



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
STANDING COMMITTEE OF THE CITY COUNCIL
AGENDA**

Date: Thursday, March 28, 2024

Time: 2:30 P.M.

Place: **Antioch City Hall - Council Chambers**
200 H Street
Antioch, CA 94509

CDBG Committee Members

Councilmember Tamisha Torres-Walker
Councilmember Mike Barbanica

Staff Liaison: Teri House and Andrea Lyn Mateo

PLEASE TURN OFF CELL PHONES BEFORE ENTERING MEETING LOCATION.

ACCESSIBILITY: In accordance with the Americans with Disabilities Act and California law, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@antiochca.gov.

Agenda prepared by:
Department of Public Safety and Community Resources
Andrea Lyn Mateo – (925) 779-7037

CDBG COMMITTEE SPEAKER RULES

This agenda is a summary of the discussion items/actions proposed to be taken by the CDBG Committee. **The public has the opportunity to address the Committee on each agenda item.** The Committee can only take action on items that are listed on the agenda. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section on the agenda. No one may speak more than once on an agenda item or during "Public Comments".

Members of the public wishing to provide public comments may do so one of the following ways:

- 1) **WRITTEN PUBLIC COMMENT** *(received prior to 1:00 p.m. the day of the meeting)*
– Written comments may be submitted electronically to the following email address: CDBG@antiochca.gov. All comments received before 1:00 p.m., the day of the meeting, will be provided to the Committee Members before the meeting. **Please indicate the agenda item and title in your email subject line.**
- 2) **IN PERSON** – Fill out a Speaker Request Form, available near the entrance doors, and place it in the Speaker Card Tray near the staff person before the meeting begins.

Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the CDBG Committee Members).

After hearing from the public, the agenda item will be closed. Deliberations will then be limited to the Committee Members.

NOTICE OF AVAILABILITY OF REPORTS

The CDBG Committee Agendas, including Staff Reports, are posted onto the City's Website 72 hours before each meeting. To view the agenda information, please click on the following link: <https://www.antiochca.gov/government/agendas-and-minutes/cdbq/>

Copies are available for inspection at the Antioch Community Center, 4703 Lone Tree Way, Antioch, CA 94531, Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. Copies are also made available at the Antioch Public Library for inspection.

AGENDA

- 1. ROLL CALL (2:30 p.m.)** – Committee Members
- 2. PUBLIC COMMENTS** – Members of the public may comment only on unagendized items.
- 3. REVIEW OF CDBG 5-YEAR CYCLE AND CALENDAR FOR THE CONSOLIDATED PLAN**

- Final actions remaining in the 2020-25 Consolidated Plan.
- New needs assessment and actions for the 2025-30 Consolidated Plan and schedule.

RECOMMENDED ACTION: Staff recommends that the CDBG Standing Committee receive and file CDBG 5-year cycle and calendar for the Consolidated Plan.

- 4. REVIEW OF DRAFT 2024-25 FUNDING AND 3RD YEAR RENEWAL GRANTS**

- Summary of CDBG, CDBG-CV, Housing Successor, and PLHA funding sources, amounts purposes, restrictions, compliance with regulations.
- Spreadsheet of draft renewal grant amounts for 2024-25 to complete the achievements outlined in the 2020-25 Consolidated Plan.

RECOMMENDED ACTION: Staff recommends that the CDBG Standing Committee approve the funding recommendations, which complete the 2024-25 Action Plan and the 2020-25 Consolidated Plan, for submission to the City Council.

- 5. REVIEW OF HOUSING APPLICATIONS**

- A.** Presentation from Hope Solutions for Hope Village
- B.** Presentation from Novin Development for Grace Commons
- C.** Presentation from Lions Center for the Visually Impaired for Sunset Dr.

RECOMMENDED ACTION: Staff recommends that the CDBG Standing Committee:

- Approve a recommendation of \$2,500,000 in Housing Successor funding for Hope Solutions for Hope Village Antioch; and
- Consider recommending a \$500,000 predevelopment loan from Housing Successor funds to Novin Development for Grace Commons to position it for potential future funding as a project to fulfill the ABAG/MTC requirements.

- 6. DISCUSS AGENDA ITEMS FOR NEXT MEETING**

7. WRITTEN/ORAL COMMUNICATIONS

8. MOTION TO ADJOURN



**STAFF REPORT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
STANDING COMMITTEE**

DATE: Meeting of March 28, 2024

TO: Council Members Mike Barbanica and Tamisha Torres-Walker

PREPARED BY: Teri House, Community Development Block Grant/Housing
Consultant

APPROVED BY: Tasha Johnson, Public Services and Community Resources
Director

SUBJECT: Review of CDBG 5-Year Cycle and Calendar

RECOMMENDED ACTION

Staff recommends that the CDBG Standing Committee receive and file the schedule of the 2025-30 CDBG Consolidated Plan Community Needs Assessment process.

FISCAL IMPACT

No Fiscal Impact

DISCUSSION

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs, such as the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

CDBG Calendar

The City of Antioch has begun efforts to engage the public in providing their priorities for funding during the next five-year Consolidated Plan for 2025-30. The Consolidated Plan is developed in collaboration with the cities of Pittsburg, Concord, Walnut Creek and the County, which together with the City of Antioch comprise the Contra Costa HOME/CDBG Consortium. Outreach efforts include:

- A Community Survey available in English, Spanish and Tagalog was developed by the Consortium and is being promoted through May/June.
- Outreach is being conducted to all funded nonprofit agencies, and notices sent to Antioch churches, nonprofits, service groups, and others on the Antioch mailing list.
- Antioch will be hosting at least three Community Meetings to promote the survey and seek community input on priorities. The first of these meetings will occur Thursday, March 28 at 6:30 p.m. in the Council Chambers and will have Spanish translation.
- Focus groups will be conducted with nonprofit leaders on the needs of seniors, youth, families, unhoused persons, persons with disabilities, battered spouses, and lower income households and lower income areas within the City.
- Interviews will be conducted with Antioch department heads
- Significant research will be conducted to determine the needs of the above groups using census and other data.
- Staff will present all information on needs to City Council in September 2024 and Council will determine the priority needs, which will be the focus of funding for the five-year period.

- Applications will be released by the Consortium in early October inviting nonprofits to apply to provide services that will meet high priority needs for the first two-year funding cycle. Applications will be due back in early December.
- The CDBG Standing Committee will meet three times in March/April to interview applicants and make recommendations for City Council.
- City Council will likely meet in May to consider the recommendations and approve the 2025-26 Action Plan.

ATTACHMENTS

None.



**STAFF REPORT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
STANDING COMMITTEE**

DATE: Meeting of March 28, 2024

TO: Council Members Mike Barbanica and Tamisha Torres-Walker

PREPARED BY: Teri House, Community Development Block Grant/Housing Consultant

APPROVED BY: Tasha Johnson, Public Services and Community Resources Director

SUBJECT: Review of draft 2024-25 Community Development Block Grant (CDBG), Housing Successor, and Permanent Local Housing Allocation (PLHA) funding for agencies receiving the third year of their renewal grants

RECOMMENDED ACTION:

Staff recommends that the CDBG Committee approve draft Action Plan funding strategy and make recommendation for funding 3rd year renewal of Community Grants to be submitted to Council at such time that HUD has notified the City of its allocation for the year.

FISCAL IMPACT

FY 2024-25 Action Plan would allocate an estimated \$815,194 in CDBG funds, \$310,000 in Housing Successor funds, and \$1,181,500 in PLHA funds for a total of \$2,306,694. CDBG funds are estimated as equivalent to 2023-24 until HUD announces the 2024-25 allocation.

DISCUSSION

The 2024-25 Action Plan is the third year of the funding cycle, and the last year of the 2020-25 Consolidated Plan. During the first year of each of the two funding cycles, public services and economic development agencies that are chosen for funding receive a commitment from the City that their grant amount will remain the same over the two or three-year period as long as the HUD allocation to the City is not reduced. This strategy was implemented about 15 years ago to help stabilize the agency budgets and give them funding that they could count on for future years to leverage additional funding from foundations, businesses, and other government agencies. It also simplifies the grant process for agencies and staff alike.

CDBG regulations limit Public Services grants to 15% of the City's grant amount plus 15% of the program income (loan payoffs) received in FY 2023-24. Administration is limited to 20% of the grant amount plus 20% of the program income anticipated to be received in FY 2024-25. Other categories, such as Economic Development and Infrastructure, are not limited.

At the writing of this report, HUD has not announced the CDBG grant allocations for entitlement jurisdictions. The City cannot take the Action Plan to Council for approval until the exact amount of the grant is known. However, the CDBG Committee can approve various funding scenarios to streamline the process, as Council approval must occur within 60 days of the HUD announcement, which is anticipated shortly.

The City has not received any program income this year, as it had in the past two years. Therefore, the City can allocate a maximum of \$9,400 instead of \$10,000 for the 13 public services grants if the allocation remains the same as last year at \$815,194.

Staff suggests the following strategy for funding recommendations from the CDBG Committee:

- a) If the allocation is \$867,000 or greater, all 13 public services projects will receive the full \$10,000 grant allocation each.
- b) If the allocation is exactly the same as last year at \$815,194, the public services grants would be reduced from \$10,000 to \$9,400 for FY 2024-25.
- c) If the allocation is reduced to between \$815,194 and \$800,000, the public services grants would be \$9,200
- d) If the allocation is reduced to between \$775,000 and \$800,000, the public services grants would be \$8,900
- e) If the allocation is reduced to between \$750,000 and \$775,000, the public services grants would be \$8,600.

Staff suggests that Economic Development grants continue to remain the same amount for the third year as that is the expectation which is written into their renewal contracts. Any excess or deficit funds would go to or come from the City Downtown Street repair infrastructure project.

The Council can also choose to meet again once the actual allocation is known but must meet within 2 weeks of the announcement in order to allow time for the HUD-required 30-day public notice to be published.

ATTACHMENTS

A. Draft 2024-25 Action Plan

Attachment A – Draft 2024-25 Action Plan

FY 2024-2025 Community Grant Recommendations						
of the City of Antioch CDBG Committee To Be Considered by Council May 28, 2024 or after HUD announces grant amount						
Priority#	Applicant	Project Name	CDBG-EN Grant (UNKNOWN)	Housing Successor	PLHA	Total Funding
		Total funding available:	815,194	310,000	1,181,500	2,306,694
H-1 Permanent Housing for Homeless						
H-1.1	CC Health Services, H3	CORE Homeless Outreach Team		30,000		30,000
H-1.2	STAND! For Families Free of Violence	Rolie Mullen Center Emergency Shelter		10,000		10,000
H-1.3	Winter Nights Family Shelter, Inc.	Winter Nights Family Shelter, Inc.		15,000		15,000
H-1.4	Winter Nights Family Shelter, Inc.	Safe Parking Program			171,500	171,500
4		Outreach/Shelter Subtotal:	-	55,000	171,500	226,500
H-2 Prevention of Homelessness						
H-2.1	Bay Area Legal Aid (BaLegal)	Housing & Homelessness Prevention		25,000		25,000
H-2.2	Contra Costa Crisis Center	Crisis / 211 Contra Costa		10,000		10,000
H-2.3	Loaves and Fishes of Contra Costa	Nourishing Lives in Antioch		10,000		10,000
H-2.4	SHELTER, Inc.	Homeless Prevention Program		150,000		150,000
4		Homeless Prevention Subtotal:	-	195,000	-	195,000
8	ALL Homeless Programs	TOTAL HOMELESS FUNDING:	-	250,000	171,500	421,500
CD-1 General Public Services						
CD-1.1	Cancer Support Community	CSC Antioch Center	10,000			10,000
CD-1.2	Opportunity Junction	Technology Center	10,000			10,000
CD-1.3	St. Vincent de Paul of CCC	RotoCore Free Medical Clinic	10,000			10,000
3		General Public Services Subtotal:	30,000	-	-	30,000
CD-2 NonHomeless Special Needs						
CD-2.1	Choice in Aging	Bedford Center	10,000			10,000
CD-2.2	Contra Costa Family Justice Alliance	Family Justice Navigation Program	10,000			10,000
CD-2.3	Contra Costa Senior Legal Services	Legal Services for Seniors	10,000			10,000
CD-2.4	Empowered Aging	Ombudsman Services of Contra Costa	10,000			10,000
CD-2.5	Lions Center for the Visually Impaired	Independent Living Skills for Blind	10,000			10,000
CD-2.6	Meals on Wheels Diablo Region	Core Management	10,000			10,000
CD-2.7	Meals on Wheels Diablo Region	Meals on Wheels (MOW)	10,000			10,000
7		Special Needs Activities Subtotal:	70,000	-	-	70,000
CD-3 Youth						
CD-3.1	Bay Area Crisis Nursery	Bay Area Crisis Nursery	10,000			10,000
CD-3.2	Community Violence Solutions (CVS)	CVC Child Sexual Assault Intervention	10,000			10,000
CD-3.3	Court Appointed Special Advocates	Serving All Foster Children	10,000			10,000
3		Youth activities Subtotal:	30,000	-	-	30,000
CD-4 Fair Housing						
CD-4.1	City of Antioch	Fair Housing Services (funded w/CV \$)	-			-
1		Fair Housing Activity Subtotal:	-	-	-	-
CD-5 Tenant/Landlord Services						
CD-5.1	City of Antioch	Tenant/Landlord Services (funded w/CV \$)	-	-	-	-
CD-5.2	Put out RFP in June to start Sept 15.	Tenant Outreach Services (funded w/CV \$)				-
2		Tenant/Landlord Activity Subtotal:	-	-	-	-
24		Total CDBG Public Services:	130,000			551,500
CD-6 Economic Development						
CD-6.1	CoCoKids, Inc.	Road to Success Gap Funding	20,000			20,000
CD-6.2	Monument Impact	Small Business Support Program	20,000			20,000
CD-6.3	Opportunity Junction	Administrative Careers Training Program	60,000			60,000
CD-6.4	Renaissance Entrepreneurship Center	Microenterprise Development	20,000			20,000
4		Economic Development Subtotal (15%):	120,000	-	-	120,000
CD-7 Infrastructure and Accessibility						
CD-7.1	City of Antioch	Downtown Roadway Rehab/Ramps	400,000			400,000
1		Infrastructure Subtotal:	400,000	-	-	400,000
CD-8 Administration						
CD-8.1	City of Antioch	Administration	165,194			165,194
1		Administration Subtotal:	165,194	-	-	165,194
AH-3 Maintain and Preserve Affordable Housing						
AH-3.1	Bay Area Affordable Homeownership Alliance	Antioch Home Ownership Program		60,000		60,000
AH-3.2	City of Antioch	AHOP Loans and Grants			500,000	500,000
AH-3.3	Habitat for Humanity EB/SV	Habitat Homeowner Rehab Program			510,000	510,000
3		Housing Activities Subtotal:	-	60,000	1,010,000	1,070,000
33	Total ALL activities (AH-3.1 & 3.2+3)	TOTAL FUNDING:	815,194	310,000	1,181,500	2,306,694



**STAFF REPORT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT
STANDING COMMITTEE**

DATE: Meeting of March 28, 2024

TO: Council Members Mike Barbanica and Tamisha Torres-Walker

PREPARED BY: Teri House, Community Development Block Grant/Housing Consultant

APPROVED BY: Tasha Johnson, Public Services and Community Resources Director

SUBJECT: Review of 2024 Housing Applications and Action Plan

RECOMMENDED ACTION:

Staff recommends that the CDBG Standing Committee:

- Approve a recommendation of \$2,500,000 in Housing Successor funding for Hope Solutions for Hope Village Antioch; and
- Consider recommending a \$500,000 predevelopment loan from Housing Successor funds to Novin Development for Grace Commons to position it for potential future funding as a project to fulfill the ABAG/MTC requirements.

Recommendations will be submitted to the City Council for consideration at the regular City Council meeting on May 28, 2024.

FISCAL IMPACT

Affordable Housing grant could allocate up to \$3,000,000 in Housing Successor funding to construct new affordable housing for extremely low-income households.

DISCUSSION

The City and County put out a joint RFP for affordable housing projects in September 2023. Responses to this RFP were received in December of 2023. The City expected to make available up to \$6,000,000 in Housing Successor and Permanent Local Housing Allocation (PLHA) funding. However, a meeting with the Metropolitan Transit Commission (MTC) / Association of Bay Area Governments (ABAG) on January 17, 2024 outlined a number of new requirements in affordable housing policy, protection and preservation for the City of Antioch now that it hosts a BART line. The City must expend \$3,000,000 in funding for affordable housing in the 2026-2030 MTC Plan.

The City has \$6,429,251 remaining in the Housing Successor fund, and the five-year allocation of PLHA funding is only about \$250,000 annually. Current housing programs (Housing Rehabilitation Program and Antioch Home Ownership Program) are currently allocated over \$1 million annually. Therefore, the City can allocate no more than \$2.5 million in this application process and must wait until late 2025 before allocating the \$3 million required to fulfill our obligation to ABAG/MTC. The Housing Successor fund is anticipated to be exhausted by 2026. Any further affordable housing projects will have to be funded by other sources as PLHA will then be utilized to continue ongoing housing programs, if that is the decision of the City Council.

According to Housing Successor regulations, because the last expenditure for affordable housing was senior housing, the remaining Housing Successor funds must be targeted to households earning less than 50% of the area median income, with at least half to 0-30% AMI and no more than half to 31-50% AMI. No funding can be used to support units above 50% AMI, and the funds cannot be used to develop senior housing.

The City/County received three applications for projects in Antioch. Each of these project proponents may make up to a 10-minute presentation to the Committee, as well as time for questions and answers. The City Council will hear presentations by developers, ask questions, and obtain information to make their recommendations.

- **Hope Solutions for Hope Village Antioch** at 3195 Contra Loma Blvd, proposed new construction of permanent supportive rental housing.

- Total 22-unit village on 2.17 acre parcel, with 10 one-bedroom, 10 two-bedroom, and 2 three-bedroom units for unhoused families and singles at or below 50% AMI, including units affordable at 30% AMI. Additional auxiliary building for office and community space. Units will be factory built to complete project quickly.
 - Project is partnership with First Family Church, with agency to purchase the parcel adjacent to the church.
 - Total project estimated at \$16,710,961. Request is for \$1,980,205 County Measure X, \$2 million Antioch Housing Successor, and \$2 million Antioch PLHA, total \$8,177,740 combined city/county request, \$4 million Antioch funding.
 - Expected construction start date if all funding is obtained – 7/1/2024 with expected completion 6/30/2025.
 - Developer has been working with the City of Antioch for the past year as a part of the Breakthrough Grant, which placed a Partnership for the Bay's Future Fellow with the City to work on helping the city make needed policy/planning changes to more easily building affordable housing on faith-owned land.
- **Novin Development for Grace Commons** at 3415 Oakley Road, proposed new construction of permanent supportive rental housing.
 - Total 80 units with 43 restricted to households with incomes at 30% of the Area Median Income (AMI), 11 units at 50% AMI, and 25 units at 60% AMI plus 1 manager unit.
 - Project is partnership with Grace Bible Fellowship with a 99-year ground lease at \$1/year on a 1.3 acre parcel, part of a 9 acre campus owned by the church.
 - Total project estimated at \$50,871,308. Request is for \$2 million County Measure X, \$3 million Antioch Housing Successor, \$2.5 million Antioch PLHA, total \$7.5 million combined city/county request, \$5.5 million Antioch funding.
 - Expected construction start date if all funding is obtained – 4/30/2025, with expected completion 10/31/2026.
 - Developer requests \$750,000 of above funding as project predevelopment grant or loan to support soft costs related to civil, architecture, environmental, traffic engineering, and legal counsel related to project entitlement, as well as community engagement, to prepare for June 2024 Super NOFA application.
- **Lions Center for the Visually Impaired for LCVI Housing** at 2405 Sunset Drive, proposed acquisition and rehabilitation of permanent housing for persons with disabilities.

- Total 6 units, 2 single level triplexes constructed in 1951. Property will be renovated and ADA compliance will be ensured throughout.
 - NOTE 1: Agency did not identify levels of affordability. This must be clarified as affordability will have to be at least half affordable to 30% AMI and no more than half to 50% AMI households.
 - NOTE 2: Project specifies housing for persons “who are senior, with the disability of blindness and/or visual impairments.” To utilize City of Antioch Housing Successor funds, the requirement for seniors would have to be eliminated. Residents would have to be qualified on the basis of the disability only, with any adult age being eligible.
- Total project estimated at \$1,595,000. Request is for \$100,000 County CDBG, \$450,000 County HOME, \$500,000 County Measure X, \$450,000 County PLHA, \$45,000 Antioch Housing Successor, \$20,000 Antioch PLHA funds. Total \$1,565,000 combined city/county request, \$65,000 Antioch funding.
 - NOTE 3: Project requires County match and they have listed \$275,000 in various sources, but this isn’t reflected in the application summary of total cost. No Project Construction Budget was included for the rehabilitation.
- Expected construction start date if all funding is obtained – 12/2/2024 with expected completion 12/1/2025.
- It appears that this may be the first acquisition/rehabilitation or new construction affordable housing project for Lions Center.

ATTACHMENTS

- A. Novin Development Housing Application
- B. Hope Solutions Housing Application
- C. Lion’s Center for the Visually Impaired Housing Application

**Contra Costa Affordable Housing Program
FY 2024/2025**

Section I - All Applicants

A. Applicant Information

Organization: Novin Development Corp
Address: 1990 N California Blvd Ste 800 , Walnut Creek,, CA 94596

B. Project Information

Project Name: Grace Commons
Project address or target area: 3415 Oakley Road, Antioch CA

Project and Funding *check all that apply, then click below to update Application*

1) Is this project an Acquisition? No

2. Type of Work Proposed:
(If Community Land Trust is chosen, Measure X is the only funding source allowed)

<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Conversion	<input type="checkbox"/> Community Land Trust (Measure X Funding Only)

3. Type of Project:

<input checked="" type="checkbox"/> Permanent Rental Housing	<input type="checkbox"/> Transitional Housing
<input type="checkbox"/> First-Time Homebuyer	<input checked="" type="checkbox"/> Permanent Supportive Housing
<input type="checkbox"/> Community Land Trust	<input type="checkbox"/> Single Room Occupancy (SRO)

4. Target Populations Served:

<input type="checkbox"/> Family Housing	<input checked="" type="checkbox"/> General Affordable Housing
<input type="checkbox"/> Seniors	<input checked="" type="checkbox"/> Persons with Disabilities
<input type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Homeless
<input type="checkbox"/> Frail Elderly	<input type="checkbox"/> Victims of Domestic Violence
<input type="checkbox"/> Persons with HIV/AIDS	

5. Does the project qualify as any of the following?

<input type="checkbox"/> Difficult to Develop Census Tract
<input type="checkbox"/> High/Highest Resource Area
<input type="checkbox"/> Transit Oriented Development

6. Funding Requested*:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOME
<input checked="" type="checkbox"/> Measure X	<input type="checkbox"/> County PLHA
<input checked="" type="checkbox"/> Antioch Successor Agency	<input checked="" type="checkbox"/> Antioch PLHA

7. Funding Requested From:

<input checked="" type="checkbox"/> Contra Costa County	<input checked="" type="checkbox"/> Antioch
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Total Measure X funds requested:	\$2,000,000
Antioch Successor Agency funds requested:	\$3,000,000
Antioch PLHA funds requested:	\$2,500,000
Total Requested Funds:	\$7,500,000
Total Project Cost:	\$50,871,308

C. Project Description

Provide a narrative description which fully describes all significant aspects of the project. Narrative should include the need to be addressed, project objectives and major characteristics, manner in which project will alleviate affordable housing needs, and any other relevant information required to adequately evaluate your project. Project description should not exceed three paragraphs.

Grace Commons Affordable Community is a grassroots concept and effort from the local faith-based organization Grace Bible Fellowship of Antioch (GBFA). GBFA is a long-standing community organization serving Antioch, providing various community services, which are detailed in the next section. After several failed attempts at building tiny homes and mobile homes on the church's campus, GBFA approached Novin Development

Corporation (NDC) in May 2023 to collaborate. NDC and GBFA partnered to respond to the City of Antioch's Homekey 3.0 RFQ to propose a 50-unit Homekey development- with studios and one-bedroom units. Due to limited time to adequately address the City RFQ and the California Department Housing and Community Development (HCD) Homekey funding deadlines, the applications did not move forward and the City funds remain unallocated. The development team, church leadership, and GBFA congregation have continued working on the project and reconceptualizing it as a larger 80-unit HCD and Low-Income Housing Tax Credit (LIHTC) project. The GBFA is donating the land to build Grace Commons with a 99-year ground lease at \$1 per year.

Grace Commons is an early example of SB4 (Affordable Housing on Faith Lands Act) with an 80-unit 100% affordable housing project on a 1.3-acre sub-parcel on the church campus. Forty-three (43) units are restricted to low-income households at 30% AMI, eleven (11) units at 50% AMI, and the remaining twenty-five (25) units are limited to 60% AMI, plus one (1) manager's unit. The building's gross area is approximately 52,000 square feet with 60 surface parking stalls and outdoor amenities. The development includes a combination of studio apartments (40 units), one-bedrooms (19 units), and two-bedrooms (21 units). The project site at Grace Bible Fellowship is in a semi-urban and rapidly developing part of Antioch, near necessary conveniences like grocery stores, pharmacies, and restaurants. It also has the advantage of having support provided by an onsite service provider, as well as the amenities offered by the church itself, including hot meals, daycare, an after-school program, a youth center, sports fields, a rehabilitation facility, seasonal programming and a sense of community provided by the church's congregation.

The City of Antioch ranks second in the acute need for below-market-rate units in Contra Costa County with 6,233 households (or 18.5 % of total households) making less than 30% of AMI. Additionally, 69.9 percent of youth living in Antioch are under the age of 18. According to the Regional Housing Needs Allocation (RHNA) plan: the San Francisco Bay Area 2023-2031 plan has allocated 792 very low-income (50% AMI) housing units and 456 low-income (50-80% AMI) for a total of 3,016 affordable housing units to the City of Antioch. In our conversation with the GBFA, which maintains an active youth mentoring program, it was evident that affordable housing for youth is greatly needed in Antioch, particularly for youth transitioning out of foster care. Grace Commons will provide equitable access to individuals, households, and other special needs tenants at risk of homelessness, with a focus on youth. Our service partner, Community Housing Opportunities Corporation (CHOC) will work alongside GBFA to provide necessary resident services to Grace Commons. Property management will be provided by Sterling Asset Management (SAM), which will staff a full-time on-site manager.

Proposed Project Amenities and Services On-Site. Response should not exceed three paragraphs.

Grace Commons Services: In addition to the ongoing services provided by GBFA, Grace Commons will provide housing and necessary support services to its target residents. CHOC will be the lead service provider on the project, supported by GBFA as an enhanced service provider. CHOC is an experienced service provider supporting a wide variety of clientele, and its resources are aligned with the project's target population. The Resident Services Coordinator will establish regular office hours to collaborate with residents and Property Management staff, devising plans and offering referrals to assist households in maintaining their housing and preventing evictions. Additionally, the Coordinator will be accessible for individual meetings to address conflicts, identify potential housing risks related to behaviors, and provide necessary support. Resident meetings, support groups, and informative sessions featuring speakers on topics such as parenting, financial empowerment, and health and wellness topics will be facilitated by the Coordinator. To foster a sense of community, the Coordinator will organize social activities like movie nights, bingo, seasonal and cultural celebrations, and pot-luck dinners, all publicized through a monthly newsletter distributed by Resident Services. The after-school program, along with monthly youth, adult, and family activities, as well as special events, will further enhance community connection and offer volunteer opportunities for residents.

Grace Commons's Amenities: Grace Commons will not simply rely on the church for amenities. The development, still in the conceptual design phase, includes 6200 square feet of common areas, which will house both resident amenities and programs. The resident amenities include a secure entry lobby, leasing and property management office, security guard, secure mail room, secure bike parking, a trash facility, laundry services, and car parking that includes EV charging stations. The resident programs area will include a case manager's office, a community room with a full kitchen, and a co-working area. As conceptualized today, there will be a dedicated youth center with a computer lab, audio-visual facility, study areas, and indoor-outdoor recreational facility. The landscape areas will have interactive educational gardens with native pollinators and drought-resistant plants, a community garden, shaded seating areas, an outdoor fitness area, and a children's play area.

Existing amenities and services on church campus::Grace Commons has the advantage of fully leveraging the existing community services provided onsite by GBFA, serving youth with assistance in job and school applications, those in substance abuse recovery, childcare, and tot-lot for children, and a true sense of community. The youth-focused services include an after-school program, a skill training and mentoring program for disadvantaged youth, recreation facilities, and sports leagues. GBFA provides a free sober living environment to men needing recovery services aftercare and relapse prevention. Large community-wide events are hosted for many holidays, including Juneteenth, Halloween, and Christmas. GBFA also sponsors city-wide charitable giveaways of food baskets at Thanksgiving and gifts at Christmas for anyone needing extra support. Grace Commons residents will not only be able to partake of the donations but help distribute them too, if they want. The details of these services are attached under the "Experience_Grace Bible Fellowship of Antioch."

The development team will refine its amenities and programming as part of ongoing community engagement and future resident engagement. That part of the process should be built into an inclusive design development.

Proposed Project Sustainability Features. Response should not exceed three paragraphs.

Building inclusive sustainable developments is part of NDC's mission, and we strongly believe in the longevity of this project, its sustainable operations, and a naturally healthy living environment for its future residents, with a net-positive impact on the surrounding community. With a commitment towards environmentally sensitive and modern living, the building will have the following features: It will be California T-24 compliant and 100% electric energy. We will incorporate solar panels to help reduce greenhouse emissions, harness renewable energy, and cut down on electricity costs. The appliances will all be Energy Star-rated. The development will be built using modular construction – which is built offsite to reduce traffic and greenhouse gas emissions. We will provide an additional level of insulation required to conserve energy usage, as well as a shared electric vehicle charging station and

many options for alternative modes of travel, including two bus lines with a stop within easy walking distance from Grace Commons. Additionally, all our exterior fenestration will be double-paned, and all living areas will have ample natural light and ventilation.

The project is located in an existing urbanized area and will not cause any significant site and circulation disturbances. We propose to open a secondary entrance on the north side of the property on Filbert Street. It will allow direct bike and pedestrian access to 18th Street, which has bus stops with two transit lines serving at 30-minute intervals. As mentioned above, we will construct Grace Commons using state-approved and attractive modular development. This will allow the City of Antioch to serve as a model for future housing development in the region. Modular construction methods will allow us to build off-site in a controlled environment with limited material waste, better quality control, and a quicker construction timeline. Furthermore, this building technique will allow for less disruption and noise during construction and reduce greenhouse emissions from fewer vehicle trips. This will also limit the duration of site disturbance and the area impacted through construction, curbing environmental risks related to erosion and construction-related pollution.

For all on-site construction activities, we are committed to a local procurement process for labor and material, supporting the local economy and limiting vehicular miles traveled to the site. In addition, the project will use only native drought-friendly planting material, which also serves to educate the community about sustainable landscape practices. We will use 3 inches of mulch and water-efficient drip irrigation with a separate meter to allow regular monitoring. We will limit the use of impervious paving and turf to only necessary areas, like ADA-compliant paths and emergency access routes, and we will increase tree cover on the site. Additionally, the planting will be seasonal, and the foliage and edible edible gardens will encourage pollinators. Also, all interior and exterior water fixtures will be low-flow, under 1.28 GPF (gallons per flush). We are also looking into the feasibility of onsite recycling of water for irrigation purposes. This project is scoring 194 points on the attached GreenPoint checklist and will be GreenPoint certified. As the design evolves, we are committed to an even higher score. We will bring a competent sustainability expert/consultant on board to guide the process and detail property management protocols for the building to function as designed.

For new construction projects does any of the following apply to your project?

Will your project score higher than 110 points (Gold Standard) on the Build it Green - GreenPoint Rated Checklist or at the Gold or above level for Leadership in Energy and Environmental Design (LEED)?
Yes

Will your project score between 80-109 points (Silver standard) on the Build it Green - GreenPoint Rated Checklist or at the Silver level standard for LEED?
Yes

Attach verification of the GreenPoint Rated Checklist as Attachment I.C.

D. Self-Scoring Worksheet - Contra Costa County Funds Only

Applicants are required to complete and submit a self-score worksheet summarized below. Points are awarded for exceeding, rather than meeting, the threshold requirements for the category. Applicants should not assume that their self-score will be the actual score that will be achieved.

A minimum of 70 percent of points must be achieved to be considered for a funding award. In all cases, points are awarded for exceeding, rather than meeting, the threshold requirements for the category.

Refer to FY 2024/25 Affordable Housing Program Policies and Procedures Section 5 for more information on Application Scoring Criteria.

Criterion	Maximum Points			Self Score
	Rental	Ownership	Comm Land Trust	
I. Project Readiness	80	60	60	
Competitive State Resources	20	0	0	10
Funding Commitments	20	20	20	12
Discretionary Land Use Approvals	10	10	10	5
Environmental Review Clearance/Approval	10	10	10	5
Leveraging/Match Funding	20	20	20	15
II. Developer Experience and Capacity	45	35	45	
Developer Experience Exceeds Minimum	20	20	20	20
Strength of the Development Team	10	10	10	10
Developer Financial Strength	5	5	5	5
Strength of Property Management Team	10	0	10	10
III. Project Location	20	20	20	
Unincorporated Address	5	5	5	
Geographic Equity	5	5	5	
Proximity to Public Transit	5	5	5	5
Proximity to Grocery, Farmers' Market, or Healthcare	5	5	5	4
IV. Project Targeting and Characteristics	35	20	20	
Energy Efficiency/Green Building	5	5	5	5
Income Targeting Exceeds Minimum	15	15	15	15
Homeless - New Permanent Supportive Housing Units	10	0	0	10
Units for People with Special Needs	5	0	0	5
Penalty for Nonperforming Previously Funded Projects	-10	-10	-10	
Total Possible Points	180 pts	135 pts	145 pts	136

E. Project Implementation Schedule

Provide the proposed project implementation schedule, including major milestones (e.g., property acquisition, start and completion of construction or rehabilitation, relocation, procurement, occupancy, commitment of remaining funding sources, etc.).

Note: All funds for this project must be secured by June 30, 2025 and construction must begin no later than June 20, 2026 to be eligible for FY 2024/2025 HOME or CDBG funds.

	Have you obtained complete approvals for the following?	Date Obtained/Expected
Environmental, Biological, Archeological Approvals	Underway	June 2024
Design Approvals	Underway	June 2024
Land Use Entitlements	Underway	June 2024
Building Permit	Underway	December 2024

Attach all completed items approvals as listed above as Attachment I.A.

Narrative regarding whether or not discretionary approvals are required for planning or building permits: The project is a 100% affordable development supporting very low and extremely low-income residents on church-owned land. The project land use complies with the City of Antioch's General Plan and zoning. The parcel's zoning was recently updated to comply with the proposed regional housing needs inventory as an opportunity site in the 2023-2031 Housing Element for high-density housing (R-35). It is also recognized as an appropriate site for affordable housing development in the current Housing Element.

The following state laws will apply to the project to gain streamlined approvals, additional density entitlements, and CEQA Exemption:

Senate Bill 4 - Affordable Housing on Faith Lands Act: This project will be an early precedent of Senate Bill 4, allowing affordable housing development on Faith-based Community Land. We are seeking CEQA exemption and streamlined non-discretionary entitlement approvals under SB4.

State Density Bonus: The project will take advantage of the Density Bonus Law (found in California Government Code Sections 65915 – 65918), including AB 1763, AB 2345, and the newly adopted AB 1287, which allows for stacking additional density bonuses. These bills and our affordability mix make the project eligible for a 100% density bonus, equal to 70 du/acre, given the project has more than 50% of its units set aside at very low-income levels. We will also seek waivers from parking requirements under the state density bonus law.

Expected Construction Start Date: 04/30/2025

Expected Construction End Date: 10/31/2026

Expected Occupancy Date: 02/01/2027

Expected Perm Close Conversion Date: 07/01/2027

Approximate date funds will be required: 02/01/2024

Why funds are needed by this date:

Grace Commons is a local grassroots initiative, and we are seeking \$7.5M in City and County contributions to successfully leverage additional state resources and tax credit financing. We request that a \$750,000 portion of the funding be made available as a project predevelopment grant or loan to support entitlements and June 2024 SuperNOFA application readiness. The requested fund will support soft costs related to civil, architecture, environmental, traffic engineering, and legal counsel related to project entitlement. A portion of this fund will also support community engagement activities like large-format community meetings and maintaining the project website, as well as stakeholder and client workshops. It will also support the costs of third-party reports as required for applying for state and tax credit funding.

Proposed Antioch Successor Agency Loan Type: Choose

Proposed Antioch PLHA Loan Type: Choose

Proposed Measure X Loan Type: Choose

F. Local Support

Describe your efforts to generate local support for this project, including contacts with local government officials, public agencies, neighborhood organizations, etc. At a minimum, demonstrate the project has the support of the local jurisdiction where the project is located (financial support is encouraged but not required). Response should not exceed three paragraphs. Provide evidence of support as Attachment I.B.

GBFA and Novin Development Corp. (NDC) took a deep dive into the East Contra Costa County community in order to gather support and introduce Grace Commons at the first of several hybrid community meetings, which was held on December 6, 2023. Besides local housing supporters like Yimby and the Mission Possible Community Center of Antioch, NDC invited representatives from Supervisor Diane Burgis' office, school board members of Antioch Unified School District, City Council members from Antioch and neighboring Oakley, members of the Antioch Chamber of Commerce, local trade union representatives, Antioch's City staff, including members of the planning and housing departments, and members of the Antioch Community Foundation. There was also a coordinated effort with NDC and GBFA to pass out flyers to the local community, several housing groups, including Hope Solutions and the Contra Costa Housing Authority, and neighborhoods around the church that may be interested in the development. Flyers were also displayed at local retailers like Target and Walmart, where many unhoused and housing-vulnerable people assemble. In addition, NDC and the church put information online, via Facebook and LinkedIn.

The meeting held on Wednesday, Dec. 6, 2023, was a rousing success – attended by 114 people onsite, 138 via the simultaneous YouTube feed (<https://www.youtube.com/watch?v=dokr0A3S1w4>) and 40 on GBF's Facebook

feed. Church leaders gave support for Grace Commons and NDC delivered a detailed power-point overview of the project concept. In addition, there were flyers available about both the project and NDC, as well as four 24X36-inch posters with graphic illustrations of the site, floor plans and intended residents. NDC gave the posters to the church so attendees can visualize how the development will fit within the church grounds.

Finally, the Pastor of GBFA and President of NDC held an open question and answer period, as well as offered up cards for questions, comments and concerns that will be compiled for a handout at the church and available online. The main concern was entrance and egress from church grounds, which site designers will mitigate. The hybrid component not only allowed stakeholders from the church to comment but those in the community to speak their piece. It was a professional, seamless event, attended by many people from within the congregation and the community. Press was also invited, including KTVU, the East County Times, The Antioch Ledger and Bay City News Service. An upcoming story is slated to be published in the Antioch Ledger soon, and other press, especially Bay City News Service, expressed interest in following the development story as it progresses. The East County Times did not have the staff available to cover the community meeting, but indicated they will do a story as soon as staff is available. This is the type of community engagement NDC practices with all of its developments, and we look forward to more such informational gatherings as the project progresses. As an ongoing pre-development effort, we will continue to engage the community, neighbors and City leaders with additional community meetings, and stakeholder interviews, maintain a mailing list and publish all updates on the project website.

Section 2 - Federal Funds (HOME & CDBG) Requirements

Not required for this application

Section 3 - Local Funds (City of Antioch Funds & Measure X/PLHA) Requirements

A. California Environmental Quality Act (CEQA)

Has the jurisdiction where your project is located completed its CEQA review?

B. State Prevailing Wage

Some affordable housing funding sources trigger state prevailing wage and require payment of state prevailing wage.

Will your project trigger the payment of State of California Prevailing Wage?

C. Relocation

If you are proposing a project that includes acquisition and/or rehabilitation, by submitting this application for funds, you are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As of the date of this application, you are negotiating for federal funds. All commercial and residential tenants in your project must be immediately notified of potential displacement. URA requirements are triggered on first-time homebuyer programs if the home to be purchased is tenant occupied. (Unless the tenant is the purchaser.) Attach a copy of the General Information Notice and tenant rent roll (one copy only) as Attachment II.C.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Relocation requirements.

Is relocation triggered by this project?

Why or why not:

Do you have a relocation consultant consultant for this project?

D. County Procurement Requirements

Have you chosen a general/prime contractor for your project?

When entering into contract (construction or non-construction), the project must comply with County procurement requirements. At a minimum, prior written consent will be required before entering into any subcontracts for your project.

Describe the process for which you completed a contract with for your general/prime contractor:

E. Lead-Based Paint Remediation

If your project involves demolition of or rehabilitation work on a building constructed prior to 1978, you will need to complete and implement a lead-based paint plan.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements. Does your project involve the demolition of a building that was constructed prior to 1978?

Does your project involve the rehabilitation of a building that was constructed prior to 1978?

D. Federal Procurement Requirements

F. Long-Term Affordability

All projects are subject to use and occupancy requirement for up to 55 years. This includes affordable requirements, and possibly, specific target populations.

Does your project anticipate at least 55 years of affordability restrictions?

Describe how you will manage the project to ensure compliance with the regulations:

Section 4 - Site Information

A. Project Location

Number of site addresses for this project - 1

Street Address	City	Zip	Parcel Number	Census Tract
3415 Oakley Road	Antioch	94509	051-200-065	3060.02

Include location map, parcel map, and site photographs with each site clearly identified as **Attachment IV.A.**

Include site plan elevations as **Attachment IV.B** and Architectural Renderings as **Attachment IV.C.**

Is the site in an unincorporated community?
No

B. Site Control

Site control at the time of the application submittal is required. Indicate the level of site control currently held by the applicant.

- ☐ Fee simple title (full control)
☐ Executed Purchase Agreement
☐ Executed Ground Lease; lease period:
☐ Option; Type of option: Option Period:
☒ Other: NDC and GBFA have entered in a joint venture memorandum

Include evidence of site control as **Attachment IV.D.**

C. Project and Site Information

1. Total number of proposed units: 80

2. Site size (acres): 1.3

Proposed density (units/acre): 62

3. Current Site Use (check as many as applicable):

- ☐ Residential: Number of Units: Vacant
☐ Commercial: Occupied --- Number of Buildings: Total Square Ft
☐ Industrial: Occupied --- Number of Buildings: Total Square Ft
☐ Parking Lot: Not in Use
☒ Vacant Lot --- Describe any prior known use: The 1.3-acre parcel is part of the 9-acre Campus owned and operated by Grace Bible Fellowship. The parcel is an underutilized dirt lot on which the church had always envisioned a housing project.

Provide the age of any structures currently located on site: Not applicable

Describe the historic and/or archeological significance (if any) of the site and any existing structures:
The 1.3-acre parcel is part of the 9-acre Campus owned and operated by Grace Bible Fellowship Church. There are existing church buildings and recreation fields on the church campus. The 1.3-acre parcel for the proposed housing development is an underutilized portion of the of the church campus. The prior use of the site is agriculture. It was under agricultural use, an orchard, between 1908 and 1984.

4. Proposed Site Use/Proposed Project:

Total new square foot of site location(s)	53,200
Total new square footage of all project structures	53,200
Total new gross residential square footage	53,200
Total square footage of all residential units	38,254
Total gross commercial square footage	0
Total parking structure square footage	0
Total parking spaces	60
Open uncovered parking spaces	60
Covered parking spaces	
Structured parking spaces	
Other parking spaces, type	secure 60 bike

5. Specify the flood hazard zone designation that your project is located in: X
(Flood Zone Letter Designation, e.g. A, B, C, V). Flood Plain information is available at the [FEMA Map Center](#).

FEMA Map Date: 6/16/2009

FEMA Community Panel Number: 331 or 602

FEMA Map Page Number: 06013C0332F

The County's policy is to not fund a proposed new construction housing project, if it is one of the below flood plain zones. Contra Costa County contains various Special Flood Hazard Area (SFHA), also known as 100-year flood zones. SFHAs are areas where the National Flood Insurance Program's (NFIP's) floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies. The SFHAs includes Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, and V.

For acquisition and/or rehabilitation housing project, federal assistance may be used for projects with any building, including residential buildings, in SFHA designated by FEMA if:

1. The County is participating in the National Flood Insurance Program;
2. Flood insurance is obtained by the property owner as a condition of approval for using federal funds; and
3. The County is responsible for ensuring flood insurance is obtained and maintained for the life of the building and at a minimum is required to be in the amount of the federal funds the County provided to the project.
(Note: The County will require a document to be recorded on title to reflect this requirement, which may adversely affect future sale of the property.)

6. Proximity to Public Transit:

☒ The site is within 1/2 mile of multiple bus lines with a frequency of service interval of 30 minutes or less during peak hours, a ferry terminal station, and/or a Amtrak/BART station.

Provide details of public transit in vicinity of proposed project:

The Tri-Delta Transit system serves the City of Antioch and the proposed site for Grace Commons. Two bus routes, 383 and 391 have primary bus stops along 18th Street next between Drive-In Way and Highway 160. This bus stop is less than half (1/2) mile from the project site.

Bus Line 383 connects to Antioch BART Station and has an hourly service in weekdays- 5am to 9pm

Bus line 391 connects to Pittsburg Center station has a 30-minute service in weekdays, 5am to 9pm

These bus lines provide connectivity to larger regional trains including Amtrack and BART.

Other private shared modes of transportation like Lyft and Uber are easily available in the neighborhood.

7. Proximity to Grocery, Farmers' Market or Healthcare:

☒ The site is located within 1 mile of a full-service grocery store (where staples, fresh meat, and produce are sold) or farmer's market.

Name and location of full-service grocery store: Raley

Location of farmer's market: 2077 Main St, Oakley, CA 94561

☐ The site is located within 1 mile of a qualifying medical clinic (provides primary care services regardless of one's ability to pay), healthcare facility, or pharmacy.

Name/Address of qualifying medical clinic:

Name/Address of healthcare facility:

Name/Address of pharmacy:

8. Geographic Equity:

☐ The site is located within the "Extreme Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "High Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "Elevated Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

Provide census tract number and upload as Attachment IV.C of the Urban Displacement California Estimated Displacement Risk Model Map category with the property clearly identified by using [This Map](#)

D. Planning/Environmental Information

Project approval requirements and status:

Action	Required?	Date Approved	Estimated Approval Date
General Plan Amendment	No		
Rezoning	No		
Tentative Subdivision Map Approval	Yes		June 15, 2024
Final Map Approval	Yes		June 15, 2024
Use Permit	Yes		June 15, 2024
Other:	Choose		

Section 5 - Applicant and Development Team Qualifications

A. Applicant

1. Type of Applicant For Profit

2. Describe the anticipated ownership structure for the project (e.g., subsidiary non-profit), limited partnership, limited liability corporation). Identify all participating entities, their specific role, and financial interest in the project.

The ownership structure will be a newly created tax credit limited partnership known as Grace Commons, LP. NDC Contra Costa LLC, a California limited liability company, is the administrative general partner with a .049% interest (the 'Administrative General Partner'). Community Resident Services, Inc. a California non-profit public benefit corporation, is the managing general partner with a .001% interest (the 'Managing General Partner'). Novin Development Corp., a California corporation, is the initial limited partner with a 99.99% interest (the 'Limited Partner'). Grace Commons, LP will ground lease the property from Grace Bible Fellowship of Antioch, Inc.

Name of Proposed ownership entity: Grace Commons, LP

Has this entity been established? N

3. Describe the applicant/owner's experience in affordable housing development, property management, and other areas relevant to the proposed project.

Novin Development Corp. (NDC) is a committed housing development firm that prioritizes both affordable and workforce housing. Since its inception in 2013, NDC has made significant strides in the Bay Area, acquiring over \$160 million worth of real estate. Its existing portfolio includes 330 apartment units and 76,500 square feet of commercial space, with an additional 700 units in the development pipeline. Existing NDC's assets include 14 projects, spanning from preservation projects to new developments. NDC's development team members are well-known industry professionals in good standing with a wide variety of development experience to meet the project needs.

Our President, Iman Novin brings 16 years of affordable housing experience and has served in leadership roles in established affordable housing development companies, overseeing a variety of projects, including Oakland BART Transit Village projects for Bridge Housing. The assigned Development Manager, Atisha Varshney, brings 14 years of multi-disciplinary experience in architecture, land use, and community development. Please see the attached qualification on our team's strengths and diverse portfolio. Having played a crucial role in over 9,000 multifamily units valued at over \$3.5 billion throughout California, NDC's team is dedicated to urban infill, mixed-income, and transit-oriented projects in line with our double-bottom line commitment to both risk-adjusted returns and social/environmental sustainability.

Our property management team, Sterling Asset Management (SMA), stands for distinction in affordable multifamily housing and market-rate housing property management. They have a 30-year track record of managing and maintaining multifamily communities in California. Led by President Kevin Grani, Sterling Asset Management Company is licensed by the California Department of Real Estate and is a HUD and HCD-approved management agent.

4. Enter the number of organizations that are applying for the project: 2

Project Staffing Chart for Applicant #1

Project Staff	Name	Role in other current or planned developments	Years of Relevant Experience	Role with proposed project
Project Manager	Atisha Varshney	Development Manager	14	Day to day project manager, working directly with consultant
Director of Real Estate Development	Konstantin Vorinin	Director of Growth and Real Estate Development	12	Leading all transaction and partnership related effort for the
Executive Director or President	Iman Novin	President CEO	16	Decision making entity, signatory and provide all gurrantees
Asset Manager	Kevin Grani	Property managements President & CEO, Sterling	+30	Lead all property management related efforts.
Controller/CFO/Accounting Manager	Hiral Chaudary	Manages all account, invoice and draws	15	Manages all account, invoice and draws

Project Staffing Chart for Applicant #2

Project Staff	Name	Role in other current or planned developments	Years of Relevant Experience	Role with proposed project
Project Manager	Pastor Kirsland Smith	Senior Pastor, Grace Bible Fellowship of Antioch	30	Legal representative for GBFA
Director of Real Estate Development				
Executive Director or President				
Asset Manager				
Controller/CFO/Accounting Manager				

5. Organization Track Record/Experience

Number of years applicant #1 developing and operating affordable housing projects in CA: 5

Number of completed projects applicant #1 similar to the one proposed: 4

Number of years applicant #2 developing and operating affordable housing projects in CA: 0

Number of completed projects applicant #2 similar to the one proposed: 0

6. List the five most recent affordable housing projects developed by lead applicant #1: Include location, number of units, type of project, year occupied, and appropriate reference with email address:

Project Name	Address or Parcel #	# of Units	Type of Project	Year Occupied	Reference Name	Email Address
Geary Apartments	936 - 938 Geary St, San Francisco, CA 94109	31	Affordable Housing Preservation Workforce	2021	Reginald Hairston	Reginald.Hairston@SFHDC.org
Surfside Apartments	Surfside 434 Central Ave, Alameda, CA 94501 Apartments	53	Affordable Housing Preservation Workforce	2020	Zach Sher	Zach Sher
The Post Apartments	1460 Contra Costa Blvd, Pleasant Hill, CA 94523		Affordable Housing Preservation Workforce	2022	Sandra Alcoba-Matos	Sandra Alcoba-Matos
Natoma Apartments	528 Natoma St, San Francisco, CA 94103	4	Affordable Housing Preservation Workforce	2021	Sarah Graham	sarah.graham@sfhdc.org
Park Heaven Plaza	2838 Park Avenue Soquel, CA	36	Homekey New Construction	2023	Suzanne Ise	Suzanne.Ise@santacruzcountyca.gov

7. Please upload the following for your organization, as required. Attachment V.B

- All applicants (projects with multiple organizations applying must provide the following for each organization):
 - List of current agency officers and Board of Directors (including name, address, email, occupation or affiliation, principal officers)
 - Most recent audited financial statement, including management letter(s)
 - Current year operating budget (for public agencies, operating budget should reflect the appropriate Department or specific program budget)
- All applicants except cities and local government agencies:
 - Agency Articles of Incorporation and By-Laws.
- Non-profit applicants only - Nonprofit status papers, including evidence of state and/or federal certification.

8. Do you wish to be considered for funding as a Community Housing Development Organization (CHDO) for purposes of applying for HOME funds? (15% of the Consortium's HOME allocation is reserved for projects developed, owned, or sponsored by qualified CHDOs. In addition, CHDOs may qualify for special predevelopment loans and operating assistance in connection with HOME-assisted projects.)

9. Do you wish to be considered for funding as a Community Based Development Organization (CBDO) for purposes of applying for CDBG funds? (CBDOs may be eligible to receive CDBG funds for the new construction of housing.)

B. Development Team Qualifications

List additional key members of the proposed development team, in addition to the applicant, and briefly describe their role and relevant experience (e.g., architect, construction manager, construction firm, financial consultant, relocation consultant, resident supportive services provider, etc.). Provide letters of preliminary commitment or interest (if available) as **Attachment III.E**.

Role	Organization Name	Staff Contact	Years of Relevant Experience	Currently Under Contract for proposed project?
Architect	Stienberg Hart	Katia McClain	20	Yes
Financial Consultant	Novogradac	K. David Adamescu	15	Yes
Environmental Consultant	AEI	Peter McIntyre PG Executive Vice President AEI Consultants C: 925.285.8286 E: pmcintyre@aeiconsultants.com	26	Yes
General Contractor	Novin Construction	Iman Novin	President Novin Development 1990 N California Blvd Ste 800 Walnut Creek, CA 94596 p (925) 344-6244 c (415) 882-4626 f (925) 344-6436 BRE 01999675	Yes
Legal Counsel	Downs Pham & Kuei LLP	Tuan Pham	20	Yes
Relocation Consultant	Not applicable	Not applicable	NA	Choose

Prevailing Wage Consultant	Shannon Scherer	THE SCHERER GROUP, LLC	20	Yes
Property Management	Streling Management Company	Kevin Grani	30	No
Lead Services Provider	Community Housing Opportunities Corporation	Terri Smyth Canillo	30	No

Section 6 - Rental Housing Projects (New Construction and Rehab)

A. Unit Mix and Affordability

1. Total number of units: 80
2. Total number of affordable housing units (less than 80% AMI): 79
3. Total number of County-Assisted Units: 79
4. Number of Approved Project-Based Vouchers:

The HOME Maximum Project Subsidy for rental units in Contra Costa County are required to be used to calculate number of County-Assisted Units for all funding as follows:

Unit Size	Maximum Subsidy/Unit (Effective April 7, 2023)
0-Bedroom/Efficiency	\$173,011
1-Bedroom	\$198,331
2-Bedroom/	\$241,176
3-Bedroom/	\$312,005
4-Bedroom/	\$342,482

For example, if the proposed project (all 1-bedroom units) is requesting \$1,000,000 in CDBG funds and \$1,000,000 Measure X funds, then the minimum number of CDBG-Assisted units is 6, minimum number of Measure X-Assisted units is 6 for a total of 12 County-Assisted units. (Rounding up for any fractional amount is required.)

5. Complete the following table listing the unit mix for the entire proposed project:

Enter the number of lines needed: - 8

# of Bedrooms	# of Bathrooms	Total # of Units	Per Unit Sq. Ft.	Affordability Level	Measure-X-Assisted Units	Total County Assisted Units
1	1	33	370	21% - 30%	33	33
1	1	7	370	41% - 50%	7	7
2	1	6	475	21% - 30%	6	6
2	1	4	475	41% - 50%	4	4
2	1	9	475	51% - 60%	9	9
3	2	4	755	21% - 30%	4	4
3	2	16	755	51% - 60%	16	16
3	2	1	755	Unrestricted		0
Total: 61	101	80	39680		79	79

6. Complete the following table listing all units in the project by bedroom count, affordability and rent. The utility allowance may be determined by either (1) using the [HUD Utility Schedule Model](#), or (2) determining the allowance based upon the specific utilities used at the project. Under the HOME Rule, HOME-assisted units are no longer permitted to use the utility allowance established by the local Public Housing Authority (PHA) for projects with HOME funds.

CDBG-assisted, Measure X-assisted and PLHA-assisted rental units are still permitted to use the utility allowance established by the local PHA. For more information on the different methods for determining utility allowances that are accepted by HUD, read the [HOMEfires - Vol. 13 No. 2 revised August 2016](#). Attachment VI.A.

Approach you used to determine the utility allowance:

Enter the number of lines needed: - 8

# of Bedrooms	# of Units	Affordable Level	Per Unit Gross Rent	Per Unit Utility Allowance	Per Unit Net Rent	Approved Rent or Operating Subsidy*
Studio	33	21% - 30%	\$777	\$53	\$724	\$0
Studio	7	41% - 50%	\$1,295	\$53	\$1,242	
1	6	21% - 30%	\$832	\$64	\$768	
1	4	41% - 50%	\$1,387	\$64	\$1,323	
1	9	51% - 60%	\$1,664	\$64	\$1,600	
2	4	21% - 30%	\$999	\$89	\$910	
2	16	51% - 60%	\$1,998	\$80	\$1,918	
2	1		\$NaN	\$NaN	\$NaN	
Totals: 61	80		\$NaN	\$NaN	\$NaN	\$0

*Do not assume Section 8 project-based rental assistance unless the County Housing Authority has previously made an award for the proposed project.

B. Project Budget and Financial Information

1. If applying for tax credits, what type?

- ☐ 4% - State Credits
☒ 4% - Federal Credits

Expected CDLAC Approval Date:

Expected TCAC Approval Date: 10/01/2024

- ☐ 9%
☐ Hybrid
☐ N/A

2. Competitiveness for State Affordable Housing Resources

Describe how your project is strategically positioned to successfully compete for State of CA funding resources, including from the CA Debt Limit Allocation Committee and Department of Housing and Community Development. Grace Commons is strategically positioned to compete for State of CA funding resources successfully. Currently, we have assumed five (5) major subsidy sources, the City of Antioch Assessor Agency, City of Antioch PHLA, Measure X, HCD's National Housing Trust Funds(NHTF), and 4% Tax credits.

NHTF is our primary HDC source, supporting 54.5% units (43units) in the project, as these units are set aside for extremely low-income (30% ami) and special needs populations. The project meets the minimum federal tax credit requirements with more than 40% units serving households making 60% AMI and below, with 55.4% units dedicated to 30% AMI target population. We have assumed deed restriction for 55 years. Currently, on the conservative side, we have considered a non-competitive 4% federal tax credit as the site is in a resource area. With the requested \$7.5 million from Contra Costa County and City of Antioch combined, the project meets the tiebreaker requirements for competitive 9% tax credits.

3. Proposed Permanent Funding Sources

Please share all sources of funding to be applied for, pending financing (applied for but not yet notified of award), and committed financing for your project.

Financing to be Applied for

Funding Type	Funding Program/Lender	Amount	Application Due Date	Anticipated Award Date
National Housing Trust Fund HCD	he California Department of Housing and Community Development (HCD)	\$11,767,900	July 2023	October 2024
Federal Tax credits	California Tax Credit Allocation Committee	\$27,000,000	Sept 2024	Dec 2024

Pending Financing (applied for but not awarded):

Funding Type	Funding Program/Lender	Amount	Anticipated Due Date
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Committed Financing:

Funding Type	Funding Program/Lender	Amount	Commitment/Award Date
Land Contribution	Grace Bible Fellowship	\$110,000	12/18/2023
Construction loan	LUMENT	\$26,788,610	12/18/2023
Perm Loan	LUMENT	\$7,857,428	12/18/2023
Construction loan	HUNT	\$26,788,610	12/18/2023
Perm Loan	HUNT	\$7,857,428	12/18/2023
Resident Services	Contra Costa Health Plan	\$991,200	06/30/2023

Upload all commitment letters for approved financing as Attachment VI.B.

4. Attach project financials developed by your financial consultant, including construction period development budget, permanent sources and uses, operating pro-forma, and cash flow analysis for at least a 20-year period. Rent revenue estimates must include a breakdown of rents by bedroom size and income affordability levels. Upload project construction budget, including detailed line item backup as **Attachment VI.C.** Upload project pro forma, including detailed line item backup as **Attachment VI.D.** Upload project cash flow analysis as **Attachment VI.E.**

It is required to clearly identify the specific proposed use of County funds being requested in this application.

Section 7 - First-Time Homebuyer Projects (Not eligible for Antioch Funding)

Not required for this application

Section 8 - Community Land Trust (Measure X only)

Not required for this application

Attachments

(Upload Instructions)

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the "Other" boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the Housing Manager of the appropriate jurisdiction at least one day prior to submitting your application.

- ☒ - Cover letter signed by Agency Executive Director or Chief Administrative Officer, approving this application. [0_Grace_Commons_Cover_Letter.pdf](#)
- ☒ Attachment I.A - 1. Completed Environmental Reports [Attachment I.A - 1. Phase 1 Grace Commons.pdf](#)
- ☒ Attachment I.A - 2. Biological Reports [Attachment I.A - 2. Biological Reports.pdf](#)
- ☒ Attachment I.A - 3. Archeological Reports [Attachment I.A - 3. Archeological Reports.pdf](#)
- ☒ Attachment I.A - 4. Design Approvals [Attachment I.A - 4. Design Approvals.pdf](#)
- ☒ Attachment I.A - 5. Land-Use Entitlements [Attachment I.A - 5. Landuse Entitlements.pdf](#)
- ☒ Attachment I.B - Evidence of Local Support [Attachment I.B - Evidence of Local Support .pdf](#)
- ☒ Attachment I.C - GreenPoint Checklist [Attachment I.C - GreenPoint Checklist Grace Commons.xlsx](#)
- ☒ Attachment III.A Attachment III.A - CEQA Approvals [Attachment III.A Attachment III.A - CEQA Approvals.pdf](#)
- ☒ Attachment IV.A - location, parcel map, and site photographs [Attachment IV.A. - Location parcel map and site photos.pdf](#)
- ☒ Attachment IV.B. - Site plan including elevations [Attachment IV.B. - Site plan including elevations.pdf](#)
- ☒ Attachment IV.C - Architectural Renderings [Attachment IV.C - Architectural Renderings Grace Commons.pdf](#)
- ☒ Attachment IV.D - evidence of site control [Attachment IV.D - evidence of site control GBFA Title Report.pdf](#)
- ☒ Attachment V.A - Ownership Entity documentation [Grace Commons ORG Chart.pdf](#)
- ☒ Attachment V.B - 1. List of agency officers and Board of Directors [Attachment V.B 1. List of Agency Officers and Board of Directors.pdf](#)
[Attachment V.B - 1. GBFA List of agency officers and Board of Directors.pdf](#)
- ☒ Attachment V.B - 2. Most recent audit with management letter [Attachment V.B 2. Most Recent Audit with Management Letter - NDC.pdf](#)
[Attachment V.B - 2. GBFA Most recent audit with management letter 2022 Financial Statement.pdf](#)
[Attachment V.B - 3. Current year operating budget Developer Fee Projections NDC.pdf](#)
[Attachment V.B - 3. Current year operating budget Developer Fee Projections NDC.pdf](#)
- ☒ Attachment V.B - 3. Current year operating budget [Attachment V.B - 3. GBFA Current year operating budget 2022 GBFA.pdf](#)
[Attachment V.B - 4. Agency Articles of Incorporation NDC.pdf](#)
[Attachment V.B - 4. GBFA Agency Articles of Incorporation.pdf](#)
[Attachment V.B - 4. GBFA By-Law.pdf](#)
[Attachment V.B - 4. Agency Articles of Incorporation NDC Contra Costa LLC.pdf](#)
[Attachment V.B - 5. GBFA Non-Profit status papers.pdf](#)
- ☒ Attachment V.B - 4. Agency Articles of Incorporation and By-Laws dated and signed by an authorized representative [Attachment V.B - 6. Corporate resolution NDC.pdf](#)
[Attachment V.B-6- GBFA Board Resolution.pdf](#)
- ☒ Attachment V.B - 5. Non-Profit status papers [Attachment V.C - CHDO Certification HOME Application only.pdf](#)
- ☒ Attachment V.B - 6. Corporate resolution for Funding [Attachment V.D - CBDO Certification CDBG Application only.pdf](#)
- ☒ Attachment V.C - CHDO Certification (HOME Application only) [LOC Legal Taun Pham.pdf](#)
[LOC Steinberg Hart.pdf](#)
[LOC Sterling.pdf](#)
[LOC CHOC.pdf](#)
[LOC AEI .pdf](#)
[LOC Milani Civil.pdf](#)
[Attachment VI.A - Utility Allownaces.pdf](#)
- ☒ Attachment V.D - CBDO Certification (CDBG Application only) [Attachment VI.B - Project Funding Commitment Letters HUNT Debt.pdf](#)
[Attachment VI.B - Project Funding Commitment Letters HUNT SF.pdf](#)
[Attachment VI.B - Project Funding Commitment Letters Lument LOI.pdf](#)
[Attachment VI.B - Project Funding Commitment Letters Lument Construction Loan.pdf](#)
[Attachment VI.B - Project Funding Commitment Letters Lument Equity Term Sheet.pdf](#)
- ☒ Attachment V.E - Development Team letters of commitment [Attachment VI.C - project construction budget Cover Letter.pdf](#)
[Attachment VI.C - project construction budget Estimate.pdf](#)
[Attachment VI.C - project construction budget Quals.pdf](#)
[Attachment VI.D - project pro-forma budget.pdf](#)
[Attachment VI.D - project pro-forma budget Income unit mix.pdf](#)
[Attachment VI.E - project 20-years cash flow analysis.pdf](#)
- ☒ Attachment VI.A - Utility Allowances [Experience Novin Development Corp.pdf](#)
[Experience Grace Bible Fellowship of Antioch.pdf](#)
[Experience Architects Steinberg Hart Qualifications.pdf](#)
[Experience Streling Asset Management.pdf](#)
[Experience CHOC.pdf](#)
[Operating Budget Grace Commons.pdf](#)
[Resident Services Budget Grace Commons.pdf](#)
[Management Plan Grace Commons.pdf](#)
- ☒ Attachment VI.B - project Funding Commitment Letters
- ☒ Attachment VI.C - project construction budget
- ☒ Attachment VI.D - project pro-forma budget
- ☒ Attachment VI.E - project 20-years cash flow analysis
- ☒ Other - Team Experience and Draft Service Plans
- ☐ Other -

Program Manager Signature
Date Signed

Atisha Varshney
12/18/2023

Initially submitted: Dec 18, 2023 - 16:30:53

**Contra Costa Affordable Housing Program
FY 2024/2025**

Section I - All Applicants

A. Applicant Information

Organization: Hope Solutions
Address: 399 Taylor Blvd, Pleasant Hill, CA 94523

B. Project Information

Project Name: Hope Village- Antioch
Project address or target area: 3195 Contra Loma Boulevard, Antioch, 94509

Project and Funding *check all that apply, then click below to update Application*

1) Is this project an Acquisition? Yes

2. Type of Work Proposed:
(if Community Land Trust is chosen, Measure X is the only funding source allowed)

☒ New Construction ☐ Rehabilitation
☐ Conversion ☐ Community Land Trust (Measure X Funding Only)

3. Type of Project:

☒ Permanent Rental Housing ☐ Transitional Housing
☐ First-Time Homebuyer ☒ Permanent Supportive Housing
☐ Community Land Trust ☐ Single Room Occupancy (SRO)

4. Target Populations Served:

☒ Family Housing ☐ General Affordable Housing
☐ Seniors ☐ Persons with Disabilities
☐ Veterans ☒ Homeless
☐ Frail Elderly ☐ Victims of Domestic Violence
☐ Persons with HIV/AIDS

5. Does the project qualify as any of the following?

☐ Difficult to Develop Census Tract
☐ High/Highest Resource Area
☐ Transit Oriented Development

6. Funding Requested*:

☐ CDBG ☒ HOME
☒ Measure X ☐ County PLHA
☒ Antioch Successor Agency ☒ Antioch PLHA

7. Funding Requested From:

☒ Contra Costa County ☒ Antioch

Total HOME funds requested:	\$2,197,535
Total Measure X funds requested:	\$1,980,205
Antioch Successor Agency funds requested:	\$2,000,000
Antioch PLHA funds requested:	\$2,000,000
Total Requested Funds:	\$8,177,740
Total Project Cost:	\$16,710,961

C. Project Description

Provide a narrative description which fully describes all significant aspects of the project. Narrative should include the need to be addressed, project objectives and major characteristics, manner in which project will alleviate affordable housing needs, and any other relevant information required to adequately evaluate your project. Project description should not exceed three paragraphs.

Hope Solutions is purchasing a parcel of land owned by and adjacent to the First Family Church in Antioch. Hope Village will address homelessness and provide urgently needed affordable housing in Contra Costa and Antioch.

Hope Solutions will create a cottage community, while also serving as the developer/owner, service provider, and property manager. Hope Village will provide safe, comfortable, and cost-effective housing options for unhoused families and singles in need. Hope Solutions will provide support services tailored to each individual's and family's needs. According to the 2023 Contra Costa Point in Time count, there has been a 12 % increase in homeless families since 2020, and an increase of over 100 homeless individuals in Antioch.

The 22 unit village will include 10 one-bedrooms, 10 two-bedrooms, 2 three-bedrooms targeting families with incomes at or below 50% AMI, including units affordable at 30% AMI. An auxiliary building will be used for offices and community space. Hope Solutions' innovative approach is to develop this project with off-site factory-built units. This will decrease the time it takes to complete the project because units are constructed, while the site is concurrently developed.

The cottage community in Antioch is strategically located given its proximity to essential services, public transportation, and employment opportunities. First Family Church supports and fosters community integration and volunteerism, enhancing the sense of belonging for residents. Hope Village aims to make a significant impact on the community by alleviating housing insecurity, promoting economic stability, and fostering a sense of community among residents. The property has many amenities, which will be discussed later in the application. Hope Solutions will provide all property and support services critical to the operations of this project. By providing safe and affordable housing with support services to the most vulnerable, this project addresses the affordable housing crisis in Contra Costa and improves residents' lives.

Proposed Project Amenities and Services On-Site. Response should not exceed three paragraphs.

Hope Village's design is trauma-informed and provides a mix of single and family cottages arranged with ample open space and community space where intensive case management services are readily accessible on-site. Hope Village will have an outdoor landscaped leisure area with seating to encourage social interaction. The village will also include a community garden that will provide the opportunity for residents to collaborate in gardening and learn valuable life skills. Common areas such as meeting rooms are on-site in the auxiliary building and are available for large group activities. Outdoor seating will create inviting spaces for relaxation and community gatherings. For residents' convenience, all units include a private bathroom, a kitchen with appliances, and a washer and dryer. This cottage community will include an outside play area for children and a "barking lot" for dogs.

Research shows that housing coupled with services leads to higher success in sustaining housing and moving to the next stage of life, which is why Hope Solutions will provide full-spectrum support services to the residents of the community. These services include on-site case management to help residents access resources, address individual needs, and set goals. The case manager will work with clients to assess needs and develop, monitor, and evaluate treatment plans and progress. The program will also support residents with education and employment to advance their education and secure work to increase independence. A detailed document of all services is attached in Attachment II.E.

Hope Solutions, as the owner and property manager, will be responsible for the day-to-day operations of the project once completed, including maintenance and upkeep, collecting rents, handling tenant turnover, and ensuring the property runs smoothly and within budget. All tenant utilities will be paid by Hope Solutions. Hope Solutions provides 24-hour support for the rare case of emergencies.

Proposed Project Sustainability Features. Response should not exceed three paragraphs.

The project is designed to achieve a Green Points Rating Platinum standard as an all-electric low-rise project and will include Energy Star-rated appliances and LED lighting to minimize electricity consumption. Units all include energy-efficient windows to reduce heat absorption and improve thermal performance. The builder maintains high insulation requirements and a tight building envelope to keep the elements outside while maintaining a comfortable temperature inside. This development and units will be solely electric.

There will be a trash and recycling area to promote recycling and waste reduction within the development through education and convenient recycling/trash stations, along with a community garden that will promote resident involvement that will reduce the need for transported produce, and foster sustainability awareness. This property is less than a mile from two bus lines to reduce residents' reliance on personal vehicles. There will also be bike parking included to promote the use of alternate transportation and exercise.

The landscaping will be sustainable by hydrozoning plants grouped by water needs and excludes invasive species. Plants will be drought tolerant or California natives and all plant location is chosen to allow plants to grow to their natural size. There will be no turf on this property and there will be a high-efficiency irrigation system for the areas that need watering.

For new construction projects does any of the following apply to your project?

Will your project score higher than 110 points (Gold Standard) on the Build it Green - GreenPoint Rated Checklist or at the Gold or above level for Leadership in Energy and Environmental Design (LEED)?
Yes

Will your project score between 80-109 points (Silver standard) on the Build it Green - GreenPoint Rated Checklist or at the Silver level standard for LEED?
No

Attach verification of the GreenPoint Rated Checklist as Attachment I.C.

D. Self-Scoring Worksheet - Contra Costa County Funds Only

Applicants are required to complete and submit a self-score worksheet summarized below. Points are awarded for exceeding, rather than meeting, the threshold requirements for the category. Applicants should not assume that their self-score will be the actual score that will be achieved.

A minimum of 70 percent of points must be achieved to be considered for a funding award. In all cases, points are awarded for exceeding, rather than meeting, the threshold requirements for the category.

Refer to FY 2024/25 Affordable Housing Program Policies and Procedures Section 5 for more information on Application Scoring Criteria.

Criterion	Maximum Points			Self Score
	Rental	Ownership	Comm Land Trust	
I. Project Readiness	80	60	60	
Competitive State Resources	20	0	0	20
Funding Commitments	20	20	20	12
Discretionary Land Use Approvals	10	10	10	10
Environmental Review Clearance/Approval	10	10	10	5
Leveraging/Match Funding	20	20	20	5
II. Developer Experience and Capacity	45	35	45	
Developer Experience Exceeds Minimum	20	20	20	10
Strength of the Development Team	10	10	10	10
Developer Financial Strength	5	5	5	5
Strength of Property Management Team	10	0	10	10
III. Project Location	20	20	20	
Unincorporated Address	5	5	5	0
Geographic Equity	5	5	5	0
Proximity to Public Transit	5	5	5	5
Proximity to Grocery, Farmers' Market, or Healthcare	5	5	5	5
IV. Project Targeting and Characteristics	35	20	20	
Energy Efficiency/Green Building	5	5	5	5
Income Targeting Exceeds Minimum	15	15	15	15
Homeless - New Permanent Supportive Housing Units	10	0	0	10
Units for People with Special Needs	5	0	0	0
Penalty for Nonperforming Previously Funded Projects	-10	-10	-10	0
Total Possible Points	180 pts	135 pts	145 pts	127

E. Project Implementation Schedule

Provide the proposed project implementation schedule, including major milestones (e.g., property acquisition, start and completion of construction or rehabilitation, relocation, procurement, occupancy, commitment of remaining funding sources, etc.).

Note: All funds for this project must be secured by June 30, 2025 and construction must begin no later than June 20, 2026 to be eligible for FY 2024/2025 HOME or CDBG funds.

	Have you obtained complete approvals for the following?	Date Obtained/Expected
Environmental, Biological, Archeological Approvals	Underway	June 1, 2024
Design Approvals	Underway	Jan 31, 2024
Land Use Entitlements	Underway	Feb 15, 2024
Building Permit	Underway	March 30, 2024

Attach all completed items approvals as listed above as Attachment I.A.

Narrative regarding whether or not discretionary approvals are required for planning or building permits:
Not Required due to Zoning Overlay

Expected Construction Start Date: 07/01/2024

Expected Construction End Date: 06/30/2025

Expected Occupancy Date: 08/29/2025

Expected Perm Close Conversion Date: 08/29/2025

Approximate date funds will be required: 07/01/2023

Why funds are needed by this date:

July 1, 2024 - Our city applications will have been submitted and reviewed. NEPA and environmental studies will be completed by this date and we can begin site work.

Proposed Antioch Successor Agency Loan Type: Choose

Proposed Antioch PLHA Loan Type: Choose

Proposed HOME Loan Type: Choose

Proposed Measure X Loan Type: Choose

F. Local Support

Describe your efforts to generate local support for this project, including contacts with local government officials, public agencies, neighborhood organizations, etc. At a minimum, demonstrate the project has the support of the local jurisdiction where the project is located (financial support is encouraged but not required). Response should not exceed three paragraphs. Provide evidence of support as Attachment I.B.

As a partner in the Antioch Partnership for Bay's Future Breakthrough Grant, Hope Solutions together with the City of Antioch and the Multi-faith ACTION Coalition, are pursuing an innovative solution to address the affordable housing crisis in Antioch: streamlining cottage communities on faith-owned land. Our solution seeks to leverage available resources in the form of unused land and parking lots of faith institutions to help address the current shortage of affordable housing. Couched in a "not for us without us" approach, our team spent a year engaging and hearing from over 400 members of the Antioch community. Centering people with lived experience in our community organizing efforts, Hope Solutions' Resident Empowerment Program (REP) leaders co-architected and co-led 13 listening sessions, where over 100 unhoused individuals and dozens of faith institutions and community-based organizations provided insights on cottage communities on faith-owned land. Among those who filled out surveys at the listening sessions, 32% identified as BIPOC, 57% were extremely- or very low-income, and 52% were currently experiencing housing insecurity or homelessness. According to City staff, this level of participation was unprecedented in Antioch in reaching both a large number of people and groups historically excluded from policy-making. The response to cottage communities on faith-owned land at these sessions was overwhelmingly positive. In addition, feedback from the sessions helped to inform key elements of the cottage community, including a community garden and in-unit washer and dryer. Please find attached the full report which details our efforts and findings and provides a roadmap for future actions, emphasizing collaboration, community engagement, and the transformative impact of affordable housing initiatives. Please see the attached Antioch Breakthrough Grant Year 1 Report: Findings and Learnings.

The Breakthrough Grant Team is proud of its success in Antioch, which recently passed a zoning overlay district on faith land that enables faith-based organizations to develop affordable housing communities on their excess land. This zoning change is attributed to the extensive community involvement that shaped it, particularly the insights from individuals with lived experiences of housing insecurity. The team is hopeful to implement this new policy with the project at First Family Church. To this end, the Hope Solutions team works closely with the City of Antioch's Partnership for the Bay's Future Fellow, Meredith Rupp and has had several meetings with members of the Antioch Community Development Department, Public Safety and Community Resources Department, Senior City Staff, Planning Commission, the Mayor, and City Councilmembers to involve their input and garner their support for the project. The faith land policy was unanimously supported by both the Planning Commission and City Council, indicating strong political support for a project like the one proposed at First Family Church. City staff are also knowledgeable about the project and have provided input and advice, including feedback on the site plan, entitlements pathway, and environmental review approach. Finally, Hope Solutions has met numerous times with the leaders of the First Family Church where both parties acknowledge strong mission alignment and a long-term commitment to the partnership, which is exemplified in the attached letter of support. Partnership with trusted, relationship-rich faith institutions like First Family Church brings additional project support because faith institutions are uniquely poised to champion the need and the moral imperative for affordable housing.

Hope Solutions recognizes the critical role community-based organizations play and their proximity to addressing issues of housing insecurity and affordability. Our team has met with dozens of community organizations, including Loaves and Fishes, ACCE, Family Justice Center, Monument Impact, and Reimagine Antioch, to name just a few. Our most robust partnership is with the East Contra Costa Community Alliance (ECCCA), a collaborative of nonprofits dedicated to strengthening policies, services, and resources in East County. Members of the ECCCA Executive Committee and Board have received several presentations on our concept for cottage communities on faith-owned land and stated both enormous support and a sense of urgency to realize and execute our vision. Please see the attached letter of support under attachment I.B.

Section 2 - Federal Funds (HOME & CDBG) Requirements

A. HOME and CDBG Matching Funds

HOME funds require a minimum 25 percent permanent match from nonfederal sources. The minimum match required for CDBG funds depends on the type of applicant as follows: nonprofit organizations - 10 percent match; public agencies - 25 percent match; for-profit organizations - 100 percent match.

Note: Commitment letters for HOME Match must demonstrate an understanding that the match funds are permanent contribution to the County HOME Program. The Net Present Value of the property tax waiver, the below market rate of a City loan, or appraised value of donated land/real property are acceptable examples of HOME match contributions.

Provide evidence of match support as Attachment II.A.

Match sources list:

Match Source (Nonfederal)	Match Amount	Current Status	Funds Availability Date
NPV Property Taxes	\$146,512	Choose	Placed in Service Date
Capital Campaign Restricted Funds	\$1,000,000	Choose	Placed in Service Date

B. Environmental Review

National Environmental Policy Act (NEPA)

STOP ALL WORK ON YOUR PROJECT NOW. You cannot acquire the site, sign any leases, sign any contractor agreements, or do any site work until the NEPA review is complete. As of the date of this application submittal you are negotiating for federal funds. Any action on anyone's part (you, the local jurisdiction, other agencies, etc.) may be considered "choice limiting" under NEPA and render your project ineligible for federal funds. NEPA review will take at least 3 to 6 months from the date CDBG/HOME funds are awarded.

Has another jurisdiction, other than Contra Costa County, already completed a NEPA review for this project?
No

Do you have a NEPA consultant for this project?

Yes

The name of the consultant is: Cinnamon Crane

Has Contra Costa County previously completed a NEPA for this project?
Currently Underway

California Environmental Quality Act (CEQA)

Has the jurisdiction where your project is located completed its CEQA review?
No

When will the jurisdiction initiate CEQA? To Be Determined

Does the project qualify for a categorical exemption?
Yes

Which categorical exemption as determined by the local jurisdiction? AB 2162, Section 15332

C. Relocation (Uniform Relocation Act)

If you are proposing a project that includes acquisition and/or rehabilitation, by submitting this application for funds, you are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As of the date of this application, you are negotiating for federal funds. All commercial and residential tenants in your project must be immediately notified of potential displacement. URA requirements are triggered on first-time homebuyer programs if the home to be purchased is tenant occupied. (Unless the tenant is the purchaser.) Attach a copy of the General Information Notice and tenant rent roll (one copy only) as Attachment II.C.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Relocation requirements.

Is relocation triggered by this project?
No

Is temporary relocation triggered by this project?
No
Why or why not: Not Applicable- No Residents on Site

Is permanent relocation triggered by this project?
No
Why or why not: Not Applicable- No Residents on Site

Do you have a relocation consultant for this project?
No

D. Federal Procurement Requirements

When entering into any contract (construction or non-construction), the project must comply with federal procurement requirements. For non-construction contracts in excess of \$100,000, and all construction contracts, a competitive process is required.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements including Section 3 and MBE-WBE information.

Will your project have contracts over \$100,000?
Yes

Have you chosen a general/prime contractor for your project?
No

How was the general/prime contractor solicited?
Choose

Describe the process for which you completed a contract with for your general/prime contractor:

E. No Use of Suspended/Disbarred Contractors

All Contracts/subcontracts cannot be awarded to any party debarred or suspended or otherwise excluded from participation in federal assistance programs, including HOME and CDBG.

Verify understanding of above requirement:
Yes

F. Davis Bacon Act (Federal Prevailing Wage)

If a project has a total of 8 or more residential units in a CDBG funded project, or more than 11 HOME-assisted units, your project will require payment of federal prevailing wages and submission of weekly certified payrolls with supporting documentation.

Total number of housing units proposed: 22

Number of HOME-Assisted units required for the amount of HOME funds applied: 10

Will your project trigger federal prevailing wage?

No

Do you have a Davis Bacon Prevailing Wage consultant for this project?

No

G. Build America Buy America (BABA)

The Build America Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. Covered infrastructure are defined as buildings and real property (including housing projects). All iron, steel, manufactured products, and construction materials used in covered infrastructure projects must be produced in the United States.

For FY 2024/25 CDBG applications with total federal assistance greater than \$250,000, covered materials under BABA include iron and steel, all raw materials used in construction including:

- Metals other than iron/steel
- Lumber
- Composite building materials
- Plastic and polymer-based pipe and tube materials such as PVC pipe
- Does not include cement and aggregates (stone, sand, gravel)

For FY 2024/25 HOME applications for funding are currently excluded from BABA requirements under a Phased Implementation Waiver.

What is the total federal financial assistance proposed for your project? \$2,197,535

H. State Prevailing Wage

Some affordable housing funding sources trigger state prevailing wage and require payment of state prevailing wage.

Will your project trigger the payment of State of California Prevailing Wage?

To Be Determined

I. Lead-Based Paint Remediation

If your project involves demolition of or rehabilitation work on a building constructed prior to 1978, you will need to complete and implement a lead-based paint plan.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements.

Number of HOME-Assisted units required for the amount of HOME funds applied: 10

Does your project involve the demolition of a building that was constructed prior to 1978?

No

Does your project involve the rehabilitation of a building that was constructed prior to 1978?

No

J. Long-Term Affordability

All projects are subject to use and occupancy requirement for up to 55 years. This includes affordable requirements, and possibly, specific target populations.

Does your project anticipate at least 55 years of affordability restrictions?

Yes

Explain why not:

Describe how you will manage the project to ensure compliance with the regulations:

Hope Solutions has been operating a variety of publicly funded, affordable housing programs for over 25 years. Our finance/accounting team as well as our trauma-informed property management staff are skilled at monitoring and ensuring compliance with affordability restrictions, including executing affordability covenants and conducting annual rent re-certifications. We are also expert at securing and managing millions of dollars in public contracts each year to support rent subsidies and support services across many programs. Our team will work closely with the City of Antioch, Contra Costa County, and any other relevant funding agencies to ensure compliance for the duration of the 55-year affordability term. Our compliance is also annually reviewed by an external auditor. The project will also have a capitalized operating reserve equivalent to 6 months of debt service, expenses, and

reserves, in addition to a replacement reserve fund. Regular contributions to the replacement reserves fund will help cover future expenses, ensuring the development remains in good condition. We are consistently exploring opportunities to renew or apply for funding and keep an eye on when affordability restrictions are nearing expiration. We have also implemented a clear rent increase policy that adheres to affordability guidelines as modeled in the 20-year operating budget, which accounts for a 2.5 % increase yearly, to support our costs and make sure that there are no gaps in funding. All of our property management staff are experienced and understand the importance of long-term affordability, which makes them committed to maintaining the property and serving the residents. Our staff will also conduct regular property inspections and preventive maintenance to extend the lifespan of the development and minimize repair costs.

As mentioned previously, sustainability features will be implemented to reduce operating costs and make the property more self-sustaining. We will be receiving our referrals from the county's Coordinated Entry System to ensure that the units are always filled by our target unhoused populations.

We will continue to provide regular reports to funding agencies, local authorities, and stakeholders to demonstrate the project's ongoing commitment to affordability. By combining financial planning, proactive management, and a strong commitment to affordable housing principles, this affordable housing project with support services can successfully manage 55 years of affordability restrictions and continue to provide vital services to the community.

K. Fair Housing

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. This requirement will be made part of the legal documents.

All projects are required to affirmatively further equal opportunity and fair housing objectives. Attach your proposed marketing plan as Attachment II.D.

Describe your proposed marketing program and describe how your project will be accessible to minorities, disabled, and other special needs populations.

Hope Solutions is dedicated to furthering fair housing and prioritizes inclusivity and accessibility to minorities, disabled individuals, and other vulnerable populations. Our legal rental agreements with tenants incorporate all fair housing laws and principles. The organization has developed a brand identity that reflects diversity and inclusivity and has an extensive diversity/equity/inclusion/belonging (DEIB) work plan to guide our efforts. Hope Solutions proactively tracks and reports to our county partners metrics for equitable access, services, and outcomes for clients across all programs. For our myriad of contracts, we collect race, ethnicity, and income as well as other data points through the County HMIS or other city-approved data systems. At the site, we have an established system for anonymous feedback and suggestions that welcomes input to continually improve. To further foster equity, Hope Solutions will be receiving all referrals/placements for this project from the County's Coordinated Entry System. As this process will go through the county, we will be adopting and mirroring the coordinated entry marketing plan attached in II.D. This plan ensures that this housing is easily accessible, inclusive, available in various languages, and caters to a diverse audience.

L. Resident Services Plan and Supportive Services Plan

If a project reserves units for persons with Special Needs and/or Permanent Supportive Housing units, the Resident Services Plan must state clearly how many special needs and/or homeless set-aside units there will be in the project and the exact population that will be targeted; must demonstrate that the essential supportive and social services needs of the target population will be met (e.g. health services for people with chronic health conditions) and must include opportunities for individual case management services. Attach your proposed resident services plan as Attachment II.E.

Does your project propose reserving units for persons with Special Needs?
No

Does your project propose Permanent Supportive Housing Units?
Yes

Has a Lead Service Provider been identified for your project?
Yes

Lead Service Provider Organization: Hope Solutions

Briefly describe Lead Service Provider's experience providing supportive services:
Hope Solutions was founded in 1997, by a coalition of local faith communities, to address homelessness in our community, and has grown to become the premier organization in Contra Costa County. With a \$17M budget and 93 professional staff members, Hope Solutions provided permanent housing and vital services to over 3,500 of the most vulnerable County residents last year alone. The organization provides a comprehensive range of support services for homeless individuals and families. Services typically include housing search and navigation, move-in support, rental subsidies, property management, case management, financial assistance, life skills training, and access to employment resources. These services empower clients, provide stable housing, and lead to self-sufficiency. Hope Solutions currently holds 25 service provider contracts that are coupled with experienced trauma-informed staff. The programs support homeless populations with specific programs tailored to help; families, seniors, families, domestic violence survivors, people with disabilities, people with AIDS, and other target populations. Hope Solutions has 26 years of experience assisting various populations throughout the county with support and residential services. These comprehensive support services are designed to address the immediate needs of homeless individuals and families and then guide them through a path toward self-sufficiency and stable housing, ultimately breaking the cycle of homelessness

M. Technology Plan

Projects must provide the capacity for high-speed internet access in each unit by a means that does not impede use of the primary telephone line.

Briefly describe how the project will meet or exceed this requirement.

To meet the requirement of providing high-speed internet access to each unit in this project, various steps will be taken. For this property, we are investing in robust internet infrastructure within the housing complex, which includes reliable high-capacity and high-speed wireless connections. This means that Wi-Fi access points will be strategically placed throughout the complex to cover all units and common areas, ensuring that residents can connect wirelessly and at no cost to them. Our staff on-site can support residents who may not be tech-savvy with internet access. We will have a point of contact for residents to address internet-related issues, troubleshoot problems, and get guidance. Hope Solutions values the security of our clients, so there are measures in place to protect data and privacy. To make sure that the service remains the best it can be, we are committed to regular upgrades and maintenance to keep internet infrastructure up to date. We will also make sure that we gather feedback from residents to make improvements as needed.

By implementing these measures, the housing project can ensure that each unit has access to high-speed internet, benefiting residents in their education, job search, healthcare, and overall well-being. This access is especially crucial for homeless youth as they transition into self-sufficiency, and stable living situations and seek opportunities for personal and professional growth.

N. Section 504 Accessibility

All new construction projects are required to provide five percent of the units accessible to the physically disabled. An additional two percent must be accessible to the hearing and vision impaired. Rehabilitation projects must comply with Section 504 unless it would create a hardship for the project.

Enter Total Project Units: 22

5% requirement = 2

2% requirement = 1

How many units will be accessible to the physically disabled?

How many units will be accessible to the hearing and vision impaired? 1

If the number of units proposed is less than required percentage of Section 504 units, describe why.
N/A

O. Evidence of Demand or Market Study

Applicants must verify the market demand for the proposed housing type by providing a narrative and a rent or sales comparable analysis. A full market study demonstrating the need for your project will be required prior to executing loan documents. In addition to describing current market conditions, the study should include the anticipated absorption rate for the units in your project.

Note: All homeownership units must be sold within 6 months of unit completion to be eligible for HOME funds. Any units not sold after 9 months must be rented to income eligible tenants. All rental units must be occupied within 18 months of project completion or the developer must repay HOME funds for any vacant unit.

Attach your market study as Attachment II.F.

P. HOME Cost Allocation and Subsidy Layering

Cost allocation is required in all HOME rental or homebuyer projects where fewer than 100% of units are HOME assisted; and/or in which less than 10% of the space is residential (a mixed-use project). HOME funds may be used to assist one or more housing units in a multi-unit project, but only the actual HOME eligible development costs may be reimbursed by the HOME program. The maximum HOME investment permissible is the lesser of three amounts: (1) the funding gap or needed amount of HOME funding, (2) the cost of HOME units, or (3) the maximum project subsidy.

For more information, see CPD-16-15 Notice dated August 25, 2016:
[Notice-CPD-16-15](#)

HUD has a published HOME Cost Allocation Tool, which will be required to be completed with any application requesting HOME funds for a project. The HOME Cost Allocation can be found here:
[HOME Cost Allocation Tool](#)

The maximum project subsidy (#3 above) includes DCD project delivery costs which includes activities such as conducting a National Environmental Policy Act (NEPA) review, loan document preparation, and monitoring for compliance with federal requirements during construction. DCD project delivery costs are roughly estimated to be \$50,000 per development.

The current HOME Maximum Project Subsidy for rental units in Contra Costa County are the following:

Unit Size	Maximum Subsidy/Unit (Effective April 7, 2023)
0-Bedroom/Efficiency	\$173,011
1-Bedroom	\$198,331
2-Bedroom	\$241,176

3-Bedroom	\$312,005
4-Bedroom	\$342,482

Attach completed HOME Cost Allocation Tool as Attachment II.G.

Section 3 - Local Funds (City of Antioch Funds & Measure X/PLHA) Requirements

Not required for this application

Section 4 - Site Information

A. Project Location

Number of site addresses for this project - 1

Street Address	City	Zip	Parcel Number	Census Tract
3195 Contra Loma Blvd	Antioch	94509	0711300269	06013307101

Include location map, parcel map, and site photographs with each site clearly identified as **Attachment IV.A.**

Include site plan elevations as **Attachment IV.B** and Architectural Renderings as **Attachment IV.C.**

Is the site in an unincorporated community?

No

B. Site Control

Site control at the time of the application submittal is required. Indicate the level of site control currently held by the applicant.

- ☐ Fee simple title (full control)
- ☐ Executed Purchase Agreement
- ☐ Executed Ground Lease; lease period:
- ☒ Option; Type of option: Letter of Intent for Purchase Option Period:
- ☐ Other:

Include evidence of site control as **Attachment IV.D.**

C. Project and Site Information

1. Total number of proposed units: 22

2. Site size (acres): 2.17

Proposed density (units/acre): 10

3. Current Site Use (check as many as applicable):

- ☐ Residential: Number of Units:0 Occupied
- ☐ Commercial: Occupied --- Number of Buildings: Total Square Ft
- ☐ Industrial: Occupied --- Number of Buildings: Total Square Ft
- ☐ Parking Lot: Not in Use
- ☒ Vacant Lot --- Describe any prior known use:None

Provide the age of any structures currently located on site: N/A- no structures on site, undeveloped land

Describe the historic and/or archeological significance (if any) of the site and any existing structures:
There are no structures on the proposed development site. Unknown, environmental review underway.

4. Proposed Site Use/Proposed Project:

Total new square foot of site location(s)	89733
Total new square footage of all project structures	19392
Total new gross residential square footage	18367
Total square footage of all residential units	18367
Total gross commercial square footage	0
Total parking structure square footage	0
Total parking spaces	25
Open uncovered parking spaces	25
Covered parking spaces	0
Structured parking spaces	0
Other parking spaces, type	0

5. Specify the flood hazard zone designation that your project is located in: Units in Zone X, Parking in possible AE (seeking LOMR)

(Flood Zone Letter Designation, e.g. A, B, C, V). Flood Plain information is available at the [FEMA Map Center](#).

FEMA Map Date: 06/16/2009

FEMA Community Panel Number: 06013C0327F

FEMA Map Page Number: Online

The County's policy is to not fund a proposed new construction housing project, if it is one of the below flood plain zones. Contra Costa County contains various Special Flood Hazard Area (SFHA), also known as 100-year flood zones. SFHAs are areas where the National Flood Insurance Program's (NFIP's) floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies. The SFHAs includes Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, and V.

For acquisition and/or rehabilitation housing project, federal assistance may be used for projects with any building, including residential buildings, in SFHA designated by FEMA if:

1. The County is participating in the National Flood Insurance Program;
 2. Flood insurance is obtained by the property owner as a condition of approval for using federal funds; and
 3. The County is responsible for ensuring flood insurance is obtained and maintained for the life of the building and at a minimum is required to be in the amount of the federal funds the County provided to the project.
- (Note: The County will require a document to be recorded on title to reflect this requirement, which may adversely affect future sale of the property.)

6. Proximity to Public Transit:

- ☒ The site is within 1/2 mile of multiple bus lines with a frequency of service interval of 30 minutes or less during peak hours, a ferry terminal station, and/or a Amtrak/BART station.

Provide details of public transit in vicinity of proposed project:

Tri-Delta Transit lines 380 and 390 buses stop on Contra Loma in front of the site. They connect to the Pittsburg and Antioch BART stations, which provide rail service to Central Contra Costa County and beyond. There are two bus routes that are within 1/2 mile of this property. There are stops for the Tri-Delta Transit lines 380 and 390 bus going in both directions in front of the site, .2 miles on Contra Loma Blvd. Buses go to the Antioch or Pittsburg-bay Point BART, which provide rail service to Central Contra Costa County and beyond. Both the 380 bus and the 390 bus run with intervals below 30 minutes during peak hours.

7. Proximity to Grocery, Farmers' Market or Healthcare:

- ☒ The site is located within 1 mile of a full-service grocery store (where staples, fresh meat, and produce are sold) or farmer's market.

Name and location of full-service grocery store: Lucky Grocery- 3190 Contra Loma Blvd, Antioch CA 94509

Location of farmer's market:

- ☒ The site is located within 1 mile of a qualifying medical clinic (provides primary care services regardless of one's ability to pay), healthcare facility, or pharmacy.

Name/Address of qualifying medical clinic: Antioch Medical Park(multiple clinics)-3737 Lone Tree Way, Antioch CA

Name/Address of healthcare facility:

Name/Address of pharmacy:

8. Geographic Equity:

☐ The site is located within the "Extreme Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "High Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "Elevated Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

Provide census tract number and upload as Attachment IV.C of the Urban Displacement California Estimated Displacement Risk Model Map category with the property clearly identified by using [This Map](#)

D. Planning/Environmental Information

Project approval requirements and status:

Action	Required?	Date Approved	Estimated Approval Date
General Plan Amendment	No	N/A	N/A
Rezoning	No	N/A	N/A
Tentative Subdivision Map Approval	Yes	TBD	02.29.2024
Final Map Approval	Yes	TBD	02.29.2024
Use Permit	No	N/A	N/A
Other:	No	N/A	N/A

Section 5 - Applicant and Development Team Qualifications

A. Applicant

1. Type of Applicant Non-Profit

2. Describe the anticipated ownership structure for the project (e.g., subsidiary non-profit), limited partnership, limited liability corporation). Identify all participating entities, their specific role, and financial interest in the project.

The owner is in the process of becoming a limited liability company known as Hope Village- Antioch, LLC. The sole member and manager is Contra Costa Interfaith Transitional Housing D/B/A Hope Solutions , which is the sponsor and developer.

Name of Proposed ownership entity: Hope Village - Antioch, LLC

Has this entity been established? N

3. Describe the applicant/owner's experience in affordable housing development, property management, and other areas relevant to the proposed project.

Hope Solutions' development experience is supported by the current in-progress project for unhoused seniors called Hope Village in Walnut Creek at Grace Presbyterian. Hope Village-Walnut Creek will be located on land leased by Hope Solutions from Grace Presbyterian Church, located at 2100 Tice Valley Blvd, Walnut Creek, CA 94595, in Contra Costa County, CA. Hope Solutions is constructing six (6) studio housing units, one on-site office for supportive service provision and laundry facilities, a platform with 6 resident storage containers, and a communal parking space for residents. For this development, Hope Solutions leased a portion of unused parking with Grace Presbyterian Church and partnered with HomeAID Northern California and Firm Foundation Community Housing to construct an affordable housing development to be operated by Hope Solutions as a permanent supportive housing project, known as Hope Village. Hope Solutions learned from its partners' experience with construction and development, while our expertise in the provision of permanent supportive housing is critical to operations. For our proposed cottage community project in Antioch, we have assembled a best in class team, leveraging the leading experts in their field including: Dahlin Group, Architect; Wood Rodgers, Civil Engineer; Hallmark Building and Design, Project Manager, Fennemore Law and others. Together this team has decades of expertise and experience to ensure the successful and timely development and implementation of this project. Please see the attached biographies of our strategic development partners.

Hope Solutions owns and operates 12 Mental Health Services Act(MHSA) funded units that were taken over from a bankrupt organization in 2018 and approved by CalHFA. We assumed the assets, debt and capitalized operating subsidy reserve for the units. Since 2004, Hope Solutions has also co-owned and operated a 27 unit building for chronically homeless families with Mercy Housing called Garden Park Apartments in Pleasant Hill. The organization master leases 50 units for singles and families across the County where trauma-informed care, property management, and case management for residents are provided.

As a service provider, Hope Solutions has 26 years of experience serving homeless clients. Hope Solutions serves clients throughout Contra Costa and data reflects that housing coupled with supportive services is key to helping individuals and families break the cycle of homelessness. Hope Solutions will continue to provide weekly professional holistic case management, including accessing food and other resources, support to increase client income, assistance going to medical appointments, and budgeting and life skills development. The organization's experienced and practiced employees have years of experience and have a continued dedication to supporting unhoused populations.

Hope Solutions is experienced in property management and has an excellent relationship with clients and partners. We began developing our trauma-informed property management structure and team when we assumed responsibility for the HUD-funded ACCESS adult permanent supportive housing program in July of 2015. Since 2015, we also have added the Families in Supportive Housing (FISH) permanent supportive housing program, and the Mental Health Services Act (MHSA) housing program. Hope Solutions property managers work closely with supportive services staff to ensure that residents feel as supported as possible in maintaining housing stability. Property Managers complete regular unit inspections and oversee repairs to maintain high-quality units for residents. Additionally, given that all residents have low incomes, property managers are responsible for completing income certifications according to HUD standards so that residents pay a maximum of 30%-50% of their income as rent. A minimum of 95% of Hope Solutions' residents served by our property management team either maintain permanent housing in these programs or move on to other permanent housing in the community. Our excellent history of property management and services will be instrumental in this project and we will continue to hold these standards to support our clients.

4. Enter the number of organizations that are applying for the project: 1

Project Staffing Chart for Applicant #1

Project Staff	Name	Role in other current or planned developments	Years of Relevant Experience	Role with proposed project
Project Manager	Emily Bero	Project Manager	3+	Project Manager
Director of Real Estate Development	Jasmine Tarkoff	Team Lead	15	Team Lead
Executive Director or President	Deanne Pearn	CEO	25	CEO of Hope Solutions/ Project
Asset Manager	Bertha Lopez	Asset Manger	15+	Asset Manager
Controller/CFO/Accounting Manager	Christina McCarthy	Chief Financial Officer	28+	Chief Financial Officer

5. Organization Track Record/Experience

Number of years applicant #1 developing and operating affordable housing projects in CA: 5

Number of completed projects applicant #1 similar to the one proposed: 0

6. List the five most recent affordable housing projects developed by lead applicant #1: Include location, number of units, type of project, year occupied, and appropriate reference with email address:

Project Name	Address or Parcel #	# of Units	Type of Project	Year Occupied	Reference Name	Email Address
Applying as Emerging Developer	N.A	N/A	N/A	N/A	N/A	N/A
MHSA	Varied	12	Permanent Supportive Housing	2018	Bill Jones	bjones@hopesolutions.org
Hope Village- at Grace Pres in Walnut Creek Under Construction	186030054	6	30% AMI Rental Units with Support Services	2024	Jasmine Tarkoff	jtarkoff@hopesolutions.org
Partner in Garden Park Apartments	2387 Lisa Ln, Pleasant Hill, CA 94523	29	30% AMI Rental Units Permanent Supportive Housing	2004	Beth Limberg	blimberg@hopesolutions.org
ACCESS and FISH	Varried	52	30% AMI Rental Units Permanent Supportive Housing	2015	Bill Jones	bjones@hopesolutions.org

7. Please upload the following for your organization, as required. Attachment V.B

- All applicants (projects with multiple organizations applying must provide the following for each organization):
 - List of current agency officers and Board of Directors (including name, address, email, occupation or affiliation, principal officers)
 - Most recent audited financial statement, including management letter(s)
 - Current year operating budget (for public agencies, operating budget should reflect the appropriate Department or specific program budget)
- All applicants except cities and local government agencies:
 - Agency Articles of Incorporation and By-Laws.
- Non-profit applicants only - Nonprofit status papers, including evidence of state and/or federal certification.

8. Do you wish to be considered for funding as a Community Housing Development Organization (CHDO) for purposes of applying for HOME funds? (15% of the Consortium's HOME allocation is reserved for projects developed, owned, or sponsored by qualified CHDOs. In addition, CHDOs may qualify for special predevelopment loans and operating assistance in connection with HOME-assisted projects.) N

9. Do you wish to be considered for funding as a Community Based Development Organization (CBDO) for purposes of applying for CDBG funds? (CBDOs may be eligible to receive CDBG funds for the new construction of housing.) N

B. Development Team Qualifications

List additional key members of the proposed development team, in addition to the applicant, and briefly describe their role and relevant experience (e.g., architect, construction manager, construction firm, financial consultant, relocation consultant, resident supportive services provider, etc.). Provide letters of preliminary commitment or interest (if available) as Attachment III.E.

Role	Organization Name	Staff Contact	Years of Relevant Experience	Currently Under Contract for proposed project?
Architect	BKF Engineers	Christian Anzelde	14	Yes
Financial Consultant	Cty Housing	Yasmin Tong	30+	Yes
Environmental Consultant	Bay Desert	Cinnamon Crake	17	Yes
General Contractor	TBD	TBD	TBD	No
Legal Counsel	Gubb & Barshay	Nicole Kline	30+	Yes
Relocation Consultant	N/A	N/A	N/A	No
Prevailing Wage Consultant	TBD	TBD	TBD	No
Property Management	Hope Solutions	Bill Jones	13+	No
Lead Services Provider	Hope Solutions	Bill Jones	13+	No

Section 6 - Rental Housing Projects (New Construction and Rehab)

A. Unit Mix and Affordability

- Total number of units: 22
- Total number of affordable housing units (less than 80% AMI): 22
- Total number of County-Assisted Units: 22
- Number of Approved Project-Based Vouchers: 0

The HOME Maximum Project Subsidy for rental units in Contra Costa County are required to be used to calculate number of County-Assisted Units for all funding as follows:

Unit Size	Maximum Subsidy/Unit (Effective April 7, 2023)
0-Bedroom/Efficiency	\$173,011

1-Bedroom	\$198,331
2-Bedroom/	\$241,176
3-Bedroom/	\$312,005
4-Bedroom/	\$342,482

For example, if the proposed project (all 1-bedroom units) is requesting \$1,000,000 in CDBG funds and \$1,000,000 Measure X funds, then the minimum number of CDBG-Assisted units is 6, minimum number of Measure X-Assisted units is 6 for a total of 12 County-Assisted units. (Rounding up for any fractional amount is required.)

5. Complete the following table listing the unit mix for the entire proposed project:

Enter the number of lines needed: - 3

# of Bedrooms	# of Bathrooms	Total # of Units	Per Unit Sq. Ft.	Affordability Level	HOME-Assisted Units	Measure-X-Assisted Units	Total County Assisted Units
2	1	10	682	21% - 30%	5	5	10
3	2	10	950	21% - 30%	5	5	10
4	2	2	1,024	21% - 30%	0	2	2
Total: 36	34	22	NaN		10	12	22

6. Complete the following table listing all units in the project by bedroom count, affordability and rent. The utility allowance may be determined by either (1) using the [HUD Utility Schedule Model](#), or (2) determining the allowance based upon the specific utilities used at the project. Under the HOME Rule, HOME-assisted units are no longer permitted to use the utility allowance established by the local Public Housing Authority (PHA) for projects with HOME funds.

CDBG-assisted, Measure X-assisted and PLHA-assisted rental units are still permitted to use the utility allowance established by the local PHA. For more information on the different methods for determining utility allowances that are accepted by HUD, read the [HOMEfires - Vol. 13 No. 2 revised August 2016](#). Attachment VI.A.

Approach you used to determine the utility allowance:

Other Analysis

Enter the number of lines needed: - 3

# of Bedrooms	# of Units	Affordable Level	Per Unit Gross Rent	Per Unit Utility Allowance	Per Unit Net Rent	Approved Rent or Operating Subsidy*
1	10	21% - 30%	\$832	\$0	\$832	\$0
2	10	21% - 30%	\$999	\$0	\$999	\$0
3	2	21% - 30%	\$1,154	\$0	\$1,154	\$0
Totals: 36	22		\$20,618	\$0	\$20,618	\$0

*Do not assume Section 8 project-based rental assistance unless the County Housing Authority has previously made an award for the proposed project.

B. Project Budget and Financial Information

1. If applying for tax credits, what type?

- ☐ 4% - State Credits
☐ 4% - Federal Credits
☐ 9%
☐ Hybrid
☒ N/A

2. Competitiveness for State Affordable Housing Resources

Describe how your project is strategically positioned to successfully compete for State of CA funding resources, including from the CA Debt Limit Allocation Committee and Department of Housing and Community Development. Hope Solutions is not seeking tax-exempt bonds or any Low-Income Housing Tax Credits.

We intend to apply for either the Super NOFA Multifamily Housing Program (MHP) or the National Housing Trust Fund (NHTF). We anticipate that our application will be competitive in the emerging developer set-aside. To compete for NHTF, the project would need to target households at or below 30% AMI and meet project readiness criteria, including NEPA approval, and be as close to shovel-ready as possible. A preliminary scoring analysis of the 2023 NOFA anticipates a score of 160 points or 100%. The NHTF tiebreaker is composed of the percentage of financing committed, and income targeting below 30% AMI. Consequently, the project is expected to be awarded funds because when the applications are due, entitlements, NEPA approval, approved plans with permits ready to be issued, and all other necessary financing commitments are expected to be in place.

Additionally, Hope Solutions is in the midst of a Homes Heal Hearts capital campaign to raise private revenue to fill gaps in public funding. We have raised over \$5.5M and expect to close the campaign by the end of April 2024. The outpouring of support from individuals, foundations, and corporations for these efforts has been immense and inspiring.

3. Proposed Permanent Funding Sources

Please share all sources of funding to be applied for, pending financing (applied for but not yet notified of award), and committed financing for your project.

Financing to be Applied for

Funding Type	Funding Program/Lender	Amount	Application Due Date	Anticipated Award Date
National Housing Trust Fund	HCD National Housing Trust Fund	\$8,495,721	01/25/2025	04/25/2025

Pending Financing (applied for but not awarded):

Funding Type	Funding Program/Lender	Amount	Anticipated Due Date
Antioch PLHA	City of Antioch	\$2,000,000	12/18/2023
Antioch Successor Agency	City of Antioch	\$2,000,000	12/18/2023

Committed Financing:

Funding Type	Funding Program/Lender	Amount	Commitment/Award Date
Private Funding	Hope Solutions Capital Campaign	\$4,000,000	10/1/2023

Upload all commitment letters for approved financing as Attachment VI.B.

4. Attach project financials developed by your financial consultant, including construction period development budget, permanent sources and uses, operating pro-forma, and cash flow analysis for at least a 20-year period. Rent revenue estimates must include a breakdown of rents by bedroom size and income affordability levels. Upload project construction budget, including detailed line item backup as **Attachment VI.C.** Upload project pro forma, including detailed line item backup as **Attachment VI.D.** Upload project cash flow analysis as **Attachment VI.E.**

It is required to clearly identify the specific proposed use of County funds being requested in this application.

Section 7 - First-Time Homebuyer Projects (Not eligible for Antioch Funding)

Not required for this application

Section 8 - Community Land Trust (Measure X only)
--

Not required for this application

Attachments**(Upload Instructions)**

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the "Other" boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the Housing Manager of the appropriate jurisdiction at least one day prior to submitting your application.

- ☒ - Cover letter signed by Agency Executive Director or Chief Administrative Officer, approving this application.
- ☒ Attachment I.A - 1. Completed Environmental Reports
- ☒ Attachment I.A - 2. Biological Reports
- ☒ Attachment I.A - 3. Archeological Reports
- ☒ Attachment I.A - 4. Design Approvals
- ☒ Attachment I.A - 5. Land-Use Entitlements
- ☒ Attachment I.B - Evidence of Local Support
- ☒ Attachment I.C - GreenPoint Checklist.
- ☒ Attachment II.A - Evidence of CDBG/HOME Match Commitment
- ☒ Attachment II.B - CEQA Approvals.
- ☒ Attachment II.C - 1. Copy of General Information Notice
- ☒ Attachment II.C - 2. Copy of current tenant roster
- ☒ Attachment II.D - Proposed marketing plan Attachment
- ☒ Attachment II.E - Proposed Resident Services Plan/Supportive Services Plan
- ☒ Attachment II.F - Market Study
- ☒ Attachment II.G - HOME Cost Allocation
- ☒ Attachment IV.A - location, parcel map, and site photographs

[Attachment - CEO Signed Cover Letter.pdf](#)

[Attachment I.A -1 Environmental Report.pdf](#)

[Attachment I.A-2 Biological Report.pdf](#)

[Attachment I.A-3 Archeological Report.pdf](#)

[Attachment I.A-4 Design Approvals.pdf](#)

[Attachment I.A-5 Land Use Entitlement.pdf](#)

[Attachment I.B - Evidence of Local Support.pdf](#)

[Attachment I.B -1 ECCCA Endorsement for Antioch.pdf](#)

[Attachment I.V - Letter of Support First Family.pdf](#)

[Attachment I.C GreenPoint rated Checklist- Hope Village Antioch.xlsx](#)

[Attachment II.A - Evidence of HOME match.pdf](#)

[Attachment II.B - CEQA Approvals.pdf](#)

[Attachment II.C-1 General Information Notice.pdf](#)

[Attachment II.C-2 Current Tenant Roster na.pdf](#)

[Attachment II.D - Marketing Plan Fair Housing- Coordinated Entry.pdf](#)

[Attachment II.E-Resident Supportive Service Plan -Antioch.pdf](#)

[Attachment II.F - market assessment.pdf](#)

[Attachment II.G - HOME-Cost-Allocation-Antioch.pdf](#)

[Attachment IV.A - Location Parcel Map and Site Photographs.pdf](#)

- ☒ Attachment IV.B. - Site plan including elevations
- ☒ Attachment IV.C - Architectural Renderings
- ☒ Attachment IV.D - evidence of site control
- ☒ Attachment V.A - Ownership Entity documentation
- ☒ Attachment V.B - 1. List of agency officers and Board of Directors
- ☒ Attachment V.B - 2. Most recent audit with management letter
- ☒ Attachment V.B - 3. Current year operating budget
- ☒ Attachment V.B - 4. Agency Articles of Incorporation and By-Laws dated and signed by an authorized representative
- ☒ Attachment V.B - 5. Non-Profit status papers
- ☒ Attachment V.B - 6. Corporate resolution for Funding
- ☒ Attachment V.C - CHDO Certification (HOME Application only)
- ☒ Attachment V.D - CBDO Certification (CDBG Application only)
- ☒ Attachment V.E - Development Team letters of commitment
- ☒ Attachment VI.A - Utility Allowances
- ☒ Attachment VI.B - project Funding Commitment Letters
- ☒ Attachment VI.C - project construction budget
- ☒ Attachment VI.D - project pro-forma budget
- ☒ Attachment VI.E - project 20-years cash flow analysis
- ☒ Other - Attachment VII- Development Team Information
- ☐ Other -

[Attachment IV.B - Site Plans.pdf](#)

[Attachment IV.C - Architectural Renderings.pdf](#)

[Attachment IV.D- Site control LOI PSA.pdf](#)

[Attachment V.A- Ownership Entity.pdf](#)

[Attachment V.B - 1. List of agency officers and Board of Directors.pdf](#)

[Attachment V.B-2 Hope Solutions Audit FY2022.pdf](#)

[Attachment V.B - 3 Hope Solutions FY24 Operating.pdf](#)

[Attachment V.B-4.1 Articles of Incorporation CCIH.pdf](#)

[Attachment V.B-4.2 Hope Solutions Bylaws.pdf](#)

[Hope Solutions DBA Proof Name Change.pdf](#)

[Attachment V.B-5 Non-Profit Status Papers.pdf](#)

[Attachment V.B - 6 Corporate Resolution of Funding Antioch.pdf](#)

[Attachment V.C - CHDO Certification.pdf](#)

[Attachment V.D - CBDO Certification.pdf](#)

[Attachment V.E - DT Commitment- Environmental.pdf](#)

[Attachment V.E - DT Commitment- Financial.pdf](#)

[Attachment V.E - DT Commitment- Legal.pdf](#)

[Attachment V.E - DT Commitment PM Hallmark.pdf](#)

[Attachment V.E- DT Commitment- BKF.pdf](#)

[Attachment VI.A - Utility Allowances.pdf](#)

[Attachment VI.B - Project Funding Commitment Letter Antioch.pdf](#)

[Attachment VI.C Construction and Development Budget.pdf](#)

[Attachment VI.D - Pro- Forma.pdf](#)

[Attachment VI.E - project 20-years cash flow analysis.pdf](#)

[Attachment VII - Hope Village Antioch Development Team.pdf](#)

Program Manager Signature

Emily Bero

Date Signed

12/18/2023



City: **Antioch**

[Help with this page](#)

Teri House
Third and 'H' Streets
Antioch, CA 94531
Phone: (925) 779-7037
Email: CDBG@ci.antioch.ca.us

[Return to Main Page](#)

**Contra Costa County Affordable Housing Program
Federal FY 2024/2025
Due by 5pm, December 18th, 2023**

[Click Here](#) to see the County Affordable Housing Program Policies and Procedures for FY2024/2025.
[Click Here](#) to see the City of Antioch Guidelines for FY2024/2025.
[Click Here](#) for useful instructions for how to use this online application.

[Save and Continue](#)

Section I - All Applicants

A. Applicant Information

Organization: Lions Center for the Visually Impaired
Address: , 175 Alvarado Avenue, Pittsburg, CA 94565

B. Project Information

Project Name: Independent Living Housing for Blind and Visually Impaired Adults
Project address or target area: all of Contra Costa County

[Click Here](#) for Affordable Housing Program Guidelines and Income and Rent Limits.

Project and Funding check all that apply, then click below to update Application

- 1) Is this project an Acquisition? ☐ Yes ☒ No
2. Type of Work Proposed:
(If Community Land Trust is chosen, Measure X is the only funding source allowed)
- ☐ New Construction ☒ Rehabilitation
☐ Conversion ☐ Community Land Trust (Measure X Funding Only)
3. Type of Project:
- ☒ Permanent Rental Housing ☐ Transitional Housing
☐ First-Time Homebuyer ☐ Permanent Supportive Housing
☐ Community Land Trust ☐ Single Room Occupancy (SRO)
4. Target Populations Served:
- ☐ Family Housing ☐ General Affordable Housing
☒ Seniors ☒ Persons with Disabilities
☐ Veterans ☐ Homeless
☐ Frail Elderly ☐ Victims of Domestic Violence
☐ Persons with HIV/AIDS
5. Does the project qualify as any of the following?
- ☒ Difficult to Develop Census Tract
☐ High/Highest Resource Area
☐ Transit Oriented Development
6. Funding Requested*:
- ☒ CDBG ☒ HOME
☒ Measure X ☒ County PLHA
☒ Antioch Successor Agency ☒ Antioch PLHA
7. Funding Requested From:
- ☒ Contra Costa County ☒ Antioch

[Click Here to Update Application](#)

*At the discretion of the County, funds applied for may be revised to other eligible funding sources included in the NOFA.

Total CDBG funds requested:	\$100,000
Total HOME funds requested:	\$450,000
Total Measure X funds requested:	\$500,000
County PLHA funds requested:	\$450,000
Antioch Successor Agency funds requested:	\$45,000
Antioch PLHA funds requested:	\$20,000

Total Requested Funds:	\$1,565,000
Total Project Cost:	\$1,595,000

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C. Project Description

Provide a narrative description which fully describes all significant aspects of the project. Narrative should include the need to be addressed, project objectives and major characteristics, manner in which project will alleviate affordable housing needs, and any other relevant information required to adequately evaluate your project. Project description should not exceed three paragraphs.

For over 65-years, the Lions Center for the Visually Impaired (LCVI) has served the visually impaired adult community in Contra Costa County. Our mission is to preserve vision, foster independence and enhance the quality of life for adults who are blind or at risk for vision impairments and to act as a resource of information and expertise on blindness in the community. We have three major service lines – (1) Our In-Home Services include one-on-one professional assessment, orientation, and training for adults with vision impairments. (2) Our Group Classes and Activities help meet the need for increased vision health knowledge, recreation, and physical activity, as well as socialization for mental health. (3) Our Early Detection & Intervention program, offers free vision screening events targeted at low-income communities to identify seniors at risk of degenerative eye disease and follow-up case management services to make sure they receive the care they need to prevent blindness and maintain independence.

Housing – our 5th Service Line – It is our goal to provide supportive, permanent, rental housing to consumers who are senior, with the disability of blindness and/or visual impairments. Housing is a primary basic need that all individuals should have, according to Maslow Hierarchy of Needs; having stable housing is part of the biopsychosocial makeup of each individual. Senior and disability housing continues to be an elusive basic need for our consumers and as a result, LCVI newest service line is Housing. We have identified the available property at 2405 Sunset Drive Antioch, CA. A (six) 6 Unit Apartment Building that has been on the market for multiple years. It is a spacious, single-level property consisting of 2 Triplexes (each 1 bedroom 1 bath approximately 3,824 sq feet). The property will be renovated to ensure ADA compliance throughout.

LCVI Housing will be all inclusive. Our goal is to provide an extremely affordable, low-cost rental fee that includes apartment rental, utilities, sewer, water, garbage, telephone and internet. Evaluation of LCVI Housing will include both quantitative and qualitative methods that covers consumer feedback as well as economic ROI.

Proposed Project Amenities and Services On-Site. Response should not exceed three paragraphs.

LCVI Housing will be integrated with all of our service lines that have supported seniors who are blind and visually impaired for over 65 years. On-site services will include assessments and In-Home services once needs are identified. We will expand our collaboration with other community services that provide any biopsychosocial needs that are identified from the assessment.

Proposed Project Sustainability Features. Response should not exceed three paragraphs.

Sustainability features for LCVI Housing will focus on multiple areas including Consumer Quality of Life, Apartment Complex Maintenance, and Program Economic sustainability. Criteria will be developed to ensure that goals and objectives are being met at the highest, most appropriate level of service.

For new construction projects does any of the following apply to your project?

Will your project score higher than 110 points (Gold Standard) on the Build it Green - GreenPoint Rated Checklist or at the Gold or above level for Leadership in Energy and Environmental Design (LEED)?

☒ Yes ☐ No

Will your project score between 80-109 points (Silver standard) on the Build it Green - GreenPoint Rated Checklist or at the Silver level standard for LEED?

☒ Yes ☐ No

Attach verification of the GreenPoint Rated Checklist as Attachment I.C.

D. Self-Scoring Worksheet - Contra Costa County Funds Only

Applicants are required to complete and submit a self-score worksheet summarized below. Points are awarded for exceeding, rather than meeting, the threshold requirements for the category. Applicants should not assume that their self-score will be the actual score that will be achieved.

A minimum of 70 percent of points must be achieved to be considered for a funding award. In all cases, points are awarded for exceeding, rather than meeting, the threshold requirements for the category.

Refer to FY 2024/25 Affordable Housing Program Policies and Procedures Section 5 for more information on Application Scoring Criteria.

Criterion	Maximum Points			Self Score
	Rental	Ownership	Comm Land Trust	
I. Project Readiness	80	60	60	
Competitive State Resources	20	0	0	20
Funding Commitments	20	20	20	20
Discretionary Land Use Approvals	10	10	10	10
Environmental Review Clearance/Approval	10	10	10	10
Leveraging/Match Funding	20	20	20	20
II. Developer Experience and Capacity	45	35	45	
Developer Experience Exceeds Minimum	20	20	20	10
Strength of the Development Team	10	10	10	10
Developer Financial Strength	5	5	5	5
Strength of Property Management Team	10	0	10	10
III. Project Location	20	20	20	
Unincorporated Address	5	5	5	0
Geographic Equity	5	5	5	5
Proximity to Public Transit	5	5	5	5
Proximity to Grocery, Farmers' Market, or Healthcare	5	5	5	3
IV. Project Targeting and Characteristics	35	20	20	
Energy Efficiency/Green Building	5	5	5	5
Income Targeting Exceeds Minimum	15	15	15	15
Homeless - New Permanent Supportive Housing Units	10	0	0	10
Units for People with Special Needs	5	0	0	5
Penalty for Nonperforming Previously Funded Projects	-10	-10	-10	0
Total Possible Points	180 pts	135 pts	145 pts	163

Save and Continue

E. Project Implementation Schedule

Provide the proposed project implementation schedule, including major milestones (e.g., property acquisition, start and completion of construction or rehabilitation, relocation, procurement, occupancy, commitment of remaining funding sources, etc.).

Note: All funds for this project must be secured by June 30, 2025 and construction must begin no later than June 20, 2026 to be eligible for FY 2024/2025 HOME or CDBG funds.

	Have you obtained complete approvals for the following?	Date Obtained/Expected
Environmental, Biological, Archeological Approvals	Not Started	12/01/2024
Design Approvals	Not Started	12/01/2024
Land Use Entitlements	Not Started	12/01/2024
Building Permit	Not Started	12/01/2024

Attach all completed items approvals as listed above as Attachment I.A.

Narrative regarding whether or not discretionary approvals are required for planning or building permits:

Information will not be available until after acquisition of property at 405 Sunset Drive Antioch, CA.

Expected Construction Start Date: 12/02/2024

Expected Construction End Date: 12/01/2025

Expected Occupancy Date: 12/15/2025

Expected Perm Close Conversion Date: 12/01/2025

Approximate date funds will be required: 07/01/2024

Why funds are needed by this date:

To acquire the property at 405 Sunset Drive Antioch, CA.

Proposed Antioch Successor Agency Loan Type: Acquisition
Proposed Antioch PLHA Loan Type: Acquisition
Proposed CDBG Loan Type: Acquisition
Proposed HOME Loan Type: Acquisition
Proposed Measure X Loan Type: Acquisition
Proposed County PLHA Loan Type: Acquisition

F. Local Support

Describe your efforts to generate local support for this project, including contacts with local government officials, public agencies, neighborhood organizations, etc. At a minimum, demonstrate the project has the support of the local jurisdiction where the project is located (financial support is encouraged but not required). Response should not exceed three paragraphs. Provide evidence of support as Attachment I.B.

It is important to maintain privacy with the population that we serve as seniors with disabilities are part of a vulnerable protected class due to a history of potential targeting. Housing will have not visual signage of senior or disabled housing as, just like other Antioch residents, our consumers will be 'renters.'

Save and Continue

Section 2 - Federal Funds (HOME & CDBG) Requirements

A. HOME and CDBG Matching Funds

HOME funds require a minimum 25 percent permanent match from nonfederal sources. The minimum match required for CDBG funds depends on the type of applicant as follows: nonprofit organizations - 10 percent match; public agencies - 25 percent match; for-profit organizations - 100 percent match.

Note: Commitment letters for HOME Match must demonstrate an understanding that the match funds are permanent contribution to the County HOME Program. The Net Present Value of the property tax waiver, the below market rate of a City loan, or appraised value of donated land/real property are acceptable examples of HOME match contributions.

Provide evidence of match support as Attachment II.A.

Enter the number of lines needed for the following match sources list: 5

Match Source (Nonfederal)	Match Amount	Current Status	Funds Availability Date
Shirley Perry Foundation	\$75,000	Committed	March 2024
District 4C3 Lions Club	\$25,000	Committed	June 2024
Lions Club International	\$100,000	Proposed	June 2024
San Francisco Foundation	\$50,000	Proposed	June 2024
Individual Donors	\$25,000	Committed	June 2024

B. Environmental Review

National Environmental Policy Act (NEPA)

STOP ALL WORK ON YOUR PROJECT NOW. You cannot acquire the site, sign any leases, sign any contractor agreements, or do any site work until the NEPA review is complete. As of the date of this application submittal you are negotiating for federal funds. Any action on anyone's part (you, the local jurisdiction, other agencies, etc.) may be considered "choice limiting" under NEPA and render your project ineligible for federal funds. NEPA review will take at least 3 to 6 months from the date CDBG/HOME funds are awarded.

Has another jurisdiction, other than Contra Costa County, already completed a NEPA review for this project?
No ▼

Do you have a NEPA consultant for this project?
To Be Determined ▼

Has Contra Costa County previously completed a NEPA for this project?
No ▼

California Environmental Quality Act (CEQA)

Has the jurisdiction where your project is located completed its CEQA review?
No ▼

When will the jurisdiction initiate CEQA? N/A

Does the project qualify for a categorical exemption?
To Be Determined ▼

C. Relocation (Uniform Relocation Act)

If you are proposing a project that includes acquisition and/or rehabilitation, by submitting this application for funds, you are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As of the date of this application, you are negotiating for federal funds. All commercial and residential tenants in your project must be immediately notified of potential displacement. URA requirements are triggered on first-time homebuyer programs if the home to be purchased is tenant occupied. (Unless the tenant is the purchaser.) Attach a copy of the General Information Notice and tenant rent roll (one copy only) as Attachment II.C.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Relocation requirements.

Is relocation triggered by this project?
No ▼

Is temporary relocation triggered by this project?
No ▼

Why or why not:

Is permanent relocation triggered by this project?
No ▼

Why or why not:

Do you have a relocation consultant for this project?
To Be Determined ▼

[Save and Continue](#)

D. Federal Procurement Requirements

When entering into any contract (construction or non-construction), the project must comply with federal procurement requirements. For non-construction contracts in excess of \$100,000, and all construction contracts, a competitive process is required.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements including Section 3 and MBE-WBE information.

Will your project have contracts over \$100,000?
No ▼

Have you chosen a general/prime contractor for your project?
No ▼

E. No Use of Suspended/Disbarred Contractors

All Contracts/subcontracts cannot be awarded to any party debarred or suspended or otherwise excluded from participation in federal assistance programs, including HOME and CDBG.

Verify understanding of above requirement:
Yes ▼

F. Davis Bacon Act (Federal Prevailing Wage)

If a project has a total of 8 or more residential units in a CDBG funded project, or more than 11 HOME-assisted units, your project will require payment of federal prevailing wages and submission of weekly certified payrolls with supporting documentation.

Total number of housing units proposed: 6

Number of HOME-Assisted units required for the amount of HOME funds applied: 6

Will your project trigger federal prevailing wage?
No ▼

Do you have a Davis Bacon Prevailing Wage consultant for this project?
To Be Determined ▼

[Save and Continue](#)

G. Build America Buy America (BABA)

The Build America Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022.

Covered infrastructure are defined as buildings and real property (including housing projects). All iron, steel, manufactured products, and construction materials used in covered infrastructure projects must be produced in the United States.

For FY 2024/25 CDBG applications with total federal assistance greater than \$250,000, covered materials under BABA include iron and steel, all raw materials used in construction including:

- Metals other than iron/steel
- Lumber
- Composite building materials
- Plastic and polymer-based pipe and tube materials such as PVC pipe
- Does not include cement and aggregates (stone, sand, gravel)

For FY 2024/25 HOME applications for funding are currently excluded from BABA requirements under a Phased Implementation Waiver.

What is the total federal financial assistance proposed for your project? \$0

Indicate any of the following materials included in the proposed project:

- ☐ Iron and Steel
- ☐ Lumber
- ☐ Composite building materials
- ☐ Plastic and polymer-based pipe and tube materials such as PVC pipe

H. State Prevailing Wage

Some affordable housing funding sources trigger state prevailing wage and require payment of state prevailing wage.

Will your project trigger the payment of State of California Prevailing Wage?

To Be Determined ▼

I. Lead-Based Paint Remediation

If your project involves demolition of or rehabilitation work on a building constructed prior to 1978, you will need to complete and implement a lead-based paint plan.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements.

Number of HOME-Assisted units required for the amount of HOME funds applied: 6

Does your project involve the demolition of a building that was constructed prior to 1978?

No ▼

Does your project involve the rehabilitation of a building that was constructed prior to 1978?

Yes ▼

Describe how you will manage the project to ensure compliance with the regulations:

Esurance will occur following acquisition where a Lead-Based Paint review will occur with followup based on findings.



[Save and Continue](#)

J. Long-Term Affordability

All projects are subject to use and occupancy requirement for up to 55 years. This includes affordable requirements, and possibly, specific target populations.

Does your project anticipate at least 55 years of affordability restrictions?

Yes ▼

Describe how you will manage the project to ensure compliance with the regulations:

LCVI Housing at 405 Sunset Drive Antioch, CA, will comply with long-term affordability upon acquisition, and will meet affordability restrictions with the consumers served.



K. Fair Housing

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. This requirement will be made part of the legal documents.

All projects are required to affirmatively further equal opportunity and fair housing objectives. Attach your proposed marketing plan as Attachment II.D.

Describe your proposed marketing program and describe how your project will be accessible to minorities, disabled, and other special needs populations.

LCVI Housing at 405 Sunset Drive Antioch, CA is designed to support the housing shelter needs of our seniors who are blind and visually impaired. We serve a multiracial clientele.



L. Resident Services Plan and Supportive Services Plan

If a project reserves units for persons with Special Needs and/or Permanent Supportive Housing units, the Resident Services Plan must state clearly how many special needs and/or homeless set-aside units there will be in the project and the exact population that will be targeted; must demonstrate that the essential supportive and social services needs of the target population will be met (e.g. health services for people with chronic health conditions) and must include opportunities for individual case management services. Attach your proposed resident services plan as Attachment II.E.

Does your project propose reserving units for persons with Special Needs?

Yes ☒

Does your project propose Permanent Supportive Housing Units?

Yes ☒

Has a Lead Service Provider been identified for your project?

Yes ☒

Lead Service Provider Organization: Lions Center for the Visually Impaired

Briefly describe Lead Service Provider's experience providing supportive services:

LCVI provides supportive services to blind and visually impaired adults living in Contra Costa County who need assistance in order to maintain their independence, health and safety.

//

M. Technology Plan

Projects must provide the capacity for high-speed internet access in each unit by a means that does not impede use of the primary telephone line.

Briefly describe how the project will meet or exceed this requirement.

LCVI Housing

//

[Save and Continue](#)

N. Section 504 Accessibility

All new construction projects are required to provide five percent of the units accessible to the physically disabled. An additional two percent must be accessible to the hearing and vision impaired. Rehabilitation projects must comply with Section 504 unless it would create a hardship for the project.

Enter Total Project Units:

5% requirement =

2% requirement =

How many units will be accessible to the physically disabled?

How many units will be accessible to the hearing and vision impaired?

If the number of units proposed is less than required percentage of Section 504 units, describe why.

//

O. Evidence of Demand or Market Study

Applicants must verify the market demand for the proposed housing type by providing a narrative and a rent or sales comparable analysis. A full market study demonstrating the need for your project will be required prior to executing loan documents. In addition to describing current market conditions, the study should include the anticipated absorption rate for the units in your project.

Note: All homeownership units must be sold within 6 months of unit completion to be eligible for HOME funds. Any units not sold after 9 months must be rented to income eligible tenants. All rental units must be occupied within 18 months of project completion or the developer must repay HOME funds for any vacant unit.

Attach your market study as Attachment II.F.

P. HOME Cost Allocation and Subsidy Layering

Cost allocation is required in all HOME rental or homebuyer projects where fewer than 100% of units are HOME assisted; and/or in which less than 10% of the space is residential (a mixed-use project). HOME funds may be used to assist one or more housing units in a multi-unit project, but only the actual HOME eligible development costs may be reimbursed by the HOME program. The maximum HOME investment permissible is the lesser of three amounts: (1) the funding gap or needed amount of HOME funding, (2) the cost of HOME units, or (3) the maximum project subsidy.

For more information, see CPD-16-15 Notice dated August 25, 2016:

[Notice-CPD-16-15](#)

HUD has a published HOME Cost Allocation Tool, which will be required to be completed with any application requesting HOME funds for a project. The HOME Cost Allocation can be found here:

[HOME Cost Allocation Tool](#)

The maximum project subsidy (#3 above) includes DCD project delivery costs which includes activities such as conducting a National Environmental Policy Act (NEPA) review, loan document preparation, and monitoring for compliance with federal requirements during construction. DCD project delivery costs are roughly estimated to be \$50,000 per development.

The current HOME Maximum Project Subsidy for rental units in Contra Costa County are the following:

Unit Size	Maximum Subsidy/Unit (Effective April 7, 2023)
0-Bedroom/Efficiency	\$173,011
1-Bedroom	\$198,331

2-Bedroom	\$241,176
3-Bedroom	\$312,005
4-Bedroom	\$342,482

Attach completed HOME Cost Allocation Tool as Attachment II.G.

[Save and Continue](#)

Section 3 - Local Funds (City of Antioch Funds & Measure X/PLHA) Requirements

A. California Environmental Quality Act (CEQA)

Has the jurisdiction where your project is located completed its CEQA review?

No

Upload the following documents as Attachment II.B as applicable:

- Notice of Exemption
- Notice of Determination
- Initial Study
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

When will the jurisdiction initiate CEQA? 12/01/2024

B. State Prevailing Wage

Some affordable housing funding sources trigger state prevailing wage and require payment of state prevailing wage.

Will your project trigger the payment of State of California Prevailing Wage?

To Be Determined

What funding source is triggering the payment of State of California Prevailing Wages?

C. Relocation

If you are proposing a project that includes acquisition and/or rehabilitation, by submitting this application for funds, you are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As of the date of this application, you are negotiating for federal funds. All commercial and residential tenants in your project must be immediately notified of potential displacement. URA requirements are triggered on first-time homebuyer programs if the home to be purchased is tenant occupied. (Unless the tenant is the purchaser.) Attach a copy of the General Information Notice and tenant rent roll (one copy only) as Attachment II.C.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Relocation requirements.

Is relocation triggered by this project?

No

Why or why not: Acquisition rental property

Do you have a relocation consultant consultant for this project?

To Be Determined

The name of the consultant is:

D. County Procurement Requirements

Have you chosen a general/prime contractor for your project?

No

When entering into contract (construction or non-construction), the project must comply with County procurement requirements. At a minimum, prior written consent will be required before entering into any subcontracts for your project.

Name of the Contractor:

Describe the process for which you completed a contract with your general contractor

Choose

Describe the process for which you completed a contract with for your general/prime contractor:

N/A

E. Lead-Based Paint Remediation

If your project involves demolition of or rehabilitation work on a building constructed prior to 1978, you will need to complete and implement a lead-based paint plan.

See FY 2024/25 Affordable Housing Program Policies & Procedures for more information on Procurement requirements.

Does your project involve the demolition of a building that was constructed prior to 1978?

No

Does your project involve the rehabilitation of a building that was constructed prior to 1978?

Yes

Describe how you will manage the project to ensure compliance with the regulations:

Esurance will occur following acquisition where a Lead-Based Paint review will occur with followup based on findings.

D. Federal Procurement Requirements

F. Long-Term Affordability

All projects are subject to use and occupancy requirement for up to 55 years. This includes affordable requirements, and

possibly, specific target populations.

Does your project anticipate at least 55 years of affordability restrictions?

Yes

Explain why not:

We are aware of the long-term affordability; and with our consumers our goal is to always provide basic needs for low to very low income clients.

Describe how you will manage the project to ensure compliance with the regulations:

LCVI Housing at 405 Sunset Drive Antioch, CA, will comply with long-term affordability upon acquisition, and will meet affordability restrictions with the consumers served.

Save and Continue

Section 4 - Site Information

A. Project Location

Enter the number of site addresses for this project - 1

Street Address	City	Zip	Parcel Number	Census Tract
405 Sunset Drive	Antioch		068-142-023, 068-142-024	3072.01

Include location map, parcel map, and site photographs with each site clearly identified as Attachment IV.A.

Include site plan elevations as Attachment IV.B and Architectural Renderings as Attachment IV.C.

Is the site in an unincorporated community?

No

B. Site Control

Site control at the time of the application submittal is required. Indicate the level of site control currently held by the applicant.

- ☐ Fee simple title (full control)
- ☐ Executed Purchase Agreement
- ☐ Executed Ground Lease; lease period:
- ☐ Option; Type of option: Option Period:
- ☒ Other: N/A - For Sale

Include evidence of site control as Attachment IV.D.

C. Project and Site Information

1. Total number of proposed units: 6

2. Site size (acres): 0.63

Proposed density (units/acre): 10

3. Current Site Use (check as many as applicable):

☒ Residential: Number of Units: 6 ☒ Vacant ☐ Occupied

☐ Commercial: ☐ Vacant ☐ Occupied --- Number of Buildings: Total Square Ft

☐ Industrial: ☐ Vacant ☐ Occupied --- Number of Buildings: Total Square Ft

☐ Parking Lot: ☐ In Use ☐ Not in Use --- Number of Parking Spaces:

☐ Vacant Lot --- Describe any prior known use:

Provide the age of any structures currently located on site:

Describe the historic and/or archeological significance (if any) of the site and any existing structures:

N/A

4. Proposed Site Use/Proposed Project:

Total new square foot of site location(s)	
Total new square footage of all project structures	
Total new gross residential square footage	
Total square footage of all residential units	
Total gross commercial square footage	
Total parking structure square footage	
Total parking spaces	
Open uncovered parking spaces	
Covered parking spaces	
Structured parking spaces	
Other parking spaces, type	

5. Specify the flood hazard zone designation that your project is located in: 06013C0331F
(Flood Zone Letter Designation, e.g. A, B, C, V). Flood Plain information is available at the [FEMA Map Center](#).

FEMA Map Date: 06/16/2009

FEMA Community Panel Number:

FEMA Map Page Number:

The County's policy is to not fund a proposed new construction housing project, if it is one of the below flood plain zones. Contra Costa County contains various Special Flood Hazard Area (SFHA), also known as 100-year flood zones. SFHAs are areas where the National Flood Insurance Program's (NFIP's) floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies. The SFHAs includes Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, and V.

For acquisition and/or rehabilitation housing project, federal assistance may be used for projects with any building, including residential buildings, in SFHA designated by FEMA if:

1. The County is participating in the National Flood Insurance Program;
2. Flood insurance is obtained by the property owner as a condition of approval for using federal funds; and
3. The County is responsible for ensuring flood insurance is obtained and maintained for the life of the building and at a minimum is required to be in the amount of the federal funds the County provided to the project. (Note: The County will require a document to be recorded on title to reflect this requirement, which may adversely affect future sale of the property.)

6. Proximity to Public Transit:

☒ The site is within 1/2 mile of multiple bus lines with a frequency of service interval of 30 minutes or less during peak hours, a ferry terminal station, and/or a Amtrak/BART station.

Provide details of public transit in vicinity of proposed project:

Walkable Score of 76; 15-minutes to Pittsburg BART, closer to Antioch BART.

7. Proximity to Grocery, Farmers' Market or Healthcare:

☒ The site is located within 1 mile of a full-service grocery store (where staples, fresh meat, and produce are sold) or farmer's market.

Name and location of full-service grocery store: Antioch Food Center

Location of farmer's market: Kaiser Permanente Antioch

☒ The site is located within 1 mile of a qualifying medical clinic (provides primary care services regardless of one's ability to pay), healthcare facility, or pharmacy.

Name/Address of qualifying medical clinic: Kaiser Permanente

Name/Address of healthcare facility: 4501 Sand Creek Rd., Antioch, California

Name/Address of pharmacy: Kaiser Permanente - 4501 Sand Creek Rd., Antioch, California

8. Geographic Equity:

☐ The site is located within the "Extreme Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "High Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

☐ The site is located within the "Elevated Displacement" category of the Urban Displacement Project's California Estimate Displacement Risk Model (using 0% - 50% AMI map layer- see key on the right side of the map and select 0-50% AMI layer).

Provide census tract number and upload as Attachment IV.C of the Urban Displacement California Estimated Displacement Risk Model Map category with the property clearly identified by using [This Map](#)

D. Planning/Environmental Information

Project approval requirements and status:

Action	Required?	Date Approved	Estimated Approval Date
General Plan Amendment	Choose ▼		
Rezoning	Choose ▼		
Tentative Subdivision Map Approval	Choose ▼		
Final Map Approval	Choose ▼		
Use Permit	Choose ▼		
Other:	Choose ▼		

[Save and Continue](#)

Section 5 - Applicant and Development Team Qualifications

A. Applicant

1. Type of Applicant Non-Profit ▼

2. Describe the anticipated ownership structure for the project (e.g., subsidiary non-profit), limited partnership, limited liability corporation). Identify all participating entities, their specific role, and financial interest in the project.

Lions Center for the Visually Impaired, Nonprofit 501C3 Corporation

Name of Proposed ownership entity: Lions Center for the Visually Impaired

Has this entity been established? ☒ Yes ☐ No

Date Established: March 1954 . Provide copy of articles of incorporation, signed partnership agreement, memorandum of understanding, or other appropriate documentation as **Attachment V.A.**

Indicate what steps need to be taken to create ownership entity together with anticipated time line.

3. Describe the applicant/owner's experience in affordable housing development, property management, and other areas relevant to the proposed project.

N/A - Acquisition for rental

4. Enter the number of organizations that are applying for the project:

Project Staffing Chart for Applicant #1

Project Staff	Name	Role in other current or planned developments	Years of Relevant Experience	Role with proposed project
Project Manager	Joseph Wise	Administrator for multiple properties thr	15	Will manage LCVI House implementation as LCVI
Director of Real Estate Development				
Executive Director or President	Yolanda Braxton	Property Aquisition and renovation for :	25	Overall management and leadership
Asset Manager				
Controller/CFO/Accounting Manager	Yolanda Braxton	Financial management	30	Financial management leadership

Save and Continue

5. Organization Track Record/Experience

Number of years applicant #1 developing and operating affordable housing projects in CA:

Number of completed projects applicant #1 similar to the one proposed:

6. List the five most recent affordable housing projects developed by lead applicant #1: Include location, number of units, type of project, year occupied, and appropriate reference with email address:

Project Name	Address or Parcel #	# of Units	Type of Project	Year Occupied	Reference Name	Email Address

7. Please upload the following for your organization, as required. Attachment V.B

- All applicants (projects with multiple organizations applying must provide the following for each organization):
 - List of current agency officers and Board of Directors (including name, address, email, occupation or affiliation, principal officers)
 - Most recent audited financial statement, including management letter(s)
 - Current year operating budget (for public agencies, operating budget should reflect the appropriate Department or specific program budget)
- All applicants except cities and local government agencies:
 - Agency Articles of Incorporation and By-Laws.
- Non-profit applicants only - Nonprofit status papers, including evidence of state and/or federal certification.

8. Do you wish to be considered for funding as a Community Housing Development Organization (CHDO) for purposes of applying for HOME funds? (15% of the Consortium's HOME allocation is reserved for projects developed, owned, or sponsored by qualified CHDOs. In addition, CHDOs may qualify for special predevelopment loans and operating assistance in connection with HOME-assisted projects.) ☐ Yes ☐ No

If your organization has previously been designated as a CHDO by the County, **your organization must be recertified as a qualified CHDO prior to commitment of new HOME funds.** This will include determining your organization's development capacity to own, sponsor or develop housing. Please submit the required recertification documents including the list of the current Board of Directors, current staff list, and the resumes of the key staff members that will be working on the application (Attachment III.C).

If yes and you have not previously been designated as a CHDO by Contra Costa County, **you must submit a separate CHDO application** (check the Department web site or call 925-655-2888 for a CHDO Application).

9. Do you wish to be considered for funding as a Community Based Development Organization (CBDO) for purposes of applying for CDBG funds? (CBDOs may be eligible to receive CDBG funds for the new construction of housing.) ☐ Yes ☐ No

If you have been designated as a CBDO by the County, you must review your original CBDO application to determine whether or not the information is still current. (Copies of CBDO documentation are on file and may be reviewed at Community Development Department offices.) If so, please submit the required certification (Attachment III.D). If not, please submit a revised CBDO application with the new information clearly identified.

If you have not previously been designated as a CBDO by Contra Costa County, you must submit a separate CBDO application (check the Department web site or call 925-655-2885 for CBDO application).

Save and Continue

B. Development Team Qualifications

List additional key members of the proposed development team, in addition to the applicant, and briefly describe their role and relevant experience (e.g., architect, construction manager, construction firm, financial consultant, relocation consultant, resident supportive services provider, etc.). Provide letters of preliminary commitment or interest (if available) as

Attachment III.E.

Role	Organization Name	Staff Contact	Years of Relevant Experience	Currently Under Contract for proposed project?
Architect				Choose ▼
Financial Consultant				Choose ▼
Environmental Consultant				Choose ▼
General Contractor				Choose ▼
Legal Counsel				Choose ▼
Relocation Consultant				Choose ▼
Prevailing Wage Consultant				Choose ▼
Property Management				Choose ▼
Lead Services Provider				Choose ▼

Save and Continue

Section 6 - Rental Housing Projects (New Construction and Rehab)

1. Total number of units: 6
2. Total number of affordable housing units (less than 80% AMI): 0
3. Total number of County-Assisted Units: 24
4. Number of Approved Project-Based Vouchers:

The HOME Maximum Project Subsidy for rental units in Contra Costa County are required to be used to calculate number of County-Assisted Units for all funding as follows:

Unit Size	Maximum Subsidy/Unit (Effective April 7, 2023)
0-Bedroom/Efficiency	\$173,011
1-Bedroom	\$198,331
2-Bedroom/	\$241,176
3-Bedroom/	\$312,005
4-Bedroom/	\$342,482

For example, if the proposed project (all 1-bedroom units) is requesting \$1,000,000 in CDBG funds and \$1,000,000 Measure X funds, then the minimum number of CDBG-Assisted units is 6, minimum number of Measure X-Assisted units is 6 for a total of 12 County-Assisted units. (Rounding up for any fractional amount is required.)

5. Complete the following table listing the unit mix for the entire proposed project:

Enter the number of lines needed: - 1

# of Bedrooms	# of Bathrooms	Total # of Units	Per Unit Sq. Ft.	Affordability Level	CDBG-Assisted Units	HOME-Assisted Units	Measure-X-Assisted Units	PLHA-Assisted Units	Total County Assisted Units
1 ▼	1 ▼	6	3,824	Unrestricted ▼	6	6	6	6	24
Total:	6	6	NaN		6	6	6	6	24

6. Complete the following table listing all units in the project by bedroom count, affordability and rent. The utility allowance may be determined by either (1) using the HUD Utility Schedule Model, or (2) determining the allowance based upon the specific utilities used at the project. Under the HOME Rule, HOME-assisted units are no longer permitted to use the utility allowance established by the local Public Housing Authority (PHA) for projects with HOME funds.

CDBG-assisted, Measure X-assisted and PLHA-assisted rental units are still permitted to use the utility allowance established by the local PHA. For more information on the different methods for determining utility allowances that are accepted by HUD, read the HOMEfires - Vol. 13 No. 2 revised August 2016. Attachment VI.A.

Approach you used to determine the utility allowance:

- ☐ HUD Utility Schedule Model ☐ Specific Utilities Used at Project ☐ Other Analysis
☐ PHA Utility Calculation (Only allowed for CDBG, Measure X and PLHA)

Enter the number of lines needed: - 6

# of Bedrooms	# of Units	Affordable Level	Per Unit Gross Rent	Per Unit Utility Allowance	Per Unit Net Rent	Approved Rent or Operating Subsidy*
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
1 ▼	1	Unrestricted ▼	\$725	\$275	\$450	\$0
Totals:	6		\$4,350	\$1,650	\$2,700	\$0

*Do not assume Section 8 project-based rental assistance unless the County Housing Authority has previously made an award for the proposed project.

Save and Continue

B. Project Budget and Financial Information

1. If applying for tax credits, what type?

- ☐ 4% - State Credits
☐ 4% - Federal Credits
☐ 9%
☐ Hybrid

☒ N/A

2. Competitiveness for State Affordable Housing Resources

Describe how your project is strategically positioned to successfully compete for State of CA funding resources, including from the CA Debt Limit Allocation Committee and Department of Housing and Community Development.

N/A

[Save and Continue](#)

3. Proposed Permanent Funding Sources

Please share all sources of funding to be applied for, pending financing (applied for but not yet notified of award), and committed financing for your project.

Enter the number of lines needed for Financing to be Applied for :

Funding Type	Funding Program/Lender	Amount	Application Due Date	Anticipated Award Date
Elliott Homes Family Found	Elliott Homes Family Found	\$100,000	4/01/2024	December 2024

Enter the number of lines needed for Pending Financing (applied for but not awarded):

Funding Type	Funding Program/Lender	Amount	Anticipated Due Date
Lions Club International	Lions Club International	\$100,000	December 2024
Hedco Foundation	Hedco Foundation	\$100,000	December 2024

Enter the number of lines needed for Committed Financing:

Funding Type	Funding Program/Lender	Amount	Commitment/Award Date
Shirley Perry Foundation	Shirley Perry Foundation	\$75,000	March 2024
District 4C3 Lions Club	District 4C3 Lions Club	\$25,000	March 2024
San Francisco Foundation	San Francisco Foundation	\$50,000	June 2024
Individual Donors	Individual Donors	\$25,000	June 2024

Upload all commitment letters for approved financing as Attachment VI.B.

4. Attach project financials developed by your financial consultant, including construction period development budget, permanent sources and uses, operating pro-forma, and cash flow analysis for at least a 20-year period. Rent revenue estimates must include a breakdown of rents by bedroom size and income affordability levels. Upload project construction budget, including detailed line item backup as **Attachment VI.C.** Upload project pro forma, including detailed line item backup as **Attachment VI.D.** Upload project cash flow analysis as **Attachment VI.E.**

It is required to clearly identify the specific proposed use of County funds being requested in this application.

[Save and Continue](#)

Section 7 - First-Time Homebuyer Projects (Not eligible for Antioch Funding)

Not required for this application

[Save and Continue](#)

Section 8 - Community Land Trust (Measure X only)

Not required for this application (must have Community Land Trust AND Measure X Funding Selected in Section 1B)

Attachments

(Upload Instructions)

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the "Other" boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the Housing Manager of the appropriate jurisdiction at least one day prior to submitting your application.

- ☒ - Cover letter signed by Agency Executive Director or Chief Administrative Officer, approving this application.

[LCVI - CDBG Housing Approval to Submit.pdf](#)

- ☒ Attachment I.A - 1. Completed Environmental Reports

[Not_Eligible.pdf](#)

- ☒ Attachment I.A - 2. Biological Reports

[Not_Eligible.pdf](#)

- ☒ Attachment I.A - 3. Archeological Reports

[Not_Eligible.pdf](#)

- ☒ Attachment I.A - 4. Design Approvals

[Not_Eligible.pdf](#)

- ☒ Attachment I.A - 5. Land-Use Entitlements

[Not_Eligible.pdf](#)

- ☒ Attachment I.B - Evidence of Local Support .

[Not_Eligible.pdf](#)

- ☒ Attachment I.C - GreenPoint Checklist.

[Not_Eligible.pdf](#)

- ☒ Attachment II.A - Evidence of CDBG/HOME Match Commitment

[Not_Eligible.pdf](#)

[LCVI - Committed Funding.pdf](#)

- ☒ Attachment II.B - CEQA Approvals.

[Not_Eligible.pdf](#)

- ☒ Attachment II.C - 1. Copy of General Information Notice

[Not_Eligible.pdf](#)

- ☒ Attachment II.C - 2. Copy of current tenant roster

[Not_Eligible.pdf](#)

- ☒ Attachment II.D - Proposed marketing planAttachment

[Not_Eligible.pdf](#)

- ☒ Attachment II.E - Proposed Resident Services Plan/Supportive Services Plan

[Not_Eligible.pdf](#)

- ☒ Attachment II.F - Market Study

[Not_Eligible.pdf](#)

[Not_Eligible.pdf](#)

- ☒ Attachment II.G - HOME Cost Allocation
- ☒ Attachment III.A Attachment III.A - CEQA Approvals
- ☒ Attachment IV.A - location, parcel map, and site photographs
- ☒ Attachment IV.B - Site plan including elevations
- ☒ Attachment IV.C - Architectural Renderings
- ☒ Attachment IV.D - evidence of site control
- ☒ Attachment V.A - Ownership Entity documentation
- ☒ Attachment V.B - 1. List of agency officers and Board of Directors
- ☒ Attachment V.B - 2. Most recent audit with management letter
- ☒ Attachment V.B - 3. Current year operating budget
- ☒ Attachment V.B - 4. Agency Articles of Incorporation and By-Laws dated and signed by an authorized representative
- ☒ Attachment V.B - 5. Non-Profit status papers
- ☒ Attachment V.B - 6. Corporate resolution for Funding
- ☒ Attachment V.C - CHDO Certification (HOME Application only)
- ☒ Attachment V.D - CBDO Certification (CDBG Application only)
- ☒ Attachment V.E - Development Team letters of commitment
- ☒ Attachment VI.A - Utility Allowances
- ☒ Attachment VI.B - project Funding Commitment Letters
- ☒ Attachment VI.C - project construction budget
- ☒ Attachment VI.D - project pro-forma budget
- ☒ Attachment VI.E - project 20-years cash flow analysis
- ☐ Other -
- ☐ Other -

[LCVI - Committed Funding.pdf](#)
[Not Eligible.pdf](#)
[2405 Sunset Dr Antioch CA 94509 - 2405 Sunset Drive Antioch CA LoopNet.pdf](#)
[Not Eligible.pdf](#)
[Not Eligible.pdf](#)
[Not Eligible.pdf](#)
[LCVI Primary Board of Directors FY 2023-2024 final.pdf](#)
[LCVI Audit FY21-22.pdf](#)
[LCVI Operating Budget FY 2023-2024.pdf](#)
[LCVI - Articles of Inc.pdf](#)
[ByLaws 2021 - LBC DBA LCVI.pdf](#)
[LCVIs - 501C3 Federal Letter.pdf](#)
[LCVI - CDBG Housing Approval to Submit.pdf](#)
[Not Eligible.pdf](#)
[Not Eligible.pdf](#)
[Not Eligible.pdf](#)
[Not Eligible.pdf](#)
[LCVI - Committed Funding.pdf](#)
[Not Eligible.pdf](#)
[LCVI - Housing Projection Pro Forma - CDBG Housing.xlsx](#)
[LCVI - Aquisition Housing 20-Year Projection.pdf](#)

[Click here to go to the Upload Documents page](#) (Your application will be saved)

Report Submitted by: Yolanda Braxton Date: 12/13/2023

[Save As Draft](#)

Click above to return report to Draft status, and please enter a reason in the box below

Reviewed and accepted by City of Antioch:

Sign Here:

[Certify Report as Complete](#)

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⚡

Initially submitted: Dec 13, 2023 - 20:06:53

