

**Program Year
2026-2027**

**PUBLIC
SERVICE
APPLICATIONS**

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

Project/Program Summary

Organization Name: Armenian Relief Society of Western USA, Inc.

Project/Program Name: Community Social Services Program

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$69523

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The Armenian Relief Society (ARS) Community Social Services Program proposes to expand its services to support low-income residents of Burbank. This program targets a vulnerable population facing various challenges, including limited English proficiency, senior citizens, disabled adults, immigrants and refugees, unemployed or underemployed individuals, and those at risk of or experiencing homelessness. Recognizing the high demand for services among Burbank residents, ARS Social Services seeks funding to continue placing a case manager directly within the community at no less than one location in Burbank, in addition to our headquarters in Glendale. Establishing direct presence within familiar locations in Burbank, the program can reach a wider demographic of Burbank residents in need.

The program offers a wide range of services designed to improve overall quality of life of our target population. Services include employment assistance, intensive case management, access and navigation of public benefits (CalFresh, CAPI, Medi-Cal, etc.), senior services, support for individuals at risk of homelessness or experiencing homelessness, assistance with housing and telecommunications issues, needs assistance and complaint resolution for telecommunications and utilities, and form completion support. ARS Social Services possesses extensive experience in providing services to homeless populations and preventing homelessness.

As outlined in the City of Burbank's 2025-2029 Consolidated Plan and 2025-2026 Annual Action Plan, public services, including the ARS Community Social Services Program, assisted 300 individuals in preventing homelessness. To help achieve the City's goal of increasing opportunity for low-to-moderate income and special needs residents, this proposed program will provide employment services to clients with tailored job search, placement, and referral services.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

The ARS Community Social Services Program focuses on three key areas:

1) Employment Services: help individuals gain the skills, knowledge, and confidence needed to achieve self-sufficiency. This includes job search assistance, resume and interview skills workshops, soft skills development, assistance in overcoming employment barriers, and job placement support.

2) Supporting Seniors and Disabled Adults: a case manager works closely with this vulnerable population to help them maintain independence and safety in their homes. Services include individualized service plans to address specific needs like accessing public benefits, finding affordable housing, managing transportation, and obtaining assistance with utilities and telecommunications. The program also connects clients with In-Home Supportive Services (IHSS) and provides food security assistance, along with general social services support.

3) Addressing Homelessness: offer comprehensive support services to individuals struggling with homelessness or at risk of losing their homes. These services include intensive case management, assistance with public benefits applications, connections to mental health and addiction resources, help obtaining vital records, landlord-tenant mediation, healthcare coordination, and more.

Following intake, each client receives a comprehensive needs assessment. Based on this assessment, a case manager develops a personalized service plan to address their specific public service needs. Through wraparound services, the program is committed to empowering Burbank's low-income residents achieve stability, self-sufficiency, and a brighter future.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

The program will run from July 1, 2026, to June 30, 2027. Throughout the program's duration, eligible individuals will receive public services. At the onset of the fiscal year, a dedicated full-time case manager will facilitate direct service delivery to clients. Outreach efforts to promote the program's services will begin in the first quarter. ARS Social Services commits to delivering a comprehensive range of services for one fiscal year, encompassing employment services, senior assistance, aid with public benefits, transportation, housing, and utility matters, as well as homelessness prevention services as outlined above. Furthermore, engagement in community meetings and outreach events will be included in the program's activities throughout the year.

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

Quarter 1: July 2026 through September 2026 (including estimated number of client enrollments)

4 clients will receive employment services in the form of job search, referrals, and placement

18 clients will receive access to the organization's food pantry services and items consisting of shelf-stable goods

21 clients will receive senior services through case management, general social services, access and linkages to public benefits, completion of forms (i.e. low-income or senior housing, transportation, assistance with utilities/telecommunications issues, In-Home Supportive Services, etc.)

Assessment: Review of data for quarterly reporting to ensure that service deliverables are being met and project is operating according to schedule; Review of client feedback/survey forms; Quarterly Performance Report Submission

Quarter 2: October 2026 through December 2026 (including estimated number of client enrollments)

5 clients will receive employment services in the form of job search, referrals, and placement

24 clients will receive access to the organization's food pantry services and items consisting of shelf-stable goods

20 clients will receive senior services through case management, general social services, access and linkages to public benefits, completion of forms (i.e. low-income or senior housing, transportation, assistance with utilities/telecommunications issues, In-Home Supportive Services, etc.)

Assessment: Review of data for quarterly reporting to ensure that service deliverables are being met and project is operating according to schedule; Review of client feedback/survey forms; Quarterly Performance Report Submission

Quarter 3: January 2027 through March 2027 (including estimated number of client enrollments)

4 clients will receive employment services in the form of job search, referrals, and placement

18 clients will receive access to the organization's food pantry services and items consisting of shelf-stable goods

22 clients will receive senior services through case management, general social services, access and linkages to public benefits, completion of forms (i.e. low-income or senior housing, transportation, assistance with utilities/telecommunications issues, In-Home Supportive Services, etc.)

Assessment: Review of data for quarterly reporting to ensure that service deliverables are being met and project is operating according to schedule; Review of client feedback/survey forms; Quarterly Performance Report Submission

Quarter 4: April 2027 through June 2027 (including estimated number of client enrollments)

5 clients will receive employment services in the form of job search, referrals, and placement

18 clients will receive access to the organization's food pantry services and items consisting of shelf-stable goods

19 clients will receive senior services through case management, general social services, access and linkages to public benefits, completion of forms (i.e. low-income or senior housing, transportation, assistance with utilities/telecommunications issues, In-Home Supportive Services, etc.)

Assessment: Review of data for quarterly reporting to ensure that service deliverables are being met and project is operating according to schedule; Review of client feedback/survey forms; Quarterly Performance Report Submission

Program routines include case management, needs assessment, direct service delivery, partnerships/collaboration, outreach, evaluation, record-keeping and reporting. The organization also plans on participating in community events and resource fairs throughout the program period.

ATTACHMENT 3 - 4

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

Official Business Name: Armenian Relief Society of Western USA, Inc.

Chief Executive Officer/Director: Christina Amirian Khanjian

Business Address, City, State, Zip Code:

517 W. Glenoaks Blvd.

Glendale, California 91202

Phone Number: 818-241-7533

E-mail:

regionalsocialservices@arswestusa.org

Business License Number: 6051135

Unique Entity ID: MZPTCACTJ6X1

Tax ID: 95-3928295

Project Manager Name: Melanie Vartabedian

Phone No: 818-241-7533

E-mail:

melanievartabedian@arswestusa.org

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

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; Seniors (55 years of age and older);

Unemployed/underemployed; Disabled persons; Immigrant individuals/families;

Distressed homeowner's/renter's

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

Intake procedures are conducted with each client, which involves determining client eligibility in the program (i.e. address verification, as well as proof of income for income verification - including eligibility letters for public assistance programs; award letters for SSA, SSI; unemployment insurance benefits check stubs; and the Household Income Self-Certification Form completed and signed by the head of household, as well as an Individual Annual Income Self-Certification form completed and signed by household members over the age of 18).

An intake form is completed at the first appointment (both the CDBG intake form and organizational intake form), an individual case management file is maintained, needs assessment is conducted to ensure that each client receives the assistance and service they need, and clients are explained the availability of program services. The case manager develops a service plan, including a timeline for service delivery, provides the provision of services, schedules for future appointments (as needed), etc. Case management notes are also maintained and updated for each client and kept in the confidential client files. The case manager is responsible for the intake process, maintenance of files, and direct service delivery to clients.

Client visits are accessible through a walk-in and appointment basis. Telephone support is also provided and available. Alongside client files, the case manager maintains a client log/spreadsheet to confirm unduplicated data. Clients, who have not received services from the organization prior to their first appointment during a fiscal year, are identified as new clients.

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.

At least 80% of the clients served by this program will be Burbank residents. ARS Social Services serves all low-income community members throughout Los Angeles County, therefore 20% of these funds will serve qualified individuals who would benefit from program services.

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.

10.A Goal: Increase in economic opportunity and security

Deliverable: Number of clients placed in new employment opportunity or improved employment opportunity

Activity: Clients will receive employment services to gain or regain employment and increase their income. Services will be tracked to capture data regarding job searches, referrals, placement.

10.B Goal: Services to seniors and disabled adults to allow for independent/reduced-dependent living

Deliverable: number of clients served

Activity: Clients will be provided with services to help meet their public service needs

10.C Goal: Access to mainstream supportive services and stability for homeless persons

Deliverable: Number of clients served

Activity: Provision of supportive services to address the needs of the population through intensive case management services

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.

ARS Social Services will leverage \$7,500 of its own funds to cover office space rental and staff mileage reimbursements. In addition, \$5,000 secured by the Mother Joseph grant program (Providence St. Joseph) will leverage the cost of food pantry-related expenses to clients served by Burbank CDBG grant funds.

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

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

The overall program methodology and goals are the same, but the program seeks to expand its demographic reach by partnering with known are locations, including libraries and community centers.

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 2024? Yes

Fund/Grant Name	Amount
Los Angeles County CSBG - Employment Services	\$53799
Los Angeles County CSBG - Senior and Disabled Adults Services	\$93219
Stay Housed LA (LA County)	\$49559
TEAM/CHANGES	\$70400

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

In addition to CDBG funding from the City of Burbank, ARS Social Services is also pursuing CDBG funding from the City of Glendale and the City of Pasadena. We are also part of a coalition of community-based organizations (Stay Housed LA) that submitted to a Request for Proposals from the City of Los Angeles to provide education, outreach, and legal services to renters.

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.

Homeless Prevention

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

Extremely low: under 30%	100
Very Low: 31% to <50%	78
Low: 51% to <80%	0
Total Low Income Served:	178

Total Number of Persons Served: 178

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
1.0 FTE Case Manager (salary, benefits, taxes)	\$48443
0.10 FTE Director of Social Services (salary, benefits, taxes)	\$4500
0.10 FTE Controller (salary, benefits, taxes)	\$5400
0.20 FTE Intake Coordinator (salary, benefits, taxes)	\$7920

Non-Personnel	
Budget Line Item	Cost
Office Supplies and Materials	\$850
Communications (telephone, internet)	\$480
Printing Costs	\$240
Insurance	\$590
Audit	\$500
Equipment Maintenance	\$450
Miscellaneous (dues and subscriptions, etc.)	\$150

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$66263
Subtotal Non-Personnel	\$3260
Total Personnel and Non-Personnel	\$69523
Total Indirect Costs	\$0
Total	\$69523
Cost Per Individual	\$390.58

Comments to Applicant:

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

Project/Program Summary

Organization Name: Boys & Girls Club of Burbank and Greater East Valley

Project/Program Name: After School and Summer Enrichment Programs

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$20000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

We are requesting public service funds for our After School and Summer Enrichment programs. We are requesting \$20,000 for scholarships for extremely low income and low income members to attend the Boys & Girls Club after school and for full day camp during winter, spring and summer. The Boys & Girls Club currently has 33 locations, of which, 18 are located in the City of Burbank. Our Before and After School Enrichment and Summer Day camp programs are offered to all children ages 4-18. For 31 years, the Club has helped parents by providing a fun, safe, affordable before and after-school and day camp environment for over 3,900 children a year ages 4-18. Our programs are a great alternative for many young people who may otherwise be alone after school or during the day. Our staff are trained, friendly, and dedicated to serving the children's needs, and each child is encouraged to participate in a variety of enriching artistic and educational activities and programs such as STEM, performing arts, athletics, homework assistance & tutoring, college and career readiness, community service and our DHH program. Fifteen percent of children in the United States participate in an after school program but an additional 18.5 million or an additional 30 percent of extremely low income and homeless families would participate if a quality program was available to them. The Boys & Girls Club of Burbank seeks to fill this gap in our community.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

Our programs range in scope from Power Hour/Project Learn, a homework and tutoring program to Triple Play which incorporates healthy living and active learning. We offer visual and performing arts which encourages artistic expression among Club members through both visual and performing arts. Club Tech focuses on digital literacy and technology. College Bound and Workforce Readiness concentrates on helping

teens and their parents prepare for college and career readiness. Activities include: SAT prep, completing high school requirements, applying for financial aid and learning to navigate applications. We also offer STEM programming, athletics and social emotional development. Programs are run before and after school 39 weeks out of the year and full day for another 13 weeks for winter, spring and summer breaks.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

Our programs are offered Monday - Friday before school and from school release until 6pm during the school year and 13 weeks a year, we offer a full day camp program during winter, spring and summer and are open 11 hours a day and provide free meals and we offer a specialized programming for deaf and hard of hearing children ages 4-18. All programs from STEM, College and Career Readiness, Creative Arts and Athletics are offered year round.

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

1- Provide financial aid to low income Club members (Burbank residents only). Funds would allow us to scholarship 60 members for school year and summer.

2- The Club will serve a minimum of 60 youth who qualify as extremely low income using HUD guidelines.

3- 100% of Club members (Burbank residents only) who receive a scholarship for during the school year will achieve academic success, measured by on time grade progression and a GPA above 2.5.

4.- 100% of Club members who receive a summer scholarship will benefit from outcome driven summer learning loss prevention programs for for a minimum period of 6 weeks. 85% of these members will show zero learning loss and or slight academic gain..

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

Official Business Name: Boys & Girls Club of Burbank and Greater East Valley

Chief Executive Officer/Director: Shanna Warren

Business Address, City, State, Zip Code:

300 East Angeleno
Burbank, California 91502

Phone Number: 818-482-7898

ShannaWarren@BGCBurbank.org

Business License Number: 1845403

Unique Entity ID: GWFSHNA13487

E-mail:

Tax ID: 95-4485745

Project Manager Name: Shanna Warren

Phone No: 818-482-7898

ShannaWarren@BGCBurbank.org

E-mail:

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

- 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; Families with children; Unemployed/underemployed; Youth or young adults; Disabled persons; Immigrant individuals/families; Chronically homeless individuals; Victims of Domestic Violence; Formerly incarcerated

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

The Boys & Girls Club of Burbank and Greater East Valley gathers membership data through its membership tracking system. Annually, the Club also reports out in an Annual Reporting System, fed by membership data tracking. In addition to this, the Club surveys parents, teachers and youth annually. Our membership data and youth surveys are matched to provide a wide variety of specialized information options. More on our youth surveys and the National Youth Outcomes initiative is explained below. The Club fully implements the Boys & Girls Club of America's Formula for Impact. This is the theory of change that describes how individual Clubs can increase our impact. It creates a commonly understood vision of the goals, how they will be reached, and what will be used to measure progress along the way. Two key parts of this formula include the Five Key Elements for Positive Youth Development and Three Priority Outcomes. The Five Key Elements include a (1) safe, positive environment, (2) fun, (3) supportive relationships, (4) opportunities and expectations and (5) recognition and the Priority Outcomes include Academic Success, Good Character and Citizenship and Healthy Lifestyles. In order to assess how well the Boys & Girls Club of Burbank and Greater East Valley meets the three Priority Outcomes and to evaluate the Club experience, the Club participates in the National Youth Outcomes Initiative. The National Youth Outcomes Initiative (NYOI) helps us measure the Formula for Impact and demonstrate our collective impact on youth. The vision of our Movement's Great Futures Impact Plan is to provide a world-class Club experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle. NYOI uses common, research-informed indicators and is compatible with local data collection systems

- 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.**

Funding will be used for Burbank residents only.

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.

10.A Performance Goals Deliverables Activities

1. Financial Aid-Provide financial aid to low income Club members (Burbank residents only). Funds would allow us to scholarship 60 members for school year and summer
2. Programming-The Club will serve a minimum of 60 youth who qualify as extremely low income using HUD guidelines. They will have access to free after school programming and STEM, Athletics and Creative Arts Programming and Workforce Readiness Programming as well as Day Camp Programming
3. Academic Success-100% of Club members (Burbank residents only) who receive a scholarship for during the school year will achieve academic success, measured by on time grade progression and a GPA above 2.5.
4. Summer Learning Loss-100% of Club members who receive a summer scholarship will benefit from outcome driven summer learning loss prevention programs for a minimum period of 6 weeks. 85% of these members will show zero learning loss or slight academic gain.
5. Workforce Readiness-Provide summer job shadowing and tours to at least 10 businesses
We will take our teen members on 10 career field trips and job shadowing during summer 2026

10.B See above

10.C See above

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.

Department of Justice Funds for Youth Mentoring- \$90,000
So Cal Gas - \$2,500
Hasbro Foundation \$10,000
Bank of America- \$30,000

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

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

Efforts are the same and would continue

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 2024? Yes

Fund/Grant Name	Amount
CSBG	\$30000
OJP Department of Justice	\$90000

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

The Ralph M Parsons Foundation - pending
 Dwight Stuart Fund- pending

We have an incredibly strong, well-informed and experienced Board and a Resource Development Director who assists the Chief Executive Officer and the Resource Development Committee (comprised of board members) in securing funds and support for the organization. Our board meets once a month and operate Task Forces which change year to year depending on our Strategic Plan for the year. In addition to coming up with a strategic plan our board assures that our budget aligns with the plan. A big part of this process is confirming the fundraising events for the upcoming year. In addition to submitting grant applications to both public and private foundations, we currently have four fundraising events throughout the year. Our funding comes from corporate, individuals, private foundations, government grants and from fundraisers. We do not rely heavily on any one source of income.

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

Extremely low: under 30%	12
Very Low: 31% to <50%	45
Low: 51% to <80%	3
Total Low Income Served:	60

Total Number of Persons Served: 60

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Scholarships	\$0

Non-Personnel	
Budget Line Item	Cost
Scholarships for 60 low income Burbank residents	\$20000

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$20000
Total Personnel and Non-Personnel	\$20000
Total Indirect Costs	\$0
Total	\$20000
Cost Per Individual	\$333.33

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Burbank Housing Corporation

Project/Program Name: BHC After-School Access Program

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$18660

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

Burbank Housing Corporation (BHC) is a nonprofit affordable housing developer dedicated to providing stable, long-term housing for low-income households in Burbank, California. BHC owns and manages 326 affordable rental units, serving individuals and families across the city. Families with school-age children (K–12) represent approximately one-third of BHC households, totaling more than 100 low-income families whose housing stability is closely connected to employment retention, access to childcare, and the ability to manage household expenses.

Since 1997, BHC has supported working families by offering free after-school programming through its Activity Centers located in close proximity to BHC residential properties. These programs provide a safe, structured environment for children after school while allowing parents to maintain consistent employment. However, access to BHC's on-site after-school programs is limited for some families due to school location, transportation constraints, and work schedules. Currently, BHC is only able to provide school pick-up transportation from four elementary schools, Washington, Providencia, McKinley, and Disney, restricting participation for children attending other Burbank Unified School District (BUSD) schools.

Although BHC's two After-School Activity Center sites have a combined enrollment capacity of 52 students, the program has not reached full capacity during the past two years despite consistent outreach, transportation support, and open enrollment communication. Feedback collected through the 2025 BHC Parent Survey indicated that 30% of households prefer school-based after-school programs, due to their convenience, reduced transportation time, and better alignment with work schedules. To address this service gap and reduce barriers to after-school care, BHC is seeking Community Development Block Grant (CDBG) funding to implement the BHC After-School Access Program. This program will expand access to school-based after-school programs operated by BHC's long-standing partner, the Boys & Girls Club (BGC) of

Burbank & Greater East Valley, for income-qualified families residing in BHC-managed affordable housing.

Through this program, BHC will support eligible families by covering participation costs for BUSD school-based after-school programs. While the Boys & Girls Club offers financial aid for qualifying low-income families, required registration fees and monthly costs may still present a barrier to consistent participation. The BHC After-School Access Program eliminates these remaining cost barriers while also streamlining administrative processes. This coordinated approach reduces duplicative paperwork for families and service providers while ensuring program eligibility requirements are met. By allowing children to remain safely at their school sites after dismissal, the BHC After-School Access Program supports parents' ability to maintain employment and avoid lost wages, which are critical factors in preventing housing instability and displacement. The program also reduces out-of-pocket childcare costs, enabling families to prioritize rent, utilities, and other basic necessities while ensuring children receive safe supervision and enrichment opportunities beyond the school day.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

If awarded, Burbank Housing Corporation (BHC) will implement an after-school access program for income-eligible families who reside in BHC's Affordable Housing Program. Program activities will include targeted outreach, income eligibility verification, enrollment assistance, attendance monitoring, and direct payment to service providers to ensure CDBG funds benefit low-income households.

BHC will conduct targeted outreach through email campaigns, flyers at BHC properties and Activity Centers, phone calls, and direct communication with families engaged in resident services. A virtual informational webinar will explain program benefits, eligibility, and the application process. BHC staff will also provide one-on-one application assistance to reduce barriers for families.

Eligibility will be limited to low-income BHC residents in accordance with State Income Limits for Los Angeles County. BHC will verify eligibility in coordination with its property management partner, The John Stewart Company, using the annual recertification process, which includes a review of household gross annual income. Households with income changes since recertification will complete an updated income review and submit current documentation, such as pay stubs or benefit statements. To ensure ongoing eligibility and coordinated enrollment, BHC will share income verification documentation and residency confirmation with the Boys & Girls Club of Burbank & Greater East Valley so the provider may complete its required enrollment and reporting processes.

BHC will coordinate with the Boys & Girls Club of Burbank & Greater East Valley to monitor attendance on a monthly basis. Participating children must attend at least three days per week or 15 days per month. Monthly attendance reports will be provided by Boys & Girls Club sites to the BHC Community Outreach & Special Program Manager for review. If any families fall below the attendance requirement, the parent will be contacted with a formal notice. Up to two written warnings will be issued before a child is withdrawn from the access program to ensure fair and responsible use of CDBG funds.

BHC will process program and registration fees monthly and pay providers directly based on submitted invoices. Fees are negotiated annually, and no payments will be made directly to families. This process ensures accountability, transparency, and compliance with CDBG requirements while reducing financial strain on households and supporting housing stability.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

Between March & April 2025, BHC will finalize program design and internal procedures. Activities will include confirming program eligibility criteria, finalizing subsidy amounts and participation requirements, developing application materials, and establishing data tracking and reporting systems. BHC will also coordinate with its property management partner, The John Stewart Company, to align income verification and eligibility processes with BHC's annual recertification procedures. Coordination with the Boys & Girls Club of Burbank & Greater East Valley will occur to confirm enrollment capacity, fee schedules, invoicing procedures, and attendance reporting requirements.

BHC will officially announce the After-School Access Program to the entire BHC resident population in May 2025. Outreach efforts will include email campaigns, flyer distribution at BHC properties and Activity Centers, phone calls, and direct outreach to families currently participating in BHC resident services. A virtual informational webinar will be hosted to explain program goals, eligibility requirements, application steps, and how the program supports financial stability for working families.

Starting in June 2025, BHC will open the application process and begin accepting applications from eligible resident families. During this period, BHC staff will provide one-on-one application assistance and conduct income verification reviews. Approved applications will be coordinated with the Boys & Girls Club of Burbank & Greater East Valley to secure enrollment at participating BUSD elementary and middle school sites. BHC will confirm attendance expectations, program schedules, and communication protocols with families before the start of the school year.

By August 2025, BHC will complete application reviews and approve eligible households for participation in the 2026–2027 school year after-school program at their children's school sites. Families will receive written confirmation of approval, program expectations, attendance requirements, and subsidy coverage details.

Throughout the school year (August 2026-May 2027), BHC's Program Manager will monitor participant attendance through monthly reports provided by the Boys & Girls Club to ensure compliance with minimum participation requirements. BHC will process monthly invoices and issue payments directly to the program provider to maintain uninterrupted access for approved participants. Ongoing communication with families and program partners will ensure continued engagement, address attendance or participation issues, and support overall program effectiveness.

Following the conclusion of the 2026-2027 school year, BHC will conduct its annual parent survey to collect valuable feedback regarding the program's effectiveness and impact on student academic achievement and housing stability.

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

Our proposed After-School Access Program will generate meaningful community benefits for low-income households by addressing access to reliable, affordable childcare during the school year. BHC's Activity Center After-School Program does not have the capacity to provide school pick-up from campuses outside of the four elementary schools, Washington, Disney, McKinley, and Providencia. This limitation negatively impacts access for low-income families whose children attend other BUSD schools. By subsidizing after-school programs at school sites, the program allows families to access services where their children already are, eliminating transportation and timing barriers and increasing participation among BHC households. BHC's long-standing partnership with the Boys & Girls Club of Burbank & Greater East Valley allows

program rates to be negotiated at a reduced cost, enabling CDBG funds to stretch further and support more children through the after-school access program.

By reducing out-of-pocket childcare costs and providing consistent after-school supervision at school sites, the program supports parents' ability to maintain employment and steady income. Reliable childcare helps families avoid missed work, reduced hours, or job loss, factors that can place households at risk of rent delinquency, housing instability, or homelessness. The program reduces childcare-related expenses through a negotiated reduced rate with the Boys & Girls Club of Burbank & Greater East Valley based on BHC residency. This negotiated rate is lower than what is typically covered through the Boys & Girls Club's financial aid program, further reducing out-of-pocket costs for families and helping them prioritize rent and basic household needs.

Children will benefit from safe, structured after-school environments that include homework assistance, enrichment activities, and positive peer engagement. These supports contribute to improved academic performance, social development, and overall well-being, while reducing the risk of unsupervised after-school time.

By supporting stable housing and employment for families, the program contributes to stronger, more resilient communities. Children engaged in positive after-school activities and families experiencing reduced financial strain help promote neighborhood stability and long-term community success.

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

Official Business Name: Burbank Housing Corporation

Chief Executive Officer/Director: Sylvia Moreno

Business Address, City, State, Zip Code:

1819 Grismer Ave.
Burbank, California 91504

Phone Number: 818-559-2336

E-mail:

smoreno@burbankhousingcorp.org

Business License Number: 1009368

Unique Entity ID: QLAXK5GKVC73

Tax ID: 95-2627136

Project Manager Name: Emily Lopez

Phone No: 818-319-5612

E-mail:

elopez@burbankhousingcorp.org

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

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; Families with children; Unemployed/underemployed; Youth or young adults

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

Burbank Housing Corporation (BHC) maintains a comprehensive tenant file for all households residing in BHC-managed properties. Each tenant file includes the household's most recent annual income certification, which identifies the household's income category based on the current State Income Limits for Los Angeles County and the household's calculated gross annual income. This income certification process is conducted by BHC's professional property management partner, The John Stewart Company, and includes a thorough review of required income documentation such as tax returns, pay stubs, public assistance benefit statements, and bank statements. To qualify for the after-school subsidy program, households must reside in a BHC-managed property and be current with their annual income recertification. Income eligibility is verified using existing tenant records, and if a household's income has changed since their most recent certification, BHC conducts an updated income review using newly submitted documentation to ensure continued eligibility and CDBG compliance.

In addition to income verification, families are required to complete a program application administered by BHC to collect participant information, consent, and program-specific data. Families must also create and complete a parent account with the Boys & Girls Club of Burbank & Greater East Valley, which includes the child's school, grade level, and enrollment details. This step is required to confirm program availability at the child's school site.

Participation and attendance data are collected through Boys & Girls Club sign-in sheets and attendance reports, which are submitted to BHC on a regular basis. These reports are used to monitor participation levels, confirm compliance with attendance requirements, and support program reporting and evaluation. If there are any changes to the household's eligibility, BHC will coordinate with the Boys & Girls Club to communicate any ineligibility due to income changes or relocation.

Together, these systems ensure accurate data collection, verification of eligibility, and responsible tracking of CDBG-funded services provided to low-income households.

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.

This program will be accessed only by residents of the City of Burbank. Non-residents are ineligible for this assistance.

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.

10.A Goal: Strengthen family well-being by increasing access to safe, reliable after-school care for low-income BHC households, supporting children's academic engagement and families' housing and employment stability.

Deliverable: Enroll 25 children from income-eligible BHC households in school-site after-school programs during the program year.

Activity: Conduct targeted outreach to eligible BHC residents; provide individualized application assistance; verify income eligibility and current residency; and coordinate enrollment with the Boys & Girls Club of Burbank & Greater East Valley at participating BUSD elementary and middle school sites.

10.B Goal: Promote consistency, structure, and positive youth development by supporting regular participation in after-school programming.

Deliverable: At least 85% of enrolled participants meet the minimum attendance requirement of three days per week or 12 days per month.

Activity: Review monthly attendance reports provided by the Boys & Girls Club; communicate proactively with families when attendance falls below the minimum requirement; and provide follow-up support and written notices as needed to address barriers and maintain engagement.

10.C Goal: Support community well-being by ensuring the after-school subsidy promotes family stability while contributing to children's academic success and educational engagement.

Deliverable: At least 75% of participating BHC families report that the school-site after-school subsidy improved their ability to access after-school care, better supported family routines and work schedules, and positively contributed to their child's academic engagement or educational goals, as measured through a post-program parent survey.

Activity: Administer parent surveys at mid-year and at the end of the program year to assess accessibility, satisfaction, perceived impact on family stability, and observed changes in children's academic engagement (such as homework completion, school attendance, or interest in learning). Survey results will be reviewed to identify trends, address barriers, and inform future program improvements.

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.

To administer the proposed after-school access program, Burbank Housing Corporation will leverage \$9,232 in organizational operating funds to support oversight and program management. These funds will be used to partially support the Community Outreach & Special Program Manager, who will be responsible for program coordination, eligibility verification, family support, attendance monitoring, invoice processing, and compliance reporting. This organizational investment demonstrates BHC's commitment to sustaining the program and ensuring that CDBG funds are administered efficiently and in direct support of low- to moderate-income households.

12. Did your organization receive funding for the previous program year for the same program? 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 2024? Yes

Fund/Grant Name	Amount
Mother Joseph Providence Grant	\$0

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

To support program sustainability, Burbank Housing Corporation will continue to pursue a diversified mix of non-CDBG funding sources. BHC plans to apply to the Community Foundation of the Verdugos in July 2026 and to reapply for the Mother Joseph Grant in October 2026. In addition, BHC will consider State and County funding opportunities that support expanded learning, after-school care, and child and family well-being. As part of ongoing program planning, and subject to City approval, BHC will periodically review existing resources and program structures to ensure the continued delivery of after-school services for residents. Together, these strategies are intended to support long-term program continuity and reduce reliance on a single funding source.

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.

Access, Outreach, and Engagement; Shelter and Housing Accessibility; Homeless Prevention

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

Extremely low: under 30%	5
Very Low: 31% to <50%	12
Low: 51% to <80%	8
Total Low Income Served:	25

Total Number of Persons Served: 25

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
N/A	\$0

Non-Personnel	
Budget Line Item	Cost
After School Program - Registration Fees	\$2750

Monthly Program Fees for 2026-27 School Year	\$15750
Outreach Materials & Marketing Subscription	\$160

Indirect Costs	
Budget Line Item	Cost
N/A	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$18660
Total Personnel and Non-Personnel	\$18660
Total Indirect Costs	\$0
Total	\$18660
Cost Per Individual	\$746.4

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Home Again Los Angeles

Project/Program Name: BTAC Care & Relief Services

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$60000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The Care & Relief Services provided by BTAC are designed to support individuals and families facing temporary financial hardship. Through the grocery assistance program, households are able to stretch their budgets and redirect limited resources toward other essential expenses. BTAC's rental assistance program supports households who are between jobs, living on fixed incomes, or experiencing financial strain due to medical or healthcare costs, helping them stabilize housing during challenging periods. In partnership with Burbank Water and Power, BTAC also provides assistance with utility bills to help prevent service disruptions. The free use of laundry and shower facilities will continue to be available to community members in need.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

Our Care & Relief Services at BTAC will continue to provide essential groceries and supportive services to acutely low- through moderate-income Burbank residents, as well as individuals experiencing homelessness within the Burbank area. Services include monthly grocery distribution, utility assistance, limited rental assistance as funding allows, and access to free laundry and shower facilities that support health, dignity, and housing stability.

CDBG funds are critical to sustaining these services and ensuring their consistent and effective delivery. Funding will be used to support direct service-related expenses, including the purchase of grocery distribution supplies (such as paper bags), the repair and replacement ageing equipment, facility utility costs, and necessary cleaning and trash removal. These investments will help maintain a safe, functional, and reliable environment where essential services can continue to meet the needs of the community.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

All BTAC Care and Relief Services operate on a continuous, year-round basis. If awarded CDBG funding, funds will be utilized throughout the Fiscal Year 2025–26 funding period, from July 1, 2026, through June 30, 2027, to support the ongoing delivery of essential services.

During this period, BTAC will provide monthly grocery distribution, utility assistance, limited rental assistance as funding allows, and access to free laundry and shower facilities. To enhance the impact that Home again LA offers through this service we have begun to extend our hours of operation thus allowing Burbank families in need a larger timeframe to come by and receive the support they need. CDBG funds will be applied consistently over the program year to support direct service-related expenses necessary to maintain uninterrupted operations and ensure timely assistance to eligible households.

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

Our BTAC Care and Relief Services Program will produce measurable outcomes that support the health, stability, and economic well-being of acutely low- through and moderate-income households in the Burbank community. Through ongoing access to food assistance, housing-related support, and hygiene services, participating households will experience immediate relief from financial hardship while reducing the risk of housing instability and crisis.

As a result of program participation, households will be better able to meet basic needs, reallocate limited financial resources toward rent, utilities, and healthcare, and maintain a greater level of stability. Access to groceries and hygiene services will improve food security, promote personal dignity, and support overall health, while rental and utility assistance will help prevent evictions and utility shutoffs. Collectively, these outcomes will strengthen household resilience, reduce emergency service utilization, and contribute to a healthier, more stable community for Burbank’s most vulnerable residents.

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

Official Business Name: Home Again Los Angeles
Chief Executive Officer/Director: Albert Hernandez

Business Address, City, State, Zip Code:
PO Box 7151
Burbank, California 91510

Phone Number: 818-848-2822
Business License Number: 1003793
Unique Entity ID: Z4G6KSKHLBZ6

E-mail: Albert@homeagainla.org
Tax ID: 26-2458342

Project Manager Name: Albert Hernandez
Phone No: 818-848-2822

E-mail: Albert@homeagainla.org

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:

1304 West Burbank Blvd
Burbank, California 91506

Phone No: 818-848-2822

E-mail: Albert@HomeAgainLA.org

- 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

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

HOME AGAIN LA utilizes two software's to collect and track data. We initially utilize an intake application then transfer that information into our client software. We have access to both the Homeless Management Information System (HMIS) and Client Track. We will utilize these systems to provide detailed reports on a quarterly basis to the City of Burbank.

- 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.**

These services are for Burbank households. All services are for Burbank households (100%).

- 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.**

10.A Performance Goal 1: Improve Food Security for Low-Income Households
Goal: Increase access to nutritious food for acutely low- and moderate-income households and individuals experiencing homelessness in the Burbank area.

Deliverable: Daily grocery distribution provided to income-eligible households throughout the program year.

Activity: Procure, store, and distribute food items; maintain refrigeration and storage equipment; and provide grocery supplies (e.g., bags) to support consistent daily food distribution.

10.B Performance Goal 2: Promote Housing Stability and Prevent Utility Shutoffs
Goal: Reduce the risk of housing instability among low-income households by providing short-term financial assistance.

Deliverable: Rental and utility assistance awarded to eligible households on a case-by-case basis, as funding allows.

Activity: Screen and verify household eligibility, coordinate with landlords and utility providers (including Burbank Water and Power) and disburse payments to prevent eviction and utility service disruptions.

10.C Performance Goal 3: Support Health, Hygiene, and Dignity
Goal: Improve health outcomes and personal dignity for low-income individuals and families through access to hygiene resources.

Deliverable: Ongoing access to free laundry and shower facilities for program participants throughout the fiscal year.

Activity: Maintain and operate laundry and shower facilities, cover related utility and cleaning costs, and ensure facilities remain safe, sanitary, and accessible.

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.

Funds from general donations, income from special events and additional unrestricted funds will be used to supplement the cost of the program.

We've been fortunate to receive funding from local partners such as Bob's Furniture Charitable Foundation, Community Foundation of the Valley, and Dolby Laboratories - Foundation.

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

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

The program funded by CDBG last fiscal year is the same. However, since Home Again LA has come in to operate BTAC we've extended hours from 15 hours a week to 35 hours a week. We also have extended hours by opening the first Saturday of each month.

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 2024? Yes

Fund/Grant Name	Amount
Community Foundation of the Valleys	\$5000
City of Burbank - General Fund	\$25000
Dolby Laboratories	\$5000
Bank of America	\$5000

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

We continue to work diligently in pursuing funds that will align with our organizations mission. We are actively pursuing funds from various private foundations and government entities including LA County and Department of Public Social Services

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.

Advocacy; Access, Outreach, and Engagement; Shelter and Housing Accessibility; Health and Stabilization; Homeless Prevention

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

Extremely low: under 30%	300
Very Low: 31% to <50%	75
Low: 51% to <80%	75
Total Low Income Served:	450

Total Number of Persons Served: 450

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Pantry Manager	\$12000

Non-Personnel	
Budget Line Item	Cost
Janitorial, Pest Control & Trash	\$22500
Equipment Replacements/Repairs	\$7500
Services Associated with Showers, Laundry, Refrigeration	\$11800
Vehicle Gas & Maintenance	\$1200

Rental/Utility Assistance	\$5000
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Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$12000
Subtotal Non-Personnel	\$48000
Total Personnel and Non-Personnel	\$60000
Total Indirect Costs	\$0
Total	\$60000
Cost Per Individual	\$133.33

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: BURBANK NOON LIONS CHARITIES, INC.

Project/Program Name: MARVA MURPHY

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$5024

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

Burbank Noon Lions is a Non-profit, all volunteer service organization, serving Burbank for over 50 years with NO paid staff. For the INDIGENT EYE CARE program, we provide free, comprehensive eye exams and prescription glasses for low-income/homeless in Burbank in coordination with local eye care professionals. Burbank Temporary Aid Center (BTAC) and Home AgainLA (HALA) are serving as our screening center to determine eligibility for eye care services. During COVID, we coordinated with other non-profits in the community that could verify the eligibility of clients they were referring and will continue this process.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

Working in conjunction with a Burbank optometrist, they provide professional eye exams and related prescription eyeglasses.

Applications for EAR OF THE LION are received/reviewed for completeness by a Lion volunteer and forwarded to the Lions Hearing Foundation in central CA. Ear of the Lion committee members/audiologists review the application, determining financial eligibility (using Federal guidelines) and hearing needs of the applicant. If approved, audiology services are often provided by the Burbank applicant's personal audiologist in conjunction with the Ear of the Lion program.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

Throughout FY 2026-27

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

Propose to provide 30 people with eye exams and Rx glasses, plus 1 recipient of hearing aids...as requested.

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

Official Business Name: BURBANK NOON LIONS CHARITIES, INC.

Chief Executive Officer/Director: PRES. BUD ALLEMAN

Business Address, City, State, Zip Code:

911 E. Cypress Ave.
Burbank, California 91501

Phone Number: 818-955-8018

E-mail:

marvamurphy@earthlink.net

Business License Number: 0000000

Unique Entity ID: MJC2BJ1T9BR3

Tax ID: 95-4176169

Project Manager Name: MARVA MURPHY

Phone No: 818-843-8222

E-mail:

marvamurphy@earthlink.net

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:

804 So. Victory Blvd.
Burbank, California 91502

Phone No: 818-842-4747

E-mail: kesten88@yahoo.com

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; Chronically homeless individuals; Distressed homeowner's/renter's; Victims of Domestic Violence; Formerly incarcerated

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

With each Referral from one of our local non-profit organizations, we get copy of the agency's INTAKE form and the client's signed agreement to share their information with

us. We maintain these records on a computer, password protected and hard copies in a locked filing cabinet for BOTH programs.

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.

Primarily, Burbank residents (75%)....Glendale, No. Hollywood, Sun Valley, Sunland (25%).

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.

10.A GOAL: 30 individuals receiving eye exams and prescription glasses.
Deliverable: 30 pairs of glasses
Activity: Eye exams, selection of frames for prescription glasses.

10.B GOAL: 1 person receiving reconditioned hearing aids, fitted by their own audiologist.
Deliverable: 1 hearing aid
Activity: Ear exam and fitting of hearing aid.

10.C N/A

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.

N/A

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

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

N/A

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 2024? No

Fund/Grant Name	Amount
	\$

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

N/A

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.

Health and Stabilization; Homeless Prevention

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

Extremely low: under 30%	80
Very Low: 31% to <50%	15
Low: 51% to <80%	5
Total Low Income Served:	100

Total Number of Persons Served: 31

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
N/A	\$0

Non-Personnel	
Budget Line Item	Cost
Eye Care Optics	\$4470
Ear of the Lion	\$300
Ear of the Lion Dues	\$75

Indirect Costs	
Budget Line Item	Cost
Street Banner	\$179

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$4845
Total Personnel and Non-Personnel	\$4845
Total Indirect Costs	\$179
Total	\$5024
Cost Per Individual	\$162.06

Comments to Applicant:

Hi Marva, can you please revise sections 10a-c. Please indicate the performance goals with the following:

a) Goal: 30 individuals receiving eye exams and prescription glasses.

Deliverable: 30 pairs of glasses

Activity: Eye exams, selection of frames for prescription glasses.

b) Goal: 1 person receiving reconditioned hearing aids, fitted by their own audiologist.

Deliverable: 1 hearing aid

Activity: Ear exam and fitting of hearing aid.

c) Leave blank

Thank you!

Internal Comments:

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

Project/Program Summary

Organization Name: Family Service Agency of Burbank

Project/Program Name: FSA- Residential Therapeutic Care for Homeless DV Families

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$40000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

To end the threat of homelessness and violence in the lives of vulnerable families and individuals and to ensure their transition to safe, stable, permanent housing, allowing them to live happy, healthy, meaningful lives.

Homelessness continues to be at the forefront of the political and social scene as a public health and safety challenge which requires a community-coordinated/multi-disciplinary response. Los Angeles County has spent billions of dollars over the past several years with little enduring success. Programs offer temporary assistance, with extremely high rates of recidivism. This is often because they provide short-term housing/assistance, but do not provide the holistic, well-coordinate, specialized interventions and supports necessary for long-term success. One especially vulnerable group in Burbank are families who are experiencing domestic violence.

Domestic Violence

As you are certainly already aware, domestic violence is the primary cause of homelessness for women and children in the United States. According to the National Network to End Domestic Violence, between 22 and 57 percent of women and children are homeless due to domestic violence, and 38 percent of victims experience homelessness in their lives due to domestic violence. Victims leaving abusers often experience homeless events multiple times. Each time they are forced to return to a batterer the violence intensifies.

When a victim of domestic violence makes the very brave decision to leave their abusive partner, safe and affordable housing is one of the primary barriers they will face. In a one-day survey conducted in 2018, more than 56,000 adults and children fleeing violence found refuge in shelters. Out of 18,771 unmet requests for domestic

violence services, 68 percent were for housing and shelter. In another nationwide study, more than half of victims needing housing did not receive them. Additionally, victims and their children often have limited resources, limited employment skills, lack of family support, trauma symptoms, fear of ice activities, and a loss of 70% of their income, among other barriers, which makes their ability to find stability without assistance impossible. Though emergency and short-term shelter can be a source of immediate temporary safety lasting 30-45 days, our long-term transitional housing programs offer victims a stable housing option and supportive services from which long-term safety and stability can be built, and healing can take place.

Family Service Agency of Burbank (FSA), founded in 1953, has been providing holistic, multi-disciplinary, therapeutically supported, long-term transitional housing to families and individuals for over 19 years. This began as a very natural, and needed, outgrowth of our long-established domestic violence services. The CARE Cottages at Puerta Nueva (Est. 2006), developed in partnership with the City of Burbank, shelters 5 families with a unmatched 3-year stay. This allows families the time necessary to heal and work on self-sufficiency goals vital to their long-term success. This has proven to be a highly efficacious intervention program in our community for nearly two decades.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

FSA believes that all individuals and families should live a life that is safe, healthy, and meaningful and that is what we strive to accomplish through our residential programs. Our program provides not only housing, but also; holistic, multi-disciplinary, comprehensive and individualized, counseling, advocacy, intervention and preventions services, all of which are vital to positive outcomes.

With the growing need for therapeutic treatment and support services both revealed and exacerbated by the current social upheaval, subsequent instability and fear felt by many, FSA stands uniquely poised to continue to provide vital, relevant, support to families experiencing fear and violence. It is vital that we are able to maintain our quality services for this population, under the guidance of our very experienced staff. Our staff has been managing this program and guiding clients through their grief and trauma toward a life of self-sufficiency and success since its inception and will continue to do so, but funding is a vital component of any quality program and the program cannot be nearly as successful without it.

We hold great appreciation for our continued partnership, and the City of Burbank's visionary leadership, and we hope that this will be yet another service area that we can agree is vital to the continued development of Burbank's transitional housing programs and the families we all serve. With that, we are humbly requesting \$40,000 in funding to address homeless families and families facing homelessness, as a result of domestic violence.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

FSA's CARE Cottages is an on-going, multi-year program, which services will be performed on a continuing basis, with activities as described below.

MAJOR ACTIVITIES: Treatment, Intervention, Advocacy

Prior to and throughout our client's residency, Burbank's Family Service Agency currently relies on 13 major activities/strength indicators as a focus of care/intervention/advocacy widely found to increase the probability of positive outcomes for traumatized families residing in therapeutically supported long-term transitional housing.

Of course, these are "just indicators" and therefore cannot account for all that is human – but we have found them to be a highly reliable general assessment/guidance tool.

Implementation – Treatment Plan (TP)

All Burbank Family Service Agency clients work with a multi-disciplinary therapeutic team to create their Individualized Mental Health Treatment Plan (TP). Currently, all entering FSA's long-term therapeutic residential community will also work with their team to design an Autonomy Plan (AP). This plan serves as an additional focus for specific care/intervention/advocacy and as a measurement of progress towards their desired autonomy – self-sufficiency – towards a trauma/violence-free future – new personal healthy empowerment!

Autonomy Plan (AP)

The AP is utilized as a daily guide and is formally reviewed monthly. Each adult resident and age-appropriate minor meets with their assigned Program Director and/or Lead Advocate to review and reflect on their individual and/or family's current strengths and/or challenges. It is time spent honoring growth while identifying existing or emerging challenges.

All homeless prevention program clients are provided with the following:

- Long-term, up to 3 years, safe, confidential housing
- Financial Planning and Education (long and short-term goals)
- Mental Health Services- Individual, Family, and Group
- Legal Advocacy/ Coordination
- Restraining order preparation
- Financial Planning and Education (long and short-term goals)
- Career and Education Planning
- Transitional life coaching
- Life skills education
- Clinical Case Management
- Peer Support- DV Program
- Social Service Advocacy

as well as individualized interventions, and supports

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

Appropriate supports allow for the greatest possibility of success. Through the CARE Cottages, households are provided with treatment, intervention, and advocacy supports, which will allow them the best opportunity for success in the future.

To date, FSA's program has seen NO RETURN TO A BATTERER after successful completion from our CARE residential program. And all residents have exited these

programs with increased job skills, education, stability, and goals for the future well developed, and FSA's continued support as needed.

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

Official Business Name: Family Service Agency of Burbank

Chief Executive Officer/Director: Laurie Bleick

Business Address, City, State, Zip Code:

2721 W. Burbank Blvd.

Burbank, California 91505

Phone Number: 818-845-7671

E-mail: Lauriebkb@yahoo.com

Business License Number: 1009118

Unique Entity ID: NU9HF3FV19A7

Tax ID: 95-6118623

Project Manager Name: Christine Ramos

Phone No: 818-845-7671

E-mail:

christine.ramos13@yahoo.com

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:

held in confidence

Burbank, California 91506

Phone No: 818-845-7671

E-mail: christine.ramos13@yahoo.com

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; Families with children; Unemployed/underemployed; Youth or young adults; Immigrant individuals/families; Victims of Domestic Violence

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

Yes, information is obtained at the time of application and entrance to the program as part of our comprehensive intake and assessment process. Participants also complete a secondary certification requiring 3 months of pay stubs, 6 months of bank statements to verify income with Burbank Housing Corporation at entrance to the program and annually.

Current participants must provide 1 month of paystubs as proof of income in May to certify current income for CDBG. Applicants also complete the CDBG self-certification form which is held on file.

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.

100% of program participants are Burbank residents.

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.

10.A Goal- 5+ families served by program

Deliverable- 5+families with professional specialized therapeutic service to enhance healing

Activities- All families will receive individual and group counseling, as well as group supportive services and case management

10.B Goal- 5+families working toward successful attainment of goals

Deliverables- Support5+ families working toward successful attainment of goals

Activities- All 5 families will receive financial education (short and long term), goal setting and support, career guidance, assistance with resumes, clothing, etc.

10.C Goal- All who exit this year

Deliverables- Supporting graduating families move to or toward permanent housing

Activities- Aid families to secure permanent housing at the end of their program.

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.

Private grant- \$25,000

Batterers Intervention Program- \$25,000

(These funds assist to cover our other program expenses not included in the City of Burbank Budget)

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

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

The program operates the same as in previous years and with equal success.

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 2024? Yes

Fund/Grant Name	Amount
Private Grant listed above	\$25000

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

FSA continually seeks private and public funding to support the needs of Burbank's only long-term transitional housing community for families fleeing domestic violence. This program has operated successfully for nearly 20 years. This year, FSA received 1 private grant, and has applied/or will be applying for 2 additional grants. Additionally, FSA seeks to collaborate with other organizations, and assess for activities that can build further partnerships as appropriate.

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

Extremely low: under 30%	2
Very Low: 31% to <50%	5
Low: 51% to <80%	0
Total Low Income Served:	7

Total Number of Persons Served: 7

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Director, Trainer, LMFT	\$40000

Non-Personnel	
Budget Line Item	Cost
-	\$0

Indirect Costs	
Budget Line Item	Cost
-	\$0

Totals Summary

Description	Amount \$
Subtotal Personnel	\$40000
Subtotal Non-Personnel	\$0
Total Personnel and Non-Personnel	\$40000
Total Indirect Costs	\$0
Total	\$40000
Cost Per Individual	\$5714.29

Comments to Applicant:

Please re-complete sections 10a-10c. You must provide a deliverable and activity for each goal. I recommend referencing the goals from last year's application.

Here is an example:

Goal: 5+ families served by program

Deliverables: Provide 5+ families with professional specialized therapeutic services to enhance healing.

Activities: All families will receive individual and group counseling, as well as group supportive services, and case management

Internal Comments:

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

Project/Program Summary

Organization Name: Fine Arts Revolution

Project/Program Name: The Soundscapes of Hope Wellness Musicians

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$5000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The proposed program will provide targeted housing stability and supportive services to low- and moderate-income households in the City of Burbank who are experiencing housing insecurity or are at risk of displacement. Building on the successful implementation of this program in the prior funding year, services will focus on prevention, stabilization, and access to essential resources that support long-term housing sustainability.

CDBG funds will support direct client services, case management, and program coordination to ensure participants receive timely assistance, individualized support, and referrals to housing, employment, and supportive service resources. The program prioritizes vulnerable populations, including extremely low-income households, individuals experiencing housing instability, and residents facing economic hardship.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

CDBG funds will be used to support the following core activities:

* Client intake, eligibility screening, and assessment for low- to moderate-income households

* Individualized case management focused on housing stabilization and resource navigation

* Housing-related assistance and referrals, including landlord coordination and housing retention support

* Connection to supportive services such as employment resources, financial education, and community-based services

* Ongoing follow-up to ensure participant progress and program outcomes

All activities will be delivered by trained staff and aligned with HUD CDBG requirements and fair housing standards.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

The program will operate continuously throughout the CDBG program year, from [START DATE] to [END DATE].

* Months 1-3: Outreach, intake, eligibility screening, and initiation of services

* Months 4-9: Ongoing case management, housing stabilization activities, and service delivery

* Months 10-12: Continued service delivery, outcome tracking, program evaluation, and reporting

Program activities will occur year-round to ensure consistent access to services for eligible Burbank residents.

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

The program will result in measurable community benefits for low- and moderate-income households by:

* Increasing housing stability and reducing the risk of displacement

* Improving access to supportive services that enhance economic and housing security

* Supporting households in maintaining safe, stable housing

* Reducing demand on emergency services by addressing housing instability proactively

Outcomes will be tracked through client case files, service records, and performance metrics aligned with HUD CDBG standards.

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

Official Business Name: Fine Arts Revolution, Inc.

Chief Executive Officer/Director: Jenni Alpert

Business Address, City, State, Zip Code:

18306 Jovan St.

Tarzana, California 91335

Phone Number: 310-993-1134

E-mail: jdrake@dogwealth.com

Business License Number: 5803368

Unique Entity ID: NUTNUEYCAFQ5

Tax ID: 93-2440577

Project Manager Name: Jenni Alpert

Phone No: 310-993-1134

E-mail:

fineartsrevolutioninc@gmail.com

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:

Home Again Los Angeles
Burbank, California 91510

Phone No: 818-848-2822

E-mail: albert@homeagainla.org

- 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; Victims of Domestic Violence; Formerly incarcerated

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

The organization utilizes a structured intake and case management system that includes standardized intake applications, eligibility documentation, and ongoing service tracking. Data is collected through in-person and electronic intake forms, securely maintained client files, and internal tracking systems.

All data collection complies with HUD CDBG reporting requirements and confidentiality standards, ensuring accurate performance monitoring and reporting.

- 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.**

The primary service area is the City of Burbank. Services may also be available to eligible individuals residing outside of Burbank when necessary to support program outcomes; however, the program is designed to prioritize Burbank residents.

Estimated service distribution:

Burbank residents: 85%

Non-Burbank residents: 15%

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.

10.A Goal: Increase housing stability for low-income households

Deliverable: Serve 100+ low- to moderate-income households

Activity: Provide intake, assessment, and case management services

10.B Goal: Prevent housing displacement among vulnerable residents

Deliverable: 100+ households maintain stable housing during the program year

Activity: Housing stabilization support, referrals, and follow-up

10.C Goal: Improve access to supportive services

Deliverable: 100+ households connected to supportive or housing-related resources

Activity: Resource navigation, referrals, and coordinated service delivery

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.

In addition to CDBG funding, the organization will leverage \$5,000 in private and/or public funds to support program operations. These funds will be used to supplement staffing, administrative support, and direct service delivery for the proposed program.

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

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

The organization received CDBG funding in the prior year for a similar program. While the core service model remains consistent, refinements have been made to improve service delivery efficiency, strengthen outcome tracking, and respond to emerging community needs identified through last year's implementation.

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 2024? No

Fund/Grant Name	Amount
	\$

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

The organization will consider or pursue additional public and private funding sources, including foundation grants, government funding opportunities, and institutional support, to sustain and enhance program delivery.

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.

Advocacy; Access, Outreach, and Engagement; Health and Stabilization; Homeless Prevention

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

Extremely low: under 30%	175
Very Low: 31% to <50%	75
Low: 51% to <80%	0
Total Low Income Served:	250

Total Number of Persons Served: 250

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Staff, Performers, Artists	\$3500

Non-Personnel	
Budget Line Item	Cost
Materials, Food	\$1500

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$3500
Subtotal Non-Personnel	\$1500
Total Personnel and Non-Personnel	\$5000
Total Indirect Costs	\$0

Total	\$5000
Cost Per Individual	\$20

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Home Again Los Angeles

Project/Program Name: Outreach Program

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$50000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The Home Again LA Outreach Program has been in operation since 2020 and serves as a critical entry point for families experiencing homelessness in our community. Through this program, dedicated Home Again LA outreach staff respond to referrals from community partners who encounter families in need of immediate support.

Once a referral is received, our outreach staff is deployed quickly to connect with the family and assess their immediate needs. Staff come equipped with resources, including access to emergency shelter, to ensure the family is brought out of crisis and into a safe environment as quickly as possible.

The primary goal of the Outreach Program is to stabilize families by securing emergency shelter and then seamlessly connecting them to Home Again LA's continuum of services. This includes case management, housing navigation, rental assistance, and supportive services designed to move families into permanent housing and support long-term stability.

By combining rapid response, coordinated partnerships, and access to comprehensive housing programs, the Home Again LA Outreach Program ensures that families experiencing homelessness are met with compassion, urgency, and a clear pathway toward permanent housing and self-sufficiency.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

The Outreach Program carries out a coordinated set of activities designed to respond quickly and effectively when families experience homelessness. Key activities include:

Referral Response and Engagement: Receiving and responding to referrals from community partners, schools, and other service agencies that encounter families experiencing homelessness.

Rapid Outreach and Needs Assessment: Deploying dedicated outreach staff to meet families in the community, assess their immediate safety and housing needs, and identify barriers to stability.

Crisis Intervention and Emergency Shelter Placement: Connecting families to emergency shelter or other short-term housing solutions to remove them from crisis and ensure safety.

Resource Coordination and Navigation: Providing families with information and access to available resources, including food, basic necessities, transportation assistance, and public benefits.

Documentation and Follow-Up: Maintaining case records, coordinating with partner agencies, and conducting follow-up to ensure continuity of care and progress toward permanent housing.

The funds respectfully requested will help offset the costs associated with maintaining dedicated outreach staff who are trained and prepared to respond rapidly, conduct assessments, and identify appropriate solutions for families experiencing homelessness. This investment ensures that families are not left waiting during a crisis and that immediate outreach leads to long-term housing stability.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

Funds awarded will support the ongoing implementation of the HALA Outreach Program throughout the grant period. Activities will be carried out on a continuous, year-round basis to ensure timely and effective responses to families experiencing homelessness.

Ongoing (Throughout the Grant Period):

Dedicated outreach staff will be on duty to receive and respond to referrals from community partners as they are received. Staff will conduct rapid outreach, engage families, assess immediate needs, and identify appropriate intervention strategies.

Immediate to Short-Term Response (Within 24–72 Hours of Referral):

Outreach staff will deploy to connect with referred families, complete needs assessments, and coordinate emergency shelter or other crisis housing solutions to ensure safety and stabilization.

Short-Term Stabilization (First 30–60 Days):

Families will be connected to emergency shelter, including the HALA motel program, and provided with initial case coordination, benefits navigation, and referrals to supportive services. Outreach staff will work closely with Home Again LA program teams to transition families into longer-term housing services.

Ongoing Case Transition and Coordination:

As families stabilize, outreach staff will facilitate warm handoffs into Home Again LA's housing programs, including housing navigation, rental assistance, and case management, to support placement into permanent housing.

Monitoring, Documentation, and Reporting (Throughout the Grant Period):
Program activities will be documented, outcomes tracked, and coordination maintained with community partners to ensure accountability and continuity of care.

The requested funds will directly support staffing capacity required to maintain this schedule of performance, allowing HALA to respond quickly, reduce time spent unsheltered, and ensure families experiencing homelessness have immediate access to solutions and a clear pathway toward housing stability.

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

The proposed outcomes of the Home Again LA Outreach Program will provide a direct and measurable community benefit to low- to moderate-income households by addressing homelessness at the point of crisis and connecting families to stable housing and supportive services.

Using CDBG funds, Home Again LA will ensure that families experiencing homelessness—who by definition qualify as low- to moderate-income households—receive a rapid, coordinated response when referred by community partners. The program’s first outcome is the timely engagement and assessment of families, resulting in placement into emergency shelter or other immediate housing solutions. This outcome reduces the length of time families remain unsheltered, improves safety, and mitigates the broader community impacts of family homelessness.

A second outcome is the successful transition of families from crisis response into longer-term housing stability. Through coordinated referrals and warm handoffs to Home Again LA’s housing programs, families will access case management, housing navigation, and rental assistance that support placement into permanent housing. This outcome helps households stabilize their housing, improve financial security, and reduce the likelihood of future homelessness.

Collectively, these outcomes strengthen the community by reducing family homelessness, increasing housing stability among low- to moderate-income households, and ensuring that CDBG funds are used to deliver timely, effective services that address urgent housing needs while promoting long-term self-sufficiency.

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

Official Business Name: Home Again Los Angeles
Chief Executive Officer/Director: Albert Hernandez

Business Address, City, State, Zip Code:
1304 West Burbank Blvd
Burbank, California 91506

Phone Number: 818-848-2822

E-mail: Albert@HomeAgainLA.org

Business License Number: 1003793

Unique Entity ID: Z4G6KSKHLBZ6

Tax ID: 26-2458342

Project Manager Name: Albert Hernandez

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

- 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; Families with children; Unemployed/underemployed; Chronically homeless individuals

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

Home Again Los Angeles has access to two databases to maintain client information. We utilize the Homeless Management Information System (HMIS) and we also have Client Track. We are more than equipped to track relevant data that we will utilize to track impact and reach.

- 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.**

Our Outreach program is 100% dedicated to our Burbank community and will not be combined with our other efforts in neighboring communities.

- 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.**

10.A Performance Goal: Rapid engagement and crisis response.

Goal: Ensure timely outreach and engagement for families experiencing homelessness to reduce time spent in crisis.

Deliverable: Families referred to the Outreach Program are contacted and assessed within 24–72 hours of referral.

Activity: Dedicated outreach staff receive referrals from community partners, deploy to engage families in the community, conduct initial needs assessments, and determine immediate safety and housing needs.

10.B Performance Goal 2: Emergency Shelter and Stabilization

Goal: Provide immediate stabilization for families experiencing homelessness through access to safe, temporary housing.

Deliverable: Families engaged through outreach are placed into emergency shelter or an appropriate short-term housing solution when eligible and available.

Activity: Outreach staff coordinate emergency shelter placements, provide crisis intervention, and connect families to basic resources and supports needed to stabilize during the initial phase of engagement.

10.C Performance Goal 3: Connection to Long-Term Housing Solutions

Goal: Transition families from crisis response into a pathway toward permanent housing and long-term stability.

Deliverable: Families served through the Outreach Program are successfully connected to Home Again LA's housing programs, including case management, housing navigation, and rental assistance.

Activity: Outreach staff complete warm handoffs to internal programs, coordinate with case managers, support documentation and eligibility processes, and maintain follow-up to ensure continuity of care.

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.

HALA leverages funds to make certain this program is operating at full capacity and providing a holistic approach of the resources needed to make certain families are achieving their goals.

We utilize \$250,000 to provide families with motel nights (temporary shelter).

We utilize \$375,000 to provide in the form of security deposits and rental assistance for up to six months per family.

We utilize \$150,000 to provide basic needs for the program including transportation costs/gasoline, insurance, essential items for family members and staffing.

These are all funds we leverage through other private and government grants that we keep for our Burbank residents.

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

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

Home Again LA received funding for this program in fiscal year 2025-2026. The program we operate has the same concept however, we have more funding this year to assist more families in need.

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 2024? Yes

Fund/Grant Name	Amount
LAHSA	\$253000
Rose Hills Foundation	\$50000

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

Dignity Health Foundation - \$30,000
 Providence Health & Systems - \$200,000

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.

Advocacy; Access, Outreach, and Engagement; Shelter and Housing Accessibility; Homeless Prevention

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

Extremely low: under 30%	70
Very Low: 31% to <50%	15
Low: 51% to <80%	15
Total Low Income Served:	100

Total Number of Persons Served: 50

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Outreach Coordinator	\$45800

Non-Personnel	
Budget Line Item	Cost
Supplies	\$3000
Telecommunications	\$1200

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$45800
Subtotal Non-Personnel	\$4200
Total Personnel and Non-Personnel	\$50000
Total Indirect Costs	\$0
Total	\$50000

Cost Per Individual

\$1000

Comments to Applicant:

Hi Albert,

Can you please adjust the line items to the total Amount Requested from CDBG only at the top of the application. For instance, your total amount requested states \$50k however, your total costs with personnel and non-personnel costs are totaling \$70,060.

Can you please make sure these amounts match up. Once you re-submit with these changes, the application is complete.

Thank you, Mel

Internal Comments:

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

Project/Program Summary

Organization Name: Kids' Community Clinic of Burbank

Project/Program Name: Dental Treatments and Education for Low Income Children

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

Public Service

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$20000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

Program Description:

KCDC proposes to take a team of volunteer dental professionals, dental students, and staff to BUSD low income area/Title I schools (e.g., Washington Elementary, Providencia Elementary, etc.- as many schools as funding will allow) to offer free cavity prevention education, dental screenings, anti-cavity treatments, and free toothbrush goodie bags for low income, homeless, special needs children to take home and use to improve oral hygiene. Oral health has significant impact on overall health and development. Every cavity that needs to be filled eventually progresses to the need to replace the filling with a possible root canal, then a crown and potentially or eventually, an implant. Damaged or missing teeth become a source of mental health distress for many young people embarrassed to smile and that affects self confidence and social development. Our program aims to prevent tooth decay to disrupt that negative cycle of poor health and development. Tooth decay is the number one chronic illness affecting school age children, but it is also completely preventable.

The scope of work includes:

- 1) Providing schools dental screenings, fluoride treatment, oral health education, brushing and flossing instruction, and toothbrush goodie bags for every participating student;

- 2) Developing, offering, and providing dental programs and services for special needs patients;
- 3) Providing toothbrushes and oral health education tips to organizations giving food baskets;
- 4) Providing virtual oral health education on line to schools and follow up with toothbrush goody bags for students;
- 5) Providing virtual or in person oral health education for parents with toothbrushes and referrals to community clinics that accept adults;
- 6) Providing a free community sealant program for any family interested in protecting teeth.

KCDC's mission is to contribute to the "total health" of every child by offering high quality dentistry to any family in need. KCDC provides free or low cost comprehensive and preventative oral treatments and education to low income children to improve and invest in their oral health and long term healthy development. We are committed to community outreach, engagement, and long-term relational patient care as a dental home who advocates restored health for everyone.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

KCDC's Dental Treatments for Low Income Children Program overall goals, objectives and activities are:

1. Encountering low income children who need access to dental care (full mouth decay)
2. Outreaching at schools, events, and programs where low income children congregate to offer a dental home for low income, uninsured families
3. Improving the oral health literacy of children through video presentation and hands on learning
4. Engaging volunteer dentists and dental hygienists to travel with us to provide screenings
5. Mentoring pre-dental students to travel with us to gain experience in communities in need
6. Engage school nurses to help contact parents of children with urgent issues, or with decay
7. Providing comprehensive, quality dentistry
8. Helping new patients start and finish treatment plus maintain regular dental visits to prevent instead of only going for emergencies

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

Program Timing and Activities

1. July – November - Within 4 months of funding:

- a. Secure collaborative partners (BUSD schools/ Burbank-based agencies); Funding amount determines how many locations KCDC can visit.
- i. Meet with school principal and/or school nurse.
- ii. Ensure school administrators review consent forms, program outline, and commitments.
- iii. Note that Burbank elementary schools have 300-500 students and KCDC hopes to provide these cavity prevention services to as many children as possible during our visit.
- b. Schedule dental program visits;
- c. Secure volunteer dentists, dental hygienists, dental students, dental hygiene students, PTA, others for traffic control to keep program moving;
- d. Order supplies (PPE disposables, mouth mirrors, fluoride treatment packets, stations set up, equipment, purchase and assemble toothbrush goodie bags;

2. September 2026– May 2027 (within the school year)

- a. Within 8 months: Travel to site(s) to provide the free dental program to engage students and educate on prevention;

3. Immediately after school visit: Parents and school nurses receive screening results so follow up dental visits can be scheduled by parents. Nurse calls parents of any child with “urgent” infection or condition and any with current, open decay (as this is transmissible) with results. For rampant decay, if child has no dentist, parent is offered free or low-cost services at KCDC and encourage them to bring child to KCDC for treatment;

4. 1-6 months following school visit: The child becomes a patient; treatment is scheduled to fill all cavities; and complete treatment.

5. Ongoing: Recall every 4-6 months to prevent further decay until age 18. This is creating a dental “home” for families who want a relationship with the dentist throughout the childhood of the patient.

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

Outcome #1:

Of the 572 children served by the program, approximately 2% (or 11 children) of urgent cases will be sent to KCDC for care and fully resolved by KCDC’s servicing emergency issues asap.

KCDC will offer free emergency visits to all of these cases through contact by the school principal from

September 2026-June 2027.

Outcome #2: Of the 572 children screened 2-5% (or 11-28 children) who were determined to have decay

will have additional follow up. Parents of these children with decay will be contacted and will become

patients of the clinic during the September 2026-June 2027 time frame of when services are provided at the schools.

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

Official Business Name: Kids Community Clinic of Burbank

Chief Executive Officer/Director: Dale Gorman

Business Address, City, State, Zip Code:

400 W. Elmwood Ave.
Burbank, California 91506

Phone Number: 818-841-8010

E-mail: dale.gorman@att.net

Business License Number: 9600013

Unique Entity ID: KM7SDXFLZ2J5

Tax ID: 95-4791296

Project Manager Name: Ana Gomez, Clinic Manager

Phone No: 818-325-6663

E-mail: rda@kidsclinic.org

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:

Washington Elementary School, 2322 N Lincoln St, Burbank
Burbank, California 91504

Phone No: 818-729-5750

E-mail: lauravinyard@burbankusd.org

- 7. Project/Program Beneficiaries: Identify the target population you intend to serve using CDBG funds. You may mark more than one.**

Families with children; Youth or young adults; Disabled persons; Immigrant individuals/families; Victims of Domestic Violence; Other

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

KCDC has a web-based practice management system called "Open Dental" that retains all patient information, scheduling, xrays, treatment planned, executed, and pending.

For work accomplished outside our clinic, we collect basic results of the screening for our database and leave the student information results with the school nurse for follow up contact.

- 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.**

100% of schools served are located in Burbank and students attending those schools, which are primarily Burbank residents.

Since our services will be provided at Burbank Schools, we do not ask for individual student information including where they reside.

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.

10.A Of the 572 children served by the program, approximately 2% of urgent cases will be helped by KCDC for care and fully resolved by KCDC's providing emergency care asap and for free.

KCDC will offer free emergency visits to all of these cases through contact by the school principal from September 2026-June 2027.

10.B Of the 572 children screened 2-5% (or 11-28 children) who were determined to have decay will have additional follow up. Parents of any screened child with decay will be contacted by the school and will be offered access to become a patient of the clinic during the September 2026-June 2027 time frame as services are provided at the schools.

10.C KCDC will engage 30-50 volunteers to provide this program within a timely manner to enable all children to be screened. These qualified dental hygiene students will be oriented by the Clinic Manager in a 60 minute presentation at their school. They will travel from all over the Los Angeles area (mostly from Culver City, South Bay, and West LA) to Burbank to provide the program.

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.

We have \$90,000 designated for this social services program. To provide timely and efficient dental education, screening, and treatments, we work with volunteer and Staff Dentists, volunteer and staff hygienists, dental hygiene students, and post bachelor pre dental students for efficient program execution.

12. Did your organization receive funding for the previous program year for the same program? No

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

N/A

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 2024? Yes

Fund/Grant Name	Amount
Delta Dental Community Care Foundation	\$75000
Mother Joseph Fund	\$15000

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

KCDC will pursue the following grants to fund the entire program for Dental Treatments & Education for Low Income Children:

American Academy of Pediatric Dentists Foundation
 City of Glendale CDBG Social Services grant for Glendale Schools
 Dental Trade Alliance Foundation

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; Access, Outreach, and Engagement; Health and Stabilization

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

Extremely low: under 30%	1080
Very Low: 31% to <50%	1349
Low: 51% to <80%	1000
Total Low Income Served:	3429

Total Number of Persons Served: 572

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Dental professionals	\$5400

Non-Personnel	
Budget Line Item	Cost
Dental materials, supplies, toothbrushes	\$8000
Printed materials	\$600

Indirect Costs	
Budget Line Item	Cost
School visits Insurances	\$3800
Miscellaneous operating costs (communications, mileage, etc.)	\$2200

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$5400

Subtotal Non-Personnel	\$8600
Total Personnel and Non-Personnel	\$14000
Total Indirect Costs	\$6000
Total	\$20000
Cost Per Individual	\$34.97

Comments to Applicant:

Internal Comments:

Program Year 2026-2027

CAPITAL PROJECT APPLICATIONS

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

Project/Program Summary

Organization Name: City of Burbank, Community Development Dept

Project/Program Name: First Time Homebuyers Program

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

Capital Project

Applicant Type: City department

Total Amount Requested from CDBG only: \$479088

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The City of Burbank proposes to operate a First-Time Homebuyer Assistance Program using CDBG funding to promote homeownership opportunities for low- and moderate-income households within the city. The program anticipates providing 16-18 households with financial assistance in the form of closing cost support and down payment grants to qualified first-time homebuyers, as defined by HUD guidelines. The City is requesting the remaining balance of capital projects once other capital programs/projects have been determined.

The City has been awarded CalHome funding from the State of California. These funds are slated to assist 6 households. CDBG funds will provide supplement funding for these households. In addition, CDBG FTHB funds will also be used for other households not assisted with CalHome funds. These funds can be used to assist households purchasing designated low-income housing, or market rate housing. As part of the 2025–2029 Consolidated Plan, which reflects the City’s highest priority needs, this program aligns with the goal of increasing affordable housing opportunities through direct financial assistance to help income-eligible households purchase their first home. Program guidelines will be based on household income and asset limits consistent with HUD requirements, verification of first-time homebuyer status, an approved first mortgage loan with reasonable terms and interest rates, compliance with all program criteria, and the purchase of an eligible property located within the City of Burbank.

The City anticipates approximately 13 affordable ownership units becoming available in the market within the next 18 months. These units present a unique opportunity for income-qualified households to achieve homeownership significantly expanding access to affordable housing in Burbank. By aligning the First-Time Homebuyer Assistance Program with this anticipated inventory, the City can proactively support eligible buyers in securing these homes, ensuring that low- and moderate-income families benefit from upcoming ownership opportunities and strengthening neighborhood stability. The program will also be available for market rate units. Selection of households will be decided in a fair and impartial manner. Selected households will likely be decided by lottery.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

Using CDBG funds, the City of Burbank will implement the following activities under the First-Time Homebuyer Assistance Program:

Financial Assistance for Homebuyers

Provide closing-cost assistance to reduce upfront expenses for eligible first-time homebuyers.

Offer down payment grants to help bridge the affordability gap for low- and moderate-income households.

Eligibility Screening and Compliance

Conduct income and asset verification based on HUD guidelines.

Confirm first-time homebuyer status and ensure compliance with program criteria.

Program Administration

Manage application intake, review, and approval processes.

Coordinate with local lenders and real estate professionals to ensure smooth transactions.

Monitor compliance and maintain records for HUD reporting requirements.

Community Outreach

Develop and distribute program information to residents through city channels, community events, and partnerships with housing organizations

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

At this time, the City has established preliminary guidelines for the program as outlined in this application. Staff will research HUD CDBG requirements and best practices from similar programs in other municipalities to determine final guidelines. The City plans to begin marketing and outreach for the program by May 2026 and will start accepting applications from eligible first-time homebuyers on July 1, 2026.

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

According to the National Association of Realtors, The average median age for first-time home buyers is 40 years old whereas in the 1980s buyers were in their 20s. Prices remain out of reach for first time buyers and they face challenges with costs associated with the mortgage such as down payment, taxes, insurance, and closing fees. In addition, fewer first-time homebuyers are entering the market. For example, only 24 % of homes between 2023-2024 were purchased by first time buyers- the lowest since 1981.

Preserve and Increase Affordable Housing Opportunities

Assist income-qualified households in overcoming financial barriers to purchasing a home through closing cost and down payment assistance.

- Expected outcome: 16-18 households will achieve homeownership during the program year.

Promoting Housing Stability and Economic Security

- Homeownership fosters long-term stability, reduces housing cost burdens, and builds generational wealth for low- and moderate-income families.
- Expected outcome: Participants will experience improved housing security and reduced risk of displacement.

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

Official Business Name: City of Burbank, Community Development Dept
Chief Executive Officer/Director: Kasey Lee

Business Address, City, State, Zip Code:

150 N Third St
Burbank, California 91502

Phone Number: 818-238-5212

E-mail: klee@burbankca.gov

Business License Number: 0000000

Unique Entity ID: R2ABP7NMRUG7

Tax ID: 26-2458342

Project Manager Name: Melania Kuredjian

Phone No: 818-238-5164

E-mail: mkuredjian@burbankca.gov

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

7. Project/Program Beneficiaries: Identify the target population you intend to serve using CDBG funds. You may mark more than one.

Veterans; Seniors (55 years of age and older); Families with children; Youth or young adults; Disabled persons; Distressed homeowner's/renter's; Victims of Domestic Violence

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

The City of Burbank will implement a structured system for collecting and managing program data to ensure compliance with HUD and CDBG requirements:

Intake Applications

Applicants will complete a formal intake application that captures household income, assets, first-time homebuyer status, and property eligibility.

Applications will be available in paper format for in-person submission and digital format for online access.

Web-Based Application Portal

A secure, web-based platform will allow applicants to submit required documentation electronically.

The system will include upload functionality for income verification, mortgage approval letters, and other supporting documents.

Data Management and Tracking

Staff will maintain compliance records for HUD reporting, including demographic data and income verification.

Privacy and Security

The system will comply with data security standards to protect sensitive personal and financial information.

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.

All individuals who qualify for the First-Time Homebuyer Assistance Program will be residents of the City of Burbank purchasing homes within city limits. The program is designed exclusively for Burbank residents, and no other communities or residents living outside of Burbank will be eligible to receive services under this program.

Overall percentage of resident vs. non-resident:

- Burbank Residents: 100%
- Non-Residents: 0%

If there are not enough Burbank resident applicants, then the program may open to applicants who currently work in Burbank. Additionally, other preference criteria may be determined.

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.

10.A Goal: Increase homeownership opportunities for low- to moderate-income households in Burbank.

Deliverable: Provide financial assistance to at least 16-18 qualified households with \$25,000 during the program year.

Activity: Accept and process applications, verify eligibility, and disburse closing cost and down payment assistance to approved applicants.

10.B Goal: Ensure that all program participants occupy the purchased property as their primary residence and will continue to provide proof of residency for the designated term. Program guidelines may include payback requirements.

Deliverable: 100% of grant recipients provide proof of residency.

Activity: Require submission of documentation (e.g., utility bills, driver’s license update, or occupancy affidavit) and maintain compliance records in the program database.

10.C Goal: Promote program awareness and accessibility to eligible residents.

Deliverable: Conduct at least 2 community outreach campaigns (e.g., workshops, social media, city newsletters) before and during the application period.

Activity: Develop marketing materials, host informational sessions, and collaborate with local organizations to reach low- and moderate-income households.

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.

In addition to the CDBG funding requested, the City of Burbank plans to pursue additional public funds through the CalHome Grant Program, administered by the Burbank-Glendale-Pasadena Regional Housing Trust. CalHome funds will be leveraged to expand the financial assistance available to first-time homebuyers allowing the City to assist a greater number of low- and moderate-income households in achieving homeownership.

12. Did your organization receive funding for the previous program year for the same program? No

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

N/A

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 2024? Yes

Fund/Grant Name	Amount
Calhomes-Grant	\$1200000

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

Calhomes - the City of Burbank plans to pursue additional public funds through the CalHome Grant Program, administered by the Burbank-Glendale-Pasadena Regional Housing Trust.

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.

Shelter and Housing Accessibility

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

Extremely low: under 30%	0
Very Low: 31% to <50%	0
Low: 51% to <80%	18
Total Low Income Served:	18

Total Number of Persons Served: 18

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
Admin/Consulting	\$79088

Non-Personnel	
Budget Line Item	Cost
Down Payment and Closing Cost Fees	\$400000

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$79088
Subtotal Non-Personnel	\$400000
Total Personnel and Non-Personnel	\$479088
Total Indirect Costs	\$0
Total	\$479088
Cost Per Individual	\$26616

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Family Service Agency of Burbank

Project/Program Name: FSA Security Rehab

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

Capital Project

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$15000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

The primary objective of this project is to replace the outdated and no-longer-economically-repairable security system at Family Service Agency of Burbank (FSA) with a modern, reliable safety infrastructure that ensures the protection of clients, staff, and facility assets — particularly those seeking mental health services, opioid recovery support, domestic violence interventions (including emergency housing and FSA's -and Burbank's only- long-term transitional housing for families fleeing domestic violence), who are often homeless or at risk of homelessness. For each of those, a secure, trauma-informed environment is essential to stability, recovery, and long-term success. Without a dependable security system, there is an increased risk of unauthorized access, disruption of services, and compromised confidentiality — factors that can deter vulnerable individuals from seeking help. Replacing the system will strengthen safety for those we serve and directly support our mission to help individuals and families secure and maintain stable housing, mental health services, and all of the support services FSA offers to the community.

For more than 70 years, FSA has provided services to vulnerable individuals and families in our community. For the last 20 years, in our building on Burbank Blvd. At this time, our space is not dependably secure. Our system is old, breaking down and beyond repair. We all understand the need to have a secure and safe space, and even more so when dealing with vulnerable populations. We were also told that our system will soon cease to function due to its age and antiquated components, thus necessitating this update as soon as possible. Our building is leased to us by the City of Burbank, who owns the property, while we maintain the property. The security system is our financial responsibility to update per contract and outside of what we can currently afford. We obtained multiple estimates and came to a consensus for the cost to be approximately \$15,000.

If approved, we can move to choosing a system and provider, then move to set up an installations schedule. We are told it will take 2 months to complete.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

FSA believes that all individuals and families should live a life that is safe, healthy, and meaningful and that is what we strive to accomplish through our therapeutic, violence intervention, substance recovery, educational, and advocacy services. A new security system will allow us to do so in a safe and secure environment which is essential to client success.

Specific activities would include assessing proposed systems to determine which is most suitable and cost effective, signing contract with company, and having system installed, as well as any training needed for staff to fully utilize the new system.

We hold great appreciation for our continued partnership, and the City of Burbank's visionary leadership, and we hope that this will be a capital request that you will agree is vital to the community. With that, we are humbly requesting \$15,000

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

The installation will take approximately two months and will last several decades, as did the last.

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

A modern, reliable safety infrastructure that ensures the protection of clients, staff, and facility assets — particularly those who seeking mental health services, domestic violence interventions, opioid recovery support, or at risk of homelessness. For each of those, a secure, trauma-informed environment is essential to stability, recovery, and long-term success for decades to come.

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

Official Business Name: Family Service Agency of Burbank

Chief Executive Officer/Director: Laurie Bleick

Business Address, City, State, Zip Code:

2721 W. Burbank Blvd.

Burbank, California 91505

Phone Number: 818-845-7671

E-mail: fsaburbank@gmail.com

Business License Number: 1009118

Unique Entity ID: NU9HF3FV19A7

Tax ID: 95-6118623

Project Manager Name: Christine Ramos

Phone No: 818-845-7671

E-mail:

christine.ramos13@yahoo.com

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

- 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; Victims of Domestic Violence; Formerly incarcerated

- 8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes**

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

We have a system in place for our CDGB clients that can be utilized to collect data for this grant, if necessary. This would be part of our intake process, for which we already collect financial data, and would then include the assessment of a CDBG income level for reporting purposes.

- 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.**

The vast majority of clients live in Burbank, approximately 95%.

- 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.**

10.A Goal-1

Deliverable- Assess security systems and companies reliability

Activity- which companies quote is most cost effective and system most appropriate for installation

10.B Goal-1

Deliverable- Facilitate installation

Activity- Determine dates for installation- provide access to site

10.C Goal- 3000 community members to have safe, secure access and use of FSA

Deliverable- New system installed and operational

Activity Complete installation of new security system

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.

N/A

12. Did your organization receive funding for the previous program year for the same program? No

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

FSA received funding last year to support our Domestic Violence Transitional Shelter program.

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 2024? No

Fund/Grant Name	Amount
	\$

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

This is a one time project and would not require on-going funding.

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

Extremely low: under 30%	40
Very Low: 31% to <50%	25
Low: 51% to <80%	20
Total Low Income Served:	85

Total Number of Persons Served: 3000

Only Include CDBG Budget

Personnel

Budget Line Item	Cost
none	\$0

Non-Personnel	
Budget Line Item	Cost
Security System Upgrade	\$15000

Indirect Costs	
Budget Line Item	Cost
none	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$15000
Total Personnel and Non-Personnel	\$15000
Total Indirect Costs	\$0
Total	\$15000
Cost Per Individual	\$5

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Home Again Los Angeles

Project/Program Name: Burbank HALA Homeless Access Center

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

Capital Project

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$153360

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

Home Again LA is seeking \$153,360 from the CDBG Capital funding from the City of Burbank to help with the rehabilitation costs for the Buena Vista Remodel Project, which will convert a former City of Burbank fire station into the Burbank HALA Homeless Access Center. This innovative project will transform an underutilized public facility into a welcoming, trauma-informed hub of support for homeless and low-income families in the Burbank community.

The Access Center will serve as a centralized point of entry for low-income households in Burbank, helping prevent homelessness whenever possible and rapidly re-house families who are already experiencing housing instability. By investing in the rehabilitation of this facility, the City of Burbank will help create a sustainable, community-based solution that strengthens families, reduces homelessness, and maximizes the use of existing public assets for public good.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

Once completed, estimated Spring 2027, the Burbank HALA Homeless Access Center will provide short-term housing for four homeless families at one time, along with comprehensive access to critical resources that promote housing stability and long-term self-sufficiency. Families and individuals will receive coordinated support services including housing navigation, employment assistance, financial counseling, and connections to public benefits and community resources.

With the funding we are respectfully requesting we will be able to cover the complete

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

The Buena Vista Remodel Project, which will establish the Burbank HALA Homeless Access Center, is scheduled to begin in Spring 2026, with project completion anticipated by Spring 2027. The overall renovation timeline is projected to span approximately 12 to 14 months, allowing for phased construction, inspections, and final occupancy readiness.

CDBG funds requested from the City of Burbank will be utilized throughout the renovation period to help offset eligible rehabilitation expenses associated with converting the former fire station into a functional, code-compliant, and family-friendly access center. These funds will support renovation activities including, but not limited to, interior and exterior improvements, accessibility upgrades, safety enhancements, and systems improvements necessary for short-term housing and service delivery.

Renovation activities will be implemented in phases, beginning with site preparation and structural improvements, followed by mechanical, electrical, and plumbing upgrades, interior build-out, and final finishes. The use of CDBG funds will be aligned with project milestones and disbursed as expenses are incurred over the course of construction.

Upon completion in Spring 2027, the Burbank HALA Homeless Access Center will be fully operational and prepared to serve homeless and low-income families in the Burbank community, providing short-term housing and access to critical housing stabilization services.

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

The Burbank HALA Homeless Access Center will generate meaningful and measurable community benefits for low- and moderate-income households by expanding access to housing stability, essential resources, and supportive services within the City of Burbank. By repurposing a former fire station into a centralized access center, this project directly advances the CDBG national objective of benefiting low-income households while strengthening the city's homelessness response system.

Upon opening, the Access Center will provide short-term housing for homeless families, creating a safe and stable environment that allows families to focus on securing permanent housing and employment. Families served will receive individualized case management and housing navigation services designed to rapidly connect them to long-term housing solutions, reducing the length of time families experience homelessness.

In addition to short-term housing, the Access Center will function as a community resource hub for low-income households in Burbank. Individuals and families will have access to critical services including housing assistance, employment support, financial education, benefits enrollment, and referrals to partner agencies. By offering these services in one centralized location, the Access Center will reduce barriers to access, improve service coordination, and increase successful outcomes for households at risk of homelessness.

The project will also contribute to homelessness prevention, helping stabilize low-income households before they enter the homeless system. Early intervention and access to

financial and housing resources will support families in maintaining housing stability, which in turn reduces demand on emergency services and other public systems.

Overall, the Burbank HALA Homeless Access Center will strengthen the community by promoting family stability, reducing homelessness, and improving quality of life for low-income residents. The long-term impact of this project will be a healthier, more resilient Burbank community where vulnerable families are supported, stabilized, and empowered to achieve self-sufficiency.

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

Official Business Name: Home Again Los Angeles
Chief Executive Officer/Director: Albert Hernandez

Business Address, City, State, Zip Code:
1304 West Burbank Blvd
Burbank, California 91506

Phone Number: 818-848-2822

E-mail: Albert@HomeAgainLA.org

Business License Number: 1300184

Unique Entity ID: Z4G6KSKHLBZ6

Tax ID: 26-2458342

Project Manager Name: Albert Hernandez

Phone No: 818-848-2822

E-mail: Albert@HomeAgainLA.org

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

Other (address/areas/clubs/associations, etc.)

Business Address, City, State, Zip Code:
2244 North Buena Vista Street
Burbank, California 91504

Phone No: 818-848-2822

E-mail: Albert@HomeAgainLA.org

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; Chronically homeless individuals; Distressed homeowner's/renter's; Victims of Domestic Violence

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

Home Again Los Angeles utilizes intake applications to conduct our initial assessment of client needs. Once that information is captured we place that data into our Homeless

Management Information System (HMIS). That software allows us to generate reports which we can pull and provide to our funders upon request.

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.

The Homeless Access Center will prioritize Burbank households for all services provided. However, if an unhoused family seeks assistance and all eligible Burbank households on the waitlist have been served, Home Again LA will extend services to that family to ensure that available resources are used effectively and no family in need is turned away when capacity allows.

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.

10.A Goal: Provide safe, stable short-term housing for homeless families in Burbank to reduce the duration and impact of family homelessness.

Deliverable: Completion and operation of the Burbank HALA Homeless Access Center with capacity to serve homeless families in short-term housing.

Activity: Rehabilitate the former fire station through CDBG-eligible renovation activities, including safety upgrades, accessibility improvements, and interior build-out necessary to support short-term family housing and on-site services.

10.B Goal: Support low-income households in achieving housing stability and progress toward self-sufficiency through coordinated services.

Deliverable: Provision of individualized case management, housing navigation, employment support, and financial assistance referrals to households served at the Access Center.

Activity: Deliver comprehensive case management services, connect families to permanent housing opportunities, assist with employment and income stabilization, and provide referrals to public benefits and community-based resources

10.C Goal: Prevent homelessness among low-income Burbank households by providing early intervention and centralized access to critical resources.

Deliverable: Operation of a centralized community access point offering housing stabilization services, workshops, and referrals to partner agencies for low-income households.

Activity: Conduct intake and assessment, provide housing and financial education workshops, and coordinate referrals to local service providers to help households resolve housing crises before they result in homelessness.

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.

The total cost of the Buena Vista Remodel Project is \$6,181,142. Home Again LA is directly investing \$1.2 million toward this project through monetary contributions and donated materials dedicated exclusively to the Burbank HALA Homeless Access Center.

The requested \$153,360 in CDBG funds will be used to help offset increased rehabilitation costs that have occurred since the initial project estimate due to rising construction and material expenses over time. These costs are reflected in the final, contractor-provided budget, which represents the full and complete scope of work required to complete the renovation.

The current project budget is based on finalized construction pricing, and no further cost increases are anticipated. CDBG funding will serve as critical gap funding to ensure the project remains fully funded and proceeds to completion as scheduled without compromising scope, quality, or timeline.

12. Did your organization receive funding for the previous program year for the same program? No

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

Home Again Los Angeles has never applied for Capital Funds from the City of Burbank. We've applied for and been approved for Public Service Funds so we can implemented Street Outreach services in our community.

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 2024? No

Fund/Grant Name	Amount
	\$

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

Home Again LA has secured contributions from IKEA Burbank to help remodel the kitchen. We also have confirmed Warner Bros. Discovery to provide funding for the solar panel installation. Home Again LA has secured half a million in funds from the Department of Housing and Urban Development to help with the project including matching funds from the Burbank Glendale Pasadena Housing Trust Fund. And, Home Again LA, has already put forth over \$60,000 in our own funds into the pre-construction cost of this project that is going to help thousands of Burbank families for years to come.

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 project.

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

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

Extremely low: under 30%	250
Very Low: 31% to <50%	150
Low: 51% to <80%	100
Total Low Income Served:	500

Total Number of Persons Served: 500

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
N/A	\$0

Non-Personnel	
Budget Line Item	Cost
Construction	\$153360

Indirect Costs	
Budget Line Item	Cost
	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$153360
Total Personnel and Non-Personnel	\$153360
Total Indirect Costs	\$0
Total	\$153360
Cost Per Individual	\$306.72

Comments to Applicant:

Internal Comments:

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

Project/Program Summary

Organization Name: Kids' Community Clinic of Burbank

Project/Program Name: Capital Improvements for 400 W Elmwood

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

Capital Project

Applicant Type: Non-Profit or For-Profit Organization

Total Amount Requested from CDBG only: \$50000

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

Project: We are requesting capital funding to replace the failing roof at the Kids' Community Dental Clinic located at 400 W. Elmwood Ave. Burbank 91506. This important infrastructure project will secure the facility, ensuring uninterrupted services for low income families including children, plus adults who will start a workforce training program with Burbank Adult School in Fall 2026 (adults who are trying seeking employment) and this repair will provide long-term operational sustainability. This building will be used for dental treatments through 2026 and part of 2027 until our license is moved to another location. After that, this building will be used in a collaboration with the Burbank Unified School District's Adult School to host dental assisting students at this site on an ongoing basis indefinitely.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

The existing roof has exceeded its useful life of 18 years and while it is not yet leaking, it has lost shingles in a recent wind storm, and expensive equipment are in every room of the building and we cannot risk damage to dental equipment. As documented in the enclosed Cannon Construction estimate, recent assessments have identified [specific issues, e.g., significant water damage, structural compromise, mold risk] that pose an immediate threat to the health and safety of our residents/clients. Failure to address this capital need will result in a temporary closure to our patients, volunteer dentists, and students.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

July 2026 through June 2027

Roof to be constructed depending on availability of materials, vendors, and school schedules so children are not in the area when the construction is scheduled (preferably over a break or holiday when the building is not needed for patients or students).

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

The proposed roof repair project will ensure a safe and risk-free dental clinic environment for all our patients in and beyond Burbank and will also benefit the city and schools of Burbank by providing good stewardship of city resources in the building KCDC rents. KCDC's patient demographic all fall under 200% FPL so by ensuring the good working order of our current leased space through BUSD, the project continues to meet the needs of this vulnerable population.

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

Official Business Name: Kids' Community Clinic of Burbank dba Kids' Community Dental Clinic

Chief Executive Officer/Director: Dale Gorman

Business Address, City, State, Zip Code:

400 W. Elmwood Ave.
Burbank, California 91506

Phone Number: 818-399-1373

E-mail: dale.gorman@att.net

Business License Number: 9600013

Unique Entity ID: KM75DXFLZ2J5

Tax ID: 95-4791296

Project Manager Name: Dale Gorman

Phone No: 818-399-1373

E-mail: dale.gorman@att.net

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

Same as above

Business Address, City, State, Zip Code:

,

Phone No:

E-mail:

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; Seniors (55 years of age and older);
Unemployed/underemployed; Youth or young adults; Disabled persons; Immigrant individuals/families

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? Yes

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

KCDC has a web-based practice management system called "Open Dental" that retains all patient information, appointment scheduling, xrays, treatment planned, executed, and pending, patient notes, medical information.

For work accomplished outside our clinic, we collect basic results of the screening for our database and leave the student information results with the school nurse for follow up contact.

We will utilize BUSD Adult School's system of registration and student tracking.

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.

Burbank residents make up the majority of the clinic patients and programs for children.

In 2024, we served 14,438 individuals with most from local Burbank Schools, parks, and non-profit organizations.

Generally, KCDC provides services at schools located in Burbank surrounding communities and the majority of patients are currently Burbank residents.

For Burbank Adult school students, we anticipate that 100% of the students will be Burbank residents who will utilize this space.

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.

10.A The proposed project involves the full replacement of the existing roofing system with a shingle roof to ensure a durable and lasting solution on this site. Our objectives are:

To install a code-compliant, weather-tight roofing system within 6 months of funding receipt (subject to availability of materials, vendors, and school schedules - so children are not in the area when the construction is scheduled (preferably over a break or holiday when the building is not needed for patients or students).

10.B To protect the building's interior infrastructure by eliminating the risk of health and safety hazards during the use of the building for the staff, providers, volunteers,

families, patients, students and enable to continuous delivery of either dental treatments for children, dental assistant training or both.

10.C This investment is a long-term solution that ensures the building's structural integrity for the next 20 years, providing a stable foundation for the Kids' Community Dental Clinic to continue its vital mission of providing free and low cost dental treatments for children.

Lastly, KCDC's goal is to operate without disruption for 20 more years in this location to see patients and provide space with dental equipment for students to learn about dentistry and how to be valuable in the dental field.

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.

Our intent is to utilize the full amount of this grant to complete this roof project. We have many different grant proposals at various stages for various dental programs, but this is the only grant request for the 400 W. Elmwood building.

12. Did your organization receive funding for the previous program year for the same program? No

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

N/A

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 2024? Yes

Fund/Grant Name	Amount
Delta Community Cares Foundation	\$75000
Mother Joseph Fund	\$15000
Community Foundation of the Verdugos	\$11000

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

KCDC will pursue requesting funds from greater Los Angeles foundations or from the Burbank Unified School District for this building improvement. However, this may delay the start of a workforce training program intended for Fall 2026.

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

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

Extremely low: under 30%	1080
Very Low: 31% to <50%	1349
Low: 51% to <80%	1000
Total Low Income Served:	3429

Total Number of Persons Served: 3400

Only Include CDBG Budget

Personnel	
Budget Line Item	Cost
N/A	\$0

Non-Personnel	
Budget Line Item	Cost
Construction - roof	\$50000

Indirect Costs	
Budget Line Item	Cost
N/A	\$0

Totals Summary	
Description	Amount \$
Subtotal Personnel	\$0
Subtotal Non-Personnel	\$50000
Total Personnel and Non-Personnel	\$50000
Total Indirect Costs	\$0
Total	\$50000
Cost Per Individual	\$14.71

Comments to Applicant:

Internal Comments: