

CDBG Office Hours

Team HCD CDBG

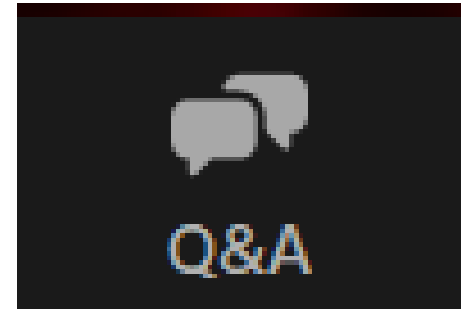
Wednesday, February 9, 2022





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 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 letters were emailed out by 1/28/22. The appeal process ends 2/11/2022
- ❖ HCD goal is to get the 2021 award posting and award letters out by the end of February

2022 CDBG NOFA

- ❖ Expected to drop by end of February. Deadline dates will be updated to correspond with the NOFA date.
- ❖ Finishing internal review process. All workshops will be posted along with training materials on the CDBG website once materials have been ADA remediated.
- ❖ Eblast will go out once posted.



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)~~
- ~~1/26/22~~ ~~Racial Equity Workshop~~
- ~~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~~
- TBD 2022 Application Technical Assistance Session – **Has been rescheduled until after the NOFA has dropped and the application has been opened. Look for notification of the new date.**
- 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](#)



2021 NOFA application Update

- The non-award scoring letters were sent out on Friday 1/28/22 to the Grantees. The Grantees notified have 10 business days to appeal the scoring (on or before 2/11/22). After that time, we can release the award list to the public.
- We were able to fund all applications under the 2021 Non-Housing and Economic Development Set-asides; Planning and Housing Set-Asides were both oversubscribed and not all were funded.



CDBG-CV

- CDBG-CV1
 - ❖ 82 Approved and Executed
- CDBG-CV2 and 3
 - 145 Submitted Applications:
 - 1 Awaiting Corrections
 - 11 Routing
 - 15 Pending Signatures
 - **119** Approved

Questions and Answers: Recap from Prior Office Hours





Self-Certification Programs

Question:

If the CV's are self-certification programs, do we still need to collect income documentation?

Answer:

This really depends on what the assistance is for; if it is direct cash assistance, you should require back-up income documentation from the recipient as a rule of thumb. If you are providing public assistance (or assistance that is NOT cash) you do not need to collect back-up income documentation. Regardless of what you decide to require, it is good practice for grantees to state within the program guidelines that an applicant will provide income documentation if asked, and for the grantee to sample source documentation from recipients. We suggest that you reach out directly to your GA so that we can discuss your specific program and collaborate with you to determine what documentation you should be collecting and what regulations and best practices apply to your program.



HCD Funding

Question:

If you didn't receive anything yet from HCD, are you being funded?

Answer:

Emails are usually sent out to two people – the authorized signatory and the city or county worker who completed the application. Emails are not directly sent to consultants. If you are a consultant and are inquiring about certain jurisdictions, please email Mamie, mamie.early@hcd.ca.gov.



Email Notifications

Question:

Who did the emails go out to for the awards? The authorized official or the main contact on eCivis?

Answer:

The emails went out to the authorized official as well as the email address listed on the application for the person who submitted the application.



NEPA Compliance

Question:

I'm seeking information on the NEPA compliance process for non-entitlement jurisdictions. I have a prospective client who has been awarded CDBG program funds from Coronavirus Response Round 1 (CDBG-CV1) and is a non-entitlement jurisdiction. I understand that some NEPA documentation would have been completed to support the award; however, if supplemental or tiered documentation was required, who completes that documentation? Would the local agency complete the NEPA documentation pursuant to Part 58 regulations and Section 104, or might HCD complete the review instead?

Answer:

First off, it would be helpful to have the grantee contact their GA so that specific guidance can be given and we can confirm that your CV-1 project is moving forward. However, in general terms, for a unit of local government funded under the CV program, The state of California is acting in the capacity as the responsible party/conferring entity, so you would submit information to the environmental team at HCD, and they in turn will issue an authorization to use grant funds or if it is excluded/exempt. If it is a tiered review, you should coordinate with local government because that would be done at the local level and the grant recipient would have a qualified staff person or engage a qualified consultant/contractor who would carry out a tiered review on a site-by-site basis.



Using AGI

Question:

In using AGI to qualify low/moderate income applicants, how would we handle a tax return where the AGI meets the income criteria however their AGI is low because the client is really good at doing their taxes and are claiming large losses and/or sheltering their income by other means?

Answer:

If the activity is allowed to use the IRS of definition, the tax return becomes the source document. The use of AGI method for calculating and verifying income is limited to 2019 and 2020 CDBG funds used for Covid response, recovery, or preparation activities and microenterprises only.



Income Verification

Question:

Is the following correct? A client may qualify using AGI method because their income truly meets the criteria but using Part 5 they may not qualify because they have a large 401k or IRA as this asset is counted as income minus the penalties and cost of closing the account, etc.

Answer:

That is correct. You could have an individual household qualify using one definition of income and if you use a second definition of income, they could be deemed non-low mod, and therefore no longer eligible, because of the way it's calculated. There are advantages and disadvantages of using both definitions of income.

Please note, you can only use one type of income verification method for your activity. You cannot go back and forth between the income verification method.



2022 NOFA

Question:

Regarding the 2022 NOFA, will the 50% rule apply to CV2/3 awards or only general program NOFA awards?

Answer:

No, the 50% doesn't apply to CV. The 50% rule only applies to the General Program NOFA award.



2022 NOFA Alert

Question:

If I have signed up for all email content options, will I also receive notice of the 2022 NOFA being released?

Answer:

Yes.



2022 OTC

Question:

Is a process set up yet for the 2022 OTC applications?

Answer:

For 2022 there is no OTC application because we are funding down the 2019/2020 OTC waitlist. 2022 will be last NOFA that we'll be funding down the 2019/2020 OTC waitlist. Mamie will reach out to grantees on waitlist after the appeal process is complete.



PI-Only Projects

Question:

For Program Income only projects, can we apply OTC or need to piggyback on the annual NOFA?

Answer:

For PI only applications, we do have a solicitation open right now that was underneath the 2021. That will remain open until we can open the application for 2022. Once the 2022 application is dropped, PI only applications will need to go into the 2022 solicitation. If you have specific questions regarding plans for PI only, please reach out to your HCD rep.

Questions and Answers

