



Stanislaus County
Emergency Solutions Grant (ESG)
Grant Application Guidelines
For Fiscal Year 2016-2017

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

Calendar of Events:

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

**All dates on timeline are subject to change*

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

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

ESG Program Overview

The Emergency Solutions Grant (ESG) Program, is intended to supplement State, local and private efforts to improve the quality and number of emergency shelters and transitional facilities for homeless people as well as to provide case management and financial assistance to prevent homelessness and to permanently re-house homeless persons. The U.S. Department of Housing and Urban Development (HUD) has issued an interim rule for the Emergency Solutions Grants Program. This rule amended the McKinney-Vento Homeless Assistance Act in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The interim rule establishes a list of eligible activities, and allows the local grantee, Stanislaus County (County), to select activities in accordance with its own community development objectives.

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*)
- EMERGENCY SHELTER ACTIVITIES (*Capped*)
- HOMELESS PREVENTION ACTIVITIES
- RAPID RE-HOUSING ACTIVITIES
- HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) ACTIVITIES (*Capped*)

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 to review the interim rule, including the definition of chronically homeless and households at-risk of homelessness.

Consolidated Plan & National Objectives

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

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

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

Agency Requirements

All agencies applying for funding must meet the following requirements:

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

Faith Based Agencies: Faith based agencies are eligible to apply. HUD issued a final rule amendment allowing faith-based agencies to compete for 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 \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the 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 the County Counsel, with an indemnification and hold harmless acceptable to Stanislaus County. All certificates and endorsements are to be received and approved by Stanislaus County before a project can be considered for final approval by the Board of Supervisors.

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

Project Requirements

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

STREET OUTREACH AND EMERGENCY SHELTER ACTIVITIES (Up to 60% of FY 2015 ESG allocation)

- **Street Outreach:** Essential Services assisting *unsheltered* homeless persons to meet emergency needs including:
 - Engagement
 - Case Management
 - Emergency Health Services (*if otherwise unavailable to the client*)
 - Emergency Mental Health Care (*if otherwise unavailable to the client*)
 - Transportation (*to and from another eligible Street Outreach service for both staff and clients, includes public transportation costs*)
 - Services for Special Populations (*homeless youth, victim services, persons living with HIV/AIDS provided the services are one of those listed above*)
- **Emergency Shelter:** Funds for facilities providing overnight shelter to homeless families and individuals including:
 - **Operational Costs**
 - **Renovation of Buildings used as emergency shelters for homeless**
 - **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*)

HOMELESS PREVENTION AND RAPID RE-HOUSING ACTIVITIES (No Cap)

- **Homeless Prevention:** Services that provide housing relocation and stabilization and short- and/or medium-term rental assistance necessary to prevent an individual or family who fits under the “at-risk of homelessness” definition from becoming homeless; including:
 - Housing Relocation and Stabilization Services
 - Financial Assistance Costs (*includes rental application fees, security deposits, last month’s rent, utility deposits, utility payments, moving costs, services costs*)
 - Housing Search and Placement (*staff time spent assisting clients in locating, obtaining and retaining housing*)
 - Housing Stability Case Management (*Staff time spent assessing, arranging, coordinating, and monitoring the client’s progress towards achieving housing stability*)
 - Mediation (*between the client and landlord*)
 - Legal Services (*necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides*)
 - Credit Repair (*cannot be used to pay down client debt*)
 - Short-term Rental Assistance (*up to 3 months*)
 - Medium-term Rental Assistance (*4 – 24 months*)
 - Payment of Rental Arrears (*one-time payment for up to 6 months of rental arrears, including any applicable late fees*)
- **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 7.5% of FY 2015 ESG allocation):** Participation in HMIS is required. HMIS eligible expenses include:

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

➤ **Administration (Up to 7.5% of total ESG allocation)**

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

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**. HUD's definition of *Family* (24 CFR 5.403) includes, but is not limited to: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, regardless of actual or perceived sexual orientation, gender identity, or marital status. Very-low income families are defined as those at or below 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 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.

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

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

Scoring Criteria

HUD allows Stanislaus County, to select activities in accordance with its own community development objectives. The PSG/ESG Grant Review Panel, made up of representatives of the 6 consortium cities and 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 HUD program regulations, the area and populations served, and funding availability.

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

- **Capacity & Experience** – Does the agency have experience and capacity to successfully implement the proposed project?
- **Need/Extent of the Problem** – Is the proposed activity addressing a critical Urban County community need, as described in the Consolidated Plan?
- **Collaboration** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If project serves homeless populations, does the agency participate in the Stanislaus Continuum of Care (CoC) and CoC related activities?
- **Accomplishments & Program Evaluation** – Is there a solid methodology in place for determining client eligibility and for tracking numbers served? Are accomplishments measurable in terms of evaluating the impact they will have in the community, both long-term and short-term?
- **Financials** - Will the CDBG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? CDBG assistance to agencies is intended to be supplemental.
- **Performance & Risk Assessment** – How will the proposed services be implemented? Who will implement the proposed services? What will be the frequency and duration of the proposed services? Has the Agency had any issues with expending all their past or current funding? Are there any serious performance issues in past grants awarded to the Agency? Are there any inconsistencies between the Agency's answers & the performance reports from the HUD CAPER report? This section is based on a combination of HUD CAPER reports reflecting past expenditures and grants awarded through County CDBG & ESG grants. ESG applicants only- Annual Performance Reports (APRs) will be available to the review panel. The timeliness drawing down of grant funds and meeting of their targeted number of clients to be assisted will be evaluated.
- **Project Innovation** – Does the proposed program introduce an innovation that substantially improves the services proposed/provided? Will there be an expansion of services, are details provided? Does the proposed program go beyond the usual approach by showing it addresses a new need and/or issue or addresses a population need and/or issue that has yet to be addressed?
- **Grant Submittal** – This section is a combination of the application submitted and the presentation by the applicant. Is the application clear and accurate? Does the presentation align with the submitted application? Did the presentation clear up any concerns or questions regarding the application?

Requirements for Agencies Awarded Funding

Agencies awarded 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 HUD shall have access to program records. Agencies will be required to obtain and provide individual client data including but not limited to ethnicity, income, disability, race, female head of household, clients 62 years and older and accomplishment data. If Limited Clientele -Client Based option was selected individual client income verification documents need to be obtained. If Limited Clientele - Presumed Benefit option was selected individual income documentation is 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 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 HUD requirements and regulations. HUD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in monitoring desk and site reviews. The County will provide technical assistance as needed or requested to assist with the project progress and success. If the agency is not following the program requirements and regulations funding may be terminated and funding reimbursement required.

Provide Recognition of funding: The agency is required to provide recognition for the role of 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&rgn=div5>.

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

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

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

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) Match funds must be provided after the date that HUD signs the grant agreement.
- (v) Cash match contributions must be expended within the expenditure deadline in §576.203.
- (vi) Noncash contributions must be made within the expenditure deadline in §576.203.

(1) *Noncash contributions.* 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 to establish the fair market value.

HMIS: Participation in the local Continuum of Care's Homeless Management Information System (HMIS).

Applications

Limit is (1) grant application submission per activity and up to a maximum of two (2) grant application submissions per agency. In order for a project to qualify as a separate "Activity" it must either:

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

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

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

- One (1) Original Application with and ALL Exhibits A-R
- Ten (10) Copies of the Application with Exhibits A- C, Q & R.
- One (1) Digital submission of the Application in Word and Exhibits A- C in Excel , Q & R in Word (Digital Submission of the *Application must be provided via e-mail to the contact listed below, or provided with digital copies of the application on a CD or USB Stick. CD's or USB Sticks will not be returned.*)

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

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

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

Due Date of Application:

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

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