



FY 2025-2026 CDBG PUBLIC SOCIAL SERVICES REQUEST FOR PROPOSALS

INSTRUCTIONS

I. INTRODUCTION

The City of Glendale is soliciting proposals from public and community non-profit agencies for Public Social Service projects to be funded under its **FY 2025-2026 Community Development Block Grant (CDBG)** program. The CDBG program is funded by the federal Department of Housing and Urban Development (HUD). Through this program, HUD provides a formula entitlement grant to the City to fund projects which aid in the development of viable urban communities, and which meet one of two broad national objectives. These objectives are:

- 1) To benefit low- and moderate-income persons; or
- 2) To aid in the prevention and elimination of slums and blighted areas.

Ineligible Costs: If funded with CDBG allocation, an agency's proposal/grant writing fees by a consultant are not covered by the funding. The agency may use the funds for direct services only.

The total **estimated** amount of funding available to community non-profit agencies for Public Social Service projects through the FY 2025-2026 CDBG Request for Proposal (RFP) process is **\$255,000**.

II. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, all projects funded through the CDBG Program must meet the General Requirements and CDBG Program Guidelines defined in Sections IV and VI of the RFP Instructions. Agencies, organizations and/or City Departments responding to this RFP must complete the pre-application and application in ZoomGrants.

All applications must be submitted in the legal name of the organization. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Glendale.

New Policy: Agencies must attend the Mandatory CDBG Technical Support Meeting as a requirement of submitting a CDBG Request for Proposal.

Applications must be submitted by **11:59 p.m. on Friday, January 10, 2025.**

Applications that do not meet the pre-qualification requirements **will not** be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted as part of the proposal packet.

Once all applications are received, proposals will be analyzed by City staff as to completeness in addressing questions in the Funding Application, or other funding requirements. A staff analysis will be prepared identifying strengths and weaknesses (Strength & Weakness Analysis). A copy of the staff Strength & Weakness Analysis of the proposal(s) will be emailed/mailed to proposing organizations and/or City Departments in the first week of February 2025. Responses by applicants to the staff Strength & Weakness Analysis must be received by the second week of February 2025.

New Policy: The City will disqualify incomplete proposals where an agency fails to properly respond and correct for the weaknesses in their application which were identified on the Strength and Weakness Analysis.

The original proposal, the staff Strength & Weakness Analysis, and the response to the staff Strength & Weakness Analysis will be reviewed and evaluated by a City Council appointed citizen CDBG Advisory Committee. Representatives from proposing organizations will be required to attend the **MANDATORY** CDBG Advisory Committee meeting to present their proposal and be interviewed by the CDBG Advisory Committee.

The date for these interviews is **tentatively** scheduled for **Friday, February 28, 2025**, from 8:00 a.m. to 5:00 p.m. and **Monday, March 3, 2025**, from 9:00 a.m. to 3:00 p.m. Our office will notify you of the exact time and location of your interview. Upon completion of the interviews, the CDBG Advisory Committee will make funding recommendations to the City Council based on a combination of the proposal, the response to the staff analysis, and the interviews. A public hearing on these funding recommendations will be held approximately the first week in April 2025 and the City Council/Housing Authority will vote on the CDBG program recommendations in May 2025.

B. RFP Information/Technical Assistance Meeting

A **MANDATORY** Technical Assistance Meeting will be held on **Wednesday, December 4, 2024**. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies and City departments **MUST** attend the Technical Assistance Meeting in order to submit a grant application for FY 2025-2026.

Additional technical assistance for completing CDBG Public Social Service Funding Applications may be obtained by calling Maggie Kavarian, Community Services Manager, at (818) 548-3715.

III. PRE-QUALIFICATIONS

A. Eligibility as a Sub-recipient

Applicants for CDBG Public Social Service funds must meet the CDBG definition of Sub-recipient: a public or private nonprofit agency, authority or organization. Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.

B. Financial Statement

Non-profit applicants for CDBG Public Social Service funds must submit an annual financial statement or audit for the past two years along with their funding application. The financial statement or audit shall consist of either: 1) an unaudited financial statement compilation, 2) an annual independent financial audit in accordance with generally accepted auditing standards and General Auditing Standards, issued by the Comptroller General of the United States, or 3) a Single Audit under Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F-Audit Requirements §200.501 and §200.514. Applicants without two years of financial statement compilations or independent financial audits shall not be eligible to submit a funding application.

Applicants must include a Financial Ratio Calculator (**Exhibit J**) with their financial statements which must be **completed and signed** by their certified public accountant (firm). The link to the worksheet is on the City's website at <http://www.glendaleca.gov/cdbg>.

Applicants for CDBG Public Social Service funds must submit copies of official Board meeting minutes that include documentation of submission, review and approval of year-end financial statement reports by the Board.

Applicants for CDBG Public Social Service funds shall be responsible for maintaining documentation on the finance director's job description and/or resumes of the Chief Financial Officer of the organization and/or Board Treasurer and identify certified public accountant (firm) responsible for preparing financial statement compilations or financial audits.

C. Quarterly Payroll Taxes

Applicants must submit a copy of receipt of payment of most recent Federal and State quarterly payroll taxes (IRS Form 941). Please **DO NOT** include details of the employee social security number or information.

IV. GENERAL REQUIREMENTS

A. Operating Agreement

Applicants approved for CDBG Public Social Service funding will be required to sign a Sub-recipient Operating Agreement with the City to ensure compliance with City of Glendale, Community Development Block Grant Program, Federal Executive Orders, and HUD regulations. CDBG funds are subject to Federal and local regulations including, but not limited to: financial control systems, non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages (construction only), BABA Act (construction only), audits, procurement and environmental review. Additional requirements can be found in the CDBG regulations and Uniform Administrative Guidance 2 CFR Part 200 http://www.ecfr.gov/cgi-bin/text-idx?SID=60623b20e6213558b4aa6ab7eb76b619&node=2:1.1.2.2.1.3&rgn=div6#se2.1.200_1212

Applicants are encouraged to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place.

B. Non-discrimination in Services and Employment

Applicants approved for CDBG Public Social Service funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental disability as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Applicants shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.

Applicants approved for CDBG Public Social Service funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.

C. Insurance

Applicants approved for CDBG Public Social Service funding will be required to obtain insurance, evidenced by an original certificate of insurance and endorsement. (**See Exhibit I1-I5**)

D. Program Reporting/Monitoring

Applicants approved for CDBG Public Services Social Service funding will be required to maintain and submit to the Community Services & Parks Department adequate information necessary to monitor program eligibility, accountability, and progress in accordance with City of Glendale, Community Development Block Grant Program, and HUD regulations.

E. Political Activities

Applicants approved for CDBG Public Services Social Service funding shall understand that pursuant to 24 CFR 570.207 (a) (3) CDBG funds shall not be used for programs that involve the engagement of political activities, such as partisan political campaigns, candidate forums, voter transportation, or voter registration.

F. Financial Control Systems and Audits-Non-Profit Organizations

Applicants approved for CDBG Public Social Services funding (Agency) shall comply with 2 CFR 200 Subpart D-Post Federal Award Requirements, §200.300- 200.345 which include maintaining accounting principles and procedures required therein, utilizing adequate internal and budget controls, and maintaining necessary source documentation and accounting records that sufficiently identify the source and application of CDBG funds. HUD standards for accounting records, per §200.302 shall require that agencies have in place an accounting system that at the minimum has the following elements: chart of accounts, cash receipts journal, cash disbursements journal, payroll journal, general journal and general ledger.

Internal Controls shall refer to a combination of policies, procedures, defined job responsibilities, personnel, and records that allow the Agency to maintain adequate oversight and control of its cash, property, and other assets charged to CDBG funded programs. Upon receiving funding, the Agency shall maintain written policies and procedures regarding approval authority for financial transactions, accounting manuals, chart of accounts, adequate separation of duties, hiring policies and access to accounting records as specified under 2 CFR §200.303.

Budget Controls shall refer to policies and procedures that the Agency must have in place to compare and control CDBG expenditures against the approved, appropriated CDBG budget. The Agency shall have procedures to compare actual expenditures with budgeted amounts for each CDBG grant as specified under 2 CFR §200.308-200.309.

Agencies receiving CDBG funds shall comply with current City and federal procurement standards under 2 CFR §200.317-200.326 concerning the procurement and purchase of equipment, supplies, and services using CDBG funds to ensure that they are obtained as economically as possible through an open and competitive process.

Agencies shall maintain written standards of conduct covering conflicts of interest and governing the performance of employees, officers, and agents of the agency engaged in the selection of, award, or administration of a contract supported by CDBG funds under 2 CFR §200.318(c)(1).

Agencies receiving less than \$25,000 in CDBG funds per year shall be required to submit unaudited annual financial statements compilation for years where grant funds are received. The unaudited financial statements provided shall include an itemization of the receipt and use of the City CDBG funds. An attestation statement shall be provided by the Chief Executive Officer that the financial statements being submitted are true, correct, and free of any material misstatement and that funds were spent following the grant requirements.

Agencies receiving \$25,000 or more in CDBG funds per year shall be required to obtain an annual independent financial audit in accordance with generally accepted auditing standards and General Auditing Standards, issued by the Comptroller General of the United States for each grant year they receive CDBG funds. In addition to a financial audit, Agencies receiving over \$750,000 in total federal grant funds in a year are required to conduct and file a Single Audit in accordance with financial audit requirements under Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F—Audit Requirements §200.501 and §200.514. The Agency shall be required to complete the Single Audit within 270 days after the ending date of the Agency’s fiscal year.

All agencies shall be required to provide evidence on a quarterly basis verification of quarterly state and federal payroll tax payments including supporting source documentation for each employee covered by the CDBG grant.

V HUD CHURCH/STATE GUIDELINES

CDBG Public Social Service funds may be awarded to religious-based organizations performing public social service activities, provided certain contractual provisions are included in the CDBG Operating Agreement between the City and the religious entity. The grant agreement must include contract conditions stating that: the social services provided are exclusively non-religious in nature and scope; there are no religious services, proselytizing, instruction, or any other religious influences in connection with the social services.

VI CDBG PROGRAM GUIDELINES

Eligibility criteria and requirements for documentation of eligibility for program activities are described below. Each organization receiving CDBG Public Social Service funds **must spend all** of the grant amounts it was allocated by **June 30, 2026**.

PUBLIC SOCIAL SERVICES

A. Eligibility Criteria

In order to be eligible as a public social service, the following criteria must be met: 1) at least 60% of those persons benefiting from the service must be low- and moderate-income; 2) at least 60% of those persons benefiting from the service must be Glendale residents; and 3) for new programs, the activity must be a new service or a quantifiable increase in the level of an existing service. Public social services are direct services provided to community residents such as, but not limited to: employment, case management, crime prevention, child care, health, education, recreation, and counseling. CDBG funds are intended to be used to fund services or levels of service that are not currently provided by existing public agencies, organizations and/or City Departments with other funding sources.

B. Requirements for Documentation of Eligibility

Applicants approved for funding in the Public Social Services category must document that at least 60% of persons served are low- and moderate-income persons, and that at least 60% of persons served are Glendale residents. Acceptable forms of documentation are:

1. Applicant information or registration forms (**Exhibit H**) which includes name, address, income, source of income, household type, ethnicity, racial background, and signature of participant and all adult household members. In addition, agencies will be required to show adequate low-income backup data, including collecting a 10% sampling of income documentation of the CDBG program(s) operated by the Applicant or,
2. Location and description of service area boundaries, demonstrating that the project's service area is within a low- and moderate-income block source area where not less than 51% of the residents are persons of low- and moderate-income (**See Census Tract Map, Exhibit C**). Location of an activity in a low-income area does not conclusively demonstrate that an activity benefits low- and moderate-income persons or Glendale residents. Hence, where applicable, records of addresses of persons utilizing the facility will be required as documentation of benefit to low- and moderate-income persons and Glendale residents. Applicants should contact Community Services & Parks CDBG staff for assistance with low-income area documentation.

VII CDBG PROGRAM PRIORITIES

- A. Program priorities for the FY 2025-2026 CDBG Program have been assigned based upon findings derived from a comprehensive community needs assessment process. Although all proposals will be reviewed for consideration, see **Exhibit G** for the most current list of the Program Priorities.

VIII CRITERIA FOR EVALUATION OF PROPOSALS

- A. Proposal evaluation criteria to be considered by the CDBG Advisory Committee in reviewing the written proposals, the response to the staff analysis, conducting oral interviews, and in developing funding recommendations to the City Council are as follows:
 - Program Priority
 - Ability to Substantiate Community Needs and How Program Addresses Those Needs
 - Target Population and Outreach
 - Coordination and Collaboration
 - Program Goals and Outcomes
 - Implementation Plan
 - Budget, Cost Effectiveness and Leveraging of Funds
 - Demonstrated Experience and Capacity of Sponsoring Organization/City Department
 - Overall Financial Health of Sponsoring Organization
 - Overall Likelihood of Success

For each proposal, and in consideration of the proposal's effectiveness in meeting all aspects of the Evaluation Criteria, the CDBG Advisory Committee shall rate each proposal in ZoomGrants in a weighted system of **100 points**.

IX. CONDITIONS and RESERVATIONS

- A. The City of Glendale shall not, in any event, be liable for any costs incurred by applicants prior to entering into a formal contract. The costs of developing the proposals or any other such expenses incurred by the applicant in responding to the RFP, are entirely the responsibility of the applicant, and shall not be reimbursed in any matter by the City.
- B. The proposal must set forth full, accurate, and complete information as required by this application.
- C. The City of Glendale reserves the right to retain all submitted applications and the applications shall become the property of the City of Glendale. Applications may be disclosed under the California Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in applications submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Glendale reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Glendale reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. The City of Glendale reserves the right to reject any or all applications received in answer to this RFP if deemed incomplete or inappropriate. **(See Exhibit B Pre-Qualifications)**
- G. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this RFP.
- H. The City of Glendale reserves the right to change application components, including services, costs, and program design, as it sees fit to better meet the City, Los Angeles County, and/or local requirements.