

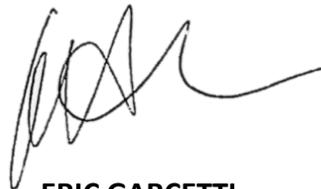
## TRANSMITTAL

To: **THE COUNCIL**

Date: **07/11/22**

From: **THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**

A handwritten signature in black ink, appearing to be 'Eric Garcetti', written in a cursive style.

(Andre Herndon) for

**ERIC GARCETTI**  
Mayor

Ann Sewill, General Manager  
Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager  
Anna E. Ortega, Assistant General Manager  
Luz C. Santiago, Assistant General Manager

City of Los Angeles



Eric Garcetti, Mayor

LOS ANGELES HOUSING DEPARTMENT

1200 West 7th Street, 9th Floor  
Los Angeles, CA 90017  
Tel: 213.808.8808

housing.lacity.org

July 7, 2022

Council File: 19-0638  
Council Districts: Citywide  
Contact Persons: Brittany Batong: (213) 922-9627  
Daniel Huynh: (213) 808-8901

Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

**COUNCIL TRANSMITTAL: LOS ANGELES HOUSING DEPARTMENT REQUEST FOR AUTHORITY TO EXTEND THE TRAINING GRANT AGREEMENT WITH THE CALIFORNIA COMMUNITY FOUNDATION**

**SUMMARY**

The General Manager of the Los Angeles Housing Department (LAHD) respectfully requests that your office review and approve this transmittal and forward it to the City Council for further consideration. Through this transmittal, LAHD seeks approval, and requests authority to extend the term of the training grant agreement with the California Community Foundation by 18 months, for a new end date of June 30, 2023, and to amend the grant agreement to update the accomplishments. LAHD will utilize the funds to continue to provide the planned training program to its Housing Development Bureau staff.

**RECOMMENDATIONS**

- I. That the Mayor review this transmittal and forward to the City Council for further action;
- II. That the City Council, subject to the approval of the Mayor:
  - A. AUTHORIZE the General Manager of LAHD, or designee, to amend the \$30,000 grant agreement with the California Community Foundation, to extend the term of the agreement by 18 months, for a new end date of June 30, 2023 and to update the accomplishments for the grant; and,
  - B. AUTHORIZE the General Manager of LAHD, or designee, to implement and carry out the remaining portion of the training plan, as amended in Table 2, below.

**BACKGROUND**

On December 9, 2020, the Mayor and City Council approved an extension of LAHD’s \$30,000 training grant agreement from the California Community Foundation (CCF), to assist with the training strategy for LAHD’s Housing Development Bureau (HDB), with the following overall measurable objectives:

- 1) Increase the operational and specialty knowledge of the HDB line staff, alongside providing them with front-line managerial skills; and
- 2) Build up the strategic management and effective leadership skills of the program managers and directors.

After the grant agreement was amended, the goal was to complete all planned trainings by December 31, 2021. Unfortunately, the City continues to operate remotely due to the COVID-19 pandemic. As such, LAHD has had to reassess the trainings that will be initiated by the grant, in consideration of operations continuing remotely and of the ongoing effect that “new normal” will have on management of the bureau moving forward. Many of the planned trainings are shifting to address a bureau-wide need for skills identification, team building, and updated management methods.

Trainings Covered Under the Grant

Table 1, below, outlines types and costs of trainings that were proposed as part of the original training plan to be funded with CCF grant funds and subsequently provided since the beginning of the grant agreement term in September 2019.

<b>TABLE 1: TRAININGS PROVIDED IN FYs 2019-20 AND 2020-21</b>			
<b>Trainer</b>	<b>Training Title</b>	<b># Staff</b>	<b>Cost (Actual)</b>
Corporation for Supportive Housing	Monitoring SH projects beyond tenant income/rent for quality service delivery (County CDC, DMH, DHS, HACLA, HACOLA)	20	\$ 1,500.00
Lindquist, von Husen, & Joyce	Asset Management “Boot Camp” (including Accrual-based and development accounting)	13	\$ 4,716.66
Keyser Marston	Structuring Homeownership and other smaller-scale deals for sale of new development	6	\$ 0.00 (was on training plan but paid through divisional budget)
UCLA Ziman Center	UCLA Affordable Housing Development Finance (\$500/pp)	5	\$ 2,500.00
LCP Tracker	Basic federal/state compliance issues for development – Prevailing Wage (\$719.10/pp plus per diems and travel)	2	\$ 3,277.87
	<b>TOTAL GRANT EXPENDED</b>		<b>\$11,994.53</b>

Table 2, below, outlines trainings that LAHD would like to provide with the remaining funds. Note, these trainings have been updated to reflect current needs. As such, training on previous LAHD reports on the matter may have changed. CCF agrees with LAHD on these changes.

TABLE 2: TRAININGS TO BE PROVIDED IN FY 2021-22			
Proposed Trainer	Training Need Identified	Reason for Delay	Cost (Approximate)
TBD	Organizational Development	New request to address current training needs	\$17,225.00
	<b>APPROXIMATE TOTAL</b>		<b>\$17,225.00</b>

Finance Training Provider

As a supplement to the original training program, CCF had asked LAHD to assist with the development of a collaborative training program between their original grant recipient, the County of Los Angeles (County), and the City, to provide multi-family finance trainings as part of a nine-month joint training effort between the City and the County. However, that training never materialized; as such, the second measurable objective of the amended grant agreement was updated to provide an opportunity to re-procure the finance training provider. LAHD’s function as per the agreement continues to be strictly advisory, but CCF released a request for proposals under their organizational policies and awarded contracts to the Global Policy Leadership Academy (GPLA) in partnership with LeSar Development Consultants (LDC) and to the National Development Council (NDC). The resultant trainings will address any technical training that is required by the finance and development teams of HDB.

**FISCAL IMPACT**

There is no impact to the General Fund.

Approved By:



ANN SEWILL  
 General Manager  
 Los Angeles Housing Department

ATTACHMENT:

Attachment A: Proposed Grant Agreement Amendment



## GRANT AGREEMENT- AMENDED

Date Revised: April 27, 2022 City

of Los Angeles

Grant Number: BA-19-155473

This grant cover sheet has been amended to reflect the approved modifications to your payment and/or reporting schedule; all other conditions of your grant remain the same as in the originally approved grant agreement. The modifications are indicated in **yellow**. To acknowledge and accept this modification, please return a signed original of this amended grant agreement, and maintain a copy in your records.

Total Intended Amount of Grant: \$30,000.00

Grant Purpose: One-year project support for the City of Los Angeles Housing Department (LAHD) to onboard and train staff to accelerate affordable and permanent supportive housing development.

Start Date: 7/1/2019

End Date: **December 31, 2022** (from December 31, 2021)

### Reporting Requirements

Reporting Type	Report Due Date
Report #1	<b>June 30, 2022</b>

### Objectives

1. **Continue to implement** training programs that will deepen LAHD staff knowledge and skills, per the revised training plan provided to the California Community Foundation (CCF) on December 31, 2021, and memorialized as per the LAHD report under City Council File 19-0638, dated .
2. **Assist in the development of a training program for the Housing Development Bureau of the Los Angeles Housing Department (LAHD), working with LeSar Development Consultants and The National Development Council, the California Community Foundation (CCF) contractors selected from a Request for Proposals. The contracts with the noted contractors will be procured and funded separately by CCF. LAHD will provide input regarding the final curriculum for the series of affordable housing development and finance trainings.**

### Outcomes

N/A

### Special Conditions

N/A

**Foundation Officer for this Grant**

FOR THE GRANTEE:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

FOR THE CALIFORNIA COMMUNITY FOUNDATION:

\_\_\_\_\_  
Date