

**CITY OF BURBANK  
FISCAL YEAR (FY) 2022-23  
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 **\$1.060 million** in federal Community Development Block Grant (CDBG) funding allocated to the City of Burbank for FY 2022-23 from the U.S. Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended.

**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.

### **CDBG RFP - Application Forms**

The RFP was revised to eliminate redundancies and develop a streamlined document. The Application Forms were condensed and converted into a web-based application.

These changes are intended to reduce unnecessary and repetitive narrative, without compromising the content of the application requirements and process.

## **Application Timelines**

<b>RFP release date</b>	<b>February 1, 2022</b>
<b>Virtual Technical Assistance Workshop (see below for more details)</b>	<b>February 8, 2022</b>
<b>Submit questions through</b>	<b>February 15, 2022</b>
<b>Application due to CDD by 5:00 pm</b>	<b>March 1, 2022</b>
<b>Funding Announcement</b>	<b>May 3, 2021*</b>

\* Subject to change.

## **On-Line Application Submittal**

Applications must be submitted online through City Data Services' Link: [www.citydataservices.net](http://www.citydataservices.net)

## **On-Line Application Instructions for City Data Services**

**New Users:** Log into City Data Services at [www.citydataservices.net](http://www.citydataservices.net). Enter the generic User ID and Password provided below in the upper right corner of the website homepage to log in for the first time. You will complete a form that will generate a unique user name and password for your agency. Each agency will have one User Name and Password. Multiple projects from individual agencies will require separate applications using the same password. Additional applications will be generated from your front page in City Data Services.

Generic User ID: BUR2022

Generic Password: BUR2022

**Returning Users:** Log into City Data Services at [www.citydataservices.net](http://www.citydataservices.net). Enter the User ID and Password provided for your agency in the upper right corner of the website homepage to log in. Once logged in, select FY 2022-23 to submit your application(s).

## **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:

<http://www.burbankca.gov/residents/homelessness/homelessness-plan>

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 Friday, March 1, 2022 by 5:00 p.m.*

Proposals must be submitted electronically on the Burbank CDBG RFP web-based portal.

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

A virtual Technical Assistance Workshop will be held on *Tuesday, February 8, 2022 from 9 a.m. – 10 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. To register, please e-mail us the following: Name, Agency you represent, e-mail information, and phone number to [mgonzalez@burbankca.gov](mailto:mgonzalez@burbankca.gov). A confirmation and link to the virtual meeting will be sent to all registered attendees in advance of February 16.

Additional technical assistance regarding the CDBG RFP will be available by e-mailing questions no later than February 15, 2022 at:

Marcos Gonzalez  
[mgonzalez@burbankca.gov](mailto:mgonzalez@burbankca.gov)

### **Insurance Requirements**

A sub-recipient shall provide and maintain at its' own expense the following insurance coverage throughout the term of this Contract, 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.

### **Exhibits**

1. Exhibit A – CDBG Application (Reference material only)
2. Exhibit B – Gross Income Limits (2021) (Reference material only)

**THIS FORM IS FOR REFERENCE ONLY. APPLICATIONS MUST BE COMPLETED ONLINE.  
PLEASE READ THE INSTRUCTIONS ABOVE.  
CITY OF BURBANK  
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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><br><input type="checkbox"/> Year-Round<br><input type="checkbox"/> Limited Period: _____ | <input type="checkbox"/> Special Economic Development <sup>2</sup><br><input type="checkbox"/> Year-Round<br><input type="checkbox"/> Limited Period: _____ |
| <input type="checkbox"/> Public Service <sup>3</sup><br><input type="checkbox"/> Year-Round<br><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 primary objective of the project/program you intend to operate including major activities to be undertaken.

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<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.  
<sup>3</sup> Public Services are considered to be activities related to job training, employment services, health care, substance abuse services, child care, crime prevention, and fair housing counseling.

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

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

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

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

Mailing Address: \_\_\_\_\_

Suite Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

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

DUNS Number: \_\_\_\_\_ Tax ID: \_\_\_\_\_

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

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

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

Same as above

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

Percentage residing in Burbank \_\_\_\_\_

4. Has your organization encountered challenges in administering your program?  Yes or  No

a. If yes, explain the challenges and if they were resolved: \_\_\_\_\_

5. **(CDBG 2021-22 grant subrecipients only)** Provide a progress update on your project or program.

Please provide the following:

a. 2021 CDBG Grant Amount \_\_\_\_\_

b. Do you expect to expend your grant prior to June 30? \_\_\_\_\_

c. If no, please explain your reason(s). \_\_\_\_\_

d. Has your organization submitted timely quarterly reports to the City?  Yes or  No

As a CDBG subrecipient requirement, quarterly reports and invoices must be submitted timely using the reporting and invoicing platform on CDS Systems. To log in - go to <https://citydataservices.net/>

6. Project/Program Beneficiaries:

Please specify the demographic your program or project intends to target. Only mark the primary beneficiary of your program/project.

At-risk of homelessness

Seniors (55 years of age and older)

Unemployed/underemployed

Disabled persons

Veterans

Families with children

Youth or young adults

Immigrant individuals/families

- Chronically homeless individuals
- Distressed homeowner's/renter's
- Victims of Domestic Violence
- Formerly incarcerated
- Small businesses
- Other \_\_\_\_\_

7. Describe how you determined this intend to collect information to support that the project or program will assisted-low to moderate income residents. organization have the 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).

8. Measurable Outcomes:  
 Please provide performance goals, proposed outcomes (deliverables) and activities your organization will undertake using CDBG funds to achieve your outcomes.

Performance Goals	Deliverables	Activities

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

10. Has your organization or Board approved applying, collaborating, or accepting any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2022?  Yes or  No  
 Fund/Grant Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
 (add additional lines if necessary)

11. Does your project or program provide a direct service as an operator, service provider, developer, or owner in supporting the City's homelessness strategies (see below)?  Yes or  No  n/a  
 Please indicate the primary delivery area.

- Developing Storage Facilities and Transportation
- Enhancing the Quality of Life, Mental Health and Healthcare Awareness
- Building Temporary Housing
- Creating Affordable Housing
- Continuing Outreach, Coordinated Care System and Community Awareness
- Increased Homeless Prevention and Rapid Re-housing
- Enforcing Public Health & Safety and Ordinances

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

<https://www.burbankca.gov/burbanks-response/homelessness-plan>

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**Exhibit B - Gross Income Limits (Los Angeles County Area 2021)**

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.

<b>Income Level</b>	<b>1 person household</b>	<b>2 person household</b>	<b>3 person household</b>	<b>4 person household</b>	<b>5 person household</b>	<b>6 person household</b>	<b>7 person household</b>	<b>8 person household</b>
30% Limits	\$24,850	\$28,400	\$31,950	\$35,450	\$38,300	\$41,150	\$44,000	\$46,800
Very Low	\$41,400	\$47,300	\$53,200	\$59,100	\$63,850	\$68,600	\$73,300	\$78,050
60% Limits	\$49,680	\$56,760	\$63,840	\$70,920	\$76,620	\$82,320	\$87,960	\$93,660
80% Low	\$66,250	\$75,700	\$85,150	\$94,600	\$102,200	\$109,750	\$117,350	\$124,900