



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:

- [Ch. 6 Financial Management \(PDF\)](#)
- [Chapter 10: Reporting and Recordkeeping Requirements \(hcd.ca.gov\)](#)
- [Chapter 12: Closeout \(hcd.ca.gov\)](#)

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 August 7, 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 12 applications.
- Conditional award letters were sent May 24, 2024

■ **Stakeholder Feedback on 2023 CDBG Application Process**

- During regularly scheduled CDBG Office Hours on Wednesday, June 26, 2024, staff held a Listening Session to obtain stakeholder feedback on the 2023 and 2023A CDBG Application process. The comments were summarized in the Newsletter of 7/10/24.

■ **Release of the 2024 NOFA has moved to August 2024**

- **The 2024 Resolution is now available under the Files tab of the 2024 Solicitation. Solicitations can be accessed here: [eCivis - Grants Network](#).**



Office Hours Q&A Recap

Thank you for your patience as we worked through our technical difficulties at the 7/24/24 Office Hours. The questions and staff responses from that meeting are provided below. Additionally, we will provide a summary of the questions and responses at our next Office Hours, 8/7/24.

Question: PI Report?? Where do we find this?

Answer: We started a PI reporting and receipting solicitation and we have had most of the jurisdictions report their cash on hand balances as of 12/31/21 and from that we've built a solicitation. We are creating a list of jurisdictions that we have not engaged with yet and we will be reaching out specifically to them. But if you want to get started a link is posted in the chat with the information. [PI Reporting Link](#). It looks like a regular CDBG application. You would go in and complete the application to us we will review what you submitted and then follow up with guidance developing PI training. More is forthcoming over the next few weeks. Appendix 6-6 is a PI Policy and 6-7 is Instructions for submitting program income and Section 6-8 is a Receipting Form and that follows the same PI application process and are resources online as part of the grants management. The 2023 PI reporting link has expired.

Question: Is the 2024 NOFA release still scheduled for next week? Is session scheduled?

Answer: We are working very hard to make sure that the release is going to happen next week. That is still the scheduled plan and if anything changes, we will send out an eblast. It is going through the routing process.

The NOFA sessions have not been scheduled yet. We will wait until the NOFA drops to schedule the webinars.

Question: Regarding the resolution some jurisdictions we are working with have used the 2023A/2024 resolution for the 2024 application because of timing of governing bodies lead time for submitting documents for their agenda. Will those not be accepted for the 2024 application?

Answer: The resolutions from the 2023Aa application will be accepted for the 2024 application. The caveat to that is for cities as long as the mayor was designated as the authorized signer you should be ok. If another was designated, then you will need a municipal code that designates that authority to that position.



Question: Did we hear that OOR requires a tiered NEPA review? We've been trying to get HCD approval of a tiered NEPA for OOR since June 5th and have loans waiting for approval.

Answer: It is case dependent. Reach out to your program representative and they can follow up with our environmental team is going to be required and the status of what you submitted. The NEPA process is different based on the project. In general, it should be tiered, but we can't confirm without more specifics.

Question: I've been trying to get ahold of someone in the NEPA department for several weeks and I am getting no response. I tried to email a couple of employees directly, but it appears that they are gone now. Is there anyone monitoring the email box.

Answer: I understand your frustration. Again, I am going to direct you to your program representative instead. They will have a more direct communication line with the team. The Environmental Team has gone through a lot of staffing changes and process changes also. We appreciate your patience as they work through those and get their team fully staffed. But in the meantime, we do have a direct line to them.

Question: Ok, the current receipting report - and it would be reported a \$0?

Answer: Even if you have zero. You, the grantee has not recorded any PI. We would still like to have you in our system, just for tracking purposes. And if a grantee has recorded less than \$35,000 in a fiscal year, we do have a procedure for defederalizing those funds. Taking those funds, moving them out of your PI account and into your general fund. We have specific requirements for that process, and it is detailed in our PI Policy document. But even if you have zero recorded, we would still like you to report each year. Reach out to your representative for details.

Question: Is there a way to determine what HCD is showing as the current grantee's PI balance?

Answer: Reach out to your representative and can coordinate with the PI team and get you those balances. But yes, we can easily pull that information for you.

Question: Can you please elaborate on the specifics of the tier review process for ED loans.



Answer: We do offer information about tiered reviews in Chapter 3 of our grants management manual. Please review that chapter. The helpful information will be on p. 3-29 in that chapter.

Question: We were told that the NEPA had to be approved by your NEPA team before we could put out for public notice. If they are having staffing issues and can't expedite review, then we can't submit a fully completed NEPA by OTC first date.

Answer: Thank you for that question as everyone is concerned, I'm sure. They are doing the best that they can. But I would say reach out to your program representative or the CDBG unit inbox that I mentioned earlier.

Question: With the 2024 NOFA, ED programs have changed from being competitive to OTC, which means that there is less time to submit an application, if we are going to have a chance of award. With past NOFAs you've required that "the applicant has hired staff" that has the required qualifications to run a CDBG ED program. It states that the applicant must have "a draft contract or subrecipient agreement with a qualified consultant or non-profit ED group with direct experience in CDBG ED implementation". It also states that we cannot change consultants after award, so the "draft" contract needs to be the result of a competitive bidding process in order to know who the consultant will be. This assumes that we would have to complete an RFP process before the NOFA is released because that is not something that can happen in one month, whereas when it was competitive, we had three months to complete that process. Is the RFP process expected to happen within a month of the NOFA release?

Answer: Review the prior year NOFA regarding ED activities and requirements on consultant agreements. Any information related to the 2024 NOFA will be provided with the release in August 2021.

Question: Following-up on the concern regarding the NEPA team. Could we possibly submit a draft with email proof that we submitted it to the NEPA Team for review?

Answer: We will take that into consideration based on some of the questions and comments we've had about these concerns. We will meet with the environmental team and see what our options are and make sure to let everyone know if there is another option. Again, reach out your representative.

Question: Can you repeat the answer to the new resolution template? OTC projects need to go to Council ASAP in August as most jurisdictions take August off and don't have meetings to approve. Ours is August 6th and need Reso by this Friday to submit for Council public meeting notice.



Answer: We are getting clarification from our legal department to ensure that the current resolution that we have is acceptable for cities. For cities the mayor or mayor pro tempore must sign all contracts unless there is a local ordinance or municipal code stating otherwise.

Question: Staff alluded to more information coming soon on the city resolution process, when will we get that? I think everyone would really appreciate a heads up if the NOFA will be delayed as it gives folks a bit more time for council meetings - we keep hearing "hope it comes out" a lot, so it sounds doubtful at this point, no?

Answer: As far as the city resolution process in a nutshell the city mayor is required to be the authorized signer for all things contractual all the other things can be designated to someone else. **IF** you want to designate someone else then we will need a copy of an ordinance or municipal code that designates a different person like a city manager OR use the 2024 resolution template. As of the publication of this OH Newsletter, the resolution template for 2024 **did change**. We are planning on it going out on time. There is always a tiny element of doubt when the document is still routing. But we anticipate next week.

The 2024 NOFA release has moved to August 2024.

The 2024 Resolution is now available under the Files tab of the 2024 Solicitation. Solicitations can be accessed here: [eCivis - Grants Network](#).

Question: Is there any anticipation on NOFA releases getting back on schedule for beginning of the year release dates? We have the same situation as a previous caller during this time of year. The Board of Supervisors for our County has a lot of dark days, and they are going through general budget approvals.

Answer: That is one of the things we have been trying to do by releasing these NOFAs as quickly as possible. We have released 3 NOFA of them in the last nine months once we get the 2024 out. So, we are trying really diligently to get back on track. We do anticipate, that is our goal for 2025 to be back at the beginning of the year. We know there are a lot of dark days and construction issues. If you are given a preliminary award, reach out to the person that provided the letter and let them know what your construction timeline may be, and we can try to tailor your standard agreement execution to match that to give you the most amount of time to complete the project you are proposing. Maybe, not January. That is ambitious, but January/February 2025.

Question: Can eCivis be opened for OTC projects closer to the 60 days that the competitive ones get? It is a huge hardship to get a construction project together in 30 days after NOFA.



Answer: Thank you for the comments. Knowing what you are going through on your end is helpful to us, for our process improvement. Unfortunately, with OTC projects it is first-come, first-served. So, we know it is difficult to pull a construction project together 30 days after the NOFA, but this is the process we are in. Essentially it is open for the 60 days since it is until funds are exhausted. So, with the first-come, first served you just need to be ready with ducks in a row to be able to hit the submit button as soon as it opens. You can work closely with your program representative or hit the CDBG unit inbox, and we can answer questions until the application period opens. Once opened we can no longer answer any questions so as not to give anyone any kind of competitive advantage.

Question: So, will 2023A awardees need to do this new resolution? You had some folks already revise one and it does not match what you just shared.

Answer: We decided that for 2023A we are allowing to go 'as is'. The new resolution is for 2024 and on. We did discuss with LAD that we will implement the mayor signature for 2024. This Health and Safety Code has been in place for years. but we have not had a mechanism or process for capturing or enforcing the information. This is not for 2023A.

Question: In the past, we had to provide a memo with the specific names of those who carry the titles included as designees on the resolution. Will this need to be included as well as Authorized Personnel Proof?

Answer: Since our resolution does state there is a designee option. If you are not a city, you are allowed to provide us a letter designating another person to sign documentation.

Question: Is the Reso that was just shared, being emailed out to us with the changed wording?

Answer: I see that staff shared the 2023 Res. We will release the 2024 resolution with the revised wording when we release the NOFA. Unfortunately, it has not been ADA remediated. It is close to being released.

Question: Re previous question: In the past there was a separate signatory form to be submitted. Is that older signatory form now gone?

Answer: We do not have a signatory form requirement.

Question: The website has a 2023 CDBG NOFA Resolution (Appendix C). Is this the 2023A resolution that will be accepted for the 2024 NOFA?



Answer: I am unsure of what you are looking at. Different solicitations have their own resolution if it is for a city, then no. If it is for a county, then we will accept a 2023a resolution.

Question: If in Section 4 or 6 the mayor is listed in the already approved resolution, but another employee will carry out those duties, can we submit a letter to assign the designee?

Answer: We seem to be having a lot of questions on the resolution. We are going to try to provide everyone with clarified information. The resolution handles the designating. But we will get you a better answer.

Question: As a city who already has an ordinance designating the City Manager to sign on behalf of the mayor, do we need to use the new Reso template if it is not released on time? Our public hearing is scheduled for 8/5/24 and the agenda needs to be posted by 8/1/24, so I'm banking on being able to add the new template as soon as it is released with the NOFA, but if it doesn't actually apply to us, it would be helpful to know that we can proceed with the old version.

Answer: Unfortunately, we are unsure of the answer, and we would feel more comfortable doing a bit more research since this is a new process for us. Or send an email to your rep or the CDBG inbox we can provide you with an answer

Question: Where can we find the 2023A resolution?

Answer: It can be found in the 2023A solicitation. It is also posted in the chat. 2023A: https://gn.ecivis.com/GO/gn_redir/T/13ww6wmbomkp1

Question: 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.

Answer: 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.