



CITY OF HUNTINGTON PARK
COMMUNITY DEVELOPMENT BLOCK GRANT
CDBG and CDBG-CV
FUNDING APPLICATION INSTRUCTIONS (Deadline Extended)
FISCAL YEAR 2021/2022

**Administration Department
Federal Funding & Grants Division
6550 Miles Avenue
Huntington Park, CA 90255**

BACKGROUND

The City of Huntington Park (City) is requesting applications from **nonprofit organizations** and **City departments** with the administrative capacity and experience to assist the City in carrying out public services, economic development, public infrastructure, and public facility projects benefiting Huntington Park's low- and moderate- income persons. Funding will be provided under the federal Community Development Block Grant (CDBG) Program granted to the City by the U.S. Department of Housing and Urban Development (HUD).

APPLICATION SUBMITTAL DEADLINE

Applicants must submit two (2) original signed **CDBG or CDBG-CV Funding Applications**. All materials should be packaged in the order presented in this application package. If you would like an electronic copy of these forms, please contact the Federal Funding and Grants Division at (323) 584-6266 or via email at mlinan@hpca.gov.

The City of Huntington Park may request additional information from an applicant prior to granting funds.

The CDBG and CDBG-CV Funding Applications can be mailed or hand delivered and must be submitted by 12:00 pm on Monday, May 10, 2021 to:

**City Clerk's Office
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255**

Please contact our office if translation assistance is needed for persons with Limited English Proficiency (LEP).

*Si usted necesita asistencia con este aviso en otro idioma,
por favor llame al (323) 584-6266 para más información.*

The City typically allocates the statutory limit of 15 percent of its annual CDBG entitlement award on public services or approximately \$182,461.80 for FY 2021-22. Additionally, the City anticipates having approximately \$1 million available for administration, economic development, public infrastructure, and public facility projects.

PROGRAM REQUIREMENTS

ELIGIBLE ACTIVITIES

The City will only consider activities that meet the program requirements cited herein.

Examples of eligible activities for CDBG public service funding include day care or recreational services, including for children, youth, and older adults; crime prevention; health services, including primary health, substance abuse treatment, mental health, and counseling programs; housing counseling including landlord/tenant housing rights counseling and mediation, and fair housing outreach, counseling, and investigation; employment services, including job assessment, training, and placement; homeless prevention; graffiti removal and prevention; energy conservation; and other human services to alleviate poverty.

Funds may be used to pay for staff, supplies and materials, and certain facility operating or administrative overhead costs that are directly related to the delivery of the funded public service program.

An organization must either provide a new service, not just a newly CDBG-funded service, or provide a quantifiable increase in the level of service provided in the previous 12 months.

Agencies and or City Departments seeking CDBG-CV funding must demonstrate the increase in demand for services and or how a new program/activity will meet the needs of the residents affected by the coronavirus pandemic (COVID-19). In order to be considered, projects must: 1) prevent, prepare for, and/or respond to the COVID-19 pandemic.

The organization must be located within Huntington Park *or* have been providing services for at least two years to low- and moderate- income persons in Huntington Park, either on the basis as a direct benefit to each income eligible person/household or assisting a limited clientele of whom 51 percent are income eligible or who are presumed eligible (e.g., seniors, homeless, disabled persons). Income limits for low- and moderate-income households are as follows:

HUD 2021 Income Limits for Los Angeles - Long Beach Area

<u>Family Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Extremely Low Income</u>	\$24,850	\$ 28,400	\$ 31,950	\$35,450	\$38,300	\$ 41,150	\$ 44,000	\$ 46,800
<u>Very Low Income</u>	\$41,400	\$47,300	\$53,200	\$59,100	\$63,850	\$68,600	\$73,300	\$78,050
<u>Low Income</u>	\$66,250	\$75,700	\$85,150	\$94,600	\$102,200	\$109,750	\$117,350	\$124,900

AGENCY REQUIREMENTS

- Be a non-profit organization with federal 501(c) (3) tax-exempt status or a government entity.
- Be able to reach out to, and communicate with, those who need your services who may have limited ability to speak English.
- Ensure the confidentiality of records concerning program participants.
- Comply with all Huntington Park contract agreement requirements, including following restrictions on the use of federal funds, utilizing the applicable OMB standard for financial management and audits, and submitting timely and complete invoices and quarterly reports describing program achievements. You must provide information on clientele demographics if you are meeting income guidelines on a household basis, or document the areas of service if you are meeting income guidelines on an area wide basis.

INELIGIBLE ACTIVITIES

- CDBG funds may not be used to fund an existing service. By federal regulation, CDBG public service funds may not be used to replace another funding source in order to continue a program. CDBG funds may be used to continue a previously CDBG-funded program, provided that there is a quantifiable increase in the level of service over that provided within the previous 12 months.

- Service providers may not limit access to employment by their agency or client access to services on the basis of religion, require beneficiaries to attend religious services or meetings as condition for receiving CDBG-funded or associated services, or use funds to provide religious instruction or engage in religious proselytizing.
- The use of any federal funds for political activity is prohibited by federal regulation. CDBG funds may not be used to, in any way, advertise or promote the viability of or a position on any candidate, ballot measure, or other item that will be voted upon by the electorate. Voter education may be acceptable in certain cases; please consult with us for further details.
- The use of CDBG funds for unallowable costs under OMB Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; OMB Circular A-128, "Audits of State and Local Governments" (implemented at 24 CFR part 44); and sections of 24 CFR part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"; OMB Circular No. A-122, "Cost Principles for Non-profit Organizations"; or OMB Circular No. A-21, "Cost Principles for Educational Institutions," as applicable.

FUNDING PREFERENCES

The highest priority will be afforded to activities that meet one of the **Priority Needs** to Low- and Moderate- Income persons set forth in the City's Five Year (2020/21 – 2024/25) Consolidated Plan. Consultation with community residents and social service providers conducted as part of this Consolidated Plan identified the following key service needs in Huntington Park:

- Anti-crime services
- Youth centers
- Youth services
- Job creation and retention activities
- Employment training
- New affordable ownership housing
- Street/alley improvements
- Parks and Recreation facilities
- Property maintenance/code enforcement
- Child care services
- Senior services

APPLICATION INSTRUCTIONS

1. Each applicant must submit an application for each funding request. Applications cannot be combined to receive both (CDBG and CDBG-CV) forms of funding. Do not combine multiple requests. Each request must be individually packaged. Please do not bind requests or place them in a binder. Staple or clip requests only.
2. Submit two (2) complete and signed copies.
3. Nonprofit entities are to obtain Board approval to submit an application.
4. Complete the **Section I: Funding Application Worksheet**.
5. Complete **Section II: Narrative**. Be sure to include all requested information and utilize the Supplemental Documents Checklist to ensure that all required documents have been included.
6. Complete **Section III: Budget**.