



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of Federal Financial Assistance

2020 W. El Camino Avenue, Suite 670, 95833

P.O. Box 952054

Sacramento, CA 94252-2054

(916) 263-2771

www.hcd.ca.gov

CDBG Management Memo #22-06 Revised

Date: September 16 August 22, 2022

To: Community Development Block Grant – Coronavirus (CDBG-CV) Tribal Set-Aside Grantees

Subject: Advance Funding for Tribes – Revision

Introduction

As part of their COVID-19 response strategy, grantees have designed programs and projects that require significant financial outlays that are difficult for many Tribes, local governments sponsoring tribal programs, and tribal non-profits to accommodate through cost reimbursable payments only.

The challenges caused by offering only the reimbursement payment option include:

- Grantees and subrecipients with limited cash flow may incur significant interest expenses if their only option is to take out loans to cover program costs while they await reimbursement from CA HCD.
- Many of our Tribal grantees, especially those from non-federally recognized Tribes, may not be financially able to apply and/or qualify for loans, nor do they have other funding sources available to cover program costs while they await reimbursement from CA HCD.
- CDBG-CV funds have tight expenditure deadlines, and as CA HCD and its grantees come upon those deadlines, it will be critical for CA HCD to process payments for eligible costs as quickly as possible in order to meet the expenditure deadline and not risk losing funding.
- Allowing advances for tribal grantees supports AB 1010 implementation which requires CA HCD to meaningfully address tribal access and participation in



HCD funding programs and grants CA HCD's Director or Designee the ability to address barriers to access by modifying or waiving certain HCD program requirements.

Eligibility

Advances will be limited to grantees administering CDBG-CV public service projects on behalf of California tribal communities. Eligible entities will include:

1. Jurisdictions serving non-federally recognized tribes
2. Non-federally recognized tribes applying as nonprofits
3. Federally recognized tribes that provide a limited waiver of sovereign immunity

Federal Regulations

For HUD Recipients that are able to meet the requirements in 2 CFR 200.305, it is not necessary for all costs to be incurred prior to receiving advanced funds. Recipients may also disburse – in advance of actual expenditures – payments to subrecipients that can also meet the requirements at 2 CFR 200.

Based on this, CA HCD may provide advance funding to some Grantees for up to three months of operating costs or no more than \$45,000, whichever is less. This funding is limited to the minimum, immediate cash requirements to carry out the purpose of the approved activity, program, or project.

Requirements governing advance funding are as follows:

- As per 31 CFR §205.12(b)(4) and 2 CFR §200.305(b)(4)/ (8), if HCD draws down federal funds from HUD this will trigger the 3 day-clock for HCD and its grantees to disburse funds to cover anticipated cash needs. Disbursement of funds must occur in a timely manner. **The general rule is that CDBG funds must be used within three business days they are drawn down. If disbursement takes longer than three business days, written justification should be maintained in the files.**
- Per 24 CFR Part 85.21(b) / [2 CFR 200.305(b)] [also referenced at 24 CFR 570.502(b)(3)(i)], recipients and subrecipients are required to have procedures in place to minimize the amount of time that elapses between the transfer of CDBG funds and the disbursement of those funds by the grantee or subrecipient in accordance with Treasury regulations at 31 CFR Part 205.



Recipients (and subrecipients) must include accurate information in drawdown requests.

For HUD Recipients that are able to meet the requirements in 2 CFR 200.305, it is not necessary for all costs to be incurred prior to receiving advanced funds. Recipients may also disburse – in advance of actual expenditures – payments to subrecipients that can also meet the requirements at 2 CFR 200. Best practices are based on CDBG annual allocation. The regulations allow for both reimbursement of costs as well as advance funding. CDBG-CV funding has been made available as a result of a pandemic that has created unprecedented impacts across the not only the United States but the world. This funding requires expedited methods of getting the monies out to those in need as quickly as possible without sacrifice the regulatory requirements. Advance funding should be viewed as a privilege not a right, so a process has been designed to provide this privilege to those grantees who abide by the rules and process.

State Statute

[California Government Code 925.6](#) governs the processing of claims submitted to the State Controller's Office for payment. The code states the following,

“Except as otherwise provided in subdivisions (b) and (e), the Controller shall not draw their warrant for any claim until the Controller has audited that claim in conformity with law and the general rules and regulations adopted by the department, governing the presentation and audit of claims.”

The procedures outlined in the Advance Payment Management Memo ensure that the claim submitted is indeed for use for eligible expenditures. Further, documentation that all advanced funds have been spent on eligible uses must be submitted prior to submitting any additional advance requests.

This is further supported by the long-standing language in HCD Standard Agreements that presents Advances as a method of payment at the sole discretion of the Department.

In the CA HCD Standard Agreement Exhibit B Budget and Payment Provisions Section 4. Method of Payment, the following is stated about Advance Payments:

B. Advances: The Grantee must receive prior written approval from the Department before submitting an advance request. All advances are subject to the Department's consent, which may be given or withheld on



its sole discretion. No advances will be issued prior to full Agreement execution.

Section C.2. identifies the final date by which an Advance Payment request must be submitted to the Department.

C.2: Grantees on the Advance Payment System: The last advance payment must be submitted to the Department no later than sixty (60) days prior to the Expenditure Deadline of this Agreement.

Standard Agreement

Exhibit B Budget Detail and Payment Provisions, which is included as part of the Standard Agreement that is executed and authorized by CA HCD and the Grantee, addresses the use of Advances as a method of payment:

4. *Method of Payment*

B. Advances: The Grantee must receive prior written approval from the Department before submitting an advance request. All advances are subject to the Department's consent, which may be given or withheld on its sole discretion. No advances will be issued prior to full Agreement execution.

CA HCD, as stated in the Standard Agreement Exhibit B, has at its sole discretion, the authority to use advances as a method of payment.

Equity

In the Notices of Funding Availability (NOFAs), CA HCD requested grantees to prioritize the advancement of racial equity in all CDBG-CV programs and across systems and units of government in their jurisdiction. The Department asks grantees to be leaders in their communities promoting racial equity; therefore, all grantees must identify how they are working to ensure racial equity in access to programs, projects, and funding resources.

CDBG-CV at its core is providing funding to address the immediate needs and impact brought about as a result of COVID-19 to those that require the assistance as quickly as possible. Additionally, HCD has made CDBG-CV funds available to Tribes within California. Not only have Tribes been historically denied access to resources, but also have been disproportionately impacted by the effects of coronavirus.



In order to ensure the equitable access to CDBG-CV funds by Tribal governments, local governments sponsoring tribal programs and tribal non-profits that may not have the capital to front the cost of incurred program expenditures while they wait for CA HCD to process payments to reimburse eligible costs, it is incumbent on CA HCD leadership to offer an option that will allow these programs to move forward in a timely manner.

In order for Tribal governments, local governments sponsoring tribal programs and tribal non-profits to prioritize the advancement of racial equity by providing the much-needed funds, they need to have the ability to request advance funds so that they can provide the programs and funding that is needed.

Threshold Documentation

To be eligible to receive advance funding (or reimbursement of any kind), Grantees must have supplied an acceptable set of required project documentation. This “threshold” documentation is shown in Exhibit 1, below.

Exhibit 1. Threshold Documentation

Threshold Documentation
<ul style="list-style-type: none">■ Application with complete:<ul style="list-style-type: none">● Budget● National objective● Scope of work● Milestone timeline(Application should be in Exhibit E.)
■ Resolution
■ Executed copy of the Standard Agreement (STD 213)
■ Taxpayer Identification Number (TIN) form
■ Program Guidelines <ul style="list-style-type: none">● Must include Duplication of Benefits Policy or this must be supplied as a separate document
■ Site Control documentation (deed or lease) (if applicable)



Threshold Documentation
<ul style="list-style-type: none">■ Verified good standing with the California Department of Housing and Community Development<ul style="list-style-type: none">• (CA HCD verification, not a document.)
<ul style="list-style-type: none">■ Debarment documentation for Grantee
<ul style="list-style-type: none">■ Debarment documentation for subrecipients, contractors, or other jurisdiction partners (if applicable)
<ul style="list-style-type: none">■ Copies of any Memorandums of Understanding (MOUs) or agreements associated with the project (if applicable)
<ul style="list-style-type: none">■ Certifications and Statement of Assurances (Appendix J) signed by authorized representative, including:<ul style="list-style-type: none">• Growth control certification• Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 relocation requirements (if applicable)
<ul style="list-style-type: none">■ Compliance with requirement for Housing Element (HSC § 50829)<ul style="list-style-type: none">• (CA HCD verification, not a document.)
<ul style="list-style-type: none">■ Citizen participation documentation
<ul style="list-style-type: none">■ Most recent single audit documentation<ul style="list-style-type: none">• No outstanding findings or plan in place to resolve
<ul style="list-style-type: none">■ Environmental (NEPA) and Historical Review

HCD Representatives and Grant Administrators will check all contracts for this threshold documentation before authorizing advance funding or other reimbursement.

Basic Tenets of Disbursement

Regardless of the method used, all disbursements must adhere to the following:

- Include accurate information about services performed, program eligibility, allowable costs, and supplemental documentation.
- Federal funds drawn down erroneously must be returned to HCD or to HUD.



- HCD's Grantees must be able to forecast what their cash needs are and communicate that to HCD to avoid excessive drawdowns (2 CFR §200.305(b)(2)).

Reimbursement

From the date the advance is received forward, Grantees will submit documentation of the costs incurred during the previous month, and CA HCD will be able to reimburse the Grantees for the amount expended that month. This will allow Grantees to "roll" forward the advanced funds to expend the next month. Based on the limitations established in the notice, the funds rolled forward must not exceed the originally identified three-month operating expense.

This does not mitigate the requirement for quarterly Financial and Activity reporting.

Advance Process

The process by which a Tribal Grantee can request advance funding is similar to the one used to file a Financial Report to request reimbursement. As with Financial Reporting, the process consists of three distinct activities:

- Filling out the new Financial Reporting form
- Submitting information in the Grants Network Portal
- Submitting required documentation (which in the case of advance funding is **due within 120 days** after the date of advance approval)

Completing the Financial Reporting Form

Grantees should use a copy of the Financial Reporting form with completed identification information previously provided to them by their Grant Administrator. The use of this Excel-based form consisting of a Coversheet worksheet and an Expenditures worksheet was previously described in [CDBG Management Memo #21-01](#).

Grantees filling out a request for advance funds will complete the form in the same manner as they would for financial reporting except that they will enter "Advance" in the Expenditure Name column on the Expenditure Worksheet as discussed in the steps below. Note that requests for advance funds should be treated separately and should not be part of a regular financial report.

The basic steps for completing the Financial Reporting Form are reviewed in Exhibit 2 below with specifics added for requesting advance funding.



Exhibit 2. Grantee Steps for Completing the Financial Reporting Form for Advances

Step	Grantee Action																																						
1	<p>As with periodic Financial Reporting, Grantees should verify that all information on the Coversheet Worksheet is accurate and fill in the Grantee Invoice #, if applicable, and the Reporting Period Start Date and Reporting Period End Date for each report submitted. The reporting period for an advance should be the current reporting period.</p> <div data-bbox="305 678 1416 1213" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Community Development Block Grant - Coronavirus CV1 and CV2/3 Financial Reporting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Grantee/Contractor/Payee:</td> <td style="width: 30%;">Example</td> <td style="width: 20%;">HCD Contract #:</td> <td style="width: 20%;">XX-CDBG-123456789</td> </tr> <tr> <td>Project Name:</td> <td>Subsistence Payments</td> <td>Amendment #:</td> <td></td> </tr> <tr> <td>Grantee Address:</td> <td>1234 Address City CA 12345</td> <td>Agreement Start Date:</td> <td>12/1/2021</td> </tr> <tr> <td>Grantee TIN:</td> <td>123456789</td> <td>Agreement End Date:</td> <td>12/1/2022</td> </tr> <tr> <td>Grantee Invoice #:</td> <td>1</td> <td>Reporting Period Start Date:</td> <td>1/1/2022</td> </tr> <tr> <td></td> <td></td> <td>Reporting Period End Date:</td> <td>1/31/2022</td> </tr> <tr> <td></td> <td></td> <td>Reporting end before Agreement end?</td> <td style="text-align: center;">Yes</td> </tr> </table> <p style="text-align: center;">Financial Activity Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Category</th> <th style="width: 50%;">Amount Reported This Period</th> </tr> </thead> <tbody> <tr> <td>Activity</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>General Administration</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Activity Delivery</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">\$ -</td> </tr> </tbody> </table> <p>Do you have Program Income allocated for this project? <input type="radio"/> YES <input checked="" type="radio"/> NO</p> </div> <ul style="list-style-type: none"> ■ Remember, Grantees should NOT enter additional information on the Coversheet, aside from entering Authorized Official information, which will be covered later in this memo. All financial information contained on the Coversheet is automatically generated as Grantees complete the Expenditures Worksheet. 	Grantee/Contractor/Payee:	Example	HCD Contract #:	XX-CDBG-123456789	Project Name:	Subsistence Payments	Amendment #:		Grantee Address:	1234 Address City CA 12345	Agreement Start Date:	12/1/2021	Grantee TIN:	123456789	Agreement End Date:	12/1/2022	Grantee Invoice #:	1	Reporting Period Start Date:	1/1/2022			Reporting Period End Date:	1/31/2022			Reporting end before Agreement end?	Yes	Category	Amount Reported This Period	Activity	\$ -	General Administration	\$ -	Activity Delivery	\$ -	TOTAL	\$ -
Grantee/Contractor/Payee:	Example	HCD Contract #:	XX-CDBG-123456789																																				
Project Name:	Subsistence Payments	Amendment #:																																					
Grantee Address:	1234 Address City CA 12345	Agreement Start Date:	12/1/2021																																				
Grantee TIN:	123456789	Agreement End Date:	12/1/2022																																				
Grantee Invoice #:	1	Reporting Period Start Date:	1/1/2022																																				
		Reporting Period End Date:	1/31/2022																																				
		Reporting end before Agreement end?	Yes																																				
Category	Amount Reported This Period																																						
Activity	\$ -																																						
General Administration	\$ -																																						
Activity Delivery	\$ -																																						
TOTAL	\$ -																																						
2	<p>Grantees should enter information for the advance on the Expenditures worksheet.</p> <ul style="list-style-type: none"> ■ Enter the Category the advance will be used to fund (e.g., Activity, Activity Delivery, General Admin.) ■ Enter the Service Period. This should be in the future when compared with the Reporting Period. ■ Enter “Advance” in the Expenditure Name column. 																																						



Step	Grantee Action																																																						
	<ul style="list-style-type: none"> ■ Enter information under Service Description. ■ Enter the amount of advance funding being requested under Amount. <ul style="list-style-type: none"> ● Remember, the amount that can be requested is limited to the minimum, immediate cash requirements needed to carry out the purpose of the approved activity, program, or project. 																																																						
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Community Development Block Grant - Coronavirus</p> <p style="text-align: center;">CV1 and CV2/3 Financial Reporting</p> <hr/> <p>Instructions for Completing this Expenditures Sheet Please use this sheet to provide detail for all expenditures during the Reporting Period and ensure that you have followed these instructions.</p> <p>1.) Use the drop-down to select the <i>Category</i> (i.e. Activity, General Admin, Activity Delivery, Other); 2.) Enter the <i>Service Period</i> in which the expenditure occurred, this could be a specific date or range; 3.) Enter an <i>Expenditure Name</i> for this item that identifies the Service/Expenditure type; 4.) Provide a brief <i>Service Description</i> that directly relates to the approved Standard Agreement; 5.) Enter the <i>Amount</i> for that line item reported by this request; ** Ensure that documents are listed in the order in which they are provided in any attachments in eCivis. ** If necessary, provide additional details in the Service Description to make clear what costs are being reported, which costs are allocated or prorated, the basis for such allocation or proration, and any additional guidance important for HCD's review.</p> <hr/> <p style="text-align: right;">Total \$ 27,000.00</p> <p>Description of Claims for Reimbursement:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 20%;">Category</th> <th style="width: 10%;">Service Period</th> <th style="width: 15%;">Expenditure Name</th> <th style="width: 30%;">Service Description</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Activity Delivery</td> <td>2/1-2/28/2022</td> <td>Advance</td> <td>Program staff salary for February</td> <td style="text-align: right;">\$ 7,000.00</td> </tr> <tr> <td>2</td> <td>Activity</td> <td>2/1-2-28/2022</td> <td>Advance</td> <td>Subsistence Payments to be issued February 2022</td> <td style="text-align: right;">\$ 20,000.00</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	#	Category	Service Period	Expenditure Name	Service Description	Amount	1	Activity Delivery	2/1-2/28/2022	Advance	Program staff salary for February	\$ 7,000.00	2	Activity	2/1-2-28/2022	Advance	Subsistence Payments to be issued February 2022	\$ 20,000.00	3					\$ -	4					\$	5						6						7						8					
#	Category	Service Period	Expenditure Name	Service Description	Amount																																																		
1	Activity Delivery	2/1-2/28/2022	Advance	Program staff salary for February	\$ 7,000.00																																																		
2	Activity	2/1-2-28/2022	Advance	Subsistence Payments to be issued February 2022	\$ 20,000.00																																																		
3					\$ -																																																		
4					\$																																																		
5																																																							
6																																																							
7																																																							
8																																																							
3	<p>The Grantee should confirm that the correct advance funding request now appears on the Coversheet.</p> <ul style="list-style-type: none"> ■ Remember, any adjustments MUST be made on the Expenditures worksheet. 																																																						



Step	Grantee Action																								
	<div style="text-align: center; border: 1px solid black; padding: 5px;"> Community Development Block Grant - Coronavirus CV1 and CV2/3 Financial Reporting </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Grantee/Contractor/Payee: Example</td> <td style="width: 50%;">HCD Contract #: XX-CDBG-123456789</td> </tr> <tr> <td>Project Name: Subsistence Payments</td> <td>Amendment #:</td> </tr> <tr> <td>Grantee Address: 1234 Address</td> <td>Agreement Start Date: 12/1/2021</td> </tr> <tr> <td>City CA 12345</td> <td>Agreement End Date: 12/1/2022</td> </tr> <tr> <td>Grantee TIN: 123456789</td> <td>Reporting Period Start Date: 1/1/2022</td> </tr> <tr> <td>Grantee Invoice #: 1</td> <td>Reporting Period End Date: 1/31/2022</td> </tr> <tr> <td colspan="2" style="text-align: right;">Reporting end before Agreement end? Yes</td> </tr> </table> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 5px;"> Financial Activity Report </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0056b3; color: white;">Category</th> <th style="background-color: #0056b3; color: white;">Amount Reported This Period</th> </tr> </thead> <tbody> <tr> <td>Activity</td> <td style="text-align: right;">\$ 20,000.00</td> </tr> <tr> <td>General Administration</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Activity Delivery</td> <td style="text-align: right;">\$ 7,000.00</td> </tr> <tr> <td style="background-color: #d9ead3;">TOTAL</td> <td style="text-align: right; background-color: #d9ead3;">\$ 27,000.00</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Do you have Program Income allocated for this project? <input type="radio"/> YES <input checked="" type="radio"/> NO</p> <p>Requests must: (a) be submitted in eCivis; (b) be supported by documentation that fully substantiates costs; (c) include the service period of costs; and (d) be submitted monthly, even if zero expenditures are reported.</p> <p>I certify that information in this request and attachments accurately reflect the associated Standard Agreement, that payment has been made in accordance with the Standard Agreement and all associated Exhibits.</p>	Grantee/Contractor/Payee: Example	HCD Contract #: XX-CDBG-123456789	Project Name: Subsistence Payments	Amendment #:	Grantee Address: 1234 Address	Agreement Start Date: 12/1/2021	City CA 12345	Agreement End Date: 12/1/2022	Grantee TIN: 123456789	Reporting Period Start Date: 1/1/2022	Grantee Invoice #: 1	Reporting Period End Date: 1/31/2022	Reporting end before Agreement end? Yes		Category	Amount Reported This Period	Activity	\$ 20,000.00	General Administration	\$ -	Activity Delivery	\$ 7,000.00	TOTAL	\$ 27,000.00
Grantee/Contractor/Payee: Example	HCD Contract #: XX-CDBG-123456789																								
Project Name: Subsistence Payments	Amendment #:																								
Grantee Address: 1234 Address	Agreement Start Date: 12/1/2021																								
City CA 12345	Agreement End Date: 12/1/2022																								
Grantee TIN: 123456789	Reporting Period Start Date: 1/1/2022																								
Grantee Invoice #: 1	Reporting Period End Date: 1/31/2022																								
Reporting end before Agreement end? Yes																									
Category	Amount Reported This Period																								
Activity	\$ 20,000.00																								
General Administration	\$ -																								
Activity Delivery	\$ 7,000.00																								
TOTAL	\$ 27,000.00																								
4	<p>Click Yes or No as shown in Exhibit 4 to indicate whether Program Income has been allocated for this project.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Do you have Program Income allocated for this project? <input type="radio"/> YES <input checked="" type="radio"/> NO</p> </div>																								
5	<p>To finish the form, the Grantee needs to fill in the name, title, and phone number of the Authorized Certifying Official indicated on the Resolution and have that official sign and date the form.</p> <div style="border: 2px solid green; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Name/Title of Authorized Certifying Official:</td> <td style="width: 30%; border-bottom: 1px solid black;">Phone Number:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Authorized Certifying Official Signature:</td> <td style="border-bottom: 1px solid black;">Date:</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> X Authorized Certifying Official Signature Certifying Official Title </div> </td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p style="text-align: right; font-size: 10px; margin-top: 5px;">Updated October</p> </div>	Name/Title of Authorized Certifying Official:	Phone Number:	Authorized Certifying Official Signature:	Date:	<div style="border: 1px solid black; padding: 2px; width: fit-content;"> X Authorized Certifying Official Signature Certifying Official Title </div>																			
Name/Title of Authorized Certifying Official:	Phone Number:																								
Authorized Certifying Official Signature:	Date:																								
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> X Authorized Certifying Official Signature Certifying Official Title </div>																									

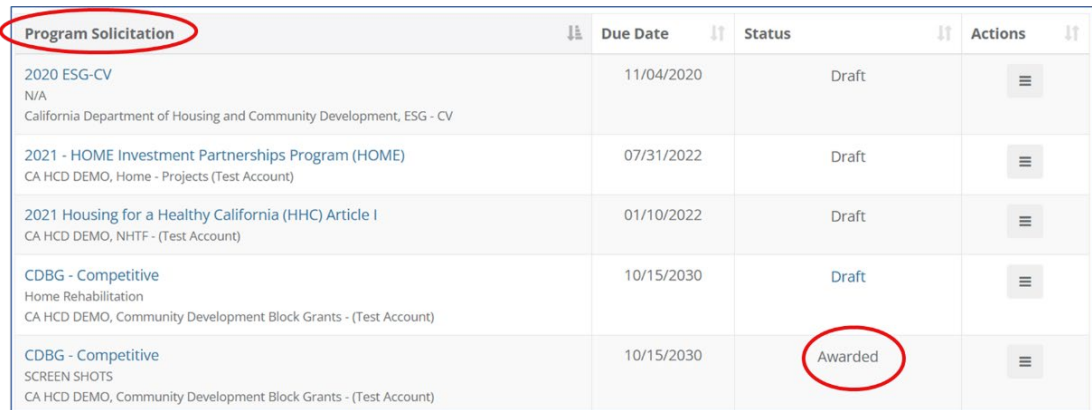


Submitting the Advance Funding Request in the Grants Network Portal

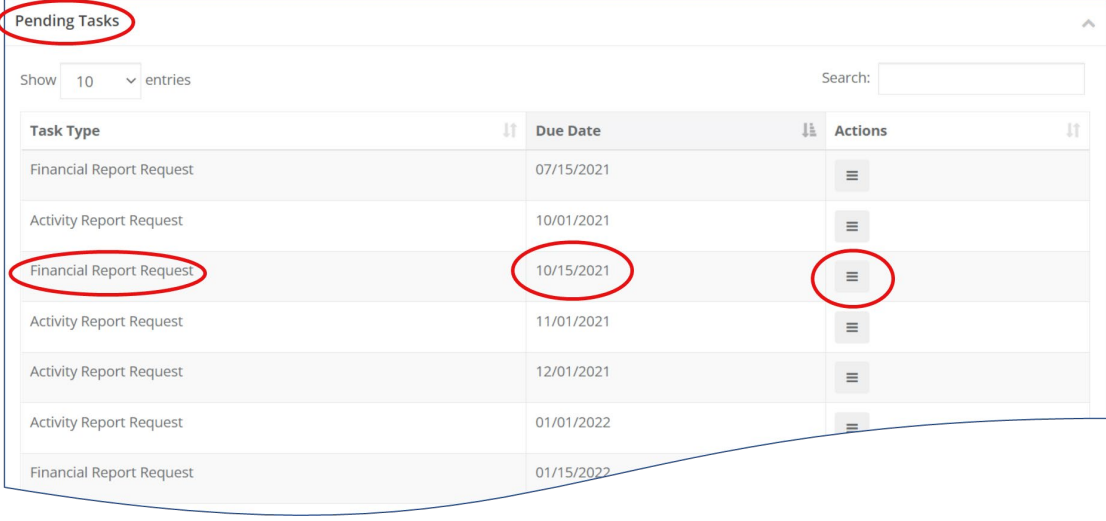

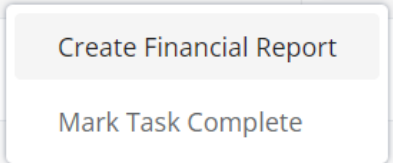
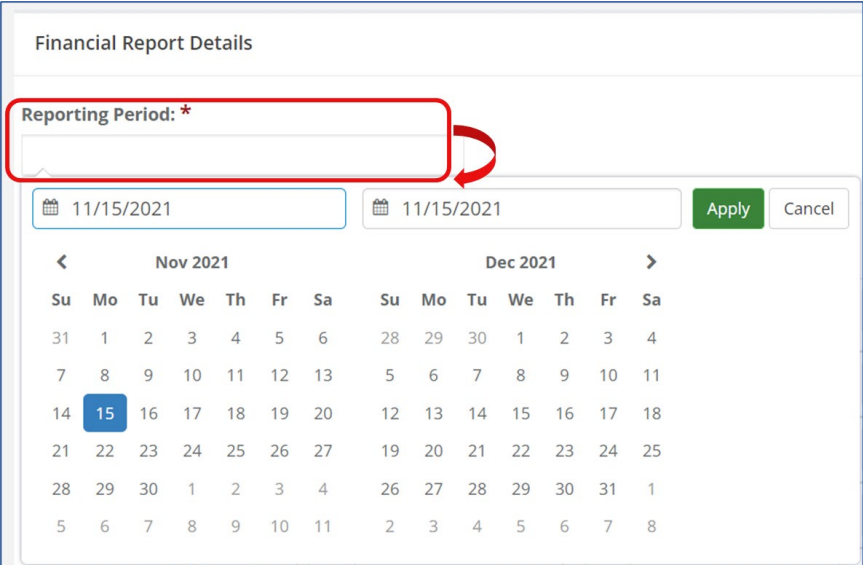
Completing the advance funding request process in the Grants Network Portal requires actions by both the Grantee and their Grant Administrator. This memo covers required Grantee actions in detail and provides an overview of the actions required by the Grant Administrators.

Exhibit 3. Grantee Steps to Submit Advance Funding Request in the Grants Network Portal

(Note: The Advance funding request process for Grantees in the Grants Network Portal is identical to that of submitting a Financial Report with the exception that a Grantee may choose to submit documentation following the request rather than at the time of request. **Grantee must also note in the narrative that this is an Advance funding request.**)

Step	Grantee Action																								
1	Log in to the portal with your credentials.																								
2	<p>Scroll to Program Solicitation and click the link for the award that needs an advance.</p> <ul style="list-style-type: none"> Make sure to select the option that shows Awarded in the status column.  <table border="1" data-bbox="321 1276 1406 1682"> <thead> <tr> <th>Program Solicitation</th> <th>Due Date</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2020 ESG-CV N/A California Department of Housing and Community Development, ESG - CV</td> <td>11/04/2020</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>2021 - HOME Investment Partnerships Program (HOME) CA HCD DEMO, Home - Projects (Test Account)</td> <td>07/31/2022</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>2021 Housing for a Healthy California (HHC) Article I CA HCD DEMO, NHTF - (Test Account)</td> <td>01/10/2022</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>CDBG - Competitive Home Rehabilitation CA HCD DEMO, Community Development Block Grants - (Test Account)</td> <td>10/15/2030</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>CDBG - Competitive SCREEN SHOTS CA HCD DEMO, Community Development Block Grants - (Test Account)</td> <td>10/15/2030</td> <td>Awarded</td> <td>⋮</td> </tr> </tbody> </table>	Program Solicitation	Due Date	Status	Actions	2020 ESG-CV N/A California Department of Housing and Community Development, ESG - CV	11/04/2020	Draft	⋮	2021 - HOME Investment Partnerships Program (HOME) CA HCD DEMO, Home - Projects (Test Account)	07/31/2022	Draft	⋮	2021 Housing for a Healthy California (HHC) Article I CA HCD DEMO, NHTF - (Test Account)	01/10/2022	Draft	⋮	CDBG - Competitive Home Rehabilitation CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Draft	⋮	CDBG - Competitive SCREEN SHOTS CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Awarded	⋮
Program Solicitation	Due Date	Status	Actions																						
2020 ESG-CV N/A California Department of Housing and Community Development, ESG - CV	11/04/2020	Draft	⋮																						
2021 - HOME Investment Partnerships Program (HOME) CA HCD DEMO, Home - Projects (Test Account)	07/31/2022	Draft	⋮																						
2021 Housing for a Healthy California (HHC) Article I CA HCD DEMO, NHTF - (Test Account)	01/10/2022	Draft	⋮																						
CDBG - Competitive Home Rehabilitation CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Draft	⋮																						
CDBG - Competitive SCREEN SHOTS CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Awarded	⋮																						
3	<p>Scroll to Pending Tasks and look for the report you would like to complete.</p> <ul style="list-style-type: none"> This will be a Financial Report for the period for which you are requesting an advance. (This would be the next one due.) 																								

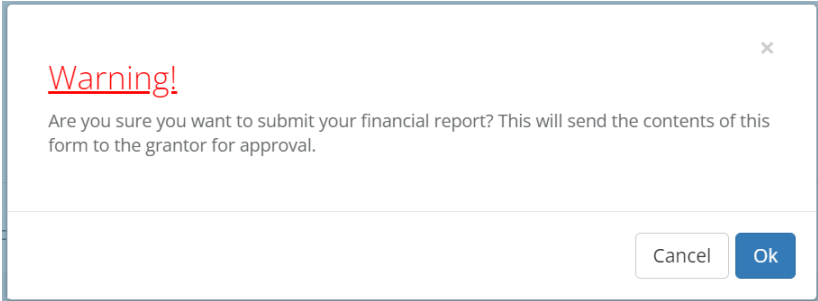
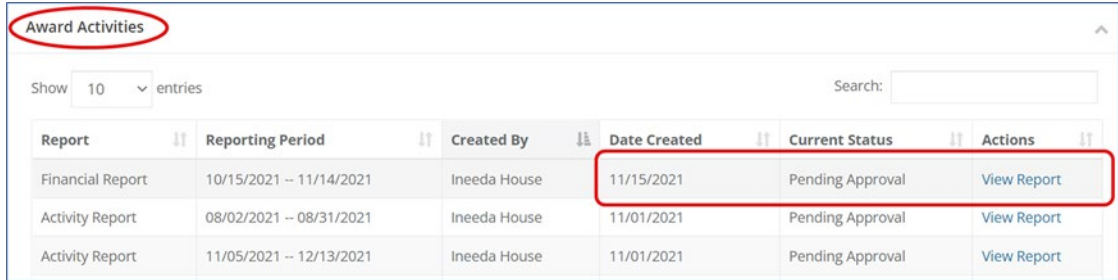


Step	Grantee Action																								
	 <p>Pending Tasks</p> <p>Show 10 entries</p> <table border="1"><thead><tr><th>Task Type</th><th>Due Date</th><th>Actions</th></tr></thead><tbody><tr><td>Financial Report Request</td><td>07/15/2021</td><td>⋮</td></tr><tr><td>Activity Report Request</td><td>10/01/2021</td><td>⋮</td></tr><tr><td>Financial Report Request</td><td>10/15/2021</td><td>⋮</td></tr><tr><td>Activity Report Request</td><td>11/01/2021</td><td>⋮</td></tr><tr><td>Activity Report Request</td><td>12/01/2021</td><td>⋮</td></tr><tr><td>Activity Report Request</td><td>01/01/2022</td><td>⋮</td></tr><tr><td>Financial Report Request</td><td>01/15/2022</td><td>⋮</td></tr></tbody></table>	Task Type	Due Date	Actions	Financial Report Request	07/15/2021	⋮	Activity Report Request	10/01/2021	⋮	Financial Report Request	10/15/2021	⋮	Activity Report Request	11/01/2021	⋮	Activity Report Request	12/01/2021	⋮	Activity Report Request	01/01/2022	⋮	Financial Report Request	01/15/2022	⋮
Task Type	Due Date	Actions																							
Financial Report Request	07/15/2021	⋮																							
Activity Report Request	10/01/2021	⋮																							
Financial Report Request	10/15/2021	⋮																							
Activity Report Request	11/01/2021	⋮																							
Activity Report Request	12/01/2021	⋮																							
Activity Report Request	01/01/2022	⋮																							
Financial Report Request	01/15/2022	⋮																							
4	<p>Click on the corresponding three lines  under Actions and select Create Financial Report in the pop-up window.</p> 																								
5	<p>Under Financial Report Details, find the Reporting Period field. Click in the field and use the calendar to select the reporting period. Click Apply.</p> 																								



Step	Grantee Action						
8	<p>Below the Narrative field, Grantees will find the Financial Report Files section. Grantees should use the Upload file function to upload the Financial Reporting form requesting the Advance.</p> <ul style="list-style-type: none"> ■ It is a best practice for Grantees also to upload supporting documentation for the expenditure for which they are claiming the advance. <ul style="list-style-type: none"> • This might include documents such as invoices, contracts, estimates, or payroll records to support the need for advance funding. • Additional documentation will be required at a later date to prove the actual expenditures. ■ If Grantees do not upload the supporting documentation at this time, their Grant Administrator will create a separate Miscellaneous Task in the eCivis Grants Management Network to which they must respond to upload the supporting documentation within 120 days of approval of the request. <div data-bbox="310 1152 1417 1598" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Financial Report Files</p> <p>Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...</p> <p>Upload File </p> <p>Show 10 entries Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">File Name</th> <th style="width: 20%;">File Size</th> <th style="width: 40%;">Actions</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No files are available for download</td> </tr> </tbody> </table> <p>Showing 0 to 0 of 0 entries Previous Next</p> <p style="text-align: right;"> Save & Close Submit Report Cancel </p> </div>	File Name	File Size	Actions	No files are available for download		
File Name	File Size	Actions					
No files are available for download							
9	<p>When the report is ready to submit, the Grantee clicks the red Submit Report button at the bottom of the page.</p>						
10	<p>A warning box will pop up. The Grantee should click OK if they are ready to submit the report.</p> <ul style="list-style-type: none"> ■ Clicking Cancel will take the Grantee back to the reporting screen. 						



Step	Grantee Action																								
																									
11	<p>After selecting OK, the Grantee will be taken to the Award Dashboard.</p>																								
12	<p>Check status before exiting. Scroll to Award Activities and your submitted report status should say Pending Approval.</p>  <table border="1" data-bbox="305 877 1416 1155"> <thead> <tr> <th>Report</th> <th>Reporting Period</th> <th>Created By</th> <th>Date Created</th> <th>Current Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Financial Report</td> <td>10/15/2021 – 11/14/2021</td> <td>Ineeda House</td> <td>11/15/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> <tr> <td>Activity Report</td> <td>08/02/2021 – 08/31/2021</td> <td>Ineeda House</td> <td>11/01/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> <tr> <td>Activity Report</td> <td>11/05/2021 – 12/13/2021</td> <td>Ineeda House</td> <td>11/01/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> </tbody> </table>	Report	Reporting Period	Created By	Date Created	Current Status	Actions	Financial Report	10/15/2021 – 11/14/2021	Ineeda House	11/15/2021	Pending Approval	View Report	Activity Report	08/02/2021 – 08/31/2021	Ineeda House	11/01/2021	Pending Approval	View Report	Activity Report	11/05/2021 – 12/13/2021	Ineeda House	11/01/2021	Pending Approval	View Report
Report	Reporting Period	Created By	Date Created	Current Status	Actions																				
Financial Report	10/15/2021 – 11/14/2021	Ineeda House	11/15/2021	Pending Approval	View Report																				
Activity Report	08/02/2021 – 08/31/2021	Ineeda House	11/01/2021	Pending Approval	View Report																				
Activity Report	11/05/2021 – 12/13/2021	Ineeda House	11/01/2021	Pending Approval	View Report																				
13	<p>If the Grantee needs to save the report before it is ready to submit, they can click Save and Close to return to the report later.</p> <ul style="list-style-type: none"> ■ The Grantee can locate the unfinished report under Award Activities on the Award Dashboard. ■ The Current Status of the incomplete report should show as Draft, and Edit Report should appear in the Actions column. 																								

Following receipt of the advance request in the eCivis Grants Management Network, the HCD Representative or Grant Administrator will approve the request or return it to the Grantee if there are outstanding issues.

At this same time, the HCD Representative or Grant Administrator will create a Miscellaneous Task in the eCivis Grants Management Network to enable Grantees to upload documentation for the advance. The task will be named **Advance Payment Documentation**. It is anticipated that **ALL** Grantees requesting advances will need to



respond to this documentation task, as all will need to provide proof, in the form of invoices, bills, etc., of the actual expenditure of the funds advanced. The due date on this task is **120 days after the date of advance approval**.

Exhibit 4. Grantee Uploads Documentation

Step	Grantee Action
1	For all documentation that was not added at the time of the Advance funding request, the Grantee can upload the requested documents by clicking on the Actions link for the Advance Payment Documentation task link. <ul style="list-style-type: none">■ This documentation will always include actual proof of expenditure of the advanced funds.
2	Click View/Edit Task .
3	Upload the supporting documentation as much as possible in the same order as the requests appeared on the Financial Reporting form.
4	Submit as usual.

Frequency

Grantees may only have one outstanding advance at a time.

Effective Date

This memo is effective as of September 16, 2022. This Management Memo applies only to CDBG-CV awards made as part of the Tribal Set-Aside.

Questions

If you have general process questions, please contact your Grant Administrator. If you have specific questions about the information in this Management Memo, or any other questions regarding the CDBG Program, please contact Felicity Gasser at felicity.gasser@hcd.ca.gov or 916-820-1187.