



**SPECIAL MEETING AGENDA
BURBANK GLENDALE PASADENA REGIONAL HOUSING TRUST**

WEDNESDAY, JULY 12, 2023 - 4:00 P.M.

**MEETING WILL BE HELD IN-PERSON
BURBANK CITY HALL – COUNCIL CHAMBERS
275 E. OLIVE AVE
BURBANK, CA 91502**

DAN BROTMAN
Director

VICTOR GORDO
Chair

NIKKI PEREZ
Vice Chair

Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda. When addressing the Burbank Glendale Pasadena Regional Housing Trust, please state your name (or pseudonym) for the record prior to providing your comments. In compliance with the Americans with Disabilities Act, those requiring accommodation or services of an interpreter for this meeting should notify the Interim Trust Manager 72 hours prior to the meeting at aeliason@civichome.net. Requests received less than 72 hours in advance will still receive every effort to reasonably fulfill within the time provided.

This agenda contains a brief general description of each item to be considered. The Burbank Glendale Pasadena Regional Housing Trust encourages public participation. Members of the public may address the Trust regarding any item in the following ways:

1. **In-person:** If you wish to speak during public comment, please complete a Speaker Request Form and provide that form to the Clerk. Speaker Forms are located on the table next to the entrance doors.
2. **Written Comment** – The Trust is also accepting public comments to be submitted by emailing them to aeliason@civichome.net. The comments will be distributed to all the Directors and read into the record. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Directors in a timely manner, please submit your comments prior to noon the day before the meeting. Public comments will be made available to the public upon request.
3. **Phone:** If you wish to speak during any public comment portion of the meeting, you may call the following phone number: 818-238-3335.

*All supporting documentation is available for public review online at:
<https://www.bgphousingtrust.org/> and posted at Burbank City Hall located at
275 E. Olive Ave, Burbank, CA 91502 during regular business hours,
8:00 a.m. - 5:00 p.m., Monday through Friday.*

CALL TO ORDER / ROLL CALL

PUBLIC COMMENTS:

At this time members of the public may address the Trust, and emails received by deadline will be read into record on any matter not on the agenda but within the jurisdiction of the Trust. The Trust or Chair may limit the length of time each individual may have to address the Trust, and emails received are to be read.

CONSENT CALENDAR ITEMS:

1. Approve Burbank Glendale Pasadena Regional Housing Trust minutes from the June 7, 2023, meeting.

DISCUSSION ITEMS:

At this time, members of the public in attendance may ask the Board to be heard, and emails received by members of the public will be read into the record on the following items as those items are called.

2. Provide direction on REAP 2.0 PATH funding application and authorize Trust staff to apply for funding.

INTERIM TRUST MANAGER REPORT:

3. Oral Report from the Interim Trust Manager

DIRECTOR COMMENTS:

ADJOURNMENT: Next Meeting August 2, 2023 (Burbank) and/or September 6, 2023 (Location TBD)

Agenda Item 1
Minutes – June 7, 2023



BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST

Minutes of Special Meeting

Pasadena City Hall

100 N. GARFIELD AVE, ROOM S249, PASADENA, CA 91101

June 7, 2023, AT 4:00 PM

1. ROLL CALL – 4:14 PM

- Chair Gordo called the meeting to order at 4:14 PM.
- Present: Board Member Brotman, Vice-Chair Perez, Chair Gordo
- Absent: None.

2. APPROVAL OF MINUTES

- May 3, 2023 – Board Member Brotman moved approval of the May 3, 2023 meeting minutes. Seconded by Vice-Chair Perez. Minutes approved 3-0.

AYES: Board Member Brotman, Vice-Chair Perez, Chair Gordo

NOES: None

ABSENT: None

ABSTAIN: None

3. ORAL COMMUNICATIONS

- None.

4. REVIEW AND CONSIDERATION OF ADOPTION OF BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST PROPOSED BY-LAWS

- a. Peter Zovak, Assistant Director of Community Development for the City of Glendale, provided a brief overview of the draft proposed by-laws.
- b. Chair Gordo recommended amending the by-laws to require that each jurisdiction explicitly require the appointment of an alternate, rather than simply permitting the designation of an alternate.

Motion

Vice-Chair Perez moved to adopt the by-laws with the amendment that each jurisdiction shall identify a designated alternate. Seconded by Board Member Brotman. Motion

approved 3-0.

AYES: Board Member Brotman, Vice-Chair Perez, Chair Gordo

NOES: None

ABSENT: None

ABSTAIN: None

5. ADOPTION OF FISCAL YEAR 2023-2024 OPERATING BUDGET

- Maribel Leyland, Housing Authority Manager for the City of Burbank, presented the proposed Fiscal Year 2023-2024 Operating Budget to the Board of Directors.

Motion

Board Member Brotman moved to adopt proposed Fiscal Year 2023-2024 Operating Budget. Seconded by Vice-Chair Perez. Motion approved 3-0.

AYES: Board Member Brotman, Vice-Chair Perez, Chair Gordo

NOES: None

ABSENT: None

ABSTAIN: None

6. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BURBANK- GLENDALE-PASADENA REGIONAL HOUSING TRUST AND CIVIC HOME FOR AN AMOUNT NOT TO EXCEED \$200,698

- Maribel Leyland briefly presented an overview of Request for Proposal and consultant selection processes that resulted in the recommendation of Civic Home as a consultant to the Board.
- Adam Eliason, the president of Civic Home, introduced himself and provided some background on his experience with the formation of Regional Housing Trusts in Southern California. Mr. Eliason answered questions from the Board regarding his experience and the proposed professional services agreement.

Motion

Board Member Brotman offered a motion to approve the staff recommendation. Seconded by Vice-Chair Perez. Motion approved 3-0.

AYES: Board Member Brotman, Vice-Chair Perez, Chair Gordo

NOES: None

ABSENT: None

ABSTAIN: None

7. BOARD MEMBER/STAFF COMMENTS

- The Board and staff discussed holding the next special meeting of the Burbank-Glendale-Pasadena Regional Housing Trust Fund at the Burbank City Council Chambers on July 12, 2023.

8. ADJOURNMENT:

- The meeting was adjourned at 5:11 PM.

Agenda Item 2
REAP 2.0 PATH Application

BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST

DATE: July 12, 2023
TO: Burbank-Glendale-Pasadena Regional Housing Trust Board of Directors
FROM: Interim Trust Manager
SUBJECT: Provide direction on REAP 2.0 PATH funding application and authorize Trust staff to apply for funding.

RECOMMENDED ACTION:

PROVIDE DIRECTION ON REAP 2.0 FUNDING APPLICATION AND AUTHORIZE TRUST STAFF TO APPLY FOR SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS – REGIONAL EARLY ACTION PLANNING 2.0 (REAP 2.0) GRANT PROGRAM CALLED PROGRAMS TO ACCELERATE TRANSFORMATIVE HOUSING (PATH), ALLOW STAFF THE DISCRETION TO FINALIZE PROGRAM DESIGN AND APPLICATION, EXECUTE PATH FUNDING AGREEMENT AND EXECUTE ANY SUBSEQUENT AMENDMENTS OR MODIFICATIONS AS WELL AS ANY OTHER DOCUMENTS RELATED TO THE REAP 2.0 PATH PROGRAM AND APPROVED BY LEGAL COUNSEL TO THE TRUST.

BACKGROUND:

The Southern California Association of Governments (SCAG) is inviting applications for their REAP 2.0 PATH grant funding with an application deadline of July 31, 2023.

DISCUSSION:

The purpose of this report is to seek approval from the Trust Board to apply for funding under the REAP 2.0 PATH program. The REAP 2.0 PATH program aims to accelerate progress towards state housing goals and climate commitments through enhanced collaboration between the state, its regions, and local entities. Specifically, REAP 2.0 PATH seeks to promote infill housing development, reduce Vehicle Miles Traveled (VMT), increase housing supply at various affordability levels, advance fair housing, and facilitate the implementation of regional and local plans to achieve these objectives.

FUNDING ALLOCATION:

SCAG is expected to receive approximately \$246 million in grant funds through REAP 2.0, which will be administered by SCAG. These funds will be made available to eligible entities through three programmatic funding areas. This report focuses on one of these areas, the PATH

Program, which has a total allocation of \$45 million. Housing Trusts are eligible and encouraged to apply for competitive grant funds under PATH.

PROPOSED PROGRAMS:

Trust Staff has reviewed the Core Objectives of the PATH funding and has created two potential uses for the grant application that could be beneficial to the Trust members cities:

1. **Predevelopment Loan Program:** This program aims to address the challenge faced by affordable housing developers when securing permanent funding for new projects. Predevelopment expenses, such as site acquisition, architectural design, entitlement processing, and environmental review, can be costly. The proposed predevelopment loan program would provide funding to developers during the early stages of development, allowing them to secure necessary entitlement, additional subsidy funding, construction, and permanent financing. As the loans are repaid, the funds become available for additional predevelopment loans, facilitating the development of more affordable housing projects. Trust staff have explored the possibility of collaborating with an experienced affordable housing finance entity to provide matching funds, leverage resources and improve loan terms from what is currently available.
2. **ADU Loan Program:** This program seeks to provide loans to homeowners who wish to build Accessory Dwelling Units (ADUs) in exchange for a commitment to rent the ADU to a lower-income individual or household. Priority would be given to tenants holding a Housing Choice Voucher. The loans would include provisions for partial forgiveness based on continued affordability, as well as an interest provision for cases where homeowners are unable to initially repay the loan. Repayment would be triggered by a change of title or sale of the home, refinancing, or loan payoff.

FUNDING ALLOCATION AND MATCHING FUNDS:

Trust staff suggest applying for one or both program ideas, with a recommended total application amount of \$7.5 million (17% of the total REAP 2.0 PATH grant funding). SCAG staff has indicated that if an application scores well, but funding is insufficient, a reduced amount may still be awarded.

CONCLUSION:

Trust staff seek guidance from the Trust Board regarding the preparation of the REAP 2.0 PATH grant application, specifically on whether to submit applications for both program ideas or prioritize one over the other and what amount for each program.

Upon approval, Trust staff will proceed with the necessary steps to prepare and submit a comprehensive application for the identified program ideas.