



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
SPECIAL MEETING  
AGENDA**

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**Date:** Friday, September 5, 2025  
**Time:** 9:30 A.M.  
**Place:** Antioch City Hall - Council Chambers  
200 H Street  
Antioch, CA 94509

**CDBG Committee Members**

**Mayor Pro Tem Rocha**

**Councilmember Torres-Walker**

Staff Liaison: Teri House, CDBG/Housing Consultant and Delia Pedroza, Housing Specialist

***PLEASE TURN OFF CELL PHONES BEFORE ENTERING MEETING LOCATION.***

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Agenda prepared by: Teri House, Consultant  
Department of Public Safety and Community Resources

(925) 779-7037

# **AGENDA**

## **ROLL CALL (9:30 a.m.) – Committee Members**

### **CONSENT CALENDAR**

Consent Calendar items are considered routine and will be enacted by one motion. By approval of the Consent Calendar, the staff recommendations will be adopted unless a Committee Member or a member of the public requests' removal of an item from the Consent Calendar.

#### **A. APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE MINUTES**

Recommended Action: It is recommended that the Community Development Block Grant (CDBG) Standing Committee approve the Annotated Agenda Minutes of April 2, 2025.

Recommended Action: It is recommended that the Community Development Block Grant (CDBG) Standing Committee approve the Annotated Agenda Minutes of May 21, 2025.

Recommended Action: It is recommended that the Community Development Block Grant (CDBG) Standing Committee approve the Annotated Agenda Minutes of June 4, 2025.

### **NEW BUSINESS**

#### **1. REVIEW OF AGENCY ACCOMPLISHMENTS FOR THE FY 2024-25 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)**

- A. Staff Presentation
- B. Public Comment
- C. Committee Discussion

Recommended Action: It is recommended that the CDBG Standing Committee receive and accept the CAPER accomplishments and public comment and for the City Council meeting on September 23, 2025.

#### **2. DISCUSSION OF CDBG FUND BALANCE**

- A. Staff Presentation

- B. Public Comment
- C. Committee Discussion

### **3. DISCUSSION OF START-UP HOME BUSINESS CHALLENGES IN ANTIOCH**

- A. Staff Presentation
- B. Public Comment
- C. Committee Discussion

### **4. COMMUNITY GRANT DELIBERATIONS**

- a. Review of Application Scoring and Discussion
  - b. Review of Funding Allocation and Discussion
  - c. Finalize recommendations to the City Council for funding Community Grants for FY 2025-26
- A. Staff Presentation
  - B. Public Comment
  - C. Committee Discussion

Recommended Action: It is recommended that the CDBG Standing Committee finalize recommendations to the City Council for 2025-2039 Community Grant funding.

### **5. UPCOMING/ FUTURE AGENDA ITEMS**

The Commission will engage in a discussion to determine agenda items for the upcoming Commission meeting, and to agree on a list of agenda items to be discussed on future agendas.

### **6. NEXT MEETING DATE –**

### **7. MOTION TO ADJOURN**

The Chairperson will make a motion to adjourn the meeting. A second motion is required, and then a majority vote is required to adjourn the meeting.



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

**DATE:** Meeting of September 5, 2025

**TO:** Mayor Pro Tem Louie Rocha and Council Member 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 Agency Accomplishments for the FY 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER)

**RECOMMENDED ACTION**

It is recommended that the CDBG Standing Committee review and accept the CAPER accomplishments and any public comments, in preparation for the City Council meeting on September 23, 2025.

**DISCUSSION**

The CAPER details the individual goals and achievements of funded agencies during the final year (FY 2024-25) of the 2020-25 Consolidated Plan, as well as including an analysis of achievements over the five years of the plan. Most agencies exceeded their goals. Below is a summary of the Priority Goals and Annual Strategies that received funding in FY 2024-25.

**HOMELESS GOALS AND STRATEGIES (H-1 AND H-2)**

**H-1: Permanent Housing for Homeless.** Further “Housing First” approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability.

## *Homeless Outreach*

H-1.1 **Health, Housing and Homeless Services Division, Contra Costa Health Services - CORE Homeless Outreach** (PLHA \$30,000 allocated, \$6,889.54 expended). Program conducts outreach to unsheltered persons and serves as an entry point into the coordinated entry system for unsheltered persons and work to identify, engage, stabilize and house chronically homeless individuals and families. The outreach teams contact homeless individuals to provide basic needs supplies, counseling, benefits assistance, linkages to healthcare, shelter placement, and referrals and transportation to C.A.R.E. Centers.

- Goal 400, Served 648 (162%) *Significantly exceeded goal.*
- Agency was funded with HS only for Quarter 1 and accomplishments were only from that quarter. For the balance of the year, the City benefitted from a dedicated Antioch CORE team funded by the Encampment Resolution gran.

## *Homeless Shelter*

H-1.2 **STAND! For Families Free of Violence - Emergency Shelter** (PLHA \$10,000 allocated/expended). Program provides up to 24 adult survivors and their children who are fleeing from violent relationships for up to 3 months at no cost. As part of a continuum of care at STAND!, the emergency shelter provides clients with access to comprehensive supportive services including food, clothing, social and legal advocacy, vocational assistance, children's services, housing and other referrals, and evidence-based counseling – transitioning clients toward independence.

- Goal 10, Served 39 (390%). *Significantly exceeded goal.*
- In FY 2024-25, the agency continued to strengthen housing partnerships to ease the transition for clients from shelter to permanent housing option in our community. Agency also continues to be challenged with increasing costs associated with running a residential facility as well as the costs of food, goods and services.

H-1.3 **Winter Nights Family Shelter- Winter Nights Rotating Emergency Family Shelter** (PLHA \$15,000 allocated, \$14,999.74 expended). Program provides emergency family shelter for up to 30 adults with children, including shelter, food, transportation, showers, case management, tutoring, housing assistance and more.

- Goal 18, Served 8 (44%). *Under goal.*
- In FY 2024-25 the program saw a marked decrease in Antioch homeless families in the program as families were often placed in Opportunity Village, but it served 51 Antioch clients in the two Safe Parking Programs. As the shelter programs ends each June, the agency ramped up efforts to secure housing for their shelter clients, meeting with a Coordinated Entry Program Specialist biweekly which yielded very positive results with placement into permanent housing, longer term shelter, and other housing and shelter solutions.

H-1.4 **Winter Nights Family Shelter - Safe Parking Program** (PLHA \$100,000, HS \$70,000 allocated, PLHA 99,929.79 & HS \$65,980.56 .78 expended). Program provides supervised overnight parking for individuals, families and couples and their pets living in their vehicles, with overnight security, access to bathrooms, snacks, case management & housing assistance, and showers at the SVDP Day Center.

- Goal 30, Served 59 (197%). *Significantly exceeded goal.*
- This program launched at St. Ignatius Church in Antioch in FY 2023-24 on a trial basis. Staff works with clients to help them become document ready for any housing opportunities that come available. Approximately 1/3 of clients found either temporary or permanent housing. The City tested this program with full funding for two years, and this funding was discontinued in FY 25-26. However, the Agency decided to close their smaller Pittsburg Safe Parking Program and expand the Antioch site due it being a larger site with more benefits to clients, so the program will remain without City funding at present.

**H-2: Prevention of Homelessness.** Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling.

H-2.1 **Bay Area Legal Aid (BALA) – Homeless Prevention Eviction Services** (HS \$25,000 allocated/expended). Program provides eviction prevention services to extremely and very low-income Antioch households to help them avoid eviction and homelessness, as well as tenant information and counseling; negotiations with landlords and other advocacy assistance; and legal services including advice, info and referral, and filing of required agency and court papers.

- Goal 100, Served 182 (182%) *Significantly Exceeded Goal*
- In FY 2024-25, BALA worked on 150 cases for 122 unduplicated clients, with 82 clients having children in their households so services benefitted 307 Antioch residents. BALA works closely with the City on fair housing and tenant/landlord issues, and approximately 54% of the cases were related to tenant/landlord issues, while 44% were related to federal subsidized housing. BALA brought legal assistance to households to retain their housing, address habitability issues, fair housing issues, and much more. Cases: 136 cases resulted in advice and counsel, 4 in brief services, 5 in extended representation with favorable outcome.

H-2.2 **Contra Costa Crisis Center/2-1-1 – Homeless Services** (HS \$10,000 allocated and expended). Programs provide a 24-hour mental health crisis intervention service and 211 information and referral service utilizing a robust and continually updated social service database of local homeless, health and social services programs. Full-time professional staff and highly trained volunteers provide immediate crisis support service as well as immediate information and referrals 24 hours per day - to emergency shelters, emergency food programs, job training, health care and other services as well as residents, allowing for a single point of entry for a variety of resources.

- Goal 1,000 Served 1,716 (172%) *Significantly exceeded goal.*
- In FY 2024-25 the agency provided CORE dispatching to Antioch homeless residents as well as information and assistance about resources for unhoused persons. Clients are served by calling the 24/7 hotline or through the 211 Resource Database, which can be viewed 24/7 in 17 languages. Database access increases each year as a quick, easy, and confidential way to find needed resource information as an alternative to calling or texting the 211 phone line.

H-2.3 **Loaves and Fishes, Nourishing Lives – Feeding Homeless and At-Risk Households** (PLHA \$10,000 allocated, \$9,999.74 expended). Program provides hot nutritious meals and food pantry to very low to low-income people living in the County. Partnering with other agencies, clients are also offered safety net services such as medical, shelter, and registration for Cal Fresh.

- Goal 750, Served 1,122 (150%) *Significantly exceeded goal.*
- In FY 2024-25 the agency continued to face high demand for services and a persistent challenge of rising ingredient and utility costs. This places a sustained pressure on both budget and operational capacity. Agency continues to strengthen partnerships with community organizations to secure additional food donations and deepen volunteer engagement to help offset these financial strains.

H-2.4 **SHELTER Inc. – Homeless Prevention/Rapid Rehousing** (HS \$145,000 allocated/\$144,838.47 expended) Program prevents homelessness for households at-risk of homelessness and rapidly re-houses households who were homeless by providing supportive services and financial assistance.

- HS Goal 200, Served 536 (268%) *Significantly exceeded goal*
- In FY 2024-25, agency worked with 536 Antioch residents seeking financial assistance. Of these. 61 households comprised of 166 people received funding: 111 people in 42 households received funds directly from the Antioch grant and 55 people in 19 households received funds from other grants.
  - 370 applicants did not qualify to receive funds due to multiple reasons such as not completing the online form on time, not providing all requested documents, having a self-created crisis that affected their income and/or the landlord not completing the documents.

## NON-HOUSING COMMUNITY DEVELOPMENT GOALS & STRATEGIES (CD-1–8)

### *Public Services (CD-1–5)*

**CD-1: General Public Services.** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns.

CD-1.1 **Cancer Support Community** (CDBG \$10,000 allocated, \$9,999.43 expended). Program center in Antioch targets underserved communities focusing on Latino and Black residents by providing free cancer care including psychosocial support, integrative therapies, educational programs, therapies, community navigation and emergency financial assistance.

- Goal 14, Served 28 (200%) *Significantly Exceeded goal.*
- In FY 2024-25 the agency continued to provide most services on a virtual platform, which they transitioned to during the pandemic. As a result, they closed their Antioch office; however, they still provide services in partnership with Epic Care in Antioch.

CD-1.2 **Opportunity Junction – Technology Center Training** (CDBG \$10,000 allocated and expended). Program provides low-income workers, job-seekers, and seniors with accessible training in computer applications, English as a Second Language, typing, Spanish, and free access to computers and the Internet Mon-Thurs evenings from 5 pm to 9 pm.

- Goal 75, Served 85 (113%) *Met goal.*
- In FY 2024-25 Antioch residents attended over 1,500 hours of classes, including 1,136 hours in English as a Second Language, 356 hours of Computer Basics & AI Basics, 20 hours of typing tests as well as other classes such as website building, Google docs, financial education in English and Spanish, and more.

CD-1.3 **St. Vincent De Paul – RotaCare Pittsburg Free Medical Clinic** (CDBG \$10,000 allocated and \$9,999.84 expended). Program consists of a 4-exam room clinic that provides free urgent and chronic medical services to the uninsured. All services are free of charge including physician/nurse treatment, pharmaceuticals, lab services, x-rays, MRIs, ultrasounds, and diagnostics. Patients are referred to free surgical and specialty care. Bilingual support provided for all services.

- Goal 240, Served 329 (137%) *Exceeded goal.*
- In FY 2024-25 the Clinic completed over 14 years of service to uninsured East County residents providing over 17,000 patient visits. The Clinic has over 50 active volunteers dedicated to providing free medical care to the community, with 77% of patients having incomes below 138% of the federal poverty level, 52% women and 48% men.

**CD-2: Non-Homeless Special Needs.** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly and frail elderly, victims of domestic violence, persons with HIV/AIDS, persons with mental, physical and developmental disabilities, abused children, illiterate adults and migrant farm workers.

CD-2.1 **Senior/Disabled Adults: Choice in Aging – Bedford Center Adult Day Health Cares** (CDBG \$10,000 allocated/expended). Program provides adult day health



care for severely disabled adults, primarily frail seniors and those with various types of dementia to support living at home and caregiver respite.

- Goal 29, Served 28 (97%) *Met goal*.
- In FY 2024-25 the agency continued to keep clients out of skilled nursing facilities and living at home for as long as possible, and advocate at the state and federal level to change policy and budget allocations to prioritize community-based care to avoid the need for most costly, less personal institutional care.

**CD-2.2 Victims of Domestic Violence: Contra Costa Family Justice Alliance – Navigation for Victims of Domestic Violence** (CDBG \$10,000 allocated/expended).

Program provides system/services navigation services to victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.

- Goal 300, Served 355 (118%) *Met goal*.
- In FY 2024-25 the agency saw a reduction from last year's record-breaking number of persons served. In total in the East County, the agency served 1,092 families with 1,129 children.
- The most prevalent types of violence for victims they served were: domestic violence @ 74%, child abuse @ 8%, sexual assault @ 7% and elder abuse at 6%.
- Top 5 Needs were: Family law @ 22%, Advocacy @ 15%, Mental Health/Counseling @ 13%, Restraining Order @ 11%, and Housing @ 9%.

**CD-2.3 Seniors: Contra Costa Senior Legal Services** (CDBG \$10,000 allocated, \$9,990.50 expended) Program provides vital legal assistance to older residents of the County aged 62 and over in areas such as eviction defense, protection from elder abuse and consumer debt, and Advanced Health Care directives and Power of Attorneys.

- Goal 100, Served 102 (102%) *Met goal*.
- In FY 2024-25, agency continued to collaborate closely with the City's Tenant/Landlord program to help prevent eviction for seniors and disabled Antioch residents. Challenges include an unstable federal funding environment, which threatens over half of the agency grant funding and has resulted in the loss of one attorney position.

**CD-2.4 Seniors/Disabled Adults: Empowered Aging - Ombudsman Services** (CDBG \$10,000 allocated, \$8,576.27 expended). Program provides dependent adults and elderly residing in long-term care facilities with access to safe and secure environments through the advocacy of trained and certified Ombudsman who investigate abuse and ensure compliance of facilities.

- Goal 125, Served 102 (82%) *Slightly under goal*.
- In FY 2024-25 the agency continued to experiencing staffing shortages as well as increased complaints, many related to quality of care concerns such as staffing shortages in the care facilities, delayed medical attention, and neglect.

**CD-2.5 Seniors/Disabled Adults: Lions Center for the Visually Impaired – Independent Living Skills** (CDBG \$10,000 allocated/expended) Program provides in-home independent living skills instruction as well as high-tech assistive devices to visually impaired adults so they will maintain their independence and avoid institutionalization. It also conducts group classes and activities with field trips, as well as early detection and intervention with free vision screening events at low-income senior housing and residential facilities.

- Goal 30, Served 49 (163%) *Significantly exceeded goal.*
- In FY 2024-25 agency services increased outreach and continued virtual and in-person services including vision screening, home visits, hybrid events and excursions, and provided information and referral to support social service, mental health, housing and food insecurity.

**CD-2.6 Seniors: Meals on Wheels Diablo Region – Care Management** (CDBG \$10,000 allocated/expended). Program provides an array of services to help older adults and their families meet long-term care needs. Care managers assist seniors in resolving critical issues affecting their health and wellness to help them live as independently as possible.

- Goal 75. Served 125 (167%) *Significantly exceeded goal.*
- In FY 2024-25, the program conducted in-person outreach to senior housing complexes and with apartment complex manager and/or service coordinators to inform them about services. They actively take referrals from the Antioch Senior Center so they can serve Antioch clients M-F.

**CD-2.7 Seniors/Disabled Adults: Meals on Wheels Diablo Region – Meals Delivery** (CDBG \$10,000 allocated/expended) Program delivers seven nutritious meals each week to frail, home bound seniors and disabled adults to help them live at home in safety, comfort, and with dignity for as long as they can. Seniors benefit from daily health and wellness checks from volunteer drivers and ongoing client monitoring through in-home visits by outreach workers.

- Goal 250, Served 217 (87%) *Slightly under goal*
- In FY 2024-25, the agency experienced a prolonged period of high staff turnover, which hampered their efforts to quickly serve all new requests. More volunteers to deliver meals in East County continue to be a significant need. Uncertainty about their federal funding sources remains a pressing issue both for the agency and for seniors who don't reach out because they no longer think the services will be available for them.

**CD-3: Youth.** Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.

**CD-3.1 Bay Area Crisis Nursery** (CDBG \$10,000 allocated/expended). Program provides short-term residential shelter services and emergency childcare for children

ages birth through five years of families experiencing crisis, and monthly respite/stress breaks for 1-3 days for families at risk of child abuse.

- Goal 20, Served 42 (210%) *Significantly exceeded goal.*
- In FY 2024-25, usage of the crisis nursery continues to be high by Antioch residents. The agency provided 4,696 hours of care, 215 days of emergency childcare, and 125 overnight safe stays for 42 children living in Antioch, with many of them accessing care multiple times throughout the year. These services help reduce the occurrence of child abuse by alleviating the stressors that lower income families with young children face each day. Agency also provides housing resources, free diapers, clothing and other necessities, referrals to subsidized childcare programs, access to wraparound services, and more.

**CD-3.2 Community Violence Solutions – Child Sexual Assault Intervention** (CDBG \$10,000 allocated/expended). Program provides child sexual assault and physical abuse victims aged 2-17 years and their non-offending family members services including forensic interview, advocacy, case management, and mental health services.

- Goal 40, Served 39 (98%) *Met goal. High turnover in law enforcement led to fewer referrals to the Children's Interview Center (CIC). Agency is training new detectives in the Contra Costa protocols to increase referrals.*
- In FY 2024-25 Antioch numbers continued to be lower than the 65 children that is customary due to understaffing of Antioch PD officers to report and refer investigations. Agency is in discussion with APD to provide training to the many new officers it has recruited to increase referrals.

**CD-3.2 Court Appointed Special Advocates (CASA) – Advocacy for Youth at Risk** (CDBG \$10,000 allocated, \$9,999.78 expended). Program provides advocacy, mentoring and representation services to abused and neglected children who are wards of the County Juvenile Dependency Court to improve access to social services, health care, therapeutic services and a safe and permanent living situation.

- Goal 40, Served 58 (145%) *Exceeded goal.*
- In FY 2024-25, 100% of CASA foster youth completed high school (far higher than the foster youth population without CASA volunteer advocates.) They also have a much higher rate of pursuing post-secondary education such as college or trade/vocational school. The agency experienced a loss of \$350,000 in funding for FY25-26 which resulted in a restructuring and elimination of a number of positions along with the mental health program.

**CD-4: Fair Housing.** Continue to promote fair housing activities and affirmatively further fair housing to eliminate discrimination in housing choice in the City of Antioch.

**CD-4.1 City of Antioch– Fair Housing Services** (CDBG-CV \$25,000 allocated, \$8,051.33 expended). Program investigates complaints of alleged housing discrimination and provides fair housing counseling services, including advice,

mediation, testing/audits to uncover discrimination, training to housing providers, and outreach and education to residents and landlords.

- Goal 50 cases, Served 47 (94%) *Met goal*.
- In FY 2024-25 47 persons (61 including family members) received fair housing services. Reasonable accommodation/modification requests continue to be the most common type of case, with 14 intakes. Other types of cases seen were habitability, Section 8 housing habitability, and other disability cases. Fair Housing tester training was conducted and one property was tested using the voice recognition method, and no discrimination was found.

**CD-5: Tenant/Landlord Counseling.** Support the investigation and resolution of disagreements between tenants and landlords and educate both as to their rights and responsibilities, to help prevent people from becoming homeless and to ensure fair housing opportunity.

CD-5.2 **City of Antioch – Tenant/Landlord Counseling Services** (CDBG-CV \$100,000 allocated, \$83,532.54 expended). Program provides landlord/tenant counseling services and legal services to Antioch tenants and landlords on their rights and responsibilities under federal, state and local housing laws.

- Goal 235, Served 336 (143%) *Significantly exceeded goal*
- In FY 2024-25, City staff provided Tenant/Landlord housing counseling and mediation including education and Information, as well as Eviction Prevention services:
  - Tenant/Landlord counseling including education and Information to tenants and landlords on housing rights and responsibilities under federal, state, and local protections, maintaining tenancy, security deposits, repairs, maintenance, and notice of terminations. Referrals to other departments and agencies, including Bay Area Legal Aid and Senior Legal Services.
  - Eviction Prevention – Played key role in a significant reduction of residential lockouts in Antioch as reported by Sheriff Office statistics. Applied knowledge of housing options, conciliation, and workable scenarios such as pay and stay or mutual move-out agreements.

### ***Economic Development (CD-6)***

**CD-6: Economic Development.** Reduce the number of persons with incomes below the poverty level, expand economic opportunities for very low- and low-income residents, and increase the viability of neighborhood commercial areas.

CD-6.1 **COCOKids – Road to Success for Childcare Businesses** (CDBG \$20,000 allocated/expended). Program benefits lower income residents by providing microenterprise assistance for those who want to maintain or start stable small businesses as licensed home-based family childcare providers.

- Goal 18, Served 31 (172%) *Significantly Exceeded goal*.

- In FY 2024-25 agency served 10 retention and 21 new microenterprises during the year. A growing number of businesses have moved to Antioch and many are experiencing a scarcity of enrollment. Some have started providing evening, overnight and/or weekend childcare. This allows them to work regular jobs and provides a needed service for shift workers.

CD-6.2 **Monument Impact – Emerging Business Support Program** (CDBG \$20,000 allocated/\$18,032.60 expended). Program assists Latinx immigrants to formalize and license their small, family-owned businesses by providing highly individualized services that address the language, technology and financial barriers that immigrant entrepreneurs face.

- Goal 6, Served 6 (100%) *Met Goal*
- In FY 2024-25, the agency increased outreach efforts which resulted in a rise in calls, emails and consultations. They utilized \$4,000 of the budget to provide mini-grants to developing businesses for purchase of needed tools or supplies to start their microenterprises. The biggest challenge they face in Antioch is the requirement of property owner consent for renter home-based businesses. This has a negative impact when establishing businesses like landscaping, handyman, or maid businesses, even though they are not conducted at the home, and greatly reduces the number of businesses that can launch.

CD-6.3 **Opportunity Junction – Job Training and Placement Program** (CDBG \$60,000 allocated, \$59,999.91 expended). Program helps motivated job seekers develop the skills and confidence to enter careers in the administrative field by providing three sessions of 12-week intensive training in both the required technical skills to succeed in administrative roles and the life skills needed to thrive in a contemporary workplace. It also includes a post-training internship and lifetime alumni services. All graduates are hired into a paid work experience for up to 4 months upon graduating. Program trains and places graduates into 14 employer partner businesses with contracts to hire, providing residents with administrative careers that enable them to become self-sufficient.

- Goal 2, Served 2 (100%) *Achieved goal. NOTE: A total of 20 Antioch residents were enrolled in training and 17 graduated and went on to work. Three graduates were placed in businesses with a HUD-required hiring contract to hire Opportunity Junction graduates.*
- In total, agency trained and place 13 job seekers from Antioch into initial employment, earning an average of \$21.57/hr working an average of 35/hrs per week.
- Of the alumni who reached 18 months post placement, 84% remained employed.

CD-6.4 **Renaissance Entrepreneurship Center – Microenterprise Development** (CDBG \$20,000 allocated, \$19,885.95 expended). Program serves English and Spanish speaking low-income residents with intensive small business training, classes, individual

consulting, network development, and access to capital services to develop the business skills and acumen, and access the resources and networks needed to create thriving small businesses.

- Goal 20, Served 58 (290%) *Significantly exceeded goal.*
- In FY 2024-25, the agency conducted robust outreach which significantly broadened awareness of the program and actively participated in the Antioch Chamber of Commerce. Key challenges included the limited access to capital experienced by lower income microenterprises, with a lower number than anticipated able to secure business loans or other start-up funding. Key issues were poor or lacking credit history, collateral, or formal financial documentation required by traditional lenders. Agency will track these metrics and remain committed to addressing capital access challenges.

### ***Administration (CD-9)***

**CD-9: Administration.** Support the development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector and administer federal grant programs in a fiscally prudent manner.

CD-9.1 **City, Administration of CDBG Program** (CDBG- \$175,979 allocated, \$163,964 expended) Program supports the development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector and administering federal grant programs in a fiscally prudent manner.

### ***Affordable Housing Goals and Strategies (AH-1 – AH-3)***

**AH-3: Maintain and Preserve Affordable Housing.** Maintain and preserve the existing affordable housing stock, including single family residences owned and occupied by lower-income households, multi-family units at risk of loss to the market, and housing in deteriorating or deteriorated lower income neighborhoods.

AH-3.1 **Bay Area Affordable Homeownership Alliance – Antioch Home Ownership Program (AHOP)** (HS \$50,000 allocated \$32,850 expended). Program helps lower income Antioch renters, employees of Antioch businesses, and others become Antioch homeowners by providing HUD approved homebuyer education and counseling, reviewing applications, assistance to identify down payment subsidies, and connection with lenders.

- Goal 5 loans, 0 loans completed, one closing in September.
- Summary of achievements:

Responded to Outreach	1,500+
Registered for AHOP introductory online workshops	1,348
Attended AHOP introductory workshops	515
Registered for 6-hr HUD Homebuyer workshops	228
Attended 8-hr HUD Homebuyer workshops	102

AHOP applications received	79	100%
AHOP applications more info or HUD cert required	8	10%
AHOP applications ineligible	27	34%
AHOP applications approved	34	43%
AHOP applications in underwriting	10	13%
AHOP loan approved and in escrow	1	1,5%

- Total Subsidies Obtained - In addition to the AHOP downpayment assistance, the agency is partnering with the Federal Home Loan Bank for WISH subsidies of \$32,000 and First Citizens Bank for additional \$10,000 subsidy, both of which convert to grants after five years of ownership. This gives the new lower income owner immediate equity in their home and also helps to secure Antioch's 2nd loan.
  - Outreach - Agency developed flyers for residents and partnered with the City to mail 11,200 flyers to Antioch households. Agency and City distributed three news releases, three television news articles, and three published news articles, as well as several NextDoor outreach postings reaching 32,000 persons and City social media accounts. Agency also worked with the Economic Development Department to send a specialized piece to employers, as well as a targeted mailing to school district employees. Agency project manager appeared on local channels 2, 4, and 5 and Spanish television Telemundo. Outreach generated interest from over 1,500 persons.
- Challenges –
  - 1) Financial literacy and credit scores tend to be low among Antioch lower-income households;
  - 2) Low purchase price capacity - even with AHOP and other subsidies, lower income households must purchase the lowest price homes, which makes it harder to find homes located in safer neighborhoods, that do not have a great deal of deferred maintenance, and that are not condominiums. Agency is finding that homeowner's associations are frequently not warranted by the 1<sup>st</sup> lender;
  - 3) First time homebuyer unfamiliarity and lack of financial literacy frequently leads to making ill-considered decisions and/or to be fearful to advance in the purchase process.

AH-3.3 **Habitat for Humanity – Homeowner Housing Rehabilitation** (HS \$510,000 allocated, \$413,702.32 expended). Project helps lower income single-family homeowners to rehabilitate their homes and improve accessibility and livability, especially for elderly and disabled homeowners.

- Goal was to complete 10 grant projects and 3 housing rehabilitation loan projects, for a total of 19 renovations. Agency completed 15 grant and 4 housing rehabilitation loans for a total of 19 households benefitting. Of these, 6 were extremely low-, 3 were very low- and 10 were low-income households and 66%

older single women, 75% seniors, 22% disabled households. Total amount of loans funded in FY 24-25 = \$403,209

- In FY 2024-25, the program has experienced very high demand.

## **Conclusion**

Funding from the City of Antioch Community Grants Program has served a total of ? people during the past year. Within each of the programs, the number of people served is unduplicated; however, individuals may have accessed services from more than one program or agency so this is not an unduplicated number of Antioch residents served by grant funding.

Most agencies have exceeded or significantly exceeded their goals, and the City has met or exceeded its projections for the five-year 2020-2025 Consolidated Plan in all areas except for Housing. During the pandemic, all housing rehabilitation and homebuying work was halted and only resumed after two years. However, housing rehabilitation efforts have now exceeded pre-pandemic levels. The Antioch Home Ownership Program continues to struggle in securing current Antioch residents and workers as lower income households are challenged by higher interest rates, lower credit scores, and lower rates of financial literacy. While efforts continue to attract local buyers, outreach efforts have expanded to the entire Bay Area on television and radio stations.

It is important to note that the following programs are considered essential housing-related programs over the next five to seven years, to which the City has committed in the current State-approved Housing Element, PLHA plan, MTC/ABAG Transit Oriented Communities plan, and the 2025-30 Consolidated Plan:

- Fair Housing services
- Tenant/Landlord Services
- Tenant Protections and Enforcement (Antioch Renter program)
- Rental Assistance and Rapid Rehousing
- Tenant Legal Assistance
- Housing Rehabilitation (for lower income homeowners)
- Antioch Home Ownership Program
- Accessory Dwelling Unit Accelerator program
- New Construction of Lower Income Housing (investment of \$3 million)
- Homeless Assistance





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

**DATE:** Meeting of September 5, 2025

**TO:** Mayor Pro Tem Louie Rocha and Council Member Tamisha Torres-Walker

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

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

**SUBJECT:** Discussion of CDBG Fund Balance

**RECOMMENDED ACTION**

It is recommended that the CDBG Standing Committee receive and discuss information on the current CDBG fund balance.

**DISCUSSION**

In late April 2025, Hope Solutions released a CDBG award of \$1,064,810 million which was to be used to purchase faith-owned land on which to construct 24 units of permanent supportive housing for homeless families and individuals. CDBG program regulations prohibit purchase of land for housing at a rate greater than the assessed value. Because the church believed the assessed value was below market value, the transaction could not move forward.

Unfortunately, the release of these funds coincided with HUD's annual Timeliness Test, conducted on April 30<sup>th</sup>. This test measures whether jurisdictions are spending their CDBG funds in a timely manner. A jurisdiction's CDBG are not to exceed 1.5 times the annual grant allocation. The City's grant allocation for FY 2024-2025 was \$879,893, so the maximum on hand should have been \$1,319,840, which was exceeded.

The City was notified about the violation and advised by the City's Housing and Urban Development (HUD) Representative that HUD would shortly be releasing updated thresholds which have a higher threshold.

Failing the Timeliness Test by having more than the threshold amount of CDBG funds on hand can result in a variety of actions by HUD. The first time this occurs, the City receives a letter or email from HUD advising them they are over the limit. At this point HUD usually requests a spend-down plan for the coming year. The second year in a row that the jurisdiction is over the threshold, HUD has the option of continuing to work with the jurisdiction on their spend-down plan if it has been working in good faith, or to reclaim the funds exceeding the maximum.

At the date of this writing, the City has received only the HUD representative's email and no further communication, such as a request to provide a spend-down plan. The County and several other Consortium jurisdictions are also over threshold and awaiting further instructions or notice of an increase in the threshold percentage.

A further consideration is the continuation of CDBG funding. Because of ongoing federal program eliminations, downsizing, and budget cuts, the future of HUD's CDBG program may be in question. Confirmation of its continuation will not be known until the federal budget allocation is finalized. This can occur in October but as late as May if a settlement cannot be reached and it operates under a continuing resolution.

The amount of funding that the City of Antioch currently has on hand totals \$1,462,915. The City's CDBG allocation FY 2025-26 is \$911,040 which has not yet been deposited in the City's treasury account by HUD. Projecting forward to April 30, 2026, the City can reasonably be expected to have expended three quarters or \$683,280 of its allocation by that time leaving a balance of 25-26 funds on hand of \$227,760. The Timeliness Test requires no more than 1.5 times the \$911,040 which is \$1,366,560. Adding the balance of funds expected of \$227,760 plus the funding presently on hand of \$1,462,915 equals potential future funds on hand of \$1,690,675, which exceeds the test by \$324,115.

If HUD raises the Timeliness test from 1.5 to 1.8, this would raise this year's Antioch threshold from \$1,366,560 to \$1,639,872, which leaves an excess of \$50,803.

Even a balance of \$300,000 is sufficiently small enough to plan for expenditure with eight months of preparation, so that Antioch will not be over cap for a second year even if HUD does not implement the changes to the Timeliness Test policy.

Actions that may be considered in the future to spend down funds may include:

- Using CDBG funding as local matching funding for purchase of a hotel for potential permanent supportive housing development of a minimum of 64 units using HomeKey+ funds from the State.

- Amending the Housing Rehabilitation program funding to meet their full request for funds of \$650,000 for FY 2025-26, which would be an additional \$190,000. Lower income senior homeowners in Antioch have a great need for housing improvements and accessibility modifications and the agency has a waiting list for housing loans and grants, and is able to take on more clients with additional funds.
- Attracting additional small cottage/tiny homes/ADU developments on infill properties owned by the City for which CDBG funding could help pay predevelopment costs.

## **Conclusion**

If CDBG is eliminated during the federal budget process, then the most recent actions by the federal administration concerning the CDBG-CV funds was to allow jurisdictions to continue to expend the funding on hand until it is depleted. If that pattern continues, the balance of CDBG funding on hand will be crucial resources that will be needed by the City to continue to support vital and planned-for housing activities in the next year or for the length of time allowed by HUD.

At this time, staff is confident that Antioch will not be at risk of returning funds to HUD and will take action to ensure their competent management as it keeps a close eye on the federal budget and upcoming deadlines.



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

**DATE:** Meeting of September 5, 2025

**TO:** Mayor Pro Tem Louie Rocha and Council Member Tamisha Torres-Walker

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

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

**SUBJECT:** Discussion of the City of Antioch's Home Based Business License Requirements

**RECOMMENDED ACTION**

It is recommended that the CDBG Standing Committee receive and discuss information on City of Antioch requirements for home-based businesses.

**DISCUSSION**

An agency the City funds for microenterprise development reported that the City of Antioch business license requirements inhibit the development of microenterprises by those renting their homes. Community Grant staff was asked to investigate and report back to the CDBG Committee.

The Antioch application, Attachment A, requires the owner of the home to sign the application in two areas:

- The first signature required states that the business is applying with the property owner's knowledge and consent, and that they are aware of the requirements of Section 9-5.901 of the Antioch Municipal Code.
- The second requires the owner to "agree and verify that I will not consent for my tenant or the tenant's agents, employees, contractors, or representatives to make any uses of the property or changes to the property which would be inconsistent

with or otherwise violate Section 9-5.901 of the Antioch Municipal Code” under penalty of perjury, agreeing to “comply fully with these requirements or be subject to enforcement as stated in Antioch Municipal Code Section 9-5.901E. “

The City of Concord application, Attachment B, contains no such requirements.

Antioch Requirements. The Antioch Municipal Code requirements at 9-5.901 were modified on 6/8/21 and are contained below, with applicable areas highlighted/bold.

## **ARTICLE 9: SPECIAL USE REGULATIONS**

### **§ 9-5.901 HOME OCCUPATION USE PERMITS.**

(A) *Definition.* A **HOME OCCUPATION** is a commercial or other activity conducted in a home by the resident thereof which activity is clearly incidental and secondary to the use of the home as a residence and which exhibits no external evidence of the activity and will not change the residential character of the dwelling.

(B) *Requirements.* Home occupations are permitted within residential units, subject to the following restrictions:

(1) The home occupation shall be incidental and subordinate to the use as a residence.

(2) The appearance of the structure in no way shall be altered, nor shall the home occupation be conducted in a manner which would cause the residence to differ from its original residential character, either by the use of colors, materials, construction, lighting, or signs. There shall be no outside display or storage of goods or materials.

(3) There shall be no significant interior physical alteration associated with the use of the dwelling for a home occupation.

(4) The use of a garage for the purpose of a home occupation shall not decrease the amount of enclosed off-street parking required for the residence.

(5) The occupation shall not create any noise, vibration, fumes, odors, dust, or electrical interference which is detectable to the normal senses:

(a) Off the lot if the occupation is conducted in a single-family dwelling unit; or

(b) Outside the dwelling unit if the occupation is conducted in other than a single-family dwelling unit.

(6) There shall be no excessive use of, or unusual discharge into, any one or more of the following utilities: water, sewers, electrical, garbage, or storm drains.

(7) Employees working or meeting at the site shall be limited to persons who reside in the unit and one nonresident, inclusive of all home occupation use permits issued for the premises.

(8) Delivery vehicles shall be limited to those types of vehicles which typically make deliveries to single-family neighborhoods, such as the United States Postal Service, United Parcel Service, pickup trucks, and light vans.

(9) Not more than one commercial vehicle, which shall be owned by the occupant of the home, shall be permitted, inclusive of all home occupations for the premises, the maximum payload size thereof not exceeding one-ton classification. No food trucks, utility trailers, cargo trailers, food trailers, or food carts shall be permitted.

(10) No customers or clients shall be permitted to visit the home at any time in conjunction with the home occupation, however, in-home music lessons, academic tutoring, or similar uses, shall be allowed for no more than six students total in any 24 hour period.

(11) The operator of a home occupation shall have received permission from the property owner, **if applicable**, for use of the property prior to initiation of the home occupation.

(12) All actions associated with the home occupation shall occur within a building located on the site.

(13) The operator of a home occupation shall comply with all applicable federal, state, and local regulations pertaining to the home occupation, including local health regulations.

(C) *Prohibited uses.* Inappropriate home occupations shall include, but not be limited to, the following and similar types of uses:

(1) Beauty parlors, barber shops and haircut salons.

(2) Retail sales.

(3) Restaurants.

(4) Funeral chapels, funeral homes, and taxidermists.

(5) Stables, kennels, animal boarding, and animal breeding, except dog fanciers, those holding multiple pet permits, and those holding kennel permits, as authorized by this Municipal Code.

(6) Veterinary clinics.

(7) Mechanical and automobile repair and servicing.

(8) Cabinet shop, furniture manufacture, upholstery repair or similar uses requiring the use of electric saws, joiners, air compressors and similar tools.

(9) Industrial manufacturing of any kind.

(10) Repair of large appliances, internal combustion engines, automobiles or motorcycles at the home.

(11) The use of yard space or any activity outside the main or accessory building which is not normally associated with a residential use.

(12) Any use involving storage of hazardous chemicals or supplies not normally found at a private residence.

(13) Bicycle, lawn mower or small engine repair or maintenance.

(14) Welding, use of paint sprayers, compressors, etc.

**(D) *Home occupation affidavit.***

(1) Prior to initiation of a home occupation, the operator, and also the property owner, if different, shall sign and submit an affidavit verifying and committing to continued compliance with the requirements identified in division (B) of this section. The applicant shall furthermore verify they have complied with all applicable federal, state and local regulations pertaining to the home occupation.

(a) A business license shall not be issued for a home occupation until and unless the signed home occupation affidavit is received.

(2) More than one home occupation may be allowed per household, provided each application can meet the requirements stipulated in division (B) of this section.

(E) *Enforcement.* Operation or initiation of a home occupation in violation of these provisions shall be subject to enforcement as prescribed in Chapter 1 of this Municipal Code.

(F) *Transferability.* A home occupation use permit is not transferrable to another individual, business, or site. An existing home occupation may be changed by applying for a new business license under the requirements of this chapter.

(Ord. 2195-C-S, passed **6-8-21**)

**FURTHER ACTIONS**

As Mayor Ron Bernal was City Manager in 2021 when the changes to this ordinance were passed, it may be that he has more insight into why changes were made and if those circumstances still apply.

If the CDBG Committee wishes to make establishing home-based businesses easier in Antioch, it may wish to pursue the issue further with the Mayor, City Manager, and City Attorney.

**Attachments**

Attachment A – Antioch Home-Based Business License Application

Attachment B – Concord Home-Based Business Permit

## Attachment A



## HOME-BASED BUSINESS LICENSE APPLICATION

FINANCE DEPARTMENT • 200 H STREET

PO BOX 5007, ANTIOCH CA 94531

PHONE: 925-779-7059 • FAX: 925-779-7054

E-MAIL: FinanceBusLic@Antiochca.gov

PLEASE TYPE OR PRINT CLEARLY - ALL BOLD\* INFORMATION IS REQUIRED

1. BUSINESS NAME*			
2. BUSINESS LOCATION*			
(NO PO BOXES)			
3. MAILING ADDRESS			
(IF DIFFERENT FROM #2)			
4. BUSINESS PHONE*		5. FAX	
6. EMAIL ADDRESS			
7. DESCRIPTION OF BUSINESS*			
8. NUMBER OF EMPLOYEES		9. SELLERS PERMIT #	
10. FEDERAL TAX ID #		11. STATE TAX ID #	
<b>NAME OF OWNERS OR CORPORATE OFFICERS, ATTACH ADDITIONAL PAGE IF NEEDED.</b>			
12. OWNER NAME*		13. DL # *	
14. HOME/PHYSICAL ADDRESS*			
15. EMAIL ADDRESS		16. PHONE #	
17. OWNER TYPE*		<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> TRUST <input type="checkbox"/> NON-PROFIT (ATTACH 501c3)	
<b>ENTER NAME FOR PRIMARY CONTACT (IF DIFFERENT FROM OWNER INFORMATION)</b>			
18. CONTACT NAME		19. TITLE	
20. CONTACT ADDRESS			
21. EMAIL ADDRESS		22. PHONE #	
<b>BUSINESS LICENSE TAX AND FEES</b>			
23. GROSS RECEIPTS*		23. LICENSE TAX DUE	
IN ANTIOCH ONLY		\$	
		24. APPLICATION FEE	
		\$ 31.00	
		25. STATE MANDATED FEE	
		\$ 4.00	
		26. TOTAL AMOUNT DUE (#23-25)	
		\$	
		<b>ANNUAL LICENSE ORDINANCE:</b>	
		All	
		business licenses shall be issued for one year from the date of issuance and must be renewed annually. It is the responsibility of the business owner to renew the business license upon expiration regardless of whether the notice of expiration was received.	
		(Ord. 2082-C-S, passed 3-25-14)	
<b>HOME OCCUPATION USE PERMIT (HOUNP)</b>			
<b>From:</b>	<b>To:</b>	<b>License Tax is:</b>	
\$0	\$1,000,000	\$1.25 per \$1,000 - <b>\$25.00</b> minimum for non-professional Home Occupation Use Permit (HOUNP) businesses	
\$1,000,000	and above	\$1,250 PLUS .20¢ per \$1,000 in excess of \$1,000,000	
<b>OFFICE USE ONLY</b>			
ACCOUNT #		RECEIPT #	
PLANNING		DATE	

September 3, 2025



**FOR HOME BUSINESS / HOME OCCUPATION USE PERMIT (HOUP):  
APPLICANT AND PROPERTY OWNER AUTHORIZATION**

**APPLICANT / BUSINESS OPERATOR:**

BY SIGNING BELOW I HEREBY SUBMIT MY AFFIDAVIT (AS REQUIRED BY SECTION 9-5.901(D) OF THE ANTIOCH MUNICIPAL CODE) THAT I AM VERIFYING AND COMMITTING TO CONTINUED COMPLIANCE WITH THE REQUIREMENTS LISTED HERE (AND IN SECTION 9-5.901(B) OF THE ANTIOCH MUNICIPAL CODE).

**PROPERTY OWNER OF ADDRESS [ ] ANTIOCH CA ("PROPERTY"):**

BY SIGNING BELOW I HEREBY SUBMIT MY AFFIDAVIT AS THE OWNER OF THE REAL PROPERTY LISTED HERE WITH MY KNOWLEDGE AND CONSENT THAT MY TENANT HAS APPLIED FOR A HOME OCCUPATION USE PERMIT ("HOUP") FOR THE PROPERTY. I AM AWARE OF THE REQUIREMENTS OF SECTION 9-5.901 OF THE ANTIOCH MUNICIPAL CODE, LISTED BELOW, AND RELATING TO HOUP, AS LISTED BELOW.

**(B) Requirements.**

- (1) The home occupation shall be incidental and subordinate to the use as a residence.
- (2) The appearance of the structure in no way shall be altered, nor shall the home occupation be conducted in a manner which would cause the residence to differ from its original residential character, either by the use of colors, materials, construction, lighting, or signs. There shall be no outside display or storage of goods or materials.
- (3) There shall be no significant interior physical alteration associated with the use of the dwelling for a home occupation.
- (4) The use of a garage for the purpose of a home occupation shall not decrease the amount of enclosed off-street parking required for the residence.
- (5) The occupation shall not create any noise, vibration, fumes, odors, dust, or electrical interference which is detectable to the normal senses: (a) Off the lot if the occupation is conducted in a single-family dwelling unit; or (b) Outside the dwelling unit if the occupation is conducted in other than a single-family dwelling unit.
- (6) There shall be no excessive use of, or unusual discharge into, any one or more of the following utilities: water, sewers, electrical, garbage, or storm drains.
- (7) Employees working or meeting at the site shall be limited to persons who reside in the unit and one nonresident, inclusive of all home occupation use permits issued for the premises.
- (8) Delivery vehicles shall be limited to those types of vehicles which typically make deliveries to single-family neighborhoods, such as the United States Postal Service, United Parcel Service, pickup trucks, and light vans.
- (9) Not more than one commercial vehicle, which shall be owned by the occupant of the home, shall be permitted, inclusive of all home occupations for the premises, the maximum payload size thereof not exceeding one-ton classification. No food trucks, utility trailers, cargo trailers, food trailers, or food carts shall be permitted.
- (10) No customers or clients shall be permitted to visit the home at any time in conjunction with the home occupation, however, in-home music lessons, academic tutoring, or similar uses, shall be allowed for no more than six students total in any 24 hour period.
- (11) The operator of a home occupation shall have received permission from the property owner, if applicable, for use of the property prior to initiation of the home occupation.
- (12) All actions associated with the home occupation shall occur within a building located on the site.
- (13) The operator of a home occupation shall comply with all applicable federal, state, and local regulations pertaining to the home occupation, including local health regulations.

**APPLICANT / BUSINESS OPERATOR:** MY BUSINESS IS NOT, AND WILL NOT BECOME, ANY OF THE CATEGORIES OF PROHIBITED USES LISTED HERE (AND IN SECTION 9-5.901(C) OF THE ANTIOCH MUNICIPAL CODE).

**PROPERTY OWNER:** I ALSO RECOGNIZE THAT THE FOLLOWING CATEGORIES OF USES ARE PROHIBITED FOR A HOUP.

**(C) Prohibited uses. Inappropriate home occupations shall include, but not be limited to, the following and similar types of uses:**

- (1) Beauty parlors, barber shops and hairout salons.
- (2) Retail sales.
- (3) Restaurants.
- (4) Funeral chapels, funeral homes, and taxidermists.
- (5) Stables, kennels, animal boarding, and animal breeding, except dog fanciers, those holding multiple pet permits, and those holding kennel permits, as authorized by the Antioch Municipal Code, A2
- (6) Veterinary clinics.
- (7) Mechanical and automobile repair and servicing.
- (8) Cabinet shop, furniture manufacture, upholstery repair or similar uses requiring the use of electric saws, joiners, air compressors and similar tools.
- (9) Industrial manufacturing of any kind.
- (10) Repair of large appliances, internal combustion engines, automobiles or motorcycles at the home. (11) The use of yard space or any activity outside the main or accessory building which is not normally associated with a residential use.
- (12) Any use involving storage of hazardous chemicals or supplies not normally found at a private residence.
- (13) Bicycle, lawn mower or small engine repair or maintenance.
- (14) Welding, use of paint sprayers, compressors, etc.

**APPLICANT / BUSINESS OPERATOR:** I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND AGREE TO COMPLY FULLY WITH THESE REQUIREMENTS OR BE SUBJECT TO ENFORCEMENT OR REVOCATION AS STATED IN SECTION 9-5.901(E) OF THE ANTIOCH MUNICIPAL CODE).

**AS THE OWNER OF THE PROPERTY, I AGREE AND VERIFY THAT I WILL NOT CONSENT FOR MY TENANT OR THE TENANT'S AGENTS, EMPLOYEES, CONTRACTORS, OR REPRESENTATIVES TO MAKE ANY USES OF THE PROPERTY OR CHANGES TO THE PROPERTY WHICH WOULD BE INCONSISTENT WITH OR OTHERWISE VIOLATE SECTION 9-5.901 OF THE ANTIOCH MUNICIPAL CODE.**

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND AGREE TO COMPLY FULLY WITH THESE REQUIREMENTS OR BE SUBJECT TO ENFORCEMENT AS STATED IN ANTIOCH MUNICIPAL CODE SECTION 9-5.901(E).**

<b>APPLICANT / BUSINESS OPERATOR</b>		<b>PROPERTY OWNER</b>	
FULL NAME: _____	DATE: _____	FULL NAME: _____	DATE: _____
SIGNATURE: _____		SIGNATURE: _____	

## Attachment B – City of Concord Home-Based Business Permit

CITY OF CONCORD  
PLANNING & HOUSING DIVISION  
PHONE: (925) 671-3152  
FAX: (925) 671-3381



Community & Economic  
Development Department  
1950 Parkside Drive, MS 53  
Concord, CA 94519-2578  
www.cityofconcord.org

**\$53.00 Non-Refundable Permit Fee**

Fee verification by City of Concord

Fee Paid: ☐ Yes ☐ No

### HOME-BASED BUSINESS PERMIT AND ACKNOWLEDGEMENT FORM

BUSINESS OWNER	PHONE
BUSINESS NAME	PROPOSED BUSINESS ADDRESS
MAILING ADDRESS	CITY ZIP

**Home-based business description** (Please provide a detailed description. Example: "Home-based business for online sales of..." or "Home-based consulting business for...")


Home-based businesses are permitted as an accessory use to the residential use of any property provided it complies with the requirements of Development Code Section 18.200.100 listed below. By signing this form, the home-based business owner acknowledges that the business is accessory to the property's use as a residence, that it will comply with the criteria stated herein, and that any violation of said criteria will result in possible fines, penalties or legal action.

- 1. Prohibited Home-Based Businesses.** The following types of home-based businesses are expressly prohibited: Automotive service, diagnosis, or repair to vehicles, other large machinery or equipment, or large appliances of others; Beauty salons and barber shops; cannabis business or commercial activity.
- 2. Location.** The home-based business shall be conducted entirely within the principal dwelling, within an enclosed structure attached to the dwelling, or within a legally permitted and constructed enclosed accessory structure detached from the dwelling, excluding required garage parking area.
- 3. Floor Area Maximum.** The space exclusively devoted to a home-based business, including any related storage, shall not exceed 20 percent of the dwelling unit's habitable square footage as determined by county tax records.
- 4. Employees.** Employees working or meeting at the site shall be limited to persons who reside at the residence and one nonresident. The one nonresident employee's hours shall be between 8:00 a.m. and 8:00 p.m.
- 5. Clients or Customers.** No clients or customers shall be permitted at the site of the home-based business, except for students engaged in individual home instruction; i.e., with one student at a time and no more than six students per day. Student hours shall be between 8:00 a.m. and 8:00 p.m. An exception for nonstudent clients is allowed pursuant to subsection (D)(2) of this section.
- 6. Vehicles.** In order to retain and preserve the neighborhood character and residential appearance of the property, a maximum of one business vehicle up to one-ton capacity per residence shall be permitted; provided, that the vehicle does not give the appearance that a business is being conducted at the location. The following types of vehicles are expressly prohibited: limousines, dump trucks, tow trucks, pick-up trucks with the bed converted into a hauling compartment designed to hold materials and equipment that exceed the height of the existing sides of the truck; construction vehicles (e.g., front-end loaders, backhoes); trailers (e.g., construction trailers, chipper trailers); construction equipment (e.g., cement mixers, chippers); vehicles over one ton; and similar vehicles.

(OVER)



7. **Parking.** A home-based business shall not encroach on any areas required for parking. A vehicle used in conjunction with a home-based business shall be parked in compliance with all applicable parking requirements for the residence.
8. **Appearance.** The residential appearance of the property at which the home-based-business is conducted shall be maintained, and no exterior indication of a home-based-business shall be permitted, including commercial advertising signs or window displays.
9. **Storage.** No equipment, parts, materials, supplies, merchandise, refuse, or debris shall be stored outdoors. Equipment, parts, materials, supplies, or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris shall be stored in any vehicle. There shall be no storage of hazardous chemicals other than that which is normally found at a private residence.
10. **Deliveries.** Deliveries shall be limited to the frequency of deliveries and types of vehicles normally associated with residential neighborhoods and shall be between the hours of 8:00 a.m. and 8:00 p.m.
11. **Nuisances.** No home-based-business shall be conducted in a manner which creates a public nuisance under state law or under the development code. Without limiting the foregoing, a home-based-business shall not create noise, odor, dust, vibration, smoke, electrical disturbance, or any other interference with residential uses of adjacent property and shall be invisible to the neighborhood. There shall be no excessive use of, or unusual discharge into, any one or more of the following utilities: water, sanitary sewers, electrical, garbage, or storm drains.
12. **Compliance with Other Requirements.** A home-based-business shall comply with all other applicable state laws and city ordinances, including any local and state licensing requirements.

I, , acknowledge that the proposed home-based business is accessory to the property's use as a residence, that it will comply with the criteria stated herein, and that any violation of these restrictions may result in possible fines, penalties or legal action.

It is the Home-Based Business Owner's sole responsibility to obtain approval from the property owner or property manager to conduct a home-based business on the property. The property owner or property manager of record will be notified of any violations related to the Home-Based Business.

Pursuant to Concord Municipal Code Section 5.05.020, the granting of a business license is solely intended to raise revenue for municipal purposes and is not intended for regulation. A stamp, signature, or other notation on approved plans, business license, or similar does not constitute a zoning clearance, administrative permit, minor use permit, use permit, or other regulatory approval.

*(Please retain a copy of this permit for your records along with your business license and payment receipt of the home-based business permit fee. You may be requested to present these records to the City of Concord for verification purposes.)*

Home-Based Business Owner Signature

Date