



DATE: April 7, 2026

TO: Justin Hess, Executive Director

FROM: Patrick Prescott, Assistant Executive Director/Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director
BY: Odet Ayvazyan, Housing Development Manager

SUBJECT: Adoption of a Resolution Approving the Burbank Public Housing Agency Annual Plan for Fiscal Year 2026-2027 and Proposed Administrative Plan Updates

RECOMMENDATION

Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK APPROVING: 1) THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL YEAR 2026-2027; 2) UPDATES TO THE SECTION 8 ADMINISTRATIVE PLAN; AND 3) AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE CERTIFICATIONS REQUIRED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (Attachment 1).

BACKGROUND

The Burbank Housing Authority (BHA) administers the Section 8 Rental Assistance Program (Program), which is funded by the Federal Department of Housing and Urban Development (HUD) for the purpose of providing rent subsidies to extremely low-income and very low-income tenants. The Program is critical to communities across the nation as it assists the most needy and vulnerable households in the community with lower incomes who are at risk of becoming homeless. The Program takes existing units in the private market and makes them affordable, furthering the City Council goal of providing affordable housing in the community.

The mission of the BHA is working together for a safe, beautiful, and thriving community. This mission aligns with HUD's purpose of providing affordable housing and economic opportunities to the community. The BHA will implement this mission within the limits of funding availability to assist as many households as possible by encouraging and

supporting family self-sufficiency and economic stability. The BHA will continue to expand this support along with rental subsidies to participant households.

DISCUSSION

In order to receive Section 8 Program funding, HUD requires that all housing authorities submit a Public Housing Agency Plan (Annual Plan) that describes the mission of the housing authority, and Administrative Plan that includes information on operations, programs and services. This report provides information on the Annual Plan and the Administrative Plan, and highlights proposed administrative changes.

Annual Plan

The Annual Plan describes all updates for a reporting year related to the approved 2025-2030 Five-Year Plan. The Five-Year Plan describes the BHA's mission and the goals for achieving objectives during the next five years. The BHA Annual Plan for Fiscal Year (FY) 2026-2027 has been prepared utilizing the HUD required template and the required certifications (Attachment 1). This Annual Plan builds upon the framework established in the 2025-2030 Five-Year Plan and outlines the specific actions and updates for FY 2026-2027.

Fiscal Year 2025-2026 Report

During the first year of the Five-Year Plan (FY 2025-2026), the BHA has assisted approximately 838 households. In addition, the BHA applied for Special Purpose Vouchers and was awarded five (5) Foster Youth to Independence (FYI) vouchers under the Consolidated Appropriations Act of 2023. All five vouchers have been issued, and voucher recipients are in search of a unit. Voucher recipients are working with service providers in the region, such as Tarzana Treatment Center and A Sense of Home, to assist in their search for a unit. HUD requires the County to provide these services for the FYI voucher recipients.

The Emergency Housing Voucher (EHV) program, funded through the American Rescue Plan Act, is projected to sunset by October 2026 as federal appropriation/funds are exhausted. BHA currently administers the EHV program to 51 households. Staff notified EHV participants and landlords regarding this update in the fall of 2025 and provided information on BHA goals to assist households during the transition. In preparation for this transition, HUD has approved BHA's waiver request allowing all EHV families to be placed directly on the Housing Choice Voucher (HCV) (Section 8) waiting list without requiring individual application submissions or public notice of the waiting list opening. HUD determined that good cause exists to waive applicable federal regulations in order to prevent administrative delays and reduce the risk of assistance termination. This approval will support an orderly and equitable transition of EHV participants to the HCV program. Selection from the waiting list will depend on available HCV funding, and is not

guaranteed. Staff will continue to communicate with remaining EHV participants during the transition process to the HCV/Section 8 program.

The third special purpose voucher program administered provides rental assistance for 19 Permanent Supportive Housing (PSH) vouchers through the Continuum of Care (CoC) Program. This grant term ends on October 31, 2026, and renewal funding is not known at this time. In November 2025, HUD released a funding notice, which introduced significant policy changes that would reduce funding and restrict eligibility for PSH renewal projects nationwide. Staff continues to monitor program funding. Due to ongoing court proceedings, the renewal status of funding for BHA's PSH vouchers remains uncertain and will depend on the outcome of the appeal and any subsequent guidance issued by HUD. In preparation for a potential lapse in funding, similar to EHV notices last fall, staff will begin notifying program participants and landlords of potential housing resources and temporary rental assistance in preparation for another transition for this special purpose voucher program. As with EHV, staff will continue to explore options to sustain funding for PSH participants if possible. If funding is not available, staff will assist these 19 households in transitioning to alternate housing resources.

For special purpose vouchers and overall funding for the HCV/Section 8 program, staff monitors program expenditures on a monthly basis, utilizes reserve funds when available, and requests additional funding from the U.S. Department of Housing and Urban Development (HUD) as necessary.

Administrative Plan

Housing authorities are required to adopt a written Administrative Plan that establishes local policies and procedures for administering the Section 8 Program in accordance with HUD regulations and requirements. Furthermore, HUD allows the Administrative Plan to include local policies on matters for which the BHA has discretion. Finally, the Administrative Plan, and any updates to it, must be adopted by the Housing Authority Board, and BHA staff must administer the Program in accordance with the Administrative Plan.

Staff is proposing updates to the Administrative Plan to ensure compliance with HUD regulations and requirements, clarify local policies, and enhance participant protections. Proposed revisions focus on improving clarity, strengthening compliance, and addressing the following:

- 1) Applicant Waiting List;
- 2) Housing Quality Standard Inspections (HQS)

The Applicant waiting list changes will allow Special Purpose Voucher recipients, such as EHV participants, to be placed on the waiting list with weighted preference for selection when funding is available. The HQS changes pertain to compliance, including strict

correction timelines for life-threatening and non-life-threatening deficiencies, abatement and termination procedures for unresolved violations, and family responsibilities for HQS issues they cause.

These updates will comply with and clarify HUD regulations and requirements and local policies. The proposed 2026-2027 Amended Administrative Plan is included as Attachment 2 with redline changes for ease of reference. A summary of the proposed changes is included as Attachment 3.

Resident Advisory Board and Public Notices

Housing Authorities are required to establish a Resident Advisory Board (RAB) to enable residents to provide recommendations on document development. The membership on the RAB consists of individuals who reflect and represent the residents assisted by the Program. The current members remain on the board annually, and any new requests received from Program participants seeking to be a member are added for the next annual term. The RAB makes recommendations regarding the development of the Annual Plan and may suggest amendments or modifications to the Administrative Plan. Residents participate through this process, with the goal of addressing needs and issues that directly affect program participants. Through their involvement in this process, residents are more aware of the procedures that housing authority staff undergoes to carry out Program activities.

RAB members reviewed the draft Annual Plan and Administrative Plan at a public meeting held on February 18, 2026. The meeting was advertised on the City's website, published in the Los Angeles Times, and 900 post card invitations were mailed to Program participants. A total of 59 members of the public attended the in-person meeting. In addition, four of the 10 RAB members attended the meeting. There were no recommendations, comments, questions or feedback to the draft Annual Plan or Administrative Plan. However, there were questions from meeting attendees on the general process and procedures of the Section 8 Program and the termination of the Emergency Housing Vouchers that staff addressed during the meeting (Attachment 4).

As required by HUD, a public notice for the public hearing has been posted. The draft Annual Plan and proposed changes to the Administrative Plan were available for public review at the Housing Authority public counter and online on the City's website beginning on February 11, 2026. As of the writing of this report, no public comments have been received.

Payment Standards (Subsidy Amounts for Program Participants)

HUD allows flexibility in payment standards (subsidy levels) for Program participants between 90% to 110% of the Small Area Fair Market Rents (SAFMRs) for a metropolitan area (published annually by HUD). SAFMRs are calculated at the zip code level to assist

families in accessing housing in higher-opportunity, low-poverty areas by offering rental assistance aligned with local market conditions. These standards apply to all tenant-based vouchers, including special programs such as HUD-Veterans Affairs Supportive Housing (HUD-VASH). Each year, staff must analyze the HUD-published SAFMRs along with expected funding levels to determine subsidy levels for program participants. In October of 2025, the BHA updated the payment standards based on newly published SAFMRs (Attachment 5).¹ The BHA provides subsidy levels to all HCV/Section 8 participants within the required range of 90% - 110% with the average subsidy being 97%.

Looking Ahead to 2026 Program Funding

As of the writing of this report, the BHA has not received the final Program budget from HUD for housing assistance payments in FY 2026-27. However, based on last year's expenses, staff is budgeting \$1,800,000.00 for administrative costs, and \$14,000,000.00 for Housing Assistance Payments (HAP) to participant households.² Based on the subsidy levels that went into effect December 2025, staff estimates that the BHA will be able to assist 900 households during FY 2026-27. Variation in utilization (the number of Vouchers the BHA funds) is primarily due to the total funding received for the Section 8 Program. In addition, changes in subsidy levels (rental assistance) and attrition (households that voluntarily leave the Program, move to other communities, or participant deaths) also affects voucher utilization.

ENVIRONMENTAL REVIEW

The proposed adoption of the Resolution is categorically exempt from environmental review under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) ("CEQA") pursuant to §§ 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines because it will not result in a direct or reasonably foreseeable indirect physical change in the environment, because there is no possibility that it may have a significant effect on the environment, and because it is not a "project" as that term is defined in § 15378 of the State CEQA Guidelines.

FISCAL IMPACT

There is no fiscal impact to the City's General Fund. The Federal Section 8 Program and special purpose voucher programs are funded by HUD allocations to the Program. For the program to receive these funds, the Resolution approving the Annual Plan and proposed Administrative Plan must be submitted to HUD by April 17, 2026.

CONCLUSION

The mission of the BHA of working together for a safe, beautiful, and thriving community aligns with HUD's purpose of providing affordable housing and economic opportunities to

¹ HUD publishes SAFMRs each October for the following year. Staff will analyze payment standards again in October 2026.

² This is the budget for HCV/Section 8 including VASH vouchers and EHV households who transition. FYI and PSH voucher holders have a separate funding source.

the Burbank community. Staff will continue to implement the Program equitably and effectively within funding constraints and parameters to provide rent subsidies to extremely-, low-, and very-low-income tenants. Staff recommends the Housing Authority Board adopt the resolution approving the draft Annual Plan and proposed Administrative Plan. If approved, staff will submit to HUD as required by April 17, 2026.

ATTACHMENTS

Attachment 1 – BHA Resolution with Annual Plan and Certifications

Attachment 2 – Proposed 2026 Amended Administrative Plan (Redline)

Attachment 3 – Summary of Proposed Updates to the Administrative Plan

Attachment 4 – Resident Advisory Board Comments

Attachment 5 – Payment Standard Analysis and Small Area Fair Market Rates
Correspondences