

**CITY OF BURBANK
FISCAL YEAR (FY) 2026-27
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
REQUEST FOR FUNDING PROPOSALS**

Notice of Funding Availability

The Community Development Department (CDD) for the City of Burbank is pleased to announce the availability of approximately **\$858,398.40** in Fiscal Year 2026-27 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. **The estimate includes \$160,949.70 in public services funds and \$697,448.70 in capital funds.** Funding amounts will be adjusted once the final grant allocation is released.

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 Timelines

RFP release date	January 5, 2026
Technical Assistance Workshop (see below for details)	January 15, 2026
Application due to CDD by 5:00 pm	February 2, 2026
Community Development Block Grant Committee Mandatory Presentations	February 18, 2026*
Community Development Block Grant Committee Deliberations and Recommendations	February 25, 2026*

* Subject to change.

Homeless Programs, Affordable Housing and City Infrastructure Improvements

Emphasis Priorities for the 2025-29 5-year consolidated plan were developed through community and stakeholder input CDBG. The priorities include:

- Homeless Services
- Affordable Housing
- City Infrastructure

To view the Homelessness Plan, please visit:

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

Proposal Submission

Application submissions must be received *no later than February 2, 2026, by 5:00 p.m.* Late applications will not be accepted.

Applicants must submit their proposals electronically through the **City of Burbank's CDBG Application Portal**. **The application and submission instructions are available on the City's website at:**

<https://www.burbankca.gov/web/community-development/housing/cdbg>

Instructions:

Please complete all required fields in the application form before submitting. Note that if the application tab remains open for an extended period of time, the system may time out and any unsaved information may be lost.

Upon submitting your application, you will receive an email containing a secure link to upload the necessary supporting documents. This link will expire after 24 hours. If the required documents are not uploaded within this timeframe, your application will be considered incomplete, and a new application will need to be submitted. To facilitate a smooth process, please have all required documents ready prior to submission.

Required Documents:

Most recent financial statements

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 and

Melania Kuredjian, Administrative Analyst at mkuredjian@burbankca.gov

RFP Information/Technical Assistance Workshop

A virtual Technical Assistance Workshop will be held on January 15, 2026, 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/87510752402?pwd=Dw5G2J3unob0ypNPsDKWsNbkptQaca.1>

Meeting ID: 875 1075 2402

Passcode: 515222

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).

System for Award Management (SAM) Requirement

CDBG sub-recipients must be registered and maintain an active registration in the federal System for Award Management (SAM) at www.sam.gov to be eligible to receive federal funds. SAM registration is free of charge. Entities are responsible for ensuring that their SAM registration is current at the time of application and throughout the award period. Failure to maintain an active SAM registration may delay or prevent the processing of an award.

Additional information and instructions are listed in Exhibit D.

Managing CDBG – A Guidebook for Grantees on Subrecipient Oversight

HUD’s “Managing CDBG: Subrecipient Oversight Guidebook” provides direction on the required oversight, monitoring, and compliance responsibilities for managing CDBG subrecipients. Applicants are encouraged to review this guide to understand federal expectations for program administration. Below is a link to the introduction of the guidebook:

<https://files.hudexchange.info/resources/documents/CDBG-Subrecipient-Oversight-Guidebook-Introduction.pdf>

Exhibits

1. Exhibit A – 2026-27 Community Development Block Grant Program Request for Funding Proposals for Public Services and Capital Projects (Reference material only)
2. Exhibit B – Gross Income Limits (2025) (Reference material only)
3. Exhibit C – PSA Insurance Requirement
4. Exhibit D - System for Award Management Information Guide

Exhibit A – 2026-27 Community Development Block Grant Program Request for Funding Proposals for Public Services and Capital Projects

THIS FORM IS FOR REFERENCE ONLY.

APPLICATIONS MUST BE COMPLETED AND SUBMITTED THROUGH THE PORTAL

PLEASE READ THE INSTRUCTIONS ABOVE.



2026-27 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS

Instructions:

Please complete all required fields in this form before submitting your application.

Upon submitting your application, you will receive an email containing a secure link to upload the necessary supporting documents. **This link will expire after 24 hours.** If the required documents are not uploaded within this timeframe, your application will be considered incomplete, and a new application will need to be submitted. To facilitate a smooth process, please have all required documents ready prior to submission.

Required Documents:

- Most recent financial statements
- Client intake form
- Organization insurance

Optional Documents:

- Most recent audit
- Audit findings

Organization Name

Project/Program Name

Project/Program Selection ⓘ

Total Amount Requested from CDBG only ⓘ

\$	0.00
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Applicant Type

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.

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. Business Address and Business Information Group

Official Business Name

Chief Executive Officer/Director

Address

City

State

Zip Code

Email

Phone No.

Business License No. ⓘ <input type="text"/>	Unique Entity ID ⓘ <input type="text"/>	Tax ID ⓘ <input type="text"/>
Project Manager Name <input type="text"/>	Project Manager Email <input type="text"/>	Phone No <input type="text"/>

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 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. Please provide 3 performance goals. Each goal should also include the deliverable and activity. In other words, each performance goal should include THE GOAL, THE DELIVERABLE, AND THE ACTIVITY that will be accomplished to meet the goal.

10.a. Performance goal number 1. Include the deliverable and activity.

10.b. Performance goal number 2. Include the deliverable and activity.

10.c. Performance goal number 3. Include the deliverable and activity.

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.

12. Did your organization receive funding for the previous program year for the same program?

Yes No

13. If your organization received funding for the previous year, but the program is different, please briefly explain how:

14. 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 2025?

Yes No

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

16. 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

17. 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%

Total Low Income Served:

Only Include CDBG Budget

Total Number of Persons Served

Personnel



Budget Line Item

Cost \$

Add new row

Non-Personnel



Budget Line Item

Cost \$

Add new row

Indirect Costs



Budget Line Item

Cost \$

Add new row

Subtotal Personnel: \$0
Subtotal Non-Personnel: \$0
Total Personnel and Non-Personnel: \$0
Total Indirect Costs: \$0
Total: \$0
Cost Per Individual: \$

Save

Submit

Exhibit B - Gross Income Limits (Los Angeles County Area 2025)

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 2025 Income Limits Summary

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

EXHIBIT C- INSURANCE REQUIREMENTS

Consultant shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

- 1. Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance ("CGL") on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
- 2. Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- 3. Workers' Compensation:** as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- 4. Professional Liability or Errors and Omissions:** Errors and Omissions insurance appropriate to the Consultant's profession ("E&O Insurance"), with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- 5. Sexual Abuse and Molestation:** If the Consultant's services involve contact with minors or vulnerable populations, the Consultant shall maintain coverage with limits no less than **\$1,000,000 per occurrence and \$2,000,000 aggregate** for damages arising out of actual or alleged acts of sexual abuse or molestation. This coverage may be provided as part of the Commercial General Liability policy or through a standalone Sexual Abuse and Molestation Liability policy. If included within the Commercial General Liability policy, coverage shall be provided on **ISO Form CG 20 10 11 85** or an equivalent form.

If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, agents, 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 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, 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 Consultant's insurance and shall not

contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the City or ten (10) days' prior written notice for non-payment of premium.

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Such insurers shall be licensed to provide insurance under California state law.

Claims Made Policies. For the E&O Insurance Policy and any other insurance providing claims-made coverage (e.g., pollution liability insurance, if applicable):

1. The "Retroactive Date" must be shown, and must be before the Effective Date.
2. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the work required under the Agreement.*
3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to the Agreement Effective Date*, the Consultant must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of work.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Cyber Liability Insurance

Technology Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limits not less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration

of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. **City shall inform Consultant if such insurance is required.**

Contractors Pollution Liability and/or Asbestos Pollution Liability

If Consultant's Scope of Services includes the handling or transportation of hazardous materials, Consultant shall maintain pollution liability and/or asbestos pollution liability applicable to the work being performed, with a limit no less than **\$1,000,000** per claim or occurrence and **\$2,000,000** aggregate per policy period of one year. **City shall inform Consultant if such insurance is required.**