

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE
STATE GRANT MANAGEMENT SECTION**

2020 W. El Camino Avenue, Suite 400
Sacramento, CA 95833-1829
P. O. Box 952054
Sacramento, CA 94252-2054



State Grant Management: Frequently Asked Questions for New Grantees

General Information

I've just been awarded funds and finished signing my Standard Agreement—now what?

Congratulations on your award! After your Standard Agreement has been fully executed, you will receive a Welcome Email from your assigned State Grant Management Representative (Representative). The Welcome Email will outline all the necessary next steps, reporting requirements, contacts and required forms.

Who can answer questions I might have?

Every awarded contract is assigned a State Grant Management Representative. The Representatives can answer any questions you might have and can also assist you in locating necessary program documentation. After your Standard Agreement is executed by the Department of Housing and Community Development, you will receive a Welcome Email within five (5) business days. The Welcome Email will include your Representative's contact information.

I don't know who my HCD Representative is. How do I find this information?

If you haven't received your Welcome Email (which will include information on your assigned State Grant Management Representative) or you are still unsure as to who your assigned Representative is, please click the following link, [Programs: Active Currently Funded \(ca.gov\)](#), navigate to the program webpage for which you were awarded funds and email us using the email address provided for Reporting, Disbursement, and Program Questions Following Standard Agreement Execution.

How do I update contact information for our agency in case of turnover?

If you need to update contact information for your program at any point, please get in touch with your State Grant Management Representative. Your Representative will supply you with a Project Contact Form to complete. Once completed, this form will provide the State Grant Management team with all the proper contacts at your organization.

What do I do if I need to make a change to my standard agreement?

Any changes to a Standard Agreement require Department approval. If a Standard Agreement needs to be changed for any reason, please contact your assigned Grant Management Representative to discuss the changes that need to be made.

Where can I find program forms and resources?

All program forms and resources can be located on the program webpage. The Active Program Webpage is broken down by program, so find the program for which you were awarded funds and follow the link. The Program Webpage will include information on Reporting Requirements including the required reporting form, other program forms such as Request for Funds, and other resources as applicable by program. You can reach the Active Program Webpage by clicking the following link, [Programs: Active Currently Funded \(ca.gov\)](#).

If, for any reason, you are unable to find the form or resource you are looking for on the program webpage, please don't hesitate to contact your assigned State Grant Management Representative.

Where can I find program-specific information and requirements?

Program-specific information and requirements can be found on the program webpage. The program webpage can be located by clicking the following link, [Programs: Active Currently Funded \(ca.gov\)](#), and navigating to the program for which you were awarded funds. The program webpage will contain information on the program, forms, and other resources. Typically, the program's NOFA and/or Guidelines are the best resources for finding information on program-specific requirements.

Additionally, your Standard Agreement with the Department of Housing and Community Development will outline program information and requirements. Your Standard Agreement should be considered a valuable resource regarding your specific program requirements.

Reporting

Where can I find information on my reporting requirements?

Reporting requirements for your specific project can be found in your Standard Agreement with the Department of Housing and Community Development. These reporting requirements are documented in the Welcome Email. Or you can also find reporting requirements on the program web page by navigating the Active Program webpage located at the following link, [Programs: Active Currently Funded \(ca.gov\)](#).

Additionally, you can always contact your assigned State Grant Management Representative with any questions regarding your project and the program. The Representative will send you an Advanced Reminder email 30 days prior to your reporting deadline to ensure ample time to prepare.

Please note that, in most instances, the most current version of the program report will be posted on the program webpage no less than a month before the report is due. Check to make sure you are using the most current version before filling out your report. If you cannot locate the program report or form or are unsure whether you are using the correct form, please contact your State Grant Management Representative.

Program Funds

How do I request funds?

Each program has its own disbursement requirements, and you should refer to the program webpage, your Standard Agreement, and any guidance provided by your assigned State Grant Management Representative, as also documented in the Welcome Email. A Request for Funds form can generally be found under the Forms section of a program's webpage. You can locate the program webpage by navigating the Active Program webpage located at the following link, [Programs: Active Currently Funded \(ca.gov\)](#), and selecting the program for which you were awarded funds.

Do I need to submit a report if I haven't drawn any funds?

Each program will have its own requirements and regulations regarding reporting and the drawing of funds. Program regulations and forms can be located at the program webpage by navigating the Active Program webpage located at the following link, [Programs: Active Currently Funded \(ca.gov\)](#), and selecting the program for which you were awarded funds.

If you have questions regarding reporting requirements and drawn funds, please consult your Standard Agreement or contact your assigned State Grant Management Representative.

What do I do if I need to revise my project budget?

Not all programs allow for budget revisions, but if you were awarded funds for a program that does, a corresponding Budget Revision Form will be located on the program webpage, the link for which you can find on the Active Program webpage, located at the following link, [Programs: Active Currently Funded \(ca.gov\)](#). If you cannot find a Budget Revision Form on the program webpage and believe your program allows for the revision of budgets, please contact your assigned State Grant Management Representative.