

## 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.

The City of Burbank's (City) FY 2022-23 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 2022-23. This document is formatted using HUD's CAPER template, which will be submitted online by way of the Integrated Disbursement and Information System (IDIS).

In Fiscal Year 2022-23, the City of Burbank renewed a total of \$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, and \$523,310 in HOME Funds. The highlights are as follows:

#### 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.
- Begin the construction 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.
- Participation in the Los Angeles County/City Continuum of Care (LACoC) and Service Planning Area Coalition meetings.
- Participation in the 2023 Point In Time Count in January 2023.
- 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.

- 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.
- 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
Administrtrtion	Administration	CDBG: \$200459 / HOME: \$57446	Other	Other	1	1	100.00%	1	1	100.00%

Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1425	467	32.77%	285	467	163.86%
Economic Development	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0.00%			
Homelessness	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1425	541	37.96%			
Homelessness	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		285	541	189.82%
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		100	2525	2,525.00%

Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Other	Other	2	2	100.00%			
Preserving Affordable Housing	Affordable Housing	HOME: \$	Rental units constructed	Household Housing Unit	0	0		4	4	100.00%
Preserving Affordable Housing	Affordable Housing	HOME: \$	Rental units rehabilitated	Household Housing Unit	15	0	0.00%			
Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	1089	36.30%	600	1089	181.50%
Section 8 Rental Assistance	Affordable Housing	Section 8: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	5070	9945	196.15%			

**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.**

The Burbank five-year (2020-2025) Consolidated Plan 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 2022-23 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. No funding was allocated in Fiscal Year 2022-23 for economic development activities. Finally, no more than 20 percent was allocated for program administration.

Special emphasis was identified in Fiscal Year 2022-23 in addressing homelessness and affordable housing. With the new allocation of Emergency Housing Vouchers, CDBG and HOME funds were used to support service providers of homeless programs for case management, therapeutic counseling, outreach, and emergency services.

## 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	1,036	0
Black or African American	160	0
Asian	100	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	7	0
<b>Total</b>	<b>1,303</b>	<b>0</b>
Hispanic	583	0
Not Hispanic	720	0

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

### Narrative

For program year 2022-23, the majority of CDBG allocation was invested in Community Development and non-housing development activities such as community facilities, infrastructure, public services, and homelessness. In summary, 1,303 low-income households received some type of assistance from CDBG funded activities or services. The City will also continue to provide services to residents in low-moderate income areas. In FY 2022-23, there were to projects approved in a Low-Moderate Income Area. Those projects have not commenced construction; therefore, the total Low-Moderate Area numbers are excluded from the numbers listed on Table.

**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	1,247,535	209,159
HOME	public - federal	574,456	404,371
Section 8	public - federal	11,500,000	11,389,778

**Table 3 - Resources Made Available**

**Narrative**

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

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Affordable Housing Focus Neighborhoods	10	100	Local Target Area
CDBG Eligible Areas	50	100	
Citywide	50	100	

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

**Narrative**

## 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.

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

**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								

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

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	none					
Dollar Amount						
<b>Sub-Contracts</b>						
Number	none					
Dollar Amount						
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	none					
Dollar Amount						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	none					
Dollar Amount						

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

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		<b>none</b>				
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	<b>none</b>					
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	20	43
Number of Non-Homeless households to be provided affordable housing units	994	787
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>1,014</b>	<b>830</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,010	830
Number of households supported through The Production of New Units	4	4
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>1,014</b>	<b>834</b>

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.

During FY 2022-23, the City utilized its Section 8 voucher allocation of 1,014 to contract a total of 787, and Emergency Housing Vouchers totaling 67 to contract 43 as of June 30, 2023.

During FY 2021-22, the Burbank Housing Authority was allocated a total of 67 Emergency Housing Vouchers from the U.S. Department of Housing and Urban Development. These vouchers are targeted for people experiencing homelessness or at-risk of becoming homeless. All 67 vouchers must be leased prior to September 30, 2023, in accordance with HUD regulations.

The difference in achieving the outcomes was due to a competitive rental market in Los Angeles County making it harder for people with a voucher to compete in the market. Many have no credit history, lack finances, or have a multiple number of challenges when it comes to searching and applying for housing.

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

In order to address the challenges of voucher utilization, the Burbank Housing Authority is providing wrap-around case management to several participants of Emergency Housing Vouchers. With wrap-around case management services the participant will have a person dedicated to helping stabilize their unhoused situation and maintain them housed. In addition, the Burbank Housing Authority is providing landlord incentives to people with a voucher that were formerly homeless or at-risk of homelessness.

**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	139	0
Low-income	501	0
Moderate-income	153	0
<b>Total</b>	<b>793</b>	<b>0</b>

**Table 13 – Number of Households Served**

**Narrative Information**

In FY 2022-23, a total of 793 low to moderate income households were assisted with CDBG funds. In FY 2021-22, there additional funding to serve more low-to-moderate income households due to CARES Act funding residuals. The City expended 100% of CARES Act by June 30, 2022.

In FY 2022-23, the City began planning for utilization of \$1.8 million in HOME American Rescue Plan (ARP) funding by approving the HOME ARP Allocation Plan in March of 2023. The City’s HOME ARP priority is to create a non-congregate shelter for persons experiencing homelessness. Furthermore, the City’s approved the use of HOME Funds to create affordable Accessory Dwelling Units at the following locations.

- 2219 N. Niagara (Construct Two Accessory Dwelling Units)
- 159 W. Linden (Construct Two Accessory Dwelling Units)

Construction for both projects is underway and expected to be completed by Fiscal Year 2023-24.

## **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.

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 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.

Evaluating a jurisdiction's progress in reaching out to homeless persons and assessing their needs requires a multi-dimensional approach that considers

- outreach efforts,
- engagement quality,
- needs assessment,
- individualized planning,
- coordination,
- housing solutions,
- monitoring,
- adaptability, and
- long-term sustainability.

Combining quantitative data and qualitative insights is essential for a comprehensive evaluation.

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

A component of the City's efforts to reach out to homeless persons involves a year-round Burbank Street Outreach Program. During FY 2022-23, this Program connects the homeless to crisis housing, Tiny Homes, emergency shelter, Project Home Key/Room Key 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 with mental health/supportive services, permanent supportive housing, case management, and emergency assistance.

**Shelters:** Burbank addresses the emergency needs of the homeless and others 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 is planning to utilize \$1.8 million to construct a non-congregate shelter for people experiencing homelessness.

In addition, Home Again Los Angeles, a nonprofit organization, serves homeless families by providing emergency shelter and supportive services. Home Again Los Angeles is dedicated to moving families with children from homelessness to lasting self-sufficiency. In partnership with local faith based groups, temporary shelter is provided to five households for up to 90 days on any given day. 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.

**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**



There are various programs and initiatives aimed at preventing families from becoming homeless that the City utilizes, many through our partners. Here are some examples of programs in effect as preventive measures.

**Emergency Rental Assistance Programs:**

The City of Burbank established emergency rental assistance programs to provide financial support to households struggling to pay rent due to the economic impact of the COVID-19 pandemic. The City is considering another round of policies due to the pending eviction crisis.

**Housing First Initiatives:**

The City subscribes to Housing First as an approach that prioritizes providing stable housing to families experiencing homelessness before addressing other issues they may be facing. This approach aims to rehouse families and quickly provide them with the necessary support.

**Homelessness Prevention and Rapid Re-Housing (HPRP) Program:**

This program, initiated during the Great Recession, provides temporary financial assistance to households on the verge of homelessness. It aims to help families stay in their current housing or quickly secure new housing.

**Housing choice vouchers:**

This long-standing program provides rental assistance to eligible low-income families, allowing them to afford safe and stable housing in the private market, including the Emergency Housing Voucher program that mostly recently came from the American Rescue Plan (ARP).

**Homeless Prevention Grants:**

Various federal, state, and local agencies provide grants to non-profit organizations that prevent homelessness by offering financial assistance, counseling, and other supportive services to needy families. One of our local partners that received such a grant is Home again LA.

**Temporary Assistance for Needy Families (TANF):**

TANF provides financial assistance to low-income families with dependent children. The program may include housing assistance as part of its support.

**Local Non-Profit Organizations:**

Many non-profit organizations operate programs to prevent homelessness by providing emergency financial assistance, housing counseling, and other support services. One of our local partners with this

expertise is Home Again LA.

**Supportive Services for Veteran Families (SSVF):**

This program, operated by the Department of Veterans Affairs, assists low-income veteran families who are homeless or at risk of homelessness by providing case management and support services.

**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**

Assisting homeless individuals and families, especially those with specific needs like chronically homeless individuals, families with children, veterans and their families, and unaccompanied youth, requires a comprehensive and tailored approach. There's no one-size-fits-all solution. Each person or family experiencing homelessness has unique circumstances that require a personalized approach. The key is providing housing and the necessary support that empowers individuals and families to regain their independence and rebuild their lives. Here are some strategies in the City of Burbank that help make the transition to permanent housing and independent living:

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.

**Wraparound Services:** Offer a range of supportive services tailored to the individual's or family's needs. These services include mental health counseling, addiction treatment, job training, childcare, healthcare, and education.

**Case Management:** Assign dedicated case managers to work closely with each homeless individual or family. Case managers can help create individualized plans, connect clients with resources, and provide ongoing support.

**Rapid Rehousing:** Provide short- to medium-term financial assistance to help families and individuals quickly secure housing. Combine this with case management and supportive services to help them maintain their housing stability.

**Prevention Programs:**

Focus on preventing homelessness before it occurs by offering financial assistance, mediation, and other support to individuals and families at risk of losing their housing.

**Employment Assistance:**

Connect homeless individuals with job training programs, employment resources, and job placement services to help them achieve financial independence.

**Healthcare Access:**

It is paramount for the City to ensure access to healthcare services, including mental health and addiction treatment, to address underlying health issues contributing to homelessness.

**Education and Childcare Support:**

Offering educational assistance for children and childcare services for families, enabling parents to work or pursue education while knowing their children are safe.

**Trauma-Informed Care:**

We recognize that many homeless individuals and families have experienced trauma. The goal is to provide services and interventions sensitive to trauma and promote healing.

**Long-Term Support:**

The City recognizes that some individuals and families may need ongoing support even after transitioning to permanent housing; continuously assess their progress and assist as needed.

**Data Collection and Evaluation:**

We are continuously gathering data to evaluate the effectiveness of your programs and interventions. Use this data to refine and improve your strategies.

**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**

Not applicable.

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

Not 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)**

In order to accommodate needed housing while preserving existing neighborhoods and hillside areas, Burbank2035 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.

State housing element statutes (Government Code sections 65580-65589.8) mandate that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. Additionally, all local governments are required to adopt land use plans that remove regulatory constraints and provide opportunities for new housing development.

Over the past two years, the City of Burbank team of staff and consultants have been working to update the Burbank2035 General Plan Housing Element for the 2022-2029 planning period in compliance with State statutes. The process of updating the City's Housing Element concluded with the adoption of a 6th cycle Housing Element. The key components of the Housing Element Update include evaluation and update of previous Housing Element programs; the housing needs assessment including the City's Regional Housing Needs Assessment (RHNA) allocation; evaluation of constraints to housing; identification of opportunity sites to address the City RHNA allocation; the 2022-2029 Housing Plan.

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

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, and as required under California Government Code section 65583, the 2022-2029 6th Cycle Housing Element Update includes an assessment of fair housing that is consistent with the analysis required by the federal Affirmatively Furthering Fair Housing (AFFH) Final Rule. The AFFH component of the Project includes the following:

- Analysis of the racial and economic patterns of segregation at the regional and local level;
- Analysis of access to economic, environmental, and educational opportunities;
- Identification of areas of high concentration of persons with disabilities and disadvantaged communities in the City;
- Identification and prioritization of fair housing issues in the City, which includes: availability of affordable housing of various types for Burbank’s residents, lack of awareness of fair housing services and fair housing rights, fair housing for the special needs population, availability of accessible housing, and neighborhood revitalization;
- Identification of City’s planned actions and programs to address fair housing issues.

In addition to the programs included within the Element’s Housing Plan, the AFFH establishes quantifiable action items to address the above specified contributing factors/impediments to fair housing. Examples include — streamlined approval process for affordable housing projects, development of Accessory Dwelling Units (ADUs) prototypes plans to streamline the development review and approval process, and updates to the Inclusionary Housing Ordinance and Density Bonus Ordinance to effectively integrate affordable units in market rate projects.

### **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 2022-23, 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)**

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.

In FY 2022-23, the City joined a Care Coordination Group consisting of several service agencies in Burbank and surrounding communities to address the needs of underserved households and people experiencing homelessness. The group meets once a month to increase partner collaboration and development of new programs, community awareness while stabilizing households in need of services. The City also participates in a non-profit coalition established by non-profits, faith based groups, civic leaders, and advocates. The non-profit coalition supports the needs of youth, special needs, older adults, disabled, and other disadvantaged households.

**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 supported partnerships and collaborations with local service providers that have been instrumental in meeting the needs and demands of the homeless, low income individuals and families, and other special needs. These partnerships include, but are not limited to,

- Burbank Non-profit Coalition
- Burbank Care Coordination Committee
- San Fernando Valley Council of Governments on Homelessness
- Burbank Ministerial Association
- Los Angeles Homeless Services Authority

The City will continue to expand on developing partnerships with public service organizations throughout FY 2023-24.

**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 2022-23, the City continued implementing strategies described in the 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 2022-23, the City supported several educational, outreach, and enforcement activities. The services provided in FY 2022-23 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 long-term monitoring of affordable housing. With over 1,200 affordable units, the City has maintained relationships with all property owners in order 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 captured in a grantee subrecipient agreement when CDBG or HOME funding is awarded.

## **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 2022-23 CAPER, the City solicited public comments for 15 days, which included:

- Publishing a request for public comment in the Burbank Leader on Wednesday, September 13, 2023;
- Posted the FY 2022-23 CAPER at [www.burbankca.gov](http://www.burbankca.gov); and
- Made the FY 2022-23 CAPER available for public comment within City Hall

No comments were received.

**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.**

None at this time.

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

No

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

**CR-50 - HOME 24 CFR 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 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 City will ensure that affordable housing preservation through monitoring of long-term rental restricted affordable units. For a list of properties inspected, please see appendix document titled Burbank Affordable Housing Monitoring 2022.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

The City will ensure that affirmative marketing actions are monitored for HOME assisted units. In FY 2022-23, 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**

The allocation of HOME funds does not create any program income. The City emphasizes the importance of creating long-term affordable housing for 55-years.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

Not applicable.

## CR-58 – Section 3

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

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	2	0	0	0
Total Labor Hours	0	0			
Total Section 3 Worker Hours	0	0			
Total Targeted Section 3 Worker Hours	0	2			

**Table 14 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	2			
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.		0			
Direct, on-the job training (including apprenticeships).		0			
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.		0			
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).		0			
Outreach efforts to identify and secure bids from Section 3 business concerns.		2			
Technical assistance to help Section 3 business concerns understand and bid on contracts.		0			
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.		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			
Held one or more job fairs.		0			
Provided or connected residents with supportive services that can provide direct services or referrals.		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			
Assisted residents with finding child care.		0			
Assisted residents to apply for, or attend community college or a four year educational institution.		0			
Assisted residents to apply for, or attend vocational/technical training.		0			
Assisted residents to obtain financial literacy training and/or coaching.		0			
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.		0			
Provided or connected residents with training on computer use or online technologies.		0			
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.		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			

Other.		0			
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**Table 15 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

In FY 2022-23, the City soliciting bids for architecture and design consultants funded under CDBG. These solicitations did not result in any Section 3 business concerns. The City and it’s subrecipient solicited construction bids for the construction of Accessory Dwelling Units funded with HOME. The project was less four units and the subrecipient attempted to solicit Section 3 business concerns. The contractors selected were not creating any new jobs; therefore, there were no Section 3 outcomes to report.

# Attachment

## CAPER Appendix

## **APPENDIX**

1. FAIR HOUSING ACTIVITIES
2. BURBANK AFFORDABLE HOUSING ON-SITE MONITORING LIST
3. PUBLIC NOTICE
4. CONSOLIDATED ANNUAL PLAN EVALUATION REPORTS



## FAIR HOUSING ACTIVITIES

Activities	Impediments To Fair Housing - Strategic Goal	Comments
Tenant and Landlord Workshop	Education & Outreach	The meeting was held on 8/31/2022 in English and Spanish.
Financial Literacy Workshop	Increasing Geographic Choice in Housing	9/22/23 a meeting was held via zoom and in person to provide money and credit management assistance
Know your Renter's Rights	Education & Outreach	7/7/23 a meeting was held on COVID 19 Tenant Protections
Know your Renters Rights	Education & Outreach	7/14/23 a meeting on the basics of renting was held.
Fair Housing	Education & Outreach	7/21/23 a meeting was held on fair housing
Homeowner Workshop	Education & Outreach	4/15/23 a workshop was held on going from renting to owning.
Renter Workshop	Education & Outreach	4/25/23 a workshop was held on life skills and making housing decisions.
Homebuying Workshop	Education & Outreach	2/2/23 A workshop was held on home buying 101
Homebuying Orientation	Education & Outreach	2/23/23 a workshop was held on preparing for home buying.
AB 1482 Inquiries	Enforcement Activities	During Fiscal Year 2022-23, a total of 27 eviction proceedings were issued to residential tenants. Via the City's advocacy efforts, residents were referred to legal aid services.
Tenant and Landlord Disputes	Enforcement Activities	During Fiscal year 2022-23, a total of 70 landlord and tenant disputes were referred to the Burbank Landlord and Tenant

		Commission. The activities included: (7) rent increases; (13) repairs and maintenance; (1) random unusual charge; (2) health concerns; (1) security deposit; (1) harassment; (1) code violation; (1) relocation compensation; (8) lease questions; (8) general disputes.
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## Appendix - Housing Workshop



# HOUSING RIGHTS WORKSHOP

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### WHAT:

A free workshop for Burbank tenants and landlords on fair housing rights and COVID-19 eviction laws.

*Refreshments and light snacks will be offered.  
Masks are required.*

### WHERE & WHEN:

Wed. August 31, 2022 – 6pm-8pm  
Buena Vista Library – Community Room  
300 N. Buena Vista St. Burbank 91505



Registration is encouraged online or by phone:

[www.housingrightscenter.org/workshops](http://www.housingrightscenter.org/workshops)

1-213-387-8400 ext. 1018

[outreach@housingrightscenter.org](mailto:outreach@housingrightscenter.org)



# Appendix - Affordable Monitoring 2022

City of Burbank					
Multi-Family Housing Inventory Compliance, 2022					
Developer Information	Project	Funding Source	Compliance Year	Project Notes	Inspection Notes
Golden State	Golden State	HOME: \$0, RDA: \$0,	2022	Affordability and Income Reviewed	Passed
MOHENTUM	JCP Apartments	HOME: \$0,	2022	Affordability and Income Reviewed	Passed
Lake/Alameda	Lake/Alameda	HOME: \$0,	2022	Affordability and Income Reviewed	Passed
Verdugo/Lake	Verdugo/Lake	HOME: \$0, RDA: \$0,	2022	Affordability and Income Reviewed	Passed
Special Project	Special Project	HOME: \$0, RDA: \$0,	2022	Affordability and Income Reviewed	Passed
The Rebels	Tatooine Terraces	HOME: \$999999 999 999	2022	Affordability and Income Reviewed	Passed
Elmwood Apartments	Elmwood Apartments	HOME: \$0, RDA: \$0,	2022	Affordability and Income Reviewed	Passed
Burbank Senior Artist Colony	Burbank Senior Artist Colony	HOME: \$0, RDA: \$0,	2022	Affordability and Income Reviewed	Passed