



STANISLAUS URBAN COUNTY

Community Development Block Grant (CDBG)

Coronavirus Aid, Relief, and Economic Security (CARES)

CDBG CARES 2019 ALLOCATION GRANT APPLICATION GUIDELINES

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

***CALENDAR OF EVENTS:**

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

**All dates on timeline are subject to change*

The following are the Grant Application Guidelines for CDBG-CARES 2019 Allocation funds for the Stanislaus Urban County. Stanislaus County, along with the cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank (after July 1, 2020), and Waterford, form what is known as the Stanislaus Urban County, an entitlement jurisdiction. Stanislaus County serves as the “lead agency” for the Stanislaus Urban County. The City of Riverbank has also received their own separate CDBG-CARES funding from the State of California Housing and Community Development (HCD) and will release a separate Notice of Funding Availability (NOFA).

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

CDBG-CARES funding must be used to prevent, prepare for, and respond to the Coronavirus (COVID-19) outbreak. The Performance Period for these CDBG-CARES funds will begin March 19, 2020 to December 31, 2022. Reimbursements for activities conducted prior to agreement execution may be considered subject to County approval of documentation needed to meet HUD standards.

CDBG-CARES OVERVIEW

Congress established Community Development Block Grant (CDBG) in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low- and moderate-income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- ❖ Principally benefits low- and moderate-income persons.
- ❖ Prevents or eliminates slum or blight.
- ❖ Addresses an urgent need or problem in the community (e.g., natural disaster).

As a HUD entitlement jurisdiction, the Stanislaus Urban County, receives an annual funding allocation from the federal government to fund activities to address these national objectives. All programs approved for funding must meet a national objective as set forth by HUD.

Information on HUD's CDBG program is available online:

<https://www.hudexchange.info/programs/cdbg-entitlement/>

On April 8, 2020, HUD notified eligible jurisdictions that they would receive a CDBG-CARES allocation to be used to prevent, prepare for, and respond to COVID-19. The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) authorized these allocations via, Public Law 116-136, which was signed into law on March 27, 2020, to respond to the growing effects of COVID-19.

APPLICATION ELIGIBILITY AND FUNDING LIMITS

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

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

In addition to addressing increased community needs directly related to the prevention of, preparing for, and responding to the COVID-19 outbreak, applications **MUST** address one of the three national objectives set by HUD or they will **NOT** be considered for funding. Only complete applications will be considered for funding (see the "Applications Requirement" section of these guidelines). Furthermore, completed applications must contain the necessary exhibits, budgets, and requested information on targeted CDBG eligible populations.

No more than two (2) applications per agency will be accepted. Application requests for CDBG-CARES funding may not exceed \$200,000 per application. No application requests below \$50,000 will be accepted.

The number of CDBG-CARES applications to be awarded is dependent on the actual amount of CDBG-CARES funding provided by 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.

Estimated CDBG-CARES 2019 Allocation:**

Jurisdiction	Estimated Allocation
Stanislaus Urban County	\$ 1,223,095

***Award recommendations may be increased or decreased based on the actual funding amounts awarded by HUD. The scoring results from the grant applications submitted may be utilized for awarding future CARES funding received by Stanislaus County.*

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

In April of 2020, the Stanislaus Community Foundation and United Way of Stanislaus developed a Community Needs Survey to assist in their prioritizing funding decisions for their respective COVID-19 related funds. On May 6, 2020, the Community Needs Survey was emailed to non-profit service providers on the Stanislaus Community System of Care (CSoC) listserv and current and past Stanislaus County CDBG grant applicants.

The results of the Community Needs Survey (see Attachment 1 – CDBG-CARES Scoring Overview) will be used by a Grant Review Panel to make final CDBG-CARES funding recommendations. The Grant Review Panel will be comprised of one (1) representative from the County, and one (1) city representative from each of the seven (7) Stanislaus Urban County cities. All applications determined to be complete by staff will be provided to the Grant Review Panel for review and scoring. The Grant Review Panel will score grant applications based on the scoring criteria outlined below and in Attachment 1. The cumulative scores will be used to determine funding award recommendations.

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

- ❖ **Capacity & Experience** – Does the Agency have experience administering federal CDBG programs? Does the Agency have the capacity to successfully implement the proposed program? Funding prioritization will be provided to agencies with successful experience in administrating federal CDBG funding.
(Maximum Points Available: 50 Points)

- ❖ **Addressing the Need/Extent of the Problem** – Is the proposed program addressing a critical community need? Is the proposed program available to the entire Stanislaus Urban County or only a limited portion? Funding prioritization will be provided to applications addressing the top community needs identified by the April 2020 Community Needs Survey.
(Maximum Points Available: 50 Points)

- ❖ **Collaboration** – What is the degree of agency participation within the local community, including its collaborative efforts with other agencies and committees? If the program serves homeless populations, does the agency participate in the CSoC and CoC related activities?
(Maximum Points Available: 20 Points)

- ❖ **Accomplishments & Program Evaluation** – Is there a solid methodology in place for determining client eligibility and for tracking numbers served? Are accomplishments measurable in terms of evaluating the impact they will have in the community, both long-term and short-term?
(Maximum Points Available: 20 Points)
- ❖ **Financials** - Will the CDBG-CARES requested amount pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? CDBG-CARES assistance to agencies is intended to be supplemental.
(Maximum Points Available: 20 Points)
- ❖ **Performance & Risk Assessment** – How will the proposed services be implemented? Who will implement the proposed services? What will be the frequency and duration of the proposed services? Has the agency had any issues with expending all their past or current funding? Are there any serious performance issues in past grants awarded to the agency?
(Maximum Points Available: 20 Points)
- ❖ **Program Innovation** – Does the proposed program introduce an innovation that substantially improves the services proposed/provided? Will there be an expansion of services, are details provided? Does the proposed program go beyond the usual approach by showing the agencies adaptability to meet community needs with the social and safety protocols necessary to respond to the COVID-19 outbreak?
(Maximum Points Available: 30 Points)
- ❖ **Grant Submittal** – This section is a combination of the application submitted and the presentation by the applicant. Is the application clear and accurate? Does the presentation align with the submitted application? Did the presentation clear up any concerns or questions regarding the application?
(Maximum Points Available: 10 Points)

As reflected in the maximum points available, prioritization with being given to applicants with successful experience in administering CDBG funding and to applications focused on meeting top community needs as identified in the April 2020, Community Needs Survey.

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

APPLICANT AGENCY REQUIREMENTS

All agencies applying for CDBG-CARES must meet the following requirements:

Experience: The agency must be an established, and operating, public or private non-profit agency as evidenced through documentation required in the application. Funding prioritization will be provided to agencies with of successful experience in administrating federal CDBG funding.

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/CDBG-CARES funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the CDBG/CDBG-CARES supported activity. Faith-based agencies may not use direct CDBG/CDBG-CARES funds to support inherently religious activities such as worship or religious instruction. Faith-based agencies that participate in the CDBG/CDBG-CARES 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.

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 awarded funds is required to assure that it will conduct its business in compliance with the non-discrimination requirements of federal, state, and Stanislaus County policies and regulations. Equal Opportunity in Employment policies will be required.

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

<http://www.ecfr.gov/cgi-bin/textidx?SID=60b768264bb29c7923a1005d8f10bc5e&mc=true&node=pt2.1.200&rgn=div5>

The agency may be required to submit information regarding their accounting systems to the awarding jurisdiction for approval before any funds are disbursed. Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented.

Audits and Financial Reports: The 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 the awarding jurisdiction and shall include indemnification and hold harmless language acceptable to that jurisdiction. All agencies applying to Stanislaus County must have their certificates and endorsements approved by Stanislaus County staff before a program can be considered for final approval by the Stanislaus County 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

CDBG-CARES:

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

- Utility Assistance
- Food Assistance
- Rental Assistance
- Homeless Persons Services
- Case Management/Resource & Referral
- Health Services
- Employment Services including Job Training
- Child Care
- Education Programs
- Crime Prevention and Public Safety
- Substance Abuse Counseling/Treatment
- Senior Services

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

Refer to the current HUD Income Limits for Stanislaus County at: <https://www.huduser.gov/portal/datasets/il.html#2020>.

Clients Served

Services must be provided to clients residing within specific geographical areas and meeting income eligibility. The following is an overview of the geographical areas which may be serviced with each of the funding sources:

- ❖ Stanislaus Urban County: the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Waterford, and the unincorporated areas of Stanislaus County;

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 <https://www.hudexchange.info/resource/5334/cdbg-income-limits/> for the current CDBG Income Limits and CDBG National Objective 24 CFR 570.208 for further information). These numbers are updated annually by HUD. There are two category options for meeting this objective, Limited Clientele, where eligibility is determined on a client basis, where eligibility is determined by where the service is being provided. 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.

Public services eligible for CDBG-CARES must still be new services, or quantifiable increases in services, that prevent, prepare for, and respond to COVID-19. It is important to keep in mind that CDBG/CDBG-CARES funds may not be used for "income payments", which means a series of subsistence-type grant payments made to an individual or family for

items such as food, clothing, housing (rent or mortgage), or utilities. Rental assistance must be paid by the grantee or subrecipient directly to the service provider, on behalf of the individual or family, and those payments are limited to three months.

Requirements for Agencies Awarded Funding

Agencies awarded CDBG-CARES funding must follow these program requirements:

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

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

Reporting and Records: Stanislaus County 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 four (4) years after the program has ended.

Request for Funds: Invoicing for CDBG-CARES funds is required at a minimum on a quarterly basis. County staff will provide invoicing forms to the agency. CDBG-CARES funds are provided on a reimbursement basis and supporting documentation must be complete and approved by awarding jurisdiction staff prior to payment.

Monitoring and Technical Assistance: The program will be monitored by the County for compliance with County and HUD 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: Agencies will be required to follow application budget line item amounts in draw requests. Requested budget line items must be costs directly associated with implementation of the activity proposed.

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. Awarded grantees 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?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

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

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

APPLICATION REQUIREMENTS

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

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

Limit of two (2) grant application submissions per agency.

Application funding requests limits: amount requested must be a minimum of \$50,000 and may NOT exceed \$200,000 per application.



Stanislaus Urban County

Community Development Block Grant (CDBG)

Coronavirus Aid, Relief, and Economic Security (CARES)

CDBG CARES 2019 ALLOCATION GRANT REVIEW GUIDE

Rating Factor 1: Capacity & Experience (50 Points)

Sub factor 1: Agency and staff experience with grant administration.

Sub factor 2: Program sustainability outlook.

CONSIDERING FACTORS

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

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

Funding prioritization will be provided to agencies with successful experience in administering federal CDBG funding.

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

Sub factor 1: COVID-19 focus.

Sub factor 2: Consistency with April 2020 Community Needs Survey (see table on next page).

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

CONSIDERING FACTORS

- Will the proposed program aid in preventing, preparing for, and responding to the COVID-19 outbreak?
- How do the services help meet client and community needs?
- Are current local statistics, agency statistics, or other evidence provided to document and support the need?
- Is a target population and their unique service needs clearly identified?
- Will the funding be used to benefit persons throughout the entire Stanislaus Urban County geographical area?

Evaluate the identified community need in the context of the priorities for the proposed services. How accurate and comprehensive is the description of the related need for the services proposed? Evaluate how well services are located as compared to the need in the community. Are the target population and their unique service needs clearly identified?

Funding prioritization will be provided to applications addressing the top client needs (i.e., mental health, food and nutrition, and paying rent and utilities) identified in the April 2020 Community Needs Survey developed by the Stanislaus Community Foundation and United Way of Stanislaus to assist in prioritizing funding decisions for their respective COVID-19 related funds. Stanislaus County and the cities of Riverbank and Turlock are working collaboratively with the City of Modesto, Stanislaus Community Foundation and United Way of Stanislaus to assess the impact COVID-19 has had on our community and on local non-profits. The goal of this collaborative effort is to improve the distribution of funding available to assist with COVID-19 impacts to a broader range of non-profits. Staff from all funding entities have committed to working together to share application criteria and funding award information in an effort to inform the overall collective process of providing funding to non-profits aimed at meeting community needs. Available application criteria and funding award information will be provided to the Grant Review Panel.

The following are the Community Needs Survey results, as of May 12, 2020, for Question No. 6 asking agencies to choose the top three needs of their clients:

Q. 6. What are your clients' top needs? Please choose top THREE needs?

Answer Choices	Percentage	Responses
Mental Health	19.83%	24
Food and Nutrition	19.01%	23
Other (Please Specify)*	14.88%	18
Paying Rent and Utilities	12.40%	15
Unemployment and Job Placement	8.26%	10
Home Schooling Resources	6.61%	8
Broadband and Computer Access	6.61%	8
Childcare	4.13%	5
Medical Care	4.13%	5
Stimulus Funding, Taxes, EITC	2.48%	3
Housing Rights Information and Legal Aid	1.65%	2
Total Respondents: (46)	100.00%	121

*Other: Career/vocational education; job skills for youth; safe place for kids; affordable/transitional housing; grief support; technology; basic needs (food and gas); and no direct services provided.

Rating Factor 3: Collaboration (20 Points)

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

Sub factor 2: Are there partnerships and collaborations?

Sub factor 3: Outreach and referrals.

CONSIDERING FACTORS

- Does the agency actively refer clients to other needed services?
- Does the 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?
- Will the proposed program help meet needs and promote increased self-sufficiency?
- Did the agency provide details of any formal agreements and history of partnerships in the community?
- Is the agency demonstrating that they are not working in a silo and have established true partnerships throughout the County?

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

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

Sub factor 1: Are accomplishments measurable?

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

Sub factor 3: Are program goals verifiable and attainable?

Sub factor 4: Will the program be impactful and effective?

CONSIDERING FACTORS

- Can the agency provide information on the number of clients served in previous years?
- If previously funded, how did the agency perform in terms of numbers served in previous grant cycles?
- Does the agency's method of tracking accomplishments extend over a reasonable period of time?
- Do the agency's tracking methods sound reasonable and or efficient?
- Is the agency proposing activities that will help clients move towards self-sufficiency after they receive the service?
- Can they clearly define how clients will be better off and reach self-sufficiency after receiving proposed services?
- Does the agency have verifiable accomplishments?
- Does the agency track accomplishments over time?
- Is there a strong link between the outcomes, the program goals, and the services provided?

Evaluate the effectiveness of how proposed program outcomes and performance will be measured, including the program/agency review process and use of relevant methods and tools. Are the methods and tools to be used to evaluate progress clearly described?

Rating Factor 5: Financials (20 Points)

Sub factor 1: Clear and efficient budget.

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

CONSIDERING FACTORS

- Does the proposed program identify other sources of funding?
- If the requested funding is not awarded, can the agency still implement the program?
- Does the program budget reflect awarded funding or pending funding from other sources?
- Is there a guaranteed commitment of funding to cover the costs of the proposed program with or without the requested funds?
- In the past, was the program funded with other funding, if so, why did it stop?
- How will funding be used to bridge organizational funding gaps until the economy recovers from the COVID-19?
- How will funding maintain or expand services and serve more people as a result of COVID-19?

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

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

Sub factor 1: Implementation-soundness of approach.

Sub factor 2: Monitoring results and timeliness.

CONSIDERING FACTORS

- How will the proposed services be implemented?
- Who will implement the proposed services?
- Will the agency rely on any outside agencies in order to implement the proposed program? If so, are there solid commitments to this program?
- What will be the frequency and duration of the proposed services?
- Has the agency had any issues with expending all their past or current funding?
- Are there any audit findings?
- Are there any serious performance issues in past grants awarded to the agency?

Evaluate any relevant performance benchmarks. Is there a plan for dealing with any perceived barriers to meeting or exceeding these benchmarks? If the program is unable to meet a benchmark, is there a plan for what the program can offer in the first year, and how it can move closer to meeting or exceeding the target in the second year? Are the methods and tools to be used to evaluate progress clearly described?

Rating Factor 7: Program Innovation (30 Points)

Sub factor 1: Program innovation.

CONSIDERING FACTORS

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

Evaluate the proposed program for an approach that goes beyond the service model used in the community by the applicant or another service provider prior to the COVID-19 outbreak. Specifically, how

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

Rating Factor 8: Grant Submittal (10 Points)

Sub factor 1: Is the grant application clear?

Sub factor 2: Presentation value.

CONSIDERING FACTORS

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

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

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

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

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