



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

**WEDNESDAY, DECEMBER 2, 2020 – 10:30 A.M.**

**Teleconference Meeting**

**Livestream Available at: [sgvrht.org](http://sgvrht.org)**

**SGVRHT Officers**

*Chair*

Jed Leano

*Vice-Chair*

Becky Shevlin

**Jurisdictional**

**Representatives**

*Northeast Representative*

Gary Boyer, Glendora

*Northwest Representative*

Becky Shevlin, Monrovia

*Central Representative*

Jerry Velasco, El Monte

*Southeast Representative*

Patty Cortez, Covina

*At-Large Representatives*

Adele Andrade-Stadler,

Alhambra

Margaret Finlay, Duarte

**Housing/Homeless**

**Experts**

Jed Leano (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 Verne

Monrovia

Pomona

South El Monte

South Pasadena

West Covina

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](http://www.sgvrht.org). Copies are available via email upon request ([bacevedo@sgvrht.org](mailto: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.



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 Fund Board of Directors meeting scheduled for August 5, 2020 at 10 AM will not be allowed. Members of the public may view the meeting live on the SGVCOG's website. To access the meeting video, please see the link on the front page of the agenda.

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](mailto: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.
- Phone: Please email your name and phone number to Brielle Acevedo at [bacevedo@sgvrht.org](mailto:bacevedo@sgvrht.org) at least 1 hour prior to the scheduled meeting time for the specific agenda item you wish to provide public comment on. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." You will be called on the phone number provided at the appropriate time, either during general public comment or specific agenda item. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes.

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](mailto: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 – August 5, 2020 Meeting- Page 1  
*Recommended Action: Adopt Board of Directors minutes for the August 5, 2020 meeting*
7. Board of Directors Meeting Notes- November 4, 2020 Meeting- Page 4  
*Recommended Action: Adopt Board of Directors meeting notes for the November 4, 2020 meeting*
8. San Gabriel Valley Project Pipeline- Page 6  
*Recommended Action: Adopt Resolution 20-19 updating the SGVRHT project pipeline*
9. Conflict of Interest Code- Page 11  
*Recommended Action: Adopt Resolution 20-20 Conflict of Interest Code*
10. Commitment Letter to West Mission Apartments for \$675,000- Page 17  
*Recommended Action: Authorize the Executive Director to execute a commitment letter with Jamboree Housing for West Mission Apartments*

**ACTION ITEMS**

**20 MINUTES**

11. Permanent Local Housing Allocation (PLHA) Funds and SGVRHT Administrative Fees- Page 21  
*Recommended Action: Adopt Resolution 20-21 allowing use of PLHA funds for a portion of SGVRHT annual administrative and affiliate fees*

**PRESENTATIONS**

**DISCUSSION ITEMS**

**UPDATE ITEMS**

**5 MINUTES**

**GENERAL COUNSEL'S REPORT**

**EXECUTIVE DIRECTOR'S REPORT**

**CHAIR'S REPORT**

**ADJOURN**

**SGVRHT Board of Directors Unapproved Minutes**

Date: August 5, 2020  
Time: 10 AM  
Location: Zoom Virtual Meeting

**PRELIMINARY BUSINESS**

1. Call to Order  
Chair Leano called the meeting to order at 10:01 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  
Gary Boyer, City of Glendora  
Patty Cortez, City of Covina  
Margaret Finlay, City of Duarte  
Jed Leano, Housing/Homeless Expert  
  
Becky Shevlin, City of Monrovia  
Jerry Velasco, City of El Monte

**Members Absent**

Carol Averell, Housing/  
Homeless Expert Alternate  
Benita DeFrank, Housing/  
Homeless Expert  
Margaret Finlay, City of Duarte

**Staff**

M. Creter, Executive Director, SGVRHT  
C. Sims, SGVCOG  
R. Choi, 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 – July 22, 2020 Meeting  
*Recommended Action: Adopt Board of Directors minutes for the July 22, 2020 meeting.*
7. SGVRHT Purchasing and Procurement Policy  
*Recommended Action: Adopt Resolution 20-12 approving the SGVRHT purchasing and procurement policy.*
8. San Gabriel Valley Project Pipeline  
*Recommended Action: Adopt Resolution 20-13 updating the SGVRHT project pipeline*
9. SGVRHT Logo

- Recommended Action: Adopt Resolution 20-14 approving SGVRHT logo.*
10. San Gabriel Valley Council of Governments Contract Credit  
*Recommended Action: Receive and file.*
  11. E-signature policy  
*Recommended Action: Adopt Resolution 20-15 approving e-signature policy*
  12. SGVRHT Insurance  
*Recommended Action: Adopt Resolution 20-16 approving form and authorizing the Execution of the Sixth Amended Joint Powers Agreement and agreeing to membership in the Special District Risk Management Authority (SDRMA) Property/Liability Package Program for an initial 3-year commitment effective September 2020 and authorizing Executive Director to pay annual membership fees and insurance premiums.*
  13. Memorandum of Agreement (MOA) with the City of Baldwin Park  
*Recommended: Authorize Executive Director to execute a memorandum of agreement (MOA) with the City of Baldwin Park for an amount not-to-exceed \$376,420 for activities to support establishment of the SGVRHT.*
  14. SGVRHT Investment Policy  
*Recommended Action: Adopt Resolution 20-17 approving the SGVRHT Investment Policy.*
  15. Assignment of Housing Funds  
*Recommended Action: Authorize Executive Director to execute Assignment of Housing Funds with the San Gabriel Valley Council of Governments.*

**There was a motion to approve Items 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 on the consent calendar (M/S: Shevlin/Velasco).**

**[Motion Passed]**

<b>AYES:</b>	Andrade-Stadler, Boyer, Cortez, Finlay, Leano, Shevlin, Velasco
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	DeFrank

**PRESENTATIONS**

**ACTION ITEMS**

**DISCUSSION ITEMS**

16. SGVRHT Outreach Strategy & Marketing Materials- Page 90  
*Recommended Action: For information only.*

**UPDATE ITEMS**

There were no update items.

**GENERAL COUNSEL’S REPORT**

During the General Counsel Report, counsel advised on the ability to add an item that was not on the agenda.

**There was a motion to add an agenda item to approve Resolution 20-18 as(1) there was an immediate need to take action and (2) the need to take**

**action was not known when the agenda was posted. (M/S: Boyer/Shevlin).  
[Motion Passed]**

<b>AYES:</b>	Andrade-Stadler, Boyer, Cortez, Finlay, Leano, Shevlin, Velasco
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	DeFrank

**There was a motion to approve Resolution 20-18 authorizing the filing of an application to the State of California Housing and Community Development Department for the Local Housing Trust Fund Grant Program. (M/S: Shevlin/Velasco).**

**[Motion Passed]**

<b>AYES:</b>	Andrade-Stadler, Boyer, Cortez, Finlay, Leano, Shevlin, Velasco
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	DeFrank

**EXECUTIVE DIRECTOR'S REPORT**

M. Creter reported that the Local Housing Trust Fund (LHTF) application had been received by the State and thanked the Board for their support.

**ADJOURN**

Chair Leano adjourned the meeting at 10:40 AM.

## SGVRHT Board of Directors Meeting Notes

Date: November 4, 2020  
Time: 10 AM  
Location: Zoom Virtual Meeting

### PRELIMINARY BUSINESS

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

#### Members Present

Becky Shevlin, City of Monrovia  
Benita DeFrank, Housing/ Homeless Expert  
Jed Leano, Housing/Homeless Expert  
Carol Averell, Housing/ Homeless Expert Alternate

#### Members Absent

Patty Cortez, City of Covina  
Jerry Velasco, City of El Monte  
Margaret Finlay, City of Duarte  
Adele Andrade-Stadler, City of Alhambra

#### 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

**A quorum was not present and this item was postponed until the next Board Meeting for review and approval.**

### ACTION ITEMS

**A quorum was not present and this item was postponed until the next Board Meeting for review and approval.**

### PRESENTATIONS

6. Homeless Housing Pilot Program  
Staff provided an overview of the pilot program which seeks to address emergency shelter needs in the San Gabriel Valley with temporary tiny home shelters. SGVRHT would provide capital for the shelters and work with

member city staff and LA County to identify sites and secure onsite supportive services. Patrick Diller from Pallet Shelter provided a presentation demonstrating an example of a temporary tiny home shelter and successful development of a Pallet Shelter project in Sonoma, CA.

7. AEDIS Real Estate Development presentation on modular housing  
Scott Baldrige from AEDIS provided a presentation on modular affordable housing providing examples of recently completed projects in Los Angeles and demonstrating the potential cost and time savings of modular housing development.

#### **DISCUSSION ITEMS**

8. Outreach and Marketing Update

Chair Leano, Director Shevlin, and Director Boyer shared updates on their marketing efforts to date which included email and phone communication with nonmember cities and targeted companies.

#### **UPDATE ITEMS**

There were no update items.

#### **GENERAL COUNSEL'S REPORT**

There was no general counsel's report.

#### **EXECUTIVE DIRECTOR'S REPORT**

There was no Executive Director report.

#### **ADJOURN**

Chair Leano adjourned the meeting at 11:20 AM.



# REPORT

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DATE: December 2, 2020

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SAN GABRIEL VALLEY PROJECT PIPELINE**

## **RECOMMENDED ACTION**

Adopt Resolution 20-19 approving the 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 posted on the SGVRHT website ([www.sgvrht.org](http://www.sgvrht.org)) and was distributed to cities in June 2020. The pipeline was updated at the July 22, 2020 meeting with the applications received.

## **DISCUSSION**

The SGVRHT has received an application and staff recommends that the project be added to the San Gabriel Valley Project Pipeline. The project is located in South El Monte and will provide 140 units of affordable housing for low-income seniors.

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 20-19 San Gabriel Valley Project Pipeline

**RESOLUTION NO. 20-19**

**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 2nd day of December, 2020.

San Gabriel Valley Regional Housing Trust

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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 the foregoing Resolution was adopted at a regular meeting of the Board of Directors held on the 2<sup>nd</sup> day of December 2020, by the following vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary

**Exhibit A**

<b>San Gabriel Valley Project Pipeline</b>		
<b>City</b>	<b>Project Description</b>	<b>Funding Gap/Request</b>
Arcadia	9 units of affordable housing	\$1,800,000
Baldwin Park	Metro Central Place: 55 units of affordable housing	\$1,500,000
Baldwin Park	Maine and Pacific: 90 units of affordable housing, including units for homeless veterans	\$16,000,000
Baldwin Park	14404-14412 Ramona: 13 units of affordable housing and additional units of workforce housing	\$6,000,000
Claremont	15 units of affordable housing for low-income and homeless seniors	\$500,000
Duarte	60-70 units of affordable housing adjacent to the Duarte Gold Line station	\$7,000,000
El Monte	Up to 100 units of transitional housing units for homeless families	\$37,000,000
El Monte	54 units of affordable housing for families; potential special needs set-aside	\$500,000
Pomona	56 units of affordable housing, including housing for families, homeless veterans, and homeless households. Shovel-ready project.	\$1,375,000
Pomona	125 units of affordable housing for low and very low-income families	\$2,000,000
South El Monte	Rehabilitation project to provide transitional housing units for homeless families	\$4,000,000
South El Monte	140 units of 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

# REPORT

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DATE: December 2, 2020  
TO: Board of Directors  
FROM: Marisa Creter, Executive Director  
RE: **SGVRHT CONFLICT OF INTEREST CODE**

## **RECCOMENDED ACTION**

Adopt Resolution 20-20 approving the SGVRHT Conflict of Interest Code.

## **BACKGROUND**

The San Gabriel Valley Regional Housing Trust (SGVRHT) was established in February 2020 by a Joint Powers Act and is a local government agency. SGVRHT is subject to the Political Reform Act of 1974 (“the Act”) which requires a local government agency to adopt a Conflict of Interest Code Pursuant to the Act.

The Fair Political Practices Commission has adopted a model conflict of interest code which meets the requirements of the Act. Staff recommends that the Board of Directors adopt the model conflict of interest code in Attachment A.

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

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

## **ATTACHMENTS**

Attachment A – Resolution 20-20

**RESOLUTION NO. 20-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST ADOPTING A CONFLICT OF INTEREST CODE**

**WHEREAS**, the Political Reform Act of 1974, Government Code Section 81000 et seq. (“the Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

**WHEREAS**, the San Gabriel Valley Regional Housing Trust (“SGVRHT”) is a local government agency, created in 2020 pursuant to the Joint Powers Act, Government Code sections 6500 et seq. to, among other things, plan and develop housing opportunities for the homeless and persons of low incomes; and

**WHEREAS**, the Fair Political Practices Commission has adopted a model conflict of interest code, which is set forth in Title 2 of the California Code of Regulations, Section 18730, which contains terms for a conflict of interest code, which, together with amendments thereto, may be adopted by SGVRHT by reference to minimize the actions required of SGVRHT to keep its conflict of interest code in conformity with the Act; and

**WHEREAS**, the Board of Directors of SGVRHT desire to adopt to the model conflict of interest code promulgated by the Fair Political Practices Commission.

**NOW, THEREFORE**, the Board of Directors of SGVRHT resolves as follows:

Section 1. Exhibit “A”, which includes in Parts 1, 2 and 3 of its Appendix, the designated positions required to file Statements of Economic Interest (Part 1), the disclosure categories (Part 2), and the terms of Title 2 of California Code of Regulations, Section 18730 (Part 3), and any amendments to Part 3 subsequently adopted by the Fair Political Practices Commission, are hereby adopted and incorporated by reference and shall constitute the Conflict of Interest Code for SGVRHT.

Section 2. The Secretary of the Board is hereby authorized to forward a copy of this Resolution to the Clerk of the Los Angeles County Board of Supervisors for review and approval by the Los Angeles County Board of Supervisors as required by California Government Code Section 87303.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of SGVRHT held, on the 2nd day of December, 2020.

San Gabriel Valley Regional Housing Trust

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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 the foregoing Resolution was adopted at a regular meeting of the Board of Directors held on the 2<sup>nd</sup> day of December 2020, by the following vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary



Conflict of Interest Code  
of the  
**San Gabriel Valley Regional Housing Trust**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Members of the Board of Directors, Alternates, and its Executive Director, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**San Gabriel Valley Regional Housing Trust**

**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**San Gabriel Valley Regional Housing Trust**

**EXHIBIT “B”**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Directors	1, 2, 3
Alternate Member, Board of Directors	1, 2, 3
Executive Director	1, 2, 3
General Counsel	1, 2, 3
Contracts Manager	1, 2, 3
Contracts Administrator	1, 4
Housing Trust Administrator	1, 2, 3
Consultants/New Positions*	

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

**EFFECTIVE:**

# REPORT

DATE: December 2, 2020

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **COMMITMENT LETTER TO WEST MISSION APARTMENTS**

## **RECOMMENDED ACTION**

Authorize the Executive Director to execute a commitment letter with Jamboree Housing for West Mission Apartments committing \$675,000 in SGVRHT funding to the project.

## **BACKGROUND**

At its July 22, 2020 meeting, the SGVRHT Board of Directors approved submission of the Local Housing Trust Fund (LHTF) Application to the California Department of Housing and Community Development (HCD). The LHTF program provides matching funds for SGVRHT available funds. The LHTF application included funding recommendations for three projects as shown in the table below. Each project was intended to received fifty percent of the funding request from SGVRHT available funds and the remaining fifty percent in LHTF funds, if awarded.

<b>Project Name</b>	<b>City</b>	<b># of Units</b>	<b>Total Funding (SGVRHT + LHTF)</b>	<b>SGVRHT Funding Only</b>
West Mission Family Apartments	Pomona	56	\$1,350,000	\$675,000
Claremont PSH Development	Claremont	15	\$500,000	\$250,000
Vista del Monte Affordable Housing Development	El Monte	54	\$500,000	\$250,000
<b>Total</b>		<b>125</b>	<b>\$2,350,000</b>	<b>\$1,175,000</b>

At its August 5, 2020 meeting, the SGVRHT Board of Directors authorized the Executive Director to execute letters of intent (LOI) for the three projects included in the application. The LOI included the project's funding request in full and stated that final award amounts would be dependent on award of LHTF funds and may be reduced. The announcement of LHTF awards was anticipated in October but has been delayed to late December due to COVID-19.

## **DISCUSSION**

SGVRHT staff reached out to all three project teams to confirm development timelines and determine if any action was required from SGVRHT to avoid any project delays based

on the LHTF award notification delay. Of the three projects, only one, West Mission Family Apartments, required action in accordance with its 180-day readiness deadline for 4% tax credits. Jamboree Housing, the development team for the project, noted that their senior lenders would need a formal commitment letter for the funds SGVRHT is able to provide without the LHTF award. SGVRHT staff has prepared a formal commitment letter for the available portion of funds in the amount of \$675,000 (Attachment A).

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

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

**ATTACHMENTS**

Attachment A – Commitment Letter

**BOARD OF DIRECTORS**

*Chair*  
**Jed Leano**  
 Housing/Homeless Expert

*Vice Chair*  
**Becky Shevlin**  
 City of Monrovia  
 Northwest District

*Members*  
**Gary Boyer**  
 Northeast District  
 City of Glendora

**Patricia Cortez**  
 City of Covina  
 Northwest District

**Jerry Velasco**  
 City of El Monte  
 Central District

**Adele Andrade-Stadler**  
 City of Alhambra  
 At-Large

**Margaret Finlay**  
 City of Duarte  
 At-Large

**Benita DeFrank**  
 Housing/Homeless Expert  
 Delegate

**Alma Martinez**  
 Housing/Homeless Expert  
 Alternate

**Carol Averell**  
 Housing/Homeless Expert  
 Alternate

**MEMBERS**

*Alhambra*  
*Arcadia*  
*Baldwin Park*  
*Claremont*  
*Covina*  
*Diamond Bar*  
*Duarte*  
*El Monte*  
*Glendora*  
*La Verne*  
*Monrovia*  
*Pomona*  
*South El Monte*  
*West Covina*

December 2, 2020

**Tung Tran**  
 Jamboree Housing Corporation  
 17701 Cowan Ave., Suite 200  
 Irvine, CA 92614

**RE: LOAN COMMITMENT FOR WEST MISSION FAMILY APARTMENTS**

Dear Mr. Tran:

The San Gabriel Valley Regional Housing Trust (SGVRHT) has approved a commitment for construction and permanent loan to Jamboree Housing Corporation (Borrower) for West Mission Family Apartments, the proposed development of fifty-seven (57) units to be located in Pomona, CA. The source of these loan funds shall be SGVRHT capital funds and Local Housing Trust Funds (LHTF), if awarded by the State in December 2020. Any loan amount is conditioned of course on execution of the Loan Documents between SGVRHT and Borrower.

<b>Loan Amount:</b>	SGVRHT capital funds- \$675,000 (committed) LHTF funds- \$675,000 (pending State award notification)
<b>Rate:</b>	One to Three percent (1-3%) as defined in Promissory Note
<b>Term of loan:</b>	Thirty (30) months for construction loan; Fifty-five (55) years for permanent loan
<b>Fees:</b>	1% origination fee
<b>Disbursement:</b>	Draw down funding paid on reimbursable basis
<b>Payment:</b>	Following conversion, Borrower shall make payments from residual receipts (as defined in the loan agreement)
<b>Security:</b>	Deed of Trust, which may be subordinated to senior lenders with SGVRHT approval
<b>Loan Documents:</b>	Loan Agreement, Regulatory Agreement, Promissory Note, Deed of Trust, Development Agreement

Specific project information is as follows:

Project Name: West Mission Family Apartments  
Project Location: Pomona, CA  
# of units: fifty-six (56), plus 1 managers unit

Income Levels	# of Units
Extremely Low (30% AMI or below)	20
Very Low (50% AMI or below)	-
Low (80% AMI or below)	37
Total	57
% Affordable	100

Project Description: The West Mission Apartments is a proposed 57 unit (1 manager unit) new construction affordable multi-family development. The three-story development will contain 38 units for low-income families, 8 units for veterans, and 10 units for homeless households. Project amenities are intended to include leasing space, community center, fitness area, community garden, tot lot, and dog park.

Project Status: Predevelopment

Should you have any questions or concerns regarding this proposed Project, please contact Brielle Acevedo at (626) 457-1800 or [bacevedo@sgvrht.org](mailto:bacevedo@sgvrht.org). Thank you.

Sincerely,



Marisa Creter, Executive Director  
San Gabriel Valley Regional Housing Trust

Cc: Brielle Acevedo, Regional Housing Trust Administrator  
George Montano, Manager

# REPORT

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DATE: December 2, 2020

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **PERMANENT LOCAL HOUSING ALLOCATION (PLHA) FUNDS AND SGVRHT ANNUAL ADMINISTRATIVE AND AFFILIATE FEES**

## **RECOMMENDED ACTION**

*Adopt Resolution 20-21 allowing use of PLHA funds for a portion of SGVRHT annual administrative and affiliate fees.*

## **BACKGROUND**

In 2017, Governor Brown signed Senate Bill 2 (SB 2), known as the Building Homes and Jobs Act, which established a \$75 recording fee on real estate documents to increase the supply of affordable housing. The Act establishes the Permanent Local Housing Allocation (PLHA) program administered by the California Department of Housing and Community Development (HCD). The PLHA program provides a permanent source of funding to cities and counties to help address the unmet need for affordable housing and increase the supply of affordable housing units. PLHA funding is provided annually. Eligible activities for the PLHA funding include the development of affordable rental housing, assisting persons experiencing or at risk of homelessness, supporting efforts to acquire and rehabilitate foreclosed or vacant homes and apartments, or as matching portions of funds placed into local or regional housing trust funds. SGVRHT has also been informed that an eligible use of PLHA funds is for the administrative costs associated with operating a regional housing trust.

PLHA program funding is awarded as formula grants to entitlement and non-entitlement jurisdictions based on the formula prescribed under federal law for the Community Development Block Grant (CDBG) program. Those cities that partner with the County of Los Angeles to administer their CDBG funds will receive their annual PLHA allocation through the County. In this fiscal year, the County has indicated that it will use its PLHA funding to administer a Countywide Eviction Defense Program (EDP) to provide legal defense and eviction prevention resources for all eligible residents at-risk of homelessness. Cities were also able to request that their funds instead be allocated towards another eligible program. For FY 2020-21, the County requested notification by October 15, 2020, if a City were interested in allocating funds towards another program. LA County has indicated that it intends to return to its participating cities in the spring of 2021 to request notification on how cities intend to use their FY 2021-22 PLHA funding allocation.



The San Gabriel Valley Regional Housing Trust (SGVRHT) is able to receive both private and public funds. One potential source of public funds is PLHA funds. Member cities could allocate their PLHA funds to the SGVRHT for program eligible expenses, which include use as capital funds to produce affordable and homeless housing. Additionally, PLHA funds are eligible for use as matching funds for the State Local Housing Trust Fund (LHTF) application, which is anticipated to be released in the spring of 2020.

**DISCUSSION**

Annual administrative fees and affiliate member fees support the general operational expenses of the SGVRHT. Cities are responsible for their annual administrative fee or affiliate member fee to the SGVRHT and have inquired about using PLHA as a source for this fee. The SGVRHT would like to encourage member agencies to allocate PHLA funds to the SGVRHT in order to leverage and maximize capital funds, and staff recognizes allowing a portion of the funds to be used to cover annual administrative fees could be an incentive to do so. To this end, staff has developed proposals for both the annual administrative fee for full members and the affiliate membership fee.

***Annual Administrative Fee (Full Members)***

Staff therefore proposes that 10% of a member’s city’s PLHA allocation to the SGVRHT may be applied to cover annual administrative fees, up to 50% of the city’s annual administrative fee.

	Annual administrative fee	PLHA allocation to SGVRHT	PLHA allocation applied to annual administrative fee (10% of PLHA Allocation or 50% of administrative fee)	Limit on PLHA applied to annual administrative fee (50% of administrative fee)
City A	\$10,000	\$30,000	\$3,000	\$5,000
City B	\$10,000	\$50,000	\$5,000	\$5,000
City C	\$20,000	\$120,000	\$10,000	\$10,000

In the case of City A, which allocated \$30,000 of its PLHA to the SGVRHT, their PLHA allocation eligible to be applied towards the annual administrative fee would be \$3,000, equal to 10% of their PLHA allocation. This is less than the limit of \$5,000, equal to 50% of the City A’s \$10,000 annual administrative fee which would be achieved by a PLHA allocation of \$50,000 or more. In the case of City B, its allocation of \$50,000 of PLHA funds would allow for \$5,000 in PLHA funds to be applied towards their annual administrative fee and would equal the limit of 50% of their \$10,000 annual administrative fee. In the case of City C, 10% of their PLHA allocation of \$120,000 totals \$12,000, which exceeds the limit of 50% of their annual administrative fee. In this case, City C’s PLHA eligible to be applied towards annual administrative fee would be subject to the aforementioned limit and would equal \$10,000.

**Affiliate Membership Free**

Staff also proposes that 10% of an affiliate member’s PLHA allocation to the SGVRHT may be applied to cover affiliate fee, up to 100% of the affiliate fee. Examples are shown in the chart below:

	Affiliate fee	PLHA allocation to SGVRHT	PLHA allocation applied to affiliate fee (10% of PLHA Allocation or 100% of administrative fee)	Limit on PLHA applied to affiliate fee (100% of affiliate fee)
City A	\$2,000	\$5,000	\$500	\$2,000
City B	\$2,000	\$20,000	\$2,000	\$2,000
City C	\$5,000	\$120,000	\$5,000	\$5,000

In the case of City A, which allocated \$5,000 of its PLHA funding to the SGVRHT, their PLHA allocation eligible to be applied to towards the annual affiliate fee would be \$500. This is less than the limit of 100% of the affiliate fee which would be achieved by a PLHA allocation of \$20,000 or greater. In the case of City B, its allocation of \$20,000 of PLHA funds would mean that their PLHA allocation eligible towards the affiliate fee would equal their affiliate fee. In the case of City C, 10% of their PLHA allocation of \$120,000 totals \$12,000, which exceeds the limit of 100% of the City’s affiliate fee, and City C would be eligible to apply \$5,000 towards their affiliate fee.

**NEXT STEPS**

If approved, this policy would come into effective for the PLHA awards to be announced in spring 2021 and will be applied to administrative and affiliate fees for FY 2021-2022. PLHA allocations are only eligible to be applied to annual administrative and affiliate member fees in the fiscal years that the allocation is made to the SGVRHT cannot be applied across multiple years. At the time a member agency or affiliate member allocates PLHA funds to SGVRHT, it shall state in writing the percentage of its allocation it desires to be applied toward its annual administrative fee or annual affiliate fee, up to the Board approved capped amounts.

Prepared by: Brielle Acevedo  
 Brielle Acevedo  
 Principal Management Analyst

Approved by: Marisa Creter  
 Marisa Creter  
 Executive Director

**ATTACHMENTS**

Attachment A – Resolution 20-21

**RESOLUTION NO. 20-21**

**A RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST  
APPROVING PERCENTAGE OF PERMANENT LOCAL HOUSING (PLHA)  
ALLOCATION TO SGVRHT APPLIED TO ANNUAL ADMINISTRATIVE AND  
AFFILIATE FEE**

**WHEREAS**, the San Gabriel Regional Housing Trust (SGVRHT) charges annual administrative fees to members and affiliate fees to affiliate members to support the ongoing operations and administration of the SGVRHT; and

**WHEREAS**, cities will be awarded Permanent Local Housing Allocation (PLHA) funds to support the development of affordable housing and prevent residents from falling into homelessness; and

**WHEREAS**, eligible activities for the use of these PLHA funds is as matching funds for a regional housing trust and for the administration of a regional housing trust; and

**WHEREAS**, member and affiliate cities would like to apply a percentage of their PLHA allocations to the SGVRHT to their annual administrative and affiliate member fees.

**NOW, THEREFORE**, NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following PLHA Percentage Allocation to Administrative and Affiliate fee:

1. Member agencies: A member agency may apply up to 10% of its annual PLHA allocation to the SGVRHT toward no more than 50% of its annual administrative fee.
2. Affiliate members: An affiliate member may apply up to 10% of its annual PLHA allocation to the SGVRHT toward no more than 100% of its annual affiliate fee.
3. At the time a member agency or affiliate member allocates PLHA funds to SGVRHT, it shall state in writing the percentage of its allocation it desires to be applied toward its annual administrative fee or annual affiliate fee, as applicable.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of SGVRHT held, on the 2nd day of December, 2020.

San Gabriel Valley Regional Housing Trust

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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 the foregoing Resolution was adopted at a regular meeting of the Board of Directors held on the 2<sup>nd</sup> day of December 2020, by the following vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary