

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: August 7, 2019

CAO File No. 0220-00540-1369  
Council File No. 19-0638  
Council District: Citywide

To: The Mayor  
The Council

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



Reference: Housing and Community Investment Department transmittal dated May 29, 2019; Received by the City Administrative Officer on June 18, 2019; Additional Information Received through August 5, 2019

Subject: **REQUEST FOR AUTHORITY TO ACCEPT A TRAINING GRANT FROM THE CALIFORNIA COMMUNITY FOUNDATION FOR HOUSING DEVELOPMENT BUREAU STAFF DEVELOPMENT**

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### RECOMMENDATIONS

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

1. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:
  - a. Accept a \$30,000 grant from the California Community Foundation (CCF) to implement the training plan detailed on Table 1 of the HCID transmittal dated May 29, 2019, and to finalize the proposed accomplishments for the Grant Agreement;
  - b. Negotiate and execute the Grant Agreement with the CCF to implement a training plan for HCID's Housing Development Bureau staff development in an amount not to exceed \$30,000 for a grant term of one year from July 1, 2019 to June 30, 2020, in substantial conformance with the draft Agreement attached to this report, subject to the review and approval of the City Attorney as to form and legality;
  - c. Instruct the HCID to work with the CCF to revise the language of the Grant Agreement's Training Objective No. Two to better reflect the HCID's collaboration with the California Housing Partnership Corporation (CHPC) prior to executing the Grant Agreement;
  - d. Instruct the HCID to return to the Mayor and Council to request authority to execute any subsequent grant amendments with the CCF;
  - e. Prepare Controller instructions and make any necessary technical adjustments

consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer; and,

2. Authorize the City Controller to:

- a. Establish a new account 43S810 - CCF Grant HDB Training within the HCIDLA Small Grants and Awards Fund No. 49N, and appropriate \$30,000 upon receipt of the grant; and,
- b. Expend funds in an amount not to exceed \$30,000 within the HCIDLA Small Grants and Awards Fund No. 49N, Account 43S810 - CCF Grant HDB Training, upon proper written demand of the General Manager, HCID, or designee.

## **SUMMARY**

The Housing and Community Investment Department (HCID) requests authority to accept and expend a training grant in the amount of \$30,000 from the California Community Foundation (CCF) to support Housing Development Bureau (HDB) staff development. The HCID also requests authority to execute all relevant grant agreements, attachments, and amendments with CCF for a grant term from July 1, 2019 to June 30, 2020. Subsequent to the release of the HCID transmittal dated May 29, 2019 (Report), the HCID provided the draft agreement from CCF, which is attached to this report. The grant will be used to implement a training program for HDB staff in 2019-20. This Office concurs with the recommendations of the Department, as amended to instruct the HCID to return to the Mayor and Council to request authority to execute any subsequent grant amendments with CCF.

On May 24, 2019, the HCID submitted an application for the \$30,000 training grant after receiving a formal invitation to apply for this grant from the CCF. The HCID reports that the training grant is needed to: 1) increase the training resources available for staff development; 2) train new staff unfamiliar with the HDB's current regulatory restrictions, processes, policies, and procedures; and 3) build staff capacity and cultivate new program managers to better manage and implement the HCID's affordable housing development programs. Additional information regarding the HCID's training needs can be found in the HCID's Report. The HCID has identified eight potential trainings that will address their training goals. The eight trainings are part of the proposed training program that was submitted and approved by the CCF. A breakdown of the proposed training and the training costs not to exceed \$30,000 can be found in Table 1 of the HCID's Report. The HCID clarified that the training program will only target a portion of HDB staff in order to fulfill immediate training needs not addressed through existing training resources.

The draft Grant Agreement requires that the HCID prepare and submit a report to the CCF by June 30, 2020 outlining their progress towards the following training objectives: 1) implementing the training plan outlined in Table 1 of the HCID's Report, and 2) working with the California Housing Partnership Corporation (CHPC) to develop and implement a comprehensive joint training program for both HCID staff and the Los Angeles Community Development Authority (County) staff. The CHPC is a training provider which is separately contracting with the CCF to

provide multi-family finance training to both the City and the County. Subsequent to the release of their Report, the HCID clarified that HCID is not responsible for implementing the training program. Instead, both HCID and County staff will work with the CHPC to identify training they would like CHPC to provide. To date, the HCID has identified three CHPC trainings that meet HCID's training needs, which are found in Table 2 of the HCID's Report. The trainings identified by the HCID and the County will be fully funded by the contract between the CHPC and CCF. The HCID indicated that they will work with the CCF to revise the language of Training Objective No. Two to better reflect the HCID's collaboration with the CHPC prior to executing the Grant Agreement.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The recommendations comply with City Financial Policies in that they provide for the acceptance of a \$30,000 training grant from the California Community Foundation, which will fund the requested activities.

*RHL:BT:02200007C*

Attachment

**GRANT AGREEMENT**

Date Authorized: 6/14/2019

City of Los Angeles

Grant Number: BA-19-155473

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

Approved Amount: \$30,000.00

Total Amount of Intended Grant: \$30,000.00

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

Special Grant Conditions: N/A

Foundation Officer: Chris Hubbard

Grant Period Begins: 7/1/2019

Ends: 6/30/2020

**Payment Schedule**

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

**Reporting Schedule**

Deliverable	Due Date
Report 1	6/30/2020

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

**Measurable Objectives:**

1. Implement a training program to deepen HCIDLA staff knowledge and skills, per the year one goal training program outlined (table 1) on page 5 of the HCIDLA Training Grant Proposal dated May 20, 2019.
  
2. Work with California Housing Partnership Corporation to develop and implement a comprehensive nine-month joint training program for the housing finance and development staff of the City of Los Angeles Housing and Community Investment Department (HCIDLA) and the Los Angeles Community Development Authority (LACDA) including up to nine classroom style trainings developed in partnership with HCIDLA and LACDC leadership.

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

**Expected Outcomes**

N/A

**Special Provisions:**

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

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

I. Announcing Grant

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

II. Expending of Funds

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

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

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

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

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

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

### III. Report to the Foundation

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

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

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

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

#### IV. Limit of Commitment

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

#### V. Nondiscrimination

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

FOR THE GRANTEE:

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Date	Signature of Authorized Representative
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Print Name	Print Title
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FOR THE FOUNDATION

6/14/2019

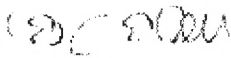
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Date	Ann Sewill Vice President, Health & Housing
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6/14/2019

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Date	Efrain Escobedo Vice President, Education & Immigration
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