



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 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 February 21st, 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

■ [CDBG Program Updates](#)

■ **2023 CDBG NOFA**

- Application closed December 29, 2023 for the Over-the-counter (OTC) waitlisted projects
- We received 7 applications
- We conditionally awarded 6 applications

■ **2023 CDBG NOFA Amendment #1**

- Application closed March 15, 2024, for new projects when funds were exhausted



- We received 13 applications
- Staff are reviewing applications and will notify applicants of status this week

■ 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. Email sent previously **extending the request date to April 15, 2024.**
- **While the de facto limit is 125% of the original award, consideration will be given for requests that are more than that so please request what you need and document need and cost reasonableness.**
- **NEW! We are revising the directions in the memo regarding submissions. If you have not submitted your request for unclaimed funds already, please send your completed package to CDBGCVGroup@hcd.ca.gov. Do not start an amendment in eCivis. We will work with you via e-mail and submit a grantor-initiated amendment.**
- Contact the CDBGCVGroup@hcd.ca.gov inbox if you have any questions.

■ 2024-2025 Draft Annual Action Plan

- Currently available for Public Review and Comment.
 - [2024-2025 Draft Annual Action Plan \(HCD.ca.gov\)](https://www.hcd.ca.gov)
- CDBG Method of Distribution
 - Competitive Distribution:
 - Planning and Public Services
 - Over-The-Counter (OTC) Distribution:
 - Economic Development Programs and Projects
 - Housing Programs and Projects
 - Non-housing (Infrastructure and Public facilities)
 - Colonias Set Aside (5%)
 - Non-Federally Recognized Tribes Set Aside (1.25%)



- Eligible activities will be limited to the matrix codes as described in the link below:
 - [CDBG Allowed Matrix Codes and National Objective Codes \(HCD.ca.gov\)](https://www.hcd.ca.gov)

Office Hours Q&A Recap – March 6, 2024 Session

Question: We are not allowed to change the resolution and per the resolution the authorized representative cannot be the same person who certifies the resolution. Sometimes the authorized representative is the city clerk. Can we change “City Clerk” to the person’s title who will be certifying the resolution, if not please advise.

Answer: In some cases, the city clerk is the authorized representative for a resolution. The city clerk as an authorized representative cannot also certify the resolution. In these cases, it is acceptable to change the title to the title of another staff person certifying the resolution.

Question: How will the ICF issue effect the closeouts already submitted though eCivis?

Answer: If the closeout for your CV grant is in process, we will continue to move those forward. Any new closeouts submitted will be put on hold temporarily.

Question: So, if a CV contract ended on 2/28/2024, we do not have to worry about being out of compliance with closing out the grant? They have been submitted CDBGCVGroup@hcd.ca.gov for approval to be submitted in eCivis.

Answer: We hope to have ICF back before the end of April. If you do not hear from ICF staff before then, HCD staff will resume processing closeouts on May 1st. We will follow up with you with more details.

Question: Am I correct that your "draft action plan 24/25" is for the upcoming NOFA in July/August? I think HCD's program year starts July 1st, so this NOFA is just a bit late then right? And your AAP will give us at least a sneak peak of what you are thinking for Method of Delivery OD and limits, correct?

Answer: Yes, that is correct. The draft Annual Action Plan will give you a sneak peak



for 2024 and 2025 CDBG plans. We highly encourage our grantees and applicants to review the [2024-2025 Draft Annual Action Plan \(hcd.ca.gov\)](https://hcd.ca.gov)

Question: Will you please provide the regulation pertaining to the "like for like" use of CDBG CV and CDBG?

Answer: Section III.B.(b)(vi) of Federal Register Notice 85 FR 51457 states, "CDBG-CV grant funds shall not be used to pay planning and program administrative costs allocable to another grant under the CDBG annual formula program; however, CDBG-CV funds may be used to pay costs that benefit both the CDBG-CV grant and another CDBG award and can be distributed between the grants in proportions that may be reasonably approximated."

Question: Regarding PI application, since we know it will take some time for HCD to review, get a contract, etc. Can we not submit a fully completed NEPA at the time of application and you just make it a condition of award? We'd like to do it during your review so we don't waste too much time.

Answer: HCD prefers applicants submit a complete NEPA so that we can begin the review process as soon as possible. The environmental specialist team may need some time to complete their review. Additionally, reviewing a nearly-finalized NEPA would allow us to complete all corrections needed at one time.

Question: Has the recently submitted NOFA been fully subscribed yet? Are you able to tell us how many applications were received under the 2023A NOFA so far?

Answer: Updates were given this week on slide 3 (page 2 and 3 of this newsletter). The funds have been exhausted and applications are currently closed.

Question: Is the NEPA to be submitted completed with the exception of the public notice and comment period, or should that part of the process be done as well?

Answer: We encourage you to submit the completed NEPA with the exception of the public notice and comment period. This allows our environmental team can work with



you on that portion to ensure compliance.

Question: What is the ETA for CDBG@HCD.ca.gov will answer NOFA applications that were submitted?

Answer: Once the applications opened on March 1st, we are unable to provide answers that are specific to your application to avoid an unfair advantage. We can only provide technical assistance. We encourage applicants to reach out with questions during the 30-day NOFA review period.

Question: If we are applying for the 2023 NOFA and have funding through another grant when can we go out to bid for our project? Should we wait until we submit our application? HCD award?

Answer: It depends on where the other funding is coming from. You should receive the award and Authority to Use Grant funds before going out to bid. It's also important to be mindful of any other crosscutting federal requirements. If you have further questions, please reach out to your CDBG representative.

Question: Is there a determination on how many of each type of project we can apply for in 2024 and 2025?

Answer: You can get a sneak peak of the 2024 NOFA in the 2024-2025 Draft Annual Action Plan. It will be open for public comment, and we encourage you to make comments.

Question: Are you keeping the July process under eCivis?

Answer: Yes. We are working hard to develop the new Grants Management System (GMS), but recent, unforeseen issues caused delays. We do not want to delay releasing the 2024 NOFA in July so we will proceed with utilizing eCivis. Our plan is to transition to the new GMS for the 2025 NOFA in January.