



STANISLAUS COUNTY

Community Development Block Grant (CDBG)

Coronavirus Aid, Relief, and Economic Security (CARES Act)

CDBG-CV3 CARES ALLOCATION

GRANT APPLICATION GUIDELINES

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

***CALENDAR OF EVENTS:**

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

**All dates on timeline are subject to change*

Attendance at the Grant Technical Assistance Workshop, held on **Friday, February 25, 2022 at 9:00 a.m.** is **MANDATORY** for eligibility to submit a grant application(s). Alternative arrangement to the February 25th mandatory workshop may be arranged by contacting staff at the email or phone number provided at the end of this section. The workshop is provided to help answer any questions you may have about the application, application process, and program requirements. Applications are due **Monday, March 7, 2022, by 5:00 p.m.**, any applications submitted after this date and time will not be considered for funding approval. See “Application” section of these guidelines for more submittal information.

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

ZOOM MEETING INFORMATION

**Community Development Block Grant CARES ACT (CDBG CV3):
Friday, February 25, 2022 at 9:00 a.m.**

Click the following link to join this workshop:

<https://us06web.zoom.us/meeting/register/tZYrcuihrTssG9Pz6uE72sJ5g1bpyFneJ09b>

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

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

CDBG CV3 PROGRAM OVERVIEW

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) makes available \$5 billion in Community Development Block Grant (CDBG) COVID-19 response (CDBG-CV) funds. The third-round allocation of those funds, known as CDBG CV3, included an allocation of \$1,432,755 to the Stanislaus Urban County for programs to prepare for, prevent the spread of, or respond to the Coronavirus (COVID-19) outbreak. The purpose of these guidelines is to provide potential applicants for CDBG CV3 funding with sufficient detail to develop a complete application for a program proposal. Use of the funds is limited to the Stanislaus Urban County area, which is comprised of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, Waterford, and the unincorporated areas of Stanislaus County

The Stanislaus Urban County is a HUD entitlement jurisdiction. Stanislaus County serves as the “lead agency” for the Stanislaus Urban County.

Since the first CDBG-CV allocation was announced in March 2020, a wide range of larger pandemic response and recovery funding sources, focused on assistance to individuals and families, have become available. As a result, CDBG-CV grantees have begun identifying gaps and creating activities to drive longer-term recovery and revitalization for low- and moderate-income (LMI) areas. Grantees may use CDBG-CV funds for pandemic recovery if each assisted activity prepares, prevents, and responds to coronavirus (also known as “PPR tieback”). The following table has examples of the types of public services and how they can tie back to a response to COVID-19.

Examples of Public Services with PPR	
Provision of new or quantifiably increased public services. <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training in communities or neighborhoods affected by coronavirus-related job loss since January 2020 to revitalize affected labor force and business sectors or to help workers re-train for expanding sectors.
	Increase the capacity and availability of daycare or after-school services serving low/mod areas in which parents have dropped out of the workforce since January 2020 to enable workers to rejoin the workforce.
	Provide equipment, supplies, and materials necessary to carry-out a public service related to the effects of the pandemic, or to enable resilience to the effects of coronavirus in future, such as food banks, youth services, health care, WIFI, or senior services.
	Provide testing, diagnosis, vaccination, or other health services to low/mod persons at a mobile location.
	Provide up to six consecutive months of emergency subsistence payments (for example, for rent, mortgage, or utilities) to a provider on behalf of a family to prevent eviction or stabilize LMI neighborhoods affected by economic disruption since January 2020.

Agencies are eligible to submit this application for CDBG-CV3 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-CV 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.

Only complete applications will be considered for funding (see the “Applications Requirement” section of these guidelines). Complete applications must contain the necessary exhibits, budgets, and requested information.

FUNDING AVAILABILITY

CDBG-CV3 funding must be used to prevent, prepare for, and respond to the COVID-19 outbreak. The agreement period for these CDBG-CV3 funds will be from June 1, 2022 to December 31, 2025. Reimbursements for activities conducted prior to agreement execution may be considered subject to County approval of documentation needed to meet HUD standards.

FEDERAL CDBG CV3 ALLOCATION AVAILABLE: \$1,146,204

Please see “Program Requirements” section for Estimated Allocation amounts per Eligible Activity.

CONSOLIDATED PLAN AND COMMUNITY NEEDS

Consolidated Plan 2020-2025: The Stanislaus Urban County annually receives Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) entitlement funds from the United States Department of Housing and Urban Development (HUD). The Consolidated Plan is a document which provides an analysis of the existing resources and greatest needs in the county and lays out a five-year plan for how the Stanislaus Urban County’s entitlement funds will be utilized to meet these needs. The Fiscal Year (FY) 2020-2025 Stanislaus Urban County Consolidated Plan, which applies to grant funds awarded from July 1, 2020 – June 30, 2025, was adopted by the Board of Supervisors on May 12, 2020.

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

Eligible Urban County service areas can be identified at the following Stanislaus County GIS website: <https://open-data-stancounty-gis.hub.arcgis.com/>. Information is also compiled from the County’s Continuum of Care’s annual Point in Time Homeless Count, Urban County member’s Housing Elements, and California State Department of Finance demographics reports. Collectively, this information serves as a guide for implementation of programs and for recommendations for competitive grant awards.

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

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

HUD strongly recommends that grantees should prioritize the advancement of racial equity and inclusion at all levels of the programs funded. Applicants will need to demonstrate how they will provide for and improve access to services, services provision, and outcomes among disproportionately underrepresented populations. Applicants are strongly

encouraged to use racial equity resources, data toolkits, and research reports to identify disparities and implement responses. Please visit the [HUD Exchange Racial Equity](#) website for additional information.

APPLICANT AGENCY REQUIREMENTS

All agencies applying for CDBG-CV3 funding must meet the following requirements:

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

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

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

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

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

Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented. Agencies may be required to submit information regarding their accounting systems to Stanislaus County's Department of Planning and Community Development for approval before any funds are disbursed.

Audits and Financial Reports: 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 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

CDBG-CV funds can be used for the same wide range of activities that are eligible under the CDBG regulations; however, the CARES Act requires that all activities assisted with CDBG-CV funds must be used to prevent, prepare for, and respond to COVID-19, and grantees must have adequate policies and procedures in place to prevent duplication of benefits. Each activity must be an eligible cost, tieback to COVID-19, and meet one of the national objectives for the CDBG program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

CDBG-CV Public Services may include, but are not limited to:

- Financial counseling to people impacted by COVID-19;
- Mental health counseling to people impacted by COVID-19;
- Food pantry operations;
- Domestic violence case management and relocation services;
- Senior services and meal delivery to homebound elders;
- Meal delivery to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities;
- Providing for testing, diagnosis or other medical services at a fixed or mobile location;
- Increasing the capacity and availability of targeted health services for COVID-19 response within existing health facilities; and
- Purchase of specialty equipment, supplies, or materials necessary to deliver a public service during an infectious disease pandemic.

Generally, the following types of activities are ineligible:

- *Acquisition, construction, or reconstruction of buildings for the general conduct of government;*
- *Political activities;*
- *Income payments; and*
- *Construction of new housing*

All applications for CDBG-CV3 funding must meet the CDBG Clients Served, Income Eligibility Limits, and Client Data requirements listed below in this section. See [CDBG Income Limits - HUD Exchange](#) for the current CDBG Income Limits and [CDBG National Objective 24 CFR 570.208](#) for further information.

DOCUMENTING CLIENTS SERVED

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

CDBG-CV Income Guidelines:

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

Client Income Verification Options: To be eligible for CDBG assistance, a public service program must verify that they meet the CDBG objective of serving low- and moderate-income persons. Low- and moderate-income are defined as those at or below 80% of the area median income (see [CDBG Income Limits](#) for the current CDBG Income Limits). These

numbers are updated annually by HUD. In order to meet the CDBG objective the County uses the HUD measurement for client eligibility under the category of Limited Clientele, where eligibility is determined on a client basis. Limited Clientele has two sub-categories: Client Based and Presumed Benefit. Each application must specify an eligibility category for their program. Descriptions of these benefit categories are detailed below:

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

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

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

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

Public services eligible for CDBG-CV must be new services, or quantifiable increases in services, that prevent, prepare for, and respond to COVID-19. Normally, CDBG funds may not be used for income payments, which are not included among eligible activities in section 24 CFR 570.207(b)(4). Income payments 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, but excludes emergency payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family. HUD is waiving this section only to the extent necessary to establish the following alternative requirement: CDBG-CV funds may be used to provide emergency payments for individuals or families impacted by coronavirus for items such as food, clothing, housing (emergency rental assistance or mortgage assistance) or utilities for up to six consecutive months.

CDBG CV Program Resource: [CDBG-CV: CDBG CARES Act - HUD Exchange](#)

SCORING CRITERIA

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

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

- **Capacity and Experience** – Does the agency have experience and capacity to successfully implement the proposed program? Does the program have a sustainability plan?
(Maximum Points Available: 50 Points)
- **Addressing the Need/Extent of the Problem** – Is the proposed program addressing a critical Urban County community need, as described in the Consolidated Plan? Does the agency’s program demonstrate accessible, equitable, inclusive and culturally appropriate approach by creating opportunities for disadvantaged groups of people?
(Maximum Points Available: 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 local Continuum of Care (CoC) and CoC related activities?
(Maximum Points Available: 20 Points)
- **Accomplishments and Program Evaluation** – Is there a solid methodology in place for determining client eligibility and for tracking numbers served? Are accomplishments measurable in terms of evaluating the impact they will have in the community, both long-term and short-term? Grantees should demonstrate commitment to address racial equity and inclusion at all levels. Applicants will need to demonstrate how they will provide for and improve access to services, services provision, and outcomes among disproportionately underrepresented populations.
(Maximum Points Available: 20 Points)
- **Financials** - Will the CDBG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? CDBG assistance to agencies is intended to be supplemental.
(Maximum Points Available: 20 Points)
- **Performance and Risk Assessment** – How will the proposed services be implemented? Who will implement the proposed services? What will be the frequency and duration of the proposed services? Has the agency had any issues with expending all their past or current funding? Are there any serious performance issues in past grants awarded to the agency? Are there any inconsistencies between the agency’s answers and the performance reports from the CAPER report? This section is based on a combination of CAPER reports reflecting past expenditures and grants awarded through County CDBG and ESG grants. The timeliness drawing down of grant funds and meeting of their targeted number of clients to be assisted will be evaluated.
(Maximum Points Available: 20 Points)
- **Program Innovation** – Does the proposed program introduce an innovation that substantially improves the services proposed/provided? Will there be an expansion of services, are details provided? Does the proposed program go beyond the usual approach by showing it addresses a new need and/or issue or addresses a population need and/or issue that has yet to be addressed?
(Maximum Points Available: 30 Points)
- **Grant Submittal** – This section is a combination of the application submitted and the presentation by the applicant. Is the application clear and accurate? Does the presentation align with the submitted application? Did the presentation clear up any concerns or questions regarding the application?
(Maximum Points Available: 10 Points)

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

REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded CDBG-CV 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 five years after the program has ended.

Request for Funds: Invoicing for CDBG-CV funds is required at a minimum on a quarterly basis. County staff will provide invoicing forms to the agency. CDBG-CV 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: Budget form must specifically detail the "Total Requested Amount" of the grant proposal and **NOT** the entire agency's program budget or the agency's entire budget. Agencies will be required to follow application budget line item amounts when requesting funds. Ensure line items are feasible and give the agency flexibility in program expenditures.

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

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

Eligible Expenses Include but Are Not Limited to: CDBG-CV 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-CV 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

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

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

Application funding requests may not exceed \$200,000 per application.

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

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

TECHNICAL ASSISTANCE WORKSHOP

County staff will host a grant technical assistance workshop on grant funding basics and program guidelines for CDBG CV program applications on **Friday, February 25, 2022 at 9:00 a.m.** The technical assistance will also include important information on how to access the Neighborly Software portal. Attendance by at least one representative from each applicant organization is mandatory and will ensure all potential applicants receive critical technical assistance about the Neighborly Software portal and the CDBG CV program before an agency invests the time and resources necessary to apply.

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

APPLICATION SUBMISSION AND DEADLINE

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

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

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

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

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

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