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# MEMORANDUM

**DATE:** May 26, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
VIA: Simone McFarland, Assistant Community Development Director, Business and Economic Development  
BY: Tricia Smith, Housing Specialist

**SUBJECT: ADOPTION OF A RESOLUTION FOR THE SECTION 8 PROGRAM – BURBANK PUBLIC HOUSING AGENCY FIVE YEAR PLAN (FISCAL YEARS 2020-2025), ANNUAL PLAN (FISCAL YEAR 2020-2021) AND PROPOSED ADMINISTRATIVE PLAN UPDATES**

The purpose of this supplemental memorandum is to clarify one of the dates mentioned in the Section 8 Program – Burbank Public Housing Agency Five Year Plan (Fiscal Years 2020-2025), Annual Plan (Fiscal Year 2020-2021) and Proposed Administrative Plan Updates staff report that was distributed on Thursday, May 21, 2020. The staff report states that the submission date to HUD is April 15, 2020; however, it was later extended to June 10, 2020. For clarification, please see below:

ORIGINAL:

**CONCLUSION**

In summary, the mission of the BHA of working together for a safe, beautiful and thriving community is in-line with that of HUD to provide affordable housing and economic opportunities. Staff will continue to implement the Program equitably and effectively within funding constraints and parameters to provide rent subsidies on behalf of extremely-low and very-low income tenants. Staff recommends the Housing Authority Board approve the *Five Year Plan*, *Annual Plan* and proposed *Administrative Plan* to be submitted to HUD by the deadline of April 15, 2020.

REVISED:

**CONCLUSION**

In summary, the mission of the BHA of working together for a safe, beautiful and thriving community is in-line with that of HUD to provide affordable housing and economic opportunities. Staff will continue to implement the Program equitably and effectively within funding constraints and parameters to provide rent subsidies on behalf of extremely-low and very-low income tenants. Staff recommends the Housing Authority Board approve the *Five Year Plan*, *Annual Plan* and proposed *Administrative Plan* to be submitted to HUD by ~~the deadline of April 15, 2020~~ **June 10, 2020**.