

# CDBG Office Hours

Team HCD CDBG

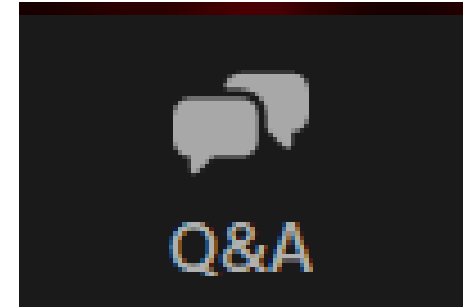
Wednesday, October 18, 2023





# 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





# CDBG Program Updates

## 2022 CDBG NOFA

- 42 Recommended for Award
- 4 Pending Final Approval
- 5 Routing
- 33 Approved

## 2023 CDBG NOFA

HCD is pleased to announce the release of 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 Opens October 30, 2023**
- **Application Closes December 29, 2023**



# CDBG Program Updates cont'd

- Applicants are **required** to attend the below live webinars. Due to the significant changes, HCD encourages all jurisdictions to attend these webinars in preparation for the 2024 NOFA.
  - **CDBG 2023 Notice of Funding Availability Webinar**
    - Thursday October 26, 2023, at 2:00 p.m. PST
  - **Completing the 2023 Application and Budget** – Thursday October 19, 2023, at 2:00 p.m., PST
- There are significant changes to this year's application in form, content, and process. As such, we are releasing a preview of the questions prior to the opening of the application. A copy of questions and the appendices can be located under the Files tab of the [solicitation](#).

## 2024 CDBG NOFA

- Projected 2024 NOFA drop date: January 2024 – Competitive and OTC (approx. \$48M)

# Questions and Answers: Recap from Prior Office Hours





# LMJ Creation/Retention Timeline

## **Question**

What is the period of time/performance period a business will have to demonstrate/report on LMJ- low/mod job creation/retention?

## **Answer**

Anyone with questions about economic development projects should start their search for information with Appendix D of the Grants Management Manual (GMM) the Economic Development Chapter. Section 4.5.3 of Appendix D called Deadlines and Timelines for Creating and Retaining Jobs details that this comes down to a local program guideline that needs to be created/defined by the grantee in their program policies and agreements with businesses the length of time that a business needs to create or document the retained jobs. Best practices are outlined in this section of Appendix D: that Grantees should clearly define the timeframe the businesses have, that the deadline should not exceed 3 years, and that there should be procedures allowing for time extension requests. When it comes to reporting to HCD, you cannot close out your contract until you have provided accomplishment information to HCD.

**From: Office Hours 10/04/23**



# CDBG-CV2-3 Performance Period

## **Question**

CDBG-CV2-3 was extended-what is the end date?

## **Answer**

We always recommend you check the specific agreement in eCivis, the system of record. We encourage all grantees to be familiar with their standard agreement documents and where to find the performance period. All performance periods were updated in eCivis to reflect time extension amendments.

**From: Office Hours 10/04/23**



# NOFA Application Webinar(s)

## **Question**

Regarding NOFA/application webinars, please clarify: if we are NOT on the 2019/2020 waitlist, so therefore NOT applying under the 9/29 NOFA, you want us to attend the 2023 sessions on 10/17 and 19?

## **Answer**

We recommend that you attend the webinars so that you are aware of the changes that we will go over in those webinars. It is not mandatory, but we highly recommend that you attend one of the two sessions.

**From: Office Hours 10/04/23**





# Consultant Representation at Webinar(s)

## **Question**

For jurisdictions with Consultant Representation: Will the attendance of their consultant be accepted as attendance?

## **Answer**

No. While the consultants are welcome to attend the webinar(s), since the jurisdiction is the responsible entity, we are requiring the applicant to attend the webinar(s).

**From: Office Hours 10/04/23**



# NOFA Webinar Recordings

## **Question**

To confirm - all webinars will be recorded and available for viewing after the meetings.

## **Answer**

Correct. They will be available on HCD's YouTube under the [CDBG Workshops and Trainings Playlist](#). A link to the recordings and PPT slides will be available on our website under the 'Resources' tab.

**From: Office Hours 10/04/23**



# Davis-Bacon Report

## **Question**

Can you share a link to the Davis-Bacon semi-annual labor standards enforcement report? Will these be required for non-construction activities?

## **Answer**

The link was sent out to grantees via a Miscellaneous Task in eCivis Portal. States have to report to HUD only on construction activities. It's generally triggered if and when a wage rate was requested. If you're operating a program that is not required to request a wage rate you are not required to report.

**From: Office Hours 10/04/23**



# 2024 NOFA Caps

## **Question**

Do we know the caps for the 2024 NOFA?

## **Answer**

No, we do not have definite caps yet. We are hosting a listening session one week from today (Wednesday, October 25<sup>th</sup> at 10:00 am) so that we can receive applicant feedback on the 2024 NOFA. To register, please visit [2024 CDBG Notice of Funding Availability \(NOFA\) Listening Session - Zoom Registration](#)

**From: Office Hours 10/04/23**



# Citizen Participation Pt. 1

## **Question**

Clarifying 2023 and 2024 citizen participation....I see you changed chapter 4 to state "four" postings for the notices....I'm assuming that folks who already did their noticing early who published and posted in 3 public places, meets this requirement still as it is a total of four...am i reading that correctly?

## **Answer**

Yes, this will meet the requirement. The change is that we went from requiring a newspaper publication plus three other postings to four postings total. One of these CAN be a newspaper publication, but it does not HAVE to be. So, if you did a newspaper publication plus three other postings, you are compliant.

**From: Office Hours 10/04/23**



# Citizen Participation Pt. 2

## **Question**

Citizen Participation for 2024: For those jurisdictions that have already had their hearings and posted only in 3 public places, citizen participation will have to be conducted again?

## **Answer**

No. As long as you did the newspaper publication plus posting in three other places you are compliant. The change was made to provide flexibility and to make the newspaper publication optional. However, if the grantee does not publish in the newspaper, it must choose another place to post or publish the notice of the public hearing in a place that will best reach members of the community.

**From: Office Hours 10/04/23**



# MBE/WBE Report Pt. 1

## **Question**

A few questions on the MBE/WBE report task reps have been emailing about recently....Can we assume every open contract will need to report that? CDBG and CDBG-CV? Can you elaborate on how we should be reporting for sub-recipients who are "non-profits", thus have a board of directors?

## **Answer**

The survey is to report on all CDBG and CDBG-CV funded contracts and subcontracts. Please direct any specific questions Chris Andrews at:  
[Chris.Andrews@hcd.ca.gov](mailto:Chris.Andrews@hcd.ca.gov)

**From: Office Hours 10/04/23**



# MBE/WBE Report Pt. 2

## **Question**

Following up on the MBE/WBE reporting. SurveyMonkey does not have an option to download the responses so therefore a jurisdiction does not have documentation of the report that is submitted and cannot produce that for audit purposes.

## **Answer**

Survey Monkey does not have the ability to allow respondents to see/save a copy of their submittal. There is no compliance need for such a report, and all relevant procurement information should be in the grantee's procurement files, so no further documentation is required. Documentation that you completed the report by marking the Miscellaneous Task as complete is sufficient for HCD's purposes.

Please feel free to email Chris Andrews at: [Chris.Andrews@hcd.ca.gov](mailto:Chris.Andrews@hcd.ca.gov) if you have further questions.

**From: Office Hours 10/04/23**





# MBE/WBE Report Pt. 3

## **Question**

The MBE/WBE for doesn't ask for subrecipient information which we are considering different from Subcontractors and contractors. Is that incorrect?

## **Answer**

The annual reporting that is required for HUD for MBE/WBE is to document the contracts or subcontracts that have been entered into for goods and services funded with federal funds and whether they went to women or minority businesses. You are correct to not consider the structure of the subrecipient to a WBE/MBE enterprise, so the subrecipient itself will not be considered in the MBE/WBE report. If the subrecipient had procured for goods and services, the entity that they contracted with would be reported in the MBE/WBE report.

**From: Office Hours 10/04/23**



# Planning Grants

## Question

For Planning Grants available in January, do you know what's the dollar limit? As I understand there are 2 types of planning grants, Predevelopment and Feasibility/Capacity? Can I apply simultaneously, sequentially, or just 1 per year?

## Answer

HCD will not be splitting up the different types of planning grants. Grantees will only be able to apply for one planning grant a year. Either for feasibility study or pre-development. HCD is working on the details regarding the limits. Let grantees know after HCD hosts listening session and an internal conversation. As soon as HCD develops limits for 2024 NOFA, they will be discussed during office hours.

**From: Office Hours 10/04/23**



# Office Hour Recording

## **Question**

Will a recording of this be available?

## **Answer**

Yes, all Office Hours webinars will be recorded and posted to our YouTube playlist for the next 6 months. We also send out a recap email newsletter that includes text content of the slides the Friday after Office Hours. Check with your IT to make sure it's not going to Spam or getting blocked by Firewall.

**From: Office Hours 10/04/23**



# Federal Language Provisions

## **Question**

What language should we be using in our contracts with contractors? Should CDBG language be added as an amendment to our standard contract?

## **Answer**

Yes, federal language provisions are required for contracts that are to be funded/reimbursed with federal funds like CDBG. Please refer to the GMM, Chapter 5 for Procurement and Appendix 5-8 specifies required contract provisions in a table – so depending on the type of procurement/contracting you are doing you can identify in the table the sample language required. It is very important that your contracts include the federal provisions language for the use of CDBG funding.

**From: Office Hours 10/04/23**



# Grant Writers

## **Question**

Our county secured a grant writer through a competitive bid process who has performed very well for us and would like to also use them on the upcoming CDBG NOFA. Is this allowed?

## **Answer**

If it's for the County, the grant writer supports any grants grantees are applying for and it does not matter if it is Federal, yes. You can use them to assist with the application since it's procured through the County.

**From: Office Hours 10/04/23**



# PI Policy

## Question

I am having difficulty finding guidance on eligible projects for PI funds. Do you have any recommended guidance documents you could point me to? There seems to be more restrictions on which projects are eligible for PI funding.

## Answer

We do not have our PI policy up just yet. Please reach out to your CDBG representative for your area and they can give you guidance on PI eligible activities and assistance with reporting.

**From: Office Hours 10/04/23**



# Waste, Fraud, and Abuse Training

## Question

I plan to make an excel sheet that tracks all of our jurisdictions w/ open CDBG contracts and the name of staff/date they have viewed the Waste Fraud and Abuse training. Since it is on YouTube and you can't verify who viewed it in its entirety from the stats YT provides, will this self-certification be sufficient?

## Answer

We will be adding a Miscellaneous Task to eCivis so grantees can let us know it's been done, and grantees indicate in the task the training has been done. Some of the annual HCD Reps have been sending out the training to the grantees who informed us they can't attend. If you've received a miscellaneous task, but completed the training, you can email your Rep documentation. If you need the task assigned to you your Rep can generate a Miscellaneous Task.

**From: Office Hours 10/04/23**



# Critical Facility Upgrades

## Question

Are energy upgrades considered critical facility upgrades like ADA for county facilities and eligible CDBG expenses (thinking of a library upgrade project)?

## Answer

We may need more information like the scope and scale of what kind of facility improvement. It will depend on the eligible activity and the national objective. Often, we look at ADA accessibility under limited clientele and I don't think energy upgrades would be treated the same as that. I don't see them as synonymous, but I don't think it's necessarily prohibited. We need more information on how you would meet the national objective and what eligible activity would propose to meet with what scope of work. We're open to discussing application details and assisting with navigating through the process. Please talk to your Rep ahead of time before the 2024 NOFA drops.

**From: Office Hours 10/04/23**





# Social Media Posting

## **Question**

Regarding posting in 4 places, if we posted to various social media platforms, does each platform count as one location, or are they just lumped together as "social media" and only count as one location?

## **Answer**

For social media, you can post on different platforms, however is all counts as one "location."

**From: Office Hours 10/04/23**



# Live Training Request

## **Question**

Is it possible to have a monthly live training on different topics?

## **Answer**

By the end of October we should have updates with equity review to the grant management manual. While ICF is still under contract with HCD, we plan to present a chapter of the GMM monthly at office hours. We want to ensure that grantees or consultants assisting grantees know what resources are currently available and posted on the website to help facilitate the management of CDBG.

**From: Office Hours 10/04/23**



# In-Person Training Request

## **Question**

Could the live trainings be in person like in the old days?

## **Answer**

Yes, this is on the top of our list, and we are working to get those going.

**From: Office Hours 10/04/23**

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

