

TRANSMITTAL

To: **THE COUNCIL**

Date: **10/09/20**

From: **THE MAYOR**

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to be 'Eric Garcetti', is written over the printed name.

(Ana Guerrero) for

ERIC GARCETTI
Mayor



Housing Development Bureau
1200 West 7th Street, Los Angeles, CA 90017
tel 213.808.8638 | fax 213.808.8610
hcidla.lacity.org



Eric Garcetti, Mayor
Ann Sewill, General Manager

September 21, 2020

Council File: 19-0638
Council Districts: Citywide
Contact Persons: Brittany Batong (213) 922-9627
Sean Spear (213) 808-8464

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

Attention: Heleen Ramirez, Legislative Coordinator

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

SUMMARY

The General Manager of the Los Angeles Housing + Community Investment Department (HCIDLA) respectfully requests that your office review and approve this transmittal and forward it to the City Council for further consideration. Through this transmittal, HCIDLA 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 December 31, 2021, and to amend the grant agreement to update the accomplishments. HCIDLA 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 HCIDLA, 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 December 31, 2021 and to update the accomplishments for the grant

agreement (Attachment A), subject to the review and approval of the City Attorney as to form and legality;

- B. AUTHORIZE the General Manager of HCIDLA, or designee, to implement and carry out the remaining portion of the training plan, as amended in Table 2, below.

BACKGROUND

On September 9, 2019, the Mayor and City Council approved HCIDLA’s acceptance of a \$30,000 grant from the California Community Foundation (CCF), to assist with the training strategy for HCIDLA’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.

The goal was to complete a one-year training program. Unfortunately, the County-wide Stay at Home Orders issued as a result of the COVID-19 pandemic prohibited HCIDLA from completing the training plan as originally presented. Several proposed trainings were subsequently cancelled and re-scheduled for dates beyond the term of the grant agreement.

Table 1, below, outlines types and costs of trainings that were proposed as part of the training plan to be funded with CCF grant funds and subsequently provided.

TABLE 1: TRAININGS PROVIDED IN FY 2019-20			
Trainer	Training Title	# Staff	Cost (Actual)
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 (paid through divisional budget)
TOTAL GRANT EXPENDED			\$6,216.66

Table 2, below, outlines trainings that still need to be provided with remaining funds.

TABLE 2: TRAININGS TO BE PROVIDED IN FY 2020-21			
Proposed Trainer	Training Need Identified	Reason for Delay	Cost (Approximate)
UCLA Ziman Center	UCLA Affordable Housing Development Finance (\$500/pp)	Postponed to late August 2020 (virtual)	\$ 2,500.00
Keyser Marston	California Redevelopment Law (CRL) as it relates to rent increases	Training needed to be reimagined as virtual	\$ 8,000.00
LCP Tracker	Basic federal/state compliance issues for development – Prevailing Wage (\$950/pp)	Postponed to November 2020 due to COVID-19	\$ 4,500.00
Neighbor Works	Certified Housing Asset Manager (CHAM) Training	Ability to coordinate limited due to COVID-19	\$ 5,300.00

TABLE 2: TRAININGS TO BE PROVIDED IN FY 2020-21

Proposed Trainer	Training Need Identified	Reason for Delay	Cost (Approximate)
Institute for Management Studies	Management Techniques (Free for Directors/CHPMs; \$475 all others)	Ability to coordinate limited due to COVID-19	\$ 2,850.00
	APPROXIMATE TOTAL		\$23,150.00

As a supplement to the original training program, CCF had asked HCIDLA to assist with the development of a collaborative training program between the California Housing Partnership (CHPC), 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 proposed amended grant agreement leaves the training provider for the collaborative training to-be-determined and amends the role of HCIDLA to be strictly advisory.

FISCAL IMPACT

There is no impact to the General Fund.

Prepared By:



BRITTANY BATONG
HDB Operations Manager

Reviewed By:



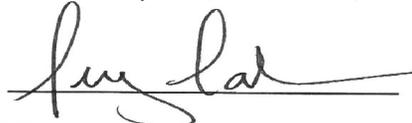
SEAN L. SPEAR
Assistant General Manager

Reviewed By:



LYNDON O. SALVADOR
Director of Accounting

Reviewed By:



LUZ SANTIAGO
Assistant General Manager

Approved By:



TRICIA KEANE
Executive Officer

ATTACHMENTS:

- Attachment A: Draft Training Grant Amendment
- Attachment B: Executed Original Grant Agreement



GRANT AGREEMENT- AMENDED

Date Revised: September 11, 2020

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 + Community Investment Department to onboard and train staff to accelerate affordable and permanent supportive housing development.

Start Date: 7/1/2019

End Date: **December 31, 2021** (from June 30, 2020)

Reporting Requirements

Reporting Type	Report Due Date
Report #1	June 30, 2022

Objectives

1. Implement a training program to deepen HCIDLA staff knowledge and skills, per the year one goal training program outlined (table 1) on page 5 of the HCIDLA Training Grant Proposal dated May 20, 2019.

2. Assist in the development of a training program for the Housing Development Bureau of the Los Angeles Housing + Community Investment Department (HCIDLA), working with a California Community Foundation (CCF) contractor that is to-be-determined. HCIDLA will assist in the identification of potential contractors, to be procured and funded separately by CCF, and provide input regarding a series of affordable housing finance and development trainings.

Outcomes

N/A

Special Conditions

N/A

Foundation Officer for this Grant

Ben Winter

FOR THE GRANTEE:

Date

Signature of Authorized Representative

Print Name

Print Title

FOR THE CALIFORNIA COMMUNITY FOUNDATION:

Date



California
COMMUNITY
Foundation

GRANT AGREEMENT

Date Authorized: 6/14/2019

City of Los Angeles

Grant Number: BA-19-155473

We are pleased to announce a grant from California Community Foundation (the "Foundation") payable to City of Los Angeles (the "Grantee"). This grant from the Foundation is for the explicit purpose(s) described below and is subject to Grantee's acceptance of the following conditions. To acknowledge this agreement, accept the grant, and be eligible to receive funds, please return a signed electronic copy to the Foundation.

Approved Amount: \$30,000.00

Total Amount of Intended Grant: \$30,000.00

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

Special Grant Conditions: N/A

Foundation Officer: Chris Hubbard

Grant Period Begins: 7/1/2019

Ends: 6/30/2020

Payment Schedule

Payment #	Payment Amount	Scheduled Month of Board Approval
1	\$30,000.00	6/14/2019

Reporting Schedule

Deliverable	Due Date
Report 1	6/30/2020

Progress toward the following objectives and outcomes will be reported to the Foundation according to the schedule above. The Foundation will provide notification of upcoming report deadlines and appropriate templates, as needed, or may schedule an additional check in such as a site visit as necessary.

Measurable Objectives:

1. Implement a training program to deepen HCIDLA staff knowledge and skills, per the year one goal training program outlined (table 1) on page 5 of the HCIDLA Training Grant Proposal dated May 20, 2019.

2. Work with California Housing Partnership Corporation to assist in the development of a comprehensive nine-month joint training program for the housing finance and development staff of the City of Los Angeles Housing and Community Investment Department (HCIDLA) and the Los Angeles Community Development Authority (LACDA). Coordinate City staff participation in up to nine classroom style-trainings developed in partnership with HCIDLA and LACDC leadership.

If the funds towards the above Measurable Objectives are not expended by June 30, 2020, CCF and HCIDLA have the option to extend the term of the agreement to allow for the funds to be expended toward the same purpose by a mutually agreed-upon amended date; or, if the Measurable Objectives have been completed but funds still remain, to allow for the funds to be expended toward a related purpose, subject to agreement and approval between both CCF and HCIDLA.

The objectives are subject to modification only with the Foundation's prior written approval.

Expected Outcomes

N/A

Special Provisions:

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.

Please read and adhere to the following special provisions of this grant award.

I. Announcing Grant

Announcements of the grant award are to be made by the Grantee unless otherwise indicated by the Foundation. Grantee is expected to review the text of any announcements and plans for publicity with the Foundation's officer for this grant. All subsequent public announcements, news features, publications or information concerning the grant purposes will indicate the Foundation's funding participation. Please send a copy of any published accounts mentioning the project or the Foundation to the Foundation officer.

II. Expending of Funds

This grant is to be used only to support the Grantee as described in the grant purpose section of this agreement. The Foundation may ask the Grantee to return any unexpended funds at the end of the grant period if the Foundation determines that the Grantee has not performed in accordance with this agreement, or if the Grantee loses its exemption from Federal income taxes under Section 501(c) nonprofit status within the Internal Revenue Code.

Grantee shall not engage in any activity that jeopardizes the Foundation's status as a nonprofit charity qualified to receive tax-deductible contributions under section 501(c)(3) of the Code. Without limiting the generality of the preceding sentence, Grantee will not intervene in any election or support or oppose any political party or candidate for public office.

Expenses charged against this grant may be incurred only as necessary to carry out the approved purpose and objectives.

Grantee is responsible for the expenditure of funds and for maintaining adequate supporting records.

Equipment or property purchased with grant funds shall be the property of the Grantee so long as it is not diverted from the purposes for which the grant was made. If the purpose of the organization or the use of grant funds is changed, the equipment or property reverts to the Foundation at its option.

Reports, materials, books and articles resulting from this grant may be copyrighted by the Grantee or by the author, in accordance with the policies of the Grantee toward the goal of obtaining the widest dissemination of such reports, materials, books and articles. The Foundation reserves the royalty free license to use such publications. For projects involving possibility of patents, the Grantee should request further information from the Foundation.

III. Report to the Foundation

As a condition of this grant, Grantee shall promptly notify the Foundation in writing of any significant changes in the organization's structure, leadership, or financial circumstances that could affect the ability of the Grantee to effectively implement the funded activities.

Progress toward the following objectives and outcomes will be reported to the Foundation at minimum, on an annual basis. The Foundation will provide notification of upcoming report deadlines and appropriate templates, as needed, or may schedule an additional check in such as a site visit as necessary.

Full financial accounting of the expenditure of these grant funds and narrative reports on the grant supported objectives are required as a condition of this grant. Grant Progress will include a financial summary, indicating how Foundation funds have been expended, and information on the work to meet the objectives and measure progress toward the expected outcomes outlined in this grant agreement. Please remember that progress and accomplishments that can be quantified make it easier for the Foundation to communicate these results to external audiences.

Information and images submitted as part of the reports (e.g., reports, brochures and other publications) may be used at any time by the Foundation for publicity purposes. The Foundation will assume that all submitted images are copyrighted by the Grantee and no further permission is necessary. Images will be credited to the Grantee.

IV. Limit of Commitment

The Foundation is pleased to award a grant to support the Grantee as described in the grant purpose section of this agreement. This grant is made with the understanding that the Foundation will not provide additional financial support to the Grantee, such as support in the form of an event sponsorship, table purchase, and/or ad placement, for the term of the agreement. This policy is instituted in order to reduce duplication and to provide more equitable funding to more organizations in Los Angeles County.

V. Nondiscrimination

The Grantee is responsible for ensuring that it is operated and organized so that it does not discriminate in the hiring of staff or the provision of services under any program or activity funded in whole or in part with funds made available by the Foundation on the basis of race, creed, color, ethnicity, national origin, religion, gender expression, sex, sexual orientation, age, physical or mental ability, pregnancy, veteran status, military obligations and marital status.

FOR THE GRANTEE:

9-11-19



Date

Signature of Authorized Representative

RUSHMORE CERVANTES

GENERAL MANAGER

Print Name

Print Title

FOR THE FOUNDATION

6/14/2019



Date

Ann Sewill
Vice President, Health & Housing

6/14/2019



Date

Efrain Escobedo
Vice President, Education & Immigration