



**STANISLAUS COUNTY**  
 Community Development Block Grant (CDBG)  
 Public Services Grant (PSG) and  
 Fair Housing Services Grant  
**GRANT APPLICATION GUIDELINES**  
 For Fiscal Year 2019-2020

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

**\*CALENDAR OF EVENTS:**

Grant Technical Assistance Workshop .....	November 13, 2018 at 10:00am
(Applications available at the workshop only)	
<b>Applications Due .....</b>	<b>December 14, 2018 by 4:30pm</b>
Panel Presentations.....	January 9-10, 2019
(Scheduled on a first come first serve basis)	
Noticing of Application Ranking .....	February 2019
Draft Awards Presented to BOS.....	March 2019
Final Award Approved by BOS.....	April 2019
Grantee Award Training.....	June 2019
Agreement Executions.....	June 2019

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

**Attendance at the Technical Assistance Workshop, held on November 13, 2018 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 14, 2018 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 9-10, 2019. 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 serve basis. Applicants are required to keep their scheduled appointment for presentation to the Grant Review Panel.

**CDBG PROGRAM OVERVIEW AND GRANT AWARD AMOUNTS**

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

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 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.

Stanislaus County is seeking grant applications for the awarding of Fiscal Year (FY) 2019-2020 (July 1, 2019 to June 30, 2020) CDBG-PSG and Fair Housing Services funds. **Application requests for CDBG-PSG funding may not exceed \$20,000 per application. Fair Housing Services application requests may not exceed \$25,000. Only one (1) Fair Housing Services grant will be awarded.** The number of CDBG-PSG applications to be awarded is dependent on the actual amount of CDBG funding provided by HUD to the Stanislaus Urban County.

**Estimated Federal CDBG Public Services Program (CDBG-PSG) Allocation: \$200,000\***

\*Stanislaus County award recommendations may be increased or decreased based on the actual amount awarded by HUD.

## **CONSOLIDATED PLAN AND RELATED COMMUNITY NEEDS**

**Consolidated Plan 2015-2020:** 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.

The general goal of the CDBG program is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for very low- and low-income Americans.

The Stanislaus Urban County identifies its CDBG targeted service areas through several combined methods. Community input for the FY 2015-2020 Consolidated Plan was collected 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. Eligible Urban County service areas can be identified at the following website: <http://gis.stancounty.com/giscentral/>. Information is also compiled from the County's Continuum of Care's annual Point in Time Homeless Count, Stanislaus County Housing Element, and California State Department of Finance demographics reports. Collectively, this information will serve as a guide for implementation of programs and for recommendations for competitive grant awards.

The FY 2015-2020 Consolidated Plan 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 or [planning@stancounty.com](mailto:planning@stancounty.com).

## **APPLICANT AGENCY REQUIREMENTS**

All agencies applying for CDBG-PSG and Fair Housing Services funding 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 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 (see Exhibit checklist).

**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:** Each agency shall maintain accounting records which are in accordance with generally accepted accounting principles and auditing practices, such as described in 24 CFR 570.502- Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations"), 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>. Applicants 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?SID=4f1b4dd73111f6bd17013b48679663df&mc=true&node=pt24.3.570&rgn=div5> 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

### 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:**

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), federal laws, regulations, and guidelines.

Fair Housing Services proposals are **required to include fair housing testing and education.** Proposals must also include but are not limited to all the following activities:

1. Provide fair housing enforcement activities such as responding to fair housing complaints, investigating potential violations of local, state and federal fair housing laws, etc. and refer to the appropriate federal agency 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 should be made available in Spanish and English (at a minimum) to:
  - a. Coordinate and work with local jurisdictions and other agencies and organizations to distribute educational materials.
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 webpage with information to educate the public on fair housing rights and remedies.
9. Develop and maintain a fair housing webpage to which local jurisdictions and other organizations can provide links:
  - a. Describe fair housing laws and renters' rights;
  - b. Provide links to relevant websites, including HUD's Office of Fair Housing and Equal Opportunity (FHEO); for more information and filing complaints;
  - c. Provide information in Spanish and English (at a minimum);
  - d. Include a Frequently Asked Questions section with answers to commonly asked fair housing questions;
  - e. Contain model requests for reasonable accommodations in several languages;
  - f. Work with local jurisdictions and other organizations to promote the webpage;
  - g. Maintain a calendar of upcoming trainings.
10. Advertise and promote the webpage 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.
11. Fair housing education offered to landlords and nonprofit agencies.
12. Work with landlords, nonprofit agencies, and other community partners to reduce tenant cultural biases and conflicts.
13. Fair housing education offered to local jurisdictions within the Stanislaus Urban County.

Fair Housing Services proposals may also include but are not required the following activities:

Conduct 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.

Have 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.

Develop and deliver an annual fair housing training targeted to landlords and nonprofit agencies; develop a training manual and other educational resources to be distributed at the trainings that are 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.

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

**Clients Served (CDBG-PSG and Fair Housing Services):**

Proposals for funding must provide services to the residents of Ceres, Hughson, Newman, Oakdale, Patterson, Waterford, and the unincorporated areas of Stanislaus County and must meet the client income verification, 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, or Area Benefit, where eligibility is determined by where the service is being provided. Limited Clientele has three sub-categories: Client Based, Presumed Benefit, and Nature and Location. Each application must specify an eligibility category for their program. Descriptions of these benefit categories are detailed below:

a. 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, 2, or 3) must also be selected. The majority of applicants must fall under one of the three Limited Clientele sub-categories:

(1) Client Based: (Ex: *Financial Management/Case Management for Low-income Families*)

Low- and moderate-income residents served from eligible Stanislaus Urban County areas. **Income verification documentation is required on an individual client basis along with other client statistics.**

(2) Presumed Benefit: (Ex: *Transitional Shelter for Homeless Veterans*) **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. Since these groups are presumed to be low and moderate income, individual income verification is not required but is still preferred. Other client information such as income documentation is still required to be collected. 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 (CDBG-PSG and Fair Housing Services):** 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 (CDBG-PSG and Fair Housing Services):** 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.

## 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.

Scoring Criteria: 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 & Experience** – Does the agency have experience and capacity to successfully implement the proposed program?  
*(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?  
*(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 & 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 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 & 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: 440 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: 440 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: 20 Points)*

The scoring sheets and criteria factors 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 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 local Continuum of Care.



## REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded CDBG-PSG and Fair Housing Services funding, will have to 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) 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. If Area Benefit option is used, than individual income data is not required, instead a County approved, HUD certified income survey of the area 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 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:** 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](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 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 (1) grant application submission per activity and up to a maximum of three (3) 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 \$20,000 per application.

**Fair Housing Services Grants:** Limit is one (1) grant application submission per agency, although agencies may participate as partners on more than one (1) 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.

**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 O & P
  - One (1) Digital Submission of the Application with Exhibits A-P
- (Digital submission of the *Application and Exhibits must be provided via e-mail to [Sannicolasa@stancounty.com](mailto:Sannicolasa@stancounty.com) the contact listed below or provided with hard copies of the application on a USB Stick. USB Sticks will not be returned.*)



The application must be typed and kept in the original format. Proposals submitted with the format altered will be disqualified. 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 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/time 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 and signed, 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 no later than Friday, December 14, 2018 by 4:30 p.m. to Stanislaus County's Department of Planning & Community Development located at 1010 Tenth Street Place, 3rd Floor, Suite 3400, Modesto, CA 95354.**

**If you have any questions or concerns please contact:**

Ana San Nicolas at [Sannicolasa@stancounty.com](mailto:Sannicolasa@stancounty.com) or call 209-525-6330.