



AGENDA AND NOTICE OF THE SPECIAL MEETING OF THE
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF
DIRECTORS

MONDAY, JUNE 28, 2021 – 10:00 A.M.

Teleconference Meeting

Zoom Link: <https://zoom.us/j/96056413516>

Livestream Available at: <https://youtu.be/ozdTUP68Mp0>

Thank you for participating in today’s meeting. The Board of Directors encourages public participation and invites you to share your views on agenda items.

MEETINGS: The Board of Directors agenda packet is available at the San Gabriel Valley Regional Housing Trust (SGVRHT) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvrht.org. Copies are available via email upon request (bacevedo@sgvrht.org). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVRHT website. Your attendance at this public meeting may result in the recording of your voice.

PUBLIC PARTICIPATION: Your participation is welcomed and invited at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVRHT requests that persons addressing the meeting refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE GOVERNING BOARD: At a regular meeting, the public may comment on any matter within the jurisdiction of the Board of Directors during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. There is a three-minute limit on all public comments. Proxies are not permitted, and individuals may not cede their comment time to other members of the public. **The Board of Directors may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Board of Directors. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Board of Directors can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Board of Directors.

SGVRHT Officers

Chair
Jed Leano

Vice-Chair
Becky Shevlin

Jurisdictional Representatives
Northeast Representative
Gary Boyer, Glendora

Northwest Representative
Becky Shevlin, Monrovia

Central Representative
Maria Morales, El Monte (Delegate)
Emmanuel Estrada,
Baldwin Park (Alternate)

Southeast Representative
Patty Cortez, Covina

Southwest District
Adele Andrade-Stadler,
Alhambra

At-Large Representatives
Margaret Finlay, Duarte
Jed Leano, Claremont

Housing/Homeless Experts
Carol Averell (Delegate)
Benita DeFrank (Delegate)
Alma Martinez (Alternate)

Members

- Alhambra
- Arcadia
- Azusa
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- Duarte
- El Monte
- Glendora
- Irwindale
- La Cañada Flintridge
- La Verne
- Monrovia
- Montebello
- Pasadena
- Pomona
- San Gabriel
- South El Monte
- South Pasadena
- West Covina



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF COVID-19: On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local State of Emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new Order issued by the Governor and ensure the safety of Board Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the San Gabriel Valley Regional Housing Trust Board of Directors meeting scheduled for June 28, 2021 at 10:00 AM will not be allowed. To allow for public participation, the Executive Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://zoom.us/j/96056413516>. You may also access the meeting via the livestream link on the front of the agenda page.

Submission of Public Comments: For those wishing to make public comments on agenda and non-agenda items you may submit comments via email or by phone.

- Email: Please submit via email your public comment to Brielle Acevedo at bacevedo@sgvrht.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be part of the recorded meeting minutes but will not be read aloud. A copy of all public comments will be forwarded to the Committee.
- Zoom: Through Zoom, you may speak by using the web interface "Raise Hand" feature. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes. Public comment is taken at the beginning of the meeting for items not on the agenda. Public comment is also accepted at the beginning of each agenda item.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Brielle Acevedo at least 48 hours prior to the meeting at (626) 209-9238 or at bacevedo@sgvrht.org.

PRELIMINARY BUSINESS

5 MINUTES

1. Call to Order
2. Roll Call
3. Public Comment *(If necessary, the President may place reasonable time limits on all comments)*
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting.

ACTION ITEMS

15 MINUTES

5. Local Housing Trust Fund Application- Page 1
Recommended Action: (1) Adopt Resolution 21-15 authorizing submittal of the SGVRHT LHTF Application and (2) Adopt Resolution 21-16 authorizing the Executive Director to issue Letters of Intent pending award of State Funds

GENERAL COUNSEL'S REPORT

5 MINUTES

EXECUTIVE DIRECTOR'S REPORT

5 MINUTES

CHAIR'S REPORT

5 MINUTES

ADJOURN

DATE: June 28, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **LOCAL HOUSING TRUST FUND (LHTF) APPLICATION**

RECOMMENDED ACTION

- (1) Adopt Resolution 21-15 authorizing submittal of the SGVRHT LHTF Application.
- (2) Adopt Resolution 21-16 authorizing the Executive Director to issue letters of intent (LOIs) for the following projects:
 - a. East End Village (Pomona)
 - b. Mariposa Housing (Alhambra)

BACKGROUND

The San Gabriel Valley Regional Housing Trust (SGVRHT) will apply to the California Department of Housing and Community Development (HCD) Local Housing Trust Fund (LHTF) Grant Program in August 2021. The LHTF Program will provide approximately \$57 million to housing trust funds for construction loans and/or permanent loans for affordable housing rental projects, permanent supportive housing, emergency shelters, transitional housing, affordable homebuyer/homeowner projects, and construction of accessory dwelling units. The SGVRHT is eligible to apply for between \$1,000,000 and \$5 million, provided the SGVRHT has sufficient matching funds equal to or exceeding the requested amount.

At its April 7, 2021 meeting, the SGVRHT Board of Directors approved LHTF Project Scoring Guidelines (Guidelines) based on the priorities established by the LHTF Program. The Guidelines designated the Project Pipeline as the first phase funding process for the LHTF application and identified the following criteria for evaluating projects to include in the LHTF application:

- Number and percentage of units affordable for households with 30% or less of Area Median Income (AMI);
- Project type (new construction over acquisition-rehabilitation and rental over ownership);
- The sponsoring jurisdiction's "Community Need" score, as measured by the percentage of lower-income households (80% AMI and below) paying more than 50% of their household income on rent or owner expenses (based on HUD CHAS data);
- Efficient use of SGVRHT funds (i.e., a low per-unit funding request);
- Readiness to close financing and begin construction; and
- Contribution of matching funds from the sponsoring jurisdiction.

Eligible matching funds include dedicated sources of funding such as taxes, fees, loan repayments, or public or private contributions. Funds restricted for housing use by state or federal law are not considered matching funds with the exception of Permanent Local Housing Allocation (PLHA). PLHA funds may be allocated to a regional housing trust as an eligible use. Several member cities have allocated their PLHA funds or a portion thereof to the SGVRHT. These funds will be used as the matching funds for this LHTF application. Member cities have committed PLHA funds from Fiscal Years 2020-21 and 2021-22 for use as matching funds, totaling \$1,329,247. The SGVRHT is allocating \$204,180 for use in the Non-Congregate Emergency Shelter Pilot Program, leaving \$1,125,067 for use as LHTF matching funds.

DISCUSSION

The LHTF application is anticipated to be competitive. The SGVRHT was successful in securing an award in 2020 and is poised to perform well this year based on the LHTF scoring criteria released by HCD, which are consistent with the adopted Guidelines. The Project Pipeline has 19 projects at various stages in the predevelopment process. Staff and the consultant team from Harris and Associates reviewed application materials that had been submitted to the SGVRHT for the projects and reached out to member cities and project developers to gather any updated information required to evaluate projects against the adopted Guidelines. An evaluation sheet is included as Attachment B. As a result, the following projects are recommended for inclusion in the LHTF application:

- **East End Village (Pomona):** 125-unit affordable housing project serving low and very low-income families. The project will have an onsite health clinic. The City of Pomona is contributing \$400,000 in PLHA directly to the project as well as 6 project-based vouchers. Construction is anticipated to begin in March 2022 with an anticipated occupancy date of March 2025. The funding request for this project is \$1,000,000.
- **Mariposa Housing (Alhambra):** 50-unit affordable housing project serving low-income individuals and families. The project will include a special-needs set aside and utilize project-based vouchers as rental subsidy. Construction is anticipated to begin in February 2022 with an anticipated occupancy date of May 2023. The funding request for this project is \$1,000,000. The City of Alhambra is contributing \$116,407 in matching funds in the form of PLHA.

The following table shows these projects and the funding requests:

City	# of units	30% AMI units	Percentage of 30% AMI units	Funding Request	SGVRHT & City funds ¹	LHTF funds
Pomona	125	50	40%	\$1,000,000	\$500,000	\$500,000
Alhambra	50	24	48%	\$1,000,000	\$500,000 ²	\$500,000
5% admin	-	-	-	\$105,000	\$52,500	\$52,500
TOTAL	175	74	42%	\$2,105,000	\$1,052,500	\$1,052,500

¹ This reflects eligible match. State and Federal housing funds (including HOME funds) are not eligible as match.

² Alhambra is contributing \$116,407 in PLHA to the SGVRHT

REPORT

These projects allow the SGVRHT to meet the LHTF program requirement that at least 30% of all program funds are expended on extremely low-income households.

The SGVRHT must provide match funds for all funding requested through the LHTF Grant Program. Including 5% allowable administrative expenses, the SGVRHT's total funding request is \$2,105,000. As such, the SGVRHT is requesting \$1,052,500 in LHTF funds, to be matched with funds already secured by the SGVRHT.

The timing of the projects recommended for inclusion and the developers' ability to secure funding from other sources would benefit from having letters of intent (LOIs) issued for the specific projects. As such, staff recommends that the Board authorize the Executive Director to issue these LOIs. Following the LOIs, staff and Harris and Associates will continue to review the projects as they evolve to ensure that the projects satisfy SGVRHT's loan guidelines and underwriting standards, in accordance with the LHTF Program requirements.

NEXT STEPS

Staff from Harris and Associates will be available during the staff presentation to provide additional insight on the recommended projects. Upon approval of the recommended project list by the Board, staff will issue LOIs for the specified projects and complete the LHTF application.

Matching funds are required to be on deposit or secured by a legally binding contract prior to submission of the LHTF application. PLHA may be considered as matching funds if the member city has adopted a resolution stating the amount of funds that will be transferred to the SGVRHT. Staff will work with member cities to ensure matching funds are deposited or a signed resolution is on file prior to the application deadline.

Staff will ensure the application is submitted by the deadline of August 3, 2021.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-15 Authorizing submittal of the SGVRHT LHTF application

REPORT

Attachment B – Resolution 21-16 Authorizing Executive Director to issue Letters of Intent
Attachment C – Project Pipeline Evaluations

RESOLUTION NO. 21-15

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
AUTHORIZING SUBMITTAL OF THE LOCAL HOUSING TRUST FUND APPLICATION**

AUTHORIZING RESOLUTION

A necessary quorum and majority of the directors of San Gabriel Valley Regional Housing Trust (“Applicant”) hereby consents to, adopts and ratifies the following resolution:

A. WHEREAS, the Department is authorized to provide up to \$57 million under the Local Housing Trust Fund (“LHTF”) Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 (SB 3)) (“Program”).

B. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice of Funding Availability (“NOFA”) dated 5/3/2021 under the LHTF Program;

C. WHEREAS Applicant is an eligible Local or Regional Housing Trust Fund applying to the Program to administer one or more eligible activities using Program Funds.

D. WHEREAS the Department may approve funding allocations for the LHTF Program, subject to the terms and conditions of H&S Code Section 50842.2, the LHTF Program Guidelines, NOFA, Program requirements, the Standard Agreement and other related contracts between the Department and LHTF award recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives an award of LHTF funds from the Department pursuant to the above referenced LHTF NOFA, it represents and certifies that it will use all such funds on Eligible Projects in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules and laws regarding the LHTF Program, as well as any and all contracts Applicant may have with the Department (“Eligible Project”).

2. NOW, THEREFORE, IT IS RESOLVED: That the Regional Housing Trust Fund is hereby authorized to act as the manager in connection with the Department's funds to Eligible Projects pursuant to the above described Notice of Funding Availability in an amount not to exceed \$1,052,500 (the "LHTF Award"). NOTE: Dollar amount must include amount used for administrative costs, pursuant to Section 105(b) of the Guidelines.

3. Applicant hereby agrees to match on a dollar for dollar basis the LHTF Award pursuant to Guidelines Section 104. Applicant hereby agrees to utilize matching finds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).

4. Pursuant to Attachment 1 and the Applicant’s certification in this resolution, the LHTF funds will be expended only for Eligible Projects and consistent with all program requirements.

5. Nonprofit Housing Trust Funds and Native American Tribe Housing Trust Funds agree to use Program Funds only for Eligible Projects located in cities and counties that submitted an

adopted Housing Element that was found by the Department to be in compliance and that have submitted their Housing Element Annual Progress Report (APR) for the current year or prior year by the application due date.

6. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, H&S Section 50842.2 and LHTF Program Guidelines.

7. Marisa Creter is/are authorized to execute the LHTF Program Application, the LHTF Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the LHTF Award to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Regional Housing Trust Fund this 28th day of June, 2021 by the following vote:

AYES: _____ ABSTENTIONS: _____ NOES: _____ ABSENT: _____

Approving Officer: Jed Leano

Signature of Approving Officer _____

CERTIFICATE OF THE ATTESTING OFFICER

The undersigned, Officer of David A. DeBerry does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the San Gabriel Valley Regional Housing Trust, which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: David A. DeBerry

Signature of Attesting Officer _____

RESOLUTION NO. 21-16

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(TRUST) AUTHORIZING EXECUTIVE DIRECTOR TO ISSUE LETTERS OF INTENT
FOR ELIGIBLE PROJECTS**

WHEREAS, the San Gabriel Valley Regional Housing Trust (SGVRHT) adopted the San Gabriel Valley Project Pipeline as the first phase funding process for the Local Housing Trust Fund (LHTF) application; and

WHEREAS, the SGVRHT will be submitting a LHTF application to the State; and

WHEREAS, the SGVRHT evaluated pipeline projects for consideration for its LHTF application;

WHEREAS, funding awards for the eligible projects would be designated with a Letter of Intent (LOI).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust authorizes the Executive Director to issue Letters of Intent (LOIs) to eligible projects, attached hereto and incorporated herein as Exhibit A.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 28th day of June 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Directors held on the 28th day of June 2021, by the following vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

Exhibit A – Projects for Inclusion in LHTF Application

Project Name	City	# of units	30% AMI units	Percentage of 30% AMI units	Funding Request	SGVRHT & City funds	LHTF funds
East End Village	Pomona	125	50	40%	\$1,000,000	\$500,000	\$500,000
Mariposa Housing	Alhambra	50	24	48%	\$1,000,000	\$500,000	\$500,000

San Gabriel Valley Regional Housing Trust
Development loan application rankings for LHTF Program

Jurisdiction & Project Name / Address	Total Score*	Number of units		% of units at 30% AMI		Project type		Community Need		Per unit funding request		Readiness**	Matching Funds contribution		Funding Request	Funding Recommendation
		Value	Score	Value	Score	Value	Score	Value	Score	Value	Score		Value	Score		
Pomona - East Holt	67.7	125	100	40%	80	New Multi-Family Rental Construction	100	37.4%	67	\$16,000	100	100	\$ -	0	\$2,000,000	\$1,000,000
Alhambra - Mariposa	66.2	50	40	48%	80	New Multi-Family Rental Construction	100	41.5%	67	\$61,224	80	100	\$ 116,407	10	\$3,000,000	\$1,000,000
Monrovia - St. Luke's	60.9	66	60	52%	100	New Multi-Family Rental Construction, Permanent Supportive Housing	100	38.9%	67	\$22,727	100	25	\$ 329,490	25	\$1,500,000	
Alhambra - Chapel	60.2	44	40	57%	100	New Multi-Family Rental Construction	100	41.5%	67	\$95,455	80	50	\$ 116,407	10	\$4,200,000	
Baldwin Park - Maine and Pacific	55.7	120	100	71%	100	New Multi-Family Rental Construction, Permanent Supportive Housing	100	32.4%	67	\$62,500	80	25	\$ -	0	\$7,500,000	
South El Monte - Tyler Ave	47.7	140	100	30%	80	New Multi-Family Rental Construction	100	31.5%	67	\$18,571	100	0	\$ 10,000	0	\$1,300,000	
Covina - Covina Navigation Center	38.2	0	10	100%	100	Homeless Shelter/Services Center	0	32.2%	67	N/A	20	50	\$ 25,000	0	\$3,000,000	
El Monte - Transitional Housing	31.7	100	80	100%	100	Transitional housing	0	36.5%	67	\$370,000	20	0	\$ -	0	\$37,000,000	
South El Monte - Transitional Housing	28.2	N/A	10	100%	100	Transitional housing	0	31.5%	67	N/A	20	0	\$ 10,000	0	\$4,000,000	
Baldwin Park - Metro Central Place	52.7	55	40	11%	20	New Multi-Family Rental Construction	100	32.4%	67	\$23,636	100	100	\$ -	0	\$1,300,000	
Pomona - Prisma Artist Lofts	49.7	75	60	9%	0	New Multi-Family Rental Construction, Permanent Supportive Housing, Special Needs - Developmentally Disabled	100	37.4%	67	\$33,333	100	100	\$ -	0	\$2,500,000	
Baldwin Park - 14404-14412 Ramona	43.2	13	10	0%	0	New Multi-Family Rental Construction	100	32.4%	67	\$461,538	20	100	\$ -	0	\$6,000,000	
Claremont - Harrison Avenue	42.5	25	20	0%	0	New Multi-Family Rental Construction	100	46.5%	100	\$95,200	80	50	\$ 240,805	10	\$2,380,000	
Duarte - Gold Line	38.9	60	60	0%	0	New Multi-Family Rental Construction	100	34.4%	67	\$116,667	60	25	\$ 252,172	25	\$7,000,000	
El Monte - 11730 Ramona	31.7	38	40	11%	20	New Multi-Family Rental Construction	100	36.5%	67	\$52,632	80	0	\$ -	0	\$2,000,000	
Arcadia - Lucile St.	31.5	9	10	0%	0	New Multi-Family Rental Construction	100	48.3%	100	\$200,000	20	25	\$ -	0	\$1,800,000	
El Monte - Back Home Initiative	25.7	150	100	22%	20	ADUs	0	36.5%	67	\$20,000	100	25	\$ -	0	\$3,000,000	
Duarte - Duarte Park Apartments	21.9	100	80	0%	0	Rehab Multi-Family Rental	0	34.4%	67	\$30,000	100	0	\$ 252,172	25	\$3,000,000	
South Pasadena - Caltrans Properties	12.0	20	20	0%	0	Acquisition / rehab	0	50.7%	100	\$250,000	20	0	\$ -	0	\$5,000,000	

*Based on information available as of June 24, 2021.

** Based on projected construction start

Criteria Weighting

Number of units	5
% of units at 30% AMI	20
Project type	15
Community Need	10
Per unit funding request	5
Readiness	20
Matching Funds contribution	25
TOTAL	100