

CONTRA COSTA CONSORTIUM
CITIES OF ANTIOCH, CONCORD, PITTSBURG, RICHMOND, WALNUT CREEK & CONTRA COSTA COUNTY
FY 2012-2014 CDBG/ESG & RICHMOND CDBG/HOME APPLICATION GUIDELINES

Jurisdiction	Submittal Deadline	Questions
<p align="center">City of Antioch</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">Teri House CDBG Program Specialist City of Antioch Community Development Department P. O. Box 5007, Third & "H" Street Antioch, CA 94531-5007 Phone: (925) 779-7037 Email: thouse@ci.antioch.ca.us</p>
<p align="center">City of Concord</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">Marla Parada Community Grants Manager City of Concord 1950 Parkside Drive, M/S 10 Concord, CA 94519 Phone: (925) 671-3327 Email: marla@ci.concord.ca.us</p>
<p align="center">City of Pittsburg</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">Lynette Darensburg Administrative Analyst Community Access City of Pittsburg 916 Cumberland Street Pittsburg, CA 94565 Phone: (925) 252-4065 Email: ldarensburg@ci.pittsburg.ca.us</p>
<p align="center">City of Richmond</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">Ana Cortez Community Dev. Program Manager City of Richmond 440 Civic Center Richmond, CA 94804 Phone: (510) 231-3079 Email: Ana_Cortez@ci.richmond.ca.us</p>
<p align="center">City of Walnut Creek</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">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 align="center">Contra Costa County</p> 	<p align="center">Monday, December 5, 2011 5:00 pm</p>	<p align="center">Robert Calkins CDBG Program Manager Contra Costa County Department of Conservation and Dev. 2530 Arnold Drive, Suite 190 Martinez, CA 94553 Phone: (925) 335-7220 Email: robert.calkins@dcd.cccounty.us</p>

APPLICATION SUBMITTAL DEADLINE

All applications **must be submitted via the City Data Services (CDS) on-line system by 5:00 p.m. on Monday, December 5, 2011. THE ON-LINE SYSTEM WILL NOT ALLOW YOU TO SUBMIT ANY APPLICATION AFTER THIS TIME AND DATE.**

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.

TWO-YEAR FUNDING CYCLE

All of the consortium jurisdictions have a CDBG TWO-YEAR funding cycle for the FY 2012-14 program years. Richmond's HOME funding cycle is for 2012-2013. 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 2013-2014 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 2012-2013 and/or FY 2013-2014 funds. Again, FY 2013-2014 funds are contingent on the availability of funds.

APPLICATION REVIEW AND EVALUATION PROCEDURES

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

The City of Antioch will be accepting applications for CDBG and Redevelopment Housing Set-Aside funds (called Antioch Development Agency or ADA funds) for the coming grant cycle. Minimum grant size has been changed to \$10,000, which will reduce the total number of grants that are able to be given and increase the competitiveness of the Public Services category.

Pending Council action on October 25, **it is likely that CDBG Public Services grant applications will be accepted ONLY in the High Priority categories of services to Seniors and Youth. Applications in the categories of Economic Development and Infrastructure, Public Facilities and Accessibility will be accepted.** If you wish to apply outside of these categories, please call Teri House at 925-779-7037 **AFTER October 25th** for a determination of eligibility.

ADA funds will be available depending on the outcome of the lawsuit with the State. **ADA grant applications will be accepted ONLY for Fair Housing, Tenant Landlord, Homeless, and Housing related services.**

The City of Antioch utilizes a CDBG Subcommittee consisting of two Council members, as well as CDBG Program staff, to review the applications and make funding recommendations. The Subcommittee holds public hearings to review the proposed activities. Applicants are asked to make a brief presentation to the Subcommittee. The final public hearing is at the City Council meeting where full City Council determines the final funding levels.

Proposals will be evaluated based upon the following criteria:

- Extent to which proposal meets an identified need in the City.
- Cost of the program vs. the benefits to be provided.
- The number of lower-income beneficiaries and the ability to document that over 50% of the total clientele served are qualified as lower income.
- Amount of financial support from other funding sources.
- Past experience of organization in serving the City.
- Demonstrated necessity for CDBG funds.
- Fiscal management ability, as reflected in most recent audit.
- Qualifications and experience of staff respective to proposed activity.
- Ability to manage program and comply with regulations and reporting requirements.
- The applicability of the proposal to the City’s overall mission and goals.

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

The City of Concord will be accepting applications for CDBG in high and medium priority categories. Funding focus will be on high priority categories with a lower priority of funding medium priority categories.

High priority categories: Public services (senior services, handicapped services, child care services – ages 12 and under, fair housing, tenant landlord counseling, and other public services), code enforcement, infrastructure (sidewalks), housing activities

Medium priority categories: Public services (legal services, youth services – ages 13-19, substance abuse services), public facilities (child care centers, parks and/or recreation facilities), infrastructure (street improvements, flood drainage improvements, other infrastructure), economic development (technical assistance, microenterprise assistance)

Concord staff and the nine-member Community Services Commission (CSC) review and rate applications, and award points based on the established criteria below. The CSC then makes recommendations to City Council showing total points in each category, and total overall points. City Council makes the final recommendations for funding.

The Community Needs and Priorities category (max 22 pts) criteria are:

- 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 need is identified as a Consolidated Plan priority and ranked as a high or medium, with high ranking priorities given highest consideration.

The Benefits to Target Population category (max 28 pts) criteria are:

- The service or activity benefits primarily lower income residents.
- Applicant has experience and ability to successfully carry out the proposed services or project. For previously funded grantees, this is demonstrated through past program performance, including accomplishment of goals and objectives as submitted in quarterly and year end reports, satisfactory monitoring results, and contract compliance. For new applicants, experience will be assessed through the quality of the application, review of resumes of key staff, communication with funders who may have experience with applicant, and community reputation.
- Clear measurements of the effectiveness of the service have been outlined in application.
- Outreach to clients and services are culturally and linguistically appropriate, and

- effective to clientele.
- Services are physically accessible to persons with disabilities

The Organizational and Administrative Capacity category (max 25 pts) criteria are:

- Applicant’s Mission is consistent with this service or project.
- Applicant has 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 applicant.
- Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).

The Financial Analysis category (max 20 pts) criteria are:

- Total program or project costs have been reasonable, and have been adequate to carry out the project through the entire term of contract (prior 2 years).
- Applicant spends less than 20% of budget on administration (prior 2 years).
- Applicant demonstrates a higher need for Concord funds, but would remain stable without Concord funds.
- Applicant demonstrates success in obtaining on-going funding from other sources for its activities (prior 2 years).
- 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 in budget (20% required for \$10,000 or more)

The Collaboration category (max 5 pts) criteria are:

- The agency collaborates in a manner that enhances benefits for clients.

Matching Funds: The City of Concord requires a 15% match for all projects funded at \$10,000 and under, and a 20% match for all projects over \$10,000. 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 five to seven 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 RICHMOND**

HOME- Consistent with previous years, the City of Richmond will allocate HOME funding to development

projects already under construction or in advanced pre-development stages.

CDBG- The City of Richmond will allocate CDBG funds to four grant making priorities:

- Fair Housing
- Family Financial Stability
- Home Rehabilitation
- Economic Development

The City of Richmond will review only applications that propose activities in one of these four areas. If an application fails to indicate how the proposed activities meet the desired GOALS, the application will not be considered for public review.

The City of Richmond wishes to meet the following GOALS in each of these four priority areas; applicants should pay attention to the application that should be submitted for each of the four priorities. There are two separate applications for Richmond: 1- Public Services and Economic Development and 2- Housing Application (which includes Rehabilitation services).

Priorities and Application Selection (how to apply)	Goals
<p>Fair Housing</p> <p>Applicants apply through the PUBLIC SERVICES application.</p>	<p>To educate English and non English speaking communities in Richmond about tenant rights and responsibilities</p> <p>To educate various demographic groups about tenant rights and responsibilities</p> <p>To do intake of landlords and tenants with questions and issues and to refer them to the appropriate party</p> <p>To investigate cases of housing discrimination</p> <p>To represent Richmond residents who are victims of housing discrimination</p> <p>To assist in the creation of tenant unions</p> <p>Examples of Desired Programs: Tenant Rights trainings. Fair housing trainings for landlords and property managers, Tester related activities, legal representation, intake, assessment and referral.</p>
<p>Household Financial Stability.</p> <p>Applicants apply through the PUBLIC SERVICES application.</p>	<p>To preserve income and assets currently owned by the household</p> <p>To assist household acquire new assets</p> <p>Examples of Desired Programs: Individual development accounts programs, family support programs that allow head of household to continue being employed, financial management services, mortgage modifications.</p>

Priorities and Application Selection (how to apply)	Goals
<p>Home Rehabilitation Services for HILP.</p> <p>Applicants apply through the HOUSING APPLICATION by checking under type of work: HOME REHABILITATION SERVICES FOR HILP.</p>	<p>To sustain and expand the City of Richmond’s Home Improvement Loan Program (HILP). HILP is Richmond’s rehabilitation program that provides loans to qualified households. To implement this program, the Program Manager seeks non profits and private contractors that can help the City rehabilitate homes.</p> <p>Examples of Desired Programs: painting services, landscaping, youth training, beautification activities, solar and alternative energy.</p>
<p>Economic Development Applicants apply to PUBLIC SERVICES</p>	<p>To provide targeted micro or small business development services.</p> <p>This priority area requests proposals from qualified organizations that will provide business development assistance and support to a limited cohort of Richmond residents in specific business areas including:</p> <p>Meeting facilitation and recording Administrative support Home inspections Home rehabilitation Report preparation Program monitoring</p> <p>Qualified organizations must have Section 3 experience and ability to enter into contracts with consultants on behalf of the City of Richmond. The City may require from time to time, that the selected entity identifies and extends contracts for services directly supervised by Richmond.</p>

The City of Richmond will evaluate only proposals that meet all the requirements below:

1. Complete and on time
2. Address at least one of the four priority areas

Once staff determines that a proposal meets these two basic thresholds, staff and external review panels will evaluate proposals according to these three categories: Soundness of Approach (**50 points**); Capacity (**30 points**) and Leveraging (**20 points**). In addition, all CDBG REHABILITATION AND HOME proposals will be evaluated on their use of Richmond residents and businesses (**15 Points**).

Soundness of Approach – 50 points

- **Feasibility** - The extent that the proposed project can achieve the objectives stated in a timely and cost-effective manner. The ability of the sponsor to deliver services to the intended beneficiaries will be evaluated based on their program location and outreach strategy. Full points will be awarded to those that have long histories of implementing programs within budgets. 10 POINTS
- **Targeting** – The clarity in which the proponent defines the population that will benefit from the proposed services. The depth to which the services will benefit lowest income households. Full points will be awarded to proposals that identify very narrow and clear targets. 10 POINTS

- **Coordination** -Projects that demonstrate that they are integrated into the fabric of activity occurring in the proposed service delivery area. Organizations may document using letters of support; memorandums of understanding and/or contracts with other community-based organizations or can demonstrate need for the project as per a published neighborhood plan. 10 POINTS
- **Culturally Sensitive** - Projects that provide outreach, services and materials in diverse languages. Full points will be awarded to those projects that clearly indicate outreach and activities that are done in multiple languages. 10 POINTS
- **Cost Effectiveness**- Projects that compared to similar projects, provide good value. Full points will be awarded to those programs that in comparison to similar programs, provide good value per unit. 10 POINTS

Capacity Building – 30 points

- **Experience** - Demonstrated and successful experience in delivering the services as proposed. Full points will be given to those who demonstrate experience. 10 POINTS
- **Self-sufficiency** Ability to demonstrate organization’s capacity to attain greater self-sufficiency and less reliance on future CDBG funding for the proposed project. Ability to demonstrate support from foundations and other public agencies. Full points will be awarded to those with diverse funding: Private, Public, Earned and Donor. 10 POINTS.
- **Previous Performance** - Organizations currently receiving public funds through the City of Richmond or its Redevelopment Agency and have consistently and timely adhered to the City and Federal reporting requirements. Ability to prove that services have had impact on the target population. Full points will be provided to entities that demonstrate timely submission of reports to the City or other similar funder and clean monitoring site visits. 10 POINTS

Leveraging – 20 points

- The level of CDBG subsidy being requested as compared to the total project costs, including the level of support provided by other public and private funds. *CDBG funds are intended to be seed funding, not core.* 20 POINTS.

Local Hiring and Contracting – 15 Points

- Additional points will be given to Richmond businesses that have 51% or more ownership by Section 3 resident or have a labor force of at least 30% Section 3 residents or that commit to subcontracting at least 25% of the requested amount to Section 3 Businesses. Section 3 resident is a person who lives in public housing or who is a low or very low income Richmond resident.

Upon review of proposals, recommendations will be shared with the Community Development Commission and with the Director of Housing. The Director of Housing will recommend to the City of Richmond City Council funding allocations.

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

All completed applications received by the deadline will be reviewed and considered for funding. 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 one of the high priority needs as detailed in the 2010-15 Consolidated Plan.

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

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.

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.