

ATTACHMENT 3

Agency	Current Year 2024-25 Funding	2025-26 Request
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Public Services

Boys & Girls Club	\$ 15,867.50	\$ 20,000.00
Home Again LA	\$ 43,867.50	\$ 50,000.00
Burbank Noon Lions	\$ 5,850.50	\$ 5,000.00
The Armenian Relief Society	\$ 15,867.50	\$ 33,772.00
The Burbank Temporary Aid Center	\$ 45,867.50	\$ 60,500.00
Family Service Agency	\$ 25,867.50	\$ 45,000.00
Burbank Coordinating Council	\$ 6,500.00	No App.
The Fine Arts Revolution	NEW	\$ 5,000.00
	\$ 159,688.00	\$ 219,272.00

Amount Available \$ 159,687.45

Amount Over \$ 59,584.55

Capital / Economic Development

City Homeless Access Center - Buena Vista		\$ 691,978.95
Upwards Boost		\$ 192,000.00
		\$ 883,978.95

Amount Available \$ 691,978.95

Amount Over \$ 192,000.00

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: The Boys & Girls Club of Burbank and Greater East Valley

Project/Program Name: After school and summer program scholarships for extremely low income members

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

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$20,000

(The City's fiscal year is July 1 – June 30)

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

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

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

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

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 After School Enrichment and Summer Day camp programs are offered to all children ages 5-18. For 30 years, the Club has helped parents by providing a fun, safe, affordable after-school and day camp environment for over 3,900 children a year ages 5-18. 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 a Creative Arts program 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 after school 39 weeks out of the year and full day for another 13 weeks

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

Our programs are offered Monday - Friday 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 5-18. 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 50 members for school year and summer.
- 2- The Club will serve a minimum of 50 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..

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.

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, Ca 91502

Phone Number: 818-842-9333 **E-**
mail:shannawarren@bgcburbank.org
Business License Number:
Unique Entity ID: **Tax ID:** 954485745
Project Manager Name: Shanna Warren
E-mail: same as above
Phone No: same as above

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

☐ Same as above

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

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

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

8. **Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting?** ☒ Yes or ☐ No
Please describe your system of collecting the data (i.e. intake applications, web-based applications, etc.).

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.

Performance Goals	Deliverables	Activities
Financial Aid	Provide financial aid to low income Club members (Burbank residents only)..	Funds would allow us to scholarship 50 members for school year and summer
Programming	The Club will serve a minimum of 50 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
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.
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.
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 2025

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- \$60,000
So Cal Gas - \$2,500
Hasbro Foundation \$10,000

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024?** ☒ Yes or ☐ No

Fund/Grant Name: There are several grants we apply for each year to both government and private foundations. We apply for over 2 million in grants each year

Amount: \$2,000,000

(add additional lines if necessary)

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

The Ralph M Parsons Foundation
The Rose Hills Foundation
The LA 84 Foundation

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 six 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.

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

- ☒ Capacity Building
☒ Advocacy
☒ Access, Outreach, and Engagement

- ☒ Shelter and Housing Accessibility
- ☒ Health and Stabilization
- ☒ Homeless Prevention

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

Extremely low: under 30%	8
Very Low: 31% to <50%	42
Low: 51% to <80%	
Total Low Income Served:	50

16. Budget

Budget	
Budget Line Item	Cost
Benefits	
Taxes	
Subtotal Personnel	0
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials – Construction	
Equipment	
Communications	
Meetings & Convenings	
Travel & Transportation	
Training	
Consulting	
Evaluation	
Scholarships for 50 low income Burbank residents	20,000
Subtotal Non-Personnel	20000
Total Personnel & Non-Personnel	
Indirect Costs	
Total	20000
Number of Persons Served:	50
Cost per Individual	400

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.

- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbg@burbankca.gov

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Home Again Los Angeles

Project/Program Name: Street Outreach

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

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$50,000.00
(The City's fiscal year is July 1 – June 30)

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

Home Again Los Angeles (HALA) is seeking CDBG funds to implement a **Street Outreach program** designed to assist unhoused families attain immediate needs while working with the family to long term goals including securing permanent housing. The program will provide a holistic approach to addressing homelessness by combining proactive street outreach with our supportive services mobile resource hub. HALA will utilize its dedicated staff and mobile resource center to respond effectively to families experiencing homelessness or at risk of losing their homes.

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

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

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

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

Home Again LA (HALA) will integrate street outreach efforts with a mobile resource center to create a seamless continuum of care for unhoused or at-risk families. This approach ensures that vulnerable families have immediate access to resources and ongoing support to regain stability.

1. Street Outreach Efforts:

Home Again LA will deploy trained outreach staff to engage families and living on the streets, in their vehicles, or in other unstable housing situations.

- **Mobile Resource Center:** Equipped with essentials like food, hygiene kits, blankets, diapers, and clothing to meet immediate needs.
- **Crisis Intervention Specialists:** Outreach staff will conduct on-site assessments, connecting families to emergency shelter (including our own shelter and motel program), housing assistance, and support services.
- **On-the-Spot Support:** Leveraging our taxi vouchers and bus passes we aim to provide transportation to shelters, housing appointments, or medical care when needed.
- **Collaboration with Community Partners:** Work alongside local organizations, law enforcement, schools, and healthcare providers to identify and assist families in need.

2. Supportive Services:

We will serve as a centralized location for comprehensive support services for families experiencing or at risk of homelessness. Services include:

- **Case Management:** Dedicated staff will develop individualized housing stability plans, addressing immediate crises and long-term goals.
- **Housing Assistance:** Staff will connect families to rental assistance programs, help with housing applications, and engage landlords willing to provide affordable housing.
- **Employment and Education Support:** Provide job readiness training, resume building, interview preparation, and referrals to vocational programs. For families, this includes support for children to stay enrolled in school.
- **Financial Empowerment Workshops:** Educate families on budgeting, credit repair, and long-term financial planning to prevent future housing instability.
- **Benefits Navigation:** Assist families in applying for and accessing public benefits, including SNAP, WIC, childcare subsidies, and healthcare.

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

Schedule of Performance

Quarter 1: July 1, 2025 – September 30, 2025

- Finalize funding, hire staff, and conduct training on trauma-informed care and crisis intervention.
- Launch weekly street outreach, targeting 50 families, and travel with our Mobile Resource Center to key partners.
- Establish partnerships with community organizations and landlords.

Quarter 2: October 1, 2025 – December 31, 2025

- Expand outreach to underserved neighborhoods.
- Provide individualized case management to 50 families.
- Place 10 unhoused families into shelter and/or permanent housing.

Quarter 3: January 1, 2026 – March 31, 2026

- Conduct mid-year evaluation and adjust strategies.
- Continue our efforts to reach additional families through outreach and expand mental health and parenting services.
- Place 10 additional families into permanent housing.

Quarter 4: April 1, 2026 – June 30, 2026

- Complete final outreach efforts and achieve annual goals.
- Report outcomes, including total families served and housing placements, and develop sustainability plans for the next fiscal 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.

Home Again LA's Street Outreach Program aims to achieve several key outcomes to support families experiencing or at risk of homelessness:

1. **Increased Engagement:** Through proactive outreach, the program seeks to connect with a significant number of families, providing them with immediate support and resources.
2. **Housing Stability:** By offering case management and housing assistance, the program aims to transition families into stable housing situations, reducing the incidence of homelessness in the community.
3. **Enhanced Self-Sufficiency:** Through services such as job development, financial planning, and life skills workshops, the program strives to empower families to achieve long-term stability and independence.
4. **Community Collaboration:** By partnering with local organizations, landlords, and service providers, the program enhances the support network available to families, ensuring comprehensive assistance tailored to their needs.

These projected outcomes align with Home Again LA's mission to provide comprehensive support to families in need, fostering a path toward self-sufficiency and housing stability.

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: 2321 North Catalina Street, Burbank 91504

Phone Number: 818-562-7778

E-mail: Albert@HomeAgainLA.org

Business License Number:

Unique Entity ID: Z4G6KSKHLBZ6

Tax ID: 26-2458342

Project Manager Name: Carrie Prado

E-mail: Carrie@HomeAgainLA.org

Phone No: 818-847-1547

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

☒ Same as above

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

7. Project/Program Beneficiaries:

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

☒ At-risk of homelessness

☐ Veterans

☐ Seniors (55 years of age and older)

☒ Families with children

☐ Unemployed/underemployed

☐ Youth or young adults

☐ Disabled persons

☐ Immigrant individuals/families

☒ Chronically homeless individuals

☒ Distressed homeowner's/renter's

☐ Victims of Domestic Violence

☐ Formerly incarcerated

☐ Small businesses

☐ Other

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

Home Again LA has clients complete an intake application. Staff upload that information into our web-based Homeless Management Information System and maintain our case notes, benchmarks achieved and other items in the portal. We are easily able to generate reports from the portal and create and submit the quarterly reports on time as requested.

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 is meant to support 100% city of Burbank residents; albeit we are targeting unhoused families with children and these clients may not necessarily have a permanent address in our community.

10. Measurable Outcomes:

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

Performance Goals	Deliverables	Activities
Increase Outreach Engagement	Identify and assist at least 50 families experiencing or at risk of homelessness.	<input type="checkbox"/> Deploy teams 4 times per week to targeted areas. <input type="checkbox"/> Distribute hygiene kits, food, and emergency supplies to families in need. <input type="checkbox"/> Provide on-the-spot crisis intervention and transportation assistance.
Housing Stability	Secure permanent or transitional housing for at least 50 families .	<input type="checkbox"/> Develop individualized housing plans for all engaged families. <input type="checkbox"/> Provide rental assistance, deposit support, and landlord mediation. <input type="checkbox"/> Facilitate placements in emergency, transitional, or permanent housing programs.
Resource Connection	Provide case management and resource referrals to at least 100 families .	<input type="checkbox"/> Assign dedicated case managers to families for long-term stability planning. <input type="checkbox"/> Assist with benefits applications (CalWORKs, SNAP, childcare assistance, etc.).

- 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.**

Home Again LA will maximize program impact by leveraging multiple funding sources. We are requesting \$50,000 of the total \$322,916 needed to operate the program. The remaining \$272,916 will be secured through our United Way of LA grant and dedicated fundraising efforts.

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☒ Yes or ☐ No**
Fund/Grant Name: United Way of Los Angeles

Amount: \$175,000.00

Home Again LA is constantly searching and applying for funds outside of Burbank to benefit our Burbank households. We've leveraged over \$2million dollars in that past 5 years and will continue to do so, so that our programs thrive, and our Burbank households have access to additional resources.

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

We are pursuing leveraging our existing collaboration with the United Way of Greater Los Angeles to help operate the full expense.

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

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

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

Extremely low: under 30%	35 Households
Very Low: 31% to <50%	10 Households
Low: 51% to <80%	5 Households
Total Low Income Served:	50 Households

16. Budget

Budget	
Budget Line Item	Cost
Street Outreach Coordinator (1FTE)	39,000.00
Benefits	0.00
Taxes	0.00
Subtotal Personnel	39,000.00
<i>Non-Personnel</i>	
Move-In Assistance	0.00
Motel Nights	0.00
Supplies & Materials for Clients	4800.00
Printing/Marketing	2400.00
Communications	300.00
Meetings & Convenings	0.00
Travel & Transportation	2400.00
Training	0.00
Consulting	0.00
Evaluation	0.00
Subtotal Non-Personnel	9900.00
Total Personnel & Non-Personnel	48900
Indirect Costs	1100.00
Total	50000
Number of Persons Served:	50 Households
Cost per Individual	1000 per household

17. The following attachments need to be submitted with the application:

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

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdhg@burbankca.gov

CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Burbank Noon Lions

Project/Program Name: Indigent Eye Care & Ear of the Lion

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

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$4,869.00

(The City's fiscal year is July 1 – June 30)

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

1. Project/Program Description:

Briefly describe the primary objective of the project/program you intend to operate including all major activities to be undertaken:

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 area in coordination with local eye care professionals. Burbank Temporary Aid Center (BTAC) and Home AgainLA are serving as our screening canters 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. 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 area applicant's personal audiologist in conjunction with the Ear of the Lion program.

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

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

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

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

After eligibility is verified by referring agency and client statistical data is recorded by volunteer Lions, the client receives a Burbank Noon Lions Club REFERRAL form, which instructs the client to call our vendors for an appointment to have a comprehensive eye exam. Should the client need prescription glasses, the client is given the option to select their choice of frames (does not include designer brands). Essentially, once the client receives the Referral, all activity takes place at our vendor's place of business. A Memorandum of Understanding was established between the Burbank Noon Lions and Eye Care Optics to provide all services necessary, including exams and prescription glasses, at a reduced fee,

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

Our providing vendors send invoices for several Referrals (usually every 6 months or so) which allows volunteer Lions to process payment and determine which clients, receiving Referrals, contacted our vendors for service and received a pair of Rx glasses. When the invoices are received, we are made aware of the numbers served.

As an ongoing project, the process to provide service continues throughout the fiscal year of funding

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 target clients are mainly homeless, very low and low-income level individuals and families. The gift of sight is the benefit to our clients. Being able to see clearly enough to read and complete forms ie: job application or applying for local, state and Federal government assistance, read warning labels on food or medicine, watch a movie, read a book for enjoyment or educational purposes, obtain information from the Internet, communicate electronically and even to walk, take a bus or drive safely are all part of the benefits. The goal is to provide 31 people with needed vision services, based on the final allocation (if awarded funding).

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

Official Business Name: ATTACHMENT 3 - 20

Chief Executive Officer/Director: N/A
Business Address, City, State, Zip Code:
911 E. Cypress Ave. Burbank, CA 91501

Phone Number:
Business License Number:

E-mail:

Unique Entity ID: MJC2BJ1T9BR3
Volunteer Project Manager Name:
E-mail: marvamurphy@earthlink.net
Phone No: 818-955-8018

Tax ID: 95-4176169

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

☐ Same as above

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

Eye Care Optics 804 S. Victory Blvd. Burbank, CA 91502

7. Project/Program Beneficiaries:

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

☒ At-risk of homelessness

☒ Veterans

☒ Seniors (55 years of age and older)

☒ Families with children

☒ Unemployed/underemployed

☒ Youth or young adults

☒ Disabled persons

☒ Immigrant individuals/families

☒ Chronically homeless individuals

☒ Distressed homeowner's/renter's

☒ Victims of Domestic Violence

☒ Formerly incarcerated

☐ Small businesses

☐ Other

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

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

HALA and BTAC verify income and complete an Intake Form for each client/family. Additionally, the client/s are asked to sign a Consent form, verifying their information will be shared with the Burbank Noon Lions club. Then, HALA and BTAC provide copy to us of the completed forms, for our records, which contain all the necessary demographics required for Quarterly Reports.

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.

We expect to provide service for anyone living in Burbank and the eastern San Fernando Valley, including the communities of Glendale and North Hollywood. It is anticipated that we will serve 60% Burbank residents and 40% non-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.

Performance Goals	Deliverables	Activities
31 people receiving eye exams and glasses	31 pairs of glasses	Eye exams, selection of frames for prescription glasses.

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. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☐Yes or ☒No

Fund/Grant Name:

Amount:

(add additional lines if necessary)

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

N/A

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

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

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

Extremely low: under 30%	16
Very Low: 31% to <50%	15
Low: 51% to <80%	
Total Low Income Served:	31

16. Budget

Budget	
Budget Line Item	Cost
Benefits	N/A

Taxes	N/A
Subtotal Personnel	
<i>Non-Personnel</i>	
Move-In Assistance	N/A
Supplies & Materials – Construction	N/A
Equipment	N/A
Communications	N/A
Meetings & Convenings	N/A
Travel & Transportation	N/A
Training	N/A
Consulting	N/A
Evaluation	N/A
Subtotal Non-Personnel	
Total Personnel & Non-Personnel	\$0
Indirect Costs: Eye exams	\$2170
Glasses	\$2139
Ear of the Lion dues	85
Ear of the Lion	300
Street Banner	175
Total	\$4,869
Number of Persons Served:	31
Cost per Individual	\$139

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.
- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbq@burbankca.gov

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Armenian Relief Society of Western USA, Inc., Social Services

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.)

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ✓ Public Service³

Applicant Type:

- ☐ City department:
- ✓ Non-Profit or For-Profit Organization: Non-Profit 501(c)(3) Organization
- ☐ Sponsor/Contractor:
- ☐ Faith-Based Organization:
- ☐ Community-Based Development Organization:

Total Amount Requested from CDBG only: \$33,772
(The City's fiscal year is July 1 – June 30)

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 public services to support additional low-income residents of the City of Burbank for FY 2025-2026. This program targets a vulnerable population, including individuals with limited English proficiency, senior citizens, disabled adults, immigrants/refugees, unemployed or underemployed individuals, and those at risk of or experiencing homelessness. Recognizing the high demand for services among Burbank residents, ARS seeks funding to continue to have a case manager providing services directly within the community at the Burbank Youth Center. This strategic location allows for easier access and direct service delivery. The

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

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

³ Public Services are considered to be activities related to job training, employment services, health care, substance abuse services, child care, crime prevention, and adult and child counseling.

program offers a wide range of services designed to improve the overall well-being of the target population. These 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 possesses extensive experience in providing services to homeless populations and preventing homelessness. The organization has partnered with the City of Glendale's Continuum of Care Services, demonstrating its commitment to collaborative efforts. Since 2019, ARS has secured funding from various grant programs like ESG-CV2, CESH, HHAP, and Measure H allowing for the successful implementation of homelessness prevention and rapid re-housing services. The ARS Community Social Services Program is well-positioned to effectively support Burbank's low-income residents through its experienced staff, comprehensive services, and commitment to collaboration. We believe this program will significantly contribute to achieving the goals outlined in the Burbank Homelessness Plan.

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

The ARS Social Services program offers a comprehensive range of public services designed to empower low-income residents of Burbank, California. Focus centers on three key areas: 1) Employment Opportunities to 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 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. ARS also connects clients with In-Home Supportive Services (IHSS) and provides food security assistance, along with general social services support. 3) Addressing Homelessness: ARS offers 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, our case managers develop a personalized service plan to address their specific public service needs. Through these multifaceted services, the ARS Social Services program is committed to empowering Burbank's low-income residents to 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 operate from July 1, 2025 through June 30, 2026. Throughout the program duration, eligible individuals will receive public services. At the onset of the fiscal year, a dedicated staff member will be assigned to facilitate direct service delivery to clients. Additionally, outreach efforts to promote the program's services will commence in July 2025. ARS Social Services commits to delivering a comprehensive range of services throughout the 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.

Of the 100 individuals who receive services for seniors and disabled adults, at least 90% (90 individuals) will have their public service needs met.

Of the 65 individuals who receive employment services, at least 80% (52 individuals) will secure employment within three months.

Of the 10 individuals who receive services for homelessness, at least 70% (7 individuals) will be able to overcome barriers in accessing mainstream supportive services.

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 , Board Chairperson

Business Address, City, State, Zip Code: 517 W. Glenoaks Blvd., Glendale, CA 91202

Phone Number: (818) 241-7533 - Main Office **E-mail:** regionalsocialservices@arswestusa.org

Business License Number: BRC3318718

Unique Entity ID: MZPTCACTJ6X1

Tax ID: 95-3928295

Project Manager Name: Lousin Markarian

E-mail: lousinmarkarian@arswestusa.org

Phone No: (747) 283-1007 - Burbank Office

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

☐ Same as above

√ **Other (address/areas/clubs/associations, etc.):**

75 E. Santa Anita Ave, Burbank, CA 91502

7. Project/Program Beneficiaries:

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

√ At-risk of homelessness

☐ Veterans

√ Seniors (55 years of age and older)

√ Families with children

√ Unemployed/underemployed

☐ Youth or young adults

√ Disabled persons

√ Immigrant individuals/families

√ Chronically homeless individuals

√ Distressed homeowner's/renter's

☐ Victims of Domestic Violence

☐ Formerly incarcerated

☐ Small businesses

☐ Other

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

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

Intake is conducted with each client at the first appointment and involves determining client eligibility in the program (i.e. income verification and address verification), completion of an intake form, creating an individual case management file wherein supporting documentation and information, such as case management notes, are maintained, and service delivery is detailed. Supporting documentation for income and residency is collected from clients (i.e. driver's license, utility bills, proof of income, public benefit award letters, etc.). Clients must also meet low-income limits in adherence with the City of Burbank Gross Income Limits published by the U.S. Department of Housing and Urban Development. The following documents will be acceptable to verify income eligibility requirements for the program: Current pay stubs; Eligibility letters for public assistance programs (i.e. General Relief, etc.); Award letters for Social Security Administration (SSA); Retirement, Survivors or Disability income or an award letter for Supplemental Security Income (SSI); Unemployment Insurance benefits; check stubs; etc. The case manager will be responsible for conducting intake, determining client eligibility, maintaining client files, direct service delivery, compiling data for quarterly reporting purposes, etc. All client files are kept confidential.

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 program will specifically serve Burbank residents. 100% of all clients served through the program will be 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.

Performance Goals	Deliverables	Activities
Increase in Economic Security	Of the 65 individuals to receive employment services, at least 80% (52 individuals) will secure employment within three months.	Employment services to help clients gain or regain employment and increase their income. Activities include job search, referrals, placement, development of soft skills, resume building and interview preparation.
Services to Seniors and Disabled Adults to Live Independently	Of the 100 individuals who receive services for seniors and disabled adults, at least 90% (90 individuals) will have their public service needs met.	Case Management and Supportive Services to Older Adults and Disabled Adults
Access to Mainstream Supportive Services and Stability for Homeless Persons	Of the 10 individuals to receive services for homelessness, at least 70% (7 individuals) will overcome barriers in accessing mainstream supportive services.	Intensive Case Management Services, Basic Needs Support, Form Completion, Access to Public Benefits

- 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 organization will leverage \$9,600 of its own funds to cover the expenses of renting the office space, as well as its share of utility expenses, at the Burbank Youth Center.

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☒ Yes or ☐ No**

Fund/Grant Name: City of Burbank CDBG

Amount: \$15,868

Fund/Grant Name: City of Pasadena CDBG

Amount: \$39,388

Fund/Grant Name: City of Glendale CDBG

Amount: \$65,498

Fund/Grant Name: City of Glendale CDBG-CV3 CARES Act

Amount: \$40,000

Fund/Grant Name: LA County CSBG Seniors and Disabled Adult Services

Amount: \$100,380

Fund/Grant Name: LA County CSBG Employment Services

Amount: \$58,240

Fund/Grant Name: City of Los Angeles - Hollywood Office

Amount: \$50,000

Fund/Grant Name: International Institute of Los Angeles (TEAM/CHANGES)

Amount: \$140,800

Fund/Grant Name: City of Glendale HHAP3 and HHAP 4 (homelessness prevention/rapid re-housing)

Amount: \$72,785 and \$23,041

Fund/Grant Name: City of Glendale Measure H

Amount: \$398,075

Fund/Grant Name: Pasadena Community Foundation

Amount: \$10,000

Fund/Grant Name: Catholic Charities of Los Angeles (Services to Older Refugees)

Amount: \$72,090 (2023-2026)

Fund/Grant Name: City of Glendale CDBG-CV3 CARES Act

Amount: \$40,000

Fund/Grant Name: Community Partners - LA Food Equity Fund

Amount: \$246,497 (2024-2026)

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

The organization will continue to apply for grants through private foundations and other funding opportunities, which would also potentially allow for the expansion of services to the Burbank community.

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

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

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

Extremely low: under 30%	150
Very Low: 31% to <50%	25
Low: 51% to <80%	
Total Low Income Served:	175

16. **Budget**

Budget	
Budget Line Item	Cost
Salary (.5 FTE Case Manager)	\$22,500
Salary (.05 FTE Director)	\$3,168
Salary (.05 Bookkeeper)	\$2,460
Benefits	\$0
Taxes (11%)	\$3,094
Subtotal Personnel	\$31,222
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials – Construction	
Equipment	
Communications	\$550
Meetings & Convenings	
Travel & Transportation	
Training	
Consulting	
Evaluation	
Printing	\$75
Office Supplies	\$600
Liability Insurance	\$350
Professional Services (Accounting)	\$625
Equipment Maintenance	\$150
Misc. (Courier, Dues/Subsc.)	\$200
Subtotal Non-Personnel	\$2,550
Total Personnel & Non-Personnel	
Indirect Costs	
Total	\$33,772
Number of Persons Served:	175
Cost per Individual	\$193

17. **The following attachments need to be submitted with the application:**

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.
- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbg@burbankca.gov

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Burbank Temporary Aid Center

Project/Program Name: General Services

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

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$60,500

(The City's fiscal year is July 1 – June 30)

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

The services provided by BTAC are meant to help individuals and families who find themselves in difficult times. Through the grocery program, households can save significant funds, which can be put toward other household bills. BTAC's rental assistance program can help those who are in between jobs, are on fixed incomes or impacted by health care expenses to catch up on or have a reprieve from monthly rent. Working with Burbank Water and Power, BTAC assists with utility bills.

The free use of laundry and shower facilities will continue.

Rental and utility assistance will also continue, awarded on a case by case basis and as funding allows.

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

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

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

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

BTAC will continue to provide groceries and other services to both Burbank residents and those who are unhoused in the Burbank area. This includes monthly grocery distribution, utility assistance, rental assistance (as possible), free laundry and shower facilities.

In order to keep these programs running smoothly, funds will be used to pay direct service-related expenses, such as purchasing paper grocery bags, repairing and/or replacing ailing refrigerators, costs of utilities, cleaning and trash removal, etc.

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

If approved, the refrigerator(s) would be replaced and/or repaired as soon as possible. This had a direct impact on BTAC's ability to preserve and provide groceries.

All BTAC services are on-going year-round. Funds will be used for Fiscal Year 2025-26 (July 1, 2025 – June 30, 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.

Families and individuals will have BTAC resources to ensure their families don't have to worry about food. Through the grocery program households can offset expenses.

The utility and rental assistance programs can provide direct relief for these specific household bills.

Laundry facilities will remain free to registered housed Burbank residents or those who are unhoused.

Shower facilities will remain available to registered individuals who are unhoused in the Burbank area.

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

Official Business Name: Burbank Temporary Aid Center

Chief Executive Officer/Director: Barbara Howell

Business Address, City, State, Zip Code: 1304 W. Burbank Blvd. Burbank, CA 91506

Phone Number: 818-848-2822 ext. 1010

E-mail: BHowell@theBTAC.org

Business License Number:

Unique Entity ID: MQF5-2SMZ-VR7X-RQH2 **Tax ID:** 95-3309130

Project Manager Name: Barbara Howell

E-mail: Bhowell@theBTAC.org

Phone No: 818-848-2822 ext. 1010

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

☒ **Same as above**

☐ **Other (address/areas/clubs/associations, etc.):**

7. Project/Program Beneficiaries:

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

☒ At-risk of homelessness

☒ Veterans

☒ Seniors (55 years of age and older)

☒ Families with children

☒ Unemployed/underemployed

☒ Youth or young adults

☒ Disabled persons

☒ Immigrant individuals/families

☒ Chronically homeless individuals

☒ Distressed homeowner's/renter's

☒ Victims of Domestic Violence

☒ Formerly incarcerated

☐ Small businesses

☐ Other

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

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

BTAC uses Clienttrack, a web-based database designed to capture this type of data. Each individual or household renews annually to provide most current information. We are also able to create case notes for any additional information or insights.

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.

BTAC serves residents of Burbank and those who are unhoused in the Burbank area. All services are provided based on recipients being registered with BTAC.

10. Measurable Outcomes:

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

Performance Goals	Deliverables	Activities
Provide rental and utility assistance.	Using household financial information determine applicants' eligibility for each specific program. This includes their ability to successfully pay rent and/or utilities on their own beyond receiving BTAC assistance.	Provide rental and utility assistance to 4-6 at-risk households during the term of this contract. Households will meet the limited clientele national objective.
BTAC Meets all LA County Health Department requirements.	Health and safety standards are maintained with an A Grade. This includes using commercial refrigerators.	Comply with all annual health inspections throughout the term of this contract. Purchase and/or repair commercial refrigerator.
Reduce food insecurity by providing groceries for low-income Burbank residents and homeless who have access to cooking facilities.	Using household financials, determine low-income eligibility.	100 low-income individuals will receive groceries from BTAC's food pantry during the term of this contract
Shower appointments will be available to homeless individuals on Monday and Friday mornings.	After registering with BTAC and agreeing to BTAC's code of conduct, homeless individuals may make appointments to use the shower facilities. Program will be by appointment only.	40 homeless individuals will take advantage of the shower program during the term of the contract.
Laundry facilities will be available for use by both housed and homeless clients, based on appointment availability. In addition, BTAC will provide laundry detergent for each client.	After registering with BTAC and agreeing to BTAC's code of conduct, clients may make appointments to do up to three loads of laundry. Program will be by appointment only.	20 housed and/or homeless individuals will have access to laundry facilities during the term of the contract.

BTAC meets the requirements of SB 1383, for organics recycling	BTAC will minimize organic waste, as required by the City of Burbank and the State of California.	BTAC will share perishable organic items which are unfit to distribute to an area farmer. Items will be picked up twice each week. Any that cannot be picked up will be disposed of correctly.
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- 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.

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☐ Yes or ☒ No**

Fund/Grant Name: N/A

Amount: \$

(add additional lines if necessary)

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

Mother Joseph Foundation
Community Foundation of the Valley
Community Foundation of the Verdugos
Parsons Foundation

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

- ☐ Capacity Building
☐ Advocacy

- ☒ Access, Outreach, and Engagement
- ☐ Shelter and Housing Accessibility
- ☐ Health and Stabilization
- ☒ Homeless Prevention

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

Extremely low: under 30%	253
Very Low: 31% to <50%	34
Low: 51% to <80%	23
Total Low Income Served:	310

16. Budget

Budget	
Budget Line Item	Cost
Salaries	0
Benefits	0
Taxes	0
Subtotal Personnel	
<i>Non-Personnel</i>	
Supplies & Materials	\$ 1,000
Equipment Repairs	\$ 2,500
Equipment Replacement	\$ 6,500
Janitorial, Pest Control & Trash removal	\$22,500
Rental/Utility Assistance	\$ 5,000
Vehicle Gas & Maintenance	\$ 1,500
Service-associated utility bills: showers, laundry, refrigeration, etc.	\$11,500
Insurance and Audit expenses	\$10,000
Subtotal Non-Personnel	\$60,500
Total Personnel & Non-Personnel	
Indirect Costs	
Total	\$60,500
Number of Persons Served:	400
Cost per Individual	\$151

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.

- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbg@burbankca.gov

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Family Service Agency of Burbank

Project/Program Name: CARE Cottages at Puerta Nueva- Therapeutic Residential Care for Homeless Families Fleeing Domestic Violence

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

- ☐ Capital Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$45,000
(The City's fiscal year is July 1 – June 30)

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

The vision and purpose of Family Service Agency of Burbank's Puerta Nueva at the CARE Cottages Transitional Housing program is 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.

Due to the ever-increasing number of homeless in our state, homelessness

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

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

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

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 some small success. While many programs offer temporary assistance, most have extremely high rates of recidivism, often because they provide short-term housing, but do not provide the holistic, well-coordinated, specialized interventions and supports necessary for long-term success. One especially vulnerable group in Burbank is families who are experiencing domestic violence.

Domestic Violence

As you are certainly already aware, domestic violence is the primary cause of homelessness for women, children, and families 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, 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, 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 and repeated incidents of homelessness averted.

In response, 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 an unmatched 3-year stay. This allows families the time necessary to both 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 at Puerta Nueva. 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 enduring outcomes.

The Care Program for Families is a comprehensive Domestic Violence Outreach Program, founded 1991, in collaboration with the City of Burbank's then municipal court and local Police Department. All long-term residents have previously participated in FSA's CARE Program for families.

The program continually assesses and refines its work, providing individualized treatments and supports to meet families where they are at any given moment. The following is utilized to best meet the needs of our residents.

Assessment:

Prior to and throughout our client's residency, Burbank's Family Service Agency currently relies on 13 major activities/strength indicators (see Attachment I) as a focus of care/intervention/advocacy widely found to increase the probability of positive outcomes for traumatized individuals and 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 guidance/assessment 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 one of FSA's three long-term therapeutic residential communities 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 each family's desired autonomy – self-sufficiency – towards a 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
Housing Assistance

*as well as individualized interventions, and supports

With the growing need for therapeutic treatment and services revealed and exacerbated by the pandemic, social upheaval, political polarization, and subsequent instability felt by many, FSA stands uniquely poised to continue to provide relevant, critical support to families experiencing violence. FSA is dedicated to the efficacy of our program for residents who have been left vulnerable/traumatized by life experiences beyond their control.

We hold great appreciation for our continued partnership and the City of Burbank's visionary leadership. We know, and hope you agree, that this is a service area vital to the continued development and stability of Burbank's successful rehousing and supportive care services.

With that, we are humbly requesting \$45,000 in funding to address families fleeing violence in our community.

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

As an on-going, multi-year program, services will be performed on a continuing basis during the grant period, 24/7 as needed by 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.

Appropriate supports allow for the greatest possibility of success. Through the CARE Cottages at Puerta Nueva, households are provided with therapeutic 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 of our CARE Cottages residential program. And all residents have exited this program with increased job skills, education, stability, and goals for the future well developed, as well as a keen sense of empowerment to continue to handle all of life's challenges.

Additionally, FSA continues to provide care after their program completion 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, CA 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

E-mail: Christine.ramos13@yahoo.com

Phone No: 818-845-7671

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

☒ Same as above

☒ Other (address/areas/clubs/associations, etc.): Services are provided at our office and on-site at Puerta Nueva

7. Project/Program Beneficiaries:

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

☒ At-risk of homelessness

☐ Veterans

☐ Seniors (55 years of age and older)

☒ Families with children

☐ Unemployed/underemployed

☒ Youth or young adults

☐ Disabled persons

☒ Immigrant individuals/families

☐ Chronically homeless individuals

☐ Distressed homeowner's/renter's

☒ Victims of Domestic Violence

☐ Formerly incarcerated

☐ Small businesses

☐ Other

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

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

Yes, information is obtained at the time of application and entrance to the program as part of our comprehensive intake and assessment process. Selected participants must provide 3 months of pay stubs, 6 months of bank statements to verify income. Applicants also complete the CDBG self-certification form which is held on file. Additionally, residents are also approved by Burbank Housing corporation for leasing and completes annual income recertification for residents.

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 program participants reside in Burbank.

10. Measurable Outcomes:

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

Performance Goals	Deliverables	Activities
5+ families served by program	Provide 5+ families with professional specialized therapeutic services to enhance healing	All families will receive individual and group counseling, as well as group supportive services, and case management
5+ families working toward successful attainment of goals	Support 5+ families working toward successful attainment of goals	All five families will receive financial education (short and long term), goal setting and support, career guidance, assistance with resumes, clothing etc.
All who exit this year	Supporting graduating families move to or toward permanent housing	Aid families to secure permanent stable housing at the end of their program time.

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- \$19,000

12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☐ Yes or ☐ No

Fund/Grant Name:

Amount:

(add additional lines if necessary)

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

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.

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

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

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

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

16. Budget-

Budget	
Budget Line Item	Cost
Director, Trainer	\$25,000
Specially trained DV Advocate/Coordinator	\$20,000
Clinical Supervisor	
Benefits	
Taxes	
Subtotal Personnel	\$45,000
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials – Construction	
Equipment	
Communications	
Meetings & Convenings	
Travel & Transportation	
Training	

Consulting	
Evaluation	
Subtotal Non-Personnel	\$0
Total Personnel & Non-Personnel	\$45,000 (all other costs paid for with other funds listed above)
Indirect Costs	
Total	\$45,000
Number of Persons Served:	5 families in residence
Cost per Individual	\$8,000 per family, \$2,812/person Residents receive over 2,000 hours of service per year.

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.
- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbg@burbankca.gov

CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: Fine Arts Revolution, Inc.

Project/Program Name: The Soundscapes of Hope Wellness 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 Project¹
- ☐ Special Economic Development²
- ☒ Public Service³

Applicant Type:

- ☐ City department:
- ☒ Non-Profit or For-Profit Organization: Fine Arts Revolution, Inc.
- ☐ Sponsor/Contractor:
- ☐ Faith-Based Organization:
- ☐ Community-Based Development Organization:

Total Amount Requested from CDBG only: \$5000
(The City's fiscal year is July 1 – June 30)

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

The Soundscapes of Hope Wellness Musicians Team will provide creative arts wellness experiences customized to the host organization's participant community. Alongside participating community members, we will conduct live performances, facilitate art workshops and create other expressive opportunities that help build self-esteem, foster empathy and practice mindfulness.

Our program, in partnership with our host the Burbank Temporary Aid Center, will provide performances and workshops benefitting and incorporating the participant community. The involved participants will be housing insecure individuals and families who receive wrap-around services such as meals, pantry, hygiene, job placement, housing navigation and utility bill financial support.

We will be providing performances and interactive experiences that will engage the participants and seek to unlock their creative sides, diffuse daily stressors and rebuild confidence tools.

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

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

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

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

The Soundscapes of Hope Wellness Musicians Team and on-site volunteers will set up a temporary stage with a professional portable sound system. The venue area will also incorporate art project tables and open floor spaces for customized wellness experiences. These experiences will vary based on the make-up of the anticipated audience. For example, a performance time and place might impact if an audience skews more towards families with little children, seniors, special needs individuals, non-English speakers, etc. Live performances, workshops and creation projects can occur in sequence or simultaneously, depending on the scope of the event and what programmatic aspects best suit the participants.

FARev will stage both smaller scale and larger community level events throughout its residency. All event participants will be encouraged to share their art work, music and accomplishments with the audience. These performances are designed to be celebrations that showcase the participants' work and to encourage a continuation of the journey of integration and inspiration.

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

Performances will take place monthly or bi-monthly, depending on accommodations for the host venue's calendar. These performances will take place at mealtimes or during evening recreational time, lasting anywhere from 1-2 hours. The musical performance experiences will coincide with or will be immediately followed by art class activities and creative opportunities. The monthly event schedule will take place over the course of the 12-month grant period of services.

Public funding for arts and emotional exploration is severely limited, which denies so many individuals in the community of the overall benefits of having that outlet. We do not charge a fee or sell tickets to our events, it is our hope that our work is accessible to all with no barriers. In order to provide a high level and trauma informed artistic experience, we require the funding to realize that vision.

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 local community of residents will see a handful of net benefits from the FAREv workshop programs. The benefits all stem from the greater good that is produced when gains are seen in self-esteem, social skills development, coping, reduced addiction and substance abuse, confidence building, decreased stress and the unlocking of new talents. Many of these intangibles saw dramatic degradation during the pandemic.

Arts and wellness programming has been proven to provide an overall social uplifting when incorporated into the social fabric. The longer-term benefits that FAREv seeks to contribute to mirror those of their non-profit partners. A meaningful reduction in a community's homelessness and chronic housing instability benefits local economies, job seekers and employers, community safety, child welfare and public health.

FARev hopes to not only achieve success in this community with its programming, we hope to be able to proliferate with community partners, such as the Burbank Temporary Aid Center, with arts wellness programs for schools, service organizations, veterans groups and senior centers.

Lastly, FAREv has always supported volunteer engagement and we plan to encourage volunteers of all ages. These on-site volunteerism opportunities can have a profound impact for building empathy on all sides with the discovery of shared experiences and common passions.

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

Official Business Name: Fine Arts Revolution, Inc.

Chief Executive Officer/Director: Jenni Alpert, President

Business Address, City, State, Zip Code: 18306 Jovan St. Tarzana, CA 91335

Phone Number: (310) 993-1134 **E-mail:** fineartsrevolutioninc@gmail.com

Business License Number:

Unique Entity ID: 5803368

Tax ID: 93-2440577

Project Manager Name: Jeremy Drake

E-mail: jdrake@dogwealth.com

Phone No: (818) 720-7766

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

☐ Same as above

☒ Other (address/areas/clubs/associations, etc.): _Burbank Temporary Aid Center_

7. Project/Program Beneficiaries:

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

☒ At-risk of homelessness

☒ Veterans

☒ Seniors (55 years of age and older)

☒ Families with children

☒ Unemployed/underemployed

☒ Youth or young adults

☒ Disabled persons

☒ Immigrant individuals/families

☒ Chronically homeless individuals

☒ Distressed homeowner's/renter's

☒ Victims of Domestic Violence

☒ Formerly incarcerated

☐ Small businesses

☒ Other

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

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

FARev uses a voluntary participant form that asks for general personal identification and demographic information. This is used in order to develop programming that is custom suited to its participants and to maintain data for developmental progress experienced for any willing participants. We also ask for a voluntary release in order to post photographs and videos on multi-media channels.

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.

While this programming will be geographically centered in the Burbank area, the project performances will be open to the public at large. Our social media net spans a wide expanse of followers in neighborhoods throughout the great Los Angeles area. Our concentration of followers is within the San Fernando Valley area. We anticipate that 80%+ of the participants will be 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.

Performance Goals	Deliverables	Activities
Provide arts and music workshops and performances that deliver participants a sense of community, belonging and empowerment.	To positively impact mental well-being, social skills and empathy while counterbalancing chronic issues such as stress, anxiety and recidivism. In addressing these challenges creatively and sensitively, through a process of engagement, understanding, and empathy, we seek to instill a sense of support, consistency, and awareness through safe and hopeful explorations of expression.	1-2 hour collaborative music performances that take place during meal times or in the evenings. Accompanying art workshops that take place during or after the performances. These activities will involve musical instruments, sound systems, art supplies and mediums that participants will be encouraged to keep or share.
All event participants will be encouraged to share their art work, music and accomplishments with the audience. These performances are designed to be celebrations that showcase the participants' work and to encourage a continuation of the journey of integration and inspiration.	These experiences will vary based on the make-up of the anticipated audience. For example, a performance time and place might impact if an audience skews more towards families with little children, seniors, special needs individuals, non-English speakers, etc.	The Soundscapes of Hope Wellness Musicians Team and on-site volunteers will set up a temporary stage with a professional portable sound system. The venue area will also incorporate art project tables and open floor spaces for customized wellness experiences.
Developing common therapeutic themes by incorporating art and wellness programming for challenged segments of the local community that desperately lack such resources.	A reduction in the community's homelessness and chronic housing instability, which benefits local economies, job seekers and employers, community safety, child welfare and public health servicers.	Addressing cause factors of housing instability, in particular addiction and mental illness, by unlocking creative methods that may have been lost or underdeveloped for many years.
Provide a creative outlet for participants who have never had opportunities to experience the therapeutic benefits of wellness art.	Providing solutions and coping mechanisms for anxiety, chronic stress, anger, frustration and defeatist mentalities.	Asking for participants to share their lived experiences through an artistic expression format. Our musicians and wellness advisors will work one on one with participants to provide a structure and format for translating their expression.
Build community equity and accessibility.	The FARev performances and workshops will be free of charge and accessible for all ages and backgrounds. The beneficiaries will not be limited to the host venue's participants, but will be an open forum for the public to participate in.	In addition to standard programmatic elements such as musical performances and experiential art programs, the project will also feature open mic opportunities for individuals to engage in signing, instrumental performance, poetry, spoken word or storytelling.

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 entire project budget for the 12 months is \$7500. \$2500 of that will be provided by a matching grant from a community services organization. The remaining \$5000 project funding need is what we are seeking from the CDBG grant.

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☒ Yes or ☐ No**

Fund/Grant Name: Grants applications have been approved by the Board and the specific grants are to be determined

Amount: \$

(add additional lines if necessary)

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

FARev will consider additional funding from matching corporate or service organization sources.

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

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

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

Extremely low: under 30%	225
Very Low: 31% to <50%	75
Low: 51% to <80%	
Total Low Income Served:	300

16. Budget

Budget	
Budget Line Item	Cost
Artist Fees	\$2250
Production/Tech Crew	\$550
Benefits	
Taxes	
Subtotal Personnel	\$2800
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials – Construction	\$2000
Equipment	
Communications	
Meetings & Convenings	
Travel & Transportation	
Training	
Consulting	
Evaluation	
Marketing/Advertising	
Contingency Margin	\$200
Subtotal Non-Personnel	\$2200
Total Personnel & Non-Personnel	\$5000
Indirect Costs	
Total	\$5000
Number of Persons Served:	300
Cost per Individual	\$16.67

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.
- c) Client Intake Form.
- d) Organization Insurance

For more information regarding these strategies, please review the City's Homelessness Plan at: <https://www.burbankca.gov/homelessness>

The application must be submitted to cdbg@burbankca.gov

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

CITY OF BURBANK
FISCAL YEAR 2025-26
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR FUNDING PROPOSALS

Project/Program Summary

Operating Agency: Upwards Care, Inc.

Project/Program Name: Boost

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

- ☐ Capital Project¹
- ☒ Special Economic Development²
- ☐ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$ 192,000.00
(The City's fiscal year is July 1 – June 30)

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

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

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

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

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

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.
4. Project/Program Outcomes: Describe your proposed outcomes that will result in a community benefit to low-to moderate income households using CDBG funds.
5. Please indicate your business address and business information below.

Official Business Name: Upwards Care, Inc.

Chief Executive Officer/Director: Jessica Chang

Business Address, City, State, Zip Code.:

(Mailing address) 5521 N University Drive Suite 104 Coral Springs, FL 33067

Phone Number: (310) 710-2833

E-mail: melanie@upwards.com

Business License Number: to be provided upon award recommendation

Unique Entity ID: HRBLHQGMG4T5 Tax ID: 82-2418770

Project Manager Name: Melanie Faure

E-mail: melanie@upwards.com Phone No: 213-400-3438

6. If awarded CDBG funding, describe the location(s) of where the services will be provided.
 - ☐ Same as above
 - ☒ Other (address/areas/clubs/associations, etc): The service area is limited to home-based daycares within Burbank.

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

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

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting? ☒ Yes or ☐ No
Please describe your system of collecting the data (i.e. intake applications, web-based applications, etc).

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

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

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

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

The application must be submitted to cdbg@burbankca.gov

9. Project/Program Delivery Area:

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

10. Measurable Outcomes: [SEE ATTACHED](#)

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

Performance Goals	Deliverables	Activities

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

12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☒ Yes or ☐ No

Fund/Grant Name: CA General Childare Fund Amount: \$2,000,000 (amount of distributed Subsidy) - see attached for more details.
(add additional lines if necessary)

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

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

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

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

Extremely low: under 30%	6
Very Low: 31% to <50%	10
Low: 51% to <80%	16
Total Low Income Served:	32

16. Budget

Budget Line Item	Cost
Personnel 1	30,846
Personnel 2	45,093
Personnel 3	37,063
Personnel 4	8457
Personnel 5	44,297
Benefits	25,043
Taxes	
Subtotal Personnel	\$192,000 - CDBG FUNDING
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials	11,904
Equipment	7680
Communications	11184
Meetings & Convenings	
Travel & Transportation	
Training	
Consulting	
Evaluation	
Cost of Payments (CC processing)	8897
Technology Cost	1201
Subtotal Non-Personnel	40,866 - UPWARDS' MATCH
Total Personnel & Non-Personnel	232,866
Indirect Costs	
Total	232,866
Number of Persons Served:	32
Cost per Individual:	7227

1. **Program Description:** Upwards' Boost Program offers personalized business and technical support to in-home childcare providers. These Low-to-Moderate Income (LMI) XBE childcare providers employ fewer than five employees, and serve children ages 0-5, as well as up to age 13 with before and after school care. The Boost program will expand economic opportunities for LMI daycare microenterprise owners in Burbank by training them to use essential tools that will make their operations more efficient. This program will empower them to reach their full revenue potential and stabilize/retain their jobs in the childcare industry. Upwards has identified 70 daycares within City limits. We are aware the City awards its CDBG funding to several sub-recipients and wants to be respectful of the other community partners. Therefore, the scope of this proposal will be based on serving 24 microenterprise home daycares. This program will be made available to all licensed home daycares in Burbank, and applicants will be prioritized based on their level of risk and need.

By optimizing their operations, child care microenterprises can boost profits while maintaining affordability for families. The increased revenues give providers the means to hire additional staff like teaching assistants when expanding capacity. This leads to 8 new job opportunities being created, especially for low-income residents. By helping these LMI providers stabilize their operations and increase their revenue, Boost not only strengthens their businesses but also improves the lives of the families they serve, creating a ripple effect of positive change in the community.

2. **Program Activities:** Through one-on-one coaching, training, and digital tools, the Boost team gives child care providers a tailored business strategy and the operational support they need to increase their revenues and grow their businesses in a sustainable way. The Care Specialist creates a custom business plan to help the daycare owner reach their personal goals, in addition to offering guidance in areas like marketing, enrollment management, accounting, and curriculum planning. Daycare owners are guided through Upwards' proprietary Childcare Management System which helps them increase enrollment through Upwards' matching algorithm, quickly create lesson plans through the robust curriculum database, financial tracking, messaging, translation features and more. This allows providers to spend less time on administrative tasks and more time delivering quality care.

CDBG funding supports the compensation of staff members directly involved in the administration, coordination, and delivery of the Boost program. These personnel are essential for the development of training materials, conducting workshops, and offering ongoing support to the child care providers and the families they serve. Each childcare provider is paired with a dedicated Care Specialist, serving as a reliable mentor focused on their success. These Care Specialists are seasoned professionals with over 15 years of experience in Early Childhood Education and experience running successful daycares of their own. Through personalized coaching sessions and training, Care Specialists empower providers to adopt industry best practices and build a solid groundwork for their child care enterprises. Family Care Specialists support LMI families by helping them find

providers who fit their unique needs. The Care Specialists are backed by a team that includes an Enrollment Specialist, Finance Advisor, Technical Support, Marketing Specialist, as well as a Community Outreach Manager— all work under the direction of Program Director, Judy Ahumada.

3. **Program Time of Performance:** Q1 - Outreach & Marketing Campaign: Launch a 3-month campaign using digital ads and grassroots outreach to inform childcare providers about the program. The goal is to guarantee equitable access to the program for all qualified home daycares in the area. Accept and process provider applications, verify income, household size, and collect baseline operational data (e.g., number of children served). Finalize the majority of the 2025-26 BOOST cohort by the start of Quarter 2.

Q2 - Provider Enrollment & Initial Evaluations: Match providers with assigned coaches and complete initial business evaluations. Train participants on childcare management software to streamline operations. Conduct outreach to families with open daycare slots to maximize enrollments.

Q3 & 4 - Provide Ongoing Coaching on financial management, marketing, staffing, and licensing. Assist eligible providers with the recruiting, vetting and onboarding of Teacher Assistants. Administer quarterly anonymous feedback surveys to providers and families to assess satisfaction and areas for improvement.

Q4 - Outcome Reporting: Measure and report final outcomes, including the percentage of participants who achieve revenue growth and other target metrics. Ensure providers exit the program with strong business foundations and long-term sustainability, independent of public funding.

4. **Program Outcomes:** The Boost program's mission is to create a thriving and sustainable local childcare ecosystem by providing business and technical support to microenterprise childcare providers. By helping these LMI XBE providers stabilize their operations and increase their revenue, Boost not only strengthens their businesses but also improves the lives of the families they serve, creating a ripple effect of positive change in the community. The program tracks its impact through clear, measurable outcomes.

Revenue Growth: 30% of participants will report a 20% increase in gross revenue through targeted marketing and capacity-building efforts.

Job Creation and Retention: 30% will hire a teaching assistant, creating 8 new LMI jobs and retaining 24.

Increased Capacity: 30% of participants will increase the number of childcare slots by hiring teaching assistants.

Access to Quality Care: 75% of families will report reliable childcare that meets their needs.

To ensure these goals are met, Boost collects a wealth of data, including income, household size, experience, certifications, and demographics of the providers. Care Specialists use this information to offer tailored support and guidance in real-time to keep providers on track. Regular reporting to CDBG staff ensures that the program is serving the right populations, and adjustments are made when necessary to improve outreach and accessibility. This comprehensive approach ensures that Boost not only meets its targets but also provides a solid foundation for ongoing success, benefiting both childcare providers and the families they serve.

While it is very rare, should any providers remain in the Low-to-Moderate Income range by the end of the program year, Upwards will continue to provide its services for free until they grow out of the LMI qualification.

6. The service area is limited to home-based daycares within Burbank. Since these daycares are private residences, their locations are confidential. If Boost receives CDBG funds, the exact locations will be disclosed upon vetting and income verification.

8. Please describe your system of collecting the data Boost will measure and track its participants' various demographic and population characteristics to ensure accurate reporting and to measure the program's effectiveness. The Boost program is designed to support microenterprise childcare providers, with a key focus on ensuring that at least 51% of participants qualify as LMI, as required by HUD's CDBG guidelines. However, based on previous participation trends, we anticipate that 100% of program participants will meet the LMI criteria. The income eligibility process begins with the completion of an intake application that records each participant's household size and annual income. Initially, participants self-certify their income, which is then followed by the collection of supporting documentation. Required documents may include W-2 forms, pay stubs, bank statements, or tax returns. Care Specialists are responsible for reviewing these documents and verifying that the participants meet the income eligibility criteria. Once income eligibility is confirmed, participants proceed with the program, where they receive tailored business support and technical assistance. In addition to income verification, a comprehensive provider profile is created for each participant, which includes proof of active licensing, background checks, and inspection reports. Upwards will submit monthly and quarterly reports to the City to evaluate the success of the objectives and ensure the communities being served are those that need it most. If reports indicate that the desired populations are not being reached and/or served, Upwards will adjust its outreach strategy to make the program more accessible and equitable to LMI providers and families in need. Upwards is capable of capturing thousands of data points and will create thorough reports for the CDBG Entitlement staff. The preliminary evaluation will be used as a baseline to compare a daycare's progress throughout the program. Demographic information collected upon intake includes income, household size, industry experience, certifications and level of

education, race/ethnicity, and age. With real-time data and feedback, Care Specialists can make nimble adjustments as needed. The key program indicators (KPIs) BOOST will use to determine the program's effectiveness will be measured continuously throughout the year. These include:

- Number of teaching assistant jobs created.
- Number of childcare provider jobs retained.
- Revenue changes of daycare providers
- Number of trainings completed
- Number of support requests answered
- Number of family tours scheduled and completed
- Number of children enrolled.
- Self-reported hours saved on administrative tasks
- Level of family engagement

Upwards will submit monthly and quarterly reports to the City summarizing these qualitative efforts and future projections.

9. Program Delivery Area: The service area is limited to home-based daycares within Burbank, so all 24 microenterprise daycare owners will be residents of Burbank. Additionally, we project 8 new Teacher Assistant jobs will be created. Upwards will recruit from a pool of applicants based in Burbank, however ultimately, it is the daycare owner who decides who to hire so we cannot guarantee that the Teacher Assistant lives within Burbank (even if it is very likely to be the case.) Indirect beneficiaries include all of the families whose children attend the participating daycares, which again are very likely Burbank residents but would be considered 'indirect beneficiaries'.

10. Performance Goals:

Performance Goals	Deliverables	Activities
Revenue Growth: at least 30% of participants will report a 20% increase in gross revenue through targeted marketing and capacity-building efforts.	24 home-based childcare providers served, over 156 hours of coaching per provider, 24 provider growth plans created, full training on childcare management platforms. Boost will track providers' revenue changes throughout program year.	Activities involve outreach to all eligible daycares, intake & onboarding, 1-on-1 coaching, training & technical assistance, support with licensing & quality improvement and other business support activities that foster operational development and capacity building efforts. Intensive training on financial management, record-keeping, and business planning to help providers establish sound fiscal practices. Guidance on marketing, enrollment, and customer retention to support consistent revenue generation.

		Assistance setting up automated systems for core functions like billing and reporting to create efficiency and time savings
Job Creation and Retention: 30% will hire a teaching assistant, creating 8 new LMI jobs, 24 jobs retained	8 new Teaching Assistant Jobs created and 24 jobs retained. By the end of the 12 months, participating providers will have the tools, knowledge, and operational infrastructure in place to successfully manage their businesses independently. They should have a clear roadmap for continued growth, a robust set of templates and resources to draw upon, and a network of relationships to tap for ongoing guidance and collaboration.	Provide workforce development training to help providers recruit, hire and train additional staff. Conduct quarterly reviews and evaluations to track provider progress in revenue growth, job creation, and childcare slot expansion.
Increased Capacity: at least 30% of participants will increase the number of childcare slots.	The creation of new childcare slots (at least 8, up to 32 in the first year alone.)	Specific activities include providing direct marketing support through Upwards' centralized family network to help childcare providers access new parents; enrollment automation to maximize capacity, family matching support that reduces the administrative burden and increases revenue, allowing them to focus on their business growth.
Access to Quality Care: at least 75% of families will report reliable childcare that meets their needs.	Support LMI families with access to quality child care.	Develop a community outreach plan for Burbank; ongoing outreach to LMI families, ongoing coordination with community partners. Assist with families with finding care that meets their unique needs, scheduling tours, enrolling children into care, securing emergency back-up care.
Improve Quality and Inclusivity of Care	Providers will create weekly lesson plans with the help of a robust curriculum database.	To improve the quality of care and early learning environments, providers will be enrolled in targeted professional

		development sessions and one-on-one coaching. These trainings will cover areas critical to kindergarten readiness, including curriculum implementation, child development, and best practices for nurturing cognitive, social-emotional, language, and physical skills in young children. These trainings have been developed in collaboration with early childhood education experts, ensuring they are evidence-based and aligned with the latest research in early learning. Providers will also receive training on health and safety practices to enhance the overall quality of their services.
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11. Based on the CDBG funding requested, include the amount of private/public funds that will be leveraged to administer the program/project. Based on requested CDBG funding, Upwards will contribute \$56,190 to cover all non-personnel costs including Training Materials (and translations), Equipment, Marketing for Providers, Marketing for Families, Cost of Payments, Technology Costs and Office Supplies. Upwards' substantial in-kind contributions and operational support underscore our dedication to providing the necessary resources for the program's success. The total cost to support each child care microenterprise for a full year is about \$12,000. However, we only request \$8,000 per microenterprise and in the event that additional funding is needed to hit the program's goals, Upwards will cover any additional expenses with our in-kind matching program (approx. \$96,000). In addition, Upwards is pleased to offer a Teacher Assistant Subsidy to eligible providers to help them pay for a portion of the teaching assistant's salary (ranging from \$800-\$1200). Upwards' substantial in-kind contributions and operational support underscore our dedication to providing the necessary resources for the program's success.

12. Upwards' revenue comes from our corporate benefit clients to offer childcare benefits to employees as well as service contracts with the Department of Defense to offer childcare benefits for US Army, National Guard and Air Force members and the State of CA to distribute Subsidy in LA County and Kern County.

13. Upwards has extensive experience working with government partners and administering federal funds. We operate Federal, State, and Local programs and have become very familiar with government compliance, monitoring, and reporting requirements. On the Federal level, Upwards is currently facilitating childcare tuition payments and matching services for Army, Army National Guard and Air Force members.

At the State level, Upwards is contracted with California to administer childcare subsidies to income-eligible families. This is funded through the Child Care and Development Block Grant (CCDBG). Upwards was awarded \$2.065 million to provide direct tuition subsidies. Through our program, UpLift, Upwards expands access to quality childcare services in areas experiencing significant shortages. The program is designed to support high-need, low-income families, especially those facing a great housing instability risk. UpLift aims to establish a modern approach to an antiquated subsidy system to increase access to the most vulnerable families, making childcare truly more equitable. On the Local level, this year Upwards is running its community program, Boost, for various cities and counties across the country in California, Colorado, Florida, New York, Pennsylvania, Utah, Washington and more.

We recently launched the Boost Program in one of the largest cities in the country, the City of San Jose CA for over \$1M in CDBG funding to support 133 local microenterprise childcare facilities. We received 100% provider enrollment in the first 45 days and have spent down 60% of the funds in the first 5-months of the program, exceeding the majority of our program outcomes by the end of month 4th. Our team is extremely knowledgeable about federal regulation and invoicing, as we work with cities and counties to administer CDBG funding all across the country and hope to partner with Burbank next!

**CITY OF BURBANK FISCAL YEAR 2025-26 COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING
PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS**

Once complete please submit to cdbg@burbankca.gov

Project/Program Summary

Operating Agency: City of Burbank, Community Development Department

Project/Program Name: Homeless Access Center – Buena Vista Steet

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

- ☒ Capital Project¹
- ☐ Special Economic Development²
- ☐ Public Service³

Applicant Type:

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

Total Amount Requested from CDBG only: \$691,978.95

(The City's fiscal year is July 1 – June 30)

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

The proposed Project would adaptively reuse and convert the former Boys & Girls Club of Burbank Facility (initially built as a City fire station) at 2244 N. Buena Vista to a new access center for Home Again Los Angeles (HALA). HALA is a local 501(c)(3) nonprofit homeless services provider that offers five core programs for the unhoused and those on the verge of homelessness, including Shelter, Rapid Rehousing, Transitional Housing, Rental Relief, and Educational Workshop programs focused on homeless prevention and housing stability. The proposed Project Site is owned by the City of Burbank and the property was vacated in 2021 after 25 years of tenancy by the Boys & Girls Club. The existing vacant structures at the Project Site include a large "main facility" (4,500 square

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

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

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

feet), The proposed Project would renovate the existing main facility on the Project Site and add four tiny homes for homeless families. This would allow HALA to relocate its existing Burbank operation to the site, leasing the building from the City through a long-term lease. Currently, HALA partners with local churches to house homeless families while they are working with HALA to find long term housing.

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

After completion of the rehabilitation of the building, HALA would provide a variety of programs at the site. These include but are not limited to:

- 1) Wraparound services targeting the unhoused and those on the verge of homelessness. The wraparound services will be provided during regular hours of operation, Monday through Friday, 8:00am to 5:00pm. The services will be available by appointment but will welcome walk-ins for any urgent matters. Services will include, but not limited to, housing navigation and financial assistance (Security deposit and rental subsidies) for the unhoused population, 1:1 case management, financial literacy courses, employment connections, assistance with rental relief, support in signing up for the County's general relief program and applying for utility financial assistance.
- 2) Provide 24/7 transitional housing for four families on the site using housing suites that each will include a shower and restroom. Residents will be allowed to use the laundry facility and a rehabilitation kitchen.
- 3) The Community Room within the building will serve host on-line and in-person workshops for the community.
- 4) A Job Center, set up classroom style with an array of computer desktops, printers, and copy machines, will allow clients to search for employment, create resumes/cover letters, and print applications. The Job Center will also welcome clients to utilize the technology devices to search for housing alongside the Home Again LA Housing Navigator. The overall objective of the classroom is to remove any challenges clients may have in accessing technology devices to achieve their life goals; thus, removing the digital divide.
- 5) Home Again L.A. envisions having two private case management rooms that will allow clients to interact with our case managers in a private setting allowing the client to share their troubles and hardships.
- 6) A place where clients will meet with the Intake Specialist to discuss their household needs and share their household challenges will be provided.
- 7) Once a week Home Again L.A. will invite a partner who can "set up shop" within the Community Partners Room and share unique resources with our clients. For example, Home Again LA has an abundance amount of community partners who do not have a brick and mortar in Burbank but

our Burbank residents may qualify for their services; thus it's imperative to us that we have a dedicated space where the partners may come in and offer a service once a month, for example, LA County provide resources on government funded programs for low income households, Metro come in and have clients sign up for TAP cards, etc. The space would be large enough for 2-4 individuals.

- 8) Lastly, there will be a room for the families that live on site where they can congregate, relax and play with their children.

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

Activity	Duration	Projected Dates
Predevelopment, Entitlements, Outreach and Construction Documents	7 Months	July 2024 - January 2025
Permitting and Bid Package	4 Months	February 2025 - May 2025
Bidding, Negotiations, City Council Approval and Contractor Notice to Proceed	2 Months	June 2025 - August 2025
Lease and Funding Negotiations with HALA	2 Months	June 2025 -August 2025
Construction	11 Months	September 2025 - July 2026
HALA Move-In	2 Months	August 1, 2026

Currently, city staff will be completing design documents at the end of this month. The City will be conducting a streamlined review time invoking the City Council approved Emergency Shelter Crisis. Upon completion of the

construction bids, the City and HALA will enter into a long-term lease for the building that will become effective when construction is completed.

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. Increased Housing Stability and Access to Safe Housing:** The primary outcome is to provide safe, temporary housing for unhoused families with children. By offering transitional housing, we aim to support families in moving from homelessness to stable, permanent housing. This will directly benefit low-to-moderate-income households by reducing the time they spend in crisis situations and improving their quality of life.
- 2. Enhanced Family Support Services:** The facility will offer a range of supportive services, including case management, mental health counseling, job training, and linkage to other resources available throughout the region. These services are designed to empower families and address the root causes of homelessness, helping them achieve long-term self-sufficiency. These support services will provide a direct benefit to families who are at risk of falling deeper into poverty, and will contribute to stronger, more resilient families in our community.
- 3. Prevention of Homelessness:** In addition to transitional housing, we will provide critical homeless prevention services to families who are at risk of losing their homes. This includes financial assistance for rent, utility bills, and other support to help families maintain stable housing and avoid the traumatic experience of homelessness. By intervening before families reach the point of homelessness, we can help reduce the overall strain on our community's resources and ensure that fewer families experience housing instability.
- 4. Economic Empowerment:** By offering job training and financial literacy programs, we aim to increase the employability of family members, helping them secure stable jobs and improve their economic standing. This contributes to long-term self-sufficiency for families, reducing their dependence on public assistance and improving their financial stability. This outcome directly benefits

low-to-moderate-income households by increasing their earning potential and access to economic opportunities.

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

Official Business Name: City of Burbank, Community Development Department
Chief Executive Officer/Director: Simone McFarland, Assistant Director-Community Development Department
Business Address, City, State, Zip Code: 150 N. Third, Burbank CA 91502

Phone Number: 818-238-5202 **E-mail:** smcfarland@burbankca.gov
Business License Number: N/A
Unique Entity ID: R2ABP7NMRUG7 **Tax ID:** 26-2458342
Project Manager Name: Simone McFarland, Assistant Director-Community Development Department
E-mail: smcfarland@burbankca.gov
Phone No: 818-238-5202

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

☐ Same as above

☒ Other (address/areas/clubs/associations, etc.): 2244 N. Buena Vista, Burbank, CA

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

- | | |
|--|--|
| <input type="checkbox"/> Disabled persons | <input type="checkbox"/> Immigrant individuals/families |
| <input checked="" type="checkbox"/> Chronically homeless individuals | <input type="checkbox"/> Distressed homeowner's/renter's |
| <input checked="" type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Formerly incarcerated |
| <input type="checkbox"/> Small businesses | <input type="checkbox"/> Other |

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

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

Home Again LA has a comprehensive system in place for collecting and maintaining demographic information. The process begins with clients completing a Home Again LA intake application, which captures essential demographic and service-related data. This information is then entered into the Homeless Management Information System (HMIS) online portal. The HMIS is a system mandated by Los Angeles County for all government-funded nonprofits, including Home Again LA, to track program outcomes, successes, and areas for improvement.

This data is securely stored in the HMIS portal and generate detailed reports for our funders. These reports provide valuable insights, including the total number of clients served, the types of services rendered, as well as key demographic information such as age, ethnicity, income level, and more. This allows HALA to effectively monitor our impact and demonstrate the results of our work to our stakeholders.

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.

Home Again LA's services will primarily focus on families experiencing homelessness within Burbank; however, the organization recognizes that homelessness is a regional issue, and is committed to serving families from surrounding areas as well. Families from nearby communities within Los Angeles County who meet the eligibility criteria for transitional housing and homeless prevention services will also be able to access support through our program.

While the primary service area is Burbank, it is anticipated that approximately 80% of HALA's clients will be residents of Burbank, with the remaining 20% coming from neighboring cities and communities. This broader service area allows us to provide critical support to families facing homelessness or housing instability across a larger region, addressing the needs of the most vulnerable households in our community.

10. Measurable Outcomes:

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

Performance Goals	Deliverables	Activities
Predevelopment, Entitlements, Outreach and Construction Documents	Construction documents	Construction documents submitted to City of permit approval.
Permitting and Bid Package	Construction Bid Package Bid Package for Tiny Homes	Bidding for a construction opens
Bidding, Negotiations, City Council Approval and Contractor Notice to Proceed	Construction Contract,	City Council approval of construction contract
Lease and Funding Negotiations with HALA	Lease Agreement between City and HALA	Council approval of lease agreement
Construction	Final Construction Approval	Final Approval of Construction issued by City Building and Safety
HALA Move-In	Key turn over to HALA	HALA moves in.

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.

Funding Source	
	Amount (Estimates)
Regional Housing Trust	\$0.00
Home ARP	\$1,600,000.00
CDBG 22/23	\$413,756.00
CDBG 23/24	\$766,634.00
CDBG 25/26	\$691,979.00
RDA Loan Repayment	\$300,000.00
RDA Loan Repayment #2	\$517,417.00
PLHA	\$128,780.00
PLHA Salvation Army Return Funds 22/23	\$11,781.00
HALA	\$500,000.00
Local Housing Trust Fund Application	\$500,000.00
Piano Store Funding/ Homeless Supportive Services Funding	\$31,000.00
Real Estate	\$90,755.00
Salary Savings	\$30,000.00
HOME ARP Rollover	\$296,632.00
Total Revenue	\$5,878,734.00
Total Estimated Expenses	\$5,889,518
Additional Funding Needed	(\$10,784)

Note: The Estimated Expenses are still preliminary estimates and are likely to change and the project plans are completed. The remaining \$10,784 funds are likely to be absorbed with additional clarity regarding development needs. Additionally, there is a 20% contingency included within the expenses that if necessary, can absorb this amount.

- 12. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2024? ☒ Yes or ☐ No**

Fund/Grant Name: Various Grants (see the funding source table in Question #11)."

Amount: \$

(add additional lines if necessary)

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

Burbank will consider other funding programs as they become available. This would include additional Federal funding opportunities.

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

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

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

Extremely low: under 30%	150 Households
Very Low: 31% to <50%	100 Households
Low: 51% to <80%	100 Households
Total Low Income Served:	350 Households/annually

16. Budget

Budget	
Budget Line Item	Cost
Benefits	
Taxes	
Subtotal Personnel	
<i>Non-Personnel</i>	
Move-In Assistance	
Supplies & Materials – Construction	\$4,003,000
Permits	\$96,000
Project Management	\$75,000
Construction Management	\$200,000
Prepaid Costs (Studies and Architectural including Environmental)	\$579,765
Contingency (20%)	\$935,753
Consulting	

Evaluation	
Subtotal Non-Personnel	\$5,889,518
Total Personnel & Non-Personnel	
Indirect Costs	
Total	
Number of Persons Served:	
Cost per Individual	

17. The following attachments need to be submitted with the application:

- a) Most Recent Financial Statements.
- b) Most Recent Audit & Findings, if any.
- c) Client Intake Form.
- d) Organization Insurance

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

The application must be submitted to cdbg@burbankca.gov