



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 \(hcd.ca.gov\)](#) – Updated Jan 2024
 - New! [Appendix 6-4: Financial Report Form Instructions](#)
 - New! [Appendix 6-5: eCivis Financial Reporting Process](#)
 - New! [Appendix 6-6: CDBG Program Income Policy](#)
 - New! [Appendix 6-7: CDBG Program Income Procedural Guidance](#)
 - New! [Appendix 6-10: eCivis Amendment Request Process](#)
- [Chapter 10: Reporting and Recordkeeping Requirements \(hcd.ca.gov\)](#)

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 February 7th, 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
- 2023 CDBG NOFA Amendment #1
 - Clarification from Previous Q&A:
 - Under the 2023 NOFA Amendment #1, applications for ED Projects will be accepted. However, applications for ED programs will not be accepted.



- Examples of ED Programs are Business Assistance, Microenterprise Assistance, and Business Technical Assistance
 - An example of an ED Project is an activity that uses an Economic Development Matrix Code such as 17A, 17B, 17C, 17D, and/or a National Objective Matrix Code (LMJ) but is for a one-time investment of funds for acquisition or construction of infrastructure or a facility.
- 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.
 - 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.

Office Hours Q&A Recap

Question: Is there a NOFA or any other information on the remaining 2023 funds?

Answer: We are committed to getting 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.

Question: Is the release of the 2023 NOFA amendment still scheduled for the end of January?

Answer: Yes, we are scheduled to release it by January 31, 2024.

Question: When do you expect to release the 2023 year NOFA amendment? We've been trying to get a project eligibility question answered for over 3 weeks. We are concerned that if we do not get an answer soon, there will not be time for any additional TA that may be needed before the 2023 amendment is published.

Answer: The team is aware of this question and is working with the program rep to work towards providing a response as soon as possible. In terms of timing, the NOFA will be released and available for review for 30-days before the application window opens, so you still have a good two months before the application is due.

Question: What will be the timeline for the application on the 2023 amendment? In preparation of the 2024 application, we had set-up community meetings, but canceled them when the NOFA was pushed. We will need to reschedule those meetings to go out to them.

Answer: It's fine to hold community meetings anytime for the 2023 NOFA amendment and the 2024 NOFA. Holding community meetings at any point prior your application



submission is acceptable.

Question: With the 2023 amendment, will any of the files be changed, or can we plan to review/use the files that were attached/posted on eCivis?

Answer: For the 2023 amendment, all the files will remain the same including the resolution and appendices.

Question: Following up on EA's for 2024 NOFA. I thought they were good for 5 years?

Answer: Once an EA is approved and utilized to secure grant funds, it is generally good for 5 years.

Question: Can HCD discuss with HUD using PI for planning? Some of the planning funding needed by jurisdictions are small such as \$10-30k. And using PI would speed the process up to getting projects shovel ready. Is "predevelopment costs" for OTC or for PTA only?

Answer: The limits on use of PI for Planning is regulatory. Those are federal caps that are not slated to change. As you know, we are collecting reporting on receipted program income within the eCivis GMS. HCD needs more data to assess our flexibility in making PI available for planning. Currently, HCD can't give every grantee that opportunity due to the risk of running over our caps. A grantee can perform pre-development activities like environmental engineering architecture work before receiving a CDBG award and reimburse those pre-development costs once (and if) awarded CDBG funds. We're aware this is not something every jurisdiction can do, but maybe some jurisdictions would take the risk for small amounts.

Question: Are "pre-development costs" for OTC or for Planning/TA only?

Answer: Pre-development costs are for any construction activity. Pre-development costs would be costs incurred to be shovel ready for an OTC project. If you have further questions, please contact your CDBG Rep for additional discussion offline and options for specific projects.

Question: Can the City of Ukiah share their guidelines?

Answer: The City's guidelines are posted on their website, as well as their application forms: <https://cityofukiah.com/housing-rehabilitation-program/>

Question: Does Ukiah offer loans or grants for the rehab work?



Answer: They offer both, their program is primarily loans with 0% interest up to 30 years deferred. We also offer emergency grants.

Question: For the City of Ukiah: Are you finding that residents are amenable to loans?

Answer: From the City of Ukiah: We are, the housing rehab program isn't for everyone, but there are a significant number of LMI homeowners who are interested, especially among residents over 62 years of age.

Question: For the City of Ukiah: How do you handle loan defaults with the Housing Rehab program? Have you ever had to take someone's home? In our experience, it has become problematic to administer because we know that at the end, we do not want to take someone's home for non-payment, so there really isn't a good amount of leverage to stay compliant.

Answer: From the City of Ukiah: This is a new program, so we have not encountered that problem yet. Our loans are up to 30 years deferred. That issue has not come up for our older Housing Rehab program either. It's a serious issue, but not one that we have been confronted with yet.

Question: For the City of Ukiah: The issue we have with a long deferral period on loans was that people pass away. Some don't have wills and can lead to long probate issues. What have you planned to put in place for this issue?

Answer: From the City of Ukiah: We have not encountered that issue yet. We do not have a plan in place for dealing with loans that lead to a lengthy probate process. That is in the future of our program, not the present or the past. Please note that HCD does not require that jurisdictions make money available as a loan, that is a local governing body decision. Your rep is available to offer TA on this subject, you can also crowd source discussion answers to these types of questions. In the future, HCD hopes to create a discussion forum for these topics.