



# **CITY OF BURBANK**

## **CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT**

**JULY 1, 2023 – JUNE 30, 2024**

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**FINAL REPORT**

**CITY OF BURBANK  
HOUSING AND GRANTS DIVISION  
150 N. THIRD STREET  
BURBANK, CA 91502**

**CITY OF BURBANK**

# **2023/24 CAPER**

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## Introduction

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The City of Burbank (City) has prepared the 2023/24 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD) which describes the use of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds during the fourth program year of the 2020/21 – 2024/25 Consolidated Plan period, covering July 1, 2020, to June 30, 2025.

The City receives CDBG and HOME funds from HUD on a formula basis each year, and in turn, implements projects and awards grants to nonprofit, for-profit, or public organizations for projects in furtherance of the adopted Consolidated Plan. The CDBG and HOME programs generally provide a range of eligible activities for the benefit of low- and moderate-income Burbank residents. The CAPER discusses affordable housing outcomes, homelessness and special needs activities, non-housing community development activities, and other actions in furtherance of the City's Annual Action Plan projects and programs for Fiscal Year (FY) 2023/24 (July 1, 2023, to June 30, 2024).

For the 2023/24 fiscal year, the City received \$1,020,650 in CDBG funds. When combined with \$2,106,696 from prior year funds and \$43,084 from a line of credit return, the total investment amounted to \$3,170,430. In HOME funding, the City was awarded \$548,637, with an additional \$2,089,138, from unspent prior year funds, bringing the total to \$2,637,775. Additionally, the City secured \$11,500,000 from the Section 8 Housing Choice Voucher Program. These federal resources were instrumental in advancing positive community changes. In conjunction with other federal, state, and local investments, the HUD funding enabled the City and its partners to:

- Provide fair housing services to 141 residents.
- Provide homelessness prevention and assistance services to 1,486 residents.
- Provide youth services, including after-school care, to 78 youth.
- Provide free health services to 15 persons.
- Provide general public services to 101 persons.
- Provide tenant-based rental assistance to a total of 960 eligible households through the Section 8 Housing Choice Voucher Program (871 households), Veterans Affairs Supportive Housing (11 households), Permanent Supportive Housing (20 households), and Emergency Housing Vouchers Program (58 households).

In 2021, HUD allocated \$1,896,632 to the City of Burbank under the HOME-American Rescue Plan Program (HOME-ARP) aimed at reducing homelessness and increasing

housing stability. To receive the funds, the City was required to develop and submit a HOME-ARP Allocation Plan identifying projects that it would implement. Eligible activities included the production or preservation of affordable housing, tenant-based rental assistance, supportive services, or the purchase and development of non-congregate shelters. At the time, Burbank opted to invest \$1,801,801 of its HOME-ARP allocation on the acquisition and development of a future non-congregate shelter, with the remaining funds of \$94,831 to be used for the administration of the HOME-ARP program.

However, as of the end of FY 2023/24, the City is considering amending the HOME-ARP Allocation Plan to allocate funds earmarked for the development of a non-congregate shelter to the production and preservation of affordable housing. The City will work with its local Community Housing Development Organization (CHDO), Burbank Housing Corporation, to negotiate the terms of this investment into the Fairview Housing Project. Tentative financing consideration is expected in December 2025 for the commitment of the funds.

## CR-05 - Goals and Outcomes

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*Progress the jurisdiction has made in carrying out its strategic plan and its action plan.*

Table 1 below illustrates the City's outcomes for the Fiscal Year 2023/24 Annual Action Plan, comparing these results to the aggregate goals outlined in the five-year Consolidated Plan (2020/21 – 2024/25). The table provides a clear overview of the progress made within the fiscal year relative to the broader targets set for the five-year period.

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/34 Annual Action Plan		
					Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$200,459 HOME: \$57,446	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Community Facilities	Non-Housing Community Development	CDBG: \$3,125,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,425 Persons <i>(Various community facility projects)</i>	3,245 Persons <i>(B&amp;G Club New Club House Acquisition: 3,245 persons)</i>	227.72%	100 Persons <i>(Buena Vista Street Project: 100 persons)</i>	0 Persons <i>(Burbank Youth Center Solar Panel Project: Underway; BTAC Roof Replacement: Underway; Santa Anita Playlot: Underway; Buena Vista Street Project: Underway; Front Street Homeless Solutions Center: Underway)</i>	0.00%
Economic Development	Non-Housing Community Development	CDBG: \$183,815	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150 Persons <i>(Capacity building, employment training, and business workshops)</i>	366 Persons <i>(Lesar Development Consultants Capacity Building: 14 persons; CV-Small Business Assistance Program: 95 persons; CV-Emergency Rental Assistance: 257 persons)</i>	244.00%	0 Persons <i>(No economic development projects funded in FY 2023/24)</i>	0 Persons <i>(No economic development projects funded in FY 2023/24)</i>	0.00%

<b>Homelessness</b>	Homeless	CDBG: \$3,500,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<b>1,425 Persons</b> (Various homeless public service programs)	<b>2,447 Persons</b> (BTAC Emergency Services: <b>2,258 persons</b> ; Family Service Agency: <b>57 persons</b> ; Home Again Los Angeles (formerly Family Promise of the Verdugo's): <b>132 persons</b> )	<b>171.72%</b>	<b>361 Persons</b> (BTAC Emergency Services: <b>300 persons</b> ; Family Service Agency: <b>11 persons</b> ; Home Again Los Angeles: <b>50 persons</b> )	<b>567 Persons</b> (BTAC Emergency Services: <b>500 persons</b> ; Family Service Agency: <b>15 persons</b> ; Home Again Los Angeles: <b>52 persons</b> )	<b>157.06%</b>
<b>Infrastructure Improvements</b>	Non-Housing Community Development	CDBG: \$271,533	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<b>2 Projects</b> (Various Infrastructure Projects)	<b>2 Projects</b> (YMCA Elevator Lift Replacement Project; Library Workforce Training lab)	<b>100.00%</b>	<b>0 Projects</b> (No infrastructure projects funded in FY 2023/24)	<b>0 Projects</b> (No infrastructure projects funded in FY 2023/24)	<b>0.00%</b>
<b>Preserving Affordable Housing</b>	Affordable Housing	HOME: \$2,809,836	Rental units rehabilitated / constructed	Household Housing Unit	<b>15 Housing Units</b> (Various Affordable Rental Developments)	<b>4 Housing Units</b> (159 W. Linden ADU Project: <b>2 housing units</b> ; 2219 N. Niagara Street ADU Project: <b>2 housing units</b> )	<b>26.67%</b>	<b>0 Housing Units</b> (No new housing projects proposed in FY 2023/24)	<b>4 Housing Units</b> (159 W. Linden ADU Project: <b>2 housing units</b> ; 2219 N. Niagara Street ADU Project: <b>2 housing units</b> )	<b>400.00%</b>
<b>Public Services</b>	Non-Housing Community Development	CDBG: \$250,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<b>3,000 Persons</b> (Various Public Service Programs)	<b>7,798 Persons</b> (Burbank Noon Lions: <b>64 persons</b> ; Armenian Relief Society: <b>342 persons</b> ; Burbank Coordinating Council: <b>130 persons</b> ; Kids Community	<b>259.94%</b>	<b>125 Persons</b> (Burbank Noon Lions: <b>30 persons</b> ; Armenian Relief Society: <b>40 persons</b> ; Burbank Coordinating Council: <b>20 persons</b> ; B&G Club Enrichment Services: <b>35 persons</b> )	<b>191 Persons</b> (Burbank Noon Lions: <b>12 persons</b> ; Armenian Relief Society: <b>101 persons</b> ; Burbank Coordinating Council: <b>17 persons</b> ; B&G Club Enrichment	<b>152.80%</b>



						<i>Dental Clinic:</i> <b>5,929 persons;</b> <i>B&amp;G Club</i> <i>Enrichment</i> <i>Services: 205</i> <b>persons;</b> <i>YMCA</i> <i>Social Impact</i> <i>Center: 705</i> <b>persons;</b> <i>Verdugo Hills</i> <i>Council Boy</i> <i>Scouts: 372</i> <b>persons;</b> <i>Family</i> <i>Service Agency</i> <i>Therapeutic</i> <i>Support: 12</i> <b>persons;</b> <i>Burbank Housing</i> <i>Corp. Youth</i> <i>Enrichment: 39</i> <b>persons)</b>			<i>Services: 61</i> <b>persons)</b>	
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

***Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.***

For the 2023/24 fiscal year, the City of Burbank effectively utilized its allocated resources to address key priorities outlined in the 2020-2025 Consolidated Plan. The plan considered various factors, including the needs of households identified through assessments, the suitability of proposed activities, and the potential for leveraging non-federal resources.

In the area of homelessness, the City allocated \$105,524 across three programs designed to provide emergency services to those experiencing or at risk of homelessness. The Burbank Temporary Aid Center Emergency Assistance Program, receiving a significant portion of this funding, exceeded its goal by 167%, assisting 500 individuals with emergency food, utility payments, one month of rental assistance, and free laundry services. The Family Service Agency Transitional Housing Therapeutic Support Program also surpassed its target by 136%, providing critical case management, therapy, and housing stabilization services to 15 individuals. Additionally, the Home Again Los Angeles homeless outreach program met its goal of assisting 52 individuals with housing referrals.

General public services were a major focus as well. The Armenian Relief Society received \$14,000 to support a range of services for low- and moderate-income individuals, surpassing its goal by assisting 101 persons. Health services were addressed with \$4,983 allocated to the Burbank Noon Lions for eye and ear testing and essential corrective aids, benefiting 15 uninsured or homeless children.

Youth services saw notable achievements with the Burbank Coordinating Council's one-week camp, which enrolled 17 children, and the Boys & Girls Club's afterschool and summer programs, which provided enrichment to 61 children, exceeding their target.

In the Affordable Housing category, while no new projects were initiated in FY 2023/24, the completion and leasing of the 159 Linden Street and 2219 N. Niagara Street Accessory Dwelling Units marked an addition to Burbank's affordable housing stock. These projects, collectively funded with \$841,704 in HOME funds, contributed four new affordable rental units owned and managed by the City's local Community Housing Development Organization (CHDO), Burbank Housing Corporation (BHC).

Community facilities remained a high priority, with nearly \$2.8 million invested over five years. In FY 2023/24, the City awarded an additional \$766,634 in CDBG funds to the

Buena Vista Public Facility Project, complementing prior funding of \$413,756 to support the development of a new facility for homeless persons. Previous projects include the Burbank Youth Center Solar Panel Project (allocated \$173,817 in FY 2020/21 and FY 2021/22), the Burbank Temporary Aid Center Roof Replacement Project (allocated \$151,917 in FY 2022/23), the Santa Anita Playlot Project (allocated \$282,328 in FY 2022/23), and the Front Street Homeless Solutions Center (allocated \$500,000 in FY 2021/22). Construction on all community facility projects are underway, with the exception of the Front Street project which is currently in the feasibility analysis phase

The City's commitment to public infrastructure was also evident, with \$500,000 awarded for infrastructure improvements associated with interim homeless housing on Front Street. The project is currently in the feasibility analysis phase.

Overall, these investments reflect Burbank's strategic approach to leveraging federal funds to meet a range of community needs, from emergency assistance and affordable housing to public facilities and infrastructure improvements.

## CR-10 - Racial and Ethnic Composition of Families Assisted

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*Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)*

	<b>CDBG</b>	<b>HOME</b>	<b>TOTAL</b>
White	482	2	484
Black or African American	100	0	100
Asian	42	0	42
American Indian or American Native	11	0	11
Native Hawaiian or Other Pacific Islander	7	0	7
Other Multi-Racial	116	2	118
<b>TOTAL</b>	<b>758</b>	<b>4</b>	<b>762</b>
Hispanic	201	1	202
Not Hispanic	557	3	560

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### ***Narrative***

For the program year 2023/24, the City allocated the majority of its CDBG funds toward community facility improvements, public services, and program administration. HOME funds were primarily used to complete the Linden Street and Niagara Street Accessory Dwelling Unit (ADU) projects, in addition to covering program administration costs.

In terms of demographics, the beneficiaries of these programs were diverse. Of those served, 64% identified as White, with 27% of this group also identifying as Hispanic. Additionally, 16% of beneficiaries identified as Other, 13% as Black, and just under 6% as Asian. This distribution highlights the City's efforts to address the needs of a broad range of ethnic and racial groups within the community.

## CR-15 - Resources and Investments

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
<b>CDBG</b>	public - federal	\$3,170,430	\$335,005
<b>HOME</b>	public - federal	\$2,637,775	\$745,880
<b>Other – HOME-ARP</b>	Public – federal	\$0	\$49,665
<b>Section 8</b>	public - federal	\$11,215,018	\$12,969,046

**Table 3 - Resources Made Available**

### Narrative

During the fiscal year 2023/24, the City received an allocation of Federal funds to support the goals outlined in the Annual Action Plan. The Community Development Block Grant (CDBG) program provided an entitlement amount of \$1,020,650. In addition to this, there were \$2,106,696 in unspent funds from prior years, which include both allocated and unallocated entitlement and program income, and \$43,083.50 returned to the line of credit, resulting in a total of \$3,170,430 available for CDBG activities.

For the HOME Investment Partnerships Program, the entitlement amount for FY 2023/24 was \$548,637. This was supplemented by \$2,089,138 in committed and uncommitted prior year funds, bringing the total available HOME funding to \$2,637,775. These funds were utilized to advance the City's housing objectives for the fiscal year.

During the 2023/24 program year, the City expended a total of \$1,080,885 in federal CDBG and HOME resources to address the needs of extremely low, low, and moderate-income individuals. Of this, \$335,005 was disbursed to Community Development Block Grant (CDBG) activities. These expenditures covered a range of projects and programs approved both for FY 2023/24 and earlier years, including public services, public facility, and program administration.

In addition, \$745,880 was disbursed from HOME funds, with the majority, \$693,847, dedicated to the development of permanent affordable housing. The remainder was used for HOME program administration.

A total of \$49,665 from a special allocation of HOME funds awarded in 2021 was spent on program administration to oversee the management of the HOME-ARP Program.

And finally, \$12,969,046 in Section 8 funding was disbursed for rental assistance subsidies in Burbank.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Affordable Housing Focus Neighborhoods	0		Local Target Area
CDBG Eligible Areas	0		City allocated funding for LMA Projects
Citywide	100	100	City allocated funds for limited clientele programs

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

In FY 2023/24, all funds were allocated and disbursed to projects and programs available to Burbank residents citywide, covering a range of activities such as public services, public facility improvements, Section 8 tenant-based rental assistance, homeless supportive services, and administrative activities.

**Leveraging**

*Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.*

The City is mandated to provide a 25 percent match for all HOME funds drawn down for HOME activities, excluding those funded by program income or administrative funds. To meet this requirement, the City has historically leveraged resources from other local funds, such as former redevelopment tax increment and, more recently, bond financing, in conjunction with HOME-assisted affordable housing acquisition and rehabilitation. Due to these past leveraging efforts, the City has accumulated a surplus of match credits.

As of the end of the 2023 Federal fiscal year (October 1, 2022 – September 30, 2023), the City's HOME match liability is \$96,237.76. To fulfill this requirement, the City will utilize its surplus of match credits from previous years. The match carry-over surplus from prior years amounts to \$7,746,230. After applying the required match for 2023 the remaining excess match to be carried forward into the next Federal fiscal year (October 1, 2023 – September 30, 2024) will be \$7,649,992.24.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$7,746,230.00
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$7,746,230
4. Match liability for current Federal fiscal year	\$96,237.76
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$7,649,992.24

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
None	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
\$0	\$0	\$0	\$0	\$0

Table 7 – Program Income



<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
<b>Total</b>		<b>Minority Business Enterprises</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
<b>Contracts</b>						
<b>Dollar Amount</b>	\$1,055,238	\$0	\$0	\$0	\$1,055,238	\$0
<b>Number</b>	2	0	0	0	2	0
<b>Sub-Contracts</b>						
<b>Number</b>	5	0	0	0	1	4
<b>Dollar Amount</b>	\$206,055	\$0	\$0	\$0	\$32,597	\$173,458
<b>Total</b>		<b>Women Business Enterprises</b>	<b>Male</b>			
<b>Contracts</b>						
<b>Dollar Amount</b>	\$1,055,238	\$0	\$1,055,238			
<b>Number</b>	2	0	2			
<b>Sub-Contracts</b>						
<b>Number</b>	5	0	5			
<b>Dollar Amount</b>	\$206,055	\$0	\$206,055			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
<b>Total</b>		<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
<b>Number</b>	0	0	0	0	0	0
<b>Dollar Amount</b>	\$0	\$0	\$0	\$0	\$0	\$0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
<b>Parcels Acquired</b>		0	0			
<b>Businesses Displaced</b>		0	0			
<b>Nonprofit Organizations Displaced</b>		0	0			
<b>Households Temporarily Relocated, not Displaced</b>		0	0			
<b>Households Displaced</b>	<b>Total</b>	<b>Minority Property Enterprises</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
<b>Number</b>	0	0	0	0	0	0
<b>Cost</b>	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing

*Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.*

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	87	89
Number of Non-Homeless households to be provided affordable housing units	990	875
Number of Special-Needs households to be provided affordable housing units	0	
<b>Total</b>	<b>1,077</b>	<b>964</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,077	960
Number of households supported through The Production of New Units	0	4
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>1,077</b>	<b>964</b>

**Table 12 – Number of Households Supported**

*Discuss the difference between goals and outcomes and problems encountered in meeting these goals.*

In FY 2023/24, the Annual Action Plan proposed to provide 1,077 households (87 homeless and 990 non-homeless) with affordable housing units. This was to be provided via tenant-based rental assistance from the Section 8 Housing Choice Voucher program (990 households), alongside 20 Permanent Supportive Housing Vouchers (PSH) and 67 Emergency Housing Vouchers (EHV) specifically for homeless households. The PSH program offers long-term rental assistance and supportive services to individuals and families with chronic illnesses, disabilities, mental health issues, or substance use disorders who have experienced long-term or repeated homelessness. The EHV program serves those who are homeless, recently homeless, or fleeing domestic violence, dating violence, sexual assault, or human trafficking, as defined by the U.S. Department of

Housing and Urban Development and the Los Angeles Coordinated Entry System Policy Council.

By the end of the 2023/24 program year, the City achieved nearly 90% of its affordable housing goal, enrolling 871 households in the Section 8 program. This included 15 veterans, 768 seniors, and 648 individuals with disabilities.

Additionally, 11 households received rental assistance through the HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program, which combines Housing Choice Voucher (HCV) rental assistance with case management and clinical services from the Department of Veterans Affairs (VA). This program focuses on helping homeless veterans secure and sustain permanent housing while accessing necessary treatment and supportive services.

A total of 20 Permanent Supportive Housing (PSH) vouchers were also distributed. Recipients of these vouchers receive both housing assistance and supportive services to help end their homelessness. Additionally, the Emergency Housing Voucher (EHV) program assisted 58 households last fiscal year, targeting those who are homeless, recently homeless, or fleeing domestic violence, dating violence, sexual assault, or human trafficking.

To address challenges with voucher utilization, the Burbank Housing Authority has implemented wrap-around case management for several EHV participants, providing dedicated support to stabilize their housing situations and ensure they remain housed. Additionally, the Authority offers landlord incentives to encourage the acceptance of vouchers from individuals who were formerly homeless or at risk of homelessness.

Finally, the City successfully completed two affordable housing projects, each featuring the construction of two new accessory dwelling units (ADUs). Located at 159 N. Linden Court and 2219 N. Niagara Street, these ADUs were finished and fully leased by the end of the fiscal year.

***Discuss how these outcomes will impact future annual action plans.***

The Burbank 2020/21-2024/25 Consolidated Plan forecasts that 15 housing units could be developed by way of acquisition, rehabilitation, or new construction by the expiration of the Plan. The Linden Court and Niagara Street ADU projects have satisfied four of the 15 units proposed over the 5-year period. With this in mind, and with nearly \$2 million in uncommitted HOME funding available, the City will actively seek further opportunities for affordable housing development.

Moreover, in FY 2022/23, the City initiated plans for the use of \$1.8 million in HOME American Rescue Plan (ARP) funding by approving the HOME-ARP Allocation Plan in March 2023. Initially, the proposal was to establish a non-congregate shelter for individuals experiencing homelessness. However, the City has since revised its approach and is now proposing to allocate these funds toward the development of permanent supportive housing, in collaboration with Burbank Housing Corporation, the City's designated Community Housing Development Organization (CHDO).

*Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.*

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	1
Low-income	0	3
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>4</b>

**Table 13 – Number of Households Served**

### ***Narrative Information***

FY 2023/24, the City of Burbank did not allocate any CDBG funds to affordable housing projects or programs. Similarly, there were no specific affordable housing goals proposed for HOME funding in FY 2023/24. However, the City did complete four new accessory dwelling units (ADUs) at 159 N. Linden Court and 2219 N. Niagara Street, which were originally funded in 2022. Of these units, one was leased to an extremely low-income household, while the remaining three were rented to low-income households.

## CR-25 - Homeless and Other Special Needs

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*Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:*

*Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs*

Homelessness is an escalating challenge in the U.S., especially in Los Angeles. Contributing factors include a lack of affordable housing, rising poverty, reduced subsidies, substance abuse, and the de-institutionalization of the mentally ill. To tackle this, Los Angeles conducts a biennial Homeless Point-in-Time (PIT) Count, required for HUD funding. The 2024 count, held from January 23 to 25, identified 123 homeless individuals in Burbank, down from 129 in 2023. Notably, the 2023 and 2024 counts do not use the previous “multiplier” method. Among the 123 individuals, 46 were unsheltered, living in cars or tents, and all were single adults over 24. The 77 sheltered individuals included 18 aged 18-24 in emergency shelters and 59 in transitional housing.

In response to homelessness, the City of Burbank has implemented a comprehensive strategy to reduce this issue. In November 2022, the City Council approved a five-year Homelessness Plan (Fiscal Year 2022/23 – 2027/28) to address systemic social issues affecting the Burbank community. This plan includes a robust outreach model that emphasizes building rapport with individuals experiencing homelessness and offering necessary services repeatedly. To support this effort, the City has contracted outreach providers, including one funded by the Downtown Business Improvement District's Ambassador Program, which focuses on patrolling Downtown areas and assisting visitors and businesses. Another outreach provider, funded by Proposition A - Local Return through Burbank's Transportation Department, patrols the Metrolink Station and provides backup to Downtown if needed.

The City also employs two Homeless Services Liaisons and an Outreach Coordinator. These professionals will locate, identify, and build relationships with unsheltered homeless individuals and engage them to provide immediate support and referrals such as providing crisis counseling, addressing urgent/immediate needs, linking participants to necessary services, actively connecting and/or providing referrals to services, working to enroll people experiencing homelessness into bridge housing programs or Permanent Supportive Housing, wherever available city-wide. The Homeless Outreach Coordinator works with the most chronically homeless in the city and conducts thorough assessments to understand individual's background, needs, and goals. This includes identifying any mental health issues, substance abuse problems, medical conditions, and family

dynamics.

Furthermore, the City allocated CDBG funds to support three non-profit agencies providing outreach services. The Burbank Temporary Aid Center addressed the immediate needs of individuals seeking emergency services such as food, laundry, utility assistance, and emergency rental assistance, aiding 500 individuals in FY 2023/24. The Family Service Agency's Transitional Housing Therapeutic Support program offered supplemental support services, including case management, mental health services, and housing stabilization, to 15 individuals in transitional housing. Additionally, CDBG funding supported the Home Again Los Angeles Family Outreach Program, which enrolled 52 unhoused persons into the Homeless Management Information System (HMIS) and referred them to housing resources.

### ***Addressing the emergency shelter and transitional housing needs of homeless persons***

Burbank addresses the emergency needs of the homeless and others requiring emergency shelter by actively participating in programs administered by public and quasi-public agencies. Although the City does not have a permanent, year-round, low-barrier shelter, it supports its non-profit partners with critical funding to meet the housing needs of Burbank's homeless population.

Home Again Los Angeles, a nonprofit organization, plays a significant role in serving homeless families by providing emergency shelter and supportive services. Dedicated to transitioning families with children from homelessness to lasting self-sufficiency, Home Again Los Angeles collaborates with local faith-based groups to offer temporary shelter to five households for up to 90 days at any given time. The program encompasses three main components: outreach and screening, transitional housing, and extensive counseling and case management.

Furthermore, the Family Service Agency, in collaboration with the Burbank Housing Corporation, operates a comprehensive domestic violence intervention and prevention program. This program, which targets women with children, offers a range of core services including individual mental health care, parent support groups, family counseling, and therapy for both youth and adult survivors. The Family Service Agency has been a vital part of the Burbank community since 1991.

Finally, since 1997, the City has partnered with the Burbank Housing Corporation (BHC), a certified Community Housing Development Organization (CHDO), to develop affordable housing by acquiring and rehabilitating deteriorated properties in the City's five Focus

Neighborhoods: Elmwood, Verdugo-Lake, Peyton-Grismer, Golden State, and Lake-Alameda. This partnership has enabled the City to effectively commit and expend HOME fund allocations. Through these efforts, 321 affordable rental units have been created, including units for the City's Transitional Housing Program, which supports victims of domestic violence and homeless families.

The BHC owns and operates eight transitional housing units, with five units designated for victims of domestic violence and three units for homeless families with children. Additionally, BHC provides 11 permanent supportive housing units for chronically homeless veterans for a total of 19 transitional units

***Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs***

To prevent homelessness and support at-risk populations, Burbank actively participates in the Los Angeles Continuum of Care System. This system is designed to offer comprehensive assistance to individuals at risk of becoming homeless, ensuring a robust network of support for those in need.

Although the City does not receive Emergency Solutions Grants (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) funding and is not required to develop a discharge coordination policy, Burbank remains dedicated to addressing this issue. The City will persist in collaborating with the Los Angeles Homeless Services Authority (LAHSA) and the Los Angeles Continuum of Care to develop and refine its discharge coordination policy.

In FY 2023/24, the City continued its commitment to supporting families through various rental assistance programs. These include the Section 8 Housing Choice Voucher, HUD-Veterans Affairs Supportive Housing (HUD-VASH), Permanent Supportive Housing (PSH), and Emergency Housing Voucher (EHV) Programs. Together, these programs provided a total of 960 rental assistance subsidies to eligible households in Burbank.

***Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied***



*youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again*

In its ongoing commitment to addressing homelessness and preventing at-risk populations from falling into homelessness, the City of Burbank has launched several strategic initiatives. These efforts are tailored to support a range of individuals, including chronically homeless persons, families with children, veterans, and unaccompanied youth. The City's approach is centered on facilitating transitions to permanent housing and independent living, reducing the length of homelessness, enhancing access to affordable housing, and preventing relapse among those recently housed.

With this in mind, the City partnered with experienced service providers and leveraged additional resources to create or secure affordable housing and provide comprehensive support services. Key partnerships included contracts with the Burbank Temporary Aid Center, the Family Service Agency, and Home Again Los Angeles (HALA), which offered essential supportive services that aided individuals in transitioning to permanent housing.

The Burbank Temporary Aid Center (BTAC) played a crucial role by offering essential services such as groceries, hygiene items, household goods, financial assistance for rent and utilities, laundry services, and more. Their comprehensive support catered to both housed and unhoused individuals, ensuring they had access to necessary resources.

The Family Service Agency (FSA) provided targeted assistance to victims of domestic violence. Their services included counseling, therapy, restraining order assistance, emergency shelter, individual and family counseling, peer support groups, and more. FSA's broad range of support also covered food, clothing, and household goods, aiming to address the multifaceted needs of families affected by domestic violence.

Home Again Los Angeles (HALA) focused on a variety of core programs, including shelter, homelessness prevention, rapid rehousing, outreach, and transitional housing. HALA's efforts were expanded through collaborations with the cities of Glendale and Burbank, notably launching the "Jerry's Promise" transitional housing program in 2019. The organization's merger with Glendale Communitas in 2020 further enhanced their outreach capabilities. By 2023, HALA had served 699 households, demonstrating the significant impact of their comprehensive approach to addressing homelessness and housing instability.

In addition, the City actively engaged in street outreach and case management to connect homeless individuals with available resources. The 89 tenants enrolled in the HUD-VASH, Permanent Supportive Housing (PSH), and Emergency Housing Voucher (EHV) programs benefitted from case management and wrap-around supportive services, which were crucial for improving their quality of life and ending their homelessness. These services included mental health counseling, addiction treatment, job training, childcare, healthcare, and education.

Looking ahead, the City is negotiating with the Burbank Housing Corporation to invest \$1.8 million in HOME-ARP funding for the development of permanent supportive housing on Fairview Street. A decision on this funding is anticipated in November 2024.

## CR-30 - Public Housing

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### *Actions taken to address the needs of public housing*

The Burbank Housing Authority does not own or manage any public housing developments. Instead, it administers Housing Choice Vouchers (Section 8) for residential units within the City. Currently, 871 households in Burbank benefit from Section 8 vouchers, including 15 veterans, 768 seniors, and 648 individuals with disabilities.

In addition to Section 8 vouchers, the Burbank Housing Authority oversees other voucher programs, including 20 Permanent Supportive Housing Vouchers and 67 Emergency Housing Vouchers. The waiting list for these programs is currently closed.

### *Actions taken to encourage public housing residents to become more involved in management and participate in homeownership*

Not applicable.

### *Actions taken to provide assistance to troubled PHAs*

Not applicable.

## CR-35 - Other Actions

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***Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.***

To accommodate housing needs while preserving neighborhoods and hillside areas, Burbank2035 focuses new housing growth in the Downtown, Media District, and mixed-use corridors, ensuring more residents are within walking distance of services, activities, and public transportation. The Burbank Center Specific Plan has been effective in introducing housing to the Downtown and South San Fernando corridor, aiding in the area's revitalization.

The City's Zoning Ordinance outlines standards for residential development, including density, setbacks, lot area, lot coverage, height, and parking. This ordinance supports various housing types, including single-family, multi-family units, second units, and manufactured housing on single-family lots. Community care facilities serving six or fewer persons are permitted by right in residential zones, while emergency shelters are permitted in M-2 General Industrial Zones and require a Conditional Use Permit in M-1 Limited Industrial and BCCM Burbank Center Commercial Manufacturing Zones. Transitional housing is accommodated differently based on its structure: group-style transitional housing is treated similarly to community care facilities, whereas multi-family transitional housing with separate units is allowed in multi-family districts.

In compliance with State housing element statutes (Government Code sections 65580-65589.8), local governments must plan to meet the housing needs of all economic segments and remove regulatory constraints. Over the past two years, Burbank has updated the Burbank2035 General Plan Housing Element for the 2022-2029 planning period, culminating in the adoption of the 6th cycle Housing Element. This update involved evaluating and updating previous programs, assessing housing needs and constraints, identifying opportunity sites for the City's Regional Housing Needs Assessment (RHNA) allocation, and creating the 2022-2029 Housing Plan.

***Actions taken to address obstacles to meeting underserved needs.***

To address obstacles in meeting underserved needs, the City of Burbank has implemented a range of strategies and funding approaches to benefit its residents in housing and community development. Acknowledging inadequate funding as a major barrier, the City has actively pursued additional resources and explored alternative

funding sources to enhance its capabilities. This includes fostering innovative solutions and expanding partnerships with both for-profit and non-profit organizations to leverage extra resources and expertise.

The City has effectively utilized HOME, CDBG, and Section 8 funds to target essential areas such as affordable rental housing and tenant-based rental assistance, while also promoting fair housing practices to prevent homelessness. Federal funds have supported community development projects, including infrastructure improvements, public facility upgrades, and public services. For instance, the Burbank Noon Lions provide free healthcare services, and the Boys and Girls Club, along with the Burbank Coordinating Council, offer free youth services, ensuring that underserved populations have access to essential support.

### ***Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)***

To better protect children and families from lead poisoning, HUD revised lead-based paint regulations in 1999, focusing on five key activities:

- Notification
- Lead Hazard Evaluation
- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Levels

The City has adopted these HUD Lead-Based Paint Regulations (Title X), which require that federally funded rehabilitation projects address lead hazards. For acquisition and rehabilitation projects funded with federal resources, lead and asbestos testing is mandatory. If lead-based paint hazards are identified, the City or the federal fund recipient must engage a lead consultant to carry out abatement or implement interim controls based on the report's findings. Federal fund recipients are required to notify tenants of test results and provide a clearance report. In Section 8 Programs, staff conduct annual inspections of existing units and new units as they become available. Defective paint surfaces must be repaired, and if a unit is occupied by a household with children under six, corrective actions will include testing and, if necessary, abatement or abatement without testing.

Additionally, the City provides brochures on lead-based paint risks in the Community Development Department offices. These brochures, supplied by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD, inform the public about lead hazards. CCLLP is responsible for enforcing L.A. County's Lead Abatement Ordinance,

including inspections, regulations, and consultation. CCLLP may also provide the City with addresses of households where lead poisoning or elevated blood lead levels in children have been detected, or where evidence of lead is found during property inspections.

### ***Actions taken to reduce the number of poverty-level families.***

To combat poverty and enhance economic and housing stability for families in Burbank, the City has strategically allocated resources from CDBG, HOME, and Section 8 to support public service programs and affordable housing for low- to moderate-income residents. The City has pursued opportunities to create new affordable housing by leveraging limited funding resources in conjunction with private, federal, and state subsidies and grants. Additionally, it has promoted permanent supportive and emergency housing solutions for chronically homeless individuals by ensuring the availability of effective supportive services to foster self-sufficiency.

Fifteen percent of CDBG entitlement funds have been allocated to public services, and case management services have been supported for homeless individuals and families, as well as those at risk of becoming homeless. The City has also provided a range of economic development opportunities aimed at fostering growth that benefits low- to moderate-income residents.

Utilizing HOME funds, the City partnered with Home Again Los Angeles (HALA) to launch *Lifting People Up Citywide!*, a community resource program aimed at providing Burbank residents with essential support for achieving financial, employment, and housing stability. The program offered a range of services including life skills workshops for families, financial literacy education, assistance with navigating social services, resume building, and career opportunities.

In FY 2023/24, the program achieved significant milestones:

- 29 extremely-low-income individuals received one-on-one case management, resulting in increased income.
- 43 individuals accessed employment services.
- 1,000 individuals were connected to various resources.
- 45 individuals received homelessness prevention services.
- 20 individuals benefited from rapid re-housing services.
- 31 individuals transitioned to permanent housing.

Additionally, HALA conducted 84 workshops attended by 421 participants and hosted 13 *Lifting People Up* events with 108 attendees.

Finally, in its efforts to drive economic vibrancy and stability, the Burbank Economic Development team led initiatives in business attraction, retention, and expansion, while also promoting entrepreneurship and enhancing tourism. By managing and operating two business improvement districts (BIDs), coordinating with stakeholders, strategic partners, and City departments, and maintaining transparent communication regarding progress and priorities, the City aimed to create economic opportunities for all residents, including those living in poverty.

### ***Actions taken to develop institutional structure.***

As the recipient of federal CDBG, HOME, Section 8, and HOME-ARP funds, the City of Burbank has designated the Community Development Department as the lead agency for the administration of these HUD grants. The Department is responsible for preparing key documents, including the Consolidated Plan, the Regional Analysis of Impediments to Fair Housing Choice, the Annual Action Plan, CAPER, the HOME-ARP Allocation Plan, and other reports required by federal regulations.

The City has collaborated with a wide range of stakeholders—non-profit agencies, for-profit developers, advocacy groups, clubs, organizations, neighborhood leadership groups, City departments, the private sector, the Burbank Chamber of Commerce, and other government entities—to implement its five-year strategy as outlined in the Consolidated Plan for Fiscal Years 2020/21 – 2024/25. Engaging the community and stakeholders in delivering services and programs to benefit low- to moderate-income residents has been crucial in addressing service delivery gaps. The City has utilized public notices, community workshops, meetings, its website, and other media to communicate information about the implementation of the Consolidated Plan strategies.

In FY 2022/23, the City joined a Care Coordination Group comprising several service agencies from Burbank and surrounding communities. This group meets monthly to enhance partner collaboration, develop new programs, and raise community awareness while working to stabilize households in need of services. Additionally, the City participates in a non-profit coalition, which includes non-profits, faith-based groups, civic leaders, and advocates, to support the needs of youth, individuals with special needs, older adults, disabled individuals, and other disadvantaged households.

### ***Actions taken to enhance coordination between public and private housing and social service agencies.***

In its ongoing efforts to address the needs of the homeless, low-income individuals, and

families with special needs, the City of Burbank has fostered a network of partnerships and collaborations with a diverse range of local service providers and City departments. These collaborations are essential in bridging gaps and meeting the community's demands effectively. The City works closely with various partners, including the Burbank Non-Profit Coalition, the Burbank Care Coordination Committee, the San Fernando Valley Council of Governments on Homelessness, the Burbank Ministerial Association, and the Los Angeles Homeless Services Authority, to deliver comprehensive support.

Key partners in this effort include Burbank Housing Corporation, the Fair Housing Council, the Burbank Temporary Aid Center, the Family Service Agency, Burbank Noon Lions, Home Again Los Angeles, the Armenian Relief Society, the Burbank Coordinating Council, and the Boys and Girls Club. Together, these organizations play a crucial role in providing targeted assistance and coordinating resources.

These partnerships enhance the City's ability to offer a wide range of services, from housing and emergency shelter to supportive services and fair housing advocacy, ensuring that the needs of vulnerable populations are effectively addressed.

***Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice.***

The U.S. Department of Housing and Urban Development (HUD) is committed to eliminating racial and ethnic concentrations and other discriminatory practices in housing and will use all the programmatic and enforcement tools available to achieve this goal. The fundamental goal of HUD's fair housing policy is to make housing choice a reality through Fair Housing Planning (FHP).

As a recipient CDBG and HOME funds, the City adopted its 2020-2025 Analysis of Impediments to Fair Housing Choice (AI), which not only outlined public and private sector impediments in the City, but also created a list of recommended actions to overcome these barriers. The 2020-2025 AI identified these goals:

**Education and Outreach Activities Goals and Update**

The Education and Outreach Activities goal focuses on enhancing fair housing education and outreach in Burbank. In partnership with the Housing Rights Center (HRC), the City aims to provide ongoing fair housing education to residents, real estate professionals, and service providers, with special training for small property owners and Section 8 landlords. Annual multi-lingual mailings will inform immigrant tenants about fair housing rights, complaint procedures, and tenant resources. The city will also distribute the "20 Most Frequently Asked Landlord-Tenant Questions" through various channels to educate



landlords and tenants. Collaboration with the Burbank Association of Realtors will ensure continuous fair housing education and updates on local issues. Additionally, the racial and ethnic composition of Section 8 voucher holders will be monitored, with targeted outreach when the waitlist opens. Finally, diverse representation will be maintained on Burbank's housing-related Boards, Commissions, and Committees to address resident concerns.

In FY 2023/24, the HRC provided education and outreach services to a total of 141 residents on general and fair housing issues. Of those 141 residents, 17 raised specific issues on fair housing and discrimination. Additionally, the HRC conducted two workshops in Burbank which aimed to educate the public on fair housing rights and requirements.

Additionally, in October 2023, the City, in collaboration with Neighborhood Legal Services (NLS), organized a housing rights workshop prompted by an outpouring of inquiries from tenants regarding the Urgency Ordinance adopted by the Burbank City Council in September 2023. The Urgency Ordinance helps to mitigate the potential adverse impacts to public health, safety, welfare, and convenience that the community would be susceptible to from the ongoing no-fault eviction notices related to renovations. The workshop was attended by an estimated 25-30 attendees.

### **Enforcement Activities Goals and Update**

This goal involves addressing housing discrimination and providing assistance. The HRC will continuously investigate allegations of illegal housing discrimination, referring unresolved cases to the Department of Fair Housing and Employment, HUD, small claims court, or private attorneys as needed. Additionally, the HRC will offer ongoing support to tenants and landlords on fair housing issues and direct mediation-required complaints to the Burbank Landlord-Tenant Commission.

In FY 2023/24, the HRC received 17 discrimination allegations. Of these, 15 were resolved through counsel and education, involving issues such as physical disability (7 cases), general discrimination (7 cases), and national origin (1 case). Two allegations were sustained: one related to source of income and one to physical disability. The HRC referred one case to the California Civil Rights Department and resolved the other through eviction assistance.

### **Monitoring Lending, Housing Providers, and Local Real Estate Practices Goals and Update**

This goal involves safeguarding homeowners and ensuring fair housing practices. The City will combat mortgage rescue fraud by promoting HUD-certified, non-profit mortgage

counseling agencies through its website and other channels. Additionally, it will oversee and enforce non-discriminatory language in all City affordable housing contracts and uphold Affirmative Marketing Policies for HOME-assisted rental developments.

In FY 2023/24, the City maintained its contract with the HRC to advance efforts in safeguarding homeowners and upholding fair housing practices. The HRC played a pivotal role by organizing and hosting a variety of educational and outreach activities. These included free workshops, resource fairs, and housing clinics designed to inform and assist Burbank residents, including homeowners, about their rights and responsibilities under fair housing laws.

In addition to these community-focused initiatives, the City ensured that all federally funded affordable housing contracts adhered to non-discriminatory language. This commitment is reflected in the City's careful review of Affirmative Marketing Policies during the monitoring of HOME-assisted projects. For FY 2023/24, the monitoring process revealed no issues, confirming that the projects complied with the required standards and practices for promoting fair housing and equal opportunity.

#### **Land Use Policies to Affirmatively Further Fair Housing Goals and Update**

This goal focuses on updating zoning and housing policies. The City will amend the Zoning Ordinance to allow transitional and supportive housing in all residential zones with similar restrictions as other residential uses. Emergency homeless shelters will continue to be permitted in the M-2 zone and conditionally permitted in the M-1 and BCCM zones. The city will actively use and monitor the Inclusionary Housing Ordinance to integrate affordable units into market rate projects, providing annual assessments of its performance and ensuring in-lieu fee revenues are appropriately targeted. Additionally, the City will implement the Affordable Housing Density Bonus to improve the feasibility of affordable housing development.

In FY 2023/24, the City continued to implement the provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an Inclusionary Housing Ordinance, Density Bonus Ordinance, and Condominium Conversion Ordinance.

#### **Increasing Geographic Choice in Housing Goals and Update**

Increasing geographic choice in housing involves funding and supporting affordable housing initiatives. The City will provide gap financing for projects, prioritizing those for extremely low-income households and individuals with disabilities. Regulatory incentives like density bonuses and concessions will be offered to private developers to boost affordable housing supply. Additionally, the City will support acquisition and rehabilitation in Focus Neighborhoods, focusing on community revitalization and the creation of

permanent affordable housing.

In FY 2023/24, the City advanced its affordable housing initiatives by completing four new accessory dwelling units (ADUs) on Linden Court and Niagara Street. These units, funded through gap financing from the HOME program, are now housing families experiencing homelessness, homeless veterans, and victims of domestic violence. They are owned and managed by the Burbank Housing Corporation (BHC).

Moreover, the City is currently negotiating with BHC on a new affordable housing project located on Fairview Street. This project is set to receive gap financing from the HOME-ARP fund, with a proposed allocation of \$1.8 million. This funding will support the development of permanent supportive housing, with tentative financing decisions expected in November 2024.

## CR-40 - Monitoring

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***Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements***

Burbank has a strong history of long-term monitoring of affordable housing. With over 1,200 affordable units, the City has maintained relationships with all property owners to conduct annual monitoring activities. The policies and procedures used for monitoring activities are the standard HOME Monitoring Guidebook for all HOME-assisted projects.

In addition, the City has adopted numerous provisions and internal policies to support the implementation of federal requirements for housing, economic development, infrastructure, and community facilities. Those policies include, but are not limited to:

- Section 3 (minority business outreach policies)
- Davis-Bacon (for housing and construction projects)
- Part 58 – Environmental Review – policies and procedures
- Fair Housing – access and affirmative fair housing choice

These requirements are formalized in a grantee subrecipient agreement when CDBG or HOME funding is awarded.

### ***Citizen Participation Plan***

***Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.***

Pursuant to 24 CFR Part 91, the City solicited public review and comment on the draft 2023/24 Consolidated Annual Performance and Evaluation Report (CAPER). A notice was published on Saturday, September 7, 2024, in the Burbank Leader indicating a public review period from September 7, 2024, through September 23, 2024. The 2023/24 CAPER was available in hard copy at Burbank City Hall and for public review on the City's website at: <http://www.burbankca.gov>. Copies were also available to be emailed or delivered via U.S. mail to interested persons. No comments were received.

## CR-45 - CDBG

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***Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.***

Between July 1, 2023, and June 30, 2024, Burbank did not process any changes to their program objectives.

***Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?***

No

***[BEDI grantees] Describe accomplishments and program outcomes during the last year.***

## CR-50 - HOME

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***Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations***

*Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.*

Burbank monitors HOME-assisted affordable rental housing to determine compliance with HOME property standards set forth in 24 CFR 92.251 and with the Housing Quality Standards (“HQS”) found in 24 CFR 882.109. The City has partnered with Burbank Housing Corporation, a local CHDO, throughout the years to develop affordable housing. In FY 2023/24, six HOME affordable housing projects were monitored and inspected. All properties were in compliance. Projects that were monitored include:

- Lake/Alameda Project – 1 unit was monitored and inspected, and compliance was achieved on April 4, 2023.
- Burbank Senior Artists’ Colony – 4 units were monitored and inspected, and compliance was achieved on October 24, 2023.
- MOMENTUM UCP Project – 2 units were monitored and inspected, and compliance was achieved on November 7, 2023.
- Golden State Project – 7 units were monitored and inspected, and compliance achieved on March 28, 2024.
- Special Project – 3 units were monitored and inspected, and compliance was achieved on April 5, 2024.
- Elmwood Apartments – 7 units were monitored and inspected, and compliance was achieved on April 5, 2024.

***Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.***

For new construction and rehabilitation of rental project activities, the City requires the owner/developer to have an Affirmative Fair Housing Marketing Plan prior to any lease-up activities occurring. During FY 2023/24, the City collected and monitored seven Affirmative Marketing and Tenant Selection Plans and all were in compliance with the affordable housing agreements and with the requirements at 24 CFR 200.620.

***Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics***

The allocation of HOME funds did not create any program income in FY 2023/24. The City emphasizes the importance of creating long-term affordable housing for 55-years.

***Describe other actions taken to foster and maintain affordable housing.***

Not applicable.

## CR-58 – Section 3

### *Identify the number of individuals assisted and the types of assistance provided*

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>
Total Number of Activities	0	0
Total Labor Hours	0	0
Total Section 3 Worker Hours	0	0
Total Targeted Section 3 Worker Hours	0	0

**Table 14 – Total Labor Hours**

<b>Qualitative Efforts – Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0
Direct, on-the job training (including apprenticeships).	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0
Held one or more job fairs.	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0
Assisted residents with finding childcare.	0	0
Assisted residents to apply for or attend community college or a four-year educational institution.	0	0
Assisted residents to apply for or attend vocational/technical training.	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0
Provided or connected residents with training on computer use or online technologies.	0	0



Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0
Other.	0	0

**Table 15 – Qualitative Efforts - Number of Activities by Program**

No projects subject to Section 3 were implemented in FY 2023-24.



# **APPENDIX 1**

## **2023 CDBG FINANCIAL SUMMARY REPORT (IDIS PR26 REPORT)**



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2023  
 BURBANK , CA

DATE: 09-24-24  
 TIME: 15:22  
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	622,265.83
02 ENTITLEMENT GRANT	1,020,650.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	43,083.50
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	1,484,430.43
08 TOTAL AVAILABLE (SUM, LINES 01-07)	3,170,429.76

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	129,411.80
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	31,978.50
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	161,390.30
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	173,614.27
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	335,004.57
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	2,835,425.19

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	161,390.30
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	161,390.30
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2023 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	159,164.30
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	4,963.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	154,201.30
32 ENTITLEMENT GRANT	1,020,650.00
33 PRIOR YEAR PROGRAM INCOME	26,786.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,047,436.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.72%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	173,614.27
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	173,614.27
42 ENTITLEMENT GRANT	1,020,650.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,020,650.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.01%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	2	609	6898461	2022 Burbank Temporary Aid Center Roof Replacement	03C	LMC	\$13,331.00
2023	3	610	6901123	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	(\$11,105.00)
					03C	Matrix Code	\$2,226.00
2023	4	631	6913985	Emergency Assistance	03T	LMC	\$34,624.00
2023	4	631	6940844	Emergency Assistance	03T	LMC	\$6,633.00
2023	7	623	6898449	Home Again Los Angeles	03T	LMC	\$21,574.00
2023	7	623	6915015	Home Again Los Angeles	03T	LMC	\$2,777.00
2023	7	623	6915016	Home Again Los Angeles	03T	LMC	\$2,809.00
2023	7	623	6940850	Home Again Los Angeles	03T	LMC	\$3,557.98
2023	7	623	6940851	Home Again Los Angeles	03T	LMC	\$3,400.02
2023	7	623	6940853	Home Again Los Angeles	03T	LMC	\$2,273.00
2023	7	623	6940854	Home Again Los Angeles	03T	LMC	\$2,841.00
					03T	Matrix Code	\$80,489.00
2022	13	617	6886633	Burbank Coordinating Council Camperships	05D	LMC	\$4,963.00
2023	9	630	6940870	2023 Burbank Coordinating Council Camperships	05D	LMC	\$5,400.00
2023	10	628	6913983	2023/ Boys and Girls Club - Afterschool and Summer Scholarship	05D	LMC	\$14,600.00
					05D	Matrix Code	\$24,963.00
2023	5	622	6940858	Family Service Agency of Burbank	05G	LMC	\$3,776.00
2023	5	622	6940859	Family Service Agency of Burbank	05G	LMC	\$3,072.00
2023	5	622	6940860	Family Service Agency of Burbank	05G	LMC	\$2,536.00
2023	5	622	6940862	Family Service Agency of Burbank	05G	LMC	\$4,960.00
2023	5	622	6940864	Family Service Agency of Burbank	05G	LMC	\$3,520.00
2023	5	622	6940865	Family Service Agency of Burbank	05G	LMC	\$3,648.00
2023	5	622	6940866	Family Service Agency of Burbank	05G	LMC	\$3,488.00
					05G	Matrix Code	\$25,000.00
2022	10	618	6940869	Kids Community Dental Clinic Dental Services	05M	LMC	\$15,423.00
					05M	Matrix Code	\$15,423.00
2023	8	627	6898464	2023/ Armenian Relief Society Social Services	05X	LMC	\$3,277.48
2023	8	627	6898465	2023/ Armenian Relief Society Social Services	05X	LMC	\$3,289.13
2023	8	627	6940856	2023/ Armenian Relief Society Social Services	05X	LMC	\$3,129.33
2023	8	627	6940872	2023/ Armenian Relief Society Social Services	05X	LMC	\$3,593.36
					05X	Matrix Code	\$13,289.30
Total							\$161,390.30

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2023	4	631	6913985	No	Emergency Assistance	B17MC060513	EN	03T	LMC	\$34,624.00
2023	4	631	6940844	No	Emergency Assistance	B17MC060513	EN	03T	LMC	\$6,633.00
2023	7	623	6898449	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$21,574.00
2023	7	623	6915015	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$2,777.00
2023	7	623	6915016	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$2,809.00
2023	7	623	6940850	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$3,557.98
2023	7	623	6940851	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$3,400.02
2023	7	623	6940853	No	Home Again Los Angeles	B17MC060513	PI	03T	LMC	\$1,372.39



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2023	7	623	6940853	No	Home Again Los Angeles	B21MC060513	PI	03T	LMC	\$900.61
2023	7	623	6940854	No	Home Again Los Angeles	B21MC060513	PI	03T	LMC	\$2,841.00
								03T	Matrix Code	\$80,489.00
2022	13	617	6886633	No	Burbank Coordinating Council Camperships	B23MC060513	EN	05D	LMC	\$4,963.00
2023	9	630	6940870	No	2023 Burbank Coordinating Council Camperships	B23MC060513	EN	05D	LMC	\$5,400.00
2023	10	628	6913983	No	2023/ Boys and Girls Club - Afterschool and Summer Scholarship	B17MC060513	EN	05D	LMC	\$14,600.00
								05D	Matrix Code	\$24,963.00
2023	5	622	6940858	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$3,776.00
2023	5	622	6940859	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$3,072.00
2023	5	622	6940860	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$2,536.00
2023	5	622	6940862	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$4,960.00
2023	5	622	6940864	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$3,520.00
2023	5	622	6940865	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$3,648.00
2023	5	622	6940866	No	Family Service Agency of Burbank	B21MC060513	PI	05G	LMC	\$3,488.00
								05G	Matrix Code	\$25,000.00
2022	10	618	6940869	No	Kids Community Dental Clinic Dental Services	B22MC060513	EN	05M	LMC	\$15,423.00
								05M	Matrix Code	\$15,423.00
2023	8	627	6898464	No	2023/ Armenian Relief Society Social Services	B23MC060513	EN	05X	LMC	\$3,277.48
2023	8	627	6898465	No	2023/ Armenian Relief Society Social Services	B23MC060513	EN	05X	LMC	\$3,289.13
2023	8	627	6940856	No	2023/ Armenian Relief Society Social Services	B17MC060513	EN	05X	LMC	\$2,653.09
2023	8	627	6940856	No	2023/ Armenian Relief Society Social Services	B23MC060513	EN	05X	LMC	\$476.24
2023	8	627	6940872	No	2023/ Armenian Relief Society Social Services	B23MC060513	EN	05X	LMC	\$3,593.36
								05X	Matrix Code	\$13,289.30
Total										\$159,164.30

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	2	626	6884747	23/CDBG Administration	21A		\$460.00
2023	2	626	6884752	23/CDBG Administration	21A		\$696.67
2023	2	626	6884754	23/CDBG Administration	21A		\$2,630.47
2023	2	626	6884756	23/CDBG Administration	21A		\$2,631.20
2023	2	626	6884757	23/CDBG Administration	21A		\$84.83
2023	2	626	6884758	23/CDBG Administration	21A		\$473.00
2023	2	626	6884759	23/CDBG Administration	21A		\$696.67
2023	2	626	6884761	23/CDBG Administration	21A		\$4,264.36
2023	2	626	6884762	23/CDBG Administration	21A		\$1,428.80
2023	2	626	6884763	23/CDBG Administration	21A		\$84.83
2023	2	626	6884764	23/CDBG Administration	21A		\$473.00
2023	2	626	6884765	23/CDBG Administration	21A		\$696.67
2023	2	626	6884767	23/CDBG Administration	21A		\$103.74
2023	2	626	6884768	23/CDBG Administration	21A		\$2,032.87
2023	2	626	6884770	23/CDBG Administration	21A		\$8.00
2023	2	626	6884772	23/CDBG Administration	21A		\$8.00
2023	2	626	6884773	23/CDBG Administration	21A		\$1,430.20
2023	2	626	6884774	23/CDBG Administration	21A		\$8.00
2023	2	626	6884776	23/CDBG Administration	21A		\$84.83
2023	2	626	6884777	23/CDBG Administration	21A		\$1,430.20
2023	2	626	6884779	23/CDBG Administration	21A		\$473.00
2023	2	626	6884780	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6884781	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6884782	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6884784	23/CDBG Administration	21A		\$696.67
2023	2	626	6884785	23/CDBG Administration	21A		\$5.07
2023	2	626	6884787	23/CDBG Administration	21A		\$8.00
2023	2	626	6884788	23/CDBG Administration	21A		\$6.82
2023	2	626	6884789	23/CDBG Administration	21A		\$1,430.20
2023	2	626	6884790	23/CDBG Administration	21A		\$2,183.53
2023	2	626	6884791	23/CDBG Administration	21A		\$84.83
2023	2	626	6884792	23/CDBG Administration	21A		\$473.00
2023	2	626	6884793	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6884795	23/CDBG Administration	21A		\$696.67
2023	2	626	6884797	23/CDBG Administration	21A		\$8.00
2023	2	626	6884799	23/CDBG Administration	21A		\$1,430.21
2023	2	626	6884801	23/CDBG Administration	21A		\$1,731.54



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	2	626	6884802	23/CDBG Administration	21A		\$84.83
2023	2	626	6884803	23/CDBG Administration	21A		\$473.00
2023	2	626	6884804	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6884806	23/CDBG Administration	21A		\$696.67
2023	2	626	6884809	23/CDBG Administration	21A		\$250.00
2023	2	626	6884813	23/CDBG Administration	21A		\$1,731.88
2023	2	626	6884814	23/CDBG Administration	21A		\$8.00
2023	2	626	6884818	23/CDBG Administration	21A		\$1,430.53
2023	2	626	6884819	23/CDBG Administration	21A		\$84.83
2023	2	626	6884821	23/CDBG Administration	21A		\$203.55
2023	2	626	6884822	23/CDBG Administration	21A		\$473.00
2023	2	626	6884824	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6898448	23/CDBG Administration	21A		\$507.00
2023	2	626	6898452	23/CDBG Administration	21A		\$5.07
2023	2	626	6898453	23/CDBG Administration	21A		\$923.54
2023	2	626	6898454	23/CDBG Administration	21A		\$1,125.34
2023	2	626	6898455	23/CDBG Administration	21A		\$84.83
2023	2	626	6898456	23/CDBG Administration	21A		\$696.67
2023	2	626	6898457	23/CDBG Administration	21A		\$473.00
2023	2	626	6898458	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6898459	23/CDBG Administration	21A		\$2,415.96
2023	2	626	6898462	23/CDBG Administration	21A		\$41.28
2023	2	626	6898463	23/CDBG Administration	21A		\$716.99
2023	2	626	6898466	23/CDBG Administration	21A		\$84.83
2023	2	626	6898467	23/CDBG Administration	21A		\$696.67
2023	2	626	6898468	23/CDBG Administration	21A		\$9,573.08
2023	2	626	6898469	23/CDBG Administration	21A		\$473.00
2023	2	626	6913988	23/CDBG Administration	21A		\$25,617.02
2023	2	626	6940842	23/CDBG Administration	21A		\$28,778.26
					21A	Matrix Code	\$173,614.27
Total							\$173,614.27



## **APPENDIX 2**

# **2023 CDBG ACTIVITY SUMMARY BY SELECTED GRANT REPORT**

PR26 - Activity Summary by Selected Grant

Date Generated: 09/23/2024

Grantee: BURBANK

Grant Year: 2023

Formula and Competitive Grants only

Total Grant Amount for CDBG 2023 Grant year B23MC060513 Grant Number = \$1,020,650.00														
State	Grantee Name	Grant Year	Grant Number	Activity Group	Matrix Code	National Objective	IDIS Activity	Activity to prevent, prepare for, and respond to Coronavirus	Activity Status	Amount Funded From Selected Grant	Amount Drawn From Selected Grant	% of CDBG Drawn From Selected Grant/Grant	Total CDBG Funded Amount (All Years All Sources)	Total CDBG Drawn Amount (All Years All Sources)
CA	BURBANK	2023	B23MC060513	Administrative And Planning	21A		626	No	Open	\$204,130.00	\$173,614.27		\$204,130.00	\$173,614.27
				Total Administrative And Planning						\$204,130.00	\$173,614.27	17.01%	\$204,130.00	\$173,614.27
CA	BURBANK	2023	B23MC060513	Public Improvements	03C	LMC	610	No	Cancel	\$0.00	\$0.00		\$0.00	\$0.00
				Total Public Improvements						\$0.00	\$0.00	0.00%	\$0.00	\$0.00
CA	BURBANK	2023	B23MC060513	Public Services	05D	LMC	558	No	Completed	\$0.00	\$0.00		\$5,000.00	\$5,000.00
CA	BURBANK	2023	B23MC060513	Public Services	05D	LMC	617	No	Completed	\$4,963.00	\$4,963.00		\$7,712.00	\$7,712.00
CA	BURBANK	2023	B23MC060513	Public Services	05D	LMC	628	No	Open	\$0.00	\$0.00		\$14,600.00	\$14,600.00
CA	BURBANK	2023	B23MC060513	Public Services	05D	LMC	630	No	Open	\$6,500.00	\$5,400.00		\$6,500.00	\$5,400.00
CA	BURBANK	2023	B23MC060513	Public Services	05X	LMC	620	No	Completed	\$0.00	\$0.00		\$2,962.19	\$2,962.19
CA	BURBANK	2023	B23MC060513	Public Services	05X	LMC	627	No	Open	\$11,346.91	\$10,636.21		\$14,000.00	\$13,289.30
				Non CARES Related Public Services						\$22,809.91	\$20,999.21	2.06%	\$50,774.19	\$48,963.49
				Total 2023						\$226,939.91	\$194,613.48	19.07%	\$254,904.19	\$222,577.76
				Grand Total						\$226,939.91	\$194,613.48	19.07%	\$254,904.19	\$222,577.76





## **APPENDIX 3**

# **2023 CDBG-CV FINANCIAL SUMMARY REPORT**



**PART I: SUMMARY OF CDBG-CV RESOURCES**

01 CDBG-CV GRANT	1,842,025.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	1,842,025.00

**PART II: SUMMARY OF CDBG-CV EXPENDITURES**

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,820,871.74
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,615.77
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	1,840,487.51
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	1,537.49

**PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT**

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,820,871.74
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	1,820,871.74
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	1,820,871.74
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

**PART IV: PUBLIC SERVICE (PS) CALCULATIONS**

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	527,831.00
17 CDBG-CV GRANT	1,842,025.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	28.65%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,615.77
20 CDBG-CV GRANT	1,842,025.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	1.06%



LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

No data returned for this view. This might be because the applied filter excludes all data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	20	584	6496318	Emergency Rent Assistance	05Q	LMC	\$121,622.00
			6496320	Emergency Rent Assistance	05Q	LMC	\$8,703.19
			6496321	Emergency Rent Assistance	05Q	LMC	\$26,913.66
			6496999	Emergency Rent Assistance	05Q	LMC	\$41,425.00
			6497000	Emergency Rent Assistance	05Q	LMC	\$27,270.99
			6497002	Emergency Rent Assistance	05Q	LMC	\$25,711.13
			6497003	Emergency Rent Assistance	05Q	LMC	\$12,220.00
			6497004	Emergency Rent Assistance	05Q	LMC	\$13,028.50
			6497005	Emergency Rent Assistance	05Q	LMC	\$5,290.00
			6497006	Emergency Rent Assistance	05Q	LMC	\$9,511.17
			6548614	Emergency Rent Assistance	05Q	LMC	\$4,000.00
			6548616	Emergency Rent Assistance	05Q	LMC	\$4,874.36
			6548648	Emergency Rent Assistance	05Q	LMC	\$67,843.00
			6548654	Emergency Rent Assistance	05Q	LMC	\$24,000.00
			6548659	Emergency Rent Assistance	05Q	LMC	\$21,016.85
			6548660	Emergency Rent Assistance	05Q	LMC	\$27,700.01
			6548661	Emergency Rent Assistance	05Q	LMC	\$12,084.32
			6548663	Emergency Rent Assistance	05Q	LMC	\$12,000.00
			6611287	Emergency Rent Assistance	05Q	LMC	\$45,000.00
			6611295	Emergency Rent Assistance	05Q	LMC	\$4,400.00
	6611300	Emergency Rent Assistance	05Q	LMC	\$6,000.00		
	6611303	Emergency Rent Assistance	05Q	LMC	\$3,000.00		
	6611304	Emergency Rent Assistance	05Q	LMC	\$4,216.82		
	21	585	6496324	Small Business Assistance	18A	LMJ	\$155,295.35
			6496328	Small Business Assistance	18A	LMJ	\$5,550.00
			6496331	Small Business Assistance	18A	LMJ	\$6,087.50
			6496332	Small Business Assistance	18A	LMJ	\$2,325.00
			6496336	Small Business Assistance	18A	LMJ	\$1,425.00
			6496997	Small Business Assistance	18A	LMJ	\$113,000.00
			6496998	Small Business Assistance	18A	LMJ	\$30,421.15
			6548644	Small Business Assistance	18A	LMJ	\$250,000.00
			6548645	Small Business Assistance	18A	LMJ	\$12,225.00
			6548646	Small Business Assistance	18A	LMJ	\$18,587.50
6548649			Small Business Assistance	18A	LMJ	\$27,412.50	
6548651			Small Business Assistance	18A	LMJ	\$250,000.00	
6548662			Small Business Assistance	18A	LMJ	\$23,662.50	
6611289	Small Business Assistance	18A	LMJ	\$250,000.00			



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	21	585	6611302	Small Business Assistance	18A	LMJ	\$61.74
			6611362	Small Business Assistance	18A	LMJ	\$6,687.50
			6611367	Small Business Assistance	18A	LMJ	\$6,725.00
			6645017	Small Business Assistance	18A	LMJ	\$7,800.00
			6681356	Small Business Assistance	18A	LMJ	\$2,437.50
			6681365	Small Business Assistance	18A	LMJ	\$750.00
			6681376	Small Business Assistance	18A	LMJ	\$80,000.00
			6681377	Small Business Assistance	18A	LMJ	\$1,687.50
			6681387	Small Business Assistance	18A	LMJ	\$33,000.00
			6681388	Small Business Assistance	18A	LMJ	\$750.00
			6681389	Small Business Assistance	18A	LMJ	\$2,100.00
			6681390	Small Business Assistance	18A	LMJ	\$5,050.00
			<b>Total</b>				

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount			
2019	20	584	6496318	Emergency Rent Assistance	05Q	LMC	\$121,622.00			
			6496320	Emergency Rent Assistance	05Q	LMC	\$8,703.19			
			6496321	Emergency Rent Assistance	05Q	LMC	\$26,913.66			
			6496999	Emergency Rent Assistance	05Q	LMC	\$41,425.00			
			6497000	Emergency Rent Assistance	05Q	LMC	\$27,270.99			
			6497002	Emergency Rent Assistance	05Q	LMC	\$25,711.13			
			6497003	Emergency Rent Assistance	05Q	LMC	\$12,220.00			
			6497004	Emergency Rent Assistance	05Q	LMC	\$13,028.50			
			6497005	Emergency Rent Assistance	05Q	LMC	\$5,290.00			
			6497006	Emergency Rent Assistance	05Q	LMC	\$9,511.17			
			6548614	Emergency Rent Assistance	05Q	LMC	\$4,000.00			
			6548616	Emergency Rent Assistance	05Q	LMC	\$4,874.36			
			6548648	Emergency Rent Assistance	05Q	LMC	\$67,843.00			
			6548654	Emergency Rent Assistance	05Q	LMC	\$24,000.00			
			6548659	Emergency Rent Assistance	05Q	LMC	\$21,016.85			
			6548660	Emergency Rent Assistance	05Q	LMC	\$27,700.01			
			6548661	Emergency Rent Assistance	05Q	LMC	\$12,084.32			
			6548663	Emergency Rent Assistance	05Q	LMC	\$12,000.00			
			6611287	Emergency Rent Assistance	05Q	LMC	\$45,000.00			
			6611295	Emergency Rent Assistance	05Q	LMC	\$4,400.00			
			6611300	Emergency Rent Assistance	05Q	LMC	\$6,000.00			
			6611303	Emergency Rent Assistance	05Q	LMC	\$3,000.00			
			6611304	Emergency Rent Assistance	05Q	LMC	\$4,216.82			
			<b>Total</b>							<b>\$527,831.00</b>

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	18	602	6681283	CDBG-CV Administration	21A		\$4,344.39
			6681284	CDBG-CV Administration	21A		\$122.83
			6681285	CDBG-CV Administration	21A		\$687.00
			6681286	CDBG-CV Administration	21A		\$12,365.00
			6681287	CDBG-CV Administration	21A		\$1,660.63
			6681289	CDBG-CV Administration	21A		\$435.92
<b>Total</b>							<b>\$19,615.77</b>



# **APPENDIX 4**

## **2023 SECTION 3 REPORT**



REPORT FOR CPD PROGRAM CDBG, HOME  
PGM YR 2023

No data returned for this view. This might be because the applied filter excludes all data.



Section 3 Details By Program, Program Year & Activity

No data returned for this view. This might be because the applied filter excludes all data.

**Legend**

- A** Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- B** Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- C** Direct, on-the job training (including apprenticeships).
- D** Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- E** Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- F** Outreach efforts to identify and secure bids from Section 3 business concerns.
- G** Technical assistance to help Section 3 business concerns understand and bid on contracts.
- H** Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- I** Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- J** Held one or more job fairs.
- K** Provided or connected residents with supportive services that can provide direct services or referrals.
- L** Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- M** Assisted residents with finding child care.
- N** Assisted residents to apply for/or attend community college or a four year educational institution.
- O** Assisted residents to apply for or attend vocational/technical training.
- P** Assisted residents to obtain financial literacy training and/or coaching.
- Q** Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- R** Provided or connected residents with training on computer use or online technologies.



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- S** Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- T** Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- U** Other





# **APPENDIX 5**

## **PROOF OF PUBLICATION**

**Publication:** Burbank Leader  
**Outlook Control #:** 2024-09-06-28818  
**Ad Description:** FY 2023 CDBG Capex  
**Publication Dates:** 09/07/24

This space is reserved for Clerk's Filing Stamp

Outlook Newspapers Group  
PO Box 578  
La Cañada Flintridge, CA 91012

**PROOF OF PUBLICATION**  
2015.5 C.C.P.  
State of CA, County of Los Angeles

I am a citizen of the United States and employed by a publication in the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the mentioned matter. I am the principal clerk of the Burbank Leader, a newspaper published weekly in the City of Burbank, County of Los Angeles, and adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of June 20, 1927, Case Number 221017. The notice, of which the attached is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

09/07/24

I certify (or declare) under the penalty of perjury that the following is true and correct.



Signature

09/07/24

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PROOF OF PUBLICATION  
BURBANK LEADER  
800 Foothill Boulevard,  
La Cañada Flintridge, CA 91011  
(626) 792-6397

**PUBLIC NOTICE**

**FISCAL YEAR 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) OF THE CITY OF BURBANK**

The City of Burbank is soliciting public comment and review of the Community Development Block Grant (CDBG) Fiscal Year 2023-24 Consolidated Annual Performance Evaluation Report (CAPER).

The City of Burbank is required to submit the CAPER to the U.S. Department of Housing and Urban Development (HUD) prior to October 1, 2024. This report provides program outcomes for Fiscal Year 2023-24 utilizing Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program funds. The CAPER also includes an annual summary of actions and activities undertaken to comply with the City's affirmatively furthering fair housing goals.

The Fiscal Year 2023-24 CAPER will be available for public review and comment as of Saturday, September 7, 2024, through Monday, September 23, 2024, at Burbank City Hall or online:

Burbank City Hall  
275 E. Olive Avenue  
Burbank, CA 91502  
Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

<https://www.burbankca.gov/web/community-development/housing/cdbg>

All interested agencies, groups, or individuals are invited to submit their written comments via e-mail to [klee@burbankca.gov](mailto:klee@burbankca.gov) or mail them to the Community Development Department, Attn: Kasey Lee, 150 N. Third Street, Burbank, CA 91502. Written comments must be received before the end of the public comment period ending on September 23, 2024.

Dated: September 3, 2024

Publish: September 7, 2024, Burbank Leader