

**CONTRA COSTA CONSORTIUM**  
**CITIES OF ANTIOCH, CONCORD, PITTSBURG, RICHMOND, WALNUT CREEK AND**  
**URBAN CONTRA COSTA COUNTY**  
**FY 2010-2012 CDBG/ESG APPLICATION INSTRUCTIONS**

Jurisdiction	Submittal Deadline	Questions
<p style="text-align: center;"><b>City of Antioch</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>Mindy Gentry, Associate Planner City of Antioch Community Development Department P. O. Box 5007, Third &amp; "H" Street Antioch, CA 94531-5007 Phone: (925) 779-7013 Email: <a href="mailto:mgency@ci.antioch.ca.us">mgentry@ci.antioch.ca.us</a></b></p>
<p style="text-align: center;"><b>City of Concord</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>Marla Parada, Community Services Mgr. City of Concord 1950 Parkside Drive, M/S 10 Concord, CA 94519 Phone: (925) 671-3327 Email: <a href="mailto:marla@ci.concord.ca.us">marla@ci.concord.ca.us</a></b></p>
<p style="text-align: center;"><b>City of Pittsburg</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>Annette Washington, MPA, Director Community Access City of Pittsburg 916 Cumberland Street Pittsburg, CA 94565 Phone: (925) 252-4060 Email: <a href="mailto:alandry-washington@ci.pittsburg.ca.us">alandry-washington@ci.pittsburg.ca.us</a></b></p>
<p style="text-align: center;"><b>City of Richmond</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>Ana Cortez, Assistant Program Manager City of Richmond 1401 Marina Way South Richmond, CA 94804 Phone: (510) 231-3079 Email: <a href="mailto:Ana_Cortez@ci.richmond.ca.us">Ana_Cortez@ci.richmond.ca.us</a></b></p>
<p style="text-align: center;"><b>City of Walnut Creek</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>Margot Ernst, CDBG Analyst City of Walnut Creek Community Development Department 1666 N. Main St. Walnut Creek, CA 94596 Phone: (925) 943-5899 x208 Email: <a href="mailto:ernst@walnut-creek.org">ernst@walnut-creek.org</a></b></p>
<p style="text-align: center;"><b>Contra Costa County</b></p> 	<p style="text-align: center;"><b>Monday, December 7, 2009 4:00 pm</b></p>	<p style="text-align: center;"><b>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: <a href="mailto:robert.calkins@dcd.cccounty.us">robert.calkins@dcd.cccounty.us</a></b></p>

Because we have not received information on how much each jurisdiction is expected to receive in FY 2010-11, the amounts shown below are estimates.

Grantee	Total CDBG Grant	Housing	Public Services	Economic Development	Infrastructure & Public Facilities (IPF)	ESG	HOME
Contra Costa County	\$3,452,122	\$1,553,454	\$517,818	\$483,297	\$134,632	\$152,632	\$3,245,892
Antioch	\$724,213	\$1,000,000	\$108,632	\$185,000	\$300,000	n/a	n/a
Concord	\$1,025,000	(included under IPF)	\$155,000	(included under IPF)	\$665,000	n/a	n/a
Pittsburg	\$647,235	\$188,548	123,444\$	\$40,000	\$125,000	n/a	n/a
Richmond	\$1,360,473	\$913,378	\$150,000	n/a	(see Housing)	n/a	\$827,487
Walnut Creek	\$316,000	\$158,000	\$122,400	\$23,700	\$23,700	n/a	n/a

**Notes:** Antioch's CDBG Housing estimate includes Antioch Development Agency (ADA) Housing Set-Aside Funds. The administration category, though not included in the above table, is funded for approximately \$130,000. Pittsburg's CDBG total includes \$170,243 for program administration. Walnut Creek's Public Service allocation includes \$75,000 in local general funds.

#### APPLICATION SUBMITTAL DEADLINE

All applications **must be submitted via the City Data Services (CDS) on-line system by 4:00 p.m. on Monday, December 7, 2009. THE ON-LINE SYSTEM WILL NOT ALLOW YOU TO SUBMIT ANY APPLICATION AFTER THIS TIME AND DATE.**

**Agencies that currently have a Username and Password on the CDS system** can access the application by going to [www.citydataservices.net](http://www.citydataservices.net) and then entering your Username and Password. You will be taken to your main program page. At the far right of the screen, select the link "Apply for 2010." If you want to apply for a new program, click on the link on the bottom of your main program page labeled "Apply for a New Program." Once you select this link, an application for a new program will appear on the screen.

**Agencies that do not have a username and password on the CDS system** can access the application by going to [www.citydataservices.net](http://www.citydataservices.net), and login using the following information: Username: ccc2010 Password: ccc2010. After entering the Username and Password, click on "Go" which will take you to a page that requests some basic information, and has you create a unique Username and Password for your organization. When you log back into the CDS system with your new Username and Password, click on the "Apply for 2010" link at the bottom of the page.

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.

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.

## **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 Program. 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 TWO-YEAR funding cycle for the FY 2010-2012 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 2011-2012 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 2010-2011 and/or FY 2011-2012 funds. Again, FY 2011-2012 funds are contingent on the availability of funds.

## **APPLICATION REVIEW AND EVALUATION PROCEDURES**

New applicants and returning applicants should note that previous funding does not guarantee continued funding.

### ***City of Antioch***

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.

For more detailed Application Review Procedures, refer to the City's website at:  
[www.ci.antioch.ca.us/CitySvcs/CDBG\\_Housing.htm](http://www.ci.antioch.ca.us/CitySvcs/CDBG_Housing.htm)

### ***City of Concord***

Concord staff and the nine-member Community Services Commission (CSC) review 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 20 pts) criteria are:

- The need for this service has been clearly identified.
- The data or information supplied by the 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 service or activity benefits primarily lower income, rather than moderate-income, residents.

The Benefits to Target Population category (max 25 pts) criteria are:

- 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 is culturally and linguistically appropriate, and effective.
- Services are provided or available in languages appropriate to clientele.
- Services are physically accessible to persons with disabilities.
- Existing applicants have submitted summary of client evaluations that show the majority of clients expressing satisfaction with agency services as good to excellent.

The Organizational and Administrative Capacity category (max 20 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, 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 shows evidence of stable Executive Director, Program Manager.

The Financial Analysis category (max 20 pts) criteria are currently under revision and will be available for dissemination on October 26, 2009. Please request revised Evaluation Criteria form Marla Parada by emailing her at [marla@ci.concord.ca.us](mailto:marla@ci.concord.ca.us). Last grant cycle's Financial Analysis criteria are included below:

- Total program or project costs are reasonable, and adequate to carry out the project through the entire year or term of contract.
- The budget shows evidence of careful consideration, with reasonable assumptions of funding to be secured and anticipated expenditures.
- The applicant has the capacity or ability to secure all necessary funds to carry out the project within reasonable standards; applicant has been successful in obtaining on-going funding from other sources for its activities/services/improvements.
- 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/service is cost effective.
- The sponsor spends less than 20% of budget on administration.
- The sponsor has a good balance/diversity of community fundraising and funding sources.
- The program remains stable/viable with reduced Concord funding.
- The applicant has demonstrated adequate matching funds for Concord grant.
- Applicant shows evidence of stable Executive Director and Financial Officer.

The Collaboration category (max 15 pts) criteria are:

- The application submitted represents a collaborative effort between two or more agencies.
- The agency collaborates in a manner that evidences clear benefits for clients.
- The agency collaborates in a manner that maximizes and extends financial resources.
- The collaboration has conducted a needs assessment or has obtained information to establish its goals and the collaboration continues to collect data to measure goal achievement.

**City of Pittsburg**

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**

Consistent with previous years, the City of Richmond will allocate Housing and Public Infrastructure funding to agencies that have discussed their proposed projects in great length, that leverage funding and that show capacity to deliver the desired outcomes.

Different from previous years, the City of Richmond will allocate Public Services only in two areas: Fair Housing and Household Financial Stability. The City of Richmond will review only applications that propose activities in one of these two areas. If an application fails at indicating 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:

<p>Fair Housing</p>	<p>To educate English and non English speaking communities in Richmond about tenant rights and responsibilities                  To educate various demographic groups about tenant rights and responsibilities                  To do intake of landlords and tenants with questions and issues and to refer them to the appropriate party                  To investigate cases of housing discrimination                  To represent Richmond residents who are victims of housing discrimination</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>To preserve income and assets currently owned by the household                  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>

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 two priority areas (PUBLIC SERVICES ONLY)
3. Timely submission of the Continuum of Care Homeless Assistance grant application on October 15, 2009.

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**).

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.
- **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.
- **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.
- **Culturally Sensitive** - Projects that provide outreach, services and materials in diverse languages.

Capacity Building – 30 points

- **Experience** - Demonstrated and successful experience in delivering the services as proposed.
- **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.
- **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.

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.*

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***

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 2005-2009 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***

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 project must show consistency with the County's 10-Year Plan to End Homelessness.

## **CONTRA COSTA COUNTY CONSORTIUM APPLICATION CHECKLIST**

*This checklist is provided to the applicant as a means of ensuring that all sections of the application have been completed. **Please DO NOT submit the checklist with the application.***

### **APPLICATION**

- Section 1 Applicant and Program/Project Information
- Section 2 Agency and Program/Project Description
  - Attachment 2G Income Verification Form if Applicable**
- Section 3 Program Budget Information
  - Chart A – Proposed Program Budget
  - Chart B – Current Program Budget
  - Chart C – Staff List
- Section 4 Agency Financial Capacity Information
- Section 5 Program Accessibility and Marketing
- Section 6 Infrastructure, Public Facilities, ESG & Construction Projects ONLY

### **REQUIRED ATTACHMENTS FOR ALL APPLICATIONS TO ALL JURISDICTIONS**

#### **Program/ Project-Related Information**

- Attachment A Resume of the Executive Director
- Attachment B Resume of the Project/Program Manager
- Attachment C Resume of the Fiscal Officer

#### **Budget-Related Information**

- Attachment D Most recent Audit Report - one copy, including any management letters
- Attachment E Commitment Letters for Approved Funding Sources

#### **Agency-Related Information**

- Attachment F List of the Board of Directors that includes name, address and telephone number if your agency releases this data, occupation or affiliation and principal officers (for non-profit organizations). Public Agencies provide a list of elected officials.
- Attachment G Minutes, resolution or other official action of your organization or City/County authorizing the submittal of an application to request funds.
- Attachment H Articles of Incorporation
- Attachment I Bylaws
- Attachment J Non-Profit Status Determination
- Attachment K Most Current IRS Form 990 filed
- Attachment L California Business Portal Printout (proof that your agency is currently registered with the Secretary of State) – Go to <http://kepler.ss.ca.gov/list.html> Enter your agency's name, find it in the matrix, then print page & label at Attachment L.)
- Attachment M Policy of Nondiscrimination – see Application **Section 5B 1**

### **ATTACHMENTS FOR INFRASTRUCTURE, PUBLIC FACILITIES, ESG CONSTRUCTION PROJECTS ONLY**

- Chart D Project Sources & Uses Budget
- Attachment D2 Copy of Construction Estimate**
- Attachment N Capital Improvement Plan – see Application **Section 6A6(a)**
- Attachment O Environmental Study – see Application **Section 6B 13(b)**
- Attachment P Additional Studies – see Application **Section 6B 13(b)**
- Attachment Q Evidence of Site Control – see Application **Section 6B 17**
- Attachment R Project Site Map and Photographs – see Application **Section 6B 20**