

**DEPARTMENT OF
CITY PLANNING**

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VACANT
DEPUTY DIRECTOR

December 29, 2020

The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012
Attn: Heleen Ramirez, Legislative Coordinator

The Honorable Los Angeles City Council
City Hall, Room 395
c/o City Clerk's Office
Los Angeles, CA 90012

EXECUTIVE DIRECTIVE NO. 3 TRANSMITTAL: REGIONAL EARLY ACTION PROGRAM (REAP) SUBREGIONAL PARTNERSHIP PROGRAM GRANT AGREEMENT, AGREEMENT EXECUTION, AND AWARD ACCEPTANCE

SUMMARY

In accordance with Executive Directive No. 3, the Department of City Planning (DCP) requests approval to execute an agreement/memorandum of understanding (MOU) for an amount not to exceed \$7,028,000 and to subsequently receive grant funds from the Southern California Association of Governments (SCAG), for services related to Regional Early Action Program (REAP) Subregional Partnership Program. This agreement is for three years and work must be performed between October 2020 and June 30, 2023 to be eligible for reimbursement.

The grant will primarily be used to support the salary costs for existing work programs in the Citywide and Community Planning Bureaus. The grant will supplant approximately \$4,200,000 of existing DCP salary costs, equivalent to 20%-45% of approximately 31 full time equivalent staff members over the grant life.

Approximately \$2,400,000 of the grant is dedicated to Contractual Services to support DCP work efforts, of which approximately \$600,000 is for regulatory required CEQA review. These contractual services are primarily for existing work programs, which will further reduce existing DCP financial obligations. Contractual services for new work programs including, Housing Element related rezonings and the General Plan updates, are necessary to meaningfully address state requirements. Expenditures of approximately \$315K are also needed for rezoning communication costs and software procurement costs for the required Site Selection Analysis within the Housing Element. Contractual services under this grant program will be paid by way of an alternative arrangement with SGAG which eliminates the need for the City to front fund contracting costs.

DISCUSSION

REAP Grant Background

In the 2019-20 Budget Act, Governor Gavin Newsom allocated \$250 million for all regions, cities, and counties to do their part by prioritizing planning activities that accelerate housing production to meet identified needs in each community as well as state and regional goals around housing, transportation, equity, and climate change. With this allocation, the California Department of Housing and Community Development (HCD) established the Regional Early Action Planning Grant Program and allocated \$47 million to the SCAG Region. Consistent with the Draft Regional Housing Program Framework of February 6, 2020, SCAG authorized staff to develop a process and formula to make up to 50 percent, or \$23,735,500 of REAP funds available to SCAG to: 1) incentivize and support local partnerships implementing eligible activities, leveraging SB 2 Planning Grants and Local Early Action Planning (LEAP) funds where appropriate; and 2) make funds available relative to each subregion's total share of regional housing need, as determined by the adopted Regional Housing Needs Assessment (RHNA) allocation. As a subregional partner, the City of Los Angeles is eligible to apply for its allocation in the amount of \$8,058,000.

REAP provides one-time grant funding for planning activities that will accelerate housing production and facilitate compliance with the RHNA. Eligible activities conducted by applicants must fall under one or more of the following main categories:

1. Developing an improved methodology for the distribution of the RHNA.
2. Planning grants that will accommodate the development of housing and infrastructure that accelerate housing production.
3. Providing jurisdictions with technical assistance, planning, temporary staffing, or consultant needs associated with updating local planning and zoning documents, expediting application processing, and other actions to accelerate additional housing production.
4. Administrative costs related to the three main categories listed above.

On September 20th and on December 1st, DCP and HCIDLA submitted joint applications for Phase 1 and Phase 2 of the REAP grant. For Phase 1, the City requested \$400,000 REAP Grant funds to support the vital work of DCP. Including support for both DCP and HCIDLA in the updating and implementation of long-term housing processes that will facilitate the acceleration of housing production. DCP pursued \$290,000 in funding for Phase 1 to secure consultants to support technical studies needed to update the Housing Element and Safety Element of the General Plan. HCIDLA applied for \$110,000.

For Phase 2, the City requested the remaining \$7,658,000 of its total \$8,058,000 allocation. DCP requested \$6,737,000, and HCIDLA requested the remaining \$920,000. DCP Phase 2 requests include funding for various work programs, including the preparation and adoption of planning documents and process improvements to accelerate housing production and facilitate compliance with the sixth cycle of the RHNA. This includes necessary analysis to prepare the Housing Element update, including a rigorous RHNA Capacity Analysis to determine the realistic housing potential of current zoning, as well as preparing for a series of rezonings to accommodate Los Angeles's housing needs through a combination of Community Plan Updates, Specific Plan Updates, an update to the local Density Bonus program and/or other rezonings necessary to meet the RHNA. To further state and local planning priorities such as promoting equity and reducing displacement, strengthening the economy, protecting the environment, and promoting public health, DCP requested funding to undertake several long range planning efforts to inform the General Plan, including an update to the Safety Element and studies that offer additional guidance

on growth considerations and equitable development. Enhanced implementation of citywide housing goals also requires updating processes and procedures in the zoning code as well as creating citywide guidance documents for planners engaging in small-area planning efforts, as such DCP requested funding to support existing work efforts. Finally, DCP requested outreach and education support to establish partnerships with Community Based Organizations (CBOs), expand outreach too hard to reach populations through marketing and communication tools, community partnerships, and to expand education about safety and growth considerations.

This ED3 is specific to DCP's requests, recommendations, and MOU with SCAG. A separate ED3 and MOU agreement will be submitted by HCIDLA.

Existing Program Background

General Plan Updates

Each city in California must adopt a comprehensive, long-term general plan for the use of land within the jurisdiction. The DCP is requesting REAP funding to support a variety of planning activities to support necessary updates to various elements of the General Plan, including the 2021-2029 Housing Element, Community Plans that make up the Land Use Element, the Framework Element, and the Safety Element. Background on these activities is described below.

DCP, in collaboration with HCIDLA, launched an update to the Housing Element of the General Plan in November of 2019. The Housing Element is an opportunity to identify Los Angeles's housing needs and establish clear goals, policies, and objectives to inform future housing decisions. This citywide will also put forward a set of implementation programs to advance housing objectives for the next eight years.

A core requirement is that the Housing Element must include an inventory of land suitable and available for residential development to meet the RHNA by income level. As described in a prior joint report to City Council (CF 19-0773), the City's RHNA allocation is being increased significantly from its current level of 82,000 units. While the final RHNA allocation for this cycle will not be adopted by SCAG until February 2021, the draft allocation is approximately 455,000 units, with roughly forty percent as affordable for lower income households.

The higher RHNA total, along with important changes to state law in the way potential sites for housing may be "counted" towards the RHNA, requires sophisticated analysis to identify site capacity in a city the size of Los Angeles. Both factors also significantly increase the likelihood that rezoning may be needed to demonstrate sufficient capacity for new housing to meet the RHNA. If needed, rezoning must occur by October 2024 for the City to avoid being deemed non-compliant and subject to various sanctions, including ineligibility for some state funding. The REAP grant presents an opportunity to pursue funding for RHNA related rezonings and other housing planning and production opportunities. City Planning has already secured a related SB 2 planning grant to update the City's Density Bonus Ordinance, and has recently hired an environmental consultant to assist in that effort

Community and Neighborhood Planning

Pursuant to Mayor Garcetti's Executive Directive 19 (ED19) and the direction of City Council (CF 16-0422), DCP has a plan to update all 35 Community Plans. Since that directive, six Community Plans have been adopted, 16 are currently in progress, and 13 will be initiated in the coming years. In addition to community planning, DCP is currently initiating updates to many localized specific plans. However, due to the pandemic and current economic crisis, the fee-supported revenues to support community and neighborhood planning efforts have significantly declined. The REAP grant is available for plan updates that include rezoning for additional housing capacity

and creation of local affordable housing tools. Due to the timeline of the grant only 10 Community Plan updates are eligible for grant funding.

Executive Directive 19 additionally directs DCP to update citywide elements of the General Plan. REAP funding will provide an opportunity to make technical updates to the Safety Element of the General Plan and to begin work on the Citywide Growth Strategy, currently called the Framework Element.

Process and Procedures Ordinance

An effort to consolidate and centralize the rules for project review in the form of a new citywide Zoning Code is currently underway known as re:codeLA. The first step, the Process and Procedures Ordinance, will complete a comprehensive revision to the administrative section of the Zoning Code. The Processes and Procedures Ordinance was approved by the City Planning Commission in 2018. City Planning has made additional edits to the ordinance and will be returning the ordinance to the City Planning Commission in the Spring of 2021 after conducting additional outreach. This effort will round out the implementation of the city's policy objectives to increase housing production, where appropriate, by creating more consistency and streamlined steps in the project approval process.

Safety Element Technical Amendment Update

Several recent state laws (SB 1241, SB 1035, SB 99, AB 747) require the City to make updates to the Safety Element alongside the Housing Element. In Los Angeles, the responsibility of long range planning for safety falls to several City Departments. These Departments have created long range plans related to the safety of the city that are not currently integrated into the Safety Element. By formally adopting these efforts, which include the Local Hazard Mitigation Plan and the Floodplain Management Plan, into the Safety Element of the General Plan the City can better leverage existing documents to ensure that key safety considerations are integrated into housing development and zoning decisions. The city will also undertake any additional updates deemed necessary to ensure State Law compliance, to be adopted alongside the Housing Element in October 2021.

Citywide Technical Studies and Growth Strategy Update

Utilizing REAP funding, the city will commission consultants to undertake three studies that are key to efforts to begin thinking about larger updates to the General Plan, including its future land use policies and growth strategy. The City's growth strategy, the Framework Element, was last updated in 1995, and has not been comprehensively reviewed since its adoption. These three technical studies will evaluate market, infrastructural, and land use impacts in the City to assist in the development of equitable growth strategy options. The first study will investigate economic conditions to determine how best to use market levers to incentivize housing production in different parts of the city and set fair housing targets that advance access to opportunity. The second will investigate the city's infrastructure to determine how best to resolve and mitigate any localized conflicts between the need for more housing and infrastructure capacity. A third will study equitable development and anti-displacement best practice, creating Los Angeles specific recommendations for City staff. These studies will be used immediately to inform planners as they make decisions related to both projects and plans. Additionally, they will allow the city to begin the process of updating the citywide Growth Strategy.

The reports themselves will be a valuable resource to planners and decision makers. Two additional deliverables will also be created: A Community Plan Affordable Housing Guide and an interactive online tool that allows the public to explore different growth considerations and shape the update to the Growth Strategy. Collectively, these tools will allow the city to make both

immediate and long term gains to ensure that citywide goals to thoughtfully advance the production of housing are effectuated at the local level.

OTHER RELATED ACTIVITIES

In November 2019, DCP was authorized by City Council and the Mayor to apply on behalf of the City for the SB 2 (CF 19-1382) planning grant to secure environmental and economic consultants for the update of the City's Density Bonus Ordinance. DCP was awarded the requested grant amount of \$625,000 and has recently hired an environmental consultant to assist in the work effort. Within the REAP grant, DCP requested funding to cover salary costs and outreach costs associated with this work effort.

GRANT OBJECTIVES

The Department of City Planning (DCP) proposes to use \$7,028,000 of the Regional Early Action Program (REAP) Subregional Partnership Program grant to support several general plan update programs, with the goal of increasing planning to accelerate housing production throughout the City, particularly affordable housing, to meet the RHNA and state and local housing objectives.

The DCP anticipates entering into an agreement with the Southern California Association of Governments (SCAG) for FY 2020-2023 to provide the following deliverables described below in substantial form subject to adjustment:

TOTAL: \$7,028,000

1. Housing Element: RHNA Analysis and Rezoning Options (DCP)
 - a. *Citywide Analysis and Rezoning (\$1.9m)*
 - i. *Historical Housing and Land Use Study (\$60K)*: DCP staff will secure a consultant to document the legacy of exclusionary and discriminatory land use and housing decisions in Los Angeles to inform the Housing Element as well as future rezoning programs (described below).
 - ii. *Mapping and Analysis of RHNA Capacity and Rezoning Options (\$395K)*: DCP staff will secure a consultant to assist City Planning in analyzing existing land use capacity and use geo-spatial tools to identify and communicate possible locations for rezoning to accommodate the City's RHNA targets. This technical analysis is a requirement for a compliant Housing Element. REAP funding will supplement the City's financial commitment to this program by supporting staff time (approx. 45%).
 - iii. *CEQA Streamlining Template (\$70K)*: DCP staff will secure a consultant to prepare CEQA templates to streamline the review process for housing development projects. The consultant will prepare a guidance document on which CEQA streamlining tool would be most effective, including the provisions of CEQA Guidelines Sections 15183, 15183.3, or 15168, and the provisions of Senate Bill 226. Based on this analysis, the consultant will prepare template documents and a user guide for individual project use. This template project will reduce constraints for future housing developments by streamlining the CEQA review process.
 - iv. *Rezoning Implementation (\$1.02M)*: DCP Staff will secure a consultant to conduct CEQA analysis and use staff time (approx. 40%) to complete targeted re-zonings to assist in accommodating the required RHNA allocations. The City of Los Angeles is expected to receive a RHNA allocation of over 450,000 units. While the site selection process and Housing Element development is still in progress, it is expected that the

City will need to complete required rezonings by 2024 to meet RHNA targets and be in compliance with state law. Staff will also analyze potential affordable housing requirements and/or incentive tools.

- v. *Density Bonus (\$375K)*: To supplement SB2 funding for CEQA and economic analysis, REAP funding will support DCP staff time for the update to the Density Bonus Ordinance. Staff will develop outreach, educational, and guidance documents as well as prepare a revised ordinance. REAP funding will supplement the City's financial commitment to this program by supporting staff time (approx. 40%).
 - b. *Community and Neighborhood Planning: Updates and Rezonings (\$2.45M)*:
 - i. *Community Plan Updates (\$2.8M)*: DCP Staff will continue efforts to update 10 Community Plans areas in the Westside, Southwest Valley, and Southeast Valley geographies. REAP funding will supplement the City's financial commitment to these programs and will support staff time (approx. 35%) for these programs over a two and a half year period.
 - 1. Westside Plans (\$790K)
 - 2. Southwest Valley Plans (\$797K)
 - 3. Southeast Valley Plans (\$588K)
 - ii. *Cornfield Arroyo Seco Specific Plan (CASP) Update (\$278K)*: DCP staff will continue an effort to update the Cornfield Arroyo Seco Specific Plan (CASP) to increase the production of affordable housing in the specific plan. The CASP is a land use plan adopted in 2013, developed in collaboration with community stakeholders and housing advocates, that rezoned largely industrial properties adjacent to the Los Angeles River, and in proximity to three Metro L (Gold) Line stations. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx. 35%) for this program over a two and a half year period.
2. Citywide Tools to Meet Housing Need (DCP):
- a. *Updates to the Safety Element of the General Plan (\$526K)*: DCP staff will undertake a technical update to the Safety Element of the General Plan to meet the requirements of state law. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx. 35%) in addition to consultant costs for the approximately one year period of this project.
 - b. *Process and Procedures (\$377K)*: DCP staff will continue efforts to clarify processes through the Processes and Procedures Ordinance, a systematic reorganization of the administrative provisions of the Zoning Code. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx. 35%) for this program over a three year period.
 - c. *Studies to Inform City's Growth Strategy and Identify Areas for Rezoning Efforts*
 - i. *Economic Analysis and Market Studies (\$432K)*: DCP staff will secure a consultant to conduct an economic and market impact analysis, which will evaluate the economic impacts to the City in terms of jobs, income, fiscal condition, and economic output of various land use strategies and scenarios. Analysis will include feasibility studies to determine the most efficient and sustainable locations to site housing as well as conduct a RHNA like housing needs allocation study by Community Plan Area and recommend several allocation options. Allocations will include recommended market rate and affordable housing targets by Community Plan Area. Data from this study will be used to inform housing and zoning decisions, and in a future update to the citywide General Plan growth

strategy (currently called the Framework Element). This study is needed to meaningfully address state requirements.

- ii. *Infrastructure Analysis (\$126K)*: DCP Staff will secure a consultant to analyze the City's existing infrastructure and public facilities in relation to housing growth and infill development. Data from this study will be used to inform housing and zoning decisions, and in a future update to the citywide General Plan growth strategy (currently called the Framework Element). This study is needed to meaningfully address state requirements.
- iii. *Equitable Development and Anti-Displacement Land Use Recommendations (\$175K)*: DCP will secure a consultant and staff time to develop a land use policy guide for displacement avoidance and equitable development. The main goal/objective for this program activity is to develop and establish land use solutions to prevent displacement and help address current gentrification pressures. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx. 35%) for this program over a two year period.
- iv. *Community Plan Affordable Housing Policy Guide (\$220K)*: Following the economic and market analysis described above, DCP staff will use the housing needs allocation study to develop a housing strategy guide for Community Planners. This guidebook will inform the development of affordable housing incentives and land use transitions in Community Plans and ensure incentive programs result in the highest return of affordable units. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx. 35%) in addition to consultant costs for this program over a two year period.
- v. *Growth Considerations Engagement Tool (\$428K)*: The activities detailed in this section (above) will allow DCP to develop a comprehensive framework to better analyze growth considerations. The city would like to utilize these data layers to develop a web-based engagement tool that allows members of the public to explore and better understand different growth considerations. After exploring this tool constituents could provide feedback to the city to shape the upcoming update to the growth strategy (currently called the Framework Element). DCP is requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx. 35%) in addition to consultant costs for the duration of this project.

3. Foster Inclusive Engagement: Outreach Strategies + Education + Awareness (\$300k) (DCP)

- a. DCP Small Grants to Community Based Organizations (\$200k) - Community-based organizations (CBOs) will be contracted to assist in the community outreach required for the rezoning efforts needed for RHNA compliance, including community planning, targeted rezoning efforts, and citywide rezoning efforts. CBOs would assist in sharing information, publicizing and increasing attendance at events, and collaborating on preparation of outreach efforts to ensure information is accessible. The partnership with CBOs would last over life of the grant (2020-2023), assisting DCP to connect with Angelenos who traditionally do not engage in government processes particularly Angelenos of color, unhoused individuals, monolingual non-English speakers, and communities facing displacement and economic hardship.

- b. Public Outreach Campaign for Rezoning programs (\$100k) -DCP is seeking additional resources for both marketing and interactive subscription based tools. funding will support the printing of materials such as postcards, banners, handouts etc.; and the purchase of both physical and digital advertising space including but not limited to Facebook marketing, Instagram marketing, Google marketing, Bus Benches (Outfront/JCDeceaux), LADOT Dash Advertisements, and media purchases. In addition to marketing support DCP is seeking expenditure funding to maintain and improve communication through subscription based communication and educational tools including telephone town hall services, SMS/text messaging services, and online interactive survey tools. Subscriptions to these services are annual, and the requested amount would cover three subscriptions for the three year life of the grant.
4. Administrative Costs (\$70k) - DCP grants staff will manage required quarterly reporting for the grant, with the grant covering approximately (20%) of staff time over a three year period.

TIMELINE

The grant will be administered in two phases. An initial application was submitted on September 30, 2020. From the initial application, SCAG can award up to \$400,000 to the City. The final application was submitted on December 1, 2020, after which up to \$8,058,000 can be awarded to the City. The City is currently waiting for SCAG to review and award the grant. For reference, a timeline is included below.

- September 3, 2020: Regional council adoption of Subregional Partnership Program guidelines.
- September 30, 2020: Application for REAP Subregional Partnership Program with prioritized projects from subregions due to SCAG.
- October/November 2020: Initial subregional partnership agreements completed; start of subregional partnership projects.
- December 1, 2020: Final application and list of prioritized projects from subregions due to SCAG.
- February/March 2021: Phase 2 funding released.
- February 4, 2021: Adoption of final RHNA allocation.
- October 15, 2021: Housing elements due to HCD.
- June 30, 2023: All REAP projects and activities must be completed; final activity reports due to SCAG; final project invoices due to SCAG.

	Phase1	Phase 2	Grant Budget
DCP	\$290,000	\$6,738,000	\$7,028,000
HCIDLA	\$110,000	\$920,000	\$1,030,000
Total	\$400,000	\$7,658,000	\$8,058,000

FISCAL IMPACT

There is no additional General Fund impact. Grant Funds are available on a reimbursement basis per proper submission of existing staff time supporting documentation. Consultant invoices will be paid using grant funds distributed to DCP directly from SCAG upon receipt of consultant invoice for completed contractual deliverables without the use of City funds.

Furthermore, due to the City's economic and budgetary constraints, SCAG has agreed to an alternative arrangement for consultant invoice payments. Per the alternative arrangement, grant funds will be distributed to DCP by SCAG upon receipt of a consultant's invoice to allow the City to pay the consultant invoices upon task completion or deliverables received and approved. This alternative arrangement for reimbursement is for the life of the grant agreement. While expenditure breakdowns are described below for DCP and HCIDLA, only DCP is seeking authority to execute an agreement in this ED3.

	Grant Budget	Salary Costs	Non-CEQA Consultant Costs	CEQA Consultant Costs	Other Expenditures	Total Costs
DCP	\$7,028,000	\$4,233,000	\$1,885,000	\$595,000	\$315,000	\$7,028,000
HCIDLA	\$1,030,000	\$340,000	\$690,000	\$0	\$0	\$1,030,000
City/Dept. Commitment	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$8,058,000	\$4,573,000	\$2,575,000	\$595,000	\$315,000	\$8,058,000

City Planning

Salary Costs: Non-contractual services work will be performed in-house with current DCP staff. The grant will supplant approximately 20%-45% of existing DCP salary costs of approximately 31 full time equivalent staff members over the grant life. Amounting to a DCP salary savings of approximately \$4.2M.

DCP	FY 2020-2021	FY 2021- 2022	FY 2022-2023	Total
Salary Savings Due to Grant Funding	\$723,000	\$1,613,500	\$1,896,500	\$4,233,000

Contractual Services: Approximately \$2.4M of the grant is dedicated to Contractual Services to support DCP work efforts, of which approximately \$600K is for regulatory required CEQA review. Services also include consultant contracts performing work related to CEQA document preparation, land use research and recommendations, market analysis, infrastructural analysis, and public engagement. These contractual services are needed to meaningfully address state requirements for the Housing Element update, rezonings, and General Plan updates.

Other Expenditures: Approximately \$170K for print and media advertising costs across multiple rezoning efforts and \$145K in software procurement costs for the Site Selection Analysis within the Housing Element.

In total this grant will provide the City with a net revenue of approximately \$8.1M with approximately \$7.2M attributable to DCP.

RECOMMENDATION

That the City Council authorize the Director of Planning or designee, subject to the approval of the Mayor, to take the following actions:

1. If awarded, enter into a project grant agreement/memorandum of understanding, subject to the approval of the City Attorney as to form and legality, with the Southern California Association of Governments and to subsequently accept a grant in the amount not to exceed \$7,028,000 to facilitate planning and housing related work for the term of three years not to go beyond June 30, 2023.
2. If awarded the grant, set up a grant receivable of \$7,028,000 and establish an appropriation account within the City Planning Grant Trust Fund No. 46Y/68 for the disbursement of funds for the project.
3. Submit grant reimbursement requests to the Southern California Associations of Governments and receive and deposit grant receipts in the City Planning Grants Trust Fund No. 46Y/68.

For additional information related to City Planning please contact Jason Valencia at (213) 978-1256 or Jason.Valencia@lacity.org.

Sincerely,

VINCENT P. BERTONI, AICP
Director
Department of City Planning

A handwritten signature in black ink, appearing to read 'Raoul Mendoza', with a stylized flourish at the end.

RAOUL MENDOZA
Chief Management Analyst
Department of City Planning

Attachments: 1) REAP Application
2) REAP MOU in substantial form
3) REAP Budget and Expenditures Summary

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

December 1, 2020

Southern California Association of Governments
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017

Attention: Ma'Ayn Johnson, Housing Programs Manager

RE: Regional Early Action Planning Grant Application - City of Los Angeles

On behalf of the City of Los Angeles's Department of City Planning (DCP) and Housing + Community Investment Department (HCIDLA) (collectively referred to as the "City"), please find the City's application for the Regional Early Action Planning (REAP) Grant Program.

For Phase 1, the City requested \$400,000 REAP Grant funds to support the vital work of DCP and HCIDLA. The City seeks funds to support several critical programs that will be implemented by both DCP and HCIDLA in the updating and implementation of long-term housing processes that will facilitate the acceleration of housing production, as outlined in our application submitted on September 30, 2020.

For Phase 2, the City requests the remaining \$7,658,000 of its total \$8,058,000 allocation that will be implemented by both DCP and HCIDLA. HCIDLA requests \$920,000 in Phase 2 funding to continue its work in compliance with Affirmative Furthering Fair Housing strategies and Public Outreach programming. Activities include selection of additional consultants and completion of displacement prevention strategies to help inform affordable housing production through the city as part of the implementation of the 2021-2029 Housing Element update for the 6th cycle Regional Housing Needs Allocation (RHNA). In 2022, the City of Los Angeles will be updating its Assessment of Fair Housing (AFH)/Analysis of Impediments (AI) report related to the City's compliance with AB 686 and federal fair housing regulations. As part of a comprehensive Housing Element Outreach Program, HCIDLA will complete a public outreach campaign for the AFH/AI and support partnerships with local community-based organizations for the implementation of the Housing Element.

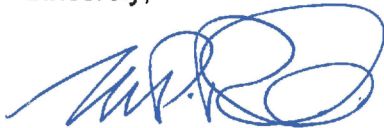
DCP requests \$6,737,000 in Phase 2 funding including various work programs, including the preparation and adoption of planning documents and process improvements to accelerate housing production and facilitate compliance with the sixth cycle of the RHNA. This includes necessary analysis to prepare the Housing Element update, including a rigorous RHNA Capacity Analysis to determine the realistic housing potential of current zoning, as well as preparing for a series of rezonings to accommodate Los Angeles's housing needs through a combination of Community Plan Updates, Specific Plan Updates, an update to the local Density Bonus program and/or other rezonings necessary to meet the RHNA. In order to further state and local planning priorities such as promoting equity and reducing displacement, strengthening the economy, protecting the environment, and promoting public health, DCP will also undertake

several long-range planning efforts to inform the General Plan, including an update to the Safety Element and studies that offer additional guidance on growth considerations and equitable development. Enhanced implementation of citywide housing goals also requires updating processes and procedures in the zoning code as well as creating citywide guidance documents for planners engaging in small-area planning efforts. Finally, DCP requests outreach and education support to establish partnerships with Community Based Organizations (CBOs), expand outreach to hard to reach populations through marketing and communication tools, community partnerships, and to expand education about safety and growth considerations.


Due to the City's economic and budgetary constraints, the City requests an alternative arrangement for reimbursement. The City requests grant funds be distributed to DCP and HCIDLA by SCAG upon receipt of a Consultant's invoice. The City then would issue payment to the consultant within 30 days of receipt of funds from SCAG.

We thank you for the opportunity to apply for the Regional Early Action Planning Grant. Should you have any questions please contact Matthew Glesne, Senior City Planner for City Planning's grant proposal via email at Matthew.Glesne@lacity.org or Claudia Monterrosa, Director of Public Policy & Research for HCIDLA's grant proposal at (213) 808-8650 or via email at Claudia.Monterrosa@lacity.org.

Sincerely,



VINCENT P. BERTONI, AICP
Director of Planning
Department of City Planning



ANN SEWILL
General Manager
Housing + Community Investment Department

Enclosures: Phase 1 and 2 REAP Application and Intent to Apply Form

c: Matthew Glesne, Senior City Planner, Department of City Planning
Claudia Monterrosa, Director, Public Policy + Research, Housing + Community
Investment Department

**Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Application for Project and Activity Funding**

Attachment 1: REAP Subregional Partnership Program Application

**Regional Early Action Planning (REAP) Grant Subregional Partnership Program
Application for Project and Activity Funding**

Program Objectives

The Regional Early Action Program (REAP) Subregional Partnership Program is intended to help accelerate housing production throughout the SCAG region and have a net-positive effect on housing supply by increasing housing planning, meeting the sixth cycle regional housing needs assessment (RHNA). The Subregional Partnership program has been designed to augment and complement funds that are awarded to jurisdictions by the California Department of Housing and Community Development (HCD) pursuant to SB (Senate Bill) 2 Planning Grants and the Local Early Action Program (LEAP).

Approximately \$23 million is available to fund subregional partnership projects. The REAP funds are available on a reimbursement basis, requiring completed contractual deliverables.

The planning activities are to accommodate the development of housing and infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals and regional priorities.

Please refer to the Subregional Partnership Program guidelines for more information about this program, along with requirements for project funding, applicants, and other important information.

Questions about REAP and the Subregional Partnership Program can be submitted to Ma'Ayn Johnson, Housing Program Manager, at johnson@scag.ca.gov.

Application

All subregional partners requesting project or activity funding must submit a program application. Applications may be filed starting September 17, 2020. All applications are due to SCAG no later than December 1, 2020. Subregional partners may submit more than one application for different projects and activities during this time period.

Applications should be submitted to: Ma'Ayn Johnson, Housing Program Manager, at johnson@scag.ca.gov.

**Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Application for Project and Activity Funding**

**Regional Early Action Planning (REAP) Grant Subregional Partnership Program
Application for Project and Activity Funding**

Date	9/30/20
Applicant (subregional partner)	City of Los Angeles Departments of City Planning (DCP and Housing + Community Investment (HCIDLA)
Authorized representative name	DCP: Vincent P. Bertoni HCIDLA: Ann E. Sewill
Authorized representative title	DCP: Director of Planning HCIDLA: General Manager
Authorized representative address	DCP: 200 N Spring St, Rm, 575, Los Angeles, CA 90012 HCIDLA: 1200 W. 7th St, 9th Floor, Los Angeles, CA 90017
Contact person name	DCP: Matthew Glesne HCIDLA: Claudia Monterrosa
Contact person title	DCP: Senior City Planner HCIDLA: Director, Public Policy + Research
Contact person email	DCP: matthew.glesne@lacity.org HCIDLA: claudia.monterrosa@lacity.org

Projects and Activities

Please list the projects and activities the applicant is requesting funding for and how much funding will be required for Phase 1 and Phase 2 REAP funding:

	Project/Activity Name	Phase 1 funding	Phase 2 funding
1	Housing Element: RHNA Analysis and Rezoning Options (DCP)	\$190,000	\$4,183,000
2	General Plan Technical Studies (DCP)	\$100,000	\$2,185,000
3	Affirmatively Further Fair Housing (AFFH) Strategies for the Housing Element Update and Consolidated Plan (HCIDLA)	\$100,000	\$600,000
4	Housing Element Outreach Program (DCP/HCIDLA)	\$10,000	\$620,000
5	Administrative Costs	\$0	\$70,000

Total funding amount requested in this application	Phase 1: \$400,000 , Phase 2: \$7,658,000; Total: \$8,058,000
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Regional Early Action Planning (REAP) Grant
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Individual Project/Activity Information

Using the list of projects/activities in the above section, please provide more information about each one listed. Use additional pages if needed. Use the numbering from the list of projects and activities from the first page in the application.

1	Housing Element: RHNA Analysis and Rezoning Options (DCP)
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Estimated cost	Phase 1: \$190,000 Phase 2: \$4,183,000
Expected start date	Upon establishment of an MOU, October 2020
Expected end date	June 30, 2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes Phase 1: 1 total number of consultant firms expected for projects Phase 2: 5/6
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decisionmaking body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: Phase 1: Yes, an action of the City Council is needed to accept REAP funds, scheduling is contingent on an award, and is expected by December 2020. Phase 2: February 2021

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

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1	Housing Element: RHNA Analysis and Rezoning Options (DCP)
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

Background:

Each city in California must adopt a comprehensive, long-term general plan for the use of land within the jurisdiction. The DCP is requesting REAP funding to support a variety of planning activities to support necessary updates to various elements of the General Plan, including the 2021-2029 Housing Element, 35 Community Plans that make up the Land Use Element, the Framework Element, and the Safety Element. Background on these activities is described below in Project 1 and 2.

DCP, in collaboration with HCIDLA, launched an update to the Housing Element of the General Plan in November of 2019. The Housing Element is an opportunity to identify Los Angeles’s housing needs and establish clear goals, policies and objectives to inform future housing decisions.

A core requirement is that the Housing Element must include an inventory of land suitable and available for residential development to meet the RHNA by income level. The City’s RHNA allocation is being increased significantly from its current level of 82,000 units to approximately 455,000 units, with roughly forty percent as affordable for lower income households.

The higher RHNA total, along with important changes in the way potential sites for housing may be “counted” towards the RHNA, requires sophisticated analysis in a city the size of Los Angeles. Both factors also significantly increase the likelihood that rezoning may be needed to demonstrate sufficient capacity for new housing. If needed, rezoning must occur by October 2024.

As such, the projects outlined below seek REAP funding to support the work of the Housing Element including document preparation, analysis, and rezoning.

Historical Housing and Land Use Study(\$60,000)

Project Description:

DCP staff will secure a consultant to prepare a narrative documenting the legacy of exclusionary and discriminatory land use and housing decisions in Los Angeles to inform the Housing Element as well as future rezoning programs necessary for RHNA compliance (described below). This study will analyze past public and private practices that have contributed to housing discrimination and lack of

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opportunity. Findings from the study will be incorporated into the Housing Element, to provide context to the housing needs and constraints in Los Angeles. The findings of this study will also help implement AFFH requirements in RHNA and required rezoning programs.

Major Activities and Deliverables:

Between December 2020 and October 2021, the following major activities will be initiated and completed:

- a. DCP staff will secure a historical consultant to prepare the study*
- b. The consultant will conduct research and analysis*
- c. DCP staff will review the documents prepared by the consultant and provide comments*
- d. DCP staff will prepare the Draft Housing Element and begin the legislative process by providing the draft and a staff report to the City Planning Commission.*
- e. Deliverables: Completed Historical Housing and Land Use Study, Draft Housing Element provided to the City Planning Commission.*

Mapping and Analysis of RHNA Capacity and Rezoning Options (\$395,000)

Project Description:

Within Phase 1 of the REAP Application, DCP is seeking \$190,000 to secure data analytics software and a consultant to assist City Planning in mapping and analysis of RHNA capacity and rezoning options. With staff assistance the software will analyze existing land use capacity, develop a methodology (including a regression model) to predict the likelihood of a given site's redevelopment to housing during the 6th cycle, and regularly update the inputs for future analysis and annual progress reports (APR) to HCD. The consultant will then use the regression model and geo-spatial tools to identify and communicate possible locations for rezoning to accommodate the City's RHNA targets. The analysis will also consider how best to incorporate the City's goals around equity and sustainability into the methodology. The analysis will also consider the potential impact of rezonings on actual housing production, including for affordable housing, in particular areas of the City. The assessment and recommendations will then be used to inform the site selection of the Housing Element and will help inform the public process for future rezoning programs. Based on the findings of the study and public input, \$205,000 in Phase 2 REAP funding is being pursued for the staff time needed to prepare the site selection chapter and for continued consultant assistance on recommendations for RHNA related rezonings. This project will directly result in an improved RHNA methodology for site selection and will help inform the public process for future rezoning efforts. DCP is requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 45%) for this program over a one year period.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

- 1. Procure Data Analytics Software to facilitate regression modeling*
 - a. Maintain annual subscription for software for annual progress reporting and housing conditions analytics.*
- 2. Secure a Consultant*

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3. *With the assistance of City Planning, the consultant conducts an analysis of existing land use capacity and provides recommendations on possible locations for rezoning to accommodate the City's RHNA targets.*
4. *City staff will then use the software and consultant analysis to prepare the site selection chapter and recommend potential rezoning programs within the Housing Element.*
5. *Deliverable: Draft Housing Element publicly released. APR submitted to HCD annually.*

CEQA Streamlining Template (\$70,000)

Project Description:

DCP staff will secure a consultant to prepare CEQA templates to streamline the review process for housing development projects. The consultant will prepare a guidance document on which CEQA streamlining tool would be most effective, including the provisions of CEQA Guidelines Sections 15183, 15183.3, or 15168, and the provisions of Senate Bill 226. Based on this analysis, the consultant will prepare then template documents and a user guide for individual project use. This template project will reduce constraints for future housing developments by streamlining the CEQA review process. It is expected that these templates could be utilized to review up to 550,000 housing units.

Major Activities and Deliverables:

Between Spring 2021 and Spring 2022, the following major activities will be initiated and completed:

1. *A consultant will be secured*
2. *The consultant will prepare recommendations on which streamlining measure to use and will analyze benefits and weaknesses of each option.*
3. *The consultant will develop the template or checklist*
4. *Staff will review consultant materials*
5. *The consultant and staff will prepare implementation guidance documents*
6. *Deliverable: Template and Userguide for individual project use.*

Rezoning Implementation (\$1,020,000)

Project Description:

The City of Los Angeles is expected to receive a RHNA allocation of over 450,000 units. While the site selection process and Housing Element development is still in progress, it is expected that the City will need to complete rezonings by 2023 to meet RHNA targets. The City is currently working to identify what these rezoning programs will be and has begun outreach to get feedback from the public. Initial ideas include creating zoning tools for missing middle developments; removing barriers for ADUs, micro-units and other forms of small, more affordable homes; rezoning low density sites in high resource neighborhoods; increasing utilization of public land; and expanding adaptive reuse. Within these potential rezoning programs staff will also analyze potential affordable housing requirements and/or incentive tools. While potential rezoning/incentive programs will not be identified until the Plan is adopted, DCP is seeking REAP funding for the environmental review and significant staff time will be

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needed to complete these efforts by 2023. DCP is requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 40%) for this program over a two and a half year period.

Major Activities and Deliverables:

Between October 2021 and June 2023, the following major activities will be initiated and completed:

A consultant will be secured

1. *Staff will work with the consultant to develop a Project Description and draft the Initial Study*
2. *Staff will prepare for public outreach and release the draft policies, zoning, and environmental documents*
3. *Following outreach and public comment staff and consultants will conduct environmental analysis and draft environmental documents.*
4. *Following the release of environmental documents, staff and the consultants will revise draft Policies, zoning, and environmental documents before proceeding to adoption.*
5. *As part of the adoption, staff will hold additional outreach and prepare Final Recommendations in a Report to City Planning Commission*
6. *Deliverable: RHNA related rezoning recommendations and environmental analysis provided to the City Planning Commission for Legislative Review*

Density Bonus Ordinance Update (\$375,000)

Project Description:

The City adopted its local Density Bonus Ordinance (179,861) in 2008. The Ordinance implements state density bonus law as it existed at the time and has never been updated. While the ordinance has been successful in attracting housing production, it has grown increasingly out of date as state density bonus law continues to evolve. In addition, there is an opportunity to significantly increase the number of density bonus projects available to proceed without discretionary review as well as expand development incentives to specific forms of housing that are in great need (including 100% affordable housing, senior/special needs housing, and moderate-income rental housing).

The Department has completed a preliminary analysis of the City's existing Density Bonus Ordinance to evaluate where the program can be modernized and unnecessary barriers can be rethought. The Density Bonus Ordinance update will identify additional incentives and streamlining opportunities, including, but not limited to:

- Expand by-right processing by revisiting on-menu and site plan review thresholds (currently 50 units allowable by zoning);
- Expand the number of "on menu" incentives or concessions;
- Enshrine the City's Transit Oriented Communities (TOC) incentive program within the density bonus framework (TOC provides larger incentives paired with larger affordability requirements for projects located within 1/2 mile of Major Transit Stops);
- Create a new moderate income incentive for rental housing;
- Create new incentives for alternative typologies
- Expand incentives for 100% affordable housing, senior and special needs housing;

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- Include a "right of return" or "local preference" policy for residents evicted as a result of density bonus/ TOC projects; and
- Clarify dozens of provisions that have caused confusion and incorporate recent updates to state density bonus law.

Updating the Density Bonus Ordinance will require a zoning code amendment to LAMC Section 12.22 A25. City Planning has recently secured a related SB 2 planning grant for \$625,000 to update the City's Density Bonus Ordinance, and has hired an environmental consultant to assist in that effort. Within the Density Bonus update, the City is exploring making the program more accessible by streamlining procedures to make more projects ministerial and developing additional incentives for housing production. The SB 2 grant is providing funding for environmental and economic analysis but does not include financial support for the outreach, education, and staff time needed for this project. As such, DCP is requesting REAP funding to develop outreach, educational, and guidance documents as well as supplement the City's financial commitment to this program by supporting staff time (approx 40%).

The update will include three outreach phases: the listen phase, the draft phase, and the adoption phase. DCP is seeking funds to support outreach during those three phases including advertising costs (digital/print) and subscription costs for digital engagement tools. In addition to outreach support, DCP is seeking funding to secure a consultant to help update/develop the Affordable Housing Guidelines, an implementation user guide for City Staff. The document was last updated in the late 2000s and is in need of an overhaul. Updating the document will improve and expedite project processing. Finally, DCP is seeking support for the staff time needed to update this important program. Staff will be devoting time to the preparation of the ordinance, outreach materials, and the environmental documents. Note that SB2 grant is paying for consultant time, not staff time for the preparation of environmental documents.

During the three-year grant period, the following major activities will be initiated and completed:

1. *Listening Phase: advertise and conduct outreach to identify public concerns and desired for the ordinance update*
2. *Prepare project description for outreach*
3. *Prepare Draft Ordinance and outreach materials*
4. *Draft Phase: advertise and conduct outreach on draft ordinance*
5. *Revise Draft Ordinance and environmental documents. Prepare for public engagement.*
6. *Adoption Phase: advertise and conduct outreach on revised draft ordinance*
7. *Prepare Recommendation Report for CPC*
8. *Prepare Implementation and Educational Documents (Affordable Housing Guidelines)*
9. *Deliverables: Draft Ordinance and Staff report provided to CPC to begin the legislative process. Completion of a revised Affordable Housing Guidelines document.*

Community Planning:

Project Description:

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DCP Staff will continue efforts to update 10 Community Plans in areas of the Westside, Southwest Valley and Southeast Valley geographies. These planning efforts will include updating Community Plans, updating zoning for almost all parcels in the plan area to incorporate [re:codeLA](#), and performing environmental analysis. Re:codeLA is the new zoning program for the City of Los Angeles, unlike traditional euclidean zoning, the new zoning code will incorporate a new modular zoning system which allows the City to better address the Community Plan's various goals and policies; and improves zoning implementation. The modular system includes a form and street frontage component, which sets predictable standards for the volume of structure on a specific site and improves pedestrian orientation. REAP funding will supplement the City's financial commitment to these programs and will support staff time (approx 35%) for these programs over a three year period. The specifics of these comprehensive rezoning implementation efforts are described below.

West Los Angeles Plans (\$790,000)

This is a multi-year, long-range planning effort that includes four separate community plan areas on the Westside: West Los Angeles, Palms - Mar Vista - Del Rey, Venice, and Westchester - Playa del Rey (the Westside Plans). The update process for the Westside Plans is informed by public input as well as citywide priorities around climate change, housing, equity, jobs, multi-modal connectivity, and a strong and inclusive economy. The Westside of Los Angeles has changed since the area's Community Plans were last updated in the late 1990s and early 2000s. Already one of the higher cost housing markets in Los Angeles, affordability has become an even greater challenge for many residents. Tech companies have located in the region, bringing jobs and putting further pressure on the limited supply of housing. Meanwhile, rising sea levels along this area's six miles of coastal land and state-mandated greenhouse gas reduction targets underscore the need to address climate change through land use. The Westside has also benefited from significant investment in public transit. The Metro E Line (Expo) is now complete, and construction is underway for the future Metro D Line (Purple) Extension and the Crenshaw/LAX Transit Project. These projects will not only integrate the Westside more closely with the City's transit network and employment hubs, but will open up new opportunities for housing that is highly accessible to transit.

These plans will be the blueprints that guide development in neighborhoods by establishing the community's vision for the future, outlining policies to implement that vision, and designating land uses and zoning.

The key components of the update process are:

- Establishing new community vision and Community Plan goals, policies and programs
- Update of Community Plan land use map and Transportation Circulation Map
- Update of zoning map to implement revised city zoning code
- Environmental impact report (EIR) for the updated community plans

Major Activities and Deliverables:

Over the three year period of the grant, the following major activities will be initiated and completed:

1. Staff will prepare revised community planning policy documents and new re:code:la zones for the different plan areas.

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2. Staff will continue to prepare for public outreach for each of the plan areas; and release the Draft Plans, new zones, and environmental documents
3. Based off the input received staff will make edits and release revised Draft Plans, zones, and environmental documents
4. Staff will hold additional outreach and prepare recommendation report(s) for updates to the West Los Angeles, Palms-Mar Vista-Del Rey, Venice, and Westchester-Playa del Rey Community Plans for the City Planning Commission.
5. As the plans proceed with the legislative process, staff will prepare implementation docs and attend/host education/training events on the proposed/adopted regulations.
6. Deliverables: Recommendation Report(s), including environmental clearance for updates to the West Los Angeles, Palms-Mar Vista-Del Rey, Venice, and Westchester-Playa del Rey Community Plans provided to the City Planning Commission. Implementation documents (including zoning ordinances and code amendments) for the implementation of the proposed plans.

Southwest Valley Plans (\$797,000)

The Southwest Valley Community Plans update is a multi-year comprehensive long range planning effort that includes three separate community plan areas: Reseda-West Van Nuys, Encino-Tarzana and Canoga Park-Winnetka-Woodland Hills-West. The Southwest Valley Community Plans were last updated in the 1990's. Much has changed since these plans were last updated, issues like housing affordability and climate change were not a priority as they are today. Meanwhile, the introduction of the Metro G-line (Orange line) Bus Rapid Transit line and Warner Center Specific Plan have opened opportunities for connectivity to the City's larger mobility network and created a burgeoning jobs center. The community plan update program hopes to align new land use policies and zones to leverage these existing resources to shape the future of these communities.

The community plan update program will set a new vision for each community plan area that are organized into the following components:

- Establishing new community vision and Community Plan goals, policies and programs
- Update of Community Plan land use map
- Update of zoning map to implement revised city zoning code
- Environmental impact report (EIR) for the updated community plan

Major Activities and Deliverables:

Over the three year period of the grant, the following major activities will be initiated and completed:

1. Staff will prepare revised community planning policy documents and new recode:la zones for the different plan areas.
2. Staff will prepare for public outreach for each of the plan areas; and release the Draft Plans, new zones, and environmental documents
3. Based off the input received staff will make edits and release revised Draft Plans, zones, and environmental documents
4. Staff will hold additional outreach and prepare recommendation report(s) for updates to the Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys Community Plans for the City Planning Commission.

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5. As the plans proceed with the legislative process, staff will prepare implementation docs and attend/host education/training events on the proposed/adopted regulations.
6. Deliverables: Recommendation Report(s) for updates to the Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys Community Plans provided to the City Planning Commission. Implementation documents for the implementation of the proposed plans.

Southeast Valley Plans (\$588,000)

This is a multi-year long-range planning effort that includes three separate community plan areas: North Hollywood-Valley Village, Sherman Oaks-Studio City-Toluca Lake-Cahuenga Pass, and Van Nuys-North Sherman Oaks. The Southeast Valley has changed since the area's Community Plans were last updated in the mid to late 1990s. Housing affordability has become an even greater challenge for many residents. Meanwhile, state-mandated greenhouse gas reduction targets underscore the need to address climate change through land use. At the same time, the Southeast Valley has benefited from significant investment in public transit over the past 20 years. The Metro B (Red) and G (Orange) Lines are complete, and plans are in progress for the future East San Fernando Valley and Sepulveda transit corridors. These projects will not only integrate the Southeast Valley more closely with the City's transit network and employment hubs, but will open up new opportunities for housing that is highly accessible to transit.

These plans will be the blueprints that guide development in neighborhoods by establishing the community's vision for the future, outlining policies to implement that vision, and designating land uses and zoning. The key components of the update process are:

- Establishing new community vision and Community Plan goals, policies and programs
- Update of Community Plan land use map
- Update of zoning map to implement revised city zoning code
- Environmental impact report (EIR) for the updated community plan

Major Activities and Deliverables:

Over the three year period of the grant, the following major activities will be initiated and completed:

1. Staff will prepare revised community planning policy documents and new recode:la zones for the different plan areas.
2. Staff will prepare for public outreach for each of the plan areas; and release the Draft Plans, new zones, and environmental documents
3. Based off the input received staff will make edits and release revised Draft Plans, zones, and environmental documents
4. Staff will hold additional outreach and prepare recommendation report(s) for updates to the North Hollywood – Valley Village, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, and Van Nuys – North Sherman Oaks Community Plans for the City Planning Commission.
5. As the plans proceed with the legislative process, staff will prepare implementation docs and attend/host education/training events on the proposed/adopted regulations.
6. Deliverables: Recommendation Report(s) for updates to the North Hollywood – Valley Village, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, and Van Nuys – North Sherman

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Oaks Community Plans provided to the City Planning Commission. Implementation documents for the implementation of the proposed plans.

CASP Update (\$278,000):

DCP staff will begin an effort to update the Cornfield Arroyo Seco Specific Plan (CASP) to increase the production of affordable housing in the specific plan. REAP funding will supplement the City's financial commitment to this program and will support staff time (approx 35%) for this program over a three year period.

The CASP is a land use plan adopted in 2013, developed in collaboration with community stakeholders and housing advocates, that rezoned largely industrial properties adjacent to the Los Angeles River, and in proximity to three Metro L (Gold) Line stations. The CASP encompasses an area of 660 acres (1.0 square mile), with approximately 6,201 individuals (1,814 households) residing within its boundaries in 2018. Additionally, the CASP abuts the existing communities of Chinatown, Lincoln Heights, and Cypress Park. City Planning is updating the CASP's incentive zoning regulations so that they can better advance opportunities for affordable and mixed-income housing. The effort is anticipated to be a multi-year process, beginning with initial public outreach during Winter 2020.

One of the community's goals for the CASP is to facilitate the production of affordable housing for Extremely Low and Very Low Income households. Approximately 48 percent of renter households in the CASP are Extremely Low or Very Low Income, compared to 30 percent with the City of Los Angeles as a whole. However, since the CASP's adoption, both affordable and mixed-income housing production within the CASP has been limited. In response to a Council motion, City Planning is embarking on a work program that will update the CASP so that it can better advance housing opportunities for all Angelenos.

Updates to the Specific Plan may include recalibrated zoning and incentives that better support the production of affordable and mixed-income housing, along with technical revisions that can help ensure consistency, clarity, and ease of implementation. As part of this process, City Planning will consult with local community groups, residents, businesses, housing and development professionals, and other stakeholders to reconfirm the values and vision that will guide the update moving forward. REAP funding will supplement the City's financial commitment to these programs and will support staff time (approx 35%) for these programs over a three year period.

Over the three year period of the grant, the following major activities will be initiated and completed

1. Staff will prepare a revised Specific Plan to incentivize more affordable housing production.
2. Staff will release a draft of revised Specific Plan and hold outreach meetings.
3. Based on the comments received during outreach staff will release a revised draft specific plan and the DEIR.
4. Staff will Update Draft Plan in response to feedback and respond to comments in the DEIR.
5. Staff will prepare for outreach and release a Recommendation Report to City Planning Commission
6. Staff will prepare implementation documents and attend/host education/training events on the proposed/adopted regulations.

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7. Deliverables: Revised Specific Plan Draft provided to the City Planning Commission. Implementation documents for the implementation of the proposed Specific Plan amendments.

Related Tasks Already Funded: City Planning has recently secured a related SB 2 planning grant for \$625,000 to update the City's Density Bonus Ordinance, and has hired an environmental consultant to assist in that effort. Within the Density Bonus update, the City is exploring making the program more accessible by streamlining procedures to make more projects ministerial and developing additional incentives for housing production. The SB 2 grant is providing funding for environmental and economic analysis, as outlined above DCP is seeing additional funding through REAP to support the outreach, education, and staff time needed for this project.

Metro Orange Line Transit Neighborhood Plan (TNP) - DCP received a Transit Oriented Development Planning Grant Program from Metro to plan around five stations along the G Line (Orange Line) in the San Fernando Valley. This work is consistent with the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) to direct jobs and housing near transit. The scope of work includes rezoning commercial, multi-family and industrial properties within half a mile of the North Hollywood, Van Nuys, Sepulveda, Reseda and Sherman Way (Canoga Park) stations in order to add capacity for more housing and jobs within walking distance and to reduce greenhouse gases. This work program is complementary to and separate from the community plan updates that are occurring just beyond the planning catchment area of the TNP.

1	Housing Element: RHNA Analysis and Rezoning Options (DCP)
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Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.

The Sustainable Communities Strategies (SCS) Programs prioritize connecting active transportation and housing, promoting health and equity in planning, and reducing Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions. These priorities align closely with the Phase 1 request to utilize sophisticated data and mapping tools to provide options for RHNA rezoning within the City of Los Angeles. This first phase will provide the analytical framework for better understanding the relationship between zoning, market conditions and housing development, which is necessary to evaluate options around the shared SCS and City goals around equity, sustainability and efficient land use. It is anticipated that providing the public and decision-makers with more accurate and reliable information regarding the impact of potential rezonings, that the cost/benefits trade-offs will be better understood, allowing for decisions that better reflect the shared SCS and City values. For example, the analysis is expected to illustrate the potential impact of rezonings on actual housing production, including for affordable housing, in particular areas of the City. This information is essential in weighing impacts of potential rezoning to outputs such as VMT and GHG emissions, as well as maximizing benefits to health, and equity.

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Within phase 2 of the application the City is seeking to better connect this necessary analysis to prepare the Housing Element update, including a rigorous RHNA Capacity Analysis to determine the realistic housing potential of current zoning, as well as a series of rezonings to accommodate Los Angeles's housing needs through a combination of Community Plan Updates, Specific Plan Updates, an update to the local Density Bonus program and/or other rezonings necessary to meet the RHNA. The rezonings programs included in this grant closely align with the SCS priorities to plan around transit infrastructure, to promote diverse housing choices, and support the implementation of sustainability policies.

The Community Planning efforts in the Valley and West Los Angeles seek to reduce VMT by planning around existing and proposed transit infrastructure such as the E line (Expo), B Line (Red Line), and G Line (Orange Line) Metro rails. Through the new re:codeLA zoning code, these plan areas will be introducing new building types and requirements, as well as creating affordable housing incentive programs. These new tools and incentives will ensure a diversity of housing options throughout the city. These plans will also account for changing environmental conditions to address future needs, including the impact of sea level rise in the West LA Plans.

In addition to Community Planning, the City will be initiating both neighborhood and citywide rezoning efforts to accommodate our housing needs, including the CASP update, the density bonus update, and RHNA required rezonings. These work programs will increase affordable housing near transit resulting in reduced VMT and greater access to resources. RHNA required rezonings will seek to affirmatively further fair housing by increasing access to opportunity and healthy living outcomes.

To better understand and correct Los Angeles's past housing practices DCP would like to include a historic land use study within the Housing Element. This study will contribute to more equitable planning in the Housing Element and future implementation programs.

Finally the city is proposing to improve processes and expedite CEQA review by preparing CEQA templates for housing development projects. This will support local VMT goals and expedite the production of urban infill housing.

1	Housing Element: RHNA Analysis and Rezoning Options (DCP)
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Project/Activity Tasks

TASK	Sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Historical Housing and Land Use Study	See Below	Both	\$60,000	Phase 2	December 2021	October 2021	Study will be integrated into the Housing Element Draft.
	Secure Consultant	Staff	\$0	Phase 2	December 2021	January 2021	Notice to Proceed Issued
	Conduct Analysis	Consultant	\$60,000	Phase 2	January 2021	March 2021	Draft study provided to staff
	Review and Provide Comments on Consultant Drafts	Staff	\$0	Phase 2	March 2021	April 2021	Feedback will be provided on Consultant drafts, and a final version of the study will be completed
	Prepare and Revise Draft Housing Element	Staff	\$0	Phase 2	April 2021	October 2021	City Planning Commission Staff Report and Draft Document
Mapping and Analysis of RHNA Capacity and Rezoning Options	See Below	Phase 1: Both Phase 2: Both	Phase 1: \$190k Phase 2: \$205,000	1 and 2	ASAP, Upon MOU	June 2023	Mapping analysis will be used to develop the site selection methodology as well as potential rezoning options for the CPC Housing Element Draft. APR submitted to HCID annually

	Procure Data Analytics Software to facilitate regression modeling	Consultant	Phase 1: \$73,000	Phase 1	As of October 2020	October 2021	Contract Secured and software in use
	Maintain annual license of Data Analytics Software for two years	Consultant	\$72,000	Phase 2	October 2021	June 2023	APR submitted to HCID annually
	Secure a Consultant to identify rezoning options	Consultant	\$0	Phase 1	Winter 2021	Spring 2021	Notice to Proceed Issued
	Conduct an analysis of existing land use capacity and provide recommendations on possible locations for rezoning to accommodate the City's RHNA targets	Both	Phase 1: Consultant: \$110,000 Phase 2: Staff \$25,000 Consultant: \$35,000	Phase 1 and 2	As of October 2020	October 2021	Analysis prepared for staff review.
	Prepare the site selection chapter and recommend potential rezoning programs within the Housing Element	Staff	Staff: \$75,000	Phase 2	As of October 2020	October 2021	Draft site selection chapter prepared.
	Release of draft housing element	Staff	Staff: \$0	Phase 2	April 2021	October 2021	City Planning Commission Staff Report and Draft Document
CEQA Streamlined	See Below	Consultant	\$70,000	Phase 2	December 2021	June 2022	Implementation documents

ng Template							and templates will be used to streamline project CEQA review.
	Secure Consultant	Consultant	\$0	Phase 2	December 2021	May 2021	Notice to Proceed Issued
	Consultant Prepares Recommendations	Consultant	\$15,000	Phase 2	May 2021	November 2021	Recommendations Received by Staff
	Develop Template or Checklist	Consultant	\$40,000	Phase 2	November 2021	January 2022	Template or Checklist is prepared for staff review
	Review Consultant Materials	Staff	0	Phase 2	January 2022	January 2022	Staff feedback is provided to consultants
	Prepare Implementation Guidance Documents and Templates	Both	\$15,000	Phase 2	January 2022	June 2022	Implementation documents and templates are implemented for use
Rezoning Implementation	See Below	Both	\$1,020,000	Phase 2	August 2021	June 2023	RHNA related rezoning recommendations and environmental analysis provided to the City Planning Commission for Legislative Review
	Secure CEQA Consultant	Staff	\$25,000	Phase 2	August 2021	December 2021	Notice to Proceed Issued
	Develop Project Description and Draft Initial Study	Both	Staff: \$100,000 Consultant \$100,000	Phase 2	December 2021	April 2022	Project Description and Initial Study prepared

	Prepare for Public Outreach. Release Draft Policies, Zoning, and Environmental Documents	Both	Staff: \$75,000 Consultant \$50,000	Phase 2	April 2022	September 2022	Hold outreach and project scoping meetings, release Draft Policies, Zoning and Environmental Documents
	Conduct Environmental Analysis and Draft Environmental Documents	Both	Staff: \$150,000 Consultant \$300,000	Phase 2	April 2022	November 2022	Release Draft Environmental Impact Report
	Revise Draft Policies, Zoning, and Environmental Documents	Both	Staff: \$100,000 Consultant \$50,000	Phase 2	September 2022	March 2023	Release revised Draft Policies, Zones, and Environmental Documents
	Prepare Final Recommendations in a Report to City Planning Commission	Staff	\$50,000	Phase 2	March 2023	June 2023	Recommendation report to the City Planning Commission
Density Bonus Public Outreach Campaign (DCP)		Both	\$375,000	Phase 2	January 2021	June 2023	Draft Ordinance and Staff report provided to CPC to begin the legislative process. Completion of a revised Affordable Housing Guidelines document.
	Listening Phase: Advertise and Conduct Outreach	Both	Staff: \$35,000 Consultant/Expenditure: \$5,000	Phase 2	January 2021	May 2021	Complete comprehensive outreach phase. Including both public meetings,

							digital/print advertising. Hold Scoping Meeting.
	Prepare Draft Ordinance and Outreach Materials	Both	Staff: \$45,000	Phase 2	May 2021	October 2021	Released Draft Ordinance and Environmental Documents
	Draft Phase: Advertise and Conduct Outreach	Both	Staff: \$15,000 Consultant/Expenditure: \$5,000	Phase 2	August 2021	January 2022	Complete comprehensive outreach phase. Including both public meetings, digital/print advertising. Circulate Environmental Documents.
	Revise Draft Ordinance and Environmental Documents. Prepare for public engagement.	Both	Staff: \$60,000	Phase 2	January 2022	July 2022	Release revised Draft Ordinance and Environmental Documents
	Adoption Phase: Advertise and Conduct Outreach	Both	Staff: \$25,000 Consultant/Expenditure: \$10,000	Phase 2	June 2022	October 2022	Complete comprehensive outreach phase. Including both public meetings, digital/print advertising.
	Prepare Recommendation Report for CPC	Staff	Staff: \$25,000	Phase 2	August 2022	December 2022	Release recommendation report to the City Planning Commission

	Secure Consultant(s)	Both	\$0	Phase 2	August 2022	November 2022	Notice to proceed issued
	Prepare Implementation and Educational Documents (Affordable Housing Guidelines)	Both	Staff: \$25,000 Consultant \$125,000	Phase 2	October 2022	June 2023	Completion of a revised Affordable Housing Guidelines document. Revision of application Forms and procedures both internal and external facing to reflect streamlining
West LA Community Planning	See Below	Staff	\$790,000	Phase 2	December 2020	June 2023	Recommendation Report(s), including environmental clearance for updates to the West Los Angeles, Palms-Mar Vista-Del Rey, Venice, and Westchester-Playa del Rey Community Plans provided to the City Planning Commission. Implementation documents (including zoning ordinances and code amendments) for the implementation of the

							proposed plans. - Implementation documents, completed trainings, and completed events
	Prepare Revised Policy Document and Develop New Zones	Staff	\$265,000	Phase 2	December 2020	December 2021	Prepare Revised Policy Document and Develop New Zones
	Prepare for Public Outreach. Release Draft Plan, Zones, and Environmental Documents	Staff	\$115,000	Phase 2	March 2021	May 2022	Host Public Outreach and Release Draft Plan, Zones, and Environmental Documents
	Prepare and Release Revised Draft Plan, Zones, and Environmental Documents	Staff	\$135,000	Phase 2	May 2022	October 2022	Release Revised Draft Plan, Zones, and Environmental Documents
	Prepare and Release Recommendation Report(s) for updates to the West Los Angeles, Palms-Mar Vista-Del Rey, Venice, and Westchester-Playa del Rey Community Plans provided to the City Planning Commission	Staff	\$135,000	Phase 2	June 2022	December 2022	Recommendation Report(s), including environmental clearance for updates to the West Los Angeles, Palms-Mar Vista-Del Rey, Venice, and Westchester-Playa del Rey Community Plans provided to the City

							Planning Commission.
	Prepare Implementation Docs and attend/host education/training events on the proposed/adopted regulations	Staff	\$140,000	Phase 2	December 2022	June 2023	Implementation documents (including zoning ordinances and code amendments) for the implementation of the proposed plans
Southwest Valley Community Planning	See Below	Staff	\$797,000	Phase 2	January 2020	June 2023	Recommendation Report(s) for updates to the Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys Community Plans provided to the City Planning Commission Implementation documents, completed trainings, and completed events
	Prepare Revised Policy Document and Develop New Zones	Staff	\$74,000	Phase 2	January 2020	May 2022	Host focus groups around zoning decisions.
	Prepare for Public Outreach. Release Draft Plan, Zones,	Staff	\$266,000	Phase 2	May 2022	November 2022	Release Draft Community Plan and Zoning Map

	and Environmental Documents						
	Release Draft Plan, Zones, and Environmental Documents	Staff	\$59,000	Phase 2	November 2022	November 2022	Host Community Outreach Events and Hearing
	Recommendation Report(s) for updates to the Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys Community Plans provided to the City Planning Commission	Staff	\$290,000	Phase 2	November 2022	January 2023	Recommendation Report(s) for updates to the Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys Community Plans provided to the City Planning Commission
	Prepare Implementation Docs and attend/host education/training events on the proposed/adopted regulations	Staff	\$108,000	Phase 2	February 2023	June 2023	Implementation documents, completed trainings, and completed events
Southeast Valley Community Planning	See Below	Staff	\$588,000	Phase 2	December 2020	June 2023	- Recommendation Report(s) for updates to the North Hollywood – Valley Village, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, and Van Nuys – North Sherman Oaks Community

							Plans provided to the City Planning Commission - Implementation documents, completed trainings, and completed events
	Prepare Revised Policy Document and Develop New Zones	Staff	\$193,000	Phase 2	December 2020	May/June 2022	Prepare Policy Document and Develop New Zones
	Prepare for Public Outreach. Release Draft Plan, Zones, and Environmental Documents	Staff	\$87,000	Phase 2	June 2022	October/November 2022	Host Public Outreach and Release Draft Plan, Zones, and Environmental Documents
	Prepare Revised Draft Plan, Zones, and Environmental Documents	Staff	\$96,000	Phase 2	November 2022	January/February 2022	Release Revised Draft Plan, Zones, and Environmental Documents
	Hold Public Outreach and Prepare Recommendation Report(s) for updates to the North Hollywood – Valley Village, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, and Van Nuys – North Sherman Oaks Community Plans provided to the City Planning	Staff	\$162,000	Phase 2	January/February 2020	June 2023	Release Recommendation Report(s) for updates to the North Hollywood – Valley Village, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, and Van Nuys – North Sherman Oaks Community Plans provided

	Commission						to the City Planning Commission
	Prepare Implementation Docs and attend/host education/training events on the proposed/adopted regulations	Staff	\$50,000	Phase 2	June 2023	December 2023	Implementation documents, completed trainings, and completed events
CASP Specific Plan Updates	See Below	Staff	\$278,000	Phase 2	December 2020	June 2023	Release recommendation report to the City Planning Commission
	Prepare Revised Specific Plan	Staff	\$36,000	Phase 2	December 2020	June 2021	Prepare Policy Document and Develop New Zones
	Release Draft of Revised Specific Plan	Staff	\$15,000	Phase 2	June 2021	August 2021	Hold outreach and release Draft Policies, Zoning and Environmental Documents
	Release Revised Draft and DEIR	Staff	\$62,000	Phase 2	August 2021	October 2021	Release Draft Environmental Impact Report
	Update Draft Plan in response to feedback	Staff	\$41,000	Phase 2	September - December 2021	June/July 2022	Release revised Draft Policies, Zones, and Environmental Documents
	Prepare and Release Recommendation Report to CPC	Staff	\$74,000	Phase 2	July 2022	October 2022	Release recommendation report to the City Planning Commission

	Prepare Implementation Docs and attend/host education/training events on the proposed/adopted regulations	Staff	\$50,000	Phase 2	December 2022	June 2023	Revision of application Forms and procedures both internal and external facing to reflect streamlining
Total projected cost			Total: \$4,393,000 Phase 1: 190k Phase 2: \$4,183,000				

Individual Project/Activity Information

Using the list of projects/activities in the above section, please provide more information about each one listed. Use additional pages if needed. Use the numbering from the list of projects and activities from the first page in the application.

2	Citywide Amendments to Meet Housing Need (DCP)
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Estimated cost	Phase 1: \$100,000 Phase 2: \$2,185,00
Expected start date	Upon establishment of an MOU, October 2020
Expected end date	June 30, 2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes Phase 1: 1 total number of consultant firms expected for projects Phase 2: 7/8
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision making body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: Phase 1: Yes, an action of the City Council is needed to accept REAP funds, scheduling is contingent on an award, and is expected by December 2020. Phase 2: February 2021

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

2	Citywide Tools to Meet Housing Need (DCP)
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Background:

Planning for additional housing capacity requires maintaining consistency with other elements of the General Plan, including the Land Use and Safety Elements. This helps ensure cities are thinking comprehensively about different housing growth considerations. In a city as large and diverse as Los Angeles, this requires having a robust analytical framework upon which to make land use decisions, as well as new tools to help decision-makers and the public understand complicated policy trade-offs. Implementation of new planning is also critical, including local planning efforts that support citywide goals and Zoning Code policies and procedures that support the predictable development of new housing.

Projects in this category support planning and zoning efforts and include deliverables such as: revisions to zoning procedures, amendments to the Safety Element, technical studies to support growth considerations, an innovative web-based tool to visualize policy trade-offs and an affordable housing guidebook.

Streamlining the existing zoning code is one of the fastest ways to incentivise housing development by improving the predictability of the entitlement process. An effort to consolidate and centralize the rules for project review in the form of a new citywide Zoning Code is currently underway. Known as the Process and Procedures Ordinance, this effort will build upon the data driven technical studies and round out the implementation of the city's policy objectives to increase housing production, where appropriate, by creating streamlined steps in the project approval process.

Similarly, the city is exploring updates to other sections of the General Plan to ensure consistency with the 2021-2029 Housing Element, starting with a technical amendment update to the Safety Element. An updated Safety Element that satisfies all recent state requirements is now a condition of Housing Element certification. This update to the Safety Element will prevent any barriers to the Housing Element certification process and elevate the increasingly critical conversation about disaster resilience alongside planning for housing growth.

The city must develop a deeper understanding of several topics that influence the feasibility of housing production through technical studies. These studies will be used immediately to inform planners as they make decisions related to both projects and plans. Additionally, they will allow the city to begin the process of updating the citywide Growth Strategy. When the current Growth Strategy (called the Framework Element) was undertaken in the 1990's several studies were commissioned to inform recommendations. The lack of funding to commission similar studies has been a key obstacle in any effort to undertake an update. Meanwhile, the existing Growth Strategy has become a barrier to the production of housing, as litigants against multi-family projects point to policies on the preservation of single family neighborhoods and the Framework EIR, which clears an anticipated number of housing units that will likely be surpassed during the 2021-2029 Housing Element cycle. Planners have cited the need for updated guidance as they work on policy updates and project determinations. These studies provide the immediate advice needed by planners, and will ultimately be codified in an updated growth strategy that shapes housing production for decades.

To undertake this work the city will commission consultants to undertake three reports. One will look into economic conditions to determine how best to use market levers to incentivise production in different parts of the city and set fair housing targets that advance access to opportunity. The second will look into the city's infrastructure to determine how best to resolve and mitigate any localized conflicts between the need for more housing and infrastructure capacity. A third will study equitable development and anti-displacement best practice, creating Los Angeles specific recommendations for City staff. These evaluations will help the City better utilize planning and land use tools to incentive the housing production we need, while balancing critical concerns of displacement and safety.

The study reports will be immediately utilized as advisory documents for planners. Two additional deliverables will also be created: a Community Plan Affordable Housing Guide and an interactive online tool that allows the public to explore different growth considerations and shape the update to the Growth

Strategy. Collectively, these tools will allow the city to make both immediate and long term gains to ensure that citywide goals to thoughtfully advance the production of housing are effectuated at the local level.

Safety Element Technical Amendment Update (\$526,000)

Project Description:

Several recent state laws (SB 1241, SB 1035, SB 99, AB 747) require the City to make updates to the Safety Element alongside the Housing Element. In Los Angeles the responsibility of long range planning for safety falls to several City Departments. These Departments have created long range plans related to the safety of the city that are not currently integrated into the Safety Element. As a result, this data is difficult for people making decisions about housing to access. In addition, these related plans don't have the weight of a General Plan Element, so decision makers are not legally required to make findings of consistency with these plans. By formally adopting these efforts, which include the Local Hazard Mitigation Plan and the Floodplain Management Plan, into the Safety Element of the General Plan the City can better leverage existing documents to ensure that key safety considerations are integrated into housing development and zoning decisions.

The City will also need to make additional amendments to the Safety Element to better inform housing decisions. For example, the City anticipates the need to increase planning efforts in Very High Fire Severity Zones. This will include policy recommendations to guide future development in these areas and additional mapping to better understand how existing and proposed housing can access evaluation routes in the event of a fire. The city will also use this as an opportunity to better integrate climate resiliency policy, much of which has been developed in related citywide policy documents.

The City would like to begin work on this project as soon as possible, so \$100,000 of funding is being requested for Phase 1 of this grant. The remainder of the work will be executed during Phase 2. Given limited staff capacity a consultant will be required to undertake much of the update, but there are several efforts that require staff involvement. These tasks include coordination with other city departments, public engagement facilitation, draft review, and preparing a staff report. DCP is therefore requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for the duration of this project.

Major Activities and Deliverables:

Deliverables will include a staff report to the City Planning Commission (CPC) including an updated draft Safety Element and an expanded Housing Element EIR that covers all Safety Element amendments.

These deliverables will be developed in several stages:

1. City staff will hire a consultant to begin work by creating a summary of amendments that City staff can share with the public alongside Draft Housing Element outreach.
2. The consultant will create public outreach materials to explain the scope of the update, including a one pager and some material to explain related plans.
3. The Consultant and city staff will collaborate with all involved City Departments to draft amendments and integrate any related long range planning efforts.

4. The Consultant will translate amendments into a Draft Safety Element. The draft document will include any necessary text to expand the Housing Element EIR to additionally cover Safety Element amendments.
5. Staff will draft a Staff Report for CPC to begin the legislative adoption process.

Related Tasks Already Funded:

Last June DCP contracted AECOM to develop a strategic approach to the update of the Los Angeles General Plan. This includes evaluating compliance with recent state legislation, which will largely influence the Safety Element and growth strategy (Framework Element). AECOM will help the city to determine what specific tasks will need to be completed through the Safety Element update and other technical studies to ensure full compliance with state law.

Process and Procedures (\$377,500)

Project Description:

The Processes and Procedures Ordinance is a proposed amendment to the Los Angeles Municipal Code (LAMC) that studies and systematically reorganizes the administrative provisions of the Zoning Code. In doing so, the amendment will provide project streamlining efforts that will help to accelerate housing production. The ordinance is intended to lay the groundwork for the city's new Zoning Code by establishing the new table of contents for the new Zoning Code in addition to creating a more user friendly, transparent, and predictable set of zoning regulations that clearly outline the processes and procedures for project review. Once the ordinance begins the legislative process, significant staff time will be needed to prepare internal and external training, implementation documents, application forms, and integrate future rezoning efforts into the new code, as such DCP is requesting 2 years of implementation funding to ensure the new code is communicated clearly and accessible to the public.

Starting in 2016, DCP contracted with Code Studio, and White and Smith, LLC to conduct an analysis of existing processes and procedures to identify opportunities for streamlining, consolidation and standardization of the existing Zoning Code. This effort led to the first preliminary draft of the Ordinance. Since that time DCP has been engaged in both internal and external draft revisions. The effort was funded through a General Plan Maintenance Surcharge which has since been terminated for this effort. As funding for this important effort has been reduced, DCP is requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for this program over a three year period.

Major Activities and Deliverables:

Funding for Processes and Procedures citywide implementation ordinance will be requested for Phase 2 of the grant during which time the following tasks will be accomplished.

1. Prepare the draft document for amending existing project review processes and procedures and prepare the staff report and other supplemental documents for the legislative review process.
2. Hold citywide outreach events to gather input as well as internal meetings in order to prepare documents for the implementation of the streamlined processes and procedures.
3. Prepare revisions to and preparation of ordinance for Legislative adoption process.

4. Prepare internal and external documents that reflect streamlining and new revised processes and procedures in advance of effective date of the new Zoning Codes.

Economic Analysis and Market Studies, Including Fair Share (\$432,000)

Los Angeles is making a concerted effort to go beyond identifying zoned capacity, working to translate capacity into actual unit production. In order to incentivise unit construction we must develop a deeper understanding of how to manipulate market levers without creating negative effects like displacement.

DCP staff will commission an economic and market study, which will include:

- A Demand Assessment model to evaluate drivers of residential demand to better understand the location and type of residential development that is most needed to meet RHNA targets. A consultant will map expected demand patterns over additional considerations including: population projections, suitability and availability of land, density allowances, employment concentrations, etc.
- Analysis of supply trends, including past production of affordable and market rate units, rent rates, and home sale prices to better understand how and where to incentivise unit production. Analysis will also explore the relative effectiveness of different affordability incentives in varied market areas.
- A housing needs allocation study by Community Plan Area to recommend several allocation options, similar to RHNA. Allocations will include recommended market rate and affordable housing targets by Community Plan Area. The study will also analyze different geographic and market areas alongside considerations of how best to affirmatively further fair housing by building housing near amenities like high performing schools, job centers and open space. This analysis will provide guidance of how to create different affordability categories.
- A Fiscal Analysis to determine the impact of different growth scenarios on the Los Angeles General Fund, helping the city understand how best to meet RHNA goals while ensuring fiscal sustainability.

The bulk of the analysis will be undertaken by consultants, with assistance from staff to shape the study. Once the analysis is largely completed staff will work to translate the information into a format that is most useful to both project and policy planners to incentivise housing development and guide decision making. Consultant funds therefore make up the bulk of this request, but DCP is also requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for the duration of this project.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. The city will retain a consultant to perform analysis, detailing the topic areas listed above.
2. Staff will work to translate the recommendations of the analysis into information that can be used by policy planners as they undertake community and specific plan updates, as well as project planners as they consider development proposals.

The General Plan growth strategy update is intended to take place during the 2021-2029 Housing Element cycle. While the update will largely occur after the window of this grant has closed, it's important to note that key recommendations from this study will be adopted into the updated growth strategy, helping to create housing capacity for several decades.

Related Tasks Already Funded: At this time no related work has been funded.

Infrastructure Analysis (\$126,500)

DCP Staff will secure a consultant to analyze the City's existing infrastructure and public facilities to understand areas with constrained and/or sufficient capacity across multiple infrastructure areas. This will identify water, sewer, and dry utilities needed to support planned housing development in the locations where it is currently allowed and planned for. The study is meant to align land use planning with programs or plans by other entities to ensure sufficient infrastructure to support planned housing growth. Infrastructure upgrades can and will need to be done but growth prioritization can help make this more efficient.

Infrastructure capacity has become a popular argument against the development of housing and planning efforts to expand zoned capacity. By developing a deeper understanding of citywide infrastructure capacity the city will be better able to address such concerns and therefore expand housing production.

The bulk of the analysis will be undertaken by consultants, with assistance from staff to shape the study. Once the analysis is largely completed staff will work to translate the information into a format that is most useful to both project and policy planners to incentivise housing development and guide decision making. Consultant funds therefore make up the bulk of this request, but DCP is also requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for the duration of this project.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. The city will retain a consultant to undertake the analysis detailed above.
2. Staff will work to translate the recommendations of the analysis into information that can be used by policy planners that they undertake community and specific plan updates, as well as project planners as they consider development proposals.

The General Plan growth strategy update is intended to take place during the 2021-2029 Housing Element cycle. While the update will largely occur after the window of this grant has closed, it's important to note that key recommendations from this study will be adopted into the updated Growth Strategy, helping to create housing capacity for several decades.

Related Tasks Already Funded: At this time no related work has been funded.

Equitable Development and Anti-Displacement Study and Land Use Recommendations (\$175,000)

DCP will secure a consultant and staff time to develop a land use policy guide for displacement avoidance and equitable development. The main goal/objective for this program activity is to inform decision makers

about potential future displacement impacts of different growth considerations, particularly on marginalized populations and identify land use strategies and solutions to prevent and mitigate displacement impacts, help address current gentrification pressures and increase access to opportunity for marginalized populations. The study will review existing literature to better define displacement and identify best practices, review demographic trends, evaluate Los Angeles's existing conditions and policies, evaluate the impact of new construction on marginalized and at-risk communities, and identify mitigation strategies and opportunities to leverage public investment and private development to counter displacement pressures citywide. The study will also provide recommendations in the form of a policy document on potential equity analysis and findings to incorporate in project review, policy recommendations, and land use interventions including rezoning efforts and future updates to the General Plan. DCP is requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for this program over a two year period.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. A consultant will be secured to study the impacts of displacement and provide recommendations on land use interventions.
2. The consultant will conduct analysis, research, and prepare recommendations for staff review.
3. Staff will review recommendations, provide comments, and work with the consultants to draft study. Once complete the recommendations document will be distributed internally within the department.
4. Deliverable: Equitable Development and Anti-Displacement recommendations document for use in rezoning efforts and policy development.

Community Plan Affordable Housing Policy Guide (\$220,000)

DCP staff will secure a consultant and will use the above studies to develop a housing strategy guide for Community Planners who lead efforts to develop new land use policies and land use recommendations at the local level (e.g. through Community Plans, Specific Plans, Transit Neighborhood Plans, etc). This guidebook will ensure citywide policies around housing and growth are being implemented at the local level when local planning efforts take place. In particular the guide will:

- a. Inform the development of affordable housing incentives and land use transitions in Community Plans and ensure incentive programs result in the highest return of affordable units, including below market rate and naturally occurring.
- b. Suggest anti-displacement strategies and policies that speak to specific community needs and market areas. Provide recommendation on housing production strategies that affirmatively further fair housing.
- c. Detail a Community Plan level housing needs allocation, including for market rate and affordable units, which will be used to guide future updates.
- d. Provide recommendations on location based planning strategies, such designing housing around transit, incorporating missing-middle building forms in low scale neighborhoods, and protecting environmentally sensitive areas.

The consultant will assist staff in the preparation of the Community Plan Affordable Housing Policy Guide as well as advise staff on equitable development land use strategies, preparation of local housing targets, and developing place based zoning and land use policy recommendations. DCP is requesting REAP funding

to supplement the City's financial commitment to this program and will support staff time (approx 35%) for this program over a two year period.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. A consultant will be secured to assist in preparation of the Guide
2. The consultant will conduct analysis and prepare draft recommendations for staff review.
3. Staff will review analysis from Market Study, Anti Displacement Study, and the Fair Share Study to provide comments, request clarifications, and revise the draft documents.
4. Staff will prepare the draft guidelines document based on the analysis prepared in the Market Study, Anti Displacement Study, and the Fair Share Studies. Once the document has been prepared it will be distributed internally for review and use in future policy decisions and in current rezoning efforts.
5. Deliverable: A Community Plan Affordable Housing Policy Guide.

Growth Considerations Engagement Tool (\$428,000)

The activities detailed in this section will allow DCP to develop a comprehensive framework to better analyze growth considerations, which provides a strong foundation to undertake a comprehensive update to the General Plan growth strategy. While the full growth strategy update will take place largely after the window of this grant, The city would like to utilize these data layers to begin the public engagement process within the grant timeframe.

Past efforts to initiate conversations about growth with the public have been met with resistance and opposition. Growth planning tools (like RHNA) can be seen as top down mandates with little room for community input. The proposed Growth Strategy update is a key opportunity to expand housing capacity and opportunities for housing production for the next several decades, but without strong public support the adoption effort will be very challenging and may lead to outcomes that do not further citywide goals around equity and sustainability.

The city would like to develop a web-based public engagement tool that allows members of the public to explore and better understand different growth considerations. Users would be able to explore data related to safety and resilience, infrastructure, market feasibility, displacement vulnerability, transit access, sustainability outcomes and other critical considerations. The tool will allow them to understand how a scenario that emphasizes their preferred priorities will perform against key goals like climate adaptation and social equity. This will empower residents to better understand the tradeoffs that influence a growth scenario. After exploring this tool constituents could provide feedback to the city to shape the upcoming update to the growth strategy. The city will undertake a dedicated outreach effort to promote the tool, digitally and in person, to individuals who do not regularly engage with government.

This tool will require collaboration between a consultant, tasked with developing the actual interface, and staff, responsible for gathering the many relevant data sets and determining how best to integrate these into the tool. Additional tasks, such as promoting the tool and interpreting public input, will also be shared between the consultant and staff. Consultant funds therefore make up the bulk of this request, but DCP is also requesting REAP funding to supplement the City's financial commitment to this program and will support staff time (approx 35%) for the duration of this project.

Major Activities and Deliverables:

Funding for all tasks under the development considerations update will be requested for Phase 2 of the grant during which time the following tasks will be accomplished:

1. A consultant will be secured to work alongside staff in reviewing the data from the Safety Element update, market study, infrastructure study, anti-displacement study, and other key datasets such as: planned and existing transit, CalEnviroScreen, and HCD Opportunity Areas.
2. Staff will work with a consultant to aggregate the data identified as most relevant into an online engagement tool and develop options for the tool interface.
3. The consultant will publish the online engagement tool and work alongside staff to promote the tool to interested constituents.

Related Tasks Already Funded: At this time no related work has been funded.

Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.

Connect SoCal: Streamlining

The revision to the Process and Procedures section of the zoning code will speak to several of SCAG's stated priorities, primarily "provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions." Because so much of the city is located in a Transit Priority Area, a citywide effort to streamline development will bolster the sustainability of the region.

Connect SoCal: Economic Prosperity

The first goal of Connect SoCal is to "Encourage regional economic prosperity and global competitiveness." The economic market study represents a local effort to further this goal. By looking into the balance of jobs and housing, as well as how best to utilize market levers to generate affordable and market rate housing, the city will work to further economic prosperity in the region, and ensure that individuals at all economic levels benefit from that prosperity. Connect SoCal also highlights a priority to "promote the redevelopment of underperforming retail developments and other outmoded non residential uses." The market study will help the city to identify uses and target geographic concentrations of land use that are currently, or will soon become, outmoded. The Community Plan Affordable Housing Guide will offer specific guidance on how best to transition these land uses to maximize housing production while minimizing any negative externality.

Connect SoCal: Health and Equity

The sixth goal of Connect SoCal is to "Support healthy and equitable communities." Through the technical amendments to the Safety Element the city will ensure that communities are protected against climate disasters and their related health impacts. The market study will set guidelines for

equitable development by Community Plan Area, creating housing targets that further access to opportunity across the city. The infrastructure study will ensure that communities have the basic infrastructure they need to protect public health. The Equitable Development and Anti-Displacement Study will help to mitigate concerns about displacement and gentrification, two key topic areas related to equity. This will also speak to the Connect SoCal priority to “preserve and rehabilitate affordable housing and prevent displacement.” Finally, the Community Planning Affordable Housing guide will ensure that the community plan updates help to generate affordable housing, a key tool to ensure the health and equity of all communities that also speaks to the Connect SoCal priority on prioritizing infill and redevelopment.

Connect SoCal: Sustainable Growth Near Transit

The seventh goal of Connect SoCal is “Adapt to a changing climate and support an integrated regional development pattern and transportation network.” The update of the Safety Element will integrate additional resilience and vulnerability data into the General Plan, elevating these key considerations as we make decisions about how and where to grow. The growth strategy engagement tool will help residents better understand the relationship between climate resilience, equity, and a development pattern that directs growth toward major transit investments. This speaks to SCAG’s priority on focusing growth near destinations and mobility options. This project will also create an educational tool that helps local decision makers and residents better understand the value of implementing sustainable land use practices, including those detailed in the Sustainable Communities Strategy.

2019 Housing Program Framework

Similarly, these efforts align with the priorities outlined in the 2019 Housing Program Framework. The update to the Safety Element will build long term capacity in the SCAG region by ensuring compliance with State Housing Law. The development of equitable housing goals by Community Plan Areas (facilitated through the Market Study) and related work on the growth strategy will support Los Angeles in identifying housing needs that align with the RHNA allocation. Finally, the growth study tool will help residents better understand the need to connect transportation investment and housing growth to reach goals around sustainability, resiliency and equity.

2	Citywide Tools to Meet Housing Need (DCP)
Project/Activity Tasks	

Task	Sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Safety Element Technical Amendment Update	See Below	Both	\$526,000	Both	January 2021	December 2021	Updated Safety Element
	Secure Consultants, draft Summary of Amendments	Both	Staff: \$16,000 Consultant: \$84,000	Phase 1	February 2021	May 2021	Summary of Amendments released for public review

	Develop public outreach materials to explain the scope of the update	Consultant	\$20,000	Phase 2	March 2021	May 2021	One pager on update, summaries of related plans
	Draft Plan, including EIR Text	Both	Staff: \$49,000 Consultant: \$276,000	Phase 2	May 2021	August 2021	Draft Plan released
	Draft Plan Adoption	Both	Staff: \$16,000 Consultant: \$64,000	Phase 2	August 2021	December 2021	CPC Staff Report including updated Draft Safety Element
Process and Procedures Updates (citywide process streamlining)	See Below	Staff	\$377,500	Phase 2	December 2020	June 23	Ordinance will provide streamlining of regulations including entitlement process for projects
	Prepare Draft Document	Staff	\$35,500	Phase 2	December 2020	March 2021	City Planning Commission Staff Report
	Hold Outreach on Draft	Staff	\$35,500	Phase 2	December 2020	March 2021	Internal and External meetings with stakeholders, webinar, and office hours
	Prepare Revised Documents	Staff	\$56,000	Phase 2	March 2021	September 2021	Proposed ordinance provided to the City Planning Commission to begin the Legislative adoption process
	Prepare Implementation Documents	Staff	\$250,500	Phase 2	March 2021	March 2023	Revision of application Forms and procedures

							both internal and external facing to reflect streamlining
Economic Analysis / Market Study	See Below	Both	\$432,000	Phase 2	August 2021	March 2022	City of LA Economic Market Study
	Secure Consultant /Conduct Analysis	Both	Staff: \$5,000 Consultant: \$320,000	Phase 2	September 2021	January 2022	Draft economic analysis study
	Review Recommendations	Both	Staff: \$27,000 Consultant: \$80,000	Phase 2	February 2022	March 2022	Final economic analysis study Staff readers guide to interpret recommendations GIS data layers of target market areas
Infrastructure Study	See Below		\$126,500	Phase 2	August 2021	March 2022	City of LA Infrastructure Analysis Study
	Secure Consultant and Conduct Analysis	Both	Staff: \$5,500 Consultant: \$80,000	Phase 2	September 2021	January 2022	Draft Infrastructure Analysis Report
	Review Recommendations	Both	Staff: \$21,000 Consultant: \$20,000	Phase 2	February 2022	March 2022	Final Infrastructure Analysis Report Staff readers guide to interpret recommendations GIS data layers of infrastructure areas

Equitable Development and Anti-Displacement Study and Land Use Recommendations	See Below	Both	\$175,000	Phase 2	November 2021	June 2023	Recommendation document for use in rezoning efforts and policy development.
	Secure Consultant	Consultant	\$0	Phase 2	November 2021	February 2022	Notice to Proceed Issued
	Conduct Analysis	Both	Staff: \$50,000 Consultant: \$80,000	Phase 2	February 2022	December 2022	Analysis prepared for staff review.
	Review Recommendations and Revise Drafts	Both	Consultant: \$20,000 Staff: \$25,000	Phase 2	October 2022	June 2023	Distribute Internally for Review and Use in Future Policy Decisions
Community Planning Housing Guide	See Below	Both	\$220,000	Phase 2	September 2021	June 2023	Community Planning Housing Guide
	Secure Consultant	Consultant	\$0	Phase 2	September 2021	March 2022	Notice to proceed issued
	Conduct analysis	Consultant	Consultant: \$100,000 Staff: \$45,000	Phase 2	February 2022	May 2022	Draft study provided to staff
	Review Analysis and Provide Comments	Staff	Staff: \$10,000	Phase 2	June 2022	August 2022	Revisions made to studies and contracts complete
	Prepare Draft Guidelines	Staff	Staff: \$65,000	Phase 2	June 2022	June 2023	Distribute Internally for Review and Use in Future Policy Decisions
Growth Considerations	See below	Both	\$428,000	Phase 2	Spring	June	Growth Considerations

Engagement Tool					2023	2023	Online Engagement Tool
	Review and Compile from all studies. Identify additional data sets to bring in	Both	Staff: \$11,000 Consultant: \$75,000	Phase 2	February 2022	June 2022	Complete list of draft inputs for the tool
	Develop Tool Interface	Both	Staff: \$36,000 Consultant: \$150,000	Phase 2	June 2022	September 2022	Rough online engagement tool
	Publish and promote online tool	Both	Staff: \$101,000 Consultant \$55,000	Phase 2	October 2022	May 2023	Final online engagement tool Outreach and engagement plan Staff summary of feedback received
	Total projected cost: \$2,285,000	Phase 1: 100k	Phase 2: \$2,185,000				

Individual Project/Activity Information

Using the list of projects/activities in the above section, please provide more information about each one listed. Use additional pages if needed. Use the numbering from the list of projects and activities from the first page in the application.

3	Affirmatively Further Fair Housing (AFFH) Strategies for the Housing Element Update and Assessment of Fair Housing/Analysis of Impediments(HCIDLA)
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Estimated cost	Phase 1: \$100,000 Phase 2: 600,000
Expected start date	Upon establishment of an MOU, October 2020
Expected end date	June 30, 2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes Phase 1: None Phase 2: 2, total number of consultant firms expected for projects
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG

	<input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision making body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: December 2020 Phase 1: December 2020 Phase 2: January 2021

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

3	Affirmatively Further Fair Housing (AFFH) Strategies for the Housing Element Update and Assessment of Fair Housing/Analysis of Impediments (HCIDLA)
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

Background:

The City of Los Angeles is committed to ensuring that housing policy and planning results the equitable distribution of housing and resources to all residents, especially for low-income and communities that have disproportionately experienced the effects of poverty and racial segregation. The Assessment of Fair Housing (AFH) provides a comprehensive framework for improving access to housing and opportunity for all Los Angeles residents and promoting equity and justice for historically marginalized groups. The City of Los Angeles adopted its most recent Assessment of Fair Housing in October 2017.

In 2015, the U.S. Department of Housing and Urban Development (HUD) adopted a final rule to improve the manner in which its grantees comply with the duty to affirmatively further fair housing (AFFH). The rule replaced the Analysis of Impediments to Fair Housing Choice planning process approach, which had been in place for two decades, with the AFH. In 2018, the Trump Administration announced the

proposed repeal of the AFFH rule, and on July 23, 2020, the rule was repealed and replaced with “Preserving Community and Neighborhood Choice.” In anticipation of this rule change, then Governor Brown signed AB 686 in 2018, which codifies the AFFH rule for the state of California and affirms its commitment to fair and equal housing by requiring public agencies to administer their programs in a manner that affirmatively furthers fair housing.

Project Description:

A new requirement for the 2021-2029 Housing Element cycle includes an Affirmative Furthering Fair Housing (AFFH) analysis that will subsequently create the framework for the City of Los Angeles’ upcoming update to the Assessment of Fair Housing/Analysis of Impediments. The City of Los Angeles seeks to align its goals of accelerating housing production and equitably increasing access to opportunity for residents. For Phase 1 of the REAP grant allocation, the Housing + Community Investment department will be hiring two temporary research staff to complete the initial data analysis in compliance with the State’s AFFH requirement by Winter 2021 to include in the upcoming Housing Element update for cycle 2021-2029. Phase 2 will continue to utilize the research consultants throughout the Housing Element process through completion and to support the implementation of newly adopted programs through June 30, 2023. Overall, the deliverables for Phase 2 funding include the completion of the Assessment of Fair Housing that will inform long-term plans and programs for the siting and production of affordable housing, implement displacement reduction strategies and eliminate concentrated poverty and segregation in low-income neighborhoods throughout the City of Los Angeles. Additional staffing capacity in Phase 1 will ensure that the City of Los Angeles has the resources to effectively inform future programs aimed at accelerating housing production. The AFFH report for the Housing Element Update will help inform the Assessment of Fair Housing set to commence in 2022.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. Completion of AFFH analysis for the Housing Element Update prepared by staff and research consultants on the following:
 - a. Update analysis of available data and knowledge to further identify:
 - i. integration and segregation patterns and trends;
 - ii. racially or ethnically concentrated areas of poverty;
 - iii. disparities in access to opportunity; and
 - iv. disproportionate housing needs within the jurisdiction, including displacement risk.
 - b. Identification of new strategies and actions to implement those priorities and goals, which may include, but are not limited to, improve transportation options for residents, such as improving pedestrian access to public transit options and continue to encourage an the development of new affordable housing in high and moderate opportunity areas, as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing, and protecting existing residents from displacement.

2. Develop displacement prevention tools to more equitably increase affordable housing stock throughout the city in order to stabilize naturally occurring, covenant restricted housing and overall increase affordable housing stock.
 - a. Report identifying areas and parcels at greatest risk of displacement, especially where there are higher percentages naturally occurring affordable housing (NOAH), lower homeownership rates and an increase in investments from large scale developers.
 - b. Integrate the report findings into the establishment of a set Equitable Development and Displacement Prevention policies to minimize significant impacts to vulnerable communities, while at the same time proactively increasing housing production throughout the city.
3. Addressing barriers to affordable housing production by identifying parcels that are most competitive for affordable housing financing.
 - a. Develop a public, interactive map and analysis of parcels most competitive for financing
 - b. Integrate analysis with rezoning efforts to eliminate zoning barriers for competitive parcels complimentary to Department of City Planning's anti-displacement analysis efforts
 - c. Integrate analysis with HCIDLA's investment and public land development strategies
4. Completion and adoption of new Assessment of Fair Housing (AFH)/Analysis of Impediments (AI) prepared by staff and research consultants on the following:
 - a. A summary of fair housing issues in the City of Los Angeles, building on the foundation set in the current AFH Plan and widen identification of fair housing issues that will serve as a starting point for the new Assessment of Fair Housing and Analysis of Impediments five-year plan.
 - b. Assessment of the jurisdiction's fair housing enforcement and fair housing outreach capacity by examining current AFH Plan goals, objectives and program's progress. Ensure goals and objectives in progress are integrated into the Housing Element and other long-range planning efforts. The proposed eligible activities will support Analysis of Impediments, contracting a consultant to facilitate the update to the AFH, creation of updated maps and completion of documents to submit to the City Council/Mayor for approval and submittal to the U.S. Department of Housing and Urban Development (HUD).
 - c. Incorporate Opportunity Zones and their impact in the City into the data analysis. Opportunity Zones were established after the adoption of the city's current AFH Plan. The objective is to ensure alignment with the City's policies and objectives to promote new affordable housing projection, community benefits and adherence to anti-displacement policies.

For Phase 1 of the REAP grant allocation, the Housing + Community Investment department will be utilizing two research consultants to complete the above-mentioned deliverables by June 30, 2023. Phase 2 will include the selection of additional consultants and completion of displacement prevention strategies to help inform affordable housing production through the city and the AFH/AI report related to the City's compliance with AB 686 and federal fair housing regulations.

Related Tasks Already Funded: Additionally, the City of Los Angeles has been awarded LEAP grant funding to support three critical programs that will be executed by the Housing + Community Investment Department (HCIDLA) for the three-year plan to accelerate housing production if awarded funding: (1) A dedicated staff position for the completion, implementation, and outreach for the 2021-2029 Housing Element Update; (2) System improvements for the production of affordable housing development and; (3) Accelerating the development of publicly owned land for affordable housing by funding the City's housing innovation strategies program. With the exception of the staff position, the other two program activities funded by the LEAP grant do not interface with the proposed REAP grant activities.

3	Affirmatively Further Fair Housing (AFFH) and Assessment of Fair Housing (AFH)
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Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.

Los Angeles is in the midst of an affordable housing crisis, which has only been made more dire with the current economic uncertainty resulting from the COVID-19 pandemic. The lack of affordable housing in the City has led to high rates of overcrowding, increased gentrification and displacement, and skyrocketing rates of homelessness. Increasing the stock of affordable housing and expediting affordable housing development is vital to meet the ever-growing demand. However, increasing housing production must also be part of a broader citywide strategy to grow sustainably and equitably by preserving lower-income housing, increasing housing stock for residents with special needs, and addressing racial and economic disparities. The implementation of AFFH strategies in long-term planning processes and the Assessment of Fair Housing will further align and advance the City's activities and programs with Connect SoCal and Housing Programs framework.

SoCal Connect

Data and policy analysis for the implementation of the City's AFFH strategies and AFH will further the following objectives:

- Focus Growth Near Destinations & Mobility Options
- Promote Diverse Housing Choices
- Support Implementation of Sustainability Policies

The City of Los Angeles, under the Affordable Housing and Sustainable Communities Program (AHSC), has demonstrated consistent efforts increasing infrastructure investments in underserved areas that facilitate walking, biking, and access to public transit, coupled with affordable housing development. In the fifth round of AHSC funding, the Strategic Growth Council approved the largest award to date for seven development projects. For the proposed activities outlined for this grant, data analysis on housing development trends, segregation and concentrated poverty in communities across the city will help continue to inform where investments in affordable housing and transportation through AHSC and

other programs will advance the city's sustainability goals and meet our ambitious housing production targets.

Objectives of the Housing Program Framework

Data and policy analysis for the implementation of the City's AFFH strategies and AFH will further the following objectives:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs.
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts.
- Continue to support long range planning efforts by local jurisdictions.

The City of Los Angeles, as implemented by Housing + Community Investment Department (HCIDLA) alongside the Department of City Planning, are working on the analysis, writing, and adoption of the 21-29 Housing Element by leading AFFH analysis and strategies that will inform funding and programs during the grant period and overall Housing Element cycle. During subsequent years, the City of Los Angeles through its implementing agencies such as HCIDLA, will provide oversight and implementation of strategies in alignment with the housing element adoption and prioritizing equitable housing production that increase access to jobs, transit, and reduce environmental impacts, as part of the City's LEAP grant. These include long-range programs and initiatives intended to prioritize investments in low-income communities and necessary overhauls to expedite approvals for affordable housing development as outlined. The Assessment of Fair Housing update process is intended to complement the goals and objectives outlined in the Housing Element. HCIDLA staff will provide assistance with community outreach, data analysis, and the preparation of the draft and final documents. The Assessment of Fair Housing (AFH) Plan identifies fair housing issues and develops strategies to reduce existing barriers throughout the City. Given the important role of housing when considering approaches to prevent or address poverty, the AFH includes many goals that focus on preventing poverty. Through a comprehensive public outreach campaign (further outlined in Project 4), the City Council and Mayor adopt the goals and priorities that will then encompass a wide variety of strategies that will contribute to the City's ongoing efforts to address poverty, racial/ethnic segregation and other equity issues. For example, the AFH will inform the City on fair housing issues that are impediments to achieving adopted goals, such as disparate access to opportunity, segregation, and lack of enforcement of existing laws. The AFH will provide the necessary frame and identify policies and strategies that will allow the city to meet its Regional Housing Needs Assessment (RHNA) goals in a more equitable way.

3	Affirmatively Further Fair Housing (AFFH) and Assessment of Fair Housing AFH
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Project/Activity Tasks

Task	Sub-tasks	Staff/Consultant/ Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Housing Element Fair Housing		Staff	\$100,000	Phase 1	January 2021	December 2021	Update existing AFH data to comply with new Housing Element AFFH

							requirements, conduct AFH analysis of site inventory
	Develop initial AFH draft analysis	Staff	n/a	Phase 1	January 2021	March 2021	Create an initial analysis to present to other staff
	Finalize AFH analysis for inclusion in the Housing Element	Staff	n/a	Phase 1	March 2021	April 2021	Final maps, data analysis, and narrative
	Draft AFH site inventory analysis	Staff	n/a	Phase 1	March 2021	April 2021	Draft analysis
	Complete AFH site inventory analysis	Staff	n/a	Phase 1	April 2021	June 2021	Final AFH analysis of the inventory of sites
Completion of Assessment of Fair Housing			\$290,000 (150,000 consultant, \$140,000 researchers)	Phase 2	June 2021	October 2022	Compliant AFH submitted to HUD and adopted by City Council
	Consultant for Assessment of Fair Housing (AFH)	Consultant	\$150,000	Phase 2	August 2021	October 2022	Coordinate with researchers and staff to complete AFH (and submit to U.S. Housing and Urban Development (HUD))
	Data Analysis for Assessment of Fair Housing	Staff	\$140,000	Phase 2	June 2021	October 2022	Complete new data analysis and mapping to further identify: 1) Integration and segregation patterns/trends; 2)

							Racially or ethnically concentrated areas of poverty; 3) disparities in access to opportunity; 4) disproportionate housing needs within the jurisdiction, including displacement risk
	Present initial data findings to stakeholders and the community	Staff	n/a	Phase 2	December 2021	January 2021	Conduct meetings and present findings to stakeholders and community members.
	Present draft report to public	Both	n/a	Phase 2	March 2022	April 2022	Presentation to city staff, council and the public on initial findings and collect comments.
	Final AFH for Council Approval	Both	n/a	Phase 2	September 2022	October 2022	Completed analysis and action plan
Complete study to inform the establishment of an Equitable Development/Displacement Prevention Program		Both	\$260,000 (\$70,000 research support, \$190,000 for study)	Phase 2	March 2021	June 2023	Contracted services to study investment trends, ownership patterns that will inform strategies for the preservation of naturally occurring affordable housing. Results of the analysis will be used to guide HCIDLA's investment and outreach strategy and integrated into a citywide displacement prevention policy or

							set of policies to be considered by the City Council / Mayor.
	Identify a consultant and execute a contract	Staff	n/a	Phase 2	March 2021	August 2021	Successful completion of contract. Finalize scope of work and project milestones with consultant, monthly updates/meetings with consultant and staff for monitor contract and project status; Review initial report findings
	Official kick off of first phase of Displacement Prevention study project	Both	\$190,000	Phase 2	August 2021	February 2022	Hold multiple meetings with city staff, city council and constituents to help inform the first phase of study. Complete initial assessment of data and consultation phase and review to determine steps for 2nd phase of study.
	Draft Displacement Prevention study	Both	n/a	Phase 2	February 2022	October 2022	With staff, oversee the public review process and comment period. This includes virtual /in-person presentations to constituents, city staff from various departments and the City Council /Mayor.

	Complete updated study based on the second round of review. Review final analysis and report draft.	Consultant	n/a	Phase 2	November 2022	March 2023	Consultant will need to produce a report synthesizing public comment period and outlining key recommendations to be vetted and approved before releasing to the public with recommended actions. Study will be presented to the City Council in consideration of adopting a citywide displacement prevention policy / set of policies.
	Finalize a Citywide Displacement Prevention Policy or Set of Policies	Both	n/a	Phase 2	April 2023	June 2023	Present findings on completed study to the City Council and Mayor for the consideration of an ordinance(s)/ or set of policies.
Competitive Affordable Housing Sites Analysis		Consultant (overseen by staff)	\$50,000	Phase 2	April 2021	June 2022	Contracted services for the development of a report and accompanying interactive map of parcels based on an affordable housing amenity scoring system (LIHTC, AHSC). The map will be used to guide rezoning efforts, acquisition efforts, and public land redevelopment.
	Identify contractor	Staff	n/a	Phase 2	April 2021	July 2021	Issue bid and execute contract

	and execute contract						
	Present draft tool and analysis to stakeholders	Both	\$20,000	Phase 2	March 2022	April 2022	Draft tool and at minimum hold one public meeting
	Finalize tool and analysis	Both	\$25,000	Phase 2	April 2022	June 2022	Complete tool and report
	Integrate analysis into rezoning efforts	Staff	n/a	Phase 2	July 2022	October 2023	Ensure that citywide rezoning efforts and community plan updates reduce zoning barriers for opportunity sites
	Integrate analysis into HCIDLA investment strategy	Both	\$5,000	Phase 2	July 2022	October 2023	Develop an updated investment strategy that includes new analysis
	Total projected cost		Phase 100k Phase 2: \$600,000 Total: \$700,000				

Individual Project/Activity Information

Using the list of projects/activities in the above section, please provide more information about each one listed. Use additional pages if needed. Use the numbering from the list of projects and activities from the first page in the application.

4	Housing Element Outreach Program (DCP/HCIDLA)
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Estimated cost	Phase 1: \$10,000 Phase 2: \$620,000
Expected start date	Upon establishment of an MOU, October 2020
Expected end date	June 30, 2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes Phase 1: 2 temporary staff Phase 2: Multiple contractors, yet to be determined (HCIDLA/DCP) (2-4)
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner

	<input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision-making body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: Phase 1: December 2020 Phase 2: February 2021

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

4	Housing Planning Outreach Program (DCP/HCIDLA)
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

Project Description:

In Los Angeles, like many cities, renters, unhoused residents, youth, and residents in lower-income areas have far lower rates of participation in long-term planning processes like the Housing Element. The lack of diverse voices in the planning process has historically resulted in political pressure to maintain single-family zoning in high resource areas and a disproportionate share of multifamily and affordable housing development located in High Segregation/High Poverty areas. In order to truly affirmatively further fair housing and develop the coalition of support needed to change housing policy, the City requests funding to support outreach across many housing efforts including the Housing Element Update, the Assessment of Fair Housing (AFH), General Plan Updates, and rezoning programs. DCP and HCIDLA are seeking to engage communities both through community partners such as Community Based Organizations (CBOS) and through direct communication both in person and digitally.

Housing + Community Investment Department (HCIDLA) Proposed Activities

Major Activities and Deliverables;

During the REAP grant period, staff will be hosting a minimum of 10 meetings providing information on the Housing Element Update, as well as gathering input and feedback during the Concept Phase in Fall/Winter 2020 and Draft Comment period in early 2021.

For Phase 1 Outreach Efforts (HCIDLA):

Phase 1 funding to fund staff time for conducting virtual and in-person (when safe and appropriate) meetings during evenings and potentially weekends to maximize participation from populations with a disproportionate amount of “essential” workers, those impacted by the pandemic, and residents with limited English proficiency. Materials will be prepared in the necessary languages and facilitated, at minimum, in English and Spanish. Due to the fiscal emergency the City of Los Angeles is experiencing, staff time will ensure there are no gaps in outreach to underrepresented groups.

- Webinar series on Housing Element Concepts (first round launching November 2020)
- Presentations to neighborhood groups (Neighborhood Councils, Community-Based Organizations, requests from City Council Districts requesting webinars for their constituents) in order to gather effective public input for the draft Housing Element that will be released in Early 2021.

For Phase 2 Public Outreach Efforts :

- Small Grants to Community-Based Organizations for AFFH-related housing element implementation (HCIDLA).
 - Community-based organizations will be contracted to co-host listening sessions on the draft Housing Element. The focus will be on residents living in neighborhoods in the city facing higher rates of displacement, economic hardship due (especially due to the COVID-19 pandemic), and higher percentages of renters. Materials will be translated in the appropriate language and accessible for individuals with special needs.
 - **Conduct Public Outreach**
 - Facilitate public outreach meetings on the Housing Element implementation that engages at minimum 500 residents. Public Outreach Meetings should be streamed concurrently through Facebook Live and other appropriate social media platforms.
 - **Preparation and Final Report**
 - Prepare a draft report that synthesizes public outreach campaign efforts and feedback received from the general public that will help inform the implementation of the Housing Element goals, objectives, policies and programs.
 - **Reporting and Data Tracking**
 - Submit monthly invoices to HCIDLA that include metrics for key deliverables including: number of community meetings and evidence of meeting attendance.
 - Participate in monthly calls with HCIDLA staff to provide updates on outreach efforts and a report on the questions, concerns, and feedback received from the public.

- Final report that synthesizes public outreach campaign efforts and feedback received from the general public that will help inform Housing Element goals, objectives, policies and programs.
- Public Outreach Campaign for Assessment of Fair Housing (AFH) (HCIDLA)
 - The City of Los Angeles will be utilizing a consultant to co-develop with HCIDLA staff a comprehensive public outreach program for the Assessment of Fair Housing.
 - For the last Assessment of Fair Housing (completed in 2018), The City via HCIDLA conducted an extensive public outreach component that included holding a series of focus groups, local and regional meetings with key stakeholders under various topic areas. These meetings were a collaborative effort among the City of Los Angeles, the Community Development Commission of the County of Los Angeles, and the Housing Authority of the County of Los Angeles. The attendees included service providers, property owners, community organizers, council offices, community residents, and other stakeholders. In addition to meeting with agency representatives and stakeholders, HCIDLA also provided an extensive overview of the AFH process to various commissions, the Mayor's Office, City Council Offices and City departments. Concurrently as part of the AFH outreach process, the City in conjunction with the County of Los Angeles, collected more than 6,000 surveys completed by City residents (both online and hard copies). For this AFH process, HCIDLA staff will like to double these efforts, include more interactive tools, more robust advertising, especially through social media, and reach more residents.
 - In scope of work, to be determined by HCIDLA/DCP staff, consultants/community-based organizations will have to independently organize virtual meetings, recruit participants and conduct meetings in accordance with associated programs.

City Planning (DCP) Proposed Activities (Phase 2)

Small Grants to Community Based Organizations for Rezoning Implementation (\$200,000)

Community-based organizations (CBOs) will be contracted to assist in the community outreach required for the rezoning efforts needed for RHNA compliance, including community planning, targeted rezoning efforts, and citywide rezoning efforts. CBOs would assist in sharing information, publicising and increasing attendance at events, and collaborating on preparation of outreach efforts to ensure information is accessible. The partnership with CBOs would last over life of the grant (2020-2023), assisting DCP to connect with Angelenos who traditionally do not engage in government processes particularly Angelenos of color, unhoused individuals, monolingual non-english speakers, and communities facing displacement and economic hardship.

CBOS will be expected to have a dedicated staff member for the partnership and provide quarterly reporting detailing outreach support including: number of individuals reached, number of ebasts/press releases/posts/stories shared, attendance at events, and recommendations for improvement.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. DCP will Release a sole source contract and successfully secure a consultant to administer CBO contracts.

2. DCP in coordination with the CBOs will continue to develop outreach materials over the three year period of the grant. Material development will include translation costs.
3. DCP in coordination with the CBOs will continue to host outreach over the three year period of the grant. Outreach will include but not be limited to:
 - a. Co-hosting in person and digital events. Note costs for in person events will include venue reservation, food, interpretation, and/or childcare.
 - b. Disseminating and reviewing materials with people without digital access or other unique life circumstances
 - c. Physical Material Distribution door-to-door (flyers at key community locations, door hangers, flyers under windshield wipers, etc)
 - d. Post-COVID, "Street Team" that tables on prominent street corners or sets up in a vacant storefront
 - e. Phone Banking
 - f. Text Campaigns
4. CBOs will provide quarterly reports to DCP on outreach progress and results.
5. Deliverable: Conduct meetings to successfully engage hard-to-reach, vulnerable populations for rezoning programs.

Rezoning Outreach (\$100,000)

Over the course of the next three years the City is embarking on many ambitious rezoning programs to update 16 Community Plans, update numerous specific plans, and implement targeted rezonings. The efforts touch on all geographies of the City of Los Angeles and will require broad community input and extensive outreach efforts. In light of the Covid-19 pandemic, DCP has found that it has been able to reach more Angelenos through digital engagement than traditional in person engagement. To build off recent engagement successes DCP is seeking additional resources for both marketing and interactive subscription based tools.

To assist with reaching more Angelenos DCP is requesting REAP expenditure funding to support the printing of materials such as postcards, banners, handouts etc; and the purchase of both physical and digital advertising space including but not limited to Facebook marketing, Instagram marketing, Google marketing, Bus Benches (Outfront/JCDeceaux), LADOT Dash Advertisements, and media purchases.

In addition to marking support DCP is seeking expenditure funding to maintain and improve communication through subscription based communication and educational tools including telephone town hall services, sms/text messaging services, and online interactive survey tools. Subscriptions to these services are annual, and the requested amount would cover three subscriptions for the three year life of the grant.

Major Activities and Deliverables:

During the three-year grant period, the following major activities will be initiated and completed:

1. DCP will utilize printed and digital media to reach more Angelenos through targeted advertising campaigns.
2. DCP will secure annual contracts for subscription based digital advertising tools such as text based advertising and interactive polling.

3. Deliverable: Successfully engage a broader audience in re-zoning efforts and increase public participation.

Related Tasks Already Funded:

As previously mentioned, the City of Los Angeles has been awarded LEAP grant funding to support three critical programs that will be executed by the Housing + Community Investment Department (HCIDLA) for the three-year plan to accelerate housing production if awarded funding: (1) A dedicated staff position for the completion, implementation, of the 2021-2029 Housing Element Update; (2) System improvements for the production of affordable housing development and; (3) Accelerating the development of publicly owned land for affordable housing by funding the City's housing innovation strategies program. With the exception of the staff position, the other two program activities funded by the LEAP grant do not interface with the proposed REAP grant activities.

4	Housing Planning Outreach Program (DCP/HCIDLA)
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Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.

Connect SoCal and Housing Program Regional Priorities

Outreach is one of the key components of the Sustainable Communities Program, especially in communities most impacted by environmental and racial injustices. Moreover, public engagement is one of the most important ways in which local jurisdictions can engage residents in long-range planning processes. The update to the Housing Element, also known as the Plan to House LA and the rezoning programs outlined in Project 1 are some of the most critical long-range housing processes the City of Los Angeles is currently undertaking. The City's housing affordability crisis, coupled with the devastating public health and economic impacts of the COVID-19 pandemic and the racial equity movement, call for bold ideas and a renewed commitment to including the voices of historically underrepresented communities in City processes involving the built environment. Low-income communities of color in Los Angeles are most likely to live in overcrowded conditions, primarily renters, suffer disproportionate health impacts due to poor air quality and proximity to polluting industries and most likely to live in highly segregated and high-poverty neighborhoods. At the same time, the Plan to House LA and rezoning efforts call for creative and innovative solutions to ensure that all neighborhoods contribute their fair share towards meeting the City's RHNA targets.

A comprehensive and culturally-competent public outreach process is paramount to the development of long term planning strategies that require the City of Los Angeles to set ambitious targets for accelerating housing production while preventing displacement, equitable investments in transportation to better serve needs of communities of color, and implement programs that improve the health and well being of its most vulnerable residents. One of the intended outcomes of the public engagement campaign is that there is renewed trust and confidence in the City's ability to grow equitably, address the growing homelessness crisis, and meet its sustainability goals. To that end, through the Housing Element outreach, small grants to CBOs, AFH campaign, and rezoning outreach,

the City of Los Angeles will strive to promote, address and ensure that long-range processes align with Connect SoCal and close gaps in developing affordable housing and increasing sustainability in low-income communities of color.

4 Housing Planning Outreach Program (DCP/HCIDLA)

Project/Activity Tasks

Task	Sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Housing Element Outreach (HCIDLA)	See Below	Staff	Phase 1: 10,000 Phase 2: \$20,000	Phase 1 and 2	January 2021	October 2021	Conduct virtual meetings with residents leading up to the adoption of the Housing Element Update.
Small Grants to Community-Based Organizations for AFFH-related housing element implementation (HCIDLA)	See Below	Both	\$200,000	Phase 2	May 2021	June 2023	Conduct meetings to successfully engage hard-to-reach, vulnerable populations for long-range housing planning and preservation
	Secure a Consultant/Community Partners	Both	200,000	Phase 2	May 2021	June 2021	Release a sole source contract and successfully secure consultant, with City Council/Mayor Approval.
	Develop and execute outreach materials	Consultant	n/a	Phase 2	October 2021	January 2022	Consultant will develop materials with staff approval and identify where

							meetings will be advertised.
	Host Outreach	Both	n/a	Phase 2	February 2022	May 2023	Complete comprehensive outreach phase targeting selected neighborhoods in the City. Staff will co-present alongside consultants and community-based partners. All materials and presentations must be multilingual and accessible to all residents.
	Final report	Consultant	n/a	Phase 2	May 2023	June 2023	Present findings on priorities and feedback identified through the public outreach phase. Agendas, slide decks, sign-up sheets and reach at minimum 500 residents.
Public Outreach Campaign for Assessment of Fair Housing (AFH) (HCIDLA)	See Below	Both	\$100,000	Phase 2	January 2022	December 2022	
	Secure contractor	Both	\$100,000	Phase 2	January 2022	March 2022	Release bid and execute contract

	Launch outreach program	Consultant	n/a	Phase 2	April 2022	September 2022	Advertise meetings, develop presentation materials and host meetings.
	Complete outreach report and complete deliverable	Consultant	n/a	Phase 2	October 2022	December 2022	Complete report that captures findings, summarizes comments from outreach meetings.
Small Grants to Community-Based Organizations (DCP)	See Below	Consultant	\$200,000	Phase 2	June 2021	June 2023	Conduct meetings to successfully engage hard-to-reach, vulnerable populations for rezoning programs
	Secure a Consultant/Community Partners	Consultant	\$0	Phase 2	March 2021	June 2021	Release a sole source contract and successfully secure consultant, with City Council/Mayor Approval.
	Develop and execute outreach materials	Consultant	\$50,000	Phase 2	Summer 2021	May 2023	Consultant will develop materials with staff approval and identify where and how meetings will be advertised.
	Host Outreach	Consultant	\$100,000	Phase 2	July 2021	May 2023	Complete outreach.
	Quarterly reporting	Consultant	\$50,000	Phase 2	Summer 2021	June 2023	Present findings on priorities and

							feedback identified through the public outreach phase.
Public Outreach Campaign for Housing Rezoning Programs (DCP)	see below	Consultant	\$100,000	Phase 2	January 2020	June 2023	Successfully engage a broader audience in re-zoning efforts and increase public participation.
	Utilize Printed and Digital Media to reach more Angelenos	Consultant	\$70,000	Phase 2	January 2020	June 2023	Completed educational campaigns on rezoning programs with documentation of participants engaged or reached
	Secure annual contracts for subscription based digital advertising tools	Consultant	\$30,000 (10,000 annual costs)	Phase 2	January 2020	June 2023	Distribute materials to engage hard-to-reach vulnerable populations and connect them to rezoning efforts.
Total projected cost			Phase 1: \$10,000 Phase 2: \$620,000 Total: \$630,000				

Individual Project/Activity Information

Using the list of projects/activities in the above section, please provide more information about each one listed. Use additional pages if needed. Use the numbering from the list of projects and activities from the first page in the application.

5	Administrative Costs (DCP)
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Estimated cost	Phase 2: \$70,000
Expected start date	Upon establishment of an MOU, December 2020
Expected end date	June 30, 2023
Does this project require the procurement of at least one consultant?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision-making body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: Phase 1: December 2020 Phase 2: February 2021

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

5	Administrative Costs (DCP)
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount

- You may add additional space, as needed.

Project Description:

As the REAP grant requires quarterly reporting on all deliverables, and allows for up (5%) or \$402,900 of the total grant amount to be spent on administrative costs, DCP is requesting administrative Staff time reimbursement for administering and managing the grant. As reporting is required for all tasks, rather than distributing administrative costs across the tasks and subtasks DCP is requesting to treat administrative time as a single project/activity. One staff member would spend approximately 20% of their annual work time on grant administration for a period of three years. The basis for this workload percentage/time is due to the amount of back office work required to monitor, track, collect, reconcile, audit, and package and prepare the quarterly reports to SCAG and maintain our internal City Planning records. The size, complexity, and dollar amount of this grant program is going to require extensive administrative support.

Deliverables will include: Quarterly reporting on all grant activities and all related supporting documentation/materials.

5	Administrative Costs (DCP)
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Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.

Not applicable.

5	Administrative Costs (DCP)
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Project/Activity Tasks

Task	Sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Administrative costs	Preparation of Quarterly Reports	Staff	\$70,000	Phase 2	December 2020	June 2023	Quarterly Reports Submitted throughout the life of the Grant.
Total			\$70,000				

Housing element progress

Subregional partners must demonstrate jurisdictional progress toward housing element preparation before projects and activities that are not directly related to housing element preparation can be funded.

In the section below, please list the jurisdictions your subregional area covers, planned SB 2 and LEAP activities (if any), and housing element progress. If a LEAP grant has not yet been awarded, please also indicate in the table. The rubric below can be used to indicate housing element progress: Use additional space or add additional lines, if needed.

- A. The jurisdiction has either consultant or dedicated staff resources for their housing element updates, with all updates underway; no additional REAP support is proposed.*
- B. The jurisdiction has either consultant or dedicated staff resources for their housing element updates. A REAP support project for housing element updates is proposed by our subregion.*
- C. The jurisdiction has neither consultant nor dedicated staff resources for their housing element updates. A REAP support project for housing element updates by our subregion is NOT proposed. This jurisdiction will need technical assistance resources for their housing element update.*
- D. Our subregion is unaware of the status of housing element updates for this jurisdiction*

Jurisdiction	SB 2 or LEAP (Local Early Action Program) Tasks re: Housing Element	Housing element progress (A. , B., C. or D.)
City of Los Angeles	LEAP grant: Three-year appointment of a staff position for the completion and implementation of the Housing Element for the 2021-2029 cycle	B

Attachment 3: Alignment with Regional Planning Priorities

To coordinate SCAG's regional planning goals with REAP objectives, SCAG will evaluate a project's alignment with regional priorities from the adopted Connect SoCal Plan and SCAG Housing Program objectives as identified in a report to the Regional Council at their October 3, 2019 meeting. REAP Subregional Partnership applications will be required to describe how the specified project or activity aligns with these priorities, strategies, and objectives.

Priorities and Strategies in the Connect SoCal Plan

The adopted Connect SoCal Plan lists several priorities and strategies specifically relating to land use, housing, sustainability, and social equity:

Focus Growth Near Destinations & Mobility Options

- Emphasize land use patterns that facilitate multimodal access to work, educational and other destinations
- Focus on a regional jobs/housing balance to reduce commute times and distances and expand job opportunities near transit and along center-focused main streets
- Plan for growth near transit investments and support implementation of first/last mile strategies
- Promote the redevelopment of underperforming retail developments and other outmoded nonresidential uses
- Prioritize infill and redevelopment of underutilized land to accommodate new growth, increase amenities and connectivity in existing neighborhoods
- Identify ways to “right size” parking requirements and promote alternative parking strategies (e.g. shared parking or smart parking)

Promote Diverse Housing Choices

- Preserve and rehabilitate affordable housing and prevent displacement
- Identify funding opportunities for new workforce and affordable housing development
- Create incentives and reduce regulatory barriers for building context sensitive accessory dwelling units to increase housing supply
- Provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions

Support Implementation of Sustainability Policies

- Pursue funding opportunities to support local sustainable development implementation projects that reduce greenhouse gas emissions
- Support statewide legislation that reduces barriers to new construction and that incentivizes development near transit corridors and stations
- Support local jurisdictions in the establishment of Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization and Investment Authorities (CRIAs), or other tax increment or value capture tools to finance sustainable infrastructure and development projects, including parks and open space
- Work with local jurisdictions/communities to identify opportunities and assess barriers to implement sustainability strategies
- Enhance partnerships with other planning organizations to promote resources and best practices in the SCAG region
- Continue to support long range planning efforts by local jurisdictions
- Provide educational opportunities to local decisions makers and staff on new tools, best practices and policies related to implementing the Sustainable Communities Strategy

Objectives of the Housing Program Framework

At the October 3, 2019 Regional Council meeting, concepts for a Housing Program Framework were included as part of the agenda. These objectives were developed based on preliminary discussions with policy members and stakeholders and are intended not only for REAP activities, but also to guide a broader SCAG Housing Program:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts

- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdiction that are designated by HCD as “pro-housing”, as specified in AB 101, qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:
 - Facilitating compliance with state housing law
 - Defining a sustainable role for SCAG that marries housing with transportation objectives
 - Strengthening regional/sub-regional partnerships, collaborations and funding models
 - Establishing regional/subregional vision as basis for future funding

Other objectives

Other SCAG programs also include similar housing, land use, sustainability, and social equity objectives. In an effort to coordinate strategies and objectives, the Sustainable Communities Program (SCP), which will include a focus area for housing-related project grants in an upcoming call for projects, outlines several key goals, including:

- Provide needed planning resources to local jurisdictions for active transportation and multimodal planning efforts, sustainability, land use, and planning for affordable housing;
- Promote, address and ensure health and equity in regional land use and transportation planning and to close the gap of racial injustice and better serve our communities of color;
- Encourage regional planning strategies to reduce motorized Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, particularly in environmental justice communities where there is the highest need for air quality improvements;
- Develop local plans that support the implementation of key strategies and goals outlined in Connect SoCal and the Sustainable Communities Strategy;

Evaluation of Subregional Partnership Program Applications

All projects and activities funded by the Subregional Partnership Program will need to identify how they align with SCAG program priorities, strategies, and objectives. Applicants for the Subregional Partnership Program are encouraged to discuss with SCAG their proposed projects prior to submitting an application to discuss ways to align their projects with the priorities of SCAG’s regional planning efforts. Since funded projects will be considered as an implementation tool of SCAG’s regional plans, it is expected that program projects and activities support -- and not undermine -- the Connect SoCal Plan.

Attachment 4: Subregional Partnership Program Sub-allocation and List of Subregional Partners and Jurisdictions

Subregion	Estimated percentage of Sub-allocation*	Estimated Sub-allocation*
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Coachella Valley Association of Governments (CVAG)	2.4%	\$558,000
Gateway Cities Council of Governments (GCCOG)	5.5%	\$1,316,000
Imperial County jurisdictions (ICTC)	1.2%	\$282,000
Las Virgenes-Malibu Council of Governments	0.4%**	\$100,000**
City of Los Angeles	34.0%	\$8,058,000
County of Los Angeles (unincorporated)	6.7%	\$1,589,000
County of Riverside (unincorporated)	3.0%	\$721,000
North Los Angeles County	1.2%	\$276,000
Orange County Council of Governments (OCCOG)	13.7%	\$3,245,000
San Bernardino Council of Governments (SBCOG)	10.3%	\$2,437,000
San Fernando Valley Council of Governments (SFVCOG)	2.5%	\$600,000
San Gabriel Valley Council of Governments (SGVCOG)	6.7%	\$1,582,000
South Bay Cities Council of Governments (SBCCOG)	2.5%	\$603,000
Ventura Council of Governments (VCOG)	1.8%	\$432,000
Westside Cities Council of Governments (WCCOG)	1.4%	\$340,000
Western Riverside Council of Governments (WRCOG)	7.1%	\$1,678,000
Total	100.0%	\$23,819,000

**The estimated amount is derived from the estimated draft RHNA allocation based on the RHNA methodology adopted in March 2020. This amount is subject to change and will not be final until the adoption of the Final RHNA allocation in early 2021.*

***The amount originally allocated for this subregional partner based on the estimated RHNA allocation was lower than the minimum threshold amount.*

Subregional Partners and Jurisdictions

Subregional Partner	Jurisdiction
CVAG	Blythe city
CVAG	Cathedral City city
CVAG	Coachella city
CVAG	Desert Hot Springs city
CVAG	Indian Wells city
CVAG	Indio city
CVAG	La Quinta city
CVAG	Palm Desert city
CVAG	Palm Springs city
CVAG	Rancho Mirage city
Gateway	Artesia city
Gateway	Avalon city
Gateway	Bell city
Gateway	Bell Gardens city

Gateway	Bellflower city
Gateway	Cerritos city
Gateway	Commerce city
Gateway	Compton city
Gateway	Cudahy city
Gateway	Downey city
Gateway	Hawaiian Gardens city
Gateway	Huntington Park city
Gateway	La Habra Heights city
Gateway	La Mirada city
Gateway	Lakewood city
Gateway	Long Beach city
Gateway	Lynwood city
Gateway	Maywood city
Gateway	Norwalk city
Gateway	Paramount city
Gateway	Pico Rivera city
Gateway	Santa Fe Springs city
Gateway	Signal Hill city
Gateway	South Gate city
Gateway	Vernon city
Gateway	Whittier city
Imperial	Brawley city
Imperial	Calexico city
Imperial	Calipatria city
Imperial	El Centro city
Imperial	Holtville city
Imperial	Imperial city
Imperial	Unincorporated Imperial Co.
Imperial	Westmorland city
Las Virgenes Malibu	Agoura Hills city
Las Virgenes Malibu	Calabasas city
Las Virgenes Malibu	Hidden Hills city
Las Virgenes Malibu	Malibu city
Las Virgenes Malibu	Westlake Village city
Los Angeles City	Los Angeles city

Los Angeles County	Unincorporated Los Angeles Co.
North LA County	Lancaster city
North LA County	Palmdale city
OCCOG	Aliso Viejo city
OCCOG	Anaheim city
OCCOG	Brea city
OCCOG	Buena Park city
OCCOG	Costa Mesa city
OCCOG	Cypress city
OCCOG	Dana Point city
OCCOG	Fountain Valley city
OCCOG	Fullerton city
OCCOG	Garden Grove city
OCCOG	Huntington Beach city
OCCOG	Irvine city
OCCOG	La Habra city
OCCOG	La Palma city
OCCOG	Laguna Beach city
OCCOG	Laguna Hills city
OCCOG	Laguna Niguel city
OCCOG	Laguna Woods city
OCCOG	Lake Forest city
OCCOG	Los Alamitos city
OCCOG	Mission Viejo city
OCCOG	Newport Beach city
OCCOG	Orange city
OCCOG	Placentia city
OCCOG	Rancho Santa Margarita city
OCCOG	San Clemente city
OCCOG	San Juan Capistrano city
OCCOG	Santa Ana city
OCCOG	Seal Beach city
OCCOG	Stanton city
OCCOG	Tustin city
OCCOG	Unincorporated Orange Co.
OCCOG	Villa Park city

OCCOG	Westminster city
OCCOG	Yorba Linda city
Riverside County	Unincorporated Riverside Co.
SBCTA/SBCOG	Adelanto city
SBCTA/SBCOG	Apple Valley town
SBCTA/SBCOG	Barstow city
SBCTA/SBCOG	Big Bear Lake city
SBCTA/SBCOG	Chino city
SBCTA/SBCOG	Chino Hills city
SBCTA/SBCOG	Colton city
SBCTA/SBCOG	Fontana city
SBCTA/SBCOG	Grand Terrace city
SBCTA/SBCOG	Hesperia city
SBCTA/SBCOG	Highland city
SBCTA/SBCOG	Loma Linda city
SBCTA/SBCOG	Montclair city
SBCTA/SBCOG	Needles city
SBCTA/SBCOG	Ontario city
SBCTA/SBCOG	Rancho Cucamonga city
SBCTA/SBCOG	Redlands city
SBCTA/SBCOG	Rialto city
SBCTA/SBCOG	San Bernardino city
SBCTA/SBCOG	Twentynine Palms city
SBCTA/SBCOG	Unincorporated San Bernardino Co.
SBCTA/SBCOG	Upland city
SBCTA/SBCOG	Victorville city
SBCTA/SBCOG	Yucaipa city
SBCTA/SBCOG	Yucca Valley town
SFVCOG	Burbank city
SFVCOG	Glendale city
SFVCOG	San Fernando city
SFVCOG	Santa Clarita city
SGVCOG	Alhambra city
SGVCOG	Arcadia city
SGVCOG	Azusa city

SGVCOG	Baldwin Park city
SGVCOG	Bradbury city
SGVCOG	Claremont city
SGVCOG	Covina city
SGVCOG	Diamond Bar city
SGVCOG	Duarte city
SGVCOG	El Monte city
SGVCOG	Glendora city
SGVCOG	Industry city
SGVCOG	Irwindale city
SGVCOG	La Cañada Flintridge city
SGVCOG	La Puente city
SGVCOG	La Verne city
SGVCOG	Monrovia city
SGVCOG	Montebello city
SGVCOG	Monterey Park city
SGVCOG	Pasadena city
SGVCOG	Pomona city
SGVCOG	Rosemead city
SGVCOG	San Dimas city
SGVCOG	San Gabriel city
SGVCOG	San Marino city
SGVCOG	Sierra Madre city
SGVCOG	South El Monte city
SGVCOG	South Pasadena city
SGVCOG	Temple City city
SGVCOG	Walnut city
SGVCOG	West Covina city
South Bay Cities	Carson city
South Bay Cities	El Segundo city
South Bay Cities	Gardena city
South Bay Cities	Hawthorne city
South Bay Cities	Hermosa Beach city
South Bay Cities	Inglewood city
South Bay Cities	Lawndale city
South Bay Cities	Lomita city
South Bay Cities	Manhattan Beach city
South Bay Cities	Palos Verdes Estates city

South Bay Cities	Rancho Palos Verdes city
South Bay Cities	Redondo Beach city
South Bay Cities	Rolling Hills city
South Bay Cities	Rolling Hills Estates city
South Bay Cities	Torrance city
Ventura	Camarillo city
Ventura	Fillmore city
Ventura	Moorpark city
Ventura	Ojai city
Ventura	Oxnard city
Ventura	Port Hueneme city
Ventura	San Buenaventura (Ventura) city
Ventura	Santa Paula city
Ventura	Simi Valley city
Ventura	Thousand Oaks city
Ventura	Unincorporated Ventura Co.
Westside Cities	Beverly Hills city
Westside Cities	Culver City city
Westside Cities	Santa Monica city
Westside Cities	West Hollywood city
WRCOG	Banning city
WRCOG	Beaumont city
WRCOG	Calimesa city
WRCOG	Canyon Lake city
WRCOG	Corona city
WRCOG	Eastvale City
WRCOG	Hemet city
WRCOG	Jurupa Valley City
WRCOG	Lake Elsinore city
WRCOG	Menifee city
WRCOG	Moreno Valley city
WRCOG	Murrieta city
WRCOG	Norco city
WRCOG	Perris city
WRCOG	Riverside city
WRCOG	San Jacinto city

WRCOG	Temecula city
WRCOG	Wildomar city

**COVER PAGE
MEMORANDUM OF UNDERSTANDING
No. M-0x-21**

SCAG Overall Work Program (OWP) No: 300-4872Y0.01

Federal/State Awarding Agency: State of California, Department of Housing and Community Development

CFDA Number and Name: N/A

Federal Award Identification Number (FAIN) No: N/A

Federal Award Date: N/A

Total Amount of the Federal Award: N/A

Federal Award Project Description: N/A

Federal Awarding Official: N/A

Sub-Recipient Name: City of Los Angeles, Department of City Planning

Sub-Recipient's DUNS No: 112259176

Total Amount of Federal Funds Obligated to the Sub-Recipient: \$0

Total Amount of Non-Federal Funds Obligated to the Sub-Recipient: TBD

Total Amount of the Sub-Award: TBD

Subaward Period of Performance Start Date: Effective date of this MOU

Subaward Period of Performance End Date: June 30, 2023

Type of Contract: Project Specific

Method of Payment: See Section 6 of this MOU

Project R&D: N/A

Indirect Cost Rate for the Federal Award: N/A

Subaward Project Title: XXXXXXXXXX

Subaward Project Description: XXXXXXXXXX

MEMORANDUM OF UNDERSTANDING

No. **M-00x-21**

**BETWEEN THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND CITY OF LOS ANGELES, DEPARTMENT OF CITY PLANNING (Subregional Partner)
FOR **XXXXXXXXXXXXXXXXXXXXXXX (Project Title)****

(SCAG Project/OWP No. 300-4872Y0.01)

This Memorandum of Understanding (“MOU” or “Agreement”) is by and between the **Southern California Association of Governments** (“SCAG”) and the City of Los Angeles, Department of City Planning (“Sub-Recipient”), for **XXXXXXXXXXXXXXX**, subsequently herein referred to as “Project.” SCAG and the Sub-Recipient are individually referred to herein as “Party” and may be collectively referred to herein as “Parties.”

RECITALS

WHEREAS, SCAG is a Joint Powers Agency and a federally designated Metropolitan Planning Organization (“MPO”) for Southern California. As an MPO, SCAG is primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy (“RTP/SCS”) for the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura;

WHEREAS, the State of California (the “State”), Department of Housing and Community Development (“Department”) is authorized to provide up to \$47,471,023 to SCAG under the Regional Early Action Planning (“REAP”) Grant Program, the regional component of the Local Government Planning Support Grants Program (as described in Health and Safety Code section 50515.02);

WHEREAS, based on SCAG’s Regional Council action at its March 5, 2020 meeting, of the authorized amount, approximately up to \$23 million will be allocated to fund subregional partnership projects for planning activities that will accelerate housing production and facilitate compliance in implementing the Sixth Cycle of Regional Housing Needs Allocation (“RHNA”) (“Subregional Partnership Program”), and funding amount available for each subregional partner will be based on the final Sixth Cycle of RHNA allocation;

WHEREAS, the Department approved SCAG’s application for a Request for Advance Allocation on April 14, 2020, to receive \$11,867,755 (up to 25% of the amount allocated) and a Request for Allocation for the remaining funding is expected to be authorized in 2021;

WHEREAS, on September 3, 2020, SCAG’s Regional Council approved Subregional Partnership Program Guidelines and authorized SCAG’s Executive Director or his designee to enter into agreements with the designated subregional partner under the REAP Program;

WHEREAS, the Sub-Recipient, as the designated subregional partner, developed and submitted its proposals consistent with the Subregional Partnership Program Guidelines (“Project”) and SCAG reviewed and approved the Project;

WHEREAS, pursuant to its annual Overall Work Program (“OWP”), SCAG will be engaged in activities and projects that will require certain technical, professional, or support services from time to time related to its work regarding the Subregional Partnership Program;

WHEREAS, the purpose of this MOU is to describe the responsibilities of the Parties, which includes SCAG to provide funding for the Project;

WHEREAS, the Sub-Recipient will hire a Consultant (“Consultant”) to perform the services required for the Project as described in the REAP Subregional Partnership Program application (“Scope of Work”);

WHEREAS, consistent with the funding schedule in the Subregional Partnership Program Guidelines, SCAG shall contribute a maximum, not to exceed amount of xxx Dollars (\$xx) of state funds for the Project (“Grant Funds”) as a part of Phase 1 Funding, and the Grant Funds may be increased up to the authorized full suballocation amount through an amendment to this Agreement, when the remainder of the funds will be made available to SCAG by the Department;

WHEREAS, the Sub-Recipient’s designated project manager, in coordination with SCAG’s designated project manager, will ensure the Scope of Work is performed by the Consultant;

WHEREAS, subject to the conditions described in the Subregional Partnership Program Guidelines, allowable reimbursable activities (including retroactive activities) by the Sub-Recipient and Consultant have an earliest commencement date of September 3, 2020 and shall be completed by June 30, 2023;

WHEREAS, this MOU shall supersede and replace any previous agreements or negotiations between SCAG and the Sub-Recipient related to the Project described herein; and

WHEREAS, SCAG’s Fiscal Year is from July 1 through June 30.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. MOU Contents

This MOU is comprised of these terms and conditions and any attached Exhibits, and may be amended only by written agreement between SCAG and the Sub-Recipient. Such terms and conditions may be subject to change. The Recitals to this Agreement are also incorporated herein by this reference.

2. Scope of Work

- a. The Sub-Recipient and Consultant, procured by the Sub-Recipient in accordance with applicable procurement requirements and policies, shall perform the Scope of Work, in accordance with applicable State and legal requirements, including but not limited to, those set forth in this MOU.
- b. SCAG shall only be obligated to make payments to the Sub-Recipient for work performed as part of the Scope of Work regarding the Project, up to the maximum amount of xxx Dollars (\$xxx). SCAG intends to use state funds to meet its funding obligations described herein.
- c. The Sub-Recipient shall use the Grant Funds in accordance with the approved Scope of Work as contained in the timeline and budget and related information outlined in the Subregional Partnership Program application and any subsequent applications.
- d. If the Sub-Recipient is able to contract for services at a lower cost than outlined in their Subregional Partnership Program application and approved Scope of Work budget, the remaining funds may be used to fund other REAP programs by SCAG. The Sub-Recipient shall have the opportunity to submit a revised Scope of Work Approval form detailing a proposed use for the remaining funds within 30 days of execution of the contract creating the cost savings. The proposed use is subject to approval by the SCAG Project Manager, and must be proposed to fund meaningful work which adheres to the guidelines.
- e. The approved Scope of Work shall be documented using the Scope of Work Approval Form, attached hereto as "Exhibit A" and incorporated herein by this reference and subsequently herein referred to "Approval Form." The completed Approval Form must be signed and agreed upon by Sub-Recipient Project Manager and SCAG Project Manager, prior to the performance of the Scope of Work. The completed Approval Form may be signed by way of a manual or authorized digital signature, or a signature stamp. The completed Approval Form may be amended subject to approval by SCAG. No alteration or deviation of the Scope of Work shall be valid unless the completed Approval Form is amended and properly signed and agreed upon by both Parties.
- f. The Sub-Recipient hereby verifies that it procured or shall procure the Consultant to perform the Scope of Work through a fair and competitive process consistent with the Sub-Recipient's procurement procedures, as long as those procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law. The Sub-Recipient shall consult with SCAG Project Manager in development of an RFP (or any solicitation) and obtain SCAG Project Manager's approval on the final RFP (or solicitation) prior to its issuance. The Sub-Recipient shall provide SCAG with a copy of its Notice to Proceed issued to the Consultant, along with a copy of the Consultant contract within seven (7) business days of its issuance. When requested, the Sub-Recipient shall also provide other related documentation of compliance, as determined by SCAG, with applicable procurement requirements and terms and conditions of this MOU within seven (7) business days of the request.

- g. Subject to the execution of a valid, enforceable contract between the Sub-Recipient and Consultant, the Sub-Recipient shall be responsible for managing the Consultant in performing the Scope of Work. Each Party's Project Manager shall review and approve Consultant's invoices.
- h. The Sub-Recipient's Project Manager shall be responsible for final approval of Consultant's deliverables consistent with the Scope of Work; provided, however, that prior to approving a deliverable from the Consultant, the Sub-Recipient's Project Manager shall consult with SCAG's Project Manager. In the event that the Sub-Recipient or its Consultant proposes an amendment to the Consultant's contract which changes the terms of Consultant's contract with the Sub-Recipient, including but not limited to, increases the value of the contract amount and/or modifies the Scope of Work, the Sub-Recipient shall notify SCAG's Project Manager in writing prior to such amendment process and provide SCAG with a copy of such amendment.
- i. The Sub-Recipient shall provide SCAG with quarterly reports and a final report as specified in Section 6 of this MOU, which shall include an accounting of Grant Fund expenditures. The Sub-Recipient shall retain a copy of payment records, invoices, receipts, and any other documentation requested by SCAG for all Grant Fund expenditures.
- j. The Sub-Recipient agrees that SCAG, or its authorized representative(s), shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material shall be kept and maintained by the Sub-Recipient and shall be made available to SCAG during the term of this Agreement unless SCAG's advance written permission is given to dispose of any such material.

3. **Term**

The Term of this Agreement shall begin on the Effective Date of the Agreement and continue until **June 30, 2023**, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein. Time is of the essence in the performance of services under this MOU.

4. **Program Management**

- a. All work under this MOU shall be coordinated with SCAG and the Sub-Recipient through the Project Managers.
- b. For purposes of this MOU, SCAG designates the following individual as its Project Manager:

xxxxxx
xxxxxxxxxxx
(213) xxx-xxxx
xxxxxx@scag.ca.gov

SCAG reserves the right to change this designation upon written notice to the Sub-Recipient.

- c. For purposes of this MOU, the Sub-Recipient designates the following individual as its Project Manager:

Jason Valencia
Grants Coordinator
(213) 978-1256
Jason.Valencia@lacity.org

The Sub-Recipient reserves the right to change this designation upon written notice to SCAG.

5. Funding

- a. SCAG's contribution to the Project is funded wholly with state funds, up to xx Dollars (\$xx). SCAG shall not be obligated to make payments for any Project costs that exceed xx Dollars (\$xxx). SCAG shall not be obligated to pay for any increase in Project costs which exceeds SCAG's obligated funding amount.
- b. SCAG reserves the right, in its sole discretion, to discontinue funding the Program and terminate the contract as described in Section 21 of this MOU.
- c. Any costs for which the Sub-Recipient receives reimbursement or credit that is determined by a subsequent audit or other review by either SCAG, the Department or other State authorities to be ineligible or otherwise unallowable, are to be repaid by the Sub-Recipient within thirty (30) calendar days of the Sub-Recipient receiving notice of audit findings and a written demand for reimbursement from SCAG. Such repayment shall include interest, penalties or related fees, as determined by the Department or other State authorities. Should the Sub-Recipient fail to reimburse unallowable costs due to SCAG within thirty (30) calendar days of demand, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due to the Sub-Recipient.

6. Invoices and Progress Reports

- a. SCAG's contribution to the Project shall be made on a reimbursement basis to the Sub-Recipient after the Sub-Recipient and Consultant have performed the services made pursuant to the Scope of Work. All invoices submitted to SCAG for payment shall be e-mailed to accountspayable@scag.ca.gov (file cannot exceed 10MB). SCAG shall disburse funds to Sub-Recipient to pay Consultant invoice no later than 30 days from the date that the Sub-Recipient Project Manager and SCAG Project Manager have approved the Consultant invoice.
- b. Not less frequently than once in every month, the Sub-Recipient shall submit an invoice to SCAG using the Invoice Report, attached hereto and incorporated herein by this reference and subsequently herein referred to as "Exhibit B." SCAG shall make advance payment to the Sub-Recipient for Consultant invoices and reimbursements for paid Staff. The Invoice Report shall include a narrative description of the progress toward completion of tasks related to the Project,

copies of paid Staff and Consultant invoices, and a proof of the payment. After receipt of the Invoice Report, SCAG shall issue funds to the Sub-Recipient to pay the approved invoices. The Sub-Recipient is required to issue payment on the submitted invoices no later than thirty (30) days from the receipt of funding from SCAG.

- c. The Invoice Report shall include the following information:
 - 1) Names of Sub-Recipient and Consultant personnel performing work
 - 2) Dates and times of Project work
 - 3) Location of Project work
 - 4) Itemized costs, including identification of each employee, contractor or subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each such employee, including complete timesheets or time cards signed by the employee and approved by the supervisor; invoices and vouchers, evidencing in proper detail the nature of the charges, and other documentation requested by SCAG; contractor or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and subcontractor invoices.
 - 5) The Sub-Recipient shall submit narrative reports indicating percentage of completion with each set of invoices to allow the SCAG's Project Manager to determine if the Sub-Recipient is performing to expectations, is on schedule, is within funding limitations, as well as to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.
- d. Incomplete or inaccurate invoices shall be returned to the Sub-Recipient unapproved for correction.
- e. All direct and Consultant costs billed must be specifically identified and supported with original receipts, invoices, or statements. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e., non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to the Sub-Recipient, its sub-recipient, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: http://www.dot.ca.gov/hq/asc/travel/ap_b/bul.htm. Also see website for summary of travel reimbursement rules.
- f. By the thirtieth day following the start of a new quarter (i.e., January 30, April 30, July 30, October 30), the Sub-Recipient shall submit a Quarterly Report using the Sub-Recipient Report Template provided by SCAG Project Manager to the Sub-Recipient Project Manager prior to the due date. A copy of the Sub-Recipient Report Template is attached hereto as "Exhibit C" and incorporated herein by this reference and subsequently herein referred to as "Report Template." The Report Template may be modified at any time by the SCAG Project Manager, and will be provided to the Sub-Recipient Project Manager as soon as the change is in effect. The Quarterly Report shall include, in narrative form, a description of services performed by Sub-Recipient's staff and Consultant as well as progress toward completion of tasks related to the Project for the prior quarter and a reporting of all costs incurred regarding the Project.

- g. By February 10 of each year following receipt of funding pursuant to this MOU, the Sub-Recipient shall submit an Annual Report using the Report Template. The Annual Report shall include, in narrative form, a description of services performed by Sub-Recipient's staff and Consultant as well as progress toward completion of tasks related to the Project for the prior year and a reporting of all costs incurred regarding the Project for that period.
- h. On April 10, 2021, the Sub-Recipient Project Manager shall submit the Housing Element Progress portion of the Report Template to SCAG Project Manager. The Housing Element Progress section shall thereafter be required annually, as part of the Annual Report due on February 10 of each year.
- i. As each project is finalized, and no later than July 21, 2023, the Sub-Recipient shall submit a Close-Out Report for each project, in a format to be determined by the SCAG Project Manager. At the time of the drafting of this MOU, the Awarding Agency, State of California, Department of Housing and Community Development (HCD) has not provided the requirements for the Close-Out Report due to HCD by all grantees at the conclusion of the grant performance period. Therefore, the Close-Out Report format required by SCAG of Sub-Recipients is not available at this time, but will be provided to the Sub-Recipient Project Manager by SCAG Project Manager once it becomes available.
- j. On all documents submitted to SCAG for the Project, including Invoices, Quarterly Reports, Annual Reports, and Close Out Form, the Project Number (OWP No. 300-4872.01) shall be referenced from the Effective Date through **June 30, 2023**.
- k. The Parties acknowledge that SCAG's fiscal year is from July 1 to June 30. The Sub-Recipient agrees to submit all invoices to SCAG for services rendered through June 30th, no later than July 31st during the Term of this Agreement (e.g., 7/31/21, 7/31/22, & 7/31/23). SCAG shall not be obligated to pay the Sub-Recipient for any invoice received after such date.
- l. The Sub-Recipient will require that its Consultant pay any subconsultants for satisfactorily completed work no later than ten (10) days of receipt of each payment from the Sub-Recipient. The ten (10) calendar days period is applicable unless a longer period is agreed to in writing.

7. Accounting Records

- a. The Sub-Recipient and Consultant shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Progress Reports which clearly identify reimbursable costs and other expenditures by work elements.
- b. The Sub-Recipient and Consultant shall establish a separate ledger account for receipts and expenditures of Grant Funds and maintain expenditure details in accordance with the scope of work, project timeline and budget.

- c. The Sub-Recipient and Consultant shall maintain documentation of its competitive bid process consistent with the Sub-Recipient's procurement procedures, as long as those procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law, and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- d. The Sub-Recipient agrees that SCAG or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this MOU.
- d. The Sub-Recipient and Consultant shall be responsible for maintaining accounting records as specified above.

8. Allowable Uses of Grant Funds

- a. SCAG shall not award or disburse funds unless it determines that the Grant Funds shall be expended in compliance with the terms and provisions of the Notice of Funding Opportunity (NOFA) for the REAP Grant Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019), which includes associated forms and guidelines and this Agreement.
- b. Grant Funds shall only be used by the Sub-Recipient for project activities approved by SCAG that involve planning activities in accordance with the NOFA published by the Department.
- c. Grant Funds may not be used for administrative costs of persons employed by the Sub-Recipient for activities not directly related to eligible activities.
- d. The Sub-Recipient shall use no more than 5 percent of the total Grant Funds for administrative costs related to the Project. For purposes of this MOU, administrative costs are defined as: preparing invoices and supporting documentation; preparing quarterly progress reports; and participating in project management meetings. Additional funds may be used from other sources solely contributed by the Sub-recipient to support the Sub-recipient's administration of the Project.
- e. If the Sub-Recipient is seeking reimbursement for indirect costs, they must annually submit an Indirect Cost Allocation Plan (ICAP) or an Indirect Cost Rate Proposal (ICRP) to its cognizant agency for indirect costs in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards. The cognizant agency for indirect costs means the Federal agency responsible for reviewing, negotiating, and approving indirect cost allocation plans or indirect cost proposals. The Sub-Recipient must include their estimated indirect cost rate in the project application and provide a copy of the acceptance letter from their cognizant agency for the approved ICAP or ICRP for the current fiscal year. Indirect costs may be sought for reimbursement only after the Sub-Recipient has received ICAP/ICRP approval from its cognizant agency.

- f. The Sub-Recipient shall be accountable to SCAG and the Department to ensure Consultants' performance. The agreements with the Consultants shall provide for compliance with all applicable requirements of this Agreement as determined by SCAG.
- g. SCAG will provide reimbursement only for approved and eligible costs incurred after September 3, 2020 as described in the conditions of the Subregional Partnership Program Guidelines.
- h. There must be a strong implementation component for the funded activity through REAP, including, where appropriate, agreement by the Sub-Recipient to formally adopt the completed planning document.
- i. In the event that it is determined, at the sole discretion of SCAG, that the Sub-Recipient is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from SCAG to stop work, the Sub-Recipient shall cease all work under the Agreement. SCAG has the sole discretion to determine that the Sub-Recipient meets the terms and conditions after a stop work order, and to deliver a written notice to the Sub-Recipient to resume work under the Agreement.

9. Electronic Version of Work Products

- a. For purposes of this Agreement, "Work Products" shall mean any deliverables, including reports, data files, newsletters or any other written or electronic materials provided pursuant to the Scope of Work.
- b. The Sub-Recipient shall submit one (1) electronic copy of all completed deliverables associated with the Project to the assigned SCAG Project Manager.
- c. SCAG shall own all Work Products and shall grant to the Sub-Recipient a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use Work Products related to the Project and developed as part of this MOU; provided, however, that any reproduction, publishing, or reuse of the Work Products will be at the Sub-Recipient's sole risk and without liability or legal exposure to SCAG. Such written verification by SCAG shall not be unreasonably denied and shall be provided by SCAG within ten calendar days of the Sub-Recipient's request therefore.
- d. Subject to the California Public Records Act, all deliverables and related materials related to the Project shall be held confidential by Consultant. Nothing furnished to the Sub-Recipient or SCAG which has previously been provided or is publicly available shall be deemed confidential. The Sub-Recipient shall also safeguard such confidential materials from unauthorized disclosure, using the same standard of care to avoid disclosure, as the Sub-Recipient treats its confidential information, but in no case less than reasonable care.

10. MOU Changes

- a. No alteration or deviation of the terms of this MOU shall be valid unless made in writing in the form of MOU Amendment and properly executed by both parties.
- b. Either Party may request, at any time, amendments to this MOU and will notify the other party regarding such changes. Within ten (10) calendar days from the date of the written notice, the requesting Party shall notify the other Party of the impact of such changes on the Scope of Work, schedule, and budget. Upon agreement between the Parties as to the required changes, an amendment to this MOU shall be prepared regarding the same. If the Parties are unable to reach an agreement regarding the changes requested by SCAG, the Parties may terminate this MOU in accordance with the provisions set forth in Section 21(a) of this MOU.

11. Notices

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

To SCAG: Cindy Giraldo
 Chief Financial Officer
 Southern California Association of Governments
 900 Wilshire Blvd., Suite 1700
 Los Angeles, CA 90017
 (213) 630-1413
 giraldo@scag.ca.gov

SCAG reserves the right to change this designation upon written notice to the Sub-Recipient.

To Sub-Recipient: Name
 Title
 Agency
 Address
 Address
 Phone
 Email

12. Insurance

The Sub-Recipient and Consultant, at their own expense, shall procure and maintain policies of insurance of the types and amounts below, for the duration of the MOU. The policies shall state they afford primary coverage. The minimum required insurance coverage required by SCAG is set forth below.

- a. Minimum Scope of Insurance – Coverage shall be at least as broad as:

- 1) Insurance Services Office Commercial General Liability coverage (Occurrence form CG0001), or its equivalent.
 - 2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto) or its equivalent.
 - 3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
 - 4) Professional Liability (Errors and Omissions) insurance appropriate to the Consultant's profession.
- b. Minimum Limits of Insurance – The Sub-Recipient, Consultant, and SCAG shall maintain limits no less than:
- 1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - 2) Automobile Liability: Including contractual liability insuring owned, non-owned, hired and all vehicles by the Sub-Recipient and Consultant with a combined single limit of not less than \$1,000,000 applicable to bodily injury, or death, and loss of or damage to property in any one occurrence.
 - 3) Workers' Compensation Liability: Including Occupational Diseases in accordance with California Law and Employers' Liability Insurance with a limit of not less than \$1,000,000 each accident.
 - 4) Professional Liability Insurance: With limits of not less than \$1,000,000 per occurrence. In addition, it shall be required that the professional liability insurance policy remain in effect for six (6) months after the Completion Date of this MOU.
- c. Other Insurance Provisions – Both Sub-Recipient and SCAG should comply with the other insurance provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
- 1) SCAG, its officials and employees are to be covered as additional insureds, as respects to liability arising out of the activities performed by or on behalf of the Sub-Recipient or Consultant, products and completed operations of the Sub-Recipient or Consultant; premises owned, occupied or used by the Sub-Recipient; or automobiles owned leased, hired or borrowed by the Sub-Recipient. The coverage shall contain no special limitations on the scope of protection afforded to SCAG, its officials and employees.

- 2) For any claims related to this Project, the Sub-Recipient's and Consultant's insurance coverage shall be primary insurance as respects SCAG, its officials and employees. Any insurance or self-insurance maintained by SCAG shall be excess of the Sub-Recipient's and Consultant's insurance and shall not contribute with it.
 - 3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to SCAG, its officials and employees.
 - 4) The Sub-Recipient's or Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - 5) Workers' Compensation and Employer's Liability policies shall contain the inclusion of SCAG, its members, subsidiaries, officials and employees and shall provide a waiver of subrogation.
- d. Deductibles and Self-Insured Retentions – Any deductibles or self-insured retentions in amounts over \$10,000 must be declared to and approved by SCAG.
 - e. Acceptability of Insurers – Insurance is to be placed with California admitted insurers with a current A.M. Best's rating of no less than A and be admitted, unless otherwise approved by SCAG.
 - f. Verification of Coverage – The Sub-Recipient and Consultant shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be signed by a person authorized by that insurer to bind coverage on its behalf. All documents are to be received and approved by SCAG before work commences. Upon request of SCAG at any time, the Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

13. Indemnification

- a. Except for the negligence or willful misconduct of SCAG and any of its directors, officers, agents, employees, assigns, and successors in interest, the Sub-Recipient undertakes and agrees to defend, indemnify, and hold harmless SCAG and any of its directors, officers, agents, employees, assigns, and successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including SCAG's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors or omissions or violations of law by the Sub-Recipient, employees and agents in connection with its activities in pursuing the Project or under this MOU. The Sub-Recipient further agrees to require its Consultant to provide indemnification for SCAG to the same extent as the Sub-Recipient, in the contract(s) between the Sub-Recipient and its Consultant for work related to this Agreement.

14. Records Retention and Audits

- a. The Sub-Recipient shall maintain all source documents, books and records connected with the Project and procurement of the Consultant and all work performed under this MOU for a minimum of three (3) years from the Completion Date or the date an audit resolution is achieved for each annual SCAG Overall Work Program (OWP), whichever is later, and shall make all supporting information available upon request for inspection and audit by representatives of SCAG, the Department, the California State Auditor, or other authorized government agency. Copies shall be made and furnished by SCAG upon request at no cost to SCAG.
- b. SCAG shall maintain all source documents, books and records connected with the Project under this MOU for a minimum of three (3) years from the Completion Date or the date an audit resolution is achieved for each annual SCAG OWP, and shall make all supporting information available upon request for inspection and audit by representatives of the Sub-Recipient, the Department, the California State Auditor, or other authorized government agency. Copies shall be made and furnished by the Sub-Recipient upon request at no cost to the Sub-Recipient.
- c. At any time during the term of this Agreement, SCAG and the Department may perform a financial audit of any and all phases of the award. At SCAG and the Department's request, the Sub-Recipient shall provide, at its own expense, a financial audit prepared by an independent certified public accountant. SCAG and the Department have the right to review project documents and conduct audits during project implementation and over the project life.
- d. The Sub-Recipient agrees that SCAG and the Department shall have the right to review, obtain, and copy all records and supporting documentation to the performance of this Agreement. The Sub-Recipient agrees to provide any relevant information requested.
- e. The Sub-Recipient agrees to permit SCAG and the Department access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, program guidelines, and this Agreement.
- f. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, all records must be retained by the Sub-Recipient and the Consultant until completion of the action and resolution of all issues which arise from it. Records relating to any and all audits or litigation relevant to this Agreement shall be retained for five (5) years after the conclusion or resolution of the matter.
- g. If applicable, the Sub-Recipient agrees to include all costs associated with this MOU and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Sub-Recipient in compliance with Subpart F of the Office of Management and Budget's Uniform Grant Guidance, formerly referred to as Circular A-133. The Sub-Recipient is responsible for assuring that the Single Auditor has reviewed the requirements of this MOU. Copies of said audits shall be submitted to SCAG.

- h. Neither the pendency of a dispute nor its consideration by a Party or the State shall excuse the other Party from full and timely performance in accordance with the terms of this MOU.

15. General Terms and Conditions

- a. The Sub-Recipient and Consultant shall adhere to the requirements contained in the State of California General Terms and Conditions (GTC 04/2017) now incorporated by reference. Such requirements shall apply to the Sub-Recipient and the Consultant to the same extent as SCAG and may include, but are not limited to:
- 1) Recycling Certification
 - 2) Non-Discrimination Clause
 - 3) Antitrust Claims
 - 4) Child Support Compliance Act
 - 5) Priority Hiring Considerations
 - 6) Small Business Participation and DVBE Participation

16. Equal Employment Opportunity/Nondiscrimination

- a. In the performance of work undertaken pursuant to this MOU, the Parties and their assignees and successors in interest, shall affirmatively require that their employees and contractors shall not unlawfully discriminate, harass or allow harassment, against any person, employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
- b. The Parties shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.
- c. The Parties shall permit access by representatives of SCAG, the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department shall require to ascertain compliance with this clause. The Parties shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Parties shall include the nondiscrimination and compliance provisions of this clause in all sub-agreements to perform work under this MOU.

- d. The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this MOU by reference and made a part hereof as if set forth in full.
- e. Noncompliance: In the event of noncompliance by either Party with the nondiscrimination provisions of this MOU, the other Party may cancel, terminate or suspend the MOU, in whole or in part.
- f. If required by Department, additional or alternate sanctions for noncompliance may be imposed.

17. Conflict of Interest

The Parties shall comply with Federal and State conflict of interest laws, regulations and policies as well as all applicable Federal and State laws, regulations and policies in connection with its activities pursuant to this Agreement.

18. Independent Contractor

The Sub-Recipient and its Consultant(s), officers, employees and agents shall be independent contractors in the performance of this MOU, and not officers, employees, contractors or agents of SCAG.

19. Disputes

- a. In the event of a dispute among the parties concerning a question of fact arising under this agreement that is not disposed of by agreement, which involves a decision by the Department's Housing Policy Development Manager (or the Manager's designee) who may consider any written or verbal evidence submitted by SCAG, the decisions of the Department shall be final and not subject to further appeal pursuant to Health and Safety Code Section 50515.04(g). SCAG shall include in such a submission to the Department any written or verbal evidence submitted to SCAG by the Parties, at the discretion of SCAG, as part of this process. Neither the pendency of a dispute nor its consideration by the Department will excuse the Parties from full and timely performance in accordance with the terms of this agreement.
- b. For other disputes and except as otherwise provided in this MOU, if a dispute arises between the Parties to this MOU, the Parties hereto agree to use the following procedure to resolve such dispute, prior to pursuing other legal remedies:
- c. A meeting shall be held promptly between the Parties that will be attended by the Sub-Recipient's Project Manager and SCAG's Project Manager as well as individuals with decision-making authority (to the extent reasonably possible), who will attempt in good faith to negotiate a resolution of the dispute.
- d. If the Parties are unsuccessful in resolving the dispute under (a) above, they may:

- 1) agree to submit the matter to mediation, binding judicial reference, or a private adjudicator (if all Parties so agree); or
 - 2) initiate litigation following advance written notice to the other Party of not less than thirty (30) days.
- e. If any party should bring a legal action against the other to enforce the terms of this MOU, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, as determined by a court of competent jurisdiction in said proceeding.

20. Noncompliance

In addition to such other remedies as provided by law, in the event of nonperformance or noncompliance with any grant condition or specific requirement of this MOU, this MOU may be terminated pursuant to Section 21.

21. Termination of MOU

- a. **Termination for Convenience.** Either Party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the MOU shall be provided to SCAG and the Sub-Recipient shall be paid for all services performed by Consultant and accepted by the Sub-Recipient provided the required consultation between the Sub-Recipient and SCAG has been undertaken in accordance with Section 2(f) of this MOU. Further, the Party terminating this MOU before the effective date of termination shall be responsible for any actual, incurred termination costs incurred by the Consultant as a result of such termination notice.
- b. **Termination for Cause.** If through any cause, the Sub-Recipient shall fail to timely and adequately fulfill its obligations under this MOU, or if the Sub-Recipient violates any of the covenants, agreements, or stipulations of this MOU, SCAG shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to the Sub-Recipient of the intent to terminate and specifying the effective date thereof. SCAG shall provide a reasonable opportunity for the Sub-Recipient to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that SCAG invokes this termination clause, all finished or unfinished documents and other materials as described in the MOU shall be returned to SCAG at its option.
- c. If through any cause, SCAG shall fail to timely and adequately fulfill its obligations under this MOU, or if SCAG violates any of the covenants, agreements, or stipulations of this MOU, the Sub-Recipient shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to SCAG of the intent to terminate and specifying the effective date thereof. The Sub-Recipient shall provide a reasonable opportunity for SCAG to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that the Sub-Recipient invokes this termination clause, all finished or unfinished

documents and other materials as described in the MOU shall be returned to the Sub-Recipient at its option.

22. Non-Assignment

- a. Neither Party shall assign this MOU, or any part thereof, without the written consent of each Party to this MOU. Any assignment without such written consent shall be void and unenforceable.
- b. The covenants and agreement of this MOU shall insure to the benefit of, and shall be binding upon each of the Parties and their respective successors and assignees.

23. Release of Information

The Sub-Recipient shall not release any information to a third party or otherwise publish or utilize any information obtained or produced by it as a result of or in connection with the performance of services under this Agreement without the prior written authorization of SCAG, except as required by law and with prior written notice to SCAG.

24. Non-Exclusivity

Nothing herein is intended nor shall be construed as creating an exclusive arrangement between SCAG and the Sub-Recipient. This Agreement shall not restrict SCAG from acquiring similar, equal or like services from other entities or sources.

25. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

26. Survival

The following sections survive expiration or termination of this MOU:

Section 9 (Electronic Version of Work Products)
Section 13 (Indemnification)
Section 19 (Disputes)
Section 23 (Release of Information)

27. Jurisdiction and Venue

This MOU shall be deemed an agreement under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought thereunder shall be Los Angeles County, California.

28. Waiver

No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. A Waiver to be valid shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

29. Standard of Care

The Parties and Consultant shall perform the work required for the production of the Project under this MOU in accordance with generally accepted industry standards, practices, and principles applicable to such work.

30. Force Majeure

Neither the Sub-Recipient, SCAG nor Consultant shall be liable or deemed to be in default for any delay or failure in performance under this MOU or interruption of services resulting, directly or indirectly, from acts of nature, civil or military authority, acts of public enemy, war, strikes, labor disputes, pandemics, or any other similar cause beyond the reasonable control of the Sub-Recipient, SCAG or Consultant.

31. Execution of MOU or Amendment

This MOU, or any amendment related thereto (Amendment), may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any Amendment may be executed by way of a manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this Agreement or an Amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this Agreement or any Amendment.

32. Effective Date

This MOU shall be effective as of the last date in which the document is executed by both Parties.

33. Entire MOU

This MOU, including the attached Exhibits A, B and C, represents and contains the entire agreement of the Parties with respect to the matters set forth herein. This MOU supersedes any and all prior negotiations, discussions and, if any, previous agreements between the Parties.

34. Authority

The Sub-recipient warrants and certifies that it possesses the legal authority to execute this Agreement and to undertake administration of the proposed Project, and that a resolution, motion, or similar action has been fully adopted or passed, as an official act of the Sub-recipient's governing body, authorizing receipt of SCAG Grant Funds, and directing and designating the authorized representative(s) of the Sub-recipient to act in connection with the Project specified and to provide such additional information as may be required by SCAG.

**SIGNATURE PAGE TO
MEMORANDUM OF UNDERSTANDING
NO. M-00x-21**

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives as of the dates indicated below:

(i) SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (“SCAG”)

(ii) By: _____
Cindy Giraldo Date _____
Chief Financial Officer

APPROVED AS TO FORM:

By: _____
Haviva Shane Date _____
Best, Best & Krieger

xxx (“xxx”)

(iii) By: _____
Name Date _____
Title

APPROVED AS TO FORM:

(iv) By: _____
Name Date _____
Title

MOU No. : M-00x-21
SCAG Project/OWP 300-4872Y0.01
No. : _____

Exhibit A

Scope of Work Approval Form



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

Subregional Partner: _____

- ☐ Original Scope of Work Approval ☐ Add or Remove Project Manager
☐ Revision Requested to Projects (Please check all that apply)
 ☐ Revise/Delete a Previously Approved Project or Task ☐ Change Funding Allocation Between Projects
 ☐ Add a New Project ☐ Project/Task Date Change ☐ Change in Deliverable
 ☐ RHNA Adjusted Allocation Initiated by SCAG

☐ Other (Please describe)

SCAG Approval Date: _____

Revision Request Date: _____

Approved Summary of Projects and Activities (application approved on XX.XX.XXX)

	Project/Activity Name	Phase 1 funding	Phase 2 funding	Total Project Funding
1				
2				
3				
4				
5				
6				
7				
Phase Total				
Total Approved Funding Amount				

Approved Summary of Projects and Activities (Revision) *If a revision is requested, please also update the appropriate individual project outline(s) on the following pages. If a new project is being requested, please fill out a new project outline using the template on the last three pages of this form.*

	Project/Activity Name and requested change	Total Amount
1		
2		
3		
4		



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

5		
6		
7		
Total Approved Funding Amount		

Approval Requested By:
 SUBRECIPIENT PROJECT MANAGER
 Name and Title

Approved By:
 SCAG PROJECT MANAGER
 Ma'Ayn Johnson, Housing Programs Manager

 Signature Date

 Signature Date

Note to Subrecipient(s):

If the approved Scope of Work includes the adoption or amendment of ordinances or any other support activities, those activities, e.g., ADU ordinances, must support the creation of additional housing and be in compliance with applicable current State and Federal laws and statutes. If the project is found to be non-compliant with any current laws or statutes, reimbursement will be denied, and any funds previously disbursed may be subject to repayment by the Subrecipient. If the Subrecipient is unclear as to the legality of their proposed ordinance or amendment, the SCAG Project Manager can offer technical assistance. The California Department of Housing and Community Development has a website for current ADU law and resources for agencies at <https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml>.



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

SCAG will provide enough copies of the following two pages for each approved project.

1	Project Name
Brief Description of Project: <i>As provided in initial approved application</i>	
Alignment with SCAG Connect SoCal regional priorities: <i>As provided in initial approved application</i>	
Approved Program Metrics to be Documented in Quarterly and Annual Reports: <i>As determined by SCAG Project Manager</i>	



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

1	Project Name					
Project/Activity Tasks						
Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
<i>As provided in initial approved application</i>						
Total projected cost						



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

Please provide more information about the new requested project. Use additional pages if needed, and copy the template if more than one new project is being requested.

New Project Name:	
Estimated cost	
Expected start date	
Expected end date	
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input type="checkbox"/> yes ___ total number of consultant firms expected for projects
Agency expected to procure consultant	<input type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify:
Agency expected to administer or implement project or activity*	<input type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify:
Which agency will be directly paying consultant invoices?	<input type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision-making body for implementation?	<input type="checkbox"/> no <input type="checkbox"/> yes If yes, please specify the expected adoption/approval date: _____

**The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.*



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

Please provide more details about the project or activity, including:

- Brief description of project key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed

Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

Proposed Program Metrics to be Documented in Quarterly and Annual Reports:
Will be evaluated by SCAG Project Manager



Date: December 3, 2020
Page 30

MOU No. : M-00x-21
SCAG Project/OWP 300-4872Y0.01
No. : _____

Exhibit B

Invoice Report Format

Use Agency Letterhead

SAMPLE

INVOICE

Email invoice to:

accounts payable@scag.ca.gov

Cindy Giraldo
 Chief Financial Officer
 Southern California Association of Governments
 900 Wilshire Blvd., Ste 1700
 Los Angeles, CA 90017

Date: _____
 Invoice #: _____
 Invoice Period: _____
 MOU #: _____
 OWP #: _____
 Project Title: _____

Cost Categories	Hourly Rate	Hours	Budget	Current Invoice	Previously Invoiced	YTD Expenditure	Balance
Tasks (labor only)							
Task 1				\$0.00	\$0.00	\$0.00	\$0.00
Task 2				\$0.00	\$0.00	\$0.00	\$0.00
Task 3				\$0.00	\$0.00	\$0.00	\$0.00
Task 4				\$0.00	\$0.00	\$0.00	\$0.00
Task 5				\$0.00	\$0.00	\$0.00	\$0.00
Task 6				\$0.00	\$0.00	\$0.00	\$0.00
Task 7				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Tasks		-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overhead & Fringe (if applicable)							
Overhead	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Fringe	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Overhead & Fringe:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fixed Fee (if applicable)							
Fixed Fee	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Fixed Fee:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs (ODCs)							
Travel				\$0.00	\$0.00	\$0.00	\$0.00
Printing - Directly Chargeable only				\$0.00	\$0.00	\$0.00	\$0.00
Other				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - ODCs:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant/Subconsultant							
Consultant 1				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 2				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 3				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 4				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Consultant/Subconsultant:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please send check to:

CITY OF TBD

Address

City/State/ZIP

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Signature of an Authorized Official

Title

Full Name of An Official who is authorized to
legally bind the Organization

Date

MOU No. : M-00x-21
SCAG Project/OWP 300-4872Y0.01
No. : _____



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Subrecipient: _____

Reporting Period Please check the appropriate reporting period.

☐ Quarterly Report

☐ Annual Report

☐ Final Report

Date Submitted: _____

☐ Jan-Mar

☐ Apr-Jun

☐ Jul-Sep

☐ Oct-Dec

☐ 2021 ☐ 2022

☐ 2023

Current Approved Summary of Projects and Activities Per Scope of Work Dated XX-XX-XXXX

	Project/Activity Name	Total Project Funding	Expenditures This Period	Expenditures to Date	Balance to be Spent by 6/30/23	Uses LEAP or SB2 Funding
1						None
2						Choose an item.
3						Choose an item.
4						Choose an item.
5						Choose an item.
6						Choose an item.
7	Administrative Fee					None
	Total Approved Funding Amount					

Report Submitted By:

SUBRECIPIENT PROJECT MANAGER

Name and Title

Signature _____

Date _____

Report Reviewed and Accepted By:

SCAG PROJECT MANAGER

Ma'Ayn Johnson, Housing Program Manager

Signature _____

Date _____

Report Received by SCAG Date: _____

Exhibit C
Report Template



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Project/Activity Task Tracker Required for Quarterly and Annual Reports

Please write a brief description of progress for each task/subtask. Narrative reporting on overall project will be reported in the Project Progress Narrative section of this form. Indicate if the task is complete, and the date the deliverable was completed. Please attach any and all deliverables to this report.

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Begin date	End date	Deliverable	Deliverable Completion Date
1.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached		Description of progress:				
2.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached		Description of progress:				
3.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached		Description of progress:				
4.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached		Description of progress:				
5.						Click or tap to enter a date.



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Begin date	End date	Deliverable	Deliverable Completion Date
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
6.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
7.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
8.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
9.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached	Description of progress:					
10. Administrative	Staff					
Total projected cost						



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Project Metrics Required for Quarterly and Annual Reports

Below are the metrics for this project as approved in consultation with SCAG Project Manager. Please provide the data for the applicable reporting period. Add as many lines as necessary, and you may include other metrics that are also applicable, as appropriate.

Metric	Baseline	As of 3/31/21	As of 6/30/21	As of 9/30/21	As of 12/31/21	As of 3/31/22	As of 6/30/22	As of 9/30/22	As of 12/31/22	As of 3/31/23	As of 6/30/23	Change
Other Quantitative Metrics: <i>(optional)</i>												
Other Qualitative Metrics: <i>(optional)</i>												



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Sub-Recipient Reporting Form

Project Progress Narrative Required for Quarterly and Annual Reports

Project: _____

Please describe in narrative format the progress for this project during the reporting period. Include any actions taken to further project tasks and indicate if the project is proceeding according to the timeline in the Scope of Work Approval Form. List any challenges to progress that occurred during the reporting period and plans to address those challenges. If project was completed during this reporting period, please indicate the date completed, and include any outstanding deliverables with your report.

☐ **Project Complete** Date Completed: Click or tap to enter a date.

Briefly describe the status of the project as of the end of the reporting period:

List actions taken to further project tasks:

Identify any delays to project schedule and plans to address the delays. (If none, please indicate N/A):

List any other challenges to progress during this reporting period. (If none, please indicate N/A):

Identify any needs for additional technical assistance from SCAG. (If none, please indicate N/A):



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Subrecipient Reporting Form

Housing Element Progress Required by April 10, 2021 and thereafter on Annual Reports Only

In the section below, please list the jurisdictions your subregional area covers and housing element progress. The rubric below can be used to indicate housing element progress: Use additional space or add additional lines, if needed.

- A. Work on housing element update has not been initiated
- B. Draft housing element update is underway/proceeding, but not yet submitted to HCD
- C. Draft housing element update has been submitted to HCD; HCD review is pending or has been received
- D. Revised Draft housing element update pursuant to initial HCD review is proceeding
- E. Revised Draft housing element update has been submitted to HCD, HCD review is pending or has been received
- F. Housing element update has been Adopted and submitted to HCD, certification pending
- G. Adopted housing element being revised pursuant to HCD review noncompliance findings
- H. Housing element update has been adopted, submitted to HCD, found in compliance with State law, and is being implemented

Jurisdiction	Housing element progress as reported in application	Housing element progress (A-F) April 2021	Housing element progress (A-F) February 2022	Housing element progress (A-F) February 2023	Housing element progress (A-F) June 2023
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.

ATTACHMENT 3

			A (B+C+D+E)	B (F+G+H)	C	D	E	F	G	H
DCP Project	DCP Work Unit	Task/Subtask	Task/Subtask	Staff Cost	Non-CEQA	CEQA Consultant	Expenditure Cost	Staff Costs	Staff Costs	Staff Costs
	Housing Policy: (Support by	Historical Housing and	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Housing Policy	Mapping and Analysis of	395,000.00	100,000.00	150,000.00	-	145,000.00	75,000.00	25,000.00	-
	Housing Policy	CEQA Streamlining	70,000.00	-	-	70,000.00	-	-	-	-
	Housing Policy	Rezoning Implementation	1,020,000.00	520,000.00	-	500,000.00	-	-	-	-
	Housing Policy	Density Bonus Update	375,000.00	230,000.00	125,000.00	-	20,000.00	-	240,000.00	280,000.00
	Community Planning	West LA	790,000.00	790,000.00	-	-	-	50,000.00	80,000.00	100,000.00
	Community Planning	SW Valley	797,000.00	797,000.00	-	-	-	150,000.00	290,000.00	350,000.00
	Community Planning	SE Valley	588,000.00	588,000.00	-	-	-	149,000.00	295,000.00	353,000.00
	Central Overlay Specific Plan	CASP SP Update	278,000.00	278,000.00	-	-	-	107,000.00	218,000.00	263,000.00
		Subtotal	4,373,000.00	3,303,000.00	335,000.00	570,000.00	165,000.00	582,000.00	1,251,000.00	1,470,000.00
	Code Studies	Process and Procedures	377,500.00	377,500.00	-	-	-	71,000.00	140,000.00	166,500.00
	General Plan	Updates to the Safety	526,000.00	81,000.00	400,000.00	25,000.00	20,000.00	55,000.00	26,000.00	-
	General Plan (Support from	Economic Analysis and	432,000.00	32,000.00	400,000.00	-	-	-	32,000.00	-
	General Plan	Infrastructure Analysis	126,500.00	26,500.00	100,000.00	-	-	-	26,500.00	-
	Housing Policy (Support by	Equitable Development	175,000.00	75,000.00	100,000.00	-	-	-	35,000.00	40,000.00
	Housing Policy (Support by	Community Planning	220,000.00	120,000.00	100,000.00	-	-	-	55,000.00	65,000.00
	General Plan	Growth Considerations	428,000.00	148,000.00	250,000.00	-	30,000.00	-	23,000.00	125,000.00
		Subtotal	2,285,000.00	860,000.00	1,350,000.00	25,000.00	50,000.00	126,000.00	337,500.00	396,500.00
Foster Inclusive	External Affairs	Small Grants to	200,000.00	-	200,000.00	-	-	-	-	-
Engagement: Outreach	External Affairs	Public Outreach	100,000.00	-	-	-	100,000.00	-	-	-
		Subtotal	300,000.00	-	200,000.00	-	100,000.00	-	-	-
Administrative Costs	Grants	Administrative Costs 20%	70,000.00	70,000.00	-	-	-	15,000.00	25,000.00	30,000.00
		Subtotal	70,000.00	70,000.00	-	-	-	15,000.00	25,000.00	30,000.00
Grand Total			\$ 7,028,000.00	\$ 4,233,000.00	\$ 1,885,000.00	\$ 595,000.00	\$ 315,000.00	\$ 723,000.00	\$ 1,613,500.00	\$ 1,896,500.00