

CAPITAL IMPROVEMENT PROJECTS REQUEST FOR PROPOSALS

INSTRUCTIONS

FY 2012-13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

I INTRODUCTION

The City of Glendale is soliciting proposals from public and community non-profit agencies for Capital Improvement Projects to be funded under its **FY 2012-13 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.

The total estimated amount of funding available to public and community non-profit agencies for Capital Improvement Projects through the FY 2012-13 CDBG Request for Proposal (RFP) process based on a City Council approved preliminary funding allocation plan, is **\$210,000**.

Eligible Capital Improvement Projects include:

- A. Community Centers: Eligible activities include: acquisition, relocation, rehabilitation, construction or expansion of a city-owned and sponsored, other public agency-owned and sponsored, or non-profit community agency-owned and sponsored, community center, building, or facility that is used to provide services to low- and moderate-income families, youth, seniors, or persons with special needs, such as homeless, battered-spouse, or handicapped; public school facilities serving low- and moderate-income families and youth; ADA handicapped accessibility modifications to buildings; and parks and playgrounds.
- B. Predevelopment costs are not eligible for CDBG funding. Predevelopment costs are defined as planning studies, engineering, design, architectural and all building permits prior to construction or rehabilitation of the building.

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 III and V

of the RFP. Public and community non-profit agencies responding to this RFP must complete the attached funding application for CDBG Capital Improvement Projects. A separate application must be submitted for each separate project.

Proposals must be typed using the 2012-13 CDBG Capital Improvement Funding Application. RFP and Application CDs are available at the Community Services and Parks Department/CDBG Section public counter and on the Department's web site at <http://www.ci.glendale.ca.us/parks/CDBG.asp>

All applications submitted by a public or private non-profit agency, 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 must sign applications.

The original and **eight (8) copies** of the application must be submitted to:

**City of Glendale
Community Services and Parks Department/CDBG Section
141 N. Glendale Ave., Room 202
Glendale, CA 91206
Attention: Moises Carrillo**

HAND DELIVERY REQUIRED

Applications must be received by **5:30 p.m. on Thursday, December 22, 2011.**

Applications that have an inadequate number of copies, or are submitted after the published deadline or 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 original proposal packet.

No bindings or special coverings are desired. Only submit materials that have been requested.

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 copy of the staff analysis of the proposal(s) will be mailed to proposing organizations on January 19, 2012. Responses by the applicants to the staff analysis must be received by 5:00 p.m. on Friday, January 27, 2012.

The original proposal, the staff analysis, and the response to the staff analysis will be reviewed and evaluated by a City Council appointed citizen CDBG Advisory Committee. In addition, representatives from proposing organizations will be required to meet with and interviewed by the CDBG Advisory Committee to discuss their proposals.

The date for the interview is **tentatively** scheduled for **Wednesday, February 22, 2012**, from 8:00 a.m. to 12:00 p.m. Our office will notify you of the exact time and location of your interview when we receive your funding application. Upon completion of the interviews, the Advisory Committee will make funding recommendations to the City Council based on a combination of the written proposal, the response to the staff analysis, and the interviews. A public hearing on these funding recommendations will be held on March 8, 2012, and the City Council/Housing Authority will vote on the CDBG program recommendations on approximately April 10, 2012.

B. **RFP Information/Technical Assistance Mandatory Meeting**

A mandatory Technical Assistance Workshop will be held on **Tuesday, November 22, 2011 at 10:00 a.m.** at the Pacific Community Center, 501 S. Pacific Avenue, Sycamore Room, 2nd Floor, Glendale. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies are **required** to attend.

A second non-mandatory Technical Assistance Workshop will be held on **Wednesday, December 14, 2011 at 3:00 p.m.** at the Pacific Community Center, 501 S. Pacific Avenue, Conference Room, 2nd Floor, Glendale. The purpose of this meeting is to provide clarification on issues and questions that agencies have identified in the process of preparing their proposals.

Additional technical assistance for completing the CDBG Capital Improvement Funding Application may be obtained by calling Moises Carrillo, Senior Community Development Supervisor, at (818) 548-2060.

C. **Environmental Review and Clearance**

Any applicant proposing improvements to a community center must contact Moises Carrillo, Senior Community Development Supervisor with the Community Services and Parks Department at (818) 548-2060 by November 22, 2011 to receive information concerning the completion of an Environmental Information Checklist (EIC), which involves critical time constraints. The EIC may be required to be submitted with the funding application in order to qualify for funding. Technical assistance regarding the EIC will be provided at the November 22, 2011 RFP Technical Assistance Workshop.

All approved projects will require environmental clearance from the City of Glendale Community Planning Department. The Community Planning Department provides environmental assessments as required under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). All CDBG projects must undergo environmental review in accordance with NEPA and if required, the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966. The Community Planning Department will determine what level of environmental processing is required. The project and associated permits may also require approval

from other City, State or Federal bodies such as the Environmental Planning Board, the Historic Commission, the State Office of Historic Preservation, etc.

III. PRE-QUALIFICATIONS

A. Eligibility as a Sub-recipient

Applicants for CDBG Capital Improvement 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

Applicants for CDBG Capital Improvement 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 in accordance with OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Applicants without two years of financial statement compilations or independent financial audits shall not be eligible to submit a funding application.

Applicants for CDBG Capital Improvement funds must submit copies of Board meeting(s) that include documentation of submission, review and approval of year-end financial statement reports by the Board.

Applicants shall submit the resume 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.

IV GENERAL REQUIREMENTS:

A. Operating Agreement

Public and community non-profit agencies approved for CDBG funding will be required to sign a Sub-recipient Operating Agreement with the City of Glendale 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: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages, Uniform Relocation Act, audits, procurement and environmental review. Additional requirements can be found in the CDBG regulations and OMB Circular A-122 and A-110. 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. Program regulations are available at the Community Services and Parks office.

B. Matching/Leveraged Funds:

Public and community non-profit agencies approved for CDBG funding that propose matching or leveraged funding to complete their capital improvement construction project will be required to verify that construction funding is in place prior to beginning construction as follows:

- 1) Private funding used as match or leverage must be deposited into a construction project account.
- 2) Bank loan funding used as match or leverage will require that a loan commitment letter be obtained and verified.
- 3) Other grant funding used as match or leverage will require award letters and receipt and deposit of funds or verification of letter of credit.

C. Management:

On all capital improvement grants for public and private non-profit agencies approved for funding over \$15,000, the City shall record a deed of trust against the property that is being improved or developed, to secure the City's interest.

Prior to the execution of any agreement, the City will obtain a market appraisal of the property and a preliminary title report to determine that the non-profit organization owns enough equity in the property for the City to be repaid its interest if it were to become necessary and to ascertain the City's equity position in relation to all other liens on the property.

On capital improvement projects on properties not owned by the non-profit organization, the City will secure its interest by executing a deed of trust against another property owned by the non-profit organization. If the non-profit organization does not own other property, staff will submit a report to City Council to request approval to execute a sub-recipient agreement based on a promissory note.

D. Non-discrimination in Services and Employment

Public and community non-profit agencies approved for CDBG 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 handicap 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, Sub-recipients 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.

Further, public and community non-profit agencies approved for CDBG funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using CDBG funds 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.

E. Insurance

Public and community non-profit agencies approved for CDBG funding will be required to obtain insurance, evidenced by an original certificate of insurance and endorsement. The required insurance is as follows:

- a. Comprehensive General Liability: Insurance coverage shall include, but is not limited to equipment, public liability, and property damage. The policy's liability amount shall not be less than one million dollars (\$1,000,000).
- b. Automobile Liability: Insurance coverage shall include automobile coverage for projects involving the use of automobiles. The policy's liability amount shall not be less than one million dollars (\$1,000,000).
- c. Workers' Compensation: Insurance coverage for Workers' Compensation shall be obtained and maintained through the duration of the project.
- d. Certificate and Endorsement: The certificate of insurance and endorsement must both state: "The City of Glendale, its officers, agents, and employees are named as additional insureds. This insurance is primary to the coverage of the City of Glendale. The City and its insurers shall not be required to contribute to any loss. This policy has been endorsed to provide 30 days notice of cancellation, termination or material change."
- e. Rating of Insurance Company: At all times, the insurance company issuing said policy shall be an "admitted" insurer in the State of California; shall be domiciled within, and organized under the laws of, a state of the United States; and shall carry an A.M. Best & Company minimum rating of "A:VII."

F. Program Reporting/Monitoring

Public and community non-profit agencies approved for CDBG funding will be required to maintain and submit to the Community Services and Parks Department adequate program or demographic data and reports necessary on an annual basis for two years after the completion of the project to monitor program eligibility in accordance with City of Glendale, Community Development Block Grant Program and HUD regulations.

G. Political Activities

Applicants approved for CDBG capital improvement 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. However, a facility originally assisted with CDBG funds, for acquisition or rehabilitation over time may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent for use charges, if any.

H. Financial Control Systems and Audits-Non-profit Organizations

Applicants approved for CDBG Capital Improvement funding (Agency) shall comply with 24 CFR 84.21 Standards for Financial Management Systems (Exhibit A) 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 24 CFR 84.21 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 24 CFR 84.21.

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 24 CFR 84.21.

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 \$500,000 in total federal grant funds in a year are required to conduct and file a Single Audit in accordance with OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions," and OMB Circular A-128, "Audits of State and Local Governments." The Agency shall be required to complete the Single Audit within 180 days after the ending date of the Agency's fiscal year.

All agencies shall be required to shall 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 funding may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible CDBG non-religious community social service programs. Where a structure is used for dual religious and non-religious community programs, the eligible use of CDBG funds shall be based on a formula resulting from the prorated use between religious and non-religious activities.

Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the CDBG eligible community programs or services.

V CDBG PROGRAM GUIDELINES

The total estimated amount of funds allocated under the Capital Improvement funding category based on a City Council approved preliminary funding plan, is \$210,000.

A. Eligibility Criteria

In order to be eligible for funding, the project must: 1) meet **one** of the following CDBG National Objectives, and 2) have a documented, demonstrated need for physical upgrade, development or expansion.

1) National Objectives:

a) To benefit low and moderate-income persons (at least 60% of persons served by a community center, or benefiting from neighborhood revitalization activities are low and moderate-income persons), or

b) To aid in the prevention or elimination of slums and blight relative to buildings, and only to the extent necessary to eliminate severe and specific conditions detrimental to public health and safety, i.e. elimination of faulty wiring, roofing, falling plaster or other similar conditions which are detrimental to all potential occupants.

2) Demonstrated Need:

The project application must identify and describe the substandard condition(s) of the subject community center. If the project is for expansion, then the application must describe the need for expansion and/or improvement to the existing or proposed center to increase service levels, i.e. what programs will benefit from the project?

B. Requirements for Documentation of Eligibility

1. Community non-profit agencies approved for funding for improvements to community facilities must be able to document the following: 1) that at least 60% of persons attending or served by the portion of the center improved with CDBG funds are low- and moderate-income persons or that there exists substandard conditions detrimental to public health and safety, 2) that the community center has a demonstrated need for improvement and/or expansion in order to increase service levels, and 3) that at least 60% of persons served are Glendale residents.

Acceptable forms of documentation are:

1. Applicant information or registration forms (Exhibit B) which include name, address, income, source of income, household type, ethnicity, racial background, and signature of participant. 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 community center's service area is within a low-income area (See Census Tract Map). Location of an activity in a low-income area does not conclusively demonstrate that an activity benefits low- and moderate-income persons. Hence, where applicable, records of addresses of persons utilizing the community center will be required as documentation of benefit to low- and moderate-income persons. Applicants should contact Community Development and Housing staff for assistance with low-income area documentation,

3. Official City building inspection reports detailing deficiencies detrimental to public health and safety, and
4. General Contractor, architectural or engineering inspection reports detailing substandard conditions.

C. Eligible Improvements

Public or private non-profit agencies and City Departments are eligible to receive CDBG funding for the purpose of improving public community facilities. Such facilities must be operated so as to be open for use by the general public during all normal hours of operation. CDBG funds are not eligible to pay for predevelopment costs, such as planning studies, engineering, design, and permit fees.

Eligible Capital Improvement Project activities include:

- a) rehabilitation, including repair, directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of an existing community facility,
- b) installation of special features designed to promote energy efficiency or security,
- c) removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons,
- d) construction or expansion of floor area of an existing community facility, and
- e) acquisition of property for the purpose of new construction or rehabilitation of a community facility.

D. Other Federal Requirements

Public or private non-profit agencies and City Departments receiving CDBG Capital Improvement Funds will be subject to comply with the following Federal regulations and requirements: Equal Opportunity Regulations, Disadvantaged Business Enterprise (DBE) goals, Federal Labor Standards provisions including prevailing wages, the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1993, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966.

E. Program Priorities

Although all proposals will be given consideration, **preferential consideration will be given to community facility improvement projects that house and provide services in the areas of CDBG Program Priorities described on Section VI** or which in any other way will facilitate meeting any of the identified (below listed) social service priorities as described below.

VI CDBG PROGRAM PRIORITIES

Program priorities for the 2012-13 CDBG Program have been assigned based upon findings derived from a comprehensive community needs assessment process. This process has identified social service priorities and capital improvement priorities.

Community Centers/Facilities:

- Employment programs including job counseling, job training, job development, and English as A Second Language (ESL) classes.
- Senior Services including recreational and social service programs, employment programs, and in-home services.
- At-risk youth programs including youth counseling, after-school programs, youth employment services, and youth recreation programs.
- Crime and public safety programs such as neighborhood watch programs and gang/drug prevention programs.
- Homeless Services.
- Child care for pre-school and school aged children.
- Health Services.
- Mental Health Services.
- Fair Housing Services.
- Services for the developmentally and physically disabled.
- Health Facilities.
- Libraries.
- Community centers and open space.
- ADA Handicapped accessibility in public facilities.

VII CRITERIA FOR EVALUATION AND SELECTION OF PROPOSALS

- A. 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 are as follows:

CRITERIA

Detailed Project Description and Proposed Scope of Work

Budget, Cost Effectiveness and Leveraging of Funds

Demonstrated Financial, Structural and or, Functional Need for the CDBG Funds and to Carry Out the Project

Ability to Substantiate the Community Need and Benefit to the Community as a Result of This Project

Program Priority

Implementation Plan/Readiness to Implement

Demonstrated Experience and Capacity of Sponsoring Organization/City Department

Overall Financial Health of Sponsoring Organization

Overall Likelihood to Succeed

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 as either, **GOOD, FAIR, OR POOR** and may provide written summary comments to substantiate their rating.

Office of the Secretary, HUD

§ 84.21

§ 84.14 Special award conditions.

If an applicant or recipient:

- (a) Has a history of poor performance;
- (b) Is not financially stable;
- (c) Has a management system that does not meet the standards prescribed in this part;
- (d) Has not conformed to the terms and conditions of a previous award; or
- (e) Is not otherwise responsible, HUD may impose additional requirements as needed, provided that such applicant or recipient is notified in writing as to: the nature of the additional requirements, the reason why the additional requirements are being imposed, the nature of the corrective action needed, the time allowed for completing the corrective actions, and the method for requesting reconsideration of the additional requirements imposed. Any special conditions shall be promptly removed once the conditions that prompted them have been corrected.

§ 84.15 Metric system of measurement.

The Metric Conversion Act, as amended by the Omnibus Trade and Competitiveness Act (15 U.S.C. 205) declares that the metric system is the preferred measurement system for U.S. trade and commerce. The Act requires each Federal agency to establish a date or dates in consultation with the Secretary of Commerce, when the metric system of measurement will be used in the agency's procurements, grants, and other business-related activities. Metric implementation may take longer where the use of the system is initially impractical or likely to cause significant inefficiencies in the accomplishment of federally-funded activities. HUD shall follow the provisions of E.O. 12770, "Metric Usage in Federal Government Programs."

§ 84.16 Resource Conservation and Recovery Act.

Under the Resource Conservation and Recovery Act (RCRA) (Pub. L. 94-580, 42 U.S.C. 6962), any State agency or agency of a political subdivision of a State which is using appropriated Federal funds must comply with Section 6002. Section 6002 requires that preference be given in procurement programs to the purchase of specific prod-

ucts containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA) (40 CFR parts 247 through 254). Accordingly, State and local institutions of higher education, hospitals, commercial organizations and international organizations when operating domestically, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.

§ 84.17 Certifications and representations.

Unless prohibited by statute or codified regulation, HUD is authorized and encouraged to allow recipients to submit certifications and representations required by statute, executive order, or regulation on an annual basis, if the recipients have ongoing and continuing relationships with the agency. Annual certifications and representations shall be signed by responsible officials with the authority to ensure recipients' compliance with the pertinent requirements.

Subpart C—Post-Award Requirements

FINANCIAL AND PROGRAM MANAGEMENT

§ 84.20 Purpose of financial and program management.

Sections 84.21 through 84.28 prescribe standards for financial management systems, methods for making payments and rules for: satisfying cost sharing and matching requirements, accounting for program income, budget revision approvals, making audits, determining allowability of cost, and establishing fund availability.

§ 84.21 Standards for financial management systems.

- (a) HUD shall require recipients to relate financial data to performance data and develop unit cost information whenever practical.
- (b) Recipients' financial management systems shall provide for the following:
 - (1) Accurate, current and complete disclosure of the financial results of

Exhibit A

§ 84.22

each federally-sponsored project or program in accordance with the reporting requirements set forth in §84.52. If a recipient maintains its records on other than an accrual basis, the recipient shall not be required to establish an accrual accounting system. These recipients may develop such accrual data for their reports on the basis of an analysis of the documentation on hand.

(2) Records that identify adequately the source and application of funds for federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.

(3) Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.

(4) Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.

(5) Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for program purposes by the recipient. To the extent that the provisions of the Cash Management Improvement Act (CMIA) (Pub. L. 101-453) govern, payment methods of State agencies, instrumentalities, and fiscal agents shall be consistent with CMIA Treasury-State Agreements or the CMIA default procedures codified at 31 CFR part 205, "Withdrawal of Cash from the Treasury for Advances under Federal Grant and Other Programs."

(6) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.

(7) Accounting records including cost accounting records that are supported by source documentation.

(c) Where the Federal Government guarantees or insures the repayment of money borrowed by the recipient, HUD, at its discretion, may require adequate

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bonding and insurance if the bonding and insurance requirements of the recipient are not deemed adequate to protect the interest of the Federal Government.

(d) HUD may require adequate fidelity bond coverage where the recipient lacks sufficient coverage to protect the Federal Government's interest.

(e) Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties, as prescribed in 31 CFR part 223, "Surety Companies Doing Business with the United States."

§ 84.22 Payment.

(a) Payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury and the issuance or redemption of checks, warrants, or payment by other means by the recipients. Payment methods of State agencies or instrumentalities shall be consistent with Treasury-State CMIA agreements or default procedures codified at 31 CFR part 205.

(b) Recipients are to be paid in advance, provided they maintain or demonstrate the willingness to maintain:

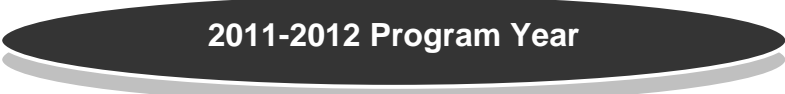
(1) Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient; and

(2) Financial management systems that meet the standards for fund control and accountability as established in §84.21. Cash advances to a recipient organization shall be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient organization in carrying out the purpose of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program or project costs and the proportionate share of any allowable indirect costs.

(c) Whenever possible, advances shall be consolidated to cover anticipated cash needs for all awards made by HUD to the recipient.

AGENCY NAME _____

**Applicant Information Form (AIF)-ADULT
City of Glendale Community Development Block Grant Program**



First Name: _____ Middle: _____ Last: _____

Address:

City: _____ State: _____ ZIP Code: _____

Sex: (circle) Home Phone: _____ Message Phone: _____

Male Female _____

Ethnicity/Race: Complete Steps 1 & 2.	
Step One - Circle one:	
<input type="radio"/> Hispanic	<input type="radio"/> Non-Hispanic
Step Two - Next, circle a category that <u>best</u> describes you:	
<input type="radio"/> White	<input type="radio"/> American Indian/Alaskan Native & White
<input type="radio"/> Black/African American	<input type="radio"/> Asian & White
<input type="radio"/> Asian	<input type="radio"/> Black/African American & White
<input type="radio"/> American Indian/Alaskan Native	<input type="radio"/> American Indian/Alaskan Native & Black
<input type="radio"/> Native Hawaiian/Other Pacific Islander	<input type="radio"/> Other Combination of two or more races.
	<input type="radio"/> Asian/Pacific Islander

Eligibility Info

Annual/Monthly Household Gross Income: _____	
Number of Persons in Household (Including Self): _____	
Source of Income. Check one or more items below:	
<input type="checkbox"/>	Employment, Pay Stubs, W-2 (Box 1 Gross Income)
<input type="checkbox"/>	Self-employment, Business Income, 1099, Schedule C
<input type="checkbox"/>	Disability Income
<input type="checkbox"/>	TANF/ Public Assistance Income
<input type="checkbox"/>	Unemployment Income
<input type="checkbox"/>	Worker's Compensation
<input type="checkbox"/>	Child Support
<input type="checkbox"/>	Social Security, Pension, Retirement
<input type="checkbox"/>	Other: Specify _____

*I certify that the information contained on this form is complete and true to the best of my knowledge. I authorize the City of Glendale or its providers/agencies to request and obtain income documentation from me, **if necessary**. WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. Making false statements is a felony under California State Law (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges.*

Applicant's Signature: _____ Date: _____

FOR AGENCY USE ONLY.

Must Complete: Annual Household Gross Income _____

Income Verification Documentation is attached if this box is checked.

Income Category: (Check one only. Refer to Income Calculation Sheet-Attachment B)

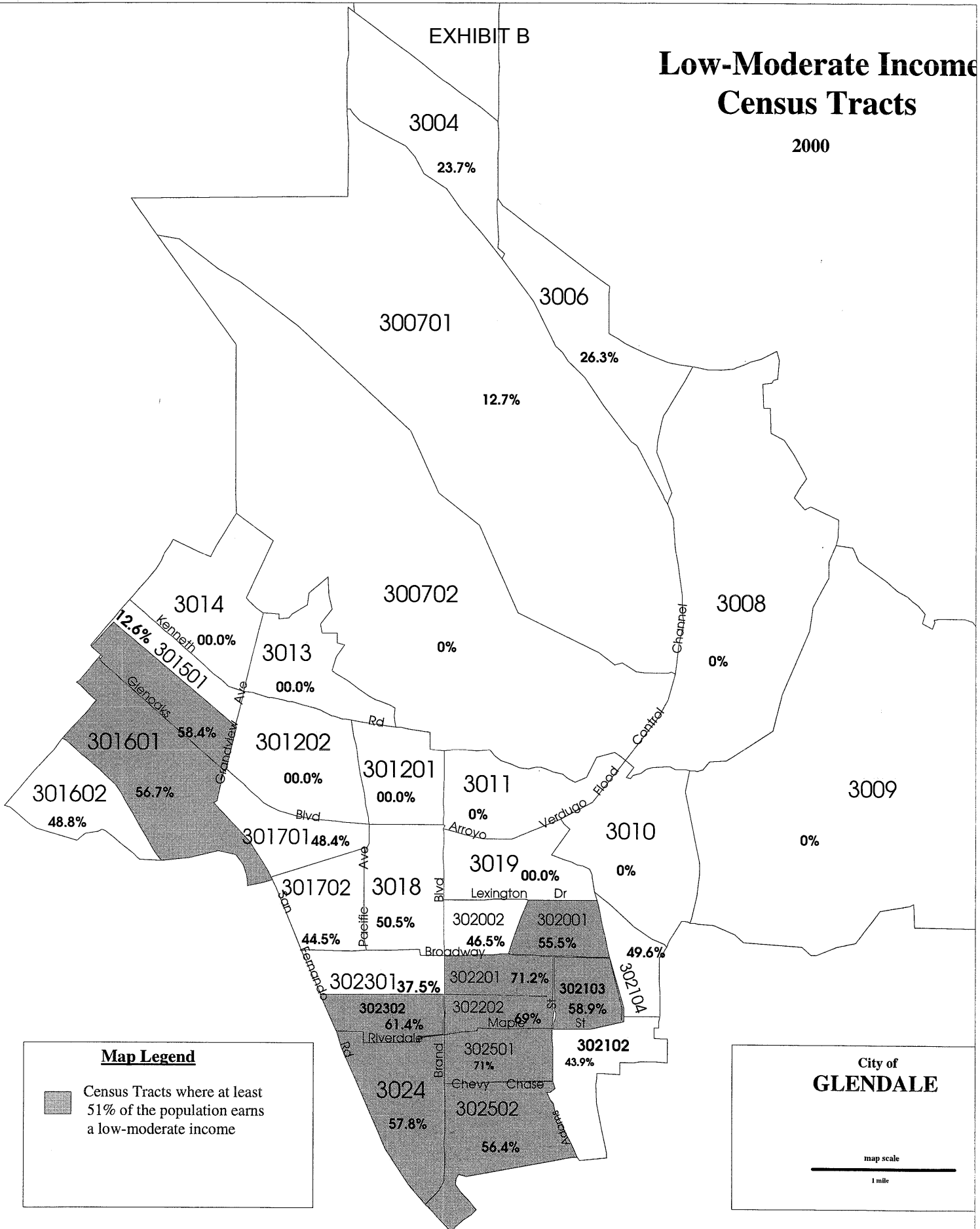
- Level 1 Income.
- Level 2 Income.
- Level 3 Income.
- Level 4 Income.

Program Staff's Signature: _____ Date: _____

EXHIBIT B

Low-Moderate Income Census Tracts

2000



Map Legend



Census Tracts where at least 51% of the population earns a low-moderate income

City of
GLENDALE

map scale
1 mile

Source: 1994 CPS Census Tracts/HUD Data Disk
2000 US Census