



New Resources Available

Website and Grant Management Manual

HCD's updated website went live in May of 2022. There is lots of information contained within the many tabs and buttons on [HCD's Community Development Block Grant page](#).

To access all the resources found on this page, scroll down to where you see five dark blue tabs. The open tab is light blue with black text. The closed tabs are dark blue with white text (scroll down to see all information in this tab). Click on each of the tabs to open the relevant information.

The last tab is the **Grants Management Manual**. Here you will find updated Chapters, Tools, and Appendices all designed to assist CDBG grantees in setting up, operating, and closing out CDBG compliant programs and projects.

Webinars

In addition to the resources above, 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](#)

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 Matrix Codes: [Matrix Code Definitions](#)
- Section 3 Final Rule trainings, sample forms, and HUD resources on the DR Subrecipient Trainings page found here: [Disaster Grant Administration & Reporting | California Department of Housing and Community Development](#). When you click on the Subrecipient Trainings slide out, please scroll down to the Section 3 header to find all the information.
- HUD Exchange Section 3 Tools found here: [new and revised tools \[HUD Exchange\]](#)
- CDBG Income Survey Guidebook & Toolkit: [CDBG Income Survey Toolkit \[HUD Exchange\]](#)



HCD CDBG Resources

Please see the two new resources HCD has added to our website:

- [Chapter 6: Financial Management \(hcd.ca.gov\)](https://hcd.ca.gov)
- [Chapter 10: Reporting and Recordkeeping Requirements \(hcd.ca.gov\)](https://hcd.ca.gov)
- [Chapter 12: Closeout \(hcd.ca.gov\)](https://hcd.ca.gov)

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](#)
 - Due to added resources (GMM, trainings) FAQ, newsletter, we are moving to every other week Office Hours starting with the September 7, 2022, the next office hours is scheduled for January 24, 2024.
 - This will not reduce our availability to respond to grantee needs. We strive to be very responsive to emails, phone calls and individual requests for technical assistance.
 - This will allow staff to put together meaningful programming including:
 - Training
 - Guest speakers
 - Requests for stakeholder input
- Financial Report Form for Annual CDBG
 - The Financial Reporting Form is currently required for CDBG-CV grant funds requests. However, for the grantees that are not currently using this form for annual CDBG grants and Program Income funds requests, it will become mandatory in the near future.
 - Grantees will receive a Financial Reporting form from their HCD Representative, or you can download appendix 6-3 [Financial report form Appendix 6-3](#) from our CDBG website. The form is an Excel template composed of two worksheets: a Coversheet worksheet and an Expenditures worksheet.



- Please get familiar with it and begin using it when submitting funds requests as soon as possible.

■ 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.

■ 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.
- 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

- 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. E-mail 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

Office Hours Q&A Recap

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.

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.

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.

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.



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.

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: [Chapter 2: National Objectives \(hcd.ca.gov\)](#)

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.