



New Resources Available

HUD released its new 2016-2020 Low- and Moderate-Income Summary Data (LMISD) Map Application: [LMISD Mapping Tool Website](#).

The Division of Federal Financial Assistance of HCD has released useful materials and information for environmental reviews on its website: : [HCD Environmental Review Website](#).

2 CFR 200 has been amended and the changes can be located here: [Guidance for Federal Financial Assistance](#).

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.

HCD CDBG Resources

- HCD's renovated website has numerous tabs and stores a wealth of information on our Community Development Block Grant page: CDBG Program
 - 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.
- For office hours recordings, please see our [CDBG Office Hours Recordings Playlist](#).
- All webinars, application questions, new sources and uses chart, and NOFA FAQ have been uploaded to the files tab of the solicitation page: [2024 CDBG Solicitation](#).



- If you do not currently receive emails from HCD, here are links to get signed up:
 - Stay in touch with HUD (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
- [Chapter 12: Closeout Process](#) – Updated August 7, 2024
- [Chapter 04: Additional Grantee Requirements](#) Updated August 27, 2024
- A revised Financial Report form has been released and is necessary for all submissions; for assistance, email your designated Program Representative or Specialist.

HCD Office Hours Updates

- **2024 CDBG Application opens Tuesday, October 29, 2024, at 9:00 am P.D.T**
 - New Application for Competitive Solicitation closes **Monday, December 30, 2024, at 3:00 pm P.S.T.**
 - Application for OTC Solicitation deadline **Monday, December 30, 2024, at 3:00 pm P.S.T.** (or whenever funds are exhausted).
 - Contract execution for Competitive Applications expected in **May 2025.**
 - Contract execution for OTC Applications will be on a rolling basis starting **May 2025.**
 - Expenditure Deadline 2 years, 9 months from contract execution.
- **Applications for bid-ready plans and specs are eligible under 2024 NOFA.**
 - 20A Planning Related to Another Activity - 2nd Matrix Code for the National Objective that is ultimately designed.
 - In order to prove the viability of the project and secure approval, you must contact CDBG.
 - Must commit to: Achieving the National Objective within 6 years of the initial draw AND.



- Continued quarterly reporting until National Objective is met.

Consolidated Plan

HCD is creating a new five-year Federal Consolidated Plan (Con Plan) for Fiscal Years 2025-2029 and needs your feedback on California's housing, homelessness, and community development challenges, barriers, and needs.

■ Please distribute to your communities and residents:

- [Con Plan Survey for communities and residents](#)

■ Local government, tribal, city or county, or other eligible entities, interested in funding?

- [Con Plan Survey for jurisdictions](#)

The surveys will be available through November 10, 2024.

Important Message for CDBG-CV Grantees

- Based on HCD's directive, all thresholds must be met before financial reports are accepted. Thresholds include updated debarments, single audit, correct NEPA, and more.
- **For CDBG-CV related inquiries or support:** Please email CDBGCVGroup@hcd.ca.gov and the HCD CDBG Team will respond.

Office Hours Q&A Recap – October 2, 2024

Question: Can multiple city employees log into the eCivis portal at the same time and work on multiple applications/sub applications concurrently? For instance, the City will likely submit one main application and up to six sub applications (OTC project (1), OTC Housing Combo program (4), Planning (1)); can six employees log in and be working on all of these at the same time, or will this cause issues with eCivis? If multiple users can log in concurrently, should they all make their own profiles with individual logins, or do they share one login?

Answer: CDBG will have an answer to this question in our next Office Hours. Testing is currently being conducted.

Question: For OTC construction projects, when completing the NEPA, is the applicant the responsible entity? The jurisdiction completing the project had been the Responsible Entity in the past, but there were exceptions in the CDBG-DR



program, and we were not sure if the same exception applied to 2024 CDBG projects.

Answer: The responsible entity would be the jurisdiction. Exceptions that HCD does have for CDBG-DR does not apply to our regular annual CDBG program.

Question: On the Sample Questions Sub Application - Activity Specific Question - Construction Projects No. 1 - Can you provide more information on this item. We don't understand what you are seeking.

Answer: Please email our CDBG team inbox for clarification at CDBG@hcd.ca.gov.

Question: Does the new financial reporting form need to be signed for a \$0 draw?

Answer: Yes, all financial reports will require an Authorized or Financial Representative to sign. This is due to the new 2 CFR 200 updates, requiring certification language.

Question: Is there a new list of Representatives for areas?

Answer: Unfortunately, we do not have a list of current Representatives by area due to workload. We are in the process of staffing changes, please email our CDBG team inbox for help at CDBG@hcd.ca.gov if you do not have an assigned Program Representative or Specialist.

Question: What is this newsletter that keeps being mentioned?

Answer: The CDBG Newsletter is a resource that is published after the conclusion of each Office Hours and emailed to our CDBG contact list. After remediation, a copy is also posted to our CDBG website. It includes program updates along with additional resources.

Question: Who is required to sign the NEPA documents for a Business Assistance program? Is it the authorized signer or can someone else sign this document.

Answer: A NEPA submitted at application must be signed by **the** Authorized Signatory designated in Section 4 of the Resolution. If another jurisdiction employee must sign the document, please upload a formal letter on jurisdiction letterhead to the Department/CDBG designating the other position.



Question: Would a planning project seeking 30% plans, which would enable us to apply for other grant funding for 100% plans and specs, which will cost much more than \$300,000 in total, be eligible?

Answer: Please email our CDBG team at CDBG@hcd.ca.gov with additional details.

Question: Is CDBG planning any in person training? For new users of this program the videos are not helpful. The program really lacks help for people who are green and doesn't have a background in this program.

Answer: CDBG is currently in discussion to provide extra training next year, however we do not have any plans for in person training now. Please email our CDBG team at CDBG@hcd.ca.gov if you do not have an assigned Program Representative or Specialist. In addition, we do have our CDBG Grants Manual posted to our website written in a format for a new users' perspective. Along with HUD Exchange.

Question: Is there a date that we can safely assume HCD will not update NOFA forms we are using for the application?

Answer: Regrettably, CDBG does occasionally require edits when it is necessary, especially with the new 2 CFR updates. For the 2024 NOFA, we don't anticipate any changes before October 29, 2024.

Question: For the Resolution: In the Resolution webinar, the example shown does include the mayor signing on behalf of the City Council, as well as being designated in section 5. The mayor would typically be the one to sign on behalf of the City Council, and the City Clerk would be the one to sign the attestation. I wanted to make sure that there will not be a problem if we follow this procedure for the 2024 Resolution. If there is an issue with the mayor signing on behalf of the City Council while also being authorized in section 5, we will want to note in our accompanying staff report the need for the Vice Mayor to sign and the reason for this deviation from common practice.

Answer: CDBG does have the requirement in the Health and Safety Code, that the mayor must sign contractual documents. We've designed our resolution to separate out some of the items the mayor must sign or other authorized personnel may sign. The only way a jurisdiction can have someone other than the mayor sign, would be to have an ordinance or municipal code granting authorization.

Question: Can we submit an OTC application on 9/29, then wait and submit the sub-applications? Or will that cause our OTC application to be pushed back to



the back of the line?

Answer: To submit a complete application, you will need to submit one main application and one sub application for the OTC project/program or every subsequent sub application. The application open date is 10/29/2024 for the 2024 NOFA.

Question: For public hearings what constitutes a public hearing? I know we can at a Board meeting or neutral local. However, we live in a rural area to allow more constituents to attend, and constituents that may have issues with traveling due to time, location, ADA issues, etc., can we hold recorded webinars? Or can we utilize our City Council meeting to allow for after-hours meetings?

Answer: Please refer to our Grants Management Manual Chapter 4 for Additional Grantee requirements.

Question: My financial reports are being rejected because they need to meet new thresholds. What are these new thresholds? Where can I find them?

Answer: Please email your assigned Program Representative or Specialist with additional details.

Question: For a Housing Assistance Program, when the application asks for site control documentation, are you looking for site control documentation for the location the activity will be administered from (City Hall), if not please explain what it is you are looking for this item on a financial assistance program.

Answer: The application has a “not applicable” option. Applicants will select this option when site control is not a component of the activity such as, Housing Assistance Programs, Planning applications and other non-construction type projects.

Question: Question – What is the CDBG CV2/3 amendments timeline for HCD to process them?

Answer: 6 weeks minimum timeline, however for CV you should be receiving within the next 2 weeks.

Question: Question - Provide a narrative on how this program will be marketed programs only. upload any flyers or documentation. BUT this is listed under construction, and it is the only question listed under this section. Please open your sub application questions 2024 Sub Application Sample Questions to read this question.

Answer: Please note this was input under the wrong heading. This is for programs only application.



Question: Is there a specific reason for HCD wanting a \$0 draw request?

Answer: Yes, CDBG is requiring this on \$0 draw request due to the certification language that is now required under the updated 2 CFR guidelines.

Question: In the sub application under Activity Design that requests the address. For ED and Housing Rehab programs is that the jurisdiction headquarters as there will be various locations that are assisted.

Answer: Please list location of where the program will be administered from.

Question: Have there been any updates to NOFA forms in the last 2 weeks?

Answer: No, the NOFA forms have not been updated within the last 2 weeks.

Question: Since a Financial Report form is required for each quarterly report, should invoiced expenditures be included even if they haven't been paid during that quarter?

Answer: CDBG is a reimbursement-based program and expenditures that have been reimbursed by the jurisdiction should be uploaded with your request along with invoices.

Question: If a one-day-report is required, is it based on check issue date, or invoice date or expenses reported to eCivis date?

Answer: If a one-day-report is required, please go by the check issue date.

Question: So, for ED and HR Programs if a subrecipient is implementing the program, should it be the subrecipient's address?

Answer: Yes, it should be the subrecipient's address.

Question: I'm missed the reimbursement question. Has HCD reimbursement changed from invoice to payment?

Answer: CDBG is a reimbursement-based program and expenditures that have been reimbursed by the jurisdiction should be uploaded with your request along with invoices quarterly. CDBG is going by the reimbursement date listed on the payment that has been issued. Submitting proof of payment documentation after invoice payments have been made allows avoidance of duplications. CDBG does encourage



monthly reporting.

Question: Follow-up: on quarterly reports, invoices that have not been paid, do not need to be included on quarterly reports

Answer: Correct, do not include invoices for items not paid.

Question: Just to confirm, if we have invoices that have not been paid, we should not include them in the financial report.

Answer: Correct, do not include invoices for items not paid as a best practice. Include in your narrative explaining any circumstances surrounding delayed processing to alleviate additional work. A copy of your fully substantiated cost must include proof of payment. If your internal administering requires altered processing, please email your assigned Program Representative or Specialist.

Question: This is going to be a large issue for very small jurisdiction that has large construction projects. They cannot cover multiple \$100,000 or \$1 million pay requests from contractors.

Answer: If you do run into issues, where the jurisdiction cannot pay large invoices, CDBG does have multiple solutions, including having reporting monthly. Please email your assigned Program Representative or Specialist. Quarterly reporting is the minimum. CDBG does encourage jurisdictions to draw down more frequently. CDBG does not conduct advances for our program.

Question: I also believe per 2 CFR 200 advances are allowed.

Answer: 2 CFR 200 applies to all Federal grant fundings that are administered by the Federal Government, however not all programs allow advances. CDBG does not allow advances.

Question: Many invoices may not be paid during the same month they are incurred.

Answer: Please email your assigned Program Representative or Specialist with any concerns your jurisdiction may encounter.

Question: To confirm can applications for the 2024 NOFA be submitted at different times? For example, could 1 OTC with 1 Main and 1 sub-application could be submitted in November, then 1 sub application for a competitive grant be separately submitted in December? Thank you.

Answer: Correct, you can submit at different times with different



timestamps.

Question: Does CDBG allow projects to be considered "reno" and not new build if the developer leaves a portion of the old unit(s) in place - like USDA allows.

Answer: For more clarity, please email our team at CDBG@hcd.ca.gov.

Question: What would HCD like for staff salary proof of payment.

Answer: CDBG will accept general ledger as proof of payment or payment statements. If you are unsure if it will be allowed, please go ahead, and email your assigned Program Representative or Specialist a copy for verification.

Question: So, you don't need checks. General ledger is good a proof of payment of invoices as well?

Answer: CDBG does allow proof of payment in the form of a check copy or general ledger. During check-in meetings held with the jurisdiction and CDBG, you can confirm your proof of payment is an acceptable source of documentation to supply.