

CDBG Office Hours

Team HCD CDBG

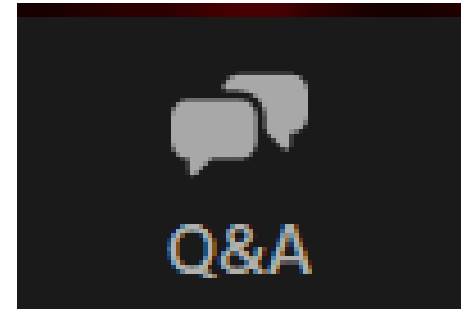
Wednesday, November 10, 2021





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





Over the Counter (OTC) List Available

- The 2019-2020 OTC List is available on the HCD CDBG Website
- The document contains a list of applications funded and waitlisted as of October 2021
- The document is located under the 'Get Funding' section and 'Over the Counter (OTC)' subsection

[New! 2021 CDBG NOFA Amendment #1 \(PDF\)](#)

Over The Counter (OTC)

[Over the Counter List \(XLS\)](#)

[Awards](#)

[Workshop Dates and Locations](#)



CDBG Program Updates

- **2020 CDBG NOFA**

- ❖ 109 Approved
- ❖ 107 Standard Agreements finalized
- ❖ 2 Pending Acceptance

2021 CDBG NOFA

- 65- applications submitted and currently under review
 - ❖ **15 – Non-Housing**
 - ❖ **21 - Housing**
 - ❖ **20 - Planning**
 - ❖ **9- ED application**



2021 Application Review Feedback

Thank you for the reviews. The Survey will remain open until
Friday November 12, 2021

[2021 Application Feedback Survey: Survey Monkey](#)

- Full results for the survey will be made available in the next office hours.
- Reminder:
 - **MANDATORY USE OF HCD RESOLUTION TEMPLATE.**
The Word Version is available .



Anticipated Targeted Training for 2022

- How to complete the correct level of Environmental Review
- How to pull a debarment check
- How to complete the eCivis Budget
- How to pick the correct National Objective
- How to pick the correct Matrix Code
- How to write a narrative
- How to address racial equity in your CDBG funded projects and programs
- How to complete the 2022 NOFA Application



CDBG CV1

- CDBG-CV1
 - ❖ 82 Approved and Executed



CDBG CV2 – CV3

- CDBG-CV2 and 3
 - 166 Submitted Applications:
 - 21 Rescinded
 - 19 Awaiting Corrections
 - 14 Routing
 - 22 Pending Signatures
 - 93 Approved

Questions and Answers: Recap from Prior Office Hours





OTC Overview

Question:

I missed the 2019 OTC update. Can you please do a brief overview?

Answer:

The 2019-2020 OTC List is available on the HCD CDBG Website. The document contains a list of applications funded and waitlisted as of October 2021. The document is located under the “Get Funding” section and “Over the Counter (OTC)” subsection.



2022 NOFA + Application Instructions

Question:

Thank you for verifying that the 2022 NOFA will include ED OTCs. When will HCD develop the ED OTC application steps and the process that will be used to evaluate the application? Will a timeline for when HCD will have clear ED OTC application steps and the process for approval be developed? This would be greatly appreciated as ED OTC's are significantly different from General OTCs due to CDBG underwriting requirements and more in-depth analysis of the project's ability to create/retain jobs

Answer:

Yes, we are in the process of developing the 2022 application based on the 2022 NOFA. The application will be rolled out in January 2022 and the timeline will be available then. We are currently requesting feedback from applicants and grantees to develop a second document that will serve as a step-by-step instruction manual to use when completing the EDC applications and all other applications. Please email your feedback to us at the following email address: CDBG@hcd.ca.gov



eCivis Troubleshooting

Question:

I found that when going into "saved" draft reports in eCivis, and then submitting once complete, it still shows up in the list of reports that are outstanding. How do I fix this?

Answer:

Please reach out to Sandra Veirs at Sandra.veirs@hcd.ca.gov to set up a meeting offline regarding this issue.



CV Funds for Rental Assistance Next Year

Question:

Has there been any discussions between CDBG Dept and ERAP folks for those counties that have used/allocated all their ERAP program funds thus there may be a need now for CDBG subsistence payments to capture the "gap"? Will we be able to get to use the CV funds for rental assistance again before some of these contracts expire next year?

Answer:

We understand the need for direction on this and the community need. For now, we recommend contemplating using any new CDBG for legal services to assist households facing eviction or in dispute with their landlords. We will have further direction on whether we will be able to allow rental assistance in the coming weeks.



Disposal of Surplus Land

Question:

Does HCD have any draft resolution/noticing templates for the disposal of Surplus Land?

Answer:

HCD does not have this currently. Please check with the legal department at your unit of local government. If you have more specific details you want to discuss, a meeting can be set up through your Grant Administrator for specific guidance.



Federal Provisions Used in Contracts

Question:

Per Ch 5 Procurement:

“All contracts executed for performance of CDBG related activities must include a full and complete description of the federal and state requirements for contract compliance. The following documents must be physically attached to each contract as applicable Professional Service Contracts must include all required Federal Contract Provision as outlined in the Grantee’s Standard Agreement. “

The Federal Provisions in the Standard Agreement which is assumed to be Exhibit D have a number of regulations that would not apply to a contractor and many contractors are hesitant to execute a contract in which there are provisions that do not pertain to their scope of work. Example below for context only.

Will there be guidance on what federal provisions should be in contracts?

Answer:

Certainly, there will be specific requirements and provisions based on the specific roles and type of agreement that is being executed, as well as the specific project. Contractual agreements between the state and the contractor or the grantee and the contractor will include all provisions. If the language is changed or adjusted from what is provided, the risk to parties included in the agreement will increase, therefore it would be prudent for the grantee to include a standing boiler plate that calls out the “applicability” of each provision/requirement. Instead of removing language, adding in the “if applicable” language will protect all parties involved in the contract.



Survey Submission

Question:

Are you still accepting the surveys that were sent out last week?

Answer:

There are actually two surveys sent out recently. One regarding satisfaction with the 2021 NOFA and application, and one regarding technical assistance and training needed for CDBG-CV. Both are still being accepted.

If you are having issues completing the survey, please contact your CDBG rep or grant administrator as it is important to gather this information to ensure that we are doing our best to serve grantees.



Program Guidelines

Question:

We are currently managing a CV Business Assistance programs and the problem we are facing is that most applications are not demonstrating a loss of revenue. Is job creation/retention enough to suffice the program guidelines?

Answer:

This type of matter is something that you would need to work with your GA on for specificity purposes. You will most likely be able to utilize the COVID nexus, but the particular contextual information that is needed to confirm is something that your GA can work with you on identifying.



SAM.gov Registration

Question:

Any update on SAM.gov registration being required for every business that is assisted with Micro ED funds?

Answer:

It is a requirement for all businesses to register at SAM.gov and receive a DUNS number in order to be eligible to receive assistance. A DUNS number is needed as part of the debarment check, so this must be completed before an award can be given to a business. If you have a need for technical assistance to understand the process, please reach out to your CDBG Rep or your Grant Administrator. In order to retain eligibility, this also must be updated annually.

All contractors must also register on SAM.gov and update annually.



Sub-Recipient Trainings

Question:

- Thank you for offering a sub-recipient training in December. Is this a training we should recommend to our sub-recipient organizations?

Answer:

- Depends on the training; we will follow-up on which trainings should be shared with your sub-recipient organizations.



Public Services and PI

Question:

Our county has conducted a community assessment in an effort to understand needs of low-income households; certain public services were identified as a need. The County has PI that they would like to expend but understands that public services are not being approved under PI applications. There is an identified need, funds are available; however, the service is not eligible for the target population. When does HCD expect public services projects to open so that we are able to spend our PI down?

Answer:

This is determined by federal regulations. These regulations have put a cap on the percentage of what the state can use for public services. If we allow PI only applications for public services, that will count towards the percentage and would likely end up exceeding our federally regulated cap. There will be a public services set-aside in the 2022 NOFA and we recommend applying for those funds.

Questions and Answers

