



STANISLAUS COUNTY
 Emergency Solutions Grants (ESG) and
 California Emergency Solutions Grants (CA-ESG) Programs
GRANT APPLICATION GUIDELINES
 For Fiscal Year 2022-2023

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

***CALENDAR OF EVENTS:**

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

**All dates on timeline are subject to change*

Attendance at the Grant Technical Assistance Workshop, held on **Friday, February 25, 2022, at 3:00 p.m.** is **MANDATORY** for eligibility to submit a grant application(s). Alternative arrangement to the February 25th mandatory workshop may be arranged by contacting staff at the email or phone number provided at the end of this section. The workshop is provided to help answer any questions you may have about the application, application process, and program requirements. Applications are due by **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

**Emergency Solutions Grants (ESG) and California Emergency Solutions Grant (CA-ESG):
 Friday, February 25, 2022 at 3:00 p.m.**

Click the following link to join this workshop:

<https://us06web.zoom.us/meeting/register/tZUtd-ytpj4rGNHpQOg0y00CYcu5N3bFZq5>.

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.

ESG AND CA-ESG PROGRAM OVERVIEW

Federal ESG Program

The United States Department of Housing and Urban Development (HUD) provides Emergency Solutions Grants (ESG) on an annual basis to entitlement jurisdictions. 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: [HUD Exchange](#).

ESTIMATED FEDERAL ESG PROGRAM (ESG) 2022 ALLOCATION: \$200,000*

**Please see "Program Requirements" section for Estimated Allocation amounts per Eligible Activity. Stanislaus County award recommendations including caps and eligible activities may be increased or decreased based on the actual amount awarded by HUD and HCD.*

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.

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

As an entitlement jurisdiction, the Stanislaus Urban County is awarded 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) 2022-2023 (July 1, 2022 to June 30, 2023) 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 2022-2023 Annual Action Plan (estimated to occur in May 2022). Funding reimbursements will not be allowed until the awarded agencies are in a fully executed agreement with the County, as outlined in an official award letter.

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. 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.

Since 2016, Stanislaus County has been approved as an Administrative Entity (AE) by HCD and awarded CA-ESG funds for shelter and rental assistance activities, as 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 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 online: [HCD CA-Emergency Solutions Grant program \(ESG\)](#).

Stanislaus County is seeking CA-ESG program applications in anticipation of being awarded the CA-ESG 2022 allocation funding as the AE for the local CoC.

ESTIMATED STATE ESG PROGRAM (CA-ESG) 2022 ALLOCATION: \$293,304*

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

In accordance with HCD’s CA-ESG criteria, Stanislaus County anticipates awarding a minimum of two 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. The awarding of funds will depend on when HCD’s agreement is fully executed with Stanislaus County and may take between 6-9 months after funding recommendations are approved by the Board of Supervisors. Funding reimbursements will not be allowed until the awarded agencies are in a fully executed agreement with the County, as outlined in an official award letter.

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 ESG 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 and HCD strongly recommends that grantees should prioritize the advancement of racial equity and inclusion at all levels of the homeless response system. 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 ESG and CA-ESG must meet the following requirements:

Experience: Applicants must be an established, and operating, not for profit, for profit or governmental 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. A copy of minutes authorizing staff to apply for ESG/CA-ESG 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 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: Agencies must comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available online at: [2 CFR Part 200](#).

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

Audits and Financial Reports: An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$750,000 a year in federal awards must submit a financial statement and other supporting documents to show how the 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, 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

ESG regulations allow the use of funding for street outreach, emergency shelter, homeless prevention, rapid re-housing, and Homeless Management Information Systems (HMIS) activities identified below; however, the use of funding for certain activities may be disallowed by either HUD or HCD for any particular funding allocation. If HUD or HCD disallow the use of funding for an activity, the County will disqualify that grant application. The awarded funding will be adjusted proportionally amongst the higher-ranking grant applicants. The following are ESG and/or CA-ESG activities and estimated funding limits:

STREET OUTREACH AND EMERGENCY SHELTER ACTIVITIES:

Maximum Award Request Capped at 60% of ESG Allocation (Estimated Award Available \$120,000)

Maximum Award Request Capped at 60% of CA- ESG Allocation (Estimated Award Available \$175,982)

- **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
 - 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 \$200,000)

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 three months*)
 - Medium-term Rental Assistance (*4 – 24 months*)
 - Payment of Rental Arrears (*one-time payment for up to six 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 three months*)
 - Medium-term Rental Assistance (*4 – 24 months*)
 - Payment of Rental Arrears (*one-time payment for up to six 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 \$15,000)
 HMIS is not an awarded activity under the CA- ESG allocation.

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

- Administering
- Monitoring
- Reporting
- 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 three 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.
- **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 link for the current ESG and CA-ESG program limits: [HUD Exchange - ESG Income Limits](#).

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 years of age and older.

ESG Program Resource: [ESG Eligible Activities - Overview - HUD Exchange](#)

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 in this section. 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.

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 outlook?
(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: 50 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 ESG/CA-ESG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? ESG/CA-ESG 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 ESG CAPER report? This section is based on a combination of ESG 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 ESG 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 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 must 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) and related forms to the County.

Documents Needed: Funded agencies will be required to execute an agreement with Stanislaus County and provide the required insurance certificates and endorsements prior to the signing of an agreement. 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, 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. 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 ESG funds is required at a minimum 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: 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: 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 and CA-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 and CA-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 submittal. Matching contributions may be obtained from any

source, including any federal source other than the ESG and CA-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.
- (vii) *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) and Coordinated Entry System (CES) is required.

APPLICATION REQUIREMENTS

ESG: Limit is one grant application submission per activity and up to a maximum of two 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 one grant application submission per agency. Only two grant applications submissions per agency.

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 ESG and CA-ESG program applications on **Friday, February 25, 2022, at 3:00 p.m.** The technical assistance will also include important information on how to access the Neighborly Software portal. Attendance by at least one representative from each applicant organization is mandatory and will ensure all potential applicants receive critical technical assistance about the Neighborly Software portal and the ESG and CA-ESG program before an agency invests the time and resources necessary to apply.

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

APPLICATION SUBMISSION AND DEADLINE

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

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

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

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

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

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