



**Stanislaus County
Community Development Block Grant (CDBG)
Public Services Grant (PSG) and Fair Housing Services Grant (FH)
Notice of Funding Availability (NOFA) and
Grant Application Guidelines
For Fiscal Year 2023-2024 (FY 23-24)**

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

In administering this Notice of Funding Availability (NOFA), if there is a conflict between the federal statutes and regulations or grant application guidelines, the federal statutes and regulations shall prevail. All activities in this NOFA are subject to availability of funds by the U.S. Department of Housing and Urban Development (HUD). The County reserves the right, at its sole discretion and at any time, to rescind, suspend or amend this NOFA and any or all its provisions. The County will notify interested parties through listserv emails and by posting notification on the County website if the County rescinds, suspends, or amends this NOFA. This NOFA is not a commitment of funds to any activity or applicant.

CALENDAR OF EVENTS*:

Grant Technical Assistance Workshop (REQUIRED)	December 16, 2022, 10:00 a.m.
Session 1 – Questions and Answers (OPTIONAL)	December 21, 2022, 11:00 a.m.
Session 2 – Questions and Answers (OPTIONAL)	December 28, 2022, 11:00 a.m.
Session 3 – Questions and Answers (OPTIONAL)	January 4, 2023, 11:00 a.m.
Applications Due	January 6, 2023, by 4:30 p.m.
Grant Review Panel Presentations.....	January 17, 18, 19, 2023
(Scheduled on a first come, first served basis.)	
Noticing of Application Ranking	February 2023
Draft Awards Presented to BOS	April 2023
Final Award Approved by BOS	May 2023
Grantee Award Training	June 2023
Agreement Executions	June 2023

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

GRANT REVIEW PANEL PRESENTATIONS

Presentations to the Grant Review Panel will be held via Zoom on January 17-19, 2023. The purpose of these presentations is to give applicants the opportunity to give a 15-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.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) Program funds on an annual basis to entitlement jurisdictions to help develop "...viable urban communities by providing decent housing and a suitable living environment 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 online via the [HUD Exchange CDBG Entitlement Program](#) web page.

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 CDBG funds to carry out a variety of community development activities aimed at 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.

FUNDING AVAILABILITY

Stanislaus County is seeking grant applications for the awarding of Fiscal Year 2023-2024 (FY 23-24) (July 1, 2023, to June 30, 2024) CDBG-PSG and FH funds. Stanislaus County award recommendations may be increased or decreased based on the actual amount awarded by HUD.

ESTIMATED FY 23-24 CDBG-PSG FUNDS AVAILABLE: \$230,000*

ESTIMATED FY 23-24 FH FUNDS AVAILABLE: \$25,000

Final award amounts will be verified via email after the Stanislaus County Board of Supervisors approves the final Stanislaus Urban County’s FY 23-24 Annual Action Plan that includes final funding recommendations (estimated to occur in May 2023). Funding is on a reimbursement basis only and 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.

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

CONSOLIDATED PLAN AND COMMUNITY NEEDS

Consolidated Plan for Fiscal Years 2020-2024: 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 Years (FYs) 2020-2024 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 FYs 2020-2024 Stanislaus Urban County Consolidated Plan was collected through a series of public meetings, stakeholder meetings, and community surveys.

Eligible Stanislaus Urban County service areas can be identified online via the [Stanislaus County GIS](#) web page.

Information is also compiled from the County’s Continuum of Care’s annual Point in Time Homeless Count, Stanislaus 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 identify 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 address the public service-related priorities found within the Consolidated Plan.

The Stanislaus Urban County and City of Turlock Consortium Consolidated Plan Fiscal Year 2020-2025 is available online via the Stanislaus County Community Development Services [Plans and Reports](#) web page.

Racial Equity and Inclusion: This NOFA provides detailed information on the application process for CDBG funding. The critical priority for this funding is to ensure all eligible persons receive equitable access to services, and are served

with dignity, respect, and compassion regardless of circumstance, ability, or identity, which includes marginalized populations, including but not limited to, Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other people of color, immigrants, people with criminal records, people with disabilities, people with mental health and substance abuse vulnerabilities, people with limited English proficiency, people who identify as transgender, people who identify as LGBTQ+, and other individuals that may not traditionally access mainstream support. Additionally, it's expected of eligible applicants to plan for how this funding will reduce disparities and increase racial equity in their communities.

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](#) web page for additional information.

APPLICANT AGENCY THRESHOLD REQUIREMENTS

All agencies applying for CDBG-PSG or FH funding must meet the following threshold requirements:

Experience: Agencies applying 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 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 agency 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, Drug-Free Workplace Policy and any other personnel related documents that the County and/or HUD may request.

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 agencies must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available online via the National Archives Code of Federal Regulations [Title 2, Subtitle A, Chapter II, Part 200](#) web page.

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 CDBG funds were utilized. Local governments and non-profit 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: An agency that is applying 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.

Site Control: Agency must provide proof of site control of location(s) they will be conducting their program.

Program Guidelines: Agency 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

Community Development Block Grant - Public Services Grant (CDBG-PSG)

CDBG program 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. A full list of eligible activities are available online in [Chapter 7 – Public Services](#) of HUD's Basically CDBG Manual.

- Employment Services including Job Training
- Child Care
- Education Programs
- Homeless Services
- Case Management/Resource and Referral
- Health Services
- Crime Prevention and Public Safety
- Substance Abuse Counseling/Treatment
- Senior Services
- HUD Agency Certified Home Buyer Counseling
- Rental Assistance
- Housing Counseling

Fair Housing Services (FH)

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), and all applicable federal, state, and local laws

Fair Housing Services grant applications must demonstrate the ability of the agency to:

1. Provide fair housing enforcement activities such as responding to fair housing complaints, investigating potential violations of federal, state, and local fair housing laws and referrals to the appropriate agencies 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. Make available printed fair housing educational materials (e.g., brochures and/or pamphlets) and distribute throughout the Stanislaus Urban County. Educational materials shall be made available in Spanish and English (at a minimum).
4. Have designated staff 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 program 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 website with information to educate the public on fair housing rights and remedies. The provider shall work with local jurisdictions and other organizations to promote the website and the website shall at a minimum include:
 - a. A description of fair housing laws and renters' rights;
 - b. Links to relevant websites, including HUD's Office of Fair Housing and Equal Opportunity (FHEO);
 - c. Information in Spanish and English (at a minimum);
 - d. A Frequently Asked Questions section with answers to commonly asked fair housing questions;
 - e. Model requests for reasonable accommodations;
 - f. A calendar of upcoming trainings (if available).
9. Advertise and promote its' website 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.
10. Provide fair housing education to landlords and nonprofit agencies.
11. Ability to work with landlords, non-profit agencies, and other community partners to reduce tenant cultural biases and conflicts.

In addition to providing all of the activities identified above, Fair Housing Services applicants must demonstrate the 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 federal protections related to sexual orientation and marital status;
- Other identified fair housing issues.

The Fair Housing Service Provider selected will be required to develop and deliver an annual fair housing training targeted to landlords and nonprofit agencies. Training educational resources to be distributed at the trainings shall be 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.

It is strongly encouraged that Fair Housing Services grant applicants include 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.

All applications for CDBG-PSG and FH Services funding must meet the Clients Served, Income Eligibility Limits, and Client Data requirements listed in the following section.

Documenting Clients Served

Awarded agencies 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-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 program 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. Income limits are updated annually by HUD and posted online. Information on HUD's CDBG income limits is available online via the HUD User Office of Policy Development and Research (PDF&R) [Income Limits](#) web page.

In order to meet the CDBG National Objective of benefitting low- and moderate-income persons, 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 categories are detailed below:

Limited Clientele: The public service activities must be offered to a targeted group of low- and moderate-income residents in eligible Stanislaus Urban County areas. The awarded agency will be required to collect income data (including documentation) and demographic data for each recipient in the program as either Client Based or Presumed Benefit. One 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:** Income eligible 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)
 - People Experiencing Homelessness
 - Migrant Farmworkers
 - Persons Living with HIV/AIDS
 - Battered Spouses/Partners
 - Abused Children
 - Persons with a Disability
 - Illiterate Persons

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.

Additional Resource: [HUD Exchange - Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems](#)

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 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, service area and populations served, and funding availability.

Below is a summary of the scoring criteria to be used by the Grant Review Panel to evaluate each grant 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: 20 Points)
- **Addressing the Need/Extent of the Problem** – Is the proposed program addressing a critical Stanislaus 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: 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 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? An applicant 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 funding that is awarded 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? This section is based on a combination of Consolidated Annual Performance and Evaluation Report (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 grant 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 criteria factors to be used by the Grant Review Panel are provided to potential applicants 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 cities, and one representative from the local Continuum of Care (CoC).

REQUIREMENTS FOR AGENCIES AWARDED FUNDING

Agencies awarded CDBG-PSG or FH funding must follow these program requirements:

Grantee Technical Workshop: Agencies will be required to attend a pre-award grantee technical workshop prior to the release of their funding agreement to assist them in compliance with program regulations and requirements. Agencies will be instructed on how to utilize the Neighborly Participant Portal, submit data reports, submit Request for Funds (RFFs) and other program 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 their Personnel Policies, Affirmative Action Plan, and their Drug-Free Workplace Policy and other required documents before entering into an agreement.

Reporting and Records: Stanislaus County and HUD shall have access to all 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. Quarterly and year-end performance reports are required to be entered and submitted through the Neighborly Participant Portal. Agencies shall also provide any additional reporting and records related to the program as requested. Grant files and individual client files must be maintained for a minimum of five years after the expiration of the funding agreement.

Protecting Personally Identifiable Information (PII): Agencies must keep all client information, including credit reports, confidential and secure. Any agency staff who interact with clients and collect personal information should be trained on privacy issues and procedures to safeguard data with client information. Further laws and regulations on PII are available online via HUD's [Protecting PII Guidelines](#).

Request for Funds Process: Invoicing for CDBG funds is required at a minimum on a quarterly basis. Request for Funds (RFF) forms also referred to as Draw Requests will be submitted in the Neighborly Participant Portal. A Detailed Expense Report form will be available in the Neighborly Participant Portal for grantees to complete and submit. CDBG funds are provided on a reimbursement basis and supporting documentation must be complete and approved by County staff prior to the release of the funding reimbursement.

Monitoring and Technical Assistance: The program will be monitored by County staff for compliance with County and HUD requirements and regulations. HUD staff may also monitor the program for compliance during and up to five years after the funding agreement expires. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in monitoring desk and on-site reviews. The County will provide technical assistance as needed or if requested to assist with the program's progress and success. If the agency is not following the program requirements and regulations, funding may be recaptured, and reimbursement of funds may be required.

Detailed Requested Budget: The Detailed Requested Budget section of the application 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 agencies must administer programs in compliance with OMB Uniform Guidance set forth in 2 CFR Part 200. Federal guidelines and regulations are available on the National Archives Code of Federal Regulations [Title 2, Subtitle A, Chapter II, Part 200](#) web page.

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 (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 CDBG Program 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.

COMBATTING FRAUD

The HUD Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and agencies.

HUD relies on counties, cities, applicants, and people receiving HUD assistance to combat CDBG program fraud.

The HUD Office of the Inspector General (OIG) Hotline number is **1-800-347-3735**. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for the CDBG program to the OIG.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the CDBG program from HUD employees, anyone administering the CDGB program, anyone working in the CDBG program, contractors, and the public.

Mismanagement or violations of law, rules, or regulations by HUD employees or program participants can be reported. Fraud, Waste and Abuse in the CDBG program and its operation may be reported in one of the following four (4) ways:

1. **By Email:** hotline@hudoig.gov
2. **By Toll Free Phone:** 1-800-347-3735
3. **By Fax:** (202) 708-4829
4. **By Mail:** Department of Housing and Urban Development
Office of Inspector General Hotline Manager
400 Virginia Avenue, SW, Suite 120
Washington, DC 20024

APPLICATION REQUIREMENTS

PUBLIC SERVICES GRANTS (PSG): 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 \$25,000 per application.

FAIR HOUSING SERVICES GRANTS (FH): Limit is one grant application submission per agency, although agencies may participate as partners on more than one grant application. Applying for the Fair Housing Services Grants 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.

Partial funding may be awarded, pending consultation with the agency 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, throughout and as identified in the "Additional Required Documents" section of the application must be included or the application will be considered incomplete. Any missing required documentation will render the application incomplete.

GRANT SUBMISSION PROCESS

County staff will host a grant technical assistance workshop on CDBG program guidelines and grant applications on **Friday December 16, 2022, at 10:00 a.m.** The grant technical assistance workshop will also include guidance on how to access the Neighborly Participant Portal. Attendance is **REQUIRED** by any agencies interested in submitting an application before investing the time and resources to apply.

Applicants must follow instructions in this NOFA and Grant Application Guidelines and the grant application. It is strongly encouraged that applicants have all required documents on hand when completing the application. Failure to follow instructions and submit all required documentation will result in disqualification.

Once submitted, applications must stand on their own. It is the applicant's responsibility to ensure that the submitted application is clear, complete, and accurate. County staff may request clarifying information but is unable to accept any new documentation that would provide an unfair advantage over other applications. It is strongly recommended that all documents be reviewed and saved to their own electronic files prior to submission.

The grant application and all required attachments must be submitted to the County through the Neighborly Participant Portal. Applicants must certify that all information is true and complete to the best of their knowledge, under penalty of perjury Per 83 FR 5848 "Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. §287, 1001 and 31 U.S.C. §3729."

To submit an application applicants that do not already have a Neighborly account will need to create one. Only authorized signers of an agency should register as the application will need to be electronically signed by an authorized individual of the agency. There is no cost associated with a Neighborly account. Please [click here](#) to create a Neighborly account.

OPTIONAL QUESTIONS AND ANSWERS SESSIONS

To assist applicants with the application process County staff will be hosting three **OPTIONAL** virtual Questions and Answers sessions.*

- Session 1 – December 21, 2022, from 11:00 a.m. – 12:00 p.m. Please [click here](#) to join the meeting.
- Session 2 – December 28, 2022, from 11:00 a.m. – 12:00 p.m. Please [click here](#) to join the meeting.
- Session 3 – January 4, 2023, from 11:00 a.m. – 12:00 p.m. Please [click here](#) to join the meeting.

****County staff is available to help throughout the application process via phone: (209) 525-6330 and email: CommunityDevelopment@stancounty.com. The Questions and Answers sessions are additional resources available for applicants to utilize.***

APPLICATION SUBMISSION AND DEADLINE

All applicants must register online through the Stanislaus County [Neighborly Participant Portal](#).

After registering and logging in, click on the applicable application link on the home page to apply.

When using the Neighborly Participant Portal please keep in mind the following:

- Neighborly does **not** automatically save your work.*
 - There is a save option and applicants are strongly encouraged to save their progress as they work on their application.
- Neighborly does **not** automatically submit your application for you.
 - To be considered for funding, if an applicant chooses to save and exit their application prior to submitting then they will need to log back into the Neighborly Participant Portal and submit their application prior to the **January 6, 2023, 4:30 p.m.** deadline.

****Saved applications are not the same as submitted applications.***

Note that the successful submission of a grant application through the Neighborly Participant Portal is not a formal acceptance of the application and incomplete applications will be rejected. Please ensure that all questions and applicable fields are completed. Also ensure that all required documents have been uploaded.

County staff will review grant applications for basic program eligibility and application completeness.

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

The deadline to submit grant applications via the Neighborly Participant Portal is **Friday, January 6, 2023, by 4:30 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.