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# AGENDA

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBCOMMITTEE

Friday, April 7, 2023  
5:00 PM

City Hall  
First Floor Conference Room, 4B  
65 Civic Avenue  
Pittsburg, CA 94565

### Subcommittee Members

Dionne Adams, Council Member  
Angelica Lopez, Council Member  
Community Advisory Commissioner  
Community Advisory Commissioner

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### 1. Public Comment for Non-Agenda Items

### 2. Introduction to the Community Development Block Grant Program and Allocation of Funds

The City receives Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities directed toward revitalizing neighborhoods and developing viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income households.

The 2020-2025 Consolidated Plan is divided into two funding cycles:

- 2020-2022 - two-year funding cycle
- 2023-2025 - three-year funding cycle

With the designated funding cycles, FY 2023-2024 is the second year of the 3-year funding cycle that covers 2023-2025. Therefore, no new applications will be considered at this time. Rather, the Subcommittee members will determine how much to allocate to each of the existing subrecipients.

The next round of applications will be accepted December 2024.

- 3. Non-Agenda Items**
- 4. Future Agenda Items**
- 5. Adjournment**



**CITY OF PITTSBURG**  
**Memorandum**

DATE: April 4, 2023

TO: Community Development Block Grant (CDBG) Subcommittee Members

CC: Garrett Evans, City Manager  
Ishani Rasanayagam, Administrative Analyst II

FROM: Maria M. Aliotti, Assistant City Manager

**SUBJECT: CDBG Subcommittee Meeting 04/07/23**

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In anticipation of the Community Development Block Grant (CDBG) Subcommittee Meeting on Friday, 04/07/23, this memo was prepared to help explain what the CDBG funds are and how the funds are allocated.

The City receives CDBG funds from the US Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities directed toward revitalizing neighborhoods and developing viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income households. For jurisdictions to receive its annual CDBG fund allocations, it must prepare and submit to HUD the following:

- Comprehensive Analysis of Impediments to Fair Housing Choice (AI)
- 5-yr Consolidated Plan (Con Plan) – detailed planning document that provides a needs assessment, describes the jurisdiction’s non-housing community development needs, its housing needs and market conditions, sets out a five-year strategy identifying priorities and available resources
- Annual Action Plan (AAP) – subsidiary documents to the Consolidated Plan and tells HUD how the funds are going to be spent

These documents may be accessed by going to the CDBG section on the City’s website, under Community Services.

[Community Development Block Grant \(CDBG\) | City of Pittsburgh \(pittsburgca.gov\)](https://www.pittsburgca.gov/Community-Development-Block-Grant-CDBG)

The entitlement jurisdictions of Antioch, Concord, Pittsburg, Richmond, Walnut Creek, and the Urban County (all other cities and the unincorporated areas) constitute the Contra Costa Consortium, and together, the Consortium prepares the Con Plan.

The City’s CDBG program major objectives are:

- Provide assistance to programs and activities that benefit lower income persons
- Prevent or reduce deterioration in designated neighborhoods
- Preserve the existing housing stock for lower income persons
- Provide assistance to programs that create permanent employment opportunities for lower income persons
- Improve the public works infrastructure, including improvements that aid in the revitalization of neighborhoods, increase access for persons with disabilities and seniors, and increase the health and safety of residents
- Provide assistance to neighborhood and public facilities that serve lower income persons and families

The current Con Plan covers 2020 – 2025. Within that Con Plan are two funding cycles:

- FYs 2020-2021 and 2021-2022
- FYS 2022-2023, 2023-2024, and 2024-2025

New applications are accepted at the beginning of the funding cycle. The CDBG Subcommittee members, comprised of two City Council and two Community Advisory Commission members, review the applications, select the subrecipient who will receive funding, and allocate the funds. Staff then prepares the AAP for that specific fiscal year and funding allocations recommended by the CDBG Subcommittee for the City Council's consideration and approval in April. Once approved, the AAP and supporting documents are submitted to HUD in May for consideration and approval. Once approved, HUD's funding will become available July 1<sup>st</sup>.

Subsequent years in a funding cycle are renewal years. During a renewal year, the CDBG Subcommittee members review the subrecipients drawdown activities and allocate the funds. Staff then prepares the AAP for that specific fiscal year and funding allocations recommended by the CDBG Subcommittee for the City Council's consideration and approval in April. Once approved, the AAP and supporting documents are submitted to HUD in May for consideration and approval. Once approved, HUD funding will become available July 1<sup>st</sup>.

For FY 2023-2024, the City will receive \$619,585 from HUD and \$37,816 prior year income (PI), making the total funding for FY 2023-2024 \$657,401. An example of a PI is a repayment of a loan.

CDBG funds may only be used to fund the following activities which are detailed under the City's CDBG program major objectives:

- Public Services
- Non-public services
  - Economic Development
  - Infrastructure
  - Housing
- Administration of the CDBG program

This table shows the funding sources and how much is allowed to be allocated for each activity.

Funding Sources	
HUD Allocation (HUD)	\$619,585
Prior Year Income (PI)	\$ 37,816
Total Funding Sources (TFS)	\$657,401
Funds to be Allocated	
Public Services (15% of HUD + PI)	\$ 98,610
Non-Public Services (TFS – Public Services – Planning/Admin)	\$434,874
Planning and Administration (20% of HUD + estimated current year program income)	\$123,917
Total Program Budget	\$657,401

During this Friday’s meeting, the CDBG Subcommittee will be reviewing the current recipients’ activities and determining how much to allocate during this second year of a 3-year funding cycle. The minimum allocation for each subrecipient under Public Services is \$10,000. However, the total allocation for Public Services cannot exceed \$98,610. For your reference, below is a list of the FY 2022-2023 allocations.

PS – PUBLIC SERVICES		FY 22-23
1	Loaves and Fishes	\$ 20,000.00
2	Family Harvest Farms	\$ 25,000.00
3	Healthy Hearts Institute	\$ 50,000.00
4	St. Vincent DePaul – RotaCare	\$ 29,847.00
<b>TOTAL AWARD AMOUNT FOR PS (15%):</b>		<b>\$ 124,847</b>
ED – ECONOMIC DEVELOPMENT		
1	COCOKIDS	\$ 10,000.00
2	Renaissance Entrepreneurship Center	\$ 40,000.00
3	Opportunity Junction – Administrative Careers Training Program	\$ 30,000.00
I/PF – INFRASTRUCTURE/PUBLIC FACILITIES		
1	City of Pittsburg – ADA Ramps Installation/Sidewalk Replacement	\$ 259,700.00
2	City of Pittsburg – Citywide Roadway Safety Improvements	\$ 200,000.00
HSNG – HOUSING		
1	*City of Pittsburg – Housing Rehabilitation Program	\$ 36,423.00
	*Cal-Home Program Income Contribution	\$ 100,000.00
	Total for Housing Rehabilitation Program	\$ 136,423.00
<b>TOTAL AWARD FOR ED, I/PF &amp; HSNG (OTHER):</b>		<b>\$ 576,123.00</b>
<b>PUBLIC SERVICES</b>		<b>\$124,847</b>
<b>OTHER</b>		<b>\$576,123</b>
<b>PROGRAM ADMINISTRATION (20%):</b>		<b>\$131,344</b>
<b>PROGRAM BUDGET:</b>		<b>\$832,314</b>

Staff looks forward to working with you. Please call or email me if you have any questions.