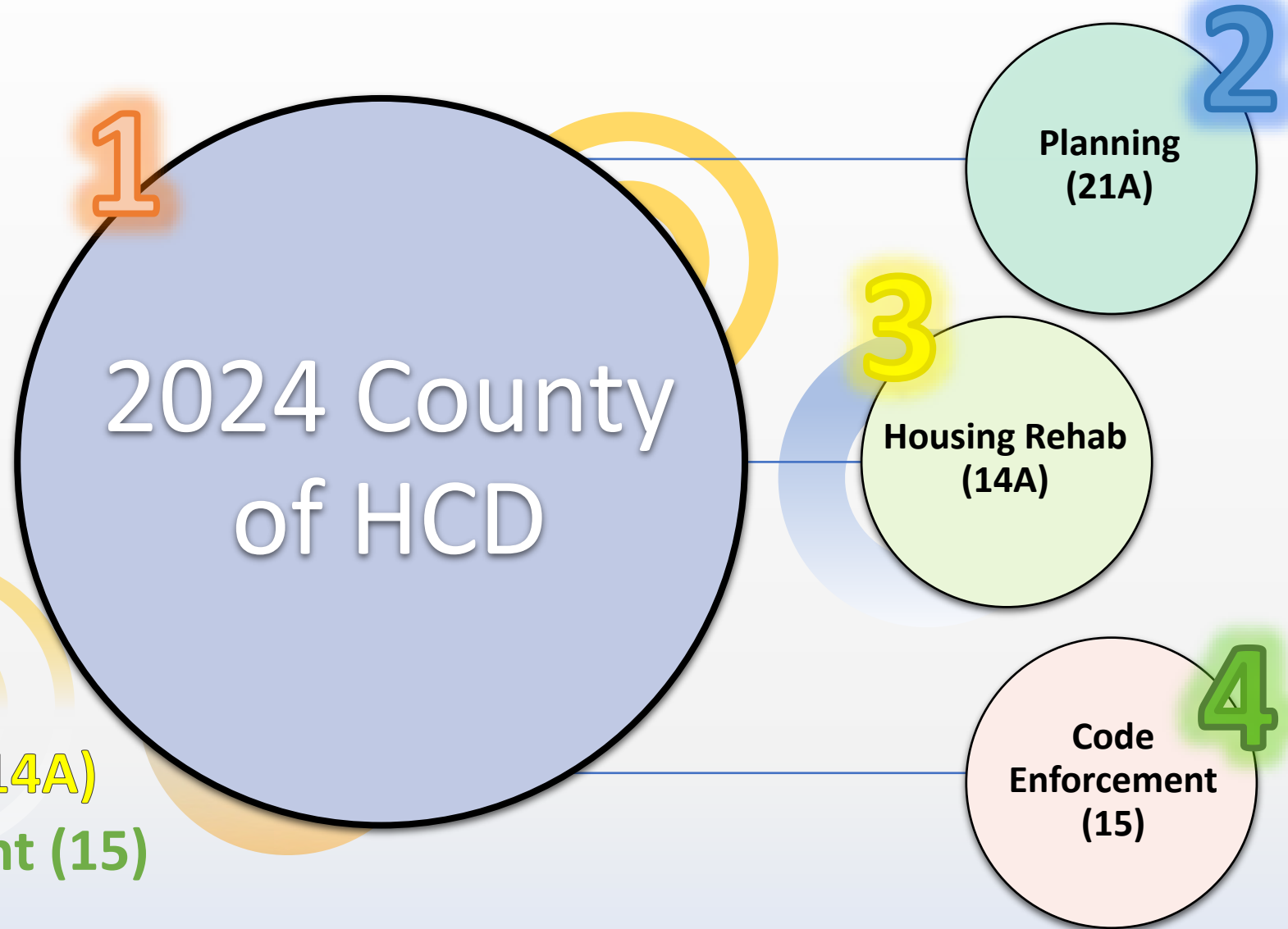
- Sub Application

2. Planning (21A)

- Housing Program

3. Housing Rehab (14A)

4. Code Enforcement (15)





Sub Application

Sub Budget



Sub Application

Activity Design

- Matrix Code
- National Objective
- Activity Design
- Federal/State Requirements
- Capacity and Knowledge

Activity Specific Threshold

- Site Control
- NEPA
- Budget
- Bid-Ready Plans and Specs
- DR/AFFH

Activity Specific Contacts

- Consultant (SAM, contract)
- 2nd Jurisdiction
- eCivis Reporter

Legislative



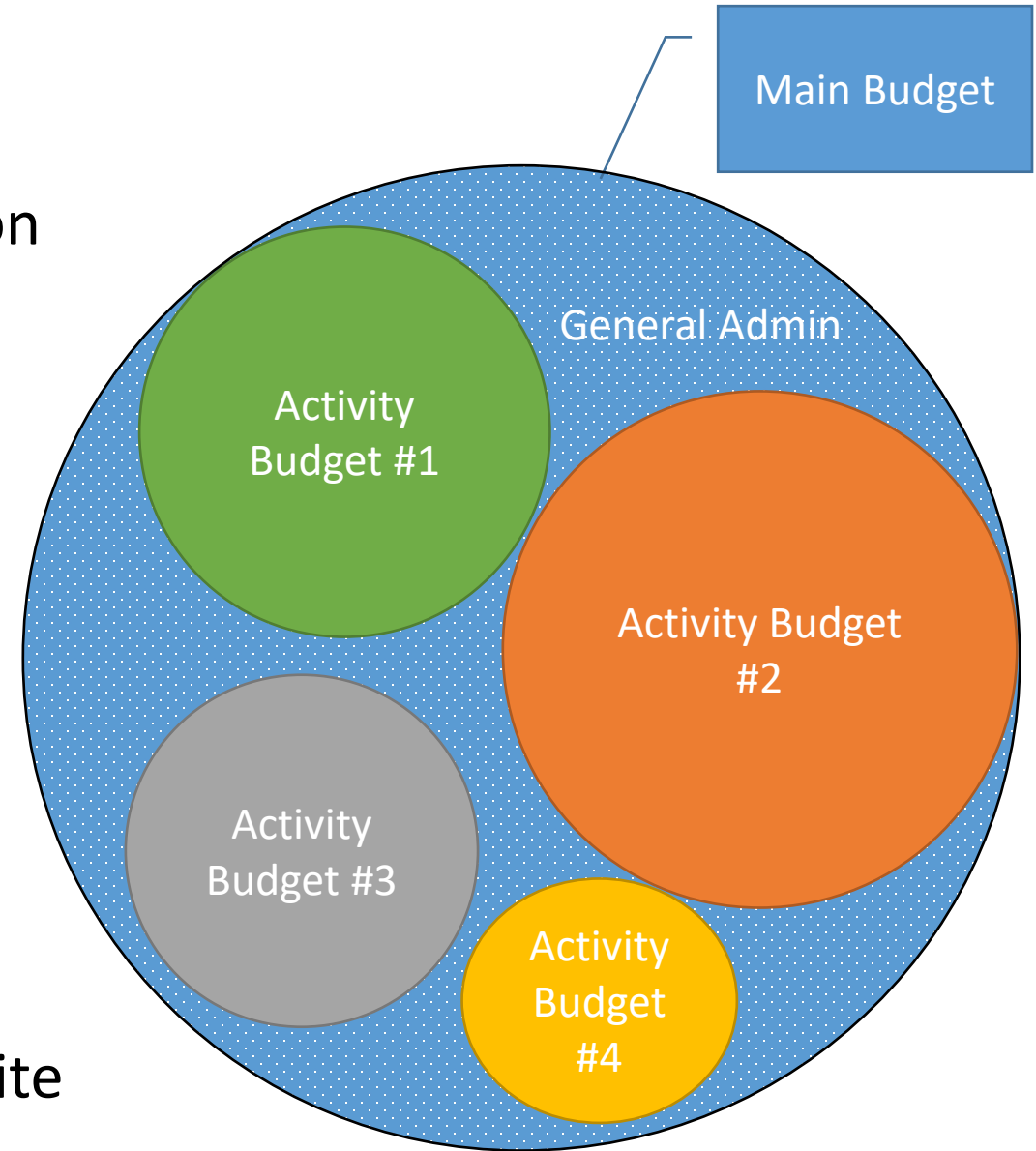
Budget





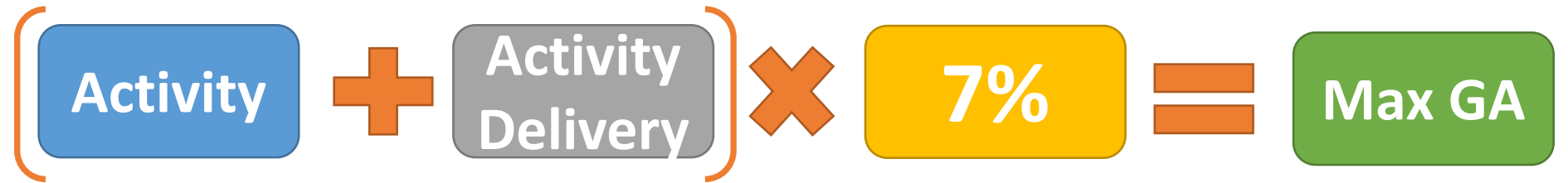
Budget

- ❖ Total for all Awards in Main Application
- ❖ Activity + Activity Delivery amount in Sub Application
- ❖ Example:
 - Total grant amount (Main) = \$1,500,000
 - Total grant amount (Sub) = \$1,401,870
- ❖ General Admin vs. Activity Delivery
 - **GA:** Office Hours, Webinars, etc.
 - **AD:** Financial/Activity Reports, site visits, project management, etc.





*How to
calculate
GA*






Budget

Tips, Tricks, & Reminders

All Budgets

- Do NOT add any tables or rows*
 - *Except for Future Anticipated Program Income*
- Leave Units, Unit Cost, Extended Cost, and GL Code blank
- Do NOT change the “Item Type.” Must be “Direct Cost”
- Best practice: Activity, PI, and GA only
- Enter Cash-on Hand Program Income under “Activity”
- Enter Future Anticipated Program Income in “Program Income”
- Do NOT enter any information under “Other”



Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity	Activity	0.00	\$0.00	\$0.00	\$1,000,000.00		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	\$500,000.00		Direct Cost



Budget

*Tips, Tricks, &
Reminders
cont.'d*

Main Budget

- Total amount for ALL grants per application cycle
- General Admin
- 🚫 No Budget Narrative

Sub Budget(s)

- Activity + Activity Delivery amount ONLY
 - 🚫 No General Admin
 - 😊 Yes Budget Narrative
-



General

Tips, Tricks, & Reminders cont.'d

-
- Must SUBMIT a Main Application AND a Sub Application
 - Must complete the eCivis Budget **first**
 - Enter the Program Description
 - A complete Application submission is one Main Application and **at least** one Sub Application
 - Technical difficulties must be submitted to and acknowledged by CDBG@hcd.ca.gov **PRIOR** to application deadline
 - The official "submission date/time" of an application is the time once **both** a Main **and** a Sub application is submitted. Every subsequent sub application will have a submission date/time of the respective Sub application.
 - Drafts will not be accepted. No Exceptions.
-



Demo

Live Demo: [eCivis - Grants Network](#)



Q&A

Please submit question(s) via
Zoom's Q&A

- Your name and Jurisdiction name in the chat
- Use the Q&A for questions
- Application Opens: Tuesday, October 29, 2024 at 9:00AM P.D.T.
- Application Deadline: Monday, December 30, 2024 at 3:00PM P.S.T.
- Email questions to cdbg@hcd.ca.gov

