

CDBG Office Hours

Team HCD CDBG

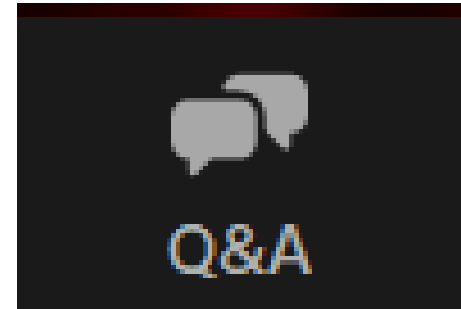
Wednesday, January 12, 2022





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





Upcoming Office Hours Cancellation

Wednesday, January 19, 2022. The first 2022 NOFA workshop will be held that day from 10:00 am to 12:00 pm.

If you have any questions in the meantime, please reach out to the CDBG Program Inbox at CDBG@hcd.ca.gov



Financial Reporting Memo: Available Now

Detailed instructions for how to prepare a thorough Financial Report are available as a PDF document titled ***Financial Reporting CDBG Management Memo #21-01***

Instructions for how to prepare an Financial Report can be found here:

[HCD CDBG Website - Management Memos Section](#)

CDBG-CV Grantees Only: Your GA has emailed a copy of the new Financial Report Coversheet and Expenditures Log for EACH of your contracts to the contact listed on your Standard Agreement. If you did not receive this document, please reach out to your GA to receive a copy.

CDBG Grantees: Submittal of a Financial Report Coversheet and Expenditures Log will become mandatory next year after rollout of the 2022 NOFA. For now, use of this coversheet is optional. A blank copy is found here: [Link to Blank Copy of the Financial Report Coversheet and Expenditure Log](#)



Activity Reporting Memo: Available Now

Detailed instructions for how to prepare a thorough Activity Report are now available as a PDF document titled ***Activity Reporting CDBG Management Memo #21-01***

Instructions for how to prepare an Activity Report can be found here:

[HCD CDBG Website - Management Memos Section](#)



CDBG Program Updates

2020 CDBG NOFA

- ❖ All awards are finalized

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 will be finalized by Friday, 1/14/2022 and next week letters will be sent out to Grantees that didn't pass scoring.

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
- 1/26/22 Racial Equity Workshop
- 1/27/22 2022 NOFA Workshop (Session 2 2-4 pm)
- 2/3/22 National Objectives & Matrix Codes



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:
 - 2 Awaiting Corrections
 - 12 Routing
 - 11 Pending Signatures
 - **121** Approved

Questions and Answers: Recap from Prior Office Hours





CDBG-CV Trainings

Question:

Are there any specific training for CDBG-CV subrecipients? Or any you recommend they also attend?

Answer:

Most trainings will be regarding how to get your application ready. The Racial Equity Workshop is highly recommended to all grantees and subrecipients because we'll be talking about our expectations in this area for all partners. ICF will be providing some more generalized trainings in the coming months. These will be recorded and available on our website. The schedule of these trainings will be coming soon.



CV1 Closeout

Question:

How does HCD want us to handle closeout of CV1 activities if the jurisdiction is continuing to fund the same program with CV2-3 funds? And the public hearing process?

Answer:

- If you are continuing operation of the same activity for CV2-3 funds, you can wait to do a public hearing until you will close out the CV2-3 contract. You do not have to do a public hearing twice.
- A closeout management memo, which will address this question and other closeout issues, is currently being worked on.



Disqualified List

Question:

Is it possible for me to find out if any of my partners were on the DQ list?

Answer:

Please email your Grant Administrator and they can find out for you.



Reporting Schedule

Question:

Regarding reporting, some of my contracts have reports due every month still, however I just received something from HCD that you are going to a uniform report schedule, is that true? If so, what about all the folks that submitted reports on 12/15, will they need to do a 1/15 again now too?

Answer:

Reports need to be submitted quarterly per the standard agreement. We are encouraging monthly reporting, but this is not mandatory. If you submitted a report on 12/15, you will be prompted to submit again on 1/15. We realized that when we did updates to the reporting schedule in eCivis, grantees assigned monthly reports due on the 15th of each month. We have revised this to be quarterly instead. If you are experiencing any trouble with your reporting schedule, please reach out to your Grant Administrator or Representative AND/OR refer to the Management Memos on reporting.



2022 NOFA Workshop

Question:

Are the two NOFA workshops the same? Does 2022 NOFA workshop #2 cover the same topics as the first one?

Answer:

Yes, they are the same workshop. One for those who can attend in the morning and then one for those who can attend in the afternoon.



Citizenship Status for CDBG-CV

Question:

For CDBG-CV grants for community services: do recipients of funds have to be a legal US resident? If so, they need to provide proof they are a legal resident?

Answer:

For CDBG-CV grants for community services there is no HUD requirement to provide documentation that proves legal US residency status. If the grantee requires program participants to be residents of their jurisdiction or includes other programmatic eligibility requirements, those must still be met, regardless of US residency status.



Reporting for Activities That Have Not Incurred Costs

Question:

The Grants Management Network Portal has some of our partners assigned monthly reports. One of my partners has reports due Nov, Dec, Jan and Feb but they just started incurring costs in December, so we won't have anything to report until late January, early February.

Answer:

- Per the instructions in the Financial and Activity Reporting Management Memos, you must submit a \$0 report before/until you begin to incur costs on at least a quarterly basis. If you have any questions, please feel free to contact your Grant Administrator.
- Activity and Financial reports must include a complete narrative, if your report does not include a complete narrative, it will be returned to you for correction. If you have found the instructions to be lacking in clarity or content, please let your GA know so that we can adjust the memo to help!
- We encourage monthly reporting so that you can keep on track, but your schedule of reports in the Grants Management Network Portal should have quarterly reports. If you do not have any funds to report or reimbursements to request within one of the monthly reports, you would simply submit a \$0 report. If you need assistance in scheduling and filing reports, please reach out to your Grant Administrator.



CV Reporting Schedule

Question:

From our Grant Administrator...HCD recently released a management memo indicating that all CV reports are now due on the following fixed dates: 1/15, 4/15, 7/15 and 10/15.

Answer:

That is correct, that is what the management memo states. Everything should be set up to be submitted on the 15th. If you reported in December and don't have anything to report in January, reach out to your Grant Administrator to get the schedule adjusted in eCivis. However, we recommend submitting a \$0 Financial Report for January; briefly include what you have completed in the past month. This will get you back on the fixed quarterly reporting schedule.



CV Monthly Reporting Schedule

Question:

Can we mark the inactive monthly reports "complete" to get them off the list?

Answer:

The pre-set reports should only be in the system quarterly, not monthly. We have fixed this. If you continue to experience issues, we will most likely need to adjust your reporting schedule, so please reach out to your Grant Administrator and/or HCD representative if you have reports assigned that you are unsure of how to complete.



E-Civis Email Notifications

Question:

Does the email notification for reporting go to the authorized person who signed the Standard Agreement, or to the staff person who prepared the application and has responsibility for completing the report?

Answer:

Currently, the email goes to the email address provided at application. In the near future, the email notification for tasks will be going to all “Project Team Members”, as we do have an open enhancement ticket to accomplish this.



CV Economic Development Guidance

Question:

Where can I find guidance on CV-Economic Development methodology to assist small businesses?

Answer:

HCD will be releasing an appendix to the Grant Management Manual for CDBG-CV Economic Development very soon. In the meantime, HCD has provided an Appendix H with ED guidance and requirements and you can find helpful information on the HUD exchange. Please find links to the recommended documents below:

- CDBG-CV Economic Development Quick Guide:
 - [HUD Exchange: CDBG-CV Economic Development Quick Guide](#)
- Rural Economic Development Quick Guide:
 - [HUD Exchange: CDBG-CV Rural Economic Development Quick Guide](#)
- Appendix H to the CDBG-CV2/3 NOFA:
 - [eCivis Solicitation: Appendix H Version 2.0](#)



CV Utility Assistance Documentation Requirements

Question:

For clarity, are CDBG CV program beneficiaries definitely required to submit income verification documentation? I have already asked and told we are to collect it regardless of the applicant/beneficiaries residing in Census tracts designated as low income. We had hoped to expand the program by urging residents residing in those areas to apply for our Utility Assistance Program.

Answer:

For Utility assistance program you can allow applicants to provide income verification as support documentation. If you are not requiring this type of support documentation as part of the application, you should make sure to have the applicant agree to provide the documentation at a later date in case of an audit; best practices would be to also perform monitoring and sampling of the population.

Questions and Answers

