



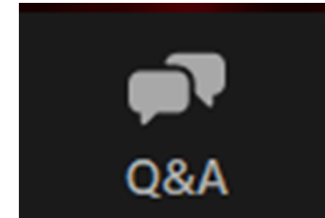
# Completing the 2023 Application & Budget

Presented by: Genie Lee, HCD Representative II



## How to ask a question

- Webinar questions:
  - Click “Q & A” chat bubble to submit a question to the team
  - You may ask questions anonymously, but if you want your name, organization, or region associated with your question, you will need to type it in the “Your Name” box
  - The team will read questions out loud throughout the presentation and will provide answers if possible
  - All questions will be saved and recorded as part of the public record



# Agenda

- Application Changes
- Main Application
- Sub Application
- Budget
- Live Demonstration
- Q&A

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Overview, Eligibility, Financial, Contact, and Files. The 'Files' tab is circled in red. Below the navigation menu, there is a section titled 'Files:' followed by a list of files. The files are categorized by type and include their names and sizes. A yellow highlight covers the 'Main General Contact and Threshold' file entry.

Category	File Name	Size
NOFA:	2023 CDBG NOFA 9.26.2023	(510.2 Kb)
Application:	Appendix C - Resolution Form CDBG 2023-2024	(69.7 Kb)
Application:	Appendix B - Housing Element and Growth Control 20...	(121.0 Kb)
Application:	TIN Verification	(101.3 Kb)
Application:	Appendix D - CDBG Application Certifications	(357.4 Kb)
Application:	Appendix E - Draft Sample Standard Agreement 2023	(452.3 Kb)
Application:	Accomplishment Matrix	(249.2 Kb)
Budget:	Sources and Uses Chart	(32.8 Kb)
Guide:	Main General Contact and Threshold	(185.1 Kb)
Guide:	Main Racial Equity	(194.2 Kb)
Guide:	Sub Activity Specific Contact	(157.2 Kb)
Guide:	Sub Activity Specific Threshold	(193.1 Kb)
Guide:	Sub Legislative	(152.9 Kb)
Guide:	Sub Activity Design	(262.7 Kb)
GMM:	Chap 04 Additional Grantee Requirements V3 9.27.23	(372.5 Kb)



## *Changes to this Application Process*

- Detailed information and requirements are hyperlinks to the NOFA
- Must submit 2 Applications and Budgets
- Results
  - Shorter amendment process
  - Reduce duplicate questions
  - Flexibility with General Admin funds



# Application





# Main Application



**Main Application**

**Master Budget**

**General Application**

- Contact
- Threshold
- Certifications/Attestations

**Racial Equity**

**General Contact**

**General Threshold**

**General Certifications/Attestations**



# General Application Form

## General Contact

- General info
- UEI/SAM.gov
- Auth Rep

## General Threshold

- Resolution
- TIN
- Single Audit
- Statement of Assurances
- GA NEPA

## General Certifications/Attestations

- Good standing
- Monitoring
- Attestations



# Sub Application



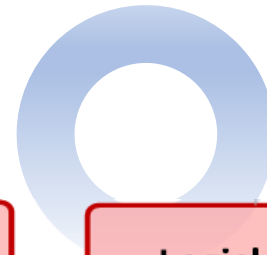
## Sub Application

**Activity Design**

**Activity Specific  
Contacts**

**Activity Specific  
Threshold**

**Legislative**







## Example

County of HCD is applying for a **Planning** and a **Housing Program** Application in **2024**.

### 1. Main Application

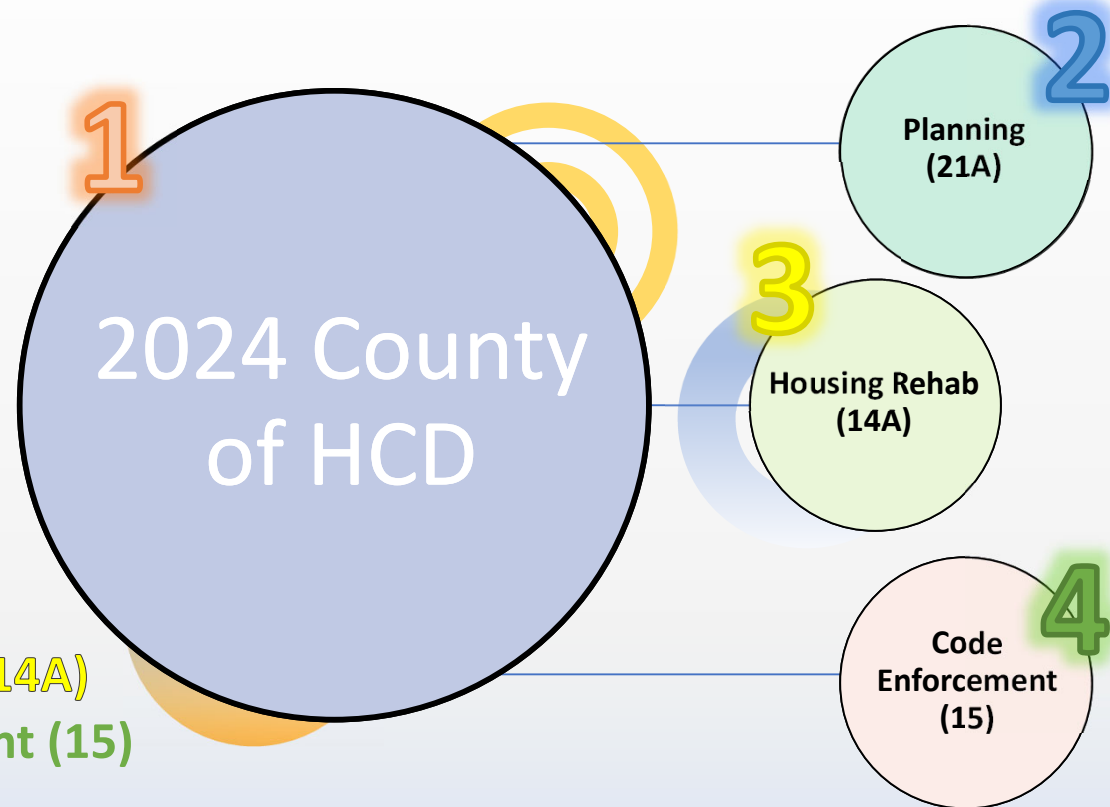
- Sub Application

### 2. Planning (21A)

- Housing Program

### 3. Housing Rehab (14A)

### 4. Code Enforcement (15)





# Sub Application

**Budget**



Sub Application

**Activity Design**

- Matrix Code
- National Objective
- Accomplishment Metrics
- Census Data
- Activity Description
- Scope of Work
- Milestones

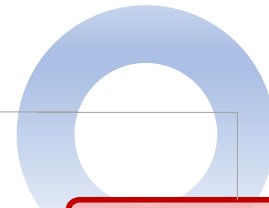
**Activity Specific Contacts**

- Consultant (SAM, contract)
- 2<sup>nd</sup> Jurisdiction
- eCivis Reporter

**Activity Specific Threshold**

- Site Control
- Public Participation
- Contractor/Subrecipient
- Budget
- Additional Questions
- NEPA
- Bid Ready Plans and Specs
- Certifications & Attestations

**Legislative**





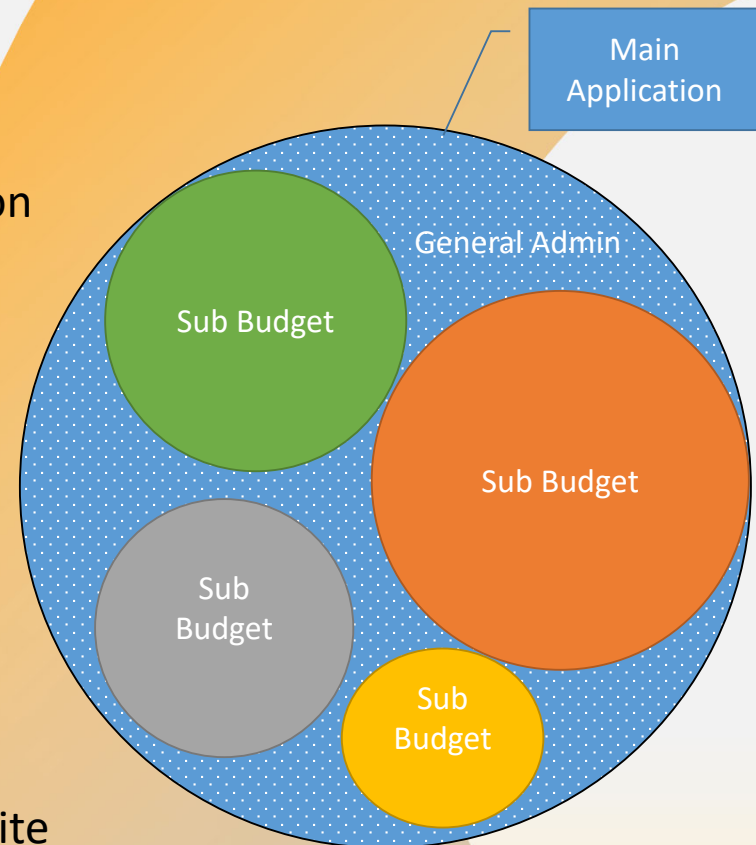
# Budget





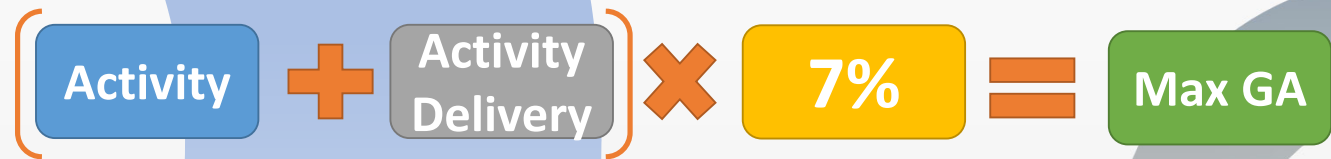
# Budget

- ❖ Total for all Awards in Main Application
- ❖ Activity + Activity Delivery amount in Sub Application
- ❖ Example:
  - Total grant amount (Main) = \$1,500,000
  - Total grant amount (Sub) = \$1,401,870
- ❖ General Admin vs. Activity Delivery
  - **GA:** Office Hours, Webinars, etc.
  - **AD:** Financial/Activity Reports, site visits, project management, etc.



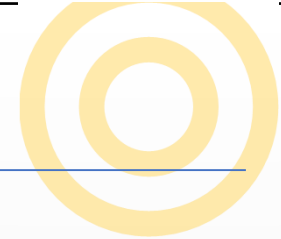


*How to  
calculate  
GA*






# Budget



## Tips, Tricks, & Reminders

### All Budgets

- Do NOT add any tables or rows\*
  - *Except for Future Anticipated Program Income*
- Leave Units, Unit Cost, Extended Cost, and GL Code blank
- Do NOT change the "Item Type." Must be "Direct Cost"
- Best practice: Activity, PI, and GA only
- Enter Cash-on Hand Program Income under "Activity"
- Enter Future Anticipated Program Income in "Program Income"
- Do NOT enter any information under "Other"



Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity	Activity	0.00	\$0.00	\$0.00	\$1,000,000.00		Direct Cost
Activity Delivery	Activity Delivery	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Program Income - Cash on Hand (COH)	Program Income - Cash on Hand (COH)	0.00	\$0.00	\$0.00	\$500,000.00		Direct Cost



# Budget

*Tips, Tricks, &  
Reminders  
cont.'d*

## **Main Budget**

- Total amount for ALL grants per application cycle
- General Admin
- No Budget Narrative

## **Sub Budget(s)**

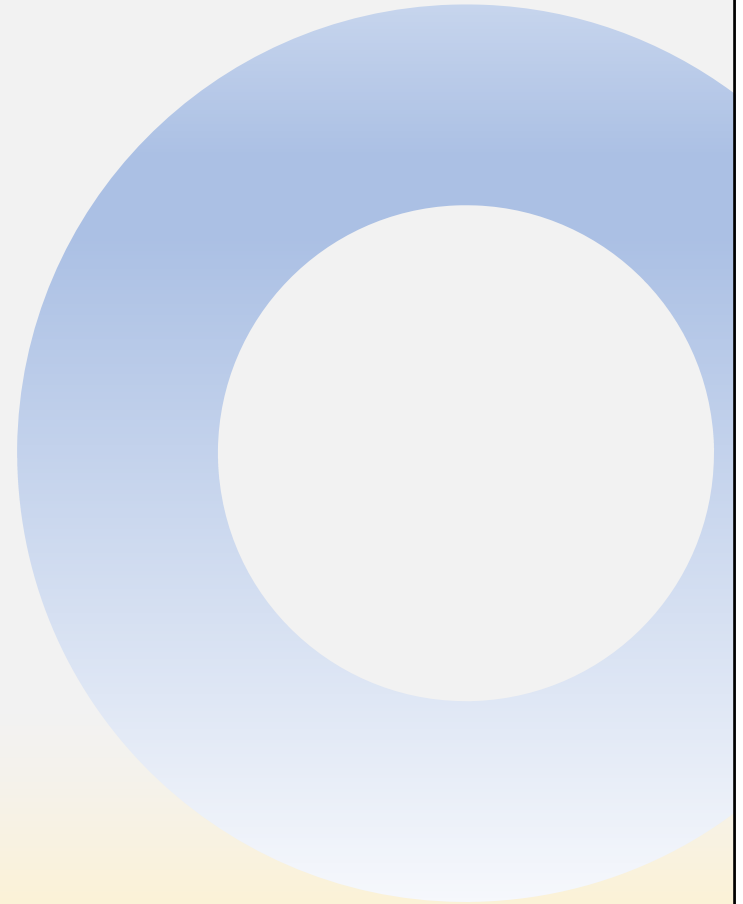
- Activity + Activity Delivery amount ONLY
- No General Admin
- Yes Budget Narrative
- Complete the Budget before the Application





# Demo

Live Demo: [eCivis - Grants Network](#)





# Q&A

Please submit question(s) via  
Zoom's Q&A

- Your name and Jurisdiction name in the chat
- Application Deadline: Friday, December 29, 2023 at 3:00PM P.S.T.
- Further questions, email [cdbg@hcd.ca.gov](mailto:cdbg@hcd.ca.gov)