






# CONTRA COSTA CONSORTIUM

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

## FY 2020-2022 CDBG/ESG APPLICATION GUIDELINES

Jurisdiction	Submittal Deadline	Questions
<p><b>City of Antioch</b></p> 	<p><b>ALL HOUSING APPLICATIONS including HOME, HOPWA and CDBG-Housing (e.g. Homeowner or Rental Housing Rehabilitation and Minor Home Repair)</b></p> <p><b>DUE MONDAY, DECEMBER 9, 2019:</b></p> <p><b>NON-HOUSING APPLICATIONS including Public Services, Fair Housing, Homeless, Economic Development, Infrastructure and Public Facilities, ESG</b></p>	<p><b>Teri House</b>  <b>CDBG/Housing Consultant</b>  <b>City of Antioch</b>  <b>Community Development Department</b>  <b>P. O. Box 5007, Third &amp; "H" Street</b>  <b>Antioch, CA 94531-5007</b>  <b>Phone: (925) 779-7037</b>  <b>Email: cdbg@ci.antioch.ca.us</b></p>
<p><b>City of Concord</b></p> 		<p><b>Brenda Kain</b>  <b>Housing Manager</b>  <b>City of Concord</b>  <b>1950 Parkside Drive, M/S 10</b>  <b>Concord, CA 94519</b>  <b>Phone: (925) 671-3088</b>  <b>Email: Brenda.kain@cityofconcord.org</b></p>
<p><b>City of Pittsburg</b></p> 		<p><b>Melaine Venenciano</b>  <b>Senior Administrative Analyst</b>  <b>City of Pittsburg</b>  <b>65 Civic Avenue</b>  <b>Pittsburg, CA 94565</b>  <b>Phone: (925) 252-4155</b>  <b>Email: mvenenciano@ci.pittsburg.ca.us</b></p>
<p><b>City of Walnut Creek</b></p> 		<p><b>Sherluna Vien</b>  <b>Affordable Housing and Grants</b>  <b>Coordinator City of Walnut Creek</b>  <b>Community Development Department</b>  <b>1666 N. Main St.</b>  <b>Walnut Creek, CA 94596</b>  <b>Phone: (925) 943-5899 x2652</b>  <b>Email: vien@walnut-creek.org</b></p>
<p><b>Contra Costa County</b></p> 		<p><b>Gabriel Lemus</b>  <b>CDBG Program Manager</b>  <b>Contra Costa County</b>  <b>Department of Conservation and Dev.</b>  <b>30 Muir Road</b>  <b>Martinez, CA 94553</b>  <b>Phone: (925) 674-7882</b>  <b>Email: Gabriel.Lemus@dcd.cccounty.us</b></p>

## **APPLICATION SUBMITTAL DEADLINE**

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All CDBG/HOME/ESG applications must be submitted via CDS by **5:00 p.m. on Monday, December 9, 2019.** 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**

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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.

## **TWO-YEAR FUNDING CYCLE**

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All of the consortium jurisdictions have a Non-Housing CDBG TWO-YEAR funding cycle for the FY 2020/21, FY 2021/22 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 2021/22, contingent on the availability of CDBG or ESG 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 2020/21 and/or FY 2021/22 funds. Again, FY 2021/22 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.

## APPLICATION REVIEW AND EVALUATION PROCEDURES

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➤ **CITY OF ANTIOCH.....Minimum funding request: \$5,000**

**ALL NEW APPLICANTS or applicants not funded in the previous funding cycle are STONGLY 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**

As the 2020-22 Grant Cycle will be the first of the new 2020-25 Consolidated Plan, the City of Antioch will be accepting applications in all of the following categories (if you are not sure if your project is eligible, call or email Teri House above):

- **Homelessness** - Prevention, Outreach, Intervention, Shelter, Feeding, Information and Referral, and ALL services related to serving people who are unsheltered. Funding source may be CDBG, Housing Successor Administration, or General 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. This includes services for Youth, Abused and Neglected Youth, Seniors (age 62+), Persons with Disabilities, Crime Prevention & Public Safety, Employment Services, Recreational Services, Legal Services, Transportation Services (especially for youth or seniors), Mental Health Services, Substance Abuse Services, and so on.
- **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, Handicap Accessibility improvements, Neighborhood Facilities (such as parks, playgrounds, recreational facilities), Street and Sewer Rehabilitation, Flooding Mitigation, Climate Change Adaptation projects, etc.
- **Housing Activities** – This includes Homeowner Housing Rehabilitation, Home Purchase activities, Rental Housing activities, New Construction of housing units for people with incomes between 0-30% AMI, and Climate Change Adaptation and Resilience to Natural Hazard Risks measures in housing occupied by lower income, senior, disabled residents or census tract block groups. **All Consortium 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.**

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 2020.

Proposals will be evaluated based upon established criteria, and a 100-point scale. Please request a copy of the Rating and Ranking Criteria for more detail:

- Community Needs and Priorities
- Benefits to the Target Population
- Organizational/Administrative Capacity
- Financial Analysis

A public hearing will be tentatively held April 28, 2020 for the City Council to review and allocate funding for the first year of the two-year funding cycle.

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

➤ **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 services (ages 13 to 19); child care services (ages 12 and under); 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; code enforcement; infrastructure/public facilities; economic development and housing activities.

Concord staff and the seven-member Community Services Commission (CSC) will review and rate applications and award points based on the established criteria below. The CSC will make recommendations to the City Council showing 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).

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 Pittsburg CDBG Program is a competitive process and each application is considered on its own merit. Staff reviews applications for program eligibility, completeness and timely submission. Pittsburg has a CDBG Sub-committee that consists of two City Council members and two members from the Community Advisory Commission (CAC).

The CDBG Sub-committee reviews applications and makes recommendations to the City Council 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 and meets city objectives/needs as outlined in the Consolidated Plan. The project/program meets one of the following three national objectives; benefit to very-low and low-income persons, prevents slum/blight, or addresses an urgent/emergency need.
- **Community Need:** The project/program must address a well-defined community need benefiting Pittsburg’s lowest income residents and be cost effective.
- **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: capacity to complete project/program in a timely manner, timely submission of reports and invoices, efficient use of grant funds including sufficient eligible costs, satisfactory monitoring results, adequate contract compliance and agency must be financially stable with sufficient resources. 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.
- Applications submitted as a collaboration will be given extra consideration.

➤ **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. 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.
- **Economic Development** – job training and placement, microenterprise 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 the mobility of handicapped persons.
- **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 fund raising 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.

**For County CDBG-Housing, HOME and HOPWA applicants please refer to the Program Guidelines 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.