CITY OF CHICO
Community Development Block Grant Ad Hoc Citizen Advisory Committee Information and Application

The City is seeking volunteers to participate on the Community Development Block Grant Ad Hoc Citizen Advisory Committee (CDBG-CAC). Candidates may either be affiliated with agencies focused on the needs of low-income citizens or members of the general public. Experience writing or utilizing grants is helpful.

Purpose: To review Community Development Block Grant (CDBG) applications for Public Service activities and make funding recommendations to the Chico City Council.

Background: The City of Chico receives CDBG funding from the U. S. Department of Housing and Urban Development (HUD) on an annual basis. Per City budget policy, fifteen (15%) percent of the funding allocation is set-aside for eligible public service activities, which benefit persons of low to moderate income as defined by HUD. The funded activities must be in line with priorities as stated in the City's HUD Consolidated Plan. Annually, local non-profit agencies apply for CDBG Public Service funding to provide services to low-income City residents through a competitive process. Applications are released in early January and are due to the City by the end of the month.

CDBG-CAC Responsibilities: The CDBG-CAC is asked to thoroughly review all Public Service funding request applications, Consolidated Plan priorities, and hold two public review meetings to ask questions of the applicants and present funding recommendations. Staff provides an initial review of applications to ensure that basic eligibility requirements are met and forwards applications to the CDBG-CAC.

CDBG-CAC Orientation:

- CDBG-CAC members shall attend an orientation/training session provided by Housing Division staff prior to receiving and reviewing funding applications (February 2027).
- CDBG-CAC members must agree to adhere to guidelines, rating and ranking procedures and to maintain confidentiality during the process.

CDBG-CAC Meetings:

- CDBG-CAC will meet at least twice to review grant applications (March 2027).
- During the first meeting, the CDBG-CAC will discuss the Public Service grant applications and provide time for each applicant to present their program and allow the committee and/or the public to ask questions of the applicants.
- Following the first meeting, the CDBG-CAC is asked to fill out and submit a rating and ranking sheet to be used as part of the discussion and deliberation process.
    - The rating and ranking sheet is the formal measure for scoring applications and is required as part of HUD regulations, 2 CFR 200.320(b)(2)(ii).
- As part of the final public meeting, the CDBG-CAC will be asked to review their rating process and present funding recommendations to Public Service applicants. These recommendations will be incorporated into the City's draft Annual Action Plan for consideration by the public and City Council (May 2027).
- Due to the ad-hoc nature of the CDBG-CAC, it is not governed by the Brown Act.

- Applicants must disclose potential conflicts of interest and may be ineligible to serve on the committee based upon conflicts outlined in 24 CFR 570 and 2 CFR 200.
- Applicants must reside in Chico.
- CDBG-CAC applications will be forwarded to the City's Finance Committee at a regularly scheduled meeting, where appointments will be made.
- The City of Chico supports workforce diversity and encourages women, minorities, and persons with disabilities to apply for these volunteer positions.

If you are interested in participating, please complete and submit the application form (attached). For more information, contact Housing Division at (530) 879-6300 or cityhousing@chicoca.gov.

Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: _____ **Home Phone:** _____

Address: _____ **Cell Phone:** _____

City/State/Zip: _____

Email Address: _____

Name of Employer: _____

Occupation: _____

Education and/or Experience serving low-income populations:

Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.

_____ _____

Signature Date

Please return the application **by November 30, 2026** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.