

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Introduction

The City of Burbank's (City) FY 2021-22 Consolidated Annual Performance Evaluation Report (CAPER) is the annual performance evaluation review under the original five-year (2020-2025) Consolidated Plan. The CAPER covers 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 Programs and Projects for FY 2021-22. This document is formatted using HUD's CAPER template, which will be submitted online by way of the Integrated Disbursement and Information System (IDIS).

Summary

In Fiscal Year 2021-22, the City of Burbank was approved funding renewals totaling \$13,993,497 in federal funding to address goals and objectives of City's Consolidated Plan. The amount includes Section 8 Housing Choice Voucher Program renewal funding of \$10,612,986, Continuum of Care Funding for chronically homeless persons of \$569,204, CDBG totaling \$1,060,736, \$523,310 in HOME Funds, and \$1,227,261 in Coronavirus Aid, Relief and Economic Security Act (CARES Act) funds. In On March 27, 2020, the federal government provided a Coronavirus Aid, Relief and Economic Security Act (CARES Act) stimulus of \$5 trillion to prevent, prepare, and respond to COVID-19. The CARES Act provides \$5 billion in CDBG funding. A total of \$2 billion was immediately available based on the 2020 CDBG formula allocation. Burbank's first tranche of CARES Act totaled \$614,764. Burbank received a third tranche of funding through the CARES Act in the amount of \$1,227,261. The Burbank CARES Act funds were used to provide grants to small businesses in Burbank through the Small Business Assistance Program as well as a residential rent relief for households owing back-rent through the Rental Assistance Program (a second tranche of CARES Act funds went directly to the State of California for administration).

Emergency Housing Vouchers

Based on the limited amount of federal and non-federal resources available for housing and community development projects and programs, the City addressed the needs having a high priority level in FY 2021-22. The Annual Action Plan addressed the following programs and activities:

Housing

- Support the use of Section 8 Housing Choice Vouchers and Emergency Housing Vouchers to our fullest capacity;
- Monitor restricted affordable rental/owner units throughout the City; and
- Approved the creation of four new Accessory Dwelling Units for extremely to lower-income households.

Homeless Needs

Support programs and activities for homeless individuals, families, veterans, and persons at-risk of homelessness through the following:

- Participation in the Los Angeles County/City Continuum of Care (LACoC) and Service Planning Area Coalition meetings;
- Participate in the 2022 Point In Time Count in February 2022;
- Support public service and emergency housing programs that assist the homeless;
- Administer and renew Continuum of Care Funding for Permanent Supportive Housing Vouchers;
- Leverage local funds to assist individuals and families experiencing homelessness with short-term rapid-rehousing, diversion, and prevention assistance, as funding is made available; and
- Provide capacity building and technical assistance to homeless service providers.

Other Special Needs

The City will also take actions in the coming year to:

- Work toward reducing impediments to fair housing choice for low to moderate income households;

- Implement an Economic Stabilization Program targeting for low-income households city-wide providing mentoring, financial planning, and housing opportunities;
- Assist renters and landlords with information on accessibility to decent and safe living conditions;
- Work toward enhancing coordination between public and private organizations, public institutions, and social service agencies; and
- Facilitate the development and investment of programs and activities that accomplish the Consolidated Plan Goals and Objectives.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community Facilities	Non-Housing Community Development	CDBG: \$95,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1425	TBD	0.00%	285	TBD	0.00%
Economic Development	Non-Housing Community Development	CDBG / CARES ACT: \$1,227,261	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	95	64%	30	95	317%

Homelessness	Homeless	CDBG: \$104,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1425	312	22%	285	27	10 %
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$500,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	TBD	0%	100	TBD	0.00%
Preserving Affordable Housing	Affordable Housing	HOME: \$841,704	Rental units rehabilitated	Household Housing Unit	15	6	40.00%	3	4	134.00%
Public Services	Non-Housing Community Development	CDBG: \$66,754	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	3361	112%	600	2,761	921%
Section 8 Rental Assistance	Affordable Housing	Section 8: \$10,612,986	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	5070	990	0.00%	990	863	88%

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.

As previously mentioned, the Consolidated Plan five-year priorities for assistance with CDBG, HOME, and other federal funds takes

into consideration several factors such as: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan needs assessment, consultation, and public participation process; 2) which activities will best meet the needs of those identified households; and 3) the extent of other non-federal resources that can be utilized to leverage/match CDBG and HOME funds to address these needs.

Consistent with the City's Priority Needs outlined in the Consolidated Plan, the City approved projects and programs in the FY 2021-22 Annual Action Plan that could assist as many participants as possible with the limited resources available. The City contributed the maximum allowable for CDBG Public Services (15 percent of the annual allocation plus 15 percent of program income during the prior period); up to 65 percent for public infrastructure, public/private facility improvements, and economic development activities; and no more than 20 percent for program administration.

The City utilized the limited CDBG funds from FY 2021-22 to leverage other public and private dollars to efficiently deliver programs and projects for the benefit of low income persons. The funding priorities included: economic development and emergency rent assistance. The City leveraged one-time funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Los Angeles County funds for homeless prevention.

Unfortunately, some of the services were adversely impacted by the pandemic. Specifically, in person service providers were most impacted. They include Youth Services, Services for the Disabled and Employment Training.

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
White	2157	0
Black or African American	199	0
Asian	118	0
American Indian or American Native	1	0
Native Hawaiian or Other Pacific Islander	11	0
Total	2486	0
Hispanic	1712	0
Not Hispanic	774	0

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

Narrative

The City's geographic target areas are City-wide, except for the City's five Focus Neighborhood Revitalization areas. Specific segments of the population may have greater difficulty finding adequate and affordable housing and accessibility to services due to their unique special needs and circumstances. Circumstances can range from physical disabilities, large families, victims of domestic violence, and others. For program year 2021-22, the majority of CDBG allocation was invested in Community Development and non-Community Development activities, such as community facilities, infrastructure, public services, and economic development. As a result, 2,486 low-income households received some type of assistance from CDBG funded activities or services.

The Housing and Economic Development Division administers the Focus Neighborhood Revitalization Program, which includes: Verdugo-Lake; Elmwood; Golden State; Peyton-Grismer; and Lake-Alameda. Within these neighborhoods, the City will strategically invest HOME funds to assist non-profits and/or Community Housing Development Organizations in acquiring, rehabilitating, redeveloping, and managing rental properties as long-term affordable housing. In exchange of the HOME investment, the City will place covenants on properties acquired by the non-profit or Community Housing Development Organization to ensure long-term affordability and strong property management. In Program Year 2020, HOME funds were not utilized for the creation of affordable housing.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,086,379	1,379,491
HOME	public - federal	624,217	56,754
Section 8	public - federal	8,955,595	10,006,803
Other (Continuum of Care and CARES Act)	public - local	486,416 / 1,842,025	338,641/1,361,205

Table 3 - Resources Made Available

Narrative

The expenditures during the 2021-22 program year totaled \$13,142,894 from federal resources which addressed the needs of extremely, low, and moderate-income persons. CDBG expenditures included projects and programs from prior years. The expenditures involved prior year CDBG funding including one-time funding from the Coronavirus Aid, Relief and Economic Security Act (CARES Act).

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Affordable Housing Focus Neighborhoods	100	0	The City has five Focus Neighborhoods for the creation of affordable housing. In 2020, there were no new housing units created utilizing HOME of CDBG.
CDBG Eligible Areas	See below	See below	n/a
Citywide	80	80	The City geographic target areas are City-wide, except for the City's five Focus Neighborhood Revitalization areas.

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City geographic target areas are City-wide, except for the City's five Focus Neighborhood Revitalization areas. The Housing and Economic Development Division administers the Focus Neighborhood Revitalization Program, which includes Verdugo-Lake; Elmwood; Golden State;

Peyton-Grismer; and Lake-Alameda. Within these neighborhoods, the City will strategically invest HOME funds to assist non-profits and/or Community Housing Development Organizations in acquiring, rehabilitating, redeveloping, and managing rental properties as long-term affordable housing. In exchange of the HOME investment, the City will place covenants on properties acquired by the non-profit or Community Housing Development Organization to ensure long-term affordability and strong property management.

In FY 2020-2021 the City received a HOME allocation of \$624,217. The City did not fund new projects for FY 2020, instead rolled over these funds to FY 2021 for a future new construction project with a local CHDO, the Burbank Housing Corporation. The City did fund fair housing counseling services via the Housing Rights Center whose services include counseling for homeowners and renters, educational workshops, referrals to other agencies, and investigating allegations and complaints regarding unfair housing practices. The fair housing counseling is funded utilizing program administration.

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 required to provide a 25 percent match for HOME funds drawn down between October 1st and September 30th, the federal fiscal year. The City leverages resources among the formula grant programs. For example, the HOME Program is matched by a variety of sources, including: private and public investment; in-kind services; and City General Funds. Historically, the City has met the HOME match by layering former redevelopment tax increment with HOME-assisted affordable housing acquisition and rehabilitation. As a result of past redevelopment tax increment contributions by the former Burbank Redevelopment Agency toward affordable housing activities, the City has a surplus of match credits. The match carry-over surplus is \$7,746,230.45 from prior fiscal years.

The City's HOME match liability for FY 2021-22 is \$0. See Table 5.

HOME Program Income

During FY 2021-22, there were no HOME Program Income revenues generated, expended, or carried over because of loan repayments or recaptured funds. See Table 6

Minority Business Enterprises (MBE)/Women Business Enterprises (WBE) Report

The HOME MBE/WBE Report, HUD Form-40107, which details contracts/subcontracts awarded to minority and women business enterprises on HOME-assisted development projects is described on Tables 7-10. In FY 2020-2021 the City received a HOME allocation of \$624,217. The City did not fund new projects for FY 2020, instead rolled over these funds to FY 2021 for a future new construction project with a local CHDO, the Burbank Housing Corporation.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	7,746,230.45
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	7,746,230.45
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	7,746,230.45

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
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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 begin-ning 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						
Number	0					
Dollar Amount	0					
Sub-Contracts						
Number	0					
Dollar Amount	0					
	Total	Women Business Enterprises	Male			
Contracts						
Number	0					
Dollar Amount	0					
Sub-Contracts						
Number	0					
Dollar Amount	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					
Dollar Amount	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		N/a				
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	n/a					
Cost						

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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	30	32
Number of Non-Homeless households to be provided affordable housing units	990	881
Number of Special-Needs households to be provided affordable housing units	0	0
Total	1,020	913

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,020	1,170
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	1,020	1,170

Table 12 – Number of Households Supported

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

The City proposed to achieve these one-year accomplishments based on the goals and objectives established in the City’s five-year Consolidated Plan Priority Needs as indicated on Table 12.

During FY 2021-22, the City of Burbank utilized its allocation of Veteran Administration Supportive Housing Vouchers (VASH), Continuum of Care Tenant Based Vouchers, and Section 8 voucher allocation to serve 913 households, as described in Table 11.

During FY 2021-22, the City received a total allocation of \$1,842,025 in CDBG CARES Act to respond, prepare, and provide assistance to households impacted by COVID 19. The City utilized a portion of the CARES Act to provide a Rent Relief Program for struggling renters who owed back rent and/or were at risk of homelessness. Working with a partner agency, the City was able to assist a total of 257 low income renters with three months of emergency rent assistance. In addition, 12 homeless veterans were assisted through the Veteran Administration Supportive Housing Voucher (VASH) including 20 chronically homeless household utilizing Continuum of Care funds.

The City's one-year accomplishments on Table 12 were based on utilization for FY 2021-2220. To use the Section 8 Program funding in an efficient manner, it is the policy of the Burbank Housing Authority to utilize the Program funds to maximize the number of households that may be assisted based on funding. The Burbank Housing Authority has a total of 1,014 vouchers allocated by HUD or 12,168-unit months available (12 months). For FY 2021-22, the unit's months leased was 10,579 (based on funding) under the Section 8 Housing Choice Voucher Program. The Burbank Housing Authority's utilization of Section 8 vouchers will fluctuate month to month; therefore, the units months leased provides a complete total for the program year.

Difference between goals and outcomes and problems encountered in meeting these goals

The City's FY 2021-22 one-year affordable housing goal was projected to be 1,020 (units months leased) from rental assistance through the Section 8 Program and affordable housing created through the acquisition and rehabilitation of residential dwellings. For FY 2021-22, the City assisted 913 households.

Discuss how these outcomes will impact future annual action plans.

The planned goal outcomes were based on quantifiable measures over the term of the Consolidated Plan and extent of other non-federal resources and programs available to address these goals. Due to the City's limited funding resources, continued decreases in federal funding allocations, and the elimination of the California Redevelopment Agencies, the annual outcomes are directly affected. Any further reductions to CDBG, HOME, and the Section 8 Program will further impact future annual action plans.

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	901	0
Low-income	1915	0
Moderate-income	0	0
Total	2816	0

Table 13 – Number of Households Served

Narrative Information

In FY 2021-22, a total of 2,816 low to moderate income households were assisted with CDBG/CDBG CARES Act funds. In FY 2021-22, there were no projects funding using HOME funding. The total number of persons served will vary from year-to-year based on available funding for CDBG and HOME. As previously discussed, funding priorities are based on the following assumptions: 1) five-year funding projections for CDBG and HOME; 2) a review of the City’s funding allocations for programs and activities in the past five years; and 3) those households most in need of housing and community development assistance, as determined through the Consolidated Plan Need Assessment, Agency consultation, Community Needs Survey, and public participation.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

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

For many years, the City has confronted the challenge of homelessness through multiple arenas that have involved partnerships and coalitions, financial contributions, and indirect participation in serving the homeless in the community.

In an ongoing effort to continue to address the needs of the homeless and those at-risk of homelessness, the City will continue its partnerships with experienced service providers capable of leveraging other funding; the ability to create or secure affordable housing; perform homeless case management; and engage the homeless through a street outreach component in order to connect them to available services. The City's goal is to expand on current homeless programs and activities with a greater emphasis on homeless adults and families to assist with their successful transition toward exiting homelessness.

Street Outreach: A component of the City's efforts to reach out to homeless persons involves a year-round Burbank Street Outreach Program. During the period of FY 2021-22, this program connects the homeless to the crisis housing, Tiny Homes, emergency shelter, Project Homekey/Roomkey, in Los Angeles County/City and other affordable housing programs. The Program also promotes the City's participation in the Los Angeles Continuum of Care Coordinated Entry System and pairing the homeless to mental health/supportive services, permanent supportive housing, case management, and emergency assistance, as appropriate. As of September of 2019, the City assisted over 120 unhoused adults with entering an interim housing solution.

Burbank Mental Health Evaluation Team: In 2012, the Burbank Police Department (BPD) aligned with the Los Angeles County Department of Mental Health and created a co-response police/mental health clinician model (Burbank Mental Health Evaluation Team, or BMHET) to address the growing needs of those suffering from mental illness and homelessness. BMHET is comprised of BPD officers and a licensed Department of Mental Health clinician, and is used to respond to calls for service where subjects appear to have mental health disorders. Once on scene, BMHET determines if further mental health treatment is required, utilizing the various resources available through the LA County Department of Mental Health. By providing sustained mental health care for homeless in need, the City hopes to reduce the number of individuals facing chronic homelessness. The City has integrated the new BMHET into its Consolidated Plan Homeless Strategy.

Continuum of Care: Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles City/County Continuum of Care (LA CoC). In recent years, Burbank expanded its' relationship with LAHSA to support regional efforts of ending

homelessness for individuals, families, and veterans. In January 2020, Burbank participated in the annual Greater Los Angeles Point-In Time Count (PIC) for the LA CoC. In the last 2020 Homeless Point in Time Count, the number of homeless in Los Angeles County totaled 66,436. In 2020, Burbank's homeless population was 291 people. While the 2021 Homeless Count did not occur due to COVID 19, it is likely the homeless population will continue to grow due to the pandemic, early release of inmates from incarceration and increasing housing prices along with mental illness, substance abuse, poor health and physical disabilities.

Addressing the emergency shelter and transitional housing needs of homeless persons

Shelters: Burbank addresses the emergency needs of the homeless and other persons needing emergency shelter by actively participating in programs administered by public and quasi-public agencies. While no permanent year-round low-barrier shelter exists within Burbank, the City partners with interim housing operators in Los Angeles County/City for people experiencing homelessness.

In addition, Family Promise of the Verdugos, a non-profit organization, serves homeless families by providing emergency shelter and supportive services. Family Promise is dedicated to moving families with children from homelessness to lasting self-sufficiency. Associated with the national network of the same name, Family Promise advances a highly effective, sustainable and expandable service delivery drawing on resources of the faith community, churches, synagogues, mosques, and temples. The three main components of the program are outreach and screening, transitional housing, and extensive counseling and case management.

Transitional and Permanent Supportive Housing Programs: Since 1997, the City has partnered with Burbank Housing Corporation, a certified Community Housing Development Organization, 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 created an avenue for the City to commit and expend HOME fund allocations. Since the program's inception, 316 affordable rental units have been created through this partnership. These efforts include units for the City's Transitional Housing Program that supports victims of domestic violence, homeless families, and young adults/emancipated youth.

The Burbank Housing Corporation owns and operates 29 transitional and permanent supportive housing units which consist of seven units for homeless families in the Golden State Focus Neighborhood (2406 Naomi Street and 2615 Thornton Avenue); three units for young adults/emancipated youth in the Lake-Alameda Focus Neighborhood (225 Linden Avenue), five transitional units for victims of domestic violence, 11 permanent housing units for veterans (1101 W. Verdugo Ave), and three units of transitional housing for homeless families exiting emergency shelter (1932 Ontario Street).

The Family Service Agency, in partnership with the Burbank Housing Corporation, operates a comprehensive domestic violence intervention/prevention program by providing clients transitional housing. The program is targeted towards women with children serves all members of the family with core services from individual mental health care, parent support groups, family

counseling, and therapy for youth and adult survivors, just to name a few. Family Service Agency has been serving the Burbank community as of 1991.

Emergency Rent Assistance Program

The Community Development Department's (CDD) Rental Assistance Program provided emergency rental assistance to low-income households impacted by the COVID-19 pandemic. Funded by the CARES Act, this program had two rounds tied to each round of CDBG grant funding.

Round one provided up to \$800 in rental assistance for up to three months. 150 eligible households received a total of \$265,000 in rent assistance payments for one to three months. Round two raised the monthly assistance amount to \$1,000 per month for three months. Round 2 assisted 115 eligible households receiving a total of \$345,000 in rent assistance payments. Family Promise of the Verdugos (FPV) provided application intake and review and light-touch case management to assist households with budgeting, workforce skills, enrollment in benefits, and job search assistance for both rounds.

California's Housing Is Key <https://housing.ca.gov/>

To help residents of the state recover from the COVID-19 economic crisis, rent relief is still available to residents of Burbank as the state eviction moratorium was extended through September 30, 2021. Qualifying renters and landlords are now eligible for 100% of rent or utilities owed. As much as possible, staff is connecting renters and landlords to the program.

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

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 FY 2021-22, the Burbank Housing Authority submitted a grant renewal to the U.S. Department of Housing and Urban Development for federal Permanent Supportive Housing Vouchers and to the U.S. Department of Veteran Affairs for the renewal of 30 vouchers (20 PSH and 10 Veteran Affairs Supportive Housing). The Housing Authority was notified of the grant renewal for FY 2020-2021.

Diversion to housing and services outside of the transitional homeless services is critical in preventing homelessness. The City works closely with housing advocates, non-profits, and local organizations to help individuals and families avoid becoming homeless. In December 2017, the City of Burbank adopted a three-year (2018-2021) comprehensive Homeless Plan to address the systemic issues surrounding homelessness. The Homeless Plan will contain an in-depth analysis of homelessness in Burbank, proposed measures & outcomes, and identify possible solutions, funding, and barriers to addressing the needs.

Homeless Prevention: For FY 2021-22, the City of Burbank will propose to contract for fair housing services that will consist of a range of services to ensure equal housing opportunities for its residents and homeless prevention, as applicable. Further, the City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords (a contributing factor to homelessness).

Rapid Rehousing Program: In FY 2021-22, Council approved the use of CDBG funds to provide short-term rent assistance as we come out of the pandemic and stabilize income eligible households with up to three months of assistance; along with case management to assist households with education and training in financial stability. A total of \$43,678 in CDBG funds was used for RRH. Family Promise of the Verdugos administered the Rapid Rehousing Program which assisted 12 households.

Case Management Program: Since 1991, Family Service Agency of Burbank has been providing comprehensive domestic violence intervention/prevention programs serving all members of the family. Services are provided by uniquely skills intervention teams that include: clinical staff; peer advocates; resource specialists; legal advocates; parent/financial educators; and supervisors who are committed to the care of clients 24 hours a day/7 days a week. In FY 2021-22, a total of \$

Other Programs and Activities: Homelessness is never solved by one entity; therefore, City departments continue to work together with local nonprofits, the business community, and faith-based/charitable organizations to deliver services and find solutions to homelessness. Historically, the City has demonstrated its support in delivering services to the most vulnerable individuals and families. In partnership with a number of experienced service organizations, the City has been able to create housing and public services with the use of federal funds from Community Development Block Grant (CDBG) and HOME Investment Partnership Programs.

It is important that the City play a critical role in helping service providers plan programs and services in addition to providing financial resources. Again, solving homelessness will take a multitude of fully engaged organizers. The following are a few examples of measured investments that have created a positive return for Burbank. However, much more is needed in order to address the increasing number of homeless in Burbank and their service needs.

- Creating affordable transitional and permanent housing units;
- Leveraging the City's public resources expand our support for homeless projects and programs;

- Delivering mental health services and intervention; and
- Receiving and implementing a Permanent Supportive Housing Voucher Program for chronically homeless individuals and families.

While the City of Burbank and its partners have made significant strides in addressing the needs of the homeless, a gap remains in addressing public health and safety and the systemic cause of homelessness. By working together with local, County, and City of Los Angeles partners, the City can begin to build a comprehensive Homeless Plan for City Council consideration in September of 2017.

The Homeless Plan will be a proactive approach on homelessness by 1) creating action oriented solutions that address the ongoing systemic social issues of homelessness impacting our community; 2) A coordination of efforts to address homelessness with City Departments, public and private entities, businesses, and community involvement; and 3) a description of funding, barriers, and measurable outcomes.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Burbank Housing Authority does not own or operate public housing.

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

None applicable.

Actions taken to provide assistance to troubled PHAs

None applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

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. 91.220 (j); 91.320 (i)

July 2017, the Community Development Department presented an Affordable Housing Analysis and Strategy session. The session led to further discussion about the City's need to build more housing. Subsequently, two additional meetings were held with City Council in October 2018, and February 2019, which resulted in the Council supporting the construction of 12,000 dwelling units during the next 15 years, mainly along the Interstate 5 freeway corridor, which includes Downtown Burbank/Burbank Center Plan area, Airport District (Golden State Specific Plan) area, and parts of the Media District Specific Plan area.

Governmental regulations through the implementation of land use plans and ordinances as well as through growth management restrictions can affect the price of housing in a community. However, such regulations are also designed to ensure the health, safety, and compatibility of uses within the City. The following evaluates various governmental regulations in effect in Burbank.

The Land Use Element of Burbank 2035 (General Plan) and implementing Zoning Ordinance directly impact the amount, size, type, location and thus, cost of residential development. The control over land use is designed to ensure that new housing is compatible with adjacent uses and built to the standards of quality and livability of the City's neighborhoods. The Burbank 2035 Land Use Element permits a broad range of housing types and densities that address the housing needs of residents. Densities range from up to 14 dwelling units per acre (du/ac) in the Very Low Density Residential (R-1 and R-2) zone to 43 du/acre in the High Density Residential (R-4 and R-5) zones. The Land Use Element includes opportunities for new housing types such as, live-work units, transit-oriented and mixed-use residential development.

Virtually all residential neighborhoods in Burbank are fully built-out. In order to accommodate needed housing while preserving existing neighborhoods and hillside areas, Burbank 2035 directs new housing growth into the Downtown, the Media District, and onto mixed use corridors, providing more residents within walking distance of services, activities and public transportation. The Burbank Center Specific Plan has already proven successful in bringing housing to the Downtown and South San Fernando corridor, which in turn is contributing to the re-generation of the area.

The City's Zoning Ordinance sets forth the standards for residential development. These include density, setbacks, lot area, lot coverage, height, and parking standards. The City's zoning and development standards can encourage a variety of housing types. In addition to single-family and multi-family units in a range of densities, Burbank also permits second units and manufactured housing on lots zoned for single-family residential use. Licensed community care facilities serving six or fewer persons are permitted by right in residential zones. Emergency shelters for the

homeless are permitted use in the M-2 General Industrial Zone and permitted with a Conditional Use Permit in the M-1 Limited Industrial Zone and BCCM Burbank Center Commercial Manufacturing Zone. The Burbank Zoning Code accommodates transitional housing differently depending on the project's physical structure: group-style transitional housing could be accommodated similar to community care facilities, whereas multi-family transitional housing configured with separate units could be accommodated by right in any of Burbank's multi-family districts.

Burbank has a strong history of supporting affordable housing. The City has adopted numerous 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 planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Neighborhood Focus Areas.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

During FY 2021-22, the City has partnered with Family Promise of the Verdugos, Burbank Housing Corporation, and the Burbank Housing Authority to implement an economic well-being and expansion of income for residents of Burbank. This program is called Lifting People Up Program. The program provides essential workshops and one-on-one case management that will prevent homelessness and create a sense of stability. This is done by offering an array of sessions including, but not limited to, financial literacy, job development, life skills and access to local resources. While the overall focus is to prevent homelessness, there is also great need to help our Burbank residents overcome the difficulties they have encountered due to the pandemic caused by COVID-19 which may lead to homelessness.

The City also support nonprofits by providing capacity building to meet the needs of unserved households and communities. Through capacity building, nonprofits are offered technical support, organizational development, and assistance with the expansion of programs and services. In FY 2021-22, the City used \$50,000 for capacity building.

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

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

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

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by recipients of federal funds must test for lead and asbestos. In the event that a lead-based paint hazard is present, the City or recipient of federal fund contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. The recipient of federal funds must notify tenants of the results of the test and the clearance report. In Section 8 Programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

Further, the City places brochures on the risks of lead based paint in the offices of the Community Development Department for the benefit of the public. The documents are provided by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD. CCLLP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP may also provide the City with the address of any household where there is evidence of lead poisoning or elevated blood levels in children, or any other evidence of lead from a physical inspection of the property.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Based on the Consolidated Plan's Needs Assessment and available resources for program year 2021-22, the City will allocate available resources (CDBG and HOME) to support public service programs for the benefit of low to moderate-income residents. The City will also expand and create new partnerships with service providers and community based organizations to provide community enrichment programming, affordable housing, case management services, and the development of life skills and self-sufficiency. These actions will be achieved by:

- Seeking opportunities to create new affordable housing by leveraging limited funding resources with private, federal, and state governmental subsidies and grants;
- Supporting permanent supportive housing for chronically homeless veterans by fostering effective supportive services that will promote self-sufficiency;
- Allocating 15 percent of CDBG entitlement funds for public services;
- Supporting case management services for homeless individuals and families and those at risk of becoming homeless; and
- Providing a range of economic development opportunities for economic growth that may benefit low to moderate income residents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

In FY 2021-22, the City supported nonprofits by providing capacity building to meet the needs of unserved households and communities. Through capacity building, nonprofits are offered

technical support, organizational development, and assistance with the expansion of programs and services. In FY 2021-22, the City used \$50,000 for capacity building.

The City will proactively work with non-profit agencies, for-profit developers, quasi-public entities, advocacy groups, clubs, and organizations, the Burbank Chamber of Commerce, neighborhood leadership groups, City departments and with the private sector to implement the City's five-year strategy to address the priority needs outlined in the Consolidated Plan for Fiscal Years 2020-2025. Engaging the community and partners in the delivery of services and programs for the benefit of low to moderate residents will be vital in overcoming gaps in service delivery.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low income individuals and families, and other special needs. The City will continue to expand on developing partnerships with public service organizations throughout FY 2021-22.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In FY 2021-22, the City adopted an Analysis of Impediments to Fair Housing Choice. The Plan embodies the City's efforts to address housing impediments for the next five-years (2020-2025).

In FY 2021-22, the City supports addressing impediments to fair housing by contracting with a fair housing counseling agency. The services provided in FY 2021-22 are described as an Exhibit to this report.

CR-40 - Monitoring 91.220 and 91.230

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 supporting affordable housing. The City has adopted numerous 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 planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Focus Neighborhood areas. The City will ensure that affordable housing preservation and the fostering of new opportunities continue to expand through a combination of efforts, which include:

- Monitoring of long-term rental restricted affordable units;
- Pursue alternative funding sources for rent subsidies, such as Permanent Supportive Housing, transitional housing, and U.S. Department of Housing and Urban Development Veteran Affairs Supportive Housing Vouchers;
- Provide tenant and landlord educational workshops regarding Fair Housing, tenant rights, and unlawful discrimination; and continue to explore regulatory incentives and funding to develop affordable rental housing.

Citizen Participation Plan 91.105(d); 91.115(d)

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

To encourage citizen participation in preparing the FY 2021-22 CAPER, the City solicited public comments for 15 days, which included:

- Publishing a request for public comment in the Burbank Leader on Wednesday, November 24, 2021;
- Posted the FY 2021-22 CAPER at www.burbankca.gov; and
- Made the FY 2021-22 CAPER available for public comment within the City libraries.

CR-45 - CDBG 91.520(c)

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.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 allocated \$5 billion in supplemental Community Development Block Grant funding for grants to prevent, prepare for, and respond to the coronavirus (CDBG-CV). Additionally, the CARES Act provides CDBG grantees with flexibilities that make it easier to use CDBG-CV grants and fiscal years 2019 and 2020 CDBG grants for coronavirus response and authorizes HUD to grant waivers and alternative requirements.

The City utilized the limited CDBG-CV funds from FY 2021-22 to leverage other public and private dollars to efficiently deliver programs and projects for the benefit of low income persons. The funding priorities included: economic development and emergency rent assistance. The City leveraged one-time funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Los Angeles County funds for homeless prevention.

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

Non-applicable.

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

Non-applicable.

CR-50 - HOME 91.520(d)

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 §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 City will ensure that affordable housing preservation through monitoring of long-term rental restricted affordable units. In FY 2021-22, there were no compliance issues.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City will ensure that affirmative marketing actions are monitored for HOME assisted units. In FY 2021-22, there were no compliance issues.

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

Non-applicable.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Non-applicable.

APPENDIX

Burbank
Fiscal Year 2021/2022

	1st Qtr July - Sept	2nd Qtr Oct - Dec	3rd Qtr Jan - March	4th Qtr April - Jun	Total FY 21/22	
DIRECT SERVICES						
General						
Discrimination	6	10	7	5	28	15%
General Housing	30	52	41	30	153	85%
Total	36	62	48	35	181	100%

Discrimination Breakdown

Cases	0	1	0	0	1	4%
Inquiries	6	9	7	5	27	96%
Total	6	10	7	5	28	100%

DEMOGRAPHICS

Race

Asian	1	1	2	1	5	3%
Blk/Afr Am	1	2	1	2	6	3%
Other	29	51	30	24	134	74%
White	5	8	15	8	36	20%
Total	36	62	48	36	181	100%

Ethnicity

Cuban	0	1	0	0	1	1%
Mexican/Chicano	4	8	5	3	20	11%
Not Hispanic/Latino	32	50	35	27	144	80%
Other Hispanic/Latino	0	3	8	5	16	9%
Total	36	62	48	36	181	100%

Income

Extremely Low	30	50	41	28	149	82%
Low	1	4	1	1	7	4%
Moderate	2	3	1	0	6	3%
Very Low	3	5	5	6	19	10%
Total	36	62	48	36	181	100%

Special Groups

Disabled	3	7	3	2	15	35%
Affordable Housing	0	0	0	1	1	2%
Female Headed	1	1	3	1	6	14%
Gov't Subsidized	0	3	0	0	3	7%
Senior	4	5	5	3	17	40%
Unhoused/Homeless	0	0	1	0	1	2%
Total	8	16	12	7	43	100%

Type of Caller

In-Place Tenant	27	51	31	26	135	57%
Landlord	27	51	4	2	84	36%
Manager	0	0	2	1	3	1%
Other	1	0	0	0	1	0%
Rental Homeseeker	4	3	4	1	12	5%
Total	59	106	41	30	236	100%

DISCRIMINATION INQUIRIES

Protected Classification

Marital Status	1	0	0	0	1	4%
Familial Status	0	0	1	0	1	4%
Mental Disability	0	4	3	2	9	32%
Physical Disability	4	5	3	2	14	50%
Race	1	0	0	1	2	7%
Source of Income	0	1	0	0	1	4%
Total	6	10	7	3	26	100%

Dispositions

Case Opened	0	1	0	0	1	6%
Counseled	3	6	5	3	9	56%
Pending	1	1	1	1	2	13%
Referred	2	2	1	1	4	25%
Total	6	10	7	5	16	100%

DISCRIMINATION CASES

Protected Classification

Physical Disability	0	1	0	0	1	100%
Total	0	1	0	0	1	100%

Findings

Inconclusive Evidence	0	1	0	0	1	100%
Total	0	1	0	0	1	100%

Dispositions

Client Withdrew	0	1	0	0	1	100%
Total	0	1	0	0	1	100%

TENANT/LANDLORD SERVICES

Housing Issue

Eviction	2	5	7	3	17	11%
Harassment	0	1	1	1	3	2%
L/T General Information	4	8	9	5	26	17%
Lease Terms	3	3	1	1	8	5%
Notices	9	15	10	8	42	27%
Other Issue	0	1	0	1	2	1%
Parking	0	1	0	0	1	1%
Pets	0	0	0	1	1	1%
Relocation	0	0	0	4	4	3%
Rent Increase	4	8	8	3	23	15%
Repairs	2	1	1	1	5	3%
Seeking Housing	2	1	3	1	7	5%
Substandard Conditions	4	8	1	1	14	9%
Total	30	62	41	30	153	100%

Dispositions

Attorney	0	1	3	0	4	3%
Building and Safety	1	0	0	0	1	1%
Code Enforcement	0	0	1	0	1	1%
Consumer Affairs	0	1	0	0	1	1%
Health Department	0	1	0	2	3	2%
Legal Aid	7	12	9	5	33	22%
Mediation	1	1	0	1	3	2%
Other GH Action	0	0	0	2	2	1%
Project Place	2	1	5	2	10	7%
Rent Control Department	0	0	1	0	1	1%
Resolved	19	34	21	16	90	59%
Small Claims Court	0	1	1	1	3	2%
UD Assistance	0	0	0	1	1	1%
Total	30	62	41	30	153	100%