

# **BURBANK HOUSING AUTHORITY**

## **SECTION 8 PROGRAM**

### **PROPOSED 5-YEAR PHA PLAN**

**FISCAL YEAR 2025-2030**



<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>
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<b>A.1</b>	<p><b>PHA Name:</b> <u>Burbank Housing Authority</u> <b>PHA Code:</b> <u>CA105</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2025</u>  <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2025-2030</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>
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PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><b>The mission of the Burbank Housing Authority is working together for a safe, beautiful, and thriving community; and is in line with the U.S. Department of Housing and Urban Development (HUD) to provide affordable housing and economic opportunity along with a suitable living environment free from discrimination for participant households. The Burbank Housing Authority will implement this mission within the limits of funding availability to assist as many households as possible. Furthermore, the Burbank Housing Authority will work with partners to ensure housing is decent, safe, and sanitary and will continue to address supportive housing needs of participant households and the community through the expansion of special needs vouchers as available. The Burbank Housing authority encourages and supports family self-sufficiency and economic stability and will continue to expand this support to participant households.</b></p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>PHA Goal: Expand the supply of assisted housing. Objective: Apply for additional targeted vouchers as funding become available. Progress: The BHA spends 100% of the HUD allocated budget and has applied for and received an allocation of 20 Permanent Supportive Housing Vouchers. Additionally, the BHA also applied for targeted vouchers and received an allocation of 15 VASH vouchers. In 2021, the BHA was allocated 67 Emergency Housing Vouchers. In 2022, the BHA received an additional 13 vouchers through the Consolidated Appropriation Act. The BHA is also implementing Project Based Vouchers and plans to apply for 5 Foster Youth to Independence Vouchers. The BHA will continue to apply for available funding opportunities.</p> <p>PHA Goal: Maintain the quality of assisted housing. Objective: Continue Quality Control Inspections and educating landlords and Section 8 participants on housing quality standards. Comply with the implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE). Progress: The BHA has been identified as a high performing Housing Authority. This is due in part to continued quality control and special inspections, and regular, ongoing communication with landlords and tenants on the Program and health, safety minimum standards for units. The BHA will comply with HUD regulations and implementation of NSPIRE.</p> <p>PHA Goal: Promote self-sufficiency of families and individuals. Objective: Increase the number and percentage of employed persons in assisted housing. Progress: Continue to administer the Family Self-Sufficiency Program. The objective of this program is to assist families in obtaining employment that will allow them to become self-sufficient, that is, not dependent on welfare assistance and Section 8 assistance. The Housing Authority met this goal during the last five years and most recently for FYE 6/30/2024.</p> <p>PHA Goal: Increase awareness of housing choices. Objective: Provide housing information in current and future residential units Progress: Continue to distribute information on housing opportunities throughout the city of Burbank. This includes providing maps of the city, landlord apartment listings and informational brochures.</p> <p>PHA Goal: Improve and expand rental opportunities for lower-income households. Objective: Promote updates to rental assistance regulations to assist a wider range of households and promote rental opportunities for lower-income households as means to housing stability. Progress: The Burbank Housing Authority continues to provide feedback to proposed rules and regulations for the Program. In March 2024, the city approved the 2024 Legislative Platform. This platform will provide active relationships with Burbank’s federal and state representatives to suggest, promote and comment on future legislation to assist more households through rental assistance for the most needy and vulnerable households in the Burbank community.</p>

<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>During the last five-year period, the BHA has assisted between 850 -1,000 extremely-low and very-low income households a year including: households that pay a disproportionate share of their income on rent; homeless household and veteran households within the available funding for the Program. Other highlights of the 2020-2025 Five Year Plan include:</p> <ol style="list-style-type: none"> <li>1. The BHA received an allocation of 20 Permanent Supportive Housing Vouchers, and an additional 13 vouchers through the Consolidated Appropriations Act 2022. The Burbank Housing Authority has applied for targeted vouchers and received a total of 15 VASH vouchers. Furthermore, the Burbank Housing Authority was allocated 67 Emergency Housing Vouchers through the American Rescue Act of 2021. Of the 67 allocated vouchers 67 have been housed. Finally, the Burbank Housing Authority also implemented Project Based Vouchers that will assist 20 voucher recipients.</li> <li>2. The BHA has continued educating landlords and Section 8 participants on housing quality standards.</li> <li>3. The BHA has continued to administer the Family Self Sufficiency Program. The FSS program continues to assist participants in obtaining employment that allows them to become self- sufficient, not dependent on welfare assistance and Section 8 assistance. In the last five years a total of four participants successfully graduated from the program and we currently are down to the last four of the 50 allocated FSS participants.</li> <li>4. The BHA continues to distribute information on housing opportunities throughout the City of Burbank and has also been communicating updates regarding new City and State laws to landlords and tenants. Updates including information on AB 1482 are being distributed through online services and mailed to participating landlords and tenants.</li> </ol>
<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>As required by the U.S. Department of Housing and Urban Development (HUD), the BHA will follow provisions of the reauthorized and amended Violence Against Women Act of 2022. The BHA is aware of the requirements set in the Reauthorization Act of 2022 and will continue to comply as regulations and policies are issued and implemented by HUD.</p> <p>The BHA will continue to advance housing protections for survivors of domestic violence, dating violence, sexual assault, and stalking through various resources provided by HUD and by continuing its partnership with different local advocacy groups. As a result, the BHA will ensure individuals are not denied assistance, evicted or have their assistance terminated because of their status as victims of domestic violence, dating violence, sexual assault and stalking, or for being affiliated with a victim.</p> <p>The Burbank Housing Authority follows HUD regulations when a victim requests admission or continued residence as a result of being a self-petitioner under VAWA. The Burbank Housing Authority has implemented an Emergency Transfer Plan as required by HUD.</p>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>N/A</p>
<p><b>C.2</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/> <input type="checkbox"/> MEETING HELD ON FEBRUARY 18, 2025</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>In accordance with HUD guidelines, the Resident Advisory Board (RAB) reviewed the draft PHA Five Year Plan for Fiscal Years 2025-2030 and the Annual Plan for Fiscal Year 2025-2026 at a public meeting held on February 18, 2025. The RAB meeting was advertised on the City’s website, published in the Los Angeles Times, and more than 900 post card invitations went out to Program participants. More than 50 members of the public attended the RAB meeting. There were no recommendations on the draft PHA Five Year Plan for Fiscal Years 2025-2030, the draft Annual Plan for Fiscal Years 2025-2026 or the Administrative Plan. However, there were a few questions from the meeting attendees on the overall processes and procedures of the Section 8 Program (summary attached).</p>
<p><b>C.3</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>C.4</b></p>	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<p><b>D. Affirmatively Furthering Fair Housing (AFFH).</b></p>	
<p><b>D.1</b></p>	<p><b>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</b></p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Fair Housing Goal: Monitoring Lending, Housing Providers, and Local Real Estate Practices</b></p> <p><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p>Action 3.1: Continue to provide oversight of non-discriminatory and fair housing language in all City affordable housing contracts and agreements, and continue enforcement of Affirmative Marketing Policies that are required as part of HOME-assisted rental developments.</p> <p>Action 3.2: Monitor and Evaluate Progress: Continue to conduct community surveys to assess the effectiveness of implemented strategies and identify emerging challenges. Utilize data-driven tools to analyze disparities and guide resource allocation, such as creating a rental registry program.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Fair Housing Goal: Land Use Policies to Affirmatively Further Fair Housing</b></p> <p><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p>Action 4.1: As mandated under state law and specified within Burbank’s adopted Housing Element, amend the Zoning Ordinance consistent with State law to treat transitional and supportive housing as a residential use, and allows supportive housing as a use by right in all zones where multi-family and mixed use is permitted.</p> <p>Action 4.2: As mandated under state law and specified within Burbank’s adopted Housing Element, continue to accommodate emergency homeless shelters as a permitted use in the M-2 zone and conditionally permitted use in the M-1 and BCCM (Burbank Center Commercial Manufacturing) zones. The City further amended the Zoning Code in compliance with AB 139 to limit the required parking for emergency shelters to staff working in the shelter, and not excess of parking required for other residential or commercial uses within the same zone.</p> <p>Action 4.3: Continue to provide utilization of the City’s Inclusionary Housing Ordinance as a tool to integrate affordable units within market rate projects. In addition, the City is currently in the process of updating its Inclusionary Housing Ordinance as market conditions have changed since the original Ordinance was adopted over 15 years ago. One of the changes being contemplated is to allow housing developers multiple options to fulfill Inclusionary Housing production requirements, including allowing moderate income units to address the unmet need for moderate income housing under the RHNA.</p> <p>Action 4.4: Expand Affordable Housing Supply: State laws have streamlined permitting processes for affordable housing projects to reduce delays and costs. State law allows for the utilization of publicly owned land for affordable developments through long-term leases or sales to nonprofit developers. Continue to provide voucher programs and work with Burbank Housing Corporation to provide affordable housing. Facilitate the process with developers to apply for tax credits and reduced fees, to encourage private investment in affordable housing.</p> </div>

Action 4.5: Provide continuous implementation of the City's Affordable Housing Density Bonus as a means of enhancing the economic feasibility of affordable housing development.

**Fair Housing Goal: Increasing Geographic Choice in Housing**

**Describe fair housing strategies and actions to achieve the goal**

Action 5.1: As funding permits, continue to provide gap financing for affordable housing projects, with special consideration for projects that set aside units for extremely low-income households and persons with disabilities. Continue to provide regulatory incentives such as a density bonus and/or concessions to private developers to increase the supply of affordable housing throughout the community. Continue to support acquisition and rehabilitation activities in Focus Neighborhoods, with an emphasis on community revitalization, integration, and permanent affordable housing.

**Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs**

**A. PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

**B. Plan Elements.**

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

**C. Other Document and/or Certification Requirements.**

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

**C.3 Certification by State or Local Officials.**

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4 Required Submission for HUD FO Review.**

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**D. Affirmatively Furthering Fair Housing.**

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**RESIDENT ADVISORY BOARD (RAB)**  
**QUESTIONS AND ANSWERS**  
February 18, 2025

**Q: A member of the public inquired on how to obtain the documents for the proposed changes discussed at today's meeting.**

A: Staff informed draft documents may be viewed at the public counter at window 13 and on the city website.

**Q: A member of the public inquired about the process of listing a vacant unit.**

A: Staff informed they may contact the Housing Authority's front desk and staff will obtain the information to list the vacant unit.

**Q: A Section 8 participant inquired about rental increases, stating, every year when the landlord increases the rent my rent portion also increases.**

A: Staff explained when the total contract rent increases the tenant rent portion is likely to increase as well. Staff advised the member of the public to contact their case worker for specific details regarding their case.



**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  X  5-Year and/or  X  Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning  July 1, 2025 , in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

**BURBANK HOUSING AUTHORITY**

**CA105**

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2025-2026

5-Year PHA Plan for Fiscal Years 2025-2030

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director **Justin Hess**

Name Board Chairman **Nikki Perez**

Signature

Date

Signature

Date

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The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

DRAFT

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Justin Hess, the Executive Director  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2025-2030 and/or Annual PHA Plan for  
fiscal year 2025 of the Burbank Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Burbank  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

The City's five year Consolidated Plan (Con Plan) strategy includes priorities to meet the needs of the community and the City's rational for investment of federal funds. In order to address the needs, the City identified five priorities having the greatest need in the community. The five priority areas include: 1. Expand and Improve Affordable Housing Options, 2. Support and Strengthen Homeless Services and Housing, 3. Improve Quality of Life through Neighborhood Revitalization, 4. Increase Opportunities for Low-to Moderate-Income and Special Needs Residents to Become Self-Sustaining, and 5. Support and Promote Community and Economic Development Efforts that Support Economic Stability. The Burbank Housing Authority Annual Plan for Fiscal Year 2025-2026 directly address priority number 1 in providing affordable housing options to qualified households within the City. Furthermore, the Annual Plan is consistent with the current Analysis of Impediments to Fair Housing Choice report by ensuring the Section 8 applicants and participants have fair and equal housing opportunities throughout the City's jurisdiction.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:**  
HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Justin Hess

Title:

Executive Director

Signature:

Date:

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