

# Contra Costa County Community Development Block Grant Program **Community-Based Development Organization (CBDO) Application**

## APPLICANT INFORMATION

1. Organization
2. Address
3. Contact Person

Title  
Telephone  
Fax/e-mail

## SUBMISSION PROCEDURES

Please submit an original and one copy of your completed application and all required attachments to:

Gabriel Lemus, CDBG Program Manager  
Contra Costa County - Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553

## DEFINITIONS

For purposes of this document, the following definitions apply:

- Low income households are households with incomes less than or equal to 80 percent of the area median income (AMI) for the Oakland Primary Metropolitan Statistical Area as adjusted for household size and defined by the U.S. Department of Housing and Urban Development (HUD)<sup>1</sup>
- Low income neighborhoods are those neighborhoods where 51 percent or more of resident households have incomes which are less than or equal to 80 percent of area median income (based on 2000 Census tract data or other identified source).

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<sup>1</sup> Note that these definitions are fully consistent with federal regulations for the CDBG Program which require the use of CDBG funds to assist "low and moderate income households." According to the regulations, low income households are households with incomes at or below 50 percent AMI and moderate income households have income at or below 80 percent AMI.

In order to be considered for designation as a CBDO, you must demonstrate that your organization satisfies ALL of the required criteria by providing the information listed.

1. Legal Entity Organized to Undertake Community Development Activities

Organization must be an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) within an identified geographic area of operation not to exceed Contra Costa County.

- a. Include evidence of organization’s legal incorporation (e.g., state certification) as Attachment A.
- b. Include signed and certified copies of your current by-laws and/or articles of incorporation as Attachment B. Identify the section(s) of these documents which state that the organization was established for purposes of undertaking community development activities, including housing and/or economic development:
- c. Identify the geographic area served by your organization:

2. Organizational Purpose

Organization must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of low-income persons.

- a. Identify below the specific section of your Articles of Incorporation or By-laws, which identify your organization’s primary purpose, including its emphasis on assisting low-income persons and households:

3. Organization may be nonprofit or for-profit. However, any monetary profits to shareholders or members must be incidental to operations. Check one of the following:
  - a. — Organization is a nonprofit as evidenced by a 501(c)(3) or (4) Certificate of Nonprofit Status from the Internal Revenue Service. Certification may be conditional or final; pending IRS applications are **not** adequate. Include a copy of the IRS letter as **Attachment C**.
  - b. — Organization is for-profit. However, primary purpose of organization is to further community development and assist low-income households in service area. Any monetary profits earned are incidental to this purpose. Identify section of articles of incorporation or by-laws which support this statement:
  
4. A minimum of 51 percent of a CBDO’s governing board must be composed of **low- income residents** of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low income neighborhood organizations located in its geographic area of operation. Demonstrate that your organization satisfies this criteria by providing **ALL** of the following information:
  - Reference section of By-laws or Articles of Incorporation (provided in Attachment B) which defines Board membership and demonstrates that Board composition satisfies CBDO criteria.
  - Provide a certification from the President or Chairman of the current governing board stating that the Board composition meets the minimum CBDO criteria (use form provided as **Attachment D**).
  - Total number of Board Members: \_\_\_\_\_  
  
Number of current Board Members which are:
    - low income residents of service area;
    - owners or senior officers of private establishments in service area; or
    - representatives of low income neighborhood organizations located in and serving the service area.

**NOTE:** A single Board member cannot be used to satisfy more than one of the above criteria.



**Certification: Low-income Community Representation**

In an effort to ensure low-income community representation in the development of affordable housing and/or economic development, federal regulations require that a minimum of 51 percent of the governing board of a Community-Based Development Organization (CBDO) must be composed of members who are:

1. Low-income residents of service area;
2. Owners or senior officers of private establishments in service area; or
3. Representatives of low-income neighborhood organizations located in and serving the service area.

Federal regulations define a low-income neighborhood as a neighborhood where 51 percent or more of resident households have incomes which are 80 percent or less of area median income. A low-income resident or household is defined as an individual residing in a household with a combined income of 80 percent or less of the area median income, adjusted for household size as defined by the U.S. Department of Housing and Urban Development.

I hereby certify that the current governing Board of \_\_\_\_\_ (organization) meets the minimum federal requirement. **Of a total governing Board of \_\_\_\_\_ members, represent the low-income community** including:

1. \_\_\_\_\_ Who are low income residents of service area;
2. \_\_\_\_\_ Who are owners or senior officers of private establishments in service area; and
3. \_\_\_\_\_ Who are representatives of low income neighborhood organizations located in and serving the service area.

**I hereby certify that the above information is true and correct to the best of my knowledge.** I acknowledge and understand that the information provided in this document will be relied upon for purposes of determining the eligibility for the CDBG program. I acknowledge that a material misstatement fraudulently or negligently made in this statement may constitute a federal violation and may result in the denial of participation in the CDBG program.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Name/typed)

Chairman of the Board for:

\_\_\_\_\_ (Organization)