



# **FY 2024/25 ANNUAL ACTION PLAN AMENDMENT NO. ONE (SUBSTANTIAL)**

**DRAFT FOR PUBLIC REVIEW  
MAY 10, 2025 – JUNE 10, 2025**

**COMMUNITY DEVELOPMENT DEPARTMENT  
150 NORTH THIRD STREET  
BURBANK, CA 91502**

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## Executive Summary

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### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### Introduction

The City of Burbank Annual Action Plan (Action Plan) for Fiscal Year (FY) 2024-25 covers the fifth year of the City's adopted Consolidated Plan for Fiscal Years 2020-2025. This planning document outlines the City's proposed project descriptions, resources, and outcomes for FY 2024-25 in order for the City to continue to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Program funding.

#### Funding Decisions

The funding methodology for the FY 2024-25 CDBG Projects and Programs contained in the Action Plan are based on eligible activities and programs that principally benefit low and moderate-income households; aid in the prevention or elimination of slums and blight; and meet other community development needs having particular urgency.

#### Community Development Block Grant

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301 et seq. Entitlement communities, such as Burbank, are permitted to develop their own programs and funding priorities in order to build better Burbank neighborhoods, expand and increase economic opportunities, and provide improved community facilities and services. The City's distribution of CDBG funds is composed of the following process:

- A review of proposals for CDBG eligibility and consistency with the goals and objectives of the Consolidated and Homelessness Plans, and City Council Goals, as applicable;
- Evaluation of effective and efficient programs;
- Review of proposals and recommendations by the City's Community Development Goals Committee (Citizen Participation); and
- Review of proposals and recommendations by the City Manager and Executive staff.

#### HOME Investment Partnership Program (HOME)

HOME funds are allocated to the City of Burbank under the Cranston-Gonzalez National Affordable Housing Act enacted in 1990. This program provides federal funds for the development and rehabilitation

of affordable rental and homeownership housing. Funds are allocated by HUD to qualifying participating jurisdictions based upon a variety of demographic and housing factors. Except for a waiver granted for disaster-related funding, HOME funds are subject to a 25 percent match of non-federal or in-kind contributions.

The Community Development Department administers the use of HOME funds for eligible activities. Historically, the City utilizes HOME funds to create permanent affordable housing in the City's five Focus Neighborhoods, including special needs housing through partnerships with local and regional housing developers, Community Housing and Development Organizations, and minority-based contractors. The use of HOME funds will be based on individual proposals submitted to the Community Development Department that meet the Consolidated Plan Goals and Objectives. In addition, proposals are reviewed based on the leveraging of resources, financial feasibility, project affordability components, and the number of households to be assisted. Proposed programs and projects to be assisted with HOME funds will be presented to the City Council for consideration on a project-by-project basis.

### **Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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 nine 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 of Burbank associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability

### **Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

HUD requires that grantees provide an evaluation of past performance. Since the program year 2023-24 is still in progress, the City of Burbank will evaluate performance outputs and outcomes for CDBG and HOME in the Consolidated Annual Performance Evaluation Report (CAPER) for FY 2023-24 prior to September 30, 2024. Through the annual monitoring of CDBG and HOME sub-recipients, contractors, community-based organizations/developers, the City ensures federal compliance of CDBG and HOME, as well as reporting on outcomes of activities and programs.

### **Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

To encourage citizen participation in preparing the Action Plan, the City completed the following actions in accordance with the HUD approved Citizen Participation Plan.

- Released a Request for Funding Proposals for program and project proposals for FY 2024-25 CDBG funding;
- Utilized the goals and objectives of the Consolidated and Homelessness Plans in reviewing activities and programs for CDBG funding;
- Conducted two public meetings with the Community Development Goals Committee for the review of proposals, citizen participation, and funding recommendations;
- Solicited comments for 30 calendar days; and
- Held an agendaed, public meeting on June 25, 2024 for the Annual Action Plan for Fiscal Year 2024-25 at the Burbank City Council.

### **Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No written comments were received.

### **Summary of comments or views not accepted and the reasons for not accepting them**

Not applicable. No comments received.

## Summary

It is expected that the City of Burbank will receive \$13,119,924 in federal funding for FY 2024-25 to address goals and objectives of City's Consolidated Plan. The amount includes Section 8 Housing Choice Voucher Program renewal funding of \$11,000,000, Continuum of Care Funding for chronically homeless persons of \$567,848 CDBG Funds totaling \$1,064,583, and \$487,492.88 HOME Funds.

Based on the limited amount of federal funding resources available to the City and the priority needs determined to have a high priority level, the FY 2024-25 Action Plan will address the following programs and activities:

### Housing

- Develop affordable housing opportunities for low to moderate income households, as funding permits;
- Support the use of Section 8 Housing Choice Vouchers to its fullest capacity;
- Monitor restricted affordable rental/owner units throughout the City; and
- Acquire and rehabilitate residential units for permanent and transitional housing for homeless and persons at-risk of homelessness.

### Homeless Needs

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

- Participation in the Los Angeles County/City Continuum of Care (LACoC) and Service Planning Area Coalition meetings;
- Coordinate an annual homeless count for the City of Burbank;
- Support public service and emergency housing programs that assist the homeless;
- Administer Continuum of Care Funding for Permanent Supportive Housing Vouchers; and
- Leverage local funds to assist individuals and families experiencing homelessness with short-term rapid-rehousing, diversion, and prevention assistance, as funding is made available.
- Implement the City's 2022-2027 Homelessness Plan

### 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 Accessory Dwelling Unit Partnership to create rent-restricted garage conversions for low-income households;

- Assist renters 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;
- Provide capacity building and technical assistance to homeless service providers; and
- Implement the City's Homelessness strategies as described in the five-year (2022-2027) Homelessness Plan.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	BURBANK	Community Development Department
HOME Administrator	BURBANK	Community Development Department

Table 1 – Responsible Agencies

### Consolidated Plan Public Contact Information

Kasey Lee, Housing Development Manager

(818) 238-5212

kleee@burbankca.gov



## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **Introduction**

The City of Burbank Annual Action Plan (Action Plan) for Fiscal Year (FY) 2024-25 covers the fifth year of the City's adopted Consolidated Plan for Fiscal Years 2020-2025. This planning document outlines the City's proposed project descriptions, resources, and outcomes for FY 2024-25 in order for the City to continue to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Program funding. The Consolidated Plan contains objectives that address a broad range of priority needs related to affordable housing, infrastructure, public facility improvements, public services, homelessness, non-housing community development, and program administration.

The funding methodology for the FY 2024-25 CDBG Projects and Programs contained in the Action Plan are based on eligible activities and programs that principally benefit low and moderate-income households; aid in the prevention or elimination of slums and blight; and meet other community development needs having particular urgency.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City developed its fiscal year 2024-25 Annual Plan through consultation with the Burbank Housing Authority, City departments, social and health service providers, non-profit organizations, religious institutions, and local public entities. The City conducted a consultation workshop, held public meetings, and published the Annual Action Plan for 30 day public comment.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Burbank participates in Service Planning Area (SPA) 2 of the Continuum of Care (CoC) for Los Angeles County. The CoC coordinates with the LAHSA, local communities, and various service agencies to provide a continuum of services and facilities for the homeless and persons at-risk of becoming homeless. Burbank also participates in the annual Point-In-Time Survey that assesses the level of homelessness and an inventory of available local community resources to address homelessness in the County. Additionally, the City works closely with homeless services providers serving the Burbank community (SPA 2 leads), the County Homeless Initiative Team, and surrounding cities.

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Burbank participates in the Los Angeles Continuum of Care regional meetings regarding ESG funds and other CoC funding that are held for Coordinated Entry Systems and Notice of Funding Opportunities. The City participates in the meetings as a commentor or applicant. Any oral or written comments are provided during the public comment period.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Home Again Los Angeles
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Home Again Los Angeles was consulted to identify the needs of families and older adults experiencing homelessness.
2	<b>Agency/Group/Organization</b>	Burbank Temporary Aid Center
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted for a needs assessment of people experiencing homelessness and at-risk adults.
3	<b>Agency/Group/Organization</b>	Family Service Agency of Burbank
	<b>Agency/Group/Organization Type</b>	Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted to identify the needs of families fleeing from domestic violence.
4	<b>Agency/Group/Organization</b>	BURBANK NOON LIONS
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency was consulted to identify the health needs of special need populations
5	<b>Agency/Group/Organization</b>	Armenian Relief Society of Western USA
	<b>Agency/Group/Organization Type</b>	Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency was consulted to identify the special needs of people at risk of becoming homeless and non-English speaking.

6	<b>Agency/Group/Organization</b>	Burbank Coordinating Council
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency was consulted to identify the needs of underprivileged children.
7	<b>Agency/Group/Organization</b>	Boys and Girls Club of Burbank
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency was consulted to identify the needs of youth from low-income households

### Identify any Agency Types not consulted and provide rationale for not consulting

All consultation was inclusive of agencies that align with the objectives and strategies of the City's five-year Consolidated Plan.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Los Angeles Homeless Services Authority	LAHSA uses housing and demographic data obtained through HMIS and Homeless Counts to determine needs and to pinpoint gaps in housing and services. This in turn helps LAHSA to pool and coordinate resources with the County and cities to develop coordinated homeless access and assessment centers. Burbank participates with LAHSA in building the regional continuum of care to address the homeless and persons at-risk of homelessness.
Housing Element	City of Burbank	This Housing Element covers the SCAG regions planning period of January 1, 2021, to October 1, 2029. The Element identifies strategies and programs that focus on preserving and improving housing and neighborhoods, providing adequate housing sites, assisting in the provision of affordable housing, removing governmental and other constraints to housing investment, and promoting fair and equal housing opportunities.
Administrative Plan	Burbank Housing Authority	The purpose of Administrative Plan is to establish policies and procedures to implement the Section 8 Program in a manner consistent with HUD requirements and local objectives. The Consolidated Plan reflects the policies set forth in the Administrative Plan.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

A summary of the consultation is described in the sections above.

## AP-12 Participation – 91.105, 91.200(c)

### Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

To encourage citizen participation in preparing the Action Plan, the City completed the following actions in accordance with the HUD approved Citizen Participation Plan.

- Released a Request for Funding Proposals for program and project proposals for FY 2024-25 CDBG funding;
- Utilized the goals and objectives of the Consolidated and Homelessness Plans in reviewing activities and programs for CDBG funding;
- Conducted three public meetings with the Community Development Goals Committee for the review of proposals, citizen participation, and funding recommendations;
- Solicited comments for 30 calendar days; and
- Held an agendaized, public meeting on June 25, 2024 for the Annual Action Plan for Fiscal Year 2024-25 at the Burbank City Council.

### Amendment No. One (Substantial) to the FY 2024/25 Annual Action Plan

The Burbank City Council will hold a public hearing on June 10, 2025, to adopt Amendment No. One (Substantial) to the 2024/25 Annual Action Plan. The Amendment will be available for public review and comment during the 30-day public comment period beginning on May 10, 2025, and ending on June 10, 2025.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Notice of Funding Opportunity	Non-targeted/broad community	No attendees.	A total of 7 applications were received to provide public services that benefit low to moderate-income households		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities  Non-English Speaking - Specify other language: Spanish and Armenian  Persons with disabilities	A total of seven entities participated in a public meeting.	Comments received are included in AP 10 of the Annual Action Plan	n/a	
3	Newspaper Ad	Minorities  Persons with disabilities	The City solicited Annual Action Plan comments from the public for 30 days.	No comments received.	n/a	
4	Newspaper Ad	Minorities  Non-English Speaking - Specify other language: Spanish and Armenian  Persons with disabilities	The City published a public notice in the local newspaper on April 26, 2025, announcing a 30-day public comment period and a public hearing for the approval of Amendment No. One (Substantial) to the FY 2024/25 Annual Action Plan.	To be completed after public comment period on June 10, 2025.	n/a	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish and Armenian</p> <p>Persons with disabilities</p>	The City will hold a public hearing on June 10, 2025, with the Burbank City Council to approve Amendment No. One (Substantial) to the FY 2024/25 Annual Action Plan.	To be completed after Public Hearing on June 10, 2025.	n/a	

**Table 4 – Citizen Participation Outreach**



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## Expected Resources

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### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Burbank (City) will use both private and public resources to create and preserve affordable housing, improve the safety and livability of neighborhoods, and expand economic opportunities for its residents. This section summarizes the main sources of potential funding to carry out housing and community development activities. The City’s estimated funding levels for formula grant programs include CDBG and HOME.

#### Public Funding

Public funding at the federal level comes from CDBG, HOME, and Public Housing Assistance (Section 8) and Permanent Supportive Housing as the foundation for implementing the five-year Consolidated Plan for Fiscal Years 2020-2025. CDBG funding can support the strategic plan priorities identified in the Consolidated Plan. The strategies include public/community services; public facility improvements; infrastructure improvements; economic development; and program administration. Table 1 below shows the anticipated resources from public funds.

## Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,064,583	\$0	<del>\$56,177</del> \$1,020,473	<del>\$1,120,760</del> \$2,085,056	\$0	The FY 2024-25 projected allocation for projects and programs are as follows: administration (20%); public services (15%); and capital/economic development (65%).
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$487,492.88	\$0	\$0	\$487,492.88	\$0	FY 2024-25 allocation for affordable housing activities and program administration

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City leverages resources among the formula grant programs. For example, the CDBG program is leveraged by a variety of sources including private and public investment; in-kind services; and City General Funds. The match requirement of 25 percent of the total HOME funds drawn down for projects continues to be met by former redevelopment tax increment credits. As a result of the elimination of redevelopment tax increment, the City will be utilizing a match carry-over credit surplus derived from prior contributions by the former Burbank Redevelopment Agency for the development of affordable housing activities. The match carry-over credit surplus is approximately \$7,746,230.45. The City will also pursue competitive public and private grants for the development and preservation of programs, housing, and services. During FY 2024-25, the City will consider competing for federal, state and private resources available for housing and community development opportunities listed above.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City has begun the process of identifying City owned land and other potential land within City boundaries for the purpose of addressing affordable housing and homelessness per the needs in the City's five-year Consolidated Plan for Fiscal Year 2020-2025. As such, a City-owned facility was identified for use as a homeless access center and interim housing site for unhoused families. The property is a non-residential building located at 323-333 S. Front Street, Burbank, CA 91502. The property located at 323 S. Front Street is currently vacant and in need of rehabilitation. The property located at 333 S. Front Street is currently being used by one tenant. City staff is still in the very early stages of assessing the property and developing a rehabilitation plan. On April 9, 2024, City Council approved the declaration of a shelter crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Codes § 8698.1, § 8698.2, and § 8698.4) to the Los Angeles Continuum of Care. In addition, City Council approved the development of a Homeless Solutions Center at the property located at 323-333 South Front street and 10 East Verdugo Avenue, Burbank. The proposed plan for the Homeless Solutions Center would include house approximately 50 people, including four Americans with Disabilities (ADA) compliant single-unit beds; storage via The SAFE for both transitional housing residents and non-residents; caseworker and security office, reception area, and dining/day use area; and 14 non-RV Safe Parking spots (two ADA compliant) and nine staff parking spaces. The next steps for the project include Planning and Building Code requirements, outreach, and funding. City Council approved \$3,450,000 from the Burbank-Glendale-Pasadena Regional Housing Trust to help develop the project. The Regional Housing Trust Board has approved the allocation and staff is currently working on an agreement that will need to be approved by City Council.

**Discussion**

See above.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserving Affordable Housing	2020	2025	Affordable Housing	Affordable Housing Focus Neighborhoods	Preserving Affordable Housing	HOME: <del>\$493,773</del> \$438,744	<del>Tenant-based rental assistance / Rapid Rehousing:</del> <del>990 Households Assisted</del>  Rental Units Constructed <b>60 Housing Units</b> (Multifamily Construction/Development Project)
2	Homelessness	2020	2025	Homeless	Citywide	Homelessness	CDBG: <del>\$113,014</del> \$45,867  CDBG: \$5,850  CDBG: \$43,867	Public service activities other than Low/Moderate Income Housing Benefit: <b>165 Persons Assisted</b> (Burbank Temporary Aid Center Emergency Assistance Program)  Public service activities other than Low/Moderate Income Housing Benefit: <b>40 Persons Assisted</b> (Burbank Noon Lions Health Services)  Public service activities other than Low/Moderate Income Housing Benefit: <b>50 Persons Assisted</b> (Home Again Los Angeles)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<del>3</del>	Infrastructure Improvements	<del>2020</del>	<del>2025</del>	Non-Housing Community Development	Citywide	Infrastructure Improvements	CDBG: \$766,634.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
<del>4-3</del>	Public Services	2020	2025	Non-Housing Community Development	Citywide	Public Services	CDBG: \$40,083 \$25,867  CDBG: \$15,867  CDBG: \$6,500  CDBG: \$15,867	Public service activities other than Low/Moderate Income Housing Benefit: <b>5 Persons Assisted</b> (Family Service Agency of Burbank)  Public service activities other than Low/Moderate Income Housing Benefit: <b>110 Persons Assisted</b> (Armenian Relief Society Social Services)  Public service activities other than Low/Moderate Income Housing Benefit: <b>60 Persons Assisted</b> (Burbank Coordinating Council)  Public service activities other than Low/Moderate Income Housing Benefit: <b>40 Persons Assisted</b> (Boys & Girls Club Afterschool and Summer Scholarships)
<del>5-4</del>	Administration	2020	2025	Administration	Citywide	Provide for Necessary Planning and Administration	CDBG: <del>\$204,130</del> \$212,916  HOME: \$48,749	Other – Not Applicable (CDBG Administration; HOME Administration)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Community Facilities	2020	2025	Non-Housing Community Development	Citywide	Community Facilities	CDBG: \$1,671,000	Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit – <b>52 Persons Assisted</b> [2023 Community Development Department Public Facility Improvements (Buena Vista)]

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Preserving Affordable Housing
	Goal Description	
2	Goal Name	Homelessness
	Goal Description	
3	Goal Name	Infrastructure Improvements
	Goal Description	
4	Goal Name	Public Services
	Goal Description	
5	Goal Name	Administration
	Goal Description	

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## Projects

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### AP-35 Projects – 91.220(d)

#### Introduction

The City of Burbank will utilize the Fiscal Year 2024-25 CDBG and HOME entitlement funds as efficiently as possible. More importantly, almost all the projects are undertaken by local non-profits who understand the needs of the community. The nonprofits are capable of leveraging CDBG funds with other grants and general fund dollars to serve as many households as possible.

#### Projects

#	Project Name
1	2024 Burbank Temporary Aid Center - Emergency Assistance
2	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support
3	2024 Burbank Noon Lions - Health Services
4	2024 Home Again Los Angeles - Family Outreach
5	2024 Armenian Relief Society - Social Services
6	2024 Burbank Coordinating Council - Camperships
7	2024 Boys and Girls Club - Afterschool and Summer Scholarships
8	2024 CDBG Administration
9	2024 HOME Administration
<del>10</del>	<del>2024 CDBG Homeless Solutions Center</del>
<del>11</del> 10	2024 HOME New Multifamily Construction/Development
11	Additional Funds to 2023 Community Development Department Public Facility Improvements (Buena Vista)
12	CDBG Unallocated Funds

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The FY 2024-25 Annual Action Plan will address the Consolidated Plan goals and objectives established for Fiscal Years 2020-2025. The City of Burbank has taken several factors into consideration for prioritizing CDBG funds. These include 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 and programs available to address these needs. Burbank's primary source of funds to address the community's access and availability to housing and services are CDBG funds. The Strategic Plan also includes Burbank's priority for non-housing needs include community



facility, infrastructure, public service, economic development, and planning needs. The unmet housing needs identified in the City's five-year Strategic Plan are based on 2010 census data of households with housing problems compiled as part of the CHAS Databook. The City of Burbank will reevaluate the unmet housing needs in the new Consolidated Plan. Finally, the funding priorities include input from various institutions, nonprofits, businesses, and residents.

## **AP-38 Project Summary**

### **Project Summary Information**

1	<b>Project Name</b>	<b>2024 Burbank Temporary Aid Center - Emergency Assistance</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services Homelessness
	<b>Needs Addressed</b>	Public Services Homelessness
	<b>Funding</b>	CDBG: \$45,867.00
	<b>Description</b>	To provide emergency assistance and services for the homeless, those at-risk of homelessness, and for low to moderate-income persons.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 165 individuals, either low-income or homeless will benefit from the proposed activities. Approximately 100 individuals will receive groceries; 40 individuals will receive showers; 20 individuals will receive laundry services; and 4-6 individuals will receive rental assistance or utility assistance.
	<b>Location Description</b>	Project activities will be undertaken at 1304 W. Burbank Blvd, Burbank, CA 91506
	<b>Planned Activities</b>	The Burbank Temporary Aid Center will provide multiple services including food, clothing, laundry services, showers, and one-time rental assistance or utility assistance.

2	<b>Project Name</b>	<b>2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$25,867.00
	<b>Description</b>	The Family Service Agency of Burbank will provide multi-disciplinary, therapeutically supported care for participants of Family Service Agency's long-term transitional housing programs.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 5 families experiencing homelessness will benefit from the proposed activities.
	<b>Location Description</b>	Project activities will be undertaken at 2721 W. Burbank Blvd, Burbank, CA 91505
	<b>Planned Activities</b>	The Family Service Agency of Burbank will provide housing, counseling, intervention, and prevention services to victims of domestic violence.

<b>3</b>	<b>Project Name</b>	<b>2024 Burbank Noon Lions - Health Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$5,850.00
	<b>Description</b>	Burbank Noon Lions will provide eye/ear testing, eyeglasses, and hearing aids to special needs populations and children who are low-income and uninsured.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 40 low-income or homeless individuals will benefit from the proposed activities.
	<b>Location Description</b>	Project activities for Burbank Noon Lions will be undertaken at 911 E. Cypress Ave, Burbank, CA 91501
	<b>Planned Activities</b>	Burbank Noon Lions provide free, comprehensive eye exams and prescription glasses

4	<b>Project Name</b>	<b>2024 Home Again Los Angeles - Family Outreach</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services Homelessness
	<b>Needs Addressed</b>	Public Services Homelessness
	<b>Funding</b>	CDBG: \$43,867.00
	<b>Description</b>	Home Again Los Angeles will provide homeless outreach services to families who are unsheltered.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 50 low-income or homeless individuals will benefit from the proposed activities.
	<b>Location Description</b>	Project activities for Home Again Los Angeles will be undertaken at 2406 N. Naomi Street, Unit A, Burbank, CA 91504
	<b>Planned Activities</b>	To provide outreach and direct clients to programs that can provide immediate shelter, rapid rehousing, security deposit assistance, and motel vouchers.

5	<b>Project Name</b>	<b>2024 Armenian Relief Society - Social Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$15,867.00
	<b>Description</b>	The Armenian Relief Society will provide social services aimed toward promoting self-sufficiency for low to moderate-income adults living in Burbank.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 110 low-moderate income adults will benefit from the proposed activities. Approximately 55 individuals will receive general social services; 43 individuals will be linked to public benefits; 10 individuals will be receive housing assistance; and 2 individuals will receive immigration assistance.
	<b>Location Description</b>	Project activities for the Armenian Relief Society will be undertaken at 75 E. Santa Anita Ave, Burbank, CA 91502
	<b>Planned Activities</b>	The Armenian Relief Society will provide public services including employment services, senior services, translation services, aid with public benefits, transportation, housing, utility assistance, and homelessness prevention.

6	<b>Project Name</b>	<b>2024 Burbank Coordinating Council - Camperships</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$6,500.00
	<b>Description</b>	Burbank Coordinating Council will subsidize one week of residential camp or day camp to low-income families with children between the ages of 6-18 years.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 60 children from low-income families will benefit from the proposed activities.
	<b>Location Description</b>	Project activities by Burbank Coordinating Council will be undertaken at various camps.
	<b>Planned Activities</b>	Planned activities for Burbank Coordinating Council include providing scholarships to low-income children to experience a week at a residential camp or day camp.



7	<b>Project Name</b>	<b>2024 Boys and Girls Club - Afterschool and Summer Scholarships</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$15,867.00
	<b>Description</b>	The Boys and Girls Club of Burbank and Greater East Valley will provide afterschool and summer camp programs for children enrolled in local schools or from low-income households between the ages of 5-18 years.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 40 children from extremely low income and low-income families will benefit from the proposed activities.
	<b>Location Description</b>	Project activities for the Boys and Girls Club will be undertaken at 300 E. Angeleno Ave, Burbank, CA 91502
	<b>Planned Activities</b>	Planned activities for the Boys and Girls Club include homework/tutoring programs, creative arts programs, STEM programs, and college preparation programs for the afterschool and summer program scholarship participants. All programs are offered year-round.

8	<b>Project Name</b>	<b>2024 CDBG Administration</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$212,916.00
	<b>Description</b>	Funds will be utilized for the overall development, management, coordination, and monitoring of the CDBG program.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	The CDBG Program Administration will be undertaken at 275 E. Olive Ave, Burbank, CA 91502
	<b>Planned Activities</b>	The overall development, management, coordination, and monitoring of the CDBG program

9	<b>Project Name</b>	<b>2024 HOME Administration</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Provide for Necessary Planning and Administration
	<b>Funding</b>	HOME: \$48,749.00
	<b>Description</b>	Funds will be utilized for the overall development, management, coordination, and monitoring of the HOME program.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	The CDBG Program Administration will be undertaken at 275 E. Olive Ave, Burbank, CA 91502
	<b>Planned Activities</b>	Overall development, management, coordination, and monitoring of the HOME program

10	<b>Project Name</b>	<del>2024 CDBG Homeless Solutions Center</del>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Infrastructure Improvements
	<b>Needs Addressed</b>	Infrastructure Improvements
	<b>Funding</b>	CDBG: \$748,159.00
	<b>Description</b>	2024 CDBG Homeless Solutions Center. Funds are projected to fund the homeless solutions center which consists of tiny homes, SAFE parking, supportive services, and shower and storage program. The project is in the design phase.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated 750 homeless individuals assisted annually.
	<b>Location Description</b>	The project location is located at 401 S. Front St. in Burbank.
	<b>Planned Activities</b>	Construction of the Homeless Solutions Center facility.

<b>11</b> <b>10</b>	<b>Project Name</b>	<b>2024 HOME New Multifamily Construction / Development</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Preserving Affordable Housing
	<b>Needs Addressed</b>	Preserving Affordable Housing
	<b>Funding</b>	HOME: \$438,744.00
	<b>Description</b>	2024 HOME New Multifamily Construction/Development. An RFP was released and responses are being reviewed.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 households are estimated to be assisted with this project.
	<b>Location Description</b>	To be determined.
	<b>Planned Activities</b>	To be determined.

11	<b>Project Name</b>	<b>Additional Funds to 2023 Community Development Department Public Facility Improvements (Buena Vista)</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Community Facilities
	<b>Needs Addressed</b>	Community Facilities and Homelessness
	<b>Funding</b>	CDBG: \$1,671,978.95
	<b>Description</b>	<p>The City will allocate an additional \$1,671,978.95 in CDBG unallocated funds to the existing 2023 Public Facility Improvements (Buena Vista) activity (\$691,978.95 in 2024-25 entitlement funds and \$480,000 in previous year's unspent funds). The activity has been allocated \$1,180,390 in CDBG funding so far, and with \$1,671,978.95 in additional funding, the total project allocation will be \$2,852,368.95.</p> <p>The proposed project site includes 48 studio home suites (tiny homes) and four ADA units along with 16 SAFE parking spots and tenant improvements within the old Hollywood Piano store site. The current SAFE storage and shower program, operated by the Salvation Army, would be incorporated into the project. Renovations to the current structure will allow for offices for case management services. The project is located at 323-333 Front Street, Burbank, CA 91502.</p>
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	52 persons (homeless)
	<b>Location Description</b>	323-333 Front Street, Burbank CA 91502
	<b>Planned Activities</b>	Same as description

12	<b>Project Name</b>	<b>CDBG Unallocated Funds</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Community Facilities
	<b>Needs Addressed</b>	Community Facilities
	<b>Funding</b>	CDBG: \$41,455
	<b>Description</b>	CDBG unallocated funds in the amount of \$41,455 are available for eligible CDBG activities.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	To be determined.
	<b>Location Description</b>	To be determined.
	<b>Planned Activities</b>	To be determined.

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City must describe the distribution of funding by geographic areas, including the areas of low-income and minority concentration in which the City will direct assistance during the 2024-25 program year. The City estimates that a major percentage of CDBG funds will be used city-wide. However, HOME funds will target low to moderate-income persons residing in low-income neighborhoods or areas of minority concentration. The City has identified five of these areas, also known as Focus Neighborhoods. The Community Development Department manages the Focus Neighborhood Revitalization which includes Verdugo-Lake; Elmwood; Golden State; Peyton-Grismer; and Lake-Alameda neighborhoods. Within these neighborhoods, the City invests HOME and other local affordable housing funds, in partnership with affordable housing developers, to acquire, rehabilitate, and create new affordable housing units for low to moderate-income households. In exchange for HOME and public fund investments, the City will require long-term affordable housing restrictions to run with the land.

### Geographic Distribution

Target Area	Percentage of Funds
CDBG Eligible Areas	0
Affordable Housing Focus Neighborhoods	0
Citywide	100

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

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

### Discussion

See above.



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## Affordable Housing

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### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The proposed one-year accomplishments will depend on the creation of new affordable housing, utilization of housing choice vouchers, and permanent supportive housing renewals.

One Year Goals for the Number of Households to be Supported	
Homeless	87
Non-Homeless	900
Special-Needs	35
Total	1,022

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,022
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	1,022

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The one-year goal includes assisting 67 households through the Permanent Supportive Housing voucher (20) and Emergency Housing Voucher (67) for homeless and those at-risk of homelessness. In addition, the 900 non-homeless, low-income households one year goal is based on the utilization of Section 8 Housing Choice Vouchers. Also includes rental assistance for (35) special needs households. The one-year goals may change based on funding limitations, portability, Fair Market Rents, and more.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

No public housing is located in Burbank. The Burbank Housing Authority administers the Housing Choice Voucher (Section 8) Program, but does not own any project-based rental assistance housing.

### **Actions planned during the next year to address the needs to public housing**

Not applicable.

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

Not applicable.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable.

### **Discussion**

See above.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

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

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

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Burbank's homeless population is primarily individual males between the ages of 18-44 years of age according to the 2023 Homeless Count. Older adults aged 65 and above totaled 22. The number of families experiencing homelessness counted in the 2023 was 25. It's challenging to really understand how many older adults and families are impacted by homelessness because their experiences are not as visible as those represented in the 2023 Homeless Count. We believe that many older adults and families who are unhoused or at-risk of homelessness are not counted and are not connected to programs. Therefore, many do not know where to turn to access help. The City will take proactive actions to increase public awareness and engagement with people who are unhoused.

**Street Outreach:** A component of the City's efforts to reach out to homeless persons involves a year-round Burbank Street Outreach Program for adults and families. The Program also promotes the City's participation in the Los Angeles Continuum of Care Coordinated Entry System and pairing the homeless to mental health/supportive services, permanent supportive housing, case management, and emergency assistance, as appropriate.

In an ongoing effort to continue to address the needs of the homeless and those at-risk of homelessness, the City will continue its partnerships with experienced service providers capable of leveraging other funding; the ability to create or secure affordable housing; perform homeless case management; and engage the homeless through a street outreach component 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

veterans and families to assist with their successful transition toward self-sufficiency.

**Emergency Housing Vouchers:** In December 2021, the Burbank Housing Authority Board approved the administration of new vouchers made available through the American Rescue Plan Act (ARPA). These emergency housing vouchers are specific to homeless households; households at-risk of homelessness; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and recently homeless households. The Burbank Housing Authority was allocated 67 vouchers. All 67 vouchers were issued, and 61 participants were housed. The remaining six participants are still looking for a unit.

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

**Continuum of Care:** Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles City/County Continuum of Care (LA CoC). In recent years, Burbank expanded its' relationship with LAHSA to support regional efforts of ending homelessness for individuals, families, and veterans. In January 2024, Burbank participated in the annual Greater Los Angeles Point-In Time Count (PIC) for the LA CoC. Data collected from the 2024 PIC will be available by July 2024.

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

Shelter and housing are critical to ending homelessness. Accessibility to housing is a challenge across the region and more so with high prices for rent and home ownership in greater Los Angeles County. Not only does this make it more difficult for individuals to move out of homelessness, but it also increases the number of people who are precariously housed or on the verge of housing instability

To add to this, Burbank does not have adult shelters or interim housing options within city limits. This requires people in need of these services to relocate to options outside of Burbank. The City will explore all possible options to increase interim housing by implementing a shelter first approach as we develop permanent supportive housing solutions. By strengthening shelter and housing options, the City can make significant strides in reducing inflows into homelessness and increasing successful outcomes. Stakeholders have highlighted the critical importance for cities to develop these resources in

their community.

On July 12, 2022, the Burbank City Council approved moving forward with the pre-planning process to build a 27- bed interim, non-congregate emergency housing site for up to 48 individuals. The City is studying a site for project feasibility. The site has the potential to be adapted as a Homeless Solutions Center.

**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**

During the Annual Action Plan Program Year (2024-25), the City of Burbank recognizes that there are still significant gaps in resources, services, and capacity for homeless services that require continued focus. With the help of community input and evidenced-based best practices that are solution-oriented and centered around a person's needs, staff concluded with the creation of six Homeless Goals. Under the new Plan that align with the City Council's adopted Policy Statements, Burbank will address homelessness utilizing the six actions.

1. Capacity Building
2. Advocacy
3. Access, Outreach, & Engagement
4. Shelter & Housing Accessibility
5. Health & Stabilization
6. Homelessness Prevention

The Homeless Plan has facilitated the development of several programs, prevention and stabilization as shown below.

**Homeless Prevention:** For FY 2024-25, the City of Burbank will propose to contract for fair housing services that will consist of a range of services to ensure equal housing opportunities for its residents and homeless prevention, as applicable. Further, the City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords (a contributing factor to homelessness). Further, the City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords (a contributing factor to homelessness).

**Rapid Rehousing:** For multiple consecutive years, the City of Burbank has assisted a household that is unhoused as defined by HUD with a 6-month rent subsidy and case management program. The program

is operated by Home Again Los Angeles and is a resource for Burbank, including the Service Planning Area 2.

**Case Management Program:** Homeless individuals or families and those at-risk of homelessness have the opportunity to voluntarily participate in Case Management provided by various service providers serving the City of Burbank. Those agencies include Streetplus, HALA, Burbank Temporary Aid Center, A wrap-around mobile case manager with North Hollywood Home Alliance, and many more.

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

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

One key goal during the Annual Action Plan period (2024-25) is to address the lack of supportive services to address the mental health, substance use disorder, and income needs for people experiencing homelessness or special needs. The 2024 Greater Los Angeles Point-in-Time Count data suggest significant increases in mental health and substance use disorder among individuals experiencing homelessness during the past three years, with services and supports unable to meet the need. As average rental rates continue to rise, the City will renew its emphasis on employment and income supports for individuals and families, supporting them in achieving long term stability. To address the stabilization needs, the City has expanded cross-sector partnerships in these areas.

With the receipt of Federal Funded Emergency Housing Vouchers issued during COVID-19 pandemic, there's a need to assist those voucher recipients with housing stabilization and after care. Administrative funds allow voucher recipients to receive time-limited case management. This program is extremely important as it serves a highly vulnerable population. Staff will continue to implement this program.

Establish a lead agency or agencies to support higher risk populations. In an effort to stem the inflows of children, youth, and families into the homelessness system, the City of Burbank will focus on strategies that target these populations within the schools working directly with our local school district and private schools along with other youth and family entry points. Other key subpopulations, including older adults, persons with disabilities, justice-involved, and utilizers of emergency services, will require targeted

collaboration and creating lead partner(s).

## **Discussion**

Each goal requires strategic actions that will require a collective network of services and partnerships. Further, the goals closely align with those of Los Angeles County's Homeless Initiatives (Measure H 10-Year Homeless Strategies) and the California Governor's homeless blueprint <https://www.gov.ca.gov/>

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City of Burbank is making significant efforts to identify housing problems and update its policies and programs to meet the community's needs in the coming years. These efforts are outlined below.

**Actions it planned 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**

July 2017, the Community Development Department presented an Affordable Housing Analysis and Strategy session. The session led to further discussion about the City's need to build more housing. Subsequently, two additional meetings were held with City Council in October 2018, and February 2019, which resulted in the Council supporting the construction of 12,000 dwelling units before 2035, mainly along the Interstate 5 freeway corridor, which includes Downtown Burbank/Burbank Center Plan area, Airport District (Golden State Specific Plan) area, and parts of the Media District Specific Plan area. Furthermore, the sixth cycle Regional Housing Needs Assessment (RHNA) allocation for the City of Burbank is 8,772 new homes throughout the planning period of October 2021 through October 2029. Additionally, the City must plan for a sufficient “buffer” of new housing units beyond the required RHNA to offset any sites that are developed at a lower density or lesser affordability than assumed in the Housing Element sites inventory. The City Council adopted the sixth cycle Housing Element for 2021-2029 planning period in September of 2022 that requires the City to plan for development of 8,772 units by zoning adequate sites for housing and removing governmental constraints to development of housing. The City's RHNA projection is consistent with the Council's goal to produce 12,000 new units between 2019-2034.

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

The Land Use Element of Burbank 2035 (General Plan) and implementing Zoning Ordinance directly impact the amount, size, type, location and thus, cost of residential development. The control over land use is designed to ensure that new housing is compatible with adjacent uses and built to the standards of quality and livability of the City's neighborhoods. The Burbank2035 Land Use Element permits a broad range of housing types and densities that address the housing needs of residents. Densities range from up to 14 dwelling units per acre (du/ac) in the Very Low Density Residential (R-1 and R-2) zone to 43 du/acre in the High Density Residential (R-4 and R-5) zones. The Land Use Element includes opportunities



for new housing types such as, live-work units, transit-oriented and mixed-use residential development.

Virtually all residential neighborhoods in Burbank are fully built-out. 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 sixth cycle Housing Element identifies nineteen opportunity sites to accommodate the projected growth in housing needed to meet the City's RHNA allocation for the 2021-2029 planning period. Twelve of the opportunity sites are in the Downtown Transit Oriented Development Specific Plan area and seven opportunity sites are in the Golden State Specific Plan (GGSP) area. The opportunity sites are located near the City's major employment and transit hubs. Additionally, Media District Specific Plan (MDSP), which is currently underway provides for additional sites for housing development near high quality transit stations.

### **Discussion:**

The City's Zoning Ordinance sets forth the standards for residential development. These include density, setbacks, lot area, lot coverage, height, and parking standards. The City's zoning and development standards can encourage a variety of housing types. In addition to single-family and multi-family units in a range of densities, Burbank also permits second units and manufactured housing on lots zoned for single-family residential use. Licensed community care facilities serving six or fewer persons are permitted by right in residential zones. Emergency shelters for the homeless are permitted use in the M-2 General Industrial Zone and permitted with a Conditional Use Permit in the M-1 Limited Industrial Zone and BCCM Burbank Center Commercial Manufacturing Zone. The Burbank Zoning Code accommodates transitional housing differently depending on the project's physical structure: group-style transitional housing could be accommodated similar to community care facilities, whereas multi-family transitional housing configured with separate units could be accommodated by right in any of Burbank's multi-family districts.

Burbank has a strong history of supporting affordable housing. The City has adopted numerous provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Neighborhood Focus Areas.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

During FY 2024-25, the City will seek new funding opportunities to support the approved projects and programs related to housing and serving low and moderate-income persons. According to the Burbank Consolidated Plan, more than half of Burbank's low and moderate-income renter households face a cost burden, with 52% facing a severe cost burden. In response to attempting to meet the needs of the underserved, a significant amount of the City's housing resources are directed towards providing services and housing accessibility to low and moderate-income persons through Section 8, CDBG, and the HOME during FY 2024-25.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Burbank's Council has set goals that will facilitate projects and programs that will address issues around housing, economic development, and homelessness. These all have an influence or direct impact to meeting the underserved needs of a community like Burbank. The 2024 City Council Goals included:

#### **Housing**

- Renter protections and resources, including education on AB1482 and other laws. On September 12, 2023, Burbank's City Council passed Tenant Protection Urgency Ordinance for certain residential tenancies in the City of Burbank; requiring permits for demolition or substantial remodel and increasing the relocation assistance payment to three months for tenants impacted by non-fault just cause notices for substantial renovations only.
- Implement pre-approved ADU floorplans

#### **Homelessness**

- Open tiny homes/shelter/homelessness center; streamline homelessness efforts

#### **Economic Development**

- Raise wages
- Require locally hired, skilled and trained workforce

### **Actions planned to foster and maintain affordable housing**

Burbank has a strong history of supporting affordable housing. The City has adopted numerous provisions in its' Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting

affordable and mixed income projects within the greater Downtown and Focus Neighborhood areas. The City will ensure that affordable housing preservation and the fostering of new opportunities continue to expand through a combination of efforts, which include:

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

### **Actions planned to reduce lead-based paint hazards**

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 (CCLPP) and HUD. CCLPP 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 planned to reduce the number of poverty-level families**

Based on the Consolidated Plan's Needs Assessment and available resources for program year 2024-25, 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 planned to develop institutional structure**

The City must provide a summary of the institutional structure and/or method through which it will carry out its Consolidated Plan, including gaps in the delivery system.

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 terms of homelessness, the Burbank Housing Authority has adopted a waiting list preference for Burbank homeless. The City will utilize the waiting list preference to address the housing needs of the homeless, which partially addresses a gap in the accessibility of housing for the homeless in the community. The City of Burbank is also engaged in collaborative efforts that promote the use of the Coordinated Entry System and Homeless Family Solutions System in new affordable housing programs that target homeless and at-risk of homelessness individuals, families, emancipated youth, and veterans.

In addition, the City will continue to emphasize and solicit public input from the Burbank community in

regard to the delivery of services and programs that will benefit low to moderate income persons. These methods include but are not limited to: public meetings and/or hearings; publications requesting public comment related to a Consolidated Plan, Annual Action Plan, or other federal compliance documents/activities; engaging low income residents, seniors, persons with disabilities, and special need populations in seeking their input on public policy; and utilizing the Community Development Goals Committee, consisting of nine Burbank residents, as a forum to allocate CDBG funding for eligible projects and programs.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low-income individuals and families, and other special needs. The City will continue to expand on developing partnerships with public service organizations throughout FY 2024-25.

### **Discussion:**

See above.

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## Program Specific Requirements

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### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction

The City of Burbank participates in HUD's CDBG Program that be used for creating decent affordable housing, suitable living environments, and economic opportunities. The new program year will begin on July 1, 2024 to June 30, 2025. The estimated CDBG entitlement allocation is \$1,064,583. The following information identifies CDBG Program Income that is available for use that is included in projects to be carried out.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City will utilize its HOME Program for activities identified under Section 24 CFR 92.205 (Eligible Activities).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homebuyer activities, the City will prepare guidelines to be used for the resale and recapture of HOME funds in accordance with 92.254 (Homeownership).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homeownership assistance, a policy on affordability requirements and guidelines for resale or recapture of HOME funds will be prepared in accordance with 24 CFR 92.254(a)(4) – Periods of Affordability

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not own or operate rental units secured with multifamily housing and rehabilitated with HOME funds. However, if the City chooses to utilize HOME funds to refinance HOME assisted affordable rental units, at a minimum, the City will:

- a. demonstrate the rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;
- b. Require review of management practices to demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;
- c. State whether the new investment is being made to maintain current affordable units, create

additional affordable units, or both;

d. Specify the required period of affordability, whether it is the minimum 15 years or longer;

e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a Focus Revitalization Neighborhood; and

f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

Not applicable.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

Not applicable.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

Not applicable.