



CITY OF BURBANK

CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

JULY 1, 2024 – JUNE 30, 2025

FINAL REPORT

**CITY OF BURBANK
HOUSING AND GRANTS DIVISION**

**150 N. THIRD STREET
BURBANK, CA 91502**

2024-25 CAPER

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Introduction

The City of Burbank (City) has prepared the 2024/25 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD) which describes the use of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds during the fifth program year of the 2020/21 – 2024/25 Consolidated Plan period, covering July 1, 2020, to June 30, 2025.

The City receives CDBG and HOME funds from HUD on a formula basis each year, and in turn, implements projects and awards grants to nonprofit, for-profit, or public organizations for projects in furtherance of the adopted Consolidated Plan. The CDBG and HOME programs generally provide a range of eligible activities for the benefit of low- and moderate-income Burbank residents. The CAPER discusses affordable housing outcomes, homelessness and special needs activities, non-housing community development activities, and other actions in furtherance of the City's Annual Action Plan projects and programs for Fiscal Year (FY) 2024/25 (July 1, 2024, to June 30, 2025).

For the 2024/25 fiscal year, the City received \$1,064,583 in CDBG funds. When combined with current year funds and \$2,835,426.19 from prior year funds and \$46,349.30 from a line of credit return, the total investment amounted to \$3,946,357.49. In HOME funding, the City was awarded \$487,492.88, with an additional \$1,807,373.71, from unspent prior year funds, bringing the total to \$2,294,866.59. Additionally, the City secured \$12,404,074 from the Section 8 Housing Choice Voucher Program. These federal resources were instrumental in advancing positive community changes. In conjunction with other federal, state, and local investments, the HUD funding enabled the City and its partners to:

- Provide fair housing services to 158 residents.
- Provide homelessness prevention and assistance services to 592 residents.
- Provide youth services, including after-school care, to 64 youth.
- Provide free health services to 23 persons.
- Provide general public services to 137 persons.
- Provide tenant-based rental assistance to a total of 860 eligible households through the Section 8 Housing Choice Voucher Program (838 households), Veterans Affairs Supportive Housing (11 households), Permanent Supportive Housing (20 households), and Emergency Housing Vouchers Program (55 households).

In 2021, HUD allocated \$1,896,632 to the City of Burbank under the HOME-American Rescue Plan Program (HOME-ARP) aimed at reducing homelessness and increasing

housing stability. To receive the funds, the City was required to develop and submit a HOME-ARP Allocation Plan identifying projects that it would implement. Eligible activities included the production or preservation of affordable housing, tenant-based rental assistance, supportive services, or the purchase and development of non-congregate shelters. At the time, Burbank opted to invest \$1,801,801 of its HOME-ARP allocation on the acquisition and development of a future non-congregate shelter, with the remaining funds of \$94,831 to be used for the administration of the HOME-ARP program.

However, as of the end of FY 2023/24, the City is considering amending the HOME-ARP Allocation Plan to allocate funds earmarked for the development of a non-congregate shelter to the production and preservation of affordable housing. The City will work with its local Community Housing Development Organization (CHDO), Burbank Housing Corporation, to negotiate the terms of this investment into the Fairview Housing Project. Tentative financing consideration is expected in December 2025 for the commitment of the funds.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

Table 1 below illustrates the City's outcomes for the Fiscal Year 2024/25 Annual Action Plan, comparing these results to the aggregate goals outlined in the five-year Consolidated Plan (2020/21 – 2024/25). The table provides a clear overview of the progress made within the fiscal year relative to the broader targets set for the five-year period. Notably, the Burbank Coordinating Council relinquished its grant during the 2024/25 program year and therefore did not meet its expected goal.

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2024/25 Annual Action Plan		
					Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$212,916 HOME: \$48,749	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Community Facilities	Non-Housing Community Development	CDBG: \$3,125,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,425 Persons <i>(Various community facility projects)</i>	3,780 Persons <i>(B&G Club New Club House Acquisition: 3,245 persons BTAC Roof Replacement 535 persons)</i>	265.26%	750 Persons <i>(Homeless Solutions Center Project: 750 persons)</i>	535 Persons <i>(Burbank Youth Center Solar Panel Project: Underway; BTAC Roof Replacement: 535 Persons Santa Anita Playlot: Underway; Buena Vista Street Project: Underway; Front Street Homeless Solutions Center: Underway)</i>	68.59%
Economic Development	Non-Housing Community Development	CDBG: \$183,815	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150 Persons <i>(Capacity building, employment training, and business workshops)</i>	366 Persons <i>(Lesar Development Consultants Capacity Building: 14 persons; CV-Small Business Assistance Program: 95 persons; CV-Emergency Rental Assistance: 257 persons)</i>	244.00%	0 Persons <i>(No economic development projects funded in FY 2024/25)</i>	0 Persons <i>(No economic development projects funded in FY 2024/25)</i>	0.00%

Homelessness	Homeless	CDBG: \$3,500,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,425 Persons (Various homeless public service programs)	3,039 Persons (BTAC Emergency Services: 2,793 persons ; Family Service Agency: 63 persons ; Home Again Los Angeles (formerly Family Promise of the Verdugo's): 183 persons)	213.26%	245 Persons (BTAC Emergency Services: 170 persons ; Family Service Agency: 5 persons ; Home Again Los Angeles: 70 persons)	592 Persons (BTAC Emergency Services: 535 persons ; Family Service Agency: 6 persons ; Home Again Los Angeles: 51 persons)	241.16%
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$271,533	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2 Projects (Various Infrastructure Projects)	2 Projects (YMCA Elevator Lift Replacement Project; Library Workforce Training lab)	100.00%	0 Projects (No infrastructure projects funded in FY 2024/25)	0 Projects (No infrastructure projects funded in FY 2024/25)	0.00%
Preserving Affordable Housing	Affordable Housing	HOME: \$2,809,836	Rental units rehabilitated / constructed	Household Housing Unit	15 Housing Units (Various Affordable Rental Developments)	4 Housing Units (159 W. Linden ADU Project: 2 housing units ; 2219 N. Niagara Street ADU Project: 2 housing units)	26.67%	0 Housing Units (No new housing projects proposed in FY 2024/25)	4 Housing Units (No new housing projects proposed in FY 2024/25))	100.00%
Public Services	Non-Housing Community Development	CDBG: \$250,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3,000 Persons (Various Public Service Programs)	8,022 Persons (Burbank Noon Lions: 87 persons ; Armenian Relief Society: 479 persons ; Burbank Coordinating Council: 130 persons ; Kids Community	267.40%	250 Persons (Burbank Noon Lions: 40 persons ; Armenian Relief Society: 110 persons ; Burbank Coordinating Council: 60 persons ; B&G Club Enrichment Services: 40 persons)	224 Persons (Burbank Noon Lions: 23 persons ; Armenian Relief Society: 137 persons ; Burbank Coordinating Council: 0 persons ; B&G Club Enrichment	89.6%

						<i>Dental Clinic: 5,929 persons; B&G Club Enrichment Services: 269 persons; YMCA Social Impact Center: 705 persons; Verdugo Hills Council Boy Scouts: 372 persons; Family Service Agency Therapeutic Support: 12 persons; Burbank Housing Corp. Youth Enrichment: 39 persons)</i>			<i>Services: 64 persons)</i>	
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

For the 2024/25 fiscal year, the City of Burbank effectively utilized its allocated resources to address key priorities outlined in the 2020-2025 Consolidated Plan. The plan considered various factors, including the needs of households identified through assessments, the suitability of proposed activities, and the potential for leveraging non-federal resources.

In the area of homelessness, the City allocated \$115,502.50 across three programs designed to provide emergency services to those experiencing or at risk of homelessness. The Burbank Temporary Aid Center Emergency Assistance Program, receiving a significant portion of this funding, exceeded its goal by 133%, assisting 535 individuals with emergency food, utility payments, one month of rental assistance, and free laundry services. The Family Service Agency Transitional Housing Therapeutic Support Program also surpassed its target by 120%, providing critical case management, therapy, and housing stabilization services to 6 individuals. Additionally, the Home Again Los Angeles homeless outreach program met its goal of assisting 51 individuals with housing referrals.

General public services were a major focus as well. The Armenian Relief Society received \$15,867.50 to support a range of services for low- and moderate-income individuals, surpassing its goal by assisting 137 persons. Health services were addressed with \$5,850.50 allocated to the Burbank Noon Lions for eye and ear testing and essential corrective aids, benefiting 23 uninsured or homeless individuals.

The Boys & Girls Club's afterschool and summer programs, which provided enrichment services to 64 children, exceeded their target. On the other hand, the Burbank Coordinating Council decided to relinquish their agreement and did not proceed with their youth campership program.

In the Affordable Housing category, while no new projects were initiated in FY 2024/25, there are two large projects in the pipeline. One is the Buena Vista Street Homeless Access Center project, funded with CDBG funds, and consisting of four small suites (tiny homes) for families, and renovations to the existing structure to allow for case management services. The other is the Fairview affordable housing project, funded with HOME funds, and consisting of 60 new affordable housing units, and congregational areas. This project will be owned and managed by the City's local Community Housing

Development Organization (CHDO), Burbank Housing Corporation (BHC).

Community facilities remained a high priority, with the completion of the Burbank Temporary Aid Center (BTAC) roof replacement project, funded with \$151,971 in CDBG funds. Other projects in the pipeline include the Burbank Youth Center Solar Panel Project (allocated \$173,817 in FY 2020/21 and FY 2021/22) and the Santa Anita Playlot Project (allocated \$282,328 in FY 2022/23). Construction on all community facility projects are underway, with the exception of the Front Street project which is currently in the feasibility analysis phase.

Overall, these investments reflect Burbank's strategic approach to leveraging federal funds to meet a range of community needs, from emergency assistance and affordable housing to public facilities and infrastructure improvements.

CR-10 - Racial and Ethnic Composition of Families Assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME	TOTAL
White	583	0	583
Black or African American	92	0	92
Asian	32	0	32
American Indian or American Native	8	0	8
Native Hawaiian or Other Pacific Islander	5	0	5
Other Multi-Racial	96	0	96
TOTAL	816	0	816
Hispanic	151	0	151
Not Hispanic	665	0	665

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

Narrative

For the program year 2024/25, the City allocated the majority of its CDBG funds toward community facility improvements, public services, and program administration. HOME funds were primarily used in covering program administration costs.

In terms of demographics, the beneficiaries of these programs were diverse. Of those served, 71% identified as White, with 19% of this group also identifying as Hispanic. Additionally, 12% of beneficiaries identified as Other, 11% as Black, and just under 4% as Asian. This distribution highlights the City's efforts to address the needs of a broad range of ethnic and racial groups within the community.

CR-15 - Resources and Investments

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$3,946,357.49	\$423,222.22
HOME	public - federal	\$2,376,387.12	\$84,520.53
Other – HOME-ARP	Public – federal	\$0	\$0
Section 8	public - federal	\$11,215,018	\$12,404,074

Table 3 - Resources Made Available

Narrative

During the fiscal year 2024/25, the City received an allocation of Federal funds to support the goals outlined in the Annual Action Plan. The Community Development Block Grant (CDBG) program provided an entitlement amount of \$1,064,583. In addition, \$46,349.30 was returned to the line of credit, and prior year unspent funds were \$2,835,425.19, bringing the total CDBG funds available for program activities to \$3,946,357.49.

For the HOME Investment Partnerships Program, the entitlement amount for FY 2024/25 was \$487,492.88. This was supplemented by \$1,888,894.24 in committed and uncommitted prior year funds, bringing the total available HOME funding to \$2,376,387.12. These funds were utilized to advance the City's housing objectives for the fiscal year.

During the 2024/25 program year, the City expended a total of \$507,742.75 in federal CDBG and HOME resources to address the needs of extremely low, low, and moderate-income individuals. Of this, \$423,222.22 was disbursed to Community Development Block Grant (CDBG) activities. These expenditures covered a range of projects and programs approved both for FY 2024/25 and earlier years, including public services, public facility, and program administration.

In addition, \$84,520.53 was disbursed in HOME funds for the HOME program administration.

And finally, \$12,404,074 in Section 8 funding was disbursed for rental assistance subsidies in Burbank.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Affordable Housing Focus Neighborhoods	0	0	Local Target Area
CDBG Eligible Areas	0	0	City allocated funding for LMA Projects
Citywide	100	100	City allocated funds for limited clientele programs

Table 4 – Identify the geographic distribution and location of investments

Narrative

In FY 2024/25, all funds were allocated and disbursed to projects and programs available to Burbank residents citywide, covering a range of activities such as public services, public facility improvements, homeless supportive services, and administrative activities.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City is mandated to provide a 25 percent match for all HOME funds drawn down for HOME activities, excluding those funded by program income or administrative funds. To meet this requirement, the City has historically leveraged resources from other local funds, such as former redevelopment tax increment and, more recently, bond financing, in conjunction with HOME-assisted affordable housing acquisition and rehabilitation. Due to these past leveraging efforts, the City has accumulated a surplus of match credits.

As of the end of the 2024 Federal fiscal year (October 1, 2024 – September 30, 2025), the City's HOME match liability is \$114,188.23. To fulfill this requirement, the City will utilize its surplus of match credits from previous years. The match carry-over surplus from prior years amounts to \$7,746,230. After applying the required match for 2024 the remaining excess match to be carried forward into the next Federal fiscal year (October 1, 2024 – September 30, 2025) will be \$7,632,041.77.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$7,746,230.00
2. Match contributed during current Federal fiscal year	\$0.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$7,746,230.00
4. Match liability for current Federal fiscal year	\$114,188.23
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$7,632,041.77

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
None	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
\$0	\$0	\$0	\$0	\$0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
Total		Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
Total		Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$0	\$0	\$0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
Total		Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	87	78
Number of Non-Homeless households to be provided affordable housing units	900	871
Number of Special-Needs households to be provided affordable housing units	35	11
Total	1,022	960

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,022	960
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	1,022	960

Table 12 – Number of Households Supported

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

In FY 2024/25, the Annual Action Plan proposed to provide 1,022 households (87 homeless, 900 non-homeless, and 35 special-needs) with affordable housing units. This was to be provided solely via tenant-based rental assistance from the Section 8 Housing Choice Voucher program (900 households), alongside 20 Permanent Supportive Housing Vouchers (PSH), 67 Emergency Housing Vouchers (EHV) specifically for homeless households and rental assistance for 35 special needs households. However, there may be a discrepancy in the special-needs count, as PSH households can fall under both the homeless and special-needs categories, potentially resulting in double-counting.. The PSH program offers long-term rental assistance and supportive services to individuals and families with chronic illnesses, disabilities, mental health issues, or substance use disorders who have experienced long-term or repeated homelessness. The EHV program

serves those who are homeless, recently homeless, or fleeing domestic violence, dating violence, sexual assault, or human trafficking, as defined by the U.S. Department of Housing and Urban Development and the Los Angeles Coordinated Entry System Policy Council.

By the end of the 2024/25 program year, the City achieved nearly 93% of its affordable housing goal, enrolling 871 households in the Section 8 program. This included 11 veterans, 970 seniors, and 818 individuals with disabilities.

Additionally, 11 households received rental assistance through the HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program, which combines Housing Choice Voucher (HCV) rental assistance with case management and clinical services from the Department of Veterans Affairs (VA). This program focuses on helping homeless veterans secure and sustain permanent housing while accessing necessary treatment and supportive services.

A total of 20 Permanent Supportive Housing (PSH) vouchers were also distributed. Recipients of these vouchers receive both housing assistance and supportive services to help end their homelessness. Additionally, the Emergency Housing Voucher (EHV) program assisted 58 households this fiscal year, targeting those who are homeless, recently homeless, or fleeing domestic violence, dating violence, sexual assault, or human trafficking.

To address challenges with voucher utilization, the Burbank Housing Authority has implemented wrap-around case management for several EHV participants, providing dedicated support to stabilize their housing situations and ensure they remain housed. Additionally, the Authority offers landlord incentives to encourage the acceptance of vouchers from individuals who were formerly homeless or at risk of homelessness.

With respect to CDBG and HOME accomplishments, the City did not complete any new affordable housing in FY 2024/25. However, two projects are currently underway. The Buena Vista Street Homeless Access Center, funded with CDBG, will include four small suites (tiny homes) for families and renovations to the existing facility to support case management services. The Fairview Affordable Housing Project, funded with HOME, will add 60 affordable housing units and communal spaces, and will be owned and managed by the City's Community Housing Development Organization (CHDO), the Burbank Housing Corporation (BHC).

Discuss how these outcomes will impact future annual action plans.

The Burbank 2020/21-2024/25 Consolidated Plan forecasts that 15 housing units could be developed by way of acquisition, rehabilitation, or new construction by the expiration of the Plan. The Linden Court and Niagara Street ADU projects have satisfied four of the 15 units proposed over the 5-year period. With this in mind, and with nearly \$2 million in uncommitted HOME funding available, the City will actively seek further opportunities for affordable housing development.

Moreover, in FY 2022/23, the City initiated plans for the use of \$1.8 million in HOME American Rescue Plan (ARP) funding by approving the HOME-ARP Allocation Plan in March 2023. Initially, the proposal was to establish a non-congregate shelter for individuals experiencing homelessness.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 13 – Number of Households Served

Narrative Information

FY 2024/25, the City of Burbank did not allocate any CDBG funds to affordable housing projects or programs. Similarly, there were no specific affordable housing goals proposed for HOME funding in FY 2024/25.

CR-25 - Homeless and Other Special Needs

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Homelessness is an escalating challenge in the U.S., especially in Los Angeles. Contributing factors include a lack of affordable housing, rising poverty, reduced subsidies, substance abuse, and the de-institutionalization of the mentally ill. To tackle this, Los Angeles conducts a biennial Homeless Point-in-Time (PIT) Count, required for HUD funding. The 2025 count, held on February 18, identified 214 homeless individuals in Burbank, down from 204 in 2024. Notably, the 2023 and 2024 counts do not use the previous “multiplier” method. Among the 214 individuals, 46 were unsheltered, living in cars or tents, and all were single adults over 24. The 64 sheltered individuals included 18 aged 18-24 in emergency shelters and 64 in transitional housing.

In response to homelessness, the City of Burbank has implemented a comprehensive strategy to reduce homelessness. In November 2022, the City Council approved a five-year Homelessness Plan (Fiscal Year 2022/23 – 2027/28) to address systemic social issues affecting the Burbank community. This plan includes a robust outreach model that emphasizes building rapport with individuals experiencing homelessness and offering necessary services repeatedly. To support this effort, the City has contracted outreach providers, including one funded by the Downtown Business Improvement District's Ambassador Program, which focuses on patrolling Downtown areas and assisting visitors and businesses. Another outreach provider, funded by Proposition A - Local Return through Burbank's Transportation Department, patrols the Metrolink Station and provides backup to Downtown if needed.

The City also employs five Homeless Services Liaisons and an Outreach Coordinator. These professionals will locate, identify, and build relationships with unsheltered homeless individuals and engage them to provide immediate support and referrals such as providing crisis counseling, addressing urgent/immediate needs, linking participants to necessary services, actively connecting and/or providing referrals to services, working to enroll people experiencing homelessness into bridge housing programs or Permanent Supportive Housing, wherever available city-wide. The Homeless Outreach Coordinator works with the most chronically homeless in the city and conducts thorough assessments to understand individual's background, needs, and goals. This includes identifying any mental health issues, substance abuse problems, medical conditions, and family

dynamics.

Furthermore, the City allocated CDBG funds to support three non-profit agencies providing outreach services. The Burbank Temporary Aid Center addressed the immediate needs of individuals seeking emergency services such as food, laundry, utility assistance, and emergency rental assistance, aiding 535 individuals in FY 2024/25. The Family Service Agency's Transitional Housing Therapeutic Support program offered supplemental support services, including case management, mental health services, and housing stabilization, to 6 individuals in transitional housing. Additionally, CDBG funding supported the Home Again Los Angeles Family Outreach Program, which enrolled 51 unhoused persons into the Homeless Management Information System (HMIS) and referred them to housing resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

Burbank addresses the emergency needs of the homeless and others requiring emergency shelter by actively participating in programs administered by public and quasi-public agencies. Although the City does not have a permanent, year-round, low-barrier shelter, it supports its non-profit partners with critical funding to meet the housing needs of Burbank's homeless population.

Home Again Los Angeles, a nonprofit organization, plays a significant role in serving homeless families by providing emergency shelter and supportive services. Dedicated to transitioning families with children from homelessness to lasting self-sufficiency, Home Again Los Angeles collaborates with local faith-based groups to offer temporary shelter to five households for up to 90 days at any given time. The program encompasses three main components: outreach and screening, transitional housing, and extensive counseling and case management.

Furthermore, the Family Service Agency, in collaboration with the Burbank Housing Corporation, operates a comprehensive domestic violence intervention and prevention program. This program, which targets women with children, offers a range of core services including individual mental health care, parent support groups, family counseling, and therapy for both youth and adult survivors. The Family Service Agency has been a vital part of the Burbank community since 1991.

Finally, since 1997, the City has partnered with the Burbank Housing Corporation (BHC), a certified Community Housing Development Organization (CHDO), to develop affordable housing by acquiring and rehabilitating deteriorated properties. This partnership has

enabled the City to effectively commit and expend HOME fund allocations. Through these efforts, 321 affordable rental units have been created, including units for the City's Transitional Housing Program, which supports victims of domestic violence and homeless families.

The BHC owns and operates eight transitional housing units, with five units designated for victims of domestic violence and three units for homeless families with children. Additionally, BHC provides 11 permanent supportive housing units for chronically homeless veterans for a total of 19 transitional units.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

To prevent homelessness and support at-risk populations, Burbank actively participates in the Los Angeles Continuum of Care System. This system is designed to offer comprehensive assistance to individuals at risk of becoming homeless, ensuring a robust network of support for those in need.

Although the City does not receive Emergency Solutions Grants (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) funding and is not required to develop a discharge coordination policy, Burbank remains dedicated to addressing this issue. The City will persist in collaborating with the Los Angeles Homeless Services Authority (LAHSA) and the Los Angeles Continuum of Care to develop and refine its discharge coordination policy.

In FY 2024/25, the City continued its commitment to supporting families through various rental assistance programs. These include the Section 8 Housing Choice Voucher, HUD-Veterans Affairs Supportive Housing (HUD-VASH), Permanent Supportive Housing (PSH), and Emergency Housing Voucher (EHV) Programs. Together, these programs provided a total of 960 rental assistance subsidies to eligible households in Burbank.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience

homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In its ongoing commitment to addressing homelessness and preventing at-risk populations from falling into homelessness, the City of Burbank has launched several strategic initiatives. These efforts are tailored to support a range of individuals, including chronically homeless persons, families with children, veterans, and unaccompanied youth. The City's approach is centered on facilitating transitions to permanent housing and independent living, reducing the length of homelessness, enhancing access to affordable housing, and preventing relapse among those recently housed.

With this in mind, the City partnered with experienced service providers and leveraged additional resources to create or secure affordable housing and provide comprehensive support services. Key partnerships included contracts with the Burbank Temporary Aid Center, the Family Service Agency, and Home Again Los Angeles (HALA), which offered essential supportive services that aided individuals in transitioning to permanent housing.

The Burbank Temporary Aid Center (BTAC) played a crucial role by offering essential services such as groceries, hygiene items, household goods, financial assistance for rent and utilities, laundry services, and more. Their comprehensive support catered to both housed and unhoused individuals, ensuring they had access to necessary resources.

The Family Service Agency (FSA) provided targeted assistance to victims of domestic violence. Their services included counseling, therapy, restraining order assistance, emergency shelter, individual and family counseling, peer support groups, and more. FSA's broad range of support also covered food, clothing, and household goods, aiming to address the multifaceted needs of families affected by domestic violence.

Home Again Los Angeles (HALA) focused on a variety of core programs, including shelter, homelessness prevention, rapid rehousing, outreach, and transitional housing. HALA's efforts were expanded through collaborations with the cities of Glendale and Burbank, notably launching the "Jerry's Promise" transitional housing program in 2019. The organization's merger with Glendale Communitas in 2020 further enhanced their outreach capabilities. By 2025, HALA had served 710 households, demonstrating the significant impact of their comprehensive approach to addressing homelessness and housing instability.

In addition, the City actively engaged in street outreach and case management to connect homeless individuals with available resources. The 86 tenants enrolled in the HUD-VASH,

Permanent Supportive Housing (PSH), and Emergency Housing Voucher (EHV) programs benefitted from case management and wrap-around supportive services, which were crucial for improving their quality of life and ending their homelessness. These services included mental health counseling, addiction treatment, job training, childcare, healthcare, and education.

CR-30 - Public Housing

Actions taken to address the needs of public housing

The Burbank Housing Authority does not own or manage any public housing developments. Instead, it administers Housing Choice Vouchers (Section 8) for residential units within the City. Currently, 838 households in Burbank benefit from Section 8 vouchers, including 11 veterans, 970 seniors, and 818 individuals with disabilities.

In addition to Section 8 vouchers, the Burbank Housing Authority oversees other voucher programs, including 20 Permanent Supportive Housing Vouchers and 67 Emergency Housing Vouchers. The waiting list for these programs is currently closed.

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

Not applicable.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

Consistent with State housing element requirements (Government Code sections 65580-65589.8), Burbank has adopted a State Certified plan to meet the housing needs of all economic segments and remove regulatory constraints. The 2021-2029 Housing Element evaluated and updated previous programs, assessing housing needs and constraints, identifying opportunity sites for the City's Regional Housing Needs Assessment (RHNA) allocation, and established the 2021-2029 Housing Plan.

The Housing Plan contains specific implementation program requirements necessary to facilitate the development of a variety of housing types. Many of the efforts related to facilitating the development on housing focus on areas of the city that are within walking distance of services, activities, and public transportation.

Four Specific Plan efforts are currently underway and when completed will satisfy several of the 2021-2029 Housing Plan program requirements of the 2021- 2029 Housing Element. Collectively, the Downtown Transit Oriented Development Specific Plan update, the airport adjacent Golden State Specific Plan, the Media District Specific Plan update, and the Burbank Rancho Neighborhood Specific Plan will facilitate at least 8,872 new dwelling units, which will meet the RHNA requirement as established in the 2021-2029 Housing Element.

In addition to the ongoing specific plan efforts, the City Council adopted the Housing Element Opportunity Site Overlay zone in 2024, which provides for expedited reviews of development on identified Opportunity Sites and updated its provisions for streamlined ministerial reviews, removing an administrative requirement for City Council review of such projects. In 2025, the City Council has also adopted ordinances to streamline the appeal process for the discretionary review of housing development projects and adopted a streamlined minor modification process for existing entitlements, which will allow property owners to make necessary revisions without significant time delays or additional costs. The City's Zoning Ordinance outlines standards for residential development, including density, setbacks, lot area, lot coverage, height, and parking. This ordinance supports various housing types, including single-family, multi-family units, second units, and manufactured housing on single-family lots. Community care facilities serving six or fewer persons are permitted by right in residential zones, while emergency shelters are

permitted in M-2 General Industrial Zones and require a Conditional Use Permit in M-1 Limited Industrial and BCCM Burbank Center Commercial Manufacturing Zones. Transitional housing is accommodated differently based on its structure: group-style transitional housing is treated similarly to community care facilities, whereas multi-family transitional housing with separate units is allowed in multi-family districts.

Actions taken to address obstacles to meeting underserved needs.

To address obstacles in meeting underserved needs, the City of Burbank has implemented a range of strategies and funding approaches to benefit its residents in housing and community development. Acknowledging inadequate funding as a major barrier, the City has actively pursued additional resources and explored alternative funding sources to enhance its capabilities. This includes fostering innovative solutions and expanding partnerships with both for-profit and non-profit organizations to leverage extra resources and expertise.

The City has effectively utilized HOME, CDBG, and Section 8 funds to target essential areas such as affordable rental housing and tenant-based rental assistance, while also promoting fair housing practices to prevent homelessness. Federal funds have supported community development projects, including infrastructure improvements, public facility upgrades, and public services. For instance, the Burbank Noon Lions provide free healthcare services, and the Boys and Girls Club offering free youth services, ensuring that underserved populations have access to essential support.

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

To better protect children and families from lead poisoning, HUD revised lead-based paint regulations in 1999, focusing on five key activities:

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

The City has adopted these HUD Lead-Based Paint Regulations (Title X), which require that federally funded rehabilitation projects address lead hazards. For acquisition and rehabilitation projects funded with federal resources, lead and asbestos testing is mandatory. If lead-based paint hazards are identified, the City or the federal fund recipient must engage a lead consultant to carry out abatement or implement interim controls

based on the report's findings. Federal fund recipients are required to notify tenants of test results and provide a clearance report. In Section 8 Programs, staff conduct annual inspections of existing units and new units as they become available. Defective paint surfaces must be repaired, and if a unit is occupied by a household with children under six, corrective actions will include testing and, if necessary, abatement or abatement without testing.

Additionally, the City provides brochures on lead-based paint risks in the Community Development Department offices. These brochures, supplied by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD, inform the public about lead hazards. CCLLP is responsible for enforcing L.A. County's Lead Abatement Ordinance, including inspections, regulations, and consultation. CCLLP may also provide the City with addresses of households where lead poisoning or elevated blood lead levels in children have been detected, or where evidence of lead is found during property inspections.

Actions taken to reduce the number of poverty-level families.

To combat poverty and enhance economic and housing stability for families in Burbank, the City has strategically allocated resources from CDBG, HOME, and Section 8 to support public service programs and affordable housing for low- to moderate-income residents. The City has pursued opportunities to create new affordable housing by leveraging limited funding resources in conjunction with private, federal, and state subsidies and grants. Additionally, it has promoted permanent supportive and emergency housing solutions for chronically homeless individuals by ensuring the availability of effective supportive services to foster self-sufficiency.

Fifteen percent of CDBG entitlement funds have been allocated to public services, and case management services have been supported for homeless individuals and families, as well as those at risk of becoming homeless. The City has also provided a range of economic development opportunities aimed at fostering growth that benefits low- to moderate-income residents.

Utilizing HOME funds, the City partnered with Home Again Los Angeles (HALA) to launch *Lifting People Up Citywide!*, a community resource program aimed at providing Burbank residents with essential support for achieving financial, employment, and housing stability. The program offered a range of services including life skills workshops for families, financial literacy education, assistance with navigating social services, resume building, and career opportunities.

In FY 2024/25, the program achieved significant milestones:

- 22 extremely-low-income individuals received one-on-one case management, resulting in increased income.
- 28 individuals accessed employment services.
- 85 individuals were connected to various resources.
- 35 individuals received homelessness prevention services.
- 10 individuals benefited from rapid re-housing services.
- 2 individuals transitioned to permanent housing.

Additionally, HALA conducted 75 workshops attended by 323 participants and hosted 31 *Lifting People Up* events with 344 attendees.

Finally, in its efforts to drive economic vibrancy and stability, the Burbank Economic Development team led initiatives in business attraction, retention, and expansion, while also promoting entrepreneurship and enhancing tourism. By managing and operating two business improvement districts (BIDs), coordinating with stakeholders, strategic partners, and City departments, and maintaining transparent communication regarding progress and priorities, the City aimed to create economic opportunities for all residents, including those living in poverty.

Actions taken to develop institutional structure.

As the recipient of federal CDBG, HOME, Section 8, and HOME-ARP funds, the City of Burbank has designated the Community Development Department as the lead agency for the administration of these HUD grants. The Department is responsible for preparing key documents, including the Consolidated Plan, the Regional Analysis of Impediments to Fair Housing Choice, the Annual Action Plan, CAPER, the HOME-ARP Allocation Plan, and other reports required by federal regulations.

The City has collaborated with a wide range of stakeholders—non-profit agencies, for-profit developers, advocacy groups, clubs, organizations, neighborhood leadership groups, City departments, the private sector, the Burbank Chamber of Commerce, and other government entities—to implement its five-year strategy as outlined in the Consolidated Plan for Fiscal Years 2020/21 – 2024/25. Engaging the community and stakeholders in delivering services and programs to benefit low- to moderate-income residents has been crucial in addressing service delivery gaps. The City has utilized public notices, community workshops, meetings, its website, and other media to communicate information about the implementation of the Consolidated Plan strategies.

In FY 2022/23, the City joined a Care Coordination Group comprising several service

agencies from Burbank and surrounding communities. This group meets monthly to enhance partner collaboration, develop new programs, and raise community awareness while working to stabilize households in need of services. Additionally, the City participates in a non-profit coalition, which includes non-profits, faith-based groups, civic leaders, and advocates, to support the needs of youth, individuals with special needs, older adults, disabled individuals, and other disadvantaged households.

Actions taken to enhance coordination between public and private housing and social service agencies.

In its ongoing efforts to address the needs of the homeless, low-income individuals, and families with special needs, the City of Burbank has fostered a network of partnerships and collaborations with a diverse range of local service providers and City departments. These collaborations are essential in bridging gaps and meeting the community's demands effectively. The City works closely with various partners, including the Burbank Non-Profit Coalition, the Burbank Care Coordination Committee, the San Fernando Valley Council of Governments on Homelessness, the Burbank Ministerial Association, and the Los Angeles Homeless Services Authority, to deliver comprehensive support.

Key partners in this effort include Burbank Housing Corporation, the Housing Rights Center, the Burbank Temporary Aid Center, the Family Service Agency, Burbank Noon Lions, Home Again Los Angeles, the Armenian Relief Society, and the Boys and Girls Club. Together, these organizations play a crucial role in providing targeted assistance and coordinating resources.

These partnerships enhance the City's ability to offer a wide range of services, from housing and emergency shelter to supportive services and fair housing advocacy, ensuring that the needs of vulnerable populations are effectively addressed.

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

The U.S. Department of Housing and Urban Development (HUD) is committed to eliminating racial and ethnic concentrations and other discriminatory practices in housing and will use all the programmatic and enforcement tools available to achieve this goal. The fundamental goal of HUD's fair housing policy is to make housing choice a reality through Fair Housing Planning (FHP).

As a recipient CDBG and HOME funds, the City adopted its 2020-2025 Analysis of Impediments to Fair Housing Choice (AI), which not only outlined public and private sector

impediments in the City, but also created a list of recommended actions to overcome these barriers. The 2020-2025 AI identified these goals:

Education and Outreach Activities Goals and Update

The Education and Outreach Activities goal focuses on enhancing fair housing education and outreach in Burbank. In partnership with the Housing Rights Center (HRC), the City aims to provide ongoing fair housing education to residents, real estate professionals, and service providers. The city also distributes the "20 Most Frequently Asked Landlord-Tenant Questions" through various channels to educate landlords and tenants. The City collaborates with the Burbank Association of Realtors to ensure continuous fair housing education and updates on local issues. Additionally, the racial and ethnic composition of Section 8 voucher holders is monitored, with targeted outreach when the waitlist opens. Finally, diverse representation is maintained on Burbank's housing-related Boards, Commissions, and Committees to address resident concerns.

In FY 2024/25, the HRC provided education and outreach services to a total of 158 residents on general and fair housing issues. Of those 158 residents, 23 raised specific issues on fair housing and discrimination. Additionally, the HRC conducted two workshops in Burbank which aimed to educate the public on fair housing rights and requirements.

Additionally, between May and June 2025, the City, in collaboration with HRC, organized housing rights clinics focused on landlord and tenant legal counseling. A total of four clinics were held, serving 50 attendees overall. Of these, 33 community members received direct legal counseling from an HRC attorney, while 17 received assistance and information from the HRC Program Manager, ensuring that every participant had access to housing rights resources. The clinics addressed a wide range of issues, including finding affordable or low-income housing, securing rental assistance due to financial hardship or disability, and resolving security deposit disputes. Tenants also sought help with landlord harassment, substandard living conditions, retaliatory rent increases, and illegal evictions under rent control. In addition, several participants requested guidance on responding to termination notices, as well as questions related to changes in tenancy terms.

Enforcement Activities Goals and Update

This goal involves addressing housing discrimination. The city has implemented several measures to address housing discrimination and provide assistance to aggrieved tenants and landlords. The city partners with HRC to continuously investigate allegations of illegal housing discrimination, referring unresolved cases to the Department of Fair Housing and Employment, HUD, small claims court, or private attorneys as needed.

Additionally, the HRC offered ongoing support to tenants and landlords on fair housing issues.

Further, in June 2024, the City established Housing Enforcement Unit (HEU) to investigate housing and habitability related concerns and enforce applicable provisions of Tenant Protection Act of 2019 as well as city's local Tenant Protection Ordinance to strengthen tenant protection strategies within the city. After conducting an initial analysis of the housing complaints, the HEU directs the complaints to appropriate channel including City Attorney's Office (CAO) for issuance of a violation notice, Code Enforcement Department for habitability concerns, HRC for further assistance, and/or to the Burbank Landlord-Tenant Commission for mediation. Moreover, housing complaints that trigger legal mediation are directed to city's newly created legal mediation program. Additionally, the city, through the CAO, offers low-income legal service program to provide legal representation to qualifying low-income tenants and landlords.

In FY 2024/25, the HRC received 23 discrimination allegations. Of these, 16 were resolved through counsel and education, 4 are pending or open cases, 1 was referred for other resources and 2 were referred to our investigation team and became discrimination cases. The discrimination allegations involved the following classification issues: physical disability (15), mental disability (2); general discrimination (2), and one issue each for each classification: familial status, race, religion and pending classification.

Monitoring Lending, Housing Providers, and Local Real Estate Practices Goals and Update

This goal involves safeguarding homeowners and ensuring fair housing practices. Additionally, it will oversee and enforce non-discriminatory language in all City affordable housing contracts and uphold Affirmative Marketing Policies for HOME-assisted rental developments.

In FY 2024/25, the City maintained its contract with the HRC to advance efforts in safeguarding homeowners and upholding fair housing practices. The HRC played a pivotal role by organizing and hosting a variety of educational and outreach activities. These included free workshops, resource fairs, and housing clinics designed to inform and assist Burbank residents, including homeowners, about their rights and responsibilities under fair housing laws.

In addition to these community-focused initiatives, the City ensured that all federally funded affordable housing contracts adhered to non-discriminatory language. Beginning in 2025, the city will ensure compliance with federally anti-discriminatory language. This commitment is reflected in the City's careful review of Affirmative Marketing Policies

during the monitoring of HOME-assisted projects. For FY 2024/25, the monitoring process revealed no issues, confirming that the projects complied with the required standards and practices for promoting fair housing and equal opportunity.

Land Use Policies to Affirmatively Further Fair Housing Goals and Update

This goal focuses on updating zoning and housing policies. In FY 2024/25, the City continued to implement the provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including a flexible Accessory Dwelling Unit Ordinance, an Inclusionary Housing Ordinance, Density Bonus Ordinance, and Condominium Conversion Ordinance. Emergency homeless shelters will continue to be permitted in the M-2 zone and conditionally permitted in the M-1 and BCCM zones and the City has an ordinance that established a process to facilitate the conversion of apartments into condominiums. The City will amend the Zoning Ordinance to allow transitional and supportive housing in all residential zones with similar restrictions as other residential uses. The City is currently in the process of updating the Inclusionary Housing and Density Bonus ordinances to allow for more flexibility in housing development in exchange for community benefits that also support the housing development. The City will actively encourage affordable units to be integrated into market rate projects, providing annual assessments of its performance and ensuring in-lieu fee revenues are appropriately targeted.

Increasing Geographic Choice in Housing Goals and Update

Increasing geographic choice in housing involves funding and supporting affordable housing initiatives. The City will provide gap financing for projects, prioritizing those for extremely low-income households and individuals with disabilities. Regulatory incentives like density bonuses and concessions will be offered to private developers to boost affordable housing supply.

In FY 2023/24, the City advanced its affordable housing initiatives by completing four new accessory dwelling units (ADUs) on Linden Court and Niagara Street. These units, funded through gap financing from the HOME program, are now housing families experiencing homelessness, homeless veterans, and victims of domestic violence. They are owned and managed by the Burbank Housing Corporation (BHC).

CR-40 - Monitoring

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Burbank has a strong history of long-term monitoring of affordable housing. With over 1,200 affordable units, the City has maintained relationships with all property owners to conduct annual monitoring activities. The policies and procedures used for monitoring activities are the standard HOME Monitoring Guidebook for all HOME-assisted projects.

In addition, the City has adopted numerous provisions and internal policies to support the implementation of federal requirements for housing, economic development, infrastructure, and community facilities. Those policies include, but are not limited to:

- Section 3 (minority business outreach policies)
- Davis-Bacon (for housing and construction projects)
- Part 58 – Environmental Review – policies and procedures
- Fair Housing – access and affirmative fair housing choice

These requirements are formalized in a grantee subrecipient agreement when CDBG or HOME funding is awarded.

Citizen Participation Plan

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

Pursuant to 24 CFR Part 91, the City solicited public review and comment on the draft 2024/25 Consolidated Annual Performance and Evaluation Report (CAPER). A notice was published on Saturday, September 6, 2025, in the Burbank Leader indicating a public review period from September 6, 2025, through September 22, 2025. The 2024/25 CAPER was available for public review on the City's website at: <http://www.burbankca.gov>. Copies were also available to be emailed or delivered via U.S. mail to interested persons. No comments were received.

CR-45 - CDBG

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Between July 1, 2024, and June 30, 2025, Burbank processed a substantial amendment to their program objectives for community facilities. The amendment provides additional funds from the 2023 Community Development Department Public Facility Improvements (Buena Vista). 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 prior year funding, and with \$1,671,978.95 in additional funding, the total project allocation will be \$2,852,368.95.

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

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

No

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

CR-50 - HOME

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The Burbank Housing Authority conducts regular (bi-annual at a minimum) monitoring and inspection reviews for all affordable housing units to ensure compliance with funding regulations including those units assisted with HOME funds, units with Housing Choice Vouchers or other federal rental assistance, and units with state restricted housing funds.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.

For new construction and rehabilitation of rental project activities, the City requires the owner/developer to have an Affirmative Fair Housing Marketing Plan prior to any lease-up activities occurring.

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

The allocation of HOME funds did not create any program income in FY 2024/25. The City emphasizes the importance of creating long-term affordable housing for 55-years.

Describe other actions taken to foster and maintain affordable housing.

Not applicable.

CR-58 – Section 3

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

Total Labor Hours	CDBG	HOME
Total Number of Activities	1	2
Total Labor Hours	0	4,215
Total Section 3 Worker Hours	0	0
Total Targeted Section 3 Worker Hours	0	0

Table 14 – Total Labor Hours

Qualitative Efforts – Number of Activities by Program	CDBG	HOME
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0
Direct, on-the job training (including apprenticeships).	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0
Held one or more job fairs.	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0
Assisted residents with finding childcare.	0	0
Assisted residents to apply for or attend community college or a four-year educational institution.	0	0
Assisted residents to apply for or attend vocational/technical training.	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0
Provided or connected residents with training on computer use or online technologies.	0	0

Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0
Other.	0	2

Table 15 – Qualitative Efforts - Number of Activities by Program

No projects subject to Section 3 were implemented in FY 2024-25. The HOME ADU projects for 159 W. Linden and 2219 N. Niagara St were completed in 2024 under FY 2023-24.



APPENDIX 1

2024 CDBG FINANCIAL SUMMARY REPORT (IDIS PR26 REPORT)



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2024
 BURBANK , CA

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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	2,835,425.19
02 ENTITLEMENT GRANT	1,064,583.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	46,349.30
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	3,946,357.49

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	227,030.29
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	227,030.29
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	138,039.89
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	58,152.04
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	423,222.22
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	3,523,135.27

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	227,030.29
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	227,030.29
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2024 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	93,747.09
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	58,152.04
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	1,810.50
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	150,088.63
32 ENTITLEMENT GRANT	1,064,583.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,064,583.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.10%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	138,039.89
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	6,900.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	46,349.30
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	177,489.19
42 ENTITLEMENT GRANT	1,064,583.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,064,583.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.67%



Office of Community Planning and Development
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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

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LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	2	609	6993186	2022 Burbank Temporary Aid Center Roof Replacement	03C	LMC	\$50,000.00
2022	2	609	6993190	2022 Burbank Temporary Aid Center Roof Replacement	03C	LMC	\$50,000.00
2022	2	609	7006112	2022 Burbank Temporary Aid Center Roof Replacement	03C	LMC	\$33,283.20
					03C	Matrix Code	\$133,283.20
2024	1	633	6993381	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$13,253.11
2024	1	633	6993382	2024 Burbank Temporary Aid Center - Emergency Assistance	03T	LMC	\$12,146.35
2024	4	636	6993349	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$2,425.00
2024	4	636	6993351	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
2024	4	636	6993352	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
2024	4	636	6993353	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
2024	4	636	6993354	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$4,825.00
2024	4	636	6993356	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,200.00
2024	4	636	7006115	2024 Home Again Los Angeles - Family Outreach	03T	LMC	\$3,225.00
					03T	Matrix Code	\$48,749.46
2024	7	638	6993383	2024 Boys and Girls Club - Afterschool and Summer Scholarships	05D	LMC	\$15,867.50
					05D	Matrix Code	\$15,867.50
2024	2	634	6993373	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$9,590.00
2024	2	634	6993377	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$4,165.00
2024	2	634	6993378	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$4,025.00
2024	2	634	6993380	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$2,905.00
2024	2	634	7006113	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$1,785.00
2024	2	634	7006114	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$2,660.00
2024	2	634	7019314	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	05G	LMC	\$737.50
					05G	Matrix Code	\$25,867.50
2023	6	625	6978235	Burbank Noon Lions (2023)	05M	LMC	\$1,810.50
					05M	Matrix Code	\$1,810.50
2024	5	637	7006122	2024 Armenian Relief Society - Referrals and Social Services	05X	LMC	\$1,452.13
					05X	Matrix Code	\$1,452.13
Total							\$227,030.29

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2024	1	633	6993381	No	2024 Burbank Temporary Aid Center - Emergency Assistance	B18MC060513	EN	03T	LMC	\$13,253.11
2024	1	633	6993382	No	2024 Burbank Temporary Aid Center - Emergency Assistance	B18MC060513	EN	03T	LMC	\$12,146.35
2024	4	636	6993349	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$2,425.00
2024	4	636	6993351	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$3,225.00
2024	4	636	6993352	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$3,225.00
2024	4	636	6993353	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$3,225.00
2024	4	636	6993354	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$4,825.00
2024	4	636	6993356	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$3,200.00
2024	4	636	7006115	No	2024 Home Again Los Angeles - Family Outreach	B18MC060513	EN	03T	LMC	\$3,225.00
								03T	Matrix Code	\$48,749.46
2024	7	638	6993383	No	2024 Boys and Girls Club - Afterschool and Summer Scholarships	B18MC060513	EN	05D	LMC	\$15,867.50
								05D	Matrix Code	\$15,867.50



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2024	2	634	6993373	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$9,590.00
2024	2	634	6993377	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$4,165.00
2024	2	634	6993378	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$4,025.00
2024	2	634	6993380	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$2,905.00
2024	2	634	7006113	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$1,785.00
2024	2	634	7006114	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$2,660.00
2024	2	634	7019314	No	2024 Family Service Agency of Burbank - Transitional Housing Therapeutic Support	B18MC060513	EN	05G	LMC	\$737.50
2023	6	625	6978235	No	Burbank Noon Lions (2023)	B21MC060513	PI	05G 05M	Matrix Code LMC	\$25,867.50 \$1,810.50
2024	5	637	7006122	No	2024 Armenian Relief Society - Referrals and Social Services	B18MC060513	EN	05X 05X	LMC Matrix Code	\$1,452.13 \$1,452.13
Total										\$93,747.09

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
1994	2	2	6925309	CDBG COMMITTED FUNDS ADJUSTMENT	21A		(\$11,346.80)
1994	2	2	6925310	CDBG COMMITTED FUNDS ADJUSTMENT	21A		(\$35,002.50)
2023	2	626	6993145	23/CDBG Administration	21A		\$6,900.00
2024	8	639	6978215	2024 CDBG Administration	21A		\$65,621.56
2024	8	639	6978216	2024 CDBG Administration	21A		\$22,125.00
2024	8	639	6993140	2024 CDBG Administration	21A		\$20,000.02
2024	8	639	6993159	2024 CDBG Administration	21A		\$843.75
2024	8	639	6993162	2024 CDBG Administration	21A		\$1,406.25
2024	8	639	6993165	2024 CDBG Administration	21A		\$3,062.50
2024	8	639	7006109	2024 CDBG Administration	21A		\$14,993.83
2024	8	639	7006111	2024 CDBG Administration	21A		\$575.85
2024	8	639	7019310	2024 CDBG Administration	21A		\$16,302.96
2024	8	639	7019312	2024 CDBG Administration	21A		\$2,530.00
2024	8	639	7041758	2024 CDBG Administration	21A		\$24,773.41
2024	8	639	7041759	2024 CDBG Administration	21A		\$1,444.65
2024	8	639	7059819	2024 CDBG Administration	21A		\$1,184.41
2024	8	639	7059820	2024 CDBG Administration	21A		\$1,437.50
2024	8	639	7059821	2024 CDBG Administration	21A		\$1,187.50
Total							\$138,039.89

**City of Burbank
PR26 CDBG Financial Summary Report
Explanation on Manual Adjustments
Program Year 2024**

Line 14 Adjustment to Compute Total Expenditures

A manual adjustment of \$58,152.04 was added to Line 14 in order to include public service draws made on July 1, 2025, and August 25, 2025 that failed to include a Prior Year Flag. These draws include:

Voucher #	IDIS #	Date	Grant #	Fund Type	Draw Amount
7041761	636	7/1/2025	B18MC060513	EN	\$3,225.00
7041762	636	7/1/2025	B18MC060513	EN	\$3,225.00
7041763	636	7/1/2025	B18MC060513	EN	\$3,730.00
7041765	635	7/1/2025	B24MC060513	EN	\$736.25
7041766	633	7/1/2025	B24MC060513	EN	\$4,926.79
7041767	633	7/1/2025	B24MC060513	EN	\$6,576.75
7059817	636	8/25/2025	B18MC060513	EN	\$10,050.00
7059818	635	8/25/2025	B18MC060513	EN	\$785.62
	635	8/25/2025	B24MC060513	EN	\$2,014.88
7059823	633	8/25/2025	B24MC060513	EN	\$4,903.85
7059824	633	8/25/2025	B24MC060513	EN	\$4,060.65
7060331	637	8/26/2025	B18MC060513	EN	\$13,917.25
Total Prior Year Public Service Draws Post June 30, 2025					\$58,152.04

Line 28 PS Unliquidated Obligations at the End of Current Program Year

Same explanation as Line 14 adjustment.

Line 39 PA Unliquidated Obligations at the End of Previous Program Year

The City of Burbank had an unliquidated obligation of \$6,900 in the prior program year that is being subtracted from total Planning and Administration expenditures in the current year.

Line 40 Adjustment to Compute Total PA Obligations

The City of Burbank processed a line-of-credit return in the amount of \$46,349.30 for ineligible activities. At this time, the City is awaiting HUD's guidance regarding the appropriate reallocation of these credit vouchers. Pending such direction, the vouchers are appearing in Part IV: Planning and Administration (PA) Cap of the PR26 Report, thereby understating the percentage of funds expended on PA activities. For reporting purposes, the credit amount has been excluded from the PA calculation to accurately reflect a disbursement percentage of 16.67%.



APPENDIX 2

2024 CDBG ACTIVITY SUMMARY BY SELECTED GRANT REPORT

PR26 - Activity Summary by Selected Grant

Date Generated: 09/17/2025

Grantee: BURBANK

Grant Year: 2024

Formula and Competitive Grants only

Total Grant Amount for CDBG 2024 Grant year B24MC060513 Grant Number = \$1,064,583.00														
State	Grantee Name	Grant Year	Grant Number	Activity Group	Matrix Code	National Objective	IDIS Activity	Activity to prevent, prepare for, and respond to Coronavirus	Activity Status	Amount Funded From Selected Grant	Amount Drawn From Selected Grant	% of CDBG Drawn From Selected Grant/Grant	Total CDBG Funded Amount (All Years All Sources)	Total CDBG Drawn Amount (All Years All Sources)
CA	BURBANK	2024	B24MC060513	Administrative And Planning	21A		639	No	Open	\$169,549.55	\$134,122.14		\$212,916.60	\$177,489.19
Total Administrative And Planning										\$169,549.55	\$134,122.14	12.60%	\$212,916.60	\$177,489.19
CA	BURBANK	2024	B24MC060513	Public Improvements	03C	LMC	599	No	Open	\$485,008.56	\$0.00		\$1,191,978.95	\$0.00
Total Public Improvements										\$485,008.56	\$0.00	0.00%	\$1,191,978.95	\$0.00
CA	BURBANK	2024	B24MC060513	Public Services	03T	LMC	633	No	Completed	\$20,468.04	\$20,468.04		\$45,867.50	\$45,867.50
CA	BURBANK	2024	B24MC060513	Public Services	03T	LMC	636	No	Completed	\$0.00	\$0.00		\$43,580.00	\$43,580.00
CA	BURBANK	2024	B24MC060513	Public Services	05M	LMC	635	No	Completed	\$2,751.13	\$2,751.13		\$3,536.75	\$3,536.75
CA	BURBANK	2024	B24MC060513	Public Services	05X	LMC	637	No	Completed	\$0.00	\$0.00		\$15,369.38	\$15,369.38
Non CARES Related Public Services										\$23,219.17	\$23,219.17	2.18%	\$108,353.63	\$108,353.63
Total 2024										\$677,777.28	\$157,341.31	14.78%	\$1,513,249.18	\$285,842.82
Grand Total										\$677,777.28	\$157,341.31	14.78%	\$1,513,249.18	\$285,842.82



APPENDIX 3

2024 CDBG-CV FINANCIAL SUMMARY REPORT



PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	1,842,025.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	1,842,025.00

PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,820,871.74
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,615.77
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	1,840,487.51
09 UNEXPENDED BALANCE (LINE 04 - LINE8)	1,537.49

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,820,871.74
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	1,820,871.74
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	1,820,871.74
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	527,831.00
17 CDBG-CV GRANT	1,842,025.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	28.65%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,615.77
20 CDBG-CV GRANT	1,842,025.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	1.06%



LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

No data returned for this view. This might be because the applied filter excludes all data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount		
2019	20	584	6496318	Emergency Rent Assistance	05Q	LMC	\$121,622.00		
			6496320	Emergency Rent Assistance	05Q	LMC	\$8,703.19		
			6496321	Emergency Rent Assistance	05Q	LMC	\$26,913.66		
			6496999	Emergency Rent Assistance	05Q	LMC	\$41,425.00		
			6497000	Emergency Rent Assistance	05Q	LMC	\$27,270.99		
			6497002	Emergency Rent Assistance	05Q	LMC	\$25,711.13		
			6497003	Emergency Rent Assistance	05Q	LMC	\$12,220.00		
			6497004	Emergency Rent Assistance	05Q	LMC	\$13,028.50		
			6497005	Emergency Rent Assistance	05Q	LMC	\$5,290.00		
			6497006	Emergency Rent Assistance	05Q	LMC	\$9,511.17		
			6548614	Emergency Rent Assistance	05Q	LMC	\$4,000.00		
			6548616	Emergency Rent Assistance	05Q	LMC	\$4,874.36		
			6548648	Emergency Rent Assistance	05Q	LMC	\$67,843.00		
			6548654	Emergency Rent Assistance	05Q	LMC	\$24,000.00		
			6548659	Emergency Rent Assistance	05Q	LMC	\$21,016.85		
			6548660	Emergency Rent Assistance	05Q	LMC	\$27,700.01		
			6548661	Emergency Rent Assistance	05Q	LMC	\$12,084.32		
			6548663	Emergency Rent Assistance	05Q	LMC	\$12,000.00		
			6611287	Emergency Rent Assistance	05Q	LMC	\$45,000.00		
			6611295	Emergency Rent Assistance	05Q	LMC	\$4,400.00		
			6611300	Emergency Rent Assistance	05Q	LMC	\$6,000.00		
			6611303	Emergency Rent Assistance	05Q	LMC	\$3,000.00		
			6611304	Emergency Rent Assistance	05Q	LMC	\$4,216.82		
			21	585	6496324	Small Business Assistance	18A	LMJ	\$155,295.35
					6496328	Small Business Assistance	18A	LMJ	\$5,550.00
					6496331	Small Business Assistance	18A	LMJ	\$6,087.50
					6496332	Small Business Assistance	18A	LMJ	\$2,325.00
	6496336	Small Business Assistance			18A	LMJ	\$1,425.00		
	6496997	Small Business Assistance			18A	LMJ	\$113,000.00		
	6496998	Small Business Assistance			18A	LMJ	\$30,421.15		
	6548644	Small Business Assistance			18A	LMJ	\$250,000.00		
	6548645	Small Business Assistance			18A	LMJ	\$12,225.00		
	6548646	Small Business Assistance			18A	LMJ	\$18,587.50		
6548649	Small Business Assistance	18A			LMJ	\$27,412.50			
6548651	Small Business Assistance	18A			LMJ	\$250,000.00			
6548662	Small Business Assistance	18A			LMJ	\$23,662.50			
6611289	Small Business Assistance	18A			LMJ	\$250,000.00			



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	21	585	6611302	Small Business Assistance	18A	LMJ	\$61.74
			6611362	Small Business Assistance	18A	LMJ	\$6,687.50
			6611367	Small Business Assistance	18A	LMJ	\$6,725.00
			6645017	Small Business Assistance	18A	LMJ	\$7,800.00
			6681356	Small Business Assistance	18A	LMJ	\$2,437.50
			6681365	Small Business Assistance	18A	LMJ	\$750.00
			6681376	Small Business Assistance	18A	LMJ	\$80,000.00
			6681377	Small Business Assistance	18A	LMJ	\$1,687.50
			6681387	Small Business Assistance	18A	LMJ	\$33,000.00
			6681388	Small Business Assistance	18A	LMJ	\$750.00
			6681389	Small Business Assistance	18A	LMJ	\$2,100.00
			6681390	Small Business Assistance	18A	LMJ	\$5,050.00
			Total				

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount			
2019	20	584	6496318	Emergency Rent Assistance	05Q	LMC	\$121,622.00			
			6496320	Emergency Rent Assistance	05Q	LMC	\$8,703.19			
			6496321	Emergency Rent Assistance	05Q	LMC	\$26,913.66			
			6496999	Emergency Rent Assistance	05Q	LMC	\$41,425.00			
			6497000	Emergency Rent Assistance	05Q	LMC	\$27,270.99			
			6497002	Emergency Rent Assistance	05Q	LMC	\$25,711.13			
			6497003	Emergency Rent Assistance	05Q	LMC	\$12,220.00			
			6497004	Emergency Rent Assistance	05Q	LMC	\$13,028.50			
			6497005	Emergency Rent Assistance	05Q	LMC	\$5,290.00			
			6497006	Emergency Rent Assistance	05Q	LMC	\$9,511.17			
			6548614	Emergency Rent Assistance	05Q	LMC	\$4,000.00			
			6548616	Emergency Rent Assistance	05Q	LMC	\$4,874.36			
			6548648	Emergency Rent Assistance	05Q	LMC	\$67,843.00			
			6548654	Emergency Rent Assistance	05Q	LMC	\$24,000.00			
			6548659	Emergency Rent Assistance	05Q	LMC	\$21,016.85			
			6548660	Emergency Rent Assistance	05Q	LMC	\$27,700.01			
			6548661	Emergency Rent Assistance	05Q	LMC	\$12,084.32			
			6548663	Emergency Rent Assistance	05Q	LMC	\$12,000.00			
			6611287	Emergency Rent Assistance	05Q	LMC	\$45,000.00			
			6611295	Emergency Rent Assistance	05Q	LMC	\$4,400.00			
			6611300	Emergency Rent Assistance	05Q	LMC	\$6,000.00			
			6611303	Emergency Rent Assistance	05Q	LMC	\$3,000.00			
			6611304	Emergency Rent Assistance	05Q	LMC	\$4,216.82			
			Total							\$527,831.00

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	18	602	6681283	CDBG-CV Administration	21A		\$4,344.39
			6681284	CDBG-CV Administration	21A		\$122.83
			6681285	CDBG-CV Administration	21A		\$687.00
			6681286	CDBG-CV Administration	21A		\$12,365.00
			6681287	CDBG-CV Administration	21A		\$1,660.63
			6681289	CDBG-CV Administration	21A		\$435.92
Total							\$19,615.77



APPENDIX 4

2024 SECTION 3 REPORT



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 Section 3 Report
 Grantee: BURBANK

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REPORT FOR CPD PROGRAM CDBG, HOME
 PGM YR 2024

Section 3 Total By Program		CDBG	HOME
Total Number of Activities		1	2
Total Labor Hours		0	4,215
Section 3 Worker Hours		0	0
Targeted Section 3 Worker Hours		0	0
Qualitative Efforts			
A	Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0
B	Outreach efforts to generate job applicants who are Other Funding Targeted Workers	0	0
C	Direct, on-the job training (including apprenticeships)	0	0
D	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training	0	0
E	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)	0	0
F	Outreach efforts to identify and secure bids from Section 3 business concerns	0	0
G	Technical assistance to help Section 3 business concerns understand and bid on contracts	0	0
H	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns	0	0
I	Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services	0	0
J	Held one or more job fairs	0	0
K	Provided or connected residents with supportive services that can provide direct services or referrals	0	0
L	Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation	0	0
M	Assisted residents with finding child care	0	0
N	Assisted residents to apply for/or attend community college or a four year educational institution	0	0
O	Assisted residents to apply for or attend vocational/technical training	0	0
P	Assisted residents to obtain financial literacy training and/or coaching	0	0
Q	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns	0	0
R	Provided or connected residents with training on computer use or online technologies	0	0
S	Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses	0	0
T	Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act	0	0
U	Other	0	2



Section 3 Details By Program, Program Year & Activity

Program	Program Year	Field Office	Grantee	Activity ID	Activity Name	Qualitative Efforts - Other Effort Description	Total Labor Hours	S3 Worker Hours	S3W Benchmark Met (25%)	Targeted S3W Hours	Targeted S3W Benchmark Met (5%)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
CDBG	2024	LOS ANGELES	BURBANK	611	Burbank Parks and Recreation Santa Anita Playlot		0	0	No	0	No																					
CDBG	2024	Total for 2024					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CDBG	Total						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
HOME	2024	LOS ANGELES	BURBANK	603	19/159 W. Linden Accessory Dwelling Units	TBD	2,095	0	No	0	No																				X	
HOME	2024	LOS ANGELES	BURBANK	604	20/2219 N. Niagara Street Accessory Dwelling Units	TBD	2,120	0	No	0	No																				X	
HOME	2024	Total for 2024					4,215	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		
HOME	Total						4,215	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		

Legend

- A** Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- B** Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- C** Direct, on-the job training (including apprenticeships).
- D** Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- E** Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- F** Outreach efforts to identify and secure bids from Section 3 business concerns.
- G** Technical assistance to help Section 3 business concerns understand and bid on contracts.
- H** Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- I** Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- J** Held one or more job fairs.
- K** Provided or connected residents with supportive services that can provide direct services or referrals.
- L** Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- M** Assisted residents with finding child care.
- N** Assisted residents to apply for/or attend community college or a four year educational institution.
- O** Assisted residents to apply for or attend vocational/technical training.
- P** Assisted residents to obtain financial literacy training and/or coaching.
- Q** Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- R** Provided or connected residents with training on computer use or online technologies.
- S** Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- T** Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- U** Other



APPENDIX 5

PROOF OF PUBLICATION

Publication: Burbank Leader
Outlook Control #:
Ad Description: CAPER
Publication Dates: 9/6/2025

This space is reserved for Clerk's Filing Stamp

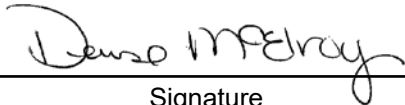
Outlook Newspapers Group
PO Box 578
La Cañada Flintridge, CA 91012

PROOF OF PUBLICATION
2015.5 C.C.P.
State of CA, County of Los Angeles

I am a citizen of the United States and employed by a publication in the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the mentioned matter. I am the principal clerk of the Burbank Leader, a newspaper published weekly in the City of Burbank, County of Los Angeles, and adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of June 20, 1927, Case Number 221017. The notice, of which the attached is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

9/6/2025

I certify (or declare) under the penalty of perjury that the following is true and correct.



Signature

Dated in Burbank,

California 9/6/2025

Page 1 of 1

PROOF OF PUBLICATION
BURBANK LEADER
800 Foothill Boulevard,
La Cañada Flintridge, CA 91011
(626) 792-6397

PUBLIC NOTICE

CITY OF BURBANK
FISCAL YEAR 2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
(CAPER) OF THE CITY OF BURBANK

The City of Burbank is soliciting public comment and review of the Community Development Block Grant (CDBG) Fiscal Year 2024-25 Consolidated Annual Performance Evaluation Report (CAPER).

The City of Burbank is required to submit the CAPER to the U.S. Department of Housing and Urban Development (HUD) prior to October 1, 2025. This report provides program outcomes for Fiscal Year 2024-25 utilizing Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program funds. The CAPER also includes an annual summary of actions and activities undertaken to comply with the City's affirmatively furthering fair housing goals. The public review period for this document is fifteen (15) days – Saturday September 7, 2025 – Monday, September 22, 2025. The document is available on the City's website at:

City of Burbank

<https://www.burbankca.gov/web/community-development/housing/cdbg>

Written comments can be submitted via (1) electronic mail at: klee@burbankca.gov, or (2) by U.S. mail at the following address:

City of Burbank

Community Development Department
150 N. Third Street, Burbank, CA. 91502
Attn: Kasey Lee, Housing Development Manager

Written comments must be received before the end of the public comment period ending on September 22, 2025.

Dated: September 2, 2025

Publish: September 6, 2025, Burbank Leader