

II. ANNUAL ACTION PLAN



The Annual Plan states actions planned for the upcoming fiscal year to accomplish Strategic Plan objectives. The Annual Plan describes:

- ✓ Available **resources**
- ✓ **Programs** and **activities** to assist those households in need
- ✓ Project **goals** to meet Strategy objectives

The Annual Plan also addresses the following areas:

- ✓ Anti-poverty strategy actions
- ✓ Lead-based paint hazard reduction
- ✓ Reduction of barriers to affordable housing
- ✓ Activities to further fair housing
- ✓ Anti-displacement/relocation
- ✓ Institutional Structure/Coordination among agencies
- ✓ Monitoring federal programs
- ✓ Citizen participation and consultation

A. RESOURCES FOR HOUSING AND COMMUNITY DEVELOPMENT ACTIVITIES

Burbank has access to a variety of federal, state, local and private resources to achieve its housing and community development goals. Specific funding sources will be utilized based on the opportunities and constraints of each program. The Strategic Plan (Consolidated Plan, Table V-1) summarizes the major sources of funding available to carry out housing and community development activities in Burbank.

The Burbank Redevelopment Agency generates approximately \$6 million annually in Low and Moderate Income Housing set-aside funds. This fund source provides the foundation for the majority of the City's affordable housing activities, and is leveraged with other resources such as Home Investment Partnership (HOME) funds and Low Income Housing Tax Credits, to maximize the number of households which can be assisted. Because Burbank has significant set-aside resources, Community Development Block Grant (CDBG) funds are typically directed towards community development activities.

Table VI-1 lists what resources are planned to be utilized in fiscal year 2007. CDBG funds include the estimated entitlement and HUD reallocated funds (\$1,208,364) and program income (\$142,341), but not project funds already programmed and

expected to be spent during the year. HOME funds total an expected entitlement of \$809,339, but do not include uncommitted project funds.

Table VI-1: Fiscal Year 2007-08 Estimated Resources		
Resource	Planned Uses	Projected Expenditure
<i>Federal Programs</i>		
CDBG	Capital Projects	\$877,958
	Public Services	202,606
	Program Administration	270,141
HOME	CHDO Set-aside [Acquisition/Rehab Activities]	\$728,405
	Program Administration	80,934
Section 8	Rental Assistance	\$8,115,503
Section 811		\$ 0*
MCC		\$ 0
<i>Total Federal</i>		\$10,275,547
<i>State Programs</i>		
<i>Total State</i>		\$ 0
<i>Local Programs</i>		
20% Set-aside	Redevelopment Housing Fund	\$ 6,000,000
<i>Total Local</i>		\$ 6,000,000
Total Resources		\$16,275,547

Note: In fiscal year 2006, Burbank returned \$1.233 million to its line of credit to be programmed for other eligible CDBG activities. A public facility improvement-area benefit project (Lake/Alameda Pedestrian Pathway and Sidewalk Improvement Project) is currently being negotiated as a collaborative effort with Los Angeles County-Public Works Department. The total project is estimated to cost \$1.65 million with Burbank CDBG funds contributing about \$1.05 million. This amount is not included in the federal resources listed above. Burbank receives no income from float-funded activities, and does not receive any surplus funds from urban renewal settlements.

HOME Matching Funds: For fiscal 2006-07, the source and amount of HOME match will be reported in the CAPER, due in September 2007. During fiscal 2005-06, HOME match contributed totaled \$578,719, with the City's excess match carried over to fiscal 2006-07 equaling \$4,155,198.

Fund Leverage: When practical to partner with developers in creating affordable housing, Burbank leverages federal or local funds with the State to secure tax credit or bond financing for private and nonprofit firms. [For all applicable HOME projects, fund leverage or matching funds are identified as projects are approved]. To attract private funds, the City can offer developer concessions that may include land write down, direct financial subsidy or undertaking the public improvements necessary to facilitate a development. Burbank further helps developers in working with City Departments to streamline the process of project approval.

In residential rehabilitation activities federal and local funds are leveraged by private investment of property owners to complement rehab loans. Rehab programs also leverage funds each year to the extent that loans are repaid. Other private funds, foundations and grants support nonprofit organizations that receive assistance from Burbank.

Geographic Distribution of Resources

For federal program resources listed above, assistance is provided in all eligible areas reflected by the 2000 census, as well as, areas of minority concentration.

Population Characteristics: While White residents still comprise the majority of the City's population, the proportion has decreased substantially from almost 80 percent in 1960 to approximately 60 percent in 2000. In contrast, the City's share of Hispanic residents increased steadily over the past twenty years, growing from 16 percent in 1980 to 25 percent in 2000. Although Asian residents represent a relatively smaller segment of the population, the share of Asian residents more than tripled since 1980, increasing from three percent in 1980 to nine percent in 2000. The City's African American population has remained relatively limited, rising from less than one percent in 1980 to almost two percent in 2000.

Population Distribution: Although Hispanic residents reside throughout the City, three primary areas of concentration exist. The Golden State neighborhood east of the airport, the Peyton/Grismer neighborhood, and the Alameda Avenue/Victory Boulevard neighborhood west of the I-5 Freeway all contain relatively high numbers of Hispanic residents. Each of the City's Neighborhood Revitalization Focus Areas fall within one of these areas of Hispanic concentration. The Asian population is more evenly distributed throughout the City. The higher concentrations are in the downtown area, as well as, in the Peyton/Grismer neighborhood in northeastern Burbank.

CDBG Eligible Areas (2000 Census)

Census Tract	Block Group	Low-Mod Universe	Total Low-Mod Persons	Percent Low-Mod
3102	2	2,010	850	42.3
3105	3	2,062	1,170	56.7
3106	2	1,081	571	52.8
3106	3	1,763	1,023	58.0
3106	4	2,070	963	46.5
3107.01	1	1,687	774	45.9
3107.01	2	458	355	77.5
3107.02	1	4,397	1,952	44.4
3107.02	2	1,751	1,266	72.3
3107.03	1	2,680	1,327	49.5
3107.03	2	2,367	1,117	47.2
3108	1	817	331	40.5
3108	3	1,162	689	59.3
3109	1	1,175	521	44.3
3109	3	814	325	39.9
3110	4	792	316	39.9
3117	5	831	340	40.9
3118	1	1,640	718	43.8
3118	3	2,555	1,083	42.4
3118	4	2,548	1,402	55.0
Total		34,660	17,093	49.3

Exception Criteria: 39.9%

Underserved Needs

In establishing five-year priorities for assistance, Burbank has taken several concerns into consideration: 1) those categories of lower and moderate income households most in need of housing and community development assistance; 2) which activities will best meet the needs of those identified households; and 3) the extent of federal and other resources available to address these needs. Contingent on the individual Consolidated Plan Priority, Burbank's "underserved" population by definition may vary. To generalize, however, the City will consider those underserved to be households at or below 80% of median family income, and particularly those households at or below 50% of median family income.

The specific programs, activities, and assistance planned to serve very low and low-income households during the Consolidated Plan period are identified in the priority needs listed below and in the respective narratives that follow each category.

- ✓ Priority Housing Needs
- ✓ Priority Homeless Needs
- ✓ Priority Special Needs Populations
- ✓ Priority Community Facilities
- ✓ Priority Infrastructure Improvements
- ✓ Priority Community Services
- ✓ Priority Economic Development Needs

For each priority category listed above, five year (Consolidated Plan) objectives are quantified. Since program, project and activity planning can vary year to year within the Consolidated Plan cycle, and because city, departmental and political processes fluctuate, specific annual goals are not calculated year to year. Rather, a comparative year by year matrix is included in the Consolidated Annual Performance and Evaluation Report (CAPER), as well as, a summary Performance Measurement Analysis. These tables are included in the Annual Plan and follow the narrative sections.

To further meet the needs of underserved groups, Burbank applies for all applicable federal programs that are consistent with its housing and community development strategy and are within its organizational capacity to deliver. The City further increases its programs to create and preserve affordable housing, while maintaining long-term affordability provisions in its contracts. [All applicable HOME program provisions will be met when projects are identified and approved for funding. Planned activities using HOME funds generally entail acquisition and/or acquisition and rehabilitation of rental housing units in geographically targeted or “focus neighborhoods.” Affirmative marketing and minority/women business enterprise outreach policies are in place]. The City also supports funding applications by other groups/agencies or will certify consistency, when the objectives comply with its Consolidated Plan.

B. HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVES AND PROJECTS

In establishing five-year priorities for assistance, the City of Burbank has taken several factors into consideration: 1) those categories of lower and moderate income households most in need of housing and community development assistance; 2) which activities will best meet the needs of those identified households; and 3) the extent of federal and other resources available to address these needs.

1. Priority Housing Needs

Redevelopment Agency Low and Moderate Income Housing funds serve as Burbank’s primary source of funds used to address the community’s housing needs. Federal HOME and Section 8 funds reflect the two other locally controlled sources of funds directed towards low and moderate income housing. With the exception of contributing leverage to some of Burbank Housing Corporation’s acquisition/rehabilitation projects, CDBG funds are directed almost entirely towards community development activities.

The priority housing needs shown in HUD Table V-2 reflect the relative priority for federal funds only (HOME, CDBG and Section 8), and not the City’s priorities for

expenditure of Redevelopment Agency set-aside funds. However, identified 5 year goals indicate the number of households to be assisted using all funding sources.

Priority 1.1: Sustain and Strengthen Neighborhoods

Priority Needs/Target Groups: High priority is assigned to addressing substandard housing for lower and moderate income tenants. Medium priority is assigned to addressing homeowner housing rehabilitation needs.

Five-Year Objectives: Assist 124 renter households through the acquisition/rehabilitation program. Of these, an estimated 42 will be low income (50% MFI), 23 will be moderate income (80% MFI), and 59 will be above moderate income. Assist 96 renter households through the Residential Rehabilitation Program with an assumed income distribution of 28 low, 39 moderate and 29 above moderate income; low income and affordability restrictions will be maintained on a minimum of 25% of these units. Assist 87 single-family homeowners with rehabilitation assistance, including an estimated 24 low-income, 53 moderate-income, and 10 above moderate income household. [Note: All 5-year objectives are subject to changes/adjustments during the term of the Consolidated Plan. However, to be consistent for federal reporting purposes, original 5-year objectives are not changed year to year, but annual reports will reflect changes or adjustments made to specific 5-year objectives for clarification purposes].

Implementing Programs: The City will implement the following programs to address Priority 1.1:

Acquisition and Rehabilitation in Focus Neighborhoods: This program funded primarily through Redevelopment Low and Moderate Income Housing Funds, with supplemental funding through HOME and CDBG, partners the City with the Burbank Housing Corporation to acquire and rehabilitate multi-family rental units in geographically targeted neighborhoods. The Focus Area Neighborhood Revitalization program encompasses the following neighborhoods.

- ✓ Elmwood
- ✓ Golden State Beautification Area
- ✓ Verdugo/Lake
- ✓ Peyton/Grismer
- ✓ Lake/Alameda

Projects continuing for fiscal year 2007 include the following:

Peyton-Grismer Project: This project involved the acquisition of 99 market rate rental units, located at 1801-1815 and 1819 Grismer Avenue and 1729-1735 Elliott Drive, as a mixed-income affordable housing project. The Agency purchased

these properties and entered into a 55-year lease with the Burbank Housing Corporation (BHC), and loaned BHC \$3.441 million to reconfigure the project into 70 units. Additionally, BHC received a grant of \$397,000 to construct a Family Resource Center at 1819 Grismer Avenue. Rehabilitation will result in an increase in the number of larger bedroom units, rehabilitation of 70 rental units, demolition of 29 units and the construction of an activity center. The project budget is \$13.115 million in Low Moderate Income Housing (LMI) funds. Due to unexpected cost increases in rehabilitation and the construction of the new Family Resource Center, an additional \$2.8 million is proposed for the project, which will go before the Agency Board for approval later in the year.

Burbank Housing Corporation Elliott-Keeler Homeownership Project:

In July 2005, the City entered into an agreement with BHC to provide a loan of \$384,000 in Low-Moderate Income Housing funds to acquire and rehabilitate a three-bedroom single-family dwelling located at 1902 Keeler Street. This property is currently occupied by an above moderate (120% MFI) income household. In addition, the purchase of this property has initiated future plans for an affordable home ownership development with restricted units available to moderate (51-80% MFI) income households. All four properties required for the proposed project site have been acquired by BHC, and City staff and BHC are currently in negotiations with the Greater Los Angeles Habitat for Humanity Chapter for the development of 8 very low-income units. The proposed agreement is scheduled to go before the Agency Board in April 2007.

313 & 427 West Valencia Avenue: The Agency leased residential properties located at 313 and 427 West Valencia Avenue to BHC and provided a loan of \$220,000 in Low-Moderate Income Housing Funds to rehabilitate the properties. The units completed in March 2007 provide five affordable rental housing units for low (31-50% MFI) and moderate (51-80% MFI) income households. They consist of three 1-bedroom units, one 2-bedroom unit, and a 3-bedroom single-family home, that will be made available in April 2007.

157 West Linden Avenue & 160 West Elm Court: The City Council and Redevelopment Agency approved \$1.4 million in HOME funds and \$1.6 million in Low-Moderate Income Housing Funds for BHC to acquire and rehabilitate two residential properties located at 157 West Linden Avenue and 160 West Elm Court / 159 West Linden Avenue. The properties consist of two parcels with frontage on Linden Avenue, Moss Street and Elm Court and include ten residential units: five one-bedroom units, four two-bedroom units and one three-bedroom unit. The rehabilitation work includes reconfiguring the duplex into a four bedroom single family residence. When completed, this project will provide nine affordable rental housing units; five low income (31-50% MFI) units four moderate income (51-80%) units.

2219 and 2329 North Niagara Street & 261 West Verdugo Avenue: The City Council and Redevelopment Agency approved \$848,653 in HOME funds and

\$2,700,643 in Low-Moderate Income Housing Funds for BHC to acquire and rehabilitate three residential properties, comprising a total of 14 units (11 one-bedroom units and three two bedroom units) located at 2219 and 2329 N. Niagara St., and 261 W. Verdugo Ave. When completed, the project's 14 affordable rental housing units will consist of four low-income units (31-50% MFI), six moderate-income units (51-80% MFI), and four units affordable to households at 81-120% MFI.

Table VI-2 details the annual goals by household income to meet the five-year objective. Project completions and unit goal accomplishments will be shown in the HUD annual reports.

Fiscal Year	0-50% MFI	51-80% MFI	80-120% MFI	Total
2003	7	2	7	16
2004	7	2	7	16
2005	14	15	31	60
2006	7	2	7	16
2007	7	2	7	16
Total	42	23	59	124

Single and Multi-family Rehabilitation Assistance: The Redevelopment Agency administers a multi-faceted Residential Rehabilitation Program funded exclusively through set-aside funds. The goal of the program is to preserve the City's older housing stock of single-family homes and rental units, and ensure their continued affordability to lower income households.

During the Consolidated Plan period, the Agency expects to rehabilitate over 180 single family and multi-family units, or approximately 36 units per year. Of the total households assisted, 154 are estimated to be at or below moderate income as shown in Table VI-3. On an annual basis, the Agency expects to spend \$700,000 on rehabilitation projects.

<30%MFI	31-50% MFI	51-80% MFI	81-120% MFI	Total Households
4	48	92	10	154

Priority 1.2: Preserve Existing Affordable Housing

Priority Needs/Target Groups: High priority is assigned to addressing the rental assistance needs of extremely low and low income households.

Five-Year Objectives: Continue to provide Section 8 rental assistance to lower income households, with a goal of maintaining at least 1,014 vouchers currently allocated to the Burbank Housing Authority. Consider establishment of a mortgage debt buy-down program.

Implementing Programs: The City will implement the following programs to address Priority 1.2:

Section 8 Rental Assistance: The Burbank Housing Authority anticipates a budget of approximately \$8.11 million for 2007 to provide over 1,000 housing vouchers. The turnover rate is about 10 percent per year meaning 100 new households can be assisted annually. The Program requires that 75 percent of new admissions be limited to extremely low income households (30% MFI).

Median Family Income	Small Related	Large Related	Elderly	All Others	Total
30% MFI	286	50	405	20	761
50% MFI	95	17	135	6	253
Totals	381	67	540	26	1,014

Preservation of Existing Assisted Housing: Burbank has nearly 1,200 units of assisted rental housing affordable to lower income households (Consolidated Plan, Table III-27). Most of these projects contain long-term affordability controls, with projects assisted by the Redevelopment Agency restricted in perpetuity. Two senior citizen projects are eligible for conversion to market-rate during the Consolidated Plan period [Pacific Manor (167 units) and Golden Palms (134 units)].

Public Housing Improvements and Resident Initiatives: Burbank has no public housing inventory.

Debt Buy-Down Program: This program offers a financial mechanism to provide affordability covenants on existing rental housing, thereby addressing Burbank's escalating rents on a project-by-project basis. Specifically, the Redevelopment Agency would extend a loan to reduce or "buy-down" the mortgage debt on an owner's existing multi-family property in exchange for affordability covenants. By doing so, the owner can realize a greater cash flow (reduced debt) to offset reduced rental income resulting from the Agency attaching affordability covenants onto the owner's property. The City will consider funding this program in 2007 as part of the recommendations of the Burbank Blue Ribbon Task Force on Affordable Housing.

Priority 1.3: Expand the Supply of Affordable Housing

Priority Needs/Target Groups: High priority is assigned to providing additional housing affordable to low and moderate income renters. High priority is also assigned to the development of ownership housing for above moderate (120% MFI) income households.

Five-Year Objectives: Provide Redevelopment Agency assistance through land write-downs and direct financial assistance to develop six new affordable rental and ownership projects, including the following restricted units: 46 low income (50% MFI), 14 moderate income (80% MFI), and 44 above moderate income (120% MFI) units. Consistent with the Agency's Implementation Plan, support the development of additional affordable projects pending funding availability, with a goal of achieving 33 low income rental units and 28 above moderate income owner units. Develop a draft Affordable Housing Incentives Ordinance for adoption by City Council, and promote among the development community.

Implementing Programs: The City will implement the following programs to address Priority 1.3:

Affordable Housing New Construction Program: The Agency utilizes set-aside funds, supplemented with HOME and CDBG funds as necessary, to acquire land and sell it to private developers at a reduced rate in return for construction of affordable rental and ownership units. With the exception of special needs housing such as that for senior citizens or the disabled, affordable units are typically integrated within market rate developments.

As a means of accommodating needed affordable housing while preserving existing neighborhoods and hillside areas, the City directs new housing towards the Downtown and in underutilized commercial areas, and on scattered residential sites. The Redevelopment Agency is actively involved in assisting in development of the following affordable projects to be completed during the Consolidated Plan timeframe:

- ✓ Senior Artist's Colony -141 rental units/ 29 low (50% MFI) income, 14 moderate (80% MFI) income [Project completed].
- ✓ Burbank Cottages and Childcare Center - 20 single-family units/ 10 above moderate (120% MFI) income [Project completed].
- ✓ Riverside Drive - 20 condos & townhouses/ 10 above moderate (120% MFI) income [Project completed].
- ✓ Burbank Accessible Apartments – 17 low (50% MFI) income units for developmentally disabled. [Project completed].
- ✓ Burbank Village Walk -140 condos/ 14 above moderate (120% MFI) income [Project completed].
- ✓ San Fernando Walk - 33 townhouses/ 10 above moderate (120% MFI) income [Project is under construction].

- ✓ The Collection at Downtown Burbank – 118 mixed units/15 above moderate (120% MFI) income [Project is under construction].

In addition to the currently identified projects, the Redevelopment Agency anticipates assisting in the construction of other new housing development projects over the duration of the Consolidated Plan as opportunities become available.

Affordable Housing Incentives Ordinance: Pursuant to State law, the City currently allows developers a density bonus and additional regulatory incentives for provision of affordable and/or senior citizen housing units. Historically, however, many projects have instead utilized the planned development process to gain exceptions from development standards. Based on a change in City policy, the planned development process is now reserved for large scale, phased or mixed-use projects, and may render the density bonus program an attractive alternative for projects seeking flexibility in development standards.

As a means of better promoting the availability of density bonus and other regulatory incentives for the development of affordable housing, the City in March 2006 adopted an Inclusionary Housing Ordinance. In addition to the State-mandated density bonus, the Ordinance specifically delineates the types of additional incentives the City will offer in return for affordable units in all new developments with five or more units. In summary, the ordinance requires 15 percent of all for-sale or rental construction projects to be affordable to moderate-income buyers or to very low-income (five percent) and low-income (ten percent) renters.

Development incentives could include use of a density bonus, modified site development standards, tenant and purchase screening by the Agency and financial assistance. Though the intent of the ordinance is to construct affordable units on-site as part of a mixed income development, a developer may propose alternatives to construct affordable units off-site through substantially rehabilitating units, to donate land for development or to pay an in-lieu fee.

Priority 1.4: Expand Homeownership Opportunities

Priority Needs/Target Groups: Given high housing prices in Burbank, homeownership assistance is primarily targeted towards above moderate income (120% Median Family Income) households who currently live or work in the community.

Five-Year Objectives: Consistent with the Agency's Implementation Plan, seek to provide affordable homeownership opportunities to 20 above moderate income households on an annual basis.

Implementing Programs: The City will implement the following programs to address Priority 1.4:

Site assembly for development of mixed income homeownership: The Redevelopment Agency plays an active role in fostering homeownership both through new construction, and provision of mortgage assistance to income qualified purchasers. Through site assembly and other assistance, the Agency is assisting in developing the following mixed income ownership developments to be completed during the Consolidated Plan timeframe:

- ✓ San Fernando Walk townhouses
- ✓ Burbank Village Walk condominiums
- ✓ The Collection at Downtown Burbank
- ✓ Cottages townhomes
- ✓ Riverside Drive condominiums

Mortgage Assistance Program: The City of Burbank's Homebuyer Mortgage Assistance Program (MAP) is currently only available to assist households purchasing Agency-assisted affordable homeownership developments. As the Agency continues to provide assistance to developers for the construction of new homeownership units, MAP funding will be used to assist households to purchase affordable housing units included in the developments. The Agency has provided MAP funding to assist homebuyers with purchases in the following new homeownership developments: The 20 unit Riverside Drive project included MAP loans to 10 above-moderate (120% MFI) income homebuyers, and similarly the 20 unit Burbank Cottages provided assistance to 10 above-moderate (120% MFI) income purchasers.

2. Priority Homeless Needs

Priority 2.1: Provide Support Services and Housing for the Homeless and Near Homeless through Support of Social Service Agencies and Regional Programs

Five-Year Objectives: Coordinate with Los Angeles Housing Services Authority (LAHSA) and other local communities in order to provide a continuum of care of services and facilities for the homeless. Support local service providers offering needed facilities and housing support services to homeless individuals and families, and persons at risk of homelessness. Pursue a partnership with the City of Glendale in providing emergency shelter for the homeless.

Implementing Programs: The City will implement the following programs to address Priority 2.1:

Emergency Shelters: Burbank participates in programs administered by public and quasi-public agencies. The City supports the voucher assistance program administered by the Burbank Temporary Aid Center through an annual allocation of CDBG funds. This program provides motel vouchers to homeless persons for a limited stay at local motels. The City also provides CDBG funds to support the Burbank Salvation Army, which provides emergency lodging to homeless and displaced families, rental assistance, and utility assistance.

Approximately 160 emergency shelter beds and 950 units of transitional housing (including 90 units in Burbank) are located in the immediate communities surrounding Burbank. A 100+ bed cold weather shelter is available just outside the City limits at the National Armory in Glendale from November to March.

Emergency Services: Burbank Temporary Aid Center and the Salvation Army offer a variety of services to homeless individuals and families, and persons at risk of becoming homeless, such as victims of domestic violence. These agencies provide counseling and referrals, a soup kitchen, food pantry, clothing and hygiene items, transportation assistance, laundry and showers, medical and prescription assistance. Through CDBG assistance, Burbank Temporary Aid Center is able to serve 10,000-12,000 persons and the Salvation Army 6,700 persons on an annual basis. For 2007, the combined requested CDBG assistance for these agencies is \$87,500.

Section 8 Rental Assistance: Very-low and extremely-low income households overpaying for housing are likely to be at risk of becoming homeless upon loss of employment. The Section 8 Rental Assistance program provides rent subsidies to these very-low and extremely-low income households.

Homeless Prevention: Burbank contracts with the Fair Housing Council of San Fernando to provide a wide range of fair housing services to ensure equal housing opportunities for its residents. The City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords.

Community Resources: In recent years, the Housing and Redevelopment Division hosted "Improving the Quality of Life Roundtable Discussion" for local non-profit organizations, the faith-based community, and City of Burbank staff to provide an opportunity for all service providers to exchange detailed information on services and programs for the homeless, low-income

individuals and families. One outcome from the discussion is to survey providers and non-profit organizations with the intent to distribute the identified “needs” to the faith-based community and churches to ensure better coordination of services, volunteers and assistance for the homeless and needy populations. Additionally, Community Resources staff will produce an informational local resources booklet, identifying all service providers in the area, which provide services for the homeless and low-income populations.

Chronic Homelessness: With the supportive organizations and services offered through LAHSA and the organizations, programs, services and resources listed above, Burbank contributes to all area and local efforts to ameliorate the problems that plague the chronically homeless.

3. Priority Special Needs Populations

Priority 3.1: Provide Housing and Supportive Services for Special Needs Populations

Priority Needs/Target Groups: Medium priority is assigned to assisting senior citizen homeowners in making necessary home repairs. High priority is assigned to providing supportive services for all lower and moderate income elderly, disabled, female-headed, and large households.

Five-Year Objectives: Support the provision of special needs housing through new construction and re-use of existing structures, and through coordination with non-profit housing providers. Develop program guidelines for expansion of the City’s current Rehabilitation Program to include assistance for accessibility improvements, and present to Council for consideration. Continue to support the provision of services for special needs populations.

Implementing Programs: The City will implement the following programs to address Priority 3.1:

Housing for Special Needs Populations: The City can facilitate housing for special needs individuals through the Redevelopment Agency by assisting with site assembly or through the use of the Inclusionary Housing Ordinance. Integration of community-serving uses with housing can also provide needed support services to allow special needs populations to live independently.

Certain special needs housing may be more conducive to re-use of existing structures than new construction. For example, transitional housing facilities for victims of domestic violence are typically provided within existing residential structures. The needs of large family renters can be addressed both through construction incentives, as well as through conversion of

existing rentals to large family units in conjunction with Agency supported acquisition/rehabilitation activities.

313 & 427 West Valencia Avenue: Five housing units, consisting of three 1-bedroom units, one 2-bedroom unit, and a 3-bedroom single family residence, will be made available to special needs populations through a partnership between the Burbank Housing Corporation and the Family Service Agency of Burbank.

Home Secure and Earthquake Shut-Off Valve Programs: The Redevelopment Agency funds this program to provide free home safety and security services to renters and homeowners with fixed or limited incomes. The Home Secure Program installs deadbolts, window and patio locks and door peepholes. It also allows grab bars, hand-held shower hoses, adjustable shower chairs, and other accessibility improvements for bathroom safety.

As a means of providing assistance with more significant improvements, including ramps, widened doorways and lowered countertops, the Redevelopment Agency expanded its rehabilitation program and the Home Secure program to offer financial assistance to both property owners and tenants interested in making such improvements. The Earthquake Shut-Off Valve Program, added in 1998, installs gas shut-off valves in the homes of lower income residents.

Residential Lifeline Credit Program: The goal of the Lifeline Credit Program is to reduce housing costs for low income senior citizens and the disabled by reducing utility costs. Any low income (50% Median Family Income) Burbank resident who is at least 62 years of age or disabled is eligible for the program. The program is also available to any person on an approved life-support system with no limit on income or age.

The program offers eligible persons an exemption from utility user's tax (a savings of about \$8 - \$25 monthly) and the first 400 KWH (kilowatt hours) of electricity are billed at 50 percent of the total charge. There is also a lower rate on sewer service charges, and applicants may qualify for discounted refuse fees. The City's reduced utility rate customers are referred to the phone, gas and cable companies which in turn may provide lower rates for these customers.

Services for Special Needs Populations: Burbank supports a variety of services for special needs populations, both through the City's Parks, Recreation and Community Services Department, and through support of public service providers. These services are described under Priority 6 – Community Services.

4. Priority Community Facilities

Burbank's priority non-housing community development needs are reflected in the Consolidated Plan (Table V-3), which include unmet community facility, infrastructure, public service, economic development and planning needs and assigns a priority need ranking for federal CDBG funds.

Priority 4.1 provides for new community facilities and improving the quality of existing community facilities to serve low and moderate income households.

Five-Year Objectives: Maximize the effectiveness of available CDBG funds for community facilities consistent with the urgency of the established need for facilities, the availability of other long-term funding for the facilities, and the provision of services at such facilities.

Implementing Programs: The City will implement the following programs to address Priority 4.1 [Fiscal Year 2007 CDBG projects/activities are listed in Exhibits A and B attached]:

Senior Centers: CDBG funds can renovate and/or remodel three senior centers – Joslyn, Tuttle and McCambridge Recreation Center. In fiscal year 2003, CDBG funds of \$190,000 were approved to remodel and expand the Tuttle Senior Center to add at least two all purpose rooms totaling 490 square feet. This project was completed in the summer of 2006. City funds of \$225,000 were approved in 2004 to commence improvements to the Joslyn Adult Center, with an additional \$320,000 approved for 2007 to complete a computer lab and new conference room.

Community Centers and Parks/Recreation Facilities: The City Park, Recreation and Community Services Department operates 25 park facilities, 3 community/youth centers, 2 performance theatres, an outdoor amphitheatre, a golf course, tennis center, skate park and Nature Center. CDBG funds, based on eligibility requirements, may be used to improve existing facilities, build new ones, or acquire sites for new parks/facilities.

In 2002, CDBG funds were used to acquire parcels for the new South San Fernando Park, now known as Ovrom Park. Last year, State, city, other local and private funds of approximately \$11-12 million were being considered for the park project (\$6 million) and a new soccer field (\$5.6 million).

Also in 2006, due to the availability of other State funding, the City reimbursed CDBG funds originally expended (\$1.23 million) to acquire park sites at 115-123 E. Cedar and 140-144 E. Providencia, and reprogrammed the funds for use in another CDBG eligible neighborhood (Lake/Alameda). The Redevelopment Agency is now negotiating a project in conjunction with Los Angeles County to construct a pedestrian access pathway in the

Lake/Alameda neighborhood. The project is estimated to cost \$1.4 million (\$800,000 CDBG; \$600,000 L.A. County), and additionally will include approximately \$250,000 in CDBG funds for sidewalk improvements.

In addition to the potential new youth and adult facility in the South San Fernando area, the City supports the Burbank Housing Corporation in establishing neighborhood activity centers in conjunction with neighborhood revitalization activities. BHC has four Family Resource/Activity Centers in the Elmwood, Verdugo-Lake, Golden State and Peyton-Grismer Focus Neighborhoods. A fifth center is located at the Mary Alice O'Connor Family Center.

The Burbank Unified School District encourages community use of school recreational facilities during non-school hours. Many school playground facilities are in need of upgrading, and may be supported using CDBG funds where facilities principally benefit low and moderate income households. In 2003, CDBG funds totaling \$225,000 were approved to provide disabled accessible playground equipment, to install new grass fields and other improvements at several Title I¹ schools, including Disney and Washington elementary schools. Other Disney and Washington Elementary School projects accounting for approximately \$300,000 in prior year CDBG funds were recently completed or are scheduled to commence construction. A \$15,000 exterior lighting project at Disney was completed in 2006 and a \$260,000 window modernization project at Washington Elementary will commence construction in June 2007.

Childcare Centers: Affordable, quality childcare has been identified as a significant need by local service agencies surveyed as part of the Consolidated Plan. The Burbank Cottages and Children's Center supported by the Redevelopment Agency accommodates 92 children, with approximately 20 percent of the spaces to be offered at affordable rates. A second center, the Mary Alice O'Connor Family Center, also in partnership with the City and Redevelopment Agency opened in February 2007 at the former Buena Vista Library site. The facility accommodates 88 children, infants, and preschoolers.

Other Community Facilities: Burbank may use CDBG funds to assist in the construction, expansion, and/or rehabilitation of other public facilities and non-City owned facilities serving low and moderate income residents, and residents with special needs. Homeless facilities, centers for the disabled, health facilities, city service facilities, parking facilities, and non-residential historic preservation have all been identified for possible federal fund use.

¹ TITLE 1 Schools are elementary and secondary schools in low-income areas that are showing marked success in achievement through extra help from the U.S. Department of Education to help students master the basics and more challenging subject matter.

In 2004, Burbank Temporary Aid Center planned a major renovation and construction project to expand its facility, which provides services to the homeless and needy. This project has been completed at a cost of \$1.2 million. CDBG funds of \$575,000 were approved in 2004 (Phase 1) and \$459,900 (Phase II) in 2005.

In November 2006, the Family Service Agency entered into a lease agreement with the City to move their operations from their 2,000 square foot facility to a much larger 6,900 square foot facility at 2721 W. Burbank Blvd.

The Family Service Agency of Burbank provides low and no cost professional clinical and psycho-educational services including family counseling, school-based outreach to local middle and high schools, teen substance abuse and anger management programs.

5. Priority Infrastructure Improvements

Priority 5.1 provides for needed Infrastructure Improvements in lower and moderate income target areas.

Five-Year Objectives: Maximize the effectiveness of available CDBG funds for infrastructure improvements consistent with the urgency of the established need for improvements and the availability of other long-term funding for improvements.

Implementing Programs: The City will implement the following programs to address Priority 5.1 [Fiscal Year 2007 CDBG projects/activities are listed in Exhibits A and B attached]:

Capital Improvements Plan: The City's Capital Improvements Plan identifies long range infrastructure and public improvements to be undertaken in Burbank. The City utilizes CDBG funds to assist in financing needed infrastructure improvements within designated low and moderate income areas (Consolidated Plan, Figure III-7), including streets, alleys, sidewalks, sewers, storm drains and traffic improvements. Based on the Capital Improvement Plan, the Public Works Department anticipates undertaking the following CDBG funded infrastructure improvements in low/moderate income areas during the five year Consolidated Plan period:

- ✓ Street Reconstruction – 5 projects
- ✓ Sidewalk Improvements/Pedestrian Ramps – 6 projects
- ✓ Sewer Line Improvements – 2 projects
- ✓ Installation of Storm Drains – 1 project
- ✓ Installation of traffic signals – 2 projects

In 2003, seven projects estimated to cost \$1.3 million with CDBG funds of over \$1.06 million were approved. Available funding turned out to total approximately \$800,000, with those projects completed in 2004. Other listed projects are scheduled for future funding:

- Olive Avenue Reconstruction between the I-5 bridge and Third Street (Census Tract 3107) [Project Completed]
- Third Street Reconstruction between Olive Avenue and Verdugo Avenue (Census Tract 3107) [Project Completed]
- Olive Avenue Reconstruction from Third Street to Sixth Street (Census Tract 3107)
- Tujunga Avenue Reconstruction between First Street and San Fernando Boulevard, and between Third Street and Glenoaks Boulevard (Census Tract 3107)
- Alley Reconstruction – West Buena Vista – north of Burbank Boulevard and Jeffries (Census Tract 3110)
- Alley Reconstruction - North of Olive Avenue from Brighton Street to Lincoln Street, and from Myers Street to Keystone Street (Census Tract 3117)
- Sidewalk Reconstruction (CDBG eligible areas)
- Pedestrian Ramp Construction (Citywide)

6. Priority Community Services

Priority 6.1 provides needed community services to those of lower and moderate income

Five-Year Objectives: Allocate a portion of Burbank’s annual CDBG entitlement towards community services consistent with the urgency of the established need for community services and the availability of other reliable long-term funding sources. In accordance with federal statutory limits, the amount allocated for public services is capped at 15 percent of CDBG funds, which historically averages \$250,000 - \$260,000 per year.

Implementing Programs: The City will implement the following programs to address Priority 6.1 [Fiscal Year 2007 CDBG projects/activities are listed in Exhibits A and B attached]:

Youth Services: The City may use CDBG funds to provide a variety of services to the City’s lower and moderate income youth and children. Needed services include recreation programs, affordable childcare and after school programs, transportation programs, employment services, counseling, and shelters for runaway youth and abused women and their children.

- **Family Service Agency** – Clinical counseling program for at-risk youth and their parents or guardians; a Community Day School for middle-

school to high school age at-risk youth, a middle-school and high school counseling program, and a social service intervention program in conjunction with the Burbank Housing Corporation are proposed for 2007.

- **Burbank Family YMCA** – Youth fitness program for 4-5th graders, and a youth day camp will be provided this year.
- **Boys & Girls Club of Burbank** – A youth enrichment program involving after school tutoring, technical/computer assistance training, crafts and recreational activities will be offered this year, as well as, programs for hearing impaired youth.

Other youth services provided by the City through the Parks, Recreation and Community Services Department, include the following:

- **Summer Food Lunch Program** – Free lunches offered at four summer park sites for youth 18 years or younger (7 week program).
- **Afterschool Drop-In Programs** – Free on-site supervised recreational programs at McKinley and Providencia Elementary Schools and Jordan, Luther-Burbank and Muir Middle Schools.
- **Affordable Afterschool Daze Program** – This fee based program provides on-site supervised recreational activities for Burbank elementary school children at Edison, Emerson, Jefferson, Miller and Washington Elementary Schools, and at Olive and Verdugo Recreation Centers.
- **Day Camp Programs** – Various programs are offered for youth ages 5-14 during school breaks at McCambridge and Verdugo Recreation Centers and Gross Park.
- **Kids at Play** – A mobile recreation program, which utilizes City staff and two vans equipped with supplies; vans are driven to smaller parks and neighborhoods where access to larger recreation centers is limited.
- **Pack for Success Program Youth Board** – In collaboration with the Burbank Youth Board, the Burbank Outreach Center, and We Care for Youth, this program provides backpacks filled with school supplies to students without the means to buy supplies.

Childcare Services: The City provides CDBG funding support to the YMCA for operation of a preschool age childcare program. During FY 2007, CDBG funds will provide partial-subsidized care for up to 200 children from low/moderate income families.

Employment Training: The City provides CDBG funding to agencies that provide job training and placement services to lower income youth and the disabled. BUILD Rehabilitation Industries provides job training and placement for developmentally disabled persons. The Burbank School District's Summer Youth Employment Training Program places low and

moderate income youth in various work settings in Burbank where they are provided with job training designed to enhance their future employability. CDBG proposals totaling \$87,000 are under consideration for 2007.

The City maintains a strong commitment to employment training, and supports or participates in several other important programs. The City's Community Development Department and Management Services Department staff the Work Force Connection job resource center which is funded through the Workforce Investment Act (WIA) and handles approximately 12,000 client visits on an annual basis. As part of the Work Force Connection Program, the City contracts with Work Training Programs (WTP) to offer job training and placement to persons with developmental disabilities or mental illness. The Management Services Department administers or supports several work training programs, including:

- ✓ CREST Program (City Resources Employing Students Today)
- ✓ Magnolia Park CREST Program
- ✓ BEST Program (Burbank Employment & Student Training)
- ✓ Summer Trails Program
- ✓ DRIVE Program (Developing Responsible, Independent Valuable Employees)
- ✓ WIA ISY Program (Workforce Investment Act – In School Youth Program)
- ✓ WIA OSY Program (Workforce Investment Act – Out of School Youth Program)

Services to Persons with Disabilities: CDBG funds may be used to support social service agencies that serve disabled persons. The City contributes funds to Burbank Center for the Retarded (BCR) to operate an extended day care program for developmentally disabled adults and children. For 2007, \$13,500 is requested for these programs. As previously described under Employment Training, the City also provides CDBG funds to BUILD Rehabilitation Industries to provide job training, employment and placement services to persons with developmental disabilities. The City also contracts with Work Training Programs (WTP) to offer job training and placement to persons with developmental disabilities or mental illness.

The Heritage Clinic, Community Assistance for Seniors (CAPS) provides an adult day care center. These adults suffer from Alzheimer's disease and dementia. CDBG funds of \$30,000 are requested for this year.

Senior Services: The City may use CDBG funds to provide needed services to its senior population, such as in-home services, fitness programs, adult day care, nutrition programs, health services, information and referral, and transportation.

CDBG currently funds the YMCA's senior citizen fitness program and serves approximately 20 low and moderate income seniors annually. Other 2007 CDBG services include, Burbank Noon Lions to administer eye examinations/hearing tests and provide prescription glasses and hearing aids.

Crime Awareness/Prevention Programs: The Burbank Police Department operates a number of crime prevention/education programs, although none of these are currently funded through CDBG. (Refer to the Strategic Plan for a description of these programs).

Fair Housing and Tenant/Landlord Mediation Services: Burbank contracts with Fair Housing Council of San Fernando Valley to provide fair housing services for its residents. A variety of services are provided, including investigation of allegations or complaints regarding unfair housing practices, conducting community outreach and education, fair housing audits and testing, and providing counseling or referrals to other agencies when individuals may have been victims of housing discrimination. The Fair Housing Council works with real estate agents, lenders, landlords, home-seekers and tenants to reduce incidents of discrimination against people because of race, color, religion, age, ancestry, sex, sexual orientation, familial status, national origin or physical or mental disability. For 2007, CDBG funds (\$18,000) will provide for the services described above and handle approximately 20 cases of alleged housing discrimination.

In addition to the Fair Housing Council, the City's Landlord-Tenant Commission meets monthly to provide a forum for landlords and tenants to discuss rent increases. The Commission also provides information concerning landlord tenant relations.

Community Resources: City personnel focus on community outreach within the five focus neighborhoods. Staff in cooperation with the Burbank Housing Corporation continues to take strides in outreaching to residents in the focus neighborhoods. The Redevelopment Agency and the Burbank Housing Corporation have developed, neighborhood-by-neighborhood, activity centers from which to offer community enriching uses, such as family and youth services. The Redevelopment Agency continues to sponsor neighborhood events and facilitate information sharing for residents in an on-going effort to improve citizen participation and to strengthen and build community in their neighborhoods. Additionally, a quarterly community outreach newsletter is mailed to the five focus neighborhoods, which highlights City programs as well as other outside agency programs.

Other Public Services: The City provides CDBG funding support to the Library Literacy Program. The Burbank Library offers a literacy program to help adults, possessing less than sixth grade skills, to prepare for employment prospects by increasing their ability to read and write. The

Library periodically sends out flyers advertising the free program to local social service agencies to identify prospective participants.

7. Priority Economic Development Needs

Priority 7.1: Foster Economic Development Opportunities for Lower and Moderate Income Residents Through Redevelopment Agency Programs

Five-Year Objectives: Facilitate business expansion and economic development within Redevelopment Project Areas. Encourage commercial and industrial revitalization activities.

Implementing Programs: The City will implement the following programs to address Priority 7.1:

Business Retention & Expansion Program: The Burbank Redevelopment Agency implements an active business retention and expansion program. This is accomplished by promoting local job opportunities, eliminating underutilized and deteriorating properties, and assisting in the revitalization of the business climate in a project area. Specific Agency activities under this program may include establishment of one or more development sites; land acquisition; assistance with on and off-site public improvements; loans to new businesses through the Small Business Administration; operation of Team Business, a business resource center.

Downtown Tenant Assistance Program: The purpose of the Downtown Tenant Assistance Program (DTAP) is to provide low interest loans as financial incentives to attract certain new key retail tenants to locate in the downtown.

Public Facilities and Improvements Program: The program includes the construction and installation of public facilities and improvements within the Redevelopment Project Areas to support the economic development of the area. Potential public improvements may include street improvements, sewer improvements, improvements to water distribution lines, and electrical distribution improvements.

8. Other Priority Community Development Needs

Priority 8.1: Provide for Necessary Planning Activities to Develop Both Housing and Community Development Plans to Address Anticipated Need

Five-Year Objectives: Continue to conduct planning relevant to the CDBG and HOME program. Undertake relevant studies to facilitate residential infill.

Implementing Programs: The City will implement the following programs to address Priority 8.1:

Consolidated Plan: The City will annually review its Consolidated Plan, and update the Annual Plan and other components as necessary. The City updated its Analysis of Impediments to Fair Housing Choice during the 2003 fiscal year, and it was approved by the Burbank City Council.

Land Use Studies: As a built-out City, Burbank is faced with accommodating needed residential development in its Downtown, on selected commercial corridors, and on scattered underutilized sites within residential neighborhoods. Both the City's Blue Ribbon Task Force on Affordable Housing and the City's Planning Department have identified several land use studies and ordinances which could help to facilitate the integration of housing in such areas, while establishing standards to ensure quality development. These studies/ordinances include:

- ✓ Mixed use development standards (including live/work units)
- ✓ Development standards for small lot single-family
- ✓ Prototypes of new urban densities which allow for affordable component
- ✓ Affordable housing incentives ordinance

C. ANTI-POVERTY STRATEGY

The City has designated Economic Development and Job Training as a High Priority, and actively supports a variety of activities in support of these goals.

Since 1983, Burbank has partnered with the cities of Glendale and La Canada Flintridge as part of the Verdugo Consortium to provide job training and programs to residents in the Verdugo Area. Funded under the federal Workforce Investment Act (WIA), the Verdugo Consortium offers a variety of activities designed to increase employment, job retention, earnings and occupational skills. To supplement the WIA-funded Verdugo Jobs Center located in Glendale, Burbank opened Work Force Connection in City Hall annex, providing a one-stop career center offering job seekers and employers access to a variety of employment resources.

Additionally, the Community Development Department established Team Business, a business resource center in partnership with the Burbank Chamber of Commerce, Small Business Development Center and the Small Business Administration. This center provides workshops, financing options and a variety of services to residents who want to start a business or business owners who are looking to expand and grow. The Library Department offers a literacy program to help adults, possessing

less than sixth grade skills, to prepare for employment prospects by increasing their ability to read and write.

The City also annually assists organizations such as BUILD Rehabilitation Industries, Burbank Unified School District, and the Burbank Family YMCA. BUILD provides vocational training for low and moderate income adults who are either mentally or physically disabled. Through job training that simulates actual business practices, BUILD can place these individuals in private industry jobs. The School District administers a summer youth employment-training program, providing job training and work ethic values to economically disadvantaged youth. The YMCA's child care program is designed in part for low income single mothers who are seeking employment or who are continuing their education to better provide for their families. Other local agencies the City assists financially to help those in poverty become self-sufficient include Burbank Temporary Aid Center and the Salvation Army.

The City further encourages the use of apprentices and trainees in CDBG, HOME, and other federally or locally financed capital improvement projects. Single mothers with children, the elderly, the disabled and those with special needs are helped through the City's Section 8 program to the extent possible.

D. LEAD-BASED PAINT HAZARD REDUCTION

Based on national averages established by HUD, an estimated 7,000 pre-1978 rental units and 250 owner units in Burbank may contain lead based paint (refer to earlier Table III-16). The Los Angeles County Health Services' Childhood Lead Prevention Program has identified four census tracts (of 361 tracts County-wide) in the eastern area of Burbank considered high risk areas for lead poisoning. According to the County, there have been five cases of lead poisoning in Burbank between 1997-2000, two of which were in these high risk areas and all which involved Hispanic children.

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities (refer to Table III-18):

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

Actions the City of Burbank will undertake to reduce lead-based paint hazards in applicable housing units include:

- 1) Consulting with local and County agencies to determine the extent of paint cases
- 2) Development of policies, strategies, and an action plan for use in housing programs
- 3) Increasing the technical capacity of staff through training and education
- 4) Formulating brochures, utility bill inserts and information bulletins explaining lead-based paint to the public

To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by the Burbank Housing Corporation are tested for lead and asbestos. Based on report findings, the City contracts with a lead consultant for abatement or implementation of interim controls. Burbank Housing notifies tenants of the results of the test and the clearance report. As part of the City's Rehabilitation Program, the City includes lead based paint testing as an eligible item for homeowners and property owners to include in their rehabilitation loans. In Section 8 programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

E. REDUCTION OF BARRIERS TO AFFORDABLE HOUSING

Both Burbank's 2000-2005 Housing Element, and the Blue Ribbon Task Force on Affordable Housing Recommendations (2003) identify several strategies to address potential barriers to affordable housing. The City and its Redevelopment Agency will implement the following strategies as a means of continuing to facilitate the production of affordable housing:

- ✓ Continue to offer density bonus incentives for development of affordable housing.
- ✓ Continue Redevelopment Agency assistance in development of affordable housing, including site assembly, provision of infrastructure, and direct financial assistance.
- ✓ Develop pertinent land use studies and ordinances to facilitate infill development, including: mixed use development standards, standards for small lot single-family development, and prototypes for new urban densities.
- ✓ Implement the adoption of the inclusionary zoning ordinance, requiring 15 percent of new development to be set aside as affordable to lower and moderate income households.

- ✓ Collaborate with the Burbank Board of Realtors in sponsorship of a homebuyer seminar to educate prospective home purchasers on favorable home purchase tools.

F. ACTIVITIES TO FURTHER FAIR HOUSING

To address HUD provisions to affirmatively further fair housing, Burbank has adopted an Analysis of Impediments to Fair Housing Choice (AI) for the period 2003-2008. The City's AI includes detailed analysis and specific recommendations pertaining to fair housing choice and access to credit, fair housing outreach, and a review of local planning and building ordinances.

Burbank's fair housing responsibility includes formulating actions to overcome the effects of identified impediments and maintaining records to support its certification to affirmatively further fair housing. The Fair Housing Plan covers this responsibility and encompasses objectives, activities and actions in the following areas:

- ✓ Education and outreach
- ✓ Monitoring lending, housing providers, and local real estate practices
- ✓ Enforcement activities
- ✓ Investigative testing and auditing local real estate markets
- ✓ Land use policies to affirmatively further fair housing
- ✓ Increasing geographic choice in housing for Section 8 Certificate and Voucher holders, other lower income renters and prospective homebuyers

G. ANTI-DISPLACEMENT/RELOCATION

The City has a Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the HCD Act of 1974 as described in 24 CFR 570.606 (b)(1). Burbank will replace all occupied and vacant occupiable low/moderate income units demolished or converted to a use other than as affordable housing as a direct result of activities assisted with funds under the Act. Relocation assistance is provided as described in 570.606 (b)(2) of the Act.

To minimize displacement, Burbank will not undertake activities that would result in the displacement of low/moderate income households, unless applicable relocation guidelines are followed. Further, the Redevelopment Agency will not demolish residential units within a redevelopment project area unless a plan is in place for replacement of those units. Each project or activity is evaluated with respect to any projected displacement that could occur prior to program funding.

H. INSTITUTIONAL STRUCTURE/ COORDINATION AMONG AGENCIES

The City and its Redevelopment Agency work with both non-profit agencies and for-profit developers in planning affordable housing through various programs. The City leverages local funds with outside sources to promote affordable housing, and offers developers concessions in exchange for provision of affordable units. Such developer incentives include land write downs, direct financial subsidies, flexible zoning, and provision of necessary public improvements. The City further helps developers by working with City Departments to streamline the process of project approval. Lastly, Burbank expands its existing relationships with local jurisdictions through cooperative agreements, and with the State by obtaining increased performance incentives and accessing funds available for producing affordable housing.

The Burbank Community Development Department (CDD) maintains staff linkages with other City departments, including the Burbank Housing Authority to keep current on housing related policies, issues and services. Through daily contact and inter working relations, City staff implements programs and services and tracks issues of concern. This process allows easy access to data on building activity, housing conditions, code requirements, zoning, growth issues, employment trends, and other demographic data.

In addition to the City's internal network, through its federal entitlement and other resources, Burbank interacts with various non-profit agencies and public service groups in the delivery of programs. These entities include the following:

- ✓ Fair Housing Council of the San Fernando Valley
- ✓ Family Services Agency of Burbank
- ✓ BUILD Rehabilitation Industries, Inc.
- ✓ Burbank Temporary Aid Center
- ✓ The Salvation Army, Burbank Corps
- ✓ Burbank Family YMCA
- ✓ Burbank Unified School District
- ✓ Boys & Girls Club of Burbank
- ✓ Partners In Care Foundation
- ✓ Burbank Center for the Retarded
- ✓ Heritage Clinic and Community Assistance Program for Seniors
- ✓ Burbank Noon Lions
- ✓ Burbank Housing Corporation
- ✓ We Care For Youth

These agencies are assisted by City staff in planning programs and projects, ensuring activity eligibility and costs, complying with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program

funds. The City requires agencies to submit quarterly or annual reports to meet federal requirements, and periodically conducts sub-recipient audits and on-site reviews.

As part of the Consolidated Plan process, the City received input from approximately 25 housing and public service agencies through a combination of consultation workshops, interviews and a Needs Assessment Survey (refer to Appendix A for a listing of these agencies and a summary of their comments). These agencies provided valuable input into the identification of needs and gaps in service, and in development of the City's five year Strategic Plan.

Burbank City staff continues their representation on a variety of topical committees, acting as advisors to the following groups:

- ✓ Burbank Advisory Council on Disabilities
- ✓ Burbank Childcare Committee
- ✓ Burbank Landlord Tenant Commission
- ✓ Burbank Senior Citizen's Board
- ✓ Burbank Youth Board
- ✓ Community Development Goals Committee
- ✓ Mayor's Youth Task Force
- ✓ Teens In Action Communications Team
- ✓ Teens In Action Police Youth Relations Team
- ✓ Verdugo Private Industry Council

These entities address a range of housing and community development issues including tenant rights; services for children, youth, seniors and persons with disabilities; affordable housing; job training; and the CDBG and HOME funding process. The Burbank Housing Authority is part of the Community Development Department, and has its commissioners appointed by the City Council.

A new CDD emphasis started in 2004 is a more focused and concerted effort to enhance community outreach. A primary goal will be to build and strengthen community neighborhoods. The objectives are to build the capacity of individuals and neighborhoods by identifying assets and needs, improve access to community resources and services, enhance information sharing between residents, neighborhood groups and City staff, and support neighborhood involvement and organization to maintain a high quality of life.

I. MONITORING

Careful evaluation of the housing and public service delivery system can be the most effective tool in detecting gaps and making appropriate modifications. Burbank follows monitoring procedures for sub-grantees which includes in-house review of progress reports and expenditures, and on-site visits to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve

consistent information on beneficiaries. Technical assistance is provided where necessary.

Project and financial data on CDBG and HOME-funded activities is maintained using HUD's IDIS (Integrated Disbursement Information System) software. Use of this system allows HUD staff easy access to local data for review and progress evaluation.

J. Citizen Participation

The submission of Burbank's Annual Action Plan for 2007 meets federal requirements for consultation with HUD and the State of California, as needed, units of local government, and the Burbank Housing Authority. Other local entities, including for profit and nonprofit organizations/agencies, community groups, committees, and commissions, City departments and divisions, social services and private citizens were consulted. [Refer to the Consolidated Plan].

Burbank encourages any citizen and/or group comment on the Annual Plan through a combination of public notices, postings, mailings and meetings. Public comment is requested on community needs, strategies, programs, projects and activities. The Burbank City Council and the Community Development Goals Committee, a citizen advisory committee to the Council, hold public meetings annually. The City further advertises Notices of Fund Availability and request for proposals and solicits public review and comment on Annual Performance Reports pertaining to the use of federal funds.

For 2007, the Community Development Department received no citizen comment.

The Annual Plan for 2007 includes \$900,000 in public works proposals to improve streets, sidewalks and alleys, and to install pedestrian ramps in CDBG eligible areas. Of the projects proposed, \$348,875 has been approved to improve sidewalks and/or install pedestrian ramps. An additional \$1.5 million in reimbursed CDBG funding is earmarked for a pedestrian access pathway in the Lake/Alameda neighborhood along with sidewalk improvements.

Fair housing services are mandated by HUD and federal guidelines to provide equal housing opportunities and equal access for all citizens and particularly for those protected classes identified by state and federal law. The City must either implement the services on its own or contract out. The City contracts with the Fair Housing Council of the San Fernando Valley for these services at a cost of \$18,000 annually. This contract not only fulfills the City's mandate to provide fair housing services, but also at a much lower cost than if the City were to undertake the services itself.