



City of Turlock
Community Development Block Grant (CDBG)

Public Service Grant Application Guidelines **For Fiscal Year 2020-2021**

Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) will be reserved for grants to non-profit agencies to provide eligible Public Service programs benefiting low/moderate families in the City of Turlock during fiscal year 2020-2021 (July 1, 2020 to June 30, 2021). Application funding requests may not exceed \$10,000 per project.

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

Calendar of Events: All dates on timeline are subject to change

Application Available from city website.....	December 2, 2019
Technical Assistance Workshop	December 19, 2019 at 1:30 p.m.
Applications Due	January 6, 2020 by 5:00 p.m.
Presentations to Selection Committee	January 29, 2020
City Council Funding Approval	To be determined

Applications will be available on the city website by December 2, 2019 and will be due January 6, 2020 by 5:00 p.m. **Any applications submitted after this date and time will not be considered for funding approval.**

A **Technical Assistance** Workshop will be held on December 19, 2019 at 1:30 p.m., at Turlock City Hall, 156 South Broadway, Turlock CA 95380 in the Mariposa conference room downstairs in suite 140. The workshop is provided to help answer any questions you may have about the application, application process, and program. The workshop is not mandatory, however attendance is strongly encouraged.

Presentations to the selection committee will be held on January 29, 2020. The purpose of the presentations is to provide agency's the opportunity to give a ten-minute presentation about their proposal to the CDBG selection committee. After the presentation, the committee will conduct a brief question and answer session with the agency. Presentation times will be assigned.

CDBG Program Overview and Grant Award Amounts

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) on an annual basis to 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 the City of Turlock 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 the City of Turlock must fall under the broad national objectives as set forth by HUD.

The City of Turlock will provide CDBG grants to non-profit agencies to provide eligible Public Service programs benefiting low/moderate families in the City of Turlock during fiscal year 2020-2021 (July 1, 2020 to June 30, 2021).

Application funding requests may not exceed \$10,000 per project. Approximately \$50,000 is being allocated citywide to fund Public Service Programs. This amount is subject to change due to HUD allocations and the city's budgetary process. Funds will be reserved for Fair Housing projects in the amount of \$10,000 with only one Fair Housing Services grant being awarded.

Fair Housing Services (24 CFR 570.201(e)) Requirements:

The Fair Housing agency will provide ongoing fair housing education and counseling services pursuant to the City's Analysis of Impediments to Fair Housing Choice (AI), federal laws, regulations, and guidelines. The agency selected shall provide education and counseling services as described in the list of eligible activities below. The agency shall also be required to obtain the income verification, client race/ethnicity, residency, and other documentation and data requirements listed in this guideline.

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

1. Provide fair housing enforcement activities such as responding to fair housing complaints, investigating potential violations of local, state and federal fair housing laws, etc. and refer to the appropriate federal agency as needed.
2. 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.
3. Conduct ongoing fair housing trainings throughout Turlock to individuals and groups that are homeless and/or low- and moderate-income. To ensure accessibility and at various times of the day/week. Have knowledge of and experience developing and providing fair housing trainings.
4. 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.
5. Create printed fair housing educational materials (e.g. brochures and/or pamphlets) and distribute throughout Turlock. Educational materials should be made available in Spanish and English (at a minimum). Coordinate and work with local agencies and organizations to distribute educational materials.
6. Have a designated staff person available to respond to fair housing questions/inquiries and make appropriate referrals, in-person on a drop-in or appointment basis, and/or via telephone.
7. Develop and deliver a fair housing training targeted to landlords and nonprofit agencies; develop a training manual and or other educational resources to be distributed at the trainings
8. Develop and maintain a comprehensive fair housing webpage with information to educate the public and organizations on fair housing rights and remedies. Include links to relevant websites, frequently asked questions so other organizations can provide links to the information.

Applicant 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. Agencies 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. A copy of minutes authorizing staff to apply for CDBG funds or grants in general must be provided as an exhibit.

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

DUNS number

Each agency is required to have a DUNS (Data Universal Numbering System) number generated from Dun & Bradstreet. If you do not have a DUNS number for your agency one can be obtained for free to apply for federal funding. The website link to Dun & Bradstreet's federal contract DUNS request service is <http://fedgov.dnb.com/webform>. Regular business DUNS numbers require a fee.

Accounting

Each agency shall maintain accounting records in accordance with generally accepted accounting principles and auditing practices, such as described in [24 CFR 570.502 Applicability of Uniform Administrative Requirements](#) and the requirements and standards of 2 CFR 230 (formerly OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations"), 2 CFR 220 (formerly OMB Circular A-21 "Cost Principles for Educational Institutions,"), [OMB Circular A-102](#), "Uniform Requirements for Assistance to State and Local Governments," or in the [American Institute of Certified Public Accountants \(AICPA\)](#) "Accounting and Financial Reporting for Voluntary Health and Welfare Agencies." For more information please refer to the Federal Office of Management and Budget's website <http://www.whitehouse.gov/omb/circulars>. 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 <http://www.ecfr.gov/cgi-bin/text-idx?SID=60b768264bb29c7923a1005d8f10bc5e&mc=true&node=pt2.1.200&rgn=div5> Agencies may be required to submit their accounting systems to the City of Turlock Housing Program Services Division for approval before any funds are disbursed.

Audits and Financial Reports

An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit

conducted for that year. Non-Federal entities that expend less than \$750,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the CDBG funds were utilized. Local governments and nonprofit agency are required to comply with 24 CFR 570.502 Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200 (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

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, workers' compensation, automobile liability, and other coverage as deemed necessary by the City Attorney, with an indemnification and hold harmless acceptable to the City of Turlock. All certificates and endorsements are to be received and approved by the City of Turlock before the project commences. This insurance must be maintained by the awarded agency for the term of the program.

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.

Business License

The agency must have a current City of Turlock Business License if doing business in Turlock. Business Licenses may be obtained or renewed at the Finance Division- Accounts Receivable at Turlock City Hall, 156 S. Broadway, Suite 114, Turlock, CA 95380 (209) 668-5570.

Website link: <https://ci.turlock.ca.us/doingbusinessinturlock/businesslicenses/> Government agencies and schools do not require a license.

Project Requirements

CDBG:

CDBG regulations allow the use of funds for a wide range of public service activities including, but not limited to the following eligible public service activities (24 CFR 570.201(e)):

- 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 services
- Down payment assistance
- Energy conservation
- Fair Housing counseling

Ineligible activities include, but are not limited to: Land acquisition, housing construction/rehabilitation, and the purchase of equipment. Applications submitted with ineligible activities will not be considered for funding.

Clients Served:

Proposals for funding must provide services to the residents of the City of Turlock and must meet the client income verification, income eligibility limits and requirements listed below:

Clients: The project must provide services to City of Turlock residents. Proof of residency documentation is required by a third-party verification, such as a copy of a TID utility billing. The number of clients served must be collected and reported using unduplicated numbers. An "**unduplicated**" count means that each client is counted only once during the fiscal year, regardless of the number of times the client is served.

Client Income Verification Options: To be eligible for CDBG assistance, a public service program **must verify that they meet the CDBG objective of serving low- and moderate-income persons.** Documentation of the benefit to low- and moderate-income level persons is required of every project funded (CDBG National Objective 24 CFR 570.208). Low- and moderate-income are defined as those at or below

80% of the area median income. These limits are updated annually by HUD. (See the income limits table that follows under the Income Eligibility Limits section). There are three income category options for meeting this objective, (1) Limited Clientele-Client based and (2) Limited Clientele-Presumed Benefit, where eligibility is determined on a client basis, or (3) Area-Benefit, where eligibility is determined by where the service is being provided. Each application must specify only one eligibility category for their project. Descriptions of these benefit categories are detailed below.

1. Limited Clientele- Client Based: (Program provides services to clients **city-wide**)

Activities will be offered to all residents of a particular group of low- and moderate-income residents in Turlock. Income verification documentation is required on an individual client basis along with other client statistics. Your program must serve a minimum of 51% low- and moderate-income persons.

2. Limited Clientele- Presumed Benefit: (Program provides services to **ONLY** these approved groups)

Activities that **exclusively** serve a group of persons in any one or a combination of the following HUD approved categories may be presumed to benefit persons who are low and moderate income. Since these groups are presumed to be low and moderate income, individual income verification documentation is not required but is still preferred. Other client statistics and information is still required to be collected. HUD Presumed Benefit categories include:

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

These Presumed Benefit categories can be challenged, if it appears that the clients served are not low to moderate income.

3. Area-Benefit: (Program providing services only to a geographical defined income eligible area)

The public service must be offered to all residents of a defined geographic area containing a minimum of 51% of the residents who are low to moderate income as proven by 2010 census data. Agencies must have the defined area served identified within program guidelines and will need to list census tracts and geographic service boundaries. A map defining the area is required as an exhibit to the application (Exhibit O). This is the least common category utilized for CDBG Public Service projects. Prior city staff approval is required before selecting this option to insure eligibility under Area-Benefit.

Income Eligibility Limits:

Income eligibility is determined by family size. HUD’s definition of Family (24 CFR 5.403) includes everyone in the household. 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.

Income Limits			
Percentage of Median Income for Stanislaus County			
Number in Household	Very Low (Not greater than 30%)	Low (Not greater than 50%)	Low/Moderate (Not greater than 80%)
1	\$13,650	\$22,700	\$36,300
2	\$15,600	\$25,950	\$41,500
3	\$17,550	\$29,200	\$46,700
4	\$19,450	\$32,400	\$51,850
5	\$21,050	\$35,000	\$56,000
6	\$22,600	\$37,600	\$60,150
7	\$24,150	\$40,200	\$64,300
8	\$25,700	\$42,800	\$68,450

HUD 2019 (Effective June 2019. These limits are periodically updated by HUD.

Income Verification and Documentation:

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. In accordance with your approved application you will collect income verification as Client based, Presumed Benefit or Area Benefit as defined above under “Client Income Verification Options”.

If Limited Clientele-Client Based is chosen, income verification is needed for every family/household member over 18 years of age. Income calculations should be shown and documented in the file to how the family income level was determined, and what sources of income was attributed to what family member.

Examples of income verification documents to include in client files can include:

Check stub(s), Social Security Award Letters, Disability Benefits, tax returns, bank statements. A statement of no income signed by the client is acceptable only if the client does not receive any income. An award letter does not verify income for the entire family.

If you are unable to obtain income documentation for a client served, you would classify them as over the 80% income level, but remember the program must serve a minimum of 51% low- and moderate-income persons.

Client Data:

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

Consolidated Plan & National Objectives

The City of Turlock’s Consolidated Plan is designed to direct the City’s investment of federal CDBG funds to meet priority needs for housing, community and economic development, and public service. The overall goals of the Consolidated Plan are as follows: to provide decent and affordable housing, to provide a suitable living environment, or to expand economic opportunities. **As an applying agency your project must cover one or more of the following objectives as outlined in the Consolidated Plan for the City of Turlock.**

Community Development Goals (Reference: 2015-2019 Consolidated Plan)

- Provide assistance that facilitates homeless services and transitional housing.
- Homeless services -areas of need include: Food, emergency shelter, housing counseling, homeless support services, domestic violence prevention and intervention, individual, family, group counseling, crisis intervention, and drug and alcohol abuse services.
- Support services that accompany permanent housing for people who are chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.
- Support services to assist target income individuals and families, including those with special needs. Special needs include the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, and victims of domestic violence.
- Promote facilities and services that directly benefit residents of target-income neighborhoods.
- Employment training, job skills, mentoring, and computer technology.
- Senior, Youth, and Handicapped Services- areas of need include: food, physical fitness/wellness, activities/alternatives to serve at risk youth including after school programs, parenting programs, safety services, family and senior support services, handicapped assistive equipment technology, health services, crime awareness, protective services, transportation services, and child care services.
- Fair housing services.

In addition to meeting the City of Turlock’s Consolidated Plan priorities all projects being reviewed for funding approval must also directly benefit low and moderate-income people.

Scoring Criteria

HUD allows the City of Turlock, to select activities in accordance with its own community development objectives. The CDBG Grant Selection Committee will score applications based on primarily the scoring criteria outlined below. The cumulative scores will be used to determine funding award recommendations. The collective recommendation will be presented to city council for final funding approval.

Scoring Criteria: Below is a summary of the basic scoring criteria utilized by the panel to evaluate each application (listed in no particular order):

1. **Meeting goals and needs established in the Consolidated Plan:** Is the proposed activity addressing a need described in the consolidated Plan? Does it help the population that most needs the services?
2. **Accomplishments/Outcomes:** 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?
3. **Financials:** Will the CDBG grant pay for the whole program? If there is outside funding, from whom, what kind, and is the outside funding committed? CDBG assistance to agencies is not intended to provide ongoing support.
4. **Capacity and Experience:** Does the agency have experience and capacity to successfully implement the proposed project?
5. **Costs:** A detailed budget is required to illustrate funding resources. Do the budget line item expenses appear reasonable and show the best use of funds. Is the program self-sufficient and sustainable?
6. **Clear description of project:** How well defined and practical is the project, and are the benefits clearly shown? Hiring of staff, high administrative costs or equipment purchase with CDBG funds is generally not approved by the City.
7. **Community Awareness:** How well is the public made aware of this particular agency and its project.
8. **Collaboration:** What is the degree of agency participation within the local community?
9. **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 issues with expending all their past or current funding? Are there any serious performance issues in past grants awarded to the Agency? Financial issues?
10. **Grant Submittal:** This section is a combination of the application submitted and the presentation by the agency. 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?

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 including income verification. Agencies will be instructed on how to submit reports and draw request forms to the city.

Documents Needed: Funded agencies will be required to execute a contract with the City of Turlock 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 entering into an Agreement.

Reporting and records: The City of Turlock and HUD shall have access to program records. Agencies will be required to obtain and provide individual client documentation and data including but not limited to Turlock residency, ethnicity, income, disability, race, female head of household, clients 62 years of age and older and accomplishment data. If Limited Clientele-Client Based option was selected individual client income verification

documents need to be obtained. If Limited Clientele-Presumed Benefit option was selected individual income 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 fiscal year has ended. Files must document funding program eligibility including services provided to the client, income documentation by family/household size (example: copies of check stubs, tax returns, social security benefits), Turlock residency, and client data.

Draw Requests: Invoicing for CDBG funds is required at a minimum on a quarterly basis. A draw request form will be provided by Turlock CDBG program staff. CDBG funds are provided on a reimbursement basis and supporting documentation (including invoices) must be complete and approved by City staff prior to reimbursement. If national objectives are not being met by the program, draw requests will be suspended and funds drawn may need to be reimbursed to the City. See Fiscal Management below for additional information.

Monitoring and Technical Assistance: The program will be monitored by the City for compliance with City and HUD requirements and regulations. HUD staff may also monitor the program for compliance. Program requirements including performance, accomplishments, eligibility, financials, equal opportunity, and expenditures will be included in monitoring desk and site reviews. All grant and individual client files must be maintained and available for monitoring visits for a minimum of 4 years after the fiscal year end. For this 2020-2021 grant and client files must be retained until July 2025. Files need to document and verify CDBG program requirements. The City 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. If monitoring issues arise, draw requests may be suspended until resolved.

Provide Recognition of funding: The agency is required to provide recognition for the role of the City 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 agency 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 the City of Turlock's CDBG Public Service Program.

Budget: Agencies will be required to follow application budget line items and amounts in draw requests. Ensure line items are feasible and give the agency flexibility in program expenditures. Requested budget line items must be costs directly associated with implementation of the activity proposed. Budgets will require modification if ineligible or non-appropriate line items for the project are listed.

Fiscal Management:

Agencies must comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, account 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 <http://www.ecfr.gov/cgi-bin/text-idx?SID=7755ac25984fbef6a47274421f65eba4&mc=true&node=pt24.3.570&rgn=div5>

Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented and follow the approved application budget. Contact City staff if you have any questions about the eligibility of project or an expense item.

Eligible Expenses Include but are not limited to:

CDBG funds may be used to pay for direct expenses of 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, lease of equipment (equipment purchase is not an eligible expense), and lease of 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. Expenses are only covered for the grant fiscal year (July 2020-June 2021). For example, if an invoice/expense covered May through July 2021 (going outside the fiscal year into July) it would have to be pro-rated to cover only the expenses for May and June. Expenses need to be pro-rated for the activity being reimbursed.

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 time allocated on the program as listed in the application. Direct staff time worked for project is verified through time sheet documentation (indirect staff time like general administration is not eligible). 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 equipment, food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (including gift cards, raffle prizes, holiday gifts, prizes for social activities, or food), late fees or penalties, and staff overtime or bonuses. Below are examples of ineligible expenses taken from HUD CDBG 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.

Rehabilitation or Construction: Costs of housing rehabilitation, repair, and construction. Tools and equipment are not eligible expenses. Examples include constructing ramps, roof repairs, and window installation.

Equipment: Equipment purchase is not eligible. Leasing of equipment is eligible. Equipment examples include: televisions, furniture, basketball hoops, basketballs, drills, and hammers.

Land Acquisition.

Indirect Costs: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Typical examples of indirect costs may include: the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Application Requirements

Applications will be Available on the City of Turlock Website: (Available by December 12, 2018)

The Application format has been revised and updated so please review for changes. To conserve resources and reduce waste, the application is downloadable from the city website at <http://www.cityofturlock.org>

Download Instructions: (instructions are subject to change as website is being updated)

1. Go to www.cityofturlock.org and click on the "Menu" on the top right of the screen.
2. Click on "Housing Programs" heading for the Housing Division. Then Click on "Public Service Grants."
3. Click on the application forms to download copies. Applications are not submitted online.

Application Package Submittal Requirements: Your complete application needs to be submitted as follows:

One (1) Original signed Application with All exhibits A-O

Ten (10) Application Copies with exhibits A, B, & C only. (Do not include exhibit C-1 copies)

Limit is one (1) grant application submission per activity and up to a maximum of three (3) grant application submissions per agency. In order for a program to qualify as a separate "Activity" it must either:

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

Keep your responses brief, summarize with bullet points, spell out acronyms and attach required documents. The application must be typed and kept in the original format. Proposals submitted with the format altered will be disqualified. Supplied exhibit forms (Exhibit A-C) must be used. Faxed or e-mailed applications will not be accepted in lieu of hard copies. 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. Please clearly label all exhibits. Applications submitted with Ineligible activities will not be considered for funding.

Late applications: Late applications will not be accepted. Postmarks in lieu of delivery will not be accepted.

Incomplete Applications: All sections of the application must be filled out or the application will be considered incomplete. Supplied exhibit forms A-C must be used. "See attached" will not replace the budget form or sections of the application. Any missing required documentation will render the application incomplete. If an exhibit does not apply, please include a piece of paper labeled with the exhibit letter along with a description of why that exhibit does not apply. If the requested ten copies, referenced above, are not made the application will be considered incomplete. Incomplete applications will not be considered for funding.

Due Date of Application:

Applications are due by **January 6, 2020 by 5:00 p.m.** to the City of Turlock Housing Program Services Division located in City Hall at 156 South Broadway, Suite 140 (first floor), Turlock, CA 95380.

If you have any questions or concerns please contact:

Sherry Touitou, Housing Program Specialist
(209) 668-5542 extension 2233
stouitou@turlock.ca.us

Maria Ramos, Community Housing Program Supervisor
(209) 668-5542 extension 2236
mramos@turlock.ca.us

City of Turlock

Housing Program Services Division

156 South Broadway, Suite 140, CA 95380

(209) 668-5610 Main number. Counter hours 12:00 p.m. to 5:00 p.m.

TDD 1(800) 735-2929

www.cityofturlock.ca.us

