



Stanislaus County  
Community Development Block Grant (CDBG)  
**Public Service Grant Application  
Guidelines**

For Fiscal Year 2011-2012

***\*Each applicant/co-applicant is permitted to submit up to, but no more than, three (3) grant application submissions for the same activity/program type. Please fully review the Public Service Grant Application Guidelines prior to starting the application process.***

**Calendar of Events:**

Technical Assistance Workshop .....	November 17, 2010 at 10:00am & 2:00pm
(Applications available at the workshop only)	
<b>Applications Due .....</b>	<b>December 6, 2010 at 5:00pm</b>
Panel Presentations.....	December 13 & 14, 2010
(Scheduled on a first come first serve basis)	
Draft Awards Approved by BOS.....	February 15, 2011
Award/Denial Notification Letters .....	Generally in late April - early May 2011

Attendance at the **Technical Assistance** Workshop, held on November 17, 2010 at 10:00am and at 2:00pm, is required to submit grant application. The workshop is provided to help answer any questions you may have about the application, application process, and program. Applications are due Monday, December 6, 2010 by 5:00pm, **any applications submitted after this date and time will not be considered for funding approval.**

**Presentations to the grant review panel** will be held on December 13 & 14, 2010. The purpose of these presentations is to give applicants the opportunity to give a ten-minute presentation about their proposal and application to the CDBG selection committee. After the presentation, the committee will conduct a brief question and answer session with the applicant. You will be allowed to sign up for your presentation appointment at the time of your application submission. Time slots will be given on a first come first serve basis. Notification of tentative grant awards will be available on-line at [www.stancounty.com](http://www.stancounty.com) with the February 15, 2011 Board of Supervisors agenda, under the Planning and Community Development Department item to approved the FY 2011-2012 Annual Action Plan. Final award amounts will be verified via mail and is estimated to be sent in late April or early May 2011.

**CDBG Program Overview**

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) on an annual basis to entitled cities and counties to help develop "...viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities to low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq." (for more information visit <http://nhl.gov/offices/cpd/communitydevelopment/programs/>).

As an entitlement community Stanislaus County is awarded CDBG funds to carry out a variety of community development activities aimed at increasing economic development, revitalizing neighborhoods, and providing improved community services and facilities. All programs approved for funding by Stanislaus County must fall under the broad national objectives as set forth by HUD.

**These Public Service grant funds are for fiscal year 2011-2012 (July 1, 2011 to June 30, 2012). Application funding requests may not exceed \$20,000 per project.**

## Agency Requirements

All agencies applying for funding must meet the following requirements:

**Non-profit:** Applicant agencies must be a public or private non-profit agency. Applicants must be established, operating agencies as evidenced through documentation required in the application. Exhibits to 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. (Reference: CPD Notice 04-10)

### **Active Governing Body**

Governance of the agency should be vested in a responsible and active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be structured to be representative of the community it serves.

### **Personnel**

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

### **Non-Discrimination**

Each agency receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.

### **Accounting**

Each agency shall maintain accounting records which are in accordance with generally accepted accounting principals and auditing practices, such as described in OMB Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," OMB Circular A-122, "Cost principles for Non-Profit Agencies," OMB Circular A-21 "Cost Principles for Educational Institutions," or in the American Institute of Certified Public Accountants (AICPA) "Accounting and Financial Reporting for Voluntary Health and Welfare Agencies." Agencies may be required to submit their accounting systems to Stanislaus County's Department of Planning and Community Development for approval before any funds are disbursed.

### **Audits and Financial Reports**

An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$500,000 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 \$500,000 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 agency are required to comply with 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**

Once an agency's project has been approved, **at the time of contract signing**, the agency must provide evidence of insurance, including, but not limited to, multi-peril property and liability, medical, workers' compensation, automobile liability, and other coverage as deemed necessary by the County Counsel, with an indemnification and hold harmless

acceptable to Stanislaus County. All certificates and endorsements are to be received and approved by Stanislaus County before project commences.

## Project Requirements

### Eligible Public Service Activities (24 CFR 570.201(e)):

CDBG regulations allow the use of grant funds for a wide range of public service activities including, but not limited to:

- Employment services including job training
- Child care
- Education programs
- Homeless persons services
- Recreation services
- Health services
- Crime prevention and public safety
- Substance abuse counseling/treatment
- Senior citizens services
- Down payment assistance
- Energy conservation
- Fair Housing counseling

### Clients Served:

**Clients:** The project must provide services to the residents of Ceres, Hughson, Newman, Oakdale, Patterson, Waterford, or the unincorporated areas of Stanislaus County.

**Client Income Verification Options:** To be eligible for CDBG assistance, a public service project **must serve low- and moderate-income persons**. Low- and moderate-income are defined as those at or below 80% of the area median income. Documentation of the benefit to low- and moderate-income level persons is required of every project funded (CDBG National Objective 24 CFR 570.208). The income verification needed is determined by the project and the clients served. If your activity serves a particular group Consortium area-wide wide then select one of the two options under Limited Clientele. If you are serving clients only in a specific geographic area or census tract then select the Area Benefit option.

a. Limited Clientele: The public service activities must be offered to a particular group of low- and moderate-income residents in the entire community. Agencies will collect income data and demographic data for each recipient in the program as either Client Based or Presumed Benefit. You must be classified as providing either Client Based or Presumed Benefit services:

(1) Client Based: (Provides services Consortium area-wide to clients)

Activities will be offered to all residents of a particular group of low- and moderate-income residents in the entire County. Income verification is required along with other client statistics.

(2) Presumed Benefit: (Provides services to only these approved groups)

Activities that exclusively serve a group of person in any one or a combination of the following HUD approved categories may be presumed to benefit persons 51% of the residents who are low to moderate income. Since these groups are presumed to be low and moderate income, individual income verification is not required although other client statistics will be required. HUD Presumed Benefit categories include:

- Elderly persons (62 years and older)
- Homeless persons
- Migrant farm workers
- Persons living with HIV/AIDS
- Illiterate persons (includes non-English speakers)
- Battered spouses,
- Abused children,
- Severely disabled adults

b. Area Benefit: (Providing services only to a defined area)

The public service must be offered to all residents of a defined geographic area that must contain a minimum of 51 % of the residents who are low to moderate income as proven by 2000 census data. Agencies will need to list census tracts and geographic service boundaries. A map defining the area is required as an exhibit to the application (Exhibit Q).

**Income Eligibility Limits:**

Income eligibility is determined by **family size**. HUD defines Family as all persons living in the same household who are related by birth, marriage or adoption (24 CFR 570.3). Low- and moderate-income families are defined as those at or below 80% of the area median income. These numbers are updated annually by HUD. See the following table for the current limits.

<b>2010 Income Limits</b>			
<b>Percentage of Median Income for Stanislaus County</b>			
<b>Number in Family</b>	<b>Very Low (Not greater than 30%)</b>	<b>Low (Not greater than 50%)</b>	<b>Low/Moderate (Not greater than 80%)</b>
1	\$12,550	\$20,850	\$33,350
2	\$14,300	\$23,800	\$38,100
3	\$16,100	\$26,800	\$42,850
4	\$17,850	\$29,750	\$47,600
5	\$19,300	\$32,150	\$51,450
6	\$20,750	\$34,550	\$55,250
7	\$22,150	\$36,900	\$59,050
8	\$23,600	\$39,300	\$62,850

HUD March 2010

**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 and older.

**Consolidated Plan & National Objectives**

**Consolidated Plan Executive Summary 2007-2012:**

The Stanislaus County Consolidated Plan, is the result of a planning process for grant programs administered by the U.S. Department of Housing and Urban Development's (HUD) Division of Community Planning and Development (CPD): Community Development Block Grant (CDBG) Program, and Emergency Shelter Grant (ESG) Program. This process considered the needs of the community and how the various grant programs could respond to those needs. In May 2002, Stanislaus County received HUD entitlement certification for its first five (5) year Consolidated Plan for the Stanislaus County CDBG Consortium. This current document will serve as the 2007-2011 Consolidated Plan update for the Stanislaus County CDBG Consortium. It also serves as the County's basis for Entitlement funds from the above programs for the upcoming five program years, which start on July 1, 2007 and ends June 30, 2012.

In 2007, the Consortium will consist of: Stanislaus County and the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford.

The Consortium's Consolidated Plan outlines the goals and policies for utilizing CDBG funds to assist low income households and persons in the areas of housing, associated infrastructure and economic development.

The general goal of the CDBG program is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for very low- and low-income Americans (meaning those with incomes below fifty percent and eighty percent of the area's median income,

respectively). The specific goals of the grant programs are as follows:

➤ **Provide Decent Housing**

Included within this broad goal are the following objectives: to assist homeless persons obtain affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is, without discrimination, affordable to low-income Americans; and increase supportive housing that includes structural features and services to enable persons with special needs to live in dignity.

➤ **Provide a Suitable Living Environment**

This goal includes the objectives of improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.

➤ **Expand Economic Opportunities**

Included in this goal are the objectives of creating jobs accessible to low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons to achieve self-sufficiency in federally assisted and public housing.

The goals of the CDBG & ESG grant programs are also consistent with the Stanislaus County Board of Supervisors Priorities. The priorities are to strive for:

- A safe community
- A healthy community
- A strong local economy
- Effective Partnerships
- A strong agricultural economy/heritage
- A well planned infrastructure system
- Efficient delivery of public services

The Stanislaus County Consolidated Plan Planning Area is comprised of the unincorporated communities of Stanislaus County and the cities of Ceres, Newman, Oakdale, Patterson, and Waterford. The Planning Area is located just south and east of the San Francisco-Oakland metropolitan region and east of the San Jose/Silicon Valley area. It is bordered to the north by San Joaquin County, the east by Tuolumne and Calaveras Counties, and the south by Merced County.

Stanislaus County and the Cities of Ceres, Newman, Oakdale, Patterson, and Waterford identified their CDBG program area through several combined methods. For the development of the Consolidated Plan, the participating jurisdictions used population information derived from the U.S. Census regarding median household income, housing tenure, housing occupancy, disability status, employment status and poverty status, and surveys where necessary and appropriate. Information was also compiled from the County's Continuum of Care annual report, state-certified Housing Element (2003), and California State Department of Finance reports. The City of Hughson joined the Consortium as of July 1, 2011. An updated Consolidated Plan will be drafted over the next year, to become effective as of July 1, 2012. The target areas for the County and the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, and Waterford are the very low, low and moderate-income areas of the jurisdictions. Although funds are used for all residents of the Consortium's participating jurisdictions, priority is given to programs and projects in the target areas.

**WEB ADDRESS for reference of Annual Action Plan, Consolidated Plan, & CAPER:**

<http://www.stancounty.com/planning/cdbg/esg-program.shtm>

## Scoring Criteria

HUD allows Stanislaus County, to select activities in accordance with its own community development objectives. The CDBG Grant Review Panel, made up of representatives of the 5 consortium cities and Stanislaus County, will score your applications during the panel presentation. The cumulative scores will be used to determine recommendations for funding approval by the Stanislaus County Department of Planning and Community Development.

Scoring Criteria: Stanislaus County has adopted criteria by which to judge funding requests:

1. **Organizational Capacity & Experience** - How capable is the agency of managing the proposed project?
2. **Need/Extent of the Problem** - Does the proposal meet the needs of the community described in the consolidated Plan? Does it help the population that most needs the services?
3. **Soundness of Approach** - Is the program self sufficient and sustainable?
4. **Outputs** – Is there a solid methodology in place for determining client eligibility and for tracking numbers served?
5. **Accomplishments/Outcomes** - What will be accomplished in measurable terms so performance and outcomes can be evaluated?
6. **Leveraging Resources** - 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 not intended to provide ongoing support.
7. **Achieving Results & Program Evaluation** - How has the agency performed in past CDBG grant awards (if applicable)?

## Requirements For Agencies Awarded Funding

Agencies awarded CDBG Public Service funding, will have to follow these program requirements:

**Pre-Award Workshop:** Agencies will be required to attend a pre-award workshop to assist them in compliance with program regulations and requirements. Agencies will be instructed on how to submit reports and draw request forms to the County.

**Documents Needed:** Funded agencies will be required to execute a contract with Stanislaus County and provide the required insurance certificates and endorsements at the time of contract signing. Agencies must provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy and other required documents before incurring expenses.

**Reporting and records:** Stanislaus County 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 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 data is not required, but other client data is. If Area Benefit option is used than individual income data is not required but area income information and other client data will be required. Quarterly and year end performance reports are required. Grant files and individual client files must be maintained for a minimum of 4 years after the program has ended.

**Draw Requests:** Invoicing for CDBG funds is required on a quarterly basis. A draw request form will be provided by the County. CDBG funds are provided on a reimbursement basis and supporting documentation must be approved by County staff prior to payment.

**Monitoring and Technical Assistance:** The program will be monitored by the County for compliance with County and HUD requirements and regulations. HUD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in monitoring desk and site reviews. The County will provide technical assistance as needed or requested to assist with the project progress and success. If the agency is not following the program requirements and regulations funding may be terminated and funding reimbursement required.

**Provide Recognition of funding:** The agency is required to provide recognition for the role of the County in services provided through this grant. All activities and items utilized pursuant to this grant shall be prominently labeled as to funding source. In addition, the applicant will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement. Example wording: This publication was made available through funding from Stanislaus County's CDBG Public Service Program.

**Budget:** Agencies will be required to follow application budget line item amounts in draw requests. Ensure line items are feasible and give the agency flexibility in program expenditures.

**Expenses (Costs):** Applicants shall administer their programs in conformance with the applicable OMB Circulars:

- A-122 "Cost Principles for Non-Profit Agencies"
- A-21, "Cost Principles for Educational Institutions"
- A-87, "Cost Principles for State, Local, and Indian Tribal Governments"

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 material 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. **Overtime or bonuses are not allowable expenses.**

**Ineligible Expenses Include but are not limited to:** CDBG funds may not be used to pay for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties.

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.

## Applications

**Application Submittal Requirements:** Application Original and Copies needed: Your complete application needs to be submitted as follows:

**(1) Original Application with and all exhibits**

**(10) Copies of the Application with exhibits A, B, C, D, E and R only.**

**(1) Digital format of the Application (in Word only) and Exhibits A, B, C, D, E and R only (acceptable formats must be in Microsoft Word or Excel, and must be sent via e-mail, or copied to a CD or USB Drive)**

Submit one application per project. The application must be typed and kept in the original format. Proposals submitted with the format altered will not be accepted. Faxed or e-mailed applications will not be accepted. The application and exhibits should be submitted on standard letter size paper (8-1/2 x 11). To hold copies together please use staples or binder clips. Please do not bind, add tabs, or secure in folders or binders. Do not include extraneous material, unnecessary packaging, or a letter of transmittal, as they will be discarded.

Late applications: Late applications will not be accepted. Any applications received after the due date will not be considered for funding. Postmarks in lieu of delivery will not be accepted.

Incomplete Applications: All sections must be filled out or the application will be considered incomplete. The budget must be filled out on the form provided. "See attached" will not replace the budget form or sections of the application. Any missing required documentation will render the application incomplete. If the requested number of copies are not made the application will be considered incomplete. Incomplete applications will not be considered for funding.

### **Due Date of Application:**

**All applications are due by Monday, December 6, 2010 by 5:00pm to Stanislaus County's Department of Planning & Community Development located at 1010 Tenth Street Place, 3rd Floor, Suite 3400, Modesto, CA 95353.**

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

Kristin Doud at [doudk@stancounty.com](mailto:doudk@stancounty.com) or call 209-525-6330