

CONTRA COSTA CONSORTIUM

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

FY 2017-2020 CDBG/ESG APPLICATION GUIDELINES

Jurisdiction	Submittal Deadline	Questions
<p>City of Antioch</p> 	<p>DUE WEDNESDAY NOVEMBER 22, 2016:</p> <p>ALL HOUSING APPLICATIONS including HOME, HOPWA and CDBG-Housing (e.g. Homeowner or Rental Housing Rehabilitation and Minor Home Repair)</p> <p>DUE MONDAY, DECEMBER 12, 2016:</p> <p>NON-HOUSING APPLICATIONS including Public Services, Fair Housing, Homeless, Economic Development, Infrastructure and Public Facilities</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 Community Services Program Manager City of Concord 1950 Parkside Drive, M/S 10 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@ci.pittsburg.ca.us</p>
<p>City of Walnut Creek</p> 		<p>Margot Ernst CDBG Analyst City of Walnut Creek Community Development Department 1666 N. Main St. Walnut Creek, CA 94596 Phone: (925) 943-5899 x2208 Email: ernst@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 Housing applications **must be submitted via the City Data Services (CDS) on-line system by 5:00 p.m. on Wednesday, November 22, 2016.** All Public Services, Fair Housing, Tenant/Landlord, Homeless, Economic Development, Infrastructure, Public Facilities, and any other Non-Housing applications **must be submitted via CDS by 5:00 p.m. on Monday, December 12, 2016.** **THE ON-LINE SYSTEM WILL NOT ALLOW YOU TO SUBMIT ANY APPLICATION AFTER THESE TIMES AND DATES.**

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 2017-20 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 2018-2019 and 2019-2020 contingent on the availability of CDBG or ESG funds, the satisfactory accomplishment of contract goals, and approval by either the Board of Supervisors or City Council of the awarding jurisdiction.
- For projects in the Infrastructure/Public Facilities category, applicants may apply for FY 2017-2018, 2018-2019 and/or FY 2019 -2020 funds. Again, FY 2018-2019 and 2019-2020 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 STONGLY advised to discuss your proposed activity with Teri House prior to submitting a grant application. The City of Antioch will be accepting applications for CDBG funds for the coming three-year grant cycle in these categories for the following high priority needs identified in the Consolidated Plan:

- **Public Services – Senior and Disabled services, Youth services, Homeless Services, Fair Housing and Tenant Landlord Counseling ONLY.** Public Services are capped by HUD to 15% of the grant amount, which is approximately \$100,000 for Antioch, so this category is HIGHLY competitive.
- Economic Development – job training and placement, microenterprise development.
- Housing – Homeowner and Mobile Home Owner rehabilitation loans and grants, Rental Housing rehabilitation loans, and Code Enforcement.
- Infrastructure – City street improvement and homeless infrastructure/public facility.

A CDBG Subcommittee, consisting of two Antioch City Council members and CDBG Program staff, review the applications and make funding recommendations. The Subcommittee will ask applicants to make a brief presentation in February or March 2017. A public hearing will be tentatively held April 25, 2017 for the full City Council to review and allocate funding for the three-year funding cycle. Proposals will be evaluated based upon the following 100 point criteria:

Community Needs and Priorities – 40 points

- The need is identified in the Consolidated Plan as a HIGH priority for the City of Antioch.
- The need for the service in Antioch has been clearly identified.
- The data/information supplied by applicant clearly shows how the service or activity will satisfactorily address the need.
- The information provided clearly demonstrates that this service/activity is effective.

Benefits to the Target Population – 30 points

- The service/activity benefits primarily lower income residents
- 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/Administrative Capacity – 20 points

- 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's mission is consistent with this service/project.
- Applicant has stable Executive Director, Program Manager and Financial officer (tenure 1+ years).

Financial Analysis – 10 points

- The cost per beneficiary is reasonable compared to services provided and activity is cost effective.
- Budget, based on the prior two years, is adequate to carry out the project through the entire term of contract.
- Applicant demonstrates community fundraising and a balance and diversity of fund sources.
- The percentage of funds requested to serve Antioch residents is proportional to the program budget and total persons served.
- Applicant demonstrates a need for Antioch funding but would remain stable without them.
- Applicant shows sound fiscal management ability (see audit).

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

The City of Concord will accept applications for CDBG funding in the following categories: Public service activities such as senior services, including senior transportation; handicapped services; youth services (ages 13 to 19); child care services (ages 12 and under); services for battered/abused women; fair housing/tenant landlord counseling; services for abused/neglected children; food banks; homeless prevention/rapid rehousing and other public services; code enforcement; infrastructure/public facilities; economic development and housing activities.

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

Community Needs and Priorities (max 40 pts):

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

Benefits to Target Population (max 20 pts):

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

Organizational and Administrative Capacity (max 15 pts):

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

Financial Analysis (max 20 pts):

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

Collaboration (max 5 pts):

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

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

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

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

Commission (CAC). The CDBG Sub-committee reviews applications and makes recommendations to the City Council based on the following criteria:

- 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.
- Applications submitted as a collaboration will be given extra consideration.

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

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

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

➤ ***CONTRA COSTA COUNTY***

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

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

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

- Public Services – Service-oriented programs to low-income residents, including but not limited to services to adults with disabilities, persons living with HIV/AIDS, homeless persons, seniors/elderly persons (62+ in age), victims of violence/domestic violence, youth, and Fair Housing and Tenant Landlord Counseling services.
- Economic Development – job training and placement, microenterprise assistance.

- Infrastructure – Acquisition, construction, and/or rehabilitation of public facilities or infrastructure that primarily benefit low-income residents or neighborhoods; Removal of barriers that restrict the mobility of handicapped persons.
- Housing – Acquisition, construction, and rehabilitation of multi-family housing for low income households, including seniors; Acquisition, construction, and rehabilitation of single family housing for low income households; Acquisition, construction, and rehabilitation of housing for persons with special needs.

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

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

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

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

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

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

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

For ESG Projects – All of the above apply. In addition ESG projects must show consistency with the County’s 10-Year Plan to End Homelessness.

For County CDBG-Housing, HOME and HOPWA applicants please refer to the Program Guidelines available at <http://www.co.contra-costa.ca.us/DocumentCenter/View/38523>

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.