



## 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 21<sup>st</sup>, 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
- **Request for Project Photos**
  - CDBG 50<sup>th</sup> Anniversary
  - Please send pictures of completed projects to [Michael.Phillips@hcd.ca.gov](mailto:Michael.Phillips@hcd.ca.gov) and CC: the [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov) inbox
  - If you would like to share more on your project during an upcoming office hours session, please contact [Michael.Phillips@hcd.ca.gov](mailto:Michael.Phillips@hcd.ca.gov)



■ **Next OH (April 17): Presentation by RCAC**

- Rural Communities Assistance Corporation will present at Office Hours next week on their:
  - Technical Assistance Programs
  - Loan Fund
- We hope that by providing information about technical assistance and financing opportunities we can leverage what our Grantees are able to do in their community beyond what the CDBG Program can do!

■ **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 12 applications
- Staff notified applicants of status on March 21, 2024

■ **2023-2024 Annual Action Plan/NOFA Substantial Amendment**

- The NOFA release date will move from June 2023 to September 2023.
- The CDBG Competitive Process for 2023 will be removed.
- Modification of CDBG Over-The-Counter (OTC) Distribution
  - \$19 million will be made available *only* for 2019-2020 Waitlisted OTC projects in September 2023
  - \$19 million will be made available *only* for new Community Development,



Economic Development, and Housing projects through a NOFA amendment in January 2024.

- Housing programs and Economic Development programs will be eliminated as eligible application types for 2023 only.
- These changes were proposed for three major reasons:
  - To prioritize waitlisted 2019-2020 OTC projects for funding under the Fiscal Year 2023-2024 AAP, allowing the retirement of the waitlist.
  - To prioritize the backlog of shovel ready projects after limiting their eligibility in 2021 and 2022.
  - To allow HCD to focus on release of a full 2024 NOFA with new equity centered scoring criteria and a streamlined application and contracting process prior to or early in the 2024 program year with all MOD types eligible.
- Public Review of the Amendment is available until May 4, 2024
  - [State of California 2020-2024 Federal Consolidated Plan: 2023-2024 Annual Action Plan Second Amendment – Substantial](#)
- Public Hearing is April 11, 2024, 2:00 – 3:00 p.m.
  - [Zoom Registration: CDBG and NHTF Substantial Amendment to the Fiscal Year 2023-24 Annual Action Plan](#)

#### ■ **Public Notices**

- Must identify a means for written comments and complaints to be submitted to the local government.
- Must include name, telephone, and email address for person whom residents are advised to contact for disability or limited English proficiency accommodations.
- Must be posted/published 10 days prior to the date of the public meeting (not including the first date of posting/publishing and the public meeting)
- See [Chapter 4](#) of the GMM for additional requirements



### ■ Housing Element Compliance

- As per HSC §50829, the Applicant must submit a draft or adopted housing element to the Department in accordance with the requirements listed in Government Code (GC) §65580, et seq., and GC §65585 (see Appendix B) prior to an award being granted. Per CDBG Guidelines, Section 202(d)(1), by the time of award funding, the applicant must have complied with all the Housing Element requirements listed in HSC §50829 and §50830.
  - An applicant cannot apply for CDBG funds if it has not submitted a draft HE to HCD and is not actively working to complete the HE process in a timely manner
  - An applicant cannot enter into a standard agreement with HCD until it's in compliance with *all* HE requirements

### ■ Section 3

#### ■ HUD has published new Section 3 resources and Tools (HUD Exchange)

- Brochure for Workers and Businesses (available in English and Spanish)
- Job Aid for Contractors and Subcontractors – Housing and Community Development Financial Assistance
- Resident Outreach and Referral Strategy
- Resident Outreach and Business Development Strategy

### ■ 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](mailto: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](mailto:CDBGCVGroup@hcd.ca.gov) inbox if you have any questions.

#### ■ **Important Message for CDBG-CV Grantees**

- ICF has been providing grant administration and technical assistance for all CDBG-CV Standard Agreements. This work is paused until further notice. HCD CDBG staff will continue to process funding augmentation requests and financial reports, however regular recurring meetings between CDBG-CV Grant Administrators and CDBG-CV Grantees, CDBG-CV contract monitoring, and CDBG-CV closeouts are suspended until further notice.
- **For submitting Financial Reports:** continue to submit requests via eCivis Grants Management System. For questions, please email [CDBGCVGroup@hcd.ca.gov](mailto:CDBGCVGroup@hcd.ca.gov). HCD CDBG staff will monitor this inbox regularly to respond to your questions.
- For submitting requests for funding augmentation pursuant to the published memo found at [CDBG-CV Allocation of Remaining Funding - Memo \(eCivis\)](#): Please email [CDBGCVGroup@hcd.ca.gov](mailto:CDBGCVGroup@hcd.ca.gov) with questions or your submission by April 15, 2024. HCD will monitor this inbox regularly to process requests.
- **For other CDBG-CV related inquiries or support:** Please email [CDBGCVGroup@hcd.ca.gov](mailto:CDBGCVGroup@hcd.ca.gov) and the HCD CDBG Team will respond.





## Office Hours Q&A Recap – March 20, 2024 Session

**Question:** For the 2024 application will a team member be able to create and save the application for the jurisdiction to review and submit?

**Answer:** For the 2024 applications, the applicant will be tied to the account that created the original application. Unfortunately, you won't be able to transfer the application to another team member for review and submission.

**Question:** For the July 2024 NOFA - do you have an estimated amount that will be available?

**Answer:** We don't have an exact amount at this time, but we are approximating around \$30 million again.

**Question:** Will you be releasing the 2024 NOFA at the beginning of July or end of July 2024?

**Answer:** We anticipate it will likely be towards the end of July.

**Question:** When do you anticipate having standard agreements out for 2023 awards?

**Answer:** We are hoping to have these out soon. We are processing them as quickly as we can. We are hoping to have all the standard agreements out before the 2024 NOFA.

**Question:** Are we ok to use that (~\$30m 2024 CDBG funds) in our community outreach efforts and have it accepted in your review if it less or more than you announce in the NOFA?

**Answer:** We would advise using approximately \$30m. If it's a little bit higher or lower, it will be sufficient for us.

**Question:** Will you be conducting a "what works/what doesn't work" as part of your outreach with grantees - in your new process to gather information for your new process development?

**Answer:** We do plan to reach out for feedback on any changes or updates to the process. We are always trying to improve the application process.