



**City of Gastonia  
Community Services Department  
NON-PROFIT REIMBURSEMENT PROGRAM**

The Non-profit Reimbursement Program is designed to assist Continuum of Care service providers serving in the City of Gastonia low and moderate income limited clientele with supplies and equipment expenses needed for operation up to a maximum of \$500.00 per program year. ***Please note attachment for Notice of Uniform Guidance Requirements. We will only have a total of 3 grants for \$500.00 per grant.***

**PROGRAM YEAR 2025-2026**

- *RFP issuance date:* *Friday, February 13, 2026*
- *Posting RFP notice:* *Friday, February 13, 2026*
- *RFP Submission deadline:* *Friday, March 13, 2026*
- *Final application review and approval:* *Tuesday, March 17, 2026*
- *Award notification:* *Wednesday, April 08, 2026*
- *Disbursement of funding:* *Wednesday, April 15, 2026*

*Questions regarding this proposal may be submitted at any time until Thursday, March 12, 2026 deadline.  
Questions may be submitted in writing via letter or e-mail to:*

*City of Gastonia  
Jeannette Salce  
Housing Counselor  
PO Box 1748  
150 S. York Street  
Gastonia, NC 28053-1748  
(704) 869-1016  
[Jeannette.Salce@GastoniaNC.gov](mailto:Jeannette.Salce@GastoniaNC.gov)*

**SUBMISSION DEADLINE: Friday, March 13, 2026**

City of Gastonia  
Housing and Community Engagement Department  
PO Box 1748 Gastonia, NC 28053-1748  
(704) 869-1016

**City of Gastonia**  
**Housing and Neighborhoods Division**  
**NON-PROFIT REIMBURSEMENT PROGRAM 2025-26**

<b>AGENCY/APPLICANT</b>			
(REVISED 3/25/2025)			
NAME OF AGENCY/APPLICANT COMPANY			
MAILING ADDRESS OF AGENCY/PROVIDER COMPANY	CITY	STATE	ZIP
STREET ADDRESS OF AGENCY/PROVIDER COMPANY	CITY	STATE	ZIP
NAME OF CONTACT PERSON	TITLE	TELEPHONE NUMBER	
E-MAIL ADDRESS			
SIGNATURE _____		DATE _____	
MAXIMUM PROGRAM ASSISTANCE IS \$500.00		AMOUNT REQUESTED: \$ _____	
PRINCIPAL PRODUCT/SERVICE (S) APPLICANT/AGENCY PROVIDES			
<b>REQUIREMENTS</b>			
<p><b>To apply for this program, a nonprofit agency must submit the following documentation for review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Articles of incorporation and by-laws of the nonprofit agency <u>or</u> An IRS “Letter of Determination” of Section 501 (c)(3) status</li> <li><input type="checkbox"/> Type of service provided and number of clients served</li> <li><input type="checkbox"/> Proof of purchase and documentation of payment</li> <li><input type="checkbox"/> A list of all board members, including names and titles, length of term on board, and each member’s term expiration</li> <li><input type="checkbox"/> A list of all principal staff to include the job title and a brief job description (<i>if possible, limit to one page</i>)</li> <li><input type="checkbox"/> Evidence of membership of the Continuum of Care – Care Connection (<i>can be verified by meeting minutes or attendance roster</i>)</li> <li><input type="checkbox"/> <i>Provide your procurement policy for the current year</i></li> </ul>			
<b>OTHER TERMS</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Local non-profits, operational for at least one year, may submit current (up to one month) supply and equipment receipts to the City of Gastonia Housing and Community Engagement Department (HCED) for reimbursement. <b>Agency must be within the city limits of Gastonia to apply.</b></li> <li><input type="checkbox"/> Service provider cannot mandate church attendance or Bible Study to clients, must allow inspection of facility by the HCED and must provide an annual report of beneficiaries served.</li> <li><input type="checkbox"/> Receipts must be for supplies such as office material, toiletries, bedding, etc., and must be for the current program year, July 1, 2025 through June 30, 2026.</li> <li><input type="checkbox"/> Maximum program assistance is \$500.00.</li> <li><input type="checkbox"/> Funding approval is based upon a completed application with all required documentation and is reviewed on a first-come first-serve basis until all available program funding is expended.</li> <li><input type="checkbox"/> All applications that are incomplete at the time of the deadline <u>cannot</u> be considered for eligibility.</li> </ul>			

SUBMISSION DEADLINE: Friday, March 13, 2026

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Housing and Community Engagement Department  
PO Box 1748 Gastonia, NC 28053-1748  
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## Notice of Uniform Guidance Requirements City of Gastonia Federal Pass-Through Agencies

Due to regulations that are effective either 01/01/2018 OR 07/01/2018, the following information may have an impact upon your agency when contracting with the City of Gastonia for federally-funded activities, more specifically funds received from the U.S. Department of Housing and Urban Development (HUD). So that you are aware, please review the information below and take action as necessary.

### SUMMARY

In December 2014, OMB together with federal awarding agencies issued an interim final rule to implement the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Uniform Guidance replaces the multiple OMB Circulars currently in place.

### **REQUIREMENT**

Several extensions for implementation of the requirements were set in place however, the final compliance date is 07/01/2018. ALL entities that receive Federal funds ARE REQUIRED to have board adopted written purchasing policies and these written policies must state that purchases funded with Federal grant funds must conform to the applicable Federal law and the standards for purchasing identified in the OMB Uniform Guidance, codified at 2 C.F.R, Subpart D (Section 200.317-326).

### **DEFINE OPERATIONAL YEAR**

It will be necessary for your agency to provide written documentation as to your operation year, whether fiscal or calendar year. If your agency's year-end is June 30 then a written purchasing policy must be in place by July 1, 2018; If the year-end is December 31, agency procedures should have been in place as effective January 1, 2018. If the policy is already in place, please provide a copy of the policy and the date effective.

### **SUBMIT POLICY DOCUMENTATION**

Copies of these policies must be provided to our office for maintenance in our records, and a copy must be submitted annually each year thereafter or prior to each written agreement, as applicable. Your agency's compliance with the OMB Uniform Guidance will be verified prior to the execution of any future written agreements/contracts with the City of Gastonia.

### **RESOURCE(S)**

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/products/mf\\_news](https://www.hud.gov/program_offices/public_indian_housing/reac/products/mf_news)  
<https://www.federalregister.gov/documents/2015/12/07/2015-29692/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

### **ADDITIONAL RESOURCE(S)**

<https://www.councilofnonprofits.org/omb-uniform-guidance-nonprofits-know-your-rights>  
<https://www.councilofnonprofits.org/nonprofit-audit-guide/federal-law-audit-requirements>

We are currently reviewing our policies to ensure our compliance with this regulation, and wanted to alert you of the impending requirements. Additional guidance will be provided prior to future transactions. Should you have any questions, feel free to contact our office:

Lana Dupont, Grants Manager	(704) 866-6906	Lana.dupont@gastonianc.gov
Danette Dye, Director of Housing and Community Engagement	(704) 866-6758	Danette.dye@gastonianc.gov

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