CONTRA COSTA COUNTY

FY 2019/20
ACTION PLAN

Community Development Block Grant
HOME Investment Partnerships Act
Emergency Solutions Grants
Housing Opportunities for Persons with AIDS
June 11, 2019

OMB Control No: 2506-0117 (exp. 06/30/2018)

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Contra Costa County FY 2019/20 Action Plan describes funding allocations of specific projects and programs to address housing, economic development, infrastructure/public facility improvements, and public service needs utilizing Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds.

These funds are allocated annually to entitlement communities through the U.S. Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities that benefit lower income persons and households. In order to receive annual allocations, jurisdictions must submit a five-year Consolidated Plan and an annual Action Plan. The FY 2015-2020 Contra Costa Consortium Consolidated Plan (Consolidated Plan) identifies priority needs, strategies to meet the priority needs, and goals to be addressed during the five-year period for housing, economic development, infrastructure/public facility, and public services. The annual Action Plan must demonstrate the linkage between the use of funds and the specific objectives developed to address needs identified in the five-year Consolidated Plan.

Contra Costa County's CDBG Program, for the Public Services, Economic Development, and Infrastructure/Public Facilities categories, and the ESG Program, operate on a two-year funding cycle for the first two years of the five-year Consolidated Plan period, and on a three-year funding cycle for the last three years of the five-year Consolidated Plan period. Fiscal year 2019/20 is the third year of the three-year funding cycle, so the County accepted and considered renewal applications from current subrecipients in the above-mentioned categories. However, a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG, HOME, ESG, and HOPWA funds was published in County-wide newspapers on September 16, 2018, and sent to over 600 jurisdictions, public agencies, affordable housing developers, community based organizations and other interested groups active in the Urban County and Consortium area. The NOFA/RFP was primarily for Housing activities and Infrastructure/Public Facilities activities.

On April 12, 2019, the U.S. Department of Housing and Urban Development (HUD) announced the FY 2019/20 CDBG, HOME, ESG, and HOPWA allocations to all entitlement jurisdictions. Please see the table below for the County's FY 2019/20 CDBG, HOME, ESG, and HOPWA allocations.

CDBG	**$4,588,037**
HOME	$3,171,988
ESG	$394,663
HOPWA	$830,290

Table 1 -

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Consolidated Plan establishes the following priorities for all project and programs funded with CDBG, HOME, ESG, and HOPWA funds. Objectives and strategies are noted below each priority listed below:

Priority Need: Affordable Housing

Objectives/Strategies for Affordable Housing:

AH-1: Expand housing opportunities for extremely low-income, very low-income, low-income, and moderate-income households through an increase in the supply of decent, safe, and affordable rental housing via new housing construction or rehabilitation.

AH-2: Increase homeownership opportunities via the construction, acquisition, and/or rehabilitation of housing units for homeownership; and or direct financial assistance provided to low- to moderate-income homebuyers.

AH-3: Maintain and preserve the existing affordable housing stock, including the stock of "Special Needs" housing.

AH-4: Increase the supply of appropriate and supportive housing for special needs populations, which may include short-term tenant-based rental assistance.

Priority Need: Reduce/Alleviate Homelessness

Objectives/Strategies for Homelessness:

H-1: Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability.

H-2: Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling. In addition to these objectives, the affordable housing and non-housing community development objectives of the Consolidated Plan also address the needs of the homeless and the problem of homelessness.

Priority Need: Non-Housing Community Development

Objectives/Strategies for Public Services:

CD-1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for low-income persons (below 80 percent of Area Median Income), and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.

CD-2 Non-Homeless Special Needs Population: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, battered spouses, abused children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.

CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.

CD-4 Fair Housing: Promote fair housing activities and affirmatively further fair housing.

Objectives/Strategies for Economic Development:

CD-5 Economic Development: Reduce the number of persons with incomes below the poverty level (annual income below $31,743), expand economic opportunities for extremely low-, very low- and low-income residents, and increase the viability of neighborhood commercial areas by providing job training/job placement services and technical assistance to microenterprises and small businesses.

Objectives/Strategies for Infrastructure/Public Facilities:

CD-6 Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities.

Priority Need: Administration

Objectives/Strategies for Administration:

CD-7 Administration: Support development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector, and administer federal grant programs in a fiscally prudent manner.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Contra Costa County is currently completing the fifth year of the 2015-2020 Consolidated Plan period (FY 2018/19). Most projects are on pace to meet and exceed their goals for the fiscal year. The County will continue to assess all funded activities to ensure that its Consolidated Plan annual goals and objectives for each priority are met.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

On September 16, 2018, a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG, HOME, ESG, and HOPWA funds was sent to the County's CDBG "Interested Parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. On September 16, 2018, the NOFA/RFP notice was posted/published in all editions of the Contra Costa Times and posted on the County's Department of Conservation and Development (DCD) website.

On October 17, 2018, the CDBG "Kickoff" public meeting was held at City of Walnut Creek's office located at 1666 N. Main Street, Walnut Creek, California. Approximately 30 people representing various non-profit and public agencies attended the Kickoff meeting.

On April 23, 2019 the County's Affordable Housing Finance Committee held a public meeting to consider staff's affordable housing recommendations for the CDBG, HOME, and HOPWA Programs. Approximately 13 people representing various affordable housing development organizations attended the meeting.

On May 4, 2019, the County's Draft Action Plan was made available to the public on the County's DCD website, and a hard copy was available to the public at the County's DCD physical location at 30 Muir Road, Martinez CA. The draft was available for public comment from May 4 through June 3, 2019.

On May 4, 2019 and May 5, 2019, public notices were posted/published in all newspaper editions of the Contra Costa Times, announcing the June 11, 2019, County's Board of Supervisors public hearing to recommend CDBG, HOME, ESG, and HOPWA funds to public services, economic development, infrastructure/public facilities, affordable housing, and ESG projects/programs/activities.

On May 13, 2019, the County's Family and Human Services Committee held a public meeting to hear staff's recommendations for the Public Service category of the County's CDBG Program and staff's recommendations under the County's ESG Program. Approximately 4 people, representing the various non-profit and public agencies that applied for CDBG funds under the Public Service category or for ESG funds, attended the meeting.

On June 11, 2019, the Board of Supervisors public hearing was held. At that meeting, the County's FY 2019/20 CDBG/HOME/ESG/HOPWA Action Plan, including the recommendations for all affordable housing, public services, economic development, infrastructure/public facilities, and ESG Program projects, was considered and approved by the County's Board of Supervisors.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The County did not receive any comments during the public review period for the Action Plan, nor did it receive comments at any public hearings.

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A

7. Summary

N/A

OMB Control No: 2506-0117 (exp. 06/30/2018)

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development
HOME Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development
ESG Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development

Table 2 – Responsible Agencies

Narrative

The Contra Costa HOME Consortium consists of the Contra Costa Urban County and four CDBG entitlement jurisdictions: Antioch, Concord, Pittsburg, and Walnut Creek.

The CDBG Urban County consists of the unincorporated County and the 15 participating cities of the County. The ESG coverage area is the same as the CDBG Urban County area.

The County is also a sub-grantee to the City of Oakland (Alameda County) for the Housing Opportunities for Persons with HIV/AIDs (HOPWA) program. The HOPWA coverage area is the entire County.

Consolidated Plan Public Contact Information

Gabriel Lemus: (925) 674-7882

Kristen Lackey: (925) 674-7793

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

As part of this Action Plan development, County CDBG staff undertook an outreach program to consult and coordinate nonprofit agencies, affordable housing providers, and government agencies. On September 16, 2018, County staff sent out a notice to the County's CDBG "Interested Parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. This list consists of various persons representing non-profit service providers that cater to the needs of low and moderate income households and persons with special needs, including persons with disabilities; affordable housing providers, housing professionals, and housing advocates; public agencies (other County departments or participating cities departments; improvement districts, school districts, etc.) economic development organizations, community groups, and elected officials.

All of these agencies were notified, via e-mail, about participating in the FY 2019/20 CDBG "Kickoff" Meeting that took place October 17, 2018, in which interested agencies were informed about applying for CDBG, HOME, ESG, and HOPWA funds, and about participating in the overall Action Plan process.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Contra Costa County works closely with public and private affordable housing providers as well as the County's public health department. The Housing staff have frequent conversations with the County Housing Authority staff and work to coordinate the allocation of project-based Section 8 vouchers to HOME and CDBG-funded developments in order to increase the number of extremely low-income tenant households.

The County Department of Conservation and Development (DCD) coordinates the allocation of Emergency Solutions Grant funds with the County's Homeless Program office and the County's Council on Homelessness (formerly the Contra Costa Interagency Council on Homelessness), the County's Continuum of Care (CoC) Board. CDBG funds are frequently used to assist in the development of housing for persons with special needs including those living with physical and mental health issues. DCD staff consults with the appropriate staff in the Health Services Department (HSD) to confirm the developments will have access to adequate funding for operations.

DCD works closely with County HSD Behavioral Health Services Division staff to coordinate funding for permanent supportive housing for persons with mental illnesses.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

County CDBG/ESG staff consults with the County's Council on Homeless and the CoC. The Council on Homelessness and the CoC respectively meet on a monthly and quarterly basis and consist of members of the non-profit community and advocacy groups, the interfaith community, business organizations and other relevant community groups. Both the Council on Homelessness and the overall CoC implement key strategies that are identified in the five-year CoC Plan and the County's Ten Year Plan to End Homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

County CDBG/ESG staff works closely with the local CoC in the allocation of ESG funds, in developing performance standards, evaluating outcomes, and in the administration of HMIS. County CDBG/ESG staff consults with the CoC and the County's Council on Homelessness, which provides advice and input on the operations of homeless services, program operation and program development efforts in Contra Costa County. The Council on Homelessness has developed a strategic plan that serves as an update to the Ten-Year Plan to End Homelessness. In addition, various staff members from multiple HOME Consortium jurisdictions, including the County, currently serve on the Council on Homelessness and are closely involved in homeless services Countywide.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Contra Costa Health Services Homeless Program
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services - Victims Health Agency Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Contra Costa County Health Services Department was consulted to provide information on various special needs populations, including Homeless populations, and services provided to those populations.
2	**Agency/Group/Organization**	RAINBOW COMMUNITY CENTER OF CONTRA COSTA
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Rainbow Community Center was consulted to provide information regarding seniors and those living with HIV/AIDS residing in the County and the services provided to those populations.
3	**Agency/Group/Organization**	CONTRA COSTA HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Other government - County Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	County housing staff consults with the HACCC at least quarterly. The two agencies coordinate on the Consolidated Plan, Annual Action Plan, Housing Authority Five-year Plan, and Housing Authority Annual Plan. In addition, staff coordinates allocations of HOME, CDBG and project-based Section 8 vouchers whenever possible.
4	**Agency/Group/Organization**	SHELTER INC. OF CONTRA COSTA COUNTY
	Agency/Group/Organization Type	Services - Housing Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Shelter, Inc. was consulted to provide information regarding homelessness and those at risk of becoming homeless in Contra Costa County and the services provided to that population.
5	**Agency/Group/Organization**	CONTRA COSTA SENIOR LEGAL SERVICES
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contra Costa Senior Legal Services was consulted to provide information regarding elderly/frail elderly residing in the County and the services provided to that population.
6	**Agency/Group/Organization**	WORKFORCE DEVELOPMENT BOARD - SMALL BUSINESS DEV. CENTER
	Agency/Group/Organization Type	Services-Employment Other government - County Other government - Local Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Workforce Development Board was consulted to provide information on the County's economic market, the overall small business/microenterprise community, and overall workforce.

7	**Agency/Group/Organization**	STAND! AGAINST DOMESTIC VIOLENCE
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	STAND! was consulted to provide information regarding the needs of victims of domestic violence in Contra Costa County and the services provided to this population.
8	**Agency/Group/Organization**	Contra Costa Continuum of Care
	Agency/Group/Organization Type	Services-homeless Other government - County Other government - Local Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Contra Costa County Continuum of Care was consulted to provide information on the needs of the County's overall homeless population, and services provided to that population.

OMB Control No: 2506-0117 (exp. 06/30/2018)

9	**Agency/Group/Organization**	BAY AREA LEGAL AID
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Bay Area Legal Aid was consulted to provide information regarding fair housing choice, impediments to fair housing, and tenant/landlord resolution issues.

Identify any Agency Types not consulted and provide rationale for not consulting

No agency types were intentionally excluded.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Coalition of Homeless Services Providers	Through the outreach process, the Urban County has identified homelessness and homelessness prevention services as a priority for the CDBG and ESG programs. These services will complement the Continuum of Strategy.

Table 3 – Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

On September 16, 2018, a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG, HOME, and HOPWA funds was sent to the County's CDBG "Interested Parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. The NOFA/RFP notice was also posted/published in all editions of the Contra Costa Times and posted on the County's Department of Conservation and Development (DCD) website on the same day.

On October 17, 2018, the CDBG, HOME, and HOPWA Kickoff public meeting was held at the City of Walnut Creek's office, located at 1666 N. Main Street, Walnut Creek, California. Approximately 30 people representing various non-profit and public agencies attended the meeting.

On April 23, 2019, the County's Affordable Housing Finance Committee held a public meeting to consider staff's affordable housing recommendations for the CDBG and HOME programs. Approximately 13 people representing various affordable housing development organizations attended the meeting.

On May 4, 2019, the County's Draft Action Plan was made available to the public on the County's DCD website, and a hard copy was available to the public at the County's DCD physical location at 30 Muir Road, Martinez CA. The draft was available for public comment from May 4, 2019 through June 3, 2019.

On May 4, 2019 and May 5, 2019, public notices were posted/published in all newspaper editions of the Contra Costa Times announcing the June 11, 2019, County's Board of Supervisors public hearing to recommend CDBG, HOME, ESG, and HOPWA funds to public services, economic development, infrastructure/public facilities, affordable housing, and ESG projects/programs/activities.

On May 13, 2019, the County's Family and Human Services Committee held a public meeting to hear staff's recommendations for the Public Service category of the County's CDBG Program and staff's recommendations under the County's ESG Program. Approximately 4 persons representing the various non-profit and public agencies that applied for CDBG funds under the Public Service category or for ESG funds attended the meeting.

On June 11, 2019, the Board of Supervisors public hearing was held. At that meeting, the County's FY 2019/20 CDBG/HOME/ESG/HOPWA Action Plan, including the recommendations for all public services, economic development, infrastructure/public facilities, affordable housing, and ESG projects, was considered and approved by the County's Board of Supervisors.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community	Contra Costa County emailed a NOFA/RFP for CDBG, HOME, and HOPWA funds to the County's "interested parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County.	N/A	N/A	

OMB Control No: 2506-0117 (exp. 06/30/2018)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	The County posted a newspaper notice announcing its "CDBG, HOME, and HOPWA Kickoff Meeting" for interested persons, non-profits, and public agencies to attend.	N/A	N/A	
3	Newspaper Ad	Non-targeted/broad community	The County held its "CDBG, HOME, and HOPWA Kickoff Meeting" on October 17, 2018. Approximately 30 individuals attended representing various non-profit organizations and public agencies	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	Public notices were posted/published on May 4, 2019 and May 5, 2019 to announce that the full FY 2019/20 Action Plan, including the recommendations to the other CDBG categories (public services, economic development, and infrastructure/public facilities, and housing) and the ESG Program, would be considered at the June 11, 2019 Board of Supervisors public hearing.	N/A	N/A	

OMB Control No: 2506-0117 (exp. 06/30/2018)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Affordable Housing Community (advocates/ developers)	On April 23, 2019, the County's Affordable Housing Finance Committee held public meetings to consider staff's affordable housing recommendations for the CDBG and HOME programs. Approximately thirteen persons, representing various affordable housing development organizations, attended the meeting.	N/A	N/A	

OMB Control No: 2506-0117 (exp. 06/30/2018)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Internet Outreach	Non-targeted/broad community	On May 4, 2019, the County's Draft Action Plan was made available to the public on the County's DCD website, and a hard copy was available to the public at the County's DCD physical location at 30 Muir Road, Martinez CA. The draft was available for public comment from May 4, 2019 through June 3, 2019.	N/A	N/A	http://www.contracosta.ca.gov/4823/Community-Development-Block-Grant

OMB Control No: 2506-0117 (exp. 06/30/2018)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Meeting	Non-targeted/broad community	On May 13, 2019, the County's Family and Human Services Committee held a public meeting to hear staff's recommendations for the Public Service category for the County's CDBG Program and to hear staff's recommendations for the County's ESG Program. Approximately 4 persons representing the various non-profits and public agencies that applied for CDBG funds under the Public Service category or for funds under the County's ESG Program attended the meeting.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	On June 11, 2019, the Board of Supervisors public hearing was held. At that meeting, the County's FY 2019/20 CDBG/HOME/ESG/HOPWA Action Plan, including the recommendations for all affordable housing, public services, economic development, infrastructure/public facilities, and ESG projects, was considered and approved by the County's Board of Supervisors.	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Contra Costa anticipates that over the five-year course of the Consolidated Plan period, it will have CDBG, HOME, ESG, HOPWA (pass through from the City of Oakland) funds, and NSP program income available. These federal funds will be used to leverage public and private resources in all program areas. FY 2019/20 is the fifth year of the County's five-year Consolidated Plan period. The Annual Action Plan budgets reflect approximately one-fifth of the anticipated resources over the five-year period of the Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	4,588,037	1,100,000	781,898	6,469,935	0	Expected amount available is based on the FY 2019/20 entitlement allocation to the County from HUD, which includes anticipated Program Income during the fiscal year and prior year funds that have been recaptured from closed/completed or cancelled projects.

OMB Control No: 2506-0117 (exp. 06/30/2018)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,171,988	500,000	0	3,671,988	0	Expected amount available is based on the FY 2019/20 entitlement allocation to the County from HUD, which includes anticipated Program Income during the fiscal year and prior year funds that have been recaptured from closed/completed or cancelled projects.

OMB Control No: 2506-0117 (exp. 06/30/2018)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	394,663	0	0	394,663	0	Expected amount available is based on the FY 2019/20 entitlement allocation to the County from HUD.
Other	public - federal	Acquisition Housing Multifamily rental new construction Multifamily rental rehab	1,264,955	0	0	1,264,955	0	The County is a sub-grantee to the City of Oakland (Alameda County) for the Housing Opportunities for Persons with HIV/AIDs (HOPWA) program. The HOPWA area is the entire County. Expected amount available based on current allocation for remaining 1 year of the Consolidated Plan period.

Table 3 - Expected Resources – Priority Table

OMB Control No: 2506-0117 (exp. 06/30/2018)

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

County policy requires projects funded with CDBG funds to provide a minimum match as follows: 10 percent required from non-profit organizations, 25 percent from local government agencies, and 100 percent from for-profit entities. Public service and economic development projects (sponsored by non-profit organizations and public agencies) receiving multiple year funding are further required to increase the level of match for each year of funding up to 50 percent match after year five.

In accordance with federal regulations, all projects funded with Consortium HOME funds are required to provide a minimum 25 percent permanent match to the project from non-federal sources.

In accordance with federal regulations, all projects funded with ESG funds are required to provide a minimum 100 percent match from non-federal sources.

HOPWA regulations do not require matching funds. However, housing development projects using HOPWA funds must provide HOPWA-assisted units in proportion to the amount of HOPWA funds in the project.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The County, as the Housing Successor Agency to the former Redevelopment Agency, owns land that will be used for affordable housing developments in Bay Point and Rodeo. The Housing Successor selected developers for each site and are negotiating disposition and development agreements.

Discussion

The sale and transfer of the above-referenced parcels will be the last of new affordable housing initiatives in the former redevelopment project areas. The State passed several laws in 2017 that are intended to facilitate affordable housing development. These new laws include a $75 recording fee on residential real property transactions. The revenue from this fee will be used to fund affordable housing development.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AH-1 New Construction of Affordable Rental Housing	2015	2020	Affordable Housing	Contra Costa County	Affordable Housing	CDBG: $0 HOME: $1,055,400 ESG: $0 HOPWA: $1,054,665	Rental units constructed: 135 Household Housing Unit
2	AH-2 Homeownership Opportunities	2015	2020	Affordable Housing	Contra Costa County	Affordable Housing	CDBG: $0 HOME: $1,655,000 ESG: $0 HOPWA: $0	Homeowner Housing Added: 42 Household Housing Unit
3	AH-3 Maintain and Preserve Affordable Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Contra Costa County	Affordable Housing	CDBG: $425,000 HOME: $0 ESG: $0 HOPWA: $0	Rental units rehabilitated: 8 Household Housing Unit Homeowner Housing Rehabilitated: 17 Household Housing Unit
5	CD-1 General Public Services	2015	2020	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $304,500 HOME: $0 ESG: $0 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted

OMB Control No: 2506-0117 (exp. 06/30/2018)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	CD-2 Non-Homeless Special Needs Population	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $192,000 HOME: $0 ESG: $0 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 1348 Persons Assisted
7	CD-3 Youth	2015	2020	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $71,000 HOME: $0 ESG: $0 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 860 Persons Assisted
8	CD-4 Fair Housing	2015	2020	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $40,000 HOME: $0 ESG: $0 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted
9	CD-5 Economic Development	2015	2020	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $330,636 HOME: $0 ESG: $0 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 16 Persons Assisted Jobs created/retained: 2 Jobs Businesses assisted: 60 Businesses Assisted
10	CD-6 Infrastructure/Public Facilities	2015	2020	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: $1,290,840 HOME: $0 ESG: $0 HOPWA: $0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	H-1 Housing & Supportive Services for the Homeless	2015	2020	Affordable Housing Homeless	Contra Costa County	Homelessness Prevention	CDBG: $109,224 HOME: $0 ESG: $161,865 HOPWA: $0	Public service activities other than Low/Moderate Income Housing Benefit: 3200 Persons Assisted
12	H-2 Prevention Services for Homeless	2015	2020	Homeless	Contra Costa County	Non-Housing Community Development	CDBG: $25,075 HOME: $0 ESG: $87,678 HOPWA: $0	Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted Homelessness Prevention: 30 Persons Assisted
13	CD-7 Administration	2015	2020	General Administration of the CDBG, HOME, ESG, and HOPWA Programs	Contra Costa County	Administration	CDBG: $811,528 HOME: $188,709 ESG: $20,233 HOPWA: $0	Other: 4 Other

Table 4 – Goals Summary

Goal Descriptions

1	**Goal Name**	AH-1 New Construction of Affordable Rental Housing
	Goal Description	The Contra Costa Consortium has used HOME funds primarily for new construction of affordable rental and for-sale housing. The 2013 HOME final rule effectively tightened the HOME commitment and expenditure timelines. The County is allocating funds for new construction in FY 2019/20. However, the County may need to adjust the HOME program in future years and fund rehabilitation and energy efficiency improvements in existing structures in order to meet the tight expenditure deadlines. CDBG funds are used to support new construction through land acquisition.
2	**Goal Name**	AH-2 Homeownership Opportunities
	Goal Description	
3	**Goal Name**	AH-3 Maintain and Preserve Affordable Housing
	Goal Description	Maintaining and preserving affordable housing is a growing need as existing affordable housing reaches the end of affordability terms. Increasing market rate rents are an incentive for private owners to convert their affordable units to market rate units. Affordable housing developers purchase existing buildings when feasible in an effort to maintain existing affordable housing.
5	**Goal Name**	CD-1 General Public Services
	Goal Description	Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.
6	**Goal Name**	CD-2 Non-Homeless Special Needs Population
	Goal Description	Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.

7	**Goal Name**	CD-3 Youth
	Goal Description	Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.
8	**Goal Name**	CD-4 Fair Housing
	Goal Description	Continue to promote fair housing activities and affirmatively further fair housing.
9	**Goal Name**	CD-5 Economic Development
	Goal Description	Reduce the number of persons with incomes below the poverty level, expand economic opportunities for very low- and low-income residents, and increase the viability of neighborhood commercial areas. Strategies include: • Support job training, retraining, and employment search services for low-income persons; and • Provide technical assistance and capital (loan or grant) to small businesses/micro-enterprises to develop and/or expand capacity and produce jobs for low-income persons.
10	**Goal Name**	CD-6 Infrastructure/Public Facilities
	Goal Description	Maintain quality public facilities and adequate infrastructure and ensure access to public facilities for the disabled. Strategies include: • To construct or improve public facilities and infrastructure including, but not limited to, providing and improving access to facilities for persons with disabilities. This may include directly improving or constructing facilities or infrastructure in low-income areas or providing assistance to non-profit agencies that serve low-income populations. • To remove barriers to the safe travel of persons with disabilities that exist in the public right-of-way. • To make improvements to the public right-of-way to enhance public safety and accessibility, and to improve public health, and to promote the provision of a “complete streets program.” Improvements will be targeted to areas where the current level of improvements is less than the current standard.

11	**Goal Name**	H-1 Housing & Supportive Services for the Homeless
	Goal Description	Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability.
12	**Goal Name**	H-2 Prevention Services for Homeless
	Goal Description	Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling.
13	**Goal Name**	CD-7 Administration
	Goal Description	Support development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector, and administer federal grant programs in a fiscally prudent manner. Strategies include: • To continue the collaborative administration with the other Consortia jurisdictions for the County's housing and community development programs undertaken under this Strategic Plan. This effort will include common policies and procedures for requests for the use of funds, subrecipient reporting, record-keeping, and monitoring. • To support the efforts of the housing authorities of the City of Pittsburg and Contra Costa County. Members will also cooperatively further the efforts of the Contra Costa Council on Homelessness (previously known as CCICH).

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects below all meet specific Consolidated Plan priorities and goals. The 2015-2020 Consolidated Plan establishes the priorities for affordable housing and non-housing community development (Public Service, Infrastructure/Public Facilities, and Economic Development) programs and projects funded with CDBG, HOME, ESG, and HOPWA funds. In addition to the Consolidated Plan priorities, the Board has established a priority for housing projects which include units affordable to extremely-low income households. The project summary below provides information on specific housing projects and non-housing funded with FY 2019/20 CDBG, HOME and HOPWA funds. Additional HOPWA funds may be allocated later in the year through separate competitive application process.

#	Project Name
1	Bay Area Legal Aid - Tenant Landlord Housing Services Collaborative
2	Community Housing Development Corporation of North Richmond: Home Equity Preservation Alliance
3	Community Housing Development Corporation of North Richmond: Multicultural/Senior Family Center
4	Community Violence Solutions: CIC Child Sexual Assault Intervention
5	Contra Costa Service Integration Program - SparkPoint Contra Costa
6	Food Bank of Contra Costa and Solano
7	Monument Crisis Center
8	New Horizons Career Development Center
9	Richmond Public Library
10	St. Vincent de Paul of Contra Costa County
11	Village Community Resource Center
12	Contra Costa Senior Legal Services
13	Court Appointed Special Advocates
14	Lamorinda Spirit Van Senior Transportation Program
15	Lion's Center for the Visually Impaired
16	Meals on Wheels and Senior Outreach Services: Care Management
17	Meals on Wheels and Senior Outreach Services: Senior Nutrition - CC Cafes
18	Ombudsman Services of Contra Costa
19	Pleasant Hill Recreation & Park District: Senior Service Network
20	Rainbow Community Center of Contra Costa
21	Contra Costa Family Justice Alliance - West Contra Costa Family Justice Center
22	West County Adult Day Care
23	A Place of Learning
24	East Bay Center for Performing Arts
25	Girls Inc. of West Contra Costa County: Afterschool and Education Enrichment Program

#	Project Name
26	Mt. Diablo Unified School District
27	RYSE, Inc. - Career Pathway Program
28	James Morehouse Project / YMCA of the East Bay
29	ECHO Housing: Fair Housing Services
30	Contra Costa Health Services: Adult Continuum of Services
31	Contra Costa Crisis Center
32	Loaves & Fishes of Contra Costa
33	Shelter Inc.: Homeless Prevention and Rapid Rehousing Program
34	CocoKids: Road to Success
35	Multicultural Institute: Lifeskills/Day Labor Program
36	Opportunity Junction: Bay Point Career Development Services
37	Opportunity Junction: Job Training and Placement Program
38	Renaissance Entrepreneurship Center: Renaissance Richmond
39	West Contra Costa Business Dev. Center, Inc.: Emerging Entrepreneurs Program
40	Workforce Development Board of Contra Costa County: Small Business Development Center
41	City of Oakley - Oakley Senior Center Improvements
42	City of Richmond - Richmond Recreation Center
43	Contra Costa County Public Works Department - Montalvin Park Sports Courts
44	Greater Richmond Interfaith Program (GRIP) - Homeless Shelter Repairs
45	Town of Moraga - ADA Restroom and Pathway Upgrades
46	Veteran's Square
47	1313 Galindo
48	Legacy Court
49	Las Juntas
50	CCC/Habitat for Humanity: Neighborhood Preservation Program
51	VA Housing Emergency Safety Improvements
52	ESG19 Contra Costa County
53	CDBG Program Administration
54	HOME Program Administration
55	CDBG and HOME Unallocated Funds
57	HOPWA - Permanent Housing (unallocated)
58	HOPWA Administration

Table 5 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Affordable Housing Projects: The allocation priorities include project feasibility and timeliness. Projects that can begin construction within 12 months of the date of the County's grant agreement with HUD have priority. This is an obstacle to addressing underserved needs. Some developments that may be

able to serve extremely-low income households or persons with a disability are difficult to finance. With tight time limits on the commitment and expenditure of CDBG, HOME and HOPWA funds, the County cannot make early funding allocations to these projects. Projects that serve households with higher incomes are easier to finance and therefore move more quickly.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Bay Area Legal Aid - Tenant Landlord Housing Services Collaborative
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $80,000
	Description	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Bay Area Legal Aid will provide landlord/tenant counseling and legal assistance to 550 lower-income Urban County households.
	Location Description	1025 MacDonald Avenue Richmond, CA 94801
	Planned Activities	Bay Area Legal Aid will provide landlord/tenant counseling and legal assistance to 550 lower-income Urban County households.
2	**Project Name**	Community Housing Development Corporation of North Richmond: Home Equity Preservation Alliance
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $25,000
	Description	Provide the following services to 80 low-income, Urban County, homeowners: 1) foreclosure counseling and case management, including legal advice and representation; 2) foreclosure clinics and referrals; and 3) foreclosure rescue scam and predatory lending education.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	80 low-income homeowners, primarily in West County.
	Location Description	1535-A Fred Jackson Way, Richmond, CA 94801

	Planned Activities	Provide the following services to 80 low-income, Urban County, homeowners: 1) foreclosure counseling and case management, including legal advice and representation; 2) foreclosure clinics and referrals; and 3) foreclosure rescue scam and predatory lending education.
3	**Project Name**	Community Housing Development Corporation of North Richmond: Multicultural/Senior Family Center
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $55,000
	Description	Operate and maintain a community center for 400 residents of North Richmond, providing educational, recreational, and nutritional programs to a diverse community with a primary focus on senior citizens.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	400 residents of North Richmond, primarily senior citizens.
	Location Description	515 Silver Avenue, Richmond, CA 94801
	Planned Activities	Operate and maintain a community center for 400 residents of North Richmond, providing educational, recreational, and nutritional programs to a diverse community with a primary focus on senior citizens.
4	**Project Name**	Community Violence Solutions: CIC Child Sexual Assault Intervention
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $15,000
	Description	In-depth forensic interview, mental health services, advocacy, and case management services for 70 child victims of sexual assault, and their families, to positively impact behavior and psychological well-being.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	70 child victims of sexual assault, and their families, in the Urban County.
	Location Description	2101 Van Ness Street, San Pablo, CA 94806
	Planned Activities	In-depth forensic interview, mental health services, advocacy, and case management services for 70 child victims of sexual assault, and their families, to positively impact behavior and psychological well-being.
5	**Project Name**	Contra Costa Service Integration Program - SparkPoint Contra Costa
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $12,000
	Description	Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	200 Urban County residents, primarily Bay Point community residents.
	Location Description	Community Career Center located at 3105 Willow Pass Road, Bay Point, CA 94565
	Planned Activities	Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.
6	**Project Name**	Food Bank of Contra Costa and Solano
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $46,500
	Description	Provide food to over 9,300 low-income persons in the Urban County.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	9,300 low-income persons in the Urban County.
	Location Description	P.O. Box 6324, Concord, CA 94524 and numerous other site locations.
	Planned Activities	Provide food to over 9,300 low-income persons in the Urban County.
7	**Project Name**	Monument Crisis Center
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $15,000
	Description	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. At least 2,000 lower income Urban County residents will be provided services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	2000 low-income Urban County residents.
	Location Description	1990 Market Street, Concord, CA 94520
	Planned Activities	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. At least 2,000 lower income Urban County residents will be provided services.
8	**Project Name**	New Horizons Career Development Center
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $25,000

	Description	The purpose of this program is to provide ongoing job readiness education, job training, life skills, and placement services to 300 persons who are unemployed or underemployed.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 West County residents, primarily from Rodeo
	Location Description	199 Parker Avenue, Rodeo, CA 94572
	Planned Activities	The purpose of this program is to provide ongoing job readiness education, job training, life skills, and placement services to 300 persons who are unemployed or underemployed.
9	**Project Name**	Richmond Public Library
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $12,000
	Description	The program will expand the current Mobile Library Services to serve 125 seniors living in areas of Richmond that have limited access to computers and library services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The program will serve 60 seniors living in Richmond.
	Location Description	Services will be provided at various sites that may include the Richmond Annex Senior Center, Nevin Community Center, Shields-Reid Community Center, Parchester Community Center, and potentially two senior residential sites including Heritage Park at Hilltop and Richmond Macdonald Senior Apartments.
	Planned Activities	The program will expand the current Mobile Library Services to serve 125 seniors living in areas of Richmond that have limited access to computers and library services.

10	**Project Name**	St. Vincent de Paul of Contra Costa County
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $12,000
	Description	Provide free urgent and chronic medical care to 480 uninsured clients in the Urban County.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	480 uninsured clients in the Urban County.
	Location Description	RotaCare Pittsburg Free Medical Clinic located at 2110 Gladstone Drive, Pittsburg, CA 94565.
	Planned Activities	Provide free urgent and chronic medical care to 480 uninsured clients in the Urban County.
11	**Project Name**	Village Community Resource Center
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $13,000
	Description	VCRC will operate its After-school Academy program. A total of 115 children will be provided after-school tutoring services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	115 East County youth, primarily residing in Brentwood.
	Location Description	633 Village Drive, Brentwood, CA 94513
	Planned Activities	VCRC will operate its After-school Academy program. A total of 115 children will be provided after-school tutoring services.

12	**Project Name**	Contra Costa Senior Legal Services
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $12,000
	Description	Provide free legal advice to 200 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	200 Urban County seniors.
	Location Description	2702 Clayton Road, Suite 202, Concord, CA 94519
	Planned Activities	Provide free legal advice to 200 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights.
13	**Project Name**	Court Appointed Special Advocates
	Target Area	Contra Costa County
	Goals Supported	CD-2 Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $18,000
	Description	Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court.
	Location Description	2151 Salvio Street, Suite 295, Concord, CA 94520

	Planned Activities	Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation.
14	**Project Name**	Lamorinda Spirit Van Senior Transportation Program
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. Transportation to medical and other personal appointments, grocery and sundry shopping, exercise and other classes will be provided to 160 seniors.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	160 Central County senior citizens.
	Location Description	500 St. Marys Road, Lafayette, CA 94549
	Planned Activities	Provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. Transportation to medical and other personal appointments, grocery and sundry shopping, exercise and other classes will be provided to 160 seniors.
15	**Project Name**	Lion's Center for the Visually Impaired
	Target Area	Contra Costa County
	Goals Supported	CD-2 Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	42 Visually impaired adults throughout the Urban County, most are elderly.
	Location Description	Most services are provided at the clients' home, but Lion's main office is located at 175 Alvarado Avenue, Pittsburg, CA 94565.
	Planned Activities	Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.
16	**Project Name**	Meals on Wheels and Senior Outreach Services: Care Management
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $15,000
	Description	Provide care management services to 140 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and the ability to live independently.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	140 Urban County seniors.
	Location Description	1300 Civic Drive, Walnut Creek, CA 94596
	Planned Activities	Provide care management services to 140 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and the ability to live independently.
17	**Project Name**	Meals on Wheels and Senior Outreach Services: Senior Nutrition - CC Cafes
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $15,000

	Description	Provide hot and nutritious lunches to 250 Urban County seniors resulting in maintained and/or improved health and welfare.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	250 Urban County seniors.
	Location Description	1300 Civic Drive, Walnut Creek, CA 94596
	Planned Activities	Provide hot and nutritious lunches to 250 Urban County seniors resulting in maintained and/or improved health and welfare.
18	**Project Name**	Ombudsman Services of Contra Costa
	Target Area	Contra Costa County
	Goals Supported	CD-2 Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide advocacy services to 350 Urban County elders residing in long-term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	350 elderly and dependent seniors residing in long term care facilities.
	Location Description	Services are provided at various locations (i.e. convalescent homes) throughout the County. Ombudsman's offices are located at 4415 Cowell Road, Suite 100, Concord, CA 94518.
	Planned Activities	Provides 350 dependent seniors and elderly residing in long-term care facilities with access to safe and secure environments through the advocacy of trained and certified Ombudsmen for the purpose of creating a suitable living environment.
19	**Project Name**	Pleasant Hill Recreation & Park District: Senior Service Network
	Target Area	Contra Costa County

	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	150 Central County seniors.
	Location Description	233 Gregory Lane, Pleasant Hill, CA 94523
	Planned Activities	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.
20	**Project Name**	Rainbow Community Center of Contra Costa
	Target Area	Contra Costa County
	Goals Supported	CD-2 Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide home/friendly visitor services and wellness calls to 60 Urban County seniors with HIV/AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	60 Urban County seniors with HIV/AIDS and Lesbian, Gay, Bisexual and Transgender seniors.
	Location Description	The home/friendly visitor programs are provided at the clients' home, but the community center is located at 2118 Willow Pass Road, Suite 500, Concord, CA 94520.

	Planned Activities	Provide congregate meals, food pantry services, home/friendly visitor services and wellness calls to 60 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.
21	**Project Name**	Contra Costa Family Justice Alliance - West Contra Costa Family Justice Center
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $32,000
	Description	Operate and maintain the West County Family Justice Center in order to provide one-stop services to 300 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking in West County.
	Location Description	256 - 24th Street, Richmond, CA 94804
	Planned Activities	Operate and maintain the West County Family Justice Center in order to provide one-stop services to 300 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
22	**Project Name**	West County Adult Day Care
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $40,000
	Description	Provide day care services five days per week for 56 Urban County seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	56 Urban County seniors.
	Location Description	1015 Nevin Avenue, Richmond, CA 94801
	Planned Activities	Provide day care services five days per week for 56 Urban County seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.
23	**Project Name**	A Place of Learning
	Target Area	Contra Costa County
	Goals Supported	CD-1 General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide free after-school/Summer mentoring/tutoring services to 60 low-income Urban County students resulting in improved academic performance and decision-making skills and increased self-esteem, as measured by pre- and post-participation evaluations and feedback from school staff and parents.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	60 low-income students (and their families) in East County, primarily in Brentwood, CA.
	Location Description	315 Orchard Drive, Brentwood, CA 94513
	Planned Activities	Provide free after-school/Summer mentoring/tutoring services to 60 low-income Urban County students resulting in improved academic performance and decision-making skills and increased self-esteem, as measured by pre- and post-participation evaluations and feedback from school staff and parents.
24	**Project Name**	East Bay Center for Performing Arts
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development

	Funding	CDBG: $11,500
	Description	Provide literacy and performing arts summer programs to 150 children aged 3-9, resulting in improved academic performance, community building, and exposure to diverse global art traditions. Program performance will be measured via pre- and post-surveys taken by children and their guardians.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	150 West County children, aged 3-9, primarily from Richmond, CA.
	Location Description	Agency Address: 339 - 11th Street, Richmond, CA 94801 Site Adresses: 230 Harbour Way S, Richmond, CA 94804 29 S 6th Street, Richmond, CA 94801 2801 Pullman Avenue, Richmond, CA 94804 5000 Hartnett Avenue, Richmond, CA 94804
	Planned Activities	Provide literacy and performing arts summer programs to 150 children aged 3-9, resulting in improved academic performance, community building, and exposure to diverse global art traditions. Program performance will be measured via pre- and post-surveys taken by children and guardians.
25	**Project Name**	Girls Inc. of West Contra Costa County: Afterschool and Education Enrichment Program
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $11,000
	Description	Girls Inc. will operate its Summer/Afterschool Education Enrichment program. Children/youth from the City of Richmond/West County will be provided summer and after-school literacy and STEM enrichment programming.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 525 unduplicated children/youth will be provided summer and after-school literacy and STEM enrichment programming.
	Location Description	260 Broadway, Richmond, CA 94804
	Planned Activities	Girls Inc. will provide its Summer/Afterschool Education Enrichment program. Children/youth from the City of Richmond/West County will be provided summer and after-school literacy and STEM enrichment programming.
26	**Project Name**	Mt. Diablo Unified School District
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide after school enrichment classes for 580 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	580 K-8 Bay Point students.
	Location Description	1266 San Carlos Avenue, Room A6, Concord, CA 94518
	Planned Activities	Provide after school enrichment classes for 580 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.
27	**Project Name**	RYSE, Inc. - Career Pathway Program
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development

	Funding	CDBG: $40,000
	Description	Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	230 West County youth, primarily in Richmond.
	Location Description	205 - 41st Street, Richmond, CA 94805
	Planned Activities	Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year.
28	**Project Name**	James Morehouse Project / YMCA of the East Bay
	Target Area	Contra Costa County
	Goals Supported	CD-3 Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $10,000
	Description	Provide comprehensive mental health and student support services to 110 students attending El Cerrito High School resulting in improved well-being and an increase in school readiness measured by student pre- and post-evaluations.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	110 El Cerrito High School students
	Location Description	540 Ashbury Avenue, El Cerrito, CA 94530

	Planned Activities	Provide comprehensive mental health and student support services to 110 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.
29	**Project Name**	ECHO Housing: Fair Housing Services
	Target Area	Contra Costa County
	Goals Supported	CD-4 Fair Housing
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $40,000
	Description	Provide comprehensive fair housing counseling services to approximately 210 Urban County residents.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The project estimates to serve 210 Urban County clients. Particularly racial and ethnic minorities, seniors, and persons with disabilities.
	Location Description	301 West 10th Street Antioch, CA 94509
	Planned Activities	Provide comprehensive fair housing counseling services to approximately 210 Urban County residents.
30	**Project Name**	Contra Costa Health Services: Adult Continuum of Services
	Target Area	Contra Costa County
	Goals Supported	H-1 Housing & Supportive Services for the Homeless
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $76,300
	Description	Provide 24-hour shelter/wrap-around services for 150 homeless adults.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	150 homeless men and women from the Urban County
	Location Description	2047-C Arnold Industrial Drive, Concord

	Planned Activities	Provide 24-hour shelter/wrap-around services for 150 homeless adults.
31	**Project Name**	Contra Costa Crisis Center
	Target Area	Contra Costa County
	Goals Supported	CD-2 Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $18,000
	Description	Provide information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and the disabled.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and those living with disabilities.
	Location Description	Services are provided over the phone.
	Planned Activities	Provide immediate crisis support service as well as information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and the disabled.
32	**Project Name**	Loaves & Fishes of Contra Costa
	Target Area	Contra Costa County
	Goals Supported	H-1 Housing & Supportive Services for the Homeless
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $15,000
	Description	Provide emergency food assistance to 500 people, resulting in improved nutrition.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	500 people; clients served are low- to very low-income men, women, and children recently out of work, homeless, unemployed, underemployed or disabled.
	Location Description	835 Ferry Street, Martinez, CA 94553

	Planned Activities	Provide free buffet-style lunches and groceries weekdays to 500 homeless and low-income Urban County residents at the Loaves & Fishes Martinez Dining Room.
33	**Project Name**	Shelter Inc.: Homeless Prevention and Rapid Rehousing Program
	Target Area	Contra Costa County
	Goals Supported	H-2 Prevention Services for Homeless
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $25,075
	Description	Provide homelessness prevention and rapid rehousing services to 180 Urban County residents to quickly regain stable, permanent housing or maintain their current housing.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	180 low-income Urban County residents will benefit.
	Location Description	1333 Willow Pass Road #206 Concord, CA 94520
	Planned Activities	Provide homelessness prevention and rapid rehousing services to 180 Urban County residents to quickly regain stable, permanent housing or maintain their current housing.
34	**Project Name**	CocoKids: Road to Success
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $85,000
	Description	Provide technical assistance, training, and ongoing support services to low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 90 low-income microenterprise/small business owners will be assisted with technical assistance by this project.
	Location Description	1035 Detroit Ave #200, Concord, CA 94518
	Planned Activities	Provide technical assistance, training, and ongoing support services to low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).
35	**Project Name**	Multicultural Institute: Lifeskills/Day Labor Program
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $26,000
	Description	Provide job-matching, individualized assistance with health, legal, educational needs to 300 poverty level and extremely-low income day laborers.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 poverty level and extremely-low income Spanish-speaking immigrant workers, primarily day-laborers, who seek full-time work in front of Home Depot or who complement existing low-wage employment with day labor jobs. Day laborers tend to be young, nearly half are under 30 and most are immigrants. The day labor population ranges from new immigrants to people who have been established in the US for many years and are raising families here.
	Location Description	3600 MacDonald Avenue Richmond, CA 94801
	Planned Activities	Provide job-matching, individualized assistance with health, legal, educational needs to 300 poverty level and extremely-low income day laborers.
36	**Project Name**	Opportunity Junction: Bay Point Career Development Services
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development

	Funding	CDBG: $20,000
	Description	Provide a set of intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career skills development to 30 persons.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	30 Urban County residents, primarily in Bay Point
	Location Description	3105 Willow Pass Road, Bay Point, CA 94565
	Planned Activities	Provide a set of intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career skills development to 30 persons.
37	**Project Name**	Opportunity Junction: Job Training and Placement Program
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $100,000
	Description	To provide training and job placement assistance to low-income persons that leads to economic self-sufficiency through careers in the field of information technology.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low-income persons will be trained and placed in jobs in the field of information technology.
	Location Description	3102 Delta Fair Blvd. , Antioch, CA 94509
	Planned Activities	To provide training and job placement assistance to low-income persons that leads to economic self-sufficiency through careers in the field of information technology.
38	**Project Name**	Renaissance Entrepreneurship Center: Renaissance Richmond

	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $42,000
	Description	Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/microenterprise.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	50 existing small business owners or persons wishing to open a business living in Richmond and the Urban County. Renaissance Richmond will support lower-income English- and Spanish-speaking Urban County residents, particularly women and people of color.
	Location Description	1500 MacDonald Avenue, Richmond, CA 94801
	Planned Activities	Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/microenterprise.
39	**Project Name**	West Contra Costa Business Dev. Center, Inc.: Emerging Entrepreneurs Program
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $77,152
	Description	To provide technical assistance and support to existing microenterprises/small-businesses or persons wishing to open a microenterprise/small-business as a way to create/retain jobs.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 existing or prospective low-income microenterprise business owners will be assisted.
	Location Description	812 San Pablo Ave., Ste. 2, Pinole, CA 94564

	Planned Activities	To provide technical assistance and support to existing microenterprises/small-businesses or persons wishing to open a microenterprise/small-business as a way to create/retain jobs.
40	**Project Name**	Workforce Development Board of Contra Costa County: Small Business Development Center
	Target Area	Contra Costa County
	Goals Supported	CD-5 Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $50,000
	Description	To provide group training, technical assistance, and individualized advising to new or existing microenterprises/small-businesses run by low- to moderate-income clients.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 33 new or existing microenterprises/small-businesses owners will be assisted.
	Location Description	300 Ellinwood Drive #300, , Pleasant Hill, CA 94523
	Planned Activities	To provide group training, technical assistance, and individualized advising to new or existing microenterprises/small-businesses run by low- to moderate-income clients.
41	**Project Name**	City of Oakley - Oakley Senior Center Improvements
	Target Area	Contra Costa County
	Goals Supported	CD-6 Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $80,000
	Description	The rehabilitation of a former fire station building, including roof replacement and HVAC replacement, for use as the City of Oakley's senior center.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	The project will benefit 200 seniors over the age of 62.
	Location Description	215 2nd Street, Oakley, CA 94561
	Planned Activities	The rehabilitation of a former fire station building, including roof replacement and HVAC replacement, for use as the City of Oakley's senior center. Various recreational, educational, social and human service programs will take place in the Senior Center.
42	**Project Name**	City of Richmond - Richmond Recreation Center
	Target Area	Contra Costa County
	Goals Supported	CD-6 Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $71,200
	Description	Replacement of flooring and repainting of the Social Hall in the Richmond Recreation Center.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1000 Richmond residents.
	Location Description	3230 Macdonald Ave, Richmond, CA
	Planned Activities	Replacement of flooring and repainting of the Social Hall in the Richmond Recreation Center.
43	**Project Name**	Contra Costa County Public Works Department - Montalvin Park Sports Courts
	Target Area	Contra Costa County
	Goals Supported	CD-6 Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $95,000
	Description	Phase I - Remove existing tennis courts and replace with basketball courts.
	Target Date	6/30/2020

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Estimate the number and type of families that will benefit from the proposed activities	2,876 residents of Montalvin Manor.
	Location Description	Upper-level of Montalvin Park, Denise Drive, San Pablo
	Planned Activities	Phase 1 will be the improvement of the sports courts at the upper level of the park. This will include space for elementary and high school levels of play.
44	**Project Name**	Greater Richmond Interfaith Program (GRIP) - Homeless Shelter Repairs
	Target Area	Contra Costa County
	Goals Supported	CD-6 Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $126,418
	Description	Rehabilitation of the GRIP homeless shelter, including painting, the installation of security/safety lighting, the repair of flooring and sheet rock, accessibility improvements, and the replacement of bathroom fixtures, doors, and a water heater.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	49,520 persons
	Location Description	165 – 22nd Street, Richmond, CA 94801
	Planned Activities	Rehabilitation of the GRIP homeless shelter, including painting, the installation of security/safety lighting, the repair of flooring and sheet rock, accessibility improvements, and the replacement of bathroom fixtures, doors, and a water heater.
45	**Project Name**	Town of Moraga - ADA Restroom and Pathway Upgrades
	Target Area	Contra Costa County
	Goals Supported	CD-6 Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: $79,375

	Description	Accessibility improvements to a community center in order to create an ADA-compliant restroom on the second level of the first floor of the facility, and an ADA-compliant pathway leading from handicapped parking spaces to the South entrance of the facility.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	16,797 Lamorinda residents
	Location Description	Hacienda de las Flores 2100 Donald Drive, Moraga, CA 94556
	Planned Activities	Accessibility improvements to a community center in order to create an ADA-compliant restroom on the second level of the first floor of the facility, and an ADA-compliant pathway leading from handicapped parking spaces to the South entrance of the facility.
46	**Project Name**	Veteran's Square
	Target Area	Contra Costa County
	Goals Supported	AH-1 New Construction of Affordable Rental Housing
	Needs Addressed	Affordable Housing
	Funding	:
	Description	Homeless new construction of 30 units of multifamily rental housing affordable to/occupied low income families, veterans and veterans with a disability. The project was funded with FY 2018/19 HOME funds in the amount of $1,195,000 and FY 2019/20 HOME funds in the amount of $1,005,400, for a total of $2,200,400 in HOME funds awarded to the project.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	30 families total, including 14 HOME-assisted units.
	Location Description	901 Los Medanos Street, Pittsburg CA
	Planned Activities	

OMB Control No: 2506-0117 (exp. 06/30/2018)

47	**Project Name**	1313 Galindo
	Target Area	Contra Costa County
	Goals Supported	AH-1 New Construction of Affordable Rental Housing
	Needs Addressed	Affordable Housing
	Funding	HOPWA: $210,000
	Description	To provide 62 units of new transit oriented multifamily rental housing in Concord that is affordable to and occupied by lower income households.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	62 Families, including 1 HOPWA-assisted units.
	Location Description	1313-1321 Galindo Street, Concord
	Planned Activities	To provide 62 units of new transit oriented multifamily rental housing in Concord that is affordable to and occupied by lower income households.
48	**Project Name**	Legacy Court
	Target Area	Contra Costa County
	Goals Supported	AH-1 New Construction of Affordable Rental Housing
	Needs Addressed	Affordable Housing
	Funding	HOPWA: $844,665
	Description	To provide 43 units of new multifamily rental housing in Richmond that is affordable to and occupied by lower income households. The project was funded with FY 2018/19 HOPWA funds in the amount of $224,665 and FY 2019/20 HOPWA funds in the amount of $620,000, for a total of $844,665 in HOPWA funds awarded to the project.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	42 lower-income households, which includes 5 HOPWA assisted units.
	Location Description	Three separate blocks in the incorporated city portion of North Richmond.
	Planned Activities	Construction of 43 units of new affordable multifamily rental housing.

49	**Project Name**	Las Juntas
	Target Area	Contra Costa County
	Goals Supported	AH-2 Homeownership Opportunities
	Needs Addressed	Affordable Housing
	Funding	HOME: $1,605,000
	Description	To provide transit-oriended affordable homeownership opportunities for low and moderate income households through the new construction of 42 condominium homes in Walnut Creek.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	42 Families, 11 HOME-assisted units.
	Location Description	1250 Las Juntas Way, Walnut Creek
	Planned Activities	To provide transit-oriented affordable homeownership opportunities for low and moderate income households through the new construction of 42 condominium homes in Walnut Creek.
50	**Project Name**	CCC/Habitat for Humanity: Neighborhood Preservation Program
	Target Area	Contra Costa County
	Goals Supported	AH-3 Maintain and Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: $645,000
	Description	Provision of 5 low-interest loans and 2 grants for the rehabilitation of single-family homes owned and occupied by very-low and low-income households. An additional 10 grants will be allocated to low-income mobile home residents. Habitat for Humanity East Bay/Silicon Valley will be a subrecipient to DCD. Habitat will administer the program, while the Department of Conservation and Development will be responsible for overseeing operations and managing the current loan portfolio.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	17 low-income households, many of whom are senior and disabled individuals.
	Location Description	Throughout the Urban County with an emphasis on low-mod neighborhoods.
	Planned Activities	Eliminate conditions that may be detrimental to health, life, property and/or public welfare. Renovation includes the elimination of blighting conditions, bringing homes up to code, improving energy efficiency, promoting accessibility, and enhancing older neighborhoods.
51	**Project Name**	VA Housing Emergency Safety Improvements
	Target Area	Contra Costa County
	Goals Supported	AH-3 Maintain and Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: $30,000
	Description	Greater Richmond Interfaith Program - GRIP's 8-unit affordable housing development for homeless VeteranÃ¿Â¢Ã¿Â¿Ã¿Â¿s will be safe for its residents.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	8 units of housing for homeless Veterans.
	Location Description	165 22nd Street, Richmond, CA 94801
	Planned Activities	Replacement of electrical subpanels and repair of the security gate, hand railings, stairs, second floor balcony, and laundry room security window bars.
52	**Project Name**	ESG19 Contra Costa County
	Target Area	Contra Costa County
	Goals Supported	H-1 Housing & Supportive Services for the Homeless H-2 Prevention Services for Homeless CD-7 Administration

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Needs Addressed	Homelessness Prevention Non-Housing Community Development Administration
	Funding	ESG: $394,663
	Description	For FY 2019/20, Contra Costa County will use ESG funds to provide essential services and emergency shelter services to the homeless and to victims of domestic violence, to provide rental assistance to preventhomelessness and to quickly rehouse the homeless, and for program administration.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Persons experiencing homelessness, including those fleeing from domestic violence, and those at risk for becoming homeless.
	Location Description	Various, throughout the Urban County.
	Planned Activities	For FY 2019/20, Contra Costa County will use ESG funds to provide essential services and emergency shelter services to the homeless and to victims of domestic violence, to provide rental assistance to prevent homelessness and to quickly rehouse the homeless, and for program administration.
53	**Project Name**	CDBG Program Administration
	Target Area	Contra Costa County
	Goals Supported	CD-7 Administration
	Needs Addressed	Administration
	Funding	CDBG: $1,137,607
	Description	Program Administration of CDBG Program. $917,607 is coming from the 2019/20 allocation amount (20% of the 2019/20 allocation) and $220,000 is coming from anticipated CDBG Program Income (20% of anticipated CDBG program income).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Location Description	
	Planned Activities	General program administration of the County's CDBG Program.
54	**Project Name**	HOME Program Administration
	Target Area	Contra Costa County
	Goals Supported	CD-7 Administration
	Needs Addressed	Administration
	Funding	HOME: $367,199
	Description	Administration of HOME Program
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A. General HOME Program Administration
	Location Description	30 Muir Road, Martinez, CA 94553
	Planned Activities	
55	**Project Name**	CDBG and HOME Unallocated Funds
	Target Area	Contra Costa County
	Goals Supported	AH-3 Maintain and Preserve Affordable Housing CD-6 Infrastructure/Public Facilities
	Needs Addressed	Affordable Housing Non-Housing Community Development
	Funding	CDBG: $3,045,808 HOME: $694,389
	Description	CDBG and/or HOME funds available for affordable housing and/or Infrastructure/Public Facilities projects that may be identified during the program year.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	To be determined

	Location Description	To be determined
	Planned Activities	To be determined
56	**Project Name**	HOPWA - Permanent Housing (unallocated)
	Target Area	Contra Costa County
	Goals Supported	AH-3 Maintain and Preserve Affordable Housing CD-4 Fair Housing
	Needs Addressed	Affordable Housing
	Funding	HOPWA: $152,170
	Description	HOPWA - permanent housing. Specific project(s) to be identified during the program year.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	To be determined
	Location Description	To be determined
	Planned Activities	New Construction or rehabilitation of multi-family housing for persons with HIV/AIDS.
57	**Project Name**	HOPWA Administration
	Target Area	Contra Costa County
	Goals Supported	CD-7 Administration
	Needs Addressed	Administration
	Funding	HOPWA: $58,120
	Description	General administration of HOPWA projects/activities.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	30 Muir Road, Martinez, CA 94553
	Planned Activities	General administration of HOPWA projects/activities.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The County's CDBG entitlement area is the entire area of the County except for the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. The County administers the HOME Program for the Contra Costa HOME Consortium, which includes the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. The Contra Costa HOME Consortium entitlement area is the entire County. The County also administers the Emergency Solutions Grant (ESG) Program. The County's ESG entitlement area is the entire area of the County, except for the Cities of Antioch, Concord, Pittsburg and Walnut Creek. Contra Costa County is also a sub-grantee to the City of Oakland (Alameda County) for the Housing Opportunities for Persons with HIV/AIDs (HOPWA) program. The County's HOPWA entitlement area is the entire County.

Low-income census tracts can be found throughout the County; however, many communities in west and east Contra Costa County, such as Richmond, San Pablo, North Richmond, Montalvin Manor, Tara Hills, Bay View, and Bay Point all have a concentration of minority populations (more than 78.3% of the population) that are also in low/mod-income census tracts.

Geographic Distribution

Target Area	Percentage of Funds
Contra Costa County	100

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Though projects may serve the entire Urban County, as is the case with many Public Service projects, it is the intent of the program to target services to areas with the highest need. This includes revitalization strategy areas or census tracts that meets “area benefit” criteria (an area, typically a census tract or a contiguous group of census tracts, where at least 51 percent of the population is low/mod-income). In all cases, Subrecipients must demonstrate that they will be able to serve a minimum of 51 percent very-low and low-income persons or households. However, it has been the County’s practice to fund projects that serve a minimum of 75 percent extremely low, very low- and low-income persons or households. Furthermore, established policy gives priority to housing projects that provide units affordable to and occupied by households with extremely low-income. These policies and practices have ensured that projects/programs serve those areas with the highest need.

Housing activities to meet Consolidated Plan priorities include new construction, rehabilitation, and preservation of existing affordable housing. These housing projects have the potential to either assist in neighborhood revitalization or provide de-concentration of low-income and/or minority populations by location in areas with little supply of affordable housing.

Discussion

Given the size of the entitlement areas of the CDBG, HOME, ESG, and HOPWA Programs for the County, Contra Costa County's CDBG, HOME, ESG, and HOPWA funds are awarded to projects and programs on a competitive allocation basis. The projects/programs, as in the case of many Public Service projects, typically serve more than just one specific area or neighborhood of the County; however, it is the intent of the programs to target services to areas with highest need, such as a revitalization strategy areas or a census tract that has a high percentage of low/mod-income households.

The highest numbers of low income and minority households are in west Contra Costa County, followed by east Contra Costa County and central Contra Costa County (see Appendix C and Appendix G of the FY 2015-2020 Consolidated Plan). All projects funded with CDBG, HOME, ESG, and HOPWA funds are targeted to low income households throughout the County.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The numbers served in the tables below represent the projects funded in the first year of the Consolidated Plan and are the one-year goals for each subsequent year of the Consolidated Plan to meet affordable housing goals and strategies.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	6
Total	6

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	177
Rehab of Existing Units	25
Acquisition of Existing Units	0
Total	202

Table 8 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The Housing Authority of the County of Contra Costa (HACCC) provides 1,125 public housing units in 13 developments scattered throughout 9 communities in the County. HACCC also provides approximately 9,101 Housing Choice vouchers, 332 Shelter Plus Care certificates, nearly 266 Veterans Affairs Supportive Housing (VASH) vouchers and 250 tax credit units. HACCC has project-based 833 of its vouchers to help fund construction of new, long-term affordable housing in the County.

Actions planned during the next year to address the needs to public housing

HACCC has begun a long-term project to reposition and rehabilitate its public housing portfolio in the face of ever-decreasing federal, state and local funding. The planning portion of this process is expected to be completed this year and implementation has actually begun on portions of the plan. As part of this process HACCC has been approved for four Rental Assistance Demonstration (RAD) program conversions that will remove 214 long-term vacant units at Las Deltas in North Richmond. These units will be removed from the public housing portfolio and converted to project-based voucher assistance that will be used to help fund construction or rehabilitation of more affordable housing units.

HACC anticipates utilizing approximately $3.0 million of HUD funding for a variety of modernization improvements at all of its public housing developments. Specific improvements include:

- $1,183,000 for demolition of Las Deltas CA006/9A public housing site in North Richmond.
- $1,131,000 for relocation costs during the RAD disposition of Las Deltas in North Richmond.
- $245,000 for unscheduled and emergency unit modernization and site improvements at various properties.
- $136,000 for non-routine maintenance repairs (ordinary maintenance items such as window and flooring replacement, or electrical repair where the scale of damage is beyond the scope of day-to-day maintenance) at various properties.
- $134,000 for construction and rehabilitaton of on-site management offices at various properties.
- $63,000 for new appliances at various properties.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HACCC actively encourages all Public Housing residents to get involved in the community in which they are living. Quarterly town hall meetings are organized at each property in an effort, among other goals, to develop resident leaders and solicit participation in resident service programs. HACCC believes that it

OMB Control No: 2506-0117 (exp. 06/30/2018)

is important to provide residents with conduits to service providers, in every community, that can provide families with the opportunity to pursue employment, job training and other education that will lead them toward self-sufficiency. The ultimate goal is to transition households from welfare to work, and achieve greater independence. HACCC has active resident services at four of the thirteen Public Housing Developments located in Contra Costa County. The resident services program provides office and meeting facilities for work participants, childcare or after school programs for children of working parents, equipment and materials as funding allows, and technical assistance from non-profit or governmental agencies as needed.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. The Housing Authority of the County of Contra Costa is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

During FY 2019/20, the County will continue its efforts to maintain the availability of housing and services for the homeless in Contra Costa.

Emergency Solutions Grant (ESG) funds may be used for five program components related to homelessness: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and data collection. The County is allocating ESG funds for FY 2019/20 to emergency shelter services, including youth and domestic violence providers, homeless street outreach services, homelessness prevention to assist low-income residents at risk of becoming homeless, and rapid re-housing to assist homeless residents quickly regain housing stability.

CDBG funds are also targeted to support public service activities that offer a variety of services to the homeless and those at-risk of becoming homeless, as well as to special needs populations. In FY 2019/20, funds will be allocated for operating expenses of an emergency shelter for single adults as well as to programs that provide a homeless hotline, housing counseling and legal services, and food distribution. Support services such as client advocacy, job skills training, independent living skills training, respite care, counseling and case management, and nutrition education will be provided to the frail elderly, disabled, and the visually impaired. ESG funds will be allocated for adult and youth homeless shelters, emergency shelter for victims of domestic violence, homeless street outreach services, homeless support services and homeless prevention and rapid rehousing activities, including case management and direct financial assistance. These services are available throughout the County.

During FY 2019/20, the County will continue to work with the County's Council on Homelessness and the County's CoC to implement key strategies identified in the five-year CoC Plan and the Ten Year Plan to End Homelessness. The County’s Ten Year Plan to End Homelessness includes priorities to address three types of homeless populations: the chronically homeless, those discharged into homelessness, and the transitionally (or episodic) homeless people. This will include programs and projects to increase income and employment opportunities for homeless households, expand needed support services and programs to prevent homelessness, and increase the availability of housing affordable to extremely-low income households and homeless persons.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Many of the Contra Costa Consortium jurisdictions are providing CDBG funds for homeless outreach teams through the Contra Costa County Health Services Coordinated Outreach, Referral, and

Engagement (CORE) Homeless Street Outreach Program. The focus of the CORE Homeless Street Outreach Program is to target high-risk, hard-to-reach chronically homeless individuals, transition-aged youth, and families living outside whom typically do not access services or do not know how to access services. CORE uses a client-centered, “whatever it takes” approach to build rapport and engage consumers into services that aim to get them off the streets and stabilized. CORE Outreach teams consist of two outreach workers, two outreach team leads, and an Outreach Coordinator. Outreach staff are trained in core principles and practices of trauma informed care, motivational interviewing, and espouse a “housing first” philosophy.

The various CORE teams operate over an 18-hour period during the day and evening. Two or three-person outreach teams go out in a systematic pattern within an established service area (East, Central, and West County) to contact chronically homeless individuals living on the streets, provide face-to-face outreach and engagement, and information necessary to address behavior contributing to their homelessness. All CORE teams work closely with law enforcement and other local entities, providing intervention services to advise the homeless of available options and to help them avoid incarceration.

Contra Costa 211: CDBG funds are also distributed to the Contra Costa Crisis Center for the 211 line (see the County's Project summary in AP-38 for more information). The line provides a single point of contact for homeless individuals seeking services throughout the County. Phone counselors complete an intake assessment to determine the needs of each caller then provide referrals to a variety of community programs including shelter, food pantries and mental health services. Contra Costa Crisis Center has been participating in the Coordinated Intake and Assessment subcommittee and will be a key partner in piloting and implementation.

Health Care for the Homeless: In addition to providing direct medical care, testing and immunization services, the County-funded Health Care for the Homeless Program uses its mobile healthcare van for outreach. The bilingual Healthcare for the Homeless Team assesses client’s needs, provides social support, and links clients to appropriate services and programs, including mental health and substance abuse programs, Medi-Cal, the County's Basic Adult Care program, and the Covered California healthcare insurance exchange.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter Funding: Of the funds received by the County for FY 2019/20, $211,000 (ESG) and $76,300 (CDBG) are allocated to local emergency shelters to provide shelter and case management services to homeless adults, families and youth, and to victims of domestic violence and their children. Upon entry to one of the shelters, each resident or family is assigned a case manager to assist the individual in determining an appropriate service plan that will help them regain housing as soon as possible. The shelters are part of the County’s Continuum of Care and enable individuals and families the opportunity to work on stabilizing their lives and moving toward a permanent housing solution. The cities of Antioch, Concord, Pittsburg, and Walnut Creek are also providing CDBG funds to local

emergency shelters.

Transitional Housing Development: In October, 2011, under the working name “Synergy House” and using both CDBG and State funds, the County began to rehabilitate an existing vacant residential building in Martinez and convert it to a sober living transitional housing program for homeless single men completing substance abuse treatment programs. The new facility is directly adjacent to a recently constructed treatment facility, Discovery House. The facility opened in August 2013 and was newly designated as “Uilkema House”. The Uilkema House program added 12 new beds to the homeless continuum of care and allows Contra Costa homeless, single men completing treatment programs such as Discovery House to transition back into the community with the skills and resources necessary to maintain their sobriety.

CARE Centers/Multi-Service Centers: There are three multi-service centers, or Coordinated Assessment Referral and Engagement (CARE) Centers, located in specific regions of the County. The CARE Centers are drop in centers designed to offer basic survival needs as well as case management, life skills, referral and linkage, housing search assistance, employment assistance, assistance accessing healthcare and mainstream resources, alcohol and other drug counseling and treatment, and crisis intervention. The centers serve as a place of respite from the larger community and provide a sense of belonging and connection to those within the homeless community. The CARE Centers also serves families who are experiencing homelessness, educating them about their rights to services that enable their children to continue their education and connecting them to a variety of services focused on serving families. One of the CARE Centers primarily specializes in serving families and seniors.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Transitional Housing Development: The Uilkema House facility opened in August 2013 and added 12 new beds to the homeless continuum of care and allows Contra Costa homeless, single men completing treatment programs such as Discovery House to transition back into the community with the skills and resources necessary to maintain their sobriety.

Veterans: In cooperation with the local Veterans Administration office, Contra Costa's CoC continues to work to increase its capacity to house and serve homeless veterans, including the distribution of HUD-VASH vouchers and rental assistance for permanent housing units provided to homeless veterans and their families under the Supportive Services for Veteran Families (SSVF) program.

Shortening Period of Time Homeless: The County will continue to pursue increasing the capacity of its

Rapid Rehousing program. For FY 2019/20, $153,343 ($128,268 in ESG and $25,075 in CDBG funds) is allocated to provide rapid rehousing and homeless prevention services to individuals and families experiencing homelessness or at risk of becoming homeless. Rapid rehousing provides housing relocation/stabilization services and financial assistance in paying deposits, rent and utility bills to help homeless individuals and families quickly regain and maintain housing and self-sufficiency. In order to reach those most in need, outreach includes health-care and mental health facilities, foster care and other youth programs, veteran's services and social services agencies, and churches and other religious organizations.

Reducing Recidivism: The Contra Costa County's Health Services Department has integrated the County's Mental Health, Alcohol and Other Drug Services and Homeless Programs into a single Behavioral Health Division to continue addressing the mental health and substance abuse issues that are common barriers to long-term housing success for homeless individuals and families.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Foster Care: When foster youth age out of the foster care system, the County links them to the Independent Living Skills Program (ILSP). ILSP includes workshops that prepare youth for emancipation (money management, education, computer skills, home management, and social skills), employment assistance, non-McKinney-Vento housing and retention services, and an individualized transition plan out of foster care. In addition, foster youth can elect to remain in foster care or return to care after emancipation (but before turning 21) to receive a two-year housing subsidy, which can be used in a market rate unit, student housing, or congregate living. This is a State program that all foster youth and former foster youth are able to access.

Health Care: Hospital discharge protocol, adopted by the CoC and by all hospitals in the County, states: 1) Hospitals will not discharge people who are not ambulatory or not capable of caring for themselves; 2) prior to discharge, the hospital will seek a pre-discharge assessment from a Healthcare for the Homeless (HCH) nurse; 3) the HCH nurse will assess the viability of a respite placement and make a recommendation accordingly; 4) prior to discharge, the hospital will ensure that a patient has an appointment for follow-up medical care; 5) the hospital will discharge the patient with enough medications and/or supplies for at least 7 days; and 6) the hospital will ensure that the patient leaves with all of their belongings and is appropriately clothed.

Mental Health: Clients treated by the County Behavioral Health Division are regularly reviewed for readiness and prepared for discharge into environments that provide stepped-down levels of care. The

Department holds a weekly Bed Committee where all institutionalized consumer's discharge plans are prepared. Discharge planning responsibilities fall to the Clinic managers for those consumers currently receiving services and to the Mental Health Transition Team (consisting of managers, a psychiatrist, RNs, clinicians and peer providers) for those patients not otherwise connected to the County system.

State hospitals discharge to Institutes for Mental Disease (IMD)/Skilled Nursing Facilities (SNF) and not to HUD CoC funded programs. Persons discharged from IMDs/SNFs are placed in Crisis Residential/Transitional Residential Services (CR/TRS), and those discharged from Acute Inpatient Facilities (AIFs) are released to appropriate settings, such as the Respite Center at the County's Adult Emergency Shelter. Those exiting CR/TRS are discharged to independent, shared or supported (e.g. Board & Care) housing. State Mental Health Services Act (MHSA) funds also pay for 79 housing units for homeless discharges with severe mental illness.

AB 109: In 2012, CCICH (now called the Council on Homelessness) helped develop and implement two discharge plans for former inmates - the County Reentry Strategic Plan and the Public Safety "Realignment Plan." The Reentry Strategic Plan focuses on: 1) housing-focused discharge planning prior to release; 2) formalized pre-release planning that identifies service needs & connects prisoners with community-based service providers; and 3) enrollment in public benefits at least 90 days prior to release. The Realignment Plan, under which low-level offenders in State prisons are transferred to County custody, provides: 1) pre-release "reach-in" assessments, case management and referrals to housing resources, and 2) individualized treatment plans for mental health/substance abuse issues, linked with housing services. CCICH also coordinates with the Parole and Community Team (PACT), comprised of service providers, police & the California Department of Corrections Regional Parole Board, to link newly released ex-offenders with resources like housing, education, employment, job training, substance abuse treatment & childcare.

Discussion

A major factor contributing to problems of the homeless and special needs populations in the County is the lack of housing affordable to extremely-low and very-low income households as well as an inadequate supply of accessible housing. The County's strategies to maintain and increase the supply of affordable housing are equally relevant as strategies to alleviate problems of these populations. As further recognition of the housing needs of homeless and at-risk populations, in FY 1998/99, the Contra Costa Board of Supervisors adopted a policy to encourage the inclusion of units affordable to extremely-low income households in projects funded with CDBG and HOME funds. In addition, a minimum of five percent of all new housing built with County funds must be accessible to mobility-impaired households and an additional two-percent must be accessible to hearing/vision impaired. Wherever feasible, the County also requires the inclusion of accessible units in housing rehabilitation projects.

Strategies to improve housing affordability through direct payment assistance are also effective in preventing and alleviating homelessness among lower-income and special needs households. Therefore, the County will continue to pursue additional Section 8 vouchers, FEMA funds, Shelter Plus Care and

other resources to assist the currently homeless and at-risk population in obtaining and maintaining permanent housing.

In addition to strategies to increase the affordable housing supply using CDBG, HOME, and HOPWA resources, the County Health Services Department will apply for HEARTH Act funds to maintain and expand programs and projects to serve the homeless, including families with children, youth leaving foster care, victims of domestic violence, and individuals with problems of substance abuse and mental illness. Potential projects include rental assistance for homeless individuals and families, continued operating support for permanent and transitional housing projects and multi-service centers, the potential development of additional permanent housing with support services for families, and a variety of support services (e.g., outreach, case management, education/job training, health services, counseling/parent education, substance abuse treatment and money management).

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

There are many common barriers to affordable housing throughout the County, including a lack of adequate funds to preserve existing affordable housing and expand the supply of affordable housing. In addition, each community in the County has its own planning and zoning codes, which directly and indirectly affect the cost of developing housing. The following is a representative example of actions taken by local jurisdictions to mitigate the effects of public policy that may serve as barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The County will continue its efforts to remove or ameliorate public policies which negatively impact affordable housing development in the County including the following:

- Consistent with the General Plan, the County will initiate zoning changes for residential and designated agricultural sites from current zoning designations to Planned Unit Development.
- Through the Density Bonus Ordinance, the County is required to grant one density bonus and incentives or concessions when an applicant for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus that will contain at least one of the following: ten percent of the for lower income households; five percent of the total units for very low income households; a senior citizen housing development, or a mobile home park that limits residency based on age requirements for housing older persons; or ten percent of the total dwelling units in a common interest development for persons and families of moderate income, provided that all units in the development are offered to the public for purchase.
- The Inclusionary Housing Ordinance requires all developers of five or more units to provide 15 percent of the units at affordable costs to moderate, low or very-low income households depending on the type of project. Developers may pay a fee in lieu of providing the affordable units.
- The County will review and develop new regulations to permit the development of agriculturally related structures on agriculturally zoned land without a use permit in order to encourage the provision of onsite farmworker housing.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

This section discusses the County's Department of Conservation and Development's efforts in addressing underserved needs, developing the institutional structure for delivering housing and community development activities, and expanding and preserving affordable housing opportunities within the Urban County and HOME Consortium areas.

Actions planned to address obstacles to meeting underserved needs

The following are obstacles to meeting needs of the underserved:

- Accessibility of services
- Awareness of services
- Coordination of services
- Resources appropriate to the level of need

Accessibility of Services: Lack of accessibility to services can be the result of lack of transportation for those in need, services that are not delivered in a culturally appropriate manner or in the appropriate language, burdensome prerequisites to accessing services (“red tape”), and services that are not provided in proximity to those in need. Lack of transportation is a particular challenge for those who do not drive, do not have a car, or are elderly and for persons with disabilities. Most if not all of the public service projects listed in AP-38 provide are located within the neighborhoods or communities of the target population to provide easy accessibility to their services. Some of the public service projects serving the elderly or persons with disabilities provide transportation to their services or provide "in-home" services.

Awareness of Services: The lack of awareness of the availability of services by those in need and a lack of knowledge about how to access services are significant obstacles to the provision of services. All agencies receiving CDBG, HOME, ESG, or HOPWA funds from the County must provide significant outreach to those in need. County DCD staff will continue to monitor CDBG/HOME/ESG/HOPWA funded agencies to verify if an agency's outreach is adequate and that outreach materials are available in various languages.

Coordination of Services: Those in need must often access services from several points; similar services may also be provided by more than one agency. Those being served by one agency may have needs that are not being addressed by the particular agency currently serving that person or family. County DCD staff advocates for CDBG/HOME/ESG/HOPWA funded agencies to collaborate and coordinate with other agencies in the community for serving their target population. DCD staff will continue to encourage agencies to collaborate and coordinate to avoid duplication of service and to provide more efficient services to their clients or target populations.

Resources: Resources are generally less than required to meet the level of need.
The CDBG/HOME/ESG/HOPWA funds that are available are prioritized to the high Priority Needs and Goals established in the 2015-2020 Consolidated Plan. Funding is also prioritized to those undertakings that represent the most efficient use of funds, are delivered by the most qualified persons, and serve the broadest geography.

Actions planned to foster and maintain affordable housing

The County uses 45 percent of its CDBG funding to support affordable housing preservation activities. For over 40 years, the Neighborhood Preservation Program has been providing low interest loans and grants to low-income homeowners for rehabilitation, and accessibility and energy efficiency improvements. This program improves living conditions for the recipients, and helps maintain viable neighborhoods. In addition to CDBG funds, HOME funds are available and utilized in coordination with the County's CDBG funds to support the development of affordable housing.

CDBG funds are also used to support acquisition and rehabilitation of existing affordable apartments as well as the conversion of market rate housing to affordable housing.

HOME funds are used for new construction, acquisition and rehabilitation, and preservation of existing affordable housing. These funds leverage State, local, and private funds.

Actions planned to reduce lead-based paint hazards

The County will continue to protect young children from lead-based paint hazards in housing funded with CDBG, HOME, ESG, and HOPWA resources through the implementation of 24 CFR Part 35. The purpose of this regulation is to reduce or eliminate lead-based paint hazards in federally owned housing and housing receiving federal funds. All developers enter into legal agreements that include requirements for compliance with the lead-based paint regulation. The Neighborhood Preservation Program has developed a program-specific lead-hazard reduction implementation plan. All other projects will develop plans appropriate to the project type and level of funding received.

Actions planned to reduce the number of poverty-level families

The County, and cities within it, employ a variety of strategies to help alleviate poverty, including efforts to stimulate economic growth and job opportunities, and to provide County residents with the skills and abilities required to take advantage of those opportunities. This also includes implementation of Section 3 strategies to ensure employment and contracting opportunities for low and very low-income persons or businesses residing within the community where a HUD-funded project is located. The County and a majority of cities actively work to attract and retain businesses. Many are involved in revitalization efforts for their downtown areas utilizing a variety of strategies such as infrastructure and façade improvement programs, the State Main Street Program, and the preparation of revitalization plans to guide future development. The County, through its various departments, provides services and supports

OMB Control No: 2506-0117 (exp. 06/30/2018)

programs that promote personal responsibility, independence and self-sufficiency.

One of the responsibilities of the County's Department of Conservation & Development (DCD) is the management of the CDBG, HOME, ESG and HOPWA programs. Many CDBG and HOME funded programs are geared toward helping lower-income persons find and maintain stable housing, receive training for jobs that provide a livable wage, and access support services that are needed to attain self-sufficiency. By Board guidelines, 10 percent of the annual grant amount is set aside for economic development activities. Programs funded under the Economic Development category are intended to assist businesses with expanding economic opportunities for lower-income persons and to increase the viability of neighborhood commercial areas. As recorded in the list of projects of this Action Plan, job training and placement projects have been approved for funding. In addition to economic development activities, the County works with other jurisdictions and local non-profits to provide emergency and transitional housing, and support services necessary to assist the homeless in achieving economic independence.

The County's Employment and Human Services Department (EHSD) is responsible for providing services to adults, children, families, and the elderly. Bureaus within EHSD that directly relate to the reduction of poverty include the Workforce Services, Children and Family Services, and the Workforce Development bureaus. Other programs administered by EHSD, that indirectly support economic self-sufficiency and are intended to provide assistance to families and persons to lead productive lives include, but are not limited to: 1) the Family Preservation Program, which emphasizes keeping families together in a safe, nurturing environment and providing them with skills that will last when they leave the program; and 2) Service Integration Teams that provide services to increase the economic self-sufficiency of families, improve family functioning, and expand community capacity to support children and families.

The Workforce Development Board (WDB) of Contra Costa is a public policy body appointed by the County Board of Supervisors to oversee the strategic planning and policy development of the County's workforce development system. The Board is composed of business, labor, economic development, public agencies, education, and community-based organizations. The Board has also designated the WDB as the oversight body for the County's CalWORKS policy to ensure full integration of the area's workforce development system. The WDB has responsibility to oversee the provision of workforce services through its four One-Stop Business and Career Centers, and Affiliate Sites throughout the County.

Actions planned to develop institutional structure

During FY 2019/20, the County will continue to work with the cities and other public and private agencies and organizations to implement strategies designed to accomplish the affordable housing and community development objectives identified in the FY 2015-2020 Consolidated Plan. Specific actions to be undertaken by the County include the provision of resources and technical assistance to public agencies and the non-profit and for-profit community in developing, financing and implementing programs and projects consistent with the County's annual and five-year plans. In addition, the County

will work with the cities and other agencies to establish an informal cooperative network to share resources and facilitate development in the Urban County and Consortium area.

Actions planned to enhance coordination between public and private housing and social service agencies

The County's efforts to coordinate activities and strategies for affordable housing development and the provision of emergency and transitional housing and supportive services include cooperative planning efforts as well as participation in a number of countywide housing and service provider organizations. Planning efforts to be undertaken during the current program year include the following:

Contra Costa Consortium members continue to work on strategies and actions designed to overcome identified impediments and eliminate problems of housing discrimination in Contra Costa.

The Continuum of Care and the Council on Homelessness works with Contra Costa jurisdictions, public and private agencies, the interfaith community, homeless advocacy groups and other community organizations to implement the Continuum of Care Plan, which includes strategies and programs designed to alleviate homelessness, and the Ten Year Plan to End Homelessness.

In addition to the above, the County participates in a number of countywide housing and service provider organizations, which are intended to share resources and coordinate strategies and programs for affordable housing and community development activities. These organizations include the Association of Homeless and Housing Service Providers, the Tri-Valley Affordable Housing Subcommittee, the Contra Costa HIV/AIDS Consortium, the Children and Families Policy Forum, Non-Profit Housing Association, and the Workforce Development Board.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Program Income: The County estimates receiving $1.1 million in CDBG program income and estimates receiving $350,000 in HOME program income during FY 2019/20.

Other: The County does not have any float-funded activities, Section 108 loan guarantees, or surplus urban renewal settlement funds. The County does not have any Urgent Need activities.

Benefit to low- and moderate-income persons: All of the County's FY 2019/20 CDBG funds that do not go towards Program Administration are allocated to activities that will benefit persons of low- and moderate income. The County anticipates utilizing 20 percent of all CDBG Program funds towards CDBG Program Administration.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	1,100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**1,100,000**

Other CDBG Requirements

1. The amount of urgent need activities	0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 80.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   The Contra Costa HOME Consortium does not provide HOME funds in any form not identified in Section 92.205. HOME funds are typically provided as low interest deferred residual receipt loans (multi-family housing), deferred shared appreciation loans (single-family housing), and small grants (specific project related program delivery).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   The HOME Consortium uses recapture provisions to ensure that all or a portion of the HOME funds are repaid to the Consortium when the home is sold, transferred, or otherwise not occupied by an eligible owner.

   Recapture Provisions The amount repaid to the HOME program is the original principal of the HOME loan plus a share of the appreciation. The appreciation is the difference between the original purchase price of the home and the current sales price. The current sales price will either be the fair market value, or if the home is subject to a resale restriction, the restricted sales price. The appreciation amount does not include any permanent fixed improvements, but may be adjusted downward by the value of deferred maintenance, not including expected wear and tear. The HOME program share of the appreciation is equal to the share of the HOME loan of the original purchase price. For example, if the purchase price was $400,000, the HOME loan was $20,000 (five percent of the purchase price), and the future sales price is $500,000 then the amount repaid (not considering the adjustments for improvements or deferred maintenance) will be $20,000 plus five percent of the $100,000 appreciation ($5,000) for a total repayment of $25,000.

   If the home has decreased in value because of market conditions, the HOME Consortium will share in the depreciation of the home. The amount of depreciation of the HOME loan is the percentage of the HOME loan to the original purchase price of the home. Using the same assumptions as in the preceding paragraph, if the future sales price of the home is $350,000, the amount due would be

OMB Control No: 2506-0117 (exp. 06/30/2018)

$20,000 minus five percent of the depreciation ($2,500) for a total repayment of $17,500.

If the depreciation of the home is so significant that the outstanding debt on the home exceeds the value of the home, the Consortium will negotiate with the other lenders to accept a lower repayment. This will enable for all debt to be paid through the proceeds of the home sale.

The Home Consortium does not allow subsequent buyers to assume an existing loan, but may make the repaid funds available to a subsequent buyer as a new loan.

Resale Restrictions The HOME Consortium does not use resale restrictions. However, there may be HOME loans provided to buyers who also have resale restrictions. The resale restrictions may be required by a developer such as Habitat for Humanity, or may be required by another program such as Inclusionary Housing or Density Bonus. In those cases, the HOME loan will meet the recapture provisions described above. The HOME loan will be repaid, and may be available to the next purchaser of the home. The appreciation amount will be based on the maximum resale value as determined by the resale restriction if that value is below the fair market value. For example, if the original purchase price was $400,000, the market value is $500,000 and the resale restricted price is $450,000, the HOME appreciation share will be calculated on $450,000.

The resale restrictions will provide for a fair return on investment by calculating the future price based on the change of area median income. This factor is used to ensure the future price will still be affordable to the original target purchaser (typically low income). This price will be adjusted based on the value of capital improvements and deferred maintenance.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   HOME funds used for homebuyer activities are provided to purchasers of newly constructed or rehabilitated homes. The HOME Consortium uses recapture provisions to ensure that all or a portion of the HOME funds are repaid to the HOME Consortium when the home is sold, transferred, or otherwise not occupied by an eligible owner.

   Recapture Provisions

   The amount repaid to the HOME program is the original principal of the HOME loan plus a share of the appreciation. The appreciation is the difference between the original purchase price of the home and the current sales price. The current sales price will either be the fair market value, or if the home is subject to a resale restriction, the restricted sales price. The appreciation amount does not include any permanent fixed improvements, but may be adjusted downward by the value of deferred maintenance, not including expected wear and tear. The HOME program share of the appreciation is equal to the share of the HOME loan of the original purchase price. For example, if

the purchase price was $400,000, the HOME loan was $20,000 (five percent of the purchase price), and the future sales price is $500,000 then the amount repaid (not considering the adjustments for improvements or deferred maintenance) will be $20,000 plus five percent of the $100,000 appreciation ($5,000) for a total repayment of $25,000.

If the home has decreased in value because of market conditions, the HOME Consortium will share in the depreciation of the home. The amount of depreciation of the HOME loan is the percentage of the HOME loan to the original purchase price of the home. Using the same assumptions as in the preceding paragraph, if the future sales price of the home is $350,000, the amount due would be $20,000 minus five percent of the depreciation ($2,500) for a total repayment of $17,500.

If the depreciation of the home is so significant that the outstanding debt on the home exceeds the value of the home, the Consortium will negotiate with the other lenders to accept a lower repayment. This will enable for all debt to be paid through the proceeds of the home sale.

The HOME Consortium does not allow subsequent buyers to assume an existing loan, but may make the repaid funds available to a subsequent buyer as a new loan.

Resale Restrictions

The HOME Consortium does not use resale restrictions. However, there may be HOME loans provided to buyers who also have resale restrictions. The resale restrictions may be required by a developer such as Habitat for Humanity, or may be required by another program such as Inclusionary Housing or Density Bonus. In those cases, the HOME loan will meet the recapture provisions described above. The HOME loan will be repaid, and may be available to the next purchaser of the home. The appreciation amount will be based on the maximum resale value as determined by the resale restriction if that value is below the fair market value. For example, if the original purchase price was $400,000, the market value is $500,000 and the resale restricted price is $450,000, the HOME appreciation share will be calculated on $450,000.

The resale restrictions will provide for a fair return on investment by calculating the future price based on the change of area median income. This factor is used to ensure the future price will still be affordable to the original target purchaser (typically low income). This price will be adjusted based on the value of capital improvements and deferred maintenance.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   The HOME Consortium is not currently using HOME funds to refinance existing debt.

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)

   Written standards for providing ESG assistance have been identified in accordance with 24 CFR 576.400(e)(1) and (e)(3). The following standards will be used to help homeless persons and families and those at risk of homelessness, especially unaccompanied youth and veterans, obtain or maintain permanent housing:

   A. Eligibility Requirements

   Participation in Homeless Prevention/Rapid Rehousing requires that program participants meet the following:

   1. Meet the HUD definition of homelessness or at risk of homelessness, as amended by the HEARTH Act;
   2. No appropriate alternative housing option;
   3. Does not have an annual income that exceeds 30% of the median family income;
   4. Lacks sufficient resources and support networks necessary to secure or maintain housing without ESG assistance;
   5. Agree to meet with a case manager for stabilization/relocation services.
   6. Provide verification of homelessness or imminent loss of housing.

   B. Provider Coordination

   Recipients of ESG funds will coordinate with other service providers throughout the County by the following means:

   1. Through participation in the County's Council on Homelessness, which is charged with providing a forum for communication and coordination among providers; and
   2. By participating in the Coordinated Entry System and by maintaining direct relationships and referral agreements with other service providers.

C. Determination of Services

Rapid Rehousing: Eligible clients must meet HUD definition of homelessness; priority will be given to unaccompanied youth and veterans and to those individuals/families that can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends.

Homeless Prevention: Eligible clients must meet HUD definition of at risk of homelessness; priority will be given to unaccompanied youth and veterans and to those individuals/families that can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends.

D. Determination of Financial Assistance

Eligible clients will complete both a current and a projected budget with a case manager. The case manager will help to identify the amount of the deficit in obtaining and maintaining housing and help develop a basic outline of what steps are necessary to reach a sustainable income or expense reduction that will allow the household to achieve stability in housing. The plan will be reviewed to determine whether it is within the framework of available assistance. The client will receive the minimum assistance required to obtain/maintain housing.

E. Length of Assistance

Due to the limited funds available for Homeless Prevention and Rapid Rehousing services, clients typically will receive short-term rental assistance of three months or less. Clients will meet with a case manager monthly who will review income documentation. Any increase in income will result in a matching decrease in the amount of rental assistance provided.

F. Stabilization/Relocation Services

All clients will receive case management and stabilization/relocation services. These services may include counseling; developing, securing and coordinating services; monitoring and evaluating program participant progress; assuring that program participant's rights are protected; or developing an individualized housing and service plan, including a path to permanent housing stability.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Contra Costa Coordinated Entry system is a collaboration of multiple community, government, and faith-based agencies that, collectively, provide services that range from prevention of homelessness to permanent housing placements. Consumers are linked to supports needed to obtain and sustain housing.

A. Eligibility

Our Coordinated Entry system is designed to serve anyone in Contra Costa County who is experiencing a housing crisis. This includes those who are:

- Unsheltered (e.g., living outside, in a car, on the streets, or in an encampment),
- Sheltered (e.g., in emergency shelter or transitional housing), or
- At imminent risk of homelessness (e.g., being evicted, unable to pay rent, doubled up, or in an unsafe living situation).

B. Access Consumers connect to services through one of three portals:

- CALL: The 2-1-1 information line, operated by the Contra Costa Crisis Center, provides a phone portal for individuals and families needing to connect to homeless services.
- CARE Centers: Coordinated Assessment and Resource (CARE) Centers provide a walk-in option for individuals and families who need to connect to homeless services. Services offered include help with basic needs, light case management, housing navigation services and substance use disorder treatment and support.
- CORE Outreach: Coordinated Outreach Referral and Engagement (CORE) outreach teams engage homeless individuals living outside, help facilitate and/or deliver health and basic needs services, and connect clients to CARE Centers and other homeless services.

C. Assess

Severity and type of needs are assessed through a variety of tools:

- Prevention/Diversion Pre-Screen: Identifies need for financial assistance and/or case management services to prevent a person at risk of homelessness from becoming homeless, or to divert a person experiencing homelessness from entering the crisis response system (including emergency shelter and transitional housing)
- Homeless Management Information System (HMIS) Intake: Collects basic information about a client, including information to determine eligibility and prioritization for emergency shelter
- Emergency Shelter Prioritization Tool: in combination with the HMIS Intake, prioritizes individuals and families for available emergency shelter beds
- VI-SPDAT: The Vulnerability Index – Service Prioritization Decision Assistance Tool, an evidence-based tool that prioritizes individuals, transition-age youth, and families for available permanent housing based on acuity and chronicity

D. Assign

Clients are matched with available resources based on need and vulnerability. The most vulnerable clients are prioritized for available housing navigation and location services. The full continuum of

our homeless housing and services are available through the Contra Costa Coordinated Entry system, including:

- Prevention/Diversion: Financial assistance or case management to stay housed
- Basic Needs and Services: showers, food, laundry, benefits enrollment, referrals, etc.
- Emergency Shelter: Short-term, temporary place to stay
- Housing Navigation Services: Assistance with locating and obtaining housing
- Rapid Re-housing: Time-limited rental assistance with case management
- Permanent Supportive Housing: Long-term housing assistance with services

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

   The County allocates ESG funds through a competitive application process. The RFP is posted on the Conservation and Development Department's website and notice is mailed or emailed to the "Interested Persons" contact list. This list includes local social service agencies, homeless service providers and other interested individuals, as well as other County departments. Applications are reviewed by staff for completeness and for compliance with program requirements. Technical assistance is provided to applicants as needed by County staff. Funds are allocated based on the requirements of ESG regulations and the need for services within the County. ESG funding recommendations are presented to the CoC through the Contra Costa Council on Homelessness and then approved by the County's Board of Supervisors. ESG applicants are invited and encouraged to attend these meetings. Three out of the five ESG funded activities for FY 2019/20 are carried out by nonprofit organizations.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

   The County meets the requirement for homeless participation in the provision of services by consulting and coordinating services with the CoC and Council on Homelessness. The CoC and the Council on Homelessness provide a forum for communication and coordination among agencies and as a group provides advice and input on the operations of homeless services. Consumer input is incorporated into the development of local services through the ongoing participation of consumers in local meetings where they are given the opportunity to provide specific feedback on their needs and experiences with the existing system. In addition, each funded project is required to outline how homeless persons are involved in the operation of shelters and provision of services. Furthermore, the County's Council on Homelessness has a Consumer/Consumer Advocate seat in which the person appointed to that seat typically is either a current or previous consumer of the County's homeless services. The Consumer/Consumer Advocate seat is currently filled.

5. Describe performance standards for evaluating ESG.

A performance measurement outcome statement is included in all ESG contracts between the County and subrecipients. Projects are monitored and evaluated on meeting the requirements detailed in the statement. Subrecipients are also required to submit periodic progress reports detailing project progress toward objectives, problems and/or resolution to meeting goals, quantitative participation data by ethnicity, income, and household status. The projects are also subject to financial audit review by County staff. Additional requirements for performance goals and the evaluation of outcomes are determined in conjunction with the CoC and the Council on Homelessness.

Attachments

APPENDIX A

PROJECTS WITH NATIONAL OBJECTIVE AND MATRIX CODES

#	Project Name	Nat Obj	Matrix Code
1	Bay Area Legal Aid - Tenant Landlord Housing Services Collaborative	05K	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
2	Community Housing Development Corporation of North Richmond: Home Equity Preservation Alliance	05U	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
3	Community Housing Development Corporation of North Richmond: Multicultural/Senior Family Center	05Z	Low Mod Area Benefit - 24 CFR 570.208(a)(1)(i)
4	Community Violence Solutions: CIC Child Sexual Assault Intervention	05N	Presumed Beneficiary Abused, Neglected Youth - 24 CFR 570.208(a)(2)(i)(A)
5	Contra Costa Service Integration Program - SparkPoint Contra Costa	05H	Low Mod Area Benefit - 24 CFR 570.208(a)(1)(i)
6	Food Bank of Contra Costa and Solano	05W	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
7	Monument Crisis Center	05Z	Low Income - 24 CFR 570.208(a)(2)(i)(B)
8	New Horizons Career Development Center	05H	Low Mod -24 CFR 570.208(a)(2)(i)(B)
9	Richmond Public Library	05Z	Low Mod Area Benefit - 24 CFR 570.208(a)(1)(i)
10	St. Vincent de Paul of Contra Costa County	05M	Low Mod -24 CFR 570.208(a)(2)(i)(B)
11	Village Community Resource Center	05D	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
12	Contra Costa Senior Legal Services	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
13	Court Appointed Special Advocates	05N	Presumed Beneficiary Abused Children 24 CFR 570.208(a)(2)(i)(A)
14	Lamorinda Spirit Van Senior Transportation Program	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)

#	Project Name	Nat Obj	Matrix Code
15	Lion's Center for the Visually Impaired	05B	Presumed Beneficiary Disabled Persons - 24 CFR 570.208(a)(2)(i)(A)
16	Meals on Wheels and Senior Outreach Services: Care Management	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
17	Meals on Wheels and Senior Outreach Services: Senior Nutrition - CC Cafes	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
18	Ombudsman Services of Contra Costa	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
19	Pleasant Hill Recreation & Park District: Senior Service Network	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
20	Rainbow Community Center of Contra Costa	05A	Presumed Beneficiary: Senior Persons with HIV/AIDS - 24 CFR 570.208(a)(2)(i)(A)
21	Contra Costa Family Justice Alliance - West Contra Costa Family Justice Center	05Z	Presumed Beneficiary - 24 CFR 570.208(a)(2)(i)(A)
22	West County Adult Day Care	05A	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)
23	A Place of Learning	05D	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
24	East Bay Center for Performing Arts	05Z	Low Mod Area Benefit- 24 CFR 570.208(a)(1)(i)
25	Girls Inc. of West Contra Costa County: Afterschool and Education Enrichment Program	05Z	Low Mod Area Benefit- 24 CFR 570.208(a)(1)(i)
26	Mt. Diablo Unified School District	05Z	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
27	RYSE, Inc. - Career Pathway Program	05Z	Low Mod Area Benefit - 24 CFR 570.208(a)(1)(i)

#	Project Name	Nat Obj	Matrix Code
28	James Morehouse Project / YMCA of the East Bay	05D	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
29	ECHO Housing: Fair Housing Services	21D	N/A: Fair Housing Services (subject to 20% Admin Cap)
30	Contra Costa Health Services: Adult Continuum of Services	03T	Presumed Beneficiary Homeless - 24 CFR 570.208(a)(2)(i)(A)
31	Contra Costa Crisis Center	05Z	Presumed Beneficiary Homeless -24 CFR 570.208(a)(2)(i)(A)
32	Loaves & Fishes of Contra Costa	05W	Area Benefit - 24 CFR 570.208(a)(1)(ii)
33	Shelter Inc.: Homeless Prevention and Rapid Rehousing Program	05Q	Low Mod - 24 CFR 570.208(a)(2)(i)(B)
34	Contra Costa Child Care Council: Road to Success	18C	Very low- and low-income persons - 24 CFR 570.208(a)(2)(iii)
35	Multicultural Institute: Lifeskills/Day Labor Program	05H	Very low- and low-income persons - 24 CFR 570.208(a)(2)(i)(B)
36	Opportunity Junction: Bay Point Career Development Services	05H	Low Mod Income - 24 CFR 570.208(a)(2)(i)(B)
37	Opportunity Junction: Job Training and Placement Program	18B	Very low- and low-income persons - 24 CFR 570.208(a)(2)(i)(B)
38	Renaissance Entrepreneurship Center: Renaissance Richmond	18C	Very low- and low-income persons and Job Creation - 24 CFR 570.208(a)(2)(iii)
39	West Contra Costa Business Dev. Center, Inc.: Emerging Entrepreneurs Program	18C	Very low- and low-income persons - 24 CFR 570.208(a)(2)(iii)

#	Project Name	Nat Obj	Matrix Code
40	Workforce Development Board of Contra Costa County: Small Business Development Center	18C	Very low- and low-income persons and Job Creation - 24 CFR 570.208(a)(2)(iii)
41	City of Oakley – Oakley Senior Center Improvements	03A	Presumed Beneficiary/Seniors - 24 CFR 570.208 (a)(2)(i)(A)
42	City of Richmond – Richmond Recreation Center	03E	Area of Benefit - 24 CFR 570.208 (a)(1)(i)
43	Contra Costa County Public Works Department – Montalvin Park Sports Courts	03I	Area Benefit – 24 CFR 570.208(a)(1)(i)(B)
44	Greater Richmond Interfaith Housing Program (GRIP) – Homeless Shelter Repairs	03C	Presumed Beneficiary/Homeless Persons – 24 CFR 570.208 (a)(2)(i)(A)
45	Town of Moraga – ADA Restroom and Pathway Upgrades	03A	Presumed Beneficiary/Seniors - 24 CFR 570.208 (a)(2)(D)(ii)(A)
46	Veteran's Square	N/A	92.205(a)
47	1313 Galindo	N/A	92.205(a)
48	Legacy Court	N/A	92.205(a)
49	Las Juntas	N/A	92.205(a)
50	CCC DCD: Neighborhood Preservation Program	14A	570.208(a)(3)
51	VA Housing Emergency Safety Improvements	14B Rehab Multi-Unit Residential	LMH 570.208(a)(3)
52	ESG19 Contra Costa County	N/A	N/A
53	HOME Program Administration	92.207	92.207
54	CDBG & HOME Unallocated Funds	N/A	N/A
55	HOPWA – Housing Related Services	N/A	N/A
56	HOPWA – Permanent Housing (unallocated)	N/A	N/A
57	HOPWA Administration	N/A	N/A

APPENDIX B

CoC and ESG WRITTEN STANDARDS

CONTRA COSTA COUNTY CONTINUUM OF CARE

WRITTEN STANDARDS FOR PROVIDING COC AND ESG ASSISTANCE

TABLE OF CONTENTS

TABLE OF CONTENTS 2
PURPOSE 4
KEY TERMS AND DEFINITIONS 4
GENERAL STANDARDS 5
PARTICIPANT ELIGIBILITY AND DOCUMENTATION REQUIREMENTS 5
HOUSING FIRST 9
PRIORITIZATION 10
- Orders of Priority (HUD Notice CPD 16-11) 10
- Orders of Priority for ESG-Funded Activities 12
- Emergency Transfers 12

PROGRAM INTAKE 14
STANDARDS FOR ADMINISTERING ASSISTANCE 14
- Permanent Supportive Housing (PSH) 14
- Rapid Rehousing (RRH) 19
- Emergency Shelter (ES) 24
- Homeless Prevention (HP) 28
- Street Outreach (SO) 28

POLICIES AND PROCEDURES 29
- Participation in HMIS 29
- Participation in Coordinated Entry 30
- Education Policies 30
- Family Admission/Separation Policies 31
- Housing for Specific Subpopulations 31
- Programs Serving Only Households with Children 32
- Involuntary Family Separation 32
- Nondiscrimination and Equal Opportunity 32
- Equal Access to Housing 32
- Affirmatively Furthering Fair Housing (Outreach) 33
- Reasonable Accommodation and Disability-related Grievance Procedure 33
- Mainstream Benefits 33

Domestic Violence/Privacy Policies 34
Drug Free Workplace 35
Anti-Lobbying 35
Compliance with Section 3 of the Housing and Urban Development Act of 1968 35
Solid Waste Disposal Act 35
Relocation Due to Program Closure 35
Program Policies and Procedures 36
Notice of Funding Availability (NOFA) Requirements by Grant Year 36
MONITORING AND EVALUATION OF RECIPIENTS AND SUBRECIPIENTS 36
PARTICIPANT TERMINATION AND APPEALS POLICY 36
APPENDICES 38
A: Chronic Homelessness Documentation Checklist 38
B: Disability Certification 43
C: Request for Reasonable Accommodation 44
D: Request for Consideration of Mitigating Circumstances 45
E: Verification of Mitigating Circumstances 46

PURPOSE

The HEARTH Act requires the Contra Costa County Continuum of Care to have written standards that govern the provision of assistance to individuals and families. All programs that receive Emergency Solutions Grant (ESG) or Continuum of Care (CoC) funding are required to abide by these written standards. Agency program procedure should reflect the policy and procedures described in this document. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards. The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain services and housing.

The written standards are not intended to be in lieu of or in place of the Interim Regulations for the HEARTH Act but are intended to clarify local decisions regarding program administration. All HUD funded providers must follow the Interim Regulations in their entirety.

KEY TERMS AND DEFINITIONS

The following are key definitions contained in this document. In addition, future sections will define additional terms, such as definitions of homelessness, which can be found in the "Participant Eligibility and Documentation Requirements" section below.

A. **Continuum of Care (CoC):** The Contra Costa County Continuum of Care carries out the responsibilities required under HUD regulations, set forth at 24 CFR 578 – Continuum of Care Program. The CoC is comprised of a broad group of stakeholders dedicated to ending and preventing homelessness in Contra Costa County. CoC membership is open to all interested parties and includes representatives from organizations within Contra Costa County. The over-arching CoC responsibility is to ensure community-wide implementation of efforts to end homelessness and ensuring programmatic and systemic effectiveness of the local Continuum of Care program.

B. **Contra Costa Council on Homelessness (CoH)**: The governing body of the Contra Costa Continuum of Care, serving as an Advisory Body to the Contra Costa County Board of Supervisors.

C. **Coordinated Entry System (CES):** The process to ensure that homeless individuals and families in Contra Costa County, and those at risk of homelessness, receive the best services to meet their housing needs.

D. **Homeless Management Information System (HMIS):** A local information technology system designated by the Continuum of Care in order to collect, track, and report uniform information on participant needs and services and enhance community-wide service planning and delivery.

E. **Housing First:** A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions for entry (such as sobriety or a minimum income threshold).

F. **Participant:** Individual or household that is enrolled in a CoC- or ESG-funded program.

G. **Survivor of Domestic Violence:** Anyone who has experienced, or is fleeing, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

GENERAL STANDARDS

Providers must ensure programs conform to applicable eligibility and other requirements established by federal and state rules. Those requirements may include, but are not limited to: the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act (42 USC 11302); the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program Interim Rule, 24 CFR Part 578; CoC Final Rule Defining "Homeless"; CoC Final Rule Defining "Chronically Homeless"; federal ESG regulations and definitions, including CFR 576.1 et seq., 24 CFR 576.400 et. seq; Notice on Coordinated Entry, CPD 17-01; Notice on Order of Priority in CoC Program-Funded Permanent Supportive Housing Beds, CPD 16-11; Final Rule: Violence Against Women Reauthorization Act 2013 – Implementation in HUD Housing Programs (24 CFR 200 et. seq) (VAWA); Final Rule on Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs (24 CFR Part 5), and other regulations set forth governing eligible use of CoC and ESG funds. Where not specifically set forth below, those regulations are incorporated by reference into these written standards.

PARTICIPANT ELIGIBILITY AND DOCUMENTATION REQUIREMENTS

A. **The Continuum of Care (CoC) Program** provides funding for the following program types: Permanent Supportive Housing, Rapid Rehousing, Transitional Housing, Supportive Services Only (including Coordinated Entry), HMIS, and Planning. There are four categories of participant eligibility: (1) Literally Homeless, (2) Imminent Risk of Homelessness, (3) Homeless Under Other Federal Statutes (subject to cap), and (4) Fleeing/Attempting to Flee Domestic Violence. The Contra Costa County Continuum of Care elects to serve categories 1, 2, and 4 due to the shortage of resources for those priority populations and excessive demand.

B. **The Emergency Solutions Grant (ESG) Program** provides funding for Rapid Rehousing, Homeless Prevention, Street Outreach, HMIS, and Emergency Shelter. To receive ESG Rapid Rehousing (ESG-RRH) assistance, an individual or family must demonstrate at initial evaluation that it is Literally Homeless (aka Category 1). To receive ESG Homeless Prevention (ESG-HP) assistance, an individual or family must demonstrate at initial evaluation that it meets the criteria under the "at risk of homelessness" definition C.F.R. § 576.2, or meets the criteria for one of the following categories: (2) Imminent Risk of Homelessness, (3) Homeless Under Other Federal Statutes (subject to cap), and (4) Fleeing/Attempting to Flee Domestic Violence; AND has an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help a participant regain stability in the participant's current permanent housing or move into other permanent housing and achieve stability in that housing. In order to gain access to ESG Emergency Shelter (ESG-ES) services, individuals or families must meet the HUD definition of homeless under Category 1, 2, or 4.

C. **Documentation must be included in the case file, and/or scanned into the HMIS client record that demonstrates eligibility for the following relevant categories:**

1. **Literally Homeless**
   Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

   i. Has a primary nighttime residence that is a public or private place not meant for human habitation;
   ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
   iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

   Eligibility should be documented in the following manner (in order of preference):
   i. Third party verification (HMIS print-out, or written referral/certification by another housing or service provider); or
   ii. Written observation by an outreach worker; or
   iii. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter.

   If the provider is using anything other than a Third-Party Verification, the case file must include documentation of due diligence to obtain third party verification.

2. **Imminent Risk of Homelessness**
   Individual or family who will imminently lose their primary nighttime residence, provided that:

   i. Residence will be lost within 14 days of the date of application for homeless assistance;
   ii. No subsequent residence has been identified; and
   iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

   Eligibility should be documented in the following manner (in order of preference):
   i. A court order resulting from an eviction action notifying the individual or family that they must leave within 14 days; <u>or</u>
   ii. For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u>
   iii. A documented and verified written or oral statement that the individual or family will be literally homeless within 14 days; <u>and</u>
   iv. Certification that no subsequent residence has been identified; <u>and</u>
   v. Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.

3. **Homeless Under Other Federal Statute** (Not Applicable in The Contra Costa County Continuum of Care)

4. **Fleeing/Attempting to Flee Domestic Violence (DV)**
   Any individual or family who:
   i. Is fleeing, or is attempting to flee, domestic violence;
   ii. Has no other residence; and
   iii. Lacks the resources or support networks to obtain other permanent housing.

   Eligibility should be documented in the following manner (in order of preference):

   For victim service providers:
   i. An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.

   For non-victim service providers:
   i. Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u>
   ii. Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u>
   iii. Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

D. **Chronically Homeless**
For all dedicated/prioritized chronically homeless units, participants must meet the chronically homeless definition as stated in Definition of Chronically Homeless final rule, which is:

1. A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
   i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; <u>and</u>
   ii. Has been homeless and living as described in (i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in (i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
2. An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
4. A "**disability**" is defined as having one or more of:
   I. Physical, mental or emotional impairment
   II. Developmental disability
   III. HIV/AIDS

Homeless eligibility should be documented in the following manner (in order of preference):

i. Third party verification (HMIS print-out, or written referral/certification by another housing or service provider); or
ii. Written observation by an outreach worker; or
iii. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter.

If the provider is using anything other than a Third-Party Verification, the case file must include documentation of due diligence to obtain third party verification.

Disability eligibility should be documented in the following manner:

i. Disability documentation must be third-party and must be documented by:
   a. A professional licensed by the state to diagnose and treat that condition; or
   b. Social Security Administration (SSA) for persons receiving disability benefits.
ii. Intake staff observations
   a. Only acceptable in the absence of third-party verification and must be confirmed and accompanied by written third-party verification no later than 45 days from initial intake.
iii. Oral third-party and self-certification are not appropriate for documenting disability.

E. **At Risk of Homelessness**

An individual or family who:

i. Has an annual income below 30% of median family income for the area; AND
ii. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND
iii. Meets one of the following conditions:
   a. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
   b. Is living in the home of another because of economic hardship; OR
   c. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
   d. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR

e. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
f. Is exiting a publicly funded institution or system of care; OR
g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the Contra Costa Consortium Consolidated Plan (Con Plan).

F. **Recordkeeping Requirements**

1. All records pertaining to CoC funds will be retained for 5 years from the expenditure of the grant, or, in the case of documentation of each program participant's eligibility and other program participant records, for 5 years after the expenditure of all funds from the grant under which the program participant was served. 24 CFR 578.103(c)(1-3). Records required include the following, according to 24 CFR 578.103(a):

   i. Verification of Homeless Status
   ii. Verification of Chronic Homeless Status (if applicable)
   iii. Annual Income Verification and Rent Contribution Calculation for Participants receiving Housing Assistance
   iv. Program Participant Records
   v. Signed Occupancy Agreements or Leases
   vi. Notice of Occupancy Rights and Certification Forms required by VAWA
   vii. Housing Quality Standards Checklist
   viii. Services Provided
   ix. Other records required by HUD or individual programs

2. ESG Programs will maintain additional documentation to demonstrate:
   i. The program participant met with a case manager at least once per month. 24 CFR 576.401(e)(1-2) and 24 CFR 576.500(f).
   ii. The program used a plan to assist the program participant to retain permanent housing after the ESG assistance ends, 24 CFR 576.401(d)(1); 24 CFR 576.401(d)(2); 24 CFR 576.500(f).
   iii. Programs made efforts to assist each program participant to obtain mainstream or other resources as needed. 24 CFR 576.401(d)(1); 24 CFR 576.401(d)(2); 24 CFR 576.500(f).
   iv. Rental Assistance Agreements were entered into with each owner before providing the owner with rental assistance payments. 24 CFR 576.106(e), 24 CFR 576.500(h), 24 CFR 576.106(f).

3. HUD may monitor projects as long as records are maintained. 24 CFR 578.103(d)(1). All client files are available for HUD monitoring, and will be reviewed during CoC monitoring visits at least once per fiscal year.

HOUSING FIRST

The Contra Costa County Continuum of Care has adopted a Housing First approach in CoC and ESG programs. The Housing First approach is characterized by progressive engagement and assistance practices including:

1. Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
2. Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
3. Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
4. Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
5. Connecting participants to appropriate support and services available in the community that foster long-term housing stability;
6. Offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing; and
7. Notwithstanding subdivision (6) above:
    i. Rapid Rehousing activities funded within the same Continuum of Care service area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the Continuum of Care and approved by the California Department of Housing and Community Development; and
    ii. Homeless prevention activities funded within the same Continuum of Care Service area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the Continuum of Care and approved by the California Department of Housing and Community Development.
8. Any other practices promoted or required by HUD.

PRIORITIZATION

The Contra Costa County Continuum of Care prioritizes individuals and families, including victims of domestic violence, as follows:

ORDERS OF PRIORITY (HUD NOTICE CPD 16-11)

The Contra Costa County CoC has adopted the order of priority described in Notice CPD 16-11.

Order Of Priority In CoC Program-Funded Permanent Supportive Housing Beds Dedicated Or Prioritized For Occupancy By Persons Experiencing Chronic Homelessness

A. The Contra Costa County CoC adopts the recommended order of priority established in Notice CPD 16-11 to ensure that those persons experiencing chronic homelessness with the longest histories residing in places not meant for human habitation, in emergency shelters, and in safe havens, and with the most severe service needs are given first priority in PSH beds dedicated or prioritized for occupants by persons experiencing chronic homelessness. A chronically homeless individual or head of household must meet the definition stated in the Definition of Chronically Homeless final rule (see Participant Eligibility and Documentation Requirements section above).

B. A standardized Coordinated Entry assessment tool will be used by all CoC providers with a focus on length of time homeless and severity of the individual's or family's service needs to establish priority. Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs will be given first priority. Housing match and placement will be conducted in accordance with these established priorities and facilitated through the Coordinated Entry system.

C. Where there are no chronically homeless individuals and families within the CoC's geographic area, CoCs and recipients of CoC Program-funded PSH are encouraged to follow the order of priority for non-prioritized, non-dedicated beds described below.

Order of Priority in Permanent Supportive Housing Beds Not Dedicated Or Prioritized For Persons Experiencing Chronic Homelessness

FIRST PRIORITY: Homeless Individuals and Families with a Disability with a Long Period of Episodic Homelessness and Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

SECOND PRIORITY: Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

THIRD PRIORITY: Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelters without Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

FOURTH PRIORITY: Homeless Individuals and Families with a Disability Coming from Transitional Housing.

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

ORDERS OF PRIORITY FOR ESG-FUNDED ACTIVITIES

The Contra Costa County CoC adopts the recommended order of priority established in 25 CCR 8409 for ESG-funded activities. The CoC will prioritize access to assistance for people with the most urgent and severe needs, including, but not limited to, survivors of domestic violence. ESG-funded activities shall seek to prioritize people who:

A. Are unsheltered and living in places not designed for human habitation, such as cars, parks, bus stations, and abandoned buildings;

B. Have experienced the longest amount of time homeless;

C. Have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own; and

D. For homelessness prevention activities, people who are at greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless.

EMERGENCY TRANSFERS

An Emergency Transfer Plan provides for emergency transfers for survivors of domestic violence receiving rental assistance or residing in units subsidized under a covered housing program (including CoC- and ESG- funded programs).

A. **Emergency Transfer Plan**
   A client qualifies for an emergency transfer if:
   1. The client is a survivor of domestic violence, dating violence, sexual assault or stalking;
   2. The client expressly requests the transfer; *and*
   3. Either:
      a. The client reasonably believes there is a threat of imminent harm from further violence if the client remains in the same dwelling unit; or
      b. If the client is a survivor of sexual assault, the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

B. **Emergency Transfer Process**

A client may submit an emergency transfer request directly to program staff. The program must communicate with the Coordinated Entry System Manager to inform them that an emergency transfer request has been made and whether the request is for an internal transfer (a transfer where the client would not be categorized as a new applicant), external transfer, or both. A client may seek an internal and external emergency transfer at the same time if a safe unit is not immediately available. The program will take reasonable steps to support them in securing a new safe unit as soon as possible and a transfer may not be necessary.

Programs will ensure strict confidentiality measures are in place to prevent disclosure of the location of the client's new unit to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the client.

Where a family separates as part of the emergency transfer, the family member(s) receiving the emergency transfer will retain the rental assistance when possible. The program will work with the CoC and the household to support an effective transfer in situations where the program is not a good fit for the family member(s) receiving the emergency transfer.

C. **Internal Transfer**

Where the client requests an internal emergency transfer, the program should take steps to immediately transfer the client to a safe unit if a unit is available. Requests for internal emergency transfers should receive at least the same priority as the program provides to other types of transfer requests.

If a safe unit is not immediately available, program staff will inform the client that a unit is not immediately available and explain the options to:

1. Wait for a safe unit to become available for an internal transfer,
2. Request an external emergency transfer, and/or
3. Pursue both an internal and external transfer at the same time in order to transfer to the next available safe unit in the CoC.

D. **External Transfer**

If a client requests an external emergency transfer, the client has priority over all other applicants for CoC-funded housing assistance, provided the household meets all eligibility criteria required by HUD and the program. After the agency communicates the client's emergency transfer request to the Coordinated Entry System Manager, they will facilitate referral of the participant to the next available appropriate unit through the Coordinated Entry System. The household retains their original homeless status for purposes of the transfer.

E. **Documentation and Record Keeping**

To request an emergency transfer, the client should submit a written request to program staff, certifying that they meet the emergency transfer qualification requirements. The program may – but is not required to – request additional documentation of the occurrence for which the client is requesting an emergency transfer. No other documentation is required.

Programs must retain records of all emergency transfer requests and their outcomes for a period of 5 years following the grant year of the program in which the household was a participant and report them to HUD annually.

PROGRAM INTAKE

A. **Distribution of Written Program Rules and Process for the Termination of Assistance**
At intake (prior to the provision of financial assistance), all programs must ensure participants receive a written copy of program rules and the process for terminating assistance. Evidence of this should be preserved in the participant's file.

B. **Required Violence Against Women Act (VAWA) Notifications for Participants**
Programs must provide each individual or family applying for CoC or ESG assistance the Notice of Occupancy Rights and the Certification Form described in 24 CFR 5.2005 at each of the following times:

1. When an individual or family is denied assistance;
2. When a program participant is admitted to a program;
3. When a program participant receives notification of eviction; and
4. When a program participant is notified of termination of assistance.

Evidence of this should be preserved in the participant's file. When HUD grant funds are used for rental assistance, the program must ensure that the owner or manager of the housing provides the Notice of Occupancy Rights and Certification Form to the participant with any notification of eviction.

STANDARDS FOR ADMINISTERING ASSISTANCE

PERMANENT SUPPORTIVE HOUSING (PSH)

Structure of Permanent Supportive Housing Assistance
Permanent Supportive Housing (PSH) is community-based permanent housing with case management, and is the most intensive housing intervention available under the CoC program.

A. Goals of Assistance

1. After entering the PSH program, the household remains stably housed, either remaining in PSH or exiting to another permanent housing location.
2. Some participants in PSH may choose to move into other subsidized housing, with a lower level of supportive services. While clients will be supported to move to other subsidized housing when appropriate, this will not be a goal for every PSH client.

B. Duration/Client Contributions

1. There can be no predetermined length of stay in a PSH program.

2. All participants in CoC-funded PSH programs must enter into a lease or occupancy agreement for an initial term of at least one year. The lease must continue automatically upon expiration, except on prior notice by either party. The lease agreement must observe Fair Housing regulations.
3. CoC-funded PSH programs must comply with CoC Program requirements regarding client portion of rent, occupancy charges, FMR and Rent Reasonableness.
    i. Participants in PSH rental assistance programs are expected to pay the higher of 30% of their income (monthly, adjusted) or 10% of their gross monthly income toward rent (including utilities). If the participant has zero income, the participants are not required to pay rent, but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible. In no circumstance can a tenant be charged an amount above the rent calculation standard established by HUD.
    ii. Participants in leasing programs <u>may</u> be charged an occupancy charge up to 30% of the monthly adjusted income; 10% of the family's gross income; or the portion of the family's welfare assistance.

Eligibility Requirements

In order to qualify for PSH, households must satisfy the following criteria:

A. Be the highest priority household available according to the orders of priority outlined in the "Prioritization" section above.

B. Other eligibility criteria created at the program level as allowed by HUD.

C. *CoC-Funded Programs*: For CoC-funded PSH programs, participants must meet the following eligibility requirements:
    1. The individual or household must meet the definition of homeless in the CoC Program Interim Rule, under Category 1 or Category 4.
    2. Participants who are homeless under Category 1 and are entering from transitional housing must have entered the transitional housing program from emergency shelter or a place not meant for human habitation. (NOTE: if the project is designated for chronically homeless, the participant may only enter from the street or shelter. Individuals may lose their chronically homeless designation after they enter a transitional housing program).
    3. The individual or at least one member of the household must have a disability of long duration, verified either by Social Security or a licensed professional that meets the state criteria for diagnosing and treating that condition.

D. All CoC-funded PSH projects are strongly encouraged to prioritize or dedicate beds to chronically homeless individuals and families, including chronically homeless youth and domestic violence survivors.

E. PSH participants must be re-assessed once per year.

Housing Requirements for Permanent Supportive Housing

A. PSH programs will provide a living environment that is safe and accessible, offer supportive services, and encourage maximum independence.

B. PSH programs will ensure that units occupied by program participants meet the community standards for housing quality. Programs must ensure that units occupied by participants meet HUD Housing Quality Standards.

C. PSH programs will comply with local regulations and community standards regarding occupancy limits based on unit size.

D. PSH programs will endeavor to offer as much client choice as possible, regarding type and location of housing.

E. Where possible, PSH services will be provided in community settings that are readily accessible by public transportation and convenient to shopping and other community services.

Service Offerings for Permanent Supportive Housing

Case Managers will offer case management services throughout each participant's stay in PSH, to assist households to maintain housing stability. Participation in services unrelated to obtaining or maintaining permanent housing is voluntary.

A. PSH programs, through collaborative arrangement or by referral, must offer services to all clients that are tailored to each client's needs. The level and type of services offered should fully meet each client's identified needs, including but not limited to any of the following:

Housing Support

A. Rental assistance
B. Legal assistance
C. Information and training regarding tenants' rights and responsibilities
D. Education and assistance around landlord-tenant relationships

Socialization & Daily Functions

1. Daily living skills training
2. Budgeting and money management skills and training
3. Skills and training in maintaining a household
4. Eligibility screening for, and assistance applying for and retaining mainstream resources (SSI, CalWORKS, MediCal, veterans' benefits, etc.)
5. Vocational and employment assistance or training
6. Supportive employment and referral for employment
7. Interpersonal communication skills
8. Transportation
9. Child care

10. Parenting information and education
11. Conflict resolution
12. Helping clients connect to meaningful daily activities
13. Social, cultural, or recreational activities
14. Opportunities for peer-to-peer education and support
15. Support groups; and other services to maintain, preserve, and promote independence, including optimal physical, social, and psychological development and functioning

Wellness

1. Service coordination
2. Mental health counseling and education
3. Substance abuse education and counseling
4. Effective use of health care (medical/ dental/mental health/psychiatric)
5. Preventive health services

B. Case managers will offer case management contact with clients at least one time per month.

C. PSH programs are encouraged to maintain a client to case manager ratio at a level sufficient to ensure the success of the clients.

D. PSH programs will adopt a housing first approach and take all reasonable steps to reduce barriers to housing, including working with landlords to limit the criteria used to exclude applicants or evict participants. Unless required by law or as a condition of a particular source of funding, programs will not screen out or exclude participants based on any of the following:
   1. Lack of participation in supportive services or make progress on a service plan;
   2. Having too little or no income;
   3. Refusal to participate in drug tests;
   4. Active or history of substance abuse;
   5. Experience of domestic violence (e.g., lack of a protective order, period of separation, etc.);
   6. Credit or eviction history; or
   7. Failure to participate in a probation or parole program.

Procedures for Transfer Between Permanent Supportive Housing Programs

A. **Transfers Within the Continuum of Care and Across Continuum of Care Geographic Borders**
   1. Transfers from one Permanent Supportive Housing program to another Permanent Supportive Housing program can be made so long as the individual or family meets the eligibility criteria under the specific program and the requirements for the Permanent Supporting Housing project in the Notice of Funding Availability (NOFA) for the year the project was awarded.
   2. Requests for transfer between Permanent Supportive Housing programs will be reviewed and facilitated within the Coordinated Entry system.

3. To assist the facilitation of a transfer, the provider from the transferring program should submit a request to transfer through the Coordinated Entry system, and provide information about eligibility and reason for transfer.

B. **Transfers Related to Domestic or Intimate Partner Violence or Stalking**
(See "Emergency Transfer" above in the "Prioritization" section for more details)
1. When a resident of Permanent Supportive Housing requests a transfer related to domestic or intimate partner violence or stalking, the Coordinated Entry system will prioritize that transfer.
2. Program staff of the transferring program will ensure that the person who experienced domestic or intimate partner violence has access to appropriate services in accordance with the Domestic Violence/Privacy Policies contained within these written standards.

Procedures for Transfer from One Program Model to Another

A. **Rapid Rehousing to Permanent Supportive Housing**
1. Transfers from Rapid Rehousing to Permanent Supportive Housing can be made so long as the individual or family meets the eligibility criteria under the specific program and the requirements for the Permanent Supporting Housing project in the Notice of Funding Availability (NOFA) for the year the project was awarded.
2. Individuals or families maintain their chronically homeless status for the purposes of eligibility for other Permanent Supportive Housing during the period that they are receiving the Rapid Rehousing assistance.
3. Requests for transfer between Rapid Rehousing and Permanent Supportive Housing programs will be reviewed and facilitated within the Coordinated Entry system.
4. To assist the facilitation of a transfer, the provider from the transferring program should submit a request to transfer through the Coordinated Entry system and provide information about eligibility and reason for transfer.

B. **Permanent Supportive Housing to Rapid Rehousing**
1. Program transfers may be made from Permanent Supportive Housing to Rapid Rehousing so long as the household meets all eligibility criteria under the specific program and requirements for the Rapid Rehousing project in the Notice of Funding Availability (NOFA) for the year the project was awarded.
2. Requests for transfer between Permanent Supportive Housing and Rapid Rehousing programs will be reviewed and facilitated within the Coordinated Entry system.
3. To assist the facilitation of a transfer, the provider from the transferring program should submit a request to transfer through the Coordinated Entry system, and provide information about eligibility and reason for transfer.

RAPID REHOUSING (RRH)

Structure of Rapid Rehousing Assistance

The structure of Rapid Rehousing (RRH) assistance encourages providers to provide the least amount of assistance to individuals and families to ensure their housing stability. RRH provides access to program participants without preconditions.

A. **Goals of Assistance**

1. Rapid Rehousing is designed to allow individuals and families receiving assistance to remain stably housed after the conclusion of such assistance. The goal of RRH is to end homelessness and move participants to permanent housing as quickly as possible, regardless of other personal issues or concerns.
2. The goal is for households to "graduate" from the program once they no longer meet the eligibility requirements of the program's funding source and/or a Case Manager determines assistance can be terminated, whichever comes first. Assistance ends at 24 months (or earlier time as set by the program).

B. **Subsidy Amount/Length of Time/Calculation**

1. Rental subsidies provided are based on client income. Initial assistance can be as much as 100% of rent depending on client income. Client will pay a percentage of their income in rent based on the program's assessment of the client's financial and family situation.
2. Each provider shall verify the participant's income prior to approval for initial financial assistance. Documentation of the participant's income and expenses shall be maintained in the participant's file, as required by 24 CFR § 576.500(e) and 24 CFR § 578.103(a)(6). Income is not a requirement to participate in RRH.
3. For the purposes of calculating rent for rapid rehousing, the rent shall equal the sum of the total monthly rent for the unit and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.
4. The amount or percentage of rent each program participant must pay and the maximum amount or percentage of rental assistance that a program participant may receive is determined on a case-by-case basis. Financial assistance is not a standard "package" and is flexible to adjust to households' unique needs and resources as participants' financial circumstances or housing costs change.
5. Rental subsidies will be based on the program's assessment of the participant's family and financial situation. Case managers will adjust the amount of contribution over the term of the participant's participation in the program, based on monthly assessment. If a participant's income or ability to pay increases (e.g. due to access to additional resources, a new or higher paying job within the household, etc.), the program will re-adjust participant income contributions as necessary.
6. Rental assistance will follow a progressive engagement model (e.g., decrease in assistance based upon the client's financial and family situation and the program's discretion).

7. Rental subsidies can be short-term (up to 3 months) or medium-term (3 to 24 months). The length of rental assistance will be determined by each agency as necessary to use resources efficiently while also minimizing returns to homeless.
8. An assessment tool is used regularly to determine the need for ongoing assistance.
9. The CoC may set a maximum number of times that a program participant may receive rental assistance in CoC-funded programs.

C. **Move-In Assistance**

1. Move-In Assistance will be targeted to households who are assessed as able to maintain their unit after the assistance. The amount of move-in assistance is determined by the program, within the limits set by the program's funding source. Move In Assistance may be provided as one time assistance or in tandem with Rental Assistance/Rental Subsidies.

D. **Housing Participants Outside of the CoC's Geographic Area**

1. A program participant may choose to move outside of the CoC's geographic area if the following conditions are met:
   i. The decision to choose housing or move outside of the CoC's geographic area is made in consultation between the participant and the CoC-funded program.
   ii. The program has the ability is to comply with all CoC program requirements in the geographic area where the housing selected by the participant is selected, including ensuring the housing meets required safety and quality standards, calculating the program participant's income for determining rent contributions, conducting an annual assessment of the participant's service needs, making supportive services available for the duration of the participant's residence in the project, ensuring supportive services are provided in compliance with all State and local licensing codes, and providing monthly case management. The participant must also remain in the HMIS.
   iii. The only reason the program may decline a participant's request to choose housing or move outside of the CoC's geographic area is that the program cannot reasonably meet all statutory and regulatory program requirements. If the participant's request to move is declined, but the participant believes the provider could have reasonably accommodated the request, the participant may contact the CoC or HUD directly.
   iv. The CoC where the participant chooses to move is not involved in the decision and may not prohibit individuals from using their rental assistance in the CoC area.
   v. <u>Moving Survivors of Domestic Violence</u>: With respect to a CoC program participant who is fleeing imminent threat of further harm from domestic violence, the program is exempt from regulatory requirements (such as providing monthly case management for RRH projects and conducting an annual assessment of the service needs of the program participant that has moved), but the program would not be exempt from statutory requirements such as participating in HMIS, ensuring housing meets quality standards, and ensuring the educational needs of children are met.

E. **Services Requirements for RRH Assistance**

1. Case Managers will offer case management services in order to assist households to successfully retain housing and move off the subsidy and into self-sufficiency.
2. During the clients' participation in the program, clients must meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. Case management will be offered in a manner consistent with Housing First principles. The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits the recipient operating the project from making its housing conditional upon the participant's acceptance of services.
3. All clients may receive follow-up services for up to 6 months to ensure housing stability and assess the effectiveness of RRH programs.
4. Participants are provided assistance to locate and obtain permanent housing, financial assistance for move-in and stabilization costs, and housing case management in order to achieve their Housing Plan goals. This includes assistance to address tenancy problems that may jeopardize housing. Assistance is provided:
   i. Without additional preconditions, such as employment or sobriety; and
   ii. With understanding that housing may cost greater than 30% of participant income and be precarious.
5. Services may be provided at the program offices, and Case Managers will conduct home visits when appropriate. Services may include, but are not limited to:
   i. Intake and assessment
   ii. A minimum of one monthly face-to-face case management meeting
   iii. A minimum of one quarterly home visit
   iv. Assistance with transportation, including accompaniment to appointments, home visits
   v. Assistance, and ongoing assistance, with creating and updating individualized Housing Plans, designed to rehouse and stabilize participants as quickly as possible
   vi. Verification of progress toward achievement of short- and long-term client objectives
   vii. Referral to behavioral health resources
   viii. Job search assistance
   ix. Benefits assistance and advocacy
   x. Referral to vocational and training programs
   xi. Mediation and negotiation with landlords
   xii. Crisis intervention
   xiii. Referral to child care resources
   xiv. Referral to other services and resources
   xv. Assistance with housing applications
   xvi. Budgeting and money management assistance
   xvii. Social and organized activities
6. Participation in services unrelated to obtaining or maintaining permanent housing is **voluntary**.
7. Program participants will be referred to other forms of homeless assistance in the CoC service area according to the Contra Costa County's Coordinated Entry System Policies and Procedures.

Eligibility Requirements

A. In order to qualify for Rapid Rehousing, households must fall within the target population as well as satisfy the following criteria:

   1. The individual or household must meet the definition of homeless under Category 1 or Category 4. For ESG-RRH, an individual or household meeting Category 4 must also live in a place described in Category 1.

   2. Other eligibility criteria created at the program level.

B. Program admission is prioritized for people with the most urgent and severe needs as defined in 25 CCR § 8409.

Screening & Assessment

A. All referrals to the program, including screening for program eligibility and prioritization, occur according to the Contra Costa County's Coordinated Entry System Policies and Procedures.

B. All people who are literally homeless who cannot quickly secure housing on their own or with another form of assistance are screened for and offered RRH, to the extent they are eligible, and assistance is available.

C. Participant assessment focuses on barriers to obtaining and/or maintaining housing (e.g., past rental/credit/criminal history, current income, legal issues, knowledge of tenant rights and responsibilities, etc.).

D. Programs must conduct participant re-assessments at least annually. At a minimum, re-assessment must establish and document ongoing need and lack of resources and support networks. ESG-funded RRH re-assessments must also demonstrate that the program participant does not have an annual income that exceeds 30% of the median family income for the area.

Housing Requirements for Rapid Rehousing

All housing supported by Rapid Rehousing resources must meet all HUD requirements, including but not limited to, Housing Quality Standards, rent reasonableness standards, FMR (as relevant), environmental review, and others.

Best Practices for Rapid Rehousing

In addition to the requirements related to receiving Rapid Rehousing resources, the CoC encourages providers to implement best practices when locating and securing housing for applicant families. These include:

A. **Overall Best Practices**

   1. Set Goals - from the start, identify and set goals with the household to determine what they want.

2. Set Expectations – review the various rules and regulations related to housing – from noise levels to cleanliness to respect for neighbors. Stress the benefits. Differentiate between the household's wants versus their needs (e.g. studio serves the purpose rather than a one-bedroom).
3. Set Up Support – have in place counseling and case management during housing process to assist with necessary changes as household transitions into housing (e.g. modifying behaviors that may be viewed negatively in residential settings).
4. Listen to Household – meet regularly, view apartments together, recognize household's ability to decide where they want to live. Have household take an active role on the search.
5. Recognize What Landlords Want – know what landlords are looking for in prospective tenants (tenants who pay on time, maintain property, get along with others).
6. Address Credit, and Criminal History Issues – educate household on their credit report. Obtain it and review it with household, encourage payment arrangement on utilities to correct discrepancies. Same with criminal history – obtain police records to ensure information is accurate. Work to identify resources to assist household with cleaning up their criminal record.
7. Work with Landlords – work closely with landlord to provide simple, straightforward explanations of a household's credit/criminal history (face-to-face is best). Once household accepted have landlord and household meet. Prepare household for this first impression (e.g. specific questions the landlord may ask). If household not accepted maintain positive attitude and motivation for possible future opportunity.
8. Understand the Purpose of the Security Deposit – educate the household that the security deposit is a guarantee against damage, not unpaid rent. Meet with the landlord and the client to do an inspection and document/photograph any existing damage and include in household's file.
9. Review the Lease – review the lease with the household. Emphasize sections on rent, alteration of the apartment, lease violation, rules relating to guests and pets. Identify who is responsible for paying the utilities and any additional charges. Encourage the household to ask questions.
10. Anticipate Challenges – provide and identify support for household who may be experiencing a major transition and adjustments in routines now that they are housed.

B. **Financial Assistance Best Practices**

1. Service providers will not issue checks to anyone other than a property owner or property management company. In no situation should a check or payment be made to household or another party.
2. Service provider should call the landlord to verify the rental agreement.
3. Service providers should mail payment to the property owner and/or property management company. Should the landlord, property owner and/or property management company need the check immediately, they may pick it up from the service provider. The household should not pick- up or deliver the payment to the property owner and/or property management company.

Staff Requirements

A. Staff helping participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) to help participants achieve their Housing Plan goals.

B. Staff are aware of and know how to access other community resources (e.g., legal services, subsidized childcare) that can help participants achieve their housing placement and stabilization goals.

EMERGENCY SHELTER (ES)

Structure of Emergency Shelter

"Emergency shelter" means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This includes "day" shelters that meet the definition of "emergency shelter." In Contra Costa, there are two types of day shelters operating as entry points for Coordinated Entry:

- **CARE Center**: Coordinated Assessment and Resource (CARE) Centers provide a walk-in option for individuals and families who need to connect to homeless services. Services offered include help with basic needs, light case management, housing navigation services and substance use disorder treatment and support.
- **Warming Center**: A facility offering temporary, indoor overnight seating and basic needs services for someone who is homeless; part of the crisis response system.

Contra Costa also has CARE Capable Centers, which expand the geographic coverage of the Coordinated Entry system by co-locating services at existing sites where persons experiencing homelessness access some services. CARE Capable Centers differ from full-service CARE Centers in that they are located at sites that do not exclusively serve individuals and families experiencing homelessness, and may offer a more limited range of homeless services. Because these sites are not dedicated to homelessness, they are not considered day shelters for the purposes of these written standards.

A. **Goals of Assistance**
Shelters provide services coordinated to meet the immediate safety and survival needs of the individual or family served, which may include shelter, food, clothing and other support services. These services are provided in a minimally intrusive environment.

B. **Duration of Stay**
Participants may reside in an emergency shelter for the length of time established by each provider's program policies and procedures.

C. **Limitations on Assistance**
The total amount of the recipient's fiscal year ESG grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of:

i. 60 percent of the recipient's fiscal year grant; or

ii. The amount of Fiscal Year 2010 grant funds committed for homeless assistance activities.

Eligibility & Screening

A. In order to gain access to emergency shelter services, individuals or families must meet the HUD definition of homeless under Category 1, 2, or 4.

B. Other eligibility criteria may be created at the program level.

C. All persons seeking assistance must first be screened to identify whether they should be admitted to a shelter because of their homelessness status, diverted to a provider of other services, or referred for other mainstream resources. Persons who have other safe and appropriate housing options or resources are diverted away from emergency shelter and instead offered problem-solving assistance and immediate linkage to homelessness prevention assistance, as needed, desired, and available.

D. Evidence of screening for eligibility shall be documented for all persons seeking assistance. The order of priority for obtaining evidence is as follows: third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter or being immediately admitted to shelter or receiving services provided by a victim service provider.

E. All persons seeking shelter are also screened for critical health and safety needs to identify people with more severe service needs and provide an appropriate response.

F. Program admission is prioritized for people with the most urgent and severe needs as defined in 25 CCR § 8409.

G. All referrals to emergency shelter, including screening for program eligibility and prioritization, occur in alignment with Contra Costa County's Coordinated Entry System Policies and Procedures.

Assessment & Intake

A. Shelters will provide a basic intake within 24 hours of accepting a client into services. Required intake documents, include:
    1. Personal identification: at least one photo ID is preferred. If the client is unable to produce personal identification, the shelter may make a local decision about the necessity of pursuing ID;
    2. Documentation of homelessness status per federal guidelines;
    3. Income self-declaration;
    4. An assessment to determine clients' needs;
    5. HMIS intake forms, except for individuals and households qualifying under Category 4 of HUD's definition of homeless; and
    6. Signed acknowledgement of receiving program rules or requirements.

B. Shelters are prohibited from denying assistance to clients if they refuse to permit the shelter to share their information with other providers. In cases where a client does not consent to having their information shared, the information must still be collected by the shelter to determine eligibility, but it must not be shared via the HMIS if the program client objects.

C. Comprehensive assessments of admitted shelter program residents shall be conducted within one week of basic HMIS intake.

D. Program participants will be regularly reassessed throughout their stay at a shelter to determine the earliest possible time that a resident can be discharged to permanent housing.

E. Shelters shall conduct a full assessment of residents before they leave the shelter.

F. Program participants will be referred to other forms of homeless assistance in the CoC service area according to the Contra Costa County's Coordinated Entry system procedures.

Service Offerings

The following services may be provided with ESG funds (subject to the limitations in 24 CFR § 576.102):

1. Case management (including developing an individualized housing and service plan that outlines a path to permanent housing stability)
2. Child care
3. Education Services
4. Employment assistance and job training
5. Outpatient health services
6. Legal services
7. Life skills training
8. Mental health services
9. Substance abuse treatment services
10. Transportation

Access to Shelter

A. Notwithstanding restraints on program capacity and resource limitations, shelters shall follow a Housing First model with low barrier admission policies.

B. A shelter may turn away a prospective participant if:
   1. The shelter has no availability. If admission otherwise would be appropriate, the shelter may, at its discretion, provide one night of shelter or place the client in a motel, prior to referring them back to the coordinated entry system.
   2. The household includes a child under the age of 18 and the provider operates a single adult shelter.
   3. Agreement with a legal guardian or appropriate authorities has not been secured for an unaccompanied minor.

C. A shelter may not turn away an individual or family qualifying under Category 4 of HUD's definition of homeless except directly to a mutually agreed upon, more specialized referral, suggested by a Coordinated Entry system entry point, via a "warm" hand-off with a phone call and transportation; or via other mutually agreed upon safe transition protocol.

D. Per federal requirements, the age and gender of a child under 18 cannot be used as a basis for denying any family's admission to a shelter.

E. Shelters serving children must check adult names with the State sex offender registry before allowing entry. Single-gender adult shelters may accept sex offenders registered according to Sex Offender Registration Act (California Penal Code 290). Offenders will be asked to make legally required disclosures and will be advised of youth programs in the vicinity so they can stay in compliance with requirements.

F. Having an outstanding warrant does not disqualify a person from entering a shelter. Shelters may provide a voluntary program to help resolve outstanding warrants.

Discharge from Shelter

Participants are required to exit shelter at the end of their program-defined length of stay or if they are offered permanent housing. Extensions may be granted according to program policies and procedures.

Shelter Program & Staff Requirements

The following standards apply to emergency shelters with overnight sleeping accommodations. Day shelters (defined above) may offer a more limited array of these services.

A. Shelters shall be in operation 24 hours a day, 7 days a week.

B. Shelters will offer meals.

C. Shelters shall make every effort to ensure that their services are accessible and appropriate for individuals and families with the highest level of vulnerability.

D. Shelters should attempt to provide accommodations which protect the family unit whenever possible, allowing parents and children to be accommodated together.

E. Staff supervision, whether paid or volunteer, must be provided during the hours of operation.

F. Staff are aware of and know how to access other community resources (e.g., legal services) that can help participants achieve their housing placement and stabilization goals.

G. Staff helping to re-house participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) directly or through Contra Costa County's Coordinated Entry system to help participants achieve their Housing Plan goals.

HOMELESS PREVENTION (HP)

Structure of Homeless Prevention Assistance

Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short-term and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400.

A. **Goals of Assistance**

Homeless prevention is designed to allow individuals and families receiving assistance to remain stably housed after the conclusion of such assistance.

B. **Assistance Amounts and Limitations**

1. Funds can be used for a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
2. No written lease for the rental unit is required if the assistance is solely for rental arrears.

Eligibility Requirements

A. To receive assistance, an individual or family must meet the criteria under the “at risk of homelessness” definition, or meet the criteria for one of the following categories: (2) Imminent Risk of Homelessness, and (4) Fleeing/Attempting to Flee Domestic Violence; AND has an annual income below 30 percent of median family income for the area, as determined by HUD.
B. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help a participant regain stability in the participant's current permanent housing or move into other permanent housing and achieve stability in that housing.
C. Other eligibility criteria may be created at the program level.

STREET OUTREACH (SO)

Structure of Street Outreach Assistance

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

A. **Goals of Assistance**

Street outreach seeks to engage, case manage, and provide mental and physical health support to unsheltered homeless in order to connect them to shelter and support services.

B. **Assistance Limitations**

1. The total amount of the recipient's fiscal year ESG grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of:
   i. 60 percent of the recipient's fiscal year grant; or
   ii. The amount of Fiscal Year 2010 grant funds committed for homeless assistance activities.

2. If the recipient or subrecipient is a unit of general purpose local government (any city, county, town, township, parish, village, or other general purpose political subdivision of a State), its ESG funds cannot be used to replace funds the local government provided for street outreach and emergency shelter services during the immediately preceding 12-month period, unless HUD determines that the unit of general purpose local government is in a severe financial deficit. See 24 CFR § 576.101(c) for more details.

Eligibility Requirements

In order to receive street outreach assistance, individuals or families must meet the unsheltered HUD definition of homeless within Category 1. "Unsheltered homeless" means an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

Service Offerings

The following services may be provided with ESG funds (subject to the limitation in 24 CFR § 576.101):

1. Engagement
2. Case management
3. Emergency health services
4. Emergency mental health services
5. Transportation
6. Services for special populations (e.g. homeless youth, domestic violence victims, people living with HIV/AIDS)

POLICIES AND PROCEDURES

The following policies and procedures are mandated by Interim Regulations:

PARTICIPATION IN HMIS

A. All CoC- and ESG-funded projects must ensure that data on all persons served and all activities provided under these federally funded programs are entered into HMIS, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. Victim service providers may use a comparable database, independent from HMIS.
B. Data associated with anyone who is fleeing or suffering from any form of domestic violence – including dating violence, stalking, trafficking, sexual assault, or youth with a perceived threat of violence due to their gender or sexual orientation-must receive additional safeguards. HMIS cannot be used to collect data from survivors of domestic violence because the Violence Against Women Act (VAWA) restricts HMIS' ability to track this information to protect this subpopulation's privacy and to ensure safety. Instead, a parallel database maintained by trained users control these data.
C. Programs should additionally adhere to requirements outlined in Contra Costa County's CoC-HMIS Governance Charter, Policies & Procedures.

PARTICIPATION IN COORDINATED ENTRY

The CoC has established a Coordinated Entry System in compliance with ESG regulations, 25 CCR 8409; HUD Coordinated Entry Notices CPD-17-01 and CPD-16-11; VAWA Reauthorization Act of 2013; and the CoC Program Interim Rule, 24 CFR Part 578. All CoC- and ESG-funded programs are required to participate in this system. All referrals to CoC- and ESG-funded programs, including screening for program eligibility and prioritization, occur according to Contra Costa County CoC's Coordinated Entry System protocols.

EDUCATION POLICIES

Consistent with the CoC Program Interim Rule 24 CFR §578.23, all CoC and ESG programs assisting families with children or unaccompanied youth must:

A. Take the educational needs of children into account when placing families in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.

B. Inform families with children and unaccompanied youth of their educational rights, including providing written materials, help with enrollment, and linkage to McKinney Vento Liaisons as part of intake procedures.

C. Not require children and unaccompanied youth to enroll in a new school as a condition of receiving services.

D. Allow parents or the youth (if unaccompanied) to make decisions about school placement.

E. Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled in their original school.

F. Post notices of student's rights at each program site that serves homeless children and families in appropriate languages.

G. Designate staff that will be responsible for:
    1. Ensuring that homeless children and youth in their programs are in school and are receiving all educational services they are entitled to.
    2. Coordinating with the CoC, the Department of Social Services, the County Office of Education, the McKinney Vento Coordinator, the McKinney Vento Educational Liaisons, and other mainstream providers as needed.

H. In order to ensure compliance and to assist providers in meeting these requirements, the CoC will provide training on these issues annually and will include these in the funding competition review and ranking process.

FAMILY ADMISSION/SEPARATION POLICIES

A. Consistent with the CoC Program Interim Rule §578.93, neither CoC nor ESG program-funded projects may involuntarily separate families: The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives CoC or ESG funds. The gender and marital status of a parent or parents may also not be used as a basis for denying any family's admission to a project that receives CoC or ESG funds.

B. The CoC will work closely with providers to ensure that placement efforts are coordinated to avoid involuntary family separation, including referring clients for the most appropriate services and housing to match their needs.

C. Any client that believes that they or a family member has experienced involuntary separation may report the issue to the CoC. The CoC will investigate the claim and take appropriate remedial action.

HOUSING FOR SPECIFIC SUBPOPULATIONS

All CoC-funded programs may exclusively serve a particular homeless subpopulation if the housing addresses a need identified by the Continuum of Care for the geographic area and meets one of the following:

A. The housing may be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex;

B. The housing may be limited to a specific subpopulation, so long as admission does not discriminate against any protected class under federal non- discrimination laws in 24 CFR 5.105 (*e.g.,* the housing may be limited to homeless veterans, victims of domestic violence and their children, or chronically homeless persons and families).

C. The housing may be limited to families with children.

D. If the housing has in residence at least one family with a child under the age of 18, the housing may exclude registered sex offenders and persons with a criminal record that includes a violent crime from the project so long as the child resides in the housing.

E. If the housing is assisted with funds under a federal program that is limited by federal statute or Executive Order to a specific subpopulation, the housing may be limited to that sub- population (*e.g.,* housing also assisted with funding from the Housing Opportunities for Persons with AIDS program under 24 CFR part 574 may be limited to persons with acquired immunodeficiency syndrome or related diseases).

F. Programs may limit admission to or provide a preference for the housing to subpopulations of homeless persons and families who need the specialized supportive services that are provided in the

housing (*e.g.,* substance abuse addiction treatment, domestic violence services, or a high intensity package designed to meet the needs of hard-to-reach homeless persons). While the housing may offer services for a particular type of disability, no otherwise eligible individuals with disabilities or families including an individual with a disability, who may benefit from the services provided may be excluded on the grounds that they do not have a particular disability.

For ESG-funded Rapid Rehousing and Homelessness prevention activities, no subpopulation targeting will be permitted except if documentation of all of the following is provided to the California Department of Housing and Community Development prior to the award of funds for these activities: (1) that there is an unmet need for these activities for the subpopulation proposed for targeting, and (2) that there is existing funding in the Continuum of Care Service Area for programs that address the needs of the excluded populations for these activities.

PROGRAMS SERVING ONLY HOUSEHOLDS WITH CHILDREN

While it is acceptable for a program to limit assistance to households with children, it may not limit assistance to only women with children. The program must also serve the following family types, should they present, in order to be in compliance with the Equal Access rule:

i. Single male head of household with minor child(ren); and
ii. Any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren).

In this example, the program would not be required to serve families composed of only adult members and could deny access to these types of families provided that all adult-only families are treated equally, regardless of sexual orientation, marital status, or gender identity.

INVOLUNTARY FAMILY SEPARATION

All CoC- and ESG-funded programs will not use the age and gender of a child under age 18 as a basis for denying any family's admission.

NONDISCRIMINATION AND EQUAL OPPORTUNITY

All CoC- and ESG-funded programs shall comply with applicable civil rights laws, including the nondiscrimination and equal opportunity requirements in the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. Further, in providing services and outreach activities related to such services, all programs will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.

EQUAL ACCESS TO HOUSING

All CoC- and ESG-funded programs must provide equal access to housing, services, and accommodations in accordance with an individual's gender identity. An individual's "gender identity" means the gender

with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Programs may not ask intrusive questions about gender or require proof through documentation. Program eligibility must be determined without regard to actual or perceived sexual orientation, gender identity, or marital status. Program policies and procedures must be updated to reflect this.

AFFIRMATIVELY FURTHERING FAIR HOUSING (OUTREACH)

A. All CoC- and ESG-funded programs will practice outreach to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability as detailed in 24 CFR 578.93(c) and employ additional efforts to establish effective communication with persons with disabilities and persons with limited English proficiency, working cooperatively with the Coordinated Entry System Manager.

B. This outreach will consist of affirmative marketing of the program's housing opportunities and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities.

C. If programs encounter a condition or action that impedes fair housing choice for current or prospective program participants, programs will provide such information to the CoC Board. Programs will also provide participants with information on rights and remedies available under applicable federal, State and local fair housing and civil rights laws.

REASONABLE ACCOMMODATION AND DISABILITY-RELATED GRIEVANCE PROCEDURE

Disabled clients may request an accommodation to the program procedures if they are unable to comply with them due to their disability. In order for the client to receive an accommodation, the forms listed below must be completed and submitted to the Program Director for consideration. The client will be notified in writing whether the accommodation will be made, or not, with the reasons included. Please see the appendices for forms labeled "Request for Reasonable Accommodation", "Request for Consideration of Mitigating Circumstances" and "Verification of Mitigating Circumstances." All clients have a right to file a grievance, whether disabled or not.

MAINSTREAM BENEFITS

All CoC- and ESG-funded programs will receive information and training from the Contra Costa County CoC regarding projects to supplement CoC program funds with resources from other public and private funding sources, including, mainstream programs that assist participants in applying for and receiving mainstream benefits. Program staff will be kept systematically up-to-date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the Contra Costa County CoC area.

DOMESTIC VIOLENCE/PRIVACY POLICIES

All efforts shall be made to protect the privacy and safety of domestic violence survivors and to uphold client choice by presenting a range of housing and service options. The following procedures are in place to do that.

Privacy and Safety

A. Programs which are primarily for survivors of violence are prohibited from contributing client-level data into the HMIS. However, these programs must record client-level data within a comparable internal database and be able to generate aggregate data for inclusion in reports.

B. Non-victim service providers shall protect the privacy of individuals and families who are fleeing, or attempting to flee violence, by not including intake/treatment data in HMIS.

C. The location of Domestic Violence shelters/programs shall not be made public.

D. Staff responsible for coordinated intake/assessment shall receive training on protecting the safety and privacy of individuals who are fleeing, or attempting to flee violence.

E. For each program participant who moved to a different Continuum of Care due to imminent threat of further violence under § 578.51(c)(3), the CoC program must retain:
    1. **Documentation of the original incidence of violence.** This may be written observation of the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; medical or dental records; court records or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household.
    2. **Documentation of the reasonable belief of imminent threat of further violence, which would include threats from a third-party, such as a friend or family member of the perpetrator of the violence.** This may be written observation by the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; current restraining order; recent court order or other court records; law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts; or a written certification by the program participant to whom the violence occurred or the head of household.

Services Requirement Exemption for Survivors of Domestic Violence

Programs are exempt from the services requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits the program from making its housing conditional upon the participant's acceptance of services.

DRUG FREE WORKPLACE

All CoC- and ESG-funded programs will certify that they operate in accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, *et. seq.*) and HUD's implementing regulations at 2 CFR § 2429. All programs shall notify HUD about any employee's conviction for a criminal drug offense pursuant to HUD-50070.

ANTI-LOBBYING

A. All CoC- and ESG-funded programs are prohibited from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, or loan.

B. All CoC- and ESG-funded programs shall disclose, using Standard Form LLL (SFLLL), "Disclosure of Lobbying Activities," any funds other than federally appropriated funds, that will be or have been used to influence federal employees, Members of Congress, or congressional staff regarding specific contract, grant, or loans.

C. As an applicant for future funds, programs shall submit the SFLLL if it has used or intends to use federal funds for lobbying activities.

COMPLIANCE WITH SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

Employment and other economic opportunities generated by federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

SOLID WASTE DISPOSAL ACT

All CoC- and ESG-funded programs will comply with the requirements of Section 6002 of the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act, in the procurement of certain items and services as follows. Programs will:

1. Procure items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practical, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired in the preceding fiscal year exceeded $10,000;
2. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
3. Establish an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

RELOCATION DUE TO PROGRAM CLOSURE

A. In the event that a program is closing its doors, the program should contact the local HUD field office. These entities should work together to develop a plan for transitioning the participants to

other permanent housing. HUD expects that programs that are closing, in partnership with the CoC, will take a client-centered, proactive approach to ensure consistency of appropriate housing for program participants after the program closes.

B. Program participants that are receiving assistance through programs such as the Emergency Solutions Grants (ESG) Program, the Continuum of Care (CoC) Program, the Supportive Services for Veterans Families (SSVF) Program, or the Veterans Homelessness Prevention Demonstration Program (VHPD) maintain their homeless status for the purpose of eligibility for other permanent housing programs, such as HUD-VASH and CoC-funded permanent supportive housing (so long as they meet any other additional eligibility criteria for these programs). Program participants only maintain their homeless status during the time period that they are receiving the rapid re-housing assistance.

PROGRAM POLICIES AND PROCEDURES

All CoC- and ESG-funded programs will establish and maintain standard operating procedures that adhere to CoC and ESG requirements, including but not limited to recordkeeping, as outlined in 24 CFR §§ 578.103 and 576.500 respectively.

NOTICE OF FUNDING AVAILABILITY (NOFA) REQUIREMENTS BY GRANT YEAR

All CoC- and ESG-funded programs must additionally adhere to any requirements stated in the NOFA (or RFP) for the grant year in which they are operating. At times, HUD places additional requirements for the use of a funding source that may alter who can be served, how funds can be spent, and other activities.

MONITORING AND EVALUATION OF RECIPIENTS AND SUBRECIPIENTS

The CoC Interim Regulations (24 CFR § 578.7(a)) mandate that the Continuum of Care do the following:

A. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers; and
B. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD.

PARTICIPANT TERMINATION AND APPEALS POLICY

If a client violates program requirements or no longer meets minimum eligibility requirements for assistance, the program may terminate assistance. Program policies and procedures must outline the termination and appeals process. These policies and procedures must be given to the participant at program entry and at the time of termination.

A. To terminate assistance, the minimum required formal process must consist of:
    1. A written notice to the client containing a clear statement of the reasons for termination; and

2. A review of the decision, in which the client is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
3. Prompt written notice of the final decision to the client.

B. Termination does not bar the program from providing further assistance at a later date to the same family or individual if they so wish.

C. Participants who seek to appeal an unfavorable decision by the program may contact the Contra Costa Council on Homelessness for a review of the decision.

APPENDICES

A: CHRONIC HOMELESSNESS DOCUMENTATION CHECKLIST

Chronic Homelessness Definition

Recordkeeping Documentation Options Explained			
3rd Party Documentation	 Documentation from HMIS/Comparable Database *Records must show entries/exits at Shelters.* *An answer of "Yes" to the question as to whether the individual is chronically homeless (Universal Data Element 3.917) is not sufficient.*	 Written observation by an outreach worker or Written referral by another housing or service provider	 Documentation from Institutions like Hospitals, Correctional Facilities, etc. *Must include records about stay the length of stay, signed by Clinician or other appropriate staff.*
Self Certification	 Signed certification by the individual seeking assistance describing how they meet the definition, which must be accompanied by the intake worker's documentation of the living situation and the steps taken to obtain evidence to support it. Remember that for each Project: • 100% of households served can use self-certification for 3 months of their 12 months, • 75% of households served need to use 3rd Party documentation for 9 months of their 12 months, and • 25% of households served can use self-certification as documentation for any and all months.		
When do you need third party documentation? Preferred to record all occasions of homelessness to document Chronic Homelessness. Not necessary to record breaks in homelessness, these can be based on self reports.			

Chronic Homelessness Documentation Checklist

An individual is defined by HUD as "Chronically Homeless" if they have a disability and have lived in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or for 4 separate occasions in the last three years (must total 12 months). Breaks in homelessness, while the individual is residing in an institutional care facility will not count as a break in homelessness. Additionally, an individual who is currently residing in an institutional care facility for less than 90 days and meets the above criteria for chronic homelessness may also be considered chronically homeless. Lastly, a family with an adult/minor head of household who meets the above mentioned criteria may also be considered chronically homeless, despite changes in family composition (unless the chronically homeless head of household leaves the family).

Client Name:	**Date of Birth:**
Number in Household:	**Client Head of Household:** ☐ Yes ☐ No
Part 1: Current Housing Status	
Client must currently be in one of these locations in order to be considered chronically homeless. **Client is currently residing:** ☐ In Emergency Shelter ☐ On the Streets/Place not Meant for Human Habitation ☐ In the Safe Haven ☐ In an Institutional Care Facility (Where they have been for fewer than 90 days)	
Start Date: _____	**End Date:** _____
Location Name/Address:	
Current Housing Status Notes:	
Chronic Homelessness Documentation Checklist - Page 1 of 4 (Not including Attachments)	

Part 2: Housing History

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Mo./Yr.												
Location *Check all that Apply*	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)	☐ Streets ☐ Shelter ☐ Safe Haven ☐ Inst. (<90 days)
Doc. Type *Check One* *(Except Self-Cert. select both)*	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence	☐ HMIS ☐ Obsv. By Outreach ☐ Comp. Database ☐ Discharge Paperwork ☐ Referral ☐ Self-Cert. ☐ Staff Doc. of Situation ☐ Doc. of steps to obtain evidence
Doc. Att.	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
Break Mo./Yr. & Descr. or N/A	Break 1: Break 2: Break 3: If there are additional breaks please detail and attach.											
Notes												
Self-Cert. Check	Does the documentation include more than 3 Months of Self-Certifications? * ☐ Yes ☐ No ** Please be advised that if you answered **YES**, that for at least 75% of the households assisted by a recipient in a project during an operating year, no more than 3 months can be self-certified.* ***Please check with you project administrator to ensure your project has not exceeded its self-certification cap.***											
Key	*Mo. = Month, Yr. = Year, Inst. = Institution, Doc. = Documentation, Obsv. = Observation, Comp. = Comparable, Cert. = Certification, Descr. = Description*											

Chronic Homelessness Documentation Checklist - Page 2 of 4 (Not including Attachments)

Part 3: Disability Status

The term homeless individual with a disability' means an individual who is homeless, as defined in section 103, and has a disability that

- *Is expected to be long-continuing or of indefinite duration;*
  - *Substantially impedes the individual's ability to live independently;*
  - *Could be improved by the provision of more suitable housing conditions; and*
  - *Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;*
- *Is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or*
- *Is the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.*

The head of household has been diagnosed with one or more of the following (check all that apply):

☐ Substance use disorder

☐ Serious mental illness

☐ Developmental disability

☐ Post-traumatic stress disorder

☐ Cognitive impairments resulting from brain injury

☐ Chronic physical illness or disability

☐ Other:

Documentation Attached:

☐ Written verification of the disability from a licensed professional;

☐ Written verification from the Social Security Administration;

☐ The receipt of a disability check; or

☐ Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, accompanied by supporting evidence.

Disability Notes:

Chronic Homelessness Documentation Checklist - Page 3 of 4 (Not including Attachments)

Part 4: Staff and Client Certifications

Client Certification:

To the best of my knowledge and ability, all the information provided in this document is true and complete. I also understand that any misrepresentation or false information may result in my participation being cancelled or denied, or in termination of assistance. It is my responsibility to notify _____ of any changes in my housing status or address in writing during program participation and I understand that my application may be cancelled if I fail to do so.

Client Name: (Printed)	**Client Signature:**	**Date:**

Staff Certification:

To the best of my knowledge and ability, all of the information and documentation used in making this eligibility determination is true and complete.

Staff Name: (Printed)	**Staff Signature:**	**Date:**
Staff Role:	**Agency:**	

Notes:

Chronic Homelessness Documentation Checklist - Page 4 of 4 (Not including Attachments)

B: DISABILITY CERTIFICATION

1. Name of Client: _____

The above named individual is a client of the _____ program. As required by the US Department of Housing and Urban Development (HUD), we must verify the following self-reported disabilities before entering this information into the Homeless Management Information System: Mental health issues, chronic health conditions, physical/medical conditions, developmental disabilities. A disability as defined by HUD is as follows:

(1) a disability as defined in Section 223 of the Social Security Act;
(2) a physical, mental, or emotional impairment which is (a) expected to be of long, continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions.
(3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;
(4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; OR
(5) a diagnosable substance abuse disorder.

Other Definitions:

- *Mental Health Problem* – a mental health condition that is expected to be of long-continued and indefinite duration and may substantially impedes a client's ability to live independently. A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.
- *Chronic Health Condition* - a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.
- *Physical/Medical* -a physical impairment which is (a) expected to be of long, continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions.
- *Developmental* - a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.

2. Please indicate the type of disability that is being verified (you may check more than one) and sign below to certify that the individual meets HUD's definition of said disability. Certification must be signed by a qualified licensed professional.

☐ Mental Health Problem: _____
☐ Physical/Medical: _____
☐ Chronic Health Condition: _____
☐ Developmental

_____	_____	_____
Signature 1	*Date*	*License No and License Type*
_____	_____	_____
Signature 2	*Date*	*License No and License Type*

C: REQUEST FOR REASONABLE ACCOMMODATION

Name _____Phone _____

Address_____City_____ZIP_____

The following member of my household has a disability. "Disability" is defined as having a physical or mental impairment that substantially limits one or more major activities, a record of having such an impairment, or being regarded as having such an impairment.

Name of Person with Disability_____

As a result of the disability, the person listed above requires the following change(s) be made to the existing residence:

- ❑ A modification to the residence or a modification to the housing complex. Describe the change requested:

- ❑ A change to a rule, policy or procedure. Describe the change requested:

The reasonable accommodation is needed so that the person with the disability can:

To verify the disability and need for accommodation, you may contact the following person:

Name and Relationship _____

Address _____

Phone _____

I give _____ permission to contact the above individual for purposes of verifying that I or a household member has a disability and requires the reasonable accommodation described above. I understand that the information you obtain will be kept completely confidential and used solely to determine necessity for reasonable accommodation.

Signature_____Date_____

D: REQUEST FOR CONSIDERATION OF MITIGATING CIRCUMSTANCES

Applicant/Tenant Name_____Phone _____

Address_____City_____ZIP_____

I have a disability. I am submitting this request because my application was rejected, I received a lease violation or I received an eviction notice due to circumstances resulting from my disability.

1. Describe why you believe the problem was a result of the disability.

2. Describe why the problem is not likely to happen again.
   - ❑ The following circumstances have changed.
   - ❑ A request for reasonable accommodation has been approved. (Describe the accommodation or attach a request form.

3. To verify the disability, you may contact the following person:

   Name and Relationship _____
   Address _____
   Phone _____

4. To verify that the problem is not likely to reoccur, you may contact the following person:

   Name and Relationship _____
   Address _____
   Phone _____

5. To verify that the reasonable accommodation request is necessary and likely to solve the problem, you may contact the following person:

   Name and Relationship _____
   Address _____
   Phone _____

I give _____ permission to contact the above individuals for purposes of verifying the information described on this form. I understand that the information you obtain will be kept completely confidential.

Signature_____ Date_____

E: VERIFICATION OF MITIGATING CIRCUMSTANCES

In signing this form, I verify the following information regarding the individual:

Name _____

- ❑ The individual was denied services, received a lease violation or an eviction notice due to circumstances resulting from a disability. Describe the reason one or more of these occurred.

- ❑ The problem is not likely to reoccur because of the following changes. Describe the changes and explain your reasoning.

- ❑ The problem is not likely to reoccur if the individual is provided the following reasonable accommodation. Describe the reasonable accommodation and explain your reasoning.

Name and Title_____

Relationship to Named Individual_____

Address_____Phone _____

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

Contra Costa County

John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kelli Zenn
Business Operations Manager

June 28, 2019

Ms. Kimberly Nash, Director
Community Planning and Development Division
U.S. Department of Housing and Urban Development
One Sansome Street, 3rd Floor, Suite 1200
San Francisco, CA 94104-4430

RE: Contra Costa County FY 2019/20 SF 424's, SF 424D and Certifications
DUNS # 139441955

Dear Ms. Nash:

On behalf of Contra Costa County and in accordance with 24 CFR Part 91, et al., we are submitting the following documents for FY 2019/20:

- Three original SF 424 – Application for Federal Assistance for each of the following programs administered by the County: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG).

- Three original SF 424D – Assurances for each of the following programs administered by the County: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG).

- Two copies of Program Certifications for each of the following programs administered by the County: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG). In addition, we have included the certification for the Housing Opportunities for Persons with AIDS (HOPWA) Program, given that the County is a sub-grantee of the City of Oakland.

Please contact me at (925) 674-7882, or Kristen Lackey at (925) 674-7793, if you have any questions. We look forward to continuing to work with the Department of Housing and Urban Development in a cooperative effort to achieve the goals and objectives of the CDBG, HOME, and ESG Programs.

Respectfully,

Gabriel Lemus, CDBG Program Manager
Department of Conservation and Development

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	B-19-UC-06-0002

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
	B-19-UC-06-0002

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: County of Contra Costa (B-19-UC-06-0002)

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
94-6000509	1394419550000

d. Address:

* Street1:	30 Muir Road
Street2:	
* City:	Martinez
County/Parish:	Contra Costa
* State:	CA: California
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	94553-1229

e. Organizational Unit:

Department Name:	Division Name:
Dept. of Conservation & Dev	

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mr.	* First Name:	Gabriel
Middle Name:			
* Last Name:	Lemus		
Suffix:			

Title: CDBG Program Manager

Organizational Affiliation:

* Telephone Number:	925-674-7882	Fax Number:	

* Email: gabriel.lemus@dcd.cccounty.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

County of Contra Costa (B-19-UC-06-0002)

* Title:

Community Block Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Contra Costa County FY 2019/20 Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 5,9,11

* b. Program/Project: 5,9,11

Attach an additional list of Program/Project Congressional Districts if needed.

CCC_Congressional_Districts.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019

* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	4,588,037.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	782,033.00
* f. Program Income	1,100,000.00
* g. TOTAL	6,470,070.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: | * First Name: John

Middle Name:

* Last Name: kopchik

Suffix:

* Title: Director

* Telephone Number: 925-674-7819 | Fax Number:

* Email: john.kopchik@dcd.cccounty.us

* Signature of Authorized Representative: | * Date Signed: 6-11-19

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	M-19-DC-060231

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
	M-19-DC-060231

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: County of Contra Costa (B-19-UC-06-0002)

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
94-6000509	1394419550000

d. Address:

* Street1:	30 Muir Road
Street2:	
* City:	Martinez
County/Parish:	Contra Costa
* State:	CA: California
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	94553-1229

e. Organizational Unit:

Department Name:	Division Name:
Dept. of Conservation & Dev	

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mrs.	* First Name:	Kristen
Middle Name:			
* Last Name:	Lackey		
Suffix:			

Title: Housing Program Manager

Organizational Affiliation:

* Telephone Number:	925-674-7793	Fax Number:	

* Email: kristen.lackey@dcd.cccounty.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnerships Act

*** 12. Funding Opportunity Number:**

County of Contra Costa (M-19-DC-060231)

* Title:

HOME Investment Partnerships Act

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Contra Costa County FY 2019/20 Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 5,9,11

* b. Program/Project: 5,9,11

Attach an additional list of Program/Project Congressional Districts if needed.

CCC_Congressional_Districts.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019

* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	3,171,988.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	500,000.00
* g. TOTAL	3,671,988.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ____.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name: John

Middle Name:

* Last Name: kopchik

Suffix:

* Title: Director

* Telephone Number: 925-674-7819

Fax Number:

* Email: john.kopchik@dcd.cccounty.us

* Signature of Authorized Representative:

* Date Signed: 6-11-19

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	E19-UC-06-0002

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
	E19-UC-06-0002

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: County of Contra Costa (B-19-UC-06-0002)

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
94-6000509	1394419550000

d. Address:

* Street1:	30 Muir Road
Street2:	
* City:	Martinez
County/Parish:	Contra Costa
* State:	CA: California
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	94553-1229

e. Organizational Unit:

Department Name:	Division Name:
Dept. of Conservation & Dev	

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mr.	* First Name:	Gabriel
Middle Name:			
* Last Name:	Lemus		
Suffix:			

Title: CDBG Program Manager

Organizational Affiliation:

* Telephone Number:	925-674-7882	Fax Number:	

* Email: gabriel.lemus@dcd.cccounty.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant Program

*** 12. Funding Opportunity Number:**

County of Contra Costa (E19-UC-06-0002)

* Title:

Emergency Solutions Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Contra Costa County FY 2019/20 Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 5,9,11

* b. Program/Project: 5,9,11

Attach an additional list of Program/Project Congressional Districts if needed.

CCC_Congressional_Districts.pdf | Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019

* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	394,663.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	394,663.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name: John

Middle Name:

* Last Name: kopchik

Suffix:

* Title: Director

* Telephone Number: 925-674-7819

Fax Number:

* Email: john.kopchik@dcd.cccounty.us

* Signature of Authorized Representative:

* Date Signed: 6-11-19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Director-Dept of Conservation and Development
APPLICANT ORGANIZATION	DATE SUBMITTED
Contra Costa County	6-11-19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Director-Dept of Conservation and Development
APPLICANT ORGANIZATION	DATE SUBMITTED
Contra Costa County	6-11-19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Director-Dept of Conservation and Development
APPLICANT ORGANIZATION	DATE SUBMITTED
Contra Costa County	6-11-19

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019/20 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature of Authorized Official

6-11-19
Date

Director, Department of Conservation and Development
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Contra Costa County

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: June 11, 2019

Subject: Allocation of FY 2019/20 CDBG, HOME and ESG Funds and Approval of 2019/20 Action Plan and Analysis of Impediments/Assessment to Fair Housing Choice

RECOMMENDATION(S):

1. FIND that the FY 2019/20 Action Plan and the Analysis of Impediments/Assessment to Fair Housing Choice are exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines; and

2. APPROVE the Family and Human Services Committee recommendations for the allocation of $759,375 in FY 2019/20 Community Development Block Grant (CDBG) funds in the Public Service (PS) category (Attachment A-1) and $365,063 in Emergency Solutions Grant (ESG) funds (Attachment A-2); and

3. APPROVE staff recommendations for the allocation of $400,152 in FY 2019/20 CDBG funds in the Economic Development (ED) category (Attachment B-1); and the allocation of $451,993 in FY 2019/20 CDBG funds in the Infrastructure/Public Facilities (IPF) category (Attachment B-2); and

4. APPROVE the Affordable Housing Finance Committee recommendations for the allocation of $3,654,865 in CDBG funds in the Housing category, $2,854,789 in HOME Investment Partnership Act (HOME) funds (Attachment C); and

☑ APPROVE ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR ☑ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/11/2019** ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 11, 2019

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Gabriel Lemus, 925-674-7882

cc: CAO-H&HS Deputy, CAO-Muni Svcs Deputy