



STANISLAUS COUNTY
 Community Development Block Grant (CDBG)
 Public Services Grant (PSG) and
 Fair Housing Services Grant
GRANT APPLICATION GUIDELINES
For Fiscal Year 2022-2023

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

***CALENDAR OF EVENTS:**

Grant Technical Assistance Workshop (MANDATORY)	February 25, 2022, 9:00 a.m.
Applications Due	March 7, 2022 by 5:00 p.m.
Panel Presentations.....	March 15, 16, and 17, 2022
(Scheduled on a first come, first served basis.)	
Noticing of Application Ranking	March 2022
Draft Awards Presented to BOS	March 2022
Final Award Approved by BOS	April 2022
Grantee Award Training	June 2022
Agreement Executions	June 2022

**All dates on timeline are subject to change*

Attendance at the Grant Technical Assistance Workshop, to be held on **Friday, February 25, 2022, at 1:00 p.m.**, is **MANDATORY** for eligibility to submit a grant application(s). Alternative arrangement to the February 25th mandatory workshop may be arranged by contacting staff at the email or phone number provided at the end of this section. The workshop is provided to help answer any questions you may have about the application, application process, and program requirements. Applications are due **Monday, March 7, 2022, by 5:00 p.m.**, any applications submitted after this date and time will not be considered for funding approval. See "Application" section of these guidelines for more submittal information.

The workshop and panel presentations will be conducted virtually using Zoom. Pre-registration to attend the workshop is required and may be completed using the following Zoom link:

ZOOM MEETING INFORMATION

Community Development Block Grant (CDBG) Public Services Grant (PSG):
Friday, February 25, 2022 at 1:00 p.m.

Click the following link to join this workshop:
<https://us06web.zoom.us/meeting/register/tZArd-qvqzWjGdGEzR-04qPEqmpGrSOSHkv0>.

Presentations to the Grant Review Panel will be held on March 15-17, 2022. The purpose of these presentations is to give applicants the opportunity to give a ten-minute presentation about their proposal(s) to the grant review panel. After the presentation, the panel will conduct a brief question and answer session with the applicant. Applicants will be registered for a presentation appointment at the time of the application submission. Time slots will be given on a first come, first served basis. Applicants are required to attend their scheduled presentation to the grant review panel.

For more information please contact the Stanislaus County Planning and Community Development Department by phone at: (209) 525-6330 or via email at: CommunityDevelopment@stancounty.com.

CDBG PROGRAM OVERVIEW

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

Information on HUD's CDBG program is available online: [CDBG HUD Exchange](#).

Stanislaus County, along with the cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, and Waterford, form what is known as the Stanislaus Urban County, an entitlement jurisdiction. Stanislaus County serves as the "lead agency" for the Stanislaus Urban County.

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

FUNDING AVAILABILITY:

Stanislaus County is seeking grant applications for the awarding of Fiscal Year (FY) 2022-2023 (July 1, 2022 to June 30, 2023) CDBG-PSG and Fair Housing Services funds. Stanislaus County award recommendations may be increased or decreased based on the actual amount awarded by HUD.

ESTIMATED CDBG-PSG ALLOCATION: \$230,000*
ESTIMATED FAIR HOUSING SERVICES AWARD: \$25,000

Final award amounts will be verified via mail after HUD approves the Stanislaus Urban County's FY 2022-2023 Annual Action Plan (estimated to occur in May 2022). Funding reimbursements will not be allowed until the awarded agencies are in a fully executed agreement with the County, as outlined in an official award letter.

**The number of CDBG-PSG applications to be awarded is dependent on the actual amount of CDBG funding available from HUD and partial funding may be awarded, pending consultation with the applicant to verify that the proposed program/activity may be undertaken with partial funding.*

CONSOLIDATED PLAN AND COMMUNITY NEEDS

Consolidated Plan 2020-2025: The Stanislaus Urban County annually receives Community Development Block Grant (CDBG) and Emergency Solutions Grants (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 five-year plan for how the Stanislaus Urban County's entitlement funds will be utilized to meet these needs. The Fiscal Year (FY) 2020-2025 Stanislaus Urban County Consolidated Plan, which applies to grant funds awarded from July 1, 2020 – June 30, 2025, was adopted by the Board of Supervisors on May 12, 2020.

The Stanislaus Urban County identifies its CDBG targeted service areas through several combined methods. Community input for the FY 2020-2025 Stanislaus Urban County Consolidated Plan was collected through a series of public meetings and community surveys.

Eligible Urban County service areas can be identified at the following Stanislaus County GIS website: <https://open-data-stancounty-gis.hub.arcgis.com/>

Information is also compiled from the County's Continuum of Care's annual Point in Time Homeless Count, Urban County member's Housing Elements, and California State Department of Finance demographics reports. Collectively, this information serves as a guide for implementation of programs and for recommendations for competitive grant awards.

Grant applications received during this grant cycle are required to state the problem(s) or need(s) in the community that the proposed program addresses. In addition to the identification of the needs and problems, statistical and/or demographic information is requested as part of the response in the grant application. By providing this information the grant applicant assists in helping to establishing the public service-related priorities found within the FY 2020-2025 Stanislaus Urban County Consolidated Plan.

The FY 2020-2025 Stanislaus Urban County Consolidated Plan is available at the following website: <https://www.stancounty.com/planning/cdbg/plans-and-reports.shtm>

HUD strongly recommends that grantees should prioritize the advancement of racial equity and inclusion at all levels of the programs funded. Applicants will need to demonstrate how they will provide for and improve access to services, services provision, and outcomes among disproportionately underrepresented populations. Applicants are strongly encouraged to use racial equity resources, data toolkits, and research reports to identify disparities and implement responses. Please visit the [HUD Exchange Racial Equity](#) website for additional information.

APPLICANT AGENCY REQUIREMENTS

All agencies applying for CDBG-PSG and Fair Housing Services funding must meet the following requirements:

Experience: Applicant must be an established, and operating, public or private non-profit agency as evidenced through documentation required in the application. Exhibits that show tax exempt status are required.

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

Active Governing Body: Governance of the agency should be vested in a responsible and active voluntary board, which meets at least quarterly. A copy of minutes authorizing staff to apply for CDBG funds or grants in general must be provided.

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

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

Accounting: Agencies must comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available online at: [2 CFR Part 200](#).

Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented. Agencies may be required to submit information regarding 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 CDBG funds were utilized. Local

governments and nonprofit agencies are required to comply with 24 CFR 570.502- Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular A-133 “Audits of States, local governments, and non-profit agencies”), OMB Circular A-133 includes Institutions of higher education and hospitals.

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

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

PROGRAM REQUIREMENTS

COMMUNITY DEVELOPMENT BLOCK GRANT -PUBLIC SERVICES GRANT (CDBG-PSG):

CDBG regulations allow the use of funds for a wide range of public service activities including, but not limited to, to the following eligible public service activities (24 CFR 570.201(e)):

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

All applications for CDBG-PSG funding must meet the Clients Served, Income Eligibility Limits, and Client Data requirements listed below in this section.

FAIR HOUSING SERVICES (FH):

CDBG regulations for Fair Housing Services (24 CFR 570.201(e)) funding may be used to provide on-going fair housing education and counseling services pursuant to the Stanislaus Urban County’s Analysis of Impediments to Fair Housing Choice (AI), and all applicable federal, state, and local laws

Fair Housing Services proposals must demonstrate the ability of the provider to:

1. Provide fair housing enforcement activities such as responding to fair housing complaints, investigating potential violations of federal, state, and local fair housing laws and referrals to the appropriate agencies as needed.
2. Ensure that outreach and marketing are inclusive of individuals and groups that represent protected classes and other diverse interests such as persons with disabilities, families with children, immigrants, homeless persons, racial and ethnic groups, etc.
3. Create printed fair housing educational materials (e.g. brochures and/or pamphlets) and distribute throughout the Stanislaus Urban County. Educational materials shall be made available in Spanish and English (at a minimum).
4. Have a designated staff person available to respond to fair housing questions/inquiries and make appropriate referrals, in-person on a drop-in or appointment basis, and/or via telephone.
5. Create, obtain and retain documentation that accurately records the demographic information of the persons who receive education/counseling services. Recorded demographic information should include documentation of income, race, ethnicity, housing status, and city of residence.
6. Provide summary reports to the County at least quarterly and as requested.
7. Keep abreast of any changes in local, state, and federal fair housing laws and update materials and trainings as needed.
8. Develop and maintain a comprehensive fair housing website with information to educate the public on fair housing rights and remedies. The provider shall work with local jurisdictions and other organizations to promote the website and the website shall at a minimum include:
 - a. A description of fair housing laws and renters’ rights;
 - b. Links to relevant websites, including HUD’s Office of Fair Housing and Equal Opportunity (FHEO);

- c. Information in Spanish and English (at a minimum);
 - d. A Frequently Asked Questions section with answers to commonly asked fair housing questions;
 - e. Model requests for reasonable accommodations;
 - f. A calendar of upcoming trainings.
9. Advertise and promote its website to all members of the community, including homeless and low- and moderate-income residents and individuals and groups that represent protected classes and other diverse interests.
 10. Provide fair housing education to landlords and nonprofit agencies.
 11. Work with landlords, nonprofit agencies, and other community partners to reduce tenant cultural biases and conflicts.

In addition to providing all of the activities identified above, fair Housing Services providers must demonstrate the knowledge of and experience developing and providing fair housing trainings that are focused on:

- ✓ Fair housing rights and remedies;
- ✓ The process for filing a complaint to report housing discrimination to the state and federal fair housing enforcement agencies, and HUD's Office of Fair Housing and Equal Opportunity (FHEO);
- ✓ Fair housing provisions related to reasonable accommodation for persons with disabilities;
- ✓ Protections offered to refugees based on national origin;
- ✓ State and new federal protections related to sexual orientation and marital status;
- ✓ Other identified fair housing issues.

The Fair Housing Service provided will be required to develop and deliver an annual fair housing training targeted to landlords and nonprofit agencies. Training educational resources to be distributed at the trainings shall be focused on:

- Promoting housing equity and preventing violations of fair housing laws;
- Fair housing rights and responsibilities including:
 - ✓ The applicability of fair housing laws to various types of housing, including emergency shelters and other dwellings;
 - ✓ Offering reasonable accommodations and modifications;
 - ✓ What constitutes a protected class;
 - ✓ The relationship and distinction between fair housing laws and landlord-tenant laws.

It is strongly encouraged that Fair Housing Services proposals include the following activities:

Ongoing fair housing trainings at key sites throughout the Stanislaus Urban County to ensure accessibility and at various times of the day/week (including the evenings and/or weekends), that are specifically marketed and tailored to individuals and groups that are homeless and/or low- and moderate-income.

All applications for Fair Housing Services funding must meet the Clients Served, Income Eligibility Limits, and Client Data requirements listed below in this section.

DOCUMENTING CLIENTS SERVED

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

CDBG-Income Guidelines:

Clients must meet the following income verification and income eligibility limits and requirements listed below:

Client Income Verification Options: To be eligible for CDBG assistance, a public service program must verify that they meet the CDBG objective of serving low- and moderate-income persons. Low- and moderate-income are defined as those at or below 80% of the area median income (see [CDBG Income Limits](#) for the current CDBG Income Limits). These numbers are updated annually by HUD. In order to meet the CDBG objective the County uses the HUD measurement for client eligibility under the category of Limited Clientele, where eligibility is determined on a client basis. Limited Clientele has two sub-categories: Client Based and Presumed Benefit. Each application must specify an eligibility category for their program. Descriptions of these benefit categories are detailed below:

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

1. **Client Based:** Low- and moderate-income residents served from eligible Stanislaus Urban County areas (*Ex: Financial Management/Case Management for Low-income Families*). Income verification documentation is required on an individual client basis along with other client statistics.
2. **Presumed Benefit:** 100% of services are provided to one or more of the populations listed below. The following HUD approved categories may be presumed to benefit persons who are low to moderate income. HUD Presumed Benefit categories include:
 - Elderly Persons (62 years and older)
 - Homeless Persons
 - Migrant Farm Workers
 - Persons Living with HIV/AIDS
 - Battered Spouses
 - Abused Children
 - Severely Disabled Adults
 - Illiterate Persons (includes non-English speakers)

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

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 years of age and older.

CDBG Program Resource:

[Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems - HUD Exchange](#)

SCORING CRITERIA

HUD allows the Stanislaus Urban County to award grants in accordance with its own community development objectives. The CDBG-PSG and Fair Housing Services grant review panel will score grant applications based on the scoring criteria outlined below. The cumulative scores will be used to determine funding award recommendations. Final funding amounts also depend on eligible budget requests, eligible scope of services in compliance with HUD program regulations, past program performance, the area and populations served, and funding availability.

Below is a summary of the basic scoring criteria to be used by the grant review panel to evaluate each application (listed in no particular order):

- **Capacity and Experience** – Does the agency have experience and capacity to successfully implement the proposed program? Does the program have a sustainability plan?
(Maximum Points Available: 20 Points)
- **Addressing the Need/Extent of the Problem** – Is the proposed program addressing a critical Urban County community need, as described in the Consolidated Plan? Does the agency’s program demonstrate accessible, equitable, inclusive and culturally appropriate approach by creating opportunities for disadvantaged groups of people?
(Maximum Points Available: 20 Points)
- **Collaboration** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If the program serves homeless populations, does the agency participate in the local Continuum of Care (CoC) and CoC related activities?
(Maximum Points Available: 20 Points)

- **Accomplishments and 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? Grantees should demonstrate commitment to address racial equity and inclusion at all levels. Applicants will need to demonstrate how they will provide for and improve access to services, services provision, and outcomes among disproportionately underrepresented populations.
(Maximum Points Available: 20 Points)
- **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.
(Maximum Points Available: 20 Points)
- **Performance and 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 and the performance reports from the CAPER report? This section is based on a combination of CAPER reports reflecting past expenditures and grants awarded through County CDBG and ESG grants. The timeliness drawing down of grant funds and meeting of their targeted number of clients to be assisted will be evaluated.
(Maximum Points Available: 20 Points)
- **Program Innovation** – Does the proposed program introduce an innovation that substantially improves the services proposed/provided? Will there be an expansion of services, are details provided? Does the proposed program go beyond the usual approach by showing it addresses a new need and/or issue or addresses a population need and/or issue that has yet to be addressed?
(Maximum Points Available: 30 Points)
- **Grant Submittal** – This section is a combination of the application submitted and the presentation by the applicant. Is the application clear and accurate? Does the presentation align with the submitted application? Did the presentation clear up any concerns or questions regarding the application?
(Maximum Points Available: 10 Points)

The scoring sheets and criteria factors to be used by the grant review panel are demonstrated at the Grant Technical Assistance Workshop. The grant review panel will be comprised of one representative from the County, one city representative from each of the seven Stanislaus Urban County city members, and one representative from the local Continuum of Care.

REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded CDBG-PSG and Fair Housing Services funding must follow these program requirements:

Pre-Award Grantee Workshop: Agencies will be required to attend a pre-award grantee workshop to assist them in compliance with program regulations and requirements. Agencies will be instructed on how to submit reports and Request for Funds (RFFs) and related forms to the County.

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

Reporting and Records: Stanislaus County and 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 of age and older and accomplishment data. If Limited Clientele - Client Based option was selected individual client income verification documents need to be obtained. If Limited Clientele - Presumed Benefit option was selected individual income documentation is required at the minimum self-certification of program participants. Client data must still be collected and self-certified on an intake form. Quarterly and year-end performance reports are required. Grant files and individual client files must be maintained for a minimum of five years after the program has ended.

Request for Funds: Invoicing for CDBG funds is required at a minimum on a quarterly basis. A Request for Funds form will be provided by Stanislaus County CDBG program staff. CDBG funds are provided on a reimbursement basis and supporting documentation must be complete and approved by Stanislaus County Program 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 program progress and success. If the agency is not following the program requirements and regulations, funding may be terminated and funding reimbursement required.

Budget: Budget form must specifically detail the “Total Requested Amount” of the grant proposal and **NOT** the entire agency’s program budget or the agency’s entire budget. Agencies will be required to follow application budget line item amounts when requesting funds. Ensure 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: [2 CFR Part 200](#).

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

Eligible Expenses Include but Are Not Limited To: CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service program. 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 program 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.

APPLICATION REQUIREMENTS

PUBLIC SERVICES GRANTS (PSG): Limit is one grant application submission per activity and up to a maximum of three grant application submissions per agency. In order for a program to qualify as a separate "Activity" it must either:

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

Application funding requests may not exceed \$25,000 per application.

FAIR HOUSING SERVICES GRANTS (FH): Limit is one grant application submission per agency, although agencies may participate as partners on more than one grant application. Applying for the Fair Housing Services Grant does not count toward the limit on the number of PSG applications an agency may submit.

Fair Housing Services funding requests may not exceed \$25,000 per application.

Partial funding may be awarded, pending consultation with the applicant to verify that the proposed program/activity may be undertaken with partial funding.

Only complete applications will be eligible for funding. All sections of the application must be filled out and all applicable documents, as identified in the "Required Document (Attachment A) Checklist" must be included or the application will be considered incomplete. Any missing required documentation will render the application incomplete.

TECHNICAL ASSISTANCE WORKSHOP

County staff will host a grant technical assistance workshop on grant funding basics and program guidelines for CDBG program applications on **Friday, February 25, 2022 at 1:00 p.m.** The technical assistance will also include important information on how to access the Neighborly Software portal. Attendance by at least one representative from each applicant organization is mandatory and will ensure all potential applicants receive critical technical assistance about the Neighborly Software portal and the CDBG program before an agency invests the time and resources necessary to apply.

Alternative arrangement to the February 25, 2022 mandatory workshop may be arranged by contacting staff by phone at: (209) 525-6330 or via email at: CommunityDevelopment@stancounty.com.

APPLICATION SUBMISSION AND DEADLINE

All applicants must register through the Stanislaus County Neighborly Software portal. Upon registration in the online grant system, a username and password will be created. The Neighborly Software portal has the ability to save work and applicants may log off and log in at any time to continue working on their applications. **Applicants must click "Submit" before the Monday, March 7, 2022, 5:00 p.m. deadline to submit applications for review.**

The link to access the Stanislaus County portal is available online at: [Neighborly Software](#).

Note that the successful submission of an application in the Neighborly Software portal is not a formal acceptance of the application as complete and incomplete applications will be rejected. Please ensure that all questions are answered, and all applicable fields are completed. Also ensure that all required documents have been uploaded.

County Staff will review applications for basic eligibility, application completeness, and level of environmental review. All sections of the application must be completed, or the application will be considered incomplete. **Any missing required documentation will render the application incomplete and it will not be considered for funding.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applications shall be submitted in the Stanislaus County Neighborly Software portal by **Monday, March 7, 2022, by 5:00 p.m.**

If you have any questions or concerns, please contact County staff by phone at: (209) 525-6330 or via email at: CommunityDevelopment@stancounty.com.