

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 22, 2020

CAO File No. 0220-00540-1501

Council File No. 19-0638

Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Housing and Community Investment Department transmittal dated September 21, 2020; Received by the City Administrative Officer on October 13, 2020; Additional Information Received through October 20, 2020

Subject: **REQUEST FOR AUTHORITY TO EXTEND THE TRAINING AGREEMENT WITH THE CALIFORNIA COMMUNITY FOUNDATION FOR HOUSING DEVELOPMENT BUREAU STAFF DEVELOPMENT**

RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt Recommendations II. A and B of the Housing and Community Investment Department transmittal dated September 21, 2020 relative to the request to extend the \$30,000 training grant agreement with the California Community Foundation.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to amend the \$30,000 grant agreement with the California Community Foundation (CCF) in order to: 1) retroactively extend the term of the agreement by 18 months, for a revised end date of December 31, 2021, and 2) update one of the grant accomplishments related to the joint training program with CCF's training contractor, the HCID, and the County of Los Angeles (County). The HCID also requests authority to implement and carry out the remaining portion of the grant-funded training plan detailed on Table Two of the HCID's transmittal dated September 21, 2020 (Report). This Office concurs with the recommendations of the Department.

On September 9, 2019, the Mayor and Council authorized the HCID to accept the CCF grant award in the amount of \$30,000 to implement a training plan for the HCID's Housing Development Bureau (HDB) staff in 2019-20 with an agreement end date of June 30, 2020. The original CCF grant agreement required the HCID to submit a report to the CCF summarizing its progress towards meeting the following two accomplishments: 1) implementing the grant-funded training program, and 2) working with the California Housing Partnership Corporation (CHPC), a contractor procured and funded separately by the CCF, to develop and implement a comprehensive joint training

program for both HCID staff and County staff. Since the Mayor and Council's approval, HCID completed three out of the eight trainings included in the training plan for HDB staff. The HCID indicates that the remaining five trainings were postponed due to the COVID-19 pandemic and are pending rescheduling during the revised grant term. A breakdown of the remaining trainings and the training costs can be found in Table Two of HCID's Report. The HCID also indicates that the collaborative joint training program referenced in the second grant accomplishment was not implemented during the original grant term and is no longer a grant accomplishment. The accomplishment has been revised in the amended, draft Grant Agreement attached to the HCID's Report and now requires HCID to assist CCF's to-be-determined contractor in the development of a training program for HCID's HDB staff only. Additional information regarding the training plan and accomplishments can be found in HCID's Report and the amended, draft Grant Agreement.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The training plan as amended and extended will be funded by California Community Foundation grant funds.

FINANCIAL POLICIES STATEMENT

The recommendation in this report complies with the City Financial Policies.

RHL:MOF:02210063c