

## **NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

June 18, 2025  
City of Burbank  
Community Development Department  
150 N. Third Street  
Burbank, CA 91502  
Housing and Grants (818) 238-5180

On or about June 18, 2025, the City of Burbank will submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Community Development Block Grant funds under Title 1 of the Housing and Community Development Act of 1974 [Public Law 93-383; 42 U.S.C. 5301 et seq.], as amended, to undertake a project known as the Home Again Los Angeles (HALA) Access Center for the purpose of converting the former Boys & Girls Club of Burbank to a new Access Center, and providing needed social services for the unhoused and those on the verge of homelessness in the City of Burbank and its surrounding communities. The Project site is located at 2244 North Buena Vista Street, Burbank, California. The property is owned by the City of Burbank and includes several buildings/structures that were vacated in 2021 following 27 years of tenancy (from 1994 to 2021) by the Boys & Girls Club.

The main component of the Project is renovating the 4,500-square-foot main facility to create the HALA Access Center, which would include a community room, a job center, case management rooms, intake rooms, and community partner rooms. Other improvements to the surrounding portions of the property include demolition/removal of the two existing portable trailers at the northern property line, removing a small wall that is located along North Buena Vista Street and replacing it with a new gate, landscaping and irrigation improvements, demolition/removal of the existing storage structures at the rear of the property, and re-surfacing the existing basketball court. Additionally, the Project includes plans for installation of two modular pre-fabricated units at the north side of the property, housing a total of four “tiny home suites” (120 SF habitable space per unit) to provide interim housing for families with children who are seeking placement in more permanent housing. Families will work with a dedicated case manager to develop a personalized strategic plan focusing on employment, finances, and housing, while awaiting placement in more permanent housing.

The activities proposed: are categorically excluded under HUD regulations at 24 CFR Part 58 from National Environmental Policy Act (NEPA) requirements. An Environmental Review Record (ERR) that documents the environmental determinations for this project is on file at the City of Burbank Community Services Building, 150 N. Third Street Burbank, CA 91502, and may be examined or copied on weekdays between 8 A.M to 3 P.M.

### **PUBLIC COMMENTS**

Any individual, group, or agency may submit written comments on the ERR to Ms. Shipra Rajesh, Housing Development Manager at the City of Burbank, 150 N. Third Street, Burbank, CA 91502. All comments received by June 25, 2025, will be considered by the City of Burbank prior to authorizing submission of a request for release of funds.

## **ENVIRONMENTAL CERTIFICATION**

The City of Burbank certifies to HUD that Mr. Fred Ramirez, Assistant Community Development Director, in his capacity as Certifying Officer consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. HUD's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the City of Burbank to use Program funds.

## **OBJECTIONS TO RELEASE OF FUNDS**

HUD will accept objections to its release of fund and the City of Burbank's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the City of Burbank; (b) the City of Burbank has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to HUD's Los Angeles Field Office at 300 North Los Angeles Street, Suite 4054. Potential objectors should contact HUD to verify the actual last day of the objection period.



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Mr. Fred Ramirez, Assistant Community Development Director