

CONTRA COSTA CONSORTIUM

CITIES OF ANTIOCH, CONCORD, PITTSBURG, WALNUT CREEK & CONTRA COSTA COUNTY

FY 2022-2025

GRANT APPLICATION GUIDELINES

JURISDICTION	SUBMITTAL DEADLINE	QUESTIONS
<p>City of Antioch</p> 	<p><u>DUE MONDAY,</u> <u>DECEMBER 6, 2021:</u></p> <p>ALL HOUSING APPLICATIONS including HOME, ESG, HOPWA, PLHA, Inclusionary In-Lieu and CDBG-Housing (e.g. Homeowner or Rental Housing Rehabilitation and Minor Home Repair)</p> <p>NON-HOUSING APPLICATIONS including Public Services, Fair Housing, Homeless, Economic Development, Infrastructure and Public Facilities, ESG</p>	<p>Teri House CDBG/Housing Consultant City of Antioch Community Development Department P. O. Box 5007, Third & "H" Street Antioch, CA 94531-5007 Phone: (925) 779-7037 Email: cdbg@ci.antioch.ca.us</p>
<p>City of Concord</p> 		<p>Brenda Kain Housing Manager City of Concord 1950 Parkside Drive Concord, CA 94519 Phone: (925) 671-3088 Email: Brenda.kain@cityofconcord.org</p>
<p>City of Pittsburg</p> 		<p>Melaine Venenciano Administrative Analyst II City of Pittsburg 65 Civic Avenue Pittsburg, CA 94565 Phone: (925) 252-4155 Email: mvenenciano@pittsburgca.gov</p>
<p>City of Walnut Creek</p> 		<p>Sherluna Vien Affordable Housing and Grants Coordinator City of Walnut Creek Community Development Department 1666 N. Main St. Walnut Creek, CA 94596 Phone: (925) 943-5899 x2652 Email: vien@walnut-creek.org</p>
<p>Contra Costa County</p> 		<p>Gabriel Lemus CDBG Program Manager Contra Costa County Department of Conservation and Dev. 30 Muir Road Martinez, CA 94553 Phone: (925) 674-7882 Email: Gabriel.Lemus@dcd.cccounty.us</p>

APPLICATION SUBMITTAL DEADLINE

All CDBG/HOME/ESG/HOPWA/PLHA/Inclusionary In-Lieu funding applications must be submitted via CDS by 5:00 p.m. on Monday, December 6, 2021. THE ON-LINE SYSTEM WILL NOT ALLOW YOU TO SUBMIT ANY APPLICATION AFTER THE DEADLINE.

Applications must comply fully with the requirements detailed in the application. Incomplete applications, applications containing errors or inconsistencies in the budget, or other process errors or deficiencies may constitute cause for rejection. Jurisdictions may request clarification or additional information from the applicant at any point during the application process. Successful applicants shall be required to enter into a written agreement with the jurisdictions, provide liability insurance and when applicable proof of workman's compensation insurance in order to receive funds. All requested attachments are required unless a valid reason is provided.

The application and all attachments must be complete and free of ambiguities, alterations and erasures. In the event of conflict between words and numerals, the words shall prevail. New applicants and returning applicants should note that previous funding does not guarantee continued funding.

NON-DISCRIMINATION POLICY

The Contra Costa Consortium members do not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation), marital status, disability or age in any of its policies, procedures or practices. This discrimination policy covers admission and access to, or treatment or employment in, programs and activities funded through the CDBG and ESG Programs. Access telecommunications device for the deaf by calling 711, ask the Relay Operator for 925-335-1275.

THREE-YEAR FUNDING CYCLE

All of the consortium jurisdictions have a Non-Housing CDBG THREE-YEAR funding cycle for the FY 2022-2023, FY 2023-2024, AND FY 2024-2025 program years.

- All Public Service (including fair housing), Economic Development, and ESG programs that are awarded grants will receive a one-year contract and be eligible for an automatic renewal in FY 2023-2024 and FY 2024-2025 contingent on the availability of CDBG, ESG or other funds, the satisfactory accomplishment of contract goals, and approval by either the Board of Supervisors or City Council of the awarding jurisdiction.
- For projects in the Infrastructure/Public Facilities category, applicants may apply for FY 2022-2023, FY 2023-2024 and/or FY 2024-2025 funds. Again, FY 2023-2024 and FY 2024-2025 funds are contingent on the availability of funds.
- Due to the nature of housing projects, the Housing category operates under an annual (One-year) funding cycle.

INDIRECT COSTS

Pursuant to OMB requirements, non-profit organizations receiving CDBG/ ESG funds may charge an indirect cost allocation to their grant. The indirect cost allocation may not exceed ten percent of the allowable direct costs under the CDBG/ESG activity unless a higher limit for the indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements.

APPLICATION REVIEW AND EVALUATION PROCEDURES

➤ **CITY OF ANTIOCH.....Minimum funding request: \$10,000**

ALL NEW APPLICANTS or applicants not funded in the previous funding cycle are STRONGLY advised to discuss your proposed activity with Teri House prior to submitting a grant application. Call 925-779-7037 or email CDBG@ci.antioch.ca.us to request a meeting by telephone or Zoom.

The City is seeking applications for the three-year funding cycle of FY 2022-23, 23-24 and 24-25 in the following categories of HIGH PRIORITY needs:

- **Homelessness** - Prevention, Outreach, Information and Referral, Intervention, Shelter, Feeding, and ALL services related to serving people who are unsheltered. Funding source may be CDBG, Housing Successor Administration, or PLHA funds. **Homeless service providers are especially encouraged to apply for funding for programs to meet the needs of unsheltered Antioch residents.**
- **Public Services** – All types of services for lower income residents of Antioch with a focus on the most vulnerable residents. This includes services for persons who are elderly, persons who are disabled, victims of domestic violence, those living with HIV/AIDS, as well as abused and neglected youth and those at risk of homelessness as well as youth from lower income households with a focus on the City's lower income areas.
- **Economic Development** – All types of economic development activities except for economic development loans. This includes job training and placement, microenterprise development, etc.
- **Fair Housing and Tenant/Landlord Services** – including legal services.
- **Public Infrastructure and Public Facilities** – This includes Rehabilitation of Existing Public Facilities or Infrastructure, energy efficiency improvements, accessibility improvements, neighborhood facilities that deliver services to homeless residents and those that serve as cooling centers, warming centers, and clean air centers, street and sewer rehabilitation, flooding mitigation, climate change adaptation projects, etc.
- **Housing Activities** – This includes homeowner housing rehabilitation, home purchase activities, rental housing activities, certain limited activities that support new construction of housing units for people with incomes between 0-30% AMI, and climate change adaptation and resilience to natural hazard risks in housing occupied by lower income, senior, disabled residents or lower income census tract block groups. **All City of Antioch HOME funds are administered by the County. Housing applications for new construction, purchase or rehabilitation of rental housing are submitted on the County HOME form in CDS.**

All applications will first be screened by staff for eligibility using the criteria that follows. Applications will then be evaluated based on established criteria using a 100-point scale. See Application Eligibility Screening Criteria and Evaluation Criteria and Review of Risk following this section.

A CDBG Subcommittee, consisting of two Antioch City Council members and CDBG Program staff, review the applications and make funding recommendations to the full City Council. The Subcommittee will ask applicants to make a brief presentation in February or March 2022.

A public hearing will be tentatively held April 26, 2023 for the City Council to review and allocate funding for the first year of the three-year funding cycle.

Matching Funds – The City of Antioch does not require matching funds.

FY 2022-25 Antioch Eligibility, Evaluation Criteria & Review of Risks						
Applicant and Program Name:			New/Existing	Type of Activity	Services in City	Facility in City
Evaluator:						
CBDO:	ConPlan Priority:	Goal:				
National Objective:						
Eligibility Citation:						
NEPA Determination:						
E	Application Eligibility Screening Criteria			YES	NO	
E.1	Application is for a Need that is identified as a Consolidated Plan HIGH or MEDIUM priority					
E.2	Applicant is eligible to submit application for these funds: (a) possess a current non-profit status under the regulations of the U.S. Internal Revenue Service, (b) be a governmental entity (City, School District, Special District); or (c) in the case of Economic Development activities, a for-profit business can receive funds and provide services. (Attachment J).					
E.3	Applicant is registered with the California Secretary of State (Att L).					
E.4	Applicant files required IRS Form 990 regularly and in a timely manner (Att. K)					
E.5	Applicant's Mission and bylaws are consistent with proposed services, project, or populations. (Att. H, I)					
E.6	Applicant has adequate governing Board of Directors that oversees the agency's activities that meet at least quarterly (Att F) and Board authorization to submit application to request funding (Att. G)					
E.7	Applicant demonstrates capacity for financial management of agency funding (Application Section 4)					
E.8	Applicant has a clear and equitable grievance procedure (Att. O) and, if applicable, complies with HIPAA and Privacy regulations (Att. O)					
E.9	Application is for a service that is eligible under the CDBG program, and serves predominantly lower income persons or areas.					
E.10	Application is not for religious activities and applicant is not a primarily religious entity unless the entity agrees to sign an agreement that it will not discriminate on the basis of religion and will not provide any sort of religious services or other types of influential activities.					
E.11	Application demonstrates understanding of the requirement to provide outreach and services and facilities that are accessible to persons with limited English proficiency, and persons with a wide variety of disabilities. (Section 5 of application, Att. O)					
E.12	Applicant has a policy of nondiscrimination and will deliver services free of discrimination on basis of race, color, religion, national origin, sex (including sexual orientation), marital status, disability, or age, in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in programs and activities funded through the CDBG Program. Attachment M)					
#	Evaluation Criteria and Review of Risk - 100 Points Maximum			Max Points	Total Score	
1	COMMUNITY NEEDS AND PRIORITIES			0	0	
1.1	The severity of the problem has been clearly identified and documented with quality third-party information (surveys, statistics, census data, research data).					
1.2	The proposal meets the most urgent needs of the City (see Analysis of Impediments to Fair Housing Choice, Antioch Needs Analysis data, Antioch demographic data, Council priorities)					
2	BENEFITS TO TARGET POPULATION			0	0	
2.1	The data or information supplied by applicant clearly shows how the proposed service or activity will satisfactorily and effectively address the identified need.					
2.2	Clear measurements of the effectiveness of the service have been outlined in application.					
2.3	Services/activities primarily benefit lower income residents; applicant shows understanding & ability to document eligibility.					
2.4	Services/activities are physically accessible to persons with disabilities, as evidenced by Section 5.					
2.5	Outreach to clients and services delivered are culturally and linguistically appropriate and effective to clientele, as evidenced by copies of materials in Spanish and Tagalog & Section 5.					
2.6	Applicant shows evidence of collaboration with other community groups, agencies and organizations in a manner than enhances benefits for clients.					

3	APPLICANT ADMINISTRATIVE CAPACITY		0	0
3.1	<p>EXISTING APPLICANTS have history of performance in effectively administering grants, including:</p> <ul style="list-style-type: none"> ◆ quality of Management Systems and ability to meet the management standards prescribed in 2 CFR 200.205 ◆ timeliness of compliance with applicable reporting requirements ◆ conformance with the terms and conditions of previous awards ◆ satisfactory monitoring results. ◆ ability to effectively implement statutory, regulatory or other requirements imposed 	<p>NEW APPLICANTS evidence ability to comply with CDBG regulations and grant expectations by:</p> <ul style="list-style-type: none"> ◆ consultations with Grant Staff ◆ overall quality of application ◆ documentation of work already accomplished in community. ◆ board members & oversight ◆ understanding of budget process ◆ review of financial capacity ◆ communication with funders or local municipalities that have experience with applicant. 		
3.2	Resumes of applicant Leadership (Executive Director, Project /Program Manager, Fiscal Officer) demonstrate capability or experience to administer CDBG funds. (Att. A, B, & C)			
3.3	Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).			
3.4	Applicant has site control of facility or means to conduct the services (such as vehicles, staff, etc.)			
4	FISCAL MANAGEMENT & ANALYSIS		0	0
4.1	Applicant demonstrates sound fiscal management ability in current Audit and Management letter with zero or minor findings (Att. D) and complies with Single Audit requirements if expending over \$750k federal in year.			
4.2	Applicant demonstrates balance & diversity of fund sources other than City/Consortium CDBG (prior/letters of funding commitment, Att. E).			
4.3	The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective.			
4.4	The percentage of funds requested to serve Antioch residents is proportional to the program budget and total persons served.			
4.5	Applicant demonstrates a high need for Antioch funding, but would remain stable without it.			
4.6	Applicant spends less than 20% of budget on administration.			
	TOTAL POINTS AWARDED		0	0

➤ **CITY OF CONCORD.....Minimum funding request: \$10,000**

The City of Concord will accept applications for CDBG funding in the following categories: Public service activities such as senior services, including senior transportation; handicapped services; youth and child care services; services for battered/abused women; fair housing/tenant landlord counseling; services for abused/neglected children; food banks; homeless prevention/rapid rehousing and other public services; economic development and housing activities.

Concord staff and the seven-member Community Services Commission (CSC) will review and rate applications based on the established criteria below. Each applicant will be asked to make a presentation to City staff and the CSC. Funding recommendations to the City Council will show each applicants total points in each category and total overall points. City Council will make the final recommendations for funding. Proposals will be evaluated based upon the following 100-point criteria:

Community Needs and Priorities (max 40 pts):

- The need for this service has been clearly identified.
- The data or information supplied by applicant clearly shows how this service or activity will address the need.
- The information provided clearly demonstrates that this service/activity is effective.

Benefits to Target Population (max 20 pts):

- Program components, outcomes and successes are measurable and are clearly defined.
- Outreach to clients and services are culturally and linguistically appropriate and effective to clientele.
- Services are physically accessible to persons with disabilities

Organizational and Administrative Capacity (max 15 pts):

- Applicant has an established ability to effectively administer grants. For previously funded grantees, this is demonstrated through past performance (2 year grant cycle), including timely submission of reports and invoices and satisfactory review of agency monitoring results, annual audits and internal financial controls. For new applicants, capacity will be assessed through application, review of most recent annual audit, evaluation of the proposed and current program budget, review of the resumes of key executive and financial staff, and communication with funders who may have experience with the applicant.
- Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).

Financial Analysis (max 20 pts):

- Total program or project costs are reasonable and, based on the prior two years, are adequate to carry out the project through the entire term of contract.
- Applicant spends less than 20% of budget on administration as demonstrated by the prior two years.
- Applicant demonstrates a high need for Concord funds but would remain stable without them.
- As demonstrated by the prior two years, applicant is successful in obtaining on-going funding from other sources for its activities.
- The percentage of funds requested to serve Concord residents is proportional to the program budget and total persons served.
- The cost per beneficiary is reasonable and the activity is cost effective.
- The sponsor has a good balance/diversity of community fundraising and funding sources.
- Applicant demonstrates adequate matching funds for Concord grant. (See **Matching Funds** below).

Partnerships and Collaboration (max 5 pts):

- The agency collaborates with other community groups and organizations in a manner that enhances benefits for clients.

Matching Funds: The City of Concord requires a 20% match for all projects. Matching funds for CDBG projects typically include other federal, state or local public and/or private funds.

➤ ***CITY OF PITTSBURG*.....Minimum funding Request: \$10,000**

The Pittsburgh CDBG Program is a competitive process and each application is considered on its own merit. Staff reviews applications for program eligibility and completeness. Pittsburgh has a CDBG Subcommittee that consists of two City Council members and two members from the Community Advisory Commission (CAC). The CDBG Subcommittee reviews applications and makes recommendations to the City Council based on the following criteria:

- Project/Program meets city objectives/needs as outlined in the Consolidated Plan.
- Project/Program meets one of the three National Objectives; benefits very-low to low income persons, prevents slum/blight, addresses an urgent/emergency need.
- Project/Program Feasibility – cost effective and has achievable objectives.
- Agency has experience and capacity to complete project/program in a timely manner.
- Agency is financially stable with sufficient resources.

➤ ***CITY OF WALNUT CREEK*.....Minimum funding Request: \$5,000**

All completed applications received by the deadline will be reviewed and considered for funding. The City is accepting applications in the following categories: Public Services, Economic Development, Infrastructure/Public Facilities, and Housing/Rehabilitation, including administration of the City's Home Rehabilitation Loan program.

CDBG Program staff will review the applications and make funding recommendation to the Housing and Community Development Committee (HCD Committee). The Committee will ask applicants to make a brief presentation in February or March 2022. A public hearing will be held in April or May 2022 for the full City Council to review and allocate funding for the three-year funding cycle.

Awards are made based on the following criteria:

- Program Eligibility: The proposed use of CDBG funds is consistent with federal regulations and is determined to be an eligible activity. The project meets one of the following three national objectives; benefit to very-low and low-income persons, preventing blight, or emergency need.
- Community Need: The project/program must address a well-defined community need benefiting Walnut Creek's lowest income residents.
- Program Administration Capacity: Capacity is demonstrated through past program performance, including: continued implementation of funded activities, accomplishment of proposed goals, and satisfactory monitoring results. For new agencies, capacity will be assessed through the application, which requests detailed information on the number of years of operations, qualifications and experience of program staff, and a complete description of the all programs administered by the applicant agency.
- Grant Administration Capacity: For previously funded agencies, capacity is demonstrated through past program performance, including: timely submission of reports and invoices, efficient use of grant funds including sufficient eligible costs, satisfactory monitoring results, and adequate contract compliance. For new agencies, capacity will be determined through the application, which requests detailed information on financial procedures, internal organizational structure, and core staff qualifications. Both new and previously funded agencies will be assessed for financial capacity through the review of the most recent annual audit and evaluation of the proposed program budget.

➤ **CONTRA COSTA COUNTY**

(Includes the cities of Brentwood, Clayton, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pleasant Hill, Richmond, San Pablo, San Ramon, and unincorporated Contra Costa County)

*****Please note that the City of Richmond is now part of the Contra Costa County's CDBG/ESG Program area; therefore, any agency/organization wishing to apply for a project that serves Richmond residents must apply to the County.*****

Contra Costa County will be accepting applications for Public Services, Economic Development, Infrastructure/Public Facilities, and Housing activities:

- Public Services – Service-oriented programs to low-income residents, including but not limited to services to adults with disabilities, persons living with HIV/AIDS, homeless persons, seniors/elderly persons (62+ in age), victims of violence/domestic violence, youth, and Fair Housing and Tenant Landlord Counseling services. Services in pre-dominantly low-income service areas (based on Census-tract information) are a priority.
- Economic Development – job training and placement, microenterprise technical assistance.
- Infrastructure – Acquisition, construction, and/or rehabilitation of public facilities or infrastructure that primarily benefit low-income residents or neighborhoods; Removal of barriers that restrict accessibility to public infrastructure or public facilities.
- Housing – Acquisition, construction, and rehabilitation of multi-family housing for low-income households, including seniors; Acquisition, construction, and rehabilitation of single-family housing for low income households; Acquisition, construction, and rehabilitation of housing for persons with special needs.

Applications are reviewed by staff for completeness and eligibility, and against criteria listed below. Applicants may also be interviewed by staff to respond to or clarify any issues related to the application. Below are the general criteria used by staff in evaluating applications:

Intended purpose (outcome) - The quantitative and qualitative goals of the project are achievable, measurable and result in a desirable outcome.

Consistency with Priorities Established in the Consolidated Plan and County Policy – The project meets goals and strategies of the Consolidated Plan. Secondly, the project meets goals of other plans such as Redevelopment Agency Plans, Capital Improvement Plans, community planning documents, etc.

Eligibility in Respect to Federal Regulation – The proposed use of CDBG funds is consistent with federal regulations and is determined to be an eligible activity. The project meets one of the following three national objectives: benefit to very-low and low-income persons, preventing blight, or emergency need.

Target Population and Demonstrated Need – The project fulfills a well-defined need and has supporting documentation that the need exists. The proposed project is responsive to the community and the target population and shows a relationship between the need and the action to be taken. The target population or area is clearly defined, the project is accessible and outreach is effective.

Financial Analysis - Total project costs are reasonable, and are adequate to carry out the project through the specified time period. The budget is well thought out with reasonable assumptions for completing the project with federal funding. A reasonable relationship exists between the cost of the project and the expected outcome. Sponsor has the capacity to secure all funds necessary to carry out the project within normal standards. Volunteer or in-kind services are attainable and realistic. The project cost is within normal range of similar projects. Projects are required to supply matching funds in order to maximize the use of CDBG funds. Audits or other financial statements demonstrate success in securing funds through grant proposals or other fundraising

efforts.

Experience and Capacity to Carry out the Project – Components of the project are fully described and goals and objectives are attainable. The project sponsor has demonstrated the ability to successfully carry out the proposed project including providing a project manager, construction manager and/or qualified licensed contractor. The applicant demonstrates that capacity exists to complete the project and meet all the federal requirements of the CDBG program.

For ESG Projects – All of the above apply. In addition, ESG projects must show consistency with the County's 10-Year Plan to End Homelessness and priorities of the County's Homelessness Continuum of Care.

For County CDBG-Housing, HOME, HOPWA, PLHA, and Inclusionary In-Lieu Fees applicants please refer to the Affordable Housing Program Policies and Procedures available at: <https://www.contracosta.ca.gov/DocumentCenter/View/34009/Affordable-Housing-Funding-Guidelines?bidId=>

Matching Requirements: Contra Costa requires matching funds for projects that receive CDBG and ESG program funds. CDBG funded projects are required to provide matching funds depending on the type of project sponsor or subrecipient. For example, projects implemented by nonprofit agencies are required to provide a minimum 10 percent match, public agency projects are required to provide a minimum 25 percent match, and for-profit projects are required to provide a 100 percent match.

Projects receiving ESG funds are required to provide a 100 percent match. Matching funds for CDBG and ESG projects typically include other federal, state or local public and private funds.

Housing projects that receive HOME Program funds are required to provide 25 percent match in non-federal sources.

City Data Services (CDS) Application Instructions

How to access CDS set up account and start application

1. Go to www.citydataservices.net . For new users use the following login to sign on to the system for the first time:

Login: CCC2022 Password: CCC2022

For returning users, login to sign on with your user ID and password (and skip to #4).



New Users:

2. Fill in all applicable information on this page, choose which application you want to apply for, and click on "Request an Account".



Contra Costa

Gabriel Lemus Email: Gabriel.Lemus@dcd.cccounty.us (925) 674-7882

[Help](#)
[Login](#)

If you want to apply for
Funding for Public Service, Economic Development, Infrastructure/Public Facilities Projects, or ESG Funding in Antioch, Concord, Pittsburg, Walnut Creek, or Contra Costa County, or Funding for Affordable Housing Projects from Contra Costa County, use the form below to create an account.

DO NOT use this form if you are currently funded by a Contra Costa County jurisdiction, and have a City Data Services

Id
If you already have a City Data Services account with a jurisdiction in Contra Costa County, log in under that account, and either re-apply for your existing program, or choose a button in the upper right corner to apply for a new program.

Complete this form to request an account:

AGENCY NAME:	
AGENCY ADDRESS:	
AGENCY CITY:	AGENCY ZIP:
AGENCY TELEPHONE NUMBER:	
PROJECT NAME:	
CONTACT PERSON:	CONTACT TELEPHONE:
EMAIL ADDRESS:	
I want to apply for: Choose	
Select one of the jurisdictions you will be applying to: Choose	
After completing this form, click the submit button below. The subsequent screen will display your login information. Follow the link shown to log in and begin your application. Please record your login information.	
Login information will also be emailed to the email address given.	
Request an Account	

3. Click on “Click Here” to return main login screen and login using your new User ID and password.



Contra Costa

Gabriel Lemus Email: Gabriel.Lemus@dcd.cccounty.us (925) 674-7882

[Logout](#)

Thank you for your interest in applying for 2022 funding for Public Service/Social Service Programs. Here is your User ID and Password. Please note that only one user id is required for each agency. Please share this information with any other needed users in your agency.

Your User ID is: **T22696**

Your Password is: **wwwUkj**

[Click here](#) to return to the main login screen and apply for 2022 funding, at www.citydataservices.net.

4. Once you have logged into the system with your new user ID and password, click on “Create a new FY 2022/23 Public Services Application” or “Create a new FY 2020/23 Housing Project Application”:



Contra Costa

Gabriel Lemus Email: Gabriel.Lemus@dcd.cccounty.us (925) 674-7882

[Help with this page](#)

[Logout](#)

Create a new FY 2022/23
Public Services Application

Create a new FY 2022/23
Housing Project Application

NOTE: To apply for your existing program, use the link in the application column, below. To apply for a brand new, different program for your agency, use the button above

You are working in FY 2021/22

Change to [FY 2020/21](#)

Antioch	Concord	Pittsburg	Richmond	Walnut Creek	Contra Costa	State ESG
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To view your reports, click on the link in the “Next Report” column.

Agency

Program

Next
Report

Application

5. Owner-Occupied and/or Rental Rehabilitation Program should create a Public Services Application instead of Housing Project Application. Once you have initiated the application, check boxes for category & subcategory:

<input checked="" type="radio"/> CDBG Project Please Check Boxes for Category & Subcategory		
<input checked="" type="radio"/> Public Service	<input type="radio"/> Economic Development	<input type="radio"/> Infrastructure/Public Facilities
<input type="radio"/> General	<input type="radio"/> Microenterprise Assistance	<input type="radio"/> Acquisition
<input type="radio"/> Fair Housing	<input type="radio"/> Training & Placement	<input checked="" type="radio"/> Rehabilitation
<input checked="" type="radio"/> Owner/Rental Rehab	<input type="radio"/> Job Creation	<input type="radio"/> New Construction
	<input type="radio"/> Job Retention	<input type="radio"/> ADA Compliance
<input type="radio"/> Emergency Solutions Grant (ESG) Project, Contra Costa or State Funded		
We are applying for funding from:		
<input type="checkbox"/> Antioch <input type="checkbox"/> Concord <input checked="" type="checkbox"/> Pittsburg <input checked="" type="checkbox"/> Walnut Creek <input checked="" type="checkbox"/> Contra Costa		
After making your selections above, Click Here to format the remainder of the application based on your choices above.		

6. For application questions, please contact Daniel Davis at (925) 655-2884 or Daniel.Davis@dcd.cccounty.us.



CONTRA COSTA COUNTY CONSORTIUM
FY 2022/23 & FY 2023/24 & FY 2024/25
FUNDING KICKOFF MEETING
October 7, 2021
10:00 a.m. – 12:30 p.m.

Community Development Block Grant (CDBG)

Emergency Solutions Grant (ESG)

HOME Investment Partnerships Program (HOME)

Housing Opportunities for Persons With AIDS (HOPWA)

Housing Successor Agency (City of Antioch)

Permanent Local Housing Allocation (PLHA)

Inclusionary In-Lieu Fees – Unincorporated

AGENDA

To provide information on the FY 2022/23, 2023/24, and 2024/25 CDBG, HOME, HOPWA, ESG, Housing Successor Agency, PLHA, and Inclusionary In-Lieu funding applications.

<u>Topic</u>	<u>Who</u>	<u>Time</u>
Welcome, Introductions & Agenda Review	All	10:00 a.m.
Application Guidelines & Con Plan Objectives	Gabriel	10:05 a.m.
Available Funding & Priorities by Jurisdiction	All	10:15 a.m.
Accessing the online application www.citydataservices.net	Daniel	10:30 a.m.
Program Specific Technical Assistance / Q & A:		
Affordable Housing – Federal Programs		10:45 a.m.
Affordable Housing – Non-Federal		11:15 a.m.*
Public Services		11:15 a.m.
Economic Development		11:30 a.m.
Infrastructure/Public Facilities		11:45 a.m.
ESG/Homelessness		12:00 p.m.
Evaluations & Adjournment		

* At this time, potential applicants considering applying for PLHA - Urban County and Unincorporated In-Lieu Fees funds will adjourn to a Zoom breakout session to review the requirements in the non-federal category. This breakout session will begin at 11:15 am.

Contra Costa
Consortium
Contact List
- Oct. 2021

Contra Costa County

<u>Name</u>	<u>Title</u>	<u>Phone #</u>	<u>Email</u>
Edgar Cruz	CDBG Planner	(925) 655-2893	Edgar.Cruz@dcd.cccounty.us
Amalia Cunningham	Assistant Deputy Director	(925) 655-2881	Amalia.Cunningham@dcd.cccounty.us
Daniel Davis	CDBG Planner	(925) 655-2885	Daniel.Davis@dcd.cccounty.us
Melanie Erickson	CDBG Planner	(925) 655-2894	Melanie.Erickson@dcd.cccounty.us
Deidre Hodgers	CDBG Analyst	(925) 655-2892	Deidre.Hodgers@dcd.cccounty.us
Gabriel Lemus	CDBG Program Manager	(925) 655-2884	Gabriel.Lemus@dcd.cccounty.us
Christine Louie	Housing Planner	(925) 655-2888	Christine.Louie@dcd.cccounty.us
Cathy Remick	Housing Planner	(925) 655-2887	Cathy.Remick@dcd.cccounty.us
Kristin Sherk	Housing Planner	(925) 655-2889	Kristin.Sherk@dcd.cccounty.us
Jaclyn Tummings	CDBG Planner	(925) 655-2886	Jaclyn.Tummings@dcd.cccounty.us

City of Antioch

Teri House	Consultant – CDBG & Housing	(925) 779-7037	CDBG@ci.Antioch.ca.us
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City of Concord

Cathy Gaughan	Community Services Support	(925) 671-3111	Cathy.Gaughan@cityofconcord.org
Sophia Huckabay	Housing Program Analyst	(925) 671-3387	Sophia.Huckabay@cityofconcord.org
Brenda Kain	Housing Manager	(925) 671-3088	Brenda.Kain@cityofconcord.org

City of Pittsburg

Melaine Venenciano	Administrative Analyst	(925) 252-4155	Mvenenciano@pittsburgca.gov
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City of Walnut Creek

Sherluna Vien	Assistant Planner	(925) 943-5899 x2652	Vien@walnut-creek.org
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2020-2025 Consolidated Plan Priorities & Objectives – Contra Costa Consortium



Priority Need: Affordable Housing

AH-1 New Construction Affordable Rental Housing

AH-2 Increase Homeownership Opportunities

AH-3 Maintain and Preserve Affordable Housing Stock

AH-4: Permanent Supportive and Special Needs Housing

Priority Need: Reduce/Alleviate Homelessness

H-1 Further “Housing First” Approach

H-2 Expand Existing Prevention Services

Priority Need: Non-Housing Community Development

CD-1 General Public Services

CD-2 Non-Homeless Special Needs Populations

CD-3 Youth

CD-4 Fair Housing

CD-5 Economic Development

CD-6 Infrastructure and Accessibility

Three-Year Funding Cycle

All of the Consortium Jurisdictions have a Non-Housing CDBG Three-Year funding cycle for FY 2022/23 & FY 2023/24 & FY 2024/25

- All Public Service (including fair housing), Economic Development, and ESG programs awarded funds will receive a one-year contract (FY 2022/23). All programs awarded funds in FY 2022/23 are eligible for an automatic renewal* in FY 2023/24 and/or FY 2024/25.
- IPF applicants may apply for FY 2022/23, FY 2023/24 and/or FY 2024/25 funds.
- All County Affordable Housing programs operate under an annual (One-Year) funding cycle.





Available Funding Through Current NOFA - Non-Housing

CDBG Program

The primary objective of the CDBG Program is to help develop viable urban communities through the provision of decent housing, a suitable living environment, and economic opportunity, principally for low- and moderate-income persons.

ESG Program

The County's ESG funds may be used for five (5) program components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Rehousing Assistance
5. Data Collection (HMIS)

Typical Application Review Schedule

NOFA/Kick-Off Meeting

- October 7, 2021

Applications Due in CDS

- Monday December 6, 2021, at 5 PM

Application Review, Site Visits, & Interviews

- January – March 2022

Supplemental Information Due (If Applicable)

- January - March 2022

Committee Meetings/Presentations

- January – April 2022

Board of Supervisors/City Council Meetings

- April - May 2022



The City of Antioch is seeking proposals from nonprofit organizations, public agencies, and others serving Antioch residents who are interested in applying for CDBG, Housing Successor, and PLHA funds for the three-year funding cycle of FY 2022-23, 2023-24 and 2024-25. These funds must primarily be used to benefit low-income residents or areas in Antioch and meet a High Priority need listed below:

Housing
Successor &
PLHA funds

- Homeless Prevention
- Homeless Outreach, Information and Referral
- Homeless Shelter and Services

CDBG
funds

- Public Services for: 1) vulnerable general population ; 2) persons who are elderly, disabled, or victims of domestic violence; 3) youth who are abused, at risk of homelessness, or from lower income households
- Fair Housing and Tenant-Landlord Counseling services
- Economic Development activities
- Infrastructure & Accessibility improvements in lower income areas
- Public facility improvements for homeless & emergency services
- Housing – Rehabilitation, homeownership program, reduce household energy costs, expand community resilience to natural hazards, and certain limited housing development activities to increase affordable rental housing

City of Concord – Priorities and Guidelines

- Minimum Funding Request: \$10,000
- Applications will be reviewed and ranked on the following priorities:
 - Community Needs
 - Benefits to Target Population
 - Organizational and Administrative Capacity
 - Financial Analysis
 - Collaboration
- Please see the application guidelines for more detailed information.



City of Pittsburg – Priorities and Guidelines



PITTSBURG
CALIFORNIA

www.pittsburgca.gov

- Minimum Funding: \$10,000
- Application Review and Ranking
 - Community Needs
 - Benefits to Target Population
 - Administrative Capacity
 - Fiscal Capacity
 - Option to Interview Agency
- Categories
 1. Public Services:
 - Access to Healthy Foods and Self Sustainability
 - Healthcare Services
 - Youth
 2. Fair Housing and Tenant-Landlord Counseling Services
 3. Economic Development
 4. Infrastructure and Accessibility Improvements

City of Walnut Creek – Priorities

Priority Needs Identifies:

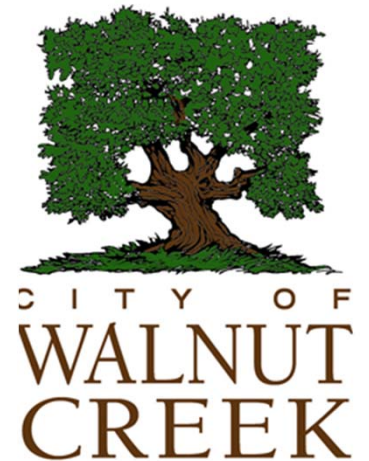
Provide and maintain affordable housing
(Rental, Ownership, Supportive, Preservation)

Assist the homeless

Provide public services
(General, Senior Services, Youth Services, Special Needs)

Provide economic development opportunities

Maintain quality public facilities



Urban County— CDBG & ESG Priorities and Guidelines

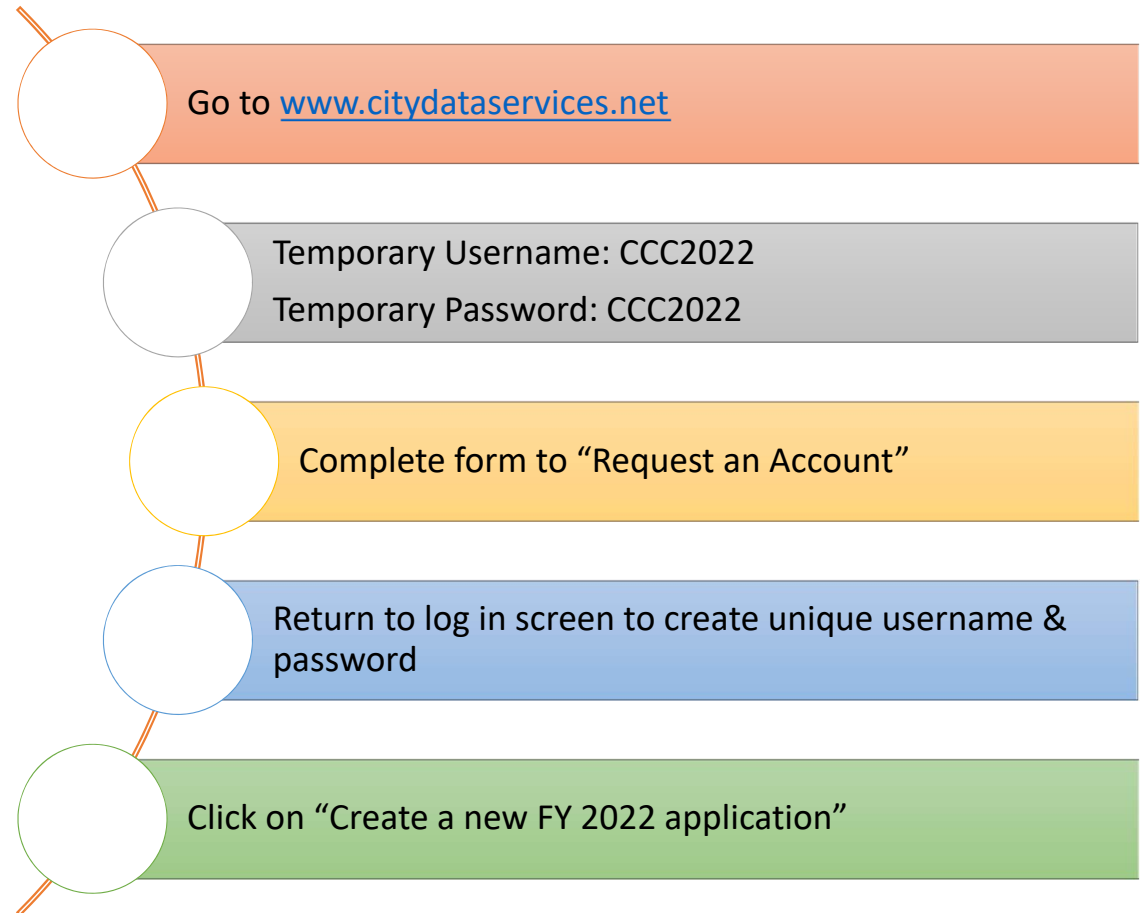
Contra Costa County will be accepting applications for the following:

- Public Services – Services for low-income residents*
 - Adults with Disabilities
 - Persons living with HIV/AIDS
 - Homeless Persons (CDBG and ESG)
 - Seniors/Elderly (62+ in age)
 - Victims of Violence/Domestic Violence
 - Youth
 - Fair Housing and Tenant Landlord Counseling
- Economic Development
 - Job training and placement
 - Microenterprise technical assistance
- Infrastructure
 - Acquisition, construction, and/or rehabilitation of public facilities or infrastructure that primarily benefit low-income residents or neighborhoods
 - Removal of barriers that restrict accessibility to public infrastructure or public facilities
- Affordable Housing
 - Acquisition and/or rehabilitation of rental or ownership housing
 - New construction of housing is ineligible for CDBG funding

* Services in predominately low-income service areas (based on Census-Tract information) are a priority.



City Data Services (CDS) Application Instructions – How to access CDS set up account & start application





General Questions?

Program and/or Project Specific Technical Assistance / Q & A



FY 2022/23 Federal Housing Program Policies & Procedures

Types of Projects – Affordable Housing

- New Affordable Rental Units
- Increase Homeownership Opportunities
- Maintain and Preserve Existing Affordable Housing Stock
- Permanent Supportive Housing for Special Needs Populations

Income Targeting and Project Characteristics

- Rental Housing – County Policy
 - 100% of County-assisted units at or below 50% AMI
 - 10% of County-assisted units at or below 30% AMI
- Homeownership Housing
 - 100% of County-assisted units at or below 80% AMI



Available Funding Through Current NOFA – County Housing Programs

CDBG – Urban County*

CDBG funds are eligible for acquisition, rehabilitation, and down payment assistance loans. New construction of housing is ineligible.

HOME – Consortium

HOME funds are eligible for acquisition, rehabilitation and construction of affordable housing. HOME funds may be utilized anywhere in the County.

HOPWA – Project Sponsor

HOPWA funds may be used for new construction or rehabilitation of apartments or community residences to prevent homelessness for persons living with HIV/AIDS. HOPWA funds may be utilized anywhere in the County.

PLHA – Urban County*

PLHA funds are eligible for new construction of multifamily affordable housing. Predevelopment and construction costs are allowed costs.

In-Lieu Fees – Unincorporated

In-Lieu funds are eligible for new construction of affordable housing. Predevelopment and construction costs are allowed costs.

* The Urban County consists of the unincorporated areas of Contra Costa County and all of the incorporated cities except for Antioch, Concord, Pittsburg, and Walnut Creek. 17

Specific HOPWA Requirements for Development Projects –

Projects funded with HOPWA must set aside units for people living with HIV/AIDS and must provide a plan to provide services for those households as part of their application for funding.

HOPWA Required Rents – The amount of rent a HOPWA-assisted household pays must equal the higher of:

- 30% of the HHs adjusted gross income; or
- 10% of the HHs monthly gross income; or
- If the HH is receiving public assistance, the portion of the assistance specifically designated for housing costs.

Limitations on new construction

- Limited to Single-Room Occupancy (SROs) and “Community Residences”

Support Services

- All recipients of HOPWA funds must ensure that tenants living in a HOPWA-assisted unit are provided with appropriate support services.
- A Services Plan detailing relationship between developer and social services agency proposed is required with HOPWA application.

Confidentiality

- Protection of client confidentiality is a major concern for persons living with HIV/AIDS
- Names of individuals living in a HOPWA unit must remain confidential.
- Best practices include:
 - Gathering client data through private intake sessions
 - Storing client files in a safe and secure place
 - Limiting number of staff who have access to client files

Evaluation Criteria – Scoring Sheet

Applications submitted during the annual NOFA schedule will be evaluated using the following criteria. Total available points shall equal 200 points for rental projects and 175 points for ownership projects.

Criterion	Reference to Section in Guidelines	Maximum Points	
		Rental	Ownership
<u>Project Readiness – 60 points maximum</u>			
Funding Commitments	Page 14	20	20
Project Implementation Schedule	Page 14	10	10
Land Use/Entitlements and/or Other Local Support	Page 14	10	10
Environmental Review Clearance/Approval	Page 23	10	10
Site Control	Page 13	10	10
<u>Financial and Cost Analysis – 50 points maximum</u>			
Reasonable Development Costs	Page 18	10	10
Feasible Construction & Operating Budget	Page 15-17	20	20
Leveraging/Match Funding	Page 23	20	20
<u>Developer Experience and Capacity – 40 points maximum</u>			
Strength of Development Team	Page 14, Appendix D	15	15
Strength of Property Management	Page 28 Appendix D	10	N/A
Successful Completion of Previous Projects	Page 28 Appendix D	15	15
<u>Project Targeting and Characteristics – 40 points maximum</u>			
Exceeds Minimum Accessibility Requirements	Page 25	5	5
Energy Efficiency/Green Building	Page 29	5	5
Extremely-Low Income Units	Page 14	15	N/A
Long-Term Affordability	Page 12	15	15
Consistency with Local and Regional Plans	Page 13	10	10
Penalty for Nonperforming Previously Funded Projects		-10	-10
TOTAL POSSIBLE POINTS		200	175



Federal Crosscutting Requirements

Environmental Review

- National Environmental Policy Act
 - Floodplain
 - Age of existing building
 - Lead-Based Paint and Asbestos-Containing Materials in existing building(s)

Relocation

- Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)
- If your CDBG, HOME or HOPWA project results in the displacement of any household or business, then the requirements of the URA must be followed.
- URA requires proper noticing of all households/businesses residing within the project, advisory services, payment of moving, and 42 months of rental assistance, and documentation that the above was provided in a manner consistent with federal law.

Davis Bacon (Federal Prevailing Wage)

- Davis Bacon requirements are triggered when:
 - There are more than 11 HOME-assisted units.
 - There are 8 or more total units in a CDBG-housing project.
 - HOPWA funding does not trigger Davis Bacon.



Federal Crosscutting Requirements - Continued

Procurement, Competitive Bidding, and Section 3 Compliance

- Competitive sealed bidding (formal advertising) of all construction and professional service contracts will be required for projects with an award of funding \$100,000 or more. A bid package will be required to be submitted for review and approval prior to noticing.
- Contracts/subcontracts cannot be awarded to any party debarred or suspended or otherwise excluded from participation in federal assistance program.
- Federally funded projects are subject to HUD Section 3 requirements that HUD dollars spent on construction and their contractors must provide contracting opportunities for local low and very-low income people and businesses. As of July 1, 2021, Section 3 Compliance requires tracking labor hours for all employees working at job site.

Section 504 Accessibility

- For all federally funded housing projects, a minimum of 5% of the total units must be accessible to people with physical disabilities.
- An additional 2% of total units must be accessible to people with auditory and visual disabilities.
- Section 504 does not apply to rehabilitation of existing housing if it is not feasible to modify the site to fully accommodate persons with disabilities.

Fair Housing and Marketing Plan

- HUD requires the County to collect and report the race/ethnicity information of households/individuals in addition to income information. The applicant is responsible for collecting this information and submitting it to the County.
- All housing projects are required to affirmatively further equal opportunity and fair housing objectives.
- A marketing plan that describes how your housing project will be accessible to minorities, disabled, and other special needs populations will be required.

Language Assistance Plan (LAP)

- A LAP must be developed to describe how non-English speaking tenants and prospective tenants will be served.



CDBG — Public Services

Technical Assistance and Q & A:

- General Public Services
- Non-Homeless Special Needs Populations
- Youth
- Fair Housing



CDBG – Economic Development

Technical Assistance and Q & A

CDBG –

Infrastructure/Public Facilities

Technical Assistance and Q & A



CDBG & ESG – Homelessness

Technical Assistance and Q & A:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Rehousing Assistance

Thank you!





Contra Costa Consortium Contact List

<u>Contra Costa County</u> Department of Conservation and Development		30 Muir Road, Martinez, CA 94553 Public Line: (925) 674-7208 Fax: (925) 674-7250	
Name	Title	Phone #	Email
Edgar Cruz	CDBG Planner	(925) 655-2893	Edgar.Cruz@dcd.cccounty.us
Amalia Cunningham	Assistant Deputy Director	(925) 655-2881	Amalia.Cunningham@dcd.cccounty.us
Daniel Davis	CDBG Program Planner	(925) 655-2884	Daniel.Davis@dcd.cccounty.us
Melanie Erickson	CDBG Planner	(925) 655-2894	Melanie.Erickson@dcd.cccounty.us
Deidre Hodgers	CDBG Analyst	(925) 655-2892	Deidre.Hodgers@dcd.cccounty.us
Gabriel Lemus	CDBG Program Manager	(925) 655-2885	Gabriel.Lemus@dcd.cccounty.us
Christine Louie	Housing Planner	(925) 655-2888	Christine.Louie@dcd.cccounty.us
Cathy Remick	Housing Planner	(925) 655-2887	Cathy.Remick@dcd.cccounty.us
Kristin Sherk	Housing Planner	(925) 655-2889	Kristin.Sherk@dcd.cccounty.us
Jaclyn Tummings	CDBG Program Planner	(925) 655-2886	Jaclyn.Tummings@dcd.cccounty.us

<u>City of Antioch</u> Community Development Department		200 H Street, 2 nd Floor (PO Box 5007) Antioch 94509 Fax: (925) 779-7034	
Name	Title	Phone #	Email
Teri House	Consultant - CDBG & Housing	(925) 779-7037	CDBG@ci.antioch.ca.us House_Consulting@comcast.net

<u>City of Concord</u> Community Development Department		1950 Parkside Drive, Concord, CA 94519 Fax: (925) 671-3218	
Name	Title	Phone #	Email
Cathy Gaughan	Community Grants Support	(925) 671-3111	Cathy.Gaughan@cityofconcord.org
Sophia Huckabay	Housing Program Analyst	(925) 671-3387	Sophia.Huckabay@cityofconcord.org
Brenda Kain	Housing Manager	(925) 671-3088	Brenda.kain@cityofconcord.org

<u>City of Pittsburg</u> Community Services Department		65 Civic Ave., Pittsburg, CA 94565 Fax: (925) 252-4134	
Name	Title	Phone #	Email
Melaine Venenciano	Senior Administrative Analyst	(925) 252-4155	MVenenciano@pittsburgca.gov

<u>City of Walnut Creek</u> Community Development Department		1666 N. Main St., 2 nd Floor, Walnut Creek, CA 94596 Fax: (925) 256-3500	
Name	Title	Phone #	Email
Sherluna Vien	Affordable Housing and Grants Coordinator	(925) 943-5899 x 2652	Vien@walnut-creek.org

UNDERSTANDING THE CDBG PROGRAM

FACT SHEET

FY 2022/25

The Community Development Block Grant (CDBG) program is funded by the federal government through the Department of Housing and Urban Development (HUD). The **primary objective** of this program is to help develop viable urban communities through the provision of **decent housing, a suitable living environment, and economic opportunity, principally for low- and moderate-income persons.**

ANY activity you propose to accomplish with CDBG funds **MUST** meet one of three **National Objectives**:

- 1. Benefit low and moderate income persons**— (typically, all applications fall under this category)
- 2. Aid in the prevention or elimination of slums and blight** — These are activities that help to prevent or eliminate slums or blighted conditions in a designated area, on a spot basis, or within an urban renewal area. There are restrictions on what specific activities are permitted.
- 3. Urgent need**— These involve activities that meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health and welfare of the community and other financial resources are not available to meet such needs. This is very rarely used and only applies in an extreme emergency.

A minimum of **seventy percent (70%) of CDBG funds, not including administrative costs, must support activities that benefit lower income persons.** Activities meeting this requirement are those which:

- Serve all residents in a particular **area**, where at least **51 percent** of residents are low/mod income;
- Those, which benefit a **limited clientele**, as long as at least 51 percent are low/mod income. Under this category, income and family size must be clearly documented or else the income eligibility requirements must limit the activity to low/mod income persons or be of a nature and location that it can be concluded that primary clients are low/mod income. In addition, certain clientele are presumed by HUD to be low/mod income. They are: senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.
- **Housing activities** which provide or improve permanent residential structures which will be occupied by low/mod income persons (if structure contains more than one unit, at least 51 percent must be low/mod income occupied); or
- **Job creation or retention activities** that create or retain permanent jobs, at least 51 percent of which will be made available to or held by low-mod income persons.

Cities over 50,000 in population, such as Antioch, Concord, Pittsburg, Richmond and Walnut Creek, participate in the CDBG Entitlement grant program, which is non-competitive. Entitlement grant amounts are based on: age of housing or amount of overcrowded housing, population, and poverty levels. The County also receives an entitlement grant on behalf of the cities within its boundaries that number less than 50,000 in population and which do not receive CDBG funds directly.

INCOME LIMITS

In order for a project or program to qualify for Community Development Block Grant (CDBG) funds, 51 percent of the program beneficiaries must be low and moderate income as defined by the U.S. Department of Housing and Urban Development (HUD). The following table reflects the HUD income limits for low and moderate-income families. The amounts listed in the Moderate-Income category are 80 percent of the Area Median Income for Contra Costa County.

Number in Household	1	2	3	4	5	6	7	8
30% AMI (extremely low-income)	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400	\$47,700	\$51,000	\$54,300
50% AMI (very low-income)	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950	\$90,450
80% AMI (low-income)	\$76,750	\$87,700	\$98,650	\$109,600	\$118,400	\$127,150	\$135,950	\$144,700

*U.S. Department of Housing and Urban Development, April 5, 2021.

PRIORITIES FOR CDBG PROGRAM

Localities identify pressing needs for their communities in their **Consolidated Plan** and through the Public Hearing process. Jurisdictions are free to select those activities to fund with CDBG monies that best meet the needs of their community in accordance with their Consolidated Plan, the national objectives, and requirements of the CDBG program and their local objectives.

ELIGIBLE ACTIVITIES FOR FY 2022/25

A wide variety of activities are eligible for CDBG funding. Please review the Application Review and Evaluation Procedures for each individual jurisdiction in the FY 2022/25 Application Guidelines

**CONTRA COSTA COUNTY CONSORTIUM
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PARTICIPATION DATA – FY 2021/22**

Program: _____

The service being provided to you is funded in part by the U. S. Department of Housing and Urban Development (HUD). HUD monitors the County as to the income and ethnicity of program participants. The information being requested is only for monitoring and auditing purposes, as required by HUD, and is not intended for public dissemination. Please provide the information requested below. Thank you for your cooperation.

☐ Male ☐ Female

Name

Street Address

City

Zip Code

1. **Status** (Check all that apply): ☐ 62 years or older ☐ Disabled
2. **Head of Household:** Are you the head of the household? ☐ Yes ☐ No
3. **If you are not the head of the household, is the head of the household female?** ☐ Yes ☐ No
4. **Household Size and Total Annual Household Income:**
A. Circle the total number of people in your household in the first column.
B. On the line corresponding to your household size, check the income range that includes your household's annual income.

A. Household Size

B. Total Household Income

1	<input type="checkbox"/> \$0 - \$28,800	<input type="checkbox"/> \$28,801-\$47,950	<input type="checkbox"/> \$47,951-\$76,750
2	<input type="checkbox"/> \$0 - \$32,900	<input type="checkbox"/> \$32,901-\$54,800	<input type="checkbox"/> \$54,801-\$87,700
3	<input type="checkbox"/> \$0 - \$37,000	<input type="checkbox"/> \$37,001-\$61,650	<input type="checkbox"/> \$61,651-\$98,650
4	<input type="checkbox"/> \$0 - \$41,100	<input type="checkbox"/> \$41,101-\$68,500	<input type="checkbox"/> \$68,501-\$109,600
5	<input type="checkbox"/> \$0 - \$44,400	<input type="checkbox"/> \$44,001-\$74,000	<input type="checkbox"/> \$74,001-\$118,400
6	<input type="checkbox"/> \$0 - \$47,700	<input type="checkbox"/> \$47,701-\$79,500	<input type="checkbox"/> \$79,501-\$127,150
7	<input type="checkbox"/> \$0 - \$51,000	<input type="checkbox"/> \$51,001-\$84,950	<input type="checkbox"/> \$84,951-\$135,950
8 or more	<input type="checkbox"/> \$0 - \$54,300	<input type="checkbox"/> \$54,301-\$90,450	<input type="checkbox"/> \$90,451-\$144,700

☐ Check here if your income does not fall into any of the income ranges corresponding with your household size.

5. **Do you receive assistance from any of the following sources?:**
☐ CalWORKs ☐ General Assistance ☐ Social Security ☐ Food Stamps
☐ Medi-Cal ☐ Section 8 ☐ WIC
6. **Hispanic Ethnicity?** Yes ☐ or No ☐
7. **Race** (Must check only one):
☐ American Indian/Alaskan Native ☐ Asian ☐ White
☐ Native Hawaiian/Pacific Islander ☐ Asian & White ☐ Black/African American
☐ American Indian/Alaskan Native & White ☐ Black/African American & White
☐ American Indian/Alaskan Native & Black/African American
☐ Other Multi-Racial: _____

I hereby certify that the above information is true and correct to the best of my knowledge. I acknowledge and understand that the information provided here will be relied upon for purposes of determining my eligibility for this program. I acknowledge that a material misstatement fraudulently or negligently made in this or in any other statement made by me may constitute a federal violation and may result in the denial of my participation in this program.

Signature

Date

Consortio de Contra Costa

Programa para el Desarrollo de la Comunidad

Información sobre los participantes del año 2021/22

Nombre del Programa: _____

Estos servicios son proveídos en parte con la ayuda del Departamento de Viviendas de los Estados Unidos y Urbano (HUD). HUD revisa el ingreso y etnicidad de los participantes de los programas del Condado y de las Ciudades de Antioch, Concord, Pittsburg, y Walnut Creek que reciben fondos de HUD. La información solicitada aquí es solamente para uso de HUD. No es para la distribución pública. Por favor llene este cuestionario. Gracias por su cooperación.

☐ Hombre ☐ Mujer

Nombre _____

Domicilio _____

Ciudad _____

Código postal _____

1. Marque lo que es aplicable: ☐ 62 años o mas de edad ☐ Discapacitada/o
2. Jefe de Casa: ¿Es usted el jefe de casa? ☐ Si ☐ No
3. Si no es el jefe de casa, ¿es dirigida la casa por una mujer? ☐ Si ☐ No
4. Número de Personas en el Hogar y Ingresos Anuales:
 - A. Circule en la primera columna el número de personas en su hogar
 - B. Al lado derecho del número que circuló, por favor marque las cajas que indican el ingreso total de todas las personas en su hogar (aproxime)

A. Numero de personas en el hogar

B. Total de ingresos

1	<input type="checkbox"/> \$0 - \$28,800	<input type="checkbox"/> \$28,801-\$47,950	<input type="checkbox"/> \$47,951-\$76,750
2	<input type="checkbox"/> \$0 - \$32,900	<input type="checkbox"/> \$32,901-\$54,800	<input type="checkbox"/> \$54,801-\$87,700
3	<input type="checkbox"/> \$0 - \$37,000	<input type="checkbox"/> \$37,001-\$61,650	<input type="checkbox"/> \$61,651-\$98,650
4	<input type="checkbox"/> \$0 - \$41,100	<input type="checkbox"/> \$41,101-\$68,500	<input type="checkbox"/> \$68,501-\$109,600
5	<input type="checkbox"/> \$0 - \$44,400	<input type="checkbox"/> \$44,001-\$74,000	<input type="checkbox"/> \$74,001-\$118,400
6	<input type="checkbox"/> \$0 - \$47,700	<input type="checkbox"/> \$47,701-\$79,500	<input type="checkbox"/> \$79,501-\$127,150
7	<input type="checkbox"/> \$0 - \$51,000	<input type="checkbox"/> \$51,001-\$84,950	<input type="checkbox"/> \$84,951-\$135,950
8 or more	<input type="checkbox"/> \$0 - \$54,300	<input type="checkbox"/> \$54,301-\$90,450	<input type="checkbox"/> \$90,451-\$144,700

☐ Marque esta caja si sus ingresos no llegan a las tarifas que corresponden con el tamaño de su hogar.

5. ¿Recibe usted asistencia de alguna de estas organizaciones?

☐ CalWORKs ☐ Asistencia General ☐ Seguro Social ☐ vales para alimentos
☐ Medi-Cal ☐ Sección 8 ☐ WIC

6. ¿Eres Hispano/Latino? Si ☐ No ☐

7. Raza (Marque uno):

☐ Indio Americano/Nativo de Alaska ☐ Asiático ☐ Blanco
☐ Nativo de Hawái/de las Islas del Pacifico ☐ Asiático/Blanco ☐ Negro/Africano Americano
☐ Indio Americano/Nativo de Alaska/Blanco ☐ Negro/Africano Americano/Blanco
☐ Indio Americano/Nativo de Alaska/Negro
☐ Otro Multirracial: _____

Yo juro bajo pena de perjurio que la información proveída es verdadera y correcta. Yo reconozco que la información solicitada será para determinar mi elegibilidad para este programa. Yo acepto que material o declaraciones hechas mal o negligentemente por mí, pueden constituir una violación federal y pueden tener un resultado negativo en mi participación en este programa.

Firma

Fecha