

# CDBG Office Hours

Team HCD CDBG

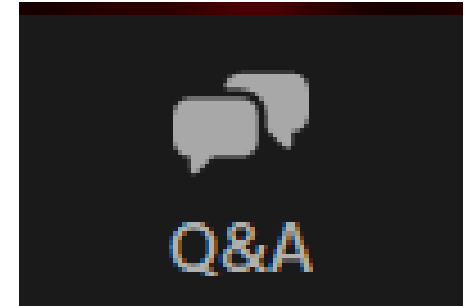
Wednesday, January 10, 2024





# 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





# CDBG Program Updates

## 2023 CDBG NOFA

- Application Closed December 29, 2023, for the Over-the-counter (OTC) waitlisted projects
- We receive 5 applications that program staff are currently reviewing.
- No ETA on award announcement.



# Update on 2024 NOFA

- HCD is transitioning to a new, department-wide grants management system in mid-2024: the Consolidated Housing Accountability Application Procurement Project (CHAAPP).
- The new system will replace all currently and historically used grants systems
- Because of the CDBG team and grantee's successful use of eCivis, and because of the diversity in activities funded under CDBG, the CDBG Program will be among the first to accept applications in the new system.
- To fully build out and utilize the system for all application types, the CDBG team must begin with issuing a NOFA -and then accepting applications through the system.
- Due to project timing this will delay launching our 2024 NOFA until the coming Summer or Fall.
- In response to grantee feedback, the CDBG team will consider increasing the total available for competitive awards; increasing the maximum dollar amount per competitive award; and increasing the maximum number of competitive applications allowed per jurisdiction in the Summer or Fall 2024 NOFA.



# 2023 CDBG NOFA Amendment #1

- We are committed to get the \$19 million balance of 2023 funds out to you in January via the eCivis system.
- This amendment makes another \$19 million for Housing, Community Development and Economic Development Projects in an Over-the-Counter process
- 5% of the total CDBG 2023 funds (approximately \$1,500,000) will be set-aside for Colonias as required under Section 916 of the National Affordable Housing Act
- 1.25% of the total CDBG 2023 funds (approximately \$375,000) will be set-aside for Non-federally recognized Tribes as required by HSC 50831.



# CDBG-CV Unclaimed Funds



## Announcement

- CDBG-CV unclaimed funds are now available for **Existing CDBG-CV Grantees** that have **construction** projects that experienced unanticipated cost increases.
- A memorandum was sent out on November 15 with details about qualifications, priorities, and instructions for making an additional funding request. Email sent this week **extending the request date to April 15, 2024.**
- Contact your CDBG-CV Grant Administrator if you have questions.



# Language Access

- Grantees are required to make reasonable efforts to provide language assistance to ensure meaningful access for persons with Limited English Proficiency (LEP) (**See Section 4.5 in Chapter 4 of the GMM**)
- All Grantees are required to conduct a *Four Factor Analysis* prior to advertising its initial public meeting to determine if it must develop a Language Access Plan (LAP) (**See Appendix 4-4 of the GMM**)
- If a LAP is required, it will identify how the Grantee will provide language assistance to persons with LEP (**Template available as Appendix 4-5 of the GMM**)
- Required Language Assistance may include, but is not limited to, translation of notices/documents and provision of free interpretation services

# City of Ukiah's CDBG Programs in Support of Housing

*Code Enforcement Program, Housing Rehabilitation  
Program, & Housing Conditions Survey*

**Presented by: Jim Robbins**







# Background

- The City of Ukiah is five years into an intentional program of increasing sustainability by better linking planning, building, code enforcement, fire prevention, business licensing, grants management, and housing into a single overall approach to Community Development.
- The five-year program started with a Housing Strategy at the City Council level, then the creation of a Housing Trust Fund, a Housing Division, integration of Code Enforcement and Fire Prevention, and most recently the Business License Program.





# City of Ukiah's Approach

- The City saw a link between Code Enforcement (CE) & Housing Rehabilitation (HR) Programs, and a need to conduct a Housing Conditions Survey to better address the housing conditions in the community.
- Under the 2021 NOFA, the City applied for the Code Enforcement & Housing Rehab programs, with a goal to operate these CDBG eligible activities simultaneously. These were awarded in 2022 and staff started operating in 2023.
- These programs currently operate within 6 LMI census block groups in a city of 4.8 square miles and a population of 16,500 people.
- Satisfies requirement under Housing and Community Development Act (HCDA) section 105(a)(3).





## HCDA Section 105(a)(3)

- This regulation states that code enforcement **must** be performed in conjunction with improvements, rehabilitation, or services.
- The purpose of this requirement is to ensure that deteriorating areas are being made safe and sanitary for the general public, not to generate revenue through code violation fines, or improve a neighborhood through the relocation of low income (or minority) residents.
- The City believes that by operating the Code Enforcement and Housing Rehab programs together, they can be compliant with the statute AND address the needs in the community.





# City of Ukiah's Code Enforcement Program

- **Purpose:** Help identify distressed properties in need and to assist those cited with making those needed updates.
- Using the CDBG funding, the City was able to hire a Code Enforcement Inspector.
- The Code Enforcement inspector is out in the community, talking with residents, and is very well-versed on the Housing Rehab Program that is being offered for those who are issued citations.
- The Code Enforcement Inspector and Housing Division work closely together, meeting regularly to share information and discuss best practices.





# City of Ukiah's Housing Rehabilitation Program

- **Purpose:** Provide assistance to LMI households, including those with housing-related citations and other rehab needs.
- With increased demand for housing and corresponding increase in development activity, costs of construction have increased.
- The community is facing an aging & deteriorating housing stock.
- For LMI owner-occupants in particular, the situation makes those health & safety repairs costly and out of reach for many.





# Housing Conditions Survey

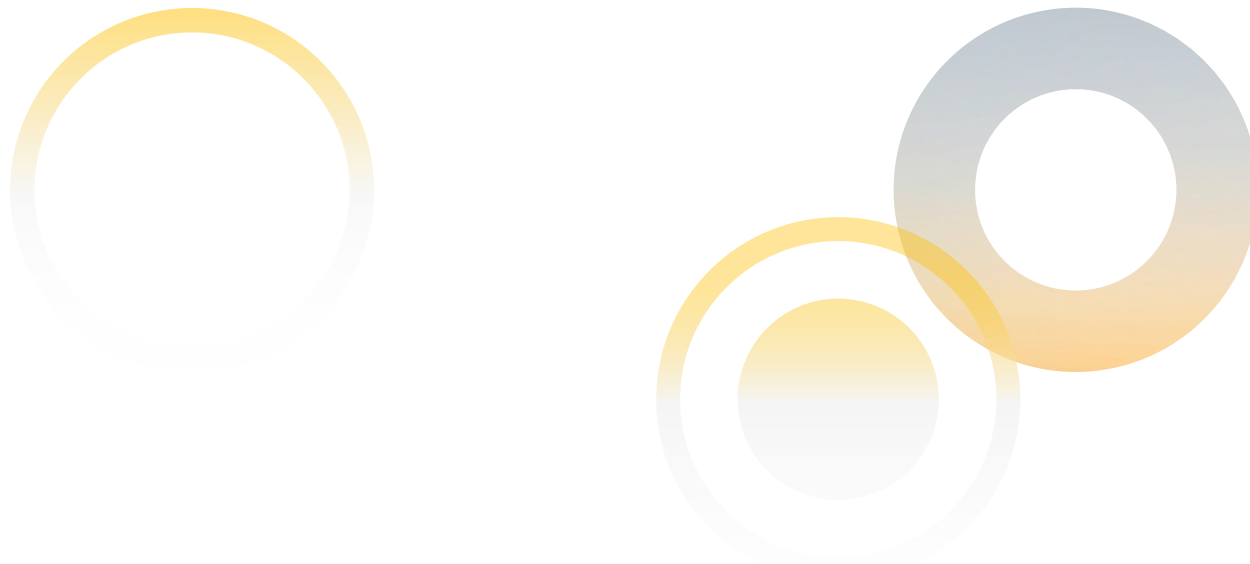
- Recently awarded under the 2022 NOFA.
- Work is underway and started in October 2023. This should be completed by 2025/2026.
- The purpose of the survey data and final report will be to give staff an up-to-date snapshot of current housing conditions in the City's LMI neighborhoods, as well as identify areas for staff to focus on in the future.





# Everyone Working Together

- We believe that operating these three programs together is highly motivating and gives staff a sense of serving a larger goal of improving housing conditions for LMI families.
- With all of these programs run together in-house, our goal is to have qualified staff working together in the same department so the City of Ukiah can get as much traction as possible to address the housing needs in the community.





# THANK YOU!

**Comments or Questions?**

**Contact: Jim Robbins, Housing & Grants Manager  
housing@cityofukiah.com; 707-463-6708**





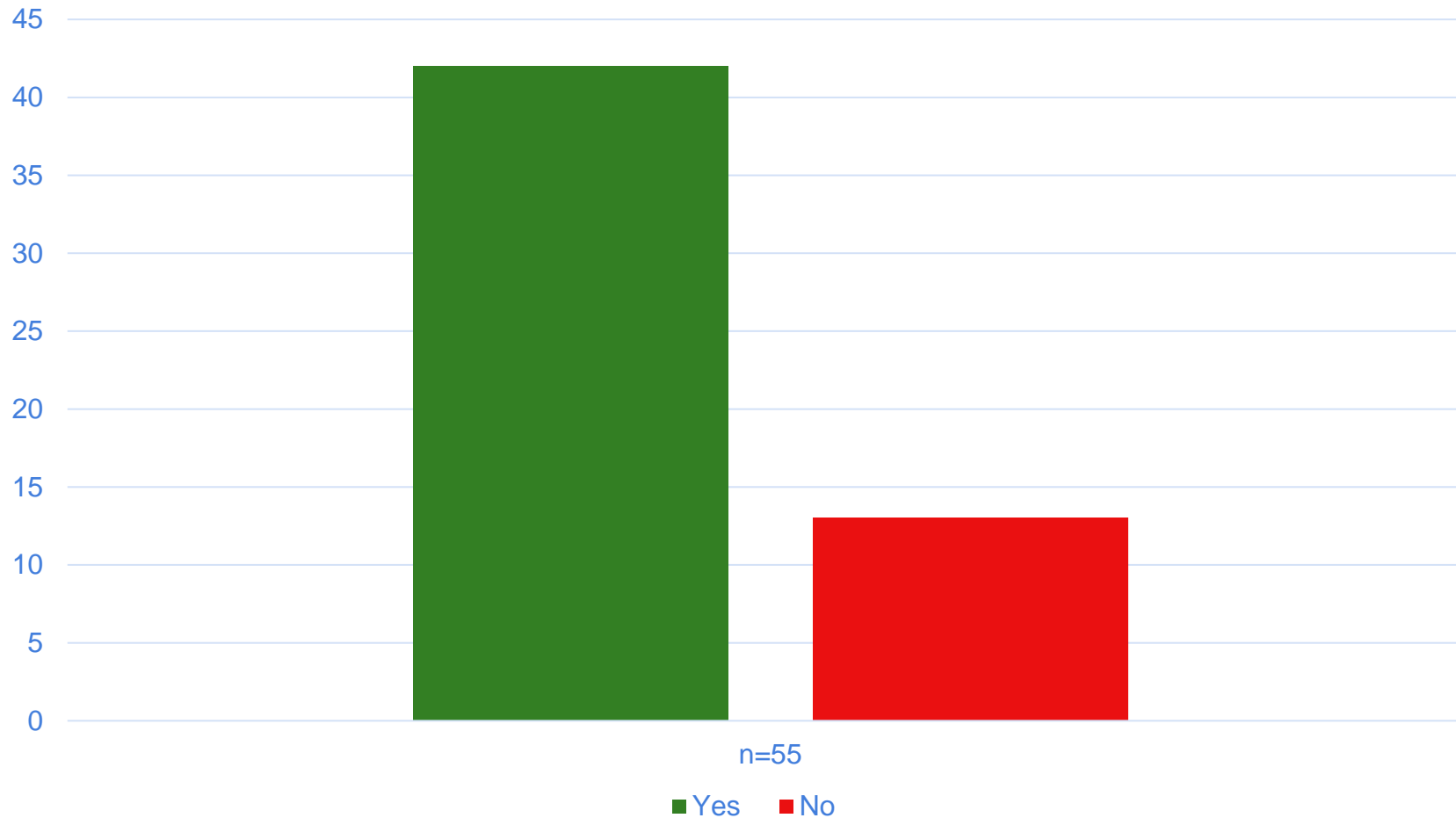
# 2023 / 2024 NOFA Survey: Feedback and Q&A\*

\*A separate Q&A document specific to CHAAPP functionality and resources is currently being produced





# Survey Results – Is your jurisdiction amenable to this approach?





# Encumbering Program Income

## Question

1. We planned to allocate PI to an OTC application. Since it is very likely that we would not receive funding in January, will HCD allow the jurisdiction to hold on to unallocated PI until the next funding round without penalty?
2. How long will eCivis accept PI only applications if we decide to utilize the PI now instead of waiting for the next funding round?
3. Will HCD consider allowing jurisdictions to use PI for planning activities in the interim?

## Answer

1. Yes, as long as you let your Rep know of your intentions you can allocate your PI in the upcoming 2024 NOFA without penalty.
2. We plan to have a version of the PI only application always available so grantees can encumber and spend as soon as possible. For now, please use the version in eCivis to submit your application.
3. No. We cannot do this because of the federal cap on planning and administrative activities.



# Program Income Only Applications

## **Question**

Will the NOFA changes affect PI Only applications? We are considering applying for a PI-Only Public Services project.

## **Answer**

The NOFA changes will not affect PI only applications. Unfortunately, at this time, HCD is not accepting public service or planning PI only applications to avoid going over the federal caps.



# Extending Current Grants

## Question

You stated that it would give more time to expend current grant funds. Does that imply that 2020 grants can ask for an extension? Could jurisdictions ask to add PI to those contracts?

## Answer

What we meant by that statement is that you would have more time, within current contract terms, to focus on expenditures, rather than focusing on applying for new funds. We are not granting extensions unless there are extenuating circumstances outside of grantees' control which CDBG leadership will evaluate on a case-by-case basis, per the provisions in the Standard Agreement. Please keep in mind, CDBG should not be the sole funding source for a project or program. CDBG is intended to provide gap/"but-for" funding for crucial infrastructure, public safety, housing, and social service projects and programs to either create, expand, or supplement existing programs or projects. Due to the limited and/or competitive nature of CDBG funding, there is no guarantee that your jurisdiction will receive a future CDBG Award.



# 2023 / 2024 NOFA TA

## Question

When will TA become available for planning for the fall/summer NOFA as the window for the January NOFA will open shortly? Will extensions be allowable for current projects so that we can have open agreements until we expect to have a new project awarded?

## Answer

If you plan to apply for a project or program only under the 2024 NOFA, you can receive project/program specific TA through a request to your CDBG Rep at any time prior to the opening of the application window.

We will be holding a series of 2024 NOFA workshops, as we usually do, after the NOFA is released and before the application window opens.

See previous answer regarding extensions.



# Public Services Maximum

## **Question**

In reading the breakdown of funds for Competitive Solicitation - Public Services specifically ... does this mean we can only apply for \$250k per agency total for Public Services?

## **Answer**

The number of applications and the maximum amount a jurisdiction can apply for under the 2024 NOFA has not yet been established. We will take into account that grantees were not able to apply for Public Services or Planning in 2023, and will likely increase the number and maximum amounts for these applications. We will conduct a Listening Session to get your feedback prior to the release of the 2024 NOFA.



# OTC Applications

## **Question**

If we are submitting an OTC application on the 2023 NOFA, will we still qualify for the January NOFA (not sure if you're calling it a revised 2023 NOFA or a 2024 NOFA)? I think that when you are dealing with a "first come first serve" method of accepting applications, it is going to be difficult to adhere to this when you are using a new grants management system which will likely come with some glitches. If someone has difficulty submitting under the new system, are they going to have to accept a delayed position in the running for funding due to a potential computer glitch? I appreciate you allowing us to use the existing system, which we are more comfortable using, for a "first come first serve" application process. You may want to consider a different method for OTC applications in the new system, at least for the first trial application.

## **Answer**

If you submitted an application in December for a project that was waitlisted under the 2019-2020 NOFA, you will be able to submit another application for a new project in January under the 2023 CDBG NOFA Amendment #1.

Thank you for the feedback on the new system. We will find a method to ensure fairness in submitting applications through the new system.





# NOFA Eligible Projects

## Question

Can the funds be used to procure or build a new facility to continue to serve clients?

## Answer

These activities could be eligible under either the 2023 CDBG NOFA Amendment #1 or under the 2024 NOFA to be released later this year, but there are many moving parts. Please contact your CDBG representative to discuss the specifics of your project.

# Questions and Answers: Recap from Prior Office Hours





# New Grants Management System Pt. 1

## Question

So just to confirm, that means eCivis will not be part of the 2024 NOFA application or reporting?

## Answer

That is correct, we will be fully transitioning into the new CHAAPP system. There will be the 2023 NOFA Amendment #1 (also for \$19m) and 2024 NOFA released in 2024. The 2024 CDBG funds, released later in the year, will include the piloting of the new, comprehensive CHAAPP system.

**From: Office Hours 12/13/23**



# New Grants Management System Pt. 2

## **Question**

This is really frustrating...folks spend quite a bit of time planning for these monies and this is the 2nd time in 4 months you have completely pulled the rug out on them.

## **Answer**

We understand your frustration and that this potentially delays some needed funding several months. This is something we need to do to make sure that our systems are improved and recognize this can be challenging for grantees at the local level. However, we do believe this will have overarching benefits.

**From: Office Hours 12/13/23**



# New Grants Management System Pt. 3

## **Question**

Would you please explain why the new system's roll out cannot wait until the 2025 NOFA. Jurisdictions have already expended time and funds preparing for the 2024 NOFA..

## **Answer**

We have been identified as a high performing program and have been asked to participate in the roll out of the new system. Doing so ensures that all of the functions of our very diverse CDBG program are served. CDBG is pretty different from other HCD programs that are solely housing-focused. We need to make sure that this new system has all the functionalities that we want it to have. If we were to wait until 2025, we would not have the opportunity to help shape the development of the new system. We understand that you have already expended time and funds preparing for the 2024 NOFA; we are hoping that it doesn't go to waste as we will still be releasing a 2024 NOFA.



# ECivis for PI Applications

## **Question**

How long will eCivis be available for PI Only applications?

## **Answer**

The PI Only application is currently open underneath the 2022 solicitation. When HCD drops the new application for remaining funds for 2023, HCD will create a new up-to-date version of the PI Only application in eCivis GMS. HCD will notify grantees when the new application is available for 2023. If you're ready to submit a PI Only application now, go ahead and submit to the open 2022 solicitation.

**From: Office Hours 12/13/23**



# 2024 NOFA

## **Question**

Will there be a notice sent regarding the 2024 NOFA so we can explain to our Board and Non-Profits?

## **Answer**

An e-mail was sent by HCD on December 13, 2023 with the updates to the NOFAs as well as a link to a feedback survey. Another email was sent out after we received your feedback via the survey. It was sent to all grantees via email on December 22, 2023.

**From: Office Hours 12/13/23**



# 2024 NOFA: Eligible Activities

## Question

This question is about eligible activities under the 2024 NOFA. During the listening session, I heard that "Public Services" were eligible under the competitive solicitation. Where can I learn more about what is covered under this umbrella?

## Answer

Please reach out to your HCD rep to discuss potential projects you may have. You can get in contact with your rep by clicking on the "contact us" tab on our website:

[HCD Community Development Block Grant Website](#)

Chapter 2 of the CDBG Grants Management Manual is also a helpful resource. The link can be found here:

<https://www.hcd.ca.gov/docs/grants-and-funding/Chap-02-National-Objective.pdf>

**From: Office Hours 12/13/23**





# 2024 NOFA: Changes

## **Question**

Do you plan on making additional changes to the programs/project requirements or will you be able to provide this information to allow agencies to prepare their potential projects and programs?

## **Answer**

For the 2023 CDBG NOFA Amendment #1, HCD does not anticipate changing any of the requirements or limits, other than those already discussed in the listening session except for the changed date.

HCD does anticipate increasing the number of applications that can be submitted and the maximum award amounts under the 2024 NOFA coming later this year, because funding for programs, public services and planning was not made available with CDBG 2023 funds.

**From: Office Hours 12/13/23**



# 2024 NOFA: Environmental Review Pt. 1

## **Question**

We are in the midst of environmental review for a 2024 application. Will we have to do this all over again if we have to wait till the 2024 funded NOFA is issued this summer/fall?

## **Answer**

No, you will be ahead if you are working on your environmental review now and more prepared for the 2024 application. As long as the environmental review is within months of the application and not years, it will not be an issue. HCD is still releasing a NOFA in January, it's just not for the full anticipated amount and will be limited to Housing, Economic Development and Community Development Projects.

**From: Office Hours 12/13/23**



# 2024 NOFA: Environmental Review Pt. 2

## **Question**

In the past, we've been required to re-do an environmental review that was over 6 months old. So if the second 2024 NOFA is issued in the fall, are you saying that our environmental review will be acceptable?

## **Answer**

It depends on the type of review you're referring to and if it's an environmental assessment, grantees may want to contact HCD's environmental team to confirm the timeline. If it's a lesser environmental form, six months should not invalidate the form. As a recommendation, you may want to prepare all the supporting documentation, but not route for final approval until HCD confirms the timeframe or parameters of your proposed project. To clarify, the environmental team, DFA's environmental team, prefers grantees to complete and submit for review of environmental assessments at application.

**From: Office Hours 12/13/23**



# 2024 NOFA: January Fund Eligibility

## **Question**

Can you explain who will be eligible to apply for the funds available in January?

## **Answer**

The 2023 CDBG NOFA Amendment #1 to be released by January 31 will add \$19 million in 2023 funds to the current NOFA for new Over-the-Counter Housing, Community Development, and Economic Development projects.

**From: Office Hours 12/13/23**



# 2024 NOFA: Eligible Applications

## **Question**

I want to make double sure that the smaller amount coming in January is for new applicants.

## **Answer**

It is for new activities, not the OTC waitlist.

**From: Office Hours 12/13/23**



# 2024 NOFA: OTC Waitlist Pt. 1

## **Question**

The remaining \$19m of 2023 funds, these are the remaining OTC waitlist only applications correct?

## **Answer**

It is a little confusing because the NOFA currently out is for \$19 million. The balance of funding that will also be made available in January is another \$19 million for a total of 38 million dollars. The current NOFA that closed at the end of December is for \$19 million , which was made available for 2019 OTC waitlist applicants. In January, the balance of the funds will be made available.

**From: Office Hours 12/13/23**



# 2024 NOFA: OTC Waitlist Pt. 2

## **Question**

So, how are you all dealing with the waitlist applications?

## **Answer**

The current NOFA released in September and closed at the end of December, is anticipated to fully fund the entire 2019-2020 waitlist. The applicants on the waitlist have submitted their application by the deadline on 12/29/2023. Anyone who did not meet that deadline will be eligible as a new applicant for the next round.

**From: Office Hours 12/13/23**



# 2024 NOFA: Funding Maximum

## **Question**

What is the maximum funding a city can apply for a business assistance loan program in January and in the summer/fall? Can a city apply for both allocations for the business assistance loan program?

## **Answer**

Housing and Economic Development Programs won't be eligible under the 2023 CDBG NOFA Amendment #1 being released by January 31, 2024. These application types will be eligible to apply under the 2024 NOFA released in the Summer or Fall.

**From: Office Hours 12/13/23**





# Relocation Costs

## **Question**

For CDBG CV2/3, rehabilitation of our shelter, clients were displaced and moved to a local hotel, can contract funds be used for relocation costs including hotel costs and for above and beyond staff time for the time they were at the hotel?

## **Answer**

This is going to depend on what was in your original contract budget. Those are eligible expenditures under CDBG-CV, but need to be included in your contract budget. You may need to revise your budget, which is a process that your GA can help you with.

**From: Office Hours 12/13/23**



# Clarification on Question from 11/29/2023

## **Question**

On the CV construction funding- is the expenditure deadline remaining 5/2024?

## **Answer**

The new deadline for all CDBG-CV grantees that applied for a time-extension amendment with construction projects is 10/31/2024. If your question is whether these grantees will receive a new deadline with application for the augmented funding, the answer is no. Please note CV Homekey and CV Tribal deadlines may differ, please reach out to your Grant Administrator to confirm dates specific to your allocation.

**From: Office Hours 12/13/23**

Questions and Answers:  
Please submit your question(s) via Zoom  
Q+A

