



## STANISLAUS COUNTY

Emergency Solutions Grants (ESG) and California Emergency Solutions Grants (CA-ESG) Programs  
Coronavirus Aid, Relief, and Economic Security (CARES)

# ESG CARES 2019 ALLOCATION GRANT APPLICATION GUIDELINES

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

### \*CALENDAR OF EVENTS:

Grant Technical Assistance Workshop (MANDATORY) .....	June 3, 2020, at 2:00 p.m.
<b>Applications Due .....</b>	<b>June 10, 2020, by 3:00 p.m.</b>
Panel Presentations .....	June 16-17, 2020 (Scheduled on a first come first serve basis.)
Noticing of Application Ranking .....	June 2020
Final Award Approved by Stanislaus County Board of Supervisors .....	June 2020
Grantee Award Training .....	July 2020
Agreement Executions .....	July 2020

*\*All dates on timeline are subject to change.*

The following are the Grant Application Guidelines for ESG and ESG-CARES 2019 Allocation funds:

#### **Federal ESG Program**

Stanislaus County, along with the cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank (after July 1, 2020) and Waterford, form what is known as the Stanislaus Urban County, an entitlement jurisdiction. Stanislaus County serves as the “lead agency” for the Stanislaus Urban County.

As an entitlement jurisdiction, the Stanislaus Urban County is awarded ESG funds directly from HUD to facilitate programs meeting HUD’s ESG criteria.

#### **State CA-ESG Program**

The State of California Department of Housing and Community Development (HCD) administers the CA-ESG program with funding received from HUD. In 2016, HCD established a dedicated Continuum of Care Allocation and a simplified process to fund local government agencies to administer the CA-ESG funds. On March 30, 2016, Stanislaus County was approved as an Administrative Entity (AE) by HCD for CA-ESG funding provided to the local Turlock/Modesto/Stanislaus County Continuum of Care (CoC) Service Area. In Stanislaus County, the CoC Service Area consists of the entire County, not excluding any cities.

ESG CARES funding must be used to prevent, prepare for, and respond to the Coronavirus (COVID-19) outbreak. The Performance Period for these ESG-CARES funds will begin March 1, 2020 to December 31, 2022.

Reimbursements for activities conducted prior to agreement execution may be considered subject to County approval of documentation needed to meet HUD standards.

A Grant Technical Assistance Workshop (via Skype), will be held on June 3, 2020, at 2:00 p.m. and participation in the workshop is **MANDATORY** for eligibility to submit a grant application(s). The workshop is provided to help answer any questions you may have about the application, application process, and program requirements. **Applications are due Wednesday, June 10, 2020, by 3:00 p.m.**; any applications submitted after this date and time will not be considered for funding approval. See the "Application" section of these guidelines for additional submittal information.

## ESG AND CA-ESG CARES ACT OVERVIEW

On April 8, 2020, HUD notified eligible jurisdictions that they would receive an ESG-CARES allocation to be used to prevent, prepare for, and respond to COVID-19. The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) authorized these allocations via, Public Law 116-136, which was signed into law on March 27, 2020, to respond to the growing effects of COVID-19. These funds are to be used to prevent, prepare for, and respond to the coronavirus among individuals and families who are experiencing homelessness or receiving homelessness assistance; and to support additional homelessness assistance and homeless prevention activities to mitigate the impact created by coronavirus.

HUD's ESG program is intended to supplement state, local and private efforts to improve the quality and number of emergency shelters and transitional facilities for homeless people as well as to provide case management and financial assistance to prevent homelessness and to permanently re-house homeless persons. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families/individuals from becoming homeless.

HUD has issued an interim rule for the ESG Program. This rule amends the McKinney-Vento Homeless Assistance Act in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The interim rule establishes a list of eligible activities and allows the local grantees to select activities in accordance with its own community development objectives.

The federal ESG program is governed by 24 Code of Federal Regulations (CFR), Parts 91 and 576. HUD's ESG Program information is available online: <https://www.hudexchange.info/programs/esg/>.

As a reminder, Stanislaus County program regulations are aligned with HUD's ESG regulations. For a reference of approved activities, providers should refer to the ESG Quick Reference Guide available online at: <https://files.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>.

Notable elements regarding the use of ESG CARES Act funding include:

- ❖ Allowing households to be considered "at risk of homelessness" if their income is at the area's Very-Low Income Limit of 50 percent of Area Median Income (AMI).
- ❖ Resources may only be used to cover allowable costs that are associated with preventing, preparing for, and responding to COVID-19.
- ❖ The funds are exempt from the ESG match requirements.
- ❖ No funds may be used to require people experiencing homelessness to receive treatment or any other prerequisite activity as a condition for receiving shelter, housing, or other services.

The CA-ESG program is governed by 25 California Code of Regulations, Section 8400 et seq ("State Regulations"). State regulations can be found online at: <http://hcd.ca.gov/grants-funding/active-funding/esg.shtml>.

## APPLICATION ELIGIBILITY AND FUNDING LIMITS

Agencies are eligible to submit this application for ESG-CARES funding if they have experienced an increase in demand for services directly related to the COVID-19 outbreak, or have a new program/activity proposal for directly addressing increased community needs directly related to the prevention of, preparing for, or respond to the COVID-19 outbreak. Applications must highlight how the demand for services has increased directly because of the COVID-19 outbreak, or detail how a new program/activity is going to meet the needs created by the current health crisis per the CARES Act.

Please Note: A decrease in funding/fundraising from other sources are not considered to be eligible reasons for the allocation of ESG-CARES funding. Applicants must show a direct increase in service need because of the outbreak. Additionally, applicants must verify that no other state/federal funding are available to meet these needs in order to avoid funding duplication (Stafford Act) as required by the CARES Act. All proposals must comply with applicable ESG and CARES Act regulations, programmatic requirements, and the applicant must have the capacity to undertake and comply with all federal regulations.

Only complete applications will be considered for funding (see the "Applications Requirement" section of these guidelines). Furthermore, completed applications must contain the necessary exhibits, budgets, and requested information on targeted CDBG eligible populations.

Please email Grant Applications to [planning@stancounty.com](mailto:planning@stancounty.com) by the application deadline of 3:00 p.m., on Wednesday, June 10, 2020.

In the email subject line please include the grant program name and the agency name (Ex: ESG CARES- AGENCY NAME or CA-ESG CARES-AGENCY NAME).

No more than two (2) applications per agency will be accepted. Application requests for funding may not exceed \$200,000 per application. No application requests below \$50,000 will be accepted. The number of applications to be awarded is dependent on the actual amount of ESG-CARES funding provided by HUD and HCD and partial funding may be awarded, pending consultation with the applicant to verify that the proposed program/activity may be undertaken with partial funding.

### Estimated ESG-CARES 2019 Allocations\*\*:

Federal ESG Program (ESG) Allocation:	\$628,846
State ESG Program (CA-ESG) Allocation:	\$771,300

*\*\*Award recommendations may be increased or decreased based on the actual funding amounts awarded by HUD and HCD and to meet program maximum and minimum caps for specific activities. The scoring results from the grant applications submitted may be utilized for awarding future CARES funding received by Stanislaus County. The estimated allocation amounts exclude 10% being retained by Stanislaus County for administrative costs to oversee the program.*

## SCORING CRITERIA AND COMMUNITY NEEDS PRIORITIZATION

HUD allows jurisdictions to award grants in accordance with its own community development objectives. Stanislaus County and the cities of Riverbank and Turlock are working collaboratively with the City of Modesto, Stanislaus Community Foundation and United Way of Stanislaus to assess the impact COVID-19 has had on our community and on local non-profits. The goal of this collaborative effort is to improve the distribution of funding available to assist with COVID-19 impacts to a broader range of non-profits. Staff from all funding entities have committed to working together to share application criteria and funding award information in an effort to inform the overall collective process of providing funding to non-profits aimed at meeting community needs.

On May 13, 2020 the Stanislaus Homeless Alliance accepted the following funding prioritization recommendations for the programing and awarding of ESG-CARES funding:

- ❖ Support the needs of existing shelter operations

- ❖ Address unexpected operations and supply costs not covered by other available funding sources
- ❖ Support the development of housing units aimed at transitional and permanent supportive housing
- ❖ Support rapid rehousing
- ❖ Support homeless prevention

On May 21, 2020, the Stanislaus Community System of Care (CSoC) approved use of the funding prioritization recommendations for the programming and awarding of ESG-CARES funding.

The accepted and approved funding prioritization recommendations will be used by a Grant Review Panel to make final ESG-CARES funding recommendations. The ESG Grant Review Panel will be comprised of one (1) representative from Stanislaus County, one (1) city representative from each of the seven (7) Stanislaus Urban County cities (all nine (9) for CA-ESG CARES), and one (1) representative from the local Continuum of Care. All applications determined to be complete by staff will be provided to the Grant Review Panel for review and scoring. 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, eligible scope of services in compliance with HUD program regulations, past program performance, the area and populations served, and funding availability.

**Scoring Criteria:** Below is a summary of the basic scoring criteria to be used by the Grant Review Panel to evaluate each application:

- ❖ **Capacity & Experience** – Does the agency have experience administering federal CDBG programs? Does the Agency have the capacity to successfully implement the proposed program? Funding prioritization will be provided to agencies with successful experience in administering federal or state ESG funding.  
*(Maximum Points Available: 50 Points)*
- ❖ **Addressing the Need/Extent of the Problem** – Is the proposed program addressing a funding priority as accepted and approved by the SHA and CSoC? Does the program support the equitable distribution of ESG-CARES funds throughout Stanislaus County?  
*(Maximum Points Available: 50 Points)*
- ❖ **Collaboration** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If the program serves homeless populations, does the agency participate in the CSoC and CoC related activities?  
*(Maximum Points Available: 20 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: 20 Points)*
- ❖ **Financials** - Will the ESG-CARES requested amount pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? ESG-CARES assistance to agencies is intended to be supplemental.  
*(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 the agencies adaptability to meet community needs with the social and safety protocols necessary to respond to the COVID-19 outbreak?  
*(Maximum Points Available: 30 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: 10 Points)

A complete ESG-CARES Scoring Overview of the scoring criteria factors to be used by the Grant Review Panel is provided as Attachment 1. As reflected in the maximum points available, prioritization will be given to applicants with successful experience in administering ESG funding and to applications focused on meeting the funding prioritization recommendations listed above. Scoring prioritization will also factor in the need to ensure that available funding gets equitably distributed throughout Stanislaus County.

Based on the number of applications received, the Grant Review Panel may request a presentation from all of the applicants or only a portion of the applicants scoring highest during the initial assessment. Presentations to the Grant Review Panel will be conducted via Skype as a video conference. Presentation instructions, including any limits on the number of applicant representatives allowed to participate, will be provided prior to the presentations. Time slots for the presentations will be offered according to the order that applications were initially submitted. Presentations before the Grant Review Panel are anticipated to be held on June 16-17, 2020.

## REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded ESG-CARES 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 Stanislaus 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, Drug-Free Workplace Policy, and other required documents before entering into an Agreement.

**Reporting and Records:** Stanislaus County, HUD, 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. Quarterly and year-end performance reports are required. Grant files and individual client files must be maintained for a minimum of four (4) years after the program has ended.

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

**Monitoring and Technical Assistance:** The program will be monitored by Stanislaus County for compliance with County, HUD, and/or HCD requirements and regulations. HUD and/or HCD 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. Stanislaus 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:** The budget form must specifically detail the “Total Requested Amount” of the grant proposal and **NOT** the entire agency’s program budget or the agency’s entire budget. Agencies will be required to follow application budget line item amounts when requesting funds. Ensure that 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.

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:** 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:** Funds may not be used to pay for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (e.g., 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.
- ❖ **Fundraising:** 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 ESG and CA-ESG 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 program activity unless a higher list for the indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements.

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

### **Applications Are Also Required to Meet the Following Program Requirements**

**Site Control:** Agency must provide proof of site control of location(s) where they will be providing services.

**Termination Procedures:** Agency must provide a copy of its Termination Procedures.

**Case Management:** Agency must provide evidence that they have substantial staffing.

**Eligibility Re-assessments:** Homeless Prevention clients every three (3) months and Rapid Re-housing programs will be reviewed annually.

**Centralized or Coordinated Assessment System:** Sub-recipients are required to use a centralized or coordinated assessment system, as required by HUD and/or HCD, to assess the eligibility and needs of each individual or family who seeks homeless assistance or homelessness prevention assistance.

**Habitability Standards:** Units receiving rental assistance must pass a minimum threshold of habitability, including lead-based paint, to be verified by Stanislaus County. Renovations completed with funds must also meet applicable state or local government safety and sanitation standards, include energy-efficient appliances and materials.

**Rental Agreement:** A copy of the rental and/or property agreement/lease in the client's name shall be provided from the property manager/landlord

**Fair Market Rents (FMR) and Rent Reasonableness Calculations:** Agency shall provide evidence to support that rental limits comply with FMR.

**Income Eligibility Limits:** ESG and CA-ESG programs must serve very low-income households (at or below 50% of the area median income), homeless persons, or those at-risk of homelessness.

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. Very-low income families are defined as those at or below 50% of the area median income. For additional information on ESG and CA-ESG program limits please visit HUD Exchange's ESG Income Limits web page:

<https://www.hudexchange.info/resource/5079/esg-income-limits/>

**Income Verification:** Only required for Rapid Re-Housing and Homeless Prevention Assistance at the annual reassessment, not upon program entry. Annual household income limits are updated annually by HUD. When an activity provides services specific to housing, then income eligibility is determined by household size, which includes every person residing within the home.

**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.

## PROGRAM REQUIREMENTS

Designed as a first step in a Continuum of Care plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter, transitional housing, as well as, assisting individuals in their path to independent living. While flexible in terms of serving all homeless sub-populations and preventing persons from becoming homeless, ESG program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. Below is an overview of the categories of eligible activities and any applicable limitations, including income eligibility limitations, for ESG-CARES:

### ESG Eligible Categories

**Street Outreach:** Essential Services assisting **unsheltered** homeless persons to meet emergency needs including:

- ❖ 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.

**Emergency Shelter:** Funds for facilities providing overnight shelter to homeless families and individuals including:

- ❖ Operational Costs
- ❖ Renovation of Buildings Used as Emergency Shelters for Homeless
- ❖ 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)*

**Homeless Prevention:** Services that provide housing relocation and stabilization and short- and/or medium-term rental assistance necessary to prevent an individual or family who fits under the “at-risk of homelessness” definition 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*)

Homeless Prevention funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than HUD's Very Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the "at risk of homelessness" definition in 24 CFR 576.3.

**Rapid Re-Housing:** 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*)

**Homeless Management Information Systems (HMIS): Participation in HMIS is required for both ESG and CA-ESG; however, only Federal ESG provides for HMIS specific funding. The Federal ESG** maximum award request capped at 10% (Estimated Award Available: \$69,871). Per HUD ESG regulations, victim services organizations may collect data in a substantially equivalent database instead of in HMIS. HMIS eligible expenses include:

- ❖ Administering
- ❖ Monitoring
- ❖ Reporting
- ❖ Training
- ❖ Technical Support
- ❖ Participation Fees/Software

## APPLICATION REQUIREMENTS

Only complete applications will be eligible for funding.

All sections of the application must be filled out and all applicable exhibits, as identified in the "Required Document (Exhibits) Checklist" must be included or the application will be considered incomplete. The budget must be filled out and signed, on the forms provided: Exhibits A, A1, and A2. "See attached" will not replace the budget form or any sections of the application. Any missing required documentation will render the application incomplete. If an exhibit does not apply, please include a page labeled with the exhibit letter along with a description of why that particular exhibit does not apply.

Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

Limits on the number of applications which may be submitted per agency:

- ❖ **ESG:** Only one (1) grant application shall be submitted per agency.
- ❖ **CA-ESG:** Only one (1) grant application shall be submitted per agency.

***No more than two (2) applications per agency shall be accepted (one (1) ESG and one (1) CA-ESG).***

**Application requests for funding may NOT exceed \$200,000 per application. No application requests below \$50,000 will be accepted.**

**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, a non-profit must be the applicant, and the program or activity must be reflected within the overall financial management reports for the non-profit. It must be clearly stated who is the lead applicant and a Memorandum of Understanding (MOU) must be in place defining the roles and responsibilities of each applicant. A copy of the MOU must be provided to Stanislaus County upon request. If recommended for funding and no MOU is provided, then the application will be deemed ineligible. If awarded, the lead applicant must be responsible for all costs incurred by the program and reporting requirements.

**Due Date of Application:** All applications are due no later than **Wednesday, June 10, 2020, by 3:00 p.m.** to Stanislaus County's Department of Planning & Community Development. Submit completed applications, including exhibits, to [Planning@stancounty.com](mailto:Planning@stancounty.com). In the email subject line include the grant program and the agency name (Ex., ESG-CARES STANISLAUS -AGENCY NAME or CA-ESG CARES- AGENCY NAME).

Proposals submitted with the forms altered will be disqualified. Faxed applications will not be accepted in lieu of emailed copies. Please make sure that all scanned documents are legible, and exhibits are clearly marked. Illegible and unmarked exhibits will be considered missing and the application will be deemed incomplete.

**Late Applications:** Late applications will not be accepted. Any applications received after the deadline will not be considered for funding.

**If you have any questions or concerns, please contact Stanislaus County Community Development Services staff at: [planning@stancounty.com](mailto:planning@stancounty.com) or call 209-525-6330.**



**EMERGENCY SOLUTIONS GRANTS (ESG)  
CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES)  
2019 ALLOCATION GRANT REVIEW GUIDE**

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**Rating Factor 1: Capacity & Experience (50 Points)**

**Sub factor 1: Agency & Staff Experience with Grant Administration**

**Sub factor 2: Program Sustainability Outlook**

**CONSIDERING FACTORS**

- Does the agency have successful experience in administering federal or state funded programs?
- Does the agency have federal, state, or local licenses/certificates?
- Is the agency experienced in carrying out the proposed program?
- Does the proposed program seem to fit in with the agency's mission statement?
- Does the agency have the experienced and proper level of staffing to successfully carry out the project?

*Evaluate how well the agency demonstrates the ability to successfully implement and manage publically funded (federal, state, and local) projects in a timely manner, consistent with funding requirements AND the agency's experience working with similar programs (housing programs, emergency shelters, outreach, etc.) or programs with similar activities (case management, assessments, performance reporting, etc.).*

*Funding prioritization will be provided to agencies with successful experience in administering ESG funding.*

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**Rating Factor 2: Addressing the Need/Extent of the Problem (50 Points)**

**Sub factor 1: COVID-19 focus.**

**Sub factor 2: Consistent with funding prioritization (see list on next page).**

**Sub factor 3: Equitable distribution of funding throughout Stanislaus County.**

**CONSIDERING FACTORS**

- Will the proposed program aid in preventing, preparing for, and responding to the COVID-19 outbreak?
- Is the proposed program addressing a funding priority as accepted and approved by the Stanislaus Homeless Alliance (SHA) and Stanislaus Community System of Care (CSoc)?
- Are current local statistics, agency statistics, or other evidence provided to document and support the proposed programs approach to addressing community need and gaps in service?
- Are a target population and their unique service needs clearly identified?
- Is the proposed program designed to improve client wellbeing through a collaborative approach and coordinated access to resources?

- Will the funding be used to benefit persons throughout Stanislaus County or just a specific geographical area?

*Evaluate how well the proposed program addresses community priorities while working collaboratively to address gaps in services and root causes in an effort to assist homeless persons to permanently escape homelessness and prevent those at risk of homelessness from becoming homeless.*

*Funding prioritization will be provided to applications addressing the following funding prioritization recommendations accepted by the SHA on May 13, 2020, and approved by the CSoC on May 21, 2020, for the programing and awarding of ESG-CARES funding:*

- Support the needs of existing shelter operations.
- Address unexpected operations and supply costs not covered by other available funding sources.
- Support the development of housing unites aimed at transitional and permanent supportive housing.
- Support rapid re-housing.
- Support homeless prevention.

*Funding prioritization will also factor in the need to ensure that available funding gets equitably distributed throughout Stanislaus County. Stanislaus County is working collaboratively with other local funders (cities, Stanislaus Community Foundation, and United Way of Stanislaus) to assess the impact COVID-19 has had on our community and on local non-profits. Staff from the various funders have committed to working together to share application criteria and funding award information in an effort to inform the overall collective process of providing funding to non-profits aimed at meeting community needs. Available application criterial and funding award information will be provided to the Grant Review Panel.*

**Rating Factor 3: Collaboration (20 Points)**

**Sub factor 1:** Does the proposed program incorporate a cross sector engagement strategy?

**Sub factor 2:** Are there partnerships and collaborations?

**Sub factor 3:** Outreach and referrals.

**CONSIDERING FACTORS**

- Does the agency actively refer clients to other needed services?
- Does the agency collaborate with other agencies to provide comprehensive services?
- Does the proposed program include coordination efforts between multiple sectors including: Education, Faith-Based, Arts, Media, Government, Non-Profits, Business, Entertainment, Sports and Neighborhoods?
- Does the agency have an effective client outreach strategy?
- Will the proposed program help meet needs and promote increased self-sufficiency?
- Did the agency provide details of any formal agreements and history of partnerships in the community?
- Is the agency demonstrating that they are not working in a silo and have established true partnerships throughout the County? Recently or do they have a history of community involvement?

*Evaluate the outreach activities and how effective the program will be in reaching the target population. How are any barriers described and how will they be addressed? Evaluate the degree of agency participation within the local community, including its collaborative efforts with other*

agencies and committees. Does the agency participate in the Stanislaus Community System of Care (CSoC) (the local Continuum of Care (CoC)) and CoC related activities? Grant recipients are required to participate in the CSoC.

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#### **Rating Factor 4: Accomplishments & Program Evaluation (20 Points)**

Sub factor 1: Standardized client intake and eligibility process.

Sub factor 2: Standardized methods and tools to evaluate progress.

Sub factor 3: HMIS proficiency, training and deadlines.

#### **CONSIDERING FACTORS**

- Can the agency provide information on the number of clients served in previous years?
- Does the agency have verifiable accomplishments?
- How did the agency perform in terms of numbers served?
- Does the agency track accomplishments over time?
- Does the agency's method of tracking accomplishments extend over a reasonable period of time?
- Do the agency's tracking methods sound reasonable and or efficient?
- Is the agency proposing activities that will help clients move towards self-sufficiency after they receive the service?
- Can they clearly define how clients will be better off and reach self-sufficiency after receiving proposed services?
- Is there a strong link between the outcomes, the project goals, and the services provided?
- Does the agency have dedicated staff to enter data directly into HMIS or does an outside agency assist?
- If the agency enters data into HMIS, have they had any issues in the system or issues with reporting requirements to an Entitlement jurisdiction or the CoC?
- Has the agency met all their HMIS reporting deadlines within the last 12 months?
- Does the agency staff have the familiarity and/or capacity to screen clients through the VI-SPDAT in the HMIS system?

*Evaluate the effectiveness of how proposed program outcomes and performance will be measured. Are the methods and tools to be used to evaluate progress clearly described? Are long-term goals verifiable and attainable and will the program be impactful and effective in meeting needs and gaps in services?*

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#### **Rating Factor 5: Financials (20 Points)**

Sub factor 1: Clear and efficient budget.

Sub factor 2: Leveraging sources (private, federal, state, local and in-kind).

#### **CONSIDERING FACTORS**

- Does the proposed program identify other sources of funding?
- If the requested funding is not awarded can the agency still implement the program?
- Does the program budget reflect awarded funding or pending funding from other sources?
- Is there a reasonable amount of committed funding to cover the costs of the proposed program with or without the requested funds?
- In the past was the program funded with other funding, if so why did it stop?

- How will funding be used to bridge organizational funding gaps until the economy recovers from the COVID-19?
- How will funding maintain or expand services and serve more people as a result of COVID-19?

*Evaluate if program budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population. Does the program leverage other federal, state, local, or private resources? Does the agency provide evidence of sustainable funding? Evaluate program sources and costs to determine if they are reasonable and well supported.*

## **Rating Factor 6: Performance & Risk Assessment (20 Points)**

### **Sub factor 1: Implementation-Soundness of Approach**

### **Sub factor 2: Monitoring Results & Timeliness**

#### **CONSIDERING FACTORS**

- How will the proposed services be implemented?
- Who will implement the proposed services?
- Will the agency rely on any outside agencies in order to implement the proposed program? If so, are there solid commitments to this program? How will they monitor those outside agencies?
- 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 audit findings?
- Are there any serious performance issues in past grants awarded to the agency?

*Evaluate any relevant performance benchmarks. Is there a plan for dealing with any perceived barriers or challenges such as lack of affordable housing units? If the program is unable to meet a benchmark, is there a plan for what the program can offer in the first year, and how it can move closer to meeting or exceeding the target in the second year? Are the methods and tools to be used to evaluate progress clearly described? If proposing rapid re-housing, has the agency demonstrated a plan to addressing private sector housing constraints?*

## **Rating Factor 7: Program Innovation (30 Points)**

### **Sub factor 1: Program innovation.**

#### **CONSIDERING FACTORS**

- Does the proposed program introduce an innovation that substantially improves the services proposed/provided?
- Does the proposed program go beyond the usual approach by showing the agency's adaptability to meet community needs with the social and safety protocols necessary to respond to the COVID-19 outbreak?
- Will there be an expansion of services?

*Evaluate the proposed program for an approach that goes beyond the service model used in the community by the applicant or another service provider prior to the COVID-19 outbreak. Specifically, how has the agency adapted the proposed program in terms of staffing, technology, and client engagement in order to maintain social and safety protocols in response to COVID-19. For applicants requesting funding for an existing program, innovation should not be based only on the expansion of client numbers, locations, or new activities; and may include changes to the service delivery model designed to enhance results. Does the program application include sufficient information to clearly demonstrate an innovative approach?*

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**Rating Factor 8: Grant Submittal (10 Points)**

**Sub factor 1: Is the grant application clear?**

**Sub factor 2: Presentation value.**

***CONSIDERING FACTORS***

- Were there any confusing statements in the grant application by the applicant that could not be explained?
- Were all concerns and questions answered by grant application and the presenter(s)?
- Is the proposed program clear and accurate?
- Does the presentation align with the submitted grant application?
- Did the presentation clear up any concerns or questions regarding the grant application?
- Were the presenters able to completely answer the questions from the Grant Review Panel?