

Community Development Block Grant Office Hours

HCD's CDBG Team

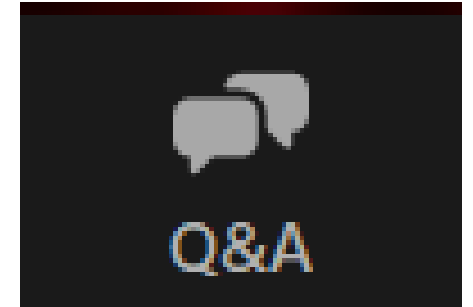
Wednesday, October 16, 2024





How to ask a question

- Webinar questions:
 - Click “Q & A” chat bubble to submit a question to the team
 - 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 throughout the presentation and will provide answers if possible
 - All questions will be saved and recorded as part of the public record





What's New



- HUD 2516 MBE/WBE
 - CDBG and CDBG-CV grantees are required to submit this report
 - Complete a survey for each standard agreement active within the program year.
- Added as a Misc. Task to eCivis Portal.
- Complete this survey by November 1, 2024
- **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.



Did You Know



- 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.





Reminders

- Required **Recorded Live** and **Pre-Recorded** webinars can be found on the [CDBG Workshops and Trainings - YouTube](#) channel
- Application opens **Tuesday, October 29, 2024, at 9AM P.S.T.**
- Consolidated Plan Survey
 - Communities and residents: [Take the 2025-2029 Consolidated Plan Public Survey \[uwedhmtab.cc.rs6.net\]](http://uwedhmtab.cc.rs6.net).
 - Grantees Interested in Funding? [Take the 2025-2029 Consolidated Plan Grantee Survey \[uwedhmtab.cc.rs6.net\]](http://uwedhmtab.cc.rs6.net).



Application Support

- Selected the wrong National Objective
 - Select the "Reset" option to the "Matrix Code" question then re-select the correct Matrix Code
- Do not upload .png files. There is an eCivis glitch causing upload issues when using this file type



Authorized Signers

- **Application Representative** (Section 4):
 - All application related documents
 - e.g. NEPA, Statement of Assurances
- **Contract Representative** (Section 5):
 - All contractual documents
 - e.g. Standard Agreement, Amendments, Reuse Agreement
- **Reporting Representative** (Section 6):
 - All reports after award
 - e.g. Financial/Activity Report, Closeout Package



Next Office Hours (October 30, 2024) – Equity and Belonging Toolkit Training

- Around October 28, 2024, the Equity and Belonging Toolkit will be available on our website. The Equity and Belonging Toolkit will be added as an appendix to our Grants Management Manual.
- On October 30, 2024, Equity First consulting will be providing an orientation on the Toolkit during Office Hours. The Equity and Belonging Toolkit covers topics such as Meaningful Public Participation, Workforce Relations, Program Design, and Accountability Systems.
- We encourage all Grantees to attend. Please have any staff you would like to attend register for Office Hours.

Questions and Answers: Recap from Prior Office Hours





Question: Can multiple city employees log into the eCivis portal at the same time and work on multiple applications/sub applications concurrently?

Answer: Each sub application may be completed by different users; however, each application can be only be accessed by that same user who started the application. Meaning, one application cannot be shared amongst multiple accounts/team members like how it's done in award management.



Question: For OTC construction projects, when completing the NEPA, is the applicant the responsible entity? The jurisdiction completing the project had been the Responsible Entity in the past, but there were exceptions in the CDBG-DR program, and we were not sure if the same exception applied to 2024 CDBG projects.

Answer: The responsible entity would be the jurisdiction. Exceptions that HCD has for CDBG-DR does not apply to our regular annual CDBG program.



Question: Does the new financial reporting form need to be signed for a \$0 draw?

Answer: Yes, all financial reports must be signed by the authorized representative. This is due to the new 2 CFR 200 updates that require certification language.



Question: Is there a new list of Representatives for areas?

Answer: We do not have a list of current Representatives by area. We are in the process of staffing changes, please email our CDBG team inbox for help at CDBG@hcd.ca.gov if you do not have an assigned Program Representative or Specialist.



Question: What is this newsletter that keeps being mentioned?

Answer: The CDBG Newsletter is a resource that is published after the conclusion of each Office Hours and emailed to our CDBG contact list. After remediation, a copy is also posted to our CDBG website. It includes program updates along with additional resources.



Question: Who is required to sign the NEPA documents for a Business Assistance program? Is it the authorized signer or can someone else sign this document.

Answer: A NEPA submitted at application must be signed by the Authorized Signatory designated in Section 4 of the Resolution. If another jurisdiction employee must sign the document, please upload a formal letter on jurisdiction letterhead to the Department/CDBG designating the other position.



Question: Is CDBG planning any in person training? For new users of this program the videos are not helpful. The program really lacks help for people who are green and doesn't have a background in this program.

Answer: CDBG is currently in discussion to provide extra training next year, however we do not have any plans for in person training now. Please email our CDBG team at CDBG@hcd.ca.gov if you do not have an assigned Program Representative or Specialist. In addition, we do have our CDBG Grants Manual posted to our website written in a format for a new users' perspective. HUD Exchange is another useful resource.



Question: Is there a date that we can safely assume HCD will not update NOFA forms we are using for the application?

Answer: Edits are required when it is necessary, especially with the new 2 CFR 200 updates. For the 2024 NOFA, we don't anticipate any changes before October 29, 2024.



Question: Can we submit an OTC application on 9/29, then wait and submit the sub-applications? Or will that cause our OTC application to be pushed back to the back of the line?

Answer: To submit a complete application, you will need to submit one main application and one sub application for the OTC project/program. Every subsequent sub application submission has its own, respective, submission date.



Question: For public hearings what constitutes a public hearing?

Answer: Please refer to our Grants Management Manual Chapter 4 for Additional Grantee requirements.



Question: My financial reports are being rejected because they need to meet new thresholds. What are these new thresholds? Where can I find them?

Answer: Please email your assigned Program Representative or Specialist with additional details.



Question: For a Housing Assistance Program, when the application asks for site control documentation, are you looking for site control documentation for the location the activity will be administered from (City Hall), if not please explain what it is you are looking for this item on a financial assistance program.

Answer: The application has a “not applicable” option. Applicants will select this option for Planning-Only or OTC Program applications.



Question: What is the CDBG CV2/3 amendments timeline for HCD to process them?

Answer: 6 weeks minimum timeline, however for CV you should be receiving within the next 2 weeks. ICF grant administrators will be following up via e-mail when the amendments are out for signature.

Question: If a one-day-report is required, is it based on check issue date, or invoice date or expenses reported to eCivis date?

Answer: If a one-day-report is required, please go by the check issue date.



Question: “Provide a narrative on how this program will be marketed programs only. Upload any flyers or documentation.”
BUT this is listed under construction, and it is the only question listed under this section. Please open your sub application questions 2024 Sub Application Sample Questions to read this question.

Answer: This question was put under the wrong heading. This question is for housing and economic development programs only.



Question: In the sub application under Activity Design that requests the address. For ED and Housing Rehab programs is that the jurisdiction headquarters as there will be various locations that are assisted.

Answer: Please list location of where the program will be administered from.



Question: Have there been any updates to NOFA forms in the last 2 weeks?

Answer: No, the NOFA forms have not been updated within the last 2 weeks.

Question: So, for ED and HR Programs if a subrecipient is implementing the program, should it be the subrecipient's address?

Answer: Yes, it should be the subrecipient's address.



Question: Since a Financial Report form is required for each quarterly report, should invoiced expenditures be included even if they haven't been paid during that quarter?

Answer: CDBG is a reimbursement-based program and expenditures that have been reimbursed by the jurisdiction should be uploaded with your request along with invoices.



Question: I'm missed the reimbursement question. Has HCD reimbursement changed from invoice to payment?

Answer: CDBG is a reimbursement-based program and expenditures that have been reimbursed by the jurisdiction should be uploaded with your request along with invoices quarterly. CDBG is going by the reimbursement date listed on the payment that has been issued. Submitting proof of payment documentation after invoice payments have been made allows avoidance of duplications. CDBG does encourage more frequent reporting.



Question: Follow-up: on quarterly reports, invoices that have not been paid, do not need to be included on quarterly reports

Answer: Correct, do not include invoices for items not paid.

Question: I also believe per 2 CFR 200 advances are allowed.

Answer: 2 CFR 200 applies to all Federal grant fundings that are administered by the Federal Government, however not all programs allow advances. CDBG does not allow advances.



Question: Many invoices may not be paid during the same month they are incurred.

Answer: Please email your assigned Program Representative or Specialist with any concerns your jurisdiction may encounter.



Question: To confirm, can applications for the 2024 NOFA be submitted at different times? For example, could 1 OTC with 1 Main and 1 sub-application be submitted in November, then 1 sub application for a competitive grant be separately submitted in December? Thank you.

Answer: Correct, you can submit at different times with different timestamps.



Question: Does CDBG allow projects to be considered "reno" and not new build if the developer leaves a portion of the old unit(s) in place - like USDA allows.

Answer: CDBG program allows reconstruction that is not considered new construction. But the entire project must be reconstruction. No CDBG funds can be used for new build.



Question: What would HCD like for staff salary proof of payment.

Answer: CDBG will accept general ledger as proof of payment or payment statements. If you are unsure if it will be allowed, please email your assigned Program Representative or Specialist.



Question: So, you don't need checks. General ledger is good as proof of payment of invoices as well?

Answer: CDBG does allow proof of payment in the form of a check copy or general ledger. During check-in meetings held with the jurisdiction and CDBG, you can confirm your proof of payment is an acceptable source of documentation to supply.

Questions and Answers:
Please submit your question(s) via Zoom
Q+A

