

CPC-2019-6069-CU-DB-CDP-CDO-SPP-MEL-WDI

Exhibit C: Environmental Clearance
ENV-2019-6070-CE

C.1 – Categorical Exemption

C.2 – Statutory Exemption

Public Resources Code, Section 21080.27(b)(1)

COUNTY CLERK'S USE

CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
200 NORTH SPRING STREET, ROOM 395
LOS ANGELES, CALIFORNIA 90012

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

(PRC Section 21152; CEQA Guidelines Section 15062)

Filing of this form is optional. If filed, the form shall be filed with the County Clerk, 12400 E. Imperial Highway, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152(b) and CEQA Guidelines Section 15062. Pursuant to Public Resources Code Section 21167 (d), the posting of this notice starts a 35-day statute of limitations on court challenges to reliance on an exemption for the project. Failure to file this notice as provided above, results in the statute of limitations being extended to 180 days.

PARENT CASE NUMBER(S) / REQUESTED ENTITLEMENTS

CPC-2019-6069-CU-DB-CDP-CDO-SPP-MEL-WDI

LEAD CITY AGENCY

City of Los Angeles (Department of City Planning)

CASE NUMBER

ENV-2019-6070-CE

PROJECT TITLE

COUNCIL DISTRICT

11

PROJECT LOCATION (Street Address and Cross Streets and/or Attached Map)

2467-2471 South Lincoln Boulevard

Map attached.

PROJECT DESCRIPTION:

The Project consists of the demolition of a one-story 2,056 square-foot auto repair shop and an addition to and conversion of a one-story, 2,482 square-foot homeless youth resource center. The existing ground floor offices will be included in the Project, resulting in a four-story, 30,463 square-foot, mixed-use, Permanent Supportive Housing Project comprised of 39 permanent supportive housing units, one manager's unit, 4,441 square feet of supportive services, and 3,085 square-feet of ground floor commercial use (office). A total of six parking spaces are provided at the ground level.

Additional page(s) attached.

NAME OF APPLICANT / OWNER:

Rebecca Dennison, Venice Community Housing Corporation

CONTACT PERSON (If different from Applicant/Owner above)

(AREA CODE) TELEPHONE NUMBER

EXT.

EXEMPT STATUS: (Check all boxes, and include all exemptions, that apply and provide relevant citations.)

STATE CEQA STATUTE & GUIDELINES

STATUTORY EXEMPTION(S)

Public Resources Code Section(s) _____

CATEGORICAL EXEMPTION(S) (State CEQA Guidelines Sec. 15301-15333 / Class 1-Class 33)

CEQA Guideline Section(s) / Class(es) Section 15332 (Class 32)

OTHER BASIS FOR EXEMPTION (E.g., CEQA Guidelines Section 15061(b)(3) or (b)(4) or Section 15378(b))

JUSTIFICATION FOR PROJECT EXEMPTION:

Additional page(s) attached

The Planning Department determined that the State CEQA Guidelines designate the project as Categorical Exempt under Article 19, Section 15332, Class 32, Case No. ENV-2019-6070-CE. A project qualifies for a Class 32 Categorical Exemption if it is developed on an infill site and meets the following criteria:

a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with the applicable zoning designation and regulations.

The project site is located in the Venice Community Plan and designated for General Commercial land use, with corresponding zones of C1.5, C2, C4, CR, RAS3, and RAS4. The site is zoned [Q]C2-1-CDO and is consistent with the land use designation. The project proposes the construction of a mixed-use development comprised 40 dwelling units and ground floor commercial uses. The proposed density is consistent with the base density permitted by the Venice Specific Plan (R3 density) and the density increases pursuant to LAMC Section 12.22 A.25 and LAMC Section 12.24 U.26, and is consistent with the following provisions of the Venice Community Plan:

Objective 1-1 To provide for the preservation of the housing stock and its expansion to meet the diverse economic and physical needs of the existing residents and projected population of the Plan area to the year 2010.

Policy 1-1.2 Protect the quality of the residential environment and the appearance of communities with attention to site and building design.

Objective 1-2 To reduce vehicular trips and congestion by developing new housing in proximity to services and facilities.

Policy 1-2.1 Locate higher residential densities near commercial centers and major bus routes where public service facilities and infrastructure will support this development.

Policy 1-2.2 Encourage multiple-family residential development in commercial zones.

Objective 1-4 To promote the adequacy and affordability of multiple-family housing and increase its accessibility to more segments of the population.

Policy 1-4.1 Promote greater individual choice in type, quality, price and location of housing.

Policy 1-4.2 Ensure that new housing opportunities minimize displacement of residents.

Objective 2-2 To enhance the identity of distinctive commercial districts and to identify pedestrian-oriented districts.

Policy 2-2.1 Encourage pedestrian-oriented uses and mixed-use in designated areas.

The project proposes the construction of 40 dwelling units: 39 permanent supportive housing units for Homeless – Low Income Households and 1 manager's unit. The project also provides 4,441 square feet of supportive services onsite and will maintain and expand an existing office space for the Safe Place for Youth nonprofit organization. The supportive housing project provides 28 studio units, nine (9) one-bedroom units, and three (3) two-bedroom units. The project will provide affordable housing in close proximity to transit stations, including Metro Local Lines 33, Metro Rapid Line 733, Culver City Lines 1 and 2, and Big Blue Bus Route 3. The proposed project would construct a mixed-use development on commercially zoned lot along a commercial corridor, where mixed-use development is encouraged. The ground floor contains a commercial (office) use and incorporates a public plaza area, entrances, and transparent facades that enhance the pedestrian realm. As such, the project conforms to the Venice Community Plan.

The project is conformance with the General Plan Zoning and Land Use designation. The project conforms with the requirements of Zoning Code, Specific Plan, and Lincoln Boulevard CDO.

b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is approximately 15,986 square feet (0.36 acres), is wholly within the City of Los Angeles, and surrounded by urban uses. The properties north of Lincoln Boulevard are zoned [Q]C2-1-CDO and developed with one-story commercial structures, comprised of car wash and retail uses. The property adjoining the site to the west is zoned [Q]C2-1-CDO and developed with a McDonalds fast food restaurant and parking lot. The property adjoining the site to the east is zoned [Q]C2-1-CDO and developed with a one-story private school (extension building), part of the Saint Mark School. The property adjoining the site to the south is zoned R2-1 and developed with a surface parking lot for the Saint Mark's Church; the church and private school are located along Coeur D'Alene Avenue south of the parking lot area.

c) The project site has no value as a habitat for endangered, rare, or threatened species.

The project site maintains commercial structures and paved areas. The site is not a wildland area, and is not inhabited by endangered, rare, or threatened species. The area around the site is highly urbanized and surrounded by commercial and residential uses. There are no protected trees on the project site. Therefore, the project site has no value as habitat for endangered, rare, or threatened species.

d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

The project will be subject to Regulatory Compliance Measures (RCMs), which require compliance with the City of Los Angeles Noise Ordinance for pollutant discharge, dewatering, and stormwater mitigations; and Best Management Practices for stormwater runoff. More specifically, RCMs include but are not limited to:

- **Regulatory Compliance Measure RC-AQ-1 (Demolition, Grading and Construction Activities): Compliance with provisions of the Southern California Air Quality Management District (SCAQMD) District Rule 403.** The project shall comply with all applicable standards of the SCAQMD, including the following provisions of District Rule 403:
 - All unpaved demolition and construction areas shall be wetted at least twice daily during excavation and construction, and temporary dust covers shall be used to reduce dust emissions and meet SCAQMD District Rule 403. Wetting could reduce fugitive dust by as much as 50 percent.
 - The construction area shall be kept sufficiently dampened to control dust caused by grading and hauling, and at all times provide reasonable control of dust caused by wind.
 - All clearing, earth moving, or excavation activities shall be discontinued during periods of high winds (i.e., greater than 15 mph), to prevent excessive amounts of dust.
 - All dirt/soil loads shall be secured by trimming, watering or other appropriate means to prevent spillage and dust.
 - All dirt/soil materials transported off-site shall be either sufficiently watered or securely covered to prevent excessive amount of dust.
 - General contractors shall maintain and operate construction equipment to minimize exhaust emissions.
 - Trucks having no current hauling activity shall not idle but be turned off.

- **Regulatory Compliance Measure RC-GEO-1 (Seismic):** The design and construction of the project shall conform to the California Building Code seismic standards as approved by the Department of Building and Safety.
- **Regulatory Compliance Measure RC-NO-1 (Demolition, Grading, and Construction Activities):** The project shall comply with the City of Los Angeles Noise Ordinance and any subsequent ordinances, which prohibit the emission or creation of noise beyond certain levels at adjacent uses unless technically infeasible.

These RCMs will reduce any potential impacts on noise and water quality. Furthermore, the project does not exceed the threshold criteria established by the Los Angeles Department of Transportation (LADOT) for preparing a traffic study. The project will not conflict with any adopted policies, plans, or programs regarding public transit, bicycle facilities, or pedestrian facilities. Therefore, the project will not have any significant impacts to traffic. Likewise, air quality will not worsen as a result of the proposed project. Interim thresholds were developed by DCP staff based on CalEEMod model runs relying on reasonable assumptions, consulting with SCAQMD staff, and surveying published air quality studies for which criteria air pollutants did not exceed the established SCAQMD construction and operational thresholds. Pacific Environmental Company prepared a Phase 1 Environmental Site Assessment Report dated March 21, 2018 that did not identify any recognized environmental conditions that would warrant further review. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

e) The site can be adequately served by all required utilities and public services.

The project site will be adequately served by all public utilities and services given that the property is currently developed, surrounded by urban uses, served by existing infrastructure, and is consistent with the General Plan.

The project is a transit-oriented development on a site within an urbanized area and meets the criteria outlined above. Therefore the project qualifies for a Class 32 Categorical Exemption. Furthermore, the Exceptions outlined in the State CEQA Guidelines Section 15300.2 do not apply to the project:

- a) **Location.** *Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.*

As the project is categorically exempt from CEQA pursuant to State CEQA Guidelines, Article 19, Section 15332 (Class 32), this exception does not apply.

- b) **Cumulative Impacts.** *All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.*

There following multi-family and mixed-use projects have either filed or were granted approvals for land use entitlements within a half-mile of the subject site:

- Case No. DIR-2019-4920-TOC (1600 Venice Boulevard)
- Case No. DIR-2019-1133-TOC-CDO(1808-1816 Lincoln Boulevard)
- Case No. DIR-2019-5267-TOC-CDO (2422 Lincoln Boulevard)

The project will be subject to citywide Regulatory Compliance Measures. Regulatory Compliance Measures (RCMs) include, but are not limited to, compliance with the City of Los Angeles Noise Ordinance, pollutant discharge, dewatering, stormwater mitigations, and Best Management Practices for stormwater runoff. There is no evidence to conclude that significant impacts will occur based on past project approvals or that the project's impacts are cumulatively considerable when evaluating any cumulative impacts associates with construction noise and transportation/traffic in the surrounding area.

- c) **Significant Effect Due to Unusual Circumstances.** *A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.*

The project proposes a mixed-use structure in an area zoned and designated for such development. The surrounding area is developed with commercial, institutional, and residential uses. The proposed density is consistent with the base density permitted by the Venice Specific Plan (R3 density) and the density increases pursuant to LAMC Section 12.22 A.25 and LAMC Section 12.24 U.26. The proposed height and massing are not unusual for the project vicinity or the nearby Lincoln Boulevard corridor. Thus, there are no unusual circumstances which may lead to a significant effect on the environment.

- d) **Scenic Highways.** *A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway.*

The only State Scenic Highway within the City of Los Angeles is the Topanga Canyon State Scenic Highway, State Route 27, which travels through a portion of Topanga State Park. State Route 27 is located more than 7 miles northwest of the project site. Therefore, the project will not impact a designated state scenic highway.

- e) **Hazardous Waste Sites.** *A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.*

According to Envirostor, the State of California's database of Hazardous Waste Sites, neither the project site, nor any site in the vicinity, is identified as a hazardous waste site. Furthermore, the building permit history for the project site does not indicate the site may be hazardous or otherwise contaminated. Pacific Environmental Company prepared a Phase 1 Environmental Site Assessment Report, dated March 21, 2018, that did not identify any recognized environmental conditions that would warrant further review. Therefore, the project is not identified as a hazardous waste site, or in the vicinity of a hazardous waste site, and this exception does not apply.

- f) **Historical Resources.** *A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.*

The project site has not been identified as a historic resource by local or state agencies, and the project site has not been determined to be eligible for listing in the National Register of Historic Places, California Register of Historical Resources, the Los Angeles Historic-Cultural Monuments Register, and/or any local register; and was not found to be a potential historic resource based on the City's HistoricPlacesLA website or SurveyLA, the citywide survey of Los Angeles. Finally, the City does not choose to treat the site as a historic resource. Based on this, the project will not result in a substantial adverse change to the significance of a historic resource and this exception does not apply.

- None of the exceptions in CEQA Guidelines Section 15300.2 to the categorical exemption(s) apply to the Project.
 The project is identified in one or more of the list of activities in the City of Los Angeles CEQA Guidelines as cited in the justification.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.
 If different from the applicant, the identity of the person undertaking the project.

CITY STAFF USE ONLY:

CITY STAFF NAME AND SIGNATURE Juliet Oh		STAFF TITLE Senior City Planner
ENTITLEMENTS APPROVED Conditional Use (CU), Density Bonus Affordable Housing Program Incentives and Waivers (DB), Coastal Development Permit (CDP), Community Design Overlay Plan Review (CDO), Project Permit Compliance Review (SPP), Mello Act Compliance Review (MEL), Waiver of Dedication and or Improvements (WDI).		
FEE:	RECEIPT NO.	REC'D. BY (DCP DSC STAFF NAME)

DISTRIBUTION: County Clerk, Agency Record
 Rev. 3-27-2019



REFERRAL FORMS:

TRANSPORTATION STUDY ASSESSMENT

DEPARTMENT OF TRANSPORTATION - REFERRAL FORM

RELATED CODE SECTION: Los Angeles Municipal Code Section 16.05 and various code sections.

PURPOSE: The Department of Transportation (LADOT) Referral Form serves as an initial assessment to determine whether a project requires a Transportation Assessment.

GENERAL INFORMATION

- Administrative: Prior to the submittal of a referral form with LADOT, a Planning case must have been filed with the Department of City Planning.
- All new school projects, including by-right projects, must contact LADOT for an assessment of the school's proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
- Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a transportation assessment.
- Pursuant to LAMC Section 19.15, a review fee payable to LADOT may be required to process this form. The applicant should contact the appropriate LADOT Development Services Office to arrange payment.
- LADOT's Transportation Assessment Guidelines, VMT Calculator, and VMT Calculator User Guide can be found at <http://ladot.lacity.org>.
- A transportation study is not needed for the following project applications:
 - Ministerial / by-right projects
 - Discretionary projects limited to a request for change in hours of operation
 - Tenant improvement within an existing shopping center for change of tenants
 - Any project only installing a parking lot or parking structure
 - Time extension

SPECIAL REQUIREMENTS

When submitting this referral form to LADOT, include the completed documents listed below.

- Copy of Department of City Planning Application (CP-7771.1).
- Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation.
- If filing for purposes of Site Plan Review, a copy of the Site Plan Review Supplemental Application.
- Copy of project-specific VMT Calculator¹ analysis results

LADOT DEVELOPMENT SERVICES DIVISION OFFICES: Please route this form for processing to the appropriate LADOT Office as follows:

Metro	West LA	Valley
213-972-8482	213-485-1062	818-374-4699
100 S. Main St, 9 th Floor Los Angeles, CA 90012	7166 W. Manchester Blvd Los Angeles, CA 90045	6262 Van Nuys Blvd, 3 rd Floor Van Nuys, CA 91401

TO BE VERIFIED BY PLANNING STAFF PRIOR TO LADOT REVIEW

1. PROJECT INFORMATION

Case Number: CPC-2019-6069-CU-DB-CDP-CDO-SPP-MEL-WDI

Project Name: Lincoln Apartments

Address: 2467-2471 S. Lincoln Blvd.

Project Description: Demo (E) auto shop. Reuse (E) philanthropic center. Construct (N) 40-unit supportive housing.

Seeking Existing Use Credit (will be calculated by LADOT): Yes x No Not sure

Applicant Name: Venice Community Housing Corporation (Rep: Josh Guyer)

Applicant E-mail: jpguyer@burnsbouchard.com Applicant Phone: 310-802-4261

2. PROJECT REFERRAL TABLE

	Land Use (list all)	Size / Unit	Daily Trips ¹
Proposed	Restricted affordable multifamily residential	40-units	
	Philanthropic Institution	3,210 S.F.	
	Supportive Services	4,316 S.F.	
	<i>Total trips¹:</i>		

- a. Does the proposed project involve a discretionary action? Yes No
- b. Would the proposed project generate 250 or more daily vehicle trips¹? Yes No
- c. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station²? Yes No

If **YES** to **a.** and **b.** or **c.**, or to **all** of the above, the Project must be referred to LADOT for further assessment.

¹To calculate the project's total daily trips, use the VMT Calculator. Under 'Project Information', enter the project address, land use type, and intensity of all proposed land uses. Select the '+' icon to enter each land use. After you enter the information, copy the 'Daily Vehicle Trips' number into the total trips in this table. Do not consider any existing use information for screening purposes. For additional questions, consult LADOT's [VMT Calculator User Guide](#) and the LADOT Transportation Assessment Guidelines (available on the LADOT website).

² Relevant transit lines include: Metro Red, Purple, Blue, Green, Gold, Expo, Orange, and Silver line stations; and Metrolink stations.

Verified by: Planning Staff Name: Sarah Goldman Phone: (310)231-2902

Signature: [Signature] Date: 1/13/2019

TO BE COMPLETED BY LADOT

3. PROJECT INFORMATION

	Land Use (list all)	Size / Unit	Daily Trips
Proposed			
	<i>Total new trips:</i>		
Existing			
	<i>Total existing trips:</i>		
<i>Net Increase / Decrease (+ or -)</i>			

- a. Is the project a single retail use that is less than 50,000 square feet? **Yes** **No**
- b. Would the project generate a net increase of 250 or more daily vehicle trips? **Yes** **No**
- c. Would the project result in a net increase in daily VMT? **Yes** **No**
- d. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station? **Yes** **No**
- e. Does the project include the construction, or addition of 50 or more dwelling units or guest rooms or combination thereof, and/or 50,000 or more square feet of non-residential? **Yes** **No**
- f. Project size:
 - i. Does the project contain a lot that is 0.5-acre or more in total gross area? **Yes** **No**
 - ii. Is the project's frontage 250 linear feet or more along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** **No**
 - iii. Is the project's building frontage encompassing an entire block along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** **No**

VMT Analysis

If **YES** to a. and **NO** to d. a VMT analysis is **NOT** required.
 If **YES** to both b. and c.; or to d. a VMT analysis **is** required.

Access, Safety, and Circulation Assessment

If **YES** to b., a project access, safety, and circulation evaluation may be required.
 If **YES** to b. and e. and either f.i., f.ii., or f.iii., an access assessment may be required.

LADOT Comments:

Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, etc. These items require separate review and approval by LADOT. Qualifying Existing Use to be determined per LADOT's Transportation Assessment Guidelines.

4. Specific Plan with Trip Fee or TDM Requirements: **Yes** **No**
- Fee Calculation Estimate: _____
- VMT Analysis Required (Question b. satisfied): **Yes** **No**
- Access, Safety, and Circulation Evaluation Required (Question b. satisfied): **Yes** **No**
- Access Assessment Required (Question b., e., and either f.i., f.ii. or f.iii satisfied): **Yes** **No**

Prepared by DOT Staff Name: _____ Phone: _____

Signature: _____ Date: _____

CITY OF LOS ANGELES VMT CALCULATOR Version 1.2



Project Screening Criteria: Is this project required to conduct a vehicle miles traveled analysis?

Project Information

Project: CPC-2019-6069-CU-DB-CDP-SPP-MEL-WDI
 Scenario: WWW
 Address: 2467 S LINCOLN BLVD, 90291



If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a fixed-rail or fixed-guideway transit station?

Yes No

Existing Land Use

Land Use Type: Retail | Auto Repair Value: 1.25 Unit: ksf

Click here to add a single custom land use type (will be included in the above list)

Proposed Project Land Use

Land Use Type: Retail | Health Club Value: 3.21 Unit: ksf
 Housing | Affordable Housing - Permanent Suf 40 DU
 Retail | Health Club 3.21 ksf

Click here to add a single custom land use type (will be included in the above list)

Project Screening Summary

Existing Land Use	Proposed Project
0 Daily Vehicle Trips	136 Daily Vehicle Trips
0 Daily VMT	930 Daily VMT
Tier 1 Screening Criteria	
Project will have less residential units compared to existing residential units & is within one-half mile of a fixed-rail station. <input type="checkbox"/>	
Tier 2 Screening Criteria	
The net increase in daily trips < 250 trips	136 Net Daily Trips
The net increase in daily VMT ≤ 0	930 Net Daily VMT
The proposed project consists of only retail land uses ≤ 50,000 square feet total.	3,210 ksf
The proposed project is not required to perform VMT analysis.	



- Health Club trip rate was used as worst case scenario. Actual trip rate is closely related to Recreational Community Center in ITE Manual (495).

COUNTY CLERK'S USE

CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
200 NORTH SPRING STREET, ROOM 395
LOS ANGELES, CALIFORNIA 90012

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

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City of Los Angeles (Department of City Planning)

CASE NUMBER

PROJECT TITLE

COUNCIL DISTRICT

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Map attached.

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Additional page(s) attached.

NAME OF APPLICANT / OWNER:

Rebecca Dennison, Venice Community Housing Corporation

CONTACT PERSON (If different from Applicant/Owner above)

(AREA CODE) TELEPHONE NUMBER

EXT.

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STATE CEQA STATUTE & GUIDELINES

STATUTORY EXEMPTION(S)

Public Resources Code Section(s) 21080.27(b)(1)

CATEGORICAL EXEMPTION(S) (State CEQA Guidelines Sec. 15301-15333 / Class 1-Class 33)

CEQA Guideline Section(s) / Class(es) _____

OTHER BASIS FOR EXEMPTION (E.g., CEQA Guidelines Section 15061(b)(3) or (b)(4) or Section 15378(b))

JUSTIFICATION FOR PROJECT EXEMPTION:

Additional page(s) attached

Pursuant to Public Resource Code section 21080.27, any activity approved by or carried out by the City of Los Angeles in furtherance of providing emergency shelters or supporting housing is exempt from review under the California Environmental Quality Act (CEQA). To qualify for this exemption, a project must satisfy the following criteria: 1) The project includes "supportive housing" as defined in Section 50675.14 of the Health and Safety Code, that meets the eligibility requirements of Article 11 (commencing with Section 65650) of Chapter 3 of Division 1 of Title 7 of the Government Code or the eligibility requirements for qualified supportive housing or qualified permanent supportive housing set forth in LAMC Sections 14.00-A.12 and 14.00-A.13 (Ordinance Nos. 185,489 or 185,492), and; 2) the project is funded in whole or in part by, among other potential funding sources, general bond obligations issued pursuant to Proposition HHH, approved by the voters of the City of Los Angeles at the November 8, 2016, statewide general election.

The Project is exempt because it (1) qualifies as a supportive housing project pursuant to Health & Safety Code Section 50675.14 (b)(2), (2) meets the eligibility requirements under Ordinance No. 185,492, and (3) is funded in part by general bond obligations issued pursuant to Proposition HHH.

(1) The Project qualifies as a supportive housing project pursuant to Health & Safety Code Section 50675.14(b)(2).

Under Section 50674.14(b)(2), "supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community." Pursuant to Health & Safety Code Sec. 50675.14 (b)(3)(A), "Target population" means persons, including persons with disabilities, and families who are 'homeless,' as that term is defined by Section 11302 of Title 42 of the United States Code, or

who are 'homeless youth,' as that term is defined by paragraph (2) of subdivision (e) of Section 11139.3 of the Government Code.

The Project qualifies as a supportive housing project because (1) it provides housing with no limit on length of stay, (2) members of the Target Population, as defined above, will occupy 100 percent of the units (or 39 units), and (3) it is linked to onsite supportive services provided by Venice Community Housing Corporation. The Project consists of 39 housing units (exclusive of the one manager unit). The Target Population will occupy all 39 units, including 25 units for homeless transitional age youth and 14 units for people experiencing homelessness. Venice Community Housing Corporation will be the lead supportive services provider for the Project and provide services to Project residents at a 17 to 1 staff to client ratio. Project residents will receive on-site intensive case management services, individual service plans, and other related on-site and off-site services to meet their continuing needs.

(2) The Project complies with the definitions in of Ordinance 185,492:

The Project meets the eligibility requirements under Ordinance No. 185,492. 100 percent of the units, with the exception of the one manager's unit, are affordable. The units include 39 units reserved for Low Income Households as defined by California Health and Safety Code section 50053(b)(2) and will pay rents that do not exceed 30 percent of the maximum gross income of Extremely Low, Very Low or Low Income households (households up to 80% AMI), as those income ranges are defined by the United States Department of Housing and Urban Development (HUD) or any successor agency, as verified by the Housing & Community Investment Department (HCIDLA). The Target Population, as defined in Ordinance No. 185, 492, will occupy 100 percent of the units (or 39 units). Ordinance No. 185, 492 defines Target Population as "Persons with qualifying lower incomes who: (1) Have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, and are homeless as defined by any Los Angeles City, Los Angeles County, State of California, or Federal guidelines; or (2) Are chronically homeless, as defined by any Los Angeles City, Los Angeles County, State of California, or Federal guidelines. HUD defines "chronically homeless" as (1) an individual or family head of household with a diagnosable disabling condition AND either (2) an individual or family who has been continuously homeless for a year or more, OR (3) an individual or family who has had at least four episodes of homelessness in the past three years that total at least 12 months. The homeless transitional age youth and individuals experiencing homelessness who will reside in the 39 developed units satisfy this definition. Venice Community Housing Corporation will provide the above described on-site supportive services. Prior to issuance of a building permit, the applicant shall execute and record a restricted affordable covenant that runs with the land for at least 55 years for the units within the development that satisfies Los Angeles Housing and Community Investment Department (HCIDLA). The subject site does not contain existing dwelling units, therefore, will not require any housing to be replaced.

- None of the exceptions in CEQA Guidelines Section 15300.2 to the categorical exemption(s) apply to the Project.
- The project is identified in one or more of the list of activities in the City of Los Angeles CEQA Guidelines as cited in the justification.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.

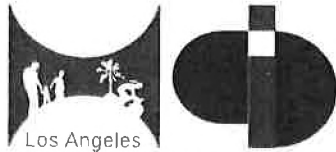
If different from the applicant, the identity of the person undertaking the project.

CITY STAFF USE ONLY:

CITY STAFF NAME AND SIGNATURE Juliet Oh		STAFF TITLE Senior City Planner
ENTITLEMENTS APPROVED Conditional Use (CU), Density Bonus Affordable Housing Program Incentives and Waivers (DB), Coastal Development Permit (CDP), Community Design Overlay Plan Review (CDO), Project Permit Compliance Review (SPP), Mello Act Compliance Review (MEL), Waiver of Dedication and or Improvements (WDI).		
FEE:	RECEIPT NO.	REC'D. BY (DCP DSC STAFF NAME)

DISTRIBUTION: County Clerk, Agency Record

Rev. 3-27-2019



Los Angeles
HOUSING+COMMUNITY
Investment Department
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
Rushmore D. Cervantes, General Manager

VIA EMAIL

December 19, 2019

Venice Community Housing Corporation
720 Rose Avenue
Venice, CA 90291
Attn: Becky Dennison
Email: bdennison@vchcorp.org

Re: Lincoln Apartments
2467 S. Lincoln Boulevard
Venice, CA 90291

Dear Ms. Dennison:

This letter shall serve as evidence of a Proposition HHH Permanent Supportive Housing Loan Program (HHH) funding commitment for the above-referenced project, in an amount not to exceed Five Million, Four Hundred Sixty Thousand Dollars (\$5,460,000). The HHH funding commitment was approved by the Los Angeles City Council under Council File #17-0090-S8.

Please note, the HCIDLA funding commitment is subject to the following terms and conditions, which include, but are not limited to the below requirements. HCIDLA will inform the development team of any due diligence issues requiring resolution prior to the execution of the HCIDLA loan agreement.

AMOUNT: \$5,460,000

LOAN TYPE: Residual Receipts

LOAN TERM: Fifty-five (55) years from the date of recordation of the City Deed of Trust

REGULATORY TERM: Fifty-five (55) years from the date of Project Completion

RATE: Three percent (3%) simple interest

EXPIRATION OF HCIDLA COMMITMENT: The HCIDLA and Venice Community Housing Corporation will cooperate on required Loan documentation and subsequent funding of the Loan after acceptance hereof. Notwithstanding the foregoing, this Commitment will expire two (2) years from October 15, 2019.

COMPLIANCE: The Proposition HHH funding commitment shall be subject to the provision recommendations of Council File #17-0090-S8(1)(A)(iii) dated 08/20/2019.

ACCEPTANCE OF HCIDLA COMMITMENT: Venice Community Housing Corporation's acceptance of this commitment shall be evidenced by signing and delivering to HCIDLA the enclosed copy of this letter no later than December 27, 2019. Until receipt of such written acceptance by HCIDLA, HCIDLA will have no liability hereunder. Please email your signed acceptance of this commitment to Timothy Elliott at Timothy.Elliott@lacity.org.

Should you have any questions, please contact Mr. Timothy Elliott, Development and Finance Division, at (213) 808-8596.

Sincerely,




SEAN L. SPEAR
Assistant General Manager
Housing Development Bureau

BORROWER ACKNOWLEDGEMENT

The undersigned hereby accepts the foregoing award and understands that the Lender is not obligated to close the Loan unless all of the terms and conditions outlined in the award are met. Furthermore, the undersigned understands and acknowledges that closing the Loan may take up to eight weeks following the execution of this document and the receipt of tax credit allocation.

**Venice Community Housing Corporation,
a California nonprofit public benefit corporation**

By: 
Rebecca Dennison, Executive Director

Date: 12.26.19



Venice Community Housing

LINCOLN APARTMENTS SUPPORTIVE SERVICES PLAN

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Exhibit I – Services Staffing Chart

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I. Description of the Project

The Lincoln Apartments development is proposed to be 40 units, with 25 for homeless transition age youth (TAY) and 14 for those experiencing homelessness. One unit is reserved for management resident manager. Project based Section 8 vouchers issued through the Housing Authority of the City of Los Angeles (HACLA) will be used for the 39 client units.

Based on community and partner input, best practices, affordable housing financing requirements, and preliminary land use analysis, we are proposing the following elements for this site:

- 40 homes, 39 supportive housing units and 1 resident manager unit
 - 14 units for those who have experienced homelessness
 - 25 units for transition aged youth (18-24) who have experienced homelessness
 - Studios and 1 bedroom units, serving 1 and 2 person households
- 3 full-time professional social services staff with offices on-site, as well as multiple service partners, providing comprehensive, integrated services and support for tenants
- Open and Green Spaces
- Venice Community Housing (VCH) Administrative Offices and some VCH Programming
- Parking for residents and staff

At unit turnover, the most up to date eligibility criteria will be used for the TAY and homeless populations. Currently, the definition of TAY is individuals aged 18 to 24. The definition of homeless is a person sleeping in a place not meant for human habitation (living on the streets, for example) OR living in a homeless emergency shelter.

The proposed site is within a short walk of a full service grocery store and pharmacies, banks, restaurants, retail stores, and will be located above the VCH administrative offices. The Lincoln Apartments community will serve as the foundation to introduce supportive service programs that are designed to help serve the unique needs of TAY and those experiencing homelessness and are designed to stabilize and help them successfully maintain independent living. Each person living in the building will have individualized assistance in the coordination of their housing and service needs. Intensive case management services will be available to all who live in the building.

Lincoln Apartments residents will have access to on-site and off-site programs that are flexible and responsive to their needs. The services are target population-specific, and culturally- and linguistically-appropriate. Housing is the primary intervention for tenants, emphasizing a model that incorporates “wrap-around” service delivery.

II. Need of Target Population and Tenant Selection Process

A. Transitional Aged Youth and the Homeless:

VCH is committed to serving those experiencing homelessness as our key priority, as there is overwhelming need Venice and throughout the region, and therefore 100 percent of the Lincoln Apartments will serve those experiencing homelessness. Based on community input, feedback from partners, and participation in the CES steering committee, VCH identified transition aged youth (TAY) as an additional group of people severely underserved in Venice and this population is also targeted at Lincoln Apartments.

The project works with the local Coordinated Entry System (CES) and aims to prioritize high-acuity individuals for housing first. This model is continued during unit turnover. According to the 2018 Los Angeles Homeless Service Authority Homeless Count, there are 2,274 homeless TAY in Los Angeles County. Service planning area (SPA) 5, where the project is to be located, is home to 243 TAY experiencing homelessness and has the third highest population of homeless TAY in Los Angeles County. There are 49,995 homeless individuals in the Los Angeles Continuum of Care. In SPA 5, there are 4,401 homeless individuals.

In the past, between 200 and 300 new Supportive Housing units have been produced Citywide per year. With the passage of Measure HHH, the goal is to increase to 1,000 units per year for 10 years. Of the 6,000 Supportive Housing units existing in the City, only 42 units are in Venice currently.

B. Tenant Selection Process:

Venice Community Housing (VCH) will work with the local Coordinated Entry System (CES) to identify high-acuity homeless individuals and transitional aged youth (TAY) at the Lincoln Apartments. The CES aligns the single adult, family, and youth systems into a seamless, collaborative, county-wide platform for housing and service delivery to homeless households. Los Angeles County is split into 8 service planning areas (SPA), with each SPA managing a list of currently homeless individuals and families who reside in their area. Lincoln Apartments will be located in SPA 5, therefore referrals from the SPA 5 CES list will be considered for placement into the Lincoln Apartments. There are specialized lists for TAY and single adults within the CES. During initial lease up and when vacancies are anticipated, a member of the services team will request referrals from the TAY and single adult lists.

If those lists are not sufficient to fill the number of eligible units or are not available in a timely manner, the property will accept referrals from programs for single adults and TAY such as: emergency shelters, safe havens, drop-in centers, and street outreach programs frequented by vulnerable persons experiencing homelessness.

With the support of services staff, applicants will complete the required documentation and verifications to ensure eligibility. VCH staff will ensure that the property is complying with Housing First practices, which ensures access to housing regardless of applicants' sobriety or use of substances, completion of treatment, agreement to participate in services, poor credit or lack of financial history, poor rental history, and minor criminal convictions. Supportive services staff shall support applicants to appeal denials (except denials regarding income,

assets, and school verifications). Supportive services staff will also provide advocacy during applicants' reasonable accommodation process. This reduces the likelihood of unnecessary denials being sent out.

There are standard, mandated processes required for the property under fair housing law or by public agencies and lenders, which cannot be removed entirely; those processes by themselves are barriers which may not conform to Housing First. VCH will work to minimize or remove these barriers, so that paperwork and processing as a barrier is eliminated or mitigated to the greatest extent possible. Our goal is that no applicants are turned away or prevented from accessing these units as a result of the process of intake. Supportive services will be delivered from initial engagement through the application process.

Regarding priority, once the leasing process has started, and applicants have been received from CES and interviewed by staff, applicants will continue in the process towards obtaining a unit. Applicants will be given a reasonable amount of time to obtain required documentation and verifications.

III. Service Delivery Model

VCH will work to align our service delivery model and outcomes with the Corporation for Supportive Housing's "Dimensions of Quality Supportive Housing." The mission of Supportive Services at VCH is to be tenant centered, accessible, coordinated, integrated, and sustainable. Additionally, VCH strives to be a Trauma-Informed agency that ensures all our processes are streamlined with a "no wrong door" approach when accessing support. VCH aims to increase tenant access to services, education, income, community, and housing.

VCH has established relationships with other local service providers that include Venice Family Clinic, Safe Place for Youth, CLARE Foundation, Meals on Wheels, Chrysalis, Helper Foundation, and others. VCH also has a strong group of experienced volunteers who support our residents with household donations, tutoring, wellness classes such as yoga, and other groups and classes. Collaboration with these programs and agencies serve to connect tenants with all available resources in the community. Tenants will be linked to a rich array of services through local providers including medical care, mental healthcare, substance abuse treatment and support, benefits assistance, peer advocacy, and health and wellness programs. Skilled on-site service coordination, combined with a strong network of local wrap-around services will help tenants to maintain their health, well-being, and housing.

VCH has an existing Intensive Case Management Services (ICMS) team, which will be expanded by two people for Lincoln Apartments. In addition to ICMS services on-site, VCH will also have a half-time Service Coordinator for Lincoln Apartments. On an annual basis, roles of staff will be reviewed together with partners and providers.

During the tenant selection process of applying for housing with VCH, ICMS will connect with the applicant and the referring case manager to assess the needs of the applicant. ICMS will assist the applicant to complete the housing application and assess the needs of the

tenant to provide individualized support. The housing application will be separate from any service needs assessment. The housing application will not request detailed clinical information in order to protect confidential clinical information. If the applicant does not have a referring case manager, the VCH staff member will work directly with the applicant and provide intensive case management services to complete the application and lease up process. Emotional and practical support during the critical time of transition from street to home and strengthens the tenant's long-term ties to services, family and friends. VCH staff prioritizes early engagement by assisting the tenant with the difficult task of documentation collection, completing applications and attending appointments. This support continues until the tenant is stable and integrated into their community. After the tenant is housed, services staff will partner with each tenant to increase independent living skills and further develop the tenant's support networks through one-on-one work, group support, linkages to intensive services, and socialization opportunities. Services will take a strengths-based approach to aid recovery and increase empowerment.

The services staff is trained in Harm Reduction principles, the Stages of Change model, and Motivational Interviewing. Our Harm Reduction work focuses on decreasing the harmful consequences of problematic substance use and works to address problematic substance use from a trauma-informed perspective. Additionally, harm reduction strategies extend beyond substance use, and are applied to other areas such as mental health, medication compliance, money management, and hoarding. When necessary and tenants agree to go, ICMS works with community partners to find detox, inpatient and outpatient drug and alcohol treatment programs that allow the tenant to maintain their housing while seeking support. VCH works with the tenant to pay ahead or utilize automatic payment options through trusted banks to ensure payment of rent while the tenant is out of their housing. ICMS will also assist the tenant in completing a reasonable accommodation to be submitted to the housing authority and the property management company when needed.

VCH is committed to providing tenants with the tools to rebuild their minds, bodies and lives with quality services delivered by well-trained, caring and supportive staff. All services will be voluntary, as is VCH's current service model. While VCH has been successful in working with service partners, VCH plans to provide intensive case management services with in-house staff, as VCH is an approved contractor with the Housing for Health program and currently deliver these services within their requirements.

A. Staffing and Budget

Services will be provided by compassionate staff committed to empowering each tenant to live their full potential. All services are flexible, individualized, and responsive to the unique needs of each tenant and the community. Participation in services is not a requirement to maintain housing. Services staff are trained in motivational interviewing, stages of change, trauma informed care, harm reduction, and housing first modalities. Culturally-competent and linguistically appropriate services are provided. Supportive services are offered beginning in pre-lease up and will be available throughout the tenant's tenancy. If applicants do not meet the requirements for tenant selection, connection to other housing resources will be provided. Tenant participation in supportive services is not required to maintain tenancy.

There will be a client to ICMS staff ratio of 17 to 1. Clinical supervision is provided on-site. At no time will the total staffing level fall below industry standard for the population served. Some staffing arrangements may vary from the attached detailed Social Service Budget, but the staffing ratio will be at industry standard according to the required funding providers for the 39 tenant units.

See attached the **Staffing Chart (Exhibit I)** and **Services Budget (Exhibit II)**. Overall, staffing levels are partially reliant upon the ongoing availability of funds from the project itself which, if not available, may affect staffing levels.

In addition to providing intensive case management, a VCH service coordinator will coordinate onsite therapeutic and community groups for housing support & stability, mental health support, harm reduction, and recovery. They will oversee volunteer coordination and in-kind donations for onsite services and develop a tenant council. They will assist tenants with employment and educational pursuits, accompany tenants to appointments, assist with rental subsidy compliance, and be a liaison with Property Management. They will also support Case Managers to ensure our outcomes and practices meet the standards of excellence set forth by the Corporation for Supportive Housing.

The CM will work to increase tenant's income, whether form earned income or cash benefits. In addition, the CM will connect tenants with the Countywide Benefits Entitlement Services Team (CBEST) to provide tenant tenants assistance with benefit enrollment assistance. The CM will follow up regularly with tenants with pending benefits/claims and provide assistance as necessary.

For legal assistance, VCH generally refers tenants to Bet Tzedek or the Housing Rights Center. The SC works with tenants throughout the process where assistance is needed.

Since it is anticipated that all tenant units will have a head of household (or qualifying individual) who is a tenant and has experienced homelessness, it is possible that not all tenants will have experienced homelessness. VCH will provide case management to non-client family members, where needed or appropriate.

VCH has an extensive relationship with many universities in the area and may place an intern to work in the building (not included in the staffing or services budget) from a related concentration.

Per the attached detailed budget, most staff will work on-site on a 40-hour-per-week schedule. Exact schedules will vary, but should routinely consist of an 8-hour shift, generally covering 9am-5pm during the week. Tenant services may shift their daily hours based on tenant need. During the evenings and nights, the on-site property manager will be the primary point of contact, but there will be 24-7 emergency phone access to the services team.

B. Services to be Provided

VCH, as the lead service provider is responsible for the overall provision of services provided on-site. VCH strives to utilize evidence-based and best practices in the services delivered to the tenants. VCH advocates for Housing First practices in all of its buildings and utilizing the local community resources to provide comprehensive services to all tenants. Participation in all services provided by VCH is voluntary and free of charge. See attached **Services Matrix (Exhibit III)**.

1. Intensive Case Management and Service Coordination: VCH residential service coordinator(s)/case manager(s) (SC/CM) will be responsible for case management and utilizing individual service plans. In addition, SC/CM may provide benefits counseling and advocacy, mental health crisis counseling, mental health care connections, medical health care connections, and substance use services including relapse prevention and substance use support groups. SC/CM may provide educational services by providing classes covering computer skills, money management, resume workshops, job search workshops and more. SC/CM assist tenants in pursuit of educational and employment opportunities. SC/CM can provide linkages to residential treatment facilities as well as transitioning to market rate or Section 8 tenant based housing. SC/CM facilitate life skills training such as ensuring access to basic needs such as food and clothing, household maintenance, nutrition, and cooking. SC/CM sets up support groups and workshops tenants are interested in. SC/CM also provides linkages to potential referrals, information regarding services through other community-based agency programs, and local transportation training/planning. The SC/CM coordinates social and recreational events including coffee hour, book club, movie nights, and more. SC/CM provides linkages to child care and after-school programs. SC/CM will provide domestic violence counseling and safety planning or provide linkage to community-based agencies. VCH has a history of locating and partnering with community service providers to broaden the spectrum of services available to tenants. Additionally, VCH SC/CM will educate tenants on their rights and responsibilities as a tenant. SC/CM will assist tenants to or directly notify property management within two days of any observed safety or maintenance concerns. SC/CM will maintain regular ongoing client contact and tailor the intensity of services provided, including the frequency of face-to-face and home visits conducted, to client's level of functioning and acuity of needs. The frequency of visits will vary and may require a minimum of three (3) or more face-to-face visits per week at initial engagement and no less than once every three (3) months after clients are stable in housing and fully engaged in supportive services. Services are mainly conducted in the field and the SC/CM shall meet regularly with clients at their home, at medical/ service providers' offices, and other locations as appropriate. Additionally, care will be taken throughout the application process and during tenancy to protect confidential clinical information.

2. Individualized Service Plans: CM will work in partnership with each tenant to create an Individualized Service Plan (ISP). Each ISP will create measurable, achievable goals in areas such as: finances, mental health, substance use, nutrition, life skills, legal, housing stability, education, employment, health, self-determination, etc. Each ISP will be unique to the tenant's needs and readiness for change. They will be completed within 72 hours after tenants move-in, and reviewed every three months at a minimum thereafter. To determine the goals to be placed on the ISP, CM will conduct a comprehensive psychosocial assessment within thirty business days of the tenant's move in. Assessments shall be conducted face-to-

face and shall include an evaluation of the clients' medical, psychosocial, environmental, legal, financial, education, strengths and needs, and available resources. Psychosocial re-assessments will occur on an ongoing basis, but not less than once every three months. This information will be used to update the ISP and shall include, but not be limited to, development of new goals, progress made on achieving stated goals, and any changes to goals, steps and/or target dates.

3. Benefits Assistance and Advocacy: Benefits assistance is provided by VCH on-site. VCH staff provides assistance in benefits applications and appeals for sources such as social security income and other mainstream services. The SC/CM may refer tenants to CBEST.

4. Healthcare: Services often include: applying for Medi-Cal/Medicare, connecting tenants to a primary care physician, physical health care, including access to routine/preventative health care; mental health care, including assessment and referrals, substance use disorder services, medication management, dental care and referrals, TB screening, and other services. CM will ensure clients are linked to and accessing health, mental health, and substance use disorder services as needed. Other healthcare services include assisting clients with establishing a medical home and maintaining continuity with their medical home. DHS, Department of Mental Health (DMH), and Department of Public Health (DPH) may provide additional medical and behavioral health services through linkages to directly operated or contracted service providers including on-site and mobile services, when available.

5. Substance use services: Referrals are provided for treatment, relapse prevention and support groups. Since tenant choice is a priority, all tenants and their family members will be provided with resources for access to treatment, relapse prevention, and support groups at their discretion.

6. Educational Services: SC/CM can provide group or one-on-one computer training and assistance with school enrollment. SC/CM will also assist tenants in pursuit of educational opportunities the tenant would like to pursue, including researching opportunities, applying to schools and obtaining financial aid assistance. Assistance is also provided to obtain their GED, further education, and any assistance needed to obtain reasonable accommodations in the education process.

7. Employment Services: On-site, SC/CM will provide one-on-one support or groups regarding employment and resume building based on tenant need.

8. Linkages to Outplacements: VCH participates in the moving on initiative where its PSH tenants who are ready to live in non-PSH are supported in making the transition. As appropriate, VCH assists tenants in obtaining Section 8 tenant-based vouchers, or market rate housing and any reasonable accommodations associated with the housing resource. VCH also connects tenants with in-home caregiving and/or transition to board and care, as needed.

9. Life Skills Training: Tenants are provided one-on-one support and group workshops that cover independent life skills such as healthy personal hygiene, proper household cleaning maintenance, cooking, nutrition, laundry, accessing the internet and more. When

needed, CM will assist clients with obtaining services to meet basic needs, such as clothing and food.

10. Representative Payees: SC/CM can assist tenants in locating and connecting with local representative payee services. Representative payee services may include paying the tenant's rent in a timely manner. VCH routinely connect tenants with representative payee resources and will do so as appropriate.

11. Legal Assistance: VCH generally refers tenants to Housing Rights Center and Bet Tzedek to overcome any barriers to accessing and maintaining permanent housing and supportive services (e.g., credit history, criminal records, and pending warrants). The SC/CM works with tenants throughout the process where assistance is needed. SC/CM may go with the tenant to the legal clinic and provide advocacy support as needed.

12. Medication Management Services: Medication management services shall be managed by appropriate and authorized health care services, either through the Housing for Health program or through a private provider. CM/SC shall not dispense nor handle medications directly. However, VCH shall accommodate the needs of tenants on a case-by-case basis to assure that medication management needs are not a barrier to retaining housing. CM will assist clients with maintaining medication and treatment regimens, including accompanying clients to appointments with health, mental health and/or other care providers.

13. Attendant Care: VCH connects tenants with In-Home Supportive Services funded through the county.

14. Harm Reduction and Housing Retention: VCH will provide on-site harm reduction services, relapse prevention, and eviction prevention counseling. The services staff is trained in Harm Reduction principles and utilizes the Stages of Change model and Motivational Interviewing to respect tenant choice and elicit change. Our Harm Reduction work focuses on decreasing the harmful consequences of problematic substance use and works to address problematic substance use from a trauma-focused or health-focused perspective. The VCH services team strives to bolster the tenant's internal and external resources and address the underlying issues. Additionally, our harm reduction strategies extend beyond substance use, and are applied to other areas such as mental health, medication compliance, money management and hoarding. We work with community partners to find detox, inpatient and outpatient drug and alcohol treatment programs that allow the tenant to maintain their housing while seeking support. VCH works with the tenant to pay ahead or utilize automatic payment options through trusted banks to ensure payment of rent while the tenant is out of their housing. We will also assist the tenant in completing a reasonable accommodation to be submitted to the housing authority and property management.

15. Social and Recreational Activities: SC/CM provides community activities such as coffee hours, karaoke, movie nights, book club, poetry readings, acting workshops, celebrations and more. SC/CM posts a monthly calendar of events that are open to all tenants of a property. Social activities draw tenants out of their apartments and into the community.

Interactions between tenants foster a community where tenants respect one another and look out for each other.

16. Green Education Services: The building will incorporate several sustainability features. On-site staff will educate tenants on recycling and resource conservation. Green Living Workshops will be offered on topics like nutrition, energy conservation, and edible gardens. The property has a community garden that will be led by the tenants in the cultivation and ongoing maintenance. A master gardener will be consulted to educate tenants. Tenants will learn how to tend to plants and vegetables and then use the vegetables in cooking classes. The building will incorporate several sustainability features.

17. Budgeting: Support is provided through one-on-one assistance with budgeting and included in the educational classes which focus on financial education and empowerment. These educational services include, but are not limited to, assistance with household budgeting; assistance with overcoming bad credit, no credit, and/or eviction histories; and arranging for representative payees for clients who require assistance in money management and/or are at-risk for non-payment of rent. CM will assist clients with obtaining income and/or establishing benefits. This includes coordinating the completion and submission of applications for health insurance benefits (e.g., Medi-Cal, Medicare, Covered California, etc.), disability benefits (e.g., Supplemental Security Income [SSI], Supplemental Security Disability Income [SSDI], etc.), and other sources of financial assistance, (e.g., Unemployment, General Relief [GR], etc.). CM will also provide advocacy on behalf of clients, as appropriate.

18. Transportation Assistance & Education: Transportation assistance will be coordinated by the SC/CM who assist tenants with public transportation planning. All off-site supportive services are generally within five to ten miles of the project. For off-site supportive services, tenants will be able to take public transportation, private transportation services, and VCH has a car or van on-site for tenant transportation assistance. Emergency bus tokens are also available.

The SC/CM will research other transportation options such as Medicaid-Cab, and work to promote free transportation options for tenants, and reduced fares on public transportation. Mass transit is easily accessible. Tenants who qualify can also utilize Access and staff will provide support in applying for this service.

Services staff will actively promote the use of public transportation by including local bus stops in their initial building tour for all new tenants and by teaching them how to use the Los Angeles County Metropolitan Transportation Authority (MTA) website's trip planner feature prior to offsite appointments. Individualized or group training will give tenants the skills and confidence required to safely travel on public transportation. The training will be designed to enhance independence through greater mobility options for tenants and provide tenants with essential skills, such as reading a bus/train schedule, paying fare, boarding and exiting a bus/train, making a transfer, knowing how to signal the driver/conductor to stop or for assistance, making judgments about safety and danger and using appropriate social and communication skills.

19. Parenting Education/Support: VCH can provide assistance on an as needed basis. Children may or may not be living with the tenant household. However, techniques and best practices are shared with parents. Assistance can be provided in locating child care services and after school programming.

20. Information & Referrals: Newsletters and monthly calendars will be issued to inform tenants about available services in the community. Staff will assist tenants to access services through referral and advocacy, and organizing community-building and/or other enrichment activities for tenants, such as tenant councils and advocacy work. CM will monitor and follow-up with tenants and service providers to confirm timely completion of referrals and linkages, access to services, and maintenance of services.

IV. Outreach and Tenant Engagement in Services

Successful supportive housing is a partnership between tenants, services staff, and property management. Meaningful tenant involvement is a key factor in a balanced relationship between the services and property management of the project. Tenants will be supported in working together to develop their own program activities and to support advocacy on their own behalf, such as forming a tenant council and participating in focus groups to give feedback.

The building itself is designed to draw tenants out of their apartments and engage in the community. The community room is utilized for social and recreational activities, workshops and classes and lounge areas. Staff offices are centrally located so that tenant interaction with staff is frequent.

A tenant council will be formed so that tenants will have a mechanism to voice their concerns and negotiate resolutions to community problems with the on-site property manager and service delivery team on a regular basis. Tenant councils often assume responsibility for the community library and the community garden. Lots of community events, workshops, seminars, and groups are cultivated by the council, such as poetry nights, karaoke, gardening, walking groups, and other activities. One example of a popular activity is a coffee hour where tenants gather for some coffee and conversation for an hour or so. This informal social activity brings tenants out of their apartments and gets them talking to their neighbors which fosters a supportive community setting. A community newsletter with events such as movie nights, game nights, and more are shared on a monthly calendar posted in the community room.

The property will conduct an annual tenant satisfaction survey. The survey will assess tenants' satisfaction with both housing and services. There may also be a box in the community room where suggestions, ideas and concerns can be left to protect the anonymity of the tenants and will be collected and reviewed on a regular basis.

V. Measurements of Outcomes

Successful supportive housing is a partnership between tenants, services staff, and property management. Meaningful tenant involvement will be a key factor in a balanced relationship between the services and property management of the project.

Targeted outcomes are:

1. **Housing Retention:** At least 90% of tenants retain permanent housing (remain in unit or exit to other permanent housing) after 6 months, 85% after 1 year. There will be at least a 90% housing stability rate across all tenants/units annually.
2. **Increase in Benefits:** 100% accessed for eligible benefits (at minimum SSI/SSDI, GR, CalWORKs); of those eligible for additional benefits, 90% received within 1 year.
3. **Tenant Satisfaction:** 80% of those who complete evaluations express satisfaction with the provided housing and services.
4. **Prioritizing the Most Vulnerable to End Homelessness:** Initial lease up and turnover units will prioritize those who are experiencing homelessness and high-level acuity eligible prospective tenants for the 39 tenant units, referred through the Coordinated Entry System.

VCH will report data through the Los Angeles County Homeless Management Information System and CHAMP. Services staff will participate in ongoing training to ensure quality of service and ongoing growth and results of the tenant survey will also inform training and service models

VI. Operational Policies and Procedures

A. Reasonable Accommodation Requests

Reasonable accommodations and modifications will be made to meet the needs of disabled applicants, including applicants with both physical and/or mental disabilities. Management will apply the same screening criteria to all applicants. However, management is obligated to offer applicants with disabilities additional consideration in the application of rules, practices, or services and structural alterations if said accommodation will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing provided. Management is not, however, required to make a reasonable accommodation or physical modification if the accommodation or modification will result in an undue financial or administrative burden to the property or if it requires management to alter or change a basic component of the housing.

If an applicant has a physical or mental disability, and as a result of this disability there are reasonable accommodations that should be considered in the application, the applicant may attach a note to the application or make a verbal request describing the reasonable

accommodation(s) being requested and why it should be considered in the application. The applicant may be asked to fill out a reasonable accommodation request form upon receipt of his/her application, though is not required to, and the applicant may be requested to provide written verification from his/her health care provider or other credible party that: 1) the applicant is disabled under California law; and 2) the requested accommodation is related to, and needed because of, the disability.

In addition, an applicant may request that staff be assigned to assist with the application process. Support typically offered by services staff include: explaining and filling out the application form, obtaining supportive documents need to complete the application, attending the property management interview with the applicant, providing bus tokens for site visits and interviews, assisting with the appeal process, assisting in the request for a reasonable accommodation, advocating for the tenant or applicant, attending meetings with the tenant and outside agencies, communicating in the language of the applicant's choice, and assisting in locating alternate housing, among other support.

The tenant has the right to receive notice whether the reasonable accommodation was approved or denied in writing, shall have the opportunity to discuss or recommend alternative accommodations if needed, and shall have the right to appeal. Services staff will be trained to be aware of when applicants might be in need of reasonably accommodative support and proactively engage with management to assure that the target population has equitable and affirmative access to the available units. The reasonable accommodation process is also available to tenants during the duration of time they occupy the unit.

B. Lease and House Rules Violations

Evictions are minimized through clear communication with tenants regarding responsibilities and expected behavior. Weekly or bi-weekly meetings with the site staff team, including the service providers and property management staff, will have a standardized agenda (see Exhibit IV) that will address all concerns that span property management and service provision. The meetings will include at a minimum: significant and relevant changes, rent changes, events and activities scheduled at the property, legal notices received by tenants, eviction updates, tenant issues, and move-ins and outs. At the meetings the team will discuss strategies for site staff to assist households in obtaining the services or support they need in order to preserve their housing. The weekly/bi-weekly meetings will provide opportunities for early intervention to avoid lease action. Lease violations will be issued by the property manager directly to the tenant. VCH SC and CM will receive a copy of the notices unless instructed in writing otherwise by a tenant. This practice gives VCH staff the opportunity to intervene on the tenant's behalf to prevent eviction and preserve tenancy.

Supportive Services will work collaboratively with the tenant, Management, and each other to prevent evictions. Evictions shall always be a last resort. House rules, tenant law, and the leases shall be the framework that management staff shall refer to when working with services and tenants to retain their housing. Where consistent application of flexibility is likely to result in housing retention, such accommodations shall be built into the team's

response to tenant issues. The following lists the standards for addressing lease and house rules violations. Supportive Services will work in partnership with Management according to these guidelines.

Prevention Steps:

1. Property management and the supportive service team, during weekly/bi-weekly meetings, and as they occur, will review tenant list of notices, delinquencies and/or other lease violations or items of concern.
2. Property management and supportive services will discuss and document plans for providing tenants with rental assistance, support around house rules, including lease violation related education and resolution. Examples of documentation include payments plans and housing retention plans.
3. Property management and supportive service will meet with the tenant to discuss an arrangement which may include outside rental assistance or other intervention. If appropriate, property manager will serve the lease violation to the tenant.
4. Supportive services will provide follow-up on status of support at each meeting.
5. Property management and supportive services will set documented deadlines for rental or other assistance to be received or expected behavioral changes to occur, taking into consideration the time needed to work with the tenant to bring about the needed change.
6. Supportive services team and management will continuously communicate and collaborate in order to ensure that necessary interventions occurred and to mitigate future lease violations.
7. Management, in accordance with the owner's standards, the lease, and fair housing law, will set a number of allowable lease violations before further legal action will be taken. The number of allowable lease violations will vary based on circumstances, but will always be based on the fair application of the requirements of the lease.

C. Eviction Prevention

Notices to perform or quit will be issued by the property manager for lease violations. Unless instructed in writing otherwise by a tenant, VCH SC and CM will receive a copy of the notices. This practice gives the SC and/or CM the opportunity to intervene on the tenant's behalf to prevent eviction and preserve tenancy and to apply behavior modification strategies. Weekly/bi-weekly site staff meetings also allow both supportive services and property management staff designated time to discuss and strategize about non-private (in compliance with HIPAA laws) behavioral concerns that might impact the apartment community. In instances where circumstances may lead to eviction, a reasonable accommodation may be requested of property management in order to assist the tenant in preserving his/her tenancy. Lastly, where evictions are inevitable, the services staff can and will assist the tenant to relinquish their unit, and relocate alternative housing as a last effort to avoid a formal eviction process.

EXHIBIT I

Services Staffing Chart

Supportive Services Staffing

Lincoln Apartments

39 tenant units +1 manager unit

Title	Target Population	Agency	Location		FTE
Staff position title	Population(s) the staff position will work with.	Agency employing the staff position	On-site	Off-site	FTE specific to the project
Case Manager	TAY/Adults	VCH	X		1
Case Manager	TAY/Adults	VCH	X		1
Service Coordinator	TAY/Adults	VCH	X		1
Associate Director	TAY/Adults	VCH	X		0.25
Director	TAY/Adults	VCH	X		0.10
				TOTAL	3.35

EXHIBIT II

Venice Community Housing Preliminary Supportive Services Budget

Expense	Annual Cost
<i>Personnel (Salary + Benefits @ 25%)</i>	
Intensive Case Management (2.0 FTE)	\$100,000
Service Coordination (1 FTE)	\$50,000
Staff Supervision/Program Oversight	\$30,000
<i>Subtotal Salary and Benefits</i>	<i>\$180,000</i>
<i>Direct Services Costs</i>	
Individual Resident Supports (i.e. transport, food)	\$17,500
Collective Resident Supports (i.e. holidays, groups)	\$10,000
Consultants, Facilitators, Other contracted services	\$10,000
<i>Subtotal Direct Services/Supports</i>	<i>\$37,500</i>
<i>Program/Contract Administration (@10%)</i>	<i>\$19,250</i>
Total Social Service Expenses	\$211,750

Venice Community Housing Supportive Services Plan

EXHIBIT III

Services Matrix

Service	Description of Service	VCH	Outside Agency
Case management with individual service plans	Description: Case Managers meet with the tenant to collaborate and create an individualized service plan (ISP) where the tenants achieve goals they set in order to improve their health and well-being. ISP's set goals with action steps, time frames, resources, and barriers. Frequency: An initial assessment is completed within the first 72 hours after move-in, unless the tenant declines services from VCH, and reviewed at a minimum of every 3 months.	X	
Benefits counseling and advocacy	Description: Assist tenants with benefits applications and appeals for sources such as Medi-Cal, income benefits, and other mainstream services. Frequency: Assessed at intake and assisted as needed.	X	
Mental health care	Description: Mental healthcare includes assessments, crisis counseling, individual and group therapy, and support groups. Tenants may also see psychiatrists at their local mental health provider healthcare system or potentially on-site with a VCH team member. Frequency: Initial assessment and addressed as needed. Often a weekly or bi-weekly discussion	X	Refer to local mental health providers as needed
Physical health care	Description: Appointments with medical doctors who provide routine and preventative health and dental care. Frequency: Routine check-ups are typically conducted at least once per year and additional services are dependent on the health care plan.		Refer to local physical health provider. Assist with signing up for healthcare coverage.
Substance use services	Description: VCH views substance use services in two phases. Phase I is where treatment, relapse prevention, individual counseling and support groups occur. Phase II is viewed as continuing the recovery by strengthening their skills in other areas such as preparation for employment, parenting, anger management, and communication skills are stressed. Frequency: Phase I can last roughly six (6) months. Phase II can be on-going.	X	Refer to local substance use provider as needed
Educational services	Description: VCH services staff provide classes covering topics such as computer skills, healthy living, money management, resume workshops, job search workshops and more. VCH services staff will also assist tenants in pursuit of educational opportunities the tenant would like to pursue, including researching opportunities, applying to schools and obtaining financial aid assistance. Assistance is also provided to obtain their GED, GI bill benefits and grants, and any assistance needed to obtain reasonable accommodations in the education process. Frequency: Classes are provided as desired by the community. Individual assistance with seeking other educational opportunities is provided on an as-needed basis.	X	

Venice Community Housing Supportive Services Plan

Employment services	<p>Description: On-site services staff may provide workshops on-site regarding how to search for jobs and resume building. May also refer to outside employment development services such as Chrysalis. Frequency: Workshops may be a part of the monthly programming.</p>	X	Refer to local employment services provider as needed
Linkage to out-placements	<p>Description: VCH connects tenants with in-home caregiving and/or transition to board and care, as appropriate. VCH may also assist tenants in obtaining Section 8 tenant-based vouchers if appropriate and available or market rate housing and any reasonable accommodations associated with the housing resource. Frequency: As needed.</p>	X	
Life skills training	<p>Description: Tenants are provided one-on-one support and group workshops that cover independent life skills such as healthy personal hygiene, proper household cleaning maintenance, cooking, nutrition, laundry, accessing the internet and more. Frequency: As needed individually for one-on-one support, and group workshops are typically provided in the monthly programming.</p>	X	
Representative payee	<p>Description: Services staff will connect tenants with community based representative payee services as needed where services may for example include paying the tenant's rent in a timely manner. Frequency: As needed.</p>		Refer to local provider.
Peer support & advocacy	<p>Description: We do work diligently to ensure all of our tenants have the opportunity to be leaders in their community. Each of our sites have a tenant council where tenants are able to inform the decisions made regarding their community. These tenants work closely with Services staff to provide support to new tenants and tenants who are struggling with adjusting to the community – such as inviting them to gatherings, taking them to 12-step meetings, and providing them with welcome packages. We also have many staff members who are tenants. Frequency: As needed. Tenant councils are set-up at each site.</p>	X	
Legal assistance	<p>Description: VCH refers tenants to Inner City Law Center, Housing Rights Center and Bet Tzedek. The VCH services staff works with tenants throughout the process where assistance is needed. Frequency: As needed.</p>		Refer to local agency including, Housing Rights Center and Bet Tzedek.

Venice Community Housing Supportive Services Plan

Medication management	Description: VCH refers tenants to local community based medication management services. Frequency: As needed.		Refer to local provider.
Attendant care	Description: Services staff can assist tenants to locate local attendant care services. Services staff most often connect tenants with In-Home Supportive Services (IHSS) through LA County's Department of Public Social Services and assist with reasonable accommodation requests for live-in aides. IHSS services include housecleaning, meal preparation, laundry, grocery shopping, personal care services, accompaniment to medical appointments, and protective supervision. Frequency: As needed.		Refer to local provider.
Adult day care	Description: Services staff will assist tenants to locate a local Adult Day Health Center (ADHC) Programs. Each ADHC center has a multidisciplinary team of health professionals who conduct a comprehensive assessment of each potential participant to determine the needed services. Services provided include personal care, hot meals and nutritional counseling, professional nursing services, etc. In the event, the tenant is unable to attend an ADHC Program, the services staff connect tenants with In-Home Supportive Services (as outlined in attendant care) and assist with reasonable accommodation requests for live-in aides. Frequency: As needed.		Refer to local provider.
Harm Reduction Services	Description: VCH services staff meet the tenants where they are at while exploring the benefits of changing, reducing or eliminating high-risk behavior, while always striving for the goal to maintain the tenants housing and maximize their access to resources. Frequency: As needed.	X	
Housing Retention/Eviction Prevention Services	Description: VCH staff work in collaboration with property management and tenants to exhaust all options to mitigate the behavior the tenant is displaying which calls into question potential eviction and keep tenants housed. Frequency: As needed.	X	
Social & Recreational activities	Description: VCH services staff coordinate events such as coffee hours, karaoke, movie nights, book club, poetry readings, acting workshops, celebrations and more. Services staff post a monthly calendar of events that are open to all tenants of a property. Frequency: On-going programming provided almost daily.	X	
Green Education	Description: VCH provides a variety of green living programming including gardening, recycling and awareness programs. Most properties have a gardening club where tenants take responsibility for planting and maintaining the garden. Frequency: As desired by the community, usually weekly or bi-weekly.	X	

Venice Community Housing Supportive Services Plan

Money Management	<p>Description: On-site classes coordinated or provided by the services staff may include budgeting, credit awareness and more. Frequency: As desired by the community.</p>	X	
Transportation Assistance	<p>Description: VCH supports all tenants upon move-in with educational support on available transportation and connects tenants with free transportation or cost-savings programs to facilitate mobility and independence. Tenants are shown how to use public transportation and apply and utilize Access where eligible. Help with transportation planning. Sites may have a VCH car/van available to transport tenants to appointments, the grocery store, or accessing community services. Refer to the car/van policy. Frequency: Initial assessment upon move-in and on-going one-on-one support or workshops provided as needed.</p>	X	
Parenting education (family projects/as needed)	<p>Description: One-on-one support and workshops may be provided which cover parenting skills. Otherwise, refer to local provider. Frequency: As needed and available.</p>	X	Refer to local provider, as needed.

Venice Community Housing Supportive Services Plan

EXHIBIT IV
Property Management and Resident Services - Standing Meeting Agenda Outline

Date	
Attended	
Policy	This meeting will be held on XX of each week at XX:XX. Please ensure that it is scheduled as a standing meeting on your calendars.
Cancellation Policy	If this meeting does not happen, the supervisor must be notified as to the reason for cancellation and when it will be rescheduled. Please note, that the expectation is that these meetings will occur on the scheduled date and rescheduling should only occur due to emergency or vacation situations.

Item to be covered			Notes/Action Items		
Housing Stability Actions <i>(attach additional sheet for notes if needed)</i>	<i>Unit</i>	<i>Name</i>	<i>Housing Stability Issue & Updates</i>	<i>Support Plan Check-In Completed</i>	<i>Who Will Follow Up</i>
Three Day Notices (Rent)					
Voluntary Notice(s) to Vacate					
Recertifications					
Pending Evictions					
Move-ins and scheduled leasing signings					
Occupancy Report					
Upcoming Inspections- what is needed from Services					
Policy Changes – with 30 day timeline for notification					

Venice Community Housing Supportive Services Plan

Resident Issues – (i.e.: residents looking for services)	
Time away from the Site – vacations, trainings, community outreach	
Maintenance projects/vacations – that impact RS activities; community ctr.	
Copy of Monthly RS Calendar – discussed activities for next 2 weeks	
Resident Meeting – discuss next scheduled meeting; topic items	
Service Provider:	
Open Discussion – items not previously discussed	

Please note: Part of the general discussion around residents is that both the PM and the SC should notify each other of any recent incidents or concerns that affect residents and/or staff, such as incidents of violence, police calls, suspected drug activity, burglaries, accidents, gang tagging, children that may be neglected, etc.

