





CONTRA COSTA CONSORTIUM

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

FY 2022-2025

GRANT APPLICATION GUIDELINES

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

APPLICATION SUBMITTAL DEADLINE

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

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

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

NON-DISCRIMINATION POLICY

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

THREE-YEAR FUNDING CYCLE

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

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

INDIRECT COSTS

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

APPLICATION REVIEW AND EVALUATION PROCEDURES

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

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

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

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

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

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

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

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

FY 2022-25 Antioch Eligibility, Evaluation Criteria & Review of Risks

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

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

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

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

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

Community Needs and Priorities (max 40 pts):

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

Benefits to Target Population (max 20 pts):

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

Organizational and Administrative Capacity (max 15 pts):

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

Financial Analysis (max 20 pts):

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

Partnerships and Collaboration (max 5 pts):

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

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

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

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

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

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

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

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

Awards are made based on the following criteria:

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

➤ **CONTRA COSTA COUNTY**

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

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

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

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

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

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

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

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

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

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

efforts.

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

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

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

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

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

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