



**CONSOLIDATED ANNUAL PERFORMANCE
& EVALUATION REPORT**

JULY 1, 2025 – JUNE 30, 2026

DRAFT REPORT

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

2025-26 CAPER

TABLE OF CONTENTS

SECTION	PAGE
Introduction.....	1
CR-05: Goals and Outcomes.....	4
CR-10: Racial and Ethnic Composition of Families Assisted	10
CR-15: Resources and Investments	11
CR-20: Affordable Housing.....	17
CR-25: Homeless and Other Special Needs.....	20
CR-30: Public Housing	25
CR-35: Other Actions.....	26
CR-40: Monitoring.....	34
CR-45: CDBG.....	35
CR-50: HOME	36
CR-53: Section 3	37

APPENDICES

- Appendix 1: 2025 CDBG Financial Summary Report
- Appendix 2: 2025 CDBG Activity Summary by Selected Grant Report
- Appendix 3: 2025 CDBG-CV Financial Summary Report
- Appendix 4: 2025 Section 3 Report
- Appendix 5: Proof of Publication

Introduction

The City of Burbank (City) has prepared the 2025/26 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 first program year of the 2025/26 – 2029/30 Consolidated Plan period, covering July 1, 2025, to June 30, 2030.

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) 2025/26 (July 1, 2025, to June 30, 2026).

For the 2025/26 fiscal year, the City received \$1,072,998 in CDBG funds. When combined with current year funds and \$3,523,135.27 from prior year funds, and the total investment amounted to \$4,596,133.27. In HOME funding, the City was awarded \$473,919.96, with an additional \$1,648,850.76, from unspent prior year funds, bringing the total to \$2,122,770.72. Additionally, the City secured \$13,958,795 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 159 residents.
- Provide homelessness prevention and assistance services to 807 residents.
- Provide youth services, including after-school care, to 72 youth.
- Provide free health services to 6 persons.
- Provide general public services to 72 persons.
- Provide tenant-based rental assistance to a total of 850 eligible households through the Section 8 Housing Choice Voucher Program (830 households), Veterans Affairs Supportive Housing (9 households), Permanent Supportive Housing (20 households), and Emergency Housing Vouchers Program (52 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, during the 2025/26 fiscal year, the City decided to reallocate the HOME-ARP funds to the Buena Vista project. The funds will be used to upgrade and renovate an existing 4,329-square-foot building on publicly owned land to create a new location for Home Again Los Angeles (HALA), a local nonprofit organization. The project will include four interim housing tiny homes, management offices, a community room, job center, and intake/assessment room. The facility will also provide opportunities to integrate supportive services, such as mental health counseling, case management, healthcare access, and job training, to help residents transition successfully into permanent housing.

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 2025/26 Annual Action Plan, comparing these results to the aggregate goals outlined in the five-year Consolidated Plan (2025/26 – 2029/30). 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.

DRAFT

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2025/26 Annual Action Plan		
					Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$214, 599.60 HOME: \$47,392	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Community Facilities	Non-Housing Community Development	CDBG: \$3,487,243.50	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Overnight/Emergency Shelter/Transitional Housing Beds	20 Beds (Various community facility projects)	0 Beds	0%	4 Beds	0 Beds (Underway; Buena Vista Street Project)	0%
Economic Development	Non-Housing Community Development	CDBG: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0 Persons (Capacity building, employment training, and business workshops)	0 Persons	0.00%	0 Persons (No economic development projects funded in FY 2025/26)	0 Persons (No economic development projects funded in FY 2025/26)	0.00%
Homelessness	Homeless	CDBG: \$635,748.50	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000 Persons (Various homeless public service programs)	874 Persons (BTAC Emergency Services: 761 persons; Family Service Agency: 7 persons; Home Again Los Angeles: 72 persons; Fine Arts Revolution 34 persons)	43.7%	385 Persons (BTAC Emergency Services: 310 persons; Family Service Agency: 5 persons; Home Again Los Angeles: 50 persons; Fine Arts Revolution 20 persons)	874 Persons (BTAC Emergency Services: 761 persons; Family Service Agency: 7 persons; Home Again Los Angeles: 72 persons; Fine Arts Revolution 34 persons)	227.01%

Infrastructure Improvements	Non-Housing Community Development	CDBG: \$0.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0 Projects (Various Infrastructure Projects)	0 Projects	100.00%	0 Projects (No infrastructure projects funded in FY 2025/26)	0 Projects (No infrastructure projects funded in FY 2025/26)	0.00%
Preserving Affordable Housing	Affordable Housing	HOME: \$2,132,639.85	Rental units rehabilitated / constructed	Household Housing Unit	60 Housing Units (Various Affordable Rental Developments)	0 Housing Units	0.00%	60 Housing Units (No new housing projects proposed in FY 2025/26)	0 Housing Units (No new housing projects proposed in FY 2025/26))	0.00%
Public Services	Non-Housing Community Development	CDBG: \$169,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,950 Persons (Various Public Service Programs)	150 Persons (Burbank Noon Lions: 6 persons ; Armenian Relief Society: 72 persons ; B&G Club Enrichment Services: 72 persons)	7.69%	361 Persons (Burbank Noon Lions: 31 persons ; Armenian Relief Society: 290 persons ; B&G Club Enrichment Services: 40 persons)	150 Persons (Burbank Noon Lions: 6 persons ; Armenian Relief Society: 72 persons ; B&G Club Enrichment Services: 72 persons)	41.5%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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

For the 2025/26 fiscal year, the City of Burbank effectively utilized its allocated resources to address key priorities outlined in the 2025-2029 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 \$126,349.70 across four 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 245%, assisting 761 individuals with emergency food, utility payments, one month of rental assistance, and free laundry services. The Family Service Agency's Transitional Housing Therapeutic Support Program also significantly exceeded its anticipated goal, serving seven individuals with essential case management, therapeutic services, and housing stabilization support—140% above its original target. Additionally, the Home Again Los Angeles homeless outreach program assisted 72 individuals with housing referrals while the Fine Arts Revolution provided creative wellness services to 34 homeless individuals.

General public services were a major focus as well. The Armenian Relief Society received \$13,000.00 to support a range of services for low- and moderate-income individuals, surpassing its goal by assisting 72 persons. Health services were addressed with \$1,600.00 allocated to the Burbank Noon Lions for eye and ear testing and essential corrective aids, benefiting 8 uninsured or homeless individuals. The Boys & Girls Club's afterschool and summer programs, which provided enrichment services to 72 children, exceeded their target.

In the Affordable Housing category, while no new projects were initiated in FY 2025/26, there are two large projects in the pipeline. One is the Buena Vista Street Homeless Access Center project, funded with CDBG funds, and consisting of four small suites (tiny homes) for families, and renovations to the existing structure to allow for case management services. The other is the Fairview affordable housing project, funded with HOME funds, and consisting of 60 new affordable housing units, and congregational areas. This project will be owned and managed by the City's local Community Housing Development Organization (CHDO), Burbank Housing Corporation (BHC).

The City also completed the Burbank Santa Anita Playlot and the Burbank Youth Center

Solar Panel Projects. 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.

DRAFT

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	684	0	684
Black or African American	144	0	144
Asian	33	0	33
American Indian or American Native	43	0	43
Native Hawaiian or Other Pacific Islander	0	0	0
Other Multi-Racial	120	0	120
TOTAL	1024	0	1024
Hispanic	278	0	278
Not Hispanic	746	0	746

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

Narrative

For the program year 2025/26, the City allocated the majority of its CDBG funds toward community facility improvements, public services, and program administration. HOME funds were primarily used in covering program administration costs to plan for the Fairview project.

In terms of demographics, the beneficiaries of these programs were diverse. Of those served, 66% identified as White, with 27% of this group also identifying as Hispanic. Additionally, 11% of beneficiaries identified as Other, 14% as Black, and just around 3% 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	\$4,642,482.57	\$2,157,271.86
HOME	public - federal	\$2,122,770.72	\$150,827.33
Other – HOME-ARP	Public – federal	\$0	\$0
Section 8	public - federal	\$12,400,000	\$13,958,795

Table 3 - Resources Made Available

Narrative

During fiscal year 2025/26, 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 \$1,072,998. In addition, \$2,153,922.27 were prior year unspent funds, bringing the total CDBG funds available for program activities to \$4,642,482.57.

For the HOME Investment Partnerships Program, the entitlement amount for FY 2025/26 was \$473,919.96. This was supplemented by \$1,648,850.76 in committed and uncommitted prior year funds, bringing the total available HOME funding to \$2,122,770.72. These funds were utilized to advance the City's housing objectives for the fiscal year.

During the 2025/26 program year, the City expended a total of \$2,308,099.19 in federal CDBG and HOME resources to address the needs of extremely low, low, and moderate-income individuals. Of this, \$2,157,271.86 was disbursed to Community Development Block Grant (CDBG) activities. These expenditures covered a range of projects and programs approved both for FY 2025/26 and earlier years, including public services, public facility, and program administration.

In addition, \$150,827.33 was disbursed in HOME funds for the HOME program administration.

And finally, \$13,958,795 in Section 8 funding was disbursed for rental assistance subsidies in Burbank.

Identify the geographic distribution and location of investments

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

Table 4 – Identify the geographic distribution and location of investments

Narrative

In FY 2025/26, all funds were allocated and disbursed to projects and programs available to Burbank residents citywide, covering a range of activities such as public services, public facility improvements, homeless supportive services, and administrative activities.

Leveraging

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

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

As of the end of the 2025 Federal fiscal year (October 1, 2025 – September 30, 2026), the City's HOME match liability is \$0. The match carry-over surplus from prior years amounts to \$7,632,041.77. After applying the required match for 2025 the remaining excess match to be carried forward into the next Federal fiscal year (October 1, 2025 – September 30, 2026) will be \$7,632,041.77.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$7,632,041.77
2. Match contributed during current Federal fiscal year	\$0.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$7,632,041.77
4. Match liability for current Federal fiscal year	\$0.00
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$7,632,041.77

Table 5 – Fiscal Year Summary - HOME Match Report

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

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

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

Table 7 – Program Income

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	\$0	\$0	\$0	\$0	\$0	\$0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$0	\$0	\$0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			

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

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	86	72
Number of Non-Homeless households to be provided affordable housing units	914	830
Number of Special-Needs households to be provided affordable housing units	42	9
Total	1,042	911

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,042	911
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	1,042	911

Table 12 – Number of Households Supported

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

In FY 2025/26, the Annual Action Plan proposed to provide 1,042 households (86 homeless, 914 non-homeless, and 42 special-needs) with affordable housing units. This was to be provided solely via tenant-based rental assistance from the Section 8 Housing Choice Voucher program (914 households), alongside 20 Permanent Supportive Housing Vouchers (PSH), 66 Emergency Housing Vouchers (EHV) specifically for homeless households and rental assistance for 42 special needs 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 2025/26 program year, the City achieved nearly 80% of its affordable housing goal, enrolling 830 households in the Section 8 program. This included 9 veterans, 590 seniors, and 830 individuals with disabilities.

Additionally, 9 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 52 households this 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.

With respect to CDBG and HOME accomplishments, the City did not complete any new affordable housing in FY 2025/26. However, two projects are currently underway. The Buena Vista Street Homeless Access Center, funded with CDBG, will include four small suites (tiny homes) for families and renovations to the existing facility to support case management services. The Fairview Affordable Housing Project, funded with HOME, will add 60 affordable housing units and communal spaces, and will be owned and managed by the City's Community Housing Development Organization (CHDO), the Burbank Housing Corporation (BHC).

Discuss how these outcomes will impact future annual action plans.

The 2025/26–2029/30 Consolidated Plan forecasts that 60 housing units could be developed through acquisition, rehabilitation, or new construction. This goal supports the city's efforts to increase and preserve affordable housing opportunities for low- and

moderate-income households. Although no new affordable housing units were completed during FY 2025/26, the city has projects underway that will help meet the housing goals identified in the Consolidated Plan. This includes the Fairview Affordable Housing Project, which is expected to provide 60 affordable housing units. The progress of these projects will help inform future Annual Action Plans and funding priorities.

The city will continue to evaluate housing needs, available funding, and progress toward the Consolidated Plan goals when developing future annual action plans. Affordable housing development, rehabilitation, and preservation will continue to be considered when determining how CDBG, HOME, and other available resources can be used to address the City's housing needs and support the goals identified in the Consolidated Plan.

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	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 13 – Number of Households Served

Narrative Information

FY 2025/26, 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 2025/26.

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 remains a significant regional housing and human-services challenge, shaped by interconnected factors including housing affordability, income instability, behavioral health needs, and barriers to accessing care and services. The City participates in the Los Angeles Homeless Services Authority's (LAHSA) annual Greater Los Angeles Homeless Count, which provides a point-in-time snapshot of sheltered and unsheltered homelessness. The 2026 Burbank count was conducted on January 20, 2026. The City's published 2025-to-2026 comparison reports 176 people experiencing homelessness in 2026, compared with 219 in 2025, a 20 percent decrease. The 2026 comparison includes 64 sheltered persons, 58 unsheltered persons, and 54 in the City's "Improvised Dwellings (Vehicles)" category. Because the PIT Count represents a one-night snapshot, the City also considers year-round outreach, engagement, and service data when assessing local trends and needs.

In response to homelessness, the City of Burbank continued implementing a comprehensive, person-centered strategy to reduce homelessness and improve housing stability. 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 sustained outreach model that emphasizes rapport-building, repeated offers of assistance, service navigation, and coordinated problem-solving, recognizing that transitions from unsheltered homelessness to housing may require multiple contacts. 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 providing a visible Downtown presence, engaging people experiencing homelessness, and supporting visitors and businesses. Another outreach provider, funded by Proposition A - Local Return through Burbank's Transportation Department, provides outreach coverage at the Metrolink Station and supports Downtown outreach when needed.

The City also has five Homeless Services Liaisons and an Outreach Coordinator. These professionals locate, identify, and build relationships with people experiencing unsheltered homelessness; assess immediate and longer-term needs; provide crisis support and practical assistance; and connect participants to appropriate services, interim

housing, and permanent housing resources as available. Outreach emphasizes consistent engagement, individualized problem-solving, and warm handoffs rather than one-time referrals. The Outreach Coordinator works closely with people experiencing chronic homelessness and supports comprehensive assessment of housing history, income and benefits, behavioral health, medical needs, social supports, and other barriers to housing. When complex behavioral health or public-safety concerns arise, outreach may be coordinated with law enforcement, mental health, healthcare, and other multidisciplinary partners, as appropriate.

During FY 2025/26, the City also continued operating the SAFE Homeless Storage and Navigation Center as a low-barrier engagement point for personal-property storage, service navigation, referrals, and periodic partner services. In addition, the City advanced the Buena Vista Homeless Access Center: the project was approved in January 2026 and construction began in March 2026, expanding the City's local homelessness-response infrastructure and planned access to case management and interim housing for families.

Furthermore, the City allocated CDBG funds to support three nonprofit agencies providing homelessness prevention, emergency assistance, transitional support, and 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 761 individuals in FY 2025/26. The Family Service Agency's Transitional Housing Therapeutic Support program offered supplemental support services, including case management, mental health services, and housing stabilization, to 7 individuals in transitional housing. Additionally, CDBG funding supported the Home Again Los Angeles Family Outreach Program, which enrolled 72 people experiencing homelessness 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 emergency and interim housing needs through partnerships with public agencies and nonprofit service providers. Although the City does not operate a permanent, year-round, low-barrier emergency shelter within City limits, it supports and coordinates with regional partners to connect Burbank participants to emergency shelter, interim housing, transitional housing, and other appropriate placement options as capacity and eligibility permit. The City's approach pairs placement efforts with outreach, case management, and housing navigation so that interim assistance functions as a bridge toward longer-term housing stability.

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 housing stability and 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 case management, housing navigation, and supportive services.

Furthermore, the Family Service Agency, in collaboration with the Burbank Housing Corporation, operates a comprehensive domestic violence intervention and prevention program. This program, which serves survivors of domestic violence, including families 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 of domestic violence. 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. This partnership has enabled the City to effectively commit and expend HOME fund allocations. Through this long-standing partnership, 321 affordable rental units have been created cumulatively, including units for the City's Transitional Housing Program, which supports victims of domestic violence and homeless families.

BHC owns and operates eight transitional housing units, including five units designated for survivors of domestic violence and three units for homeless families with children. BHC also provides 11 permanent supportive housing units for chronically homeless veterans, for a combined total of 19 units across the transitional and permanent supportive housing inventory described here.

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 people at imminent risk of housing loss, Burbank participates in the Los Angeles Continuum of Care and coordinates with LAHSA and

regional service providers. This regional framework helps connect eligible individuals and families to prevention resources, coordinated assessment, housing navigation, and supportive services while allowing the City to supplement those systems with Burbank-specific problem-solving and referral pathways. Under the Los Angeles County Measure A Local Solutions Fund, the city provides reunification support, including mediation services and travel assistance such as bus, train, or airfare, to help participants safely reconnect with family or friends. The program also offers financial assistance to households at risk of losing their housing, using these funds to cover rental arrears and utility payments to prevent homelessness.

Although the City does not receive Emergency Solutions Grants (ESG) or Housing Opportunities for Persons With AIDS (HOPWA) funding, Burbank continues to coordinate with LAHSA, the Los Angeles Continuum of Care, healthcare and behavioral-health partners, and other public systems to reduce discharges to homelessness and improve connections to housing and services. Continued interagency coordination is especially important for people leaving hospitals, behavioral-health settings, corrections, foster care, and other systems of care who may be at heightened risk of homelessness.

In FY 2025/26, the City continued its commitment to supporting eligible low-income households and specialized populations through 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 911 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 continued 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 promoting housing stability and preventing returns to

homelessness among people who were recently housed.

With this in mind, the City partnered with experienced service providers and leveraged additional resources to create, secure, and stabilize housing while providing coordinated supportive 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) provided essential services such as groceries, hygiene items, household goods, financial assistance for rent and utilities, laundry services, and other basic-needs assistance. These services supported both housed and unhoused residents and helped address immediate needs that can contribute to housing instability.

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

Home Again Los Angeles (HALA) continues to play an important role in addressing homelessness in the Burbank community by providing a variety of services to individuals and families experiencing or at risk of homelessness. HALA's programs and services include homelessness prevention, outreach, emergency and interim housing, rapid rehousing, housing navigation, case management, and housing stabilization services. During the 2025-26 fiscal year, HALA also took over operations of the Burbank Temporary Aid Center (BTAC), which allowed the organization to expand its capacity and increase its services available to individuals and families experiencing homelessness in Burbank. Through these efforts, HALA helps strengthen the local system of care and supports individuals and families on their path toward permanent housing and long-term stability.

In addition, the City continued street outreach, case management, and housing navigation to connect people experiencing homelessness with available resources. The 72 participants reported as enrolled in HUD-VASH, Permanent Supportive Housing (PSH), and Emergency Housing Voucher (EHV) programs had access to case management and wraparound supportive services, as applicable to the program and participant's needs. Depending on eligibility and individualized service plans, supports may include behavioral-health care, substance use treatment, employment services, childcare, healthcare, education, benefits advocacy, and other housing-stabilization services

intended to support successful tenancy and reduce returns to homelessness.

DRAFT

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, 838 households in Burbank benefit from Section 8 vouchers, including 11 veterans, 970 seniors, and 818 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.

Consistent with State housing element requirements (Government Code sections 65580-65589.8), Burbank has adopted sixth cycle Housing Element 2021-2029, a State Certified plan that provides policies and housing programs to enable housing development and identifies nineteen opportunity sites for accommodating future housing growth to meet the City's Regional Housing Needs Assessment (RHNA) allocation for the 2021-2029 planning period. The opportunity sites identified in the 2021-2029 Housing Element are located near the City's major employment and transit hubs to facilitate housing development in proximity to several resources, including but not limited to transit, grocery stores, medical facilities, jobs, and open space. Moreover, the 2021-2029 Housing Element established twenty-seven housing programs that are intended to address the City's identified housing needs, goals, and policies to accommodate a diversity of housing affordable to all economic segments of the community and remove regulatory constraints in development of housing.

The City is currently processing four different Specific Plans. Twelve of the opportunity sites are located in the Downtown Transit Oriented Development (TOD) Specific Plan area and seven opportunity sites are in the Golden State Specific Plan (GGSP). Collectively, the Downtown TOD Specific Plan update, the GGSP, along with the Media District Specific Plan update, and the ongoing Burbank Rancho Neighborhood Specific Plan will facilitate future housing development to meet the City's RHNA requirement as established in the 2021-2029 Housing Element.

In addition to the ongoing specific plan efforts, the City Council adopted the Housing Element Opportunity Site Overlay zone in 2024, which increased the residential density in the opportunity sites, consistent with the requirements of 2021-2029 Housing Plan, Housing Program No. 5 (Housing Opportunity Sites & Rezone Program). Further, in 2025, the City Council adopted an ordinance to amend the appeal process for development projects to streamline project review and approval process consistent with the requirements of 2021-2029 Housing Plan Program No. 22 (Updated Project Appeal Procedures).

Lastly, the existing zoning regulations contained in Title 10 of Burbank Municipal Code outlines standards for different residential development to support various housing types,

including single-family, multi-family units, condominiums, apartment buildings and Accessory Dwelling Units. Currently, BMC allows by right development of community care facilities serving six or fewer persons in residential zones. Transitional and supportive housing are subject to same restrictions that apply to other residential dwellings located in the same zone, while emergency shelters are permitted by right in General Industrial Zones and require a Conditional Use Permit in Limited Industrial and Burbank Center Commercial Manufacturing Zones.

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 offering free youth services, ensuring that underserved populations have access to essential support. In addition, the City is actively pursuing additional funding opportunities, including state resources such as Encampment Resolution Funds, which generally support efforts to provide interim housing, shelter beds, behavioral health services, and adult recovery programs. The city is also seeking resources to expand the Safe Storage and Navigation Center to include pallet-shelter tiny homes and to help mitigate the impacts of encampments located along Caltrans and other public rights-of-way.

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*, 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 2025/26, the program achieved significant milestones:

- 42 extremely-low-income individuals received one-on-one case management, resulting in increased income.
- 26 individuals accessed employment services.
- 291 individuals were connected to various resources.
- 24 individuals received homelessness prevention services.
- 19 individuals benefited from rapid re-housing services.
- 14 individuals transitioned to permanent housing.

Additionally, HALA conducted 54 workshops attended by 214 participants and hosted 18 *Lifting People Up* events with 245 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 2025/26 – 2029/30. 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. In addition, the City works closely with the Burbank-Glendale-Pasadena Regional Housing Trust (BGPRHT), a regional partnership established to support the development and preservation of housing opportunities for families and individuals with extremely low, very low, low, and moderate incomes, as well as people experiencing homelessness. The City continues to strengthen its collaboration with the Trust on regional housing initiatives and funding opportunities, including the Los Angeles County Local Housing Trust Fund (LHTF) and Measure A funds, to help leverage resources and support affordable housing and homelessness-related programs and projects that benefit Burbank residents.

Key partners in this effort include Burbank Housing Corporation, the Housing Rights Center, the Burbank Temporary Aid Center, the Family Service Agency, Burbank Noon Lions, Home Again Los Angeles, the Armenian Relief Society, 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 2025-2029 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 2025-2029 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. The city also distributes the "20 Most Frequently Asked Landlord-Tenant Questions" through various channels to educate landlords and tenants. The City collaborates with the Burbank Association of Realtors to ensure continuous fair housing education and updates on local issues. Additionally, the racial and ethnic composition of Section 8 voucher holders is monitored, with targeted outreach when the waitlist opens. Finally, diverse representation is maintained on Burbank's housing-related Boards, Commissions, and Committees to address resident concerns.

In FY 2025/26, the HRC provided education and outreach services to a total of 159 residents on general and fair housing issues. Of those 159 residents, 15 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.

In May 2025, the City, in collaboration with HRC, began organizing housing rights clinics focused on landlord and tenant legal counseling. The housing rights clinics continued throughout FY 2025/26, with a total of seventeen clinics held and 101 attendees served

overall. Of these, 55 community members received direct legal counseling from an HRC attorney, while 46 received assistance and information from the HRC Program Manager, ensuring that every participant had access to housing rights resources. The clinics addressed a wide range of issues, including finding affordable or low-income housing, securing rental assistance due to financial hardship or disability, and resolving security deposit disputes. Tenants also sought help with landlord harassment/retaliation, habitability issues, illegal rent increases, and illegal evictions. In addition, several participants requested guidance on responding to rental termination notices, as well as questions related to changes in tenancy or lease agreement terms.

Enforcement Activities Goals and Update

This goal involves addressing housing discrimination. The city has implemented several measures to address housing discrimination and provide assistance to aggrieved tenants and landlords. The city partners with HRC to 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 offered ongoing support to tenants and landlords on fair housing issues.

Further, in June 2024, the City established Housing Enforcement Unit (HEU) to investigate housing and habitability related concerns and enforce applicable provisions of the California Tenant Protection Act of 2019 (AB 1482) as well as city's local Tenant Protection Ordinance to strengthen tenant protection strategies within the city. After conducting an initial analysis of the housing complaints, the HEU directs the complaints to appropriate channels including the City Attorney's Office (CAO) for issuance of a violation notice, Code Enforcement Department for habitability concerns, HRC for further assistance, and/or to the Burbank Landlord-Tenant Commission for non-legal mediation services. Moreover, housing complaints that trigger legal mediation are directed to City Attorney's Office newly created legal mediation program. Additionally, the city, in partnership with Home Again LA (HALA), offers a low-income legal service program to provide legal representation to qualifying low-income tenants and landlords.

In FY 2025/26, the HRC received 15 discrimination allegations. Of these, 9 were resolved through counsel and education, and 6 are pending or open cases. The discrimination allegations involved the following classification issues: physical disability (8), mental disability (6); general discrimination (2), and one issue each for each classification: familial status, race, religion and pending classification.

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

This goal involves safeguarding homeowners and ensuring fair housing practices.

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 2025/26, 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. Beginning in 2025, the city will ensure compliance with federally anti-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 2025/26, 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. In FY 2025/26, the City continued to implement the provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including a flexible Accessory Dwelling Unit Ordinance, an Inclusionary Housing Ordinance, Density Bonus Ordinance, and Condominium Conversion Ordinance. Emergency homeless shelters will continue to be permitted in the M-2 zone and conditionally permitted in the M-1 and BCCM zones and the City has an ordinance that established a process to facilitate the conversion of apartments into condominiums. The City will amend the Zoning Ordinance to allow transitional and supportive housing in all residential zones with similar restrictions as other residential uses. The City is currently in the process of updating the Inclusionary Housing and Density Bonus ordinances to allow for more flexibility in housing development in exchange for community benefits that also support the housing development. The City will actively encourage affordable units to be integrated into market rate projects, providing annual assessments of its performance and ensuring in-lieu fee revenues are appropriately targeted.

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.

DRAFT

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 2025/26 Consolidated Annual Performance and Evaluation Report (CAPER). A notice was published on Saturday, September 12, 2026, in the Burbank Leader indicating a public review period from September 12, 2026, through September 27, 2026. The 2025/26 CAPER was available for public review on the City's website at: <http://www.burbankca.gov>. Copies were also available to be emailed or delivered via U.S. mail to interested persons. No comments were received.

CR-45 - CDBG

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.

N/A

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

No

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

DRAFT

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.

The Burbank Housing Authority conducts regular (bi-annual at a minimum) monitoring and inspection reviews for all affordable housing units to ensure compliance with funding regulations including those units assisted with HOME funds, units with Housing Choice Vouchers or other federal rental assistance, and units with state restricted housing funds.

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.

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 2025/26. 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
Total Number of Activities	1	0
Total Labor Hours	930	0
Total Section 3 Worker Hours	740	0
Total Targeted Section 3 Worker Hours	36	0

Table 14 – Total Labor Hours

Qualitative Efforts – Number of Activities by Program	CDBG	HOME
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0
Direct, on-the job training (including apprenticeships).	1	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	1	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0
Held one or more job fairs.	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0
Assisted residents with finding childcare.	0	0
Assisted residents to apply for or attend community college or a four-year educational institution.	0	0
Assisted residents to apply for or attend vocational/technical training.	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0
Provided or connected residents with training on computer use or online technologies.	0	0

Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	1	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0
Other.	0	0

Table 15 – Qualitative Efforts - Number of Activities by Program

The Burbank Parks and Recreation Santa Anita Playlot project was completed in FY 2025-26 and was subject to Section 3 requirements. The project used CDBG funds to support improvements to the community playlot and provided employment opportunities through the project. The project had 930 total labor hours, including 740 Section 3 worker hours and 36 targeted Section 3 worker hours. The project met HUD's twenty five percent Section 3 worker-hour benchmark. Qualitative efforts included outreach and engagement to support Section 3 participation and identify employment and contracting opportunities. No HOME projects subject to Section 3 were implemented during FY 2025-26.



APPENDIX 1

2025 CDBG FINANCIAL SUMMARY REPORT (IDIS PR26 REPORT)

DRAFT



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2025
BURBANK , CA

DATE: 09-10-26
TIME: 14:03
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	3,523,135.27
02 ENTITLEMENT GRANT	1,072,998.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	46,349.30
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	4,642,482.57

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,926,907.29
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,926,907.29
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	230,364.57
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	2,157,271.86
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	2,485,210.71

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,926,907.29
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,926,907.29
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

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

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	217,392.47
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	58,152.04
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	159,240.43
32 ENTITLEMENT GRANT	1,072,998.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,072,998.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.84%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	230,364.57
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	(46,349.30)
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	184,015.27
42 ENTITLEMENT GRANT	1,072,998.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,072,998.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.15%



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2025
BURBANK , CA

DATE: 09-10-26
TIME: 14:03
PAGE: 2

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

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

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

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

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	3	610	7131562	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	\$7,237.50
2023	3	610	7148461	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	\$1,125.00
2023	3	610	7169463	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	\$836,723.14
2023	3	610	7170878	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	\$1,293.75
2023	3	610	7189874	2023 Community Development Department Public Facility Improvements (Buena Vista)	03C	LMC	\$461,289.18
					03C	Matrix Code	\$1,307,668.57
2020	14	579	7131557	Burbank Youth Center Solar Panel Project	03D	LMC	\$47,935.75
2020	14	579	7189876	Burbank Youth Center Solar Panel Project	03D	LMC	\$71,582.50
					03D	Matrix Code	\$119,518.25
2022	4	611	7082352	Burbank Parks and Recreation Santa Anita Playlot	03F	LMA	\$100,000.00
2022	4	611	7082353	Burbank Parks and Recreation Santa Anita Playlot	03F	LMA	\$94,222.99
2022	4	611	7082354	Burbank Parks and Recreation Santa Anita Playlot	03F	LMA	\$88,105.01
					03F	Matrix Code	\$282,328.00
2024	1	633	7041766	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$4,926.79
2024	1	633	7041767	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$6,576.75
2024	1	633	7059823	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$4,903.85
2024	1	633	7059824	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$4,060.65
2024	4	636	7041761	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
2024	4	636	7041762	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
2024	4	636	7041763	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,730.00
2024	4	636	7059817	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$10,050.00
2025	4	645	7148455	2025 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$36,452.41
2025	4	645	7169512	2025 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$8,547.59
2025	6	648	7193041	2025 Fine Arts Revolution - Art Therapy for Homeless	03T	LMC	\$3,349.59
2025	7	647	7148457	2025 Home Again Los Angeles - Family Outreach	03T	LMC	\$23,932.58
2025	7	647	7169513	2025 Home Again Los Angeles - Family Outreach	03T	LMC	\$5,001.26
2025	7	647	7189896	2025 Home Again Los Angeles - Family Outreach	03T	LMC	\$17,415.46
2025	7	647	7189897	2025 Home Again Los Angeles - Family Outreach	03T	LMC	\$1,650.70
					03T	Matrix Code	\$137,047.63
2025	2	643	7148459	2025 Boys and Girls Club - Afterschool and Summer Scholarships	05D	LMC	\$20,000.00
					05D	Matrix Code	\$20,000.00
2025	5	646	7148458	2025 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$19,720.00
2025	5	646	7169514	2025 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$2,720.00
2025	5	646	7189871	2025 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$7,040.00
					05G	Matrix Code	\$29,480.00
2024	3	635	7041765	2024 Burbank Noon Lions - Vision/Hearing Services	05M	LMC	\$736.25
2024	3	635	7059818	2024 Burbank Noon Lions - Vision/Hearing Services	05M	LMC	\$2,800.50
2025	3	644	7189858	2025 Burbank Noon Lions - Vision/Hearing Services	05M	LMC	\$931.50
					05M	Matrix Code	\$4,468.25
2024	5	637	7060331	2024 Armenian Relief Society - Referrals and Social Services	05X	LMC	\$13,917.25
2025	1	642	7148465	2025 Armenian Relief Society - Community Social Services Program	05X	LMC	\$6,069.07
2025	1	642	7189868	2025 Armenian Relief Society - Community Social Services Program	05X	LMC	\$6,410.27
					05X	Matrix Code	\$26,396.59
Total							\$1,926,907.29

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



APPENDIX 2

2025 CDBG ACTIVITY SUMMARY BY SELECTED GRANT REPORT

DRAFT

PR26 - Activity Summary by Selected Grant

Date Generated: 08/31/2026

Grantee: BURBANK

Grant Year: 2025

Formula and Competitive Grants only

Total Grant Amount for CDBG 2025 Grant year B25MC060513 Grant Number = \$1,072,998.00														
State	Grantee Name	Grant Year	Grant Number	Activity Group	Matrix Code	National Objective	IDIS Activity	Activity to prevent, prepare for, and respond to Coronavirus	Activity Status	Amount Funded From Selected Grant	Amount Drawn From Selected Grant	% of CDBG Drawn From Selected Grant/Grant	Total CDBG Funded Amount (All Years All Sources)	Total CDBG Drawn Amount (All Years All Sources)
CA	BURBANK	2025	B25MC060513	Administrative And Planning	21A		641	No	Open	\$214,599.60	\$179,155.27		\$214,599.60	\$179,155.27
				Total Administrative And Planning						\$214,599.60	\$179,155.27	16.70 %	\$214,599.60	\$179,155.27
CA	BURBANK	2025	B25MC060513	Public Improvements	03C	LMC	610	No	Open	\$697,448.70	\$0.00		\$3,549,817.65	\$1,307,668.57
				Total Public Improvements						\$697,448.70	\$0.00	0.00 %	\$3,549,817.65	\$1,307,668.57
CA	BURBANK	2025	B25MC060513	Public Services	03T	LMC	645	No	Open	\$45,000.00	\$45,000.00		\$45,000.00	\$45,000.00
CA	BURBANK	2025	B25MC060513	Public Services	03T	LMC	647	No	Open	\$1,650.70	\$1,650.70		\$48,000.00	\$48,000.00
CA	BURBANK	2025	B25MC060513	Public Services	05D	LMC	643	No	Open	\$20,000.00	\$20,000.00		\$20,000.00	\$20,000.00
CA	BURBANK	2025	B25MC060513	Public Services	05G	LMC	646	No	Open	\$30,000.00	\$29,480.00		\$30,000.00	\$29,480.00
CA	BURBANK	2025	B25MC060513	Public Services	05M	LMC	644	No	Open	\$1,600.00	\$931.50		\$1,600.00	\$931.50
				Non CARES Related Public Services						\$98,250.70	\$97,062.20	9.05 %	\$144,600.00	\$143,411.50
				Total 2025						\$1,010,299.00	\$276,217.47	25.74 %	\$3,909,017.25	\$1,630,235.34
				Grand Total						\$1,010,299.00	\$276,217.47	25.74 %	\$3,909,017.25	\$1,630,235.34



APPENDIX 3

2025 CDBG-CV FINANCIAL SUMMARY REPORT

DRAFT



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

DATE: 08-26-26
TIME: 16:28
PAGE: 1

PART I: SUMMARY OF CDBG-CV RESOURCES

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

PART II: SUMMARY OF CDBG-CV EXPENDITURES

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

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

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

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

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

PART V: PLANNING AND ADMINISTRATION (PA) CAP

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



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

DATE: 08-26-26
TIME: 16:28
PAGE: 2

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

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

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

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

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

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



APPENDIX 4

2025 SECTION 3 REPORT

DRAFT



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Section 3 Report
Grantee: BURBANK

DATE: 08-12-26
TIME: 19:25
PAGE: 1

REPORT FOR CPD PROGRAM CDBG
PGM YR 2025

Section 3 Total By Program		CDBG
Total Number of Activities		1
Total Labor Hours		930
Section 3 Worker Hours		740
Targeted Section 3 Worker Hours		36
Qualitative Efforts		
A	Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0
B	Outreach efforts to generate job applicants who are Other Funding Targeted Workers	0
C	Direct, on-the job training (including apprenticeships)	1
D	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training	0
E	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)	0
F	Outreach efforts to identify and secure bids from Section 3 business concerns	0
G	Technical assistance to help Section 3 business concerns understand and bid on contracts	1
H	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns	0
I	Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services	0
J	Held one or more job fairs	0
K	Provided or connected residents with supportive services that can provide direct services or referrals	0
L	Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation	0
M	Assisted residents with finding child care	0
N	Assisted residents to apply for/or attend community college or a four year educational institution	0
O	Assisted residents to apply for or attend vocational/technical training	0
P	Assisted residents to obtain financial literacy training and/or coaching	0
Q	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns	0
R	Provided or connected residents with training on computer use or online technologies	0
S	Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses	1
T	Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act	0
U	Other	0

Section 3 Details By Program, Program Year & Activity

Program	Program Year	Field Office	Grantee	Activity ID	Activity Name	Qualitative Efforts - Other Effort Description	Total Labor Hours	S3 Worker Hours	S3W Benchmark Met (25%)	Targeted S3W Hours	Targeted S3W Benchmark Met (5%)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
CDBG	2025	LOS ANGELES	BURBANK	611	Burbank Parks and Recreation Santa Anita Playlot		930	740	Yes	36	No			X				X												X			
CDBG	2025	Total for 2025					930	740	1	36	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
CDBG	Total						930	740	1	36	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0

Legend

- A
- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- B
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- C
- Direct, on-the job training (including apprenticeships).
- D
- Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- E
- Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- F
- Outreach efforts to identify and secure bids from Section 3 business concerns.
- G
- Technical assistance to help Section 3 business concerns understand and bid on contracts.
- H
- Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- I
- Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services.
- J
- Held one or more job fairs.
- K
- Provided or connected residents with supportive services that can provide direct services or referrals.
- L
- Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- M
- Assisted residents with finding child care.
- N
- Assisted residents to apply for/or attend community college or a four year educational institution.
- O
- Assisted residents to apply for or attend vocational/technical training.
- P
- Assisted residents to obtain financial literacy training and/or coaching.
- Q
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- R
- Provided or connected residents with training on computer use or online technologies.
- S
- Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- T
- Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- U
- Other



APPENDIX 5

PROOF OF PUBLICATION