

**CITY OF BURBANK
FISCAL YEAR (FY) 2021-22
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 **\$1.044 million** in federal Community Development Block Grant (CDBG) funding allocated to the City of Burbank for FY 2021-22 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

RFP release date	February 5, 2021
Virtual Technical Assistance Workshop (see below for more details)	February 15, 2021
By phone Technical Assistance start date	February 15, 2021
By phone Technical Assistance close date	February 18, 2021
Application due to CDD by 5:00 pm	March 5, 2021
Funding Announcement	May 4, 2021*

*Tentative City Council meeting (may be subject to change).

Application Submittal

The Fiscal Year 2021-22 RFP process includes the elimination of hardcopy applications and delivery of electronic copies on a CD or flash drive. Any hard copy applications submitted to CDD will be deemed non-responsive and returned to the applicant.

On-Line Applications

Applications must be submitted online through City Data Services' Link: www.citydataservices.net

On-Line Application Instructions for City Data Services

New Users: Log into City Data Services at 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: BUR2021

Generic Password: BUR2021

Returning Users: Log into City Data Services at 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 2021-22 to submit your application(s).

Homeless Emphasis – Fiscal Year 2021-22

With the adoption of the City of Burbank's three-year (2019-2021) Homelessness Plan – Strategies and Actions, there will be 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 5, 2021 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 Monday, February 15, from 1 – 2 p.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. To register, please e-mail us the following: Name, Agency you represent, e-mail information, and phone number to mgonzalez@burbankca.gov. A confirmation and link to the virtual meeting will be sent to all registered attendees in advance of February 15.

Additional technical assistance for completing CDBG Funding Applications will be available by phone from February 15-18, 2021 from 2 – 4 p.m. Technical assistance will be provided by calling (818) 238-5180 or by e-mailing your questions to 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 (2020) (Reference material only)

**THIS FORM IS FOR REFERENCE ONLY. APPLICATIONS MUST BE DONE ONLINE. PLEASE
READ THE INSTRUCTIONS ABOVE.**

**CITY OF BURBANK
FISCAL YEAR 2021-22
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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 ¹ | <input type="checkbox"/> Special Economic Development ² |
| <input type="checkbox"/> New Project | <input type="checkbox"/> New Project |
| <input type="checkbox"/> Multi-year Project | <input type="checkbox"/> Multi-year Project |
|
 | |
| <input type="checkbox"/> Public Service ³ | |
| <input type="checkbox"/> New Program | |
| <input type="checkbox"/> Multi-year Program | |

Type of Operating Agency:

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

Total Amount Requested for the fiscal year: \$ _____
(The City's fiscal year is July 1 – June 30)

1. Project/Program Description: Describe the primary objective of the project/program you intend to operate including major activities to be undertaken.

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

² 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.

³ 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. Project/Program Location:

Indicate your business address and other related information. For Public Service or Economic Development activities, please identify if the address is the same location where services will be provided? Yes No.

If you answered, No, please describe how you intend to provide services in the Burbank community

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: _____

3. CDBG 2020-21 grant subrecipients must provide a progress update on your project or program.

Please provide the following:

- a. 2020 Grant Amount _____ Amount expended year-to-date: _____
- b. Target completion date _____
- c. Outcomes or beneficiaries served year-to-date: _____
- d. Have there been any delays in meeting program/project goals and how were they resolved?

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/>

4. Project/Program Beneficiaries:

Please specify the group, persons, families, or individuals your program or project intends to target. Only mark the primary beneficiary of your program/project.

- | | |
|--|--|
| <input type="checkbox"/> At-risk of homelessness | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Seniors (55 years of age and older) | <input type="checkbox"/> Families with children |
| <input type="checkbox"/> Unemployed/underemployed | <input type="checkbox"/> Youth or young adults |
| <input type="checkbox"/> Disabled persons | <input type="checkbox"/> Immigrant individuals/families |
| <input type="checkbox"/> Chronically homeless individuals | <input type="checkbox"/> Distressed homeowner's/renter's |
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Formerly incarcerated |
| <input type="checkbox"/> Distressed neighborhoods | <input type="checkbox"/> Other _____ |

5. Please describe how you intend to collect income information to support that the project or program assisted low to moderate income residents.

6. Project/Program Delivery Area:

Please describe the service area for your proposed project/program. Please include any adjacent communities/neighborhood districts or cities you intend to serve with CDBG funds.

7. Measurable Outcomes:

Please provide performance goals, proposed outcomes (deliverables) and activities your organization will undertake to achieve your outcomes.

Performance Goals	Deliverables	Activities

8. Describe all efforts your organization has taken in the last 12 months to apply, receive, or identify new public and private dollars in lieu of CDBG.

9. On a level of sustainability (program longevity), does this project or program allow for continued operation should CDBG funds no longer be available?

10. Would your organization be willing to participate in technical support to build/enhance programs and projects related to homelessness? Yes or No

11. How does your project/program support Burbank's Homelessness Plan? If applicable.

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Exhibit B - Gross Income Limits (Los Angeles County Area 2020)

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.

Income Level	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
30% Limits Extremely Low	\$23,700	\$27,050	\$30,450	\$33,800	\$36,550	\$39,250	\$41,950	\$44,650
50% Limits Very Low	\$39,450	\$45,050	\$50,700	\$56,300	\$60,850	\$65,350	\$69,850	\$74,350
80% Limits Low	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350	\$104,550	\$111,750	\$118,950