



January 29, 2026

**Response Due Date: Thursday, February 26, 2026**

**TO:** Public Service Agencies

**REGARDING:** Application to Provide Human Services for the City of Huntington Park  
FY 2026-2027 (July 1, 2026 – June 30, 2027)

**FROM:** Community Development Department, City of Huntington Park

The City of Huntington Park is soliciting applications from human service agencies and organizations interested in providing programs for low-income Huntington Park residents for the 2026-2027 fiscal year that begins on July 1, 2026, and ends on June 30, 2027. As you are aware, the public service program provides funding for costs related to direct services provided to low-income residents. All public service grant awards are provided through the City's Community Development Block Grant (CDBG) Program. The City's CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD).

The CDBG Program provides monies for eligible projects and services that benefit low-income persons in the community. Therefore, agencies receiving public service grants from the City must meet federally established eligibility requirements (see page 3). In addition, religious organizations must comply with the conditions prescribed by HUD for the use of CDBG funds (see page 3).

Proposals received will be evaluated over the course of the development of the City's 2026-2027 HUD Annual Action Plan and recommended for City Council consideration as part of the draft Annual Action Plan.

Applications will be evaluated based on the following criteria:

- 1) The organization's experience in providing service to low-income persons.
- 2) The organization's ability to effectively meet a clearly defined need for service in Huntington Park
- 3) The organization's ability to meet the HUD-mandated requirement that service directly benefit the City's low-income population; and
- 4) The organization's use of CDBG funds for a new service (in addition to current services) or an increased level of service to low-income Huntington Park residents

**Eligible agencies interested in receiving funding are asked to attend the workshop and complete the application.**

**The application and all supplemental materials are due by Thursday, February 26, 2026, at 5 PM.**

**A Mandatory Workshop is scheduled for Wednesday, February 18, 2026, at 10 AM., via Zoom Webinar**

**Registration Link:** [https://us02web.zoom.us/webinar/register/WN\\_khcvr55S325yB76UbKWqg](https://us02web.zoom.us/webinar/register/WN_khcvr55S325yB76UbKWqg)

If you have any questions about the application, please contact Louis Morales  
[Tel]: 323-584-6224 [Email]: [lmorales@hpca.gov](mailto:lmorales@hpca.gov)

**Late applications will not be accepted.**

**CITY OF HUNTINGTON PARK  
FISCAL YEAR 2026-2027  
PUBLIC SERVICE AGENCY FUNDING APPLICATION**



**GENERAL INFORMATION**

<b>Response Due Date:</b>  <b>Thursday, February 26, 2026, at 5 PM.</b>  Please call (323) 584-6224 with any application questions	Applications must be submitted to : <b>City of Huntington Park Community Development Department</b> 6550 Miles Avenue, Huntington Park, California Attn: Community Development Director
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**REQUIRED DOCUMENTATION**

Proposers are requested to submit one copy of the following documents with the application (as applicable).	
<ul style="list-style-type: none"><li><input type="checkbox"/> Completed and Signed Application</li><li><input type="checkbox"/> By Laws and Articles of Incorporation</li><li><input type="checkbox"/> Non-Profit Determination – 501(c)(3) IRS Letter (if applicable)</li><li><input type="checkbox"/> Current List of Board of Directors designation of official authorized to execute contracts.</li><li><input type="checkbox"/> Most recent audited financial statements</li><li><input type="checkbox"/> Most recent audit pursuant to 2 CFR 200 (previously Single Audit), if your organization expends more than \$1,000,000 annually in Federal Awards</li><li><input type="checkbox"/> Copies of last year's Federal Tax Returns Form 990</li><li><input type="checkbox"/> Copies of last year's State Tax Returns Form 199</li><li><input type="checkbox"/> Organizational Chart, for your overall organization and for this project</li><li><input type="checkbox"/> Resumes of Key Personnel that will oversee this project</li><li><input type="checkbox"/> Chart of Accounts</li><li><input type="checkbox"/> Certificate of Insurance</li><li><input type="checkbox"/> Exhibit I – Budget Allocation Sheet</li></ul>	

## FUNDING REQUIREMENTS

CDBG funded programs must be able to meet the following funding requirements:

- Serve at least 51% low-income persons (See Exhibit II, HUD Low Income Guidelines).
- Agencies must be able to comply with Federal regulations governing their administrative, financial, and programmatic operations, and be able to achieve performance objectives. City staff will periodically monitor agencies.
- Agencies must maintain relevant client information, including but not limited to race/ethnicity, residency, and household income level. Income information must be documented through paycheck stubs, social security statements, welfare check stubs, or a signed affidavit.
- Agencies must document all expenditures of CDBG funds and maintain receipts and records. The City encourages monthly reimbursement of eligible expenditures from grant funds but is also willing to reimburse on a quarterly basis.
- For religious organizations, the following conditions apply:
  - It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons based on religion.
  - It will not discriminate against any person applying for such public services on the basis or religion and will not limit such services or give preferences to persons on the basis of religion.
  - It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence on the provision of sch public services.
- All successful applicants will be required to sign a public service funding contract with the City. Prior to the execution of the contract, each agency must submit its insurance documents. (See Exhibit III, which includes City liability requirements.)

## ORGANIZATION INFORMATION

Agency Legal Name	Years of Operation:		
Address	City	State	Zip
Type of Organization:	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government	<input type="checkbox"/> For-Profit
State Franchise Tax ID Number:			
UEI Number:			

## CONTACT INFORMATION

Contact Person	Title	Phone Number	Email
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## PROJECT INFORMATION

Proposed Project Title:		
Project Location/Address:		
Project Hours of Operation:		
CDBG Funding Amount Requested: (June 1, 2026 – June 30, 2027)		
Estimate the number of beneficiaries to be served with grant funds (July 1 <sup>st</sup> of June 30 <sup>th</sup> ). The number of beneficiaries assisted shall be provided as an unduplicated count:		
Proposed Target Population:  (Select the target population for the proposed project)	<input type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Homeless Individuals <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses

## CDBG ELIGIBILITY

CDBG Eligible Activity Categories:  (Select the CDBG Eligible Activity Category for your proposed project)	<input type="checkbox"/> Public Service <input type="checkbox"/> Housing/Special Activities by Subrecipient <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Rehabilitation/Preservation <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Economic Development <input type="checkbox"/> Other:
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**National Objective:**

To be eligible for CDBG funding, a project must qualify within at least one (1) of the three (3) National Objectives, select **ONLY ONE** category under which the project best qualifies.

☐ Low/Moderate Income Person:

- Area Benefit: The project serves only a limited area which is proven by current Census data or survey to be a low-income area. By choosing this category you must be able to prove your project/activity primarily benefits low/moderate income households.
- Limited Clientele: The project/activity benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate income persons. Income verification for clients must be provided for this category.
- Presumed Benefit: The following groups are presumed to be low/moderate: abused children, elderly persons (62 or older), battered spouses, homeless persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living with AIDS and migrant farm workers.

☐ Slum or Blight on an Area of Basis:

Activities that aid in the prevention or elimination of slums or blight in a designated area. Area-based activities must be within officially designated areas as defined under state or local law and address one or more of the conditions that contributed to the deterioration of the area.

Is the project located within one or more of the City's CDBG Target Areas?

☐ Yes   ☐ No

☐ Urgent Needs:

Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs. (These types of projects are very rare.)

## QUESTIONNAIRE

Please respond to the following questions. It should be straightforward and clear. The evaluation sheet can be located on page 14.

**NOTE: PROPOSALS WHICH DO NOT CONFORM TO THE ORIGINAL FORMAT THE SPACE REQUIREMENTS WILL BE DETERMINED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR FUNDING**

### QUESTION 1

Provide a detailed description of the proposed project by quantifying what will be accomplished with the requested funds. Describe the proposed service, activity, or project to be carried out with the funds requested.

### QUESTION 2

Describe your agency's experience in providing services to low-income individuals. Discuss how the project or program benefits these individuals.

### QUESTION 3

Does your proposed project or activity address an identified gap in services or a current need in the community? Please describe the specific purpose of the project, identifying the needs it intends to meet. Explain how these needs were identified. Is this service provided by other local agencies?

### QUESTION 4

Describe how your organization will offer a new service (in addition to your current offerings) or provide an increased level of service to low-income residents of Huntington Park using CDBG funds.

### QUESTION 5

Describe the need for your proposed program for Huntington Park residents. Describe past and current efforts to fulfill this need by your agency, as well as by other organizations.

### QUESTION 6

Discuss your organization's ability to meet the HUD Requirement that service directly benefits the City's low-income population.

- a. How many were Huntington Park residents?
- b. How many clients did your agency serve last year?
- c. How many Huntington Park residents were low-income?
- d. How many total clients or households will your proposed program serve in 2026-2027?
- e. How many Huntington Park residents will your proposed program serve in 2026-2027?
- f. What percentage of total clients served will be Huntington Park residents? ( $6e / 6d = 6f$ )
- g. How many low-income Huntington Park residents will your proposed program serve in 2026-2027? (see *Exhibit II, HUD Low Income Guidelines*)
- h. What percentage of low-income clients served will be Huntington Park residents? ( $6g \text{ divided by } 6e = 6h$ )



### PERFORMANCE SCHEDULE

Prepare a Work Plan for implementation/completion of the services and activities. Identify activities and completion dates below.

Milestone	State Date	Completion Date

### OTHER FUNDING SOURCES

Will the requested CDBG funds be leveraged with other funds? List the other funding sources below and the amount of funding they will contribute to your proposed program.

Funding Source	Date Available	Amount of Funds Available

### CERTIFICATIONS

The undersigned hereby certifies that:

1. The information contained in the project application is complete and accurate.
2. The applicant shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).
3. The applicant/sponsor shall comply with all Federal and City policies and requirements affecting the CDBG programs.

Name

Title

Signature

Date

**EXHIBIT I**  
**PROGRAM BUDGET FOR JULY 1, 2026 – June 30, 2027**

**ORGANIZATION INFORMATION**

Agency Legal Name	Program Title
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The scope of work and use of CDBG funds must be directly related. The CDBG funds requested must be used to provide a direct benefit/service to low- or moderate-income residents of the City of Huntington Park. The Agency must also provide adequate documentation to support the costs associated with the services provided. Please complete the following annual budget. Provide total budget information for the program year, a breakdown of costs associated with providing service to Huntington Park clients, and the CDBG funds request for each budget line item.

Please use the following format to present your proposed line-item budget:

Budget Item: List the items for which you anticipate the need for CDBG funds. If the line items shown are not applicable to your activity, use the "Other" line items and specify.

CDBG Request: Provide the projected request for CDBG funds.

Other Sources: Provide the total of other funds to be used.

Total Budget: List the total line budget.

Budget Item	CDBG Request	Other Source	Total Budget
Salaries & Fringe	\$	\$	\$
Professional Services	\$	\$	\$
Lease/Rent	\$	\$	\$
Equipment	\$	\$	\$
Supplies & Materials	\$	\$	\$
Printing	\$	\$	\$
Mileage	\$	\$	\$
Other: _____	\$	\$	\$
Other: _____	\$	\$	\$
Other: _____	\$	\$	\$
Other: _____	\$	\$	\$
Other: _____	\$	\$	\$
TOTAL	\$	\$	\$

**BILLING INFORMATION**

	Monthly Basis	Quarterly Basis
Please indicate whether you will bill on	<input type="checkbox"/>	<input type="checkbox"/>

**EXHIBIT II**  
**INCOME LEVEL GUIDELINES**

**INCOME LIMITS**

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area</b>	\$106,600	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	53,000	60,600	68,150	<b>75,750</b>	81,800	87,850	93,900	100,000
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	31,850	36,400	40,950	<b>45,450</b>	49,100	52,750	56,400	60,000
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	84,850	96,950	109,050	<b>121,150</b>	130,850	140,550	150,250	159,950

\*Source: U.S Department of Housing and Urban Development. Effective April 2025

Income level Guidelines includes gross income from all sources for all members in the household who are 18 years of age or older and not full-time students. Income from household members under 18 years of age who are more than half-time students is not included in gross income unless regular payment is received, as such child support, social security, or aid to dependent children.

**EXHIBIT III**  
**III. INSURANCE**

**INSURANCE REQUIREMENTS**

- 3.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:
- A. **Commercial General Liability Insurance:** CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per occurrence and Four Million Dollars (\$4,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
  - B. **Automobile Liability Insurance:** CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
  - C. **Workers' Compensation Insurance/ Employer's Liability Insurance:** A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California. However, if the CONSULTANT has no employees, for example a sole practitioner or a partner in a firm with only contracted support staff, then Workers' Compensation is not required by the State. CONSULTANT shall the city's form stating they are either the owner of the organization or a partner, and are exempt from the State's workers' compensation requirements because they have no employees and agree to hold the Entity harmless from loss or liability for such. A waiver must be signed.
  - D. Add Cyber if Cyber applies (insurance) Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
- 3.2 **ADDITIONAL INSURED REQUIREMENTS:** The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 3.4 **REQUIRED CARRIER RATING:** All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by

insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

- 3.5 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.6 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subconsultants or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.7 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

## EVALUATION SHEET

### Organization Information

Agency Legal Name

Program Title

EVALUATION	
CATEGORIES	POINTS
<b>1. EXPERIENCE:</b>	
Organization's experience in Providing Services to low-income persons (20 points)	
<b>2. NEED FOR PROPOSED PROGRAM:</b>	
Organization's ability to effectively meet a clearly defined need for this service in Huntington Park (25 points)	
Is this service provided by other local agencies? (5 points, if service is not provided by other agencies)	
<b>3. DIRECT BENEFIT:</b>	
Organization's ability to meet HUD requirement that service directly benefit city's low-income population (20 points)	
Percent Huntington Park residents to be served (10 points)	
Percent low-income Huntington park clients to be served (10 points)	
<b>4. NEW OR EXISTING SERVICE:</b>	
Will the organization use the CDBG funds for a new service (in addition to current services) OR an increased level of service for low-income residents or an increase in the number of residents to be served? New organizations must also state that the use of CDBG funds is for a new service (in addition to existing services) or an increased level of service to low-income Huntington Park residents. (10 points)	
<b>TOTAL POINTS:</b>	