

AGENDA AND NOTICE OF THE MEETING OF THE
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF
DIRECTORS
WEDNESDAY, JUNE 3, 2020 - 10:00 A.M.*
Teleconference Meeting
Livestream Available at: 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
Baldwin Park
Claremont
Covina
Diamond Bar
Duarte
El Monte
Glendora
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 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 June 3, 2020, at 10:00 a.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. 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

6. Board of Directors Minutes
Recommended Action: Adopt Board of Directors minutes.
7. SB 1212 (Rubio) – Page 1
Recommended Action: Adopt Resolution 20-01 supporting SB 1212 (Rubio).
8. Safekeeping of Property and Official Signatures – Page 9
Recommended Action: Adopt Resolution 20-02 authorizing the establishment of financial accounts at commercial banking institutions for the safekeeping of property and authorizing official signatures.

PRESENTATIONS

ACTION ITEMS

40 MINUTES

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

9. Award of Contract for Staffing – Page 11
Recommended Action: (1) Approve Agreement with San Gabriel Valley Council of Governments for Core Staffing; and (2) Appoint Marisa Creter Executive Director of the SGVRHT.
10. FY 2020 – 21 SGVRHT Budget – Page 13
Recommended Action: Adopt Resolution 20-03 approving the FY 2020-2021 SGVRHT Budget
11. SGVRHT State and Federal Legislative Agenda – Page 19
Recommended Action: Adopt Resolution 20-04 establishing the SGVRHT's 2020 State and Federal Legislative Agenda.
12. San Gabriel Valley Project Pipeline – Page 21
Recommended Action: (1) Adopt an initial San Gabriel Valley Project Pipeline including previously submitted projects; and (2) Direct staff to solicit additional projects from cities for a San Gabriel Valley Project Pipeline.
13. Local Housing Trust Fund Grant Program – Page 23
Recommended Action: Direct staff to complete the following: (1) Coordinate with project sponsors of projects included in the San Gabriel Valley Project Pipeline to determine applicability for Local Housing Trust Fund Grant Program Application; (2) Develop and undertake a process to identify and allocate funds to other potential projects for the Local Housing Trust Fund Program Grant Application.
14. Technical Support for Initial Funding Process – Page 25
Recommended Action: Authorize the Executive Director to execute an agreement of up to \$25,000 with a selected consultant to provide technical support for release of the Trust's initial funding process and Local Housing Trust Fund Grant Application.

DISCUSSION ITEMS

20 MINUTES

15. SGVRHT Funding Strategy
Recommended Action: Discuss and provide direction to staff.

UPDATE ITEMS

5 MINUTES

ADJOURN

REPORT

DATE: June 3, 2020
TO: Board of Directors
FROM: Staff
RE: **SB 1212 (RUBIO)**

RECOMMENDED ACTION

Adopt Resolution 20-01 supporting SB 1212 (Rubio).

BACKGROUND

In October 2019, Governor Newsom signed SB 751 (Rubio), which allowed the cities of the San Gabriel Valley and unincorporated areas of the County within the San Gabriel Valley to create a San Gabriel Valley Regional Housing Trust (SGVRHT) joint powers authority. The SGVRHT would be able to fund and finance the planning and construction of homeless housing, and extremely low, very low, and low-income housing projects. SB 751 also specified that the SGVRHT would be governed by a nine-member Board of Directors that included the following:

- Seven members from jurisdictions that are parties to the Agreement (i.e. any city or the County of Los Angeles); and
- Two members that are experts in housing or homeless policy.

SB 751 (Rubio) also required that the seven members from jurisdictions that are parties to the Agreement be members of the SGVCOG Governing Board.

Given the diverse experiences and expertise related to housing and homelessness of all city councilmembers in the region – not just those that serve on the SGVCOG Governing Board – Senator Susan Rubio introduced additional legislation (SB 1212) that would expand the eligibility to serve as one of the jurisdictional representatives to the SGVRHT Board of Directors. SB 1212 (Rubio), which is included as Attachment A, would allow any city councilmember from a city that has joined the SGVRHT and any elected official from the County of Los Angeles (if the County joins the SGVRHT) to be appointed to the SGVRHT Board of Directors.

SB 1212 (Rubio) also makes other modifications to the Board of Directors, specifically the following:

- After the initial appointment of the Board of Directors, allows for staggered terms with five members to be appointed in odd-numbered years and four members to be appointed in even-numbered years.
- Each member of the Board of Directors shall be a resident of a different city.
- Members of the board of directors appointed as experts in housing/homeless policy shall not be local elected officials or employees of a city that currently has a representative on the board of directors, shall have regional experience with affordable housing projects in multiple San Gabriel Valley cities, and shall have at least five years of experience in homeless or housing policy.

ATTACHMENTS

Attachment A – SB 1212

Attachment B – Resolution 20-01

AMENDED IN SENATE MAY 18, 2020

SENATE BILL

No. 1212

Introduced by Senator Rubio
(Coauthors: Senators Chang and Portantino)
(Coauthors: Assembly Members Rodriguez and Blanca Rubio)

February 20, 2020

An act to amend Section 6539.6 of *the* Government Code, relating to joint powers, and declaring the urgency thereof, to take effect immediately. *powers.*

LEGISLATIVE COUNSEL'S DIGEST

SB 1212, as amended, Rubio. Joint powers authorities: San Gabriel Valley Regional Housing Trust: board of directors.

The Joint Exercise of Powers Act authorizes 2 or more public agencies, by agreement, to form a joint powers authority to exercise any power common to the contracting parties, as specified. Existing law authorizes the agreement to set forth the manner by which the joint powers authority will be governed.

Existing law authorizes the creation of the San Gabriel Valley Regional Housing Trust, a joint powers authority, by the County of Los Angeles and any or all of the cities within the jurisdiction of the San Gabriel Valley Council of Governments, with the stated purpose of funding housing to assist the homeless population and persons and families of extremely low, very low, and low income within the San Gabriel Valley. Existing law requires the San Gabriel Valley Regional Housing Trust to be governed by a board of directors that serve 2-year terms, and requires 7 of the 9 members to also be a member of the governing board of the San Gabriel Valley Council of Governments that represents either a city that is a party to the joint powers agreement

or a specified County of Los Angeles board of supervisors district that is a party to the joint powers agreement.

This bill would instead require 7 of the 9 board members to be either a local elected official from the County of Los Angeles or a member of a city council from a city that is a member the San Gabriel Valley Council of Governments, and to represent either a city that is a party to the joint powers agreement or a specified County of Los Angeles board of supervisors district that is a party to the joint powers agreement. The bill would require each member of the board of directors ~~to that represents a city that is a party to the joint powers agreement~~ be a resident of a different city. The bill would ~~specify that, after initial membership of the board of directors of the San Gabriel Valley Regional Housing Trust is selected, the governing board of the San Gabriel Valley Council of Governments would designate~~ *require that* staggered terms for the board of directors *be established*, as specified.

Existing law requires that 2 of the members be experts in homeless or housing policy.

This bill would set forth eligibility criteria for these experts, including that they have at least 5 years of experience in homeless or housing policy.

~~This bill would declare that it is to take effect immediately as an urgency statute.~~

Vote: $\frac{2}{3}$ -majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 6539.6 of the Government Code is
- 2 amended to read:
- 3 6539.6. (a) (1) Notwithstanding any other law, the County of
- 4 Los Angeles and any or all of the cities within the jurisdiction of
- 5 the San Gabriel Valley Council of Governments may enter into a
- 6 joint powers agreement pursuant to this chapter to create and
- 7 operate a joint powers agency to fund housing to assist the
- 8 homeless population and persons and families of extremely low,
- 9 very low, and low income, as defined in Section 50093 of the
- 10 Health and Safety Code, within the San Gabriel Valley region.
- 11 (2) The joint powers agency created pursuant to this section
- 12 shall be known as the San Gabriel Valley Regional Housing Trust,
- 13 and shall be created and operate in accordance with this section.

1 (b) (1) The San Gabriel Valley Regional Housing Trust shall
2 be governed by a board of directors consisting of nine directors
3 appointed by the governing board of the San Gabriel Valley
4 Council of Governments.

5 (2) (A) Seven members of the board of directors shall be local
6 elected officials from the County of Los Angeles or members of
7 a city council from a city that is a member of the San Gabriel
8 Valley Council of Governments that represents either of the
9 following:

10 (i) A city that is a party to the joint powers agreement.

11 (ii) A County of Los Angeles board of supervisors district that
12 is located wholly or partially within the territory of the San Gabriel
13 Valley Council of Governments, if the county is a party to the joint
14 powers agreement.

15 (B) Two members of the board of directors shall be experts in
16 homeless or housing policy. *These experts shall meet all of the*
17 *following criteria:*

18 (i) *They shall not be local elected officials or employees of a*
19 *city that currently has a representative on the board of directors.*

20 (ii) *They shall have regional experience with affordable housing*
21 *projects in multiple San Gabriel Valley cities.*

22 (iii) *They shall have at least five years of experience in homeless*
23 *or housing policy.*

24 (3) The board of directors shall elect a chairperson and a vice
25 chairperson from among its members at the first meeting held in
26 each calendar year.

27 (4) (A) Members of the board of directors shall serve without
28 compensation.

29 (B) Members of the board of directors may be reimbursed for
30 actual expenses subject to the approval of the governing board of
31 the San Gabriel Valley Council of Governments. Actual expenses
32 shall be approved before they are incurred.

33 (5) (A) A member of the board of directors shall serve a term
34 of two years. After initial members of the board are selected, the
35 governing board of the San Gabriel Valley Council of Governments
36 shall designate staggered terms for the board of directors to require
37 five members to be appointed in odd-numbered years and four
38 members to be appointed in even-numbered years.

39 (B) *Notwithstanding subparagraph (A), staggered terms shall*
40 *be established by drawing lots at the first meeting of the board so*

1 *that a simple majority of the members shall initially serve a*
2 *two-year term, and the remainder shall initially serve a one-year*
3 *term.*

4 ~~(B)~~

5 (C) If a vacancy occurs on the board of directors, the governing
6 board of the San Gabriel Valley Council of Governments shall
7 appoint a qualified individual to fill the vacancy within 60 days
8 of the vacancy. An appointment to fill a vacancy pursuant to this
9 subparagraph shall be effective only for the remainder of the term
10 of the office that became vacated.

11 (6) Each member of the board of directors *that represents a city*
12 *that is a party to the joint powers agreement* shall be a resident of
13 a different city.

14 (c) Notwithstanding any other law, the San Gabriel Valley
15 Regional Housing Trust may do any of the following:

16 (1) Fund the planning and construction of housing of all types
17 and tenures for the homeless population and persons and families
18 of extremely low, very low, and low income, as defined in Section
19 50093 of the Health and Safety Code, including, but not limited
20 to, permanent supportive housing.

21 (2) Receive public and private financing and funds.

22 (3) Authorize and issue bonds, certificates of participation, or
23 any other debt instrument repayable from funds and financing
24 received pursuant to paragraph (2) and pledged by the San Gabriel
25 Valley Regional Housing Trust.

26 (d) The San Gabriel Valley Regional Housing Trust shall
27 incorporate into its joint powers agreement annual financial
28 reporting and auditing requirements that shall maximize
29 transparency and public information as to the receipt and use of
30 funds by the agency. The annual financial report shall show how
31 the funds have furthered the purposes of the San Gabriel Valley
32 Regional Housing Trust.

33 (e) The San Gabriel Valley Regional Housing Trust shall comply
34 with the regulatory guidelines of each specific state funding source
35 received.

36 ~~SEC. 2. This act is an urgency statute necessary for the~~
37 ~~immediate preservation of the public peace, health, or safety within~~
38 ~~the meaning of Article IV of the California Constitution and shall~~
39 ~~go into immediate effect. The facts constituting the necessity are:~~

1 In order to promptly assist in the creation and success of the San
2 Gabriel Valley Regional Housing Trust as quickly as possible to
3 address the urgent need for affordable housing, it is necessary for
4 this act to take effect immediately.

O

RESOLUTION NO. 20-01

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(TRUST) SUPPORTING SB 1212 (RUBIO)**

WHEREAS, in October 2019, California Governor Gavin Newsom signed SB 751 (Rubio), which allows the cities of the San Gabriel Valley and unincorporated areas of the County within the San Gabriel Valley to create a San Gabriel Valley Regional Housing Trust (SGVRHT) joint powers authority (JPA); and

WHEREAS, SB 751 specifies that the Trust be governed by a nine-member Board of Directors that includes seven members from jurisdictions that are parties to the JPA (i.e. any city or the County of Los Angeles) and two members that are experts in housing or homeless policy; and

WHEREAS, SB 751 (Rubio) requires that the seven members from jurisdictions that are parties to the JPA be members of the SGVCOG Governing Board; and

WHEREAS, given the diverse experiences and expertise related to housing and homelessness of all city councilmembers in the region – not just those that serve on the SGVCOG Governing Board – Senator Susan Rubio introduced SB 1212 to expand the eligibility to serve as one of the jurisdictional representatives to the Trust Board of Directors; and

WHEREAS, SB 1212 would allow any city councilmember from a city that has joined the Trust and any elected official from the County of Los Angeles (if the County joins the Trust) to be appointed to the Trust Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust supports SB 1212 (Rubio).

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 3rd day of June 2020.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

REPORT

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: SAFEKEEPING OF PROPERTY AND OFFICIAL SIGNATURES

RECOMMENDED ACTION

Adopt Resolution 20-02 authorizing the establishment of financial accounts at commercial banking institutions for the safekeeping of property and authorizing official signatures.

BACKGROUND

As a new entity, the San Gabriel Valley Regional Housing Trust (Trust) will need to establish financial accounts at commercial banking institutions and authorize individuals to provide official signatures. This resolution will be provided when the Trust establishes a bank account.

It is recommended the Board adopt Resolution 20-02 to authorize the establishment of financial accounts at commercial banking institutions and authorize the Executive Director, Chief Financial Officer, and officers of the board to provide official signatures.

The Resolution also establishes the following requirements for check signatures:

- 1 signature required for expenditures of less than \$5,000
- 2 signatures required for expenditures of more than \$5,000

Staff anticipates presenting additional administrative manuals to guide procurement, finance and accounting procedures in the coming months. However, this initial resolution is necessary in order for the Trust to receive funds and pay invoices for services approved by the Board.

ATTACHMENTS

Attachment A – Resolution 20-02

RESOLUTION NO. 20-02

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
AUTHORIZING THE ESTABLISHMENT OF FINANCIAL ACCOUNTS FOR THE
SAFEKEEPING OF PROPERTY AND AUTHORIZING OFFICIAL SIGNATURES**

WHEREAS, the San Gabriel Valley Regional Housing Trust (Trust) Board of Directors has determined that the deposit and withdrawal and investment of money in commercial banking institutions in accordance with the provisions of law ensures the safekeeping of property and serves the best interests of the Trust.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize Trust officers: Chair Jed Leano, Vice-Chair Becky Shevlin, Executive Director Marisa Creter, and Finance Director Rey Alimoren, or their successors in office, to enter into an agreement in which form and with such terms and conditions as may be agreed upon, and any renewals thereof, with the commercial banking institution directed by the Board of Directors for the safekeeping of any property belonging to the Trust which may now be in the possession of, or which may hereafter be deposited with said bank for safekeeping and from time to time to designate the persons to act under such an agreement.

BE IT FURTHER RESOLVED that any one of the above-named officers are hereby authorized to execute all documents related to disbursements of up to \$5,000 for said Trust and other documents required to be executed on behalf of the Trust; and

BE IT FURTHER RESOLVED that any two of the above-named officers are hereby authorized to execute all documents related to disbursements of more than \$5,000 for said Trust and other documents required to be executed on behalf of the Trust; and

BE IT FURTHER RESOLVED that the Executive Director shall forward certified copies of this Resolution to the commercial banking institution handling Trust accounts.

This Resolution shall remain in full force and effect until said commercial banking institution is given written notice to the contrary at the office where said property is held for safekeeping.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, County of Los Angeles, in the County of Los Angeles, State of California, on the 3rd day of June 2020.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: **AWARD OF CONTRACT FOR STAFFING**

RECOMMENDED ACTIONS

- (1) Approve Agreement with San Gabriel Valley Council of Governments for Core Staffing; and
- (2) Appoint Marisa Creter Executive Director of the SGVRHT.

BACKGROUND

At its May 6, 2020, meeting, the Board of Directors voted to authorize a designated representative to negotiate an agreement between the SGVRHT and the San Gabriel Valley Council of Governments for core staffing. This staffing would provide the day-to-day oversight of the SGVRHT. Activities included within the scope of work are as follows:

- 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 – including grant applications and private fundraising – for the SGVRHT;
- Providing Executive Director services;
- Managing funding received by the SGVRHT.

The scope of work also includes legal services, and administrative and fiscal support services, including the financial management, oversight, and reporting necessary for compliance with the SGVRHT's enabling legislation (SB 751), completion of an annual audit and annual financial report, treasurer services, procurement and contracting support, human resources and payroll, and information technology (IT) support.

The proposed agreement is a 3-year agreement with the following annual costs:

- **FY 2020-2021:** \$318,000

REPORT

- **FY 2021-2022:** \$250,000 + Grant/Funding Administrative Fees
- **FY 2022-2023:** \$250,000 + Grant/Funding Administrative Fees

The Agreement could be extended by mutual written agreement by both parties.

The Agreement is being reviewed by the SGVCOG's General Counsel and the City Attorney from the City of Claremont on behalf of the SGVRHT. Should the Board approve the award of contract, the contract will be considered by the Governing Board of the San Gabriel Valley Council of Governments (SGVCOG) at its June 18, 2020, meeting.

One of the responsibilities included within the SGVCOG scope of work is to provide Executive Director services. To that end, staff recommends that the Executive Director of the SGVCOG, Marisa Creter, be appointed as the Executive Director of the SGVRHT. Institutions, such as banks, request documentation of formal action from the Board establishing the Executive Director, and other designated staff, to undertake administrative actions on behalf of the SGVRHT.

The Agreement will be provided under separate cover.

REPORT

DATE: June 3, 2020
TO: Board of Directors
FROM: Staff
RE: **FY 2020-2021 SGVRHT BUDGET**

RECOMMENDED ACTION

Adopt Resolution 20-03 approving the FY 2020-2021 SGVRHT Budget.

BACKGROUND

The joint powers agreement for the San Gabriel Valley Regional Housing Trust (SGVRHT) requires that the Board of Directors adopt a general budget for the first fiscal year by a vote of a majority of the membership of the Board of Directors. The sections below provide an overview of the proposed FY 2020-2021 SGVRHT Budget.

PROPOSED FY 2020-2021 BUDGET

The proposed FY 2020-2021 Budget is included as Attachment A. An overview of the operating revenues and expenses for the SGVRHT can be found below.

Revenues

The anticipated sources of revenue for FY 20-21 are as follows:

- **General Operating Income – Member Fees (\$205,000):** 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

Currently, 15 cities have joined the SGVRHT. As identified below, the JPA allowed for a one-time waiving of administrative fees for cities that allocated their Measure H implementation funds to the initial year of SGVRHT operations. This had the effect of lowering the member fees in FY 20-21 but increasing the overall revenue as the dedicated Measure H funds exceeded the amount the cities would have paid in annual administrative fees. It is anticipated that on an ongoing basis, annual member fees would be \$275,000 based on cities that have joined the SGVRHT or plan to do so in the next six months.

- Grants & Special Projects Income – Homelessness (Homeless Initiative Innovation Funds) (\$227,450):** In September 2019, the Los Angeles County Board of Supervisors approved a motion directing the LA County Chief Executive Officer allocated \$6,000,000 in Measure H funding for the County’s Councils of Governments. Of that, the San Gabriel Valley Council of Governments (SGVCOG) was allocated \$1,541,876. In November 2019, the SGVCOG Governing Board approved a recommended funding plan that allocated \$200,000 of this funding towards operations of the SGVRHT. This operations funding was intended to be used for activities that would support the start-up of the SGVRHT, including planning efforts and initial start-up activities, to be determined by the SGVRHT Board of Directors. In addition, the Governing Board allocated capital funding (in the amount of \$350,000) for the SGVRHT. Additionally, the Governing Board approved 5% of the total funds be allocated to cover administrative costs. The \$227,450 reflected in the FY 2020-21 includes the \$200,000 allocated to start-up activities as well as \$27,450 for administration of those funds and the capital funds.
- Grants & Special Projects Income – Homelessness (Measure H) (\$165,000):** In 2018, the City of South Pasadena as well as a cohort comprised of La Verne, Claremont and Pomona submitted applications to Los Angeles County’s Measure H call for proposals to implement their cities’ homeless plans to explore the feasibility of creating a housing trust fund. These proposals were awarded funding for that activity. Those cities have agreed to allocate their funds to the SGVRHT to support the SGVRHT’s start-up activities and, in exchange, their administrative fees for FY 20-21 were waived. Staff is working with these two cohorts to develop and execute agreements that would define the SGVRHT’s specific scopes of work.
- Grants & Special Projects Income – Homelessness (State) (\$50,000):** On June 27, 2019, Governor Newsom signed the 2019 Budget Trailer bill which contained \$5,625,000 in funding for homeless programs for the San Gabriel Valley to be administered by the SGVCOG. This funding was included at the request of Senator Rubio. In November 2019, the Governing Board of the SGVCOG allocated a portion of this funding (\$1,000,000) to the SGVRHT for capital. The Governing Board also allocated 5% of this funding for administrative fees (\$50,000). This funding will support the administration of the \$1,000,000 in capital funding that will be awarded.

Expenses

Anticipated expenses for FY 20-21 are as follows:

- Travel/Meeting Expenses (\$10,000):** 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 (\$10,000):** This proposed expense would provide supplies for the SGVRHT and allow for printing of materials – e.g. flyers, handouts, etc.
- Core Staffing (\$318,000):** At its May 6, 2020, meeting, the Board of Directors voted to authorize a representative to negotiate an agreement with the SGVCOG for core staffing. The core staff would provide 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 proposed contract is also being considered by the Board of Directors at its June 3, 2020, meeting. This expense

would provide the core staffing for the SGVRHT, including staff, legal services, office space, and administrative and financial support services (e.g. accounting, contracts, human resources, information technology).

- **Consultant Support (\$307,450):** This proposed expense would allow for the SGVRHT to contract with technical experts to complete activities to support the SGVRHT. Potential activities could include developing a comprehensive project pipeline, developing a funding strategy, or completing a comprehensive strategic planning effort. The Board will determine these specific activities as it more clearly defines its FY 2020-2021 Work Plan.

It is anticipated that the SGVRHT will have a net income of \$2,000.

ATTACHMENT

Attachment A – Resolution 20-03 -FY 2020-21 Budget

RESOLUTION NO. 20-02

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(TRUST) ADOPTING THE FY 2020-2021 BUDGET**

WHEREAS, the Trust Joint Powers Agreement (JPA) direct that the Board of Directors adopt a Budget for the first fiscal year within 120 days of seating; 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 document 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 2020-2021 Budget, attached hereto and incorporated herein as Exhibit A.

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 3rd day of June 2020.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Exhibit A

San Gabriel Valley Regional Housing Trust	
FY 2020-2021 Proposed Operating Budget	
	FY 20-21
	Proposed
Operating Revenues	
General Operating Income	
Member Fees	\$ 205,000
<i>Total General Operating Income</i>	\$ 205,000
Grants & Special Projects Income	
Homelessness (HI Innovation)	\$ 227,450
Homelessness (Measure H)	\$ 165,000
Homelessness (State)	\$ 50,000
<i>Total Grants & Special Projects Income</i>	\$ 442,450
Total Income	\$ 647,450
Indirect Expenses	
<u>Board/Employee Expenses</u>	
Travel/Meeting Expenses	\$ 10,000
Printing/Supplies	\$ 10,000
<u>Professional Services</u>	
Core Staffing	\$ 318,000
Consultant Support	\$ 307,450
Total Expenditures	\$ 645,450
Net Income (Loss)	\$ 2,000

REPORT

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: **SGVRHT STATE AND FEDERAL LEGISLATIVE AGENDA**

RECOMMENDED ACTIONS

Adopt Resolution 20-03 establishing the SGVRHT's 2020 State and Federal Legislative Agenda.

BACKGROUND

Staff is recommending that the SGVRHT adopt a legislative agenda that will help shape and guide advocacy efforts on regional issues of significance to the SGVRHT and its member agencies. Adoption of the legislative program will help ensure advocacy is coordinated, effective and responsive to legislative developments. Identified priorities for FY 20-21 are as follows:

- Support funding for the San Gabriel Valley Regional Housing Trust Fund and other entities that will create affordable housing for the region.
- Foster regional collaboration to support the production of affordable and homeless housing.
- Support additional funding for affordable housing and homeless shelters.
- Support innovative approaches to address the affordable housing crisis.

Staff will use the legislative program to review legislation as it is introduced to determine how it relates to SGVCOG policies. Staff will also coordinate with our state and federal legislative delegations, member agencies, and regional, state and national partners and coalitions, such as the Southern California Association of Governments, League of California Cities, and the U.S. Conference of Mayors.

Attachment A provides Resolution 20-03, the recommended legislative agenda for 2020.

ATTACHMENTS

Attachment A – Resolution 20-03

RESOLUTION NO. 20-03

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
ESTABLISHING THE 2020 STATE AND FEDERAL LEGISLATIVE AGENDA**

WHEREAS, the Trust desires to adopt federal and state legislative priorities to further the objectives of the organization and its member cities; and

WHEREAS, the Trust seeks to specifically define legislative priorities for the year 2020;

NOW THEREFORE, BE IT RESOLVED that the Board does hereby adopt the following 2020 State and Federal Legislative agenda:

- Support funding for the San Gabriel Valley Regional Housing Trust Fund and other entities that will create affordable housing for the region.
- Foster regional collaboration to support the production of affordable and homeless housing.
- Support additional funding for affordable housing and homeless shelters.
- Support innovative approaches to address the affordable housing crisis.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, County of Los Angeles, State of California, on the 3rd day of June 2020.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

REPORT

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: **SAN GABRIEL VALLEY PROJECT PIPELINE**

RECOMMENDED ACTION

(1) Adopt an initial San Gabriel Valley Project Pipeline including previously submitted projects; and (2) Direct staff to solicit additional projects from cities for a San Gabriel Valley Project Pipeline.

BACKGROUND

In the fall of 2019, SGVCOG began coordination with cities participating in the SGVRHT joint powers agreement negotiation to identify potential projects that could benefit from funding from a San Gabriel Valley Regional Housing Trust. Several cities provided information about potential projects that would benefit from funding. These are listed below:

City	Project Description	Funding Gap/Request
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
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
Pomona	56 units of affordable housing, including housing for families, homeless veterans, and homeless households. Shovel-ready project.	\$1,375,000
South El Monte	Rehabilitation project to provide transitional housing units for homeless families	\$4,000,000
South Pasadena	Purchase and rehabilitation of excess Caltrans properties to preserve for affordable housing	\$14,000,000

Staff is recommending that the Board adopt the projects as the initial San Gabriel Valley Project Pipeline in order to better position the SGVRHT to solicit funds for these projects and apply under specific grant programs. Over the next several months, staff will continue to solicit additional projects from cities that could be included on the project pipeline. These additional projects will be presented to the Board at future meetings.

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: **LOCAL HOUSING TRUST FUND GRANT PROGRAM**

RECOMMENDED ACTION

Direct staff to complete the following:

- (1) Coordinate with project sponsors of projects included in the San Gabriel Valley Project Pipeline to determine applicability for Local Housing Trust Fund Grant Program Application; and
- (2) Develop and undertake a process to identify and allocate funds to other potential projects for the Local Housing Trust Fund Program Grant Application.

BACKGROUND

On April 30, 2020, 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. For its application, the SGVRHT will need to identify the projects/activities for which it is seeking funding. One approach would be to include specific affordable housing rental projects in the application.

At the June 3, 2020, meeting, the Board is considering adoption of an initial San Gabriel Valley Project Pipeline (Item #12) that incorporates potential projects that were previously submitted by participating cities. Some of these projects could be good candidates for inclusion in the Trust's project application. As such, staff recommends that it work with the project sponsors for these projects to determine current status and applicability for the LHTF Grant Program. Another important element of this process will be to determine eligible matching sources of funds.

In addition, the program scoring criteria for the LHTF prioritizes applications that accomplish the following:

- 1) Use funds other than residential Local Impact Fees or In-Lieu fees as match;
- 2) Focus on projects for lower-income households;
- 3) Serve communities where a significant portion of lower-income households have housing expenses of more than fifty percent;
- 4) Are submitted by regional housing trusts;
- 5) Have completed a first-phase funding process identifying multifamily rental projects.

While the Trust meets many of these criteria, it has not completed a first-phase funding process. As such, staff also recommends that a first-phase funding process be initiated to identify these multifamily rental projects. This would allow the Trust to enhance its LHTF application and also have more information about potential projects.

NEXT STEPS

The project applications received would be reviewed by the Board of Directors at an upcoming July meeting for consideration for the LHTF Application.

DATE: June 3, 2020

TO: Board of Directors

FROM: Staff

RE: **TECHNICAL SUPPORT FOR INITIAL FUNDING PROCESS**

RECOMMENDED ACTION

Authorize the Executive Director to execute an agreement of up to \$25,000 with a selected consultant to provide technical support for the Trust's initial funding process and Local Housing Trust Fund Grant Application.

BACKGROUND

On April 30, 2020, 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).

The Trust is eligible to apply for between \$750,000 and \$5,000,000 but must match the funds 100%. 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 program scoring criteria prioritizes applications from entities that have completed a first-phase funding process identifying potential projects. As such, at its June 3, 2020, meeting, the Board will also be considering initiation of a funding process to identify potential projects for its Local Housing Trust Fund (LHTF) grant application.

To support this effort, staff is recommending that the Board authorize the Chair to execute an agreement of up to \$25,000 with a selected consultant to provide technical support for this initial funding process, as well as for the LHTF grant application.

REPORT

The selected consultant would assist staff in the initial review of applications to provide recommendations to the Board of Directors. The selected consultant would also provide support to complete the LHTF application.