

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

WEDNESDAY, MAY 6, 2020 - 1:00 P.M.*

Teleconference Meeting
Livestream Available at: sgvrht.org

*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)

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 Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvrht.org. Copies are available via email upon request (csims@sgvcog.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 Board of Directors meeting scheduled for May 6, 2020, at 1:00 p.m. will be not be allowed. Members of the public may view the meeting live on the SGVRHT's website. To access the meeting video, log onto www.sgvrht.org and click on the link on the homepage, then follow prompts to watch the meeting live.

Public comments can be submitted electronically by emailing kward@sgvcog.org at least 1 hour prior to the scheduled meeting time. Emailed public comments will be read into the record and should be limited to 150 words max. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Katie Ward at least 48 hours prior to the meeting at (626) 457-1800 or at kward@sgvcog.org.

PRELIMINARY BUSINESS

5 MINUTES

1. Introductions
2. Election of Chair and Vice-Chair (Page 1)
Recommended Action: Elect and appoint chair and vice-chair.
3. Call to Order
4. Pledge of Allegiance
5. Roll Call
6. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
7. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

PRESENTATIONS

15 MINUTES

8. Overview of the San Gabriel Valley Regional Housing Trust
Recommended Action: For information only.

ACTION ITEMS

30 MINUTES

(It is anticipated that the SGVRHT Board of Directors may take action on the following matters)

9. Regional Housing Trust Staffing (Page 3)
Recommended Action: Authorize a representative to negotiate an agreement with the San Gabriel Valley Council of Governments for consideration of the SGVRHT Board of Directors.
10. Local Housing Trust Fund Grant Application Preparation (Page 9)
Recommended Action: Procure and authorize a representative to negotiate an agreement with a qualified firm/individual to assist in preparation of an application for the State's Local Housing Trust Fund Grant Program.
11. Establishment of Regular Meeting Time for the SGVRHT Board of Directors and Scheduling Next Meeting (Page 11)
Recommended Action: Establish regular meeting time for the SGVRHT Board of Directors and Schedule Next Meeting.
12. Letter of Support for Senator Susan Rubio's State Budget Allocation Request for the SGVRHT
Recommended Action: Submit a letter of support for Senator Susan Rubio's State Budget Allocation Request for the SGVRHT.

UPDATE ITEMS

10 MINUTES

13. SGVRHT Next Steps & Timing
Recommended Action: For information and direction.

ADJOURN

DATE: May 6, 2020

TO: Board of Directors

FROM: Staff

RE: **ELECTION OF CHAIR AND VICE-CHAIR**

RECOMMENDED ACTION

Elect and appoint chair and vice-chair.

BACKGROUND

SB 751 (Rubio) – the legislation that allows for the establishment of the San Gabriel Valley Regional Housing Trust (SGVRHT) – requires that the Board of Directors elect a chairperson and vice chairperson from among its members at the first meeting held in each calendar year. As this meeting is the first meeting of the calendar year, the SGVRHT Board of Directors shall elect its chair and vice-chair.

ELECTION PROCEDURES

The SGVRHT Board of Directors has not yet established an election process. That election process will be established in the Agency's By-laws, which will be discussed by the Board of Directors at its next meeting. In the absence of an existing election process, it is recommended that, for the purposes of this election, the SGVRHT follow the process that is used by the San Gabriel Valley Council of Governments (SGVCOG).

- **Election Process:** David DeBerry, General Counsel for the SGVCOG, serves as the SGVRHT's election official and run the election. Any questions or concerns should be directed to him.
- **Eligible Candidates:** Candidates must be serving as the SGVRHT Delegate in their seat in order to be eligible for the election.
- **Nomination of Candidates:** Candidates will be nominated from the floor first for the position of chair and then vice-chair. Candidates may self-nominate. If there are multiple nominations for either position, each candidate will be given two minutes to address the Board of Directors to present their experience and qualifications for the position. A roll call vote will be taken and each Director shall announce his or her vote. If a candidate receives a majority vote, that candidate shall be appointed to the office. Once the chair is selected, the chair will solicit nominations for vice chair.
 1. **Runoff Procedure:** In the event that no candidate receives a majority vote, a runoff will be held between the two candidates receiving the most votes and will continue until such time as a candidate receives a majority vote.

- **Term of Office:** The newly-elected chair and vice-chair will begin their term of service at the May 2020 meeting, and the term will end upon at Board's first meeting of 2021, when the next election is held.

DATE: May 6, 2020

TO: Board of Directors

FROM: Staff

RE: **REGIONAL HOUSING TRUST STAFFING**

RECOMMENDED ACTION

Authorize a representative to negotiate an agreement with the San Gabriel Valley Council of Governments for consideration of the SGVRHT Board of Directors.

BACKGROUND

In the fall and winter of 2019, staff from the San Gabriel Valley Council of Governments (SGVCOG) facilitated meetings of a San Gabriel Valley Regional Housing Trust (SGVRHT) Working Group – made-up of staff from 17 cities that were interested in joining the SGVRHT. This Working Group negotiated the SGVRHT joint powers agreement and discussed potential options for the organization, funding, and staffing of the SGVRHT. The City Managers Steering Committee of the SGVCOG also discussed and made recommendations regarding the staffing of the SGVRHT. The next sections outline several staffing alternatives and the potential budget impacts of each.

STAFFING ALTERNATIVES & PROPOSED FUNDING PLAN

The SGVRHT will undertake a variety of activities to accomplish its mission to provide funding for the planning and construction of housing for homeless, extremely low, very low, and low-income individuals and families. Some of these activities are more specialized tasks that will require extensive expertise and experience. It is anticipated that the Board of Directors will contract out for these tasks in order to obtain the most expertise and be the most responsive to the specific needs of the Agency. However, there are a number of core activities that would need to be completed by the SGVRHT's core staff. The City Managers' Steering Committee and Executive Committee looked at various options (the SGVRHT hiring its own staff; consultant staff; city staffing; and the SGVCOG staffing) and recommended that the best approach would be for the SGVRHT to contract with the SGVCOG for its core staffing.

The table below outlines a number of anticipated activities of the SGVRHT and which are anticipated would be completed by "core staff" or "specialized staff" (e.g. contracted):

REPORT

Activity	Completed by:	
	Core Staff	Specialized Staff (e.g. contracted)
Outreach to eligible entities	X	
Administrative set-up (e.g. bylaws, policies and procedures)	X	
Administration (e.g. operating budget; annual reporting; updating program priorities)	X	X
Preparing for and holding Board meetings & managing Board relationships	X	
Developing guiding principles and goals	X	X
Developing project/program priorities	X	X
Developing, maintaining, and updating project pipeline	X	X
Developing a funding strategy		X
Managing and administering SGVRHT funds		X
Reporting on SGVRHT grant funding received	X	X
Applying for grant/foundation funding; lobbying/advocating for funding	X	X
Fundraising	X	X
Overseeing specialized staff	X	

Table 1. Anticipated Staff Breakdown

SGVCOG staff estimates that these “core staff” responsibilities would require 1.1 FTEs – 1 FTE at a Principal Management Analyst level, and 0.1 FTE at a Management level. In all instances, there would be costs associated with the administration of the Agency (i.e. office space/utilities/equipment; finance/administrative support; printing/supplies; travel/meeting expenses), but the amount of these costs would vary based on the staffing model that is used.

SGVCOG Staffing

Based on the recommendation from the SGVCOG City Managers’ Steering Committee, SGVCOG staff developed a scope of work and cost proposal (Attachment A). The cost proposal, with the proposed break-down can also be found below:

	Total
Personnel	
1.0 FTE (PMA)	130,000
0.1 FTE (Upper Management)	24,000
Subtotal	<u>154,000</u>
Contracted Services	
Legal Support	50,000
Subtotal	<u>50,000</u>
Direct Costs	
Printing / Supplies	10,000
Travel/ Meeting Expenses	10,000

	Subtotal	<u>20,000</u>
Admin. & Fiscal Costs		
	Office Space/Equipment	24,000
	Finance / Admin Support	80,000
	Subtotal	<u>104,000</u>
TOTAL		<u>328,000</u>

Table 2. Proposed Cost Proposal

The SGVRHT has funding available from a variety of different sources that would support the operations. Operations include not only the proposed SGVCOG staffing listed above but also additional contracted services such as developing the Trust Fund itself, completing planning and feasibility studies/start-up activities, and potentially administering the funding awards. These funding sources are listed below:

- **Measure H Grants:** Three city cohorts (Pomona/Claremont/La Verne; South Pasadena; Baldwin Park/El Monte/South El Monte) received funding in the previous round of the County’s Measure H grants to support the formation of a housing trust fund. Two of these cohorts have indicated that they intend to allocate their funds towards the SGVRHT. The contracting process with the City of Pomona is currently underway.

Anticipated Funding Available = \$165,000¹

- **Homeless Initiative (HI) Innovation Funds:** The SGVCOG was allocated carry-over Measure H funding and directed to develop a funding plan for disbursement of these funds. In February 2020, the SGVCOG Governing Board adopted a plan that allocated \$200,000 towards SGVRHT Operations.

Anticipated Funding Available = \$200,000

- **Annual Administrative Fees:** Participating cities are required to pay an annual administrative fee – based on population – to the SGVRHT. Currently, 14 cities have joined the SGVRHT.²

Anticipated Funding Available = \$130,000

The concept of the SGVCOG providing some services in-kind was presented to the City Managers Steering and Executive Committee, and there was no opposition to that concept.

A complete FY 2020-21 Budget will be presented to the SGVRHT Board of Directors for consideration at its next meeting.

Please also note that the SGVCOG’s recruitment for the principal management analyst to serve as the Regional Housing Trust Administrator. It is anticipated that that individual would start on July 1, 2020.

NEXT STEPS

It is recommended that the SGVRHT Board of Directors pursue an agreement with the SGVCOG

¹ Additional funding could become available if the third cohort decides to allocate its funds towards the SGVRHT.

² Those cities that received Measure H grants and that have elected to allocate their grant towards the SGVRHT had their FY 2020-21 Annual Administrative dues waived. In future years, these cities would pay the annual administrative fee.

REPORT

for staffing for the SGVRHT. It is also recommended that the SGVRHT Board of Directors designate a representative from one of its member cities to negotiate an agreement with the SGVCOG. Should the SGVRHT Board of Directors recommend negotiation of an agreement with the SGVCOG, the Agreement is anticipated to be considered by the SGVCOG Governing Board at its May 21, 2020. The Agreement would then be considered by the SGVRHT Board of Directors at its next meeting.

ATTACHMENTS

Attachment A – Proposed SOW

Scope of Work

Task 1

SGVCOG shall provide staffing for all activities related to the operation of the San Gabriel Valley Regional Housing Trust (SGVRHT).

Specific activities shall include but are not limited to the following:

- Developing, distributing, and posting agendas and related staff reports for regular meetings of the San Gabriel Valley Regional Housing Trust Board of Directors;
- Managing communications with Board of Directors, member agencies, and all other stakeholders;
- Manage consultant contracts executed by the SGVRHT Board of Directors. Contracted services could include planning and start-up activities, fund development, and administration of the initial funding award;
- Developing and maintaining website for the SGVRHT;
- Developing and presenting an annual SGVRHT Budget and Workplan for approval by the SGVRHT Board of Directors;
- Completing the Annual SGVRHT Workplan as adopted by the SGVRHT Board of Directors and overseeing the SGVRHT Annual Budget;
- Ensuring compliance with the SGVRHT joint powers agreement, SGVRHT by-laws, and other relevant local, State, and Federal laws;
- Pursuing opportunities for funding for the SGVRHT;
- Providing Executive Director services;
- Managing funding received by the SGVRHT.

The SGVCOG will also provide legal services. In Year 1, the SGVCOG proposes expanding its agreement with its existing legal counsel – Woodruff, Spradlin, and Smart – to provide legal services to the SGVRHT as well. Legal services will be provided via a monthly retainer.

SGVCOG staff may also recommend the hiring of consultants to the SGVRHT Board of Directors to support some of these efforts, including pursuing opportunities for funding for the SGVRHT and managing funding received by the SGVRHT, to ensure that the appropriate levels of expertise are provided to the SGVRHT. SGVCOG staff will be responsible for overseeing these consultants.

The SGVCOG will provide the following staffing levels to complete these activities and fulfill the staffing requirements of the SGVRHT:

- 1.0 FTE Principal Management Analyst
- 0.1 FTE Upper Management

Task 2

SGVCOG shall provide administrative and fiscal support services to the SGVRHT:

- Office space (including utilities and equipment) for staff dedicated to the SGVRHT, including the following;

Attachment A

- Financial management (including accounting, invoice review and payments, financial and grant reporting);
- Administrative support (including human resources and payroll);
- Information Technology (IT) support (including website management).

DATE: May 6, 2020

TO: Board of Directors

FROM: Staff

RE: LOCAL HOUSING TRUST FUND GRANT APPLICATION PREPARATION

RECOMMENDED ACTION

Procure and authorize a representative to negotiate an agreement with a qualified firm/individual to assist in preparation of an application for the State's Local Housing Trust Fund Grant Program.

BACKGROUND

The California Department of Housing and Community Development (HCD) recently finalized the guidelines for a notice of funding availability (NOFA) for the Local Housing Trust Fund (LHTF) Program. Approximately \$57 million in funding is available for housing trust funds. Funding is provided through the Proposition 1 Housing Bond that was approved by voters in November 2018. Eligible activities for this program include construction loans and/or permanent financing loans to pay for the construction or rehabilitation of the following:

- Affordable housing rental projects;
- Emergency shelters;
- Permanent supportive housing;
- Transitional housing;
- Affordable homebuyer/homeowner projects;
- Assistance for income-eligible first-time homebuyers to purchase homes;
- Construction, conversion, reconstruction, rehabilitation, and/or repair of accessory dwelling units (ADUs) or junior accessory dwelling units (JADUs).

As a newly-formed regional housing trust funds, the SGVRHT is eligible to apply for between \$500,000 and \$5,000,000. Fifteen percent of the funds made available through this NOFA are reserved for new housing trust funds. Housing trust funds that are funding projects with deeper income targeted (i.e. more funding for projects for lower-income households), are located in communities where there are higher percentages of lower-income households paying more than fifty percent of their household income for rent or owner expenses, and are regional housing trusts including more than 8 members (in larger counties) will receive more points in the scoring criteria.

The program also requires that the SGVRHT provide 100% matching funds. Potential sources for these matching funds include cities' permanent local housing allocations (PHLA) – funding generated from the real estate transaction fees created through SB2 that are allocated to cities using the Community Development Block Grant (CDBG) funding formula.

The NOFA for the Local Housing Trust Fund program was released on April 30, 2020, and applications are due on August 3, 2020. That document can be found at

https://www.hcd.ca.gov/grants-funding/active-funding/lhtf/docs/1LHTF_NOFA.pdf. Application materials have not yet been released but are expected in mid-May.

To ensure that the SGVRHT as competitive as possible for this funding, it is recommended that the Agency procure and contract with a qualified firm or individual to assist in the development of that application. Since the SGVRHT does not yet have established procurement policies and procedures, it is recommended that, for this procurement, the SGVRHT follow the SGVCOG's established procedures. If the approach is approved by the SGVRHT Board of Directors, a contract with a qualified firm or individual would be presented to the Board at its next meeting.

DATE: May 6, 2020

TO: Board of Directors

FROM: Staff

RE: ESTABLISHMENT OF REGULAR MEETING TIME FOR THE SGVRHT BOARD OF DIRECTORS AND SCHEDULING NEXT MEETING

RECOMMENDED ACTION

Establish regular meeting time for the SGVRHT Board of Directors and schedule next meeting.

BACKGROUND

It is recommended that the SGVRHT Board of Directors establish its regular meeting time and schedule its next meeting. This will increase transparency and make it easier for members of the public to participate in meetings.

On an ongoing basis, it is anticipated that the SGVRHT Board of Directors could meet on a quarterly basis. However, there are a number of initial activities and introductory presentations that should be completed over the next several months. As such, it is recommended that the Committee meet in the months of June, July, and August, and then quarterly thereafter. It is proposed that the SGVRHT meet at 10:00 a.m. following the SGVCOG's Homelessness Committee meeting, which is regularly held on the first Wednesday of each month at 8:30 a.m. The proposed meeting schedule for the remainder of 2020 and the first meeting in 2021 can be found below:

- Wednesday, June 3, 2020 – 10:00 a.m.
- Wednesday, July 1, 2020 – 10:00 a.m.
- Wednesday, August 5, 2020 – 10:00 a.m.
- Wednesday, November 4, 2020 – 10:00 a.m.
- Wednesday, February 3, 2021 – 10:00 a.m.

At this time, the meetings will continue to be held via teleconference. Once it is advisable to meet in person, the Committee can select an on-going meeting location.