



CITY OF BURBANK

CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

JULY 1, 2023 – JUNE 30, 2024

**Public Review Draft
September 7, 2024 – September 23, 2024**

**CITY OF BURBANK
HOUSING AND GRANTS DIVISION
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CITY OF BURBANK
2023/24 CAPER

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Introduction

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.

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CR-05 - Goals and Outcomes

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.

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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&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%

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

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

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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.

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CR-10 - Racial and Ethnic Composition of Families Assisted

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

	CDBG	HOME	TOTAL
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
TOTAL	758	4	762
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
CDBG	public - federal	\$3,170,430	\$234,976
HOME	public - federal	\$2,637,775	\$745,880
Section 8	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 unallocated and allocated 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 \$980,856 in federal CDBG and HOME resources to address the needs of extremely low, low, and moderate-income individuals. Of this, \$234,976 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.

Lastly, \$49,665 was spent on program administration to oversee the management of the HOME-ARP Program.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Affordable Housing Focus Neighborhoods	90		Local Target Area
CDBG Eligible Areas	0		In FY 2022, the City allocated funding for LMA Projects
Citywide	100		In FY 2022, the City allocated funds for limited clientele programs

Table 4 – Identify the geographic distribution and location of investments

Narrative

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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.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$7,746,230.00
2. Match contributed during current Federal fiscal year	\$397.04
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$7,746,627.04
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)	\$7,650,389.08

Table 5 – Fiscal Year Summary - HOME Match Report

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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

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

Table 8 - Minority Business and Women Business Enterprises

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						
Total		Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

Table 9 – Minority Owners of Rental Property

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

Table 10 – Relocation and Real Property Acquisition

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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	
Total	1,077	964

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
Total	1,077	964

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.

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

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

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 has become an escalating challenge across the United States, including the Los Angeles region. Contributing factors include a shortage of affordable housing, rising poverty rates, reduced subsidies, substance abuse issues, the de-institutionalization of the mentally ill, and a growing perception of homelessness as a lifestyle choice for some individuals.

To address this issue, Los Angeles conducts a biennial enumeration of both sheltered and unsheltered homeless individuals over a 24-hour period, known as the Homeless Point-in-Time (PIT) Count. This count is mandated by Congress for all communities receiving U.S. Department of Housing and Urban Development (HUD) funding for homeless programs and must occur during the last ten days of January. For 2024, the count was conducted by the Los Angeles Homeless Services Authority (LAHSA) from January 23 to 25.

The 2024 PIT Count identified 123 homeless individuals in Burbank, which is a decrease from 129 in 2023. It should be noted that 2023 and 2024 homeless PIT count numbers are reported differently than previous years as they do not include the “multiplier”, which increases the statistics. Of the 123 individuals, 46 were unsheltered and 77 were sheltered. The unsheltered individuals were living in cars, vans, campers, tents, or encampments—conditions unsuitable for habitation. All 46 unsheltered individuals were single adults over the age of 24.

Among the sheltered homeless, 18 were housed in emergency shelters and were between the ages of 18 and 24. An additional 59 were residing in transitional housing, comprising one single person over 24 years old and 35 individuals in family units with heads of household over 24 years old. The remaining 23 individuals also belonged to family units, but the head of household was under 24 years old.

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

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

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.

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CR-40 - Monitoring

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 are also available to be emailed or delivered via U.S. mail to interested persons.

CR-45 - CDBG

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.

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CR-50 - HOME

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, seven HOME affordable housing projects were monitored and inspected. All properties were in compliance. A list of projects that were monitored is included in the Appendix.

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

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0	0	0	0
Total Section 3 Worker Hours	0	0	0	0	0
Total Targeted Section 3 Worker Hours	0	0	0	0	0

Table 14 – Total Labor Hours

Qualitative Efforts – Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
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.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					

Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 15 – Qualitative Efforts - Number of Activities by Program

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