



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 its 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 July 24th, 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

Did you Know?

Your public notice must include the contact person/ADA coordinator name and telephone number. Citizens should be advised to contact that individual, so the jurisdictions can provide accommodations for any persons with disabilities and provide assistance for persons that need assistance with limited English proficiency.

■ **2023 CDBG NOFA Amendment #1**

- Application closed March 15, 2024, for new projects when funds were exhausted.
- We received 12 applications.
- Conditional award letters were sent May 24, 2024



Office Hours Q&A Recap

Question: Is it allowable for a household participating in an owner-occupied rehab program to use their home as a vacation rental?

Answer: Allowability of short-term rentals depends on the specific circumstances. Please reach out to your CDBG rep to discuss.

Listening Session Recap from June 26, 2024

Statement: It would be helpful to have examples of basic program types to use as reference (code enforcement, microenterprise assistance, housing rehab, etc.) to help develop successful programs as small jurisdictions have difficulty designing programs to meet HCD standards. Or examples of past successful programs to use as reference.

Response: Grantees should discuss with their representative specific project types and prior successes. We are willing to have those deep dive discussions, one-on-one to help you navigate through the compliance and community need issues.

Statement: I have heard you are requiring all contracts to be in place for competitive applications rather than allowing drafts as previously allowed (for full points) is this accurate? In some cases - agencies are not allowed to enter into contracts without a funding agreement due to legal issues.

Response: Not true. Can discuss one on one with you if you have additional questions. But that is not accurate.

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Statement: Yes, I support more upload areas.

Response: Thank you. It is on our radar to have more upload areas. That is on the update list



Statement: Map is not up yet.

Response: Correct. It is not up yet, being updated by HUD but the collected data is available in Excel format. It will list by city, jurisdiction and block groups, and LM percentage in certain geography. The link will be provided for you in the OH Newsletter

Statement: It would be helpful if staff could go through each section to ensure that there aren't any technical problems before opening up to the public. For instance, we were told not to put anything into the budget narrative on the main application during training, yet the system wouldn't let you get past the screen without putting something in there. When we are scrambling to get our application in as quickly as possible, obstacles like this can be an unnecessary delay in the process to try to figure out what you're wanting.

Response: Thank you for that feedback. We recognized there was an issue with that section. Staff does run through the application to troubleshoot and provide feedback on the technical aspects of completing the application. There may be some things out of our control when we launch, and the system has bugs and shows something else when used by the grantees. Please always let us know and we can provide you with direction.

Statement: It is also difficult to hold Public Hearings before the NOFA is released, which is necessary for some of us to get through the process before the portal opens, due to the fact that we are basing our decisions on what we think is going to be available or required. If you were able to give us more time with the NOFA before opening the portal, then we could be sure that the projects we are choosing to move forward with during the public hearing are the best fit for the final version of the NOFA.

Response: Really good feedback. Management will chat and see what flexibility we have on it. The 2024 NOFA is already being routed so we won't be able to make any changes, so we do not face additional delays. We will see how much of a heavy lift to have more time with the NOFA.

Statement: In resubmitting an application budget during the conditional award, the narrative cannot be updated.

Response: We are aware of that issue, and you should be working with the staff whose name is on the conditional award if you are having technical difficulties and they can assist you to get everything in by the deadline. You can also put N/A in the box to bypass and move to the next section. Make sure that you advise us so when you have these problems, so we are aware of the challenges. Especially so we can track what cannot be fixed.

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Response: That is not accurate. We accept the draft, with the caveat that it is pending the CDBG award. We are doing things different for 2024 with the competitive applications since there is scoring and ranking. Guidelines for the points system will be included in the files tab of the solicitation once we release the NOFA. Applicants will be aware of what scoring and ranking looks like during the review period.

Statement: It would have been helpful to be able to get into the system ahead of time to input the information before the portal opened. Also, the opening date was stated but not the time. I came in at 12am to find out that it didn't open until 9am.

Response: Thank you. Assume the portal will open at 9:00 a.m., so that all applicants can start from the same point. We cannot open ahead of time because it is first come-first served for OTC projects and programs. We will be having a series of webinars to assist in application development.

Statement: Changes that occur in the application once it has been opened can be very challenging, including the resolutions updates. This does create many issues.

Response: We understand the impact of the decisions we make and the challenges it presents to grantees. We are making every effort for the 2024 NOFA to ensure all docs are ready at the opening of the application period. However, if upper management requests changes, that is out of our control. But we do our best to communicate with you why the change is being made.

Statement: Having all permits in place prior to application is a very high bar for small, rural jurisdictions and is quite a large expense to carry until funding.

Response: With OTC projects it is part of the requirements to be shovel ready so that you will not have any problems completing the project and meeting a national objective within the contract period. Please provide more detail on what you mean by permits. There may be specific tips or information we can provide you regarding your project.



Statement: Following up a previous question: "In reference to the requirement of a mayor to be the authorized signer, are you saying that a resolution designating another person is no longer sufficient?" Are we allowed to use a designee and if so, how?

Response: You can use another designee, but it would have to be a designee identified by city ordinance or municipal code. We need a copy of that document allowing the mayor to designate that authority.

Statement: In reference to the requirement of a mayor to be the authorized signer, are you saying that a resolution designating another person is no longer sufficient?" Are we allowed to use a designee and if so, how?

Response: You may choose another person, however that person must be named in a municipal code or local ordinance. For council to designate another person, we require a copy of that documentation.

Statement: It is also difficult to hold Public Hearings before the NOFA is released, which is necessary for some of us to get through the process before the portal opens, due to the fact that we are basing our decisions on what we think is going to be available or required. If you were able to give us more time with the NOFA before opening the portal, then we could be sure that the projects we are choosing to move forward with during the public hearing are the best fit for the final version of the NOFA.

Response: Really good feedback. Management will discuss and determine our level of flexibility. The 2024 NOFA is already being routed and no supplementary changes at this time; to avoid experiencing any further delays.

Statement: In resubmitting an application budget during the conditional award, the narrative can be updated.

Response: We are aware of this issue. If you are experiencing technical difficulties, please email the staff member whose name appears on the conditional award letter. They will help you submit everything by the deadline. To skip this area and go on to the next section, you can alternatively type N/A in the box. Please make sure to let us know when you run into these issues. In particular, so we can track what cannot be rectified.

Statement: I have heard you are requiring all contracts to be in place for competitive applications rather than allowing drafts as previously allowed (for full points), is this accurate?



Response: That is not accurate. We accept the draft, with the caveat that it is pending CDBG award. We are moving in a different direction for 2024 with the competitive applications since there is scoring and ranking. Guidelines for the points system will be included in the files tab of the solicitation once we release the NOFA. Throughout the review period, applicants will be informed of how scoring and ranking are determined.

Statement: Will draft RFPs be acceptable or are you requiring consultant contracts where needed?

Response: As appropriate, please review the NOFA webinar. All necessary information will be covered in the application webinar. More details will be sent to precise response, we would need further details.

Statement: Will the 2024 application require consultant contracts or will draft RFPs suffice?

Response: Draft RFP's will suffice

Statement: It would be important to note that governmental budgets will be tight going into this fiscal year and our jurisdiction's ability to develop projects might not be what it was (incur expenses and wait for reimbursement from CDBG).

Response: Thank you for your feedback.

Statement: Exactly what needs to be signed by the mayor? The application? NEPA? Resolution? Other documents?

Response: The Mayor needs to be the authorized signer for cities per government code 40602, however, they can designate someone else like a city manager per an ordinance. Or the city may have already passed an ordinance. Check with your city attorneys. Otherwise, the Mayor should be signing in place of the designated signer as appropriate. Which would include NEPA.

Statement: The LMISD data does not have data on small jurisdictions. It's for CCD area, which encompasses more than the jurisdiction that probably do not meet LMA status. What happens if the LMISD map is not up at NOFA drop There's several jurisdictions that are all LMA ad are submitting applications that are banking on the city being LMA.

Response: There is a section that lists small jurisdictions only. There is a dataset and staff will link it on the next office hours.

Statement: Will you be allowing income surveys to be part of the planning grant awards?

Response: Yes, we will allow income surveys.



Statement: If an OTC application can use less funding, will that increase the possibility of funding if it's submitted near the end of the funding availability?

Response: The amount of funding is not something we score or take into consideration when determining awardees. It does not give you an advantage to request less. Reach out to the unit email if you have additional questions.

Statement: Can you give us an idea of how close standard agreement are for 2023 and 2023A? Where are we in your process so we can plan for bidding purposes?

Response: Depending on the requirement they must fulfill, some need compliance with the housing element, each jurisdiction is in a different level. However, reach out to the unit inbox or the POC listed on conditional award letter. There isn't a universal repose. Reach out to that particular award POC.

Statement: Can you gather in a PDF/Word document past successful projects from other grantees as mentioned earlier?

Response: We did mention we would consider working on that.

Statement: If we are charter city, will there be an area for us to identify that in the application?

Response: Yes. There will be an area for applicants to identify as a charter city.

Statement: Regarding GC4061, does this apply even if the mayor signed the resolution which authorizes the City Manager within the resolution language to sign documents moving forward? Asking as a charter city.

Response: You will need to check with your city attorney to see if there is an ordinance that permits the mayor to designate this authority. Provide that ordinance with the resolution designating the authorized signer.

Statement: Resolutions we have seen that you are wanting this to be exact to the application and not an "up to" amount-can you clarify if the "up to" will be acceptable?

Response: Our recommendation is to have an "up to" amount in the resolution.

Statement: Can I ask who it is that is "enforcing" this new code for the signer? I know it's not HUD.

Response: It is a California code and HCD is enforcing.

Statement: Kindly, send an email to the employee who serves as the daily point of contact and confirm that this information is included in the application.

Response: HCD will email the appropriate point of contact.



Statement: Is there a link to the new LMA date?

Response: LMISD <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>.

Statement: In reference to the requirement of a mayor to be the authorized signer, are you saying that a resolution designating another person is no longer sufficient?

Response: Correct. It has always been the case, but and to meet monitoring requirements it is being enforced. The mayor is the authorized signer. If there is an ordinance or municipal code that permits the authority to be designated, we will accept that alongside the resolution. We will be enforcing this going forward. A resolution designating another signer cannot be accepted unless there is a municipal code that permits that designation authority. Your rep can provide you with clarity. This is just for cities; counties do not have the same requirement. We are meeting with legal to discuss what flexibility that we may or may not have.

Statement: Changes that occur in the application once it has been opened can be very challenging, including the resolutions updates. This does create many issues.

Response: We understand the impact of the decisions we make and the challenges it presents to grantees. We are making every effort for the 2024 NOFA to ensure all docs are ready at the opening of the application period. However, if upper management requests changes, that is out of our control. But we do our best to communicate with you why the change is being made.

Statement: When it comes to the resolution for the application - can there be a city resolution and the state resolution?

Response: Assuming that you're referring to something that satisfies both the state requirement and your local city resolution requirement, yes you can do both. But the state resolution has to be fully adopted and submitted with the application to be considered. You can also adopt a resolution in your local format. Make sure that you are using and following the state resolution template and not making any changes to the template.

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Response: Thank you. Assume the portal will open at 9:00 a.m., so that all applicants can start from the same point. We cannot open ahead of time because it is first come-first served for OTC projects and programs. We will be having a series of webinars to assist in application development.

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Statement: Will HCD be using the eCivis software program for the 2024 applications?

Response: Yes, we will continue to use eCivis for the 2024 applications.

Statement: Is the 2024 NOFA still on schedule for the end of July release?

Response: Yes, the 2024 NOFA is still on schedule for a late July release.

Statement: Do we know when the CDBG-CV 2&3 Remaining Funds awardees will be announced? We received a notice that applications had been received June 5th, and it would take three weeks for review. Is that review period the submission of April 15th or June 5th?

Response: ICF grant administrators should have reached out to you with an update on your request and in that email should have been an up to award amount, provided that all documentation is sufficient. The timeline for review methodology for processing was Tribal and Homekey first. CV2 and 3 will be the last to be processed. Hopefully in the next couple of weeks you will hear from ICF.

Statement: Many jurisdictions are required to take items back to council/boards and that can impact their ability to provide this information timely. We would also appreciate an allowance to correct these items if we are not able to do updates within the grant deadline.

Response: Thank you for your comment. However, the resolution must be provided within the time frames of the application. If awarded and there are changes HCD is asking you to make, then you would be provided additional time to do that through a condition award letter.

Statement: It would be helpful to have examples of basic program types to use as reference (code enforcement, microenterprise assistance, housing rehab, etc.) to help develop successful programs as small jurisdictions have difficulty designing programs to meet HCD standards. Or examples of past successful programs to use as reference.

Response: Grantees should discuss with their representative specific project types and prior successes. We are willing to have those deep dive discussions, one-on-one to help you navigate through the compliance and community need issues.

Statement: Do you have a day and time for the NOFA/Application webinar?



Response: No, we do not. We will have those dates once we know when the NOFA is scheduled to be released at the end of July. Our goal is to release it sooner than later. We have come across a lot of internal updates that has been a bit challenging, but we've been working through them. Our goal is to release at the end of July and that would put the webinars in August. If we are able to release sooner, then we will push up the webinars.

Statement: First come, first served only applies to the OTC, correct? Not the competitive applications? That portion of submittal requirements hasn't changed.

Response: Competitive and OTC. OTC is first come-first served. Public Services and Planning are Competitive, scoring and ranking.

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Statement: With new staff in place, can we get an updated list of representative territories? I don't see this on the website.

Response: There have been a lot of staffing changes and we have reorganized the workload so that staff can have the bandwidth to help you better. We are no longer identifying reps by territory. If you have not had a project and are coming in for 2024 then email the CDBG inbox and we will let you know your representative. The map will be removed from the website. This was done to balance the workload between Specialists and Representatives to better assist you.

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Statement: In lieu of letting us start entering data earlier, then the application fields/questions document that was distributed earlier to help us prepare should actually reflect what we saw in the portal.

Response: Thank you for your feedback.

Statement: The questions provided should reflect exactly what's in the portal to help us move over our answers. (Including required attachments for each section)

Response: Thank you for your feedback.

Statement: Agree regarding release of questions / required attachments that match the application ahead of time.

Response: Thank you for your feedback.

Statement: We concur with regarding the Public Hearing timeframe issues.

Response: Thank you for your feedback.

Statement: Concur with 60 or 90 days after NOFA drop before portal opening would be GREAT.

Response: Thank you for your feedback.



Statement: One item we got a lot of questions on was the requirement to have a city attorney give an opinion on the right of way item. Most have never seen such a requirement, and all made the comment that they will just ask the city engineer who always previously provided the letter to confirm as that is not typically their standard duties.

Response: Thank you for your feedback.

Statement: I agree having more time to hold public hearings would be helpful

Response: Thank you for your feedback.

Statement: Supporting the comment regarding signed contracts scoring higher than drafts. Definitely complicates the procurement process to select a contractor before funds are secured and a year before we actually have funding available. Signing a contract without funds secured can affect our single audit status.

Response: Thank you for your feedback.

Statement: Having listening sessions shortly after the application submittal would be great in the future as the challenges are fresh. I have forgotten some of the concerns now.

Thank you for feedback. This was a Different year for us. Getting three NOFAs out in one year on top of hiring new staff. After the webinars we will hold another listening session to debrief on the process. Considering that for the 2024 webinars.