



**STANISLAUS COUNTY**  
**Administrative Entity for**  
**State of California Housing and Community Development (HCD)**  
**Emergency Solutions Grants (ESG) Program**

**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**Fiscal Year 2016-2017**

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**CALENDAR OF EVENTS\*\***

- May 4, 2016** STATE HCD ESG Application (attached) period opens. A Technical Assistance Workshop will be held at Tenth Street Place in Room 2001, at 1010 10<sup>th</sup> Street, Modesto, from 2:30 p.m. – 4:00 p.m. Applications for funding will be available at the Technical Workshop. **Attendance is MANDATORY.**
- May 16, 2016** Deadline to submit STATE HCD ESG applications. **Due no later than 4:30 p.m.** Applications must be delivered in person to the Stanislaus County Department of Planning and Community Development, 1010 10<sup>th</sup> Street, Suite 3400, Modesto. **No Exceptions.**
- May 26, 2016** STATE HCD ESG Presentations to the ESG Review Committee (15 minute presentation limit). Presentations will be scheduled in the order in which applications are submitted. Presentations will be conducted in Room 2001, Second Floor, 1010 10<sup>th</sup> Street, Modesto, from 8:00 a.m. – 3:00 p.m.

Reasonable accommodations will be made available with advance notice at meeting locations to ensure access for persons with disabilities including sign language, interpreters, and assistive listening devices.

If you have questions please contact:

**STANISLAUS COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**1010 10<sup>TH</sup> STREET, SUITE 3400, MODESTO, CA 95354**  
**INFORMATION / RSVP LINE 209.525.5926 FAX 209.525.5911**

**\*\*Calendar may be subject to change**



**CONDADO DE STANISLAUS**  
**Departamento de Desarrollo Comunitario y Planificación**  
**Entidad Administrativa para**  
**el**  
**Departamento de Vivienda y Desarrollo Comunitario del Estado (HCD)**  
**Programa de Soluciones de Emergencia (ESG)**

**NOTICIA DE DISPONIBILIDAD DE FONDOS (NOFA)**  
Año Fiscal 2016-2017

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**CALENDARIO DE EVENTOS\*\***

- 4 de mayo 2016** El periodo de Solicitudes de ESG se abrirá. Un Taller Técnico de Asistencia será llevado a cabo en el despacho de juntas publicas Suite 2100, en las oficinas en el 1010 10th Street, en Modesto, de las horas 2:30 p.m. y 4:00 p.m. Las solicitudes para fondos estarán disponibles en este taller. **Asistencia es requerida. Reservación requerida.**
- 16 de mayo 2016** Fecha de plazo para entregar solicitudes de ESG. **No mas tarde de las 4:30 pm.** Las solicitudes deberán ser entregadas en las oficinas de el Condado de Stanislaus, Departamento de Desarrollo Comunitario y Planificación , 1010 10<sup>th</sup> Street, Suite 3400, Modesto, CA 95354. **Ninguna Excepción.**
- 26 de mayo 2016** STATE HCD ESG Presentaciones a el Comité de Becas de Servicios Públicos del Condado de Stanislaus (límite de 15 minutos). (Presentaciones serán fijadas en la orden en que se entreguen las solicitudes. Las presentaciones se llevarán Cuarto de Entrenamiento Room 2001, 1010 10<sup>th</sup> Street, Modesto, desde las 8:00 a.m. – 3:00 p.m.

Acomodaciones razonables serán hechas disponibles, con aviso previo, en las localidades de las reuniones para asegurar acceso a personas con discapacidades incluyendo lenguaje de señas, traducción, y aparatos asistivos auditivos.

**Si tiene preguntas comuníquese con:**

CONDADO DE STANISLAUS PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
1010 10<sup>TH</sup> STREET, SUITE 3400, MODESTO, CA 95354  
LINEA DE INFORMACION / RSVP 209.525.7539 FAX 209.525.5911

**\*\*Fechas y horarios pueden cambiar**



Stanislaus County  
State HCD Emergency Solutions Grants (ESG) Program  
**Grant Application Guidelines**  
For Fiscal Year 2016-2017

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

<b>CALENDAR OF EVENTS</b>
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Application and Guidelines Posted on County website.....	April 29, 2016
Mandatory Technical Assistance Workshop .....	May 4, 2016 at 2:30pm
(Applications available at the workshop only)	
Deadline for Application Questions.....	May 11, 2016
Application Q&A to be distributed to all applicants...	May 12, 2016
<b>Applications Due .....</b>	<b>May 16, 2016 by 4:30pm</b>
Panel Presentations.....	May 26, 2016
(Scheduled on a first come first serve basis)	
Noticing of Project Ranking .....	June 2016
Final Award Approved by BOS.....	June 2016
Grantee Award Training.....	July 2016
Agreement Executions.....	October 2016

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

**Technical Workshop:** A mandatory technical workshop will be conducted on May 4, 2016 at 1010 10<sup>th</sup> Street, Suite 2100, Modesto. Only applications from Agency’s with a representative attending the workshop may be submitted. For applications with a co-applicant, a representative from the lead agency must attend the workshop. **Attendance at the Mandatory Technical Assistance Workshop is required to obtain and submit a grant application.** The workshop is provided to help answer any questions you may have about the application, application process, and program. Applications are due Monday, May 16, 2016 by 4:30pm, at 1010 10<sup>th</sup> Street, Suite 3400, Modesto, any applications submitted after this date and time will not be considered for funding approval.

**Presentations:** Presentations to the grant review panel will be held on May 26, 2016. The purpose of these presentations is to give applicants the opportunity to give a 15-minute presentation about their proposal to the ESG grant review committee. After the presentation, the committee will conduct a brief question and answer session with the applicant. Applicants 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 the Board of Supervisors approves the ESG Award recommendations for 2016-2017 (estimated to occur in June 2016). All Award Recommendations are dependent on final HCD approval. Final Award recommendations may be increased or decreased based on the actual amount awarded by HCD.

## HCD ESG PROGRAM OVERVIEW

The State of California Department of Housing and Community Development (HCD or Department) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD). The federal 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.

After undergoing a program re-design HCD established a dedicated Continuum of Care Allocation and a simplified process to fund local government agencies to administer the ESG funds on the HCD's behalf.

On March 30, 2016, Stanislaus County was approved as an Administrative Entity (AE) by HCD and was awarded \$569,976 in ESG funds to be administered over a two Fiscal Year period. These funds are for eligible ESG activities outlined in a HCD Annual Action Plan as approved by HUD to be utilized for providing services to the homeless and those at risk of becoming homeless within the Continuum of Care CoC Service Area.

The CoC Service Area consists of the entire County not excluding any cities. These funds are completely separate from the federal ESG funds that Stanislaus County receives as an Entitlement Jurisdiction as the Stanislaus Urban County.

The federal program is governed by 24 Code of Federal Regulations (CFR), Parts 91 and 576. The State program is governed by 25 California Code of Regulations, Section 8400 et seq ("State Regulations"). Program regulations can be found on HCD's website at <http://www.hcd.ca.gov/financial-assistance/emergency-solutions-grant-program/index.html>.

***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 and transitional housing, as well as assisting their movement to independent living. While flexible in terms of serving all homeless subpopulations 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. The following categories of eligible activities and applicable limitations are discussed in the Program Requirements section of these Guidelines:

- **STREET OUTREACH ACTIVITIES (Capped)**  
**\$323,519 Maximum Amount Available both Street Outreach and Emergency Shelter**
- **EMERGENCY SHELTER ACTIVITIES (Capped)**  
**\$323,519 Maximum Amount Available both Street Outreach and Emergency Shelter**
- **RAPID RE-HOUSING ACTIVITIES (Not Capped)**  
**\$215,679 Minimum 40% to be funded**
- **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) ACTIVITIES (Capped)**  
**\$15,389 Maximum Amount Available**

To be eligible for ESG assistance, a public service project **must serve very low income households** (at or below 30% of the area median income), **homeless persons or those at-risk of homelessness**. An income table is attached under the Program Requirements Section of these Guidelines for your reference.

Please see [http://www.hudhre.info/documents/HEARTH\\_ESGInterimRule&ConPlanConformingAmendments.pdf](http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf) to review the interim rule, including the definition of chronically homeless and households at-risk of homelessness.

## IDENTIFYING COMMUNITY GAPS AND NEEDS

On October 28, 2014, the Board of Supervisors adopted a plan called Focus on Prevention 2015, which is a strategy for community transformation in four areas critical to the quality of life in Stanislaus County (homelessness, strengthening families, youth early intervention, and reducing recidivism). The goal of the Focus on Prevention initiative is to bring all sectors of the community together to provide an opportunity for cross-sector development of community-wide prevention strategies.

A Homelessness Action Council (HAC) resulted from the Initiative and the following Results and Indicators were developed. Stanislaus County in collaboration with the Stanislaus Continuum of Care (CoC) have identified community gaps and needs through their existing programs and research in conjunction with the monthly CoC meetings. In the grant application the results and indicators that the proposed program will address must be identified.

### Focus on Prevention Initiative- Results and Indicators:

- People who are homeless in Stanislaus County permanently escape homelessness
- People who are at risk of homelessness in Stanislaus County do not become homeless
- Reduce # of people experiencing homelessness
- Reduce average length of time someone is homeless
- Increase % in accessing resources to improve their health and wellbeing.

## BASIC AGENCY REQUIREMENTS

All agencies applying for funding must meet the minimum following basic 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 ESG funding on the same basis as other non-profits, however, ESG funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the ESG supported activity. Faith-based agencies may not use direct ESG funds to support inherently religious activities such as worship or religious instruction. Faith-based agencies that participate in the ESG program shall not discriminate against a program beneficiary on the basis of religion or religious belief. (Reference: CPD Notice 04-10).

**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 principles and auditing practices, such as described in OMB Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," OMB Circular A-122, "Cost principles for Non-Profit Agencies," 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&rgn=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 \$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, and other coverage as deemed necessary by Stanislaus County, 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

The following costs are listed as eligible under the Emergency Solutions Grants Program:

### **STREET OUTREACH AND EMERGENCY SHELTER ACTIVITIES (Up to 60% of FY 2016 ESG allocation)**

Street Outreach, Emergency Shelter and Essential Services

Street Outreach: Providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility. An example of an eligible cost under this category would be salaries for staff to engage homeless persons living in homeless camps so that services can be provided *at the camp* and not at the local shelter. Services might include food, medical supplies, counseling and referrals to other programs and services.

- **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 Operations: Costs of maintaining emergency shelter and transitional housing for the homeless, including the following: minor or routine repairs; rent; food; security; fuel; equipment; telephone/cell services; internet expenses; furnishings; office supplies, utilities, insurance, and other supplies necessary for the operation of the shelter(s). *Where no appropriate emergency shelter is available for homeless individuals and families, eligible costs may also include a hotel or motel voucher.*

Note: The definition of an Emergency Shelter is not restricted to those facilities that provide overnight sleeping accommodations. As a result, day centers and drop-in centers are also eligible to receive ESG funds for eligible activities.

Emergency Shelter-Essential Services: ESG funds may be used to provide essential services to persons in emergency shelters. Includes case management, education services, employment assistance, life skills, etc. of clients residing in homeless shelters

- **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
  - Assistance Required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)
  - 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*)

### **RAPID RE-HOUSING ACTIVITIES (No Cap)**

Rapid Re-Housing-Rental Assistance (*HCD Priority Need Activity- a minimum of 40% will be awarded*)

- **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) (*Up to 2.5% of FY 2016 ESG Allocation*)

- **HMIS:** Participation in HMIS is required. HMIS and Data Collection: Staff costs for contributing data to the HMIS designated by the local Continuum of Care, including time to complete data entry, monitoring and reviewing of data quality. Eligible expenses include:
  - Administering
  - Monitoring
  - Reporting
  - Training
  - Technical Support
  - Participation Fees/Software

### **The ESG program also requires the following:**

- Participation in the Homeless Management Information System (HMIS)
- 100% Matching Funding
- Termination Procedures
- Case Management
- Eligibility Re-assessments – Homeless Prevention every 3 months, for Rapid Re-housing annually.
- Centralized or Coordinated Assessment System – Sub-recipients are required to use a centralized or coordinated system to initially assess the eligibility and needs of each individual or family who seeks homeless assistance or homelessness prevention assistance. This is being developed and implemented by the Continuum of Care in accordance with requirements established by HUD.
- Habitability Standards – Requires units receiving ESG assistance to pass a minimum threshold of habitability, including lead-based paint. Renovations completed with ESG funds must also meet state or local government safety and sanitation standards, as applicable, include energy-efficient appliances and materials.
- Rental agreement for property manager/landlord
- Rental agreement or lease in client’s name
- Landlord and or property owner agreement with agency
- FMR and Rent Reasonableness Calculations



To be eligible for ESG assistance, a public service project **must serve very low income households** (at or below 30% of the area median income), **homeless persons or those at-risk of homelessness**. An income table is attached for your reference.

Please see [http://www.hudhre.info/documents/HEARTH\\_ESGInterimRule&ConPlanConformingAmendments.pdf](http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf)  
 To review the interim rule, including the definition of chronically homeless and households at-risk of homelessness

**Income Eligibility Limits:** Income eligibility is determined by **family size**. The County uses the federal government's definition of *Family* (24 CFR 5.403) that 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 30% of the area median income. **(Income verification is only required for Homeless Assistance at the annual reassessment, not upon program entry.)** These numbers are updated annually by HCD and HUD. (See the following table for the current limits.) When an activity provides services specific to housing, then income eligibility is determined by **household size**, which includes every person residing within the home.

<b>HCD Extremely Low Income Limit</b>	
<b>Household Size</b>	<b>30% Income Limit</b>
1	<b>\$11,950 or less</b>
2	<b>\$13,650 or less</b>
3	<b>\$15,350 or less</b>
4	<b>\$17,050 or less</b>
5	<b>\$18,450 or less</b>
6	<b>\$19,870 or less</b>
7	<b>\$21,150 or less</b>
8	<b>\$22,550 or less</b>

**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.

<b>SCORING CRITERIA</b>
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HCD allows Stanislaus County, to select activities in accordance with its own community development objectives. The ESG Grant Review Panel, made up of representatives throughout Stanislaus County, will score your applications during the panel presentation. The cumulative scores will be used to determine recommendations for funding approval. In addition to your score, final funding amounts also depend on eligible budget requests, project compliance with state and federal 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 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? Does the agency participate in the Stanislaus Continuum of Care (CoC) and CoC related activities or with other similar collaboratives?
- **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 ESG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed along with required match? ESG 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 ESG CAPER report or if not a current recipient other HUD related APR?
- **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 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 ESG 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 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. 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 preferred 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 and HCD 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 ESG funds is required on a quarterly basis. A draw request form will be provided by the County. ESG 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 HCD requirements and regulations. 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. 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 the Stanislaus County in services provided through this grant. All activities and items utilized pursuant to this grant shall be prominently labeled as to funding source. In addition, the agency will include a reference to the support provided herein 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 ESG Public Service Program.*

**Budget:** Agencies will be required to follow application budget line item amounts in draw requests. 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/text idx?SID=60b768264bb29c7923a1005d8f10bc5e&mc=true&node=pt2.1.200&rqn=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:** ESG 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:** Federal 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 state and federal CDBG/ESG Program 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.

**Match Funding:** In accordance with 42 U.S.C. 576.51, all agencies awarded ESG funds, must provide evidence of 100% match funds with each Request for Funds. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. In order to meet the matching requirement, the matching contributions must meet the following criteria:

- (i) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- (ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.
- (iii) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
- (iv) Proof of match funds must be provided prior to the signing of the grant agreement.
- (v) Cash match contributions must be expended within the expenditure deadline in §576.203.
- (vi) Non cash contributions must be made within the expenditure deadline in §576.203.

(1) *Noncash contributions.* Is the value of any real property, equipment, goods, or services contributed to the sub-recipient's ESG program. To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated and approved by County to establish the fair market value.

**HMIS:** Participation in the local CoC's Homeless Management Information System (HMIS) is mandatory.

## APPLICATIONS

Limit is (1) grant application submission per Lead Agency. A maximum of 2 grant proposals will be funded.

**Co-Applicants:** If an Agency is going to submit an application as lead for a program that is going to be implemented by a co-applicant, the submitting Lead Agency 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 Attachments A-J and Exhibits A-Q
- Ten (10) Copies of the Application with Attachment A-J and Exhibits A- Q
- One (1) Digital submission of the Application in PDF and all Attachments and Exhibits in PDF (Digital Submission of the *Application must be provided via e-mail to the contact listed below, or provided on a CD or USB Stick. CD's or USB Sticks will not be returned.*)
- Both Complete Hard Copies & Digital Copy must be mailed or dropped off in person and received by deadline.
- No postmarks accepted.

The application must be typed and kept in the original format. Proposals submitted with the original wording altered will be disqualified. Faxed applications will not be accepted. The application along with attachments 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.

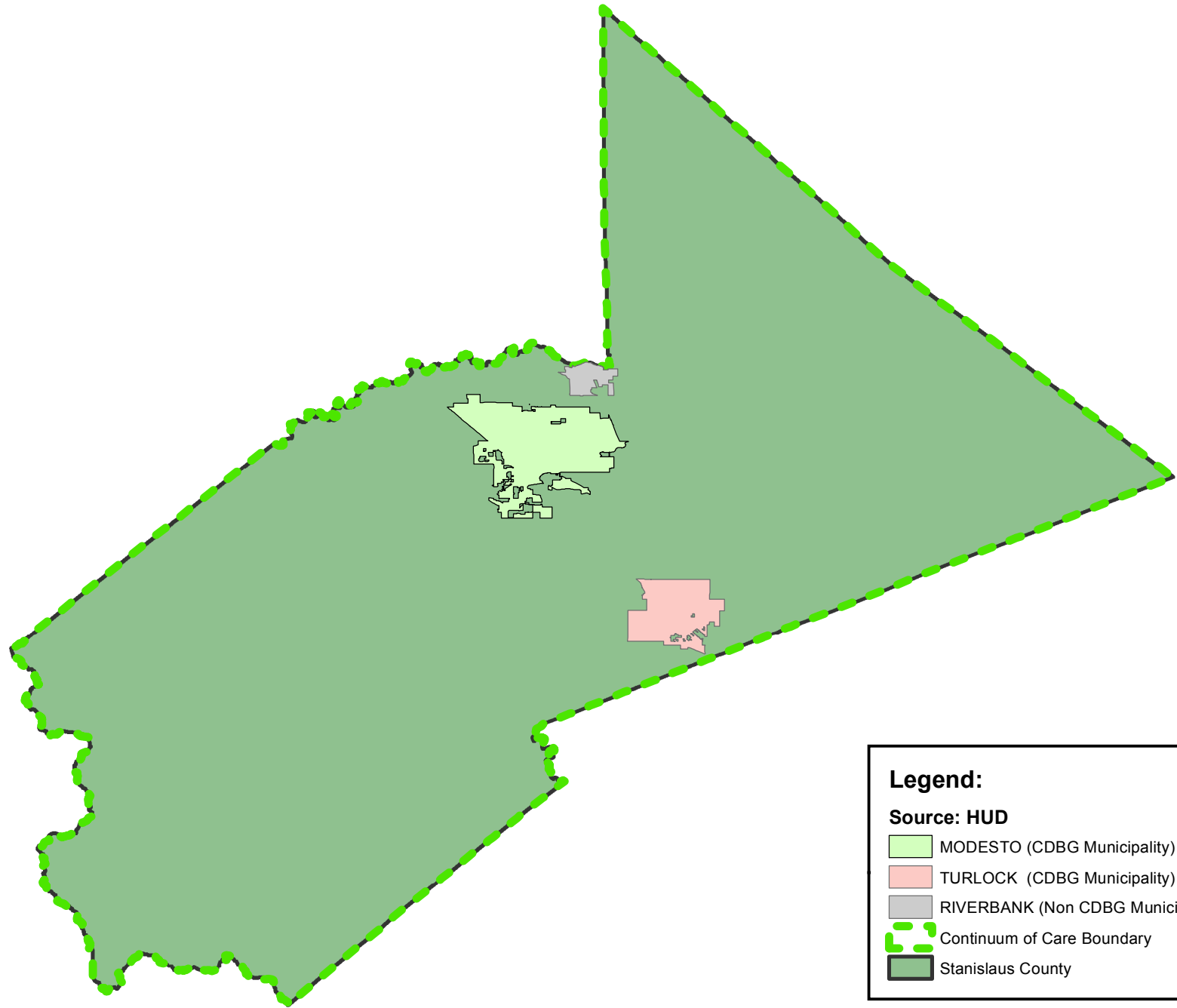
Late Applications: Late applications will not be accepted. Any applications received after the due date and time and/or incorrect location will not be considered for funding.

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 or attachment does not apply. If the requested number of copies 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 Monday, May 16, 2016 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.**

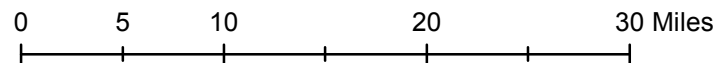
**If you have any questions or concerns please contact:** Ana San Nicolas at [sannicolasa@stancounty.com](mailto:sannicolasa@stancounty.com) or call 209-525-6330.



**Legend:**

**Source: HUD**

- MODESTO (CDBG Municipality)
- TURLOCK (CDBG Municipality)
- RIVERBANK (Non CDBG Municipality)
- Continuum of Care Boundary
- Stanislaus County





**Stanislaus County**  
**State HCD Emergency Solutions Grants**  
**(ESG) Program**  
**Grant Application\***  
**For Fiscal Year 2016-2017**

<p><b>Submittal Reminder</b>          Due: May 16, 2016 by 4:30 pm          (1) Original: Exhibits A-Q &amp; Attachments A-J          (10) Copies: Exhibits A-Q &amp; Attachments A-J          (1) Digital Copy: All Exhibits &amp; Attachments          (See Grant Application Guidelines for more information)</p>
--

*\*Up to one (1) application may be submitted per lead agency.  
 Please review the attached Grant Application Guidelines prior to starting the application process.*

**A. PROPOSAL SUMMARY**

**A-1 Project Title:** \_\_\_\_\_

Total Amount of Funding Requested (needs to match Attachment A – Budget): \$ \_\_\_\_\_

- Street Outreach \$ \_\_\_\_\_       Emergency Shelter \$ \_\_\_\_\_  
 Rapid Re-Housing \$ \_\_\_\_\_       HMIS \$ \_\_\_\_\_

**A-2 Legal Name of Lead Agency (applicant):** \_\_\_\_\_

DBA: \_\_\_\_\_

**A-3 Agency Type** (check all that apply):

- Non-Profit     Government     Faith-Based     Education

**A-4 Is the lead agency an existing or past recipient of ESG funding?**     Yes     No

**A-5 Number of unduplicated persons and households anticipated to be served by this proposal:**

Persons: \_\_\_\_\_      Households: \_\_\_\_\_

**A-6 Summarized Project Description:** In the box below, provide a brief summary of the project proposal, including the problem/need to be addressed and how program outcomes will be measured.

## **B. AGENCY CAPACITY & EXPERIENCE**

**B-1** Does the proposed project include any co-applicants?  Yes  No  
If yes, list all co-applicants and explain their role in this section and include co-applicant information, as applicable, in all other application responses:

**B-2** Will any of the services to be delivered as part of the proposed project be contracted out?  Yes  No  
If yes, please list all agencies to be contacted and explain their role: *Please note: services contracted out to other entities are required to have agreements allowing County and HCD access to project related documents and client files and shall follow the same project regulations.*

### ***Program Experience***

**B-3** Describe current programs and services, including housing, which is offered to homeless or at-risk of homelessness clients by your agency; include length of time programs have been offered; staff experience; funding sources for current programs/services offered; and any other pertinent information that will assist in determining agency/staff experience:

**B-4** Provide the total number of years/months that the agency has provided programs to homeless or at-risk of homelessness populations at this or any other agency:

### ***Case Management Experience***

**B-5** Describe in detail the type of case management that is currently offered by your agency for homeless or at-risk of homelessness clients; including information on how clients are screened for eligibility and types of referrals that occur:

**B-6** Provide the total number of years/months that current staff have in providing case management to homeless or at-risk of homelessness populations at this time or any other agency:

### ***Federal Grants Experience***

**B-7** Describe the experience your agency has in administering other Federal housing and/or homeless services grants; including information on the total number of years of experience for each current staff member who will be involved in oversight of the program:



**Verification of Miscellaneous Requirements**

**B-8** a. Check all of the following requirements already being met by your agency:

- Staff are trained on Lead Based-Paint regulations (  N/A for shelters);
- Staff are trained on how to calculate and document Rent Reasonableness and Utility Allowances (  N/A for shelters);
- Applicant has a process in place for working with landlords which includes the execution of a Landlord Memorandum of Understanding (  N/A for shelters);
- Applicant has developed written policies and procedures for programs offered to homeless or at-risk of homeless clients, which includes client eligibility criteria;
- Staff are trained on conducting Habitability Standards Inspections;
- Applicant has a current Privacy Policy that has been made available to all staff;
- Applicant has a current Code of Conduct that has been made available to all staff;
- Applicant has a current Grievance Policy that has been made available to program participants and applicable staff; and
- Applicant has developed a Housing Assessment and Housing Plan for clients to ensure their long term success.

b. If any of the applicable requirements listed above are not already being met, please describe your agency's plan for meeting the requirements before grant funds may be awarded:

**References**

**B-9** Please provide contact information for three (3) Professional References from partnering agencies, non-profits, service providers, or public/private agencies. These references may be contacted in order to confirm experience or support for the proposed project.

1. Name: \_\_\_\_\_ Email & Phone: \_\_\_\_\_  
Agency: \_\_\_\_\_ Title: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Email & Phone: \_\_\_\_\_  
Agency: \_\_\_\_\_ Title: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Email & Phone: \_\_\_\_\_  
Agency: \_\_\_\_\_ Title: \_\_\_\_\_

## C. COMMUNITY NEEDS AND GAPS

**C-1** Describe the current community need(s) and gap(s) in programs and services for homeless and at-risk of homeless populations to be addressed by the proposed project; include obstacles that prohibit your agency from currently addressing these needs/gaps with available resources and why your agency feels the population to be served is most in need of assistance:

**C-2** Check the boxes applicable to your agency's proposed project and provide requested information as applicable:

New Project. If checked, please explain if the proposed project has been attempted by your agency in the past and any "like kind" project that has been attempted by another agency, being used as a program model:

Expanded Numbers Served. If checked, please identify the estimated percentage of projected increase and explain the reason for the increase:

Expanded Area Served. If checked, please state the reason and/or need for the expansion in service area:

Expanded Activity. If checked, please explain the expansion of the activity and the reason and/or need for the expansion:

**C-3** Check all of the following service areas to be met by the proposed project:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Homeless Services         | <input type="checkbox"/> Senior Services        | <input type="checkbox"/> Serves Victims of Domestic Violence |
| <input type="checkbox"/> Job/Education Training    | <input type="checkbox"/> Homeless Prevention    | <input type="checkbox"/> Serves Physically/Mentally Disabled |
| <input type="checkbox"/> Emergency Food Assistance | <input type="checkbox"/> General Low-Mod Income |  |
| <input type="checkbox"/> Other _____               |   |  |

**C-4** Check all of the ESG services, by eligible activity type, to be met by the proposed project:

**Street Outreach (specify below):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Engagement                   | <input type="checkbox"/> Case Management       | <input type="checkbox"/> Emergency Health Services        |
| <input type="checkbox"/> Emergency Mental Health Care | <input type="checkbox"/> Client Transportation | <input type="checkbox"/> Services for Special Populations |

**Emergency Shelter (specify below):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Child Care                 | <input type="checkbox"/> Case Management        | <input type="checkbox"/> Education Services                 |
| <input type="checkbox"/> Job Skills Training        | <input type="checkbox"/> Legal Services         | <input type="checkbox"/> Life Skills Training               |
| <input type="checkbox"/> Employment Assistance      | <input type="checkbox"/> Client Transportation  | <input type="checkbox"/> Services for Special Populations   |
| <input type="checkbox"/> Outpatient Health Services | <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Substance Abuse Treatment Services |

**Rapid Re-Housing (specify below):**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Rental Application Fees   | <input type="checkbox"/> Security Deposits                 | <input type="checkbox"/> Last Month's Rent        | <input type="checkbox"/> Utility Deposits |
| <input type="checkbox"/> Utility Payments          | <input type="checkbox"/> Moving Costs                      | <input type="checkbox"/> Short-Term Rental Asst.  | <input type="checkbox"/> Credit Repair    |
| <input type="checkbox"/> Payment of Rental Arrears | <input type="checkbox"/> Legal Services                    | <input type="checkbox"/> Medium-Term Rental Asst. | <input type="checkbox"/> Mediation        |
| <input type="checkbox"/> Housing Search/Placement  | <input type="checkbox"/> Housing Stability Case Management |   |   |

**C-5** Check all of the target area that will be served by the proposed project:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> City of Ceres  | <input type="checkbox"/> City of Hughson | <input type="checkbox"/> City of Modesto   |
| <input type="checkbox"/> City of Newman   | <input type="checkbox"/> City of Oakdale | <input type="checkbox"/> City of Patterson |
| <input type="checkbox"/> City of Riverbank  | <input type="checkbox"/> City of Turlock | <input type="checkbox"/> City of Waterford |
| <input type="checkbox"/> Stanislaus County Unincorporated Areas (please specify): _____ |  |  |

**C-6** Please list all building locations (by street address) where project activities will be conducted, except where the location is a safe haven situation (i.e. domestic abuse shelter): *Please note: a copy of the Certificate of Occupancy for any building to be utilized for childcare and/or by a charter school as part of the proposed project will need to be provided before a grant may be recommended for funding.*

**C-7** Does your agency currently provide Homeless Prevention (HP), Rapid Re-Housing (RRH), or other similar assistance?  
 Yes  No

If yes, provide the following information for the period of time from July 1, 2014 through June 30, 2015 and include with your application a copy of the ESG CAPER report (or, if not currently an ESG recipient, other database) that supports the information being provided:

Total number of clients served for HP:  
Total number of clients served for RRH:

Describe type of client (chronically homeless, veterans, families with children, etc.) served:

Estimated number of persons who were turned away due to lack of funding:

**C-8 Emergency Shelter applicants only. Check if not applicable**

a. Provide the agency's average utilization rate(s) for emergency shelter and/or transitional housing beds for the period of July 1, 2014 through June 30, 2015, using the example calculation provided below, and provide documentation from HMIS (or, if not currently an ESG recipient, other database) that supports the utilization rate: *Example calculation: (total Number of nightly beds available x 365)/number of total beds used for the year*

b. Does the agency's utilization rate calculated above exceed 80%?  Yes  No  
If no, please explain why funding is being requested:

## D. CLIENT ENGAGEMENT & ELIGIBILITY PROCESS

**D-1** Describe the actions to be taken by your agency to bring awareness to the availability of the proposed project to homeless and at-risk of homeless populations; include information on how it is anticipated that the proposed project will receive most of its referrals?

**D-2 a.** Provide the definition of an unduplicated person for the purposes of participation in the proposed project:

**b.** Describe the procedures/methods to be used by your agency to count and monitor unduplicated persons:

**D-3** Does the agency utilize the HMIS database?  Yes  No

*Please Note: Recipients of ESG and other McKinney-Vento funding must utilize the HMIS database. Agencies must be willing to share data with other agencies in the HMIS system in order to prevent duplication of services to program participants.*

*All agencies are responsible for ensuring that privacy policies for HMIS data collection and reporting are followed; that client's personal identifying information is protected; staff is trained on all HMIS policies and procedures; and data is entered accurately and completely. In addition, agencies must ensure that reports generated from HMIS and provided to the County and HCD are accurate.*

If your agency does not currently utilize the HMIS database, please identify any anticipated obstacles to meeting the HMIS requirements:

**D-4** Describe the eligibility requirements for participation in the proposed project?

**D-5** Describe how your agency will verify and document client income levels and income documentation required for participation in the proposed project?

**D-6 Street Outreach applicants only. Check if not applicable**

Describe the outreach efforts to homeless individuals and families (especially unsheltered persons) that will occur to ensure that they have access to programs and services offered by the agency; including a summary of how clients will be screened for eligibility and processes to be used to determine need for assistance and long-term stabilization:

**D-7 Rapid Re-Housing applications only. Check if not applicable**

**a.** Describe how your agency will help homeless persons access affordable housing units, including steps which will help prevent individuals and families who were recently homeless from becoming homeless again; including actions that your agency will take to help homeless clients transition into permanent housing and independent living, even if not funded through an ESG Program:

**b.** Will your agency charge a portion of housing rent to program participants?  Yes  No

If yes, please explain:

**c.** Will clients be denied assistance to the proposed program if unable to pay occupancy or rental fees?

Yes  No  NA

If yes, please explain:

**D-8 Emergency Shelter applicants only. Check if not applicable**

Describe programs or services offered that will be offered by your agency to address emergency shelter and transitional housing needs of homeless persons; including information on how long clients are able to stay in shelters and any requirements of clients in order to access shelter and services:

**D-9 Describe how your agency involves homeless or formerly homeless individuals in its day-to-day operations and/or policy/decision making processes:**

## E. COLLABORATION

- E-1** Describe how your agency will engage other community partners in order to address the needs of clients; include a list of all anticipated partners and a detailed description of the types of collaboration that will occur with each listed partner: *Please highlight any cross sector engagement or coordinated access efforts to be undertaken as part of the proposed project.*
- E-2** ESG recipients shall be required to participate in at least four (4) collaborative meetings per calendar year. Describe your agencies participation in collaborative meetings (including the name of the collaborative and the average number of meetings agency staff have attended each year) and any initiatives that have been created or partnerships formed as a result of your agency's participation in these meetings:
- E-3** Describe your agency's participation in the Stanislaus County Continuum of Care (CoC), including the number of meetings attended and any sub-committees participated in between July 1, 2014 – March 31, 2016:
- E-4** Describe all programs, services, and other mainstream resources that will be made available to clients (include programs such as, but no limited to, HUD-VASH Voucher program, Section 8-Housing Choice Voucher Program, Supportive Services for Veteran Families (SSVF) Program, Community Development Block Grant Program, United Way, TANF, Emergency Food and Shelter Program, etc.) and describe how clients will be assisted in accessing these resources.
- E-5** Describe your agency's policy regarding discharging of clients from ESG-funded programs once assistance has ended; including steps taken to ensure clients who are released or terminated from the programs are not discharged into a situation that will cause them to be at risk of homelessness or to become homeless due to lack of adequate resources:
- E-6** **Rapid Re-Housing applications only. Check if not applicable**   
Describe the collaboration that will occur with emergency and transitional housing shelters to ensure those homeless will have access to housing and supportive services offered by your agency:
- E-7** **Emergency Shelter applications only. Check if not applicable**   
Describe the collaboration that will occur with housing and supportive service providers to ensure clients are discharged into transitional or permanent housing and have access to other resources available to help improve their homeless situation:

## F. PROJECT OUTCOMES & EVALUATION

- F-1** a. Describe specific short-term and long-term accomplishments/outcomes expected to be achieved with the proposed project and how those achievements/outcomes will be confirmed and tracked?
- b. Please identify the specific Focus on Prevention, Results and Indicators the program will work towards addressing:
- People who are homeless in Stanislaus County permanently escape homelessness
  - People who are at risk of homelessness in Stanislaus County do not become homeless
  - Reduce # of people experiencing homelessness
  - Reduce average length of time someone is homeless
  - Increase % in accessing resources to improve their health and wellbeing.
- F-2** Describe how your agency will be providing emergency shelter, rapid re-housing, or other services to harder to serve populations (mentally or physically disabled, chronic substance users, chronically homeless, etc.); include information on how the agency will target these populations and actions which will be taken to ensure long-term stabilization once a participant exits a program:
- F-3** Describe all type(s) of case management that will be provided to clients of the proposed project, even if not funded through the ESG program:
- F-4** **Rapid Re-Housing and Emergency Shelter applications only. Check if not applicable**
- Describe specific actions that will occur to ensure program participants have access to job, income, and self-sufficiency building resources and services prior to exiting a shelter or housing program:
- F-5** **Emergency Shelter applications only. Check if not applicable**
- Describe specific actions that will occur to ensure that the average length of stay in a shelter is reduced and what steps will occur to ensure program participants are exited into permanent or transitional housing:
- F-6** Describe a success story your agency will strive to achieve through the implementation of the proposed project:

**G. FINANCIAL & BUDGET INFORMATION**

Attachments "A" – Program Budget and "B" – Funding Sources must be completed and submitted with each application.

**G-1 a.** Is your agency an existing or past recipient of ESG funding?  Yes  No  
If yes, list any funding agency, awarded allocation, and funding time period:

**b.** Is the co-applicant, if any, an existing or past recipient of ESG funding?  Yes  No  NA  
If yes, list by co-applicant the funding agency, awarded allocation, and funding time period:

**G-2** If your agency is a recipient of ESG funding and has expended less than 50% of their Fiscal Year 2014-2015 and/or 2015-2016 awarded allocation, as of the due date of this application, provide an explanation for the delay in expending funds and the agency's plan to ensure all funding will be expended by the respective grant deadline:

**G-3 a.** Has the proposed project been previously funded by any ESG or Community Development Block funds?  
 Yes  No  NA – New Program

If yes, please indicate the award year, allocation, expended amount, service goal/actual, and project name/description in the following table:

Fiscal Years	Allocation	Expended	Goal for No. Served	Actual No. Served	Project Name/Description
2011/2012 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			
2012/2013 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			
2013/2014 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			
2014/2015 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			
2015/2016 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			
2016/2017 CDBG <input type="checkbox"/> ESG <input type="checkbox"/>	\$	\$			

**b.** Explain any discrepancy between award allocations and expended funds:



- G-4** Has your agency received any findings or concerns from any funder in the last 10-years?  Yes  No  
If yes, please explain:
- G-5** Does the propose project involve the renovation of an emergency shelter facility?  Yes  No  NA  
If yes, describe how your agency will maintain and continue to use the facility for a period of no less than 5-years as required by Federal regulations:
- G-6** Will your agency charge any fees or require any type of paid membership to persons being served by the proposed project?  Yes  No  
If yes, please describe the charges and/or fees: *Please note, a Fee Schedule must be provided as Exhibit L of the application.*
- G-7** Will you agency still implement the proposed project if not awarded the requested State HCD ESG funding?  
 Yes  No  
If yes, how will the proposed project be funded?
- G-8** Will not receiving the requested State HCD ESG funding have an impact on other agency programs?  
 Yes  No  
If yes, please explain?
- G-9** Does your agency have sufficient existing funds to meet the ESG match funding requirement equal to the total amount of ESG funding being requested?  Yes  No  
*Federal ESG regulations, 24 CFR part 576.201, require that agencies receiving funds obtain matching contributions to supplement the program in an amount that equals the ESG allocation. Attachment D- Match Worksheet must be submitted as part of this application.*  
  
If no, describe your agencies plan to ensure required match funding will be available before grant award:
- G-10 Street Outreach applications only. Check if not applicable**
- a. Average number of employees who will be billed to the ESG Grant:
  - b. Average hourly wage that will be billed to the ESG Grant:
- G-11 Rapid Re-Housing – Housing Relocation & Stabilization applications only. Check if not applicable**
- a. Average number of employees who will be billed to the ESG Grant:
  - b. Average hourly wage that will be billed to the ESG Grant:
- G-12 Emergency Shelter – Shelter Operations applications only. Check if not applicable**
- a. Average number of employees who will be billed to the ESG Grant:
  - b. Average hourly wage that will be billed to the ESG Grant:

**G-13 Emergency Shelter – Essential Services applications only. Check if not applicable**

- a. Average number of employees who will be billed to the ESG Grant:
- b. Average hourly wage that will be billed to the ESG Grant:

<b>H. CONFLICT OF INTEREST</b>
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*Exhibit "K" –Board of Directors, detailing the names, addresses, phone numbers, and titles of current members of the Board of Directors and Officers of the lead agency, and any co-applicant, must be submitted with each application.*

**H-1** Does your agency have any conflict of interest to report?  Yes  No  Maybe

If yes or maybe, please explain the conflict of interest: *Please note, conflicts of interest will require a written waiver from County Counsel before any allocation/grant award agreement may be signed.*

**H-2.** Are any employees or board members of your agency elected officials of Stanislaus County, appointed members of a Stanislaus County Board/Commission/Special District, or a Stanislaus County employee?  Yes  No

*Current listings of Stanislaus County Boards, Commissions, & Special Districts are available online at:  
<http://www.stancounty.com/board/boards-commissions.shtm>*

If yes, please provide a list of the employee(s) or board member(s):

## I. CERTIFICATIONS & APPLICATION SIGNATURES

All applications must be signed by the authorized official of the lead agency and, if applicable, the authorized official of any co-applicant. The application signature(s) acts to certify compliance with state and federal laws and requirements, as outlined in this section of the application, and to certify the application as being true, accurate, and complete.

### COMPLIANCE WITH DRUG-FREE WORKPLACE REQUIREMENTS

- The undersigned acknowledges and certifies that the employees to be engaged in the performance of this grant at the Place or Places of Performance, hereinafter defined, will comply with the Drug-Free Workplace Act of 1988. The agency also agrees to obtain signed certifications by each employee and new hire that certifies that the employee will comply with the Act, and the agency will maintain these certifications on file and make them available for review pursuant to the terms and conditions relative to record keeping and monitoring, as will be defined in the resolution governing any future grant awards.

Places of Performance (include street address, city and zip code for each site where services will be provided):

Function of Facility in Program Services	Street Address	City / Zip Code	Estimated No. of employees at site:
<i>Example: Shelter</i>	1000 A Street	<i>Mesquite, 89004</i>	<i>10</i>

### COMPLIANCE WITH OTHER FEDERAL AND STATE REQUIREMENTS

- The undersigned acknowledges and certifies that the organization will comply with all applicable State and Federal requirements as reflected in 24 CFR part 576.404, 576.406, 576.407 and 576.408 regarding the following: Conflict of Interest; Lobbying Requirements, Uniform Administrative Requirements; Procurement of Recovered Materials; Displacement, Relocation and Acquisition; and Relocation Assistance for Displaced Persons.

In addition the undersigned acknowledges and certifies that the organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Section 504 of the Rehabilitation of 1973, as amended, and the Americans with Disabilities Act of 1990.

### CONFIDENTIALITY REQUIREMENTS

- The undersigned certifies that the organization will adopt policies and procedures which meet at least the minimum standards for protecting the confidentiality of information as set forth in the State and Federal ESG requirements as reflected in 24 CFR part 576.500.

### CERTIFICATION OF HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS) PARTICIPATION REQUIREMENTS

- The undersigned acknowledges and certifies that the organization will participate in the congressionally mandated HMIS database system that has been implemented by the Continuum of Care.

It is further certified that this organization agrees to comply with Federal Register 4848-N-02, which states that recipients of McKinney-Vento HUD funds, including the ESG Program, must provide certain data on homeless clients served through a centralized HMIS database. The organization understands that they will be contacted by the HMIS System Administrator to secure licenses, software and training for this database.

The undersigned understands that participation in the HMIIS database system will be at their own cost in order to meet this mandated requirement. (Note: Domestic violence shelters will not be required to participate in the HMIS database system but must agree to enter client data into a comparable database as required by 24 CFR part 576.)

## **DISCHARGE PLANNING**

- Local governments receiving ESG funds must make every effort to develop, to the maximum extent practicable and where appropriate, practices and protocols to insure that publicly funded institutions, such as health care facilities, foster care and other jails/corrections programs located in the local government's jurisdiction do not discharge persons to the streets or otherwise result in homelessness for this vulnerable population.

Applicant acknowledges and certifies that the agency will participate in efforts to implement and participate in community-wide discharge plans and will work with partners to develop discharge plans that are supported by executed Memorandums of Understanding between participating agencies.

## **PERFORMANCE STANDARDS**

- The undersigned acknowledges and certifies that programs and services funded through the ESG program will be designed to assist the local Continuum of Care (CoC) and the County in meeting performance outcomes adopted by the CoC, as reflected in Attachment G – Expected Outcomes of the application. The undersigned further understands that performance objectives, outcomes and measures will be used to demonstrate how activities funded with the ESG program are helping local CoC to meet their goals.

The undersigned also agrees to provide the County and the local CoC copies of reports obtained from HMIS which will be used to determine whether or not the agency is meeting objectives, and will provide completed Quarterly and Annual Reports to the County upon request.

## **CERTIFICATION OF SUBMISSION**

- The undersigned hereby acknowledges and certifies that the Board of Directors of the applying organization endorses this Application to be submitted to Stanislaus County Planning and Community Development and the State of California Housing and Community Development Division (HCD) for funding consideration for Fiscal Year 2016-2017.
- The undersigned further certifies that the organization submitting this Application is: 1) a non-profit, government, faith-based, or government organization; 2) tax-exempt, if applicable; 3) incorporated in the State of California; and 4) has complied with all applicable laws and regulations pertaining to same.
- The undersigned hereby commits the organization to provide Eligible Activities in accordance with this Application for State HCD Emergency Solutions Grants (ESG) Program Funds.
- The undersigned further commits that the organization will submit required reports and draw reimbursement requests within the timeframes provided by Stanislaus County once funds are awarded.
- The undersigned further commits that the organization will develop written Policies and Procedures, which include the Written Standards provided as part of this submission, prior to receiving State HCD ESG funds.
- The undersigned further commits that the organization will agree that all relevant federal, state and local regulations and other assurances as required by the Stanislaus County, including all guidelines, definitions, and limitations set forth in ESG Program Guidelines, will be adhered to at all times.
- The undersigned hereby confirms that the organization is fully capable of fulfilling the obligations as cited in this Application, and that the organizations Board of Directors, or equivalent, has reviewed and approved submittal of this Application, as reflected in the minutes provide as "Exhibit D" of the Application.
- The undersigned further confirms that the organization understands that any approval of the Application is conditional pending the final approval of State HCD ESG funding by HCD, acceptance of the funding by Stanislaus County, and execution of an agreement by Stanislaus County with the organization. Applicant acknowledges that only an executed agreement with Stanislaus County authorizes the initiation of project services or activates eligible for reimbursement.

- The undersigned further acknowledges that State HCD ESG funds are provided on a reimbursement basis and supporting documentation shall be approved by Stanislaus County prior to payment, that the organization has sufficient funds available, or will be available, to complete the project as described in the Application, and that the organization does not have any unresolved audit findings for any prior ESG or other state and/or federal funded project.
- The undersigned further certifies, as the official authorized to act on behalf of the organization, that this Application, and the information contained herein, is true, correct and complete, and that the organization understands that an Application submitted late or incomplete will not be considered for funding.

**PENALTY FOR FALSE OR FAUDULENT STATEMENT:**

**U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious, or fraudulent statements, knowing the same to be false.**

**Lead Agency Certification and Application Signature**

Legal Name of Lead Agency: \_\_\_\_\_

DBA: \_\_\_\_\_

Incorporated Year: \_\_\_\_\_ 501(c)(\_\_\_\_) Tax ID No.: \_\_\_\_\_ DUNS No.(9 digits): \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**If Applicable, Co-Applicant Agency Certification and Application Signature**

*If more than one Co-Applicant Agency, please attach a copy of this page signed by the Co-Applicants Authorized Official*

Legal Name of Co-Applicant Agency: \_\_\_\_\_

DBA: \_\_\_\_\_

Incorporated Year: \_\_\_\_\_ 501(c)(\_\_\_\_) Tax ID No.: \_\_\_\_\_ DUNS No.(9 digits): \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Application Contact Information**

Name of Program Contact Person/Agency/Title: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Contact's E-Mail Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REQUIRED DOCUMENTATION  
EXHIBITS CHECKLIST**

All of the Exhibits listed below must be included and **clearly labeled** or the application will be incomplete and deemed disqualified. If an exhibit does not apply to your agency please place a sheet labeled with the appropriate exhibit designation and the words "Not Applicable" clearly printed on the page, followed by a brief explanation of why this exhibit does not apply. All other attached narratives not specifically asked for in the exhibits will be considered extraneous data and disregarded.

**Note:** Exhibits **A- Q** need to be included in the digital format and 10 additional copies of your application submitted in addition to your original application.

Place an   X   on each of the following Exhibits that are included with this application.

---

**EXHIBITS**

- |           |       |   |
|-----------|-------|---|
| Exhibit A | _____ | Agency's Written Standards, as outlined in the County's ESG Program Guidelines, 24 CFR Part 576, and incorporating the checklist proved as Attachment F of this Application.  |
| Exhibit B | _____ | Documentation reflecting emergency, transitional and/or permanent housing utilization rates for the period of 07/01/2014-03/31/2016.  |
| Exhibit C | _____ | Agency's ESG CAPER report from the HMIS system for the period of 07/01/2014-03/31/2016.   |
| Exhibit D | _____ | Copy of the minutes from the Agency's, <u>Board of Directors'</u> meeting authorizing the action to submit an application for funds, for the Stanislaus County State HCD ESG Program.   |
| Exhibit E | _____ | Articles of Incorporation as a nonprofit corporation from the California Secretary of State   |
| Exhibit F | _____ | By-Laws as registered with the California Secretary of State.   |
| Exhibit G | _____ | Letter from the California Franchise Tax Board determining tax-exempt status under Section 23701d, Revenue and Taxation Code.   |
| Exhibit H | _____ | Letter from Internal Revenue Service determining the Agency's tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.  |
| Exhibit I | _____ | Certified Audit and/or Financial Statement (most recent).   |
| Exhibit J | _____ | Business License (if applicable)  |
| Exhibit K | _____ | Board of Directors: List of names, addresses, phone numbers, and titles of current members of the Board of Directors and Officers of the Agency.  |
| Exhibit L | _____ | Certificates and Licenses: Copies of all State and Federal certificates and licenses required for operation, and, if applicable, evidence that fingerprinting requirements of staff have been met, and certifications that pertain to the project or project component that will utilize ESG funds. (If Applicable) |
| Exhibit N | _____ | Fee Schedule (If Applicable)  |
| Exhibit O | _____ | Site Control: Documentation (such as grant deeds and/or lease agreement) providing evidence of site control for all locations where project activities will be conducted.   |
| Exhibit P | _____ | Program Staff Resume(s): Provide resumes for the program staff that is involved in operating and/or implementing proposed project.  |
| Exhibit Q | _____ | Detailed Project Description  |

**REQUIRED DOCUMENTATION  
ATTACHMENTS CHECKLIST**

All of the Attachments listed below must be included and **clearly labeled** or the application will be incomplete and deemed disqualified. If an attachment does not apply to your agency please place a sheet labeled with the appropriate attachment designation and the words "Not Applicable" clearly printed on the page, followed by a brief explanation of why this attachment does not apply. All other attached narratives not specifically asked for in the exhibits will be considered extraneous data and disregarded.

**Note:** Attachments A- J need to be included in the digital format and 10 additional copies of your application submitted in addition to your original application.

Place an   X   on each of the following Attachments to verify that they have been included as part of the application.

---

**ATTACHMENTS** – *Forms for Attachments A-J are provided as part of this application – All Attachments must be submitted as part of the application.*

- Attachment A    \_\_\_\_\_    **Program Budget**
- Attachment B    \_\_\_\_\_    **Funding Sources**
- Attachment C    \_\_\_\_\_    **Personnel Information**
- Attachment D    \_\_\_\_\_    **Match Worksheet**
- Attachment E    \_\_\_\_\_    **HMIS Survey**
- Attachment F    \_\_\_\_\_    **Written Standards Checklist**
- Attachment G    \_\_\_\_\_    **Expected Outcomes**
- Attachment H    \_\_\_\_\_    **Certification of Religious Compliance**
- Attachment I    \_\_\_\_\_    **Insurance Checklist**
- Attachment J    \_\_\_\_\_    **NEPA Environmental Review Worksheet**

**ATTACHMENT A  
ESG Budget**

<b>Agency Name:</b> <b>Program Name:</b>  <b>Expense Category</b>	<b>Total Project Budget</b> <i>(Include all funding sources used to run program)</i>	<b>Amount of ESG Funds Requested</b>
<b>Street Outreach</b>		
Engagement, case management, emergency health/mental health services, transportation, services for special populations		
<b>Street Outreach Subtotal</b>		
<b>Shelter</b>		
Essential Services		
Operations		
<b>Shelter Subtotal</b>		
<b>Homelessness Prevention</b>		
Rental Assistance: Short- or medium-term or arrears		
Housing Relocation & Stabilization Services: Other Financial Assistance (Rental app fees, security deposits, last month's rent, utility deposits, utility payments, moving costs)		
Housing Relocation & Stabilization Services: Case Management		
Housing Relocation & Stabilization Services: Services Costs (Mediation, legal services, credit repair)		
<b>Homelessness Prevention Subtotal</b>		
<b>Rapid Re-housing</b>		
Rental Assistance: Short- or medium-term or arrears		
Housing Relocation & Stabilization Services: Other Financial Assistance (Rental app fees, security deposits, last month's rent, utility deposits, utility payments, moving costs)		
Housing Relocation & Stabilization Services: Case Management		
Housing Relocation & Stabilization Services: Services Costs (Mediation, legal services, credit repair)		
<b>Rapid Re-housing Subtotal</b>		
<b>Data Collection/Reporting</b>		
Salaries for data collection		
Other (comparable database, etc)		
<b>Data Collection/Reporting Subtotal</b>		
<b>Administrative Costs</b>		
Allowable administrative costs (reporting, accounting of funds)		
<b>Grand Total</b>		
<b>Matching Contributions</b>		
Cash (Federal, state, local, or private grants, or other contributions)	<b>N/A</b>	<b>Amount</b>
Noncash (Real property, equipment, goods, services, etc)	<b>N/A</b>	
<b>Total Matching Contributions (Must equal amount reflected in Attachment D)</b>		<b>TOTAL</b>









**ESG PROGRAM: Examples of the required details for in-kind resources are:**

1. **Office Equipment and Supplies:** Type, name and details of equipment or supplies. **CANNOT BE CHARGED AS ADMIN COSTS TO GRANT** (i.e. printers, duplication machines, Printing paper, office stationary)
  2. **Office Space:** Location of Office, details of the Office measurement(i.e. in square feet).
  3. **Volunteer / Staff time:** Staff level, Designations of staff and volunteer personnel.  
**Staff time cannot be billed to grant if claiming as match**
  4. **Professional Services:** Services provided by another agency or service provider
  5. **Records.** Costs of third party in-kind contributions counting towards satisfying a matching requirement must be verifiable from the records of the sub-recipient. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.
5. Be very specific. Include agency or services to be provided, anticipated amount of hours/services to be provided, value of third-party in-kind contributions



**ATTACHMENT E**

**Homeless Management Information System (HMIS)  
HMIS User Preparation Survey**

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**Agency information:**

Organization: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Technology infrastructure:**

Do you have a computer for every HMIS user in your agency? \_\_\_\_\_  
Total computers: \_\_\_\_\_ Total to use HMIS: \_\_\_\_\_  
Please indicate computer operating system: \_\_\_\_\_  
How do you connect to the Internet? \_\_\_\_\_  
Are you using current Antivirus software? \_\_\_\_\_  
Do you have a Firewall and/or router? \_\_\_\_\_  
Name of Internet provider: \_\_\_\_\_

**IT staff information:**

Contact name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Primary contact person regarding HMIS issues:**

Contact name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Types of staff that will be using HMIS:**

- Information and referral staff
- Intake staff
- Service and shelter managers
- Counselors and case managers
- Staff supervisors
- Clerical and data entry
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## ATTACHMENT F

### Written Standards Checklist Emergency Solutions Grant Program

The U.S. Department of Housing and Urban Development requires sub-recipients to develop and implement Written Standards for programs provided through the Emergency Solutions Grant Program. The following guidelines must be followed when developing these Standards. Standards for emergency shelter programs will be different than Standards for homeless prevention and rapid re-housing programs. Agencies must ensure that the Standards developed are appropriate for programs offered. Enter a checkmark next to applicable areas as the Standards are completed to ensure all aspects of the requirements are met.

*A copy of the Written Standards, along with this checklist, must be provided as part of this Request for Funds.*

ALL PROGRAMS	CHECK IF IMPLEMENTED
1. Standards include the area of service where assistance shall be offered.	<input type="checkbox"/>
2. Standards include all type(s) of assistance that will be offered through the ESG program.	<input type="checkbox"/>
3. Standards summarize the procedure in place that defines how program participants will be evaluated for eligibility of assistance under the ESG program <u>using the coordinated intake and assessment system located within the applicant's Area of Service</u> . (Note: DV shelters must follow the requirements of the Violence Against Women Act and the Family Violence Prevention and Services Act which prohibits agencies from making its shelter or housing conditional on the participant's acceptance of service)	<input type="checkbox"/>
4. Standards include procedures describing the coordination that will occur among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.	<input type="checkbox"/>
5. Standards include a list of available programs that program participants will be referred, including all programs reflected in 576.400 (b) and (c) such as Shelter + Care, VASH Voucher, Section 8, Emergency Food and Shelter program, etc. if available to program participants in the agency's area of service.	<input type="checkbox"/>
6. Standards describe the formal termination process established by the agency that recognizes the rights of individuals affected. The agency must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.	<input type="checkbox"/>
7. Standards describe the program participant's formal grievance process. Included shall be the right for the participant to contact the agency's Director, the Planning and Community Development Department, HCD or HUD.	<input type="checkbox"/>
8. Standards include summaries regarding the requirement that clients served and activities provided with ESG funds will be entered into HMIS the timeframe for data to be entered, and the process for ensuring confidentiality of client records.	<input type="checkbox"/>
9. Standards include steps used to ensure clients receiving ESG assistance are provided all applicable HMIS releases, forms, client complaint process, etc. as required by HMIS regulations.	<input type="checkbox"/>
<b>STREET OUTREACH/ EMERGENCY SHELTER OPERATIONS/ESSENTIAL SERVICES</b>	

1. Standards include a summary of how agency staff will target and provide services related to street outreach, if provided.	<input type="checkbox"/>
2. Standards include steps for admission, diversion, referral, and discharge by emergency shelters assisted under ESG. Include standards regarding length of stay limits, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence, sexual assault, etc.	<input type="checkbox"/>
3. Standards include procedures for admission, diversion, referral and discharge by emergency shelters for individuals and families who have the highest barriers to housing and are likely to be homeless the longest.	<input type="checkbox"/>
4. Standards include assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter.	<input type="checkbox"/>
5. Standards include procedures on how staff will provide referrals of shelter clients to permanent housing programs.	<input type="checkbox"/>
6. <i>New:</i> Standards include procedures on how staff will increase household income, including earned income, other cash income, and non-cash income resources.	<input type="checkbox"/>
<b>HOMELESS PREVENTION AND RAPID RE-HOUSING</b>	
1. Standards shall include definitions of who is considered to be homeless and at-risk of homelessness, as defined in 576.2. ( <i>Note: Agencies are <u>not</u> allowed to use the definition under 576.2(iii)(G), that states "Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness"</i> )	<input type="checkbox"/>
2. Standards include a process for determining and prioritizing which eligible families and individuals will receive homeless prevention or rapid re-housing assistance. <i>If agency is utilizing a "vulnerability index" please describe how it will be used to determine clients who are most in need of assistance.</i>	<input type="checkbox"/>
3. Standards include standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance, if applicable.	<input type="checkbox"/>
4. Standards include process for evaluating and documenting income eligibility since program participant's income must be <b>below 30% of area median income</b> as established by HUD for the area in which the participant lives when entering the program. Agencies must follow guidelines found under 24 CFR 5.609 when calculating income.	<input type="checkbox"/>
5. Standards include the steps to determine the eligibility of rental assistance, including steps to determine that rent + utilities do not exceed Fair Market Rents for the area of service.	<input type="checkbox"/>
6. Standards include how agency staff will document FMR and rent reasonableness standards, lead based paint inspections, and housing inspections. Included shall be procedures to verify and document the age of the units built before 1978 may contain lead based paint.	<input type="checkbox"/>
7. Standards include steps for determining how long a program participants will be provided rental assistance and whether or not (and how) the amount of that assistance will be adjusted over time, if applicable.	<input type="checkbox"/>



<p>8. Standards include steps for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant receives assistance, or the maximum number of times the program participant may receive assistance.</p>	<input type="checkbox"/>
<p>9. Standards that includes the requirements of program participants to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability (and be documented in client case file and HMIS). Included shall be the agency's plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations such as the program participant's current or expected income and expenses, other public or private assistance for with the program participant will be eligible and likely to receive, and the relative affordability of available housing in the area. (Note: DV shelters must follow the requirements of the Violence Against Women's Act or the Family Violence Prevention and Services Act which prohibits agencies from making shelter or housing conditional on the participant's acceptance of service.)</p>	<input type="checkbox"/>
<p>10. Standards include requirements that clients will be re-evaluated for program eligibility and the types and amounts of assistance the program participant needs. This re-evaluation process shall be conducted not less than once every 3 months for program participants who are receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance. Income limits shall not exceed 30% of AMI; the participants still lacks the resources and support networks necessary to retain housing.</p>	<input type="checkbox"/>
<p>11. Standards shall include any requirements the agency may have regarding the requirement of the program participant to notify the agency of any change in income, stability, support circumstances that would affect the program participant's need for assistance under the ESG program. If applicable, when notified of the relevant change, the agency shall include steps to re-evaluate the program participant's eligibility and amount and types of assistance the program participant needs.</p>	<input type="checkbox"/>
<p>12. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include the formal process for terminating a program participant that includes:</p> <ul style="list-style-type: none"> <li>a) Written notice to the program participant containing a clear statement of the reasons for termination;</li> <li>b) A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and</li> <li>c) Prompt written notice of the final decision to the program participant. <b><i>Included shall be language stating that termination does not bar the program participant from receiving assistance at a later date if the issue that caused the termination is resolved.</i></b></li> </ul>	<input type="checkbox"/>
<p>13. If the program participant receives rental assistance or housing relocation and stabilization services, the Standards shall include an Exit Strategy which will assess housing needs of program participants who are nearing the end of assistance. Housing stability of program participants must continue after assistance ends, so the Standards should include an exit strategy that will ensure program participants remain housed for at least 6 months after program exit.</p>	<input type="checkbox"/>

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I certify that the Written Standards developed for the Emergency Solutions Grant Program (ESG) follow guidelines reflected above, the regulations under 24 CFR Part 576, and include the minimum requirements reflect within the County's Written Standards. Enclosed is a copy of the Written Standards that will be used by all agency staff who will participate in the ESG program.

---

Printed Name of Agency Director

---

Date

---

Signature

---

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**ATTACHMENT G  
EXPECTED OUTCOMES**

**Anticipated number of unduplicated clients to be served by Program Type**

Agency Name:		
ESG Amount Requested	\$	
Activity Type	Amount Requested	Anticipated of clients to be served (provide number of Individuals and Families <u>and</u> number of adults and children
Street Outreach		_____ Individuals _____ Families _____ Adults _____ Children
Emergency Shelter-Shelter Operations		_____ Individuals _____ Families _____ Adults _____ Children
Emergency Shelter-Essential Services		_____ Individuals _____ Families _____ Adults _____ Children
Homeless Prevention-Rental Assistance		_____ Individuals _____ Families _____ Adults _____ Children
Homeless Prevention-Housing Relocation & Stabilization ( <b><i>Include only unduplicated clients not reflected under Rental Assistance</i></b> )		_____ Individuals _____ Families _____ Adults _____ Children
Rapid Re-Housing-Rental Assistance		_____ Individuals _____ Families _____ Adults _____ Children
Rapid Re-Housing-Housing Relocation & Stabilization ( <b><i>Include only unduplicated clients not reflected under Rental Assistance</i></b> )		_____ Individuals _____ Families _____ Adults _____ Children

**ATTACHMENT H  
CERTIFICATION OF RELIGIOUS COMPLIANCE**

\_\_\_\_\_ (Applicant) agrees to provide all eligible activities under this Program in a manner that is in accordance with 24 CFR Part 576.406:

- A) Applicant will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- B) Applicant will not discriminate against any person applying for shelter or any of the eligible activities under this part on the basis of religion and will not limit such housing or other eligible activities or give preference to persons on the basis of religion; and
- C) Applicant will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of shelter and other eligible activities under this Project.

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Printed Name of Authorized Representative

Title

---

Authorized Representative Signature

---

Date

Contractor:

Project /Req # :

**INSURANCE CHECKLIST**

	Section 1 Department Complete	General Liability	Auto	Workers' Comp
1	NAIC # of insurers is provided on certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Best's rating of no less than A-, and Financial Size Category of at least VII*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Carrier is admitted/licensed to issue insurance in California (CA)* or on the Ca. Approved LASLI list**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Policy limits of insurance meet requirements in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Expiration date of policy is six months or more into the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Deductibles/self-insured retention are declared and approved or waived by County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Section 2 Insurance Broker</b>			
7.	Certificate Holder is "Stanislaus County" or "County of Stanislaus, its Officers, Directors, Officials, Agents, Employees and Volunteers"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Policy numbers on all Endorsements or, provide a copy of the Declarations Page(s) to show which endorsements are attached to the various policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Additional Insured (AI) Endorsement naming "County of Stanislaus, its Officers, Directors, Officials, Agents, Employees and Volunteers" or a blanket endorsement as required by written agreement	<input type="checkbox"/>	<input type="checkbox"/>	N/A
10	Waiver of subrogation endorsement included. ( see AI wording above )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Primary and Non-Contributory Endorsement. ( see AI wording above )	<input type="checkbox"/>	<input type="checkbox"/>	N/A
12	30 day notice of cancellation included. ( see AI wording above )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>Section 3 Check with Risk Management</b>			
13	Professional Liability if on claims made basis retroactive date is prior to the contract date & continues into future	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14	Is Fire / Builders Risk Insurance a requirement ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes ***
15	Is a Waiver of Insurance Requirements required ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes ***

**RESOURCE HELP:**

\*To check insurers: <http://www.3.ambest.com/consumers/consumersearch.aspx?bl=36>

\*\*Approved surplus line insurance (LASLI) carrier acceptable if no CA carrier writes the insurance, see <http://www.insurance.ca.gov/0100-consumers/0030-licensee-info/0031-surplus-lines/lasli.cfm>

Note: County Counsel approval required if carrier is reinsured.

\*\*\* Check with Risk Management for details

**FOR COUNTY USE ONLY**

Surety Bonds Required? If Yes specify type(s)			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Reviewer Signature:			Date:	
Title:				

**ATTACHMENT J - REQUIRED**  
***Request for NEPA Environmental Review***

Legal Name of Agency Requesting Funding: \_\_\_\_\_

DBA: \_\_\_\_\_

Agency Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Contact: \_\_\_\_\_ Contact Title: \_\_\_\_\_ (if applicable)

Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

ESG Funds Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Is the proposed project a new project or an expansion of a currently offered project?(choose one)

New Project  Expanded Numbers Served  Expanded Area Served  Expanded Activity

Please describe how these funds will be utilized (i.e. hire new staff to expand the project, site security, etc):

Please check the appropriate categories below to indicate where HUD funds will be spent.

- Operating costs: maintenance, security, utilities, furnishing, equipment, supplies, staff training, recruitment, and other incidental costs.
- Services: case management, employment, crime prevention, child care, health, drug abuse, education, counseling, utility assistance, welfare, or recreation needs.
- Housing Services: emergency shelter, transitional shelter, permanent housing placement, day care, nutritional services, health care, and referrals to government services
- Tenant-based rental assistance
- Handicap Accessibility
- Homeless Prevention/Rapid Rehousing
- Administrative and management activities
- Financial Services
- Renovation/Rehab
- Engineering or design costs
- Technical Assistance and training
- Other: \_\_\_\_\_

\_\_\_\_\_  
Signature (original)

\_\_\_\_\_  
Date



STATE HCD EMERGENCY SOLUTIONS GRANTS  
(ESG) PROGRAM  
**GRANT REVIEW SCORING GUIDE**

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**Rating Factor 1: Capacity & Experience (20 Points)**

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

**Sub factor 2: Program Sustainability Outlook**

**CONSIDERING FACTORS**

- Does the Agency have experienced staff?
- Does the Agency have Local, State, or Federal licenses/certificates?
- Is the Agency experienced in carrying out the proposed program/activity?
- Does the proposed program seem to fit in with the Agency's Mission Statement?
- Does the Agency demonstrate that they have the staff experience and proper level of staffing to 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, etc.).*

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**Rating Factor 2: Need/Extent of the Problem (20 Points)**

**Sub factor 1: Prevention Focus**

**Sub factor 2: Consolidated Plan Consistency/Priority Need**

**Sub factor 3: Meeting a Community Need**

**CONSIDERING FACTORS**

- Does the proposed program support local Focus on Prevention efforts?
- Does the proposed program address root causes and long term conditions?
- Does the proposed program directly or indirectly support rapid re-housing efforts? 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?
- Is the 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?

*Evaluate how well the proposed project addresses community need 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. The State Housing and Community Development Department has identified rapid-rehousing as a priority need targeted to receiving 40% of the funding available for award.*

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

#### **Sub factor 1: Does Project Include Cross Sector Engagements?**

#### **Sub factor 2: Is there Partnerships and Collaborations?**

#### **Sub factor 3: Outreach and Referrals**

##### **CONSIDERING FACTORS**

- Does the Agency actively refer clients to other needed 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 collaborate with other agencies to provide comprehensive services?
- Does the Agency have an effective client outreach strategy?
- Do these services help meet needs and promote increased self-sufficiency?
- Are there 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?

*Evaluate the outreach activities and how effective the project 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 Continuum of Care (CoC) and CoC related activities? ESG grant recipients are required to participate in the CoC.*

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### **Rating Factor 4: Accomplishments & Program Evaluation (20 Points- PSG/10 Points- ESG)**

#### **Sub factor 1: Standardized Client Intake and Eligibility Process**

#### **Sub factor 2: Standardized Methods and Tools to Evaluate Progress**

##### **CONSIDERING FACTORS**

- How did the Agency perform in terms of numbers served?
- Does the Agency's method of tracking accomplishments extend over a reasonable period of time?
- Do their methods sound reasonable?
- 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?
- Does the Agency have verifiable accomplishments?
- Does the Agency track accomplishments over time?
- Is there a strong link between the outcomes, the project goals, and the services provided?

*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?*

Annual Performance Reports (APRs), as submitted to the County and reflected in HUD CAPER reports, will be available to the review panel. The timeliness of drawing down of grant funds and meeting of their targeted number of clients to be assisted, as reflected in public reports, will be evaluated.



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## Rating Factor 5: Financials (10 Points)

### Sub factor 1: Clear and Efficient Budget

### Sub factor 2: Leveraging Sources (Private, Fed, State, Local, In-Kind)

#### **CONSIDERING FACTORS**

- Does the proposed program have significant amounts of other funding?
- If the requested ESG funding is not awarded can the Agency still implement the program?
- Does the budget reflect awarded funding or pending funding from other sources?
- Is there a guaranteed commitment of funding to cover the costs of the proposed program?
- In the past was the project funded with other funding, if so why did it stop?

*Evaluate project 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 project leverage other federal, state, local or private resources? Does the agency provide evidence of sustainable funding? Evaluate project sources and costs to determine if they are reasonable and well supported. Is the project budget relative to the proposed numbers of individuals and/or households to be assisted?*

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## Rating Factor 6: Performance & Risk Assessment (10 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?
- 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?

*Evaluate any relevant performance benchmarks. Is there a plan for dealing with any perceived barriers to meeting or exceeding these? If the project is unable to meet a benchmark, is there a plan for what the project 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?*

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## Rating Factor 7: Project Innovation (20 Points)

### Sub factor 1: Project Innovation

#### **CONSIDERING FACTORS**

- 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?
- If the proposed program was previously funded, what is the added value to the current proposal?

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

### **Sub factor 1: Is the Application Clear?**

### **Sub factor 2: Presentation Value**

#### ***CONSIDERING FACTORS***

- Were there any confusing statements in the application by the applicants that could not be explained?
- Were all concerns and questions answered by application and the presenters?
- Is the proposed program clear and accurate?
- Does the presentation align with the submitted application?
- Did the presentation clear up any concerns or questions regarding the application?
- Were the presenters able to answer questions fully?

