



## CDBG News

HCD is required to prepare an annual report on all CDBG and CDBG-CV funded contracts and subcontracts and the participation of minority and women-owned businesses. All CDBG and CDBG-CV grantees are required to complete a survey for each standard agreement with HCD that has been active within the program year. Please complete this survey via the Miscellaneous Task associated with your Award in the eCivis Portal.

Please complete the survey by **November 1, 2024**, located here: [HUD 2516 MBE/WBE Survey](#)

**Note:** 2 CFR 200 was amended effective October 1, 2024. Changes include capturing information on Veterans Business Enterprises. Please amend your programs to capture this data point.

Equity and Belonging Toolkit Training will be held during our next Office **October 30, 2024**, will cover topics such as Meaningful Public Participation, Workforce Relations, Program Design, and Accountability Systems. HCD encourages all Grantees to attend. Please have any staff you would like to attend register for Office Hours. [2024 CDBG and CDBG-CV Office Hours - Zoom Registration](#)

The California Department of Housing and Community Development's (HCD) Division of Federal Financial Assistance is creating a new five-year Federal Consolidated Plan (Con Plan) for Fiscal Years 2025-2029, and has developed surveys to receive feedback on California's housing, homelessness, and community development challenges, barriers, and needs. Please take the survey(s) that represents your role in the State of California.

- [Con Plan Survey for communities and residents](#)
- [Con Plan Survey for jurisdictions](#)

## Webinars

HCD has posted several recorded videos to the Department's YouTube channel. Watch these amazing educational and enlightening videos: [HCD YouTube - CDBG Workshops and Trainings Playlist](#). The requirements and different aspects of the CDBG application procedures are explained in these training videos.



## HCD CDBG Resources

- HUD released its new 2016-2020 Low- and Moderate-Income Summary Data (LMISD) Map Application: [LMISD Mapping Tool Website](#)
- For office hours recordings, please see our [CDBG Office Hours Recordings Playlist](#)
- Be sure to review the updated GMM **Chapter 5 on Procurement**, along with **Appendix 5-8 Required Contract Provisions** and **Appendix 5-9 Buy America (BABA) Certification**
- If you do not currently receive emails from HCD, here are the links to get signed up
  - Stay in touch with HUD (scroll all the way to the bottom and click “Federal Programs” [HCD E-mail Listserv Signup](#)
  - Register for Office Hours: [2024 CDBG and CDBG-CV Office Hours - Zoom Registration](#)
- HCD's renovated website has numerous tabs and stores a wealth of information on our Community Development Block Grant page: [CDBG Program](#)
  - To access all the resources found on this page, scroll down to where you see five dark blue tabs. The open tab is light blue with black text. The closed tabs are dark blue with white text (scroll down to see all information in this tab). Click on each of the tabs to open the relevant information
  - The last tab is the Grants Management Manual (GMM). Here you will find updated Chapters, Tools, and Appendices all designed to assist CDBG grantees in setting up, operating, and closing out CDBG compliant programs and projects

## HCD Office Hours Updates

- **2024 CDBG Application opens Tuesday, October 29, 2024, at 9:00 am P.D.T**
  - New Application for Competitive Solicitation closes **Monday, December 30, 2024, at 3:00 pm P.S.T.**
  - Application for OTC Solicitation deadline **Monday, December 30, 2024, at 3:00 pm**



**P.S.T.** (or whenever funds are exhausted)

- Contract execution for Competitive Applications are expected in **May 2025**
  - Contract execution for OTC Applications will be on a rolling basis starting **May 2025**
  - Expenditure Deadline 2 years, 9 months from contract execution
- A jurisdiction's Housing Element must be submitted to HCD and in at least "Draft" status at the time of application submission to be considered an eligible applicant
  - When applying for the 2024 NOFA, if the wrong National Objective is selected, you can select the "Reset" option to the "Matrix Code" questions then re-select the correct Matrix Code to reload your application selections
  - **Note:** There is an eCivis glitch causing upload issues when using .png files. Do not use .png files

## Office Hours Q&A Recap – October 16, 2024 Session

**Question:** Does the jurisdiction decide whether to make funds available as grants versus loans? Question pertains to microenterprise funding request.

**Answer:** Yes, the jurisdiction has the authority to determine whether to provide funds through a grant or loan. This decision is made at the local level.

**Question:** Our jurisdiction faces public safety power shutoffs from PG&E. If one occurs on 10/29, will there be any way to reflect the inability of locations under a PSPS to submit applications?

**Answer:** Unfortunately, it would be difficult to timestamp these applications as PSPS events could go on for days at a time and could present a problem for our OTC applications. A possible workaround is to use a phone hotspot to connect and apply. If you need assistance with this, please email the CDBG team inbox in advance of the application submission open date for help at: [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov).

**Question:** For 2023A awards we are ready to go to bid, however we recently got an email stating our standard agreement is under an "embargo" and we can[not] announce anything....so are we not supposed to go to bid? Can someone elaborate on this?

**Answer:** The 2023 and 2023A CDBG Standard Agreements are still under the Governor-imposed embargo. Even though we may have received your signed Standard Agreement, HCD is requesting that your jurisdiction not **publicly** announce the award until the Governor lifts the embargo. You may still go out to bid if all the applicable requirements are met.



**Question:** Are there communities who have offered homebuyer assistance loans with CDBG funds in the past who have guidelines for considering hardships experienced by grantees that allows for revising the loan interest percentage or forgive all or portions of interest accrued.

**Answer:** Consideration of hardships or revisions to CDBG homebuyer assistance loans are made at a local level.

**Question:** Can you please confirm that the new financial report form to use is Appendix 6-3 on the CDBG page? <https://www.hcd.ca.gov/grants-and-funding/programs-active/community-development-block-grant>

**Answer:** The new financial reporting form is in the process of being uploaded to the website. A copy was emailed out along with our Newsletter on 10/7/2024. If you would like another copy, please reach out to your assigned CDBG Program Representative or Specialist. HCD will make an announcement with the updated file dates once uploaded to our website.

**Question:** My County's invoice submitted on 6/4/24 for 10/1/23-12/31/23 was rejected with a note that it requires updated project threshold docs before it will be processed. We're unclear on what updated information needs to be provided and would like guidance on what to do next. This is invoice dispute STD 209 in reference to County of Glenn Housing Hub. We've also reached out to the CDBG email with no response.

**Answer:** For CDBG-CV-related threshold concerns, please email the CDBG-CV team at: [CDBGCVGroup@hcd.ca.gov](mailto:CDBGCVGroup@hcd.ca.gov)

**Question:** We are having an issue trying to set up an eCivis account. When we enter the email account, and eCivis prompts to us send the confirmation email, we never receive the confirmation email. This email account is a group email account. Could that be an issue? We want everyone to have access and to receive notifications and updates and to be able to enter/upload reports for their projects. That is why we are using a group email account.

**Answer:** Use of a group email account should not cause an issue. First, please check and confirm you are using the eCivis portal login rather than the eCivis grant management login. Next, check your spam folder. If you are still not receiving email confirmations, please reach out to your assigned CDBG Program Representative or Specialist. If you do not have an assigned representative, please email our CDBG team inbox for help at: [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov)

**Question:** The link to the survey was sent. I already used a paper survey that each household is filling out and submitting to me to analyze to see if our HOA community is low to moderate. Does this work? We have 166 homes within our community. The funds requested will only benefit those within our community, so this would be the correct way to collect the income data, right?

**Answer:** It appears in this case you are applying on behalf of an entitlement county.



Please reach out to the entitlement county and discuss needs for this project. Entitlement communities receive direct funding from HUD.

**Question:** Under Management Capacity section, if our organization has never used federal funding or CDBG funding, can we use another example of how our organization has managed large projects?

**Answer:** Please see *N. Economic Development (ED) Programs Only* on page 21-22 of the 2024 CDBG NOFA for clarification for capacity requirements for ED programs.

**Question:** Are California Native American tribes who are not federally recognized eligible as applicants? Are there opportunities for technical advisory assistance beyond office hours?

**Answer:** Non-federally recognized tribes cannot apply for CDBG directly; however they are eligible to receive CDBG funds in partnership with a local jurisdiction application.

**Question:** Following up on Paul's email: is the "embargo" affecting the processing of the standard agreements for 2023A?

**Answer:** The embargo is not affecting or delaying processing of the standard agreements for 2023/2023A. HCD is not releasing award letters to jurisdictions until the embargo is lifted.

**Question:** Was the question answered about if there can be multiple logins and/or multiple jurisdiction emails in order for multiple people to work on applications?

**Answer:** Only one account can be connected to an application. You can have multiple staff or jurisdiction emails connected to different applications.

**Question:** Is there a link for this "embargo" on standard agreement announcements?

**Answer:** No, HCD recommends checking the Governor's website for additional information.

**Question:** So, for sub applications for the same program there can be 2 logins or is connected to the main application?

**Answer:** Two accounts cannot be connected to the same sub application. You may have different logins for each sub application.