



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
- **Request for Project Photos**
 - CDBG 50th Anniversary
 - Please send pictures of completed projects to Michael.Phillips@hcd.ca.gov and CC: the 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



■ **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**

- 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](#)

■ **Rural Community Assistance Corporation (RCAC) Presentation**

■ Technical Assistance and Loan Fund (see Office Hours Slides – 4.17.2024)

■ Useful Links

- RCAC website: RCAC.org
- State Waterboards website: Waterboards.ca.gov
- Division of Financial Assistance:
waterboards.ca.gov/water_issues/programs/grants_loans/
- SAFER Funding Website: waterboards.ca.gov/safer/
- Technical Assistance Program:
waterboards.ca.gov/water_issues/programs/grants_loans/tech_asst_funding.html



Office Hours Q&A Recap – April 03, 2024 Session

Question: Do we submit one CENST for General Admin (GA) for all grant applications or one for each application?

Answer: At a minimum, we would need one CENST for GA per jurisdiction. You can use one GA CENST for multiple applications for the same jurisdiction.

Question: Wouldn't the GA CENST need to be done separately in case some applications get awarded and others don't?

Answer: If doing one GA CENST is simpler, Grantees could proceed that way. However, if a jurisdiction does one GA CENST for multiple applications where one or more are not funded, the GA CENST is still valid since it covers the portion of the grant(s) that were awarded funds. You can use a 'not to exceed' amount that covers all of your applications. Grantees should upload their combined GA CENST to each application that they submit.

Question: For unclaimed funds requests - are we able to make draw requests or will this impact the amendment process? How long do you believe it will take for amendment approval and authority to expend funds?

Answer: The review and approval of the unclaimed funds request will occur via e-mail to avoid conflicts with submitting financial reports. When the request has been approved, HCD will create a Grantor-initiated amendment during which Grantees will be unable to submit financial reports. We are estimating the timeline for approval for these amendments to be 4-6 weeks.

Question: What is the total grant funding limit per jurisdiction? What are the PTA and OTC funding limits?

Answer:

- Total applications (Competitive and OTC) submitted shall not exceed three (3)



per jurisdiction.

- Total competitive applications shall not exceed two (2) per jurisdiction.
- Funding limits are updated as follows:
 - Total grant award for all activities combined per jurisdiction shall not exceed \$3.6 million
 - Competitive (Planning and Public service) application limit shall not exceed \$300,000
 - OTC Project application limit shall not exceed \$3.3 million
 - OTC Program application limit shall not exceed \$1.5 million

Question: If we are considering coming in for a Housing Program including Rehabilitation and Code Enforcement under the 2024 NOFA, do we need to complete procurement for a consultant before application submittal or can we provide a draft RFP and draft contract with procurement to be completed upon award?

Answer: During application, please provide your draft RFP and draft contract. Procurement of the consultants can be done after award.

Question: When reporting PI expenditures in connection with an open grant, once approved by the rep, will this expenditure also have to be reported in the PI Reconciliation Award or is the "draw" from the grant sufficient?

Answer: PI Expenditures that are part of an open CDBG grant do not need to be reported in the PI Reconciliation award.