



## CDBG News





## HCD CDBG Resources

**2024 CDBG Application and 2025 NOFA Listening Session will occur January 8, 2025, during the regularly scheduled Office Hours.**

- To assist small communities with limited funds, CDBG offers 2024 Planning Applicants:
  - **Planning:**
    - Use 20A Matrix Code (HUD-designated)
    - Feasibility Studies
    - NEPA
    - National Objective
  - **Planning Related to Another Activity**
    - Use 20A\* Matrix Code
      - *This code is for internal purposes only. It is used by HCD to differentiate between planning matrix codes.*
    - Minimum of two funding sources. Sources do not need to be secured.
    - Meet National Objective within 6 years of first drawdown.
    - Submit Quarterly Activity Reports until National Objective is met.
- CDBG Contract/Agreement Extensions between any contractors or consultants using CDBG funding must be fully executed. Drafts will not be accepted. Executed copies along with a signed Financial Reporting Form must be uploaded when seeking reimbursements.



- **SAM.gov** – Businesses assisted with CDBG funds must have an active SAM.gov registration. Please review [Tool 5-12: Understanding SAM.gov Requirements](#).
- **Grants Management Manual (GMM) Updates related to 2 CFR 200**
  - [Completion Report for 20A — State-Planning Only](#)
  - [Appendix 12-1: Combined Closeout Package](#)
  - [Appendix 12-2: Completion Report Form](#)
  - [Appendix 5-8: Required Contract Provisions](#)
  - [Appendix 5-9: Buy America \(BABA\) Certification](#)
- For office hours recordings, please see CDBG Office Hours Recordings Playlist
- If you do not currently receive emails from HCD, here are the links to get signed up:
  - Stay in touch with HUD (scroll to the bottom and click “Federal Programs” [HCD E-mail Listserv Signup](#)).
  - Registration is required for the **NEW 2025** Office Hours: [2025 CDBG and CDBG-CV Office Hours - Zoom Registration](#)
- HCD’s redesigned website contains several tabs and our Community Development Block Grant page has a wealth of information: [CDBG Program](#).

## HCD Office Hours Updates

- **Office Hours session scheduled on December 25, 2024, will be canceled. The next office hours session will be held on January 8, 2025.** Be sure to register at the above 2025 CDBG and CDBG-CV Office Hours Zoom link.
  - The 2024 CDBG Application for the Competitive Solicitation closes on **Monday, December 30, 2024, at 3:00 pm PST.**
  - **We are no longer accepting OTC applications, as the funds have been**



**exhausted.**

- Contract execution for Competitive Applications is expected in May 2025
  - Contract execution for OTC Applications will occur on a rolling basis starting May 2025
  - The expenditure deadline is 2 years and 9 months from contract execution.
- **Reminder:** CDBG-CV Threshold Items:
- ICF Grant Administrators (GAs) will continue checking threshold documents (e.g. updated debarments, ERRs, subrecipient agreements, etc.) before approving each financial report.
  - This review significantly helps with audit preparedness and will streamline the monitoring and closeout of CDBG-CV awards.
  - You can proactively work with your GAs to address threshold document issues before submitting your next financial report.
- **Did You Know** - Grantees may request to change the due date of Financial Reports as a one-time change or an on-going change?

## Office Hours Q&A Recap – November 13, 2024

**Question:** The new GMM Section 12.3 notes that record retention is 3 years. It used to be 5 years. Can you please verify?

**Answer:** There has been updates to 24 CFR Part 570 on record keeping requirements and retention was changed to 5 years

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2022-14cpdn.pdf>

**Question:** Is there a current CDBG local government advisory committee working with HCD? If so, what jurisdictions are on the committee and how does a jurisdiction apply to be on the committee.

**Answer:** While we do not have a local advisory committee, during the Consolidated Plan process, HCD reaches out to jurisdictions and local communities to obtain views on needs and priorities for HUD funding. There were activities that



occurred this year. Please send your interest to the CDBG inbox and we will forward to staff.

**Question:** Under the Legislative Information for sub applications being submitted in November or December should the applicant supply the current or the newly elected legislators?

**Answer:** Please enter the newly elected as legislative letters go to newly elected.

**Question:** How will HCD verify that we have viewed the recordings of the NOFA webinars? Is it just the honor system?

**Answer:** Yes, it is the honor system. There is a certification box within the application.

**Question:** 24 CFR 570.207(b)(1)(iii) states in general that the purchase of equipment, fixtures, motor vehicles, etc. is generally ineligible...however, it can be allowed if necessary for the public service or program or integral to the facility. Would the purchase of a delivery van for a senior meals delivery program be allowed and meet this exception?

**Answer:** Equipment is eligible if it is integral to the services being provided. With senior meals delivery, delivering the meals to clients is an integral part of the activity. Please make sure that you go through the federal procurement process and track expenditures.

**Question:** Purchase of equipment would have been for an OTC project though, correct?

**Answer:** Purchase of equipment that is integral to the provision of a public service still must be under a public service application. The only eligible equipment purchase under OTC is for fire station equipment.

**Question:** Is the correct email address to send questions: [cdbg@hcd.ca.gov](mailto:cdbg@hcd.ca.gov)

**Answer:** Yes, it is.



**Question:** Do you anticipate letting the jurisdictions who applied for OTC know if their application made it in before the funds were exhausted?

**Answer:** We do not have an ETA. We will keep you posted and updated during our Office Hours.

**Question:** Will you be providing training on the updates to 200 CFR?

**Answer:** We are still going through the changes in 2 CFR 200, as it applies to all federal programs. Once we have more information, we will let everyone know during Office Hours

**Questions:** What is **considered** "Activity Initiation" under Milestones in the application and in CDBG contracts.

**Answers:** Activity initiation will be program/project dependent as each award is unique and at a different phase in the process. Examples of activity initiation could be going to bid, releasing an IFB, or client intake.

**Questions:** Is there any anticipation of updating income certification guidelines?

**Answers:** If you can provide more specifics on your question, we can further assist you. We currently have resources on income certification in our GMM.