

CDBG Office Hours

Team HCD CDBG

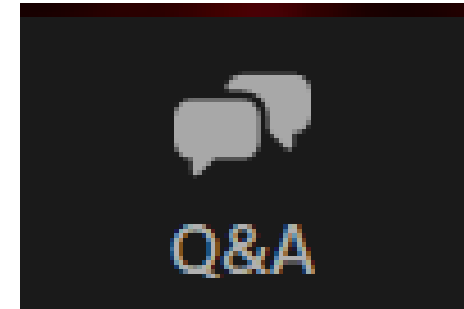
Wednesday, January 26, 2022





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





Revision/Amendment Memo: Available Now

- Detailed instructions to support Grantees who may need to revise or amend their original agreements are available as a PDF document titled ***CDBG Management Memo #21-02: Requesting Agreement Revisions / Amendments***
- Includes introduction of a new standardized Revision / Amendment Request form and a process for submission of this form through the Grants Network Portal following review by your HCD Representative or Grant Administrator.
- Clearly distinguishes between revisions and amendments.
- Provides guidance on submitting your request to your Grant Administrator or Representative so they can guide you in entering the request in the Grants Network Portal.
- Available here: [HCD's CDBG Website - Management Memos Section](#)



CDBG Program Updates

2020 CDBG NOFA

- ❖ 1 Pending SA routing for final approval

2021 CDBG NOFA

- ❖ 64- applications submitted and reviewed for threshold
- ❖ DQ letters were emailed out on December 17, 2021
- ❖ Appeal deadline ended December 31, 2021
- ❖ HCD response to the appeals were emailed out on Friday, January 7, 2022
- ❖ Scoring and non-award Grantees will be emailed out by 1/28/22. The grantee will have 10-business day appeal time from the date of the letter.
- ❖ Once the appeal process ends, HCD will post the awards and scoring information.

2022 CDBG NOFA

- ❖ Finalizing NOFA. All upcoming workshops have been scheduled and you can register for all on Eventbrite.
- ❖ Eblast will go out later with the dates and links.
- ❖ Google "HCD Eventbrite"



Upcoming HCD Trainings

- ~~1/6/22- Single Audits- What are they and why do they matter?~~
- ~~1/11/22 DUNS Number & Debarment Workshop~~
- ~~1/13/22 Resolution Training~~
- ~~1/19/22 2022 NOFA Workshop (Session 1 10-12)~~
- ~~1/19/22 State Objectives, What you need to know (2:30 PM – 3:15 pm)~~
- 1/25/22 NEPA level of review workshop - **Postponed**
- 1/26/22 Racial Equity Workshop – **Today at 11am!**
- 1/27/22 2022 NOFA Workshop (Session 2 2-4 pm)
- 2/3/22 National Objectives & Matrix Codes
- 2/3/22 Rescheduled NEPA level of review workshop (2pm-3pm)



Upcoming Training Continued...

- 2/8/22 How to write an effective narrative
- 2/10/22 2022 Application Technical Assistance Session
- 2/17/22 eCivis Budget Training
- To register for these trainings, please visit HCD's Eventbrite page at [California Dept. Housing & Community Development Events | Eventbrite](#)



CDBG-CV

- CDBG-CV1
 - ❖ 82 Approved and Executed
- CDBG-CV2 and 3
 - 145 Submitted Applications:
 - 0 Awaiting Corrections
 - 14 Routing
 - 8 Pending Signatures
 - **124** Approved

Questions and Answers: Recap from Prior Office Hours





CDBG-CV Subsistence Payments

Question:

CDBG-CV subsistence payments: Can an applicant be assisted with multiple awards in 1 month? For example: Applicant #1 would like assistance with their broadband, electricity and mortgage in the 1st month of award.

Answer:

Yes, if an applicant is having trouble making their house-related utility payments, they may apply for assistance for those bills in the same month if they are all considered “eligible costs” under local program guidelines. Program guidelines can be amended or changed if the grantee is seeing a new need arise that wasn’t previously present. Changes need to be vetted using the regular process for your jurisdiction, approved by the authorized official named in the grantee’s resolution and submitted to your GA or Rep for the grantee file, ideally through a Miscellaneous Task in eCivis.



CDBG-CV Small Business Assistance

Question:

For business owners applying for the Small Business Assistance CV program with no employees, is their income verification submitted through the Business Assistance Project SELF-CERTIFICATION of Income form? Or what is the acceptable manner for a business owner to provide proof that their income meets the 80% LMI?

Answer:

You can follow the Adjusted Gross Income process for verifying the owner's family income. They can fill out the self-certification form, but best practice is to support this with income documentation. For example, if they file a Tax return, you can ask for returns for applicable years. If they don't have a tax return, you can use applicable documents, such as last three months of wages. If you follow part 5 verification process you can collect documentation to verify owner's family income. Since direct assistance is based on income, you should be supplementing self-certification process with support documentation.



CV-1 Microenterprise

Question:

I am administering a Microenterprise assistance CV-1 program that ends in May. I am requiring that all of the micro grantees submit reports and receipts for how they used CDBG-CV funds (payroll, utilities, etc). I am trying to determine when I should stop issuing awards, so Microenterprises have sufficient time to receive and spend the grant. Can I receive spending reports from Microenterprises after the program activity closes in May? All payments would be issued before the deadline, I only want to know if I need to tell all of my grantees that they need to get me their reports by May

Answer:

The Standard Agreement allows 90 days from the expenditure deadline to close out your grant. You would need to have all costs incurred by the end of May; you will have time after that to submit documentation for those expenditures to us for reimbursement. Non-construction related costs prior to the grant may also be reimbursed if those costs are documented at the time of award.



HCD's Eventbrite Trainings

Question:

Hello, I'm on HCD's Eventbrite page (used link provided in the Q&A chat) and the training for National Objectives & Matrix Codes (2/3/22) is not listed. When will it become available so that we may sign up for this training?

Answer:

This event was accidentally missed when uploading links. It has now been posted: [HCD CDBG Eventbrite Page](#)



Non-CV CDBG Reps

Question:

Who should we talk to regarding CDBG (not CV) for Mendocino County?

Answer:

Please reach out to Mamie Early or Shannon Burge for any CDBG matters (non-CV) for Mendocino County.



HUD 4010 Form

Question:

Is there a HUD 4010 form that has been updated to be accessible?

Answer:

Form 4010 is regarding labor standards and is Section 508 compliant. Please find the form here: [Federal Labor Standards Provisions - HUD.gov](#)



Amendment + Revision

Question:

We wanted to amend one of our programs and was told the amendment process is being revised. Is this something you could elaborate on?

Answer:

We have a Management Memo that has been posted to the website. You will need to use a specific form to submit requests for revisions/amendments which you can get from your CDBG-CV Grant Administrator. The Management Memo walks you through the process and can be found here: [CDBG Revision Amendment Request Memo](#)



Federal Contract Provisions

Question:

What are "Federal Contract Provisions"?

Answer:

Per Appendix 2, in 2CFR part 200, there are requirements for certain provisions that need to be in contracts. For example, if I'm going to hire a general contractor to undertake a capital project, there are certain contract provisions that need to be included. We can follow up to determine where these provisions are listed.



CV Financial Reports

Question:

For the monthly CV Financial Reports, we submit three months a time with each quarterly report in eCivis, correct?

Answer:

The Financial Report Form can be used for an entire quarter with all three months included. The requirement is to submit both an Activity Report and a Financial Report each quarter; however, you do have the option to submit reports each month, which we highly recommend.



Documentation vs. Income Self-Certification Part I

Question:

Do we need "documentation" or income self-certification? These are not the same.

Answer:

For CDBG-CV, requiring submittal of income verification documentation depends on the type of activity that you are doing. If you're doing Low Moderate Income Area benefit, then you don't need to submit individual self-certification or verification documentation. For utility assistance programs, you can allow applicants to submit self-certification, but you have to have them supply backup documentation at a later date. A best practice is to require income documentation for each applicant.



Documentation vs. Income Self-Certification Part II

Question:

This has not been the standard practice for public service...

Answer:

It depends on the service. In any public service environment, it is a best practice that a form allowing for self-certification would state that upon request the beneficiary may be asked to provide documentation to verify their stated income is correct. For some public service types (e.g. food bank or operating funds for a drop-in afterschool program), the requirements for income documentation are not going to be as stringent as they would be when a good or commodity is being provided (e.g. paid internship, uniforms or subsistence payments), which generally require income documentation in order to receive the service. The likelihood for fraud is much higher for these types of activities and so the threshold needs to be higher.

Questions and Answers

