

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 200

Sacramento, CA 95833

(916) 263-2771

www.hcd.ca.gov

MEMORANDUM FOR: All Potential Applicants

DATE: September 29, 2023

**FROM: Sasha Hauswald, Deputy Director,
Division of Federal Financial Assistance**

**SUBJECT: Community Development Block Grant–Disaster Recovery,
Workforce Development Program 2018
Notice of Funding Availability**

The California Department of Housing and Community Development (“HCD”) is pleased to announce the availability of approximately \$40,694,942 in Community Development Block Grant Disaster Recovery (CDBG-DR) 2018 funding for the Workforce Development Program (“DR-Workforce” or “Program”) through this Notice of Funding Availability (“NOFA”).

The amount of funding available in this NOFA shall be allocated for workforce development activities as identified in the approved [2018 CDBG-DR Action Plan](#), and funding could be amended, either upwards or downwards, depending on several factors. These factors may include, but are not limited to, HCD’s administrative determination of need, overall program demand, changes in legislation, new emergency allocations of funding, or newly available funding from a disencumbrance of previous awards.

If additional funding becomes available, HCD, in its sole discretion, may take any of the following actions: continue evaluating the list of qualified applications submitted and make awards up to the additional funding amount available; reopen the application window for an extended time; or issue additional NOFAs. If the Program has excess funding after awards have been made, those funds may be reallocated to other Disaster Recovery needs as identified in the [2018 CDBG-DR Action Plan](#), as amended.

Under the conditions of this NOFA, it is the intent of HCD to award grant funds to Eligible Applicants for the purpose of administering Workforce Training Programs¹ that will support social and economic recovery in the Eligible Disaster Impacted Areas to meet the needs of reconstruction and whole community recovery efforts as described in the [2018 CDBG-DR Action Plan](#), as amended. These workforce training opportunities will increase economic opportunities for Low- and Moderate-Income Individuals.

¹ See Section I.C below for definitions.

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Funding from this NOFA supports economic revitalization in job training across all trades for complete community recovery from the 2018 wildfire impacts. This funding seeks to provide a tailored approach for local economic revitalization needs through workforce development that supports social and economic recovery in the 2018 Eligible Disaster Impacted Areas. Funding from this NOFA also provides Subrecipients a platform to deliver Participant Supportive Services to reduce or remove barriers to job training and placement for Low- and Moderate-Income Individuals.

HCD will be accepting, reviewing, and awarding applications Over-the-Counter on a first come, first-served basis through the online Grants Network System (“Grants Network”) beginning on the application submittal start date. HCD will provide Over-the-Counter technical assistance and resources to potential Applicants beginning with the NOFA release and until HCD announces all awards.

The application period is as follows:

Application Deadlines

NOFA Release:	September 29, 2023
Application Submittal Start Date:	September 29, 2023, 5:00 p.m. PST
Application Close Date:	February 29, 2024, 5:00 p.m. PST

Prior to application submittal date, HCD encourages Applicants to:

- ✓ Review all Pre-NOFA and NOFA workshop materials;
- ✓ Review all materials provided by HCD on the [DR-Workforce webpage](#) and in the Grants Network System, especially all the materials on the files tab of the Workforce Development Solicitation (listed under [Section VII.C.](#)) and [DR-Workforce Program Policies and Procedures Manual](#);
- ✓ Prepare a draft application, particularly the documentation required to meet threshold criteria, which may take additional time (e.g., approved Authorizing Resolution, detailed budget, agreements with partners, and more; see [Section III](#) below for details);
- ✓ Follow the application instructions as provided in the application guide; and
- ✓ Work with HCD to resolve any application questions.

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Applicants who do not have a profile set up already in the Grants Network system will need to set up free profiles in the Grants Network System portal located at <https://portal.ecivis.com/#/login> prior to starting an application. Profile set up instructions can be found in the [Grants Network Manual](#) or by watching the [Applicant Webinar](#). Applicants are strongly encouraged to begin the application process early after the NOFA is released as awards are made Over-the-Counter on a first come, first serve basis. If you have any trouble logging into the portal or have questions on how to complete the online application, please contact HCD at DRWorkforce@hcd.ca.gov.

HCD held a Pre-NOFA workshop on February 9, 2023, on general program and application requirements. HCD will hold a NOFA workshop on **October 12, 2023, 10 a.m. PST**, to review the HCD application process and requirements. The NOFA workshop date, time, and registration link is available on HCD's [Workforce Development | California Department of Housing and Community Development](#) webpage. Both Pre-NOFA and NOFA workshop slides and recordings will be posted to the webpage after the live presentation. HCD will also post webinars and FAQs that will provide an overview of the Program, discuss Program priorities, and inform potential Applicants of available technical assistance opportunities and general Program requirements.

To receive CDBG-DR NOFA FAQs and other Program information and updates, please subscribe to the Federal Programs listserv at [Email Signup | California Department of Housing and Community Development](#). For information on this Program, please choose the "*Disaster Related*" subscription. If you have any questions, send an email to DRWorkforce@hcd.ca.gov.



**Community Development Block Grant
Disaster Recovery for 2018 Disasters
CDBG-DR Workforce Development Program
2023 Notice of Funding Availability**

**Gavin Newsom, Governor
State of California
Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency
Gustavo Velasquez, Director
California Department of Housing and Community
Development**

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Website: [Workforce Development | California Department of
Housing and Community Development](https://www.cdph.ca.gov/Programs/OPA/Pages/NR2023-0001.aspx)

Community Development Block Grant-Disaster Recovery
Program email: DRWorkforce@hcd.ca.gov

September 29, 2023

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I. Overview

A. Program Authority

The California Department of Housing and Community Development (HCD) currently administers Disaster Recovery funding, including the 2017 and 2018 CDBG-Disaster Recovery (CDBG-DR) and CDBG-Mitigation (CDBG-MIT) funding.

As per the [2018 CDBG-DR Action Plan](#), HCD dedicated \$40,694,942 to create the Workforce Development Program (“DR-Workforce” or “Program”) to fund eligible entities to create or expand programs in wildfire recovery communities that address the unmet need for specialized training to increase economic opportunities for Low- and Moderate-Income² Individuals.

In accordance with the [Federal Register Notice 83 FR 5844](#), which outlines the governing principles of the CDBG-DR funding, HCD promotes Workforce Training Programs through Public Services that deliver job training and a wide range of Participant Supportive Services that are necessary to support activities intended to address economic revitalization. Complimenting the primary Public Service activity, Applicants may justify the need to pursue supplemental activities such as acquisition, rehabilitation, or improvements to a Public Facility. For example, an Applicant may need to acquire a building or make improvements to Public Facilities to support the delivery of the Public Service Workforce Training Program in the community.

[The 2018 CDBG-DR Action Plan](#) and the [DR-Workforce Program Policies and Procedures Manual](#) outline the overall state and federal requirements for the Program. In addition to the [DR-Workforce Program Policies and Procedures Manual](#), the Program’s Subrecipient must comply with federal regulations contained in 83 FR 5844; 24 CFR §570, Subpart I; 24 CFR §570.500; 24 CFR §570.502 and §570.503; 24 CFR §58; and 2 CFR §200, as the same may be amended from time to time. If Congress or the State Legislature add or amend requirements concerning the use or management of these funds, Grantees, and their Subrecipients, shall comply with all such requirements.

B. Funding Authorization

Subject to HUD’s provision of CDBG-DR funds to HCD, funds will be allocated according to federal regulations found in 85 FR 4681, Public Laws 115-254 and 116-20, and governed by the prior Federal Register notices published on February 9, 2018, at 83 FR 5844, August 14, 2018, at 83 FR 40314, February 19, 2019 at 84 FR 4836, and June 20, 2019, at 84 FR 4839 (the “Prior Notices”), [24 CFR §570](#); 24 CFR §570.502; 24 CFR §570.503 and §570.500(c) and the 2018 CDBG-DR Action Plan. For more information, reference the 2018 CDBG-DR Action Plan found on HCD’s DR website at [Action Plans and Federal Register Notices \(FRNs\) | California Department of Housing and Community](#)

² See Section I.C. herein for definitions.

[Development](#), and the DR-Workforce Program Policies and Procedures Manual found on the [Workforce Development](#) webpage.

C. NOFA Terms and Definitions³

Acronym	Meaning
CDBG-DR	Community Development Block Grant Disaster Recovery
HCD	California Department of Housing and Community Development
HCDA	Federal Housing and Community Development Act of 1974
HUD	U.S. Department of Housing and Urban Development
LMC	Low- and Moderate-Income Limited Clientele
LMI	Low- and Moderate-Income
NOFA	Notice of Funding Availability

Applicant: Local city or county governments (jurisdictions), non-profit organizations, post-secondary educational institutions, or local workforce development boards.

Beneficiary: (Also “participant” or “trainee”) The individuals that benefit from participation in a Workforce Program administered by a Subrecipient.

Duplication of Benefits (DOB): Financial assistance received from another source that is provided for the same purpose as the CDBG-DR funds.

Eligible Applicant: Applicants that are eligible to apply for funds under this Program, as defined in *Section 3.A. Eligible Applicants*.

Eligible Disaster Impacted Areas: All HUD-Most Impacted and Distressed Areas and HCD-Most Impacted and Distressed Areas as described in the 2018 Action Plan, which are limited to the counties of Butte, Lake, Los Angeles, Shasta, and Ventura.

Low- and Moderate-Income (LMI) Individuals: LMI Individuals are those having family incomes not more than the Moderate-Income level (80 percent Area Median Income) set by the federal government for the HUD assisted housing programs. This income standard changes from year to year and varies by household size, county, and the metropolitan statistical area. The annual [HUD income limits](#) for California are on the California Department of Housing and Community Development (HCD) website.

National Objective: In accordance with 24 CFR 570.208, all CDBG-DR funded activities must meet a National Objective as required under 24 CFR 570.200(a)(2). For purpose of this Program, all activities must meet the LMI National Objective through serving a limited clientele (LMC).

³ Additional program specific definitions may also be found in the DR-Workforce Program Policies and Procedures Manual

Over-the-Counter (OTC): The process in a NOFA of applying for CDBG-DR funding that does not use a competitive rating and ranking process to determine awards. In the OTC process, HCD continuously accepts and evaluates applications through the NOFA open dates until funds are exhausted.

Participant Supportive Services: A range of ancillary services⁴ offered to support trainees to successfully access and participate in a Workforce Training Program.

Program: The 2018 CDBG-DR Workforce Development Program (“DR-Workforce Development”).

Public Facility: Broadly interpreted by CDBG-DR to include all facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated to be open to the general public.

Public Service: Generally described as a commodity or service rendered that serves all members of a community.

Standard Agreement: Successful Applicants will enter into a Standard Agreement with HCD. The Standard Agreement contains a majority of all the relevant state and federal requirements, activity performance requirements, program management requirements, and disbursement requirements. A sample Standard Agreement can be found in the solicitation “files” tab in Grants Network System.

Subrecipient: An Eligible Applicant HCD awarded and entered into a Standard Agreement with HCD for performance of activities under this Program.

Workforce Training Program: Project(s), program(s), or activity(s) that an Applicant proposes in their application or Subrecipient agrees to perform under their Standard Agreement.

D. Department Rights

HCD reserves the right, at its sole discretion and at any time, to rescind, suspend or amend this NOFA and any or all its provisions, including increasing or decreasing available funding amounts. If such an action occurs, HCD will notify interested parties by its listserv email tool and [DR-Workforce](#) webpage.

E. Terms of Assistance

Applicants are notified of the following terms of assistance:

- Funds are provided to the awardee for reimbursement of eligible costs.
- Funds must be expended by the deadline set forth in the Standard Agreement.

⁴ See Section III.C.2 for examples of Participant Support Services

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- HCD may extend the expenditure deadline on a case-by-case basis, if justified, and as permitted by HUD.
- HCD will review invoices and/or receipts submitted prior to distributing funds to the Subrecipient to ensure the incurred costs are eligible, reasonable, and necessary. Please see HCD's [Financial Report Memo](#) available on the HCD website for additional information about reimbursement policies and procedures.
- If at any time costs are deemed ineligible by HCD or HUD after reimbursement, the Subrecipient is responsible for repayment.
- The DR-Workforce grant will not award funds to individuals or for-profit enterprises.

F. Timeline

The timeline below provides an estimate of milestones related to the Workforce Development Program implementation. The Subrecipient's Workforce Training Program end term is expected to be roughly two years after execution of a Standard Agreement with HCD. The timeline may be modified. Changes will be notified through HCD's list serve and posted on the website.

Milestone	Tentative Date
Pre-NOFA Workshop	February 9, 2023
Publish Program Policies and Procedures	May 1, 2023
Release NOFA and Application	September 29, 2023
NOFA Q&A Workshop	October 12, 2023
Application Open/Submittal Start Date	September 29, 2023
Deadline to Submit Application	February 29, 2024
Notify Awardees	November 2023 (rolling basis)
Execute Standard Agreement	January 2024 (rolling basis)
Expenditure Deadline	January 31, 2026
Workforce Program Closeout	April 21, 2026

Incomplete applications and applications submitted after the respective closing date/time will not be accepted.

Incomplete application submittals will be rejected and returned to the Applicant for possible resubmittal. HCD recommends Applicants prepare draft applications early to provide ample time for Applicants to request and receive technical assistance from HCD prior to the application submission deadline. Each application will be digitally time

stamped upon submittal. Applications will be accepted on an Over-the-Counter first-come, first-served basis.

II. Program Description

A. Program Overview

The purpose of the Program is to fund Workforce Training Programs in the 2018 Eligible Disaster Impacted Areas which include the Counties of **Butte, Lake, Shasta, Los Angeles, and Ventura**. Eligible Workforce Training Programs must support social and economic recovery by providing high-quality job opportunities to Low- and Moderate-Income Individuals.

Subrecipient Workforce Programs funded through this NOFA must:

- Meet the National Objective to assist Low- and Moderate-Income Individuals.
- Be either:
 - A new program, or
 - An existing program that is not currently funded by local or state public funds, or
 - An existing program that is currently funded by local or state public funds, wherein Program funds will be used to expand the program to additional participants or to provide additional services.
- Demonstrate a tie-back to the qualifying disasters.
- Comply with Duplication of Benefits.
- Perform within Program performance period and milestones.

Applicants that propose Workforce Training Programs that go beyond traditional methods of delivery workforce development training are encouraged to apply, such as, Participant Supportive Services, mobile training, or on-the-job vouchers.

A complete list of application threshold requirements is in [Section IV F.](#) of this NOFA.

B. Period of Performance

All Workforce Programs will have a period of performance outlined in the Standard Agreement with HCD. No work may commence until the Standard Agreement is executed between both parties and environmental clearance is obtained⁵. For more details on period of performance requirements refer to the most recently published [DR-Workforce Program Policies and Procedures Manual](#).

⁵ See Section 5.9.a.1 for additional information on incurring costs prior to full execution of the Standard Agreement.

C. Regional Allocations

HCD has allocated approximately \$40,694,942 to the Workforce Development Program. This funding has been made available based on a regional grant allocation formula developed to determine a proportionate share of the total Program funds based on the impacts and training needs in each eligible county. HCD will review applications based on threshold criteria for Program eligibility on an Over-the-Counter first-come, first-served basis. Awards will be based on the CDBG-DR amount requested up to the amount still available within the regional grant allocations.

The total available Workforce Development grant funding available per impacted region is outlined below. Separate applications must be submitted for any Workforce Training Programs that serve more than one region. The methodology used to calculate the regional allocations can be found in the [Action Plan for Disaster Recovery from 2018 Disasters, Amendment No. 2](#).

Regional Grant Allocations

Workforce Region	Percent of Program Allocation	Regional Grant Allocation
Butte County Region	46 percent	\$18,742,117.42
Lake County Region	16.3 percent	\$6,642,191.11
Shasta County Region	15 percent	\$6,096,458.29
Los Angeles County Region	8 percent	\$3,283,960.49
Ventura County Region	14.6 percent	\$5,930,215.29
Total Program Funding	100 percent	\$40,694,942.60

III. DR-Workforce Program Requirements

A. Eligible Applicants

HCD is using a Subrecipient model to deliver the Program funding. All Applicants awarded funds through this NOFA will enter a Standard Agreement with HCD. Eligible Applicants must provide eligible services, as defined under Eligible Activities in *Section III.C* below, within the Eligible Disaster Impacted Areas.

Eligible Applicants include:

- Jurisdictions (local city or county governments)

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- Nonprofit organizations
- Postsecondary educational institutions (including career technical institutions)
- Local Workforce Development Boards (LWDB)

The following entities will not be considered for an award:

- Individuals
- For-profit business enterprises

B. Partners

HCD encourages Applicants to create formal partnerships for collaboration and increased program impact. Additionally, Applicants may want to partner for the purpose of providing Participant Supportive Services. While Participant Supportive Services are ancillary, they are essential to the success of Workforce Training Programs. Participant Supportive Services are generally considered difficult for the Applicant to provide without partnerships. Therefore, Applicants that intend to provide Participant Supportive Services are encouraged to partner with entities that have experience in the related service to help increase the chances of trainees' success in training participation and/or job placement.

Examples of partners that Applicants may find desirable for providing relevant Participant Supportive Services include, but are not limited to:

- Other Eligible Applicants
- Tribal Entities
- Community Based Development Organizations
- Professional and trade associations
- Community Colleges
- Schools and school districts
- Local and regional businesses
- State and local government agencies
- Non-profit organizations
- Medical providers
- Community Based Organizations
- Transportation authorities or agencies
- Other training, job placement, and apprenticeship programs

C. Eligible Activities

1. Workforce Training Programs

Workforce training is an eligible Public Service activity in accordance with the Housing and Community Development Act, as amended (HCDA) section 105(a)(8). Workforce training includes programs that support workforce development, apprenticeships, job placement, trade training, and other activities specific to preparing individuals for employment.

2. Participant Supportive Services

Participant Supportive Services are also an eligible Public Service activity in accordance with the HCDA, section 105(a)(8). Participant Supportive Services is a range of ancillary services offered to help trainees successfully access and participate in a Workforce Training Program and support gainful employment. In the context of a Workforce Training Program, Participant Supportive Services could be provided by a partner, the Applicant, or a training operator with expertise in the services they offer to help reduce barriers to participation in training and employment.

Examples of Participant Supportive Services include, but are not limited to, health and mental health care, transportation, financial literacy, assistance with securing personal identification, housing placement and stability, life skills development, assistance with childcare, parenting classes, and peer support and mentoring programs, among others.

HCD encourages Applicants to provide Participant Supportive Services either in-house or through partnerships whenever possible. Depending on the anticipated needs of the trainees, Participant Supportive Services can be delivered either in a variety of ways to include, but not limited to, on-site, mobile, or virtual. Applicants must provide a written plan in their application describing what Participant Supportive Services the targeted workforce trainees need and the intended plan to provide the needed services. The Applicant's Participant Supportive plan must include:

- The Participant Supportive Services needed,
- Who will be providing the services,
- How the services can be accessed by the trainees,
- How was the type of services needed determined, and
- Are the services new or already existing provided services.

3. Public Facilities

HCD understands that for some Applicants to bring Workforce Training Programs to bear, an Applicant may need to acquire land or make improvements to Public Facilities to support the long-term investment in Workforce Training Programs in the community. Applicants are encouraged to leverage other federal, state, and local funds for Public Facility acquisition/leases and construction improvements but, if an Applicant has no other source to pay for such activities, the Program will consider Public Facility activities for the DR-Workforce Program funding. These activities include:

- Acquisition (including long-term lease) and/or:
- Improvements of Public Facilities, commercial, industrial, and privately owned buildings.
- Rehabilitation of Public Facilities, commercial, industrial, and privately owned buildings.

Applicants should consider whether their Public Facility acquisition and/or improvement can be performed within this program's performance period. Any acquisition of a Public Facility will require a deed restriction stating no change of use for five years, so the Public

Facility will have to be maintained as a Public Facility for a full five years. Additionally, for long-term ground leases, to ensure the HUD funding for the specific program is being used to operate the program for which the application was submitted, long-term leases usually must be paid up-front.

The Workforce Development Program is a client-based program. For Public Facility acquisition, improvement, and/or rehabilitation to be eligible, the Public Facility must be used for an eligible Workforce Training and/or Participant Supportive Service program. Subrecipients awarded under this program will be required to show that the Public Facility is being used for the intended program by submitting at least one client-based report prior to the end of the performance period as identified in the Subrecipient's Standard Agreement.

D. Eligible Trainees/Beneficiaries

Each Workforce Training Program must primarily serve LMI Individuals. Applicants must clearly state in the application how they plan to focus their outreach efforts to target LMI Individuals. Applicants must also elaborate in their application how sensitive information (i.e., family income and addresses) from trainees will be collected, tracked, and maintained to demonstrate compliance with the 85 percent LMI trainee participation requirement, which is detailed in the [DR-Workforce Program Policies and Procedures Manual](#). Lastly, because Applicants must make sure to provide services that benefit the Eligible Disaster Impacted Areas, the Applicant should consider who they target and benefit through their Workforce Training Program.

IV. Application Requirements

A. National Objective

The DR funded Workforce Program must demonstrate that all funded activities meet HUD's Low- and Moderate-Income (LMI) National Objective. Workforce Training Programs must meet requirements for HUD's LMI National Objective by utilizing the Low- and Moderate-Income Clientele (LMC) category. At least 85 percent of the beneficiaries served by the Workforce Training Program must be LMI Individuals. Applicants must set a program target or goal of serving at least 85 to 100 percent LMI Individuals with its program in the application. Additional details about LMC requirements are contained in [DR-Workforce Program Policies and Procedures Manual](#).

B. New/Existing Workforce Programs

Workforce Programs must be either:

- New programs,
- Existing programs that are not currently funded by local or state public funds; or

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- Existing Workforce Training Programs that are currently funded by local or state public funds, and Applicant demonstrates that CDBG-DR funds will be used to fund additional capacity and/or an expansion of existing services.
 - To qualify as an [expanded service](#), Applicants must demonstrate a quantifiable increase in the level of an existing service.
 - To qualify as an existing service, the program should have been in operation for at least 12 months.

C. Tie-back to Disasters

All applications must clearly demonstrate how the Workforce Training Program will support social and economic recovery needs in the Eligible Disaster Impacted Areas from the following federally-declared disasters:

- DR-4382 California Wildfires and High Winds (July 23, 2018 – September 19, 2018)
- DR-4407 California Wildfires (November 08, 2018 – November 25, 2018)

Disaster tie-back must clearly show how the proposed Workforce Training Program will address impacts from the applicable disaster on the workforce and the local or regional economy. Tie-back should describe how the program will help improve economic stability, access to opportunities for LMI Workforce Training Program participants, and how the program will support long-term economic and social recovery for impacted communities.

If an Applicant wishes to apply for a program that will serve recovery needs from both disasters, separate applications must be submitted for each disaster since each disaster has separate allocations and grants will be tracked by allocation.

D. Duplication of Benefits

Federal disaster law prohibits the provision of federal assistance in excess of need. Before making a DR-Workforce award and reimbursing activity costs with CDBG-DR assistance, HCD must verify that the assistance will not cause a Duplication of Benefits (DOB), meaning that the cost has not and will not be paid by another source intended for the same purpose. HCD and Subrecipients must follow HUD's DOB requirements, which are outlined in the [DR-Workforce Program Policies and Procedures Manual](#). Applicants must complete a total activity budget in the application listing all additional funding sources, along with a completed DOB Affidavit.

E. Expenditure Deadline and Performance Milestones

Proposed Workforce Training Programs should be actionable, measurable, and ready to commence shortly after award and pursuant to *Section 5 of Exhibit A of the Standard Agreement*.

All CDBG-DR funded Workforce Training Programs must address the performance milestones defined in *Exhibit A Section 5 of the Standard Agreement*. A copy of said

agreement can be found in the solicitation files tab in the Grants Network System. The Applicant must submit a program schedule that clearly demonstrates compliance with each of those performance milestones. HCD recommends copying each performance milestone from the Standard Agreement and incorporating into the Applicant's program schedule. Performance milestones generally cover such things as completion date of environmental review, commencement of Workforce Training Program, timely expenditure of funds, timely service to beneficiaries, and expenditure deadline. The expenditure deadline for each activity funded under this Program is provided in the Standard Agreement for that activity. Please review the Standard Agreement template available in the Files tab of this solicitation for specific information regarding performance milestones.

F. Application Threshold

Applicants must meet all threshold requirements to be considered eligible for an award. All threshold requirements are outlined in the table below.

<p>1. Application contains completed Statement of Certifications and Assurances, and Fi\$Cal Government TIN Form (required for all jurisdictions) or Payee Data Record Standard 204 Tax Form (required for all non-profits). Form templates are available in the Files tab of this solicitation.</p>
<p>2. Application includes an outreach and marketing plan that includes:</p> <ul style="list-style-type: none">▪ Clear statement identifying who is in the Subrecipient's Workforce Training Program target population.▪ Target population must be 85% LMI population at minimum.▪ Clear plan for outreach to target population.
<p>3. Applicant demonstrates in the application how the Subrecipient Workforce Program is either:</p> <ul style="list-style-type: none">▪ a new program, or▪ an existing program that is not currently funded by local or state public funds, or▪ an existing program that is currently funded by local or state public funds, but Program funds will be used on expanded services.
<p>4. Applicant demonstrates in the application how their Workforce Training Program clearly ties-back to 2018 disasters, DR-4407 and/or DR-4382 by describing how the workforce training supports social and economic recovery of the Eligible Disaster Impacted Areas. The tie-back narrative should include details on how the training program will help improve economic stability, provide access to opportunities for LMI participants, and support long-term economic and social recovery for impacted communities.</p>

<p>5. Applicant must provide a written descriptive Participant Supportive Service plan including the following details:</p> <ul style="list-style-type: none">▪ The Participant Supportive Services needed.▪ Who will be providing the services.▪ How the services can be accessed by the trainees.▪ How was the type of services needed determined, and▪ Are the services new or already existing services provided.
<p>6. Application must contain the Subrecipient Workforce Training Program schedule with significant program dates, including start date, end dates, expenditure date, and all milestones provided within the Standard Agreement. Workforce Program's schedule shows that the services can be provided within the grant expenditure deadline and all performance milestones.</p>
<p>7. Applicant demonstrates in the application how the Subrecipient Workforce Training Program is designed to implement an eligible Public Service activity that will support job training opportunities for LMI Individuals.</p>
<p>8. Applicant must qualify as a jurisdiction, nonprofit, postsecondary educational institution, or local workforce development board.</p> <ul style="list-style-type: none">▪ Applicants that are nonprofit organizations must provide documentation of their 501(c)3 status and provide a copy of their bylaws.
<p>9. a) Applicant identifies which of one of the Eligible Disaster Impacted Areas the Applicant plans to serve, and b) Applicant clearly states how the Applicant will be providing eligible services within one of the Eligible Disaster Impacted Areas or that Applicant's provided eligible services will benefit one of the Eligible Disaster Impacted Areas.</p>
<p>10. CDBG-DR funds will not result in a Duplication of Benefits. Applicant must demonstrate that if awarded CDBG-DR funds, the awarded funds will not result in a Duplication of Benefits through completion of the total activity budget showing all sources of funds, and by signing a completed DOB Affidavit at the time of application submission.</p>
<p>11. Application must include a detailed scope of work that, at minimum, includes:</p> <ul style="list-style-type: none">▪ Clear description of the services that will be provided.▪ Who will provide the Public Services, Workforce Training Program, and Participant Supportive Services.▪ Steps that have been completed and/or must be completed to initiate the Workforce Training Program; describes available training facility(s), or mobile

<p>training methodology; if applicable, provides clear and detailed explanation and descriptions of all acquisition and/or capital improvements needed to provide for a training facility to deliver the Workforce Training Program.</p> <ul style="list-style-type: none"> ▪ Workforce training course description. ▪ List of proposed occupations/trades for training activities. ▪ Clear statement that income eligible trainees will receive training services at no cost.
<p>12. Application includes a budget narrative that at minimum includes:</p> <ul style="list-style-type: none"> ▪ Itemized list of how CDBG-DR funds will be spent. ▪ A description of how the planned expenditures were estimated to ensure costs are reasonable and necessary for the planned actions. ▪ The cost of training per trainee (if applicable).
<p>13. Application includes a completed total activity budget (Excel template available in the solicitation files tab in the Grants Network System) that clearly identifies all funding sources for the Subrecipient Workforce Training Program.</p>
<p>14. Application fills out a completed CDBG-DR Budget that is provided in Grants Network.</p>
<p>15. Description of Applicant/partner experience. Applicant and/or partner must have at least 3-years combined experience with Workforce Training Programs.</p>
<p>16. If acquisition and/or construction activities are included in the Applicant's Workforce Training Program, then the Applicant and/or partner must have at least 1-year of experience with federal grants in carrying out federally funded acquisition and/or construction.</p>
<p>17. Application includes the applicable signed Authorizing Resolution using the resolution template available in the solicitation files tab in the Grants Network System.</p>
<p>18. National Environmental Policy Act environmental review form (note: additional environmental review may be necessary for programs completing a Public Facility activity).</p>
<p>19. Applicant must fill out all parts of the application and submit a completed application within Grants Network. A complete application includes the following forms: profile, application, equity survey, legislative, and CDBG-DR budget located under separate tabs within Grants Network; along with all supporting documentation.</p>

20. Only applications submitted within the open application period will be accepted for review.

G. Applicant Due Diligence

Applicants will be expected to complete document and narrative requests for program due diligence prior to award. While most of the due diligence requirements are included in the application, different projects have different requirements and may require due diligence documentation outside of the information requested in the application. Due diligence requests will be presented as requests for information and Applicants will have **10 business days to respond to requests for due diligence information**. Failure to timely complete due diligence and provide any requested information to HCD will result in an ineligible application, from which the applicant may resubmit.

V. Application Submission and Review

A. Workshops and Technical Assistance

HCD has hosted a Pre-NOFA workshop, available online at [Workforce Development | California Department of Housing and Community Development](#), in the Resources section, and is scheduled to host a follow-up NOFA workshop on **October 12, 2023 at 10:00 a.m. PST**. The NOFA workshop date, time, and registration link is available on HCD's [Workforce Development | California Department of Housing and Community Development](#) webpage. Both Pre-NOFA and NOFA workshop slides and recordings will be posted to the webpage after the live presentation. HCD will be available to provide technical assistance and feedback on draft applications throughout the application process. HCD will also post webinar slides and FAQs that will provide an overview of the Program, discuss Program priorities, and inform potential Applicants of any additional technical assistance opportunities and general Program requirements.

To receive CDBG-DR NOFA FAQs and other Program information and updates, please subscribe to the Federal Programs listserv at [Email Signup | California Department of Housing and Community Development](#). For information on this Program please choose the "*Disaster Related*" subscription. If you have any questions, send an email to DRWorkforce@hcd.ca.gov.

B. Application Submission Process

Applications must be complete at the time of submittal. Incomplete applications will be rejected and returned to Applicants. Applicants can resubmit once the application has been completed, but not later than **February 29, 2024, 5:00 p.m. PST**. The date/time the revised complete application is received will be the updated Applicant's submission date/time for review. All required fields must be filled with correct and pertinent information and all required attachments must be included for an application to be deemed complete. The application and all required attachments must be submitted to

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HCD through the [Grants Network Portal](#). Applicants must certify that all information is true and complete to the best of their knowledge, on penalty of perjury.

Applicants must follow instructions in this NOFA. Applications must be submitted within the application closing date and time as established in this NOFA. Applicants that do not have an account with the Grants Network System should log into the Grants Network System [registration portal](#) as soon as possible. Use the “*Create an account*” option to initiate a free profile. If Applicants have any questions regarding Grants Network account setup, please email DRWorkforce@hcd.ca.gov.

Applications must address all threshold criteria listed in *Section IV F*. upon submission. It is the Applicant’s responsibility to ensure that the submitted application is clear, complete, and accurate. Applicants may request feedback and technical assistance from HCD staff throughout preparation of their application. Application Technical Assistance may be requested via *HCD’s Technical Assistance Request Form*, located in the solicitation “files” tab. HCD staff will be available for Application Technical Assistance sessions throughout the NOFA open period until all awards are made.

HCD may request clarifying information, but incomplete applications will be returned to draft and will not be considered as received for purposes of determining first-come-first-served status. Applicants are strongly recommended to review the [DR-Workforce Program Policies and Procedures Manual](#) prior to submitting applications for program requirements.

C. Application and Program Resources

Application resources may be accessed online [DR-Workforce webpage](#), or through the Grants Network System in the “Files” tab and include:

- Map of the Eligible Disaster Impacted Areas
- Sample Standard Agreement
- Authorizing Resolution Template (jurisdictions)
- Authorizing Resolution Template (organizations)
- Authorizing Resolution Template (Tribal Government Partners)
- Certifications and Statement of Assurances
- Fi\$Cal Local Government TIN Form (for jurisdictions)
- Standard 204 Tax Form (for organizations)
- Total Activity Budget Template
- DOB Affidavit
- Trainee Income Packet
- Income Self-Certification Sample
- Language Access Plan (LAP) Template
- Limited English Proficiency (LEP) Requirements
- Financial Report Memo
- Application Guide and supporting documents
- Policies and Procedures

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- Environmental Review Forms
- HUD Playing by the Rules Handbook for Subrecipients
- Other resources as available

D. Over-the-Counter

HCD will review applications Over-the-Counter on a first come, first-served basis that have been timely submitted during the open application period (i.e., Application Start Date and Application Close Date). Applications will be reviewed in the order that they are received.

- If an application meets all threshold criteria, the Applicant will be eligible to receive an award in the CDBG-DR amount requested up to the amount still available in regional funds.
- If eligible funding requests from the same region exceed the respective region's available grant funding, funds will be awarded in the order that eligible applications are received until all the region's allocation is obligated.

1. Insufficient Demand

If there are insufficient applications to fully award the funds allocated to any given region, HCD may, in its sole discretion, reopen the application portal again, redistribute remaining available funds across regions to make additional awards based on the order of submittals, reallocate funds to other regions in the Program to address over-subscription in other regions, or reallocate remaining funds to other Disaster Recovery needs or activities as identified in the [2018 CDBG-DR Action Plan](#), as amended.

E. Application Review and Award Eligibility

Applications are reviewed by HCD based on threshold criteria. Applications that do not meet all threshold criteria will be rejected. Incomplete applications will be returned as draft in Grants Network. HCD may reach out to Applicants with requests which include questions for clarifying information. **Applicants will have 10 business days to respond to these HCD requests for information.** Applicants that do not respond to HCD requests for information within 10 business days will have their application returned to draft and will lose their place in the submittal queue.

F. Awards Announcements

HCD will review applications and make first-come, first-serve award recommendations according to the threshold criteria. Awards will be made on a rolling basis. Applicants that are recommended for awards will be notified via email and provided with an opportunity to update program schedules or other data that may have aged during the Applicant review period.

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Applicants are required to accept and manage awards through the Grants Network System. The award notification will include instructions for accepting or declining the award and will be followed with an executable Standard Agreement.

Applicants that are not recommended for awards will be notified via letter from HCD.

G. Appeals

1. Basis of Appeals

a) Applicants may appeal HCD's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).

b) At the sole discretion of HCD, the DR-Workforce Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the DR-Workforce Department's threshold, scoring and feasibility determinations.

c) No Applicant shall have the right to appeal a decision of HCD relating to another Applicant's application (e.g., eligibility, award).

d) Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of HCD.

e) The appeal process provided herein applies solely to decisions of HCD made pursuant to this NOFA.

2. Appeal Process and Deadlines

a) Process: To file an appeal, Applicants must submit to HCD, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to HCD, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to HCD at DRWorkforce@hcd.ca.gov according to the deadline set forth in HCD review letters.

b) Filing Deadline: Appeals must be received by HCD no later than five (5) business days from the date of HCD's threshold review, or initial score letters, as applicable, representing HCD's decision made in response to the application.

3. Decision

Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of HCD.

H. Standard Agreement

Successful Applicants (Subrecipients) will enter into a Standard Agreement with HCD. A sample of the Standard Agreement is provided in the solicitation files tab of the Grants Network System. Applicants shall have 15 number of calendar days of receipt of the Standard Agreement to sign and return it to HCD, and if they fail to do so, then their award will be voided, and they will not be entitled to any funding under this NOFA.

I. Disclosure of Application

Information provided in the application will become public record available for review by the public pursuant to the California Public Records Act ([California Government Code §6250, et.seq](#)). As such, HCD may disclose all materials provided by the Applicant to any individual making a request under this Act. HCD cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers, home addresses, or other personally identifying information. By providing this information to HCD, the Applicant is waiving any claims of

confidentiality, and consents in advance to HCD's disclosure of the Applicant's material upon receipt of a Public Records Act request.

VI. Workforce Development Program Implementation

A. Federal Requirements

CDBG-DR funded activities are required to meet all Federal Cross-Cutting Requirements, including, but not limited to,

- Environmental Standards (based on National Environmental Policy Act of 1969 [NEPA])
- Labor Standards (Davis-Bacon and related laws)
- Fair Housing and Affirmatively Furthering Fair Housing
- Equal Opportunity and Non-Discrimination in Federal Grant Programs
- Federal Procurement Guidelines
- National Flood Insurance Program compliance
- Relocation and displacement requirements
- Employment and Contracting Opportunities Section 3 compliance
- Lead-based paint requirements
- No use of debarred, ineligible, or suspended contractors or subrecipients
- Uniform Administrative Requirements and Cost Principles compliance
- Conflict of interest prohibitions
- Architectural Barriers Act and the Americans with Disabilities Act compliance
- Compliance with Eligibility Restrictions for certain resident aliens
- Federal reporting requirements
- Grant and Subrecipient monitoring requirements

These requirements are addressed in detail in the [DR-Workforce Program Policies and Procedures Manual](#). Subrecipients will be expected to comply with all applicable requirements as noted in the both the DR-Workforce Program Policies and Procedures, and the Standard Agreement.

B. Fraud Waste and Abuse

1. False, Fictitious or Fraudulent Claims

Warning: Any person who knowingly makes a false claim or statement to HUD or the Department may be subject to civil or criminal penalties under 18 U.S.C. §287, 1001 and 31 U.S.C. §3729.

2. Detecting, Preventing, and Reporting Fraud

Fraud is a white-collar crime that has a devastating effect on the CDBG-DR program because the CDBG-DR program beneficiaries are victims of this crime when the CDBG-DR program is abused. The Department wants to stop any criminal assault on the CDBG-DR program it administers, and in doing so ensure all CDBG-DR funds go to people it was designed to help and improve their living conditions.

3. Combatting Fraud

The HUD Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations. HUD cannot combat fraud alone; they rely on HCD and DR Workforce Development NOFA Applicants to combat CDB-DR program fraud. HUD also relies on Applicants and people receiving HUD benefits, such as: tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD grants. The HUD OIG Hotline number is **1-800-347-3735**. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for the CDBG-DR program to the OIG.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the CDBG-DR program from HUD employees, anyone administering the CDGB-DR program, anyone working in the CDBG-DR program, contractors, and the public.

You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants. Fraud, waste, and abuse in the CDBG-DR program and its operation may be reported in one of the following four (4) ways:

1. By email to: hotline@hudoig.gov
2. By phone: Call toll free: 1-800-347-3735
3. By fax: 202-708-4829
4. By mail: - U.S. Department of Housing & Urban Development

Office of Inspector General Hotline Manager
400 Virginia Avenue, SW, Suite 120
Washington, DC 20024

4. Whistleblower Protection Acts

Federal Whistleblower Protection Act (5 U.S.C Section 2302(b)(8))

The Federal Whistleblower Protection Act (WPA) protects employees from retaliation for making protected disclosures. The WPA also provides penalties for supervisors who retaliate against Whistleblowers.

1. A disclosure is protected under the WPA if the employee discloses information the employee reasonably believes to be evidence of:
 - a. a violation of any law, rule, or regulation,
 - b. gross mismanagement,
 - c. a gross waste of funds,
 - d. an abuse of authority, or
 - e. a substantial and specific danger to public health or safety.

2. In general, an employee or applicant may make a protected disclosure to anyone, including non-governmental audiences, unless the information is classified or specifically prohibited by law from release. Options for making a protected disclosure include:
 - a. Informing a supervisor or someone higher up in management,
 - b. Submitting a complaint to the OIG by emailing the OIG at oig@ftc.gov,
 - c. Filing a complaint with the [Office of Special Counsel](http://www.osc.gov) (OSC) <http://www.osc.gov>

The California Whistleblower Protection Act (Title 2, Division 1, Chapter 6.5, Article 3.5, Gov. Code §§ 8548-8548.5)

The California Whistleblower Protection Act authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. **An "improper governmental activity" is any action by a state agency or any action by a state employee directly related to state government that:**

- (1) Violates any state or federal law or regulation,
 - (2) Violates an Executive Order of the Governor, a California Rule of Court, or any policy or procedure required by the State Administrative Manual or State Contracting Manual, or
 - (3) Is economically wasteful or involves gross misconduct, incompetency, or inefficiency.
- Complaints received by the State Auditor are confidential, and the identity of the complainant may not be revealed without the complainant's permission, aside from to an appropriate law enforcement agency conducting a criminal investigation.

A. There are many ways to file a complaint:

1. By Telephone

You may call the Whistleblower Hotline at (800) 952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline generally is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. If you call when the hotline is not being staffed, or staff is occupied with other calls, you may leave a voicemail message requesting a return call.

2. By Mail or Facsimile

You may file a complaint in the form of a letter to the State Auditor addressed as follows:

Investigations
California State Auditor
P.O. Box 1019
Sacramento, CA 95812

Or you may fax the letter to the State Auditor at (916) 322-2603.

As an alternative, you may complete the electronic version of the complaint form (which is available on the State Auditor website at auditor.ca.gov), print it out, and return it by mail or facsimile as stated above.

3. Online

Although the State Auditor does not accept complaints by email, you may file a complaint online at <https://www.auditor.ca.gov/contactus/complaint>.

The State Auditor will not undertake an investigation unless there is a basis for believing that your complaint has sufficient merit to warrant spending resources on an investigation. Your complaint should therefore include:

1. A clear and concise statement of what you are alleging to be improper activity and why you believe it is improper.
2. The name or other information that clearly identifies the person you are alleging has acted improperly and the department where that person works.
3. The names and contact information for any witnesses who can confirm the truth of what you are saying.
4. Copies of any documents that will support what you are saying. (You should not submit original documents, as they cannot be returned.)