

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

Date: May 15, 2019

CAO File No. 0220-00540-1357

Council File No. 10-0398

Council District: Citywide

To: The Mayor  
The Council

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

Reference: Housing and Community Investment Department transmittal dated April 17, 2019; Received by the City Administrative Officer on April 24, 2019; Additional Information Received through May 9, 2019

Subject: **REQUEST FOR AUTHORITY TO NEGOTIATE AND EXECUTE A NEW INTERAGENCY AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA) FOR PROVISION OF PROFESSIONAL ENVIRONMENTAL SERVICES AND AUTHORITY TO UPDATE FEES FOR FULL COST RECOVERY**

---

### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to negotiate and execute an inter-agency agreement between HCID and the Housing Authority of the City of Los Angeles (HACLA) for HCID to provide environmental review services for HACLA with a contract term of one year from July 1, 2019 through June 30, 2020, with two one-year renewal options, and a compensation amount not to exceed \$200,000, subject to the approval of the City Attorney as to form and compliance with the City's contracting requirements; and,
2. Adopt Recommendations B. and C. of the related HCID transmittal dated April 17, 2019 relative to the request for authority to execute an interagency agreement with HACLA and the request for authority to update service fees.

### SUMMARY

The Housing and Community Investment Department (HCID) requests authority to negotiate and execute an inter-agency agreement between HCID and the Housing Authority of the City of Los Angeles (HACLA) for HCID to provide professional environmental services pursuant to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and other relevant federal, state, and local land use and environmental laws and regulations for HACLA for a one-year term from July 1, 2019 through June 30, 2020, with two one-year renewal options,

for an amount not to exceed \$200,000. The HCID is also requesting authority to update the fees associated with environmental review services, which were established after conducting a 2018 task-based fee analysis. Additionally, the HCID requests authority to apply the updated fees when providing identical environmental services to other local grantees that require U.S. Department of Housing and Urban Development (HUD) mandated environmental review services. This Office concurs with the recommendations of the Department.

The HCID reports that the proposed inter-agency agreement would allow HCID to continue to provide HACLA with HUD mandated environmental clearance. All of HACLA’s HUD funded activities are subject to CEQA, NEPA, and environmental review requirements as outlined in HUD’s Code of Federal Regulations (CFR) Part 58 and the related federal laws and authorities specified in the CFR §58.5. Pursuant to CFR §58.4, the HCID has been designated by HUD to assume environmental review responsibilities. Additional information regarding HACLA funding and projects can be found in HCID’s transmittal dated April 17, 2019 (Report). Subsequent to the release of their Report, HCID provided the “Request for Documentation” referenced in Exhibit A of the draft agreement attached to the HCID’s report (see Attachment). The professional environmental services performed by HCID staff as part of the proposed agreement are funded by HACLA proceeds, which are deposited into the Community Development Trust Fund as applicable credit to offset direct costs associated with HACLA projects.

Prior to executing the proposed agreement, the HCID requests authority to update the environmental review service fees with the fees proposed within Table 1 below. The proposed fees would also be applied when performing environmental review services for other local grantees that receive special grants awarded by HUD. The HCID indicates that the proposed fees are in alignment with current salary costs and could potentially allow HCID to fully recover staff costs for services provided. The fee study documentation can be viewed as Attachment A to HCID’s Report.

**Table 1: Proposed Fees for Preparation of NEPA/CEQA Environmental Documents**

<b>Level of Review</b>	<b>Cost Per Project</b>	<b>No. of Projects</b>	<b>Total</b>
NEPA Categorical Exclusion Not Subject To §58.5 and CEQA Exemption	\$ 1,250	8	\$ 10,000
NEPA Categorical Exclusion Subject To §58.5 and CEQA Exemption	2,500	14	35,000
NEPA Environmental Assessment – FONSI* and CEQA Initial Studies – Negative Declaration	11,500	10	115,000
NEPA Environmental Impact Statement (EIS)	40,000	1	40,000
<b>Total</b>		<b>33</b>	<b>\$ 200,000</b>

\* FONSI – Finding of No Significant Impact

## **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that the proposed new inter-agency agreement between the Housing and Community Investment Department and the Housing Authority of the City of Los Angeles (HACLA) will be funded by HACLA proceeds.

*RHL:MOF:02190172C*

Attachment



## HOUSING AND COMMUNITY INVESTMENT DEPARTMENT ENVIRONMENTAL CHECKLIST FORM

The following information must be completed before an environmental assessment can be initiated.

**For all public service projects, ONLY answer questions 1-6 (except lot parcel #). For all other projects, answer all questions completely.**

1. **PROJECT NAME** \_\_\_\_\_

2. **WAS THIS PROJECT PREVIOUSLY FUNDED UNDER ANOTHER NAME?**  Yes  No

If yes, what was its previous Name or Names? \_\_\_\_\_

3. **PROJECT LOCATION/ADDRESS** \_\_\_\_\_

Zip Code \_\_\_\_\_ Council District # \_\_\_\_\_ Site Census Tract # \_\_\_\_\_

Closest Cross Street/s \_\_\_\_\_ Lot Parcel # \_\_\_\_\_

4. **PROJECT CONTACT**

	Agency Contact Person	City Project Monitor
Name:	_____	_____
Address:	_____	_____
	_____	_____
Tel. #:	_____	_____
Fax #:	_____	_____
Email Address	_____	_____

**5. PROJECT DESCRIPTION** (Please provide: 1. A detailed description of the project activities e.g., specify if project involves ongoing activities, acquisition, rehabilitation, demolition, new construction - **this is very important!** 2. Construction timeline and if in phases e.g., demo, site clearance, haul route permit, and building erection. 3. Project components/ strategies to help promote sustainability for project to be more economically competitive, inclusive, and energy efficient. 4. Operational Characteristics? (hours of operation and functions)

**6. FUNDING AMOUNT & SOURCES** Total Project Cost \$ \_\_\_\_\_  
 (Please list ALL sources of funding individually, including public & private funds.)

Funding sources _____	Funding Amount \$ _____	Funding Year _____
Funding sources _____	Funding Amount \$ _____	Funding Year _____
Funding sources _____	Funding Amount \$ _____	Funding Year _____
Funding sources _____	Funding Amount \$ _____	Funding Year _____
Funding sources _____	Funding Amount \$ _____	Funding Year _____

(CDBG, HOME, HHH, SECTION 8 PBV, TCAC 9%, 4%, HOPWA, ESG, SECTION 108, New Market Tax Credit...etc.)

**7. PHASE I & II ENVIRONMENTAL ASSESSMENT REVIEWS**

Is the Phase I Assessment completed?  Yes  No (if yes, please attach the Phase I Environmental Report)  
 Is the Phase I Assessment current (within 180 days)?  Yes  No  
 Is the updated Phase I Assessment Attached?  Yes  No  
 Does the Phase I suggest for a Phase II or additional assessment?  Yes  No  
 If suggested, is the Phase II or additional assessment completed?  Yes  No (if yes, please attach the reports)

**8. HISTORIC REVIEW** Age of building \_\_\_\_\_ Original date of construction \_\_\_\_\_  
 (A copy of the building permit MUST be attached to this checklist.)

Is the building located in a historic site?  Yes  No  
 Is the site located in a historic district?  Yes  No

9. **PLANNING** Name of City Planner consulted \_\_\_\_\_ Date \_\_\_\_\_ Tel # \_\_\_\_\_

- Entitlements needed for project?  Yes  No
- Does the project comply with the district plan?  Yes  No District Plan Name \_\_\_\_\_
- Will there be a zone change?  Yes  No Current Zone \_\_\_\_\_
- Will project cause a change use in site?  Yes  No Current Use \_\_\_\_\_
- Is site located in a Redevelopment area?  Yes  No
- Is site located in a flood zone?  Yes  No Does agency have flood insurance?  Yes  No  
If Yes, please attach copy of insurance.

**ENVIRONMENTAL CEQA STATUS** (Per City Planner, please check only ONE and attach compliance documents.)

- Ministerial (CEQA does not apply-no Planning action required, please attach confirmation from City Planner)
- Categorically Exempt – Include Notice of Exemption (completed by City Planner)
- Negative Declaration\*\* -- Include Notice of Determination (NOD) if applicable
- Mitigated Negative Declaration\*\* -- Include NOD if applicable
- Environmental Impact Report\*\* -- Include Findings, MMP, and NOD
- Reconsideration of previous Environmental Review\*\*

\*\* (Please provide the following information for all filed cases)

Case Number: \_\_\_\_\_

- Date Filed: \_\_\_\_\_
- Date Completed: \_\_\_\_\_
- End of Comment Period: \_\_\_\_\_
- Date Adopted/ Certified: \_\_\_\_\_
- Date Filed with County Clerk: \_\_\_\_\_
- Exhausted All Appeals Date: \_\_\_\_\_

10. **ARE THE FOLLOWING ACTIVITIES PROPOSED FOR YOUR PROJECT?**

**REHABILITATION OF BUILDINGS BUILT PRIOR TO 1978?**

Yes  No (If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)

**DEMOLITION?**

Yes  No (If yes, please attach demolition plan/evidence that one is being prepared)

**DEMOLITION OF BUILDINGS/STRUCTURES BUILT PRIOR TO 1978?**

Yes  No (If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)

**RELOCATION?**

Yes  No (If yes, please attach relocation plan)

**NEW CONSTRUCTION?**

Yes  No (If yes, please attach soil report)

11. **ARE ANY OF THE FOLLOWING PRESENT AT THE PROJECT SITE?**

**California Oak Trees?**  Yes  No **Storage Tanks?** (Underground/above ground)  Yes  No  
(If yes, attach color photos)

Transformers?  Yes  No

12. ENVIRONMENTAL NOISE

Will the site have an environmental noise problem?  Yes  No  
(Close to airport, railroad, freeway, etc.)

Are there any noise sensitive land uses in the immediate area?  Yes  No  
(E.g., convalescent home, residences, parks, libraries, etc. as defined by the Noise Element of the City's General Plan?)

13. SITE PHOTOS OF THE BUILDING? (color required)  Front  Back  Left  Right  
 Architectural features

14. SITE PHOTOS OF THE AREA (color required)  Each building on the same block  Up the block  
 Down the block  Across the street  Historical Points of Interest (within 1/2 mile radius)

**PACKAGE THE FOLLOWING ENVIRONMENTAL/ HISTORIC REVIEW SUPPORTING DOCUMENTS & FORWARD TO ENVIRONMENTAL REVIEW SECTION**

- |   |   |
|---|---|
| Signed Environmental Checklist                      | <input type="checkbox"/> Completed                                  |
| ZIMAS Report  | <input type="checkbox"/> Completed                                  |
| Building Permit                                     | <input type="checkbox"/> Completed                                  |
| All Photos  | <input type="checkbox"/> Completed                                  |
| Phase I/II Site Assessments                         | <input type="checkbox"/> Completed                                  |
| Zoning Compliance (i.e. EIR, MND or CEQA Exemption) | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Asbestos Report (if applicable)                     | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Lead-Based Paint Report (if applicable)             | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Soil Report (if applicable)                         | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Flood insurance (if applicable)                     | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Relocation Plan (if applicable)                     | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |
| Demolition Plan (if applicable)                     | <input type="checkbox"/> Completed <input type="checkbox"/> Pending |

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name & Title Signature

**Questions regarding the Environmental Checklist should be referred to Shelly Lo 213-808-8879**