

EXHIBIT B



FY 2025-2026 CDBG PUBLIC SOCIAL SERVICES REQUEST FOR PROPOSALS

PRE-QUALIFICATIONS

A. Eligibility as a Sub-recipient

Applicant program must meet a HUD National Objective to benefit low-and moderate income persons. 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 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.

D. Applicant must maintain a written standard of conduct covering conflicts of interest.