

**CITY OF BURBANK
FISCAL YEAR (FY) 2024-25
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
REQUEST FOR FUNDING PROPOSALS**

Notice of Funding Availability

The Community Development Department (CDD) for the City of Burbank is pleased to announce the availability of approximately **\$998,766** in federal Community Development Block Grant (CDBG) funding allocated to the City of Burbank for FY 2024-25 from the U.S. Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended. The estimate includes approximately \$149,815 Public Services, \$649,198 for Capital and Economic Development Projects, and \$199,753 for Administration.

Who Is Eligible To Apply?

Funds are available to City of Burbank departments; non-profit, for-profit, faith-based organizations; and Community Based Development Organizations.

CDBG Requirements

All projects and activities must either principally benefit low and moderate-income persons, or aid in the prevention or elimination of slums and blight or meet other community needs having a particular urgency.

Benefit to Low and Moderate-Income Persons or Households

In order for an activity to be considered as a benefit to low and moderate-income persons or households, it must comply with one or more of the following CDBG National Objectives.

1. Area Benefit – An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low to moderate-income persons.
2. Limited Clientele Activities – An activity which benefits a limited clientele, at least 51 percent of whom are low to moderate-income persons.
3. Housing Activities – An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low to moderate-income households.
4. Economic Development - Job creation or retention activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low to moderate-income persons.

Documenting National Objectives

CDBG sub-recipients must document the results of their activity or programs as it relates to a National Objective. For public service programs and housing activities, income documentation must be maintained on each client served. The annual low to moderate-income limits for Los Angeles County are provided in Exhibit B.

Eligible Activities

1. Acquisition – in whole or in part by the sub-recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation of real property for any public purpose subject to limitations under ineligible activities.
2. Public Facilities and Improvements - acquisition, construction, reconstruction, or installation of public facilities and improvements.

3. Clearance Activities - clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
4. Public Services - directed toward improving the community's public services, including employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreational needs.
5. Relocation - relocation payments and assistance for permanently or temporarily displaced individuals, families, businesses, and nonprofit organizations.
6. Accessibility for the Elderly and/or Disabled - special projects directed to improved mobility and accessibility of elderly and handicapped to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation – rehabilitation of structures only to the extent that those structures are used for conducting eligible activities; and rehabilitation of privately owned residential buildings.
8. Code Enforcement - code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area.
9. Historic Preservation - CDBG funding may be used for the rehabilitation, preservation, and restoration of historic properties, whether publicly or privately owned.
10. Economic Development Activities – acquiring, constructing, reconstructing rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements; assisting a private or for-profit business by means of grants, loans, loan guarantees and technical assistance; and providing economic development services in an economic development project.
11. Community Based Development Organizations (CBDO's) – CBDOs are generally nonprofit or for profit organizations that undertake specific kinds of CDBG-funded activities. Activities include neighborhood revitalization; community economic development; and energy conservation.

Ineligible Activities

1. Buildings, or portions thereof used predominantly for the general conduct of government (except for accessibility or historic preservation);
2. General government expenses;
3. Political activities;
4. Purchase of office and construction equipment;
5. Furnishings and personal property;
7. Operating and maintenance expenses;
8. New housing construction; and
9. Income payments.

CDBG RFP - Application Forms

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

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

Application Timelines

RFP release date	March 20, 2024
Technical Assistance Workshop (see below for details)	March 25, 2024
Application due to CDD by 5:00 pm	April 10, 2024
Community Development Goals Committee Presentations	April 15, 2024*
Funding Announcement	June 12, 2024*

* Subject to change.

On-Line Application Submittal

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

On-Line Application Instructions for City Data Services

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

Generic User ID: BUR2024

Generic Password: BUR2024

To submit an application, click on the link as shown here:

Returning Users: Log into City Data Services at www.citydataservices.net. Enter the User ID and Password provided for your agency in the upper right corner of the website homepage to log in. Once logged in, select FY 2024-25 to submit your application(s).

Homeless Emphasis

CDBG will maintain an emphasis in homeless projects that align with the goals shared in the Plan.

To view the Homelessness Plan, please visit:

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

The City is seeking to expand partnerships with homeless services providers who are capable of implementing strategies and actions and able to leverage other private and public funds.

Proposal Submission

Application submissions must be received no later than April 10, 2024, by 5:00 p.m. Proposals must be submitted electronically on the Burbank CDBG RFP web-based portal.

RFP Information/Technical Assistance Workshop

A virtual Technical Assistance Workshop will be held on March 25, 2024, from 10 a.m. – 11 a.m. by the Community Development Department. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies and Departments are highly encouraged to participate in the meeting; however, attendance is not mandatory. Below is the link to join the meeting.

Join Zoom Meeting

<https://burbankca.zoom.us/j/87960778237?pwd=S4OUR2e8QHUHZF89YwDr0PGoxobpTj.1>

Meeting ID: 879 6077 8237

Passcode: 373360

To register, please e-mail us the following: Name, Agency you represent, e-mail information, and phone number to sgonzalez@burbankca.gov. A confirmation and link to the virtual meeting will be sent to all registered attendees in advance of the meeting.

Insurance Requirements

A sub-recipient shall provide and maintain at its' own expense the following insurance coverage throughout the term of this Contract unless waived or not pertinent to the project, and the sub-recipient shall provide City with proof of the same:

- General Liability and Property Damage Insurance indemnifying the City of Burbank against the sub-recipient's operations and/or its services.
- A sub-recipient shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000 (combined single limit), unless a reduction is approved by the City.
- A sub-recipient shall maintain Automobile Liability; Professional Liability or Errors and Omissions; Cyber-Liability; Pollution Liability and/or Asbestos Pollution Liability.
- Additional policies may be required dependent upon the type of project (see Exhibit C).

Exhibits

1. Exhibit A – CDBG Application (Reference material only)
2. Exhibit B – Gross Income Limits (2022) (Reference material only)
3. Exhibit C – PSA Insurance Checklist

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

**CITY OF BURBANK
FISCAL YEAR 2024-25
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR FUNDING PROPOSALS**

Project/Program Summary

Operating Agency: _____

Project/Program Name: _____

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

- | | |
|--|---|
| <input type="checkbox"/> Capital Project ¹
<input type="checkbox"/> Year-Round
<input type="checkbox"/> Limited Period: _____ | <input type="checkbox"/> Special Economic Development ²
<input type="checkbox"/> Year-Round
<input type="checkbox"/> Limited Period: _____ |
| <input type="checkbox"/> Public Service ³
<input type="checkbox"/> Year-Round
<input type="checkbox"/> Limited Period: _____ | |

Applicant Type:

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

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

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.

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

Official Business Name: _____

Chief Executive Officer/Director: _____

Business Address, City, State, Zip Code.: _____

Phone Number: _____

E-mail: _____

Business License Number: _____

Unique Entity ID: _____ Tax ID: _____

Project Manager Name: _____

E-mail: _____ Phone No: _____

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).

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:

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: _____ Amount: _____

(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

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

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

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Exhibit B - Gross Income Limits (Los Angeles County Area 2023)

The following are the Gross Annual Income Limits published by the U.S. Department of Housing and Urban Development. These income limits apply to direct benefit activities, such as housing activities and public services.

FY 2023 Income Limit Area	Median Family Income Click for More Detail	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area	\$98,200	Very Low (50%) Income Limits (\$) Click for More Detail	44,150	50,450	56,750	63,050	68,100	73,150	78,200	83,250
		Extremely Low Income Limits (\$)* Click for More Detail	26,500	30,300	34,100	37,850	40,900	43,950	46,950	50,560
		Low (80%) Income Limits (\$) Click for More Detail	70,650	80,750	90,850	100,900	109,000	117,050	125,150	133,200

EXHIBIT C- PSA Insurance Checklist

General Liability

- **Certificate of Insurance** (A.1.)
 - Limits of \$1,000,000 per occurrence; \$2,000,000 aggregate (A.1.)
 - Insurance Services Office (ISO) form CG 00 01 (explains coverage within policy) (A.1.)
- **Additional Insured Endorsement** for both "ongoing" and "products-completed" operations. (A.1.)
 - Ongoing Operations: CG 20 10 11 85 or CG 20 10 (B)
 - Products – Completed Operations – CG 20 10 11 85 or CG 20 37 (B)
- **Primary, Non-contributory** (B)
- **Notice of Cancellation** (B)
- **Waiver of Subrogation** (B)

Automobile Liability

- **Certificate of Insurance** (A.2.)
 - Limits of \$1,000,000 per accident
 - Covers Any Auto (Code 1), or Hired Auto (Code 8) and Non-Owned Auto (Code 9)
 - Cannot accept copy of insurance card
- **Additional Insured Endorsement** (B)
- **Primary, Non-contributory** (B)
- **Notice of Cancellation** (B)
- **Waiver of Subrogation** (B)

Workers' Compensation

- **Certificate of Insurance** (A.3.)
 - Statutory Limits with Employer's Liability in amount of \$1,000,000
- **Waiver of Subrogation** (B)

Professional Liability

- **Certificate of Insurance** (A.4.)
 - Limit of \$1,000,000 per occurrence or claim, \$2,000,000 aggregate
- **Notice of Cancellation** (B)
- **Primary, Non-Contributory** (if they carry this – not all do)
- **Claims-made policy** (B)
 - Retroactive Date must be before the date of the PSA (B)

Deductibles and Self-Insured Retentions

- Must be listed on the Certificate off Insurance (B)
- City must approve
- Self-Insured Retention may be listed as "SIR"

B. Other Insurance:

- **Cyber Liability – Technology Professional Liability**
 - \$2,000,000 per occurrence or claim, \$2,000,000 aggregate
- **Contractors Pollution Liability and/or Asbestos Pollution Liability**
 - \$1,000,000 per claim or occurrence and \$2,000,000 aggregate per policy period of one year.