

CDBG Office Hours

Team HCD CDBG

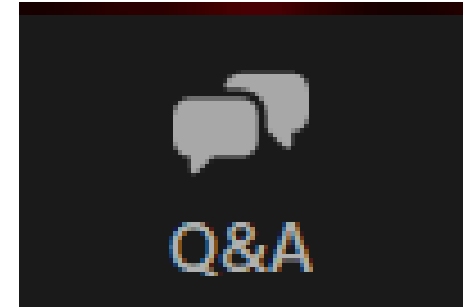
Wednesday, November 1, 2023





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





Closeout Completion Report Form

- Closeout Completion Report Form was developed to replace the Annual Performance Report (APR) to collect accomplishment data for activity closeout.
- The form was designed to mirror HUD's database (IDIS) for consistent data entry.
- The excel form uses complex macros to align with all National Objective & Matrix Code combinations.
- Some Grantees may have trouble enabling the macros needed to use this form.
- For CDBG-CV awards – Grant Administrators (GA) will assist in completing the form based on information provided by the Grantee.
- Before you begin, coordinate with your GA or HCD Rep to determine the best way to ensure a complete and accurate form is submitted with closeout.

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Accomplishment Information																									
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CDBG Program Updates

2022 CDBG NOFA

- 42 Recommended for Award
- 5 Routing
- 37 Approved

2023 CDBG NOFA

HCD released the [2023 Notice of Funding Availability \(NOFA\)](#) for approximately \$19 million in federal funds for the Community Development Block Grant (CDBG) program. Under this NOFA, the Department will only accept Applications from the Projects remaining on the 2019-2020 Over-the-Counter (OTC) Waitlist. Applicants cannot change projects or budgets. Funding is expected to be sufficient to make Awards to all Projects that meet threshold criteria.

- 2023 NOFA drop date: September 29, 2023 – OTC Waitlist Only (approx. \$19M)
- **Application Opened October 30, 2023**
- **Application Closes December 29, 2023**



CDBG Program Updates cont'd

Upon review of the posted application questions, it was noticed that a question under 'Bid Ready Plans and Specs' was missing. Please be advised, in addition to the posted questions, Applicants must also upload a certification from the Jurisdiction that bid docs are ready.

- **Bid Ready Plans and Specs**

Do you have bid ready plans and specs? *

- Upload plans and specs
- Upload cost estimate
- Upload timeline
- Upload letter from engineer/architect certifying bid ready plans and specs
- Upload Certification from the Jurisdiction that bid docs are ready

*****2023/2024 Resolution had a minor change and has been updated and added to the files tab as of 10/31/23

Questions and Answers: Recap from Prior Office Hours





Program Income Pt. 1

Question

I'm trying to understand program income and would like some help. When we receive repayments from our business assistance loan program those repayments of funds then become program income, as I understand it. Program income is subject to similar use guidelines as CDBG funds with some special notes. Program income must be used for eligible CDBG activities Program income is subject to all of the rules and regulations governing CDBG funds including, but not limited to, compliance with: national obj lead-based paint hazard treatment, etc. It cannot be used to fund a planning project (feasibility study, project plan, etc.) The grantee can expend up to 10% of the total program income received for general administration. My understanding is the GA can cover our staff's time for administering the loan program and general program overhead costs. Some have inquired in the ability of GA to be reinvested in other governmental facility and infrastructure needs.

Answer

We are working on getting our PI Policy approved by HUD. As soon as we receive approval, we will publish it along with guidance on PI reporting in eCivis. In the meantime, your HCD rep and/or grant administrator can answer questions, give guidance, or connect you with one of our PI specialists. Everything written above is accurate with just a few clarifications: As long as receipted PI is reported in the Grants Management System and encumbered in a Standard Agreement, a grantee can expend up to 17% of annual receipts on general administration. The 17% calculation is based on all reported receipts for the most recently completed fiscal year. If you have a standard agreement under which you are making new loans available, you can count administration of a loan program, including servicing the loans in your portfolio, as activity delivery. Additionally, you cannot use GA for maintenance or repair of government facilities if it is not a CDBG eligible activity. If you have specific questions about what you can use PI for, please reach out to your HCD Rep.

From: Office Hours 10/18/23



Program Income Part II

Question

Some of our supervisors understand that 10% of PI can be reserved by county to be reused in projects as they see fit in needed capital projects. My understanding of CDBG is that all PI fund uses have to meet a national objective and cannot support general government operations or maintenance of basic government facilities.

Answer

Your understanding, as described in in the second sentence is correct. Once receipted and reported and encumbered in a Standard Agreement, locally held CDBG PI can be used for anything that meets a national objective There are two exceptions: PI can't be used for public services and it can't be used for planning, due to our statewide caps on funding spent on those activities. If you have more questions reach out to your rep and we can work with you to make sure we're all on the same page to understand what you might want to use your PI for and get you on track with your application.

From: Office Hours 10/18/23



Program Income: General Admin

Question

The way PI is now, in order to spend PI in General Admin, wouldn't you still need to do an amendment to inject that PI into your standard agreement?

Answer

If you didn't have PI budgeted for General Administration in your original standard agreement where PI was encumbered, then yes, you would need to do an amendment to add that PI into your standard agreement. If it's just moving a line item and it's not changing the overall amount of your program income to be used GA, that's a revision and can be done within the program. If it's actually additive of an amount that's beyond the original approved amount of your standard agreement, then you must go to your governing body for approval, and HCD would need route an actual contractual amendment.

From: Office Hours 10/18/23



PI Application

Question

I have a PI application in process that is just about to be submitted....do I need to make sure that goes in prior to new application being released in eCivis? Or will the PI one I'm using stay live in the system after that date?

Answer

The PI application we currently have will stay live. We will communicate to grantees if we make changes to the PI only application.

From: Office Hours 10/18/23



2024 NOFA Timeline

Question

I see that the timeframe to apply under the 2023 NOFA is 2 months. Will the timeframe for the 2024 NOFA be the same or longer. It doesn't leave a lot of time for community outreach and Board requirements.

Answer

The 60 days has long been the timeframe for submitting applications. We do not foresee this changing or expanding this for the 2024 NOFA. Keep in mind when we drop the NOFA the application is not yet open. HCD gives 30 days for applicants to review the NOFA and do prep work such as public outreach and getting approvals from the governing body. Additionally, when we drop the NOFA, we will provide the resolution that you can use for your governing body so that you can begin working on your resolution and have all the material that you need. If you would like to do your community hearings/meetings in advance there is nothing stopping you from doing so, because the intent is to ask the community what they would like to see in terms of funding. That work can actually start now.

From: Office Hours 10/18/23



Funding Caps

Question

Our concern with the timeframe is more of the funding caps. We need to know what is eligible to apply for before we go out to the community. Otherwise they get confused and upset if we do not apply for what they requested. Also, we have 9 communities to reach out to individually before we go to the Board.

Answer

In the listening session last week, we went over the proposed limits. We did get some feedback, particularly on the limits for Public Services and Planning, which we will be discussing internally. We will do our best to give you the proposed limitations as far in advance as possible.

From: Office Hours 10/18/23



Newspaper Posting Requirements

Question

Posting in the newspaper is not a requirement at all? It will still be considered a "location," correct? If we do continue to post in the newspaper, is there still a requirement to have it posted a certain amount of time prior to the hearing?

Answer

Yes, posting in a newspaper can be considered a location. All that we have done is remove the requirement that one of your posting locations must be a newspaper of general circulation; it's still an option if you feel that that's the best way to reach some folks in your community. The publication time period has not changed. It is still 10 days.

From: Office Hours 10/18/23



Activity Limits

Question

Regarding the limits for activities, we can let our communities know this is the information we have from HCD and it may change, but we don't think so. Yes?

Answer

That is correct.

From: Office Hours 10/18/23



NOFA-Related Documents

Question

When posting NOFA related documents, please post all documents on or before the "NOFA drop date". I noticed yesterday (I went to the files because I couldn't remember if I finished downloading the files) that two additional files were posted after the NOFA drop date. I don't know about others, but once I go to the files and download, I don't periodically check for updates. Perhaps it could be mentioned/announced that additional documents or updated versions of documents have been posted.

Answer

Thanks for that feedback. We did our best this year to make sure that all the essential documents were posted along with the NOFA posting. Anything that has been added is supplemental to assist grantees. The supplemental documents were intended to support the grantee. The documents posted were an example standard agreement and the GA grant calculator for general administration. We created a calculator that can assist grantees by entering award amount and it generates the allowable general administration. It's not part of the application, rather these are to support and help you with the application. In the future, if we upload any additional resources we will try and get them out to grantees. We really are striving for 2024 to have everything posted at once. If we put something up that we think will be helpful, we won't hesitate to do that because we want this process to be as easy as possible.

From: Office Hours 10/18/23



Augmentation Funding

Question

When you expect to release the CDBG-CV projects additional funds?

Answer

The augmentation funding memo is under review by legal. We are working to get it out as soon as possible, slated in the next couple of weeks.

From: Office Hours 10/18/23

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

