



**2017/2018 CDBG-MIT Planning & Public Services  
(MIT-PPS)  
and  
2018 Resilient Infrastructure Program  
(MIT-RIP)  
NOFA Workshop**

**November 30, 2023  
CALIFORNIA DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT**





# Welcome

## HCD Representatives

- Deonna Jennings, MIT-RIP
- Julian Garcia, MIT-RIP
- Matt Devine, MIT-PPS
- Robyn Shem, MIT-PPS

## HCD Management

- Julie Axt, MIT-RIP Manager
- Jennifer Ourique, MIT-PPS Manager
- Patrice Clemons, Section Manager



# Housekeeping

- All participant lines have been muted upon entry
- Use the Q&A feature to submit questions
- An FAQ Sheet will be released following the presentation

Visit [Planning & Public Services](#) and [Resilient Infrastructure Program](#)  
for more information:

- MIT-PPS inquiries: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- MIT-RIP inquiries: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)



# Agenda

1. CDBG-MIT Overview
2. MIT-PPS Program Overview
3. MIT-RIP Program Overview
4. Application Resources
5. Award Process
6. Conclusion



# CDBG Mitigation Overview (CDBG-MIT)





# MIT-PPS/MIT-RIP Project Requirements

## **All Projects Must:**

1. Meet HUD definition of Mitigation
2. Benefit the Most Impacted Distressed Areas (MID)
3. Include only CDBG-MIT-eligible activities
4. Meet a National Objective
5. Satisfy at least one HCD Program Threshold



# CDBG-MIT Grant Allocations

CDBG Program	Available Funds
MIT-PPS: 2017, Round 2	\$9,987,941
MIT-PPS: 2018	\$10,010,917
MIT-RIP: 2018	\$40,131,868
<b>TOTAL:</b>	<b>\$60,130,726</b>



# How We Define “Mitigation”

## **HUD defines Mitigation as:**

- “Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, suffering, and hardship, by lessening the impact of future disasters.”

*Please Note: All projects that receive CDBG-MIT funds must meet the HUD definition of mitigation.*





# Eligible Applicants

## MIT-PPS

- Jurisdictions, Tribal Entities, and Nonprofit Organizations
- MID Areas:
  - 2017: Round 2: DR-4344 and DR-4353
  - 2018: DR-4407 and DR-4382

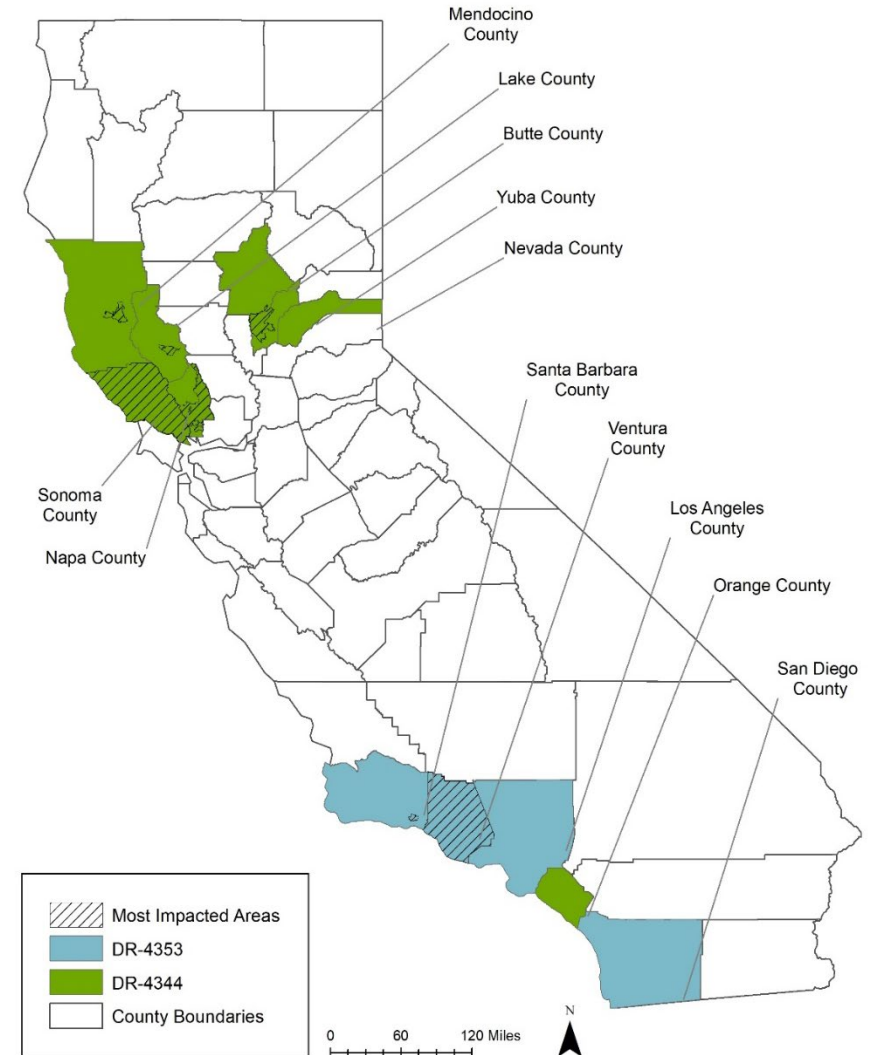
## MIT-RIP

- Eligible Jurisdictions and Tribal Entities
- MID Areas:
  - 2018: DR-4407 and DR-4382



# 2017 Most Impacted and Distressed Areas

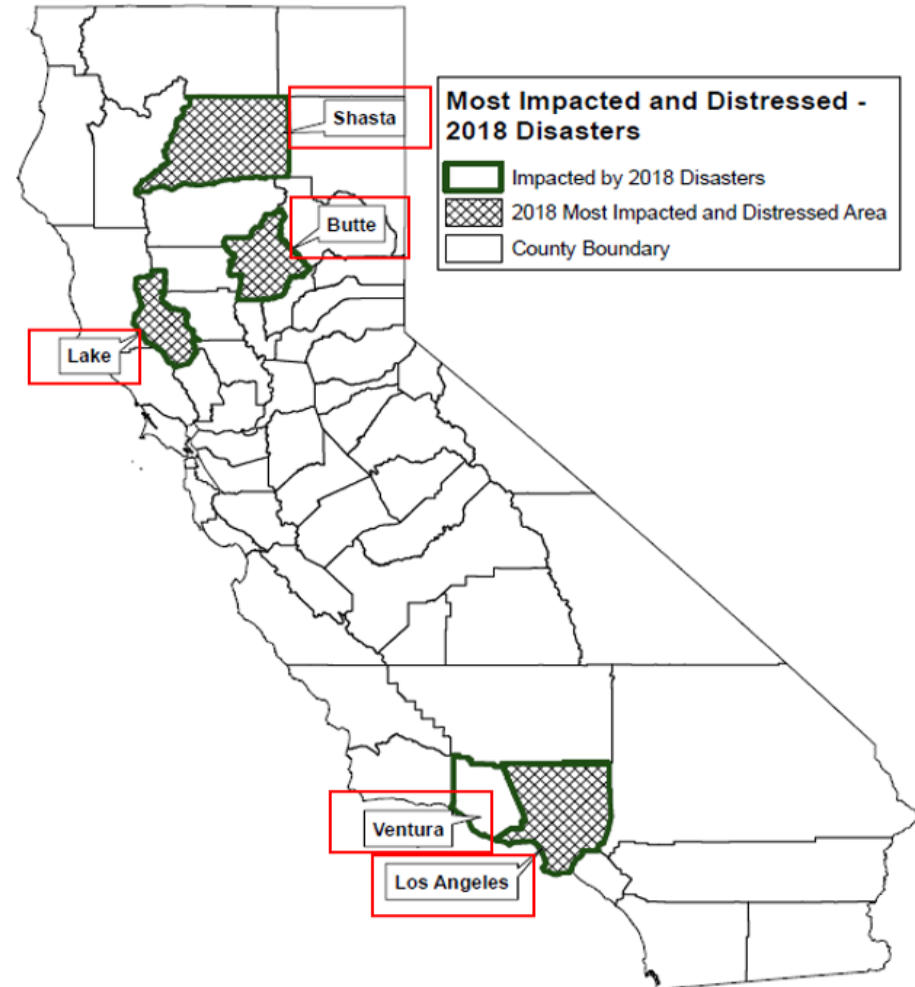
- Most Impacted and Distressed (MID) Counties & Zip Codes
  - Sonoma County
  - Ventura County
  - 95470 – Mendocino County
  - 95901 – Predominantly Yuba County
  - 94558 – Predominantly Napa County
  - 95422 – Predominantly the City of Clearlake in Lake County
  - 93108 – City of Montecito, located in Santa Barbara County





# 2018 Most Impacted and Distressed Areas

- Most Impacted and Distressed (MID) Counties
  - Butte County
  - Lake County
  - Shasta County
  - Ventura County
  - Los Angeles County





# Application Requirement: National Objectives

## Low and Moderate Income (LMI)

- Project application requires LMI documentation

## Urgent Need Mitigation (UNM)

- Project addresses current and future risks
- Result in measurable and verifiable reduction in risk and life of property

**\*MIT-PPS *Planning* projects do not need to meet a National Objective**



# Application Requirement: Threshold Definitions

PROGRAM	THRESHOLD
<b>MIT-PPS &amp; MIT-RIP</b>	Benefit low-income communities
	Benefit senior citizens
	Benefit persons with disabilities
	Benefit tribal lands or people
	Benefit low resource communities
<b>MIT-PPS Only</b>	Benefit households that live in affordable housing
	Benefit remote communities
	Benefit non-English-speaking populations
<b>MIT-RIP Only</b>	Leverage CalOES, CalFire, or other funding opportunity

***NOTE:*** *Each project must meet at least one of the threshold criteria based on its program*



# **CDBG MIT-PPS**

## **Planning & Public Services Program**





# CDBG MIT-PPS Program Objectives

## What is the goal of the MIT-PPS Program?

- Reduce risks (wildfire, flooding, and earthquake)
- Address risks and support health and safety
- Actionable and impactful
- Planning projects reduce risk and increase resilience
- Public Service projects align with local or regional planning documents, i.e. Local Hazard Mitigation Plan



# MIT-PPS Eligible Activities: Planning

- Creation of new or update to existing plan
- Can include:
  - Data Gathering, Studies, Analysis, or Preparation of Plans
- Eligible for FEMA HMGP match projects
- Does NOT include:
  - Engineering, architectural and design costs related to a specific project
  - Other costs of implementing plans





# MIT-PPS Eligible Activities: Public Services

- Can be used to:
  - Inform the public on resilience focused activities
  - Code Enforcement
  - Outreach and education campaigns regarding preparedness, evacuation, and risk reduction
- Must be either:
  - A new service, OR
  - A quantifiable increase in the level of an existing service



# CDBG MIT-PPS – Available Funding

	17 MIT-PPS (Rd. 2)	18 MIT-PPS
Planning	\$5,711,260	\$4,507,336
Public Service	\$4,276,681	\$5,503,580
<b>TOTAL:</b>	<b>\$9,987,941</b>	<b>\$10,010,917</b>



# CDBG MIT-PPS – Funding Summary

- Application type: Over-the-Counter
- Minimum Project Award: Per project is set at \$125,000
  - Exceptions to the minimum award amount will be considered for:
    - Eligible FEMA HMGP match projects
    - Eligible applications for related MIT-PPS projects that count towards the minimum award amount
- Applicant Award Cap: \$1,500,000
- Grant term: 36 months



# CDBG MIT-PPS – Geographic Eligibility

## 2017 MID Counties

- Sonoma
- Ventura

## 2017 MID Zip Codes

- 95470 – Mendocino County
- 95901 – Predominantly Yuba County
- 94558 – Prominently Napa County
- 95422 – Prominently the City of Clearlake
- 93108 – City of Montecito

## 2018 MID Counties

- Shasta
- Lake
- Butte
- Los Angeles



# MIT-PPS Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"> <li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li> <li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li> </ul>
Benefit Senior Citizens	51 percent or more of Project beneficiaries must be elderly households (62+)
Benefit Persons with Disabilities	<ul style="list-style-type: none"> <li>• 51 percent or more of Project beneficiaries must meet HUD definition of disabled, <b>OR</b></li> <li>• 51 percent or more of Project beneficiaries must be households with a disabled person.</li> </ul>
Benefit Tribal Lands or Persons	<ul style="list-style-type: none"> <li>• 51 percent or more of persons benefitting from the Project are tribal persons as defined by HCD, <b>OR</b></li> <li>• The Project is located on a tribal land census tract and designed to serve tribal persons.</li> </ul>



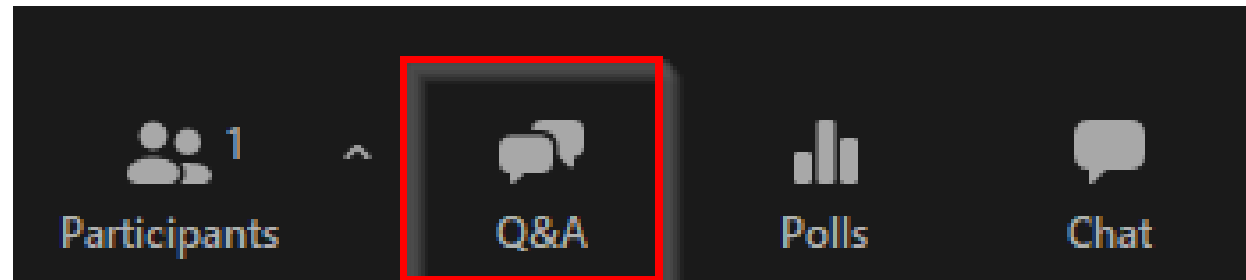
# MIT-PPS Threshold Definitions (Continued)

<b>HCD Program Threshold</b>	<b>Definition</b>
<b>Benefit Households that Live in Affordable Housing</b>	At least 51 percent of Project beneficiaries must be residents of an affordable housing community with units designated for affordability.
<b>Benefit Remote Community</b>	The Project must be in or benefit one or more of the frontier and remote (FAR) area zip codes.
<b>Benefit Non-English-Speaking Populations</b>	At least 51 percent of Project beneficiaries are persons who are limited in their English proficiency (LEP). The Project must be in alignment with the Four-Factor Analysis for Limited English Proficiency if qualifying under this threshold.



# Questions?

Please use the Q&A feature to submit questions





# **CDBG MIT-RIP**

## **Resilient Infrastructure Program**







# CDBG-MIT Resilient Infrastructure Program (MIT-RIP)

## What is the goal of the MIT-RIP?

- Assist local Jurisdictions and Tribal Entities with mitigation-related infrastructure needs to support risk reduction from the wildfire, flooding, and earthquakes
- Prioritize projects that benefit vulnerable and LMI populations



## CDBG MIT-RIP Program – Available Funding

- Application type: Allocations and over the counter set aside
- Total funds: **\$40,131,868.00**
- Project award cap: **\$2.5 million**
- Funds are for Infrastructure Mitigation & Resilience needs



# MIT-RIP Eligible Applicants

## Eligible Allocations

Jurisdiction	Allocation
Butte County	\$6,109,510.13
Lake County	\$2,346,659.90
Los Angeles County	\$3,998,793.56
Malibu	\$588,934.12
Paradise	\$10,273,223.81
Redding	\$357,150.53
Shasta County	\$8,431,222.35
20% Set Aside	\$8,026,373.60
<b>TOTAL:</b>	<b>\$40,131,868.00</b>

## Eligible 20 Percent Set-Aside Applicants

- City of Agoura Hills
- City of Anderson
- City of Chico
- City of Westlake Village
- City of Calabasas
- City of Gridley
- City of Lakeport
- City of Los Angeles
- City of Oroville
- City of Shasta Lake
- Tribal entities located within the MID



# CDBG-MIT-RIP – Eligibility Activities & Types

## Eligible Activities:

- The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements

## Eligible Project Types:

- Stand-Alone Infrastructure
- FEMA HMGP Match
- Other Non-Federal Match

## Sample Projects for Consideration\*

- Hardening of critical infrastructure
- Flood protection
- Fuels reduction
- Community Resilience Centers
- HMGP match projects

\*this list does not capture all eligible project options, projects must also meet all program requirements



# MIT-RIP Program Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"> <li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li> <li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li> </ul>
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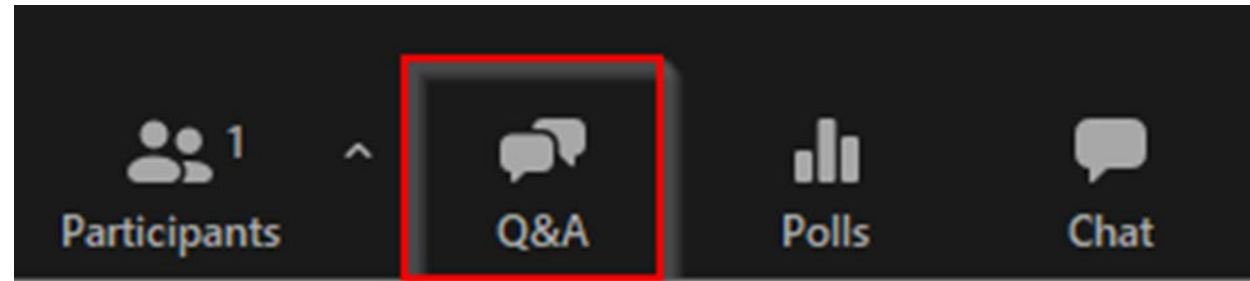
# CDBG MIT-RIP Leverage Threshold

<b>HCD Program Threshold</b>	<b>Definition</b>
<b>Leverage CalOES, CalFire, or other funding source</b>	<p>Overall Project budget must include 10% committed funding from a non-MIT-RIP source. FEMA HMGP Match Projects qualify under this threshold. Applicants will be required to submit confirmation of non-MIT-RIP funds by uploading one of the following with the Project Application:</p> <ul style="list-style-type: none"><li>• Funding award letter</li><li>• Loan documents</li><li>• Board resolution to commit general budget funds</li></ul>



# Questions?

Please use the Q&A feature to submit questions





# CDBG MIT-PPS and MIT-RIP Application Preparation







# Application Schedule

- **Applications Opened:**  
November 14, 2023
- **Applications Close:**  
March 29, 2024, 11:59 p.m. PST



# Over-the-Counter NOFA

- Applicants are strongly encouraged to begin the application process
- MIT-PPS and MIT-RIP Set Aside
  - Over-the-Counter Reviews and Awards
  - Completed on a first come, first serve basis
- MIT-RIP Allocations
  - Solicitation space open until 3/29/2024



# Over-the-Counter NOFA

- Please follow all instructions located in:
  - Policies and Procedures: refer to application review section
  - NOFA
- All applications must meet requirements and be complete
- HCD staff may request clarifying information
  - Applicant will have 10 days to address without losing place in review line
- If new documentation is needed to complete application it will be returned, place in line will be lost



# MIT-RIP Technical Assistance

- **Technical Assistance Available Hours:**
  - Tuesdays 3:00pm - 4:00pm
  - Thursdays 10:00am - 11:00am
- **Submit [TA Request Form](#)**
  - Limited Capacity, First Come, First Serve
- TA Requests and Questions:
  - [MIT-RIP@hca.ca.gov](mailto:MIT-RIP@hca.ca.gov)



# MIT-PPS Technical Assistance

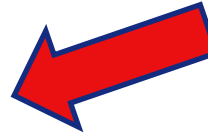
- **Technical Assistance Available Hours:**
  - Mondays 1:00pm - 2:00pm
  - Wednesdays 2:00pm - 3:00pm
- **Submit [TA Request Form](#)**
  - Limited Capacity, First Come, First Serve
- TA Requests and Questions:
  - [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)



# Solicitation Files

✓ Apply

- Overview
- Eligibility
- Financial
- Contact
- Files



## Files:

A. eCivis User Guide:	App A_ eCivis Grants Network_External User Guide (16.3 Mb)
B. MIT NOFA:	App B_2017_2018 MIT NOFA (367.3 Kb)
C. MIT-RIP Policies and Procedures :	App C_18-mit-rip-policies-and-procedures (2.0 Mb)
D. TA Request Form:	App D_TA Request Form (412.2 Kb)
E. HUD Playing by the Rules Handbook:	App E_HUD_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)
G1. Authorizing Resolution-Jurisdiction:	App G1_RIP_authorizing-resolution-jurisdiction (193.0 Kb)
G2. Authorizing Resolution Tribal:	App G2_18RIP_authorizing-resolution-form-tribal (210.1 Kb)
H. Certs and Statement of Assurances :	App H_certifications-and-statement of assurances (180.5 Kb)
I. FISCal TIN Verification Form:	App I_FISCal TIN Verification Form (101.3 Kb)
J. STD 204 Payee Data Form:	App J_STD 204_Payee Data Form (1.7 Mb)

## File Notes:

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.


**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network, via the “Files” tab, indicated by the arrow above.



# MIT-PPS & MIT-RIP Authorizing Resolution

- This is a fillable form
  - found in Solicitation Files and HCD website
- MIT-RIP
  - Jurisdiction template
  - Organizational template
- MIT-PPS
  - Jurisdiction template
  - Organizational template
  - Tribal Entity Partner template
- Complete applicable form ASAP
  - signature/approval required to submit application



APPENDIX D  
Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO.

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG MITIGATION RESILIENCE INFRASTRUCTURE (MIT-RIP) PROGRAM

BE IT RESOLVED by the  of the  of [ENTER JURISDICTION NAME]  as follows:

**SECTION 1:**

The  has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$  for the following CDBG-MIT activities, pursuant to the 2017/2018 CDBG MIT-PPS, and MIT-RIP NOFA:

List activities and amounts (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$
	\$

**SECTION 2:**

The  acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 3:**

The  hereby authorizes and directs the (ENTER TITLE OF DESIGNATED OFFICIAL)  or designee\*, to execute and deliver all applications and act on the behalf in all matters pertaining to all such applications.

Department of Housing and Community Development  
Revised 02/03/23 2017/2018 CDBG MIT-PPS and MIT-RIP NOFA




# Prepare Payee Tax Forms

## Jurisdictions

## Organizations

State of California  
 Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**  
 2000 Evergreen Street, Suite 215  
 Sacramento, CA 95815  
 www.fiscal.ca.gov  
 1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name\*

Remit-To Address (Street or PO Box)\*

City\*  State\*  Zip Code\*+4

Government Type:  City  County  Federal Employer Identification Number (FEIN)\*   
 Special District  Federal  
 Other (Specify)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person\*  Title

Phone number\*  E-mail address

Signature\*  Date

STATE OF CALIFORNIA - DEPARTMENT OF FINANCE  
**PAYEE DATA RECORD**  
 (Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
 STD 204 (Rev. 03/2021)

[Print Form](#) [Reset Form](#)

**Section 1 - Payee Information**

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (if different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE  E-MAIL ADDRESS

**Section 2 - Entity Type**

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

SOLE PROPRIETOR / INDIVIDUAL  
 SINGLE MEMBER LLC Disregarded Entity owned by an individual  
 PARTNERSHIP  
 ESTATE OR TRUST

CORPORATION (see instructions on page 2)  
 MEDICAL (e.g., dentistry, chiropractic, etc.)  
 LEGAL (e.g., attorney services)  
 EXEMPT (e.g., nonprofit)  
 ALL OTHERS

**Section 3 - Tax Identification Number**

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

• For **Individuals**, enter SSN.  
 • If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.  
 • Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.  
 • For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the sole member is an individual, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).  
 • For **Single Member LLC (disregarded entity)**, in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.  
 • For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

OR  
 Federal Employer Identification Number (FEIN)

**Section 4 - Payee Residency Status (See instructions)**

CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.  
 CALIFORNIA NONRESIDENT - Payments to nonresidents for services may be subject to state income tax withholding.

No services performed in California  
 Copy of Franchise Tax Board waiver of state withholding is attached.

**Section 5 - Certification**

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE  TITLE  E-MAIL ADDRESS

SIGNATURE  DATE  TELEPHONE (include area code)

**Section 6 - Paying State Agency**

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE  UNIT/SECTION

MAILING ADDRESS  FAX  TELEPHONE (include area code)

CITY  STATE  ZIP CODE  E-MAIL ADDRESS





# Certifications and Assurances

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF STATE / FEDERAL FINANCIAL ASSISTANCE**  
2020 W. El Camino Avenue, Suite 670 / 200, 95833  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 263-2771  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

GAVIN NEWSOM, *Governor*



## 2017/2018 CDBG-MIT Application Certifications and Statement of Assurances

- Document located in solicitation files
- Authorized Representative must review & initial pages 2-6, and sign & date page 7



# Policies and Procedures Requirements

- **All Projects:**
  - Procurement
  - Financial Management
  - Record Keeping
- **Additional for Rehab/Improvements:**
  - Section 3
  - Labor Standards
- **Additional for Acquisition or Relocation:**
  - URA



# Subrecipient Grantee

- **A Subrecipient Grantee** is a local government, special district, Tribal Entity, or other similar entity
- Eligible applicants may submit projects on behalf of a subrecipient grantee
  - Written monitoring plan and agreement required
  - Applicant will be responsible for project reporting



## **MIT-PPS Only: Tribal Partner Documentation**

**If the Partner is a Tribal Entity, the Applicant must provide:**

- Tribal Entity Authorizing Resolution
- Copy of Tribal Bylaws
- Partnership Agreement



# MIT-PPS and MIT-RIP Application Overview





# Application Portals

## Three Program specific portals:

1. MIT-PPS (2017 Round 2 & 2018)
  - <https://webportalapp.com/sp/wtnn0mhq8h>
2. MIT-RIP Allocation
  - <https://webportalapp.com/sp/j1kg26mmyph>
3. MIT-RIP Set – Aside
  - <https://webportalapp.com/sp/xf1mwqph8>



# Application Overview

## What needs to be completed for Application?

1. Profile Form
2. Application with Required Attachments
3. Application Budget and Narrative
4. Legislative Form
5. Equity Survey
6. Due Diligence



# Application Sections: General Information

- Project Title
- Project location
- Applicant Organization Information
- Partner Information
  - Role
  - Agreement
- Subrecipient Grantee Information
  - Monitoring plan
  - Agreement





# Application Sections: Eligibility Requirements

- Eligible Activity
  - HMGP Match, if applicable
- Geographic Eligibility (MID)
- National Objective
  - LMI
  - Urgent Need Mitigation
- HCD Program Thresholds



# Application Sections: Project Information

- Scope of Work
- Mitigation Eligibility
- Project Milestones
  - Number of days/months to meet a milestone
- Project Performance Measures
- Supplemental Information



# Application Budgets

## 1. Total Project Budget (Excel template)

- Budget for full project, includes all funding sources and pertinent phases

## 2. CDBG-MIT Budget (Grants Network Budget)

- CDBG-MIT cost-specific budget that includes only the portion of the project that is being requested to be CDBG-MIT funded
- The **Grants Network Budget Narrative** must also be completed



# Total Project Budget Template

## BUDGET TEMPLATE

**AGENCY:** Enter Name of Agency Completing Budget Here  
**PROGRAM:**  
**STAGE:** Application  
**REPORT DATE:** Enter Date Completed Here  
**REQUESTED BY:** HCD

### ACTIVITY COSTS

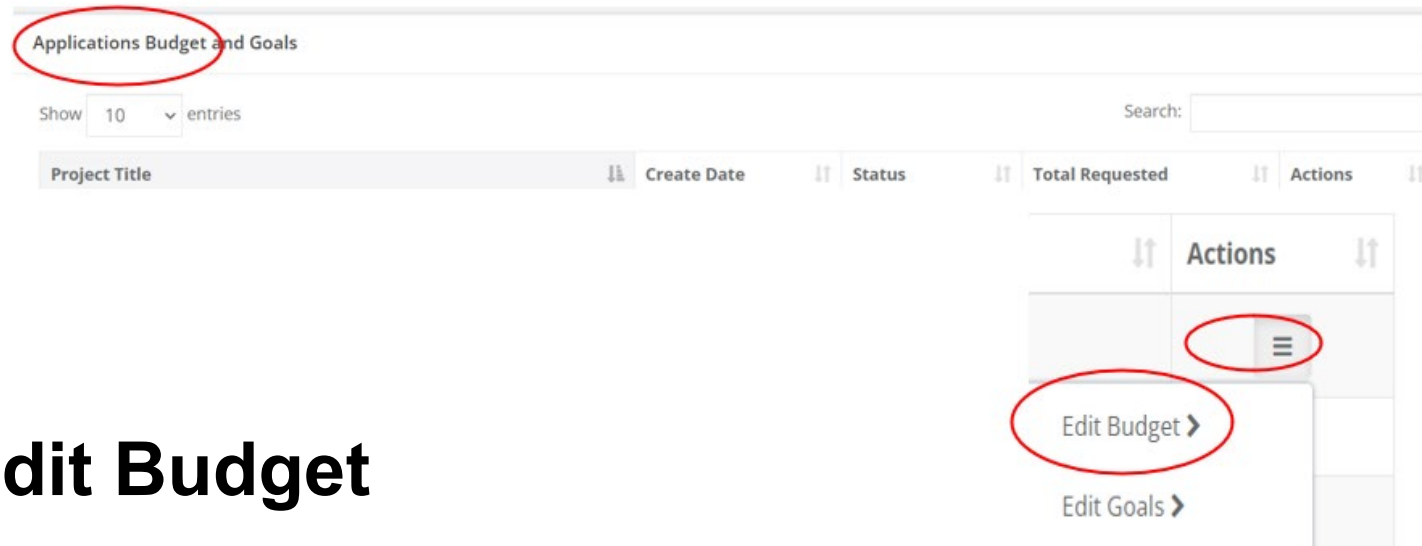
Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
<i>SAMPLE : Site Work Construction</i>	<i>Site Work Construction - fuel system, generator</i>	2	\$3.00	\$6.00	\$3.00	\$4.00	
				\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	
<b>ACTIVITY COST TOTALS:</b>				<b>\$6.00</b>	<b>\$3.00</b>	<b>\$4.00</b>	

### ACTIVITY DELIVERY COSTS

Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
<i>SAMPLE: Project Management</i>	<i>Vendor management, meetings, reporting, RFP announcement, vendor selection, contracting, project timeline meetings</i>	2	4	8	2	3	
				0			
				0			
				0			



# Accessing the Grants Network Budget



- **Edit Budget**
  - Under “Actions” segment
  - Click 3 bars to the right of Budget
- **For those completing CDBG-MIT Budgets:**
  - Enter both Activity Costs *and* Activity Delivery Costs



# Grants Network Budget: Budget Summary

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

- Note that the header section will populate automatically.
- Utilize the 3 buttons at the top to:
  - Save Changes (blue button)
  - Discard Changes (red button)
  - Export Budget to Excel (green button)



# Grants Network Budget: Budget Items

- Enter the CDBG-MIT requested costs using:

- Activity
- Activity Delivery

Budget Items				
	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Activity	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2. General Administration	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
3. Activity Delivery	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- Do not use:

- General Administration
- Other
- Program Income



# Grants Network Budget: Add a Table

- Create a budget line item by clicking on the following:
  - Blue budget category
  - Gears symbol
  - Add Table

Budget Items

1. Activity

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Activity Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Activity

+ Add Table





# Grants Network Budget: Add Costs

1. Activity

	<u>Ext Cost</u>	<u>Direct Cost</u>
<b>Activity Totals:</b>	\$0.00	\$10,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity Costs	Description	0.00	\$0.00	\$0.00	\$10,000.00		Direct Cost

- Use a single line item to provide a total for Activity and/or Activity Delivery Costs (example shown here)
- Use “Cost” column to enter cost amount
- Enter all costs as Direct Costs
  - If requesting Indirect Costs, provide cost detail in the Total Project Budget (see Excel template) and upload the supporting documents



# Grants Network Budget Narrative

Budget Narrative

Enter your budget narrative below.

<> H1 H2 H3 B I U

Save Narrative

8000 characters remaining

- Complete the Budget Narrative at the bottom of the budget page, which:
  - Allows for 8,000 characters
  - Must be saved independently of the budget



# Due Diligence Form

- Requirements include:
  - Staff Capacity and Experience
  - Authorizing Resolutions
  - Non-Debarment Verification
  - Policies and Procedures
  - Duplication of Benefits
  - NEPA
- Applicants will have 10 business days to respond to requests for additional due diligence information



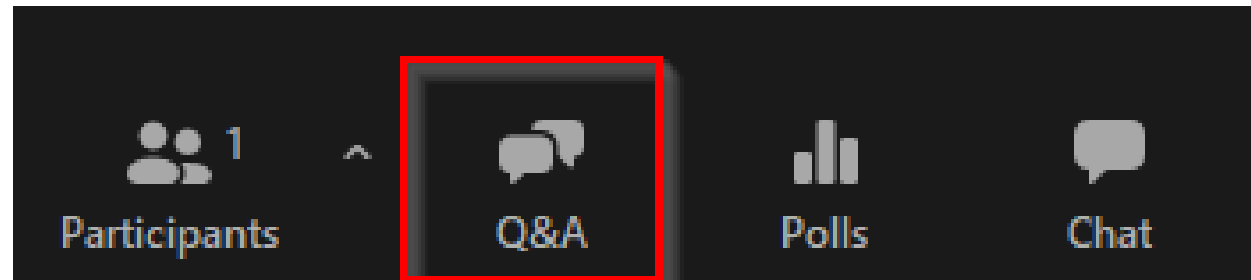
# Certification Statement

- At the time of application submission, all applications must comply with and provide documentation of HUD's federal cross cutting requirements found at 24 CFR 570.600, et seq, and summarized in section VII federal program requirements of this NOFA, and state overlays. Failure to comply with these requirements may result in disqualification of the application.
- Applicants must certify upon submission that their application is true and correct to the best of their knowledge. The required application input fields, attachment uploads and budgets. Selecting an input or uploading a blank document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification, without exception or appeal. Applicants that intentionally input false information or that intentionally upload blank documents will have their good standing with the department revoked and may be determined to be ineligible for other department funding. Intentionally providing false information is fraud. Applicants that rely on consultants or grant writers to prepare the CDBG-MIT application are strongly encouraged to review the application for completeness and correctness prior to submittal.
- It is also strongly encouraged to give plenty of time for submitting prior to the cutoff date and at the least several hours prior to the cutoff time. If an input field, upload requirement, or application component is not functioning correctly, or if there are system outages or other system failures prior to submittal, please contact HCD as soon as possible prior to the cutoff time to document the issue so that applications are not disqualified due to technical difficulties. Failure to contact the Department with system issues will not exempt applicants from application verification requirements.



# Questions?

Please use the Q&A feature to submit questions





# Application Submission and Award Process





# Draft Application

Application Submissions

Applications ▾

Save Draft

Mark Complete

Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Use **“Save Draft”** while drafting application.

**\*\*\*SAVE OFTEN\*\*\***



# Submit Application

## Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### Application Submission

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

There are 0 days remaining to submit this.

Submit

### Application Submission

Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

This has been submitted.

All applications must be submitted for review by  
**March 29, 2024, 11:59 PST**





# Award Process

**Rolling Project Awards**

**Notified by Award Letter**

**Standard Agreement**



# MIT-PPS and MIT RIP Program Resources





# Program Resources

- MIT-PPS
  - [2017 MIT-PPS Policies and Procedures](#)
  - [2018 MIT-PPS Policies and Procedures](#)
  - [Solicitation](#)
- MIT-RIP
  - [2018 MIT-RIP Policies and Procedures](#)
  - [Allocation Solicitation](#)
  - [Set Aside Solicitation](#)



# Program Resources

- Additional HCD Resources
  - [State CDBG-MIT Action Plan for 2017 and 2018](#)
  - [Grants Administration Manual \(GAM\)](#)
- HUD Resources
  - [HUD Exchange Trainings & Resources](#)
  - [HCD Grant Administration & Reporting](#)













# Solicitation Files

▼ Apply

Overview Eligibility Financial Contact **Files**

**Files:**

A. eCivis User Guide:	 App A_ eCivis Grants Network_External User Guide (16.3 Mb)
B. MIT NOFA:	 App B_2017_2018 MIT NOFA (367.3 Kb)
C. MIT-RIP Policies and Procedures :	 App C_18-mit-rip-policies-and-procedures (2.0 Mb)
D. TA Request Form:	 App D_TA Request Form (412.2 Kb)
E. HUD Playing by the Rules Handbook:	 App E_HUD_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)
G1. Authorizing Resolution-Jurisdiction:	 App G1_RIP_authorizing-resolution-jurisdiction (193.0 Kb)
G2. Authorizing Resolution Tribal:	 App G2_18RIP_authorizing-resolution-form-tribal (210.1 Kb)
H. Certs and Statement of Assurances :	 App H_certifications-and-statement of assurances (180.5 Kb)
I. FISCal TIN Verification Form:	 App I_FISCal TIN Verification Form (101.3 Kb)
J. STD 204 Payee Data Form:	 App J_STD 204_Payee Data Form (1.7 Mb)

**File Notes:**

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.

**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network,  
via the “Files” tab, indicated by the arrow above.



# Technical Assistance

- **1:1 Technical Assistance** (appointment required)
  - Email Questions and/or Appointment Requests:
    - MIT-PPS: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
    - MIT-RIP: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)
- **NOFA Webinar Resources**
  - These will be available on program webpages in approximately 10 business days



# Grants Network User Resources



GRANTS NETWORK  
EXTERNAL USER GUIDE

- [eCivis Grants Management System Webinar](#)
- [Grants Network Manual](#)
- [eCivis Training Library](#)

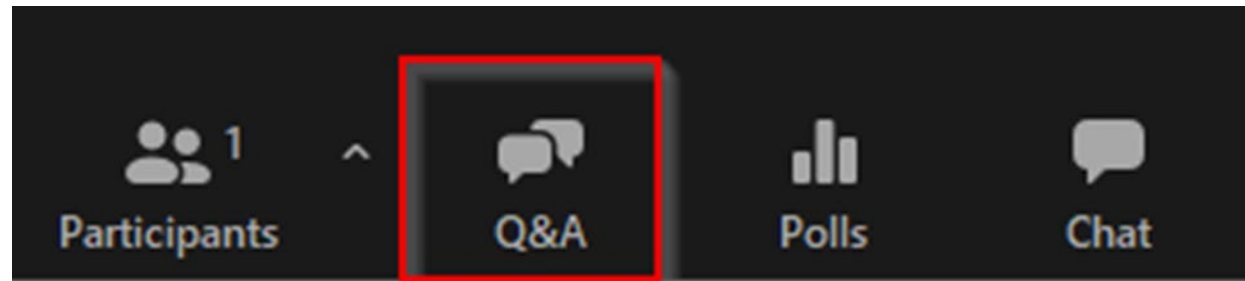
**Grants Network Support:**

[support@ecivis.com](mailto:support@ecivis.com) 877-2-ECIVIS (877-232-4847)



# Questions?

Please use the Q&A feature to submit questions







# Thank You!

Please send any follow-up questions from today's webinar to:

- PPS Email: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- RIP Email: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)

[CDBG-DR Listserv: Email Signup | California Department of Housing and Community Development](#)