



Stanislaus County
Community Development Block Grant (CDBG)
Public Services Grant (PSG)
and
Fair Housing Services Grant
Application Guidelines
For Fiscal Year 2016-2017

There is a separate application for the Emergency Solutions Grant Program. Please fully review the Grant Application Guidelines prior to starting the application process.

***Calendar of Events:**

Technical Assistance Workshop	November 16, 2015 at 10:00am
(Applications available at the workshop only)	
Deadline for Application Questions.....	November 20, 2015
Application Q&A to be distributed to all applicants...	November 23, 2015
Applications Due	December 14, 2015 by 4:30pm
Panel Presentations.....	January 11 & 12, 2016
(Scheduled on a first come first serve basis)	
Noticing of Project Ranking	February 2016
Draft Awards Presented to BOS.....	March 2016
Final Award Approved by BOS.....	April 2016
Grantee Award Training.....	June 2016
Agreement Executions.....	June 2016

**All dates on timeline are subject to change*

Attendance at the Technical Assistance Workshop, held on November 16, 2015 at 10:00am is required to obtain and submit grant application(s). The workshop is provided to help answer any questions you may have about the application, application process, and program. Applications are due Monday, December 14, 2015 by 4:30pm, **any applications submitted after this date and time will not be considered for funding approval.**

Presentations to the grant review panel will be held on January 11 & 12, 2016. The purpose of these presentations is to give applicants the opportunity to give a ten-minute presentation about their proposal(s) to the CDBG/ESG grant review panel. After the presentation, the committee will conduct a brief question and answer session with the applicant. You will be allowed to sign up for your presentation appointment at the time of your application submission. Time slots will be given on a first come first serve basis. Final award amounts will be verified via mail after HUD approves the Stanislaus Urban County FY 2016-2017 Annual Action Plan (estimated to occur in June 2016). Award recommendations may be increased or decreased based on the actual amount awarded by HUD.

CDBG Program Overview

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) on an annual basis to entitled cities and counties to help develop "...viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities to low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq."

(for more information visit <http://nhl.gov/offices/cpd/communitydevelopment/programs/>).

The Stanislaus County Consolidated Plan Planning Area is comprised of the unincorporated communities of Stanislaus County and the cities of Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford. The Planning Area is located just south and east of the San Francisco-Oakland metropolitan region and east of the San Jose/Silicon Valley area. It is

bordered to the north by San Joaquin County, the east by Tuolumne and Calaveras Counties, and the south by Merced County.

As an entitlement community Stanislaus County is awarded CDBG funds to carry out a variety of community development activities aimed at increasing economic development, revitalizing neighborhoods, and providing improved community services and facilities. All programs approved for funding by Stanislaus County must meet a national objective as set forth by HUD.

Public Service and Fair Housing grant funds are for Fiscal Year 2016-2017 (July 1, 2016 to June 30, 2017). Application funding requests for Public Services and NRSA Projects may not exceed \$20,000 per project. Fair Housing Services application funding requests may not exceed \$25,000. Only one (1) Fair Housing Services grant will be awarded.

Consolidated Plan & National Objectives

Consolidated Plan 2015-2020: Stanislaus County, along with the cities of Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford, form what is known as the Stanislaus Urban County. The Stanislaus Urban County annually receives Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) entitlement funds from the United States Department of Housing and Urban Development (HUD). The Consolidated Plan is a document which provides an analysis of the existing resources and greatest needs in the county and lays out a 5-year plan for how the Stanislaus Urban County's entitlement funds will be utilized to meet these needs. The FY 2015-2020 Consolidated Plan, which applies to grant funds awarded from July 1, 2015 – June 30, 2020, was adopted by the Board of Supervisors on May 5, 2015.

The general goal of the CDBG program is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for very low- and low-income Americans.

The Stanislaus Urban County identifies their CDBG targeted service areas through several combined methods. Community input for the FY 2015-2020 Consolidated Plan through a series of public meetings and community surveys. To identify eligible low-income target areas, the participating jurisdictions combine community input with population information derived from the U.S. Census regarding median household income, housing tenure, housing occupancy, disability status, employment status and poverty status, and surveys where necessary and appropriate (see CD provided at Technical Workshop for a PDF of the Urban County's eligible areas). Information is also compiled from the County's Continuum of Care annual report, Stanislaus County Housing Element, and California State Department of Finance reports. Collectively, this information will serve as a guide for implementation of programs and for recommendations for competitive grant awards.

The FY 2015-2020 Consolidated Plan is available at the following link: <http://www.stancounty.com/planning/cdbg/documents/consolidated/2015-2020-consolidated-plan.pdf>. For more information please contact the Stanislaus County Planning Department at (209) 525-6330.

Agency Requirements

All agencies applying for funding must meet the following requirements:

Non-profit: Applicant agencies must be a public or private non-profit agency. Applicants must be established, operating agencies as evidenced through documentation required in the application. Exhibits to show tax exempt status are required.

Faith based Agencies: Faith based agencies are eligible to apply. HUD issued a final rule amendment allowing faith-based agencies to compete for CDBG funding on the same basis as other non-profits, however, CDBG funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the CDBG supported activity. Faith-based agencies may not use direct CDBG funds to support inherently religious activities such as worship or religious instruction. Faith-based agencies that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

Active Governing Body: Governance of the agency should be vested in a responsible and active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be structured to be representative of the community it serves.

Personnel: The agency must provide for adequate administration of the program to ensure delivery of the services. If the project is accepted for funding, the agency must provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy.

Non-Discrimination: Each agency receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.

Accounting: Each agency shall maintain accounting records which are in accordance with generally accepted accounting principals and auditing practices, such as described in 24 CFR 570.502-Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations"), OMB Circular A-21 "Cost Principles for Educational Institutions," or in the American Institute of Certified Public Accountants (AICPA) "Accounting and Financial Reporting for Voluntary Health and Welfare Agencies." For more information please refer to the Federal Office of Management and Budget's website <http://www.whitehouse.gov/omb/circulars>. Non-profit organizations must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available online at <http://www.ecfr.gov/cgi-bin/text-idx?SID=60b768264bb29c7923a1005d8f10bc5e&mc=true&node=pt2.1.200&rqn=div5> Agencies may be required to submit their accounting systems to Stanislaus County's Department of Planning and Community Development for approval before any funds are disbursed.

Audits and Financial Reports: An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the CDBG funds were utilized. Local governments and nonprofit agencies are required to comply with 24 CFR 570.502-Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular A-133 "Audits of States, local governments, and non-profit agencies."), OMB Circular A-133 includes Institutions of higher education and hospitals.

Insurance: The agency must provide evidence of insurance, including, but not limited to, multi-peril property and liability, medical, workers' compensation, automobile liability, and other coverage as deemed necessary by the County Counsel, with an indemnification and hold harmless acceptable to Stanislaus County. All certificates and endorsements are to be received and approved by Stanislaus County before a project can be considered for final approval by the Board of Supervisors.

Program Guidelines: Each applicant must have established program guidelines, available for client review, including eligibility criteria, a termination of services policy, and program participation rules and regulations.

Project Requirements

Eligible Public Service Activities (24 CFR 570.201(e)):

CDBG regulations allow the use of grant funds for a wide range of public service activities including, but not limited to:

- Employment Services including Job Training
- Child Care
- Education Programs
- Homeless Persons Services
- Case Management/Resource & Referral
- Health Services
- Crime Prevention and Public Safety
- Substance Abuse Counseling/Treatment
- Senior Services
- HUD Agency Certified Home Buyer Counseling
- Energy Conservation
- Fair Housing Counseling

Fair Housing Services (24 CFR 570.201(e)):

Provide ongoing fair housing education and counseling services pursuant to the County's Analysis of Impediments to Fair Housing Choice (AI), federal laws, regulations, and guidelines. **The agency selected shall provide education and counseling services as described in the list of eligible activities below, but shall not act as an enforcement agency and shall not conduct any enforcement activities (i.e. responding to fair housing complaints, investigating potential violations of local, state, and federal fair housing laws, etc.).**

Fair Housing Services proposals must include but are not limited to all the following activities:

1. Conduct ongoing fair housing trainings at key sites throughout Stanislaus County to ensure accessibility and at various times of the day/week (including the evenings and/or weekends), that are specifically marketed and tailored to individuals and groups that are homeless and/or low- and moderate-income.
 - a. Have knowledge of and experience developing and providing fair housing trainings that are focused on:
 - i. Fair housing rights and remedies
 - ii. The process for filing a complaint to report housing discrimination to the state and federal fair housing enforcement agencies, and HUD's Office of Fair Housing and Equal Opportunity (FHEO)
 - iii. Fair housing provisions related to reasonable accommodation for persons with disabilities
 - iv. Protections offered to refugees based on national origin
 - v. State and new federal protections related to sexual orientation and marital status
 - vi. Other identified fair housing issues
2. Ensure that outreach and marketing are inclusive of individuals and groups that represent protected classes and other diverse interests such as persons with disabilities, families with children, immigrants, homeless persons, racial and ethnic groups, etc.
3. Create printed fair housing educational materials (e.g. brochures and/or pamphlets) and distribute throughout Stanislaus County. Educational materials should be made available in Spanish and English (at a minimum)
 - a. Coordinate and work with local jurisdictions and other agencies and organizations to distribute educational materials
4. Have a designated staff person available to respond to fair housing questions/inquiries and make appropriate referrals, in-person on a drop-in or appointment basis, and/or via telephone
5. Create, obtain and retain documentation that accurately records the demographic information of the persons who receive education/counseling services. Recorded demographic information should include documentation of income, race, ethnicity, housing status, and city of residence
6. Provide summary reports to the County at least quarterly and as requested
7. Keep abreast of any changes in local, state, and federal fair housing laws and update materials and trainings as needed
8. Develop and maintain a comprehensive fair housing webpage with information to educate the public on fair housing rights and remedies.
9. Develop and maintain a fair housing webpage to which local jurisdictions and other organizations can provide links
 - a. Describe fair housing laws and renters' rights
 - b. Provide links to relevant websites, including HUD's Office of Fair Housing and Equal Opportunity (FHEO), for more information and filing complaints
 - c. Provide information in Spanish and English (at a minimum)
 - d. Include a Frequently Asked Questions section with answers to commonly asked fair housing questions
 - e. Contain model requests for reasonable accommodations in several languages
 - f. Work with local jurisdictions and other organizations to promote the webpage
 - g. Maintain a calendar of upcoming trainings
10. Advertise and promote the webpage to all members of the community, including homeless and low- and moderate-income residents and individuals and groups that represent protected classes and other diverse interests
11. Fair housing education offered to Stanislaus County landlords and nonprofit agencies
12. Develop and deliver an annual fair housing training targeted to landlords and nonprofit agencies; develop a training manual and other educational resources to be distributed at the trainings that are focused on:
 - a. Promoting housing equity and preventing violations of fair housing laws
 - b. Fair housing rights and responsibilities including:
 - i. The applicability of fair housing laws to various types of housing, including emergency shelters and other dwellings
 - ii. Offering reasonable accommodations and modifications

- iii. What constitutes a protected class
 - c. The relationship and distinction between fair housing laws and landlord-tenant laws
- 13. Work with landlords, nonprofit agencies, and other community partners to reduce tenant cultural biases and conflicts.
- 14. Fair housing education offered to local jurisdictions within Stanislaus County
- 15. Develop and deliver an annual fair housing seminar for local cities and towns that is focused on developing a comprehensive fair housing campaign
- 16. Coordinate with Urban County partner cities and towns on:
 - a. Establishing a point of contact to represent the jurisdiction at the above-mentioned fair housing seminar
 - b. Publicizing the fair housing trainings that are available to the public, including targeting persons who are homeless and/or low- and moderate-income
 - c. Ensuring that local jurisdictions' websites link to the agency-operated fair housing webpage and that this link is conspicuous and in Spanish and English (at a minimum)
 - d. Making printed fair housing educational materials available in the local jurisdictions

Clients Served:

Proposals for funding must provide services to the residents of Ceres, Hughson, Newman, Oakdale, Patterson, Waterford, or the unincorporated areas of Stanislaus County and must meet the client income verification, income eligibility limits and requirements listed below:

Client Income Verification Options: To be eligible for CDBG assistance, a public service project must verify that they meet the CDBG objective of serving **low- and moderate-income persons**. Low- and moderate-income are defined as those at or below 80% of the area median income (See Table of income levels in the Income Verification paragraph of this Section and CDBG National Objective 24 CFR 570.208). There are two category options for meeting this objective, Limited Clientele, where eligibility is determined on a client basis, or Area Benefit, where eligibility is determined by where the service is being provided. Limited Clientele has three sub-categories: Client Based, Presumed Benefit, and Nature and Location. Each application must specify an eligibility category for their project. Descriptions of these benefit categories are detailed below:

a. Limited Clientele: The public service activities must be offered to a particular group of low- and moderate-income residents in eligible Urban County areas. Agencies will collect income data and demographic data for each recipient in the program as either Client Based or Presumed Benefit. If this category is selected, a sub-category (1,2, or 3) must also be selected. The majority of applicants must fall under one of the three Limited Clientele sub-categories:

(1) Client Based: *(Ex: Financial Management/Case Management for Low-income Families)*

Low- and moderate-income residents served from eligible Urban County areas. **Income verification documentation is required on an individual client basis along with other client statistics.**

(2) Presumed Benefit: *(Ex: Transitional Shelter for Homeless Veterans)* **100% of services** are provided to one or more of the populations listed below. The following HUD approved categories may be presumed to benefit persons who are low to moderate income. Since these groups are presumed to be low and moderate income, individual income verification is not required but is still preferred. Other client information such as still required to be collected. HUD Presumed Benefit categories include:

- Elderly Persons (62 years and older)
- Homeless Persons
- Migrant Farm Workers
- Persons Living with HIV/AIDS
- Battered Spouses
- Abused Children
- Severely Disabled Adults
- Illiterate Persons (includes non-English speakers)

(3) Nature and Location: *(Ex: A day care center that is designed to serve residents of a public housing complex)* Activity is of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be Low or Moderate income. Since these groups are presumed to be low and moderate income, individual income verification is not required but is still preferred. Other client information is still required to be collected.

b. Area Benefit: (Ex: Community Center) (note a Youth Center would not be eligible because it is not available to all residents within the defined area) The public service must be offered to all residents of a defined geographic area that must contain a minimum of 51% of the residents who are low to moderate income as proven by 2010 census data. Agencies must have the defined area served identified within program guidelines and will need to list census tracts or blocks with income data and geographic service boundaries. A map defining the area is required as an exhibit to the application (Exhibit Q). This is the least common category utilized for CDBG Public Service projects.

Income Eligibility Limits: Income eligibility is determined by **family size**. HUD's definition of *Family* (24 CFR 5.403) includes, but is not limited to: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, regardless of actual or perceived sexual orientation, gender identity, or marital status. Low- and moderate-income families are defined as those at or below 80% of the area median income. These numbers are updated annually by HUD. See the following table for the current limits.

Household Size	Total Annual Household Income			
	Extremely Low	Very Low	Low	Moderate
1	\$11,950 or less	\$11,951-\$19,950	\$19,951-\$31,400	\$31,401 or more
2	\$15,930 or less	\$15,931-\$22,800	\$22,801-\$35,850	\$35,851 or more
3	\$20,090 or less	\$20,091-\$25,650	\$25,651-\$40,350	\$40,351 or more
4	\$24,250 or less	\$24,251-\$28,450	\$28,451-\$44,800	\$44,801 or more
5	\$28,410 or less	\$28,411-\$30,750	\$30,751-\$48,400	\$48,401 or more
6	\$32,570 or less	\$32,571-\$33,050	\$33,051-\$52,000	\$52,001 or more
7	\$35,300 or less	\$33,301-\$35,300	\$35,301-\$55,600	\$55,601 or more
8	\$37,600 or less	\$37,601-\$37,600	\$37,601-\$59,150	\$59,151 or more

Client Data: The agency is required to obtain, update, and maintain individual client files documenting program eligibility and statistical data including but not limited to income eligibility verification, HUD race and ethnicity breakdowns, disability, female head of household, and clients 62 and older.

Scoring Criteria

HUD allows Stanislaus County, to select activities in accordance with its own community development objectives. The PSG/ESG Grant Review Panel, made up of representatives of the six (6) Urban County cities and Stanislaus County, will score your applications during the panel presentation. The cumulative scores will be used to determine funding approval. Final funding amounts also depend on eligible budget requests, project compliance with HUD program regulations, the area and populations served, and funding availability.

Scoring Criteria: Below is a summary of the basic scoring criteria utilized by the panel to evaluate each application (listed in no particular order):

- **Capacity & Experience** – Does the agency have experience and capacity to successfully implement the proposed project?
- **Need/Extent of the Problem** – Is the proposed activity addressing a critical Urban County community need, as described in the Consolidated Plan?
- **Collaboration** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If project serves homeless populations, does the agency participate in the Stanislaus Continuum of Care (CoC) and CoC related activities?
- **Accomplishments & Program Evaluation** – Is there a solid methodology in place for determining client eligibility and for tracking numbers served? Are accomplishments measurable in terms of evaluating the impact they will have in the community, both long-term and short-term?
- **Financials** - Will the CDBG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? CDBG assistance to agencies is intended to be supplemental.

- **Performance & Risk Assessment** – How will the proposed services be implemented? Who will implement the proposed services? What will be the frequency and duration of the proposed services? Has the Agency had any issues with expending all their past or current funding? Are there any serious performance issues in past grants awarded to the Agency? Are there any inconsistencies between the Agency's answers & the performance reports from the HUD CAPER report? This section is based on a combination of HUD CAPER reports reflecting past expenditures and grants awarded through County CDBG & ESG grants. ESG applicants only- Annual Performance Reports (APRs) will be available to the review panel. The timeliness drawing down of grant funds and meeting of their targeted number of clients to be assisted will be evaluated.
- **Project Innovation** – Does the proposed program introduce an innovation that substantially improves the services proposed/provided? Will there be an expansion of services, are details provided? Does the proposed program go beyond the usual approach by showing it addresses a new need and/or issue or addresses a population need and/or issue that has yet to be addressed?
- **Grant Submittal** – This section is a combination of the application submitted and the presentation by the applicant. Is the application clear and accurate? Does the presentation align with the submitted application? Did the presentation clear up any concerns or questions regarding the application?

Requirements for Agencies Awarded Funding

Agencies awarded funding, will have to follow these program requirements:

Pre-Award Workshop: Agencies will be required to attend a pre-award workshop to assist them in compliance with program regulations and requirements. Agencies will be instructed on how to submit reports and draw request forms to the County.

Documents Needed: Funded agencies will be required to execute a contract with Stanislaus County and provide the required insurance certificates and endorsements prior to the signing of a contract. Agencies are required to provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy and other required documents before incurring expenses.

Reporting and Records: Stanislaus County and HUD shall have access to program records. Agencies will be required to obtain and provide individual client data including but not limited to ethnicity, income, disability, race, female head of household, clients 62 years and older and accomplishment data. If Limited Clientele -Client Based option was selected individual client income verification documents need to be obtained. If Limited Clientele - Presumed Benefit option was selected individual income documentation is required at the minimum self-certification of program participants. Client data must still be collected and self-certified on an intake form. If Area Benefit option is used than individual income data is not required, instead an income survey of the area certified by HUD or documentation of the area being income eligible will be needed before the application is approved. Client data must still be collected and self-certified on an intake form. Quarterly and year end performance reports are required. Grant files and individual client files must be maintained for a minimum of 4 years after the program has ended.

Draw Requests: Invoicing for CDBG funds is required on a quarterly basis. A draw request form will be provided by the County. CDBG funds are provided on a reimbursement basis and supporting documentation must be approved by County staff prior to payment.

Monitoring and Technical Assistance: The program will be monitored by Stanislaus County for compliance with County and HUD requirements and regulations. HUD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in monitoring desk and site reviews. The County will provide technical assistance as needed or requested to assist with the project progress and success. If the agency is not following the program requirements and regulations funding may be terminated and funding reimbursement required.

Provide Recognition of Funding: The agency is required to provide recognition for the role of Stanislaus County in services provided through this grant. In addition, the agency will include a reference to the support provided in all publications made possible with funds made available under this Agreement. Example wording: *This publication was made available through funding from Stanislaus County's CDBG Public Service Program.*

Budget: Agencies will be required to follow application budget line item amounts in draw requests. Requested budget line items must be costs directly associated with implementation of the activity proposed.

Fiscal Management: Agencies must comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available online at <http://www.ecfr.gov/cgi-bin/text-idx?SID=60b768264bb29c7923a1005d8f10bc5e&mc=true&node=pt2.1.200&rgn=div5>.

Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented.

Eligible Expenses include but are not limited to: CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service. Costs incurred for telephone services, local and long distance telephone calls, postage, messenger, electronic or computer transmittal services and the like are allowable.

- **Salaries:** Salary and fringe benefits (fringe is limited to 20% of total salary costs) in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are allowable, provided such costs are absorbed by all agency activities in proportion to the relative amount of time or effort actually devoted to each. Time sheets will be required to document expenses for staff and allowable time should be adjusted by the staff percentages of time allocated on the project as listed in the application. **Paid Time-off (PTO), Overtime, and Bonuses are NOT allowable expenses.**

Ineligible Expenses Include but are not limited to: CDBG funds may not be used to pay for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties. Below are some examples of ineligible expenses, taken from HUD CDBG/ESG Guidelines:

- **Promotion of Agency:** Costs of advertising and public relations designed solely to promote the non-profit agency including costs of promotional items and memorabilia, including models, gifts, and souvenirs, are not allowed.
- **Contributions or Donations:** Contributions or donations, including cash, property, and services, made by the agency, regardless of the recipient, are unallowable.
- **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
- **Fund-Raising:** Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.
- **Goods or Services for Personal Use:** Costs of goods or services for personal use of the organization's employees are unallowable.

Applications

Public Services Grants: Limit is one (1) grant application submission per activity and up to a maximum of three (3) grant application submissions per agency. In order for a project to qualify as a separate "Activity" it must either:

- (1) Serve a different population and be administered out of a separate location with separate staff; or
- (2) Offer a service that is completely separate from other applications submitted by the same agency.

Application funding requests may not exceed \$20,000 per project.

Fair Housing Services Grants: Limit is one (1) grant application submission per agency, although agencies may participate as partners on more than (1) application. Applying for the Fair Housing Services Grant does not count toward the limit on the number of Public Service Grant Applications an agency may submit.

Application funding requests may not exceed \$25,000. Only one (1) Fair Housing Services Grant will be awarded.

Co-Applicants: If a non-profit is going to submit an application for a program that is going to be implemented by a co-applicant, the non-profit must be the applicant, and the program or activity must be reflected within the overall financial management reports for the non-profit.

Application Package: Your complete application needs to be submitted as follows:

One (1) Original Application with ALL Exhibits A-S

Ten (10) Copies of the Application with Exhibits A – C, Q & S

One (1) Digital submission of the Application in Word and Exhibits A-C in Excel, Q & S in Word.

(Digital submission of the Application and must be provided via e-mail to the contact listed below, or provided with digital copies of the application on a CD or USB Stick. CD's or USB Sticks will not be returned.)

The application must be typed and kept in the original format. Proposals submitted with the format altered will not be disqualified. Faxed or e-mailed applications will not be accepted in lieu of hard copies. The application and exhibits must be submitted on standard letter size paper (8-1/2 x 11). To hold copies together please use staples or binder clips. Please do not bind, add tabs, or secure in folders or binders. Do not include extraneous material, unnecessary packaging, or a letter of transmittal, as they will be discarded. Please clearly label all exhibits.

Late Applications: Late applications will not be accepted. Any applications received after the due date will not be considered for funding. Postmarks in lieu of delivery will not be accepted.

Incomplete Applications: All sections must be filled out or the application will be considered incomplete. The budget must be filled out on the form provided. "See attached" will not replace the budget form or sections of the application. Any missing required documentation will render the application incomplete. If an exhibit does not apply, please include a piece of paper labeled with the exhibit letter along with a description of why that particular exhibit doesn't apply. If the requested number of copies are not made the application will be considered incomplete. Incomplete applications will not be considered for funding.

Due Date of Application:

All applications are due by Monday, December 14, 2015 by 4:30pm to Stanislaus County's Department of Planning & Community Development located at 1010 Tenth Street Place, 3rd Floor, Suite 3400, Modesto, CA 95354.

If you have any questions or concerns please contact: Ana San Nicolas at sannicolasa@stancounty.com or call 209-525-6330.