

City of Garden Grove

Community Development Block Grant

Public Service Funding Request
FY 2025-26

EDD-1001



ECONOMIC DEVELOPMENT AND HOUSING DEPARTMENT

11222 Acacia Parkway
Garden Grove, CA 92840

I. BACKGROUND

The City of Garden Grove (City) is seeking proposals from organizations with demonstrated skills and experience in human services to serve our community's low-income households and neighborhoods. We estimate that \$280,000 in Community Development Block Grant (CDBG) public service funds will be available for this purpose.

The City is seeking proposals from organizations with proven experience in providing such services. Organizations must expect to make a significant difference in breaking the cycle of poverty and hold to high standards of effort and accomplishment. Failure to achieve contracted goals and comply with contract provisions will lead to potential de-obligation and termination of funds, so that the City may reassign the funds to providers that can more effectively address the community's priority needs. Eligible and Ineligible activities for these funds are shown in Section IV of this RFP.

II. FUNDING AUTHORITY

Title I of the Housing and Community Development Act of 1974 created the CDBG program. Its primary objective is to provide decent housing, a suitable living environment, and expanded economic opportunities, principally to low-income persons and neighborhoods. The Garden Grove City Council, in its capacity as a metropolitan city eligible for a formula grant under the CDBG regulations, has authorized participation as described in the City's Consolidated 5-Year Plan for Housing and Community Development.

The final award amount of public service funds is contingent upon the availability of funds authorized to the City of Garden Grove. Federal CDBG regulations strictly limit the funding available for public services to fifteen percent (15%) of the total CDBG entitlement grant. If your project/program is recommended by City staff and approved by City Council for funding for 2025-26, the City will reserve the right to reconfirm the amount of funding once we receive our final funding approval from HUD.

III. PROGRAM REQUIREMENTS

Service Provider Requirements

To be awarded funding, the service provider must:

1. 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 twelve (12) months.
2. Directly serve Garden Grove neighborhood or households.
3. Have at least two (2) years of experience assisting low-income households or neighborhoods. If you are meeting the income requirement on a household basis, at least fifty-one percent (51%) of your households must be low-income. Certain persons, including

seniors, homeless, and disabled persons, may be presumed to be low-income. Otherwise, as of April 1, 2024, income limits for low-income households are as follows:

Household size	Low-Income (80%)
1	\$88,400
2	\$101,000
3	\$113,650
4	\$126,250
5	\$136,350
6	\$146,450
7	\$156,550
8	\$166,650

4. Be a non-profit organization with federal 501(c)(3) tax-exempt status or a government entity.
5. Be able to reach out to, and communicate with, those who need your services who may have limited ability to speak English. The three (3) most commonly used languages in Garden Grove are English, Spanish, and Vietnamese.
6. Ensure the confidentiality of records concerning program participants.
7. Comply with all Garden Grove 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 a neighborhood basis.

Service Provider Preferences

8. Exceed the minimum requirement that fifty one percent (51%) of the clients whom you serve, if you are meeting the income requirements on a household rather than a neighborhood basis, be low-income. If you are serving “presumed benefit” clients such as seniors and disabled persons, higher preference will be given if you substantiate that a high proportion of those you propose to serve are indeed low-income.

9. Leverage resources: Demonstrate collaborative relationships with human service providers assisting Garden Grove residents, and/or provide evidence of non-federal match funds (including volunteer hours) for the CDBG grant received from the City.
10. Demonstrate a policy and an active practice of involving active or potential beneficiaries in program assessment and design.

IV. ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible activities for CDBG public services are listed in Appendix B and include, for example:

1. Day care or recreational services for children, youth, and older adults;
2. Crime prevention;
3. Health services, including primary health, substance abuse treatment, mental health, and counseling programs;
4. Housing counseling including landlord/tenant housing rights counseling and mediation and fair housing outreach, counseling, and investigation;*
5. Employment services, including job assessment, training, and placement; *
6. Homeless prevention; *
7. Energy conservation; and *
8. 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 delivery of the funded public service program.

The following activities are prohibited:

1. 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 within the previous twelve (12) months.
2. 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 a condition for receiving CDBG-funded or associated services, or use funds to provide religious instruction or engage in religious proselytizing.

* We may legally fund some of these activities through other funds, outside the public service fifteen percent (15%) cap.

3. 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.

IV. QUARTER REPORTING

All selected public service providers will be required to submit quarterly reports with appropriate invoices on the following dates:

- **October 15, 2025**
- **January 15, 2026**
- **April 15, 2026**
- **July 15, 2026**

IV. CALENDAR OF EVENTS

RFP Issued	November 8, 2024
Proposals Due	December 6, 2024
Neighborhood Improvement and Conservation Commission Presentation	March 2025
City Council Presentation	April 2025
Award/Denial Notification Letters	May 2025
Agreement Execution	June 2025

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IMPORTANT GENERAL INSTRUCTIONS

You must submit five (5) copies of your entire application package, including one (1) original signed copy no later than **5:00 p.m. on Friday, December 6, 2024**. All materials should be packaged in the order presented in this RFP. A digital version of the application is available on the City's website: <https://ggcity.org/neighborhood-improvement/hud-rfp>. The City may request additional information from an applicant prior to granting funds.

Applications may not be submitted by fax or email. The City reserves the right to fund or to decline to fund any or all submittals. Please send applications to:

Dana Yang
Office of Economic Development and Housing Department
City of Garden Grove
11222 Acacia Parkway, Garden Grove, CA 92840

If you have any questions regarding this Request for Proposals, contact Dana Yang at (714) 741-5131 or email at danay@ggcity.org.

APPLICANT INFORMATION

Legal Name of Agency Submitting Proposal:

Legal Project/Program Name:

Federal Identification Number (Nine Digit Number):

Unique Entity Identifying Number (UEI Number):

Agency Mailing Address:

Hard Copies: 11222 Acacia Parkway, Garden Grove, CA 92840,

ATTN: Dana Yang

P.O. Box 3080, Garden Grove CA 92842

Project Location, if different from above:

Is the project location confidential? Yes No

Has your Agency previously received Garden Grove funding? Yes No

If yes, when? _____

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Is this a new project? Yes No

Grant Application Contact Person:

Name: _____ Phone Number: _____

Title: _____ Email: _____

Authorized Person to Certify Commitments Made in this Grant:

Authorized Signature _____

Name: _____ Date: _____

Title: _____ Email: _____

Phone Number: _____

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I. PROGRAM SUMMARY

Attach a summary of not more than one paragraph of the services your Agency proposes to provide. Briefly identify the target population, key service elements, need for service, and approximate number of persons your Agency expects to serve. Your Agency will describe the program in more detail in the Program Design section below.

II. PROGRAM EXPERIENCE AND QUALIFICATIONS

Attach a summary of not more than one and one-half pages in length describing the qualifications of your Agency, in terms of mission, organizational capacity, experience with similar or related programs, track record with target population, established presence in Garden Grove, etc., to carry out the proposed project. Your Agency must demonstrate that your Agency has operated a comparable program for at least two (2) years, though it need not necessarily have served Garden Grove residents. Describe your collaborations with other human service and safety-net service providers as they relate to the proposed project. If available, attach your Agency's organizational brochure or annual report. Be sure to specify any awards or commendations your Agency has received for related work. Please reserve comments about fiscal administrative capacity for the next section.

III. FISCAL ADMINISTRATION CAPACITY

- We are a Department or Division of the City of Garden Grove; our fiscal administration is overseen by the City's Finance Department. If yes, you may skip the remaining questions in this section. Yes No
- Our agency has past-due obligations with a funding source or unearned grant from a previous contract which has not been returned to the funding source? If yes, attach a description of the funding source, amount, and reasons for past due obligation. Yes No
- In the past three (3) years, our Agency has had an Internal Revenue Service or State levy. If yes, attach a description of the problem and your Agency's plan and timeframe to resolve it. Yes No

Attach a summary of not more than one-half page in length of your Agency's capacity to manage and administer federal funds and comply with OMB financial control and reporting standards. Be sure to specify any previous experience with CDBG or other HUD funds.

IV. PROGRAM DESIGN

Attach a program description of not more than two (2) pages in length. It must demonstrate that the proposed program is a new program, or alternatively offers a quantifiable increase in service in terms of the intensity and range of services available or the number of clients to be served. The description must also address the following:

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- a. The purpose of the proposed program.
- b. The need for the proposed program and how it was identified.
- c. The types of services to be provided (see pages eight (8) and nine (9) for a list of program categories).
- d. The target population for the program or neighborhoods for the program and how they were identified.
- e. Prepare one or more Outcome Statements of the intended objective(s) and outcome(s) of the program and intended output(s). (See pages seven (7) through ten (10) of the CDBG Application for a definition of terms).
- f. The plans and timeline for program start-up, if this is a new program.

V. CLIENT PARTICIPATION

Attach a description of not more than one-half page in length of your policies and procedures to a) ensure the confidentiality of client records; and b) facilitate the participation of current, past, or potential clients in program evaluation and planning.

VI. OUTREACH

Attach a description of not more than one page describing your Agency's outreach plan to address your Agency's target population, not only the clients presently served, but potential clients who should be made aware of your Agency's programs. Your Agency must be able to reach out to and communicate with those who need the services and who may have limited ability to speak English. The three (3) most commonly used languages in Garden Grove are English, Spanish, and Vietnamese. Please list all languages in which your agency has capability, specifying the full-time equivalent staff or the number of volunteers on call to assist with each.

VII. INSURANCE

The Subrecipient shall maintain the following insurance for the duration of the agreement with the City:

Workers Compensation Insurance. SUBRECIPIENT shall maintain workers compensation insurance in the amount and type required by California law, if applicable. The insured shall waive its rights of subrogation against the CITY, its officers, officials, agents, employees, and volunteers.

Commercial General Liability in an amount not less than \$1,000,000 per occurrence; (claims made and modified occurrence policies are not acceptable); Insurance companies must be acceptable to CITY and have an A.M. Best's Guide Rating of A-, Class VII or better, as approved by CITY.

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Automobile Liability in an amount not less than \$1,000,000 combined single limit; (claims made and modified occurrence policies are not acceptable); Insurance companies must be acceptable to CITY and have an A.M. Best's Guide Rating of A-, Class VII or better, as approved by CITY.

Professional Liability in an amount not less than \$1,000,000 per occurrence/per claim; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

Directors & Officers Liability in an amount not less than \$1,000,000 per occurrence/per claim; Insurance companies must be acceptable to CITY and have an A.M. Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

Additional Insured Endorsements and Loss Payee Endorsement

An additional insured Endorsement for on-going and products-completed operations under the commercial general liability policy (Subsection "b" above) shall designate the City of Garden Grove and its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of SUBRECIPIENT. SUBRECIPIENT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for automobile liability policies (Subsection "c" above) shall designate the City of Garden Grove and its officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, leased, hired, or borrowed by SUBRECIPIENT. SUBRECIPIENT shall provide to CITY proof of insurance and endorsement forms that conform to City's requirements, as approved by CITY.

SUBRECIPIENT shall provide to CITY endorsements from each insurance carrier wherein the insurance carrier shall give CITY thirty (30) days advanced written notice of any material change, cancellation, or termination of coverage.

For any claims related to this Agreement, SUBRECIPIENT's insurance coverage shall be primary insurance as respects the City of Garden Grove, and its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall be excess of the SUBRECIPIENT'S insurance and shall not contribute with it. Claims made and modified occurrence policies are not acceptable. IF SUBRECIPIENT maintains higher insurance limits than the minimums shown above, SUBRECIPIENT shall provide coverage for the higher insurance limits otherwise maintained by the SUBRECIPIENT.

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VIII. ORGANIZATION

Your Agency must attach the following:

- a. Organizational chart illustrating the staff positions and organizational units involved in this project.
- b. Current job description for each position proposed for funding for this grant.
- c. Current roster of Board of Directors (not required for City of Garden Grove Departments).

IX. SPECIAL REQUIREMENTS FOR FIRST-TIME APPLICANTS ONLY (NOT REQUIRED FOR CITY OF GARDEN GROVE DEPARTMENTS)

a. Incorporation and By-laws

Attach copies of your articles of incorporation, including amendments, and by-laws.

b. Tax-Exempt Status

Attach proof of your 510(c)(3) federal tax-exempt status and current registration as a California non-profit, tax-exempt corporation.

c. Financial Statement

Attach a copy of your most recent audited financial statement or single audit report.

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APPENDIX A

X. PROPOSED BUDGET

Use this form to indicate how the requested grant funds will be utilized and matching resources for the grant. Matching funds may include non-federal grants; the value of any donated material, building, or lease, calculated at fair market value; and volunteer hours. You must submit a budget showing all expenses and resources associated with the proposed project, not only those staff or other program expenses for which you are requesting CDBG funds. If you prefer to submit your own spreadsheet rather than this form, please feel free to do so, provided that all of the columns shown below are included and complete.

Budget Line Item	CDBG Funds Requested	Matching Resources	Total Budget	Source of Match – specify if federal or non-federal*
Staff Costs (note the percentage (%) FTE)				
Staff Costs Subtotal				

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Budget Line Item	CDBG Funds Requested	Matching Resources	Total Budget	Source of Match – specify if federal or non-federal*
Other Eligible Project Expenses by Category				
Other Project Expenses Subtotal				
Administration [City Funds are Limited]				
TOTAL				

The full-time equivalent (FTE) for our agency is ___ hours/week.

* The City and HUD share an interest in leveraging HUD resources to the maximum extent possible and feasible in order to deliver high-quality, creative, and efficient public services.

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APPENDIX B

XI. ACTIVITIES. Applicants are to choose one of the following activities in preparing an outcome statement.

- Public Services (General)**
Do not use this code unless the activity cannot be classified under a more specific activity code. Public service activities include housing referral and counseling services, neighborhood cleanup, homeownership counseling, food distribution (food bank services), health education, or rape prevention education, as well as general or unspecified homeless services, including those described as essential or supportive services.
- Senior Services**
Services that will be provided to elderly persons (e.g., meals-on-wheels, dial-a-ride). Senior Services, or Services for the Disabled may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.
- Disabled Services**
Services for persons with disabilities, regardless of age.
- Legal Services**
Includes programs that provide legal aid to low-income persons.
- Youth Services**
Services for teenagers (ages 13 to 19) that include, for example, recreational services limited to teenagers or a teen counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. However, use Child Care Services for services for children up to age 13, and Abused and Neglected Children for services for abused children.
- Transportation Services**
Use this code for transportation services. Transportation services for a specific client group should be classified under the code for that client group; for example, use Senior Services for transportation services for the elderly.

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- Substance Abuse Services**
Use this code for substance abuse recovery programs as well as prevention/education activities.
- Battered and Abused Spouses**
Use this code only for programs serving adults or families. If the activity is limited to serving abused and neglected children, classify the activity under Abused and Neglected Children.
- Employment Training**
Use this code for assistance that increases self-sufficiency. This includes literacy, independent living skills, job training, and employment service activities. When financial assistance will be used to provide job training for the creation of a permanent job (or jobs) with a specific business or businesses, e.g., Economic Development Direct: Direct Financial Assistance to For-Profit Business.
- Crime Awareness**
Any program that promotes these goals, including crime prevention education programs and paying for security guards.
- Fair Housing Activities**
Use this code for fair housing services (e.g., counseling on housing discrimination).
- Tenant/Landlord Counseling**
Use this code for counseling provided to help prevent or settle disputes that occur between tenants and landlords.
- Child Care Services**
Use this for services that will benefit children (generally under age 13), including parenting skills classes. However, services exclusively for abused and neglected children should be classified under Abused and Neglected Children.
- Health Services**
Health services activities include operation of neighborhood clinics, post-rape counseling, vermin abatement services (also known as "vector control"), and other activities designed to serve the health needs of residents. (Exception: Mental health services, which should be classified under Mental Health Services.)
- Abused and Neglected Children**
Use this code for daycare or other services exclusively for abused and neglected children.

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Mental Health Services

Use this code for activities designed to address the mental health needs of residents of the community.

Screening for Lead-Based Paint/Lead Hazards Poisoning

Use this code for activities designed primarily to provide screening for (not removal of) lead-based paint and other lead poisoning hazards.

OUTPUT. Applicants are to incorporate into the program outcome statement(s) quantified indicators. For public service activities, this would include (a) the number of people assisted with new access to services or benefits, (b) with improved access to services or benefits or (c) where an activity is intended to meet or measurably improve a quality standard, report the number of persons that no longer have access to substandard service.