

# **BURBANK HOUSING AUTHORITY**

## **SECTION 8 PROGRAM**

### **5-YEAR PHA PLAN**

**FISCAL YEARS 2025-2030**



<b>5-Year PHA Plan</b> <b>(for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																
<b>A.1</b>	<p><b>PHA Name:</b> <u>Burbank Housing Authority</u> <b>PHA Code:</b> <u>CA105</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2025</u> <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2025-2030</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><b>The mission of the Burbank Housing Authority is working together for a safe, beautiful, and thriving community; and is in line with the U.S. Department of Housing and Urban Development (HUD) to provide affordable housing and economic opportunity along with a suitable living environment free from discrimination for participant households. The Burbank Housing Authority will implement this mission within the limits of funding availability to assist as many households as possible. Furthermore, the Burbank Housing Authority will work with partners to ensure housing is decent, safe, and sanitary and will continue to address supportive housing needs of participant households and the community through the expansion of special needs vouchers as available. The Burbank Housing authority encourages and supports family self-sufficiency and economic stability and will continue to expand this support to participant households.</b></p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>PHA Goal: Expand the supply of assisted housing.  Objective: Apply for additional targeted vouchers as funding become available.  Progress: The BHA spends 100% of the HUD allocated budget and has applied for and received an allocation of 20 Permanent Supportive Housing Vouchers. Additionally, the BHA also applied for targeted vouchers and received an allocation of 15 VASH vouchers. In 2021, the BHA was allocated 67 Emergency Housing Vouchers. In 2022, the BHA received an additional 13 vouchers through the Consolidated Appropriation Act. The BHA is also implementing Project Based Vouchers and plans to apply for 5 Foster Youth to Independence Vouchers. The BHA will continue to apply for available funding opportunities.</p> <p>PHA Goal: Maintain the quality of assisted housing.  Objective: Continue Quality Control Inspections and educating landlords and Section 8 participants on housing quality standards. Comply with the implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE).  Progress: The BHA has been identified as a high performing Housing Authority. This is due in part to continued quality control and special inspections, and regular, ongoing communication with landlords and tenants on the Program and health, safety minimum standards for units. The BHA will comply with HUD regulations and implementation of NSPIRE.</p> <p>PHA Goal: Promote self-sufficiency of families and individuals.  Objective: Increase the number and percentage of employed persons in assisted housing.  Progress: Continue to administer the Family Self-Sufficiency Program. The objective of this program is to assist families in obtaining employment that will allow them to become self-sufficient, that is, not dependent on welfare assistance and Section 8 assistance. The Housing Authority met this goal during the last five years and most recently for FYE 6/30/2024.</p> <p>PHA Goal: Increase awareness of housing choices.  Objective: Provide housing information in current and future residential units  Progress: Continue to distribute information on housing opportunities throughout the city of Burbank. This includes providing maps of the city, landlord apartment listings and informational brochures.</p> <p>PHA Goal: Improve and expand rental opportunities for lower-income households.  Objective: Promote updates to rental assistance regulations to assist a wider range of households and promote rental opportunities for lower-income households as means to housing stability.  Progress: The Burbank Housing Authority continues to provide feedback to proposed rules and regulations for the Program. In March 2024, the city approved the 2024 Legislative Platform. This platform will provide active relationships with Burbank’s federal and state representatives to suggest, promote and comment on future legislation to assist more households through rental assistance for the most needy and vulnerable households in the Burbank community.</p>

B.3	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>During the last five-year period, the BHA has assisted between 850 -1,000 extremely-low and very-low income households a year including: households that pay a disproportionate share of their income on rent; homeless household and veteran households within the available funding for the Program. Other highlights of the 2020-2025 Five Year Plan include:</p> <ol style="list-style-type: none"> <li>1. The BHA received an allocation of 20 Permanent Supportive Housing Vouchers, and an additional 13 vouchers through the Consolidated Appropriations Act 2022. The Burbank Housing Authority has applied for targeted vouchers and received a total of 15 VASH vouchers. Furthermore, the Burbank Housing Authority was allocated 67 Emergency Housing Vouchers through the American Rescue Act of 2021. Of the 67 allocated vouchers 67 have been housed. Finally, the Burbank Housing Authority also implemented Project Based Vouchers that will assist 20 voucher recipients.</li> <li>2. The BHA has continued educating landlords and Section 8 participants on housing quality standards.</li> <li>3. The BHA has continued to administer the Family Self Sufficiency Program. The FSS program continues to assist participants in obtaining employment that allows them to become self- sufficient, not dependent on welfare assistance and Section 8 assistance. In the last five years a total of four participants successfully graduated from the program and we currently are down to the last four of the 50 allocated FSS participants.</li> <li>4. The BHA continues to distribute information on housing opportunities throughout the City of Burbank and has also been communicating updates regarding new City and State laws to landlords and tenants. Updates including information on AB 1482 are being distributed through online services and mailed to participating landlords and tenants.</li> </ol>
B.4	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>As required by the U.S. Department of Housing and Urban Development (HUD), the BHA will follow provisions of the reauthorized and amended Violence Against Women Act of 2022. The BHA is aware of the requirements set in the Reauthorization Act of 2022 and will continue to comply as regulations and policies are issued and implemented by HUD.</p> <p>The BHA will continue to advance housing protections for survivors of domestic violence, dating violence, sexual assault, and stalking through various resources provided by HUD and by continuing its partnership with different local advocacy groups. As a result, the BHA will ensure individuals are not denied assistance, evicted or have their assistance terminated because of their status as victims of domestic violence, dating violence, sexual assault and stalking, or for being affiliated with a victim.</p> <p>The Burbank Housing Authority follows HUD regulations when a victim requests admission or continued residence as a result of being a self-petitioner under VAWA. The Burbank Housing Authority has implemented an Emergency Transfer Plan as required by HUD.</p>
<b>C. Other Document and/or Certification Requirements.</b>	
C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>N/A</p>
C.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y    N  <input checked="" type="checkbox"/> <input type="checkbox"/> MEETING HELD ON FEBRUARY 18, 2025</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>In accordance with HUD guidelines, the Resident Advisory Board (RAB) reviewed the draft PHA Five Year Plan for Fiscal Years 2025-2030 and the Annual Plan for Fiscal Year 2025-2026 at a public meeting held on February 18, 2025. The RAB meeting was advertised on the City’s website, published in the Los Angeles Times, and more than 900 post card invitations went out to Program participants. More than 50 members of the public attended the RAB meeting. There were no recommendations on the draft PHA Five Year Plan for Fiscal Years 2025-2030, the draft Annual Plan for Fiscal Years 2025-2026 or the Administrative Plan. However, there were a few questions from the meeting attendees on the overall processes and procedures of the Section 8 Program (summary attached).</p>
C.3	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>				
D.	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>				
D.1	<p><b>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="215 789 1471 1171"> <tr> <td data-bbox="215 789 1471 831"> <p><b>Fair Housing Goal: Monitoring Lending, Housing Providers, and Local Real Estate Practices</b></p> </td></tr> <tr> <td data-bbox="215 831 1471 1171"> <p><u><b>Describe fair housing strategies and actions to achieve the goal</b></u></p> <p>Action 3.1: Continue to provide oversight of non-discriminatory and fair housing language in all City affordable housing contracts and agreements, and continue enforcement of Affirmative Marketing Policies that are required as part of HOME-assisted rental developments.</p> <p>Action 3.2: Monitor and Evaluate Progress: Continue to conduct community surveys to assess the effectiveness of implemented strategies and identify emerging challenges. 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The City further amended the Zoning Code in compliance with AB 139 to limit the required parking for emergency shelters to staff working in the shelter, and not excess of parking required for other residential or commercial uses within the same zone.</p> <p>Action 4.3: Continue to provide utilization of the City's Inclusionary Housing Ordinance as a tool to integrate affordable units within market rate projects. In addition, the City is currently in the process of updating its Inclusionary Housing Ordinance as market conditions have changed since the original Ordinance was adopted over 15 years ago. One of the changes being contemplated is to allow housing developers multiple options to fulfill Inclusionary Housing production requirements, including allowing moderate income units to address the unmet need for moderate income housing under the RHNA.</p> <p>Action 4.4: Expand Affordable Housing Supply: State laws have streamlined permitting processes for affordable housing projects to reduce delays and costs. State law allows for the utilization of publicly owned land for affordable developments through long-term leases or sales to nonprofit developers. Continue to provide voucher programs and work with Burbank Housing Corporation to provide affordable housing. 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	<p>Action 4.5: Provide continuous implementation of the City's Affordable Housing Density Bonus as a means of enhancing the economic feasibility of affordable housing development.</p>
	<p><b>Fair Housing Goal: Increasing Geographic Choice in Housing</b></p> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Action 5.1: As funding permits, continue to provide gap financing for affordable housing projects, with special consideration for projects that set aside units for extremely low-income households and persons with disabilities. Continue to provide regulatory incentives such as a density bonus and/or concessions to private developers to increase the supply of affordable housing throughout the community. Continue to support acquisition and rehabilitation activities in Focus Neighborhoods, with an emphasis on community revitalization, integration, and permanent affordable housing.</p>

## Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

### A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

### B. Plan Elements.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

### C. Other Document and/or Certification Requirements.

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

### C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

### C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

## D. Affirmatively Furthering Fair Housing.

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**RESIDENT ADVISORY BOARD (RAB)**  
**QUESTIONS AND ANSWERS**  
February 18, 2025

**Q: A member of the public inquired on how to obtain the documents for the proposed changes discussed at today's meeting.**

A: Staff informed draft documents may be viewed at the public counter at window 13 and on the city website.

**Q: A member of the public inquired about the process of listing a vacant unit.**

A: Staff informed they may contact the Housing Authority's front desk and staff will obtain the information to list the vacant unit.

**Q: A Section 8 participant inquired about rental increases, stating, every year when the landlord increases the rent my rent portion also increases.**

A: Staff explained when the total contract rent increases the tenant rent portion is likely to increase as well. Staff advised the member of the public to contact their case worker for specific details regarding their case.