



AGENDA AND NOTICE OF THE MEETING OF THE
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF
DIRECTORS

WEDNESDAY, APRIL 7, 2021 – 10:30 A.M.

Teleconference Meeting

Zoom Link: <https://zoom.us/j/95186758998>

Livestream Available at: <https://youtu.be/uUV3dVNm3gQ>

Thank you for participating in today's meeting. The Board of Directors encourages public participation and invites you to share your views on agenda items.

MEETINGS: The Board of Directors agenda packet is available at the San Gabriel Valley Regional Housing Trust (SGVRHT) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvrht.org. Copies are available via email upon request (bacevedo@sgvrht.org). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVRHT website. Your attendance at this public meeting may result in the recording of your voice.

PUBLIC PARTICIPATION: Your participation is welcomed and invited at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVRHT requests that persons addressing the meeting refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE GOVERNING BOARD: At a regular meeting, the public may comment on any matter within the jurisdiction of the Board of Directors during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. There is a three-minute limit on all public comments. Proxies are not permitted, and individuals may not cede their comment time to other members of the public. **The Board of Directors may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Board of Directors. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Board of Directors can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Board of Directors.

SGVRHT Officers

Chair
Jed Leano

Vice-Chair
Becky Shevlin

**Jurisdictional
Representatives**
Northeast Representative
Gary Boyer, Glendora

Northwest Representative
Becky Shevlin, Monrovia

Central Representative
Vacant

Southeast Representative
Patty Cortez, Covina

At-Large Representatives
Adele Andrade-Stadler,
Alhambra
Margaret Finlay, Duarte
Jed Leano, Claremont

**Housing/Homeless
Experts**
Vacant (Delegate)
Carol Averell (Alternate)

Benita DeFrank (Delegate)
Alma Martinez (Alternate)

Members

Alhambra
Arcadia
Azusa
Baldwin Park
Claremont
Covina
Diamond Bar
Duarte
El Monte
Glendora
Irwindale
La Cañada Flintridge
La Verne
Monrovia
Montebello
Pasadena
Pomona
San Gabriel
South El Monte
South Pasadena
West Covina



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF COVID-19: On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local State of Emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new Order issued by the Governor and ensure the safety of Board Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the San Gabriel Valley Regional Housing Trust Board of Directors meeting scheduled for April 7, 2021 at 10:30 AM will not be allowed. To allow for public participation, the Executive Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://zoom.us/j/95186758998>. You may also access the meeting via the livestream link on the front of the agenda page.

Submission of Public Comments: For those wishing to make public comments on agenda and non-agenda items you may submit comments via email or by phone.

- Email: Please submit via email your public comment to Brielle Acevedo at bacevedo@sgvrht.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be part of the recorded meeting minutes but will not be read aloud. A copy of all public comments will be forwarded to the Committee.
- Zoom: Through Zoom, you may speak by using the web interface "Raise Hand" feature. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes. Public comment is taken at the beginning of the meeting for items not on the agenda. Public comment is also accepted at the beginning of each agenda item.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Brielle Acevedo at least 48 hours prior to the meeting at (626) 209-9238 or at bacevedo@sgvrht.org.

PRELIMINARY BUSINESS

5 MINUTES

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting.

CONSENT CALENDAR

5 MINUTES

6. Board of Directors Minutes- February 3, 2021 Meeting- Page 1
Recommended Action: Adopt Board of Directors minutes for the February 3, 2021 meeting.
7. San Gabriel Valley Project Pipeline- Page 4
Recommended Action: Adopt Resolution 21-04 updating the SGVRHT project pipeline.
8. Amend Fiscal Year 2020-2021 Budget- Page 10
Recommended Action: Adopt Resolution 21-05 amending the FY20-21 Operating Budget and adopting FY20-21 Capital Budget
9. Fiscal Year 2021-2022 Budget- Page 20
Recommended Action: Adopt Resolution 21-06
10. SGVRHT Bylaws Update- Page 27
Recommended Action: Adopt Resolution 21-07 adopting the First Amended and Restated Bylaws
11. Prorated Joining Fee- Page 43
Recommended Action: Adopt Resolution 21-08 approving prorated joining fee
12. Board of Directors Calendar Update- Page 47
Recommended Action: Approve SGVRHT Board Meeting Calendar Update

ACTION ITEMS

20 MINUTES

13. SB15- Page 49
Recommended Action: Adopt Resolution 21-09 in support of SB 15
14. LHTF Project Scoring Guidelines - Page 53
Recommended Actions: Adopt Resolution 21-10
15. Emergency Shelter Template Agreements- Page 57
Recommended Action: Authorize the Executive Director to finalize and execute MOAs with participating cities

PRESENTATIONS

25 MINUTES

16. Strategic plan, funding strategy, and housing needs assessment presentation by BAE Urban Economics, Sadlon and Associates, and the Future Organization

DISCUSSION ITEMS

UPDATE ITEMS

5 MINUTES

17. Legislative Update: SB 679 (Kamlager)- Page 65
Recommended Action: For information only.

GENERAL COUNSEL'S REPORT

5 MINUTES

EXECUTIVE DIRECTOR'S REPORT

5 MINUTES

CHAIR'S REPORT

5 MINUTES

ADJOURN

SGVRHT Board of Directors Unapproved Minutes

Date: February 3, 2021
Time: 10:30 AM
Location: Zoom Virtual Meeting

PRELIMINARY BUSINESS

1. Call to Order
Chair Leano called the meeting to order at 10:30 AM.
2. Pledge of Allegiance
The Board of Directors recited the Pledge of Allegiance.
3. Roll Call

A quorum was in attendance.

Members Present

Adele Andrade-Stadler, City of Alhambra
Patty Cortez, City of Covina
Jed Leano, Housing/Homeless Expert
Benita DeFrank, Housing/ Homeless Expert
Becky Shevlin, City of Monrovia
Gary Boyer, City of Glendora

Members Absent

Margaret Finlay, City of Duarte

Staff

M. Creter, Executive Director, SGVRHT
C. Sims, SGVCOG
J. Eggart, General Counsel, SGVRHT
B. Acevedo, SGVRHT

4. Public Comment
There was no public comment.
5. Changes to Agenda Order
There were no changes to the agenda order.

CONSENT CALENDAR

6. Board of Directors Minutes – December 2, 2020 Meeting
Recommended Action: Adopt Board of Directors minutes for the December 2, 2020 meeting.
7. Board of Directors Minutes- December 21, 2020 Meeting
Recommended Action: Adopt Board of Directors meeting notes for the December 21, 2020 meeting.
8. San Gabriel Valley Project Pipeline
Recommended Action: Adopt Resolution 21-01 updating the SGVRHT project pipeline.
9. Chair and Vice Chair Appointments
Recommended Action: Appoint Jed Leano as Chair and Becky Shevlin as Vice Chair.
10. Uniform Multifamily Regulations for HCD funded projects
Recommended Action: Adopt Resolution 21-02 Uniform Multifamily Regulations

There was a motion to approve Items 6, 7, 8, 9, and 10 on the consent calendar (M/S: Shevlin/Boyer).

[Motion Passed]

AYES:	Andrade-Stadler, Boyer, Cortez, DeFrank, Leano, Shevlin
NOES:	
ABSTAIN:	
ABSENT:	Finlay

ACTION ITEMS

- 11. SGVRHT Loan Documents and Signature Authority**

Recommended Action: Authorize Executive Director to finalize and execute loan documents for SGVRHT funded projects.

There was a motion to authorize the Executive Director to finalize and executive loan documents for SGVRHT funded projects (M/S: Shevlin/Cortez).

[Motion Passed]

AYES:	Andrade-Stadler, Boyer, Cortez, DeFrank, Leano, Shevlin
NOES:	
ABSTAIN:	
ABSENT:	Finlay

- 12. Non-congregate Emergency Shelter Pilot Program Budget and Parameters**
Recommended Actions: 1) Adopt Resolution 21-03 adopting a not-to-exceed pilot project budget; 2) Authorize Executive Director to execute contracts with selected non-congregate shelter and related vendor(s) 3) Authorize the Executive Director to negotiate additional capital funds from Los Angeles County and expand the pilot project to include additional sites.

There was a motion to approve Resolution 20-21 allowing use of PLHA funds for a portion of SGVRHT annual administrative and affiliate fees. (M/S: Cortez/Shevlin).

[Motion Passed]

AYES:	Andrade-Stadler, Boyer, Cortez, DeFrank, Leano, Shevlin
NOES:	
ABSTAIN:	
ABSENT:	Finlay

PRESENTATIONS

Strategic plan, funding strategy, and housing needs assessment presentation by BAE

Urban Economics, Sadlon and Associates, and the Future Organization

UPDATE ITEMS

There were no update items.

GENERAL COUNSEL'S REPORT

There was no General Counsel Report

EXECUTIVE DIRECTOR'S REPORT

There was no Executive Director Report

ADJOURN

Chair Leano adjourned the meeting at 11:19 AM.

REPORT

DATE: April 7, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SAN GABRIEL VALLEY PROJECT PIPELINE UPDATE**

RECOMMENDED ACTION

Adopt Resolution 21-04 approving the updated San Gabriel Valley Project Pipeline

BACKGROUND

At its June 3, 2020, meeting the SGVRHT Board of Directors Authorized approved an initial project pipeline. At that time, staff acknowledged that the project pipeline was an evolving document that would continue to be updated as new projects were presented to the SGVRHT.

At its June 16, 2020, meeting, the Board of Directors authorized staff to release an initial project application that would formalize the process by which the Board could receive and consider projects. This initial project application process was also intended to identify projects that could be included in the SGVRHT's application to the State's Local Housing Trust Fund (LHTF) Grant Program. The initial project application was distributed to cities in June 2020 and is available at the SGVRHT website (www.sgvrht.org). The pipeline was most recently updated at the February 3, 2021 meeting with the applications received.

DISCUSSION

The SGVRHT has received additional applications and staff recommends that the projects are added to the San Gabriel Valley Project Pipeline.

City	Project Name	# of units	Project Description	Funding Gap/Request
Alhambra	Chapel	44	Low and extremely low-income housing	\$4,200,000
Covina	Covina Navigation Center		52 beds of temporary housing with on-site services	\$3,000,000
Duarte	Duarte Park Apartments	100	Existing property at risk of expiring affordability covenant. Rehab of 100 units of Senior Housing	\$3,000,000
El Monte	38	11730 Ramona Blvd.	Affordable housing for low-income seniors	\$2,000,000
El Monte	150	Back Home Initiative	Initiative to build 150 accessory dwelling units at no cost to qualified	\$3,000,000

			homeowners with a 10-year affordable covenant	
Monrovia	St. Luke's	66	66 units of affordable senior housing with a set aside of 33 units as permanent supportive housing	\$1,500,000
Pomona	Prisma Artist Loft	75	67 units of affordable housing for artists and families; 8 units of permanent supportive housing	\$2,500,000

The project pipeline will continue to be updated as additional applications are received. The project pipeline allows the SGVRHT to establish an initial list of projects to be used in funding applications and demonstrates the need for affordable housing in the San Gabriel Valley to support fundraising and marketing efforts.

Prepared by: Brielle Acevedo
 Brielle Acevedo
 Principal Management Analyst

Approved by: Marisa Creter
 Marisa Creter
 Executive Director

ATTACHMENTS

Attachment A – Resolution 21-04 San Gabriel Valley Project Pipeline

RESOLUTION NO. 21-04

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(SGVRHT) ADOPTING SAN GABRIEL VALLEY PROJECT PIPELINE**

WHEREAS, on June 3, 2020, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board adopted an initial San Gabriel Valley Project Pipeline; and

WHEREAS, the Board directed staff to solicit additional projects from cities for the San Gabriel Valley Project Pipeline; and

WHEREAS, an additional project has since submitted an application for funding to the SGVRHT; and

WHEREAS, the additional project has been added to the San Gabriel Valley Project Pipeline;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the SGVRHT adopts the San Gabriel Valley Project Pipeline, attached hereto and incorporated herein as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of SGVRHT held, on the 7th day of April, 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-04 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

Exhibit A

San Gabriel Valley Project Pipeline				
City	# of units	Project Name	Project Description	Funding Gap/Request
Alhambra	50	Mariposa	low and extremely low-income housing	\$3,000,000
Alhambra	44	Chapel	low and extremely low-income housing	\$4,200,000
Arcadia	9	Lucile St.	County owned parcel entitled for affordable housing	\$1,800,000
Baldwin Park	55	Metro Central Place	affordable housing	\$1,500,000
Baldwin Park	90	Maine and Pacific	affordable housing, including units for homeless veterans	\$16,000,000
Baldwin Park	13	14404-14412 Ramona	affordable housing and workforce housing	\$6,000,000
Claremont	21	Harrison Avenue	affordable housing	\$2,380,000
Covina		Covina Navigation Center	52 beds of temporary housing with on-site services	\$3,000,000
Duarte	60	Gold Line	60-70 units of affordable housing adjacent to the Duarte Gold Line station	\$7,000,000
Duarte	100	Duarte Park Apartments	100 units of senior housing at risk of expiring affordability covenant in 2022	\$3,000,000
El Monte			Up to 100 units of transitional housing units for homeless families	\$37,000,000
El Monte	38	11730 Ramona Blvd.	Affordable housing for low-income seniors	\$2,000,000
El Monte	150	Back Home Initiative	Initiative to build 150 accessory dwelling units at no cost to qualified homeowners with a 10-year affordable covenant	\$3,000,000
Monrovia	66	St. Luke's	66 units of affordable senior housing with a set aside of 33 units as permanent supportive housing	\$1,500,000
Pomona	125	East Holt	affordable housing for low and very low-income families	\$2,000,000
Pomona	75	Prisma Artist Loft	67 units of affordable housing for artists and families; 8 units of permanent supportive housing	\$2,500,000
South El Monte			Rehabilitation project to provide transitional housing units for homeless families	\$4,000,000
South El Monte	140		affordable housing for low-income seniors	\$1,300,000
South Pasadena			Purchase and rehabilitation of excess Caltrans properties to preserve for affordable housing	\$14,000,000

Attachment A

Awarded Projects				
Claremont	15		affordable housing for low-income and homeless seniors	\$500,000
Pomona	56	West Mission	56 units of affordable housing, including housing for families, homeless veterans, and homeless households.	\$1,375,000

REPORT

DATE: April 7, 2021
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **FY 2020-2021 SGVRHT BUDGET AMENDMENT**

RECOMMENDED ACTION

Adopt Resolution 21-05 amending the FY 2020-2021 SGVRHT Budget and adopting the FY 2020-2021 Capital Budget.

BACKGROUND

In June 2020, the SGVRHT Board approved the FY 2020-2021 budget which included anticipated operating revenue and expenses. Since the adoption of the budget, the SGVRHT received capital sources which were allocated to capital expenses with the Board's approval of the Local Housing Trust Fund application and Emergency Shelter Pilot Program.

AMENDED FY 2020-2021 OPERATING BUDGET

Staff has proposed revisions to the FY 2020-2021 budget to update the operating budget to match actual revenue and expenses. Table 1 contains a summary of the proposed budget revisions.

Table 1.

	FY 20-21 amended	FY 20-21 original	Change
Operating Revenue	\$198,500	\$205,000	(\$6,500) ¹
Grants & Special Projects Income	\$573,806	\$647,500	(\$73,694) ²
Indirect Expenses	\$563,306	\$641,450	(\$78,144) ³
Net Income (Loss)	\$10,500	\$6,050	(\$4,450)

¹ Operating Revenue is composed of member dues. Per the Joint Powers Agreement (JPA), Parties that allocated Measure H funding to the SGVRHT would receive a credit for their first-year administrative fee. Three cities used this option and the corresponding decrease in member dues was partially offset by additional cities joining the SGVRHT.

² Grants & Special Projects Income is composed of Measure H funding and State Homelessness funding. This funding was allocated to projects that extend across fiscal years and the change represents funding that was reallocated to FY21-22 to cover costs incurred during that period.

³ Indirect Expenses is composed of board expenses, printing, Master Services Agreement with SGVCOG (MSA), consultant support, and insurance costs. The reductions in this category include a reduction in board and printing expenses due to remote meetings and a reallocation of some consultant support costs to FY21-22 to cover costs incurred during that period.

FY 2020-2021 CAPITAL BUDGET

Staff has proposed the FY 2020-2021 capital budget to reflect capital sources and uses. Table 2 contains a summary of the proposed budget.

Table 2.

	FY 20-21	Notes
Sources	\$1,122,390	Includes PLHA from member cities and State Earmark
Uses	\$1,122,390	Includes Emergency Shelter Pilot Program and LHTF program matching
Total	\$ -	

Prepared by: *Brielle Acevedo*
 Brielle Acevedo
 Principal Management Analyst

Approved by: *Marisa Creter*
 Marisa Creter
 Executive Director

ATTACHMENTS

Attachment A – Resolution 21-05 Amending SGVRHT FY 2020-2021 Operating Budget and Adopting FY 2020-2021 Capital Budget
 Attachment B- SGVRHT Annual Report

RESOLUTION NO. 21-05

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(TRUST) AMENDING THE FY 2020-2021 OPERATING BUDGET AND ADOPTING
FY2020-2021 CAPITAL BUDGET**

WHEREAS, the SGVRHT Board adopted the FY 2020-21 Operating Budget in June 2020; and

WHEREAS, since the adoption of the operating budget the SGVRHT has updated information regarding revenues and expenditures which have been reflected in the Amended FY 2020-2021 Operating Budget; and

WHEREAS, the SGVRHT received capital sources and developed the FY2020-2021 Capital Budget to demonstrate revenues and expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the amended FY 2020-2021 Amended Operating Budget, attached hereto and incorporated herein as Exhibit A and the 2020-2021 Capital Budget attached hereto and incorporated herein as Exhibit B.

PASSED AND ADOPTED by the Board of Directors of San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 7th day of April 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Exhibit A

**San Gabriel Valley Regional Housing Trust
FY 2021-2022 Amended Operating Budget**

	FY 20-21 amended	FY 20-21 original	Change
Operating Revenues			
General Operating Income			
Member Fees	\$ 185,000	\$ 205,000	\$ (20,000)
Origination Fees	\$ 13,500		\$ 13,500
<i>Total General Operating Income</i>	\$ 198,500	\$ 205,000	\$ (6,500)
Grants & Special Projects Income			
Homelessness (HI Innovation)	\$ 43,954	\$ 227,500	\$ (183,546)
Homelessness (Measure H, member cities)	\$ 281,352	\$ 165,000	\$ 116,352
Homelessness (State)	\$ 50,000	\$ 50,000	\$ 0
LHTF Admin			\$ 0
<i>Total Grants & Special Projects Income</i>	\$ 375,306	\$ 442,500	\$ (67,194)
Total Income	\$ 573,806	\$ 647,500	\$ (73,694)
Indirect Expenses			
<u>Board/Employee Expenses</u>			
Travel/Meeting Expenses	\$ -	\$ 5,000	\$ (5,000)
Printing/Supplies	\$ -	\$ 5,000	\$ (5,000)
<u>Professional Services</u>			\$ 0
MSA	\$ 318,000	\$ 324,000	\$ (6,000)
Consultant Support	\$ 235,306	\$ 297,450	\$ (62,144)
<u>Other</u>			\$ 0
Insurance	\$ 10,000	\$ 10,000	\$ 0
Operating Reserve			\$ 0
Total Expenditures	\$ 563,306	\$ 641,450	\$ (78,144)
Net Income (Loss)	\$ 10,500	\$ 6,050	\$ 4,450

Exhibit B

**San Gabriel Valley Regional Housing Trust
FY 2020-2021 Proposed Capital Budget**

	FY 20-21
Sources	
PLHA Allocations	\$ 197,390
Measure H- member cities	
State Earmark	\$ 925,000
<i>Total</i>	\$1,122,390
Uses	
Loan Program (LHTF)	\$ 925,000
Emergency Shelter Pilot	\$ 197,390
<i>Total</i>	\$1,122,390
Net Income (Loss)	\$ -

San Gabriel Valley Regional Housing Trust

FY 2020-2021

ANNUAL REPORT

APRIL 2021



San Gabriel Valley
Regional Housing Trust

San Gabriel Valley
Regional Housing Trust
1000 S. Fremont Ave. #42
Alhambra, CA 91803
bacevedo@sgvrht.org

Board & Member Cities

The San Gabriel Valley Regional Housing Trust (SGVRHT) was established in February 2020 as a Joint Powers Authority (JPA) to fund the planning and construction of affordable and homeless housing. The SGVRHT is governed by a nine member board of directors composed of 7 local elected officials and two housing and homeless experts.

Board of Directors

Chair- Jed Leano, City of Claremont

Vice Chair- Becky Shevlin, City of Monrovia

Northeast District- Gary Boyer, City of Glendora

Central District- Maria Morales, City of El Monte

Southeast District- Patricia Cortez, City of Covina

At-large Member- Adele Andrade-Stadler, City of Alhambra

At-large Member- Margaret Finlay, City of Duarte

Housing/Homeless Expert- Carol Averell, City of Baldwin Park

Housing/Homeless Expert- Benita DeFrank, City of Pomona

Member Cities

Alhambra	Diamond Bar	La Cañada Flintridge	Pomona
Arcadia	Duarte	La Verne	San Gabriel
Azusa	El Monte	Monrovia	South El Monte
Baldwin Park	Glendora	Montebello	South Pasadena
Claremont	Irwindale	Pasadena	West Covina
Covina			

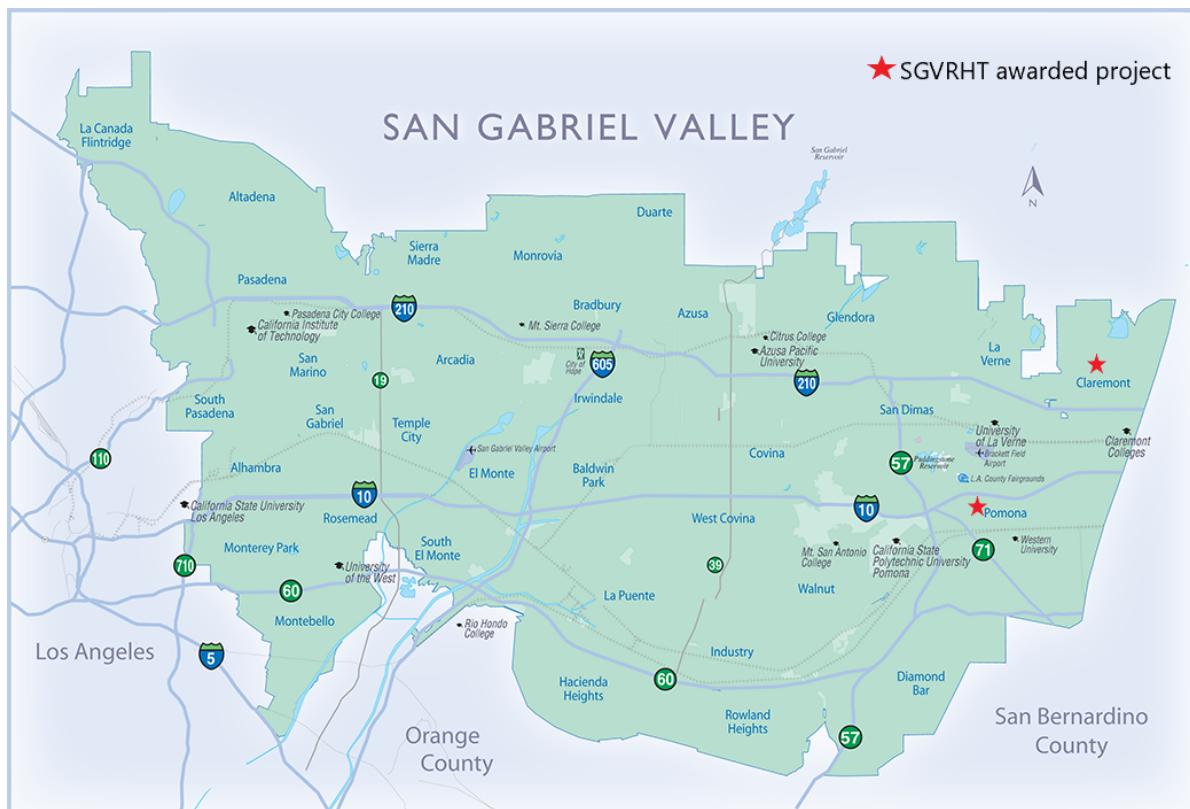
FY 2020-2021 Accomplishments

Affordable Housing Development

In August 2020 the SGVRHT applied to the State's Local Housing Trust Fund (LHTF) Program. The LHTF Program awards competitive matching funds for funds that local and regional housing trusts commit to affordable housing development.

The application was successful, and in February 2021 the SGVRHT was **awarded \$1,000,000** in LHTF funds to support the development of **71 units** of affordable housing across two projects in Pomona and Claremont shown on the award map below. The Pomona project closed its loan in April 2021 and the Claremont project is expected to close this summer. Both projects anticipate construction completion in 2022.

The next LHTF application is anticipated to be released in April 2021.



Project Pipeline

The San Gabriel Valley Project Pipeline is SGVRHT's first step in identifying projects for funding. Projects are added to the pipeline by completing the application available at sgvrht.org. Projects require member city support in order to receive funding.

19 Projects IDENTIFIED REGIONALLY

The SGVRHT supports a collaborative approach to addressing the region's housing needs, by pooling resources in place of competing for them.

1,188 Units OF PROPOSED AFFORDABLE AND HOMELESS HOUSING

In the case of larger companies, it is usually a sleek, colorful, high-gloss publication.

\$67M FUNDING GAP IDENTIFIED

More than \$67 million in gap financing is needed to develop these valuable units in the San Gabriel Valley. The SGVRHT is working to identify additional capital funds.

MEMBER CITY	# OF UNITS	FUNDING GAP
Alhambra	50	\$3 M
Alhambra	44	\$4.2 M
Arcadia	9	\$1.8 M
Baldwin Park	55	\$1.5 M
Baldwin Park	90	\$16 M
Baldwin Park	13	\$6 M
Claremont	21	\$2.38 M
Covina	52(beds)	\$3 M
Duarte	60	\$7 M
Duarte	100	\$3 M
El Monte	100	tbd
El Monte	38	\$2 M
El Monte	150	\$3M
Monrovia	66	\$1.5M
Pomona	125	\$2M
Pomona	75	\$2.5 M
South El Monte	tbd	\$4 M
South El Monte	140	\$1.3 M
South Pasadena	tbd	tbd

Planned Initiatives

Upcoming Studies

The SGVRHT began its Strategic Plan, Housing Needs Assessment, and Funding Strategy in January 2021. The report will serve as a framework for the SGVRHT's programs over the next 3-5 years and is expected to be complete in June 2021.

The SGVRHT will be completing a Housing Innovation Study to identify innovative methods of construction and financing for affordable and homeless housing.

Non-congregate Emergency Shelter Pilot

In February 2021, the SGVRHT Board of Directors approved \$835,000 in capital funding for a non-congregate (tiny home) Emergency Shelter Pilot Program to provide emergency shelter quickly and at a relatively low cost. The non-congregate model is favorable to address the COVID-19 concerns present in traditional emergency shelter. The sites will serve as interim housing and provide an opportunity to connect clients to services and permanent housing.

The SGVRHT will provide capital funding for 3-4 pilot sites with 5-15 shelters per site. The capital funding will cover the cost of the shelters; ancillary structures including restrooms, showers, laundry and office space; and site prep. The SGVRHT is also working to secure operational funding for case management, site security, and meals for clients.

Four cities are currently with the SGVRHT to identify potential sites and develop site plans. Sites are anticipated to be operational by Fall 2021.



REPORT

DATE: April 7, 2021
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **FY 2021-2022 SGVRHT BUDGET**

RECOMMENDED ACTION

Adopt Resolution 21-06 approving the FY 2021-2022 SGVRHT Budget.

BACKGROUND

The joint powers agreement for the San Gabriel Valley Regional Housing Trust (SGVRHT) determines that the fiscal year for the SGVRHT begins July 1st and ends June 30th of the succeeding year. In June 2020, the SGVRHT Board approved the FY 2020-2021 budget which will end on June 30, 2021. Staff has developed the FY 2021-2022 SGVRHT Budget and the sections below provide an overview of the proposed budget.

PROPOSED FY 2021-2022 OPERATING BUDGET

The proposed FY 2021-2022 Budget is included as Exhibit A. An overview of the operating revenues and expenses for the SGVRHT can be found below.

Revenues

The anticipated sources of operating revenue for FY 2021-2022 are as follows:

- **General Operating Income – Member Fees (\$320,170):** The joint powers agreement for the SGVRHT requires that each Party shall make an annual contribution – the administrative fee – towards the budgeted administrative costs of the SGVRHT. This will help to ensure that the SGVRHT has an ongoing revenue source into the future. The administrative cost allocation is based on a population-based allocation formula, as outlined below:

Population	Annual Administrative Fee
Up to 30,000	\$10,000
30,001 – 60,000	\$15,000
60,001 – 100,000	\$20,000
100,001 – 175,000	\$25,000
County (per District)	\$25,000

Population	Annual Affiliate Fee
Up to 30,000	\$10,000
30,001 – 60,000	\$15,000
60,001 – 100,000	\$20,000

Currently, 21 cities have joined the SGVRHT- 18 as members and 3 as affiliates. The annual administrative fee increases annual by the 12 month proceeding CPI.

- **Grants & Special Projects Income –Housing Innovation (\$123,756):** The SGVRHT was allocated Housing Innovation funds in 2020 which will be used to fund the Housing Innovation Study and Emergency Shelter Pilot Program.
- **Grants & Special Projects Income –Measure H, member cities (\$29,248):** The SGVRHT was allocated Measure H funds by several member cities in 2020. These contracts have been extended through December 31, 2021 and will be used to cover expenses related to the Emergency Shelter Pilot Program.
- **Grants & Special Projects Income – Local Housing Trust Fund Admin (State) (\$46,250):** The SGVRHT was awarded capital funds from the (LHTF) program which includes an allocation of 5% of this funding for administrative fees (\$46,250). This funding will support the administration of the \$925,000 in capital funding that will be awarded.

Expenses

Anticipated operating expenses for FY 201-2022 are as follows:

- **Travel/Meeting Expenses (\$5,000):** This proposed expense would support meetings and travel on behalf of the SGVRHT. This could include any meeting expenses – room rental, materials for meetings – and trips to Sacramento to on behalf of the SGVRHT. Pending the future of travel and meetings post COVID-19, there may be savings in this category.
- **Printing/Supplies (\$5,000):** This proposed expense would provide supplies for the SGVRHT and allow for printing of materials – e.g. flyers, handouts, etc.
- **Core Staffing (\$298,750):** In June 2020, the Board of Directors approved the Master Services Agreement (MSA) with the SGVCOG for core staffing. The core staff provides the day-to-day administration for the SGVRHT, including coordinating Board meetings, overseeing technical consultants, providing Executive Director services, and financial and administrative services. The MSA also provides the SGVRHT with legal services, office space, and administrative and financial support services (e.g. accounting, contracts, human resources, information technology).
- **Consultant Support (\$198,004):** This proposed expense would allow for the SGVRHT to contract with technical experts to complete activities to support the SGVRHT. This budget includes funding for technical assistance for the Local Housing Trust Fund application, the Strategic Plan, Housing Needs Assessment and Fundraising Strategy, and the Housing Innovation Study.
- **Insurance (\$10,000):** As a separate legal entity, the SGVRHT is required to have its own insurance policy, which includes standard coverages such as theft and errors & omissions. Staff is in the process of completing the annual insurance renewal process.
- **Operating Reserve (\$5,000):** This proposed expense will enable the SGVRHT to begin building a reserve to buffer against any future reductions in operating income.

It is anticipated that the SGVRHT will have a net income of \$2,670.

PROPOSED FY 2021-2022 CAPITAL BUDGET

The proposed FY 2021-2022 Budget is included as Exhibit B. An overview of the operating revenues and expenses for the SGVRHT can be found below.

Revenues

The anticipated sources of capital revenue for FY 2021-2022 are as follows:

- **Measure H, County (\$350,000):** The SGVRHT was allocated Measure H funds by the County in 2020. The contracts has been extended through December 31, 2021 and will be used to cover expenses related to the Strategic Plan and Emergency Shelter Pilot Program.
- **PLHA Allocations (\$904,457):** The SGVRHT received allocations of Permanent Local Housing Allocation (PLHA) from several member cities in 2020 that were not expended in FY 20-21 and anticipates receiving additional PLHA funds in FY21-22. These funds will be used as matching funds for the State's Local Housing Trust Fund (LHTF) application.

Expenditures

Anticipated capital expenses for FY 21-22 are as follows:

- **Loan Program (\$975,000):** These funds will be used as matching funds for the State's Local Housing Trust Fund (LHTF) application anticipated in July 2021
- **Emergency Shelter Pilot Program (\$527,742):** In February 2021, the Board of Directors approved a not to exceed budget of \$835,000 for the Emergency Shelter Pilot Program. The program will run across FY 20-21 and FY 21-22 and this figure represents the FY21-22 expenditure.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-06 SGVRHT FY 2021-2022 Budget
Exhibit A- FY 2021- 2022 Operating Budget
Exhibit B- FY 2021- 2022 Capital Budget

RESOLUTION NO. 21-06

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(TRUST) ADOPTING THE FY 2021-2022 OPERATING AND CAPITAL BUDGET**

WHEREAS, the Trust Joint Powers Agreement (JPA) directed the Board of Directors adopt a Budget for the first fiscal year within 120 days of seating; and

WHEREAS, the adopted first fiscal year budget ends on June 30, 2021; and

WHEREAS, the Budget serves as the basis for the Trust's programs and activities;
and

WHEREAS, the Executive Director is responsible for the development and implementation of the Budget; and

WHEREAS, the Board may, from time to time, modify the Budget to conform to the Board's policy directives; and

WHEREAS, there are funds within this Budget that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the FY 2021-2022 Operating Budget, attached hereto and incorporated herein as Exhibit A and the FY 2021-2022 Capital Budget, attached hereto and incorporated herein as Exhibit B.

PASSED AND ADOPTED by the Board of Directors of San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 7th day of April 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attachment A

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-06 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

Attachment A

Exhibit A

**San Gabriel Valley Regional Housing Trust
FY 2021-2022 Proposed Operating Budget**

	FY 21-22 Proposed	FY 20-21 amended
Operating Revenues		
General Operating Income		
Member Fees	\$ 320,170	\$ 185,000
Origination Fees	\$ 5,000	\$ 13,500
<i>Total General Operating Income</i>	<u>\$ 325,170</u>	<u>\$ 198,500</u>
Grants & Special Projects Income		
Homelessness (HI Innovation)	\$ 123,756	\$ 43,954
Homelessness (Measure H, member cities)	\$ 29,248	\$ 281,352
Homelessness (State)		\$ 50,000
LHTF Admin	\$ 46,250	
<i>Total Grants & Special Projects Income</i>	<u>\$ 199,254</u>	<u>\$ 375,306</u>
Total Income	<u>\$ 524,424</u>	<u>\$ 573,806</u>
Indirect Expenses		
<u>Board/Employee Expenses</u>		
Travel/Meeting Expenses	\$ 5,000	\$ -
Printing/Supplies	\$ 5,000	\$ -
<u>Professional Services</u>		
MSA	\$ 298,750	\$ 318,000
Consultant Support	\$ 198,004	\$ 235,306
<u>Other</u>		
Insurance	\$ 10,000	\$ 10,000
Operating Reserve	\$ 5,000	
Total Expenditures	<u>\$ 521,754</u>	<u>\$ 563,306</u>
Net Income (Loss)	<u>\$ 2,670</u>	<u>\$ 10,500</u>

Attachment A

Exhibit B

**San Gabriel Valley Regional Housing Trust
FY 2021-2022 Proposed Capital Budget**

	FY 21-22 Proposed	FY 20-21
Sources		
PLHA Allocations	\$ 904,457	\$ 197,390
Measure H- member cities	\$ 177,742	
Homelessness (Measure H, County)	\$ 350,000	
State Earmark	\$ 75,000	\$ 925,000
<i>Total</i>	\$1,507,199	\$1,122,390
Uses		
Loan Program (LHTF)	\$ 869,589	\$ 925,000
Emergency Shelter Pilot	\$ 637,610	\$ 197,390
<i>Total</i>	\$1,507,199	\$1,122,390
Net Income (Loss)	\$ -	\$ -

DATE: April 7, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SGVRHT BOARD OF DIRECTORS STAGGERED TERMS AND BYLAWS UPDATE**

RECOMMENDED ACTION

Adopt Resolution 21-07 updating the San Gabriel Valley Regional Housing Trust Bylaws

BACKGROUND

The San Gabriel Valley Regional Housing Trust (SGVRHT) bylaws were adopted at the July 22, 2020 meeting (“Original Bylaws”). The First Amended and Restated Bylaws (“Bylaws”) attached here as Exhibit A have incorporated updates on Board of Directors eligibility, process to fill vacancies, selection of alternates, the role of the Executive Director, and consequences for non-payment of dues. An overview of the proposed changes to the Bylaws is found below:

Board of Directors Terms and Vacancies

The structure of the SGVRHT Board of Directors was established by SB 751 (Rubio) and amended by the passage of SB 1212 (Rubio) in September 2020. The SGVRHT Board of Directors is appointed by the San Gabriel Valley Council of Governments (SGVCOG). SB1212 requires the SGVCOG Board to establish staggered terms for the SGVRHT board of directors such that 5 directors are appointed in odd-numbered years and 4 directors are appointed in even numbered years. The terms are determined by “drawing lot” (randomized drawing). The drawing took place at the January 21, 2021 Governing Board meeting and the results are as follows:

- Term ending odd-numbered years (2021): Central, Northeast, Southeast, At-Large¹, At-Large Seat #1
- Term ending even-numbered years (2022): At-Large Seat #2, Northwest, Housing Expert #1, Housing Expert #2

These terms are updated in the proposed Article III, Section B in First Amended and Restated Bylaws (Exhibit A). The current appointees to each position are shown in Table 1.

¹ This seat is currently an At-Large seat but will revert to the Southwest district in the upcoming Board election.

Table 1. SGVRHT Board of Directors

Seat	Member	Term Year
At-Large (will become Southwest)	Andrade-Stadler	2021
At-Large Seat #1	Finlay	2021
Northeast	Boyer	2021
Southeast	Cortez	2021
Central	Morales	2021
Housing Expert Seat #1	DeFrank	2022
Northwest	Shevlin	2022
At-Large Seat #2	Leano	2022
Housing Expert Seat #2	Averell	2022

As established in SB 751 (Rubio), if an elected representative that holds one of the jurisdictional representative seats no longer holds elected office, that seat will be deemed vacant. The SGVCOG Governing Board is required to appoint a replacement within 60 days to serve out the remainder of the Term.

Article III, Section B of the proposed First Amended and Restated Bylaws (Exhibit A) would also clarify that an alternate may be appointed to fill the vacancy by the SGVCOG Board.

Board of Directors Alternates

Article III, Section D is added to the proposed First Amended and Restated Bylaws (Exhibit A) to allow the SGVCOG Governing Board to appoint an Alternate to each seat. Alternates shall count toward a quorum and have all other rights of the Director for whom they serve as an alternate is absent from a meeting.

Duties of the Executive Director

Article IV, Section D is added to the proposed First Amended and Restated Bylaws (Exhibit A) to define the roles and responsibilities of the Executive Director of the SGVRHT.

Specifically, subject to the authority of and as directed by the Governing Board, the Executive Director serves as the chief administrative officer of the SGVRHT and can appoint staff as is necessary to administer the affairs of the SGVRHT in compliance with all applicable laws and Board adopted policies and regulations.

Gifts and Honoraria

Article VII, Section D of the proposed First Amended and Restated Bylaws is updated to include a provision for Directors to solicit donations on behalf of the SGVRHT to further SGVRHT purposes.

Nonpayment of Dues

Per the SGVRHT Joint Powers Agreement (JPA), member agencies must make an annual administrative cost contribution, which is used to fund SGVRHT operations. Article VIII is added to the proposed First Amended and Revised Bylaws (Exhibit A) to clarify the penalties if a member agency does not pay its annual administrative cost contribution within 90 days of the due date. If an elected official of such Member serves as Director, the Director may have their voting rights suspended by the Board until the administrative cost contribution is paid in full. The Board may also revoke a member agency's rights under the SGVRHT JPA and these Bylaws with at least 30 days written notice from the Executive Director. This could include not being eligible to receive funding for a project or serving on the Board of Directors. A member agency's rights can only be reinstated upon payment of all amounts owed and action by the Board to reinstate their rights.

List of Member Cities

Exhibit B of the proposed First Amended and Restated Bylaws (Exhibit A) is updated to include members of the SGVRHT that joined after the Original Bylaws were adopted.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-07
Exhibit A- First Amended and Restated SGVRHT Bylaws

RESOLUTION NO. 21-07

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (TRUST) AMENDING SAN GABRIEL VALLEY REGIONAL HOUSING TRUST BYLAWS

WHEREAS, on July 22, 2020, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board Authorized Resolution 20-08 adopting the San Gabriel Valley Regional Housing Trust Bylaws (Original Bylaws); and

WHEREAS, the Original Bylaws have been amended as the First Amended and Restated Bylaws;

WHEREAS, the First Amended and Restated Bylaws include staggered terms as required by SB1212 (Rubio), updated provisions for vacancies, and added provisions regarding alternates; and

WHEREAS, the First Amended and Restated Bylaws describe the authority of the Executive Director; and

WHEREAS, the First Amended and Restated Bylaws provide that Directors may solicit donations to the SGVRHT to further SGVRHT purposes; and

WHEREAS, the First Amended and Restated Bylaws include remedies and suspension of rights for nonpayment of dues; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust adopts the Amended San Gabriel Valley Regional Housing Trust Bylaws, attached hereto and incorporated herein as Exhibit A.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 7th day of April 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-07 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

First Amended and Restated
San Gabriel Valley
Regional Housing Trust
Bylaws

TABLE OF CONTENTS

ARTICLE I NAME 3
ARTICLE II SGVRHT MEMBERSHIP 3
ARTICLE III BOARD OF DIRECTORS 4
ARTICLE IV DUTIES OF OFFICERS AND BOARD DIRECTORS 4
ARTICLE V MEETINGS 5
ARTICLE VI FINANCIAL REVIEW AND OVERSIGHT 7
ARTICLE VII SGVRHT BOARD CODE OF CONDUCT 7
ARTICLE VIII ADOPTION AND AMENDMENT OF BYLAWS 9

Recitals

A. Government Code section 6539.6 authorizes the County of Los Angeles and/or the cities within the jurisdiction of the San Gabriel Valley Council of Governments to create a joint powers agency known as the San Gabriel Valley Regional Housing Trust ("SGVRHT"), which is authorized to do any of the following:

1. fund the planning and construction of housing of all types and tenures for the homeless population and persons and families of extremely low, very low, and low income, as defined in Section 50093 of the Health and Safety Code, including, but not limited to, permanent supportive housing;
2. receive public and private financing and funds; and
3. authorize and issue bonds, certificates of participation, or any other debt instrument repayable from funds and financing received and pledged by SGVRHT.

B. The SGVRHT was established on February 19, 2020, by the execution of the Joint Exercise of Powers Agreement (the "Agreement") by and between those cities listed in the attached Exhibit "B".

C. The SGVRHT Board of Directors ("Board") adopted the original Bylaws to be effective on July 22, 2020 ("Original Bylaws").

C. The ~~SGVRHT Board of Directors ("Board")~~ adopts these First Amended and Restated Bylaws ("Bylaws") to be effective on , 2021 July 22, 2020 to provide for the organization and administration of SGVRHT and to replace in their entirety, the Original Bylaws. These Bylaws supplement the Agreement.

Bylaws

ARTICLE I - Name

The name of the entity established by the Agreement and as referenced in these Bylaws shall be the "San Gabriel Valley Regional Housing Trust" or "SGVRHT".

ARTICLE II – SGVRHT Membership

SGVRHT is comprised of those entities that have executed the Agreement and not withdrawn ("Members"). As of the date these Bylaws were adopted, membership consisted of those entities listed in the attached Exhibit "B". Exhibit "B" may be updated from time to time as entities either join or withdraw from the SGVRHT without the need to amend these Bylaws.

ARTICLE III – Board of Directors

Section A: Eligibility

Eligibility and appointment to the Board shall be as set forth in Government Code section 6539.6 and the Agreement and as they may be amended. As set forth in the Agreement, Board Directors are appointed by the San Gabriel Valley Council of Governments Governing Board (“SGVCOG Board”).

Section B: Terms and Vacancies

Terms of office for Directors shall be for two (2) years. Directors will serve staggered terms such that 5 directors are appointed in odd-numbered years and 4 directors are appointed in even numbered years. The office of a Director who is appointed to the Board by virtue of being an elected representative of one of the members of the SGVCOGSGVRHT, shall be deemed vacant if the Director no longer holds such elected office or the agency to which the Director was elected is no longer a member of the San Gabriel Valley Council of Governments or the SGVRHT. Upon a vacancy, the Chair of the Board shall notify the President of the SGVCOG Board. Per the Agreement, the SGVCOG Board shall appoint a replacement within sixty (60) days of the vacancy occurring to serve out the remainder of the term of the vacated office.

Section C. Officers

The Board shall select a Chair and a Vice-Chair from its membership on an annual basis at the first meeting of the calendar year. In the event new officers are not selected at such meeting, the current officers shall remain in such positions until successors are elected. In the event of a mid-term vacancy in the position of Chair, the Vice-Chair shall become the Chair and the Board shall appoint a Director to the position of Vice-Chair at its next meeting or as soon thereafter as determined by the Board. In the event of a mid-term vacancy of the Vice-Chair, the Board shall appoint a Director to the position of Vice-Chair at its next meeting or as soon thereafter as determined by the Board. There shall be no limit on the number of terms a Director may serve as Chair or Vice-Chair.

Section D: Alternates

An Alternate may be appointed to each seat by the SGVCOG Board. Alternates shall count toward a quorum and have all other rights of the Director for whom they serve as an alternate- is absent from a meeting.

ARTICLE IV – Duties of Officers and Board Directors

Section A: Duties of the Chair and Vice-Chair

It shall be the duty of the Chair to preside at the meetings of the SGVRHT. In the Chair's absence, the Vice-Chair shall preside at the meetings of the SGVRHT. If both the Chair and Vice-Chair are absent from a meeting, the Board shall select a Director as the presiding officer for that meeting. The Chair, with the Board's consent, may change the order in which the Board addresses items listed on any meeting agenda.

Section B: Duties of the Board of Directors:

In addition to those other duties set forth in these Bylaws and the Agreement, the Directors shall fulfill the following duties:

1. Attend regular meetings of the SGVRHT.
2. Attend special meetings when called by the Chair or a majority of the Board.
3. Plan and coordinate the business and proposed activities of SGVRHT;
4. Review and consider applications for project funding;
5. Review and consider SGVRHT's financial information, including the Annual Financial Report, any related independent audit, and the SGVRHT's annual budget;
6. Serve on subcommittees or task forces when appropriate; and
7. Approve agreements that are not within the authority of the Executive Director.

Section C: Formation of Subcommittees

The Board may create subcommittees or task forces to accomplish the goals and purposes of SGVRHT and to otherwise advise the Board. Appointments to subcommittees shall be made by the Chair with the concurrence of the Board.

Section D: Executive Director

Subject to the authority of and as directed by the Board, to serve as chief administrative officer of the SGVRHT and to determine and appoint such staff as is necessary to administer the affairs of the SGVRHT in compliance with all applicable laws and Board adopted policies and regulations.

With the approval of the Chair and Vice Chair, to take such actions as may be necessary to further the SGVRHT's mission that due to time constraints, cannot await the next

regular meeting of the Board, which actions include, but are not limited to, approving a contract that exceeds the Executive Director's purchasing authority by no more than 20%, submitting applications for grant funds and similar administrative matters that are time sensitive . All actions requiring approval of the Chair and Vice Chair shall, upon such approval, be reported by the Executive Director in writing to the Board either at the time of such approval or as part of the agenda for the Board's immediately following regular meeting.

ARTICLE V – Meetings

Section A: Regular Meetings

Regular meetings of the Board shall be held on a quarterly basis at times and locations as determined by resolution of a majority of the Board. Meeting notice, agenda, and public comment procedures shall comply with the provisions of the Ralph M Brown Act, Government Code sections 54950 et seq. ("Brown Act"). The Secretary of the Board shall prepare meeting agendas and handle noticing requirements.

Section B: Special Meetings

In accordance with the Brown Act, special meetings of SGVRHT may be held at any time upon call of the Chair or a majority of the Board.

Section C: Quorum

A majority of the membership of the Board (5 Directors) shall constitute a quorum at any meeting of the Board except that less than a quorum may adjourn a meeting to another time and place or constitute a committee of the whole for purposes of hearing reports or other matters not requiring action by the Board. In the absence of a quorum, no action may be taken by the Board.

Section D: Voting

All actions of the Board may be taken by a majority of the quorum present at any meeting, except as provided in Article VIII below relating to amendments to these Bylaws. Voting requirements for amendments to the Agreement shall be as set forth in the Agreement.

Section F: Minutes

The Secretary of the Board shall take minutes for all SGVRHT meetings. Minutes shall be prepared in a modified action-taken format, rather than a transcript format. A previous meeting's minutes shall be considered and approved at the Board's next meeting or as

soon thereafter as the minutes can be prepared.

Section G: Meeting Procedure

The conduct of meetings shall be in accordance with the Brown Act. In the event a question of procedure is raised, it shall be decided in accordance with Robert's Rules of Order (most recent published edition) where the question at issue is not determined by these Bylaws. General Counsel shall advise the Board on such rules of procedure.

Section H: Location of Meetings

The Board shall endeavor to hold its meetings in locations typical for hosting government meetings, such as council chambers, community rooms or county board or conference rooms. If such location is not available or convenient, the Board may meet at such other location as determined by the Board in accordance with the Brown Act.

Section I: Public Comments

The public may comment on any items listed on the Board agenda or that are within the subject matter jurisdiction of the Board. To balance the public's interest in addressing the Board and the ability of the Board to timely complete the business of SGVRHT, there shall be a five-minute limit on public comments per speaker. The Chair may extend the time limit if warranted with the concurrence of the Board. The Chair may likewise shorten the time limit if warranted by the number of speakers. The Chair may direct staff to briefly respond to public comments or allow Directors to briefly respond to matters raised in public comments. Directors shall avoid getting into debates or extensive dialogue with members of the public in response to public comments.

ARTICLE VI – Financial Review and Oversight

Section A: Annual Financial Report

To insure the strict accountability of the SGVRHT's funds, transparency and that such funds are expended to further the purposes for which SGVRHT was formed, the Board shall do the following:

1. Ensure that an Annual Financial Report is prepared, reviewed, adopted and made public annually in accordance with Government Code section 6539.6.
2. As a part of the development of the Annual Financial Report, the Board shall engage a certified public accountant to conduct an independent audit of SGVRHT's operations in accordance with Government Code section 6505. The auditor must report all findings to the Board in a public meeting, a copy of the audit

delivered to each ~~SGVRHT m~~Member, and the audit will be made available to the public for review.

Section B: Budget

The Annual Budget of SGVRHT shall be prepared by the Executive Director and reviewed and approved by the Board in May or June of each year, in advance of the start of SGVRHT's next Fiscal Year.

Section C: SGVRHT Fiscal Year

The Fiscal Year of SGVRHT shall be from July 1 to June 30 of each year.

ARTICLE VII – SGVRHT Board Code of Conduct

The purpose of the Code of Conduct is to represent SGVRHT's commitment to high standards of ethics, public service, collegiality, and transparency. Directors shall at all times endeavor to maintain standards of professional integrity, impartiality, diligence, creativity and productivity consistent with standards for public officials and their oath of office. SGVRHT will act in accordance with federal, state, and local laws and regulations.

Section A: Compliance with Policies

Directors and any subcommittees appointed by the Board will conduct the SGVRHT's business in accordance with the Agreement and these Bylaws.

Section B: Conflicts of Interest

1. Directors shall not make or participate in the making of a SGVRHT decision if they have a conflict of interest as defined by the Levine Act—Government Code section 84308, the California Political Reform Act--Government Code section 81000, et. seq., and the regulations promulgated thereunder. In the event a Director has a conflict of interest, the Director with the conflict shall disclose the nature thereof in accordance with State law and when required, leave the meeting room.
2. A Director should abstain from a decision even if the Director does not have a conflict of interest as defined in the preceding paragraph, but has a personal bias against a person or entity seeking funding, a contract or other entitlement from the Board to such a degree that the Director cannot participate in the decision in a reasonably impartial manner. In such an event, the Director may simply state that he or she is abstaining from the decision.
3. The Board may not make or enter into a contract in which a Director has a financial interest as defined in Government Code section 1090 et seq. In the event it comes

to the attention of a Director that he or she may have such a financial interest, it shall be reported to the Chair and General Counsel for further review. If such a financial interest exists, the Board may not take action on the contract.

4. Directors are required to file a Statement of Economic Interest (Form 700) in the disclosure category as designated in the SGVRHT Conflict of Interest Code.
5. Directors shall not attempt to personally coerce or influence staff in its recommendations regarding the award of contracts, funding or selection of consultants; provided that this shall not be interpreted to in any way to interfere or limit in any way a Director's discretion to accept or reject staff recommendations in any of these instances.

Section C: Confidentiality

Directors shall maintain the confidentiality of information that is of a confidential nature, whether written or oral, and unless otherwise authorized by the Board, shall not disclose such information to outside parties. Directors shall not report out any information received in a closed session or which is otherwise subject to the attorney/client privilege without Board authorization. This confidential information shall include information which is considered confidential under State law and may otherwise not be subject to disclosure under the Public Records Act, such as personal and private information in applications for funding, which is provided by ~~SGVRHT m~~Members or funding agencies.

Section D: Gifts or Honoraria

Directors shall not solicit or accept gifts, gratuities, honoraria, donations, favors or personal rewards for the purpose of influencing SGVRHT decisions or activities. The receipt of such items shall be further subject to the Political Reform Act. Directors may solicit donations to the SGVRHT to further the SGVRHT purposes. In the event a donation is made to the SGVRHT at the "behest" of a Director, as that term is used in the Political Reform Act, it shall be reported as required by the Political Reform Act.

Section E: Harassment

Directors shall not engage in any type of unlawful harassment or discrimination. In the event of such conduct, the Chair shall be notified and if the conduct cannot be rectified, the Chair shall report such conduct to the Executive Director, General Counsel and the President of the SGVCOG Board for possible removal of the Director by the SGVCOG Board for engaging in the unlawful conduct. In the event the Chair is the person engaging in such conduct, it shall reported by the Vice Chair in the same manner.

Section F: Participation in Meetings

Directors shall respect each other's individual points of view and refrain from making personal attacks against fellow Directors, staff, presenters and the public. Directors shall participate and vote on all matters on the agenda, unless precluded by law from participation

Section F: Laws and Regulations

Directors shall conduct themselves and the business of SGVRHT, in accordance with both the letter and intent of all applicable federal, state, and local laws and regulations governing the SGVRHT's operations.

Article VIII – Nonpayment of Dues

Per the Agreement, Mmembers cities must make pay annual administrative cost contributions to fund SGVRHT operations within 30 days of receipt of an invoice from the SGVRHT. In the event a Member fails to make its annual administrative cost contribution within 90 days of receipt of such an invoice, if an elected official of such Member serves as Director, the Director may have their voting rights suspended by the Board until the administrative cost contribution is paid in full. The Board may in addition, revoke a Member's rights under the Agreement and these Bylaws; provided that the SGVRHT's Executive Director has, at any time after the 90-day period described above, provided at least 30 days written notice of such nonpayment to the Member and the possible loss of the Member's rights under the Agreement and these Bylaws. A Member's rights under the Agreement shall only be renewed upon payment of all amounts owed and action by the Board to reinstate such rights. fees to be eligible to serve on the Board. If a member city has a representative on the Board, but has not paid its annual administrative fee, the voting rights of the Board member may be suspended until the fee is paid.

Article IX- Amendments and Adoption of Bylaws

These Bylaws shall be adopted and may be amended only by a majority of the membership of the Board, i.e., by an affirmative vote of five Directors. The Bylaws shall not contain any provision in conflict with applicable laws or the Agreement. To the extent there is an inconsistency between the Bylaws and the Agreement, the Agreement shall control. Proposed amendments should, whenever possible, be presented to all Directors at least 15 days prior to the meeting at which the proposed amendment is to be considered by the Board.

EXHIBIT B

City of Arcadia
240 W. Huntington Drive
Arcadia, CA 91007

City of Alhambra
111 S. First Street
Alhambra, CA 91801

City of Azusa
213 E Foothill Boulevard
Azusa, CA 91702

City of Baldwin Park
14403 Pacific Avenue
Baldwin Park, CA 91706

City of Claremont
207 Harvard Avenue
Claremont, CA 91711

City of Covina
125 E. College Avenue
Covina, CA 91723

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

City of Duarte
1600 Huntington Drive
Duarte, CA 91010

City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

City of Glendora
116 E. Foothill Boulevard
Glendora, CA 91741

[City of Irwindale](#)
[5050 N Irwindale Avenue](#)
[Irwindale, CA 91706](#)

City of La Verne
3660 D Street
La Verne, CA 91750

City of Monrovia
415 S. Ivy Avenue
Monrovia, CA 91016

[City of Montebello](#)
[1600 W Beverly Boulevard](#)
[Montebello, CA 90640](#)

City of Pomona
505 S. Garey Avenue
Pomona, CA 91766

City of South El Monte
1415 S. Santa Anita Avenue
South El Monte, CA 91733

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

City of West Covina
1444 W. Garvey Avenue S
West Covina, CA 91790

REPORT

DATE: April 7, 2021
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **SGVRHT Prorated Joining Fee**

RECOMMENDED ACTION

Adopt Resolution 21-08 approving the SGVRHT prorated joining fee.

BACKGROUND

The joint powers agreement (JPA) for the San Gabriel Valley Regional Housing Trust (SGVRHT) determines the administrative and affiliate fees for member and affiliate member cities based on population bands. The JPA further states that cities that join the SGVRHT more than 6 months after the JPA's Effective Date will pay a late joining fee equal to the affiliate fee a city would have paid in all years prior to joining. Affiliate and member fees increase annually by an amount equal to the 12-month prior consumer price index (CPI).

PROPOSED PRORATED JOINING FEE

The SGVRHT fiscal year is July 1st to June 30th, however staff recognizes that potential affiliate and member cities may decide to join the SGVRHT at a time other than the beginning of the fiscal year. Staff is proposing a prorated joining fee to incentivize cities to join the SGVRHT immediately rather than wait until the start of the next fiscal year. The prorated fee will be based on the annual fee multiplied by the number of quarters remaining in the fiscal year at the time the city joins. An example is provided below for an affiliate city joining in April 2021.

- JPA Effective Date: February 19, 2020
- 6 months post Effective Date: August 19, 2020
- City Joining Date: April 2021
- Joining fee in April 2021: \$3000 affiliate fee (late fee) + $(3000 * \frac{1}{4}) = \$\$3,750$
- FY 2021-22 fee: \$3000*CPI

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-08 SGVRHT Prorated Joining Fee

RESOLUTION NO. 21-08

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) APPROVING SGVRHT PRORATED JOINING FEE

WHEREAS, on February 19, 2020, the Joint Powers Agreement (JPA) forming the San Gabriel Valley Regional Housing Trust (SGVRHT) was executed; and

WHEREAS, the JPA included a late joining fee for eligible entities becoming a Party to the JPA more than six months from the Effective Date; and

WHEREAS, the late joining fee is equal to the affiliate fees or member fees an eligible entity would have paid in all years prior to becoming a Party to the JPA subject to deductions and an overall cap as provided in the JPA; and

WHEREAS, the period six months post the Effective Date began on August 19, 2020, which date triggers the requirement to pay the late joining fee; and

WHEREAS, any eligible entity now joining the SGVRHT is subject to the late joining fee; and

WHEREAS, in addition to the late joining fee, the JPA requires an eligible entity to pay the annual fee for the year in which the eligible entity joins the SGVRHT; and

WHEREAS, the Board of Directors recognizes that it would be inequitable to charge eligible entities both the late joining fee and the full amount of the annual fee in situations where an eligible entity becomes a Party to the JPA sometime following the start of SGVRHT's fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust approve the following prorated method for calculating the annual fee that shall be paid by an eligible entity that is subject to the late joining fee.

The annual fee shall be calculated by multiplying the then applicable affiliate or member fee by the number of quarters remaining in the SGVRHT's fiscal year at the time the eligible entity becomes a Party to the JPA. Any quarter with 45 days or more remaining in that quarter shall be considered a full quarter and used in the calculation.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 7th day of April 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-08 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

REPORT

DATE: April 7, 2021
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **BOARD MEETING CALENDAR UPDATE**

RECOMMENDED ACTIONS

Approve SGVRHT Board Meeting Calendar Update

BACKGROUND

The San Gabriel Valley Regional Housing Trust Board of Directors (SGVRHT Board) intends to meet quarterly to address general organizational needs. The SGVRHT is currently working on several initiatives that necessitate additional meetings including the Strategic plan, housing needs assessment, and funding strategy, Emergency Shelter Pilot Program, and the Local Housing Trust Fund (LHTF) application. Staff proposes updating the SGVRHT Board meeting calendar as follows:

Proposed Meeting Schedule

Meeting Date	Topics
April 7, 2021	General business, Approve LHTF application guidelines, Approve Emergency Pilot Program Template Agreements
June 2, 2021	General business, Strategic Plan Presentation, Approve LHTF application
August 4, 2021	General business, Adopt Strategic Plan
November 3, 2021	General business

In addition to SGVRHT Board meetings, staff and consultants will be hosting working group meetings to provide updates on the strategic planning process and other housing related topics of interest including bond financing. The working groups will be hosted live over zoom and may be recorded for self-paced review.

Proposed Working Group Meetings

Meeting Date	Topics
April 15, 2021 10 AM	Catalyst/CalCHA Bond Presentation
April 21, 2021 1 PM	Strategic Plan Data Briefing 1: San Gabriel Valley Housing Needs Assessment

April 28, 2021 1 PM	Strategic Plan Data Briefing 2: SGVRHT Members and Stakeholder Input
May 5, 2021 1 PM	Strategic Plan Data Briefing 3: Housing Trust Funds: Best Practices and Funding Sources
May 12, 2021 1 PM	Strategic Plan Data Briefing 4: Housing Trust Funds: Fundraising Scan

Prepared by: *Brielle Acevedo*
 Brielle Acevedo
 Principal Management Analyst

Approved by: *Marisa Creter*
 Marisa Creter
 Executive Director

REPORT

DATE: April 7, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SUPPORT—SENATE BILL 15 (PORTANTINO): INCENTIVES TO PROVIDE WORKFORCE HOUSING AT COMMERCIAL SITES**

RECOMMENDED ACTION

Adopt Resolution 21-09 supporting Senate Bill 15 (Portantino) to provide state grant incentives for cities to rezone idle big box retail sites or commercial shopping centers to accommodate workforce multifamily housing.

BACKGROUND

SB 15 would allow cities to receive the average of the annual amount of sales tax revenue generated by the big box retail or commercial shopping center site for the previous seven years. To receive the sales tax rebate, the site must be rezoned, the housing development approved and constructed and a certificate of occupancy issued. If a mixed use development is approved, only the amount of square footage dedicated to housing would be eligible for the rebate. The funds would be distributed by the Department of Housing and Community Development (HCD), upon appropriation by the Legislature. This legislation is cosponsored by BizFed, the State Building and Construction Trades Council of California and the Los Angeles County Division of the League of California Cities.

The bill has been referred for a hearing in the Senate Housing Committee. Staff notes that the legislation requires project labor agreements for public-agency sponsored projects and the payment of prevailing wages for private organization sponsored projects. Staff recommends sending a letter of support for this bill, as it aligns with the adopted SGVCOG 2021 Housing Legislative Agenda. At the March meeting, the Executive Committee reviewed the bill and recommended the Governing Board adopt a resolution in support of this legislation.

The bill was brought to the SGVCOG Governing Board in March 2021. The Governing Board directed staff to work with Senator Portantino's office to clarify the calculation of sales tax revenue to provide the most benefit to cities that participate in the program and identify, if possible, the source(s) to be used for the program. Copies of the approved resolution and letter will be sent to Senator Portantino and the members of the San Gabriel Valley State Legislative Delegation, with courtesy copies provided to the Southern California Association of Governments, LA County Division of the League of California Cities, and the California Contracts Cities Association.

REPORT

Prepared by: Paul R Hubler
Paul Hubler
Director of Government and Community Relations

Approved by: Marisa Creter
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-09
Attachment B - Senate Bill 15 Fact Sheet

RESOLUTION NO. 21-09

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(SGVRHT) SUPPORTING SENATE BILL 15 (PORTANTINO)**

WHEREAS, this bill would provide state grant incentives for cities to rezone idle big box retail sites or commercial shopping centers to accommodate workforce multifamily housing; and

WHEREAS, this bill would provide an important tool to help finance affordable housing projects; and

WHEREAS, this bill incentivizes the redevelopment of vacant or declining retail or commercial properties with much-needed affordable housing by authorizing grants to cities equivalent to the sales tax revenue generated by the big box retail or commercial shopping center site for the previous seven years; and

WHEREAS, this bill aligns with the SGVRHT's purpose to fund the planning and construction of affordable and homeless housing.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby support Senate Bill 15 (Portantino).

PASSED AND ADOPTED at a regular meeting of the Board of Directors of SGVRHT held, on the 7th day of April, 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-09 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

DATE: April 7, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: LOCAL HOUSING TRUST FUND (LHTF) PROJECT SCORING GUIDELINES

RECOMMENDED ACTION

Adopt resolution 21-10 approving the LHTF Project Scoring Guidelines.

BACKGROUND

In August 2020, the SGVRHT applied to the State Local Housing Trust Fund (LHTF) Program. The LHTF Program awards competitive matching funds for funds that local and regional housing trusts commit to affordable housing development. The SGVRHT's LHTF application was successful and resulted in an award of \$1,000,000 in February 2021 to support the development of 71 new units of affordable housing across 2 projects in Pomona and Claremont.

The Pomona and Claremont projects were included in the LHTF application based on LHTF guidelines and scoring criteria that prioritized funding for projects with a high percentage of 30% Area Median Income (AMI) units. The LHTF 2020 Final Guidelines required a minimum of 30% of supported units to be at 30% AMI or below. The guidelines also included scoring criteria such as "readiness" which is defined as a first phase funding process announced on the applicant's website. The attached LHTF Project Guidelines formalize the San Gabriel Valley Project Pipeline as the first phase funding process for the SGVRHT.

In July 2020, the SGVRHT approved Program Guidelines to establish the criteria through which the Board of Directors would review the applications including:

- Project Readiness;
- Sub-Regional Equity;
- Units/Beds provided for the San Gabriel Valley;
- Project Value.

The above-mentioned criteria remain a priority for the SGVRHT and are augmented as follows in the proposed LHTF Project Guidelines.

Proposed LHTF Project Guidelines

When possible, the SGVRHT will prioritize affordable housing developments for inclusion in its Local Housing Trust Fund application and will select developments for funding based on the following criteria:

- Number and percentage of units affordable for households with 30% or less of Area Median Income;
- Project type (new construction over acquisition-rehabilitation and rental over ownership);
- The sponsoring jurisdiction's "Community Need" score, as measured by the percentage of lower-income households (80% AMI and below) paying more than 50% of their household income on rent or owner expenses (based on HUD CHAS data);
- Efficient use of SGVRHT funds (i.e., a low per-unit funding request);
- Readiness to close financing and begin construction; and
- Contribution of matching funds from the sponsoring jurisdiction.

The LHTF Project Scoring Guidelines reflect the priorities established by the LHTF Program and are subject to change at the SGVRHT staff's discretion, based on changes to the LHTF Program or further direction from the Board of Directors.

The SGVRHT may request up to \$5 million per LHTF application, provided that the SGVRHT has sufficient matching funds available to do so. If the SGVRHT does not have sufficient matching funds to reach the \$5 million threshold, member Cities will be invited to use the LHTF application as a pass through for funds they are dedicating to a project in their jurisdiction, provided the project meets the threshold for LHTF scoring criteria, effectively doubling the City's contribution to the project.

ATTACHMENTS

Attachment – Resolution 20-10 adopting LHTF Project Scoring Guidelines

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

RESOLUTION NO. 21-10

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) APPROVING LHTF SCORING GUIDELINES

WHEREAS, on July 1, 2020, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors approved Program Guidelines to evaluate projects to be included in the SGVRHT’s August 2020 application to the State for the Local Housing Trust Fund (LHTF) Program; and

WHEREAS, the next LHTF Program’s scoring criteria includes points for a first phase funding process; and

WHEREAS, the SGVRHT designates the San Gabriel Valley Project Pipeline (Pipeline) as the first phase funding process for the LHTF application; and

WHEREAS, the SGVRHT endeavors to support the most Pipeline projects possible given available funding and the LHTF Program scoring criteria.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust approve the following LHTF Scoring Guidelines.

- Number and percentage of units affordable for households with 30% or less of Area Median Income;
- Project type (new construction over acquisition-rehabilitation and rental over ownership);
- The sponsoring jurisdiction’s “Community Need” score, as measured by the percentage of lower-income households (80% AMI and below) paying more than 50% of their household income on rent or owner expenses (based on HUD CHAS data);
- Efficient use of SGVRHT funds (i.e., a low per-unit funding request);
- Readiness to close financing and begin construction; and
- Contribution of matching funds from the sponsoring jurisdiction.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 7th day of April 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-10 was adopted at a regular meeting of the Governing Board held on the 7th day of April 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

REPORT

DATE: April 7, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: EMERGENCY SHELTER PILOT PROGRAM AGREEMENTS

RECOMMENDED ACTION

Authorize the Executive Director to finalize and execute agreements with cities participating in the Emergency Shelter Pilot Program.

BACKGROUND

In February 2021 the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors approved a not to exceed budget of \$835,000 for the Emergency Shelter Pilot Program (Pilot Program). The Pilot Program will provide interim housing in the form of non-congregate shelter (tiny homes) with supportive services including case management, restrooms/showers, meals, security and other services as identified by each participating city. The SGVRHT will provide capital for the non-congregate shelters, restrooms/showers, and site preparation. Participating cities are asked to provide in-kind staff time in the form of project management and public works.

Staff provided presentations on the Pilot Program to SGVRHT member cities and solicited Letters of Interest (LOIs) from cities interested in participating. The SGVRHT has received four LOIs and is working with those cities to select and develop Pilot Program sites.

The Template Agreement in Attachment A is intended to identify the particulars of each Pilot Program site including: site location, project funding amount, and the roles and responsibilities of the SGVRHT and the participating city.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Template Agreement

AGREEMENT BETWEEN THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST COUNCIL OF GOVERNMENTS AND THE CITY OF XXX FOR USE OF SHELTERS FOR THE HOMELESS

This agreement (“Agreement”) is entered into by and between the City of XXX, a municipal corporation (“City”), and the San Gabriel Valley Regional Housing Trust, a California joint powers authority (“SGVRHT”) as of XXX, 2021 (“Effective Date”). City and SGVRHT may be referred to herein collectively as the “Parties” or individually as a “Party.”

RECITALS:

- A. SGVRHT was formed pursuant to Government Code § 6539.6 to fund the planning and construction of housing of all types to serve the homeless and low-income populations within the San Gabriel Valley.
- B. The SGVRHT members are cities within the San Gabriel Valley, which members include the City.
- C. SGVRHT has secured contractors to construct and assemble portable shelters (“Shelters”) at sites within the San Gabriel Valley that provide temporary or transitional housing for the homeless population (the “Program”). City seeks to participate in the Program by furnishing a suitable site for the Program.
- D. SGVRHT is providing funding for the Program and City is providing a site for the Program.
- E. As of the Effective Date, additional funding was being sought to retain a service provider that will operate the site which service provider shall be under contract with the City and will identify eligible occupants and, provide case management, security, maintenance and meals.
- F. SGVRHT and the City desire to set forth the terms of their collaborate effort to provide Shelters for the homeless. The recitals are made a substantive part of this Agreement and the Parties further agree as follows:

I. TERM.

The term of this Agreement shall commence on the Effective Date and shall continue for XXX years from the date the first Shelter is occupied on the site, as depicted and described in the site plan attached Exhibit “A” (the “Site). The term of this Agreement may be extended by mutual written agreement of the Parties.

II. RESPONSIBILITIES OF THE PARTIES:

A. SGVRHT.

SGVRHT will:

1. Designate a point-of-contact with name, title, and contact information who will serve as the SGVRHT's representative during the term of this Agreement. If the point-of-contact is reassigned or no longer with the SGVRHT, a new point-of-contact will be designated in writing within 14 calendar days.
2. Undertake and pay for procurement, delivery and assembly of XX Shelters and an office to the Site.
3. The Shelters and office shall measure approximately XX and XX square feet respectively.
4. The Shelters shall have lighting, at least one standard electrical outlet, heating and cooling systems, be ADA-accessible, have locking doors, smoke alarms, made from noncombustible materials, have a life expectancy of at least 10 years and come with a 5-year warranty for any defects.
5. Reimburse City for the actual cost of Site preparation, which includes, but is not limited, grading, cleaning, electrical hookups, furnishing of restroom, shower and laundry facilities in an amount not to exceed \$XXX per Shelter at the Site.
6. Assign any and all warranties for the Shelters and/or office to the City upon City's acceptance of possession and/or take all such reasonable actions to enforce all such warranties.
7. Coordinate with City and other applicable agencies to identify funding for a service provider to operate the Site and retention of a service provider that will be responsible for identifying eligible occupants, providing case management, Site security and maintenance, and meals.
8. Pay approved City invoices within 35 days of submittal.

B. City.

City will:

1. Designate a point-of-contact with name, title, and contact information who will serve as the City's representative during the term of this Agreement. If the point-of-contact is reassigned or no longer with the City, a new point-of-contact will be designated in writing within 14 calendar days.
2. Review and approve in writing the specifications for the Shelters and office prior to SGVRHT's procurement.
3. Provide a Site that is acceptable to SGVRHT and complete all Site preparation that is necessary for the Shelters to be placed on the Site, including electrical hookups and accessible restroom and shower facilities for occupants of the Shelters and the office occupant. The Site shall be made available for the Program for a minimum of one year from the Effective Date. The length of site operation may be extended by mutual written agreement of the Parties.
4. In consultation with SGVRHT, prepare a Site plan which designates the location of the Shelters, the office, restroom and shower facilities and have its City representative on the Site to provide direction to SGVRHT's contractor as to placement of the Shelters at the time the Shelters are delivered.
5. Upon delivery and assembly of the Shelters and the office at the Site and upon inspection thereof, the City shall acknowledge in writing that it is taking

- possession of the Shelters and relieving SGVRHT of any further responsibility for the Shelters. The City agrees to accept possession for all Shelters and the office, provided they meet the specifications previously approved by the City.
6. Maintain the Shelters, restrooms and showers, including all necessary repairs, cleaning and maintenance, at the Site, for a minimum of five years from the Effective Date; provided that these duties may be delegated by contract to a service provider retained to operate the Site. Placement of any of the Shelters or office at an alternative site must be approved by SGVRHT, which approval shall not be unreasonably withheld.
 7. Coordinate with SGVRHT and other applicable agencies to identify funding for a service provider to operate the Site and to retain a service provider that will be responsible for identifying eligible occupants, providing case management, Site security and maintenance, and meals.
 8. Participate in check-in calls and/or meetings with SGVRHT and other agencies, as necessary.

III. PROGRAM MANAGEMENT:

A. Program Managers.

1. For the purposes of this AGREEMENT, SGVRHT designates the following individual as its Program Manager: Brielle Acevedo, Housing Trust Administrator.
2. For the purposes of this AGREEMENT, the City designates the following individual as its representative:

Name
Title
Phone number:
Email:

Either Party may change the designations set forth herein upon written notice to the other Party.

B. Site Operation.

It is agreed by the Parties that there will be no occupants of the Site until such time as a service provider is under contract to oversee operation of the Site or the City determines to operate the Site with its own forces. The Parties will work collaboratively to develop a contract, including a scope of services, and rules regarding occupant conduct, under which the service provider will operate the Site

IV. DEFAULT; REMEDIES:

- A. Default. A “Default” under this Agreement is defined as any one or more of the following: (i) failure of either Party to comply with the terms and conditions contained in this Agreement; and/or (ii) failure of either Party to perform its

obligations set forth herein satisfactorily or make sufficient progress towards completion of the Program.

- B. Remedies. In the event of a Default by either Party, the non-defaulting Party will provide a written notice of such Default and thirty (30) days to cure the Default. In the event that the defaulting Party fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period and to the satisfaction of the non-defaulting Party, the non-defaulting Party may terminate this Agreement. Such termination shall be effective immediately upon the provision of written notice by the non-defaulting Party to the defaulting Party. In the event of a Default by either Party, the non-defaulting Party shall have the right to seek any and all remedies available at law or in equity.

In the event that the City does not maintain any of the Shelters and/or office on the Site, or an alternative site as agreed upon by the Parties for the period provided in this Agreement, SGVRHT may, in its absolute discretion, take possession of the Shelters and/or office and use them at another location.

V. INDEMNIFICATION:

- A. City agrees to defend, indemnify, and hold free and harmless the SGVRHT, its elected and appointed boards, officials, officers, agents, employees, members, and volunteers, at City's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the SGVRHT, its elected and appointed boards, officials, officers, agents, employee members, and volunteers arising out of or relating to the acts or omissions of City in connection with this Agreement and/or arising out of any claimed dangerous condition of public property at the Site, including, but not limited to, any claims that the Shelters or office provided under this Agreement were in a dangerous condition.
- B. SGVRHT agrees to defend, indemnify, and hold free and harmless the City, its elected officials, officers, agents, employees, and volunteers, at SGVRHT's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, its elected officials, officers, agents, employees, and volunteers arising out of or relating to the acts or omissions of SGVRHT in connection with this Agreement.

VI. INSURANCE:

- A. City and SGVRHT shall maintain and keep in full force and effect during the term of this Agreement insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with City's or SGVRHT's performance of its obligations hereunder.

VII. OTHER TERMS AND CONDITIONS:

- A. Notices. All notices required or permitted to be given under this Agreement shall be

in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVRHT: Marisa Creter
Executive Director
1000 S. Fremont Avenue, Unit 42
Building A-10N, Suite 10-210
Alhambra, CA 91803
(626) 457-1800
mcreter@sgvrht.org

with a copy to: Brielle Acevedo,
Housing Trust Administrator
1000 S. Fremont Avenue, Unit 42
Building A-10N, Suite 10-210
Alhambra, CA 91803
(626) 457-18000
bacevedo@sgvrht.org

To City: Name
Title
Address
Phone Number
E-mail Address

with a copy to: Name
Title
Address
Phone Number
E-mail Address

- B. No Partnership. This Agreement is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the Agreement, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.
- C. Entire Agreement. This Agreement constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the Parties in interest at the time of such modification.
- D. Governing Law. This Agreement shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

- E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this Agreement, each Party shall bear its own costs and expenses, including attorneys' fees.
- F. Excusable Delays. Neither Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.
- G. Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.
- H. Headings. The section headings contained in this Agreement are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.
- I. Assignment. Neither Party may assign its interest in this Agreement, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.
- J. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- K. Authority to Execute. The person executing this Agreement on behalf of a Party warrant that they are duly authorized to execute this Agreement on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this Agreement.
- L. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
- M. Electronic Signatures. This Agreement may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be

executed as of the day and year first above written.

FOR THE CITY OF **XXX**

FOR THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS

By: _____
XXX
City Manager

By: _____
Marisa Creter
Executive Director

Date: _____

Date: _____

ATTEST:

APPROVED AS TO FORM:

XXX
City Clerk

David DeBerry
General Counsel

APPROVED AS TO FORM:

XXXX
City Attorney

REPORT

DATE: April 7, 2021
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **SENATE BILL 679 (Kamlager)- LOS ANGELES COUNTY REGIONAL HOUSING FINANCE ACT**

RECOMMENDED ACTION

For information only.

BACKGROUND

SB 679 would create the LA County Affordable Housing Solutions Agency, whose stated purpose would be to increase affordable housing in Los Angeles County by providing for significantly enhanced funding and technical assistance at a regional level for renter protections, affordable housing preservation, and new affordable housing production. The new authority could place funding measures on the ballot.

The bill was brought to the San Gabriel Valley Council of Governments (SGVCOG) Executive Committee in March 2021. At this time, the SGVCOG has adopted a “watch” position on the bill. A cautious approach seemed prudent because the bill does not define its governance structure, other than to state the board would be composed of 13 voting members from LA County, nor specify eligible recipients for funding nor any distribution method or approach.

The bill is set for a hearing on April 15.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A - Senate Bill 679 Fact Sheet

IN BRIEF

SB 679 creates the L.A. County Affordable Housing Solutions Agency: a single affordable housing solutions agency in Los Angeles County with the ability to raise its own public and private revenue to fund systemic solutions to the countywide affordable housing crisis, including 100% affordable housing and renter protection programs.

BACKGROUND & PROBLEM

Housing for low-income people across L.A. County is severely overcrowded, racially segregated, and often not linked to high quality resources like transit, jobs, schools or parks. The COVID-19 pandemic has made even clearer what we already knew to be true: our Black, Latino, and low-income communities are being forced to make untenable choices in where and how they live. 79% of Extremely Low-Income households in L.A. County are paying more than half of their income on housing costs compared to just 3% of moderate-income households.

Through the Regional Housing Needs Assessment (RHNA) process, the Southern California Association of Governments has instructed the governments within L.A. County to plan for 341,000 homes by 2029 that are affordable to very low-income (<50% of the Area Median Income) and low-income (50 – 80% of the Area Median Income) households. If current production rates continue, we'd create just 25,000 of these units. Creating housing that is affordable to people who are deeply low-income is a key driver of our homelessness crisis and a challenge governments across the country have struggled with.

The housing crisis in L.A. County is regional in nature and too great to be addressed individually by the county's 88 incorporated cities, especially in the context of ambitious RHNA goals. However, the current process is anything but regional: instead, each city and the county is each responsible for their own decisions around affordable housing financing and other protection programs.

L.A. County needs a comprehensive countywide approach to protecting, preserving and creating housing that working and low-income people can access and afford. We need large systemic change that maximizes the scale and strength of L.A. County to push it toward

its ambitious RHNA goals. It's also critical that we scale up key renter supports and protections across the county, including proven strategies like a right to counsel for renters.

SOLUTION

Inspired by previous Bay Area focused legislation, SB 679 creates a single, unified approach to addressing housing instability in L.A. County: a large-scale countywide affordable housing production strategy, combined with proven renter support programs. SB 679 represents a transformative opportunity to change the trajectory of L.A. County's future.

The L.A. County Affordable Housing Solutions Agency – with the ability to raise its own revenue and fund systemic solutions to the countywide affordable housing crisis, both through a dedicated local revenue source, as well as through other creative non-tax strategies, like mortgage revenue bonds – must fundamentally be additive to existing efforts. It offers a comprehensive way forward for creating housing affordability across the county, reflecting leaders, viewpoints, and concerns from across the county. It is also critical that this agency focuses on households that make an average salary or below, in particular extremely and deeply low-income people, because these are the people who are most impacted by the housing crisis.

Combining this focused approach on affordable housing production with coordinated and standardized renter support and protections like an emergency rent relief funding source and establishing a robust countywide right to counsel, SB 679 is the type of ambitious thinking needed to create the future L.A. County we all want to see.

SUPPORT

Abundant Housing L.A., Ascencia, Disability Community Resource Center, Downtown Women's Center, LA Family Housing, LA Forward, LA Voice, PATH, PATH Ventures, Public Counsel, SAJE, Skid Row Housing Trust, SoLA Impact, St. Joseph Center, TRUST South LA, United Way of Greater Los Angeles

FOR MORE INFORMATION

Balkis Awan: 814-243-2905 or Balkis.Awan@asm.ca.gov