



## New Resources Available

### Webinars

HCD has posted several recorded videos to the Department's YouTube channel. Check out these great informational and training videos: [HCD YouTube - CDBG Workshops and Trainings Playlist](#). These training videos provide an explanation of various areas of the CDBG application process and its requirements.

For office hours recordings, please see our [CDBG Office Hours Recordings Playlist](#).

### HUD Exchange Resources

HCD recommends that grantees review HUD's posted resources:

- CDBG Low- and Moderate-Income Summary Data (LMISD) - New low- and moderate-income summary data (LMISD) based on the 2016-2020 American Community Survey (ACS) is now available. As of August 1, 2024, to qualify any **new** low- and moderate-income area (LMA) activities, Community Development Block Grant (CDBG) grantees should use this new data. See [Notice CPD-24-04: Low- and Moderate-Income Summary Data Updates](#) for more details. – Updated June 2024

### HCD CDBG Resources

- [Chapter 12: Closeout Process](#) – Updated August 7, 2024

## HCD Office Hours Updates

- If you don't already receive emails from HCD, here are links to get signed up:
  - Stay in touch with HCD (scroll all the way to the bottom and click "Federal Programs": [HCD E-mail Listserv Signup](#)
  - Register for Office Hours:  
[2024 CDBG and CDBG-CV Office Hours - Zoom Registration](#)
- **2024 CDBG NOFA will be released Friday, August 30, 2024, at 3:00PM P.D.T.**
  - Required Live Workshops
    - NOFA Webinar – Tuesday, September 3, 2024, 10:00AM P.D.T  
[https://hcd-ca-gov.zoom.us/webinar/register/WN\\_djNCXz3CTh6lyoLzQd-Sfw](https://hcd-ca-gov.zoom.us/webinar/register/WN_djNCXz3CTh6lyoLzQd-Sfw)



- NOFA Webinar – Thursday, September 5, 2024, 2:00PM P.D.T.  
[https://hcd-ca-gov.zoom.us/webinar/register/WN\\_ktUXaAbhRjGe2DeMgMATgw](https://hcd-ca-gov.zoom.us/webinar/register/WN_ktUXaAbhRjGe2DeMgMATgw)
  - Application and Budget Webinar – Tuesday, September 10, 2024,  
2:00 PM P.D.T.  
[https://hcd-ca-gov.zoom.us/webinar/register/WN\\_UxaluForRmujooS8j8xhdA](https://hcd-ca-gov.zoom.us/webinar/register/WN_UxaluForRmujooS8j8xhdA)
  - Required Pre-recorded webinars can be found on our YouTube channel  
<https://www.youtube.com/playlist?list=PL6U2NVmGVbwTR3KuEuNf9azM8M4cgvD4W>
  - 2024 CDBG Application opens **Tuesday, October 29, 2024.**
- **Open Forum on 2024 CDBG NOFA and Application Process**
- On **Wednesday, September 18, 2024**, during regularly scheduled CDBG Office Hours, staff will hold an open forum to answer grantee questions on the 2024 CDBG NOFA and application process.



## Office Hours Q&A Recap

**Question:** Regarding the resolution some jurisdictions we are working with have used the 2023A/2024 resolution for the 2024 application because of timing of governing bodies lead time for submitting documents for their agenda. Will those not be accepted for the 2024 application?

**Answer:** For Counties, the resolution from the 2023A application will be accepted for the 2024 application cycle. For Cities and towns if the mayor was designated in section 5 of the Resolution, using 2023A/2024 resolution is acceptable. If any other position was designated in section 5 of the Resolution, you will need to use the 2024 resolution and provide a copy of the ordinance. \*

***\*If you are a City or Town, you may use the 2023/2023A template if you received council approval of the 2023/2023A Resolution template prior to 7/25/24***

**Question:** Can you repeat the answer to the new resolution template? OTC projects need to go to Council ASAP in August as most jurisdictions take August off and don't have meetings to approve. Ours is August 6<sup>th</sup> and need Reso by this Friday to submit for Council public meeting notice.

**Answer:** The biggest take away is that for cities, the Mayor or Mayor Pro Tempore must be the authorized signer **unless** there is a local ordinance or municipal code stating otherwise.

**Question:** Will 2023A awardees need to do this new resolution? You had some folks already revise one and it does not match what you just shared.

**Answer:** No, you do not. However, for any future amendments to active awards and the 2024 NOFA, you will need to use the new resolution template. Please refer to previous slides for more details.

**Question:** Is the Reso that was just shared, being emailed out to us with the changed wording?

**Answer:** The 2024 Resolution has been released and located in the "Files" tab of the application solicitation page.

**Question:** As a City who already has an ordinance designating the City Manager to sign on behalf of the Mayor, do we need to use the new Reso template if it is not released on time?



Our public hearing is scheduled for 8/5/24 and the agenda needs to be posted by 8/1/24, so I'm banking on being able to add the new template as soon as it is released with the NOFA, but if it doesn't actually apply to us, it would be helpful to know that we can proceed with the old version.

**Answer:** The 2024 Resolution has been released and in the "Files" tab of the application solicitation page.

**Question:** PI Report?? Where do we find this?

**Answer:** The first step in reporting Program Income is to submit an initial report to HCD in the Program Income Receipting and Reporting solicitation ([eCivis - Grants Network](#)). There are detailed instructions in the 'Files' tab. After reviewing your initial report, a member of our PI Team will reach out with further guidance and to potentially request additional information. We are continuing to build upon this solicitation and creating a list of jurisdictions that we have not engaged with yet. We will be reaching out to those jurisdictions in the coming months.

We are also in the process of developing PI training. Additional information regarding PI can be found in the GMM [Appendix 6-6: Program Income Policy](#) and [Appendix 6-7: Program Income Procedural Guidance](#).

**Question:** Did we hear that OOR requires a tiered NEPA review? We've been trying to get HCD approval of a tiered NEPA for OOR since June 5 and have loans waiting for approval.

**Answer:** Please contact your assigned Program Representative/Specialist so that they can connect you with our environmental team directly. In the future, please include your assigned Program staff on the email so they can assist with following up. We cannot confirm the NEPA review process and what will be required without more specifics.

**Question:** I've been trying to get ahold of someone in the NEPA department for several weeks and I am getting no response. I tried to email a couple of employees directly, but it appears that they are gone now. Is there anyone monitoring the email box?

**Answer:** Please reach out to your program representative. Our environmental team has gone through some staffing changes. We appreciate your patience as they work through getting their team fully staffed.

**Question:** The current receipting report - and it would be reported a \$0?



**Answer:** Yes, even if you have zero, we still require PI reporting for the fiscal year. If a grantee has either not reported or received any PI, we still would like to have the reports in our system for compliance and tracking purposes. Also, if a grantee has received less than \$35,000 in a fiscal year, we do have a procedure for defederalizing those funds, which can be found in our Grants Management Manual under Appendix 6-7, *CDBG PI Procedural Guidance for Grantees*. If you have any additional questions, please contact your assigned Program Representative/Specialist. They can connect you with the PI Team, if needed.

**Question:** Is there a way to determine what HCD is showing as the current grantee's PI balance?

**Answer:** The PI Team can pull those numbers. The amount being reported in eCivis does not include PI already spent or allocated under 2018-2022 agreements: or pending agreements for 2023 and 2023A. Please contact your assigned Program Representative or Specialist so they can get that information to you.

**Question:** Can you please elaborate on the specifics of the tiered review process for Economic Development loans

**Answer:** In the case of business loan/grant programs that allows construction, a grantee can perform a tiered CEST review to evaluate businesses site by site. We offer information on tiered reviews in Chapter 3, Section 3.5 of our Grants Management Manual. In the case of a business loan/grant program that does not allow construction, a CENST is acceptable if all allowed activities are exempt/excluded according to HUD regulations. Please reach out to your rep for additional information.

**Question:** We were told that the NEPA had to be approved by your NEPA team before we could put out for public notice. If they are having staffing issues and can't expedite review, then we can't submit a fully completed NEPA by OTC first date.

**Answer:** The environmental team prefers that the NEPA be approved before you go out to public notice, but under these circumstances, we can see what we can do. Please reach out to your program representative so we can give you some further information. If appropriate, we'll share it with everyone.

**Question:** Is there any anticipation on NOFA releases getting back on schedule for the beginning of the year release dates? We have the same situation mentioned before. The





Board of Supervisors for our County has a lot of dark days, and they are going through general budget approvals.

**Answer:** We anticipate the 2025 NOFA being released in the mid part of 2025. We have released 3 NOFAs within a year and working on getting on a consistent schedule. *The 2024 NOFA will release on August 30, 2024, **with a 60-day review period.***

**Question:** Can eCivis be opened for OTC projects closer to the 60 days that the competitive ones get? It is a huge hardship to get a construction project together in 30 days after NOFA.

**Answer:** We really do appreciate these comments. Knowing what you're going through on your end is helpful for us as part of our process improvement.

The NOFA will be available August 30, 2024, and applications will open in eCivis on October 29, 2024.

**Question:** In the past there was a separate signatory form to be submitted. Is that older signatory form now gone?

**Answer:** We do not have a signatory form anymore.

**Question:** The website has a 2023 CDBG NOFA Resolution (Appendix C). Is this the 2023A resolution that will be accepted for the 2024 NOFA?

**Answer:** Acceptable Resolutions for the 2024 Application are: 2023 Resolution, 2023A Resolution\*, and 2024 Resolution.

\*If you are a City or Town, you must use the 2024 Resolution unless you received council approval of the 2023/2023A Resolution template prior to 7/25/24

**Question:** If in Section 4 or 6 the mayor is listed in the already approved resolution, but another employee will carry out those duties, can we submit a letter to assign the designee?

**Answer:** Yes, a letter from the mayor designating another official is acceptable.