



HOMEOWNERSHIP & PRESERVATION DIVISION

Los Angeles Housing Department LAHD

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Antonio R. Villaraigosa, Mayor
Douglas Guthrie, General Manager

May 10, 2010

Council File: 07-2438-S8
Council Districts: 1, 2, 3, 6, 7, 8, 9, 10, 12,
14, 15
Contact Persons:
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The Honorable Antonio R. Villaraigosa
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: Pamela Finley, Legislative Coordinator

Honorable Members of the City Council
Ad Hoc Committee on Economic Recovery
and Reinvestment
City of Los Angeles
c/o City Clerk, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: John A. White, Legislative
Assistant II

REQUEST FOR AUTHORITY TO ACCEPT A \$100,000,000 GRANT AWARD FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2) AS AUTHORIZED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA); REQUEST FOR NEW POSITION AUTHORITIES AND BUDGETARY AUTHORITIES RELATED TO NSP2.

SUMMARY

The General Manager of the Los Angeles Housing Department (LAHD) respectfully requests authority to accept the \$100 million competitive grant award from the U.S. Department of Housing and Urban Development (HUD) for the Neighborhood Stabilization Program 2 (NSP2) funds. As with the Neighborhood Stabilization Program (NSP1), NSP2 funds will be used for the acquisition, rehabilitation and resale of foreclosed upon properties in identified areas of greatest need. LAHD proposes to use NSP2 funds to build on the program components used in NSP1 – the Real Estate Owned (REO) Bulk Purchase Program through Restore Neighborhoods LA, Inc. (RNLA) and the Walk-In Purchase Assistance Program – to arrest declining home values and stabilize neighborhoods.

The City was awarded a \$100 million NSP2 competitive grant award on January 14, 2010. HUD requires that all funds from this grant be expended within three years, by February 10, 2013.

RECOMMENDATIONS

The General Manager, LAHD, respectfully requests:

- I. That your office schedule this transmittal in the next available meeting(s) of the appropriate City Council Committee(s) for consideration and forward it to the full City Council immediately thereafter.
- II. That the City Council:
 - A. AUTHORIZE the General Manager, LAHD, or designee, to execute and accept the NSP2 competitive grant award of \$100 million.
 - B. AUTHORIZE the City Controller to undertake the following for the \$100 million grant from HUD to the City of Los Angeles:
 - i. Establish a new interest-generating Fund XXX for LAHD Department 43 entitled "Neighborhood Stabilization Program 2 – ARRA (NSP2/ARRA)", for the receipt and disbursement of NSP2 grant funds.
 - ii. Establish a grant receivable account from the Federal government for \$100,000,000.00 within the new ARRA Fund/Department XXX/43 as follows:

<u>Title</u>	<u>Amount</u>
Neighborhood Stabilization Program 2 (NSP2)	\$100,000,000.00

- iii. Establish new accounts and appropriate funds to be administered by LAHD for Fiscal Year 2009-2010 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
F143	LAHD Admin.	\$777,890.00
F245	NSP 2 / Professional Services Contracts	95,000.00
F299	Related Cost	86,810.00
F304	NSP 2 / ARRA - Admin Reserve LAHD	6,823,260.00
F818	NSP 2 / ARRA Program Operation	90,000,000.00
F820	NSP 2 / ARRA Program Administration-RNLA	2,217,040.00

- iv. Expend funds in the accounts mentioned in B (iii) from Fund/Department xxx/43 upon the proper written demand by the General Manager, LAHD, or his designee.
- v. Increase appropriations within General Fund No. 100, Department 43 for budget fiscal year 2009-10 as follows:

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<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
1010	Salaries	\$213,594.00
3310	Transportation	1,800.00
6010	Office and Admin.	516,608.00
6030	Leasing	<u>45,888.00</u>
TOTAL		\$777,890.00

vi. Expend funds in the accounts mentioned in B (v) from the General Fund 100 Department 43 upon the proper written demand by the General Manager, LAHD, or his designee.

C. INSTRUCT the City Clerk to place on the agenda for the first Council meeting in Fiscal Year 2010-11 or shortly thereafter, the following items for Council action:

i. Establish new accounts to be administered by LAHD for Fiscal Year 2010-11 as follows:

<u>Account no.</u>	<u>Account Name</u>
G245	NSP2 / Professional Services Contracts
G143	LAHD Admin.
G299	Related Costs

ii. Authorize the City Controller to transfer appropriations within Fund/Department XXX/43 for budget fiscal year 2010-2011 as follows:

From:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
F304	NSP2 / ARRA - Admin Reserve	\$3,127,779.00

To:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
G143	LAHD Admin.	\$1,989,318.00
G245	NSP2 / Professional Services Contracts	425,000.00
G299	Related Cost	<u>713,461.00</u>
		3,127,779.00

iii. Expend funds in the accounts mentioned in C (ii) from Fund/Department xxx/43 upon the proper written demand by the General Manager, LAHD, or his designee.

iv. Authorize the City Controller to appropriate funds in General Fund 100 Department 43 for budget fiscal year 2010-2011 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
1010	Salaries	\$1,764,853.00
2020	Printing and Binding	100,000.00
2130	Travel	15,000.00
3310	Transportation	7,200.00
6010	Office and Admin.	55,000.00
6030	Leasing	<u>47,265.00</u>
TOTAL		\$1,989,318.00

- v. Expend funds in the accounts mentioned in C (iv) from the General Fund 100 Department 43 upon the proper written demand by the General Manager, LAHD, or his designee.

- D. AUTHORIZE the City Controller to proportionately appropriate 90% for Program Operation and 10% for Administration, and expend additional funds periodically as program income is received in Program Operation Account F818 and to LAHD Admin Reserve X304.

- E. AUTHORIZE the General Manager, LAHD, or designee, to amend the City's contract with Restore Neighborhoods LA, Inc. (RNLA) (Contract # C-115683) to provide NSP2 funds in the amounts of \$2,217,040.00 for program administration and \$90,000,000 for program operations, and include provisions to increase the contract amount, 90% for Program Operation and 10% for Administration, in accordance with receipts of future program income.

- F. AUTHORIZE the General Manager, LAHD, or designee, to contract with ICF International in the amount of \$100,000 for May 1, 2010 through June 30, 2011 for internal auditor services.

- G. AUTHORIZE the General Manager, LAHD, or designee, to amend the City's contract with Commercial Programming Systems, Inc. (Contract # C-115244) to add \$115,000 for May 1, 2010 through June 30, 2011 for computer programming services and extend the contract through June 30, 2011.

- H. AUTHORIZE the General Manager, LAHD, or designee, to add \$85,000 to the City's contract with 3Di (Contract # C-113884) for computer programming services.

- I. AUTHORIZE the General Manager, LAHD, or designee, to amend the City's contract with Ann Bauman, Inc. (Contract # C-116214) to add \$100,000 for consultant services from May 1, 2010 through June 30, 2011 and extend the contract through June 30, 2011.

- J. AUTHORIZE the General Manager, LAHD, or designee, to amend the City's contract with Veloce Partners (Contract # C-116763) to add \$120,000 for consultant services from May 1, 2010 through June 30, 2011 and extend the contract through June 30, 2011.

- K. AUTHORIZE the General Manager, LAHD, or designee to negotiate and execute professional services agreements with approved Real Estate broker service providers as per C.F. 09-0374 (Marcus & Millichap and Altera Real Estate Group) to represent the Department in the location and negotiation for the purchases and sales of government-owned and/or privately-owned real estate property, which may include apartment buildings, single-family dwellings, commercial lots, industrial properties and unimproved lots, effective from December 1, 2009 through September 30, 2010, with two one-year renewal options, and subject to the following: 1) contractor performance; 2) review of the City Attorney as to form and legality; and, 3) review and approval of the Department of Public Works, Bureau of Contract Administration, as to compliance with all applicable City requirements. Selected Real Estate broker contractors shall

be entitled to receive a commission not to exceed three percent of the sales price upon completion of the sale at the close of escrow.

- L. AUTHORIZE by Resolution the following grant-funded exempt positions for the period of April 1, 2010 to June 30, 2011:

<u>No. of Positions</u>	<u>Class Code</u>	<u>Classification Title</u>
1	1223-2	Accounting Clerk II
2	1368	Sr. Clerk Typist
2	1513-2	Accountant II
1	1523-1	Sr. Accountant I
7	1539	Management Assistant
3	1569-1	Rehabilitation Construction Specialist I
2	1569-2	Rehabilitation Construction Specialist II
1	1569-3	Rehabilitation Construction Specialist III
1	1571	Finance Development Officer
1	9171-1	Sr. Management Analyst I
1	9184-1	Management Analyst I
1	9184-2	Management Analyst II
1	8500	Community Housing Programs Manager

- M. REQUEST that, in accordance with the City Charter Section 1001, the Civil Service Commission exempt the above-mentioned positions in the Los Angeles Housing Department from the civil service provisions of the Charter, based on the position being grant-funded and to be for a term of no more than two years which, by application of the procedures described in Charter Section 1001(d)(4), may be extended for one additional year for a maximum exemption of three years, and exempt the position from the City's managed hiring process.

- N. AUTHORIZE the General Manager, LAHD, or designee, to prepare Controller instructions and make any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the City Controller to implement those instructions.

- III. That the Mayor concur with the actions of the City Council.

BACKGROUND

The State of California and the City of Los Angeles continue to be heavily impacted by the foreclosure crisis. In 2009 California experienced more foreclosures than any other state in the nation with 632,573 (or 22% of the national total) foreclosures filings, an increase of 21% from 2008 totals nationwide.¹ In sheer volume of foreclosures, California surpasses all states in the nation. In the City

¹ U.S. Foreclosure Market Data by State – 2009 Totals. January 14, 2010, RealtyTrac.

of Los Angeles, from January 2007 to December 2009, a total of 36,920 housing units (comprised of 24,551 single- and 4,045 multi-family housing properties) were foreclosed upon. During the fourth quarter of 2009, a total of 4,260 single- and multi-family units were foreclosed citywide. Attachment 1 is a table showing these foreclosures by Council District.

Neighborhood Stabilization Program (NSP1)

The Housing and Economic Recovery Act of 2008 (HERA) awarded \$3.9 billion in NSP funds to states and local jurisdictions. HUD awarded this first allocation to localities using a formula based on the number and percent of foreclosures, subprime mortgages, mortgage defaults and/or delinquencies. Through HERA, the City of Los Angeles received a formula-based grant allocation of \$32,860,870. To secure the allocation, LAHD submitted a Substantial Amendment to the Consolidated Plan that specified the uses for NSP1. The program components were approved by the City Council and Mayor on March 9, 2009 (CF 07-2438-S8). LAHD was granted authorities necessary to implement the City's NSP1 Program including: contracting and personnel authority, authority to execute an agreement with a nonprofit holding company (Restore Neighborhoods LA, Inc.) to purchase, rehabilitate and re-sell foreclosed properties and authority to apply for NSP2 funds.

The Neighborhood Stabilization Program 2 (NSP2)

In 2009, President Obama signed the American Recovery and Reinvestment Act (ARRA), which allocated \$1.93 billion in competitive grants for a second round of Neighborhood Stabilization Program (NSP) funds, entitled NSP2. NSP1 required that LAHD restore foreclosed properties in target areas throughout the City to affordable use. The NSP2 program focuses on smaller, heavily impacted areas, identified by HUD, and differs from NSP1 in terms of its strict neighborhood emphasis and the requirements to:

- *Target and reconnect neighborhoods.* Invest funds in programs and projects that will revitalize targeted neighborhood(s) and reconnect those targeted neighborhoods with the economy, housing market, and social networks of the community and metropolitan area as a whole.
- *Rapidly arrest decline.* Support NSP2 uses and activities that will rapidly arrest the decline of targeted neighborhood(s) that have been negatively affected by abandoned or foreclosed properties.
- *Assure compliance with the NSP —deep targeting requirement.* ARRA requires that no less than 25% of the funds be used for purchase and redevelopment of abandoned and foreclosed-upon homes and residential properties to house individuals and families whose incomes do not exceed 50% of area median income.
- *Ensure longest feasible continued affordability.* Invest in affordable housing that will remain desirable and affordable for the longest feasible period. Support projects that optimize economic activity and the number of jobs created or retained or that will provide other long-term economic benefits.
- *Coordinate planning and resources.* Integrate neighborhood stabilization programs with other Federal policy priorities and investments, including energy conservation and efficiency, sustainable and transit-oriented development, integrated metropolitan area-wide planning and coordination, improvements in public education, and access to healthcare.

- *Leverage resources and remove destabilizing influences.* Augment neighborhood stabilization programs with other firmly committed resources. Eliminate destabilizing influences, such as blighted homes, that can prevent programs from producing results.
- *Set goals.* Set aggressive, but achievable, goals for outputs and outcomes.
- *Ensure accountability.* Ensure accountability for all programs, keep citizens actively informed, and provide all required NSP and Recovery Act reporting elements.

States, local governments, nonprofits and consortia composed of those agencies were eligible to apply to use NSP2 funds to buy foreclosed or abandoned homes and rental properties, rehabilitate them and re-sell them as affordable housing for households whose incomes are no greater than 120% of area median income to help stabilize neighborhoods.

LAHD's Application and Program Goals

On July 15, 2009, LAHD submitted a competitive application for \$100 million in NSP2 funds. On January 14, 2010, the LAHD was awarded the full \$100 million, the largest allocation made to a single jurisdiction nationwide.

Objectives of the LAHD NSP2 Program

- To rapidly arrest decline in neighborhoods by acquiring, rehabilitating and reselling foreclosed and abandoned homes and rental properties in the NSP2 targeted areas.
- To implement green building standards.
- To provide mortgage financing assistance and rehabilitation loans for the purchase and rehabilitation of foreclosed homes for individuals and families in the targeted areas.

Proposed Outcomes

- Short Term:
 - Stop the decline in home values in targeted neighborhoods.
 - Reduce or eliminate vacant and abandoned residential properties in targeted neighborhoods.
- Long Term:
 - Increase sales of residential property in targeted neighborhoods.
 - Increase the median market values of real estate in targeted neighborhoods.
- The three-year award will facilitate the acquisition, rehabilitation, and sale of 750 to 1,200 housing units in the areas most impacted by foreclosures as the sales proceeds are re-cycled through the program in future years to restore more foreclosed properties to affordable use and stabilize neighborhoods.
- The grant will create construction and administrative jobs in the City.

NSP2 TARGETED AREAS

NSP2 funds must be utilized in the geographic areas of greatest need, including those with the greatest percentage of home foreclosures and the highest percentage of homes financed by high cost or highly leveraged mortgage loans, declining home values and high unemployment rates. As with NSP1, the

selection of the NSP2 target areas was driven by data that quantifies neighborhood-specific need based on the HUD Foreclosure Risk Score (discussed below).

In selecting qualified NSP2 target areas, LAHD analyzed and mapped, by 2000 Census block group, the NSP2 HUD Risk Scores and HUD's estimated income data. The target areas are comprised of block groups where the majority of households meet the HUD income criteria of 120% AMI and below and scored 18 and above in the HUD Foreclosure Risk Score index. The combination of these two factors - risk score and AMI - determined the selected target areas. Mapping these areas revealed clusters in East Los Angeles, South Los Angeles, and in the Valley.

Following is the methodology in selecting NSP2 targeted areas:

- Using the HUD-issued index risk scores, LAHD selected census tracts with a foreclosure-related risk score of 18 or above out of a possible 20, as required by HUD.
- The LAHD selected all the census block groups within those high foreclosure risk census tracts that met the HUD income criteria of a majority of households at 120% of area median income (AMI) and below.
- Citywide foreclosure activity coincided with the eligible NSP2 census tracts.
- Mapping these areas revealed eligible NSP2 geographic clusters in the Eastside of Los Angeles, South Los Angeles, and in the San Fernando Valley. (Attachment 2 contains the NSP1 & NSP2 target area maps citywide and by Council District.)

NSP2 PROGRAM REQUIREMENTS

Use of Funds:

- The City must expend at least 50% of allocated funds within 2 years of HUD approving the NSP2 grant on February 11, 2010, and,
- Expend 100% of the NSP2 funds within 3 years of grant approval.
- Allows up to 10% of the grant for program administration.

NSP2 Income Eligibility and CDBG National Objectives

- All grant funds (100%) must be used to assist low-, moderate-, and middle income individuals and families whose incomes do not exceed 120% of AMI (\$95,150, for a 4-person household).
- Only the CDBG National Objective--provide assistance to low-and moderate-income households, as modified by NSP to allow assistance to households up to 120% AMI-- is allowed.
- Activities do **not** qualify for NSP2 under other CDBG National Objectives using the a) "prevent or eliminate slums and blight" or, b)"address urgent community development needs" objectives.

Eligible Uses

Based on LAHD's Application, funds can only be used for foreclosed or vacant properties for the following activities:

- Establish financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties, including soft-second, loan loss reserves, and shared-equity loans for low- and moderate-income homebuyers.
- Purchase and rehabilitate homes and residential properties that have been abandoned or

foreclosed upon, in order to sell, rent, or redevelop such homes and properties.

- Redevelop demolished or vacant properties as *housing* (including new construction of housing).

Ineligible Uses:

- Foreclosure prevention activities (e.g. counseling).
- Demolition of structures that are not blighted.
- Demolition of public housing.
- No more than 10% of grant funds can be used for demolition-only activities.
- Purchase of properties that have not been abandoned or foreclosed.
- Assistance to households with incomes greater than 120% AMI.

Low Income Set-Aside:

- At least 25% of grant funds awarded shall be used for the purchase and redevelopment of abandoned or foreclosed homes or residential properties that will be used to house individuals or families with incomes not to exceed 50% of AMI (\$39,650 for a 4-person household)

Anticipated NSP2 Outcomes:

The NSP2 Application lists the assumptions and anticipated short-term and long-term changes in home values and absorption times in South and East LA and in the Northeast and West portions of the San Fernando Valley within the City of Los Angeles from the expenditure of NSP2 funds. Since this application was submitted, lenders have been holding property, in various stages of foreclosure, off the market due to homeowners applying to participate in mortgage adjustment programs. Instead of the flow of foreclosed properties that was predicted in 2009, it is likely that there will be a flood of foreclosed properties hitting the market in late 2010 and 2011. If mortgage adjustments cannot be made, the assumptions will need to be revised.

NSP2 PROGRAM COMPONENTS

LAHD's strategies will transform some of the worst, most blighted housing in the NSP2 target areas into attractive properties rehabilitated to the Green Communities Standard. This standard will ensure that sustainable materials and technologies are employed in the program's rehabilitation construction specifications (i.e. energy efficiency, water efficiency, indoor air quality, and effective resource management).

A key feature of the LAHD's NSP2 is to focus on homes and residential properties that most likely will not be purchased or fully rehabilitated because of significant deterioration and on adjacent or other nearby foreclosed properties that will further contribute to stabilizing neighborhoods. LAHD is improving some of the most dilapidated properties that may contribute to gang and other criminal activities in neighborhoods.

The acquisition and rehabilitation of residential properties through the RNLA remains at the core of the Neighborhood Stabilization Program implementation strategy with support for homebuyers provided by the LAHD approved lenders and HUD-certified homebuyer educators through the Walk-In Purchase Assistance Program. NSP2 funding will supplement efforts began under NSP1 and continue activities to

acquire and rehabilitate foreclosed single and multi-family properties to provide affordable homeownership and rental housing opportunities.

The implementation strategy includes private and public partnerships with mortgage lenders, homebuyer educators and the real estate industry, Enterprise Community Partners, Housing Authority of the City of Los Angeles (HACLA), Community Redevelopment Agency of the City of Los Angeles (CRA/LA), Community Development Department (CDD), and local non-profit affordable housing and service providers. As appropriate, NSP2 funds will leverage other Federal Stimulus dollars, such as the HPRP and CDBG-R programs and other resources to assist low- and moderate-income households and improve housing or neighborhoods.

REO Bulk Purchase Program through Restore Neighborhoods LA, Inc. (RNLA)

RNLA is LAHD's non-profit NSP sub-recipient and a key partner in the City's strategy to stabilize neighborhoods most impacted by foreclosures. The City Council approved LAHD's contract with RNLA to implement NSP1. In this transmittal, LAHD is requesting approval for a contract amendment with RNLA to implement this phase of the program.

RNLA was formed with seed funding from the Enterprise Community Partners as a non-profit property holding and development corporation to acquire, rehabilitate and resell foreclosed residential properties in the HUD-approved NSP target areas in the City of Los Angeles. RNLA was formed exclusively for the NSP to provide affordable ownership and rental housing opportunities to low-, moderate-, and middle-income households by working with banks and loan servicers that hold REO properties; established mission-driven affordable housing providers; property managers; homebuyer educators; and local realtors and contractors. It is not RNLA's purpose to own and manage affordable housing in the long term but rather to be a single source for the acquisition, renovation and affordable re-sale of foreclosed residential properties.

RNLA operates two programs: an affordable homeownership program and a rental properties program. Under the affordable homeownership program, RNLA acquires single family REO properties, substantially rehabilitates and re-sells them as affordable ownership housing to moderate- and middle-income households with income less than 120% AMI. Under the affordable rental program, RNLA acquires multi-family properties and partners to rehabilitate and transfer the properties to agencies having demonstrated capacity to own and manage the properties as long-term affordable rental housing. LAHD and RNLA anticipate meeting the NSP requirement to assist households earning at or below 50% AMI through deed restrictions or regulatory agreement restrictions on units in the multi-family properties. Housing providers involved in the program will be required to operate the housing within affordable rent restrictions and in full compliance with HUD NSP requirements.

RNLA's primary source of REO properties has been the National Community Stabilization Trust (Stabilization Trust). The Stabilization Trust is a national non-profit organization established to facilitate the transfer of REO properties from lending institutions to state and local governments and other community housing organizations to implement Neighborhood Stabilization Programs. Working with the Stabilization Trust, RNLA has been able to review and/or purchase REO properties from Wells

Fargo, Bank of America, JP Morgan Chase and Citi. RNLA has focused on purchasing severely blighted properties having significant rehabilitation needs in order to help stabilize neighborhoods. RNLA also utilizes other sources of foreclosed properties such as Fannie Mae and private REO brokers to obtain the widest possible variety of properties. To date, RNLA has purchased 40 properties and has 11 additional properties in escrow or with executed purchase contracts. The 51 properties consist of a mix of single family homes and small duplexes.

RNLA is substantially rehabilitating properties to current building code standards, including removing illegal structures and restoring converted garages to their intended use. Where appropriate, RNLA is adding bedrooms and/or bathrooms to accommodate the needs of larger families and avoid overcrowded conditions. In addition, properties are retrofitted for energy efficiency and water efficiency. This includes sealing of the building envelope, adding insulation to the walls, attic, and floors where necessary, installing Energy Star qualified windows and lighting, sealing all HVAC ducts (if applicable), as well as installing high efficient water fixtures such as toilets, faucets, and showerheads. LAHD has incorporated Enterprise Green Communities rehabilitation standards into the specifications required for each property substantially rehabilitated by RNLA.

The table below shows RNLA's anticipated production by property type during the first three years of the program. The table shows anticipated purchases and sales of properties by quarter during the grant period. RNLA expects to acquire a mix of single family and multi-family properties using the NSP 2 funds. Current estimates are 276 single family and 83 multi-family properties. Depending on the mix of single family and multi-family properties acquired, the size (number of units) contained in multi-family properties, acquisition and rehabilitation costs, and the amount of program income generated by the sale of properties, RNLA anticipates improving 750-1,200 housing units with the NSP2 funding.

**NSP2
 RNLA ACQUISITION AND SALE OF PROPERTIES
 2010-2013**

Property Type	2010			2011				2012				2013		Total
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Single Family														
Purchase	10	15	15	30	30	30	30	16	26	24	20	30		276
Sale			15	15	20	30	30	30	30	30	30	30	16	276
Multi-Family														
Purchase	8	14	17	16	16			12						83
Sale			12	14	15	17	11	6	8					83

Use of NSP2 Funds To Pay-Off Mortgages on City-Foreclosed Properties.

There are a number of residential rental properties with CDBG- or HOME-funded loans that the City has foreclosed upon in order to continue to maintain the property as affordable housing. NSP regulations allow the LAHD to pay off existing private sector indebtedness as long as it does not use NSP to repay City loans. HUD has approved a minor amendment to the Consolidated Plan to allow the

LAHD to pay off private sector loans on foreclosed properties using NSP funds. This approach will be utilized primarily when HOME funds have been used to finance a rental project and the property is in the process of being foreclosed upon or has been foreclosed upon. If the HOME affordability restrictions are lost, due to foreclosure, HUD will require the City to repay the U.S. Treasury the full amount of the HOME loan with non-federal funds. NSP funds can be instrumental in transferring foreclosed projects into long term affordable ownership so that the HOME affordability restrictions will be maintained.

Walk-in Purchase Assistance with Rehabilitation

The Walk-In Program opened on April 1, 2009 and provides purchase assistance and property rehabilitation financing to eligible low-, moderate- and middle-income homebuyers (< 120% of AMI) seeking to purchase a foreclosed home in the NSP target areas. Homebuyers identify foreclosed homes within the NSP Target Areas and LAHD provides program participants fully deferred loans: one for purchase assistance to cover down payment and closing costs and another for property rehabilitation for health and safety repairs and energy efficiency. The program provides purchase assistance and rehabilitation loans not to exceed:

- \$125,000 for low- and moderate-income households (<80% AMI); and
- \$100,000 for middle-income households (81-120% AMI).

The purchase assistance loans are underwritten as gap-financing, limited to the amount necessary to bridge the gap between the maximum first mortgage loan attainable by the homebuyer and the purchase price of the home. Shared appreciation applies to the purchase assistance loan. The rehabilitation loan has 3% simple interest rate. There are no monthly payments required on the loans. Repayment of both loans are deferred and due upon sale, transfer of title of the property, or date when owner no longer occupies home as a principal residence.

In addition to income qualification requirements, applicants must not presently have an ownership interest in any residential property; complete an eight-hour Homebuyer Education Class provided by one of LAHD's HUD-Approved Homebuyer Education Providers; and occupy the property as their primary residence. A minimum of 1% of the property's purchase price is required as down payment from the homebuyer.

The foreclosure market has proven difficult for NSP homebuyers to participate in. They must compete with cash investors and other buyers when making offers to purchase properties from the banks and loan servicers. In many cases, REO agents receive multiple offers on foreclosed properties. Because NSP1 buyers must purchase homes at a minimum 1% discount from the appraised value, they are often out-bid for properties that are in relatively good condition. As a result, NSP homebuyers are more likely to have their purchase offers accepted on properties in poor condition and needing significant rehabilitation in excess of LAHD's loan limits.

The LAHD received over 60 reservation requests for Walk-In Program homebuyer loans. Less than one-third (1/3) of reservation requests (18 of 63) resulted in homebuyer purchases. The remaining reservations were cancelled for a variety of reasons ranging from the purchase price exceeding the

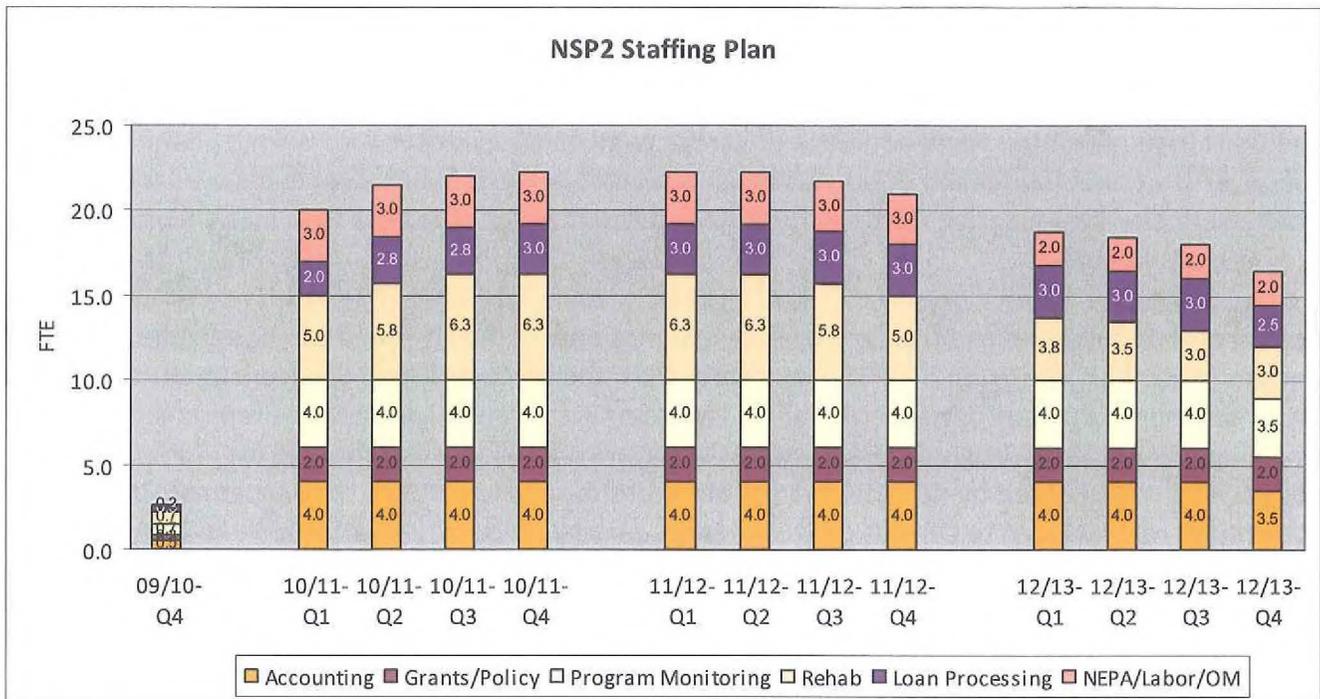
appraised value of the property to borrowers not able to secure the first mortgage loan from a lender. Most cancellations resulted from the significant rehabilitation needs of the properties. In some cases, cosmetic repairs were made to properties (new paint, carpeting, etc.) to mask illegal or sub-standard conditions (non-permitted room additions or garage conversions, substandard wiring, plumbing, roofing, or structural foundation, etc.). Although the LAHD made rehabilitation loans available to homebuyers, the rehabilitation needs of foreclosed properties exceeded the loan amounts for which borrowers could qualify.

Because of the challenges and the time constraints on spending the NSP funds, HUD encouraged NSP1 grantees focus their efforts on bulk REO purchases from the banks and loan servicers rather than the direct homebuyer assistance model of Walk-In Program. As a result, the LAHD has redirected the remaining NSP1 Walk-In Program funding to assist buyers of foreclosed properties that have been acquired and rehabilitated by the City's non-profit NSP sub-recipient, RNLA. Properties sold by RNLA are substantially rehabilitated to current code standards, energy efficient, and affordable to home buyers. LAHD is continuing to work with the National Stabilization Trust, HUD, mortgage lenders and sellers of REO properties to overcome the challenges associated with the direct homebuyer assistance model and make the process effective for Walk-In Program homebuyers in the future.

PROPOSED BUDGET AND STAFFING

As described fully below, the staffing required to operate this program in compliance with all regulations and requirements is significant and cannot be met by existing staff. Ten percent of the grant is available for administrative costs, such as accounting and data analysis. In addition, staff costs related to operational functions such as underwriting and construction management are considered program delivery costs and are not charged against the administrative cap.

LAHD requests a total of 24 grant-exempt resolution position authorities for this program. This is a combination of program delivery staff, such as Rehabilitation Construction Specialist and Finance staff, as well as administrative staff. As illustrated in the chart below of the full-time equivalent positions (FTE) by function area, each unit in the Department will ramp up in the next year and a half and then scale down in the last year and a half; this is tied directly to the anticipated number of units that will be in the rehabilitation process or pending loan processing at any given time.



Attachment 3 provides a detailed 4-Year Budget Plan reflecting both administrative and program delivery costs. In order to maximize the capital funds available for acquisition and purchase assistance, LAHD intends to deplete the 10% administrative allowance before charging any staffing costs to program operations. A total of 17.5%, or \$17.5 million, of the total grant is needed for staffing and operations for LAHD and RNLA. Of this, LAHD will need \$4.5 million in administrative costs and \$5.5 million for program staff costs; RNLA will need \$2.2 million for administration and \$5.2 million for program operations. Although LAHD's and RNLA's operational costs totaling \$10.7 million can be charged to program delivery, they will first be charged to the administrative costs line item.

Staffing Needs

Currently, LAHD and RNLA are operating a program to expend approximately \$32 million over four years. NSP2's requirement of \$100 million expended in three years requires significant increases in administrative and program staff. The volume and short time period of NSP2 necessitates that LAHD take a different role than in NSP1. In addition to inspecting and approving all construction progress and final payments and change orders, for NSP1, LAHD improved its specifications to meet a Green Communities standard, participated in screening, inspecting properties, and writing scopes of work/cost estimates for the required property rehabilitation.

For NSP2, LAHD will provide intensive program oversight, tracking and spot-checking every aspect of RNLA property-related transactions and activities, in addition to approving all progress and final construction payments. The proposed implementation strategy has been designed to ensure that the City of Los Angeles complies with all of HUD's requirements and other applicable federal regulations. As the administrator of these funds, the LAHD is responsible for ensuring that all the program activities meet all requirements. HUD's Office of Inspector General (OIG) will be closely monitoring implementation of the NSP2, just as they did with NSP1. The OIG has been very clear with LAHD that

they expect each aspect of the program to be carefully monitored since, as the grantee, LAHD is responsible for all activities. We expect the OIG to begin their review of LAHD's NSP2 in October 2010.

LAHD needs the following administrative and program staff to manage the grant. Attachment 4 is the proposed organization chart for NSP2.

Homeownership & Preservation Division:

Community Housing Programs Manager (CHPM) – Responsible for day-to-day management and operation of the NSP2. This includes oversight of RNLA and the LAHD's homeownership, rehabilitation and administrative staff responsible for NSP program implementation. Directly supervises the Quality Control, Rehabilitation, and Loan Processing Units. The CHPM is directly responsible for ensuring that program goals are achieved in an efficient and timely manner consistent with HUD requirements.

Quality Control Unit: One Senior Management Analyst I and Two Management Assistants – This unit monitors all NSP2 activities, tracking performance, timelines and expenditure of funds and provides oversight regarding the administrative requirements of NSP; provides monthly and quarterly reports to the CHPM and NSP Director regarding the progress of the program; identifies "red flags" that are preliminary warnings of problems and issues that need to be quickly resolved; tracks status of each property/project including timing of steps in process – environmental review, work-write up, payments from LAHD to RNLA for properties, property rehabilitation and sales, as well as reimbursement of program delivery and administrative payments from LAHD to RNLA; conducts contract management and monitoring of RNLA, including RNLA's budget.

Rehabilitation Unit: One Rehabilitation Construction Specialist III (RCS), Two RCS IIs, Three RCS Is and One Sr. Clerk Typist – This unit is responsible for ensuring that the property rehabilitation of NSP projects is in accordance with specifications and the scope of work; is on-time and on-budget; and demonstrates quality construction workmanship. To do this, the unit will:

- Ensure that LAHD's rehabilitation specifications are being used for the property's scope of work; maintain and update LAHD's rehabilitation specifications and product cost estimates;
- Approve work write ups/scopes of work for properties and are available to prepare work write-ups, when necessary;
- Inspect properties to ensure the rehabilitation work is of high quality and done according to work specifications; inspect properties at pay-draws to ensure that invoiced work has been completed according to the work specifications; inspect properties to approve change orders requested by contractors;
- Attend job walks and issue notices-to-proceed;
- Ensure that appropriate entitlements and other building permits are obtained and approved as appropriate; and maintain files and HIMS with inspection and payment records and approvals.

Loan Processing Unit: One Financial Development Officer I (FDO), Two Management Assistants and One Sr. Clerk Typist – This unit oversees the underwriting of home buyer loans to buyers of RNLA properties and maintains contact with LAHD lenders and conducts lender, realtor and home buyer educator trainings. Loan underwriting activities include: create and maintain home buyer files; review home buyer incomes to ensure that they meet the qualifications for NSP2 home buyers; assemble and

review all home purchase documents to make certain that all requirements have been met; package lending documents and obtain approvals; ensure borrowers have homebuyer education certificates, and respond to questions from homebuyers.

Other Housing Development Divisions

Three Management Assistants – The large number of NSP1 projects cannot be integrated into the current workload of the compliance units. Therefore, there will be three management assistants who will undertake federal “cross-cutting” requirements for NSP2 activities in units outside of HOP; one each in the Environmental Review, Fair Labor Standards/Wage Monitoring, and Occupancy Monitoring units. Each Management Assistant will be trained in the work of that unit and will handle all NSP2 projects. This staff will provide data for Section 3 Reports and MBE/WBE activities; maintain oversight of relocation, Davis-Bacon wage monitoring, Section 3 hiring and training, and other “cross-cutting” federal requirements.

Accounting Division

Grants Accounting: Senior Accountant I, Accountant II – This unit will supervise an operation that supports and expedites disbursements and accounting of NSP2 funds in accordance with generally accepted accounting principles (GAAP) as well as City and federal rules and regulations; review, pre-audit, and approve payment requests for NSP2 grant funds by verifying the accuracy, completeness, legality, materiality and reasonableness of submitted supporting documents and cost accounting information; analyze monthly financial reports of NSP2 Funds; ensure all financial data are reconciled and accurate. The Accountant II will encumber funds and process payments in a timely manner for NSP2 funds projects according to GAAP and LAHD procedures.

Cash Management: Accountant II and Accounting Clerk II – This unit will manage cash need of NSP2 grant funds; research, reconcile, and make adjustments to data in the financial systems, i.e., the City’s Financial Management Information System (FMIS) through the use of in-house Access database future Fund Management Module for the Housing Information Management System (HIMS), and HUD’s DRGR System; perform daily and monthly reconciliation of cash balances; process draw downs, and update HUD DRGR related information in the LAHD database of FMIS expenditure and program income data.

Loan Receivables: Accountant II – This unit will analyze contracts, notes, escrow instructions and other loan documents for verifications of financial terms and conditions; verify loan data in HIMS to ensure that they are in accordance with the terms of the NSP2 related contract. *NOTE: this position is needed for back-end loan servicing and is not requested at this time. Rather, LAHD anticipates converting one of the Accountant II position authorities requested above after the grant disbursement activities are completed.*

Policy and Grants Management Units

Policy & Planning Unit: Management Analyst II – This unit will track and monitor NSP2 measurable outcomes including changes in the housing market (home sales and home values within the targeted areas), absorption rates within the targeted areas, and the number of eliminated vacant and abandoned homes in the targeted areas. In order to prepare HUD-mandated NSP2 reports as well as to document NSP2 activity in the targeted areas, intensive and consistent collection of data, mapping

and analysis are required. This includes: analysis of foreclosure data and home sales activity, citywide and for the NSP2 targeted areas on a quarterly basis; updating foreclosure activity maps - citywide and by Council District within the HUD designated target area (NSP2 eligible area) on a quarterly basis or more often, and as needed; working with the Regulatory Compliance and Code Bureau to create and update the database of foreclosed multi-family properties in the NSP2 target areas, including those in the Rent Escrow Account Program (REAP) and those under the Rent Stabilization Ordinance (RSO); mapping each NSP2 funded project and create reports that will include the following: project name, activity, location, national objective, funds budgeted and expended, number of properties and housing units, beginning and ending dates of activities, and numbers of low- and moderate-income persons or households benefiting from NSP2. These reports will be utilized to complete the required NSP2 quarterly reports to HUD.

Grants Management Unit: Management Analyst I – The unit will coordinate with the other divisions and units to ensure that appropriate financial and performance data and narratives are gathered and provided for several different reporting purposes and will be responsible for the reporting of all program accomplishments and activities in HUD's DRGR system. In addition, the unit will conduct research and analysis of NSP1 and other housing and cross-cutting federal, state and local regulations; track program income receipts in the federal reporting and disbursement system; download and analyze expenditure and performance reports, and assist in developing policies and procedures for Quality Control over data provided and input into all systems, and conducting that Quality Control work.

NSP2 Requirement for an Internal Audit Function

NSP2 was a competitive proposal; 10 points of which were awarded for LAHD's plan for monitoring all program activities and having an internal audit function. This internal audit function continually examines potentially risky areas of program operations and management and provides regular and valuable feedback to program managers and to those who hold them accountable. To receive points for this factor, LAHD had to describe how it would meet the internal audit requirement and specifically identify the position(s) and agency responsible for internal audit.

To obtain full points in this category, LAHD has proposed to hire ICF International, a consulting firm well known for its expertise in CDBG and HOME programs that is HUD's lead technical assistance provider for the NSP. The Internal Auditor (IA) will examine the following program components:

1. Financial: Program income, timeliness, frequency or need for budget adjustments, size of grant amount, timely submissions of financial information, and expenditures.
2. Physical: Physical conditions of REO properties at purchase and after rehabilitation and the acquisition, construction and rehabilitation of assets.
3. Management: Program complexity, compliance issues, staff capacity and oversight, results of prior OIG and CPD audits of the grantee, program design.
4. Satisfaction: Citizen complaints and grantee responsiveness.
5. Services: Meeting program objectives, relocation, environmental, and program progress.

The IA will examine LAHD's NSP2 program, particularly the operations of RNLA, and evaluate the policies, procedures, and systems, which are in place to ensure the reliability and integrity of

information; compliance with policies, plans, laws, and regulations; appropriate use of construction techniques, methods, and materials and the safeguarding of assets; and the economical and efficient use of resources.

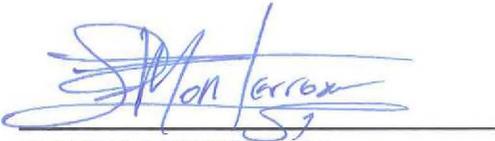
The IA will report to the LAHD Executive Officer and General Manager and will update the Director of Housing, Homeownership and Preservation regarding any findings on a quarterly basis. If the IA has concerns about any program activity or transaction, the IA is required to inform LAHD immediately so that the issue can be resolved. The proposed contractor, ICF International, is on the LAHD list of Qualified Contractors (CF 08-2742).

Finally, C.F. 09-0374 contains City Council authorization (dated 12/8/09) for the negotiation and execution of certain housing-related technical services personal services agreements necessary for the support of Housing Department program operations. The Council action states that the Real Estate brokerage services are limited to "...locate, negotiate and purchase properties in the City for the development of affordable housing." This Council action also authorizes the sum of \$5,000 be expended between the two approved Real Estate broker contractors (Marcus & Millichap and Altera Real Estate Group). Upon the advice of the City Attorney for the purpose of full disclosure, the LAHD desires to modify the authorization language for Real Estate brokerage services. The selected contractors will not only represent the LAHD in the purchase of properties, but will also represent the LAHD in the sale of City-owned properties. In addition, the agreements will be 100% commission-based; traditional real estate broker commissions will be paid upon successful close of escrow and the LAHD will not be invoiced for services rendered.

FISCAL IMPACT STATEMENT

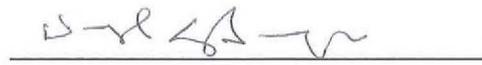
There will be no impact on the General Fund.

Prepared By:



CLAUDIA MONTERROSA
Acting Director, Policy and Planning Unit

Reviewed By:



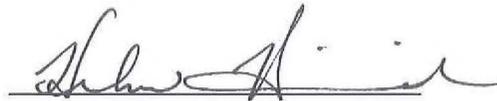
DOUGLAS W. SWOGER
Director of Housing, Homeownership and
Preservation

Reviewed By:



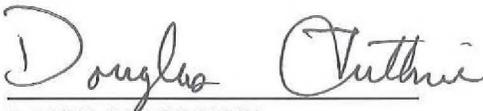
RUSHMORE D. CERVANTES
Executive Officer

Approved By:



HELM I A. HISSERICH
Assistant General Manager, Housing Development

Approved By:



DOUGLAS GUTHRIE
General Manager

Attachments:

1. Table: City of Los Angeles Foreclosures (By Council District and Property Type)
2. Maps: NSP2 Targeted/Eligible Areas by Council District and citywide
3. 4-Year Staffing Budget
4. NSP2 Organization Chart
5. NSP2 New Position Descriptions
6. NSP2 Grant Agreement
7. NSP2 Application Overview

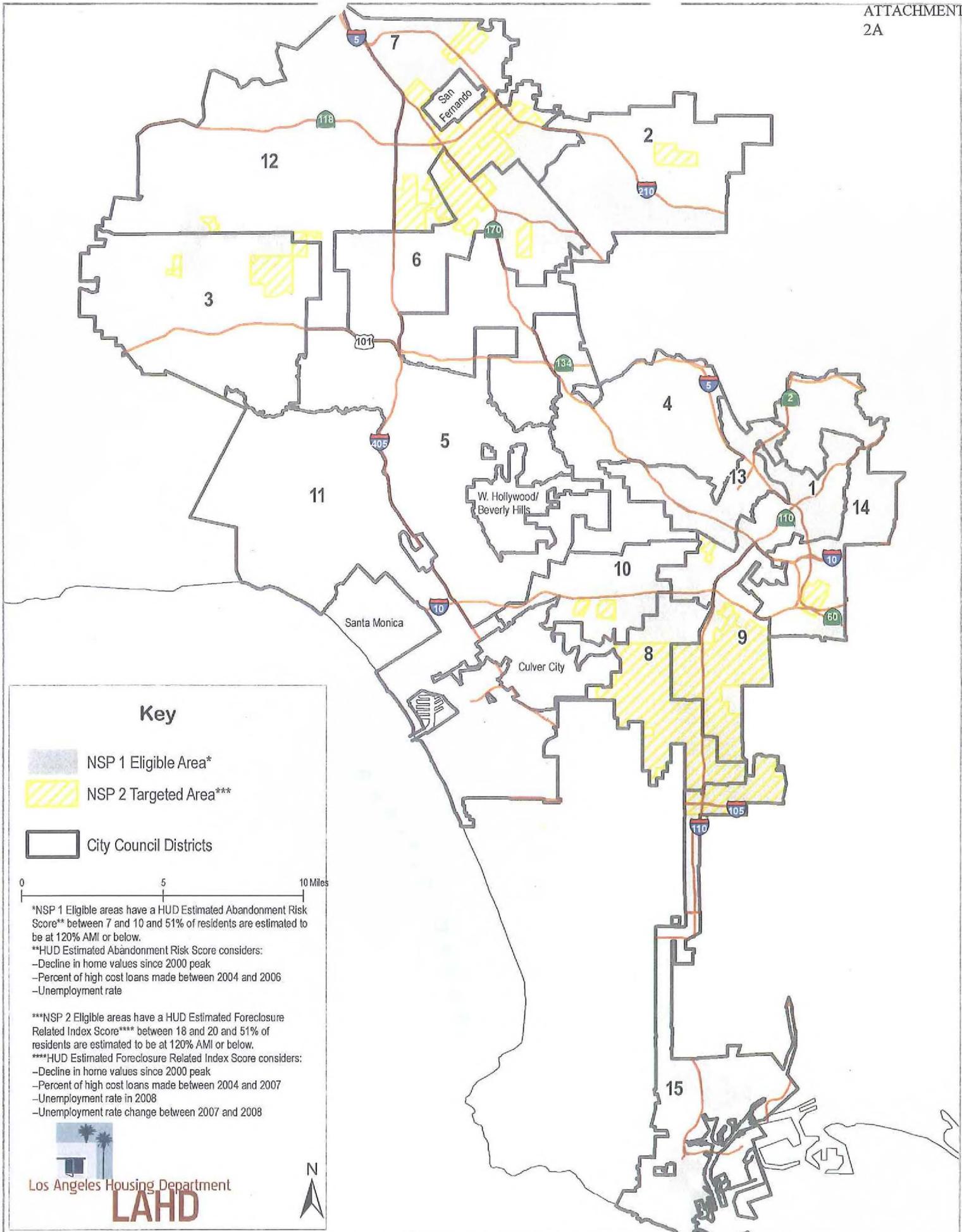
cc: Honorable Members of the Housing, Community, and Economic Development Committee
c/o Alan Alietti, Legislative Assistant II



City of Los Angeles Foreclosures

	Time Period	Council District	SFH/ Condos	2 to 4 Unit Bldgs	Units in 2 to 4 Bldgs	5 Units or More Bldgs	Units in 5 or More	Total Props.	Total Units	Council District
Cumulative	1/07 - 12/09	1	470	282	759	24	486	776	1,715	1
	1/07 - 12/09	2	2,003	79	206	22	317	2,104	2,526	2
	1/07 - 12/09	3	3,408	23	48	4	320	3,435	3,776	3
	1/07 - 12/09	4	732	80	203	12	153	824	1,088	4
	1/07 - 12/09	5	927	23	61	2	17	952	1,005	5
	1/07 - 12/09	6	2,369	58	169	6	64	2,433	2,602	6
	1/07 - 12/09	7	3,680	44	97	3	71	3,727	3,848	7
	1/07 - 12/09	8	2,225	800	2,025	31	236	3,056	4,486	8
	1/07 - 12/09	9	1,161	987	2,482	24	179	2,172	3,822	9
	1/07 - 12/09	10	904	334	872	27	328	1,265	2,104	10
	1/07 - 12/09	11	573	55	150	8	134	636	857	11
	1/07 - 12/09	12	2,949	17	36	0	0	2,966	2,985	12
	1/07 - 12/09	13	344	291	756	23	175	658	1,275	13
	1/07 - 12/09	14	1,151	327	801	10	96	1,488	2,048	14
	1/07 - 12/09	15	1,655	438	1,063	11	65	2,104	2,783	15
			24,551	3,838	9,728	207	2,641	28,596	36,920	

	Time Period	Council District	SFH/ Condos	2 to 4 Unit Bldgs	Units in 2 to 4 Bldgs	5 Units or More Bldgs	Units in 5 or More	Total Props.	Total Units	Council District
Quarter 4 2009	Q4 2009	1	45	38	94	6	68	89	207	1
	Q4 2009	2	231	8	17	8	101	247	349	2
	Q4 2009	3	329	1	2	0	0	330	331	3
	Q4 2009	4	95	10	25	1	5	106	125	4
	Q4 2009	5	109	3	8	0	0	112	117	5
	Q4 2009	6	242	11	32	0	0	253	274	6
	Q4 2009	7	342	4	8	1	18	347	368	7
	Q4 2009	8	249	93	220	4	31	346	500	8
	Q4 2009	9	149	126	311	2	13	277	473	9
	Q4 2009	10	103	33	87	7	56	143	246	10
	Q4 2009	11	84	13	34	0	0	97	118	11
	Q4 2009	12	303	2	4	0	0	305	307	12
	Q4 2009	13	44	26	67	5	40	75	151	13
	Q4 2009	14	272	38	99	2	12	312	383	14
	Q4 2009	15	181	54	130	0	0	235	311	15
			2,778	460	1,138	36	344	3,274	4,260	



Key

- NSP 1 Eligible Area*
- NSP 2 Targeted Area***
- City Council Districts

0 5 10 Miles

*NSP 1 Eligible areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Eligible areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008



Council District 2 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

NSP Areas

NSP 1 Eligible Areas*

NSP 2 Targeted Areas***

Other

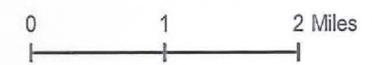
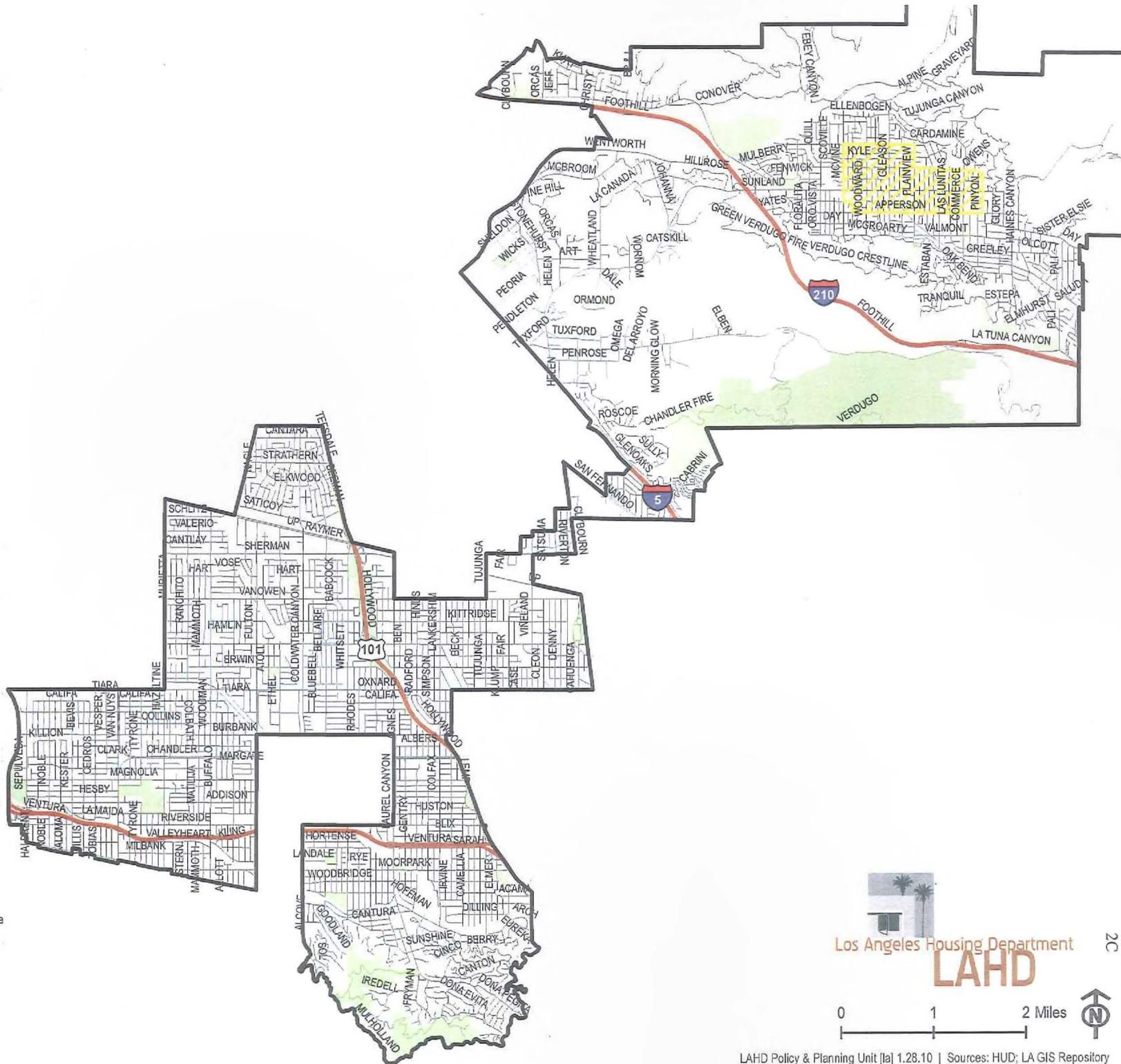
- Streets
- Freeways
- Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

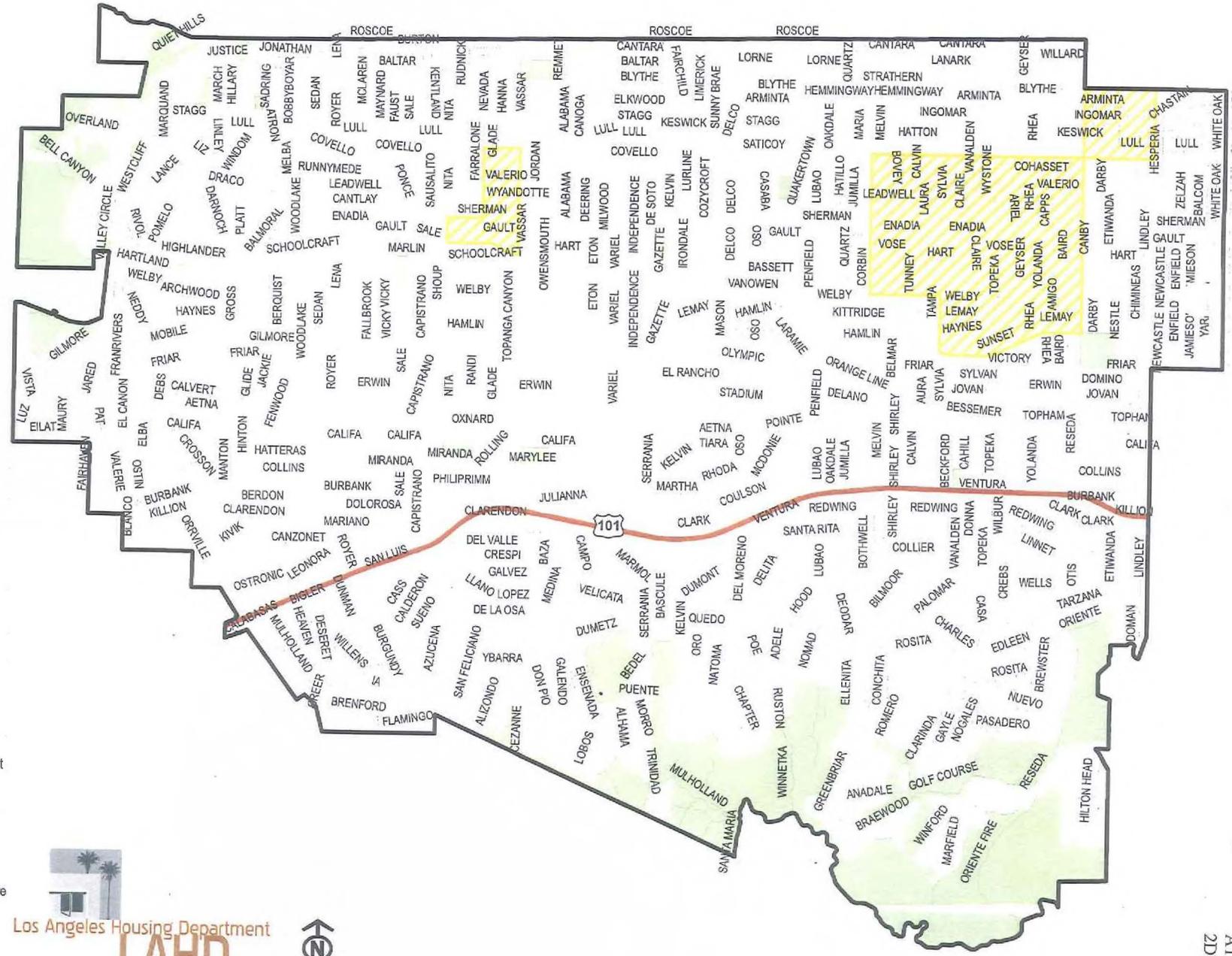
NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008



Council District 3 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

- NSP Areas**
- NSP 1 Eligible Areas*
 - NSP 2 Targeted Areas***
- Other**
- Streets
 - Freeways
 - Parks

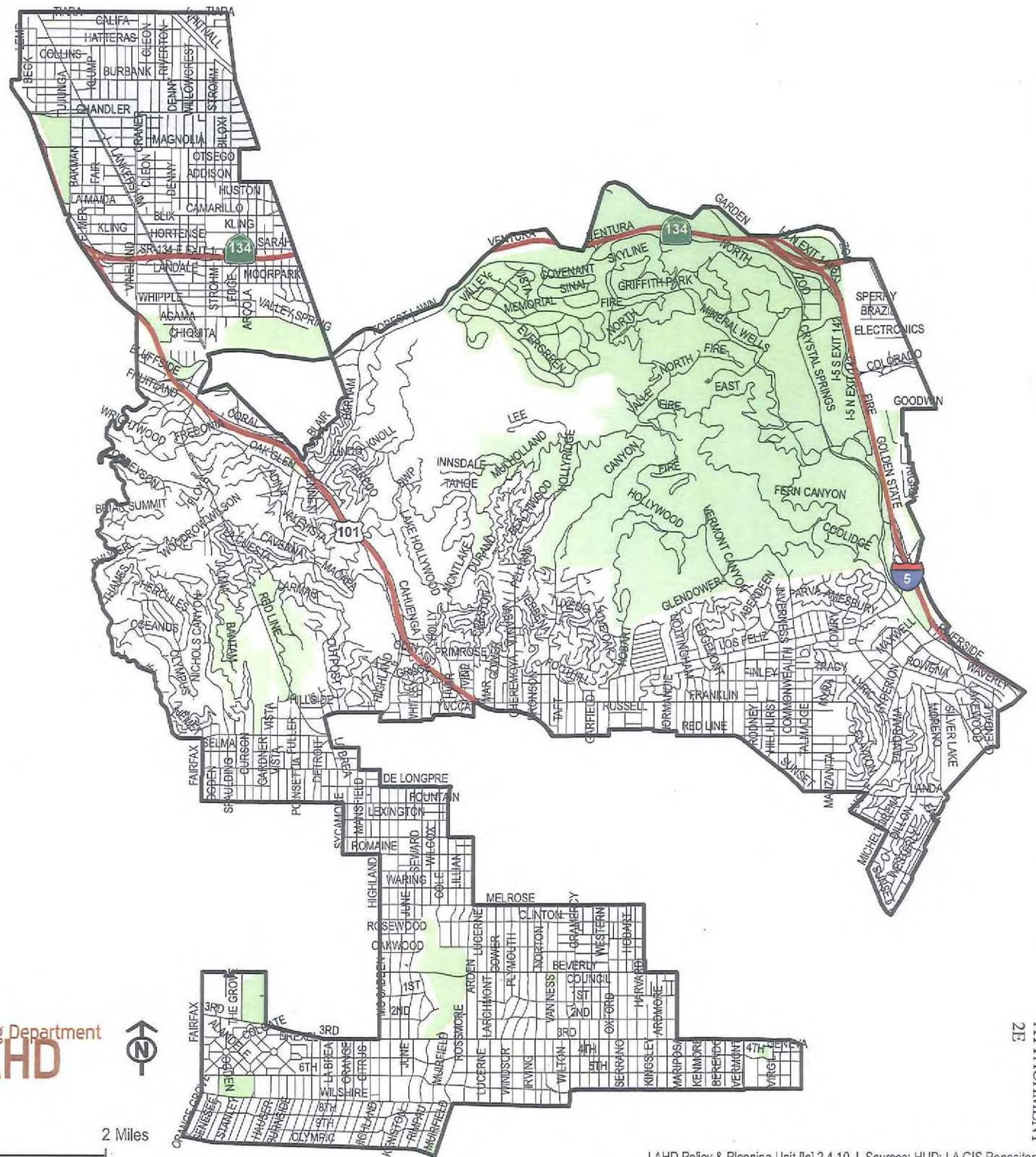


*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.
 **HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.
 ****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008

Los Angeles Housing Department
LAHD

Council District 4 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas



- NSP Areas**
- NSP 1 Eligible Areas*
 - NSP 2 Targeted Areas***
- Other**
- Streets
 - Freeways
 - Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

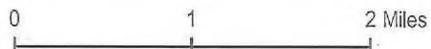
**HUD Estimated Abandonment Risk Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2006
- Unemployment rate

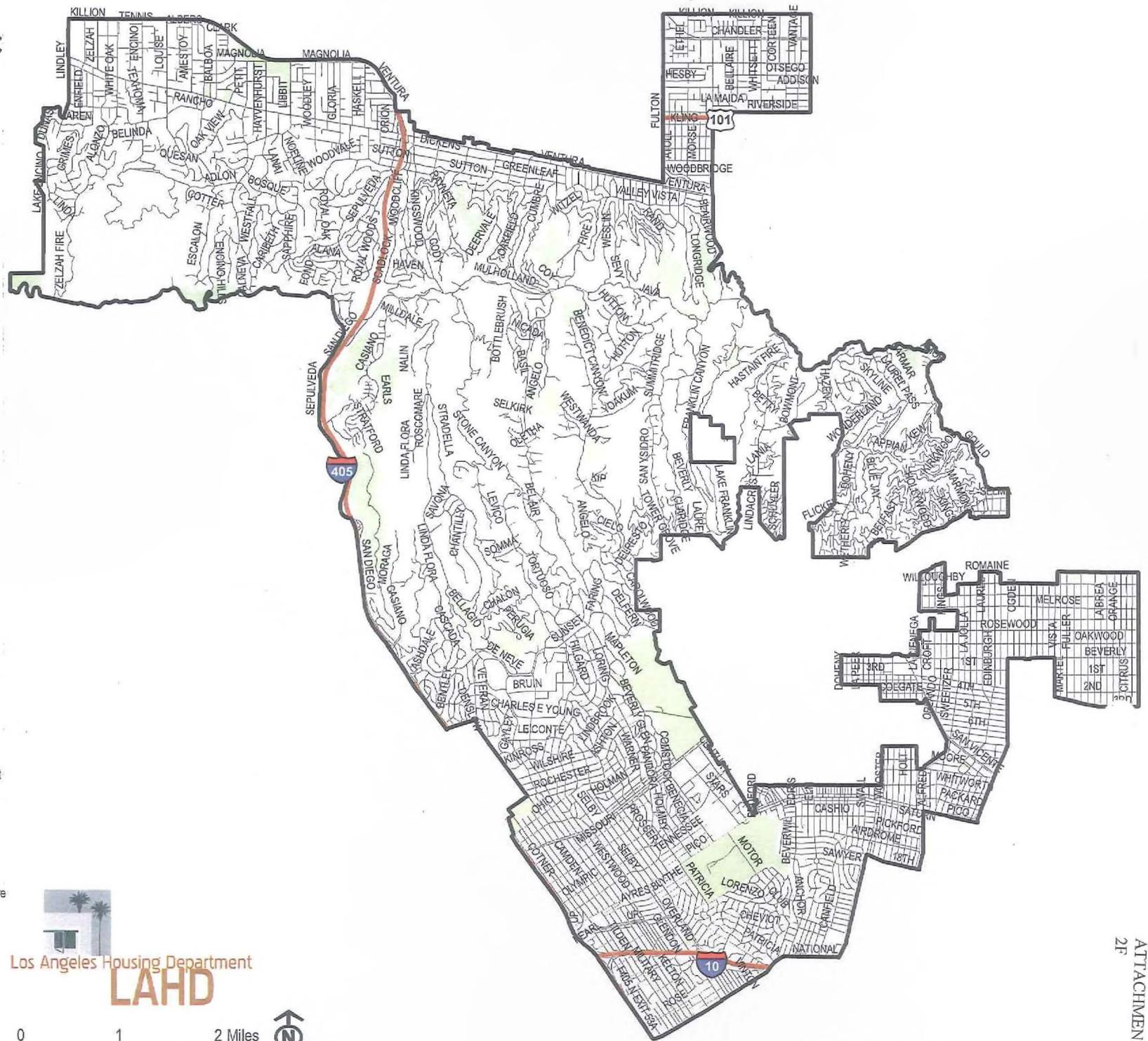
NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2007
- Unemployment rate in 2008
- Unemployment rate change between 2007 and 2008



Council District 5 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas



- Other
- Streets
 - Freeways
 - Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2006
- Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2007
- Unemployment rate in 2008
- Unemployment rate change between 2007 and 2008

Los Angeles Housing Department
LAHD

0 1 2 Miles

There are no areas that fit this criteria within CD 5.

Council District 6 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

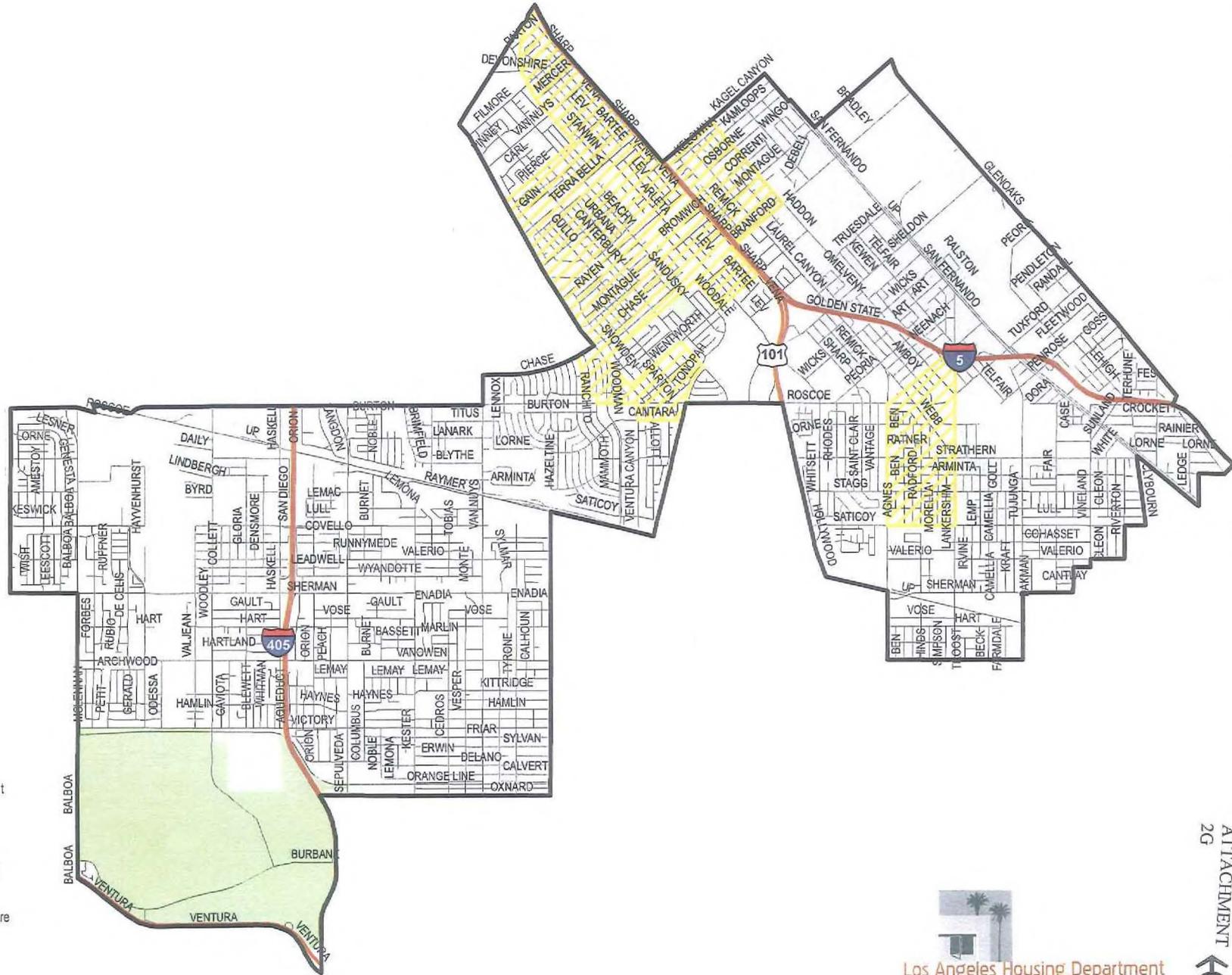
NSP Areas

NSP 1 Eligible Areas*

NSP 2 Targeted Areas***

Other

- Streets
- Freeways
- Parks



*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008

Council District 7 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

- NSP Areas**
- NSP 1 Eligible Areas*
 - NSP 2 Targeted Areas***
- Other**
- Streets
 - Freeways
 - Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

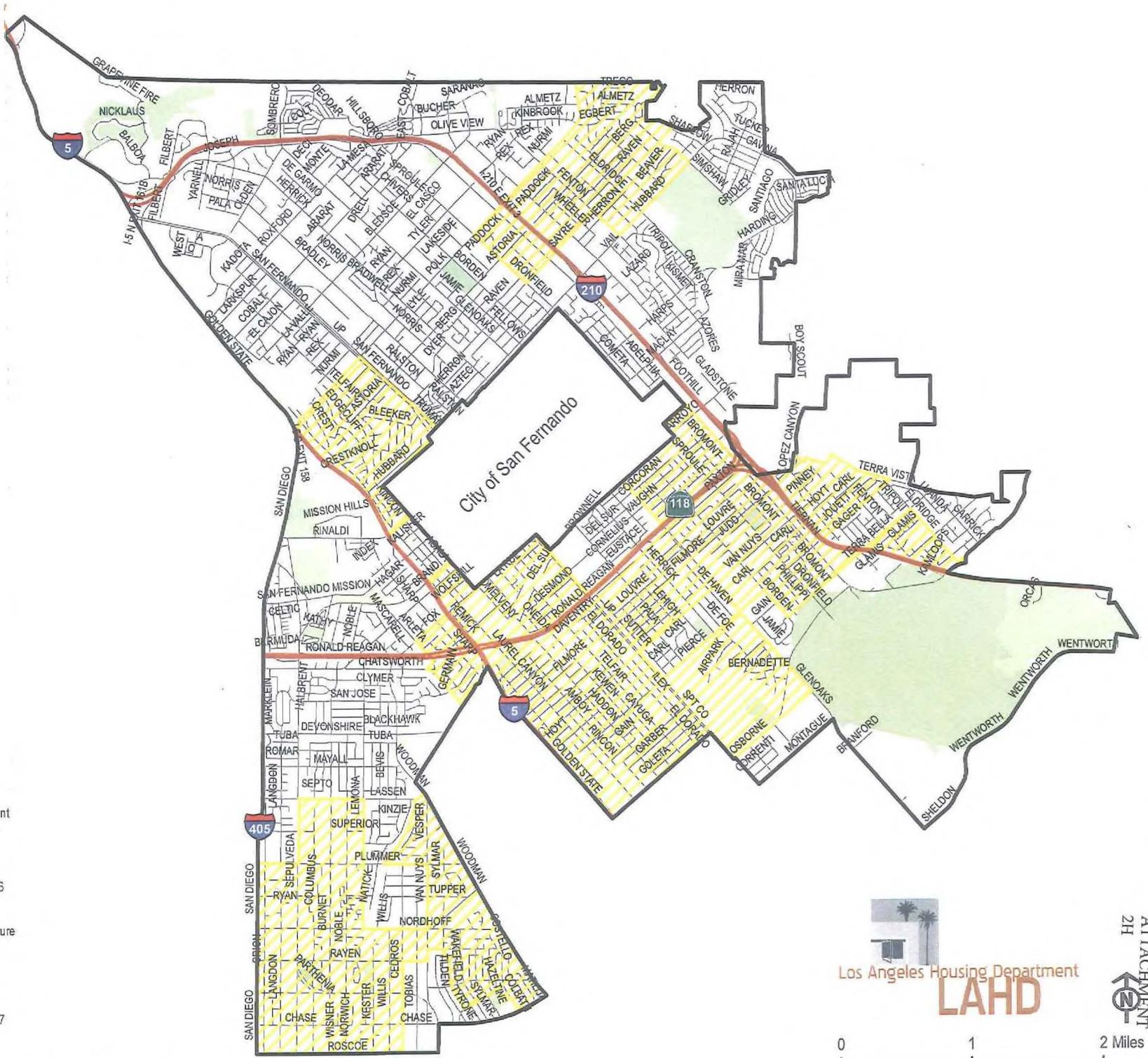
**HUD Estimated Abandonment Risk Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2006
- Unemployment rate

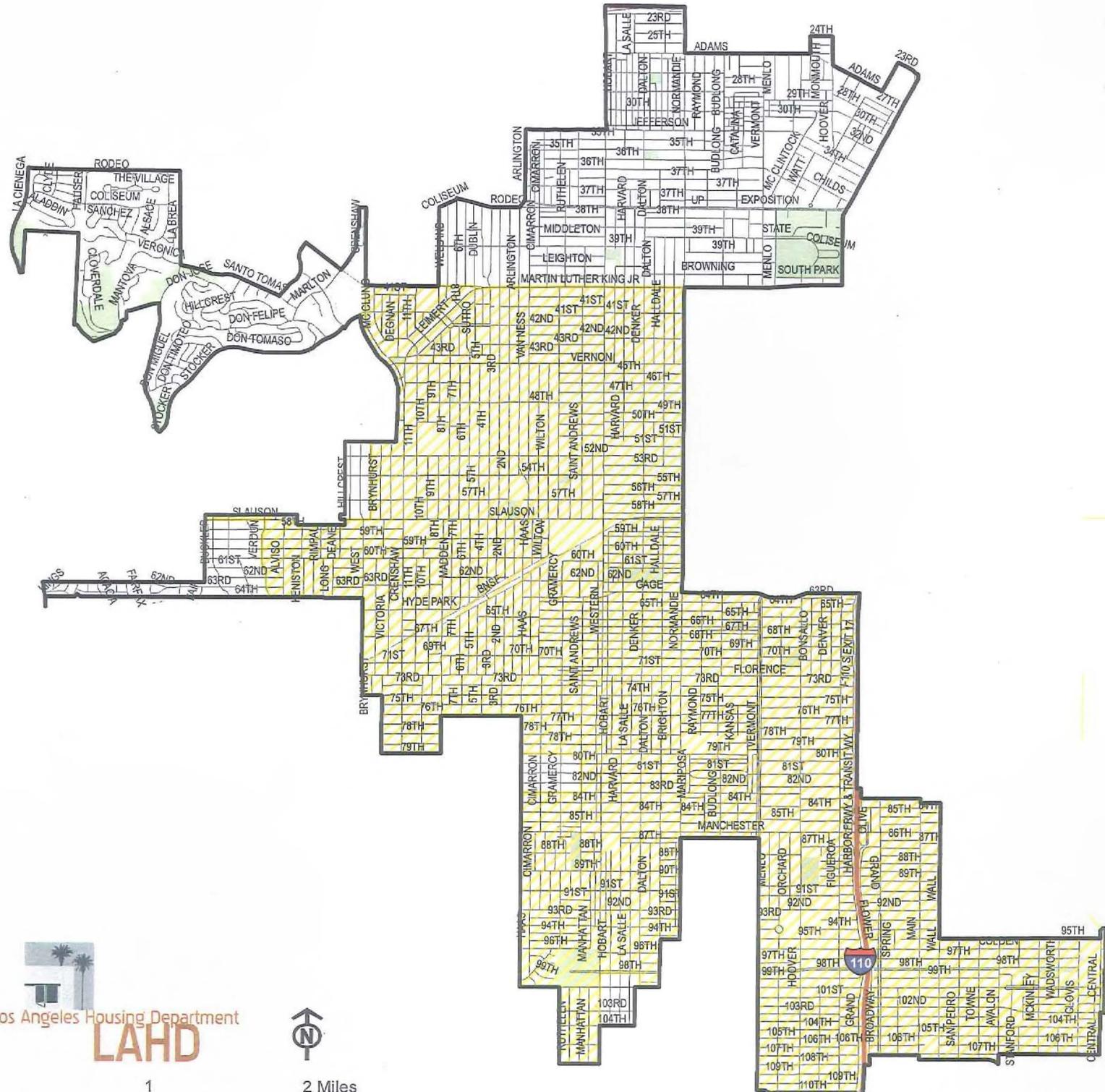
NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2007
- Unemployment rate in 2008
- Unemployment rate change between 2007 and 2008



Council District 8 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas



- NSP Areas
-  NSP 1 Eligible Areas*
 -  NSP 2 Targeted Areas***
- Other
-  Streets
 -  Freeways
 -  Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.
 **HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.
 ****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008


Los Angeles Housing Department
LAHD


 0 1 2 Miles

**Council District 9
City of Los Angeles:
Neighborhood
Stabilization Program
(NSP) 1 Eligible &
NSP 2 Targeted Areas**

NSP Areas

NSP 1 Eligible Areas*

 NSP 2 Targeted Areas***

Other

-  Streets
-  Freeways
-  Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008



Los Angeles Housing Department
LAHD

 0 0.5 1 Miles

**Council District 10
City of Los Angeles:
Neighborhood
Stabilization Program
(NSP) 1 Eligible &
NSP 2 Targeted Areas**

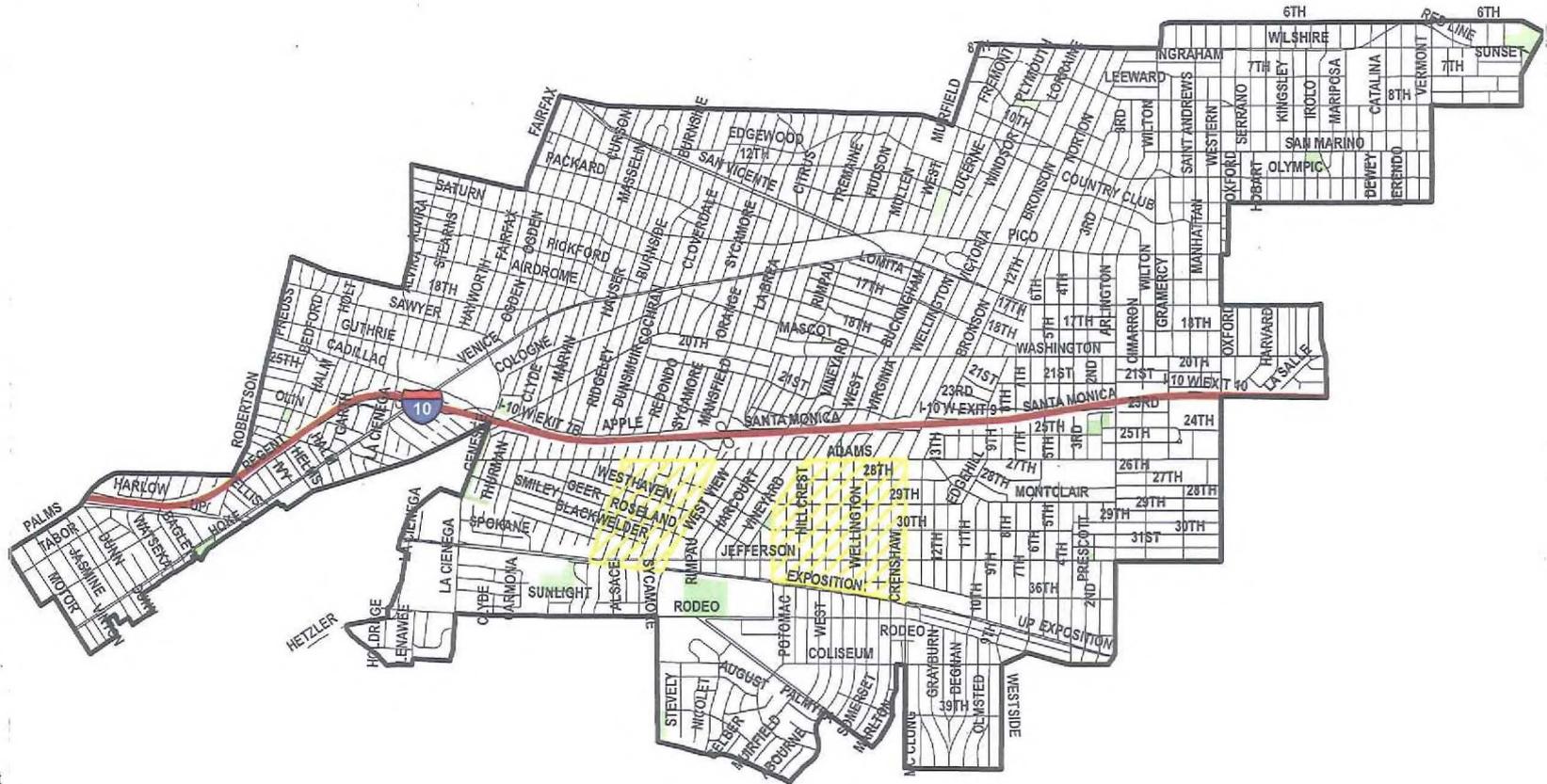
NSP Areas

NSP 1 Eligible Areas*

NSP 2 Targeted Areas***

Other

- Streets
- Freeways
- Parks



*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

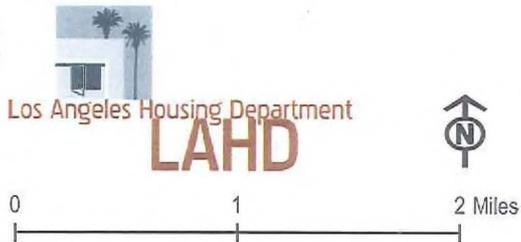
**HUD Estimated Abandonment Risk Score considers:

- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2006
- Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:

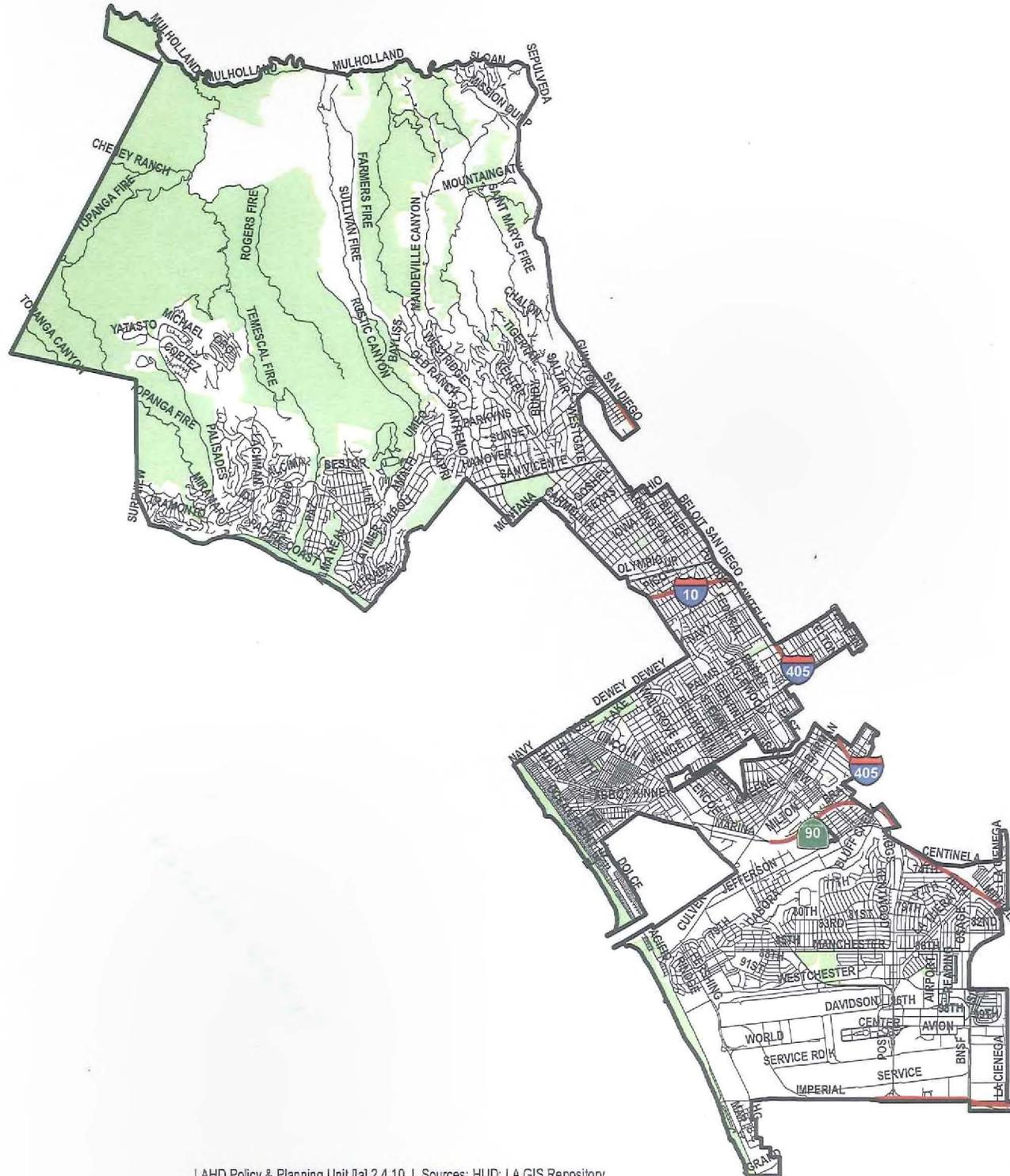
- Decline in home values since 2000 peak
- Percent of high cost loans made between 2004 and 2007
- Unemployment rate in 2008
- Unemployment rate change between 2007 and 2008



Council District 11

City of Los Angeles:

Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas



- NSP Areas**
- NSP 1 Eligible Areas*
 - NSP 2 Targeted Areas***
- Other**
- Streets
 - Freeways
 - Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.
 **HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.
 ****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008

There are no NSP 2 Targeted Areas located in District 11.

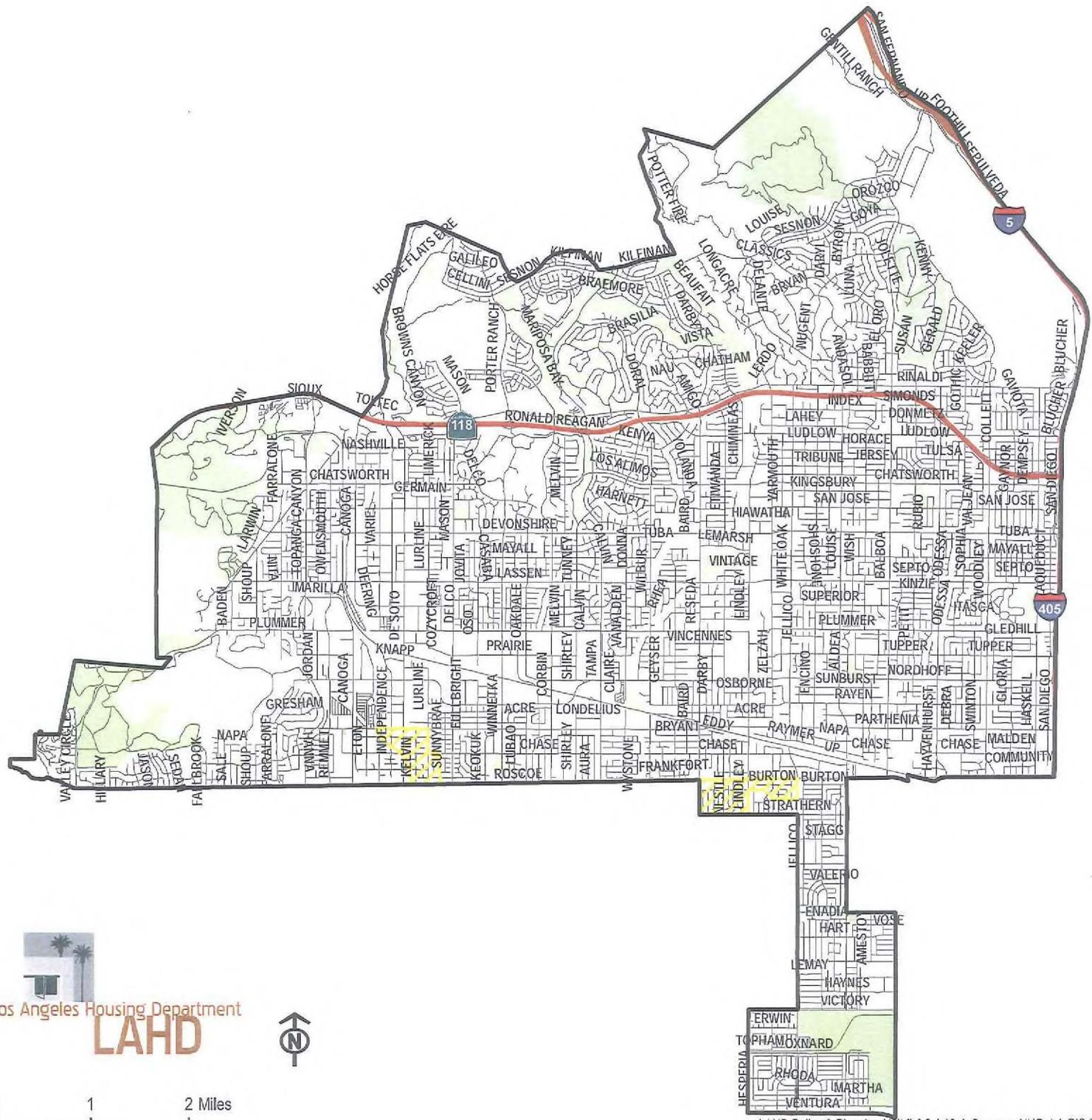
ATTACHMENT 2L

Los Angeles Housing Department
LAHD

0 1 2 Miles

Council District 12 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

- NSP Areas**
- NSP 1 Eligible Areas*
 - NSP 2 Targeted Areas***
- Other**
- Streets
 - Freeways
 - Parks



*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.
 **HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.
 ****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008



Council District 13 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

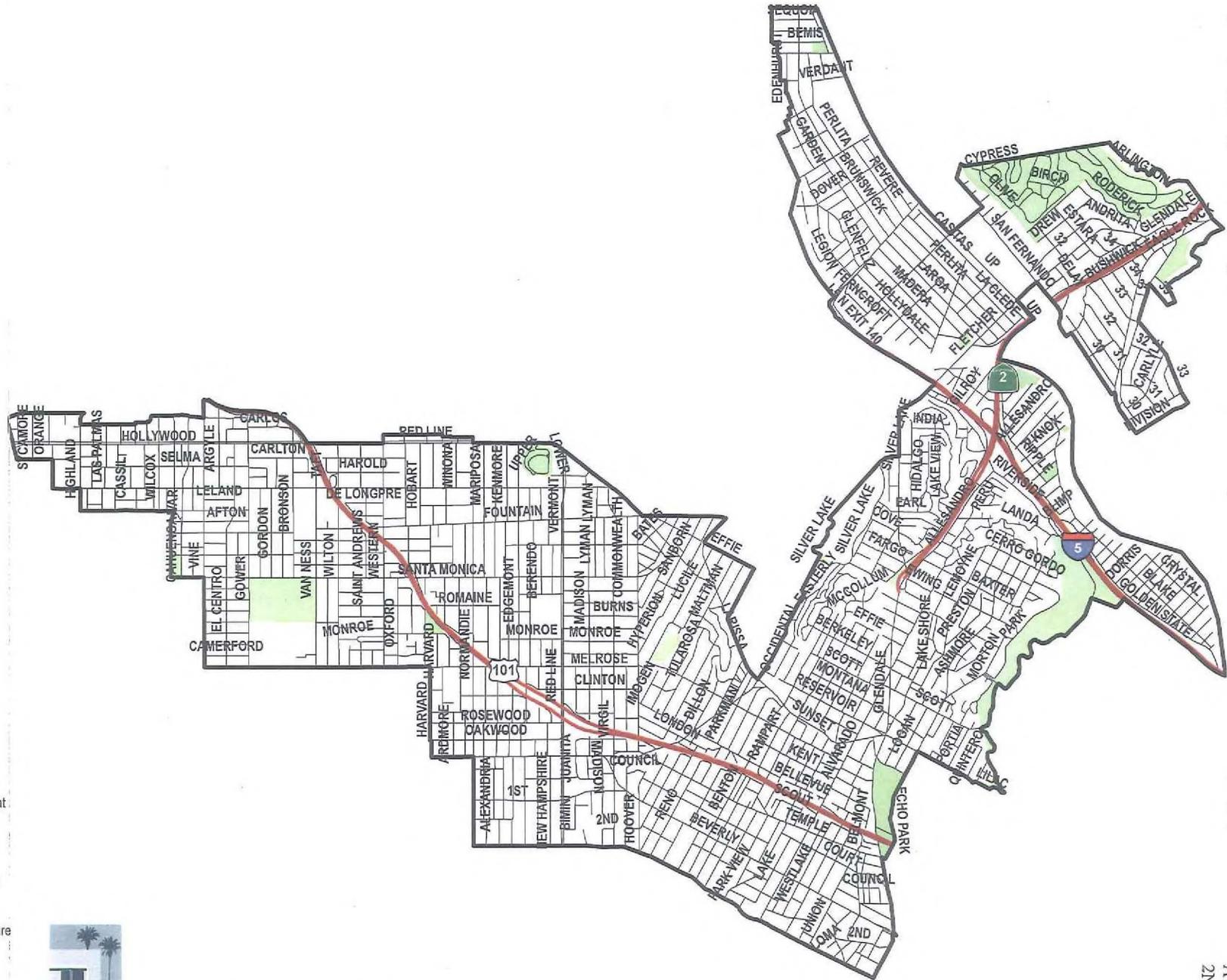
NSP Areas

NSP 1 Eligible Areas*

NSP 2 Targeted Areas***

Other

- Streets
- Freeways
- Parks



*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2006
 -Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
 -Decline in home values since 2000 peak
 -Percent of high cost loans made between 2004 and 2007
 -Unemployment rate in 2008
 -Unemployment rate change between 2007 and 2008

There are no NSP 2 Targeted Areas located in District 13.

Council District 14 City of Los Angeles: Neighborhood Stabilization Program (NSP) 1 Eligible & NSP 2 Targeted Areas

NSP Priority Areas

- NSP 1 Eligible Areas*
- NSP 2 Targeted Areas***

Other

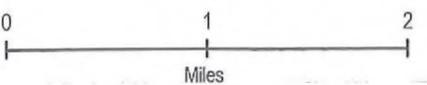
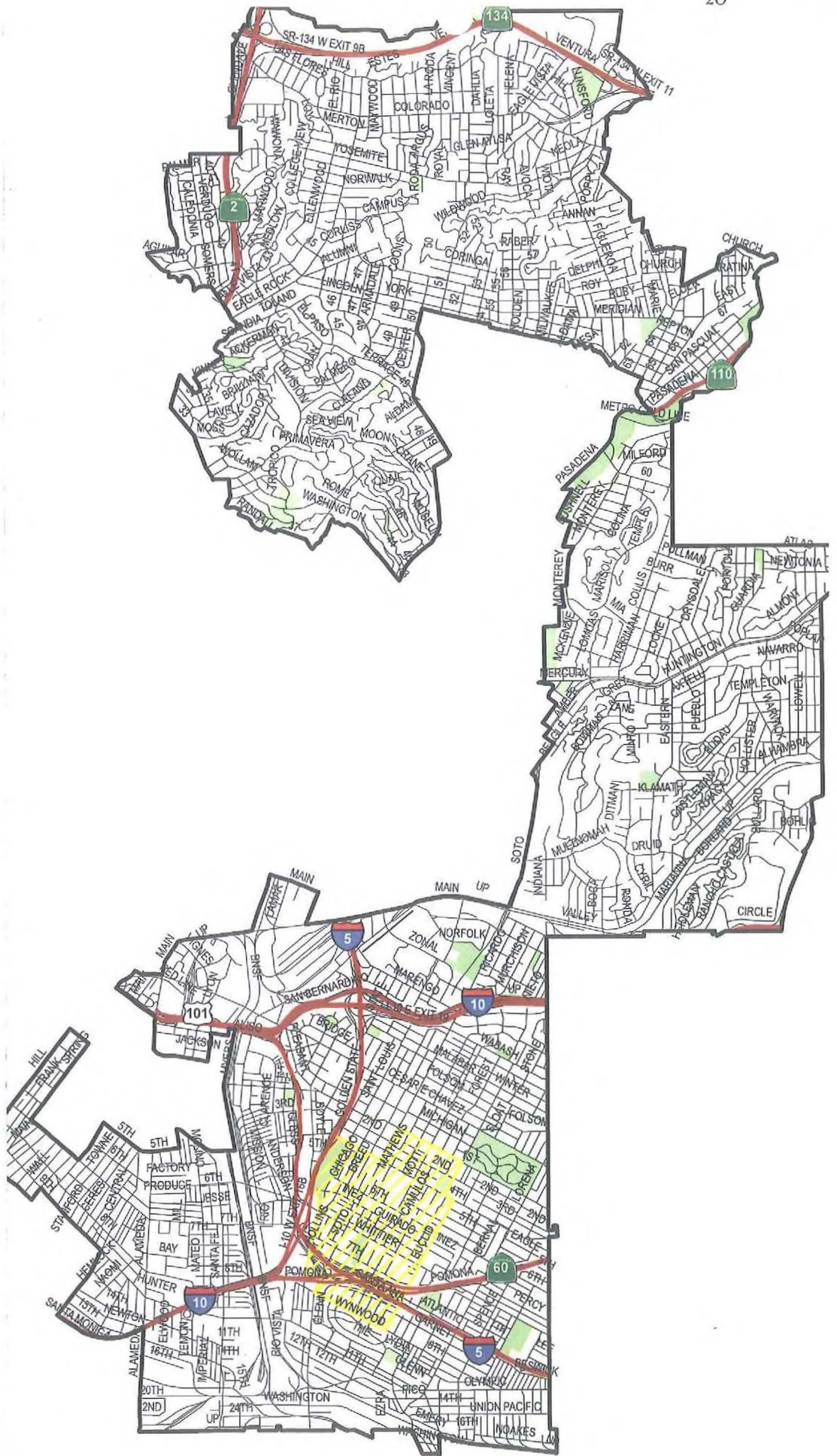
- Streets
- Freeways
- Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

**HUD Estimated Abandonment Risk Score considers:
-Decline in home values since 2000 peak
-Percent of high cost loans made between 2004 and 2006
-Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
-Decline in home values since 2000 peak
-Percent of high cost loans made between 2004 and 2007
-Unemployment rate in 2008
-Unemployment rate change between 2007 and 2008



Council District 15
City of Los Angeles:
Neighborhood
Stabilization Program
(NSP) 1 Eligible &
NSP 2 Targeted Areas

NSP Areas

-  NSP 1 Eligible Areas*
-  NSP 2 Targeted Areas***

Other

-  Streets
-  Freeways
-  Parks

*NSP 1 Eligible Areas have a HUD Estimated Abandonment Risk Score** between 7 and 10 and 51% of residents are estimated to be at 120% AMI or below.

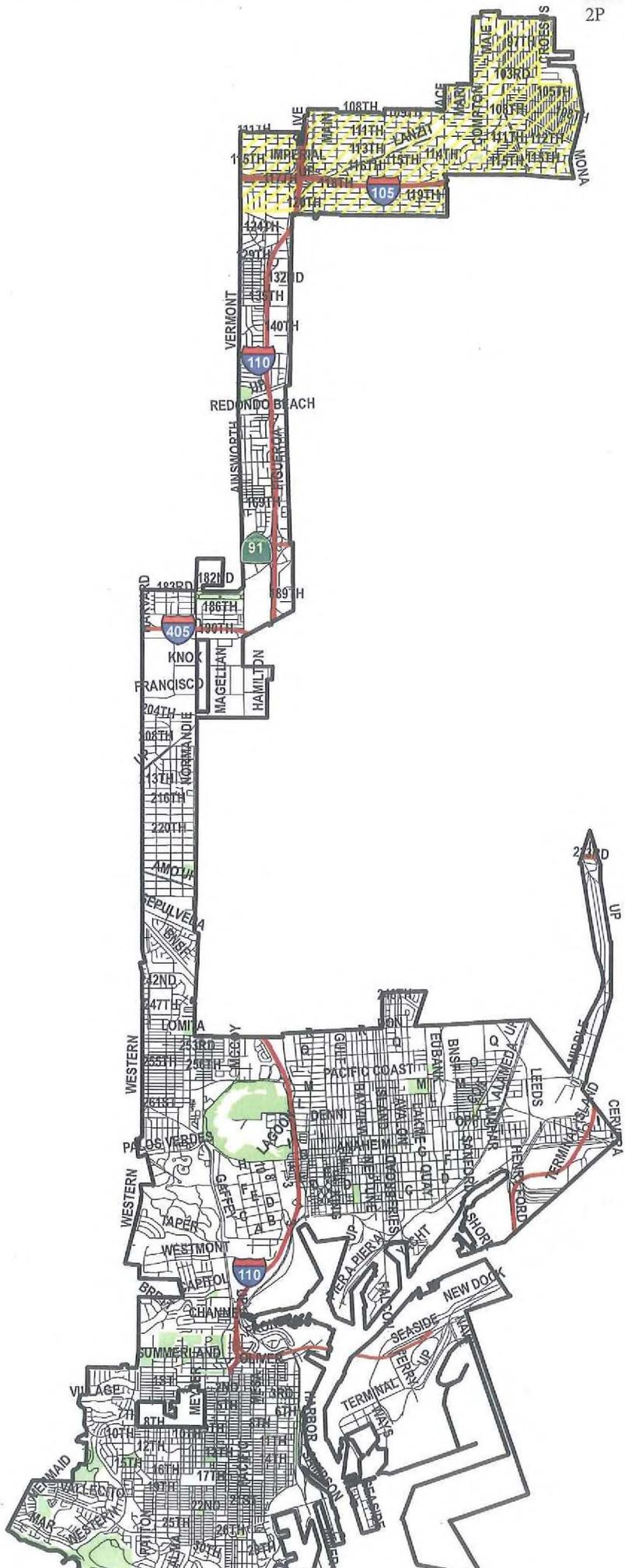
**HUD Estimated Abandonment Risk Score considers:
-Decline in home values since 2000 peak
-Percent of high cost loans made between 2004 and 2006
-Unemployment rate

NSP 2 Targeted areas have a HUD Estimated Foreclosure Related Index Score* between 18 and 20 and 51% of residents are estimated to be at 120% AMI or below.

****HUD Estimated Foreclosure Related Index Score considers:
-Decline in home values since 2000 peak
-Percent of high cost loans made between 2004 and 2007
-Unemployment rate in 2008
-Unemployment rate change between 2007 and 2008



Los Angeles Housing Department
LAHD



**LOS ANGELES HOUSING DEPARTMENT
STAFFING BUDGET FOR NSP2**

CODE	PG	CLASS	DIVISION/SECTION	% OF TIME	SALARY	CAP 32	RELATED COST	TOTAL COST (SALARY RELATED)								
									mo	FY09/10	mo	FY10/11	mo	FY11/12	mo	FY12/13
1513	2	ACCOUNTANT II	ACCT - CASH MANAGEMENT	100%	65,709	45.10%	29,635	95,344	2	15,891	12	98,205	12	101,151	12	104,185
1513	2	ACCOUNTANT II	ACCT - GRANT DISBURSEMENT	100%	65,709	45.10%	29,635	95,344			12	98,205	12	101,151	9	78,139
1223	1	ACCOUNTING CLERK II	ACCT - GRANT DISBURSEMENT	100%	57,462	45.10%	26,915	83,377	2	13,896	12	85,879	12	88,455	9	88,332
1523	1	SR ACCOUNTANT I	ACCT - GRANT DISBURSEMENT	100%	76,316	45.10%	34,419	110,735	2	18,456	12	114,057	12	117,479	12	121,003
1785	2	PUBLIC RELATIONS SPECIALIST (EXISTING)	PUBLIC INFO	50%	33,982	45.10%	15,326	49,308	2	8,218	12	50,787	12	52,311	12	53,880
9184	2	MANAGEMENT ANALYST II	POLICY & PLANNING	100%	83,750	45.10%	37,771	121,521	2	20,253	12	125,186	12	128,921	12	132,789
9184	1	MANAGEMENT ANALYST I	GRANTS MANAGEMENT	75%	53,244	45.10%	24,013	77,257	2	12,876	12	79,575	12	81,962	12	84,421
8500		COMMUNITY HSG PROGRAM MANAGER	HOP - OVERSIGHT	100%	119,287	38.83%	46,319	165,607	2	27,601	12	170,575	12	175,692	12	180,963
9171	1	SR MANAGEMENT ANALYST I	HOP - OVERSIGHT	100%	98,909	38.83%	38,406	137,315	2	22,885	12	141,435	12	145,678	12	150,048
1539		MANAGEMENT ASSISTANT	HOP - OVERSIGHT	100%	59,529	38.83%	23,115	82,644	2	13,774	12	85,123	12	87,677	12	90,307
1539		MANAGEMENT ASSISTANT	HOP - OVERSIGHT	100%	59,529	38.83%	23,115	82,644	2	13,774	12	85,123	12	87,677	12	90,307
1569	3	REHAB CONSTRUCTION SPECIALIST III	HOP - REHAB	100%	103,147	38.83%	40,052	143,199	2	23,887	12	147,495	12	151,920	12	156,478
1368		SR CLERK TYPIST	HOP - REHAB	100%	54,434	38.83%	21,137	75,571	2	12,595	12	77,838	12	80,173	12	82,578
1569	2	REHAB CONSTRUCTION SPECIALIST II	HOP - REHAB	100%	97,656	38.83%	37,920	135,575	2	22,596	12	139,643	12	143,832	12	148,147
1569	2	REHAB CONSTRUCTION SPECIALIST II	HOP - REHAB	100%	97,656	38.83%	37,920	135,575	2	22,596	12	139,643	12	143,832	6	74,074
1569	1	REHAB CONSTRUCTION SPECIALIST I	HOP - REHAB	100%	83,374	38.83%	32,374	115,748			12	119,220	12	122,797	3	31,620
1569	1	REHAB CONSTRUCTION SPECIALIST I	HOP - REHAB	100%	83,374	38.83%	32,374	115,748			9	89,415	9	92,020		
1569	1	REHAB CONSTRUCTION SPECIALIST I	HOP - REHAB	100%	83,374	38.83%	32,374	115,748			6	59,610	6	61,346		
1571	1	FINANCE DEVELOPMENT OFFICER I	HOP - LOANS	100%	105,989	38.83%	41,544	148,533	2	24,755	12	152,989	12	157,579	12	162,306
1368		SR CLERK TYPIST	HOP - LOANS	100%	54,434	38.83%	21,137	75,571	2	12,595	12	77,838	12	80,173	12	82,578
1539		MANAGEMENT ASSISTANT	HOP - LOANS - SF	100%	59,529	38.83%	23,115	82,644			9	63,842	12	87,603	12	90,231
1539		MANAGEMENT ASSISTANT	HOP - LOANS - SF	100%	59,529	38.83%	23,115	82,644			3	21,281	12	87,603	6	45,115
1539		MANAGEMENT ASSISTANT	MAJ PUTS - NEPA	100%	59,529	38.83%	23,115	82,644	2	13,774	12	85,123	12	87,677	6	45,154
1539		MANAGEMENT ASSISTANT	MAJ PUTS - COMPLIANCE	100%	59,529	38.83%	23,115	82,644			12	85,123	12	87,677		
1539		MANAGEMENT ASSISTANT	HSG SRV - OCCUPANCY	100%	59,529	38.83%	23,115	82,644			12	85,123	12	87,677	12	90,307
SUBTOTAL SALARIES (FUND 100)										213,594		1,764,853		1,880,752		1,537,988
SUBTOTAL RELATED COSTS										86,810		713,461		759,309		624,975
EXPENSES																
2120 Printing & Binding												100,000		50,000		50,000
2130 Travel												15,000		15,000		15,000
3310 Transportation										1,800		7,200		7,200		1,800
6010 Office & Administration										516,608		55,000		55,000		45,000
6030 Leasing										45,888		47,265		48,683		50,143
SUBTOTAL EXPENSES (FUND 100)										564,295		224,465		175,883		161,943
TOTAL FUND 100										777,890		1,989,318		2,056,634		1,699,931
TOTAL RELATED COSTS										86,810		713,461		759,309		624,975
X850 TECHNICAL & CONSULTANT SERVICES																
Housing Consultant										25,000		75,000		75,000		100,000
QC Consultant										-		100,000		100,000		100,000
Systems Programmers										50,000		150,000		150,000		150,000
Veloce Partners										20,000		100,000		100,000		50,000
TOTAL TECHNICAL & CONSULTANT SERVICES										95,000		425,000		425,000		400,000
TOTAL CUMULATIVE TOTAL										959,700		3,127,779		3,240,944		2,724,905
Administrative										748,886		1,301,338		1,272,312		1,204,692
Cumulative Admin												2,050,224		3,322,536		4,527,228
Program Delivery										210,813		1,826,441		1,968,632		1,520,213
Cumulative Pgm Del												2,037,254		4,005,885		5,526,099

RNLA	FY09/10	FY10/11	FY11/12	FY12/13
Administrative	63,907	711,226	886,854	555,053
Cumulative Admin		775,133	1,661,987	2,217,040
Program Delivery	194,243	1,584,895	1,997,010	1,408,676
Cumulative Pgm Del		1,779,138	3,776,148	5,184,824

GRAND TOTAL	FY09/10	FY10/11	FY11/12	FY12/13
Administrative	812,793	2,012,564	2,159,166	1,759,745
Cumulative Admin		2,825,357	4,984,523	6,744,268
Program Delivery	405,056	3,411,336	3,965,642	2,928,889
Cumulative Pgm Del		3,816,392	7,782,033	10,710,923
TOTAL ALL	1,217,850	5,423,900	6,124,808	4,688,634
Cumulative TOTAL ALL		6,641,749	12,766,557	17,455,191

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will operate with moderate supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____
 Average weight _____ Heaviest weight _____
 Climbing (stairs, ladders, poles)
 How far _____
 Face severe work conditions
 Outdoors _____ on/near water _____
 Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers
 Hearing, for telephone/alarms
 Balance, for working heights
 Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing
 Hands and fingers
 Back, for strenuous labor
 Other/explain _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Management Assistant (Loan Processing)	3. Present Salary or Wage Rate:
------------------------------------	---	---------------------------------

4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared
	<input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Pres.</u> Section _____
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Financial Development Officer</u>

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
65%	The Management Assistant (Loan Processing) performs a broad range of entry-level professional work in connection with operating the Neighborhood Stabilization Program. This position conducts activities related to providing mortgages for local buyers seeking homes through the NSP and will perform only work related to NSP2 within the Home Ownership Unit.
5%	Assisting technical staff in performing loan underwriting for second mortgages based on LAHD's purchase assistance loan underwriting guidelines. Involves performing basic financial eligibility review and assessment for homebuyer loans.
5%	Attending homebuyer fairs and disseminating information to potential clients on LAHD's homebuyer programs and giving presentations to lenders & real estate professionals on LAHD's homebuyer programs.
5%	Preparing written correspondence, reports, memorandums, etc. to constituents, lenders and real estate professionals and management.
10%	Assisting with data compilation, policy analysis, program design and implementation regarding LAHDs Neighborhood Stabilization Program as requested. (10%)
5%	Arranging and meeting with homebuyers for loan reviewing and signing. (5%)
5%	Maintaining a loan database and reporting loan activity to management. (5%)
5%	Other duties as assigned (5%)

9. How long have the duties been substantially as described above? <u>New Position</u>
--

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____
--

12. Indicate the number of employees supervised by class titles.
--

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____	Date _____	Phone No. _____
-----------------	------------	-----------------

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Incumbent will operate with moderate supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Management Assistant (Quality Control)	3. Present Salary or Wage Rate:
------------------------------------	---	---------------------------------

4. Reason for Preparing Description:	Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Pres.</u> Section _____
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Senior Management Analyst

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
45%	The NSP 2 Management Assistant (Quality Control) performs a broad range of entry-level professional work in connection with operating the Neighborhood Stabilization Program. The Department of Housing and Urban Development (HUD) requires that grantees receiving NSP funds implement a comprehensive quality control program. This unit monitors all NSP activities, tracking performance, timelines and expenditure of funds and provides oversight regarding the administrative requirements of NSP. These positions will perform only work related to NSP2.
10%	Assists in the collection, organization, and recording data regarding the progress of the NSP program in all of its aspects and identifies "red flags" that are preliminary warnings of problems and issues that need to be quickly resolved.
10%	Tracks status of each property/project.
10%	Assists in the tracking of steps involved in the process – including environmental review, work-write up, payments from LAHD to RNLA for properties, property rehabilitation and sales, as well as reimbursement of program delivery and administrative payments from LAHD to RNLA.
5%	Tracks job creation outcomes.
10%	Gathers program data related to DRGR and ARRA reporting and compiles it into reports.
5%	Reviews HIMS data and identifies fields that are missing information.
10%	Assists in contract management and monitoring of RNLA, including RNLA's budget.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Incumbent will operate with moderate supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- Strength _____ Lift _____ Push _____ Pull _____
- Average weight _____ Heaviest weight _____
- Climbing (stairs, ladders, poles)
- How far _____
- Face severe work conditions
- Outdoors _____ on/near water _____
- Other/explain _____

SPECIAL NEED FOR:

- Vision, to read fine print/numbers
- Hearing, for telephone/alarms
- Balance, for working heights
- Other/explain _____

EXTENSIVE USE OF:

- Legs, for walking/standing _____
- Hands and fingers _____
- Back, for strenuous labor _____
- Other/explain _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

N/A

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Management Assistant (Env. Review)	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division _____ Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Senior Management Analyst

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
65%	The Management Assistant (Environmental Review) performs a broad range of entry-level professional work in connection with operating the Neighborhood Stabilization Program ; the Department of Housing and Urban Development (HUD) requires that grantees receiving NSP funds ensure that National Environmental Policy Act (NEPA) reviews are conducted prior to any federal funds being spent on a project. This position will perform only work related to NSP2 within the Environmental Review Unit.
10%	Assists in the collection, organization, and recording of NEPA Environmental Review and other HUD-required data for recurring reports.
15%	Assists in the preparation of public notices and reports to HUD for Release of Fund.
5%	Assists in resolving NEPA Environmental Review problems by identifying, analyzing and focusing on the nature of the problem, collecting and interpreting data, determining alternative solutions and consequences, recommending a course of action, and preparing reports and documentation as necessary.
5%	Assists in periodic analyses of NSP2 data as requested by Quality Control Unit.
5%	Other duties as assigned.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Incumbent will operate with moderate supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Management Assistant (Compliance)	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Preservation</u> Section _____
--	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
 Name _____ Title Senior Management Analyst

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
55%	The Management Assistant (Compliance) performs a broad range of entry-level professional work in connection with operating the Neighborhood Stabilization Program; the Department of Housing and Urban Development (HUD) requires that grantees receiving NSP funds ensure that a wide range of federal government regulations, in addition to the specific NSP program regulations, be met. Those regulations include the certification of Davis-Bacon wages, Section 3 compliance and the collection of HUD-required other contract data. This position will perform work specifically related to NSP2 projects within the Wage Compliance Unit.
25%	Assists in the collection, organization, and recording of Davis-Bacon Wage Compliance, Section 3 and other HUD-required contract data for development and maintenance of recurring reports for management review and submission to HUD. May require some field work.
15%	Assists in resolving Davis-Bacon Wage Compliance and Section 3 problems with vendors and contractors by identifying, analyzing and focusing on the nature of the problem, collecting and interpreting data, determining alternative solutions and consequences, recommending a course of action, and preparing reports and documentation as necessary.
5%	Assists in periodic analyses of NSP2 data as requested by Quality Control Unit.
5%	Other duties as assigned.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
 Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will be independent and operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____
 Average weight _____ Heaviest weight _____
 Climbing (stairs, ladders, poles)
 How far _____
 Face severe work conditions
 Outdoors _____ on/near water _____
 Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers
 Hearing, for telephone/alarms
 Balance, for working heights
 Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing
 Hands and fingers
 Back, for strenuous labor
 Other/explain _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Incumbent will operate with a great deal of independence and with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alerts

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per
week

30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for review and maintenance of policies for the unit.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Responsible for preparation of a variety of reports for review by NSP and LAHD Management.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Finance Development Officer I/1571-1	3. Present Salary or Wage Rate:
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared
5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017		6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Pres.</u> Section _____
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>CHPM</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
60%	A Finance Development Officer is responsible for developing, negotiating, and implementing all types of financial residential real estate transactions, including new construction and rehabilitation loans, loan approvals, and the development of affordable housing using both public and private financing sources, and for providing technical financial assistance to professional staff, developers, and other prospective clients of the various loan programs.	
35%	Supervises administrative staff in the processing of loan packages for borrowers to determine loan eligibility and to develop grant funded loan terms that meet borrowers' objectives for the purchase and rehabilitation of their home or rental property; Reviews all real estate transactions and related documentation, including purchase and sale agreements, escrow instructions, title reports, covenants and agreements, and government regulations for conformance with project objectives and requirements; prepares or approves all loan packages. May supervise clerical staff involved in loan processing.	
5%	Assists the Community Housing Programs Manager in administering a property improvement or property development program. Assesses each project's need for public financing and negotiates the Housing Department's loan amount and funding parameters; Recommends lending programs, policy and criteria to Housing Department management in order to accomplish the financial and public policy objectives of the City; Prepares detailed and comprehensive project staff reports, with analyses and recommendations, for presentation to City Council, lenders, real estate professionals and community groups.	
9. How long have the duties been substantially as described above? <u>New Position</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>60%</u>		
12. Indicate the number of employees supervised by class titles. 2 - Management Assistants 1 - Clerk Typist		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.
 Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
 Incumbent will operate with a great deal of independence and with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 (a) Education (include specific matter).
 As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).
 As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.		Hours per week
<input type="checkbox"/> Strength _____ Lift _____ Push _____ Pull _____ Average weight _____ Heaviest weight _____ <input type="checkbox"/> Climbing (stairs, ladders, poles) How far _____ <input type="checkbox"/> Face severe work conditions Outdoors _____ on/near water _____ Other/explain _____	SPECIAL NEED FOR: <input checked="" type="checkbox"/> Vision, to read fine print/numbers <input checked="" type="checkbox"/> Hearing, for telephone/alarms <input type="checkbox"/> Balance, for working heights Other/explain _____	EXTENSIVE USE OF: <input type="checkbox"/> Legs, for walking/standing <input checked="" type="checkbox"/> Hands and fingers <input type="checkbox"/> Back, for strenuous labor Other/explain _____
		_____ _____ 30 _____

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES
 (a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
 N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
 N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.
 Is position bonded? _____ N/A _____ ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
 On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
 Prepare a variety of reports for NSP2 and LAHD Management.

Signature of the immediate supervisor _____ Date _____
 Class Title _____ Phone No. _____
 Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Senior Management Analyst I/9171-1	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Preservation</u> Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
65%	The Senior Management Analyst plans and organizes the work and resources; directs professional, technical, and clerical personnel in operating the NSP2 Quality Control Unit in performing the administrative aspects of the NSP2 Program; personally performs the more difficult work; acts as staff advisor to NSP2 CHPM and NSP Director regarding quality, quantity and performance issues; applies sound supervisory principles and techniques in building and maintaining an effective work force. The Quality Control Unit monitors all NSP activities, tracking performance, timelines and expenditure of funds and provides oversight regarding the administrative requirements of NSP.
30%	Responsible for supervision of administrative and clerical staff in the process of preparing monthly and quarterly reports for the CHPM and NSP Director regarding the progress of the program; tracking the status of each property/project including timing of steps in process – environmental review, work-write up, payments from LAHD to RNLA for properties, property rehabilitation and sales; reimbursing program delivery and administrative payments from LAHD to RNLA; tracking and reporting on job creation outcomes, including Section 3 and MBE/WBE activities; maintaining oversight of relocation, Davis-Bacon wage monitoring, Section 3 hiring and training, and other “cross-cutting” federal requirements; and providing information to Grants Management for DRGR and other ARRA Reporting.
5%	Personally performs the more complex administrative functions; acts as staff advisor to NSP2 CHPM and NSP Director regarding quality, quantity and performance issues; identifies “red flags” that are preliminary warnings of problems and issues that need to be quickly resolved; maintains quality control oversight of HIMS; and conducts contract management and monitoring of RNLA, including RNLA’s budget.
	Other duties as assigned.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 65%

12. Indicate the number of employees supervised by class titles.
2- Management Assistants

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

POSITION DESCRIPTION

City of Los Angeles

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Management Analyst I/ 9184-1	3. Present Salary or Wage Rate:
4. Reason for Preparing Description:		Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		04/21/10
5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017		6. Name of Department <u>Los Angeles Housing</u> Division <u>Administrative Services</u> Section <u>Grants Management</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Housing Planning Economic Analyst</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
20%	Coordinate with various LAHD divisions and work units to ensure appropriate financial and performance data and narratives are gathered and provided to Grants Management and Executive Management for various reporting purposes.	
20%	Assist with development and implementation of policies and procedures for Quality Control of data provided and entered into all systems, and conduct QC work.	
15%	Work with accounting, grants, budget, executive and program staff on program coordination, evaluation and improvement	
10%	Review and input financial and performance data and narratives into various federal and city reporting systems.	
10%	Download and analyze expenditure and performance reports.	
10%	Conduct research, analysis and interpretation of NSP and other housing and cross cutting federal, state and local regulations.	
5%	Track and reflect program income receipts in the federal reporting and disbursement system.	
5%	Prepare for and respond to federal and local monitoring reviews and audits.	
5%	Other duties as assigned.	
9. How long have the duties been substantially as described above? <u>New Position</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>none</u>		
12. Indicate the number of employees supervised by class titles.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Clerk Typist	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared
	<input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division _____ Section _____
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	The Clerk Typist performs clerical work of a general nature requiring exercise of good judgment and an understanding of NSP2; performs typing duties and does related work.
40%	Answer phones and responds to basic programmatic questions from the public. Refers more complicated questions to supervisor.
20%	Performs data entry of case progress and/or production milestones.
20%	Prepares case files and obtains WAN(s).
15%	Types drafts, reports, letters, and memorandums; duplicates, collates and packages documents; updates and maintains central filing system;
5%	Orders supplies, requests office equipment repair orders. inputs data in the Department's HMS and D-Time system.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Incumbent will function with a great deal of independence, and with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Community Housing Programs Manager/8500	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division _____ Section _____
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	The Community Housing Programs Manager (CHPM) is responsible for day-to-day management and operation of the Neighborhood Stabilization Program (NSP). This includes: oversight of Restore Neighborhoods LA (RNLA) and the LAHD's homeownership, rehabilitation and administrative staff responsible for NSP program implementation. Directly supervises the FDO I and RCS III. In addition, the CHPM supervises the NSP Quality Control Unit composed of a Senior Management Analyst and two Management Assistants. The CHPM is directly responsible for the achievement of the program's technical, community relations, and production goals in an efficient and timely manner consistent with HUD requirements.
50%	Plans, organizes, and directs the activities of the overall programs; Identifies goals for program implementation and develops methods for their achievement; Develops effective policies and procedures for the programs; Prepares recommendations to improve program effectiveness and efficiency, including budget, expenditure, and production activities.
20%	Selects, trains, and supervises technical and professional employees engaged in the administrative, financial, and construction aspects of the NSP2; directs the activities of the individual project staffs within the programs and monitors each project's progress toward the goals of the programs.
	Establishes effective relationships with and oversees RNLA's activities in the NSP2; Represents the Director of Housing at meetings with representatives of public or private agencies and maintains liaison with other City Departments, governmental agencies, and community organizations with an interest or involvement in NSP2 activities.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 50%

12. Indicate the number of employees supervised by class titles.

1 - FDO I
1 - RCS III
1 - Sr. MA I

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties & responsibilities on the other side are not sufficiently & accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will be independent and operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

04/23/10

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Senior Accountant I/1523-1	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 04/22/10
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Accounting</u> Section <u>Grant Management</u>
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title Principal Accountant

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
60%	1. Supervision of staff. Responsibilities include reviewing and approving work done by staff such as: a) Verify and approve commitment of grant funds for various programs prior to contracting. b) Manage timing of payments so that the time elapse between the disbursement and draw down is minimized to comply with Cash Management Improvement Act 1990. c) Review and approve requests for disbursement by verifying the accuracy, completeness, legality, materiality and reasonableness of submitted supporting documents and cost accounting information. Make sure that expenditures are allowable and in accordance with approved programs, and that correct appropriation accounts and cost accounting information is used. d) Review and analyze monthly financial reports of NSP2 Funds which are prepared by Accountants to ensure all financial data are reconciled with City of L.A. General Ledgers.
20%	2. Analyze and interpret contracts, circulars, ordinances and council files, NSP grant agreements, OMB Circulars to ensure their compliance. Review and approve FMIS ledgers and various FMIS documents prepared by accounting staff to appropriate, encumber, receive and disburse funds to vendors, sub-recipients, grantors and other City departments.
10%	3. Review and approve funding availability for all NSP2 projects.
8%	4. Prepare special ad hoc reports as requested by L.A. Housing Department managers. Download FMIS financial data from different systems such as Focus, Merlin, or InfoAdvantage for use in reconciliation of various accounts and prepare narrative and statistical reports of NSP2 special funds.
2%	5. Monitor and make determination on whether LAHD needs to pay back interest from excess cash balance in this fund, and oversee preparation of Refund.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 60%

12. Indicate the number of employees supervised by class titles.

1 - Accountant II

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date 04/23/10 Phone No. (213) 808-8448

POSITION DESCRIPTION

City of Los Angeles

ATTACHMENT
5C

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Accounting Clerk II / 1223-2	3. Present Salary or Wage Rate: \$4,788.48/ mon
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 04/22/10
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department Los Angeles Housing Division Accounting Section Cash Management
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Position Objective: To assist Accountant II in managing cash need of NSP2 grant funds, process draw down, and update HUD DRGR related information in LAHD Track99 database for housing FMIS expenditure and program income data.
35%	1. Process Entitlements and program income drawdown in DRGR for NSP2 grant.
35%	2. Provide documentation from Track99 database for draw down according to established procedures. The draw down report from Track99 will ensure that pertinent HUD draws information in DRGR are entered into the database as well.
10%	3. Process cash drawdown in DRGR covering expenditures for administrative and related costs for NSP2 grant. Process salary program delivery draws based on schedule prepared by Accountant II. Maintain appropriate backup files for the draws.
5%	4. Process adjustments to draw down in DRGR and record DRGR information in Track99 database.
5%	5. Assist Accountant II in preparing quarterly financial transaction reports.
5%	6. Serve as backup for daily data download to update FMIS information in Track99.
5%	7. Prepare daily or weekly cash balance report when assigned. This report is distributed to all accountants, including other staff and selected senior managers in various divisions.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

POSITION DESCRIPTION

City of Los Angeles

1. Name of Employee: <u>Vacant</u>	2. Employee's Present Class Title/Code: <u>Accountant II / 1513-2</u>	3. Present Salary or Wage Rate: <u>\$5,475.78/ mont</u>
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared
<input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Review for Proper Allocation	<u>04/22/10</u>	

5. Location of office or place of work: <u>1200 W. 7th St., 8th Floor</u> <u>Los Angeles, CA 90017</u>	6. Name of Department <u>Los Angeles Housing</u> Division <u>Accounting</u> Section <u>Grant Management</u>
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	<p>Position Objective: To encumber funds and process payments in a timely manner for NSP II fund projects: Prior to disbursement of funds, contracts are submitted and funds have to be encumbered. Most requests are on a "RUSH" basis. Funds are needed for escrow payments within 5 working days. The following are duties for this position:</p> <p>1. Set up vendor code in FMIS by submitting request to Controller's liaison who approves the vendor on line. Encumber funds after ensuring that all relevant documents are submitted. Coordinate and send all contract documents to Compliance Audit Unit for authorization. Once authority is granted by compliance audit, prepare and print FMIS PO screen, and submit to Funds and Appropriation section. Multi funded projects may take at least 2 days for encumbrance document to be processed. Enter commitment information into in-house HIMS (Housing Information Management System) to make sure that commitment data in FMIS and HIMS are the same.</p>
40%	<p>2. Analyze and process disbursement requests and ensure that submitted supporting documents are complete, that the requested amount is correct and accurate, and that the document has all the necessary authorized signatures. Ensure that rehabilitation construction work related payment requests are accompanied by documentation and spreadsheet showing the nature and percentage of work done, and that authority to disburse funds is approved, signed, and dated by all parties concerned such as owner, contractor, Rehab Construction Specialist and his supervisor.</p>
10%	<p>3. Prepare and maintain proper contract and payment files as documentation needed in the event of audits.</p>
6%	<p>4. Record transactions in FMIS to reflect cash draws received from HUD, reconcile Grant Receivable balance in FMIS with LOCCS line of credit balance.</p>
4%	<p>5. Other duties as assigned such as preparing schedules for Single Audit, and other reporting from FMIS as needed.</p>

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties, responsibilities on the other side are not sufficiently and accurately described.
 Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
 Incumbent will operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 (a) Education (include specific matter).
 As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).
 As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. <input type="checkbox"/> Strength _____ Lift _____ Push _____ Pull _____ Average weight _____ Heaviest weight _____ <input type="checkbox"/> Climbing (stairs, ladders, poles) How far _____ <input type="checkbox"/> Face severe work conditions Outdoors _____ on/near water _____ Other/explain _____		SPECIAL NEED FOR: <input checked="" type="checkbox"/> Vision, to read fine print/numbers <input checked="" type="checkbox"/> Hearing, for telephone/alarms <input type="checkbox"/> Balance, for working heights Other/explain _____	EXTENSIVE USE OF: <input type="checkbox"/> Legs, for walking/standing <input type="checkbox"/> Hands and fingers <input type="checkbox"/> Back, for strenuous labor Other/explain _____	Hours per week _____ _____ _____
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(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____	Date _____
Class Title _____	Phone No. _____
Signature of department head _____	Date _____

POSITION DESCRIPTION

DO NOT USE THIS SPACE

City of Los Angeles

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Accountant II / 1513-2	3. Present Salary or Wage Rate: \$5,475.78/ mont
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 04/22/10
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department Los Angeles Housing Division Accounting Section Cash Management
--	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
 Name _____ Title **Sr. Accountant**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Position Objective: To manage cash need of NSP2 grant funds and supervise recording and reconciliation of expenditure records between City FMIS and draw down information in DRGR.
45%	1) Research, reconcile, and make adjustments to data in financial systems. Access and utilize the City's Financial Management Information System (FMIS) through the use of in-house Access database's future Fund Management Module for HIMS, and HUD's DRGR System. Reconcile HUD Activities for NSP2 in DRGR with FMIS Disbursement Records in Track99.
10%	2) Review and approval of Cash Receipt Correction (CRC) reports from Cashwiz prepared by Accounting Clerk.
10%	3) Perform daily and monthly reconciliation of cash balances and report check disbursement of NSP expenditures.
10%	4) Assist Senior Accountant (Cash Management) in updating the internal access database using data downloaded from FMIS and DRGR to track program income receipts and expenditures.
10%	5) Prepare report to monitor progress of commitments and draw downs to help in ensuring timeliness requirements.
5%	6) Prepare fiscal reports such as Federal Cash Transactions Report and related reconciliation for LAHD submission to HUD.
5%	7) Act as a lead person in the absence of Sr. Accountant to approve draw down in HUD DRGR, and review documentation before recommending approval. Oversee tracking and entering of funds commitments in DRGR for additional non-FMIS commitments supported by property purchase agreements.
5%	8) Prepare program delivery salaries and related costs schedules for draw down as project costs.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Rehabilitation Construction Specialist III	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Pres.</u> Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title CHPM

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Please see attached.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will be independent and operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- Strength _____ Lift _____ Push _____ Pull _____
Average weight _____ Heaviest weight _____
 Climbing (stairs, ladders, poles)
How far _____
 Face severe work conditions
Outdoors _____ on/near water _____
Other/explain _____

SPECIAL NEED FOR:

- Vision, to read fine print/numbers
 Hearing, for telephone/alarms
 Balance, for working heights
Other/explain _____

EXTENSIVE USE OF:

- Legs, for walking/standing _____
 Hands and fingers _____
 Back, for strenuous labor _____
Other/explain _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A ; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

ATTACHMENT TO POSITION DESCRIPTION FOR RCS III

Responsible for the more complex and/or technically difficult duties that are referred by the RCS II or RCS I. Participates in the policy formulation and problem resolution of programs at the program level; and acts as a liaison between the RCS II and the Program Managers.

50% - Supervision - Supervises the day to day activities of RCS I and RCS II staff involved in the implementation and oversight of the Neighborhood Stabilization Program (NSP), including: assigning, reviewing, approving, and monitoring of construction related work such as inspections, cost estimating, bidding, contract negotiations, contract compliance monitoring, construction specifications and project planning; assuring uniform application of city and federal regulations and adherence to program requirements; conducting systems review and analysis to improve staff performance; coordinating the review of construction documents, designs, plan specifications, and conducts surrounding site review to assure logical compatibility; coordinates the inspection of city-funded units under construction and provides direction in solving problems. May supervise clerical staff performing construction related duties.

25% - Technical Training and Research - Develops program procedures and implementation guidelines involving property inspections, preparation of construction specifications, and construction management and oversight. Trains and develops RCS I and RCS II staff in program policies and procedures. Provides technical support for RCS I and RCS II (e.g. refinement and training of skill levels in the technical trades such as plumbing, electrical, heating and air conditioning, fire safety, and lead based paint). Keeps abreast of new and changing technology and barriers to housing rehabilitation and production (i.e. new and existing housing code regulations, hazardous materials, Nationally Applicable Recommended Rehabilitation Provisions (NARRP), Historic preservation, Energy Efficiency and other sustainable technologies, and new trends in the industry.

20% - Construction Management – Provides oversight compliance for sub-recipients, developers, and general and sub-contractors involved in the construction or rehabilitation of residential properties. Reviews, interprets and develops program procedures and implementation guidelines involving all aspects of property rehabilitation, including property inspections, work specifications, construction techniques, environmental reviews, remediation of hazardous materials, architectural and engineering reports, plan check and construction permitting. Coordinates with other regulatory agencies (e.g. Fire Department, Building & Safety, and Department of Water and Power) to determine compliance with building, fire and zoning codes. Performs project feasibility and research. Serves as liaison to other City Departments, and State and Federal agencies. Provides technical assistance to Project Managers and Finance Officers on construction laws and regulations. Monitors the technical adequacy of the constructio. Assists in developing construction policies, procedures and production standards.

5% - Other related duties as assigned.



POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Rehabilitation Construction Specialist II	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home and Pres.</u> Section _____
--	--

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
	Please see attached.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 35%

12. Indicate the number of employees supervised by class titles.
1 - RCS I

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will be independent and operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- Strength _____ Lift _____ Push _____ Pull _____
- Average weight _____ Heaviest weight _____
- Climbing (stairs, ladders, poles)
- How far _____
- Face severe work conditions
- Outdoors _____ on/near water _____
- Other/explain _____

SPECIAL NEED FOR:

- Vision, to read fine print/numbers
- Hearing, for telephone/alarms
- Balance, for working heights
- Other/explain _____

EXTENSIVE USE OF:

- Legs, for walking/standing _____
- Hands and fingers _____
- Back, for strenuous labor _____
- Other/explain _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

N/A

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

ATTACHMENT TO POSITION DESCRIPTION FOR RCS II

Performs construction management and is responsible for staff development, training, and supervision of RCS I staff.

40% - Construction Management – Provides oversight compliance for sub-recipients, developers, and general and sub-contractors involved in the construction or rehabilitation of residential properties. Provides technical assistance to Project Managers and Finance Officers on construction laws and regulations. Monitors the technical adequacy of the construction. Assists in developing construction policies, procedures and production standards. Coordinates with other regulatory agencies (e.g. Fire Department, Building & Safety, and Department of Water and Power) to determine compliance with building, fire and zoning codes. Performs project feasibility and research. Serves as liaison to other City Departments, and State and Federal agencies. . . Works with property owners to achieve compliance with local building code and Housing Quality Standards.

35% - Responsible for supervision of the day to day activities of RCS I staff involved in the implementation and oversight of the Neighborhood Stabilization Program (NSP), including: assigning, reviewing, approving, and monitoring of construction related work such as inspections, cost estimating, bidding, contract negotiations, contract compliance monitoring, construction specifications and project planning; assuring uniform application of city and federal regulations and adherence to program requirements; conducting systems review and analysis to improve staff performance; coordinating the review of construction documents, designs, plan specifications, and conducts surrounding site review to assure logical compatibility; coordinates the inspection of city-funded units under construction and provides direction in solving problems. May supervise clerical staff performing construction related duties.

10% - Reviews, interprets and develops program procedures and implementation guidelines involving all aspects of property rehabilitation, including property inspections, work specifications, construction techniques, environmental reviews, remediation of hazardous materials, architectural and engineering reports, plan check and construction permitting.

10% - Prepares reports and other correspondence

5% - Performs other related duties as assigned.

POSITION DESCRIPTION

City of Los Angeles

ATTACHMENT
5Q

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Rehabilitation Construction Specialist I	3. Present Salary or Wage Rate:
---------------------------------------	--	---------------------------------

4. Reason for Preparing Description:	Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., 8th Floor Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing</u> Division <u>Home & Pres.</u> Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title RCS III

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
Please see attached.	

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Position will be independent and operate with minimal supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As per bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alerts

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond _____

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On-going public and inter-agency contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

ATTACHMENT TO POSITION DESCRIPTION FOR RCS 1

Responsible for inspecting properties, preparing job specifications, estimating rehabilitation cost, coordinating the bidding process, monitoring construction progress and preparing reports, forms and other necessary documents, and serves as a liaison to contractors and property owners throughout the rehabilitation process.

30% - Construction Management – Provide oversight compliance for sub-recipients, developers, and general and sub-contractors involved in the construction or rehabilitation of residential properties.

40% - Conduct a comprehensive inspection, and complete a full inspection report of the condition of existing structures and site to determine deficiencies, health and safety and code violations. Complete a detailed floor plan and site plan/plot plan delineating space dimensions, sizes, location of components and systems, apparatus and appurtenances. Sketch or diagram deficiencies and their locations. Read and interpret lead base paint inspection reports and risk assessment data, complete a lead base paint location floor plan, abatement plan and scope of work. Read and interpret termite reports, identify construction related repairs and complete a scope of work. Complete an environmental assessment package for submittal for environmental research. Research the Department of Building & Safety records for all permits and notices recorded on the property.

15% - Complete a photo portfolio of before, in progress and after completion of the project. Apply LAHD Housing Standards, Building Code Requirements for new installations and existing housing rehabilitation to all deficiencies, health and safety violations and provide an economical solution. Analyze and evaluate all information collected and complete a full, comprehensive Work Write-Up/Rehabilitation and Construction Specifications and Cost Feasibility analysis. Complete a full, comprehensive bid package, analyze bids received, assist in negotiating construction cost and selecting lowest, responsible bidders. Complete a construction file folder/package in a prescribed format to be submitted for funding. Provide comprehensive construction management of projects being constructed or rehabilitated. Conduct a preconstruction and Notice to Proceed meeting with the property owner(S) and contractor.

10% - Monitor the progress of rehabilitation and construction; evaluate work completed, recommend and prepare disbursement request for the release of progress payments to contractors. Negotiate disputes between contractors and property owners.

5% - Conduct final inspections, payments, collect all required documents and close out project.

**FUNDING APPROVAL AND GRANT AGREEMENT FOR
NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2) FUNDS
AS AUTHORIZED AND APPROPRIATED UNDER THE
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 AND THE
HOUSING AND ECONOMIC RECOVERY ACT OF 2008
(PUBLIC LAWS 111-5 and 110-289)**

NSP2 GRANTEE: City of Los Angeles

NSP2 GRANT NUMBER: B-09-LN-CA-0046

NSP2 GRANT AMOUNT: \$100,000,000

NSP2 APPROVAL DATE: January 14, 2010

NSP2 EXPENDITURE DEADLINE (2 YEAR): February 11, 2012

NSP2 EXPENDITURE DEADLINE (3 YEAR): February 11, 2013

1. This Grant Agreement between the U.S. Department of Housing and Urban Development (HUD) and City of Los Angeles (Grantee) is made pursuant to the authority of title XII of Division A of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5 (February 17, 2009)) (Recovery Act) and sections 2301 – 2304 of the Housing and Economic Recovery Act of 2008 (Public Law 110-289 (July 30, 2008)) (HERA). The program established pursuant to section 2301-2304 of HERA is known as the "Neighborhood Stabilization Program" or "NSP." The term "NSP2" refers to the second appropriation of NSP funds provided under the Recovery Act. The Notice of Fund Availability for the Neighborhood Stabilization Program 2 under the American Recovery and Reinvestment, 2009 (Docket No. FR-5321-N-01, May 4, 2009) (NOFA); the three Notices of Fund Availability for Fiscal Year 2009 Neighborhood Stabilization Program 2 under the American Recovery and Reinvestment Act of 2009, Correction (Docket No. FR-5321-C-02, June 11, 2009; Docket No. FR-5321-C-03, November 9, 2009; and Docket No. FR-5321-C-04); the Recovery Act; HERA; the Grantee's application for NSP2 assistance (Grantee Application); the HUD regulations at 24 CFR Part 570 (as modified by the NOFA as now in effect and as may be amended from time to time) (Regulations); and this Funding Approval, including any special conditions, constitute part of the Grant Agreement. In the event of a conflict between a provision of the Grantee's Application and any provision of this Grant Agreement, the latter shall control.

2. The Grantee shall comply with governmentwide guidance and standard award terms established by the Office of Management and Budget (OMB) concerning the implementation of the Recovery Act, including *Requirements for Implementing Sections 1512, 1605, and 1606 of the American Recovery and Reinvestment Act of 2009 for Financial Assistance Awards*, 74 Fed. Reg. 18449 (April 23, 2009) (to be codified at 2 CFR part 176) (as now in effect and as may be amended from time to time). The Grantee shall comply with reporting requirements established by HUD and OMB (including all revisions to such reporting requirements), as well as section 1553 of the Recovery Act (including implementing guidance).
3. Subject to the provisions of this Grant Agreement, HUD will make NSP2 Grant Funds in the amount of \$100,000,000 available to the Grantee upon execution of this Grant Agreement by the parties. Of that amount, \$25,000,000 must be used for the purchase and redevelopment of abandoned or foreclosed homes or residential properties that will be used to house individuals or families whose incomes do not exceed 50 percent of area median income, pursuant to the Recovery Act and HERA. The Grantee shall have 24 months from the date of HUD's execution of this Grant Agreement to expend half of the NSP2 Grant amount pursuant to the requirements of this Agreement, the Recovery Act, HERA and the NOFA, as amended. The Grantee shall have 36 months from the date of HUD's execution of this Grant Agreement to expend the total NSP2 Grant amount pursuant to the requirements of this Agreement, the Recovery Act, HERA and the NOFA, as amended. The NSP2 Grant Funds may be used to pay eligible costs arising from eligible uses incurred after the NSP2 Approval Date provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-award planning and general administrative costs may not be paid with funding assistance except as permitted in the NOFA, as amended. Other pre-award costs may not be paid with funding assistance except as permitted by 24 CFR 570.200(h); for purposes of NSP2, such costs are limited to those incurred on or after the date that the NSP2 NOFA was published by HUD.

If the Grantee's NSP2 Grant Amount is less than the amount requested in the Grantee's NSP2 Application, the Grantee must submit a Revised Budget and Activity List, (see Appendix A), with the executed copy of this Grant Agreement. The Grantee is reminded that the Revised Budget and Activity List must still comply with the requirements of the NSP2 NOFA. Specifically, the Grantee is required to 1) return a minimum of 100 abandoned or foreclosed homes back to productive use or otherwise eliminate or mitigate the negative effects on the stability of the target geography and 2) ensure that the target geography in which the Grantee intends to carry out NSP2 activities has an average combined needs index score of 18 or greater.

4. The Grantee agrees to assume all of the responsibilities for environmental review, decisionmaking, and actions, as specified and required in regulations issued by the Secretary pursuant to section 104(g) of Title I of the Housing and Community Development Act, as amended (42 U.S.C. 5304) and published in 24 CFR Part 58.

5. The Grantee agrees that it will demolish or convert units using NSP2 funds only to the extent and scope described in the NSP2 application. The Grantee agrees that under no circumstances will NSP2 funds be used to demolish any public housing (as defined in section 3 of the United States Housing Act of 1937 (42 U.S.C. 1437a)).
6. The Grantee agrees to comply with the Recovery Act provisions concerning tenant protections applicable to NSP2 acquisitions of foreclosed property. The Grantee must document its efforts to ensure that the initial successor in interest (ISII) in a foreclosed upon dwelling or residential real property (typically, the initial successor in interest in property acquired through foreclosure is the lender or trustee for holders of obligations secured by mortgage liens) has provided bona fide tenants with the notice and other protections outlined in the Recovery Act. The Grantee will not use NSP2 funds to finance the acquisition of property from any initial successor in interest that failed to comply with applicable requirements unless the Grantee assumes the obligations of such initial successor in interest with respect to bona fide tenants. If the Grantee elects to assume such obligations, it may only do so if the tenant is still occupying the property and will provide any tenant displaced as a result of the NSP2 funded acquisition with the assistance outlined in 24 CFR 570.606. If the Grantee knows that the ISII did not comply with the NSP tenant protection requirements and vacated the property contrary to the NSP requirements, NSP2 funds cannot be used to acquire such properties.
7. The Grantee further acknowledges its responsibility for adherence to all applicable terms and conditions of this grant award by sub-recipient entities and contractors, including obtaining a DUNS number (or updating the existing DUNS record), and registering with the Central Contractor Registration. The DUNS number shall be provided by the Grantee on the execution page of this agreement.
8. This Grant Agreement may be amended only with the prior written approval of HUD. Changes that affect program design elements that HUD considered in rating NSP2 applications may result in HUD re-rating the application. In considering proposed amendments to this Grant Agreement, HUD shall also review, among other things, whether the amendment is otherwise consistent with the Recovery Act, HERA, the NOFA, as amended, and the Regulations.
9. The Grantee may not amend its Grantee Submission other than as described above; however, such amendments will be subject to the requirements of the NOFA and any revisions HUD may make to the NOFA (or any successor Notice or regulation).
10. The Grantee must respond in writing to any citizen complaint within 15 working days, if feasible, and send a copy of the response to HUD. The Grantee shall at all times maintain an up-to-date copy of its Grantee Application, including all amendments approved by HUD, on its Internet website. Further, the Grantee shall maintain information on all drawdowns, deposits, and expenditures of grant funds and program income under this Funding Approval and Grant Agreement and any other records required by 24 CFR 570.506 and the NOFA, as amended, in its files and shall make such information

City of Los Angeles

B-09-LN-CA-0046

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available for audit or inspection by duly authorized representatives of HUD, HUD's Office of the Inspector General, the Recovery Act Transparency Board or the Comptroller General of the United States.

11. The Grantee is advised that providing false, fictitious or misleading information with respect to NSP2 Grant Funds may result in criminal, civil or administrative prosecution under 18 USC § 1001, 18 USC § 1343, 31 USC § 3729, 31 USC § 3801 or another applicable statute.
12. Close-out of this grant shall be subject to the provisions of 24 CFR 570.509 or such close-out instructions as may hereafter be issued by HUD specifically for NSP2 grants.

Special Conditions: Not applicable

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Application Overview
(Application No. 688479394)

The City of Los Angeles is requesting an allocation of \$100,000,000 in Neighborhood Stabilization Program 2 (NSP2) funds to acquire, rehabilitate and re-sell up to 1,200 housing units. The City will meet the NSP2 required outcomes by implementing the two program strategies described below, which will reduce the number of vacant and abandoned properties, reduce the absorption period for sales of foreclosed properties, and stabilize home values in the target neighborhoods.

From January 2007 to March 2009, a total of 24,611 housing units (19,652 single- and multi-family housing properties) were foreclosed upon in the City of Los Angeles. During the first quarter of 2009, a total of 3,368 units were foreclosed citywide, an increase of 341% from the first quarter of 2007. The Los Angeles Housing Department (LAHD) has been monitoring the impact of foreclosures and is implementing the City's approved Neighborhood Stabilization Program (NSP1).

NSP2 will support and enhance the City's NSP1 funded efforts. As with NSP1, the selection of the NSP2 target areas was driven by data that quantifies neighborhood-specific need based on the HUD Foreclosure Risk Scores. This data reveals that the hardest hit areas of the City are the Eastside and South Los Angeles and neighborhoods in the San Fernando Valley. These NSP2 target areas represent less than 10% of the area of the entire city. However, 32% of the foreclosures (and 35% of all units foreclosed upon) have taken place in these areas.

During this 27-month period, , within the target areas, there have been 6,330 foreclosed properties (which represent 8,525 units). Of these, 4,990 are single-family homes or condos and 3,535 are units in 1,340 multi-family buildings. The foreclosed multi-family buildings in the target areas represent 50% of all the foreclosed multi-unit buildings citywide. As a result of the concentration of foreclosures in the target areas, home values have also significantly declined. From 2007 to 2008, home values in the target areas declined 30%-47% and further declines have occurred in 2009. For many households, the equity value in their home represented a significant source of wealth that has evaporated.

The target areas in Los Angeles also represent communities with high concentrations of poverty. In these areas, residents have employment rates that are lower than the City as a whole; are more likely to live in overcrowded conditions and pay a higher percentage of income on housing costs; and have greater likelihood of being victims of crime.

NSP2 PROGRAM COMPONENTS

Walk-in Purchase Assistance with Rehabilitation

The Walk-In Purchase Assistance with Rehabilitation program offers purchase assistance and rehabilitation financing to eligible low- and moderate-income homebuyers seeking to purchase a foreclosed home in the target areas. The program provides mortgage assistance and rehabilitation loans totaling up to:

- \$125,000 for low and moderate-income households (<80% AMI); and
- \$100,000 for middle-income households (81-120% AMI).

The mortgage assistance loans are considered gap-financing and limited to the amount necessary to bridge the gap between the maximum first mortgage loan attainable by the homebuyer and the purchase price of the home. Loan repayments are due upon sale, title transfer of the property or first mortgage repayment. Shared appreciation applies to purchase assistance portions of the loans. For rehabilitation loans, three percent (3%) simple interest is applied. Borrowers must continually occupy the property as their primary residence.

REO Bulk Purchase Program through Restore Neighborhoods LA, Inc. (RNLA)

RNLA was recently established as a non-profit 501 (c)(3) and Community Based Development Organization (CBDO). As LAHD's NSP subrecipient, RNLA acquires foreclosed properties in bulk from lenders and servicers, rehabilitates single-family homes and offers them for sale to homebuyers. It also works with mission-driven affordable housing developers to acquire and rehabilitate foreclosed multi-family properties to manage as affordable rental housing.

RNLA is a key component of the City's strategy to stabilize neighborhoods because it acquires and transforms the worst, most blighted properties into attractive homes rehabilitated to the Green Communities Standard. This standard ensures that sustainable materials and technologies are employed in the rehabilitation of properties (i.e. energy efficiency, water efficiency, indoor air quality, and effective resource management). By purchasing and rehabilitating these blighted and abandoned properties, RNLA improves the housing stock while removing opportunities for criminal and other gang-related activity.

RNLA is working with the National Community Stabilization Trust (NCST) to negotiate bulk purchases of REO properties from banks and loan servicers. They are also working with the NCST/REO Capital Fund on a \$20 million revolving line of credit to acquire and rehabilitate foreclosed residential properties. The line of credit will leverage significantly more private loan capital to finance the acquisition and rehabilitation of foreclosed properties in the target neighborhoods.

These two strategies (Walk-in Program and RNLA Bulk Purchase) can be used in every target area, in combination and separately. Almost all foreclosed properties in the San Fernando Valley are single family detached homes and condominiums. In this area, market forces can be harnessed, with the proper financial incentives, to focus lower and middle income families on purchasing and rehabilitating REOs. The Walk-in Program provides those incentives to families that would like to become homeowners.

The markets in the Eastside and South Los Angeles are much more challenging. Because the average absorption periods are long – six and nine months respectively – blighted properties accumulate in the neighborhoods becoming havens for squatters and staging areas for crime. These foreclosed properties include smaller single family homes and two to four unit rental buildings. Strategies to address these areas differ from those that will work in the San Fernando Valley. The RNLA Bulk Purchase Program will focus on South Los Angeles and the Eastside where the most distressed foreclosed properties are located. These properties will be purchased in bulk from lenders, rehabilitated and resold, transforming a huge negative into positive homeownership and long-term affordable rental opportunities for neighborhood residents.

The City's NSP2 implementation strategy includes private and public partnerships with mortgage lenders, homebuyer educators and the real estate industry, Enterprise Community Partners, County of Los Angeles Department of Mental Health, Los Angeles Homeless Service Authority, Housing Authority of the City of Los Angeles and local non-profit service providers. NSP2 funds will also be utilized in combination with other federal American Recovery and Reinvestment Act resources from HUD such as the Homelessness Prevention and Rapid Re-Housing Program and CDBG-Recovery programs. The City of Los Angeles is committed to arrest the downward spiral and neighborhood decline caused by foreclosures and eliminate blight in its neighborhoods.