



New Resources Available

HCD's Division of Federal Financial Assistance recently launched their website with helpful information and resources for environmental reviews: [HCD Environmental Review Website](#).

Webinars

HCD has posted several recorded videos to the Department's YouTube channel. Take a look at these fantastic instructional and informative videos: [HCD YouTube - CDBG Workshops and Trainings Playlist](#). The requirements and different aspects of the CDBG application procedures are explained in these training videos.

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

HUD Exchange Resources

HCD recommends that grantees review these new HUD 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

Please see the new resources HCD has added to its website:

- [Appendix 6-3: CDBG Financial Report Form](#) – Required when submitting a Financial Report.
- [Chapter 12: Closeout Process](#) – Updated August 7, 2024
- [Chapter 04: Additional Grantee Requirements](#) Updated August 27, 2024
- [Sample Notice of Public Meeting in English](#)
- [Sample Notice of Public Meeting in Spanish](#)



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](#)
- **CDBG Program Updates**
 - **2024 CDBG NOFA was released Friday, August 30, 2024**
 - Upcoming Required Live Workshops
 - Application & Budget Webinar - **Tuesday, September 10, 2024, 2:00 PM P.S.T.** (Registration link: [Webinar Registration - Zoom](#))
 - Required Pre-recorded webinars can be found on our YouTube channel: [CDBG Workshops and Trainings - YouTube](#) channel
 - **2024 CDBG Application opens Tuesday, October 29, 2024, at 9:00 am P.S.T.**
 - Application for Competitive Solicitation closes **Monday, December 30, 2024, at 3:00 pm P.S.T.** (or whenever funds are exhausted)
 - Application for OTC Solicitation deadline **Monday, December 30, 2024, at 3:00 pm P.S.T.**
 - Contract execution for Competitive Applications held in **May 2025**
 - Contract execution for PTC Applications will be on a rolling basis starting **May 2025**
 - Expenditure Deadline 2 years, 9 months from contract execution
 - **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 – September 4, 2024 Session

Question: Regarding the resolution, just the mayor can be listed in Section 5, correct? Are they only required to sign the standard agreement, amendments, etc. The City Mayor or other designee, we put in for Section 4 and 6 can do everything else right?

Answer: Yes, the mayor can be listed in Section 5, and they will be responsible for all contractual matters. The City Mayor or other designee can be listed in Sections 4 and 6.

Question: What will be your process for people unable to attend the live webinar you are requiring us to attend? Do I need to send someone else in my stead to check off the box or will you supply recordings to us to verify we have watched?

Answer: We are hoping that by creating a 60-day window for the CDBG NOFA, that will provide our IT team with enough time to remediate the recordings and have them posted for everyone to review.

Question: I'm assuming you will want screenshots of the HUD income map tool for service area and LMA, the map tool with the updated income we are now supposed to use is not out yet, any thoughts of how we proceed if that doesn't occur in the next 30-60 days?

Answer: We understand the LMA mapping tool hasn't been updated with the most recent information. You can still rely on the current mapping tool to grab a screenshot of the geographic boundaries in which your activity will occur. However, you will need to include the new data in your application. Combine the map and new data in a PDF and submit with your application.

Question: The County is looking to forgive some older CDBG Rehab loans. We have already changed the guidelines to allow this. Will the forgiven amount become taxable income for the family. Is there any jurisdiction out there that has forgiven rehab loans and has experience with this?

Answer: Please work with an IRS tax advisor for tax laws related to this question.

Question: Please let us know where we can get the 2016-2020 LMA information. Is this posted yet? Thank you.

Answer: The link is provided below:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Question: Who do I reach out to find our representative?

Answer: Reach out to the inbox at CDBG@hcd.ca.gov. It is monitored daily, and we will



connect you with your representative.

Question: The NOFA will include the application questions again, correct?

Answer: We do anticipate releasing the application questions. We will release both a PDF and document version. Again, use the questions as a guide and not a word for word of what you will see in the application. We cannot capture all the questions verbatim.

Question: If we want someone at HCD to review a document before application submittal, do we send to our rep or the CDBG NOFA inbox?

Answer: If you have a specific question, please email the CDBG inbox, CDBG@hcd.ca.gov and CC your rep. However, CDBG does not have the staffing capacity to review every document review request.

Question: So, we can ask questions during the NOFA review period, just not when the application itself opens for the submittal period. Correct?

Answer: Correct, send questions to the CDBG@hcd.ca.gov inbox. You can also come to the September 18 office hours which will be an open forum.

Question: Should we copy our Rep if we need to send an email through the NOFA or CDBG?

Answer: Please always copy your rep on any emails you send to the CDBG inbox.

Question: Are the two planning grants available for \$300,000 each under the general allocation? Versus ED.

Answer: Planning applications will be available as part of the competitive application process. Jurisdictions are allowed to apply for a maximum of 2 competitive applications each up to \$300,000.

Question: Do we only have to attend either the 3rd or the 5th NOFA webinar, correct?

Answer: Yes, you only need to attend one: the 3rd or the 5th. Also, the Budget and Application Webinar is required and is being held September 10, and we are only holding one.

Question: Resolution question, are we ok to do two separate ones for OTC and competitive? Just leave the maximum at \$3.6 at the top and then define which activities are included in the table below. Does that make sense?

Answer: Applicants will submit one resolution in the Main Application and in the table, list all the different activities being applied for in this application cycle.



Question: Is the actual grantee required to attend the webinars or can they be attended by their consultant?

Answer: The webinars must be attended/reviewed by the grantee. Consultants are welcome to attend, but the grantee is ultimately responsible for the application and its content.

Question: Could you confirm if we must watch the live webinar or if watching a recording is okay?

Answer: The grantee must either attend or watch the recording of the live webinar. We recommend attending live because we do not know the turnaround on the recording being remediated and uploaded to the website.

Question: Just to clarify, do housing programs (first-time homebuyer/OOR) fall under the competitive application?

Answer: No, they do not. They would fall under the OTC (Over-the Counter), which is first come-first served.

Question: Is the jurisdiction required to attend both the Live webinar and the Application/Budget webinar?

Answer: Yes, both the NOFA and Budget Webinars are Live, and they are required. If you are unable to make it for uncontrollable reasons, you will need to view the recording, but it will be a short time until it is available.

Question: Does only one representative of the jurisdiction need to participate, or does it need to be the person who's eCivis account will be used to submit the application?

Answer: Highly recommend the person who is going to be responsible for the information being in the application to attend so they will know what the expectations are.

Question: Can you tell me how many OTC apps are allowed per jurisdiction?

Answer: A max of 2 OTC Applications are allowed per jurisdiction: 1 OTC program application and 1 OTC project application. 2 projects or 2 programs are not allowed.

Question: As the NOFA is released on a Friday, will the weekend be counted towards the 60-day review period?

Answer: Yes. It is 60 calendar days, not business days.

Question: Will OTC Program applications be competitive?

Answer: No, they won't be competitive. They will be Over the Counter (OTC) first-come first-served.



Question: We are looking for the funding for design of a sewer facility. I assume it would qualify under project category, assume it is competitive, right?

Answer: Please reach out to a CDBG rep or the CDBG inbox so we can walk through where you're at and what the need is for your community and how to go about applying for funds if it's an eligible activity to CDBG.

Question: Please post the website link for the DFFA new site please.

Answer: [HCD Environmental Review Website](#).

Question: What does beneficiaries mean on the application?

Answer: Beneficiaries would be any person benefiting from the CDBG activity. Such as public service or an infrastructure project or it could be a household that benefits. Beneficiaries could also be someone who has their job created or retained.

Question: When do we anticipate the next NOFA in 2025 to drop?

Answer: We anticipate the 2025 NOFA to drop mid 2025.

Question: Please share sample Public Notice for review.

Answer: Please go to our CDBG website under the Grants Management Manual tab, you'll see within Chapter 4 and appendix, sample copies in both English and Spanish.

[Sample Notice of Public Meeting in English](#)

[Sample Notice of Public Meeting in Spanish](#)

Question: Can you put the link to that financial form required for CDBG?

Answer: [Appendix 6-3: CDBG Financial Report Form](#)

Question: How do we track expenditures in our PI reporting - do we list on the sheet?

Answer: All of your PI expenditures should be reported in an open CDBG contract. You would report your PI expenditures as you would any normal expenditures. PI reporting and receipting solicitation that's only for your receipts or revenues.

Question: What would be the proper way to put all the City's PI into an open ED grant?

Answer: If you already have an open grant, you could submit an amendment request along with a new Resolution to your CDBG representative. You must complete your PI reporting and receipting under the correct solicitation.

Question: Did the 50% expenditure requirement need to be met at the time of the NOFA dropping?



Answer: 50% expenditure requirement needs to be met at the time of application submission. Staff will validate this information at application submission.

Question: Recently closed and spent grants do not count towards the 50% rule right?

Answer: Correct, closed and you have submitted your documents to us for official closeout. Not closed at your local level.

Question: For Planning Grants, can we apply to develop full plans and specs for road constructions projects?

Answer: Please reach out to us at the CDBG@hcd.ca.gov inbox or your CDBG representative.

Question: Do CDBG-CV grants count towards the 50% spend?

Answer: No, it does not count.

Question: Can you post the list of required webinars again?

- **Answer:** Required Live Workshops
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Question: Clarification regarding 50% expenditure requirement, 50% is by activity code or by category?

Answer: 50% by category. Planning, Projects, and Public Services would be grouped together separately, and those open grants would count against you for those types of activities. 50% expenditure requirement only applies to competitive applications which only includes Planning and Public Services.

Question: The activity spearheaded by Belay Empire revolves around creating a comprehensive financial platform designed to empower Indigenous Peoples, individuals, and communities through housing and economic development. Will this be qualified for a grant?



HCD Office Hours Newsletter
September 4, 2024

Answer: Please reach out to us at the CDBG@hcd.ca.gov inbox or your CDBG representative.