

# Contra Costa Consortium

FY 2025-26 & FY 2026-27 FUNDING  
NON-HOUSING KICK-OFF MEETING

Community Development Block Grant (CDBG)  
& Emergency Solutions Grant (ESG)

Wednesday, October 9, 2024 1 pm – 3 pm



# Agenda



01

Welcome, Introductions & Zoom Housekeeping

02

Program Overview and Requirements

03

Available Funding and Timeline

04

Priorities and Evaluating Criteria

05

Project/Program Category Details

06

Accessing the Online Application

07

Technical Assistance / Q&A

Contra Costa  
Consortium  
Contact List  
Oct. 2024

**Contra Costa County**

<u>Name</u>	<u>Title</u>	<u>Phone #</u>	<u>Email</u>
Edgar Cruz	CDBG Planner	(925) 655-2893	<a href="mailto:Edgar.Cruz@dcd.cccounty.us">Edgar.Cruz@dcd.cccounty.us</a>
Daniel Davis	CDBG Planner	(925) 655-2885	<a href="mailto:Daniel.Davis@dcd.cccounty.us">Daniel.Davis@dcd.cccounty.us</a>
Melanie Erickson	CDBG Planner	(925) 655-2894	<a href="mailto:Melanie.Erickson@dcd.cccounty.us">Melanie.Erickson@dcd.cccounty.us</a>
Deidre Hodgers	CDBG Analyst	(925) 655-2892	<a href="mailto:Deidre.Hodgers@dcd.cccounty.us">Deidre.Hodgers@dcd.cccounty.us</a>
Susan Johnson	Housing Planner	(925) 655-2870	<a href="mailto:Susan.Johnson@dcd.cccounty.us">Susan.Johnson@dcd.cccounty.us</a>
Gabriel Lemus	Assistant Deputy Director	(925) 655-2884	<a href="mailto:Gabriel.Lemus@dcd.cccounty.us">Gabriel.Lemus@dcd.cccounty.us</a>
Christine Louie	Housing Planner	(925) 655-2888	<a href="mailto:Christine.Louie@dcd.cccounty.us">Christine.Louie@dcd.cccounty.us</a>
Margaret Mitchell	Housing Planner	(925) 655-2875	<a href="mailto:Margaret.Mitchell@dcd.cccounty.us">Margaret.Mitchell@dcd.cccounty.us</a>
Cathy Remick	Housing Planner	(925) 655-2887	<a href="mailto:Cathy.Remick@dcd.cccounty.us">Cathy.Remick@dcd.cccounty.us</a>
Kristin Sherk	Affordable Housing Manager	(925) 655-2889	<a href="mailto:Kristin.Sherk@dcd.cccounty.us">Kristin.Sherk@dcd.cccounty.us</a>
Jaclyn Tummings	CDBG Planner	(925) 655-2886	<a href="mailto:Jaclyn.Tummings@dcd.cccounty.us">Jaclyn.Tummings@dcd.cccounty.us</a>

**City of Antioch**

Teri House	Consultant – CDBG & Housing	(925) 779-7037	<a href="mailto:CDBG@ci.Antioch.ca.us">CDBG@ci.Antioch.ca.us</a>
------------	-----------------------------	----------------	--

**City of Concord**

Cathy Gaughan	Community Services Support	(925) 671-3111	<a href="mailto:Cathy.Gaughan@cityofconcord.org">Cathy.Gaughan@cityofconcord.org</a>
Sophia Huckabay	Housing Manager	(925) 671-3387	<a href="mailto:Sophia.Huckabay@cityofconcord.org">Sophia.Huckabay@cityofconcord.org</a>
Kevin Marstall	Community Development Director	(925)-671-3257	<a href="mailto:Kevin.Marstall@cityofconcord.org">Kevin.Marstall@cityofconcord.org</a>

**City of Pittsburg**

Ishani Rasanayagam	Administrative Analyst	(925) 252-4155	<a href="mailto:irasanayagam@pittsburgca.gov">irasanayagam@pittsburgca.gov</a>
--------------------	------------------------	----------------	--

**City of Walnut Creek**

Stefanie Brynen	Housing Manager	(925) 943-5899 x2652	<a href="mailto:brynen@walnut-creek.org">brynen@walnut-creek.org</a>
-----------------	-----------------	----------------------	--

# Housing Technical Assistance Meeting

If interested in funding for affordable housing, including HOME, CDBG, PLHA, Measure X, and In-lieu Fees, please attend the County's technical assistance meeting on:

**Wednesday, October 23, 2024, at 2:00 pm via Zoom**

<http://www.ContraCosta.ca.gov/aff-hsg-dev>

If you have questions about the County's affordable housing funds, please contact:

Kristin Sherk: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us)



# CDBG General Requirements

**CDBG Purpose:** Develop viable urban communities through the provision of decent housing, a suitable living environment, and economic opportunity, principally for low- and moderate-income (L/M) persons.

## **Must meet a National Objective**

- Benefit L/M persons (as defined by Area Median Income) – Most will fall under this category
- Aid in the prevention or elimination of slums and blight – Restrictions on specific activities and project sites.
- Urgent need – Rarely used; applies to extreme emergencies.

## **Overall Benefit Requirement – 70% of funds must be used to support L/M persons**

- Area Benefit – Benefits a particular area where at least 51% of residents are L/M persons.
- Limited Clientele – Activities where at least 51% of clients are documented L/M by family size.
  - Presumed Beneficiaries – Activities primarily serving clients that meet one of the following categories that HUD presumes to be low- and moderate-income:
    - Senior citizens
    - Severely disabled adults
    - Persons living with AIDS
    - Battered spouses
    - Abused children
    - Persons experiencing homelessness
    - Illiterate adults
    - Migrant farm workers
- Job creation or retention – Activities that create or retain jobs in which at least 51% will be available to or held by low-mod income persons.



<b>CONTRA COSTA COUNTY</b>			
<b>CDBG PROGRAM</b>			
Income Limits by Household Size - Effective April 9, 2024			
Persons per Household	Maximum income of households which are:		
	Extremely Low-Income (30% of AMI)	Very-low Income (50% of AMI)	Low Income (80% of AMI)
1	\$32,700	\$54,500	\$84,600
2	\$37,400	\$62,300	\$96,650
3	\$42,050	\$70,100	\$108,750
4	\$46,700	\$77,850	\$120,800
5	\$50,450	\$84,100	\$130,500
6	\$54,200	\$90,350	\$140,150
7	\$57,950	\$96,550	\$149,800
8	\$61,650	\$102,800	\$159,500

Extremely low-income households are defined as households earning 30 percent or less of area median income (AMI) ; very low-income households earn 50 percent or less AMI; low-income households earn 80 percent or less AMI subject to HUD caps; and median households earn 100 percent AMI.

Source: U.S. Department of Housing and Urban Development.

# Two-Year Funding Cycle

---

Each of the Consortium jurisdictions have a non-housing category based on a two-year funding cycle for FY 2025/26 & FY 2026/27.

- All Public Service (including fair housing), Economic Development, and ESG programs awarded funds in FY 2025/26, are eligible for renewal in FY 2026/27.
- IPF applicants may only apply for FY 2025/26 funds, operating under an annual (one-year) funding cycle.
- All County Affordable Housing programs operate under an annual (One-Year) funding cycle.



# Available Funding (Example)

Contra Costa County

## CDBG Program (~\$4.6 million in FY 24/25)

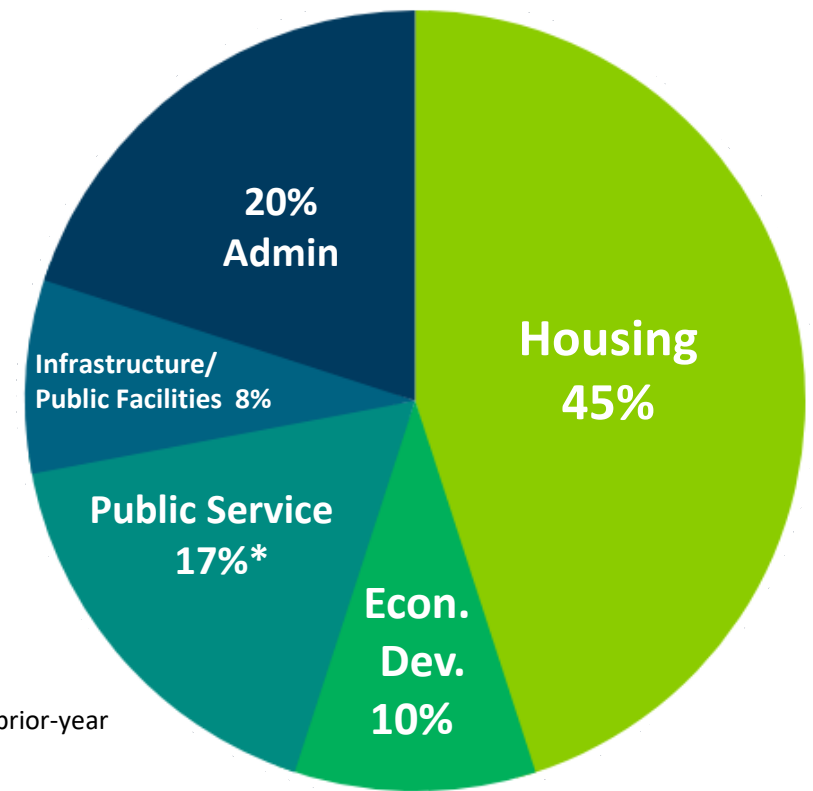
Supports community development activities to build stronger and more resilient communities.

## Emergency Solutions Grant (ESG) Program (~\$400k in FY 24/25)

### State ESG Program (~\$268k in FY 24/25)

Designed to assist people with quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Rehousing Assistance
5. Data Collection (HMIS)



\*15%, plus up 15% of prior-year program income



# Typical Application Review Schedule

## Kickoff Meeting/Applications Available

- Wednesday, October 9, 2024

## Applications Due Online (via City Data Services)

- Thursday, December 5, 2024, by 5:00 PM PST

## Application Review, Site Visits and Interviews

- January – March 2025

## Supplemental Information Due (If Applicable)

- January - March 2025

## Committee Meetings/Presentations

- April – May 2025

## Board of Supervisors/City Council Meetings

- May - June 2025



# (Proposed) 2025- 2030 Consolidated Plan Priorities & Objectives

---

## **Priority Need: Affordable Housing**

---

AH-1 New Construction of Affordable Rental Housing

---

AH-2 Increase Homeownership Opportunities

---

AH-3 Preservation of Existing Affordable Housing Stock

---

AH-4: Permanent Supportive Housing and Special Needs Housing

---

## **Priority Need: Reduce/Alleviate Homelessness**

---

H-1 Housing & Supportive Services for Homeless

---

H-2 Rapid Rehousing & Homelessness Prevention

---

## **Priority Need: Non-Housing Community Development**

---

CD-1 General “Safety Net” Public Services

---

CD-2 Special Needs Populations

---

CD-3 Youth

---

CD-4 Fair Housing

---

CD-5 Economic Development

---

CD-6 Infrastructure/Public Facilities

---

# City of Antioch – Priorities & Guidelines



The City of Antioch is seeking proposals from nonprofit organizations, public agencies, and others serving Antioch residents who are interested in applying for CDBG for the two-year funding cycle of FY 2025-26 & FY 2026-27. These funds must primarily be used to benefit low-income residents or areas in Antioch, and meet a High Priority need listed below:

## Housing Successor & PLHA Funds

- Homeless Prevention
- Homeless Outreach, Information & Referral
- Homeless Shelter & Services

## CDBG Funds

- Public Services for 1) vulnerable general population; 2) persons who are elderly, disabled, or victims of domestic violence; 3) youth who are abused, at risk of homelessness, or from lower-income households.
- Fair Housing and Tenant-Landlord Counseling services
- Economic Development activities
- Infrastructure & Accessibility improvements in lower-income areas
- Public facility improvements for homeless & emergency services

For questions please  
contact: Teri House  
[thouse@antiochca.gov](mailto:thouse@antiochca.gov)

# City of Concord – Priorities & Guidelines

---

- Minimum Funding Request: \$10,000
- Applications will be reviewed and ranked on the following priorities:
  - Community Needs
  - Benefits to Target Population
  - Organizational and Administrative Capacity
  - Financial Analysis
  - Collaboration
- Please see the application guidelines for more detailed information.



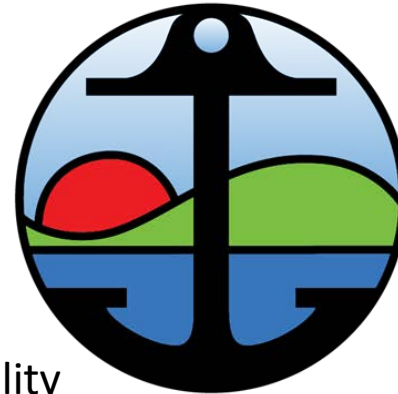
For questions, please contact Kevin Marstall:  
[Kevin.Marstall@cityofconcord.org](mailto:Kevin.Marstall@cityofconcord.org)



# City of Pittsburg – Priorities and Guidelines

---

- Minimum Funding: \$10,000
- Application Review and Ranking
  - Community Needs
  - Benefits to Target Population
  - Administrative Capacity
  - Fiscal Capacity
  - Option to Interview Agency
- Categories
  1. Public Services:
    - Access to Healthy Foods and Self Sustainability
    - Healthcare Services
    - Housing Rehabilitation Loan Program
  2. Fair Housing and Tenant-Landlord Counseling Services
  3. Economic Development
  4. Infrastructure and Accessibility Improvements



**PITTSBURG**  
**CALIFORNIA**

[www.pittsburgca.gov](http://www.pittsburgca.gov)

For question, please contact Ishani Rasanayagam:  
[lrasanayagam@pittsburgca.gov](mailto:lrasanayagam@pittsburgca.gov)

# City of Walnut Creek – Priorities

---

- **Priority Needs Identifies:**
  - Provide and maintain affordable housing (Rental, Ownership, Supportive, Preservation)
  - Assist the homeless
  - Provide public services (General, Senior Services, Youth Services, Special Needs)
  - Provide economic development opportunities
  - Maintain quality public facilities



For questions, please contact  
[housing@walnut-creek.org](mailto:housing@walnut-creek.org)

# Urban County – CDBG & ESG Priorities and Guidelines

- Average Funding Amounts:

Public Service	Economic Development	Infrastructure Public Facilities	Emergency Solutions Grant
\$24,000	\$68,000	\$92,000	\$61,567

- **Applications will be considered based on the following:**

- Meets a National Objective
  - Consolidated Plan Priority
  - Benefits to a Target Population
  - Addresses a Community Need
  - Organizational and Administrative Capacity
  - Financial Analysis (including financial match)
  - Program Readiness and Timeliness
  - Environmental/Historic Preservation Clearance
- Please see the application guidelines for more detailed information.



# Homelessness

---

- **CDBG**
  - Programs related to housing and supportive services.
- **ESG / State ESG**
  - **Street Outreach**
    - Support efforts to reach out to homeless individuals and families living on the streets, providing essential services such as case management, emergency and mental health services, and transportation.
  - **Emergency Shelter**
    - Improve the quality of emergency shelters for homeless individuals and families. This includes renovation, major rehabilitation, conversion of buildings, and operating costs.
  - **Homelessness Prevention**
    - Helps individuals and families **at risk of becoming homeless** by providing housing relocation and stabilization services, including rental assistance, mediation, legal services, and credit repair.
  - **Rapid Rehousing Assistance**
    - Focused on helping individuals and families who are **already homeless** to move as quickly as possible into permanent housing. This assistance includes short- and medium-term rental assistance and services like housing search, mediation with landlords, and financial assistance for security deposits.
- **ESG / STATE ESG Match Requirement: 100%**



# CDBG – Public Services

---

- Public Services – Address a wide range of individual needs.
  - Education Programs
  - Public Safety Services
  - Health Care
  - Child Care
  - Recreation Programs
  - Services for Seniors
  - Fair Housing and Tenant Landlord Counseling



# CDBG – Economic Development

---

- Eligible Activities – Create economic opportunities and jobs
  - Technical Assistance to Businesses
  - Microenterprise Development
  - Job Training



# Infrastructure & Public Facilities Improvements

- Activities such as acquisition, installation, construction, and rehabilitation of public infrastructure, neighborhood facilities, and facilities primarily serving low-income households and/or persons with special needs.
- Removal of barriers that restrict the mobility of persons with disabilities
- Publicly-owned infrastructure is only eligible if it results in the removal of barriers that restrict the accessibility of the elderly or disabled persons.

## Examples

- Senior center flooring replacement
- Curb cuts
- Homeless shelter energy efficiency improvements



# Federal Crosscutting Requirements



## ENVIRONMENTAL REVIEW

All projects are subject to the National Environmental Policy Act (NEPA) before construction may occur.

- Avoid “Choice Limiting” actions
- Examples: Floodplain Management, Historic Preservation, Site Contamination, etc.
- Additional expenses may need to be incurred (e.g. tests and abatement)



## RELOCATION

- Assistance and protections to persons displaced by federally-funded projects.
- Primarily for acquisition, rehabilitation and new construction of housing.
- Compliance with the Uniform Housing Relocation Assistance and Real Property Acquisition Act (URA).



## DAVIS-BACON (FEDERAL PREVAILING WAGE)

Davis-Bacon requirements are triggered when:

- Subcontractors and contractors work on Federal projects over \$2,000.
- Construction, alteration, or repair of public buildings or public works projects.



# Federal Crosscutting Requirements - Continued



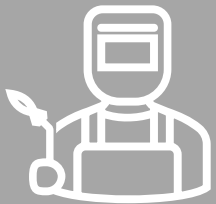
## PROCUREMENT and COMPETITIVE BIDDING

- Competitive sealed bidding (formal advertising) of all construction and professional service contracts will be required for projects with an award of funding of \$100,000 or more.
- Bid package must be submitted for review and approval prior to noticing.
- Contracts and subcontracts cannot be awarded to any party debarred or suspended or otherwise excluded from participation in a federal assistance program.



## SECTION 3 COMPLIANCE

- Federally funded projects over \$200,000 are subject to HUD Section 3 requirements. HUD dollars spent on construction and their contractors must, to the extent possible, provide contracting opportunities for local low- and very low-income persons and businesses.
- Section 3 compliance requires tracking labor hours for ALL employees working at the job site.



## BUILD AMERICA, BUY AMERICA (BABA)

- Enacted in the Infrastructure Investment and Jobs Act, signed by President Biden on November 15, 2021.
- Requires that certain materials, purchased for infrastructure projects, in connection with federal funds, must be produced in the United States (“Buy America Preference – BAP”).
- Covered products include iron, steel, “construction materials,” and manufactured products. Project-specific waivers may apply (e.g. <\$250k project).

# Other Requirements



## BID BONDS

- Guarantee against bidder's failure to begin a project.
- 5% of the bid.
- Requirement must be included in RFP.
- Subrecipient shall not accept a bid without a bid bond, certified check, or other negotiable instrument.



## PERFORMANCE BONDS (> \$50K)

- Guarantee against contractor's failure to complete project.
- 100% of contract price.
- Requirement must be included in RFP and construction contract.
- Bond must be obtained upon contract award.



## PAYMENT BONDS (> \$25K)

- Guarantees payment of all persons supplying labor and materials to the project.
- 100% of contract price.
- CA Civil Code Section 3247 requirement in all publicly-funded projects exceeding \$25K.

# Other Requirements - Continued



## MATCHING FUNDS CONTRIBUTION

- Funds paid in proportion to CDBG award; at least 10% for nonprofits and 25% for public agencies.
  - 10% match increase in consecutive years of funding.
  - 50% match cap.

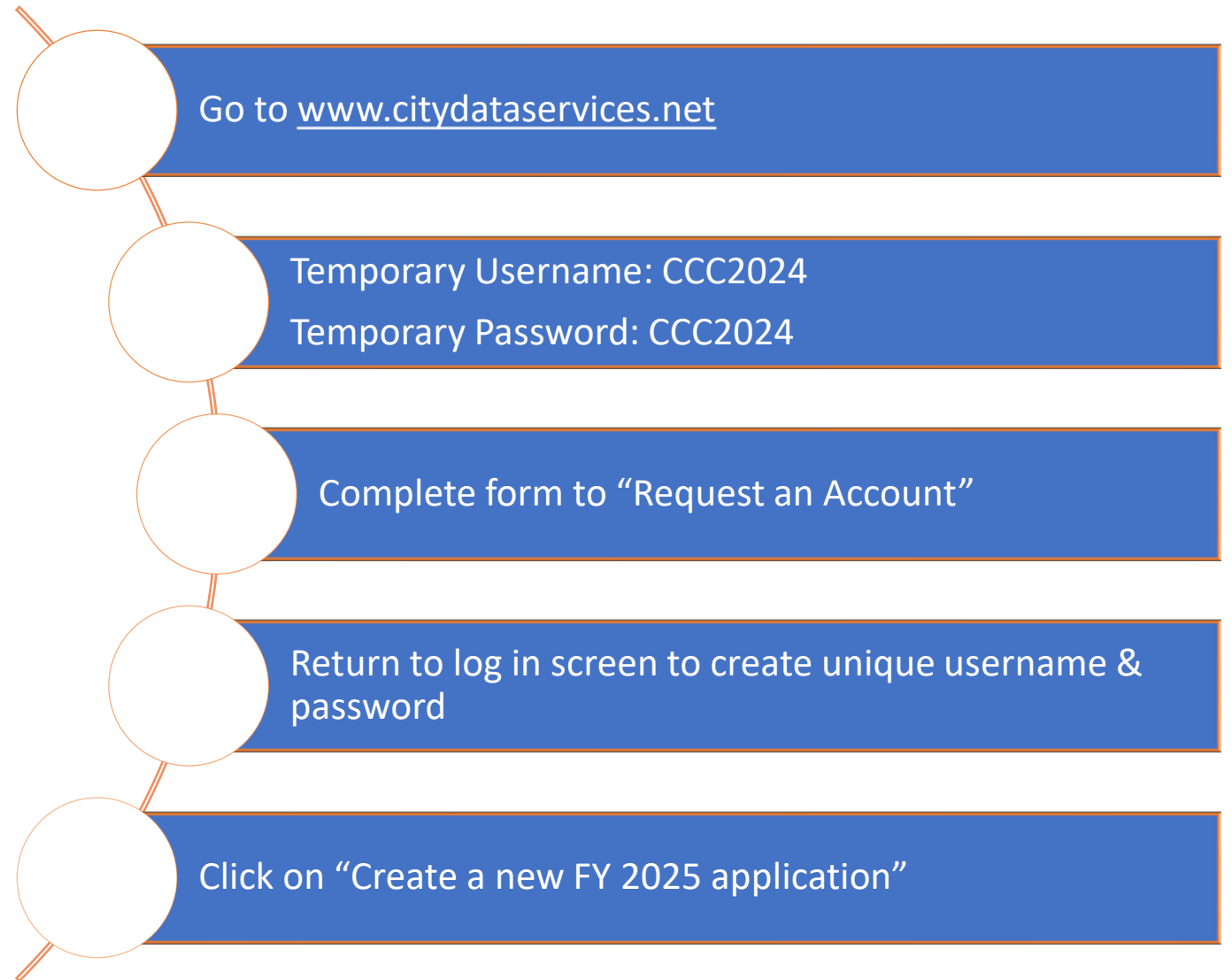


## CA PROJECT REGISTRATION

- Must register project with the CA Department of Industrial Relations (DIR) within 30 days of awarding a contract, and no later than the first day in which workers are employed on the project.
- CA prevailing wage rates and apprenticeship requirements apply to all federally-funded projects.
- CA DIR contractor registration requirement must be included in the RFP and construction contract.

# City Data Services (CDS) Application Instructions –

How to access CDS  
set up account &  
start application





# Non-Housing County Office Hours

---

County CDBG staff will be offering office hours via Teams if you have more program/project-specific questions.

- **15-minute meeting** with County CDBG staff to discuss your question(s).
- Office Hour Dates:
  - **Wed. Oct. 16, 2-3 pm**
  - **Tue. Oct. 22, 2-3 pm**
  - **Wed. Nov. 6, 2-3 pm**
  - **Tue. Nov. 12, 2-3 pm**

If interested, please email Melanie Erickson at [Melanie.Erickson@dcd.cccounty.us](mailto:Melanie.Erickson@dcd.cccounty.us) with all available dates and times you are available.

# Questions?

---



- **Contra Costa County:** [www.contracosta.ca.gov/CDBG](http://www.contracosta.ca.gov/CDBG)
- **City of Antioch:** [www.antiochca.gov/pscr/community-development-block-grant/](http://www.antiochca.gov/pscr/community-development-block-grant/)
- **City of Concord:** [www.cityofconcord.org/309/Housing-Community-services](http://www.cityofconcord.org/309/Housing-Community-services)
- **City of Pittsburg:** [www.pittsburgca.gov/services/community-services/community-development-block-grant-cdbg](http://www.pittsburgca.gov/services/community-services/community-development-block-grant-cdbg)
- **City of Walnut Creek:** [www.walnutcreekca.gov/government/departments/housing-programs](http://www.walnutcreekca.gov/government/departments/housing-programs)

# CONTRA COSTA CONSORTIUM

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

## FY 2025/26 & FY 2026/27 GRANT APPLICATION GUIDELINES

JURISDICTION	SUBMITTAL DEADLINE	QUESTIONS
<p><b>City of Antioch</b></p> 	<p align="center"><b><u>DUE THURSDAY, DECEMBER 5, 2024:</u></b></p> <p align="center"><b>COUNTY HOUSING APPLICATIONS</b> including <b>HOME, PLHA, Measure X Housing, Inclusionary In-Lieu and CDBG- Housing</b></p> <p align="center"><b>NON-HOUSING APPLICATIONS</b> including Public Services, Economic Development, ESG (Homeless Services), Infrastructure and Public Facilities</p>	<p>Teri House CDBG/Housing Consultant City of Antioch Community Development Department P. O. Box 5007 Antioch, CA 94531-5007 Phone: (925) 779-7037 Email: cdbg@ci.antioch.ca.us</p>
<p><b>City of Concord</b></p> 		<p>Leng Power Community Services Manager City of Concord 1950 Parkside Drive, M/S 10 Concord, CA 94519 Phone: (925) 671-3088 Email: leng.power@cityofconcord.org</p>
<p><b>City of Pittsburg</b></p> 		<p>Ishani Rasanayagam Administrative Analyst II City of Pittsburg 65 Civic Avenue Pittsburg, CA 94565 Phone: (925) 252-4155 Email: irasanayagam@pittsburgca.gov</p>
<p><b>City of Walnut Creek</b></p>  <p>CITY OF WALNUT CREEK</p>		<p>Stefanie Brynen Housing Manager City of Walnut Creek Community Development Department 1666 N. Main St. Walnut Creek, CA 94596 Phone: (925) 256-3544 Email: housing@walnut-creek.org</p>
<p><b>Contra Costa County</b></p> 		<p>Daniel Davis Senior Planner Contra Costa County Department of Conservation and Dev. 30 Muir Road Martinez, CA 94553 Phone: (925) 655-2884 Email: daniel.davis@dcd.cccounty.us</p>

## **APPLICATION SUBMITTAL DEADLINE**

---

All CDBG/HOME/ESG/PLHA/Inclusionary In-Lieu/Measure X funding applications must be submitted online via City Data Services (CDS) by **5:00 p.m. PST on Thursday, December 5, 2024.**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applications must fully comply with the requirements detailed in the application. Incomplete applications, applications containing errors or inconsistencies (especially 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 and provide proof 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.

## **TWO-YEAR FUNDING CYCLE**

---

All of the consortium jurisdictions have a Non-Housing CDBG TWO-year funding cycle for the FY 2025/26, AND FY 2026/27 program years.

- All Public Service (including fair housing), Economic Development, and ESG programs that are awarded grants will receive a one-year contract and will be eligible for renewal in FY 2026/27, 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 awarding jurisdictions.
- For projects in the Infrastructure/Public Facilities category, applicants should apply solely for FY 2025/26, but may be awarded for a future year.
- 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 fifteen 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 two-year grant cycle in these categories for the following high priority needs:

- **Public Services – Senior and disabled services, services for abused youth and victims of domestic violence, homeless services, and services targeting low-income households.** 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, and microenterprise development.
- Infrastructure & Accessibility – City street improvement (City application only).

A CDBG Subcommittee, consisting of two Antioch City Council members and CDBG Program staff, review the applications and make funding recommendations. The Subcommittee may request that applicants make a brief presentation in early 2025. A public hearing will be held in the spring for the full City Council to review and allocate funding for the two-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 Draft 2025-2030 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; and economic development activities.

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

Community Needs and Priorities (max 40 pts):

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

Benefits to Target Population (max 20 pts):

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

Organizational and Administrative Capacity (max 15 pts):

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

Financial Analysis (max 20 pts):

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

Collaboration (max 5 pts):

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

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

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

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

- Project/Program meets city objectives/needs as outlined in the Draft 2025-2030 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, and Infrastructure/Public Facilities.

CDBG Program staff will review the applications and make funding recommendation to the Housing and Community Development Committee (HCD Committee). The Committee may request that applicants make a brief presentation in early 2025. A public hearing will be held in spring 2025 for the full City Council to review and allocate funding for the two-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 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)*

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 and 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 Draft 2025-2030 Consolidated Plan. Secondly, the project meets goals of other plans such as 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, PLHA, Measure X Housing and Inclusionary In-Lieu Fees applicants, please refer to the Affordable Housing Program Policies and Procedures available at:**

<http://www.contracosta.ca.gov/aff-hsg-dev>

**Matching Requirements:** Contra Costa County 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.

## City Data Services (CDS) Application Instructions

### How to access CDS set up account and start application

1. Navigate to [www.citydataservices.net](http://www.citydataservices.net). For new users, use the following account credentials to sign-in for the first time:

Login: CCC2024 Password: CCC2024

**For returning users, login with your user ID and password (and skip to #4).**



### New Users:

2. Fill in all applicable information on this page, choose which application you want to apply for, and click on “Request an Account”.



**Contra Costa**

Daniel Davis Email: [Daniel.Davis@dcd.cccounty.us](mailto:Daniel.Davis@dcd.cccounty.us) (925) 655-2884

Help with this  
[Logout](#)

If you want to apply for  
**Funding for Public Service, Economic Development, Infrastructure/Public Facilities Projects, or ESG Funding in Antioch, Concord, Pittsburg, Walnut Creek, or Contra Costa County or Funding for Affordable Housing Projects from Contra Costa County**,  
use the form below to create an account.

**DO NOT use this form if you are currently funded by a Contra Costa County jurisdiction, and have a City Data Services login.**

If you already have a City Data Services account with a jurisdiction in Contra Costa County, log in under that account and choose a button in the upper right corner to apply for a new program.

Complete this form to request an account:

AGENCY NAME:	
AGENCY ADDRESS:	
AGENCY CITY:	AGENCY ZIP:
AGENCY TELEPHONE NUMBER:	
PROJECT NAME:	
CONTACT PERSON:	CONTACT TELEPHONE:
EMAIL ADDRESS:	
I want to apply for:   Choose <span style="float: right;">▼</span>	
After completing this form, click the submit button below. The subsequent screen will display your login information. Follow the link shown to log in and begin your application. Please record your login information. Login information will also be emailed to the email address given.	
<div style="border: 1px solid black; display: inline-block; padding: 5px 15px; margin: 5px;">Request an Account</div>	

3. Select "Click Here" to return to the home screen and login using your new credentials.



**Contra Costa**

Gabriel Lemus Email: [Gabriel.Lemus@dcd.cccounty.us](mailto:Gabriel.Lemus@dcd.cccounty.us) (925) 655-2885

[Logout](#)

Thank you for your interest in applying for 2024 funding for Public Service/Social Service Programs. Here is your User ID and Password. Please note that only one user id is required for each agency. Please share this information with any other needed users in your agency.

Your User ID is: **TA 71**  
Your Password is: **Nv kF**

[Click here](#) to return to the main login screen and to sign in with your new login, and apply for funding, at [www.citydataservices.net](http://www.citydataservices.net).

**After logging in you will be able to find your application in FY2024.**

4. Once you have logged into the system with your new user ID and password, click on "Create a new FY 2025/26 Public Services Application":



**Contra Costa**

Gabriel Lemus Email: [Gabriel.Lemus@dcd.cccounty.us](mailto:Gabriel.Lemus@dcd.cccounty.us) (925) 655-2885

Create a new FY 2024/25  
Contra Costa County IPF Application

Create a new FY 2024/25  
(CDBG-Housing, HOME, PLHA, and Measure-X)  
Antioch or CC County Affordable Housing Application

**NOTE:** To apply for your existing program, use the link in the application column, below.  
To apply for a brand new, different program for your agency, use the button above

You are working in FY 2023/24		Change to <a href="#">FY 2022/23</a>					
<b>Antioch</b>	<b>Concord</b>	<b>Pittsburg</b>		<b>Walnut Creek</b>	<b>Contra Costa</b>		
<small>To view your reports, click on the link in the "Next Report" column.</small>	<small>Program</small>		<small>Next Report</small>	<small>Application</small>	<small>Monitoring Visit</small>	<small>Last Agency Update</small>	<small>Last Staff Update</small>

5. For application questions, please contact the following:

- Daniel Davis at 925-655-2884, [Daniel.davis@dcd.cccounty.us](mailto:Daniel.davis@dcd.cccounty.us)
- Jaclyn Tummings at 925-655-2886, [Jaclyn.tummings@dcd.cccounty.us](mailto:Jaclyn.tummings@dcd.cccounty.us)





# Contra Costa Consortium Contact List

<b>Contra Costa County</b> Department of Conservation & Development		30 Muir Road, Martinez, CA 94553 Public Line: (925) 674-7208 Fax: (925) 674-7250	
<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Gabriel Lemus	Assistant Deputy Director	(925) 655-2885	Gabriel.Lemus@dcd.cccounty.us
Edgar Cruz	CDBG Planner	(925) 655-2893	Edgar.Cruz@dcd.cccounty.us
Daniel Davis	CDBG Program Planner	(925) 655-2884	Daniel.Davis@dcd.cccounty.us
Melanie Erickson	CDBG Planner	(925) 655-2894	Melanie.Erickson@dcd.cccounty.us
Deidre Hodgers	CDBG Analyst	(925) 655-2892	Deidre.Hodgers@dcd.cccounty.us
Susan Johnson	Housing Planner	(925) 655-2870	Susan.Johnson@dcd.cccounty.us
Christine Louie	Housing Planner	(925) 655-2888	Christine.Louie@dcd.cccounty.us
Margaret Mitchell	Housing Planner	(925) 655-2875	Margaret.Mitchell@dcd.cccounty.us
Cathy Remick	Housing Planner	(925) 655-2887	Cathy.Remick@dcd.cccounty.us
Kristin Sherk	Housing Planner	(925) 655-2889	Kristin.Sherk@dcd.cccounty.us
Jaclyn Tummings	CDBG Program Planner	(925) 655-2886	Jaclyn.Tummings@dcd.cccounty.us

<b>City of Antioch</b> Department of Public Safety and Community Resources		4703 Lone Tree Way (PO Box 5007) Antioch 94531	
<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Teri House	Consultant - CDBG & Housing	(925) 779-7037	CDBG@antiochca.gov

<b>City of Concord</b> Housing Department		1950 Parkside Drive, Concord, CA 94519 Fax: (925) 671-3218	
<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Kevin Marstall	Community Development Director	(925) 671-3257	Kevin.Marstall@cityofconcord.org
Cathy Gaughan	Community Grants Support	(925) 671-3111	Cathy.Gaughan@cityofconcord.org
Sophia Huckabay	Housing Program Analyst	(925) 671-3387	Sophia.Huckabay@cityofconcord.org
Kelly Rush	Housing Program Analyst	(925) 671-3032	Kelly.Rush@cityofconcord.org

<b>City of Pittsburg</b> Community Services Department		65 Civic Ave., Pittsburg, CA 94565 Fax: (925) 252-4134	
<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Ishani Rasanayagam	Administrative Analyst II	(925) 252-4155	irasanayagam@pittsburgca.gov

<b>City of Walnut Creek</b> Community Development Department		1666 N. Main St., 2 <sup>nd</sup> Floor, Walnut Creek, CA 94596 Fax: (925) 256-3500	
<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Stefanie Brynen	Housing Manager	(925) 943-5899	Brynen@walnut-creek.org
Jennifer Llamas	Housing Analyst	(925) 943-5899 x2205	llamas@walnut-creek.org

# UNDERSTANDING THE CDBG PROGRAM

## FACT SHEET

### FY 2025/26 & FY 2026/27

The Community Development Block Grant (CDBG) program is funded by the federal government through the Department of Housing and Urban Development (HUD). The **primary objective** of this program is to help develop viable urban communities through the provision of **decent housing, a suitable living environment, and economic opportunity, principally for low- and moderate-income persons.**

ANY activity you propose to accomplish with CDBG funds **MUST** meet one of three **National Objectives**:

1. **Benefit low and moderate income persons**— (typically, all applications fall under this category)
2. **Aid in the prevention or elimination of slums and blight** — These are activities that help to prevent or eliminate slums or blighted conditions in a designated area, on a spot basis, or within an urban renewal area. There are restrictions on what specific activities are permitted.
3. **Urgent need**— These involve activities that meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health and welfare of the community and other financial resources are not available to meet such needs. This is very rarely used and only applies in an extreme emergency.

A minimum of **seventy percent (70%) of CDBG funds, not including administrative costs, must support activities that benefit lower income persons.** Activities meeting this requirement are those which:

- Serve all residents in a particular **area**, where at least **51 percent** of residents are low/mod income;
- Those, which benefit a **limited clientele**, as long as at least 51 percent are low/mod income. Under this category, income and family size must be clearly documented or else the income eligibility requirements must limit the activity to low/mod income persons or be of a nature and location that it can be concluded that primary clients are low/mod income. In addition, certain clientele are presumed by HUD to be low/mod income. They are: senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.
- **Housing activities** which provide or improve permanent residential structures which will be occupied by low/mod income persons (if structure contains more than one unit, at least 51 percent must be low/mod income occupied); or
- **Job creation or retention activities** that create or retain permanent jobs, at least 51 percent of which will be made available to or held by low-mod income persons.

Cities over 50,000 in population, such as Antioch, Concord, Pittsburg, Richmond and Walnut Creek, participate in the CDBG Entitlement grant program, which is non-competitive. Entitlement grant amounts are based on: age of housing or amount of overcrowded housing, population, and poverty levels. The County also receives an entitlement grant on behalf of the cities within its boundaries that number less than 50,000 in population and which do not receive CDBG funds directly.

## INCOME LIMITS

In order for a project or program to qualify for Community Development Block Grant (CDBG) funds, 51 percent of the program beneficiaries must be low and moderate income as defined by the U.S. Department of Housing and Urban Development (HUD). The following table reflects the HUD income limits for low and moderate-income families. The amounts listed in the Moderate-Income category are 80 percent of the Area Median Income for Contra Costa County.

Number in Household	1	2	3	4	5	6	7	8
<b>30% AMI (extremely low-income)</b>	\$32,700	\$37,400	\$42,050	\$46,700	\$50,450	\$54,200	\$57,950	\$61,650
<b>50% AMI (very low-income)</b>	\$54,500	\$62,300	\$70,100	\$77,850	\$84,100	\$90,350	\$96,550	\$102,800
<b>80% AMI (low-income)</b>	\$84,600	\$96,650	\$108,750	\$120,800	\$130,500	\$140,150	149,800	\$159,500

\*U.S. Department of Housing and Urban Development, April 9, 2024.

## **PRIORITIES FOR CDBG PROGRAM**

Localities identify pressing needs for their communities in their **Consolidated Plan** and through the Public Hearing process. Jurisdictions are free to select those activities to fund with CDBG monies that best meet the needs of their community in accordance with their Consolidated Plan, the national objectives, and requirements of the CDBG program and their local objectives.

## **ELIGIBLE ACTIVITIES FOR FY 2025/26 - 2026/27**

A wide variety of activities are eligible for CDBG funding. Please review the Application Review and Evaluation Procedures for each individual jurisdiction in the FY 2025/26 & FY 2026/27 Application Guidelines.