



STANISLAUS COUNTY GRANT APPLICATION GUIDELINES

for

California Emergency Solutions and Housing (CESH) Program and

Homeless Emergency Aid Program (HEAP)

for

Emergency Housing Interventions (EHI) For Fiscal Year 2019-2020

Please review the Grant Application Guidelines prior to starting the application process.

*CALENDAR OF EVENTS:

Grant Technical Assistance Workshop	October 14, 2019 at 10:00am
(Access to Applications will be provided)	
Applications Due	November 13, 2019 by 4:30pm
Panel Presentations.....	December 5, 2019
(Scheduled on a first come first serve basis)	
Noticing of Application Ranking	December 2019
Draft Awards Presented to Board of Supervisors....	January 2020
Final Award Approved by Board of Supervisors.....	January 2020
Grantee Award Training.....	January 2020
Agreement Executions.....	January 2020

**All dates on timeline are subject to change*

Guidelines Overview

Attendance at the Grant Technical Assistance Workshop, held on October 14, 2019 at 10:00am is **REQUIRED** for eligibility to submit a grant application(s). The workshop is provided to help answer any questions you may have about the application, grant process, and program requirements. Applications are due Wednesday, November 13, 2019, by 4:30pm, any applications submitted after this date and time will not be considered for funding approval. See the "Application Requirements" section of these guidelines for submittal information.

Stanislaus County is pleased to announce the availability of the California Emergency Solutions and Housing (CESH) program the Homeless Emergency Aid Program. The CESH program and HEAP provide funding for a variety of activities to assist persons experiencing or at risk of homelessness as authorized by Senate Bill 850. The State CESH and HEAP Statute can be reviewed at the following address:

CESH: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB850

HEAP: https://www.bcsb.ca.gov/hcfc/documents/heap_nofa.pdf
https://www.bcsb.ca.gov/hcfc/aid_program.html

EMERGENCY HOUSING INTERVENTIONS (EHI) FUNDS		
2018 CESH Allocation	2019 CESH Allocation	Total CESH Allocation
\$410,248	\$220,225	\$630,473
2018 HEAP Allocation		Total HEAP Allocation
\$875,137		\$875,137

This grant application covers only **EMERGENCY HOUSING INTERVENTION** activities allowable under both CESH and HEAP funding and as outlined in these Guidelines.

Eligible applicants include non-profits, for-profit organizations and government organizations. All applications submitted on-time and determined to be complete, will be reviewed and scored by a Grant Review Panel comprised a representative of the local Continuum of Care, Stanislaus County, and a representative from each of the nine cities within Stanislaus County (Ceres, Hughson, Newman, Modesto, Oakdale, Patterson, Riverbank, Turlock and Waterford). Applicants must provide a separate application for each proposed eligible program. The number of applications which may be submitted, and funding request limits are outlined in these guidelines.

Except in the case of a program or project specifically targeting homelessness prevention activities as part of a shelter diversion program, an applicant for CESH or HEAP funding shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness.

Expenditure Deadlines

CESH Funds: If awarded funding, the funds must be expended within four (4) years of the “Effective Date” of the agency’s CESH Agreement with the County. All grant expenses must be incurred prior to the Agreement’s “Expiration Date”. Any expenses incurred prior to the “Effective Date” or after the expenditure deadline will not be eligible for reimbursement from the County. Any grant funds that have not been expended by the expenditure deadline shall revert back to the County.

HEAP Funds: Due to grant claiming deadlines, HEAP proposer cannot provide and will not be reimbursed for services beyond April 30, 2021. All invoices shall be submitted no later than May 20, 2021 for services through April 30, 2021. HEAP funds must be expended by June 30, 2021.

COMMUNITY NEEDS

Continuum of Care Collaboration

Stanislaus County in collaboration with the Stanislaus Community System of Care (CSoC), the local Continuum of Care (CoC), have worked to identify community gaps and needs in the community. As a result of the collaboration many programs and projects have emerged and been implemented to address these needs in the community. The CoC has been the base for regional coordination for homeless and housing supportive services authorized by the Stanislaus Board of Supervisors on July 10, 2001. One of the requirements of the CESH program and HEAP was for the CoC to designate an Administrative Entity (AE) to locally administer the funds within the CoC service area. On September 20, 2018, the local CoC designated the Stanislaus County Department of Planning and Community Development as the AE for CESH funds and the Stanislaus County Community Services Agency as the AE for HEAP funds. CESH

and HEAP funds are intended to benefit the CoC Service Area that consists of the entire County, not excluding any cities.

Plan to Address Homelessness in Stanislaus County

On any given day in Stanislaus County approximately 1,261 people are homeless, according to the 2019 Point-in-Time Count. *The Plan to Address Homelessness in Stanislaus County* (the “Plan”) provides a road map for the implementation of new and existing funding sources, including No Place Like Home (NPLH), California Emergency Solutions and Housing Programs (CESH), and Homeless Emergency Aid Program (HEAP), as well as how to better align existing resources to respond to the needs of the community’s homeless population. The document can be viewed at: <https://csocstan.com/wp-content/uploads/2019/01/Plan-to-Address-Homelessness-in-Stanislaus-County.pdf>

The Plan identified the following core strategies for addressing homelessness:



Applicants will be asked to demonstrate how their proposed program encompasses one or more of the five (5) core strategies for addressing homelessness.

APPLICANT AGENCY REQUIREMENTS

All agencies applying for CESH or HEAP funding must meet the following requirements:

Agency: Applicants must be an established, and operating, not for profit, for profit or governmental agency as evidenced through documentation required in the application. Exhibits that show tax exempt status are required.

Faith-Based Agencies: Faith-based agencies are eligible to apply; however, CESH and HEAP funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the CESH or HEAP supported activity. Faith-based agencies may not use direct CESH or HEAP funds to support inherently religious activities such as worship or religious instruction. Faith-based agencies that participate in the CESH program or HEAP 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 annually. A copy of minutes authorizing staff to apply for CESH or HEAP funds, or grants in general, must be provided, as specified in the application.

Personnel: The agency must provide for adequate staffing for the administration and delivery of the services proposed. 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: 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/textidx?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.

Audits and Financial Reports: An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$750,000 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 \$750,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the ESG 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, professional liability, and other coverage as deemed necessary by Stanislaus County and shall include indemnification and hold harmless

language acceptable to Stanislaus County. All certificates and endorsements are to be received and approved by Stanislaus County before a program 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.

PROGRAM REQUIREMENTS

The following are **EMERGENCY HOUSING INTERVENTIONS** eligible activities:

- **Street Outreach:** Services assisting **unsheltered** homeless individuals and families to connect to temporary or permanent housing may include but not limited to:
 - Engagement
 - Case Management
 - Emergency Health Services (*if otherwise unavailable to the client*)
 - Emergency Mental Health Care (*if otherwise unavailable to the client*)
 - Transportation (*to and from another eligible Street Outreach service for both staff and clients, includes public transportation costs*)
 - Services for Special Populations (*homeless youth, victim services, persons living with HIV/AIDS provided the services are one of those listed above*)

- **Navigation Centers/Day Center/Shelters/Navigation Centers:** Funds for facilities providing temporary room and board and case managers who work to connect homeless individuals and families to income, public benefits, health services, permanent housing or other shelter. Eligible services under this activity include but are not limited to:
 - Operational Costs
 - Essential Services
 - Case Management
 - Child Care
 - Education Services
 - Employment Assistance and Job Skills Training
 - Outpatient Health Services
 - Legal Services
 - Life Skills Training
 - Mental Health Services (*if otherwise unavailable to the client*)
 - Substance Abuse Treatment Services (*if otherwise unavailable to the client*)
 - Transportation (*for client to and from medical care, employment, child care, or other eligible essential services, includes public transportation costs, or for staff for client home visits, for facility vehicle leasing costs when used specifically for transporting clients to and from medical care, employment, child care, or other eligible essential services*)
 - Services for Special Populations (*homeless youth, victim services, persons living with HIV/AIDS provided the services are one of those listed above*)
 - Shelter diversion, including, but not limited to, homelessness prevention activities such those described in 24 CFR 576.103, and other necessary service integration activities such as those described in 24 CFR 576.105, to connect individuals and families to alternate housing arrangements, services, and financial assistance.

- **Homeless Prevention Services:** Services that provide housing relocation and stabilization and short- and/or medium-term rental assistance necessary to prevent an individual or family from becoming homeless; including:
 - Housing Relocation and Stabilization Services

- Financial Assistance Costs (*includes rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, services costs*)
 - Housing Search and Placement (*staff time spent assisting clients in locating, obtaining and retaining housing*)
 - Housing Stability Case Management (*Staff time spent assessing, arranging, coordinating, and monitoring the client's progress towards achieving housing stability*)
 - Mediation (*between the client and landlord*)
 - Legal Services (*necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides*)
 - Credit Repair (*cannot be used to pay down client debt*)
 - Short-term Rental Assistance (*up to 3 months*)
 - Medium-term Rental Assistance (*4 – 24 months*)
 - Payment of Rental Arrears (*one-time payment for up to 6 months of rental arrears, including any applicable late fees*)
- **Housing Relocation and Stabilization Services:** Services that provide housing relocation and stabilization and short- and/or medium-term rental assistance necessary to move an individual or family who fits under the “homeless” definition into permanent housing; including
- Housing Relocation and Stabilization Services
 - Financial Assistance Costs (*includes rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, services costs*)
 - Housing Search and Placement (*staff time spent assisting clients in locating, obtaining and retaining housing*)
 - Housing Stability Case Management (*Staff time spent assessing, arranging, coordinating, and monitoring the client's progress towards achieving housing stability*)
 - Mediation (*between the client and landlord*)
 - Legal Services (*necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides*)
 - Credit Repair (*cannot be used to pay down client debt*)
 - Short-term Rental Assistance (*up to 3 months*)
 - Medium-term Rental Assistance (*4 – 24 months*)
 - Payment of Rental Arrears (*one-time payment for up to 6 months of rental arrears, including any applicable late fees*)

CESH applications are also required to meet the following program requirements:

- **Site Control** – Agency must provide proof of site control of location they will be providing service from and reporting to.
- **Intake Procedures**
- **Termination Procedures**
- **Case Management Procedures**
- **Centralized or Coordinated Assessment System** – Applicants are required to use a centralized or coordinated assessment system to assess the eligibility and needs of each individual or family who seeks homeless assistance or homelessness prevention assistance. including lead-based paint, to be verified by Stanislaus County.
- **Rental agreement for property manager/landlord (if applicable)**
- **Rental agreement or lease in client's name (if applicable)**
- **Landlord and or property owner agreement with agency (if applicable)**
- **Housing Unit Inspection by County (if applicable)**

HEAP Eligible Applicants

HEAP funds can be awarded to a nonprofit organization within a jurisdiction that did not declare a shelter crisis, however the only eligible activities include street outreach, health and safety education, criminal justice diversion, and homelessness prevention and intervention. Furthermore, these activities cannot be provided exclusively to residents within that jurisdiction and must be provided to residents throughout all geographic areas encompassed by the CoC.

Any program paid for with HEAP funds shall align and comply with the core components of Housing First as defined in the California Welfare and Institutions Code Section 8255(b)

<https://codes.findlaw.com/ca/welfare-and-institutions-code/wic-sect-8255.html>

HEAP funded programs must also agree to submit detailed reports as required by the Homeless Coordinating and Financing Council (HCFC). This report will include, but is not limited, to the following information:

- a. Amounts awarded to sub-recipients with activity(ies) identified;
- b. Contract expenditures;
- c. Unduplicated number of homeless persons or persons at imminent risk of homelessness served;
- d. Number of instances of service (defined in September 5, 2018 HEAP NOFA);
- e. Increases in capacity for new and existing programs;
- f. The number of unsheltered homeless persons becoming sheltered;
- g. The number of homeless persons entering permanent housing; and
- h. The project type (i.e. emergency shelter, rapid re-housing, outreach, etc.) and subpopulation (chronically homeless, veterans, unaccompanied homeless youth 18-24, unaccompanied homeless youth under 18, homeless persons in families with children, homeless persons in families without children) served by HEAP funds.

HEAP Eligible Uses: must align with Housing First Policy. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without precondition and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

CESH Programs must meet the following: Income Eligibility Limits, Fair Market Rate (FMR) and Client Data requirements:

Income Eligibility Limits: CESH programs have NO required "Income Limit" for client eligibility into programs. Priority must be given to homeless individuals and families.

Income verification is only required for Intake procedures. Every effort must be made to obtain the client's income information and documentation.

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, U.S. Census Bureau race and ethnicity breakdowns, disability, female head of household, and clients 62 years of age and older.

Fair Market Rate: The allowed FMR is twice the HUD area limit.

<https://www.huduser.gov/portal/datasets/fmr.html>

SCORING CRITERIA

HCD allows Stanislaus County, to award grants in accordance with its own community development objectives in collaboration with the local CoC. The Grant Review Panel will score grant applications based on the scoring criteria outlined below. The cumulative scores will be used to determine funding award recommendations. Final funding amounts also depend on eligible budget requests, project compliance with HCD 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 program?
(Maximum Points Available: 20 Points)
- **ADDRESSING THE NEED/EXTENT OF THE PROBLEM** – Is the proposed program addressing a critical Stanislaus County community need, as described in the adopted Homeless Plan?
(Maximum Points Available: 70 Points)
- **COLLABORATION** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If program serves homeless populations, does the agency participate in the local CoC and CoC related activities?
(Maximum Points Available: 30 Points)
- **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?
(Maximum Points Available: 40 Points)
- **FINANCIALS** – From whom, what kind, and is their other funding committed?
(Maximum Points Available: 20 Points)
- **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? *(Maximum Points Available: 20 Points)*
- **PROGRAM 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?
(Maximum Points Available: 50 Points)
- **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?
(Maximum Points Available: 20 Points)

The scoring sheets and criteria to be used by the Grant Review Panel are provided as part of the application grant packet distributed at the mandatory Grant Technical Assistance Workshop. The Grant Review Panel will be comprised of representatives from the County, the nine cities located within Stanislaus County, and the CoC.

REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded CESH funding, must 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 Request for Funds (RFFs) 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 entering into an Agreement.

Reporting and Records: Stanislaus County and/or HCD 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. Client data must 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.

Request for Funds: Invoicing for CESH funds is required at a minimum on a quarterly basis. A Request for Funds (RFF) form will be provided by Stanislaus County staff. CESH funds are provided on a reimbursement basis and supporting documentation must be approved by Stanislaus County prior to payment.

Monitoring and Technical Assistance: The funded program will be monitored by Stanislaus County for compliance with County and/or HCD program requirements and regulations. HCD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in desk and site monitoring 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.

Budget: Agencies will be required to follow application budget line item amounts when requesting funds. Ensure line items are feasible and give the agency flexibility in program expenditures.

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/textidx?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:

CESH: 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.**

HEAP: The parameters of the program are intentionally broad, and the examples provided are not exhaustive. Eligible uses include but are not limited to: **Services:** Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, and operating support for short-term or comprehensive homeless services. **Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, and eviction prevention strategies.

Ineligible Expenses Include but are not limited to:

CESH: 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 CESH 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.

Indirect Costs: Pursuant to OMB requirements, non-profit organizations receiving CESH funds may charge an indirect cost allocation to their grant. The indirect cost allocation may not exceed 10% of the allowable direct costs under the CESH activity unless a higher rate for the indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements.

HEAP: Funds are used to pay for activities that serve homeless individuals or families or those at imminent risk of homelessness, the uses are allowed, with the following restrictions:

- Jurisdictions that have not declared a shelter crisis may not be the direct recipient of HEAP funding.
- HEAP funds cannot be used to fund HMIS infrastructure or improvements.
- Administrative costs are capped at five percent of program funds. This does not include staff costs directly related to carrying out program activities [Health and Safety Code 50214(b)].
- HEAP funds cannot be used to create a strategic plan for addressing homelessness.
- HEAP funds cannot be expended after June 30, 2021. Any long-term projects that would require payment after that date are not appropriate uses of HEAP funds.
- Expenditures not intended for the purposes of providing aid for persons who are homeless or at imminent risk of homelessness are not appropriate uses of HEAP funds.

HEAP Frequently Asked Questions: https://www.bcsb.ca.gov/hcfc/documents/heap_faqs.pdf

HMIS and CES: Participation in the local Continuum of Care's Homeless Management Information System (HMIS) and the Coordinated Entry System (CES) is required.

APPLICATION REQUIREMENTS

CESH: Limit is two (2) grant application submissions per agency, for a maximum amount of \$400,000 per application. A maximum of three (3) grant applications will be recommended for funding.

HEAP: The Community Services Agency as the administrative entity for HEAP funds, intends to award the full amount to one or more projects.

Application Package: Complete application(s) need to be submitted as follows:

One (1) Original Application with ALL Exhibits A-N
Ten (10) Application Copies with Exhibits A, A1, A2, M & N

One (1) Digital Submission of the Application with ALL Exhibits A-N
(Digital submission of the Application and Exhibits must be provided via e-mail to planning@stancounty.com the contact listed below or provided with hard copies of the application on a USB Stick. 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 accepted. 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 proposal 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 forms provided: Exhibits A, A1, and A2. The forms provided for Exhibits M and N must be used and not substituted by other forms. "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 ten (10) are not provided the application will be considered incomplete. Incomplete applications will not be considered for funding.

Due Date of Application:

All applications are due by Wednesday, November 13, 2019, 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, 209-525-6330 or Leng Power at Powerl@stancounty.com, 209-342-5766.