

**CITY OF BURBANK  
FISCAL YEAR (FY) 2024-25  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
REQUEST FOR FUNDING PROPOSALS FOR CAPITAL PROJECTS**

**Notice of Funding Availability**

The Community Development Department (CDD) for the City of Burbank is pleased to announce the availability of **\$1,171,978.95** in federal Community Development Block Grant (CDBG) funding allocated to the City of Burbank from the U.S. Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended. This includes \$691,978.95 in FY 2024-25 entitlement funding and \$480,000 in previous years unspent funds for capital and economic development projects.

**This Notice of Funding Availability is for capital and economic development projects only.**

**Funding is pending approval of the 2024-25 grant allocation from the US Department of Housing and Urban Development (HUD).**

**Who Is Eligible To Apply?**

Funds are available to City of Burbank departments; non-profit, for-profit, faith-based organizations; and Community Based Development Organizations.

**CDBG Requirements**

All projects and activities must either principally benefit low and moderate-income persons, or aid in the prevention or elimination of slums and blight or meet other community needs having a particular urgency.

**Benefit to Low and Moderate-Income Persons or Households**

In order for an activity to be considered as a benefit to low and moderate-income persons or households, it must comply with one or more of the following CDBG National Objectives.

1. Area Benefit – An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low to moderate-income persons.
2. Limited Clientele Activities – An activity which benefits a limited clientele, at least 51 percent of whom are low to moderate-income persons.
3. Housing Activities – An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low to moderate-income households.
4. Economic Development - Job creation or retention activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low to moderate-income persons.

**Documenting National Objectives**

CDBG sub-recipients must document the results of their activity or programs as it relates to a National Objective. For public service programs and housing activities, income documentation must be maintained on each client served. The annual low to moderate-income limits for Los Angeles County are provided in Exhibit B.

**Eligible Activities**

1. Acquisition – in whole or in part by the sub-recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation of real property for any public purpose subject to limitations under ineligible activities.
2. Public Facilities and Improvements - acquisition, construction, reconstruction, or installation of public facilities and improvements.
3. Clearance Activities - clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
4. Public Services - directed toward improving the community's public services, including employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreational needs.
5. Relocation - relocation payments and assistance for permanently or temporarily displaced individuals, families, businesses, and nonprofit organizations.
6. Accessibility for the Elderly and/or Disabled - special projects directed to improved mobility and accessibility of elderly and handicapped to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation – rehabilitation of structures only to the extent that those structures are used for conducting eligible activities; and rehabilitation of privately owned residential buildings.
8. Code Enforcement - code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area.
9. Historic Preservation - CDBG funding may be used for the rehabilitation, preservation, and restoration of historic properties, whether publicly or privately owned.
10. Economic Development Activities – acquiring, constructing, reconstructing rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements; assisting a private or for-profit business by means of grants, loans, loan guarantees and technical assistance; and providing economic development services in an economic development project.
11. Community Based Development Organizations (CBDO's) – CBDOs are generally nonprofit or for profit organizations that undertake specific kinds of CDBG-funded activities. Activities include neighborhood revitalization; community economic development; and energy conservation.

### **Ineligible Activities**

1. Buildings, or portions thereof used predominantly for the general conduct of government (except for accessibility or historic preservation);
2. General government expenses;
3. Political activities;
4. Purchase of office and construction equipment;
5. Furnishings and personal property;
7. Operating and maintenance expenses;
8. New housing construction; and
9. Income payments

## **Application Timeline**

<b>RFP release date</b>	<b>October 21, 2024</b>
<b>Technical Assistance Workshop (see below for details)</b>	<b>October 24, 2024</b>
<b>Application due to CDD by 5:00 pm</b>	<b>November 20, 2024</b>
<b>Community Development Goals Committee Presentations</b>	<b>December 4, 2024*</b>
<b>Funding Announcement</b>	<b>January 14, 2025*</b>

\* Subject to change.

## **Homeless Emphasis**

CDBG will maintain an emphasis in homeless projects that align with the goals shared in the Plan.

To view the Homelessness Plan, please visit:

<https://www.burbankca.gov/homelessness>

The City is seeking to expand partnerships with homeless services providers who are capable of implementing strategies and actions and able to leverage other private and public funds.

## **Proposal Submission**

Application submissions must be received *no later than November 20, 2024, by 5:00 p.m.*

The application is included in the email with this NOFA. Please complete the application and email to [cdbg@burbankca.gov](mailto:cdbg@burbankca.gov) along with the following documents:

- Most Recent Financial Statements
- Most Recent Audit & Findings, if any
- Client Intake Form
- Organization Insurance

You will receive a confirmation email once your application is received. Your application is not considered complete until you receive a confirmation email.

For questions, please email:

Kasey Lee, Housing Development Manager at [klee@burbankca.gov](mailto:klee@burbankca.gov) and  
Sinai Gonzalez, Administrative Analyst, at [sgonzalez@burbankca.gov](mailto:sgonzalez@burbankca.gov)

## **RFP Information/Technical Assistance Workshop**

A virtual Technical Assistance Workshop will be held on *October 24, 2024, from 10 a.m. – 11 a.m.* by the Community Development Department. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies and Departments are highly encouraged to participate in the meeting; however, attendance is not mandatory. Below is the link to join the meeting.

Join Zoom Meeting

<https://burbankca.zoom.us/j/86739044325?pwd=GEd6SWkFZI5dYVhpTa2KvbaxlXvxol.1>

### **Insurance Requirements**

A sub-recipient shall provide and maintain at its own expense the following insurance coverage throughout the term of this Contract unless waived or not pertinent to the project, and the sub-recipient shall provide City with proof of the same:

- General Liability and Property Damage Insurance indemnifying the City of Burbank against the sub-recipient's operations and/or its services.
- A sub-recipient shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000 (combined single limit), unless a reduction is approved by the City.
- A sub-recipient shall maintain Automobile Liability; Professional Liability or Errors and Omissions; Cyber-Liability; Pollution Liability and/or Asbestos Pollution Liability.
- Additional policies may be required dependent upon the type of project (see Exhibit C).

### **Exhibits**

1. Exhibit A – CDBG Application (Reference material only)
2. Exhibit B – Gross Income Limits (2022) (Reference material only)
3. Exhibit C – PSA Insurance Checklist

**THIS FORM IS FOR REFERENCE ONLY.  
PLEASE READ THE INSTRUCTIONS ABOVE.  
CITY OF BURBANK  
FISCAL YEAR 2024-25  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
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**Project/Program Summary**

Operating Agency: \_\_\_\_\_

Project/Program Name: \_\_\_\_\_

Project/Program Selection: (If an entity is considering in applying for multiple programs, an individual proposal must be submitted separately for each activity.)

- |   |  |
|---|--|
| <input type="checkbox"/> Capital Project <sup>1</sup> | <input type="checkbox"/> Special Economic Development <sup>2</sup> |
| <input type="checkbox"/> Year-Round                   | <input type="checkbox"/> Year-Round                                |
| <input type="checkbox"/> Limited Period: _____        | <input type="checkbox"/> Limited Period: _____                     |

Applicant Type:

- City department: \_\_\_\_\_
- Non-Profit or For-Profit Organization \_\_\_\_\_
- Sponsor/Contractor \_\_\_\_\_
- Faith-Based Organization \_\_\_\_\_
- Community Based Development Organization \_\_\_\_\_

Total Amount Requested from CDBG only: \$ \_\_\_\_\_  
(The City's fiscal year is July 1 – June 30)

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1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.
  2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.
  3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

<sup>1</sup> Capital projects are considered to be activities related to housing rehabilitation, real property activities, public facility improvements, construction activities, and code enforcement.

<sup>2</sup> Special Economic Development activities are considered to be commercial and industrial building acquisition, construction, and improvements; and provision of assistance in the form of loans, grants, Technical Assistance and Capacity Building consulting for the benefit of low to moderate-income persons.

4. Project/Program Outcomes: Describe your proposed outcomes that will result in a community benefit to low-to moderate income households using CDBG funds.

5. Please indicate your business address and business information below.

Official Business Name: \_\_\_\_\_

Chief Executive Officer/Director: \_\_\_\_\_

Business Address, City, State, Zip Code.: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Unique Entity ID: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No: \_\_\_\_\_

6. If awarded CDBG funding, describe the location(s) of where the services will be provided.

Same as above

Other (address/areas/clubs/associations, etc): \_\_\_\_\_

7. Project/Program Beneficiaries:

Identify the target population you intend to serve using CDBG funds. You may mark more than one.

At-risk of homelessness

Veterans

Seniors (55 years of age and older)

Families with children

Unemployed/underemployed

Youth or young adults

Disabled persons

Immigrant individuals/families

Chronically homeless individuals

Distressed homeowner's/renter's

Victims of Domestic Violence

Formerly incarcerated

Small businesses

Other \_\_\_\_\_

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting?  Yes or  No

Please describe your system of collecting the data (i.e. intake applications, web-based applications, etc).

\_\_\_\_\_

9. Project/Program Delivery Area:

Please include any other communities or residents living outside of Burbank that will be eligible to receive services from your program/project. Provide the overall percentage of resident vs. non-resident.

\_\_\_\_\_

10. Measurable Outcomes:

Please provide performance goals, proposed outcomes (deliverables) and activities your organization expects to achieve in a 12-month period with the use of CDBG funds.

Performance Goals	Deliverables	Activities

11. Based on the CDBG funding requested, include the amount of private/public funds that will be leveraged to administer the program/project. Do not include any funds that are committed to other programs/projects or in-kind services, or volunteer hours.

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12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024?  Yes or  No  
 Fund/Grant Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
 (add additional lines if necessary)

13. Please indicate the funds your organization will consider or pursue, if applicable (Do not include fundraising campaigns).

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14. Does your project or program provide a direct service as an operator, service provider, developer, or owner in supporting the City’s homelessness strategies below)? Mark all that apply to your programs.

- Capacity Building
- Advocacy
- Access, Outreach, and Engagement
- Shelter and Housing Accessibility
- Health and Stabilization
- Homeless Prevention

15. For Economic Development Activities, please indicate the number of persons of each income level that your program will assist:

Extremely low: under 30%	
Very Low: 31% to <50%	
Low: 51% to <80%	
<b>Total Low Income Served:</b>	

16. Budget

<b>Budget Line Item</b>	<b>Cost</b>
Personnel 1	
Personnel 2	
Personnel 3	
Personnel 4	
Personnel 5	
Benefits	
Taxes	
<b>Subtotal Personnel</b>	
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials	
Equipment	
Communications	
Meetings & Convenings	
Travel & Transportation	
Training	
Consulting	
Evaluation	
<b>Subtotal Non-Personnel</b>	
<b>Total Personnel &amp; Non-Personnel</b>	
Indirect Costs	
<b>Total</b>	
Number of Persons Served:	
Cost per Individual:	

17. The following attachments must be submitted with the application:

- Most Recent Financial Statements
- Most Recent Audit & Findings, if any
- Client Intake Form
- Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at:

<https://www.burbankca.gov/homelessness>

***The application must be submitted to [cdbg@burbankca.gov](mailto:cdbg@burbankca.gov)***



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**Exhibit B - Gross Income Limits (Los Angeles County Area 2024)**

The following are the Gross Annual Income Limits published by the U.S. Department of Housing and Urban Development. These income limits apply to direct benefit activities, such as housing activities and public services.

FY 2024 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2024 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>	\$98,200	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	48,550	55,450	62,400	<b>69,350</b>	74,900	80,450	86,000	91,550
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	29,150	33,300	37,450	<b>41,600</b>	44,950	48,300	51,600	54,950
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	77,700	88,800	99,900	<b>110,950</b>	119,850	128,750	137,600	146,500

## EXHIBIT C- PSA Insurance Checklist

### General Liability

- **Certificate of Insurance** (A.1.)
  - Limits of \$1,000,000 per occurrence; \$2,000,000 aggregate (A.1.)
  - Insurance Services Office (ISO) form CG 00 01 (explains coverage within policy) (A.1.)
- **Additional Insured Endorsement** for both "ongoing" and "products-completed" operations. (A.1.)
  - Ongoing Operations: CG 20 10 11 85 or CG 20 10 (B)
  - Products – Completed Operations – CG 20 10 11 85 or CG 20 37 (B)
- **Primary, Non-contributory** (B)
- **Notice of Cancellation** (B)
- **Waiver of Subrogation** (B)

### Automobile Liability

- **Certificate of Insurance** (A.2.)
  - Limits of \$1,000,000 per accident
  - Covers Any Auto (Code 1), or Hired Auto (Code 8) and Non-Owned Auto (Code 9)
  - Cannot accept copy of insurance card
- **Additional Insured Endorsement** (B)
- **Primary, Non-contributory** (B)
- **Notice of Cancellation** (B)
- **Waiver of Subrogation** (B)

### Workers' Compensation

- **Certificate of Insurance** (A.3.)
  - Statutory Limits with Employer's Liability in amount of \$1,000,000
- **Waiver of Subrogation** (B)

### Professional Liability

- **Certificate of Insurance** (A.4.)
  - Limit of \$1,000,000 per occurrence or claim, \$2,000,000 aggregate
- **Notice of Cancellation** (B)
- **Primary, Non-Contributory** (if they carry this – not all do)
- **Claims-made policy** (B)
  - Retroactive Date must be before the date of the PSA (B)

### Deductibles and Self-Insured Retentions

- Must be listed on the Certificate of Insurance (B)
- City must approve
- Self-Insured Retention may be listed as "SIR"

### B. Other Insurance:

- **Cyber Liability – Technology Professional Liability**
  - \$2,000,000 per occurrence or claim, \$2,000,000 aggregate
- **Contractors Pollution Liability and/or Asbestos Pollution Liability**
  - \$1,000,000 per claim or occurrence and \$2,000,000 aggregate per policy period of one year.