



STANISLAUS COUNTY

Emergency Solutions Grants (ESG) and Emergency Solutions Grants (CA-ESG) Programs

GRANT APPLICATION GUIDELINES

For Fiscal Year 2018-2019

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

***CALENDAR OF EVENTS:**

Technical Assistance Workshop	November 15, 2017 at 10:00am
(Applications available at the workshop only)	
Applications Due	December 15, 2017 by 4:30pm
Panel Presentations.....	January 10-12, 2018
(Scheduled on a first come first serve basis)	
Noticing of Application Ranking	February 2018
Draft Awards Presented to BOS.....	March 2018
Final Award Approved by BOS.....	April 2018
Grantee Award Training.....	June 2018
Agreement Executions.....	June 2018

**All dates on timeline are subject to change*

Attendance at the Technical Assistance Workshop, held on November 15, 2017 at 10:00am is REQUIRED 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 Friday, December 15, 2017 by 4:30pm, **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.

Presentations to the Grant Review Panel will be held on January 10-12, 2018. 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. Your agency will be registered for a presentation appointment at the time of the application submission. Time slots will be given on a first come first serve basis. Applicants are required to attend their scheduled presentation to the Grant Review Panel. Award recommendations may be increased or decreased based on the actual amount awarded by HUD.

ESG AND CA-ESG PROGRAM OVERVIEW & GRANT AWARD AMOUNTS

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

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

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

Designed as a first step in a Continuum of Care plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter, transitional housing, as well as assisting them in their path 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, including income eligibility limitations, are discussed in the “Program Requirements” section of these guidelines:

Estimated Federal ESG Program (ESG) Allocation: \$195,000

Estimated State ESG Program (CA-ESG) Allocation: \$550,000

- STREET OUTREACH ACTIVITIES
60% of individual allocations of ESG and CA-ESG allocation within application limits.
- EMERGENCY SHELTER ACTIVITIES
60% of individual allocations of ESG and CA-ESG allocation within application limits
- HOMELESS PREVENTION ACTIVITIES
Federal ESG only - No Cap restriction
- RAPID RE-HOUSING ACTIVITIES
No Cap restriction
- HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) ACTIVITIES
Federal ESG Only 7.5% of the ESG allocation, within the application limit.

Stanislaus County award recommendations including caps and eligible activities may be increased or decreased based on the actual amount awarded by HUD and HCD.

Federal ESG Program

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

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

Stanislaus County is seeking grant applications for the awarding of Fiscal Year (FY) 2017-2018 (July 1, 2017 to June 30, 2018) ESG funds. The number of ESG applications to be awarded is dependent on the actual amount of ESG funding provided by HUD to the Stanislaus Urban County.

Final award amounts will be verified via mail after HUD approves the Stanislaus Urban County’s FY 2017-2018 Annual Action Plan (estimated to occur in June 2018).

State ESG Program

The State of California Department of Housing and Community Development (HCD) administers the Emergency Solutions Grants (CA-ESG) program with funding received from HUD by the HCD. In 2016 HCD established a dedicated Continuum of Care Allocation and a simplified process to fund local government agencies to administer the CA-ESG funds.

On March 30, 2016, Stanislaus County was approved as an Administrative Entity (AE) by HCD and was awarded CA-ESG funds for shelter and rental assistance activities, outlined in HCD Annual Action Plan, as approved by HUD, to be utilized for providing services to the homeless and those at risk of becoming homeless within the local Continuum of Care (CoC) Service Area.

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

The CA-ESG program is governed by 25 California Code of Regulations, Section 8400 et seq (“State Regulations”). State

regulations can be found on-line:

<http://hcd.ca.gov/grants-funding/active-funding/esg.shtml>

Stanislaus County is seeking CA-ESG program applications in anticipation of being awarded FY 2017-2019 (July 1, 2017 to June, 30, 2019) CA-ESG funds as an AE. In accordance with HCD's CA-ESG criteria, Stanislaus County anticipates awarding a minimum of two (2) CA-ESG applications. However, the number of awards and funding amounts is dependent on the actual amount of CA-ESG funding provided to Stanislaus County.

CONSOLIDATED PLAN & RELATED COMMUNITY NEEDS

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 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 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.

Identifying Community Gaps and Needs

The Stanislaus Urban County identifies its 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.

Continuum of Care Collaboration

Stanislaus County in collaboration with the local Continuum of Care (CoC) have identified community gaps and needs through their existing programs and research in conjunction with the monthly CoC meetings. The CoC has been the base for regional coordination for homeless services and housing supportive services authorized by the Stanislaus Board of Supervisors on July 10, 2001.

On October 28, 2014, the Board of Supervisors adopted a plan called Focus on Prevention 2015, which is a strategy for community transformation in four areas critical to the quality of life in Stanislaus County (homelessness, strengthening families, youth early intervention, and reducing recidivism). The goal of the Focus on Prevention initiative is to bring all sectors of the community together to provide an opportunity for cross-sector development of community-wide prevention strategies. As a result of the Initiative, several stakeholder community groups have continued to coordinate with the CoC and County agencies around homeless and housing issues.

The FY 2015-2020 Consolidated Plan is available at the following link:

<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.

APPLICANT AGENCY REQUIREMENTS

All agencies applying for ESG and CA-ESG must meet the following requirements:

Non-Profit: Applicant agencies 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 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 <https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=dc4c2f93cdadf08974315fa2bfdf4cec;rgn=div5;view=text;node=24%3A3.1.1.3.8;idno=24;cc=ecfr>

Agencies may be required to submit their accounting systems to Stanislaus County's Department of Planning and Community Development for approval before any funds are disbursed.

Audits and Financial Reports: An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$750,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the ESG funds were utilized. Local governments and nonprofit agencies are required to comply with 24 CFR 570.502-Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular A-133 "Audits of States, local governments, and non-profit agencies."), OMB Circular A-133 includes Institutions of higher education and hospitals.

Insurance: The agency must provide evidence of insurance, including, but not limited to, multi-peril property and liability, medical, workers' compensation, automobile liability, and other coverage as deemed necessary by Stanislaus County and shall include 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.

PROGRAM REQUIREMENTS

The following activities, including funding caps are eligible under both the ESG and CA-ESG programs:

STREET OUTREACH AND EMERGENCY SHELTER ACTIVITIES:

Maximum Award Request capped at 60% of ESG allocation (Estimated Award Available \$117,000)

Maximum Award Request capped at 60% of CA- ESG allocation (Estimated Award Available \$330,000)

- **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 on Award Request for ESG allocation (Estimated Award Available \$195,000)
 Homeless Prevention is not an Eligible Activity under the CA- ESG allocation

- **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)

Maximum Award Request capped at 7.5% of ESG allocation (Estimated Award Available \$14,500)

Maximum Award Request capped at 2.5% of CA-ESG allocation (Estimated Award Available \$55,000)

Participation in HMIS is required for both the ESG and CA-ESG programs. HMIS eligible expenses include:

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

ESG and CA-ESG applications are also required to meet the following program requirements:

- **100% Matching Funding**
- **Site Control** – Agency must provide proof of site control of location they will be providing service from and reporting to.
- **Termination Procedures**
- **Case Management**
- **Eligibility Re-assessments** – Homeless Prevention every 3 months and Rapid Re-housing annually.
- **Centralized or Coordinated Assessment System** – Sub-recipients are required to use a centralized or coordinated assessment system, as required by HUD and/or HCD, to assess the eligibility and needs of each individual or family who seeks homeless assistance or homelessness prevention assistance. The County’s Continuum of Care is in the process of developing an assessment system in accordance with requirements established by HUD.
- **Habitability Standards** – Units receiving ESG/CA-ESG rental assistance must pass a minimum threshold of habitability, including lead-based paint, to be verified by Stanislaus County. Renovations completed with ESG funds must also meet applicable state or local government safety and sanitation standards, 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**

ESG and CA-ESG programs must meet the following Income Eligibility Limits and Client Date requirements:

Income Eligibility Limits: ESG and CA-ESG programs must serve **very low income households** (at or below 30% of the area median income), **homeless persons, or those at-risk of homelessness.**

Income eligibility is determined by **family size**. HUD’s definition of *Family* (24 CFR 5.403) includes, but is not limited to:(1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, regardless of actual or perceived sexual orientation, gender identity, or marital status. Very-low income families are defined as those at or below 30% of the area median income. See the following table for the current limits:

Household Size	Total Annual Household Income Limits for Stanislaus County– HUD 2017			
	Extremely Low	Very Low	Low	Moderate
1	\$12,600 or less	\$12,601-\$21,000	\$21,001-\$33,550	\$33,551 or more
2	\$14,400 or less	\$14,401-\$24,000	\$24,001-\$38,350	\$38,351 or more
3	\$16,200 or less	\$16,201-\$27,000	\$27,001-\$43,150	\$43,151 or more
4	\$17,950 or less	\$17,951-\$29,950	\$29,951-\$47,900	\$47,901 or more
5	\$19,400 or less	\$19,401-\$32,350	\$32,351-\$51,750	\$51,751 or more
6	\$20,850 or less	\$20,851-\$34,750	\$34,751-\$55,600	\$55,601 or more
7	\$22,300 or less	\$22,301-\$37,150	\$37,150-\$59,400	\$59,401 or more
8	\$23,700 or less	\$23,701-\$39,550	\$39,551-\$63,250	\$63,251 or more

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

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

SCORING CRITERIA

HUD allows the Stanislaus Urban County, and HCD allows Stanislaus County, to award grants in accordance with its own community development objectives. The ESG and CA-ESG 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, project compliance with HUD and/or HCD 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 program?
(Maximum Points Available: 20 Points)
- **Need/Extent of the Problem** – Is the proposed program addressing a critical Urban County community need, as described in the Consolidated Plan?
(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 program serves homeless populations, does the agency participate in the local CoC 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** – From whom, what kind, and is the other funding committed? ESG and CA-ESG 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? Are there any inconsistencies between the Agency's answers & 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 & 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)
- **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?
(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 to be used by the Grant Review Panel are provided as part of the application grant packet distributed at the mandatory Technical Assistance Workshop. The ESG Grant Review Panel will be comprised of one (1) representative from the County, one (1) city representative from each of the six (6) Stanislaus Urban County city members, and one (1) representative from the CoC. The CA-ESG Grant Review Panel will be comprised of representatives from the County, the nine cities located within Stanislaus County, and the CoC.

REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded ESG and CA-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 Request for Funds (RFFs) 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, HUD, and/or HCD shall have access to program records. Agencies will be required to obtain and provide individual client data including, but not limited to ethnicity, income, disability, race, female head of household, clients 62 years and older and accomplishment data. 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.

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

Monitoring and Technical Assistance: The program will be monitored by Stanislaus County for compliance with County, HUD, and/or HCD requirements and regulations. HUD and/or HCD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in monitoring desk and site reviews. 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.

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:

<http://www.ecfr.gov/cgi-bin/textidx?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 and/or CA-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: ESG and/or CA-ESG 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.

Indirect Costs: Pursuant to OMB requirements, non-profit organizations receiving ESG funds may charge an indirect cost allocation to their grant. The indirect cost allocation may not exceed 10% of the allowable direct costs under the ESG

activity unless a higher list for the indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements.

Match Funding: In accordance with 42 U.S.C. 576.51, all agencies awarded ESG and CA-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 Grants (ESG) and (CA-ESG) funds.
- (ii) If ESG and/or CA-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/CA-ESG grant may not be used to match a subsequent ESG/ CA-ESG grant.
- (iv) Match funds must be provided after the date that HUD or HCD signs the grant agreement.
- (v) Cash match contributions must be expended within the expenditure deadline in §576.203.
- (vi) Non-cash contributions must be made within the expenditure deadline in §576.203.

(1) *Non-cash contributions.* The value of any real property, equipment, goods, or services contributed to the sub-recipient's ESG/ CA-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).

APPLICATION REQUIREMENTS

ESG: 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 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.

CA-ESG: Limit is (1) grant application submission per agency. Only 2 applications will be recommended for funding.

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 ALL Exhibits A-P
- Ten (10) Application Copies with Exhibits A, A1, A2 & P
- One (1) Digital Submission of the Application
(Digital submission of the *Application and Exhibits must be provided via e-mail to Sannicolasa@stancounty.com the contact listed below, or provided with hard 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 proposal 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 forms provided: Exhibits A, A1 and A2 . The forms provided for Exhibits L, O and P must be used and not substituted by other forms. "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 ten (10) are not provided the application will be considered incomplete. Incomplete applications will not be considered for funding.

Due Date of Application:

All applications are due by Friday, December 15, 2017 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.