

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

Fiscal Year (FY) July 1, 2018 – June 30, 2019

Introduction

The City of Burbank's (City) FY 2018-19 Consolidated Annual Performance Evaluation Report (CAPER) is the sixth year performance evaluation review under the original five-year (2013-2018) Consolidated Plan, which was extended through FY 2019/20. The CAPER discusses affordable housing outcomes, homelessness and special needs activities, non-housing community development activities, and other actions in furtherance of the City's Annual Action Plan Programs and Projects for FY 2018-19. This document will be formatted using HUD's CAPER template, which will be submitted online by way of the Integrated Disbursement and Information System (IDIS).

The City receives Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) funds, a Section 8 Housing Choice Voucher allocation, and Continuum of Care funding each year from the federal government to support housing and community development activities that principally benefit low and moderate-income households. To receive these federal funds, the City must adopt a five-year strategic plan that identifies local needs, and how these needs will be prioritized and addressed using these federal funds. In May of 2013, the Burbank City Council adopted a five-year (FY 2013/14–2018/19) Consolidated Plan. Burbank's Consolidated Plan builds upon several other related planning documents, including: the City's 2014-2021 Housing Element; the City's Capital Improvement Plan for 2012/2013, and; the Blue Ribbon Task Force on Affordable Housing Recommendations adopted in 2004.

Strategic Plan Summary

The Consolidated Plan's strategy to meet the needs of the community, referred to as a Strategic Plan, provides the general priorities and rationale for Burbank's investment of federal funds. The City identified eight priority needs for the community and the corresponding goals to address them. The priority needs were formed based on the national objectives and outcomes supported by HUD.

Objectives

The national objectives originate from the statutory purposes of the formula grant programs:

- Provide decent affordable housing. The activities that typically would be found under this objective are designed to cover a wide range of housing possibilities under HOME and CDBG.
- Creating a suitable living environment. In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Creating economic opportunities. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes reflect what the grantee seeks to achieve by the funded activity. The City associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability.

On the tables that follow, the City's strategy to meet HUD's national objectives and outcomes is described in Table 1: Burbank 2013/14 - 2017/18 Consolidated Plan Program by HUD Objectives and Outcomes. Table 2 indicates the five-year Strategic Plan Priority Needs and corresponding Goals for each need.

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Table 1 – Burbank 2013/14 – 2017/18 Consolidated Plan Programs By HUD Objectives and Outcomes			
OBJECTIVE	OUTCOMES		
	AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
DECENT HOUSING	Implementing Programs: <ul style="list-style-type: none"> • Compliance with the American with Disabilities Act • Implement a reasonable accommodation process 	Implementing Programs: <ul style="list-style-type: none"> • Focus Neighborhood Revitalization • Section 8 Rental Assistance 	Implementing Programs: <ul style="list-style-type: none"> • Provide residential services on energy and water efficiency • Implement California Green Building Standards Code
SUSTAINABLE LIVING ENVIRONMENT	Implementing Programs: <ul style="list-style-type: none"> • Community Center and Parks and Recreation Facilities • Infrastructure Improvements • Youth Services • Childcare Services • Emergency Services • Disability Services • Senior Services • Health Services • Other Public Services 	Implementing Programs: <ul style="list-style-type: none"> • Transitional housing, supportive housing, and possible single-room occupancy hotels in residential and commercial zones • Address Regional Housing Needs Assessments • Increase Affordable Housing under Density Bonus and Inclusionary Housing Ordinances 	Implementing Programs: <ul style="list-style-type: none"> • Neighborhood community gardens • Code Enforcement activities • Foster community engagement • Implement the Burbank 2035 – General Plan
ECONOMIC DEVELOPMENT	Implementing Programs: <ul style="list-style-type: none"> • Employment Training • Job Creation 	Implementing Programs: <ul style="list-style-type: none"> • Team Business 	Implementing Programs: <ul style="list-style-type: none"> • Support Business Improvement Districts (Property and Tourism) • Expand the growth of Green Technology Businesses in Burbank

TABLE 2 – (2013/2014 – 2017/2018) PRIORITY NEEDS AND GOALS CITY OF BURBANK	
Priority Needs	Goals
1. Sustain and Strengthen Neighborhoods	Affordability accessibility (Neighborhood Revitalization)
2. Preserve Existing Affordable Housing	Section 8 Rental Assistance and monitor restricted rental/homeownership units
3. Homelessness	Homeless Programs and supportive services
4. Public Facilities	New construction or rehabilitation of community centers, recreational facilities, public facilities
5. Infrastructure	Infrastructure improvements
6. Public Services	Accessibility and availability to low-income persons
7. Economic Development	Accessibility and Sustainability of job creation for low-income persons
8. Other Programs and Community Development (Administration)	Management and reporting on five-year goals and outcomes, fair housing activities, and federal requirements

Summary

The City received approximately \$11,123,952\$ in federal funding to address the goals and objectives of the FY 2018-19 Action Plan. The CDBG entitlement amount for FY 2018-19 was \$1,038,089. Prior year funds and program income was \$191,664 from deferred loan repayments resulting in a total of \$1,229,753 for CDBG. HOME funding for the use of affordable housing in FY 2018-19 was \$615,369, and the Section 8 Housing Choice Voucher Program renewal funding was \$8,826,782 for the complete 2018 calendar year and Continuum of Care funding for chronically homeless persons is \$452,048.

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 2018-19. The Annual Action Plan addressed the following programs and activities:

Housing

- Utilized Section 8 Housing Choice Vouchers to its fullest capacity based on funding;
- In October 2018, the Burbank Housing Corporation, a certified housing development organization received \$542,702 in HOME funds to acquire and rehabilitate a triplex located at 2300 N. Fairview Street for affordable housing; and
- Monitored restricted affordable rental/owner units throughout the City.

Homeless Needs

- Participated in the Los Angeles County/City Continuum of Care (LACoC) 2019 Homeless Count;
- Created a pilot Economic Development serving lower income residents with financial empowerment through, counseling, needs assessments, and the creation of a self-sufficiency plan to economic independence;
- Supported public service programs that assist the homeless with emergency services and shelter;
- Provided financial support to a seasonal winter shelter operated by Hope of the Valley;
- Applied and received a U.S Department of Veteran Affairs Supportive Housing grant for five new vouchers;
- Renewed a Continuum of Care grant for Permanent Supportive Housing Tenant Based Vouchers totaling \$452,048; and
- Leveraged public resources and local partnerships to receive a one-time grant of \$340,000 from the County of Los Angeles Measure H sales tax initiative for the development of local programs and projects that address homelessness.

Other Special Needs

- Assisted renters/owners with information on accessibility to decent and safe living conditions through Landlord/Tenant advocacy;
- Received a \$81,000 grant from the Los Angeles County Measure H revenue to promote housing subsidies with landlords;
- Invested in local nonprofits by providing capacity building and technical assistance to three nonprofits (Family Promise of the Verdugos, Burbank Housing Corporation, and Providence St. Joseph Medical Center) to create sustainable ; and
- Approved a three-year (2018 – 2020) Strategic Plan to address homelessness for Burbank.

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Goals and Outcomes (CR-05)

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and

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explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

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5 –Year Goals – High Priority	Category	5 year Source / Amount	Indicator	Unit of Measure	5 year Expected – Strategic Plan	Actual – Strategic Plan (year to date)	% Complete (5 year / YTD)	Expected – FY 2018	Actual – FY 2018	% Complete (Actual / Expected)
Focus Neighborhood Revitalization	Affordable Housing	HOME: \$1,400,000	Rental units rehabilitated	Units	15 units	20 units	134%	3 units	3 units	100% 3/3
Section 8 Rental Assistance	Housing Rental Assistance	Section 8: \$39,000,000	Rental assistance	Households Assisted	60,840 ¹	69,999	115%	12,168 (1,014,990 *12)	11,880	98%
Community Center and Parks and Recreation Facilities	Non-Housing Community Development	CDBG: \$1,000,000	Provide new and improve existing public facilities	Projects Completed	5 Projects	13 Projects	260%	1 Project	2Projects	200% (projects underway)
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$2,500,000	Infrastructure improvements in LMI areas	Projects Completed	5 Projects	6 Projects	120%	1 Project	1 Project	100% (project underway)
Youth Services	Non-Housing Community Development	CDBG: \$240,000	Community services to LMI persons	Persons Assisted	6,475 Persons	1,805 Persons	28%	295 Persons	371Persons	126%
Childcare Services	Non-Housing Community Development	CDBG: \$30,000	Community services to LMI persons	Persons Assisted	50 Persons	57 Persons	114%	10 Persons	6 Persons	60%
Emergency Services	Non-Housing Community Development	CDBG: \$250,000	Housing and services for the homeless and community services to LMI persons	Persons Assisted	5,000 Persons	3,096 Persons	62%	1,000 Persons	146 Persons	30%
Services for the Disabled	Non- Homeless Special Needs	CDBG: \$48,000	Community services to LMI persons	Persons Assisted	500 Persons	77 Persons	16%	100 Persons	27Persons	27%

Senior Services	Non-Housing Community Development	CDBG: \$30,000	Community services to LMI persons	Persons Assisted	100 Persons	747 Persons	747%	20 Persons	38 persons	190%
Health Services	Non-Housing Community Development	CDBG: \$115,000	Community services to LMI persons	Persons Assisted	1,275 Persons	1,590 Persons	125%	255 Persons	48 Persons	19%
Other Public Services	Non-Housing Community Development	CDBG: \$152,000	Community services to LMI persons	Persons Assisted	1,575 Persons	553 Persons	35%	315 Persons	0 Persons	0%
Employment Training (Economic Development)	Non-Housing Community Development	CDBG: \$200,000	Community services to LMI persons	Persons Assisted	475 Persons	210 Persons	44%	95 Persons	0Persons	0%
Job Creation (Economic Development)	Non-Housing Community Development	CDBG: \$140,000	Economic development for LMI persons	Jobs Created	25 Jobs	161 persons	100%	5 Jobs	0 jobs	0%

Table 3 - Accomplishments – Program Year & Strategic Plan to Date

¹ The Section 8 voucher utilization is based on a unit months leased from July 1 to June 30. The unit months available is a constant 12,168 (1,014 vouchers x 12 months). In FY 2018-19, the units months leased was 11,880 based on funding availability, as reported to HUD by the Burbank Housing Authority.

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 and HOME 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 2017-18 Annual Action Plan assisted as many participants as possible with 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 2017-18 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, infrastructure, public/private facility improvement, emergency services for the homeless, health services, and senior and youth programs through CDBG subrecipients.

Racial and Ethnic Composition of Families Assisted (CR-10)

The table shown below describes the families assisted under the CDBG and HOME Programs.

	CDBG	HOME	TOTAL
White	492	0	492
Black or African American	67	0	67
Asian	29	0	29
American Indian or American Native	1	0	1
Native Hawaiian or Other Pacific Islander	0	0	0
Total	589	0	589
Hispanic	216	0	216
Not Hispanic	373	0	373
Total	589	0	589

Table 4 – Table of assistance to racial and ethnic populations by source of funds

Narrative

For program year 2018-19, 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, approximately three percent of African Americans participating in CDBG funded activities or services received some type of assistance. These outcomes help address the disproportionate housing needs of African Americans compared to other racial and ethnic groups, as identified in the Comprehensive Housing Affordability Strategy (CHAS), a custom tabulation of census data from the U.S. Census Bureau. While White residents continue to comprise the majority of the City's population (58 percent or 60,265 persons), the City's Hispanic residents is 25 percent or 25,310 persons. As described in the table above, a total of 216 Hispanic residents received some type of assistance from CDBG funded activities or services.

Resources and Investments (CR-15)

Identify the resources made available

Source of Funds	Source	Expected Amount Available (FY 2018-19)	Actual Amount Expended in (FY 2018-19 includes prior years)
CDBG	HUD	\$1,229,753	\$751,178.78
HOME	HUD	\$615,369	\$
SECTION 8	HUD	\$8,826,782	\$TBD
COC	HUD	\$452,048	\$TBD
	Total	\$11,123,952	\$TBD

Table 5 - Resources Made Available

Narrative

During FY 2018-19, the City was approved for \$11,123,952 in federal funding to address the goals and objectives of the FY 2018-19 Action Plan. The CDBG entitlement amount for FY 2018-19 was \$1,038,089. Prior year funding and program income from deferred loan repayments was \$191,664 resulting in a total of \$1,229,753 for CDBG. HOME funding for FY 2018-19 was \$615,369, and the Section 8 Housing Choice Voucher Program renewal funding was \$8,826,782 for the complete 2018 calendar year.

The expenditures during the 2018-19 program year totaled \$TBD from federal resources which addressed the needs of extremely, low, and moderate-income persons. CDBG expenditures included projects and programs from prior years. The Section 8 expenditure of \$ was generated from Housing Assistance Payments and use of reserves.

Geographic Distribution of Investments (Citywide unless specified)

Below is a description of Section 8, CDBG and HOME funding by geographic areas, including the areas of low-income and minority concentration in which the City directed

assistance during the FY 2018-19 program year. Except for Focus Neighborhood Revitalization, the majority of investments are citywide.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Preserve Affordable Rental Housing	Section 8: 100%	100%	Section 8 Program
Focus Neighborhood Revitalization	HOME: 100%	100%	A triplex was acquired in FY 2018-19
Community Centers/Parks and Recreation Facilities	CDBG: 21%	49%	Burbank Boys and Girls Club; Burbank YMCA; Salvation Army Access Storage Program; Residential Loan Program;
Infrastructure Improvements	CDBG: 53%	0%	
Youth Services	CDBG: 5%	3%	Boys and Girls Club, Burbank Coordinating Council, Burbank Unified School District
Childcare Services	CDBG: 1%	1%	Burbank Community YMCA
Emergency Services	CDBG: 6%	9%	Burbank Temporary Aid Center, Family Service Agency, Family Promise of the Verdugos, and Salvation Army
Disability Services	CDBG: 1%	1%	BCR A Place To Grow, Burbank Noon Lions
Senior Services	CDBG: 1%	1%	Armenian Relief Society
Health Services	CDBG: 1%	1%	Kids Community Dental Clinic
Other Public Services	CDBG: 2%	1%	Fair Housing
Employment Training & Retention	CDBG: 7%	13%	Library Maker Space and Lesar Development Consultants
Administration	CDBG: 20%	20%	Community Development Department

Table 6 – 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 2018-19, the City committed \$542,702 in HOME funds to a Community Housing Development Organization (Burbank Housing Corporation) for acquisition of a triplex located at 2300 N. Fairview Street for affordable housing. The site includes one property consisting of a 6,798 square foot lot, comprised of a duplex with one-bedroom, one-bath units and a two-car garage. The site also includes a two-bedroom, two-bath single family residence (SFR) with attached carport. The Project will be used to house two (2) extremely-low and one low-income household.

Funding for the Project totaled \$1,523,472. A budget summary is listed below:

Housing Authority Funds	\$ 963,770
City Funds (HOME Funds)	\$ 542,702
CHDO Contribution	\$ 17,000
Total	\$1,523,472

Leveraging

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 \$7,953,700.19 from prior fiscal years.

The City's HOME match liability for FY 2018-19 is \$207,469.74

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$7,953,700.19
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$7,953,700.19
4. Match liability for current Federal fiscal year	\$207,469.74
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$7,746,230.45

Table 7 – 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 8 – Match Contribution for the Federal Fiscal Year

HOME Program Income

During FY 2018-19, there were no HOME Program Income revenues generated, expended, or carried over as a result of loan repayments or recaptured funds.

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 as follows.

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

Table 9 – 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 10 – 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	1	<i>0001,075,000</i>				
Businesses Displaced	0					
Nonprofit Organizations Displaced	0					
Households Temporarily Relocated, not Displaced	TBD					
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	TBD	0	0	0	0	1
Cost	\$					

Table 11 – Relocation and Real Property Acquisition

Affordable Housing (CR-20)

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.

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 2018-19, the City of Burbank received a total allocation of \$615,369 in HOME funds for affordable housing activities and program administration. Only ten percent was expended in FY 2018-19. The City committed \$542,702 in HOME funds to a Community Housing Development Organization for acquisition of a triplex located at 2300 N. Fairview Street for affordable housing. The site includes one property consisting of a 6,798 square foot lot, comprised of a duplex with one-bedroom, one-bath units and a two-car garage. The site also includes a two-bedroom, two-bath single family residence (SFR) with attached carport. The total project cost was \$1,523,472 and was funded through: 1) an equity contribution of \$17,000; 2) the commitment of HOME funds in the amount of \$542,702; and 3) the commitment of LMIHAF funds in the amount of \$963,770.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	3	3
Number of non-homeless households to be provided affordable housing units	990	950
Number of special-needs households to be provided affordable housing units	20	19
Total	1,013,993	972

Table 12 – Number of Households

The City's one-year accomplishments on Table 13 were based on utilization for FY 2018-19. In an effort 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 2018-19, the units months leased was (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.

	One-Year Goal	Actual
Number of households supported through rental assistance ²	12,168 (unit months leased)	(unit months leased)
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	0	0
Number of households supported through the acquisition of existing units	3	3
Total	12,171	

Table 13 – Number of Households Supported

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

The City's FY 2018-19 one-year affordable housing goal was projected to be 12,171 (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 2018-19, the City assisted households. In FY 2018-19, the City acquired a triplex located 2300 N. Fairview Street utilizing \$542,702 in HOME funds and \$963,770 in Low Moderate Income Housing Asset Funds.

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. The potential of 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 Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	525	2
Low-income	110	1
Moderate-income	1	0
Total	636	3

² The Section 8 voucher utilization is based on a unit months leased calculation from July 1 to June 30. The units months available is a constant 12,168 (1,014 vouchers multiplied by 12 months).

Table 14 – Number of Persons Served

Narrative Information

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.

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Homeless and Other Special Needs (CR-25) 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

A component of the City's efforts to reach out to homeless persons involves a year-round Burbank Street Outreach Program that is operated by Ascencia, a non-profit 501(c) 3 dedicated to ending homelessness one person, one family at a time. During a twelve month period (September 1, 2018 through August 31, 2019), street outreach services were provided to a total of 232 unduplicated homeless by the Burbank Outreach Team. Of these 232 persons, 34 completed a vulnerability survey (identifying medical, health, and vulnerabilities), 36 enrolled in case management, and 114 Burbank homeless were referred to emergency shelters and services. In addition, 48 received transportation assistance to access housing and other services.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City 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 shelter exists within Burbank, from December 1, 2018 to March 30, 2019, a 120-bed winter shelter was operated by Hope of the Valley in Sunland, CA. The City of Burbank provided funding to the operator to provide a shuttle pick-up and drop off in Burbank. A total of 1,165 (duplicative clients) were transported to and from the shelter.

CDBG funds help support Family Promise of the Verdugos (formerly Family Promise of East San Fernando Valley), a non-profit organization serving homeless families with obtaining permanent housing. 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. In FY 2018-19, the City provided Family Promise of the Verdugos a total of \$60,371 in CDBG funds for case management services and Rapid Rehousing.

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 an ongoing effort to continue to address the needs of the homeless and those at risk of homelessness, the City in partnership with housing advocates, nonprofits, and local organizations helped serve chronically homeless individuals and families, and veterans

and their families. In FY 2018-19, the City provided funding to support programs and activities that serve the chronically homeless and veterans. These programs and activities included:

Subrecipient: Burbank Temporary Aid Center
Funding: \$13,224
Activities: A total of 418 individuals and families were provided emergency services and case management. Services included utility assistance, perishable goods, transportation assistance, laundry and shower facilities, and rent assistance.

Subrecipient: Family Promise of the Verdugos
Funding: \$60,371
Activities: A total of 57 homeless households were provided job development assistance, counseling, mentoring, job placement, and temporary housing. A total of eight homeless households were provided Rapid Rehousing.

Subrecipient: Family Service Agency of Burbank
Funding: \$16,721
Activities: Fourteen family members enrolled in the CARE Cottages Program for women of domestic violence received counseling and therapy. The Program provides a comprehensive clinical care, preventative psycho-educational programs, and advocacy to the adults and children.

Subrecipient: Housing Rights Center
Funding: \$20,000
Activities: A total of 109 persons were provided a variety of fair housing services including counseling for homeowners and renters, educational workshops, referrals to other agencies, and investigating allegations and complaints regarding unfair housing practices.

Subrecipient: Ascencia
Funding: \$70,000
Activities: A total of 232 unduplicated persons were contacted by the year-round Street Outreach Program and connected to services and housing.

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

Homeless Prevention

The City works with both public and private sector organizations in coordinating resources and programs to serve individuals and families from becoming homeless. The City supports the use of the Coordinated Entry System in conducting outreach and assessments for services. The use of the Coordinated Entry System allows for a greater understanding of the needs of the individuals and families at risk of becoming homelessness, those circumstantially homeless, and those were homeless. The Coordinated Entry System allowed resources and services to be provided effectively and efficiently by service providers in the Los Angeles County Continuum of Care. Individuals and Families also received referrals from the Burbank Landlord-Tenant Commission, who serve to minimize the evictions and unjust rent increases by mediating disputes between tenants and landlords.

Homeless individuals and families and those at-risk of homelessness have the opportunity to voluntarily participate in a Case Management Program provided by Burbank Temporary Aid Center and Family Promise of the Verdugos. The Salvation Army of Burbank hosted two Homeless Connect Day events in February and June 2019. Homeless service providers and County agencies provided access to services, housing, and personal hygiene (showers, health, and wellness bags) to approximately 67 homeless individuals.

Employment/Education

Burbank Temporary Aid Center provides employment, job training, and job retention assistance to individuals and families who are homeless or at-risk of becoming homeless. The programs operated from July 1, 2018 and end June 30, 2019.

Households participating in the Section 8 Housing Choice Voucher Program can voluntarily participate in the Family Self-Sufficiency (FSS) Program. FSS promotes employment that will enable participating families in becoming economically independent. There are currently 18 households enrolled in FSS Program. Participants who successfully complete the FSS program may be eligible to receive an escrow savings payment.

Transitional Aged Youth – Affordable Housing

Burbank Housing Corporation, in partnership with Family Service Agency provides transitional housing and supportive services for youth emancipated from the foster care system, as well as other at-risk youth between the ages of 18 to 22. The Program provides four units of transitional housing.

In January 2018, a 50-bed transitional housing facility for homeless youth, operated by Village Family Services, began providing housing and supportive services. The facility is located at 207 N Victory Blvd. The project is funded through the Los Angeles Homeless Services Authority and only serves Transitional-Aged Youth (ages 18 – 24 years). In FY 2018-19, the operator of the Transitional Aged-Youth Program decreased the beds from 50 to 38.

Health and Social Services

The Los Angeles County Department of Children and Family Services (DCFS), Department of Mental Health (DMH), and the Los Angeles County Sheriff's Department all have requirements stipulated by State law or County regulations requiring effective discharge planning and specific transition plans to ensure that individuals and families are not discharged into homelessness.

The Burbank Police Department aligned with the Los Angeles County Department of Mental Health and created a co-response police/mental health clinical model (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 that works in tandem to provide sustainable mental health care for the homeless in need.

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

Actions taken to address the needs of public housing

The City's 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

The Burbank Housing Authority (BHA) only administers the Section 8 Housing Choice Voucher Program. The BHA promotes homeownership by referring households to the County of Los Angeles Community Development Commission's Homeownership Program for assistance.

Actions taken to provide assistance to troubled PHAs

Non-applicable.

DRAFT

Other Actions (CR-35) 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)

The City completed a comprehensive assessment of potential impacts that may affect housing development, availability of housing choices, and access to housing as a result of public sector impediments. The comprehensive assessment is known as the Analysis of Impediments to Fair Housing Choice for Fiscal Years 2014-15 to 2018-19. The City evaluated potential public and private sector impediments, which included planning and zoning regulations, building and accessibility codes, private sector impediments, real estate practices, and an analysis of mortgage lending practices. As a result of the analysis, on August 26, 2014, the City adopted the report, including actions that address fair housing impediments in the community. In April 2017, the City requested an extension of the Consolidated Plan and Analysis of Impediments to Fair Housing Choice. The request was for two-years to strategically align the planning documents with the Burbank Housing Authority 5-year PHA plan. HUD approved the extension through FY 2019/20.

In addition, the City has adopted numerous provisions in its zoning ordinance that facilitate a range of residential development types and encourage affordable housing. This information can be located on the City's website:

<http://www.burbankca.gov/departments/community-development/planning/long-range-planning/burbank2035-general-plan>

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

The City's strategy to address the obstacles in meeting the underserved needs is described in the City's five-year Strategic Plan. The Strategic Plan is the centerpiece of the Consolidated Plan (2013-2018). The City priorities for assistance with CDBG and HOME funds will be based on: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan Needs Assessment, Service Provider/Agency consultation, Community Needs Survey, and public participation process; and 2) the extent of other non-federal resources and programs available to address the needs.

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

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.

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

Burbank operates the Workforce Connection Center located at 301 E. Olive Avenue, Suite 101, which offers a variety of activities designed to increase employment, job retention, earnings and occupational skills. The center is funded under the federal Workforce Investment Act and is part of the Verdugo Workforce Investment Consortium involving the cities of Glendale and La Cañada Flintridge. The Workforce Connection Center in Burbank is an annex of the Verdugo Jobs Center in Glendale. The Verdugo Workforce Investment Consortium provides funding to train and employ youth, veterans, disabled individuals, adults, and dislocated workers. From July 1, 2018 – June 30, 2019, WorkForce Connection had a total of visitors.

The City of Burbank's Economic Development supports entrepreneurs through programs that nurture and inform the next generation of business owners. Burbank entrepreneurial programs help businesses to grow and expand their potential. The programs will include:

- Burbank Tech Talks - a network with fellow hi-tech and start-up companies to gain valuable insights from pioneering leaders.
- Consulting Services - One on one professional business consulting services provided by the Los Angeles Economic Development Corporation, all free of cost to Burbank businesses and residents.

The City further encourages the hiring of local low-income and very low income persons and qualified businesses for jobs, training, and contracting opportunities in CDBG and

HOME financed capital improvement projects and property rehabilitation.

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

Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles Continuum of Care (LA CoC). In an effort to build a relationship with LAHSA, and to expand opportunities to address the needs of the homeless in Burbank, the City participated in a 2019 Homeless Count. Results from the homeless count showed a 12 percent increase in the total homeless population for greater Los Angeles County at 58,936 homeless men, women, and children in Los Angeles City and County compared to 56,257 in 2018. Further, Burbank's homeless count rose by 41 percent totaling 282 compared to 200 in 2017.

Annually, the City of Burbank and LA CoC will coordinate efforts to certify that housing and supportive service providers receiving funding from the LA CoC are consistently addressing the goals and objectives of the City of Burbank's adopted Consolidated Plan. Those efforts include providing a Certificate of Consistency to the LA CoC, as the lead entity for Continuum of Care funding.

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.

Since March 2012, the City has supported the United Way of Greater Los Angeles' Home For Good Initiative on developing sustainable and effective permanent housing solutions to end chronic and veteran homelessness, including homeless prevention. The City supports the United Way's local strategy of a Housing First Approach, which removes barriers to help veterans obtain permanent housing as quickly as possible, without unnecessary prerequisites; prioritizing services to the most vulnerable; coordinating outreach efforts; and targeting rapid rehousing interventions among other strategies.

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. Over the years, the City has expanded partnerships and created new ones along the way. During FY

2018-19, the following partnerships/collaborations included:

- Renewed a Continuum of Care grant for 20 Permanent Supportive Housing Vouchers.
- Renewed a Landlord Incentive Programs grant in FY 2019-20 dedicated to utilizing housing rental subsidies for the homeless.
- Utilizing a Homeless Planning grant from the County of Los Angeles for non-profit technical assistance and capacity building.
- Applied and received a \$340,000 Measure H grant to implement affordable housing and Coordinated Entry strategies.

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 2018-19, the City renewed a contract with the Housing Rights Center to provide fair housing counseling. The activities will include a variety of activities to promote fair housing laws, community awareness, educational workshops on local, state and federal fair housing laws, and fair housing investigations. The activities are identified in the CAPER Appendix – Fair Housing Actions.

Monitoring (CR-40) 91.220 and 91.230

Description of 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

The City follows monitoring procedures for sub-recipients, which includes in-house review of quarterly progress reports and expenditures, and an annual on-site visit to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. Technical assistance is provided when necessary.

The City also performed project monitoring of all rent restricted affordable units assisted with HOME, CDBG, and the former Redevelopment Agency Housing Set-Aside Funds, and in accordance with 24 CFR 92.504 (d):

- Annual audits for compliance with regulatory agreement affordability covenants; and
- On site visits, which include property inspections of randomly selected units assisted with HOME, CDBG, and former Redevelopment Agency Housing Set-Aside Funds.

In addition, the City encourages minority business outreach in all of its federally assisted (CDBG and HOME) construction work in excess of \$2,000. As part of the Notice Inviting Bid procedures, the City requires subrecipients undertaking improvements, reconstruction, or rehabilitation of community and private facilities, infrastructure projects, and affordable housing development to comply with the City's Good Faith Effort Policy. The policy encourages contract participation by small/minority/women/ disadvantaged business enterprises, and require equal employment opportunity for all individuals and business concerns.

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

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

Pursuant to 24 CFR Part 91, the City solicited public review and comments on the draft 2017-18 Consolidated Annual Performance and Evaluation Report (CAPER). The public review commenced on September 11, 2019, and closed on September 25, 2019 (15 calendar days). The 2018-19 CAPER was available for public review on the City's website, City Hall, Burbank libraries, and at the Community Development Department.

CDBG (CR-45) 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.

The City's HUD-approved Annual Action Plan for program year 2018-19 did not require any substantial amendments in accordance with City's adopted Citizen Participation Plan.

[Brownfield Economic Development Initiative (BEDI) grantees] Describe accomplishments and program outcomes during the last year.

Non-applicable.

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HOME (CR-50)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

All HOME projects for which an inspection was conducted in FY 2018-19 were determined to be in compliance with housing quality codes, HOME compliance, and compliance with other federal regulations.

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

Annually, the City conducts a review Affirmative Marketing Plans of all affordable rental housing developments. An assessment of the owner's adherence to the plan and marketing practices is conducted. For new construction and rehabilitation of rental project activities, the City requires the owner/developer to have in place an Affirmative Marketing Plan prior to any lease-up activities occurring.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

During FY 2018-19, the City did not generate or collect any HOME Program Income.

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