

CDBG Office Hours

Team HCD CDBG

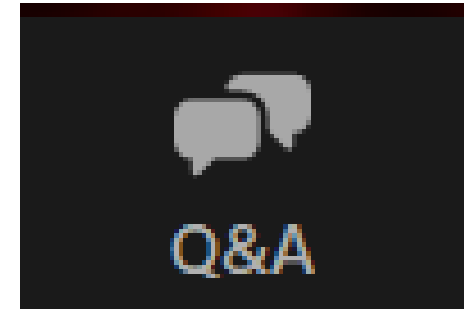
Wednesday, December 1, 2021





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) Applications' subsection

Over-the-Counter (OTC) Applications

[2019-2020 Over-the-Counter \(OTC\) Applications Funded and Waitlisted as of October 2021 \(XLS\)](#)



Upcoming Management Memos

HCD preparing management memos on the following:

1. How to prepare an Activity Report – **COMING NEXT WEEK**
2. How to prepare a Financial Report (this will reflect any current guidance that was contained in, and then supersede, the 2019 Management Memo) – **COMING NEXT WEEK**
3. How to request a Standard Agreement Revision or Amendment – **NEXT UP, STAY TUNED**
4. How to complete Close-out procedures – **NEXT UP, STAY TUNED**
5. Program Income, how to:
 1. Include PI in applications and grant amendment requests
 2. Prepare application budget to correctly label and insert anticipated PI and PI cash on hand
 3. Receipt and report PI
 4. Report PI expenditures
 5. Remit PI to the state

These memos will help ensure clear expectations for each of these procedures and in the coming months will be incorporated into the Grants Management Manual.



CDBG Program Updates

- **2020 CDBG NOFA**

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

2021 CDBG NOFA

- 64- applications submitted and currently under review
 - ❖ 14 – Non-Housing
 - ❖ 21 - Housing
 - ❖ 20 - Planning
 - ❖ 9- ED application



Response to comments

Things that will be addressed in 2022 NOFA/Application

- Required attachments in N/A areas
- Written instructions/Checklist
- Examples/Templates

Misc. Comments

- Why issuing 2022 NOFA before 2021 Awards?
- Why is it taking so long for 2021 awards to be announced?
- Grant agreements are too long?



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
 - 4 Awaiting Corrections
 - 20 Routing
 - 13 Pending Signatures
 - **107** Approved

Questions and Answers: Recap from Prior Office Hours





ED Microenterprise

Question:

For an ED Microenterprise is a family member that has moved onto the property of the applicant due to COVID and living outside the home in a trailer considered a member of the household when using AGI income verification?

Answer:

This is a case-by-case situation. The question to be asked is whether the individual applicant that is applying for the program considers the person living in the trailer on the property as a related “member of the household.” In this case, the resident in the trailer seems to be on the property temporarily and not a familial member of the same household as the applicant and would therefore not be included in the household income. It is important for all applicants to correctly represent their household income to avoid fraud and abuse of the program funding.



Microenterprise TA for Youth

Question:

Can an income eligible youth (under 18) receive TA as part of a microenterprise program and, with parental signature, receive financial assistance to launch the business within the jurisdiction's boundaries. Previous guidance indicated that this was eligible but wanted to confirm this.

Answer:

As long as the person is legally and lawfully able to enter into a contract, this should not be an issue. Eligibility should also be outlined in your program design. If you are looking for further confirmation, you can submit the program design in writing for review.



Microenterprise Program

Question:

Can a Microenterprise program 1) provide TA to an income eligible individual who is incarcerated and due for release and 2) provide financial assistance upon release if the individual chooses to remain in the jurisdiction and start the microenterprise?

Answer:

The individual would have to qualify for assistance according to the program design. If all program and other regulatory criteria are met, then the individual is eligible, and their current status is what should be taken into consideration as opposed to any previous status/residence.

HUD does not prohibit assistance to incarcerated individuals, provided they are not debarred from receiving federal assistance or are ineligible for other programmatic or eligibility reasons.



Subsistence Payments

Question:

We are implementing the Subsistence Payment program of all jurisdictions in Siskiyou County. Within the federal regulations, if a household receives one type of subsistence payment one month, say mortgage payment, and requests a broadband payment in the next month and then water/sewer payment the next month, is that okay or do all payments need to be for the same service?

Answer:

This is determined by how the grantee designed the program. Whether this is allowable or not should be detailed in the program policy guidelines. One requirement to remember is that the CDBG-CV funds should not duplicate another resource provided for the same purpose and same time period. Proper documentation that shows this is a needed resource because of the COVID nexus will also need to be maintained.



Q+A Catalog

Question:

Could HCD put together a periodic FAQs document that summarizes the Q&A from the Office Hours, etc. separated by ED and General? It is difficult to track down questions and answers using just the Office Hour recordings.

Answer:

Yes, HCD will post this on our website in the next two weeks, and regularly thereafter.



CV-1 Close Out Memo

Question:

When can we expect to receive the management memo explaining the CV-1 close out process?

Answer:

The memo is in final review this week. If you need to work on this right now, reach out to your grant administrator. The memo will be sent out in the next couple of weeks.



Resolution Language

Question:

Does HCD have approved resolution language for resolutions to 1) adopt ED Program Guidelines and 2) to establish a designee due to staff changes. The current resolution template on eCivis is not currently set up for these types of resolutions. 3) What can we do in the meantime as these resolutions are needed to launch programs?

Answer:

We do not have a specific resolution format that you must use for either of these circumstances. Please use the format generally accepted by your jurisdiction. This is reviewed by program staff only and is not subject to a legal review because it is to establish a program requirement, not for a legal contract with the department.



ED Advances

Question:

Any update on the timing for launching the opportunity for ED Advances?

Answer:

At this time we are still doing research and talking with our fiscal team to determine whether this will be allowed. We found that there is specific statutory language that prevents advance payments and are trying to find a work around, and potentially a legislative fix. This will take some time.



Appendix M

Question:

Where can I find an updated Appendix M?

Answer:

The updated Appendix M can be found at the following link: [Appendix M Download Link - eCivis Solicitation](#)



2021 Awards

Question:

Do we have a date to know the 2021 awards?

Answer:

For applications that met threshold, the target date for announcement of scoring was going to be the end of November. This will now be in the first few weeks of December. We are working as quickly as we can.



Closed Solicitations

Question:

Can you please post all of the Appendices to the NOFA on the CDBG website on HCD? When you remove the app from the eCivis solicitation page there is no home for the appendices that were usually attached to those solicitations.

Answer:

You should still have access to the appendices for closed solicitations. There is a check box option to show “closed” solicitations. We are working on getting these remediated and posted to the website. Please follow this link in the meantime and click on the link to show closed solicitations: [eCivis - Grants Network](#)



Application Notifications

Question:

Have you notified those who didn't meet Threshold?

Answer:

No, the goal was to have this information by the end of November. We will get this information out in the coming weeks.



Application Notifications

Question:

As the application still have both Activity and AD to be submitted, will HCD be issuing out a new Cost Categories Table so we know which expenses are eligible under which category?

Answer

Both are general activity expenses. In the 2022 NOFA, you will find guidance on eligible Activity Delivery costs. Further guidance is available on HUD Exchange.



2021 Awards Announcement

Question:

Based on your threshold statement, when would the awards be announced for the 2021 NOFA?

Answer

Once we complete the threshold scoring and determine who is eligible, we will make that information public on our website. If there are minor corrections (not threshold corrections) that need to be made following the eligibility determination, grant administrators will be reaching out for those corrections.



2021 Awards and Planning

Question:

Since communities will need to plan for activities very soon, how do we plan when the 2021 awards have not been issued?

Answer

The 2021 application was a competitive application so we apologize for the delay, but the planning will have to be delayed until award announcements are made. There are, however, some things that can be done once the awards are made and before the standard agreement is issued that will allow you to incur pre-agreement costs such as engaging in environmental review, procurement and architectural design work, preparing program guidelines, and preparing for implementation.



Review & Approval Process

Question:

Could you elaborate on the process for review and approval for the 20/21 CDBG funding applications? Is meeting threshold requirements one step in the total process? And if so, what are the next steps we can expect?

Answer

Applications are first reviewed by reps and then go to management. Only upper management can approve what passes through threshold items. We will then notify grantees of who passed or didn't pass. Grantees who did not pass threshold items have an opportunity to appeal within 5 days.

For those that passed threshold, if we are oversubscribed in categories of applications, per the NOFA, applicants will receive funding based on their scoring. If an applicant did not meet scoring to be eligible to get funded, they will be notified that there was no funding available based on their scoring.



Application Scoring

Question:

Has the scoring been completed on all applications?

Answer

Scoring has been completed on applications that have met threshold. For applications that require additional review, upper management will determine if they do or do not meet threshold. Applications that have been determined to have met threshold will then be scored. Those who are determined to have not met threshold will not be scored.



Appeal Timeframe (1/2)

Question:

Is there a chance to increase the time allotted for appeal? 5 days is a very quick turn around and doesn't align with how long it has taken to get notified.

Answer

This standard has been included in all NOFAs over the previous few years and is not contingent on any delays in notification. This standard will not be changed as it is included in both the 2021 and 2022 NOFA.



Appeal Timeframe (2/2)

Question:

If you can only allow 5 days because the NOFA is routing, why not change it in an amendment. 5 days is not enough time in a lot of circumstances.

Answer

We will bring this feedback up in our internal meetings so that we can consider the concern and address it accordingly.



Award Notifications ETA

Question:

Since there is only 5 days for appeal is it possible to give jurisdictions a heads up about the approximate dates you will be sending these out so people can prepare if needed.

Answer

Of course, we will send out an eblast with details as soon as we have an estimated date for our reps to send out the letters.



50% Rule (1/4)

Question:

How does this 2021 award process affect the 2022 NOFA? For example: The 50% rule

Answer

The 50% rule only applies to grants that you currently have open such as CV, 2020, 2019 and 2018.

2021 has not been awarded yet, so the 50% rule will not be taken into account as you have not been issued a standard agreement yet.



50% Rule (2/4)

Question:

It is likely the 2021 awards will be issued by the time the 2022 NOFA applicants are due. So it is possible that the 50% rule will apply, right?

Answer

This year CV was priority, which is why there was a delay in awarding. We will be taking this delay into consideration with the 2021 awards.



50% Rule (3/4)

Question:

Is it the Department position that CV CDBG funds need to be 50% drawn down in order to get approval for 20/21 applications?

Answer

The 50% rule was waived for the 2021 NOFA, so this does not apply for the applications currently under review.



50% Rule (4/4)

Question:

Does the 50% rule only apply to activity category (Public Services, PTA, etc.) or is it for total funds awarded?

Answer

The statute states that it is by activity category. This rule has been waived for the 2021 NOFA only; it is not waived for 2022.



2022 NOFA

Question:

If a community is wanting to do a public service in 2021, should they apply for the same service since they will not know if that public service is being awarded?

Answer

You will know if you are being awarded by the time the 2022 NOFA comes out in January 2022. Additionally, applications will not be due until sometime in March.

Questions and Answers

