

PUBLIC SOCIAL SERVICES REQUEST FOR PROPOSALS

INSTRUCTIONS

FY 2012-13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

I. INTRODUCTION

The City of Glendale is soliciting proposals from community agencies, organizations and City Departments for Public Social Service 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 community agencies, organizations and City Departments for Public Social Service projects through the FY 2012-13 CDBG Request for Proposal (RFP) process is **\$408,000**.

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 III and V of the RFP. Agencies, organizations and/or City Departments responding to this RFP must complete the attached funding application for CDBG Public Social Services. A separate application must be submitted for each proposed project.

Proposals must be typed using the 2012-13 CDBG Public Social Services Funding Application. RFP and Application CD's are available at the Community Services and Parks Department, CDBG Section public counter at 141 N. Glendale Ave., Suite 202 and on the Department's web site at <http://www.ci.glendale.ca.us/parks/CDBG.asp>

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 must sign applications. For City Departments, applications must be signed by the Department head.

Applications must be typed, single-spaced and single-sided on “8 1/2 x 11” plain white paper with 1” margins on all sides. Times New Roman 12 point font or Arial 12 point font must be used.

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.

No bindings or special coverings are desired. Do not submit materials not 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 and City Departments on January 19, 2012. Responses by 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 and City Departments will be required to meet with and be interviewed by the CDBG Advisory Committee to discuss their proposals.

The date for these interviews is **tentatively** scheduled for **Friday, February 17, 2012**, from 8:00 a.m. to 5:30 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 Workshop

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, Glendale. 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 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, Glendale. The purpose of this meeting is to provide clarification on issues and questions that organizations/Departments have identified in the process of preparing their proposals.

Additional technical assistance for completing CDBG Public Social Service Funding Applications may be obtained by calling Moises Carrillo, Senior Community Development Supervisor, at (818) 548-2060.

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.

City of Glendale departments qualify as direct grantees and are eligible to apply and receive CDBG funding.

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 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 Public Social Service funds must submit copies of Board meetings 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. Applicants approved for CDBG funding shall provide 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.

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. City Departments approved for funding will be required to sign a Memorandum of Understanding with the Community Services and Parks Department. 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), 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 Department CDBG office.

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 (Not applicable to City Departments)

Applicants approved for CDBG Public Social Service 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."

D. Program Reporting/Monitoring

Applicants approved for CDBG Public Services Social Service funding will be required to maintain and submit to the Community Services and 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 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 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/Department receiving CDBG Public Social Service funds must spend all of the grant amounts it was allocated by June 30, 2013.

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, drug abuse, education, recreation, counseling, and beautification activities. 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 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 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 and Parks CDBG staff for assistance with low-income area documentation.

C. Requirements for Youth Employment/Training Programs

Youth employment/training programs using CDBG funds to pay wages to students for maintenance and/or construction work such as yard clean-up and hillside brush abatement are subject to specific HUD requirements. The program must: 1) have a training component; 2) employ students on temporary basis for summer months; 3) students must be aged 16-22 years; 4) there must be one supervisor for every four youth employed; and 5) the provider must submit the names and social security numbers of students to be employed to HUD for pre-approval. Youth employment/training programs using CDBG funds to pay stipend or wages directly to students for office or other positions are not eligible for CDBG funding.

These requirements will be discussed in greater detail at the November 22, 2011 Technical Assistance meeting.

VII CDBG PROGRAM PRIORITIES

Program priorities for the FY 2012-13 CDBG Program have been assigned based upon findings derived from a comprehensive community needs assessment process. Although all proposals will be given consideration, **preferential consideration will be given to the following programs:**

- 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.

VIII CRITERIA FOR EVALUATION OF PROPOSALS

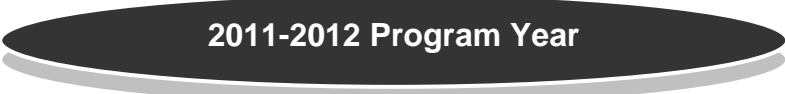
A. Proposal evaluation criteria to be considered by the CDBG Advisory Committee in reviewing the written proposals, the response to the staff analysis, conducting oral interviews, and in developing funding recommendations to the City Council are as follows:

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

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:	
• Hispanic	• Non-Hispanic
Step Two - Next, circle a category that <u>best</u> describes you:	
• White	• American Indian/Alaskan Native & White
• Black/African American	• Asian & White
• Asian	• Black/African American & White
• American Indian/Alaskan Native	• American Indian/Alaskan Native & Black
• Native Hawaiian/Other Pacific Islander	• Other Combination of two or more races.
	• 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 n1001 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: _____

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

24 CFR Subtitle A (4-1-02 Edition)

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

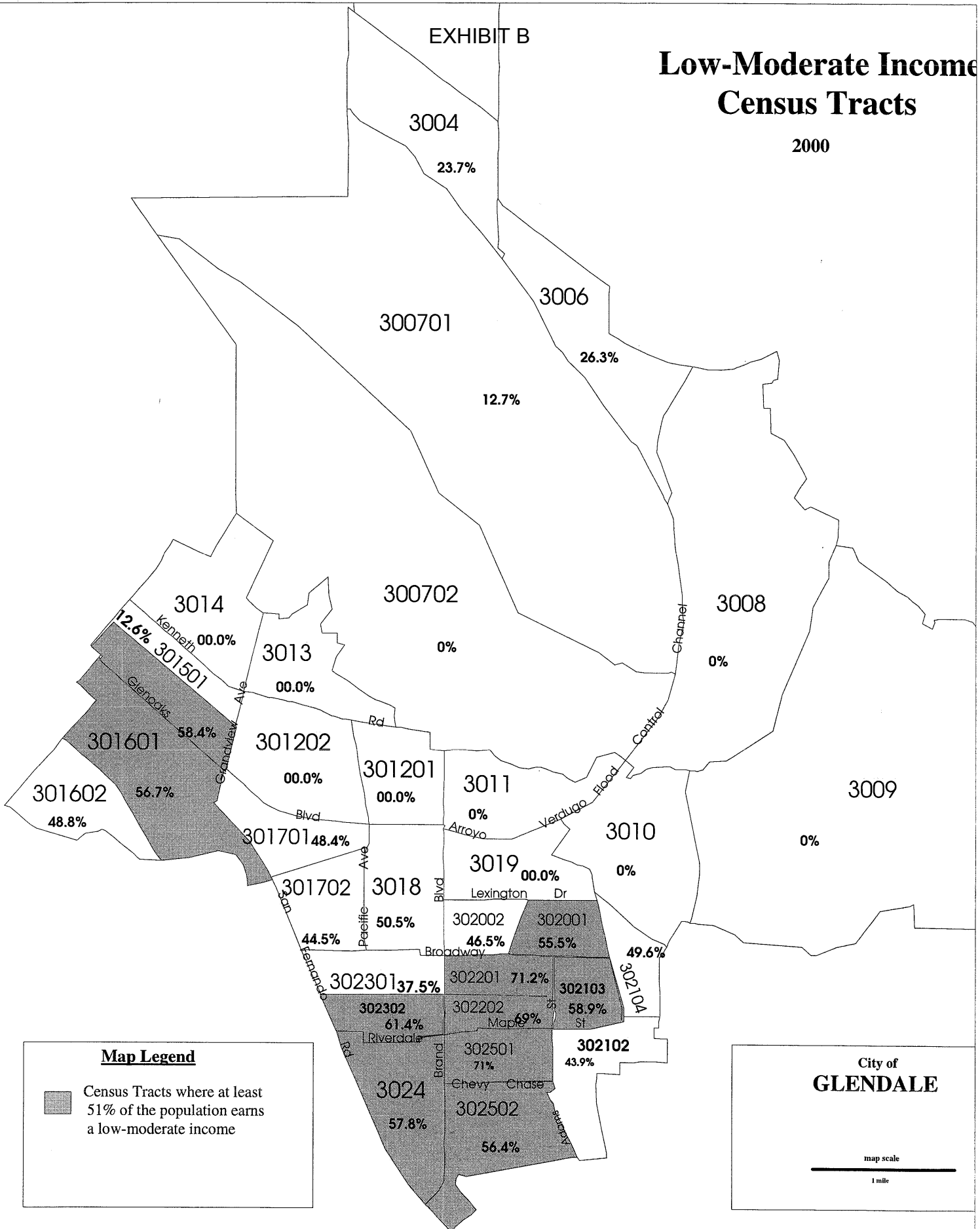
(2) Financial management systems that meet the standards for fund control and accountability as established in §84.21. Cash advances to a recipient organization shall be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient 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.


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