

**AGENDA AND NOTICE OF THE REGULAR MEETING OF THE  
SOUTH BAY REGIONAL HOUSING TRUST BOARD OF DIRECTORS**

**THURSDAY, JUNE 18, 2026 - 3:30 P.M.**

**SBCCOG Offices: 357 VAN NESS WAY, #90, TORRANCE, CA 90501 &**

**Via Zoom: [www.zoom.us/join](http://www.zoom.us/join) Meeting ID: 879 3160 9573 / Passcode:  
142451**

**SBRHT Officers**

**Chair**

Debby Stegura

**Vice Chair**

Jon Kaji

**Directors**

El Segundo

Michelle Keldorf

Ryan Baldino (alt.)

Hawthorne

Alex Monteiro

Katrina Manning (alt.)

Hermosa Beach

Rob Saemann

Dean Francois (alt.)

Inglewood

Eloy Morales

James Butts (alt.)

Lawndale

Bernadette Suarez

Pat Kearney (alt.)

Lomita

Bill Uphoff

Barry Waite (alt.)

Manhattan Beach

Nina Tarnay

Joe Franklin (alt.)

Rancho Palos Verdes

Stephen Perestam

George Lewis (alt.)

Redondo Beach

Paige Kaluderovic

Brad Waller (alt.)

Rolling Hills Estates

Debby Stegura

Velveth Schmitz (alt.)

Torrance

Jon Kaji

Sharon Kalani (alt.)

Housing/Homeless

Experts

Michelle Ramirez

Michael Allen

The agenda packet is available at the South Bay Cities Council of Governments' (SBCCOG) office at 357 Van Ness Way, #90, Torrance, CA 90501, and on the website [www.sbrht.org](http://www.sbrht.org). Copies are available via email upon request to [Natalie@sbrht.org](mailto:Natalie@sbrht.org). Any additional agenda documents that are distributed to a majority of the Board after the posting of the agenda will be available for review in the SBCCOG office during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Thursday, and on the South Bay Regional Housing Trust website noted above.

**PUBLIC PARTICIPATION:**

Your participation is welcomed at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SBRHT requests that persons addressing the meeting refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting, after being warned by the Board Chair or designee to cease the disruption, may be precluded from further participation in the meeting.

At a regular meeting, the public may comment on any matter within the jurisdiction of the SBRHT Board of Directors that is not on the agenda during the public comment period at the beginning of the agenda. The public may also comment on any item on the Consent Calendar prior to action taken on the Consent Calendar. For other agenda items, the public may comment prior to the item being considered by the Board. At a special meeting, the public may only comment on items that are on the agenda.

Members of the public are requested to state their name, city of residence, and the organization they represent (if applicable) prior to speaking. Comments are limited to a maximum of three minutes per person. The Board Chair may impose additional time limits at their discretion. Both written and oral comments will be part of the official record.

Members of the public may address the Board in the following ways:

1. **Verbal Comment In-Person/Virtual:** If you would like to make a verbal public comment, please complete a Speaker Request Form and provide it to staff. Forms will be made available to you by staff at the meeting. If participating through Zoom, please use the "raise hand" feature.
2. **Written Comment:** If you wish to submit written public comments to be distributed to the Board prior to or during the meeting, please submit these materials via email to submit comments by emailing [Natalie@sbrht.org](mailto:Natalie@sbrht.org) at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT."

- I. **CALL TO ORDER** – 3:30 P.M.
- II. **ROLL CALL**
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- IV. **PUBLIC COMMENTS** – 3:35 P.M.
- V. **CONSENT CALENDAR ITEMS** – 3:40 P.M.

A. **May 21, 2026 Meeting Minutes** (attachment) **(Pages 4-8)**

B. **Purchasing and Procurement policies and procedures** (attachment) **(Pages 10-14)**

C. **CivicHome for On Call Services** (attachment) **(Pages 16-31)**

**Recommended Action:** Approve the Consent Calendar

VI. **DISCUSSION/ACTION ITEMS**

At this time, members of the public in attendance may ask the Board to be heard on the following items as those items are called.

A. **The Year Ahead at LACAHS**A (Claudia Lima - Chief Strategic Investments Officer)-  
**3:40 P.M.**

B. **SB 799 Update & Hearing in Sacramento** (Jon Kaji & David Leger) – **4:00 P.M.**

C. **LACAHS**A funded TA studies (Ronson Chu/Kevin Umana) – **4:10 P.M.**

D. **Commercial Redevelopment Tool for Cities** (Jake Romoff) - **4:20 P.M.**

E. **Brainstorm Session** – around the table for ideas – homework – talk to your city about what they want the Trust to do- **4:30P.M.**

F. **SBRHT Logo Options** (attachment) (Colleen Farrell) – **4:55 P.M. (Page 34)**  
Recommended Action: Approve a logo for SBRHT

G. **Accounting Procedures Matrix** (attachment) (David Leger) - **5:00 P.M. (Pages 36-39)**

H. **Selection of Vice Chair** (Jon Kaji) - **5:10 P.M.**

I. **Look Ahead – Future Meeting Agenda Items** (Presented by Jacki Bacharach) – **5:20 PM**

1) Approval of accounting, investment, and conflict of interest policies

2) What is needed from a city to authorize the Trust to discuss potential funding for developments with a developer

3) Approval of Strategic Plan/Work Program

VII. **GENERAL ITEMS FROM THE BOARD** – 5:25 P.M.

VIII. **ADJOURNMENT** – 5:30 P.M.

IX. **NEXT MEETING** – Thursday, July 16, 2026, at 3:30 p.m. at the SBCCOG office

## Agenda Item V-A

# May 21, 2026 Meeting Minutes

**MEETING MINUTES**  
**OF THE SOUTH BAY REGIONAL HOUSING TRUST BOARD OF DIRECTORS**  
**THURSDAY, MAY 21, 2026 - 3:00 P.M.**  
**SBCCOG Offices: 357 VAN NESS WAY, #90, TORRANCE, CA 90501 & Via Zoom**  
**RECORDING IS ACCESSIBLE VIA THE FOLLOWING LINK:**  
<https://youtu.be/ayr89YUfPU8?si=12J1UmojGo5UQLIX>

**I.CALL TO ORDER**

South Bay Regional Housing Trust Chair Debby Stegura called the meeting to order at 3:01 pm.

**II.ROLL CALL**

SBCCOG Senior Program Manager David Leger conducted an attendance roll call. The following Directors and individuals were present:

**In attendance were the following voting members:**

Michelle Keldorf, El Segundo	Stephen Perestam, Rancho Palos Verdes
Alexandre Monteiro, Hawthorne	Paige Kaluderovic, Redondo Beach (arrival at 3:02 pm)
Rob Saemann, Hermosa Beach	Debby Stegura, Rolling Hills Estates
Bernadette Suarez, Lawndale	Jon Kaji, Torrance
Bill Uphoff, Lomita	Michael Allen, Housing Expert
Nina Tarnay Manhattan Beach	Michelle Ramirez, Housing Expert (SB 707 virtual arrival at 3:03 pm)

**Also, in attendance were the following persons:**

Lauren Langer, Best Best & Krieger	George Barks, Redondo Beach
Adam Eliason, CivicHome	Wally Siembab, SBCCOG (virtual)
Grant Henninger, CivicHome	Colleen Farrell, SBCCOG
Paul Silvern, HR & Advisors, Inc.	David Leger, SBCCOG
Philip Rebentisc, Indivisible SB LA	Ronson Chu, SBCCOG
Jim William, BSB Design	Jacki Bacharach, SBCCOG
Maegan Pearson, Abode Communities	Kevin Umaña, SBCCOG
Lara Regus, Adobe Communities	Moana Franco, SBCCOG
Jessica Ponce, Lomita	Natalie Champion, SBCCOG

**III.ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**

There were no changes to the agenda.

**IV.PUBLIC COMMENTS**

No public comments were received.

**V.CONSENT CALENDAR ITEMS**

- A. April 30, 2026 Meeting Minutes (Attachment)**
  - B. Interim Accounting and Procurement policies and procedures (Attachment)**
  - C. Selection of Bank for Operating Trust funds (Attachment)**
  - D. Resolution 2026-2 authorizing trust signers for banking purposes (Attachment)**
  - E. Contract with SBCCOG for trust management services (Attachment)**
- Recommended Action: Approve the Consent Calendar*

**MOTION** by Director Monteiro, seconded by Director Uphoff, to **APPROVE** the Consent Calendar.

Yes: Keldorf, Monteiro, Saemann, Suarez, Tarnay, Uphoff, Perestam, Allen, Stegura, Kaji.

No: None

Abstain: None

Not present for the vote: Kaluderovic (arrived at 3:02 pm), Ramirez (arrived virtual via SB 707 at 3:03 pm)

Vote Total: 10

**MOTION PASSES.**

## **VI. DISCUSSION/ACTION ITEMS**

*At this time, members of the public in attendance may ask the Board to be heard on the following items as those items are called.*

### **A. Direction for Accounting and Procurement policies and procedures (Attachment)** (Presented by Jacki Bacharach)

Ms. Bacharach presented a discussion regarding the development of permanent accounting, finance, procurement, and contracting policies for the South Bay Regional Housing Trust. Staff requested Board direction on several governance and financial administration questions, including check-signing authority, approval thresholds, expense authorization, contract review procedures, and procurement requirements. The Board expressed support for a subcommittee approach. Board Members Bernadette Suarez, Bill Uphoff, and Chair Debby Stegura volunteered to serve on the subcommittee, which will review policy options and return recommendations to the Board at a future meeting.

### **B. Update SB 799 & Letter to support SB 799 and board member to go to Sacramento in June** (Presented by David Leger)

Mr. Leger reported that SB 799 is expected to be heard by the Senate Local Government Committee on June 17, 2026 and noted that staff is seeking a Board member to testify at the hearing. He shared that Senator Allen's staff has requested additional information to support the case for moderate-income housing authority, including South Bay-specific data related to affordability, workforce needs, commuter patterns, and housing market conditions. Board members discussed strategies for strengthening support for the legislation, including reframing moderate-income housing as workforce housing, and emphasizing its importance for first-time homebuyers, educators, public safety personnel, military families, and aerospace employees. Board Member Uphoff suggested that workforce housing may be a more effective frame for the discussion, while Board Member Kaluderovic noted the significant impact housing affordability has on military personnel and the challenges faced by the aerospace workforce. Members discussed the possibility of engaging military leadership, including Air Force representatives, to help illustrate the regional housing need and workforce impacts. Staff also reported that the Westside Cities Council of Governments, which is in the process of forming a housing trust, has expressed interest in supporting advocacy efforts related to moderate-income housing authority. Adam Eliason of CivicHome indicated he would participate in advocacy efforts, and David Leger encouraged Board members to review their calendars for the June 17 hearing and provide any available local data that may support the legislative effort.

### **C. Review LCAHSA guidelines for projects** (Presented by Ronson Chu)

Mr. Chu and Mr. Umaña presented an overview of the LCAHSA Production, Preservation, and Ownership (PPO) Program and reviewed the funding requirements applicable to the South Bay Regional Housing Trust. Staff explained the relationship between LCAHSA, SBCCOG, and the Trust, noting that PPO funds are divided between Production funding for new affordable housing development and Preservation and Ownership funding for other eligible housing activities. Staff emphasized that approximately 77% of PPO funding must be used for affordable housing construction activities and that funds must generally be obligated within one year and expended within three years. The presentation also reviewed affordability requirements, project eligibility standards, prevailing wage requirements,

project labor agreement obligations, and compliance with City of Los Angeles labor requirements applicable to Measure A-funded projects. Mr. Umaña highlighted that the PPO program's primary focus is the direct investment of housing production funds into affordable housing developments. Staff reviewed the statutory affordability requirements, including income targeting requirements, and explained how Trust-funded projects must comply with affordability covenants and labor standards. Staff noted that while the Trust may consider a variety of housing activities in future funding cycles, the immediate focus is on deploying available FY 2025-26 funds in compliance with LACAHSAs requirements. Board Member Uphoff asked how the PPO funding requirements relate to the Trust's efforts to secure legislative authority for moderate-income housing through SB 799. Staff explained that the current Measure A and PPO funding sources are restricted by state law and program guidelines, limiting their use primarily to lower-income affordable housing. Mr. Chu noted that the Trust is seeking moderate-income housing authority to provide flexibility for future funding sources and programs, while acknowledging that the FY 2025-26 and FY 2026-27 PPO allocations must continue to comply with existing LACAHSAs requirements.

**D. Trust Housing Programs (Attachment) (Presented by Grant Henninger)**

Grant Henninger of CivicHome presented an overview of potential housing programs the Trust could consider for future funding cycles, including residual receipt soft loans, acquisition and predevelopment loans, preservation loans, ADU loan programs, down payment assistance, and interest rate buy-down programs. He noted that residual receipt soft loans are the most common tool used by housing trusts to support affordable housing construction, while acquisition and predevelopment loans can help build a pipeline of future projects. Board members discussed the advantages, risks, and administrative requirements associated with each program. Questions focused on ADU affordability covenants, loan servicing responsibilities, repayment structures, and the potential use of nonprofit or lending partners to administer homeowner-based programs. Staff also reviewed how down payment assistance programs could support homeownership while reducing housing costs for eligible buyers. Board members requested additional information on program performance, staffing needs, risk levels, and lessons learned from other California housing trusts. Staff noted that established housing trusts have primarily utilized residual receipt soft loans and acquisition/predevelopment financing and agreed to bring back additional analysis to help guide future program priorities.

**E. Conditional commitment to provide funding for Cordary Avenue Apartments in Hawthorne for a soft loan (to be sent in a supplemental) (Presented by HR&A Advisors)**

*Recommended Action: Approve conditional funding recommendation for the Cordary Avenue Apartments project in Hawthorne*

Mr. Chu introduced the proposed conditional funding commitment for the Cordary Avenue Apartments affordable housing development in the City of Hawthorne. Paul Silver of HR&A Advisors presented the project on behalf of Abode Communities, describing the 93-unit affordable housing development, its financing structure, tax credit and bond funding strategy, and the recommendation that the South Bay Regional Housing Trust provide a conditional \$6 million residual receipt loan. Staff explained that the project is intended to serve extremely low- and very low-income households and that the commitment would strengthen the project's competitiveness for additional state and county funding sources. Board members raised several questions regarding the project and its long-term operation. Board Member Ramirez asked whether the proposed rental rates were based on tax credit affordability requirements, how future rent increases would be regulated, and what would occur if tenants' incomes exceeded the initial eligibility thresholds. Lara Regus of Abode Communities explained that the project will be subject to 55-year deed restrictions and regulatory agreements, with rents tied to HUD Area Median Income calculations and subject to annual limits. She further explained that tenants whose incomes increase may remain in the development under applicable affordable housing rules and that annual compliance monitoring and income certifications are required. Board Member Stegura asked about the residual receipts repayment structure, developer fees, annual audits, and oversight of affordability requirements. Staff explained that developer fees are largely deferred, repayment is dependent on project performance, and annual audits and compliance reporting are standard requirements that can be provided to the Trust. Board Member Uphoff asked whether the June timeline represented a firm deadline for the Trust and what would happen if the project did not secure its remaining funding commitments. Mr. Chu explained

that the Trust could seek an extension from LACAUSA if necessary and that the conditional commitment would remain under the Board's control, allowing the Board to withdraw or extend the commitment if the project failed to obtain the required financing. Board Member Tarnay stated that while she understood the importance of establishing long-term priorities for the new Housing Trust, she also recognized the opportunity to advance a project that reflected the Trust's mission and the housing needs of the South Bay. Board Member Saemann asked questions regarding zoning, parking, building height, infrastructure capacity, contractor contingencies, and whether the development was a density bonus project. Staff clarified that the City of Hawthorne owned the property and had approved the project through its own discretionary authority, that the development was not a density bonus project, and that infrastructure improvements and construction contingencies were incorporated into the project budget. Board Member Monteiro shared the City's experience with the project, noting that Hawthorne had previously pursued affordable housing on the site, had completed an RFP process before selecting Abode Communities, and had committed \$7 million toward the project. He highlighted the site's proximity to transit, parks, schools, senior housing, shopping, and other community amenities, and stated that the City had carefully evaluated parking and neighborhood impacts before supporting the development. Board member Perestam expressed his concern that more information was needed on the programs and priorities of the Trust.

**MOTION** by Board Member Tarnay, seconded by Board Member Kaluderovic, to **APPROVE** the \$6 million soft loan conditional funding commitment for the Cordary Avenue Apartments project in Hawthorne, contingent upon the project securing all remaining funding sources and satisfying the Trust's funding requirements via Roll Call Vote.

Yes: Keldorf, Monteiro, Saemann, Suarez, Tarnay, Uphoff, Tarnay, Kaluderovic, Allen, Stegura, Kaji, Ramirez.

No: Perestam

Abstain: None

Vote Total: 12

**MOTION PASSES.**

#### **F. SBRHT Logo Options (Attachment) (Presented by Colleen Farrell)**

*Recommended Action: Approve a logo for SBRHT*

SBCCOG staff Colleen Farrell presented logo concepts and branding recommendations for the South Bay Regional Housing Trust, emphasizing the value of a simple design with a limited color palette. Board members discussed preferred colors, taglines, and overall design direction. Board Member Stegura asked for feedback on the concepts, Board Members Kaluderovic and Monteiro suggested replacing the green with a lighter blue, and Board Member Uphoff observed that the discussion was narrowing toward logo options 1 and 2. Staff agreed to prepare additional color variations.

**MOTION** by Board Member Kaluderovic, seconded by Board Member Saemann, to **APPROVE** narrowing the logo options to 1 and 2 with staff creating additional color variations.

Yes: Keldorf, Monteiro, Saemann, Suarez, Tarnay, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji, Allen.

No: None

Abstain: None

Vote Total: 12

**MOTION PASSES.**

#### **G. Updates: Development Community Feedback about the SBRHT (Presented by Ronson Chu)**

Mr. Chu reported that the Trust has begun receiving inquiries from developers, consultants, and property owners regarding affordable housing opportunities in the South Bay. Staff has connected interested parties with local cities and is exploring how to develop a future project pipeline. Board members commented that projects should align with the Trust's priorities and

should come to the Trust through city processes rather than on a first-come, first-served basis. Staff agreed that a formal intake process and evaluation criteria should be developed.

**H. Look Ahead – Future Meeting Agenda Items (Presented by Jacki Bacharach)**

- 1) LACAHSAs Calendar
- 2) Brainstorming on priorities & what is needed from a city to discuss potential funding for developments
- 3) Approval of investment policies and procedures
- 4) Strategic Plan

Ms. Bacharach outlined these 4 potential future agenda topics. Staff also suggested developing regional housing and vacancy inventories and creating resources to assist cities with developer inquiries and affordable housing compliance. Board members supported establishing clear priorities before funding projects. It was suggested exploring innovative ways to reduce affordable housing development costs. Staff indicated these topics would return for future discussion.

**VII.GENERAL ITEMS FROM THE BOARD**

Board members discussed meeting logistics. Board member Monteiro requested that the regular meeting time be changed to 3:30 pm to better accommodate members' schedules.

**VIII.ADJOURNMENT**

Chair Stegura adjourned the meeting to Thursday, June 18, 2026, at 3:30 p.m. at the SBCCOG office.

## Agenda Item V-B

# Purchasing and Procurement Policies and Procedures

# South Bay Regional Housing Trust

AGENDA ITEM: V-B

June 18, 2026

**TO: SBRHT Board of Directors**  
**FROM: Jacki Bacharach, Interim Trust Executive Director**  
**SUBJECT: Purchasing and Procurement Policy**

## **RECOMMENDED ACTION:**

APPROVE PURCHASING AND PROCUREMENT POLICY AND PROCEDURES FOR REVIEW,  
APPROVAL AND PAYMENT OF TRUST EXPENDITURES

## **BACKGROUND:**

As a new entity, the South Bay Regional Housing Trust is required to adopt certain policies and procedures to ensure the Trust adheres to best practices in its operations. One of the required policies and procedures topics is regarding purchasing and procurement. The attached Purchasing and Procurement Policy and Procedures (Attachment A) specifies how the Trust will handle purchasing and procurement.

Of specific note are the cost thresholds that trigger different levels of scrutiny and approval.

Goods & Nonprofessional Services: Up to \$10,000, the Executive Director may approve after receiving informal price comparisons (phone/internet) from three vendors. From \$10,000–\$49,999, competitive informal bidding is required which includes written solicitations to at least three vendors, documented evaluation, and Board contract approval. Justification is required if fewer than three bids are received. At \$50,000 and above, a full formal competitive bid process is required.

Professional Services: Up to \$10,000 (and within budget), the Executive Director may execute the agreement with Board ratification at their subsequent meeting. From \$10,000–\$24,999, an informal three-vendor comparison is needed. From \$25,000–\$49,999, comparisons must be formal and written. At \$50,000 and above, a full RFP process is required. Unlike goods purchases, Board approval is required on all professional services contracts regardless of amount, and award must be based on competence and qualifications — not cost alone.

**ATTACHMENT:**

Attachment A – Purchasing and Procurement Policy and Procedures for Review, Approval, and Payment of Trust Expenditures

# SOUTH BAY REGIONAL HOUSING TRUST

## PURCHASING AND PROCUREMENT POLICY

### I. PURPOSE

The South Bay Regional Housing Trust (“Trust”) has a duty to manage the Trust budget and to ensure that expenditures for goods and services are reasonable and necessary. The Trust’s administrative staff has the duty to review periodic expenditure summaries, and to have a working knowledge of the status of expenditures as compared to the budgeted allocations for the fiscal year. Notwithstanding any other provision of this Policy, if a purchase or procurement is funded in whole or in part by state or other grant funds and the grant requires the Trust to use specific purchasing procedures that are inconsistent with the requirements of this Policy, the Trust’s general counsel shall be consulted regarding contract requirements for purchases with state or federal funds.

### II. PURCHASING & PROCUREMENT

#### **Comparing Prices for Goods and Services**

For purchases within budget and up to \$10,000, the Trust Executive Director is authorized to make the purchase which will be approved by the Board of Directors with the payment of invoices.

For purchases of goods and nonprofessional services which are within the adopted budget and whose cost is up to \$10,000, staff shall perform an informal comparison of prices from at least three vendors. Price comparisons may be done by telephone or internet. The results of the price comparison research shall be documented and retained for a period of five years.

For everyday items, such as office supplies, which are purchased in bulk, staff will perform a price comparison study of at least three vendors. The approved vendor will be used for normal purchases under a blanket purchase order of an annual not to exceed limit. The price comparison should be updated at least every three years.

#### **Competitive Informal Bidding Procedures**

For purchases of supplies, equipment, or nonprofessional services with a value of \$10,000 or greater, but less than \$50,000, staff shall solicit and receive bids/proposals from at least three prospective vendors. Comparisons with written documentation of staff’s evaluation shall be documented. Further, the contract for such purchases shall be awarded to the

lowest responsible vendor, consistent with the quality, quantity, and delivery requirements. The lowest responsible bidder shall be determined by such factors as reputation, ability, references, quality of supplies and equipment, and price.

If fewer than three proposals are received, and an award is made, a justification and the process to solicit proposals must be documented. Purchases within the adopted budget shall be approved by the Board of Directors with the payment of the invoices. Contracts shall be approved by the Board of Directors.

Purchases of goods or nonprofessional services of \$50,000 or greater shall be put out for competitive bid.

### **III. PROFESSIONAL SERVICE CONTRACTS**

Professional services are defined as services provided by any specially trained and experienced person or firm, including but not limited to, persons or firms in the areas of accounting, administration, architecture, computer information systems, construction management, design, economics, engineering, environmental analysis, finance, law, planning, surveying, or other matters involving specialized expertise or unique skills.

Contracts awarded for the performance of services shall be approved by the Board of Directors. Awards will be made on the basis of the demonstrated competence of the contractors, and on the contractor's professional qualifications necessary for the satisfactory performance of the services required, and on the fairness and reasonableness of the cost of the services to the Trust and shall not be awarded solely on the basis of cost. The Trust may reject all bids in its sole discretion.

For contracts within budget and up to \$10,000, the Trust Executive Director is authorized to enter into the contract, which will be approved at the Board of Directors meeting with the payment of the invoices.

For professional services contracts up to \$25,000, staff shall perform an informal comparison of prices from at least three vendors. Price comparisons may be done by telephone or internet. The results of the price comparison research shall be documented and retained for a period of five years.

For professional services contracts greater than \$25,000, but less than \$50,000, staff shall perform a formal comparison of prices from at least three vendors. Proposals and price comparisons must be in writing. The results of the price comparison research shall be documented and retained for a period of five years.

For professional services contracts greater than \$50,000, a formal competitive bid process/Request for Proposals shall be used.

The bidding/proposal requirements set forth below apply to the awarding of professional services contracts.

1. Professional services contracts. For over \$50,000 shall be awarded using these formal procedures:
  - a. Trust staff shall mail or email notices inviting formal bids/proposals. The notices shall be mailed or emailed to qualified vendors on the Trusts, other regional agencies, and professional organizations' bid lists unless the service is proprietary.
  - b. The notice/request for proposal shall be mailed or emailed no later than fifteen (15) calendar days before the bid/proposal due date. The notice shall describe the scope of work, how to obtain more detailed information, and state the time and place for submission of bids/proposals.
  - c. Notice/Request for proposal may be posted in places for placing public notices.
  - d. Electronic submissions are allowed with hard copies requested at the discretion of the Trust Executive Director. Bids/proposals shall be opened by the designated staff and distributed to the Trust Executive Director, designee, and committee.
  - e. Bids/proposals shall be reviewed by a committee. Interviews may or may not be required and/or held. Proposals will be scored based on written criteria included in the request for bid/proposal. The committee will offer a recommendation to the Board of Directors. The decision of the Board of Directors is final.
  - f. In its discretion, the Board of Directors may reject the recommendation, abandon the purchase, or advertise again.
  - g. Typically, no sooner than 24 hours after concluding any evaluation/interview or negotiation the Trust issues (mail or email) the Notice of Intent to Award, consistent with applicable State and Federal codes or rules.
2. The Trust may request the consultant to provide a Microsoft Word redlined version or PDF, or plain text version of the consultant's proposal. The SBRHT will remove any marketing material the consultant may have included as part of their RFP. The Trust will only include minor adjustments to clarify the scope of work that resulted from interviews or any negotiations/discussions. A contractor shall be selected by the Board of Directors with a recommendation from the Evaluation Committee re: the bid's/proposal's compliance with written criteria established for each contract and included in the solicitation.
3. If no bids/proposals are received, the contract may be let by the informal procedures stated above.
4. With documentation justifying the reason and where bidding is impractical, inefficient, or otherwise not in the best interest of the Trust, the Trust Executive Director, or their designee, may recommend the Board of Directors enter into and execute sole source contracts for professional services.

Agenda Item V-C  
Professional Services  
Agreement with CivicHome for  
On Call Services

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made as of June 18, 2026 by and between the South Bay Regional Housing Trust, a California joint powers authority ("SBRHT") and CivicHome ("Consultant").

### RECITALS

A. SBRHT desires to utilize the services of Consultant as an independent contractor to provide specified professional services to SBRHT as set forth in Exhibit A, to assist the SBRHT and its member agencies to implement programs, policies, and operational activities necessary to support affordable housing efforts.

B. The goal of this program is to achieve implement a collaborative and regionally coordinated solution to the South Bay's housing affordability and homelessness challenges.

C. Consultant represents that it is fully qualified to perform consulting services by virtue of its experience and the training, education, and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the covenants and conditions herein contained, the parties hereto agree as follows:

#### 1. Services.

1.1 The nature and scope of the specific services to be performed by Consultant are as described in Exhibit A, attached hereto and incorporated herein by reference.

1.2 SBRHT agrees to conduct its best effort to assist with the success of the program and understands that the Consultant assumes full responsibility to manage and produce the program.

1.3 SBRHT and participating agencies shall provide all relevant documentation in their possession to the Consultant upon request in order to minimize duplication of efforts. The SBRHT staff shall work with the Consultant as necessary to facilitate performance of the services.

2. **Term of Agreement.** This Contract shall take effect August 1, 2026 and shall continue until December 31, 2026 unless earlier terminated pursuant to the provisions of paragraph 14 herein. The term of this Agreement may be extended by mutual agreement of the parties as may be necessary or desirable to carry out its purposes.

3. **Compensation.** Consultant shall provide on-call consulting services on an hourly, as-requested basis. Services shall only be performed upon request and authorization by the SBRHT. SBRHT shall pay for services based on the hourly billing rates itemized in Exhibit B, with an overall not-to-exceed budget of \$50,000.

**4. Terms of Payment.** Consultant shall submit monthly invoices to [David@sbrht.org](mailto:David@sbrht.org) for services rendered and for reimbursable expenses incurred. The invoice should include: an invoice number, the dates covered by the invoice, the hours expended, the amount of funds remaining and a summary of the work performed. SBRHT shall pay the invoices within sixty (60) days of receipt.

**5. Parties' Representatives.** Jacki Bacharach shall serve as the SBRHT's representative for the administration of the project. All activities performed by the Consultant shall be coordinated with this person. Adam Eliason shall be in charge of the project for the Consultant on all matters relating to this Agreement and any agreement or approval made by him/her shall be binding on the Consultant. This person shall not be replaced without the written consent of the SBRHT.

**6. Addresses.**

SBRHT:

South Bay Regional Housing Trust  
357 Van Ness Way., Suite 110  
Torrance, CA 90501  
Attention: Jacki Bacharach, Executive Director

Consultant:

CivicHome  
1 League, #62335  
Irvine, CA 92602  
Attention: Adam Eliason, Principal

**7. Status as Independent Contractor.**

A. Consultant is, and shall at all times remain as to SBRHT, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of SBRHT or any participating agency or otherwise act on behalf of SBRHT or any participating agency as an agent except as specifically provided in the Scope of Services. Neither SBRHT nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner employees of SBRHT.

B. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold SBRHT harmless from any failure of Consultant to comply with applicable worker's compensation laws.

**8. Standard of Performance.** Consultant shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions.

**9. Indemnification.** Consultant agrees to indemnify the SBRHT and participating public agencies, their respective officers, staff consultants, agents, volunteers,

employees, and attorneys against, and will hold and save them and each of them harmless from, and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the acts, errors or omissions of Consultant, its agents, employees, subcontractors, or invitees, including each person or entity responsible for the provision of services hereunder, except for liability resulting from the sole negligence or wrongful acts of the SBRHT or a participating agency.

**10. Insurance.** Consultant shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the SBRHT (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by Consultant, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$500,000.00; and (4) worker's compensation insurance with a minimum limit of \$500,000.00 or the amount required by law, whichever is greater. SBRHT and participating public agencies, their respective officers, employees, attorneys, staff consultants, and volunteers shall be named as additional insureds on the policy (ies) as to comprehensive general liability, property damage, and automotive liability. The policy (ies) as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the SBRHT shall be excess insurance only.

A. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving SBRHT thirty (30) day's prior written notice thereof. Consultant agrees that it will not cancel, reduce or otherwise modify the insurance coverage.

B. All policies of insurance shall cover the obligations of Consultant pursuant to the terms of this Agreement; shall be issued by an insurance company which is admitted to do business in the State of California or which is approved in writing by the SBRHT; and shall be placed with a current A.M. Best's rating of no less than A VII.

C. Consultant shall submit to SBRHT (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on SBRHT's appropriate standard forms entitled "Additional Insured Endorsement", or a substantially similar form which the SBRHT has agreed in writing to accept.

**11. Confidentiality.** Parties agree to preserve as confidential all Confidential Information that has been or will be provided to each other.

**12. Ownership of Materials.** All materials provided by Consultant in the performance of this Agreement shall be and remain the property of SBRHT and its partner

organizations without restriction or limitation upon their use or dissemination by SBRHT. The Consultant will retain non-exclusive perpetual rights to the use of material developed under this contract.

**13. Conflict of Interest.** It is understood and acknowledged that Consultant will serve as an agent of the SBRHT and the participating agencies for the limited purpose of implementation of this project.

**14. Termination.** Either party may terminate this Agreement without cause upon fifteen (15) days' written notice to the other party. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following delivery of the notice. Immediately upon receiving written notice of termination, Consultant shall discontinue performing services. Should the Agreement be breached in any manner, the non-breaching party may, at its option, terminate the Agreement not less than five (5) days after written notification is received by the breaching party to remedy the violation within the stated time or within any other time period agreed to by the parties.

**15. Personnel.** Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but SBRHT reserves the right, for good cause, to require Consultant to exclude any employee from performing services on SBRHT's premises.

**16. Non-Discrimination and Equal Employment Opportunity.**

A. Consultant shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of SBRHT relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

**17. Assignment.** Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, without the prior written consent of SBRHT, and any attempt by Consultant to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

**18. Compliance with Laws.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments. Each party is responsible for paying its own all federal and state income taxes, including estimated taxes, and all other government taxes, assessments and fees incurred as a result of his/her performance under this Agreement and the compensation paid by or through this Agreement.

**19. Non-Waiver of Terms, Rights and Remedies.** Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by SBRHT of any payment to Consultant constitute or be construed as a waiver by SBRHT of any breach of covenant, or any default which may then exist on the part of Consultant, and the making of any such payment by SBRHT shall in no way impair or prejudice any right or remedy available to SBRHT with regard to such breach or default.

**20. Resolving Disputes.** If a dispute arises under this Agreement, prior to instituting litigation the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in California. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.

**21. Severability.** If any part of this Agreement is held unenforceable, the rest of the Agreement will continue in effect provided that the principal purposes of the parties are not thereby frustrated.

**22. Notices.** Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal delivery in writing by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by giving written or electronic notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received. The email addresses for each party are as follows:

Jacki Bacharach – jacki@sbrht.org  
Adam Eliason – seliason@civichome.net

**23. Governing Law.** This Contract shall be interpreted, construed and enforced in accordance with the laws of the State of California.

**24. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

**25. Entire Agreement.** This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between

Consultant and SBRHT. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement. Amendments on behalf of the SBRHT will only be valid if signed by the SBRHT Executive Director or the Chair of the Board and attested by the SBRHT Secretary.

**26. Exhibits.** All exhibits referred to in this Agreement are incorporated herein by this reference.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

"SBRHT"  
South Bay Regional Housing Trust

By: \_\_\_\_\_  
(SBRHT Chair) (Signature)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
SBRHT Secretary

"Consultant"  
CivicHome

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Proposal for  
South Bay Reginal Housing Trust  
On-Call Affordable Housing Consultant Services

by





May 27, 2026

Jacki Bacharach, Interim Trust Manager  
South Bay Regional Housing Trust  
357 Van Ness Way, Suite 110  
Torrance, CA 90501

Re: On-Call Consulting Services Proposal

Dear Ms. Bacharach:

CivicHome appreciates the opportunity to submit this proposal to provide on-call consulting and technical assistance services to the South Bay Regional Housing Trust ("Trust").

The South Bay Regional Housing Trust is now transitioning from the formation phase into implementation of programs, policies, and operational activities necessary to support affordable housing efforts throughout the region. CivicHome recognizes that this phase requires both technical expertise and could benefit from the continuity of knowledge regarding the Trust's formation history, Board discussions, regional priorities, funding opportunities, and implementation objectives.

CivicHome specializes in the formation, implementation, management, and strategic development of regional housing trusts throughout California. Over the past six years, CivicHome has assisted in the formation and ongoing management of multiple regional housing trusts and has worked with dozens of cities on regional housing trust implementation efforts, affordable housing funding programs, and multi-jurisdictional collaboration strategies.

This experience allows CivicHome to provide the Trust with practical implementation support informed by real-world experience from other California housing trusts, including lessons learned, best practices, operational structures, policy development approaches, funding strategies, loan program implementation, and regional governance considerations. CivicHome's direct experience managing housing trust activities also allows the Trust to access technical assistance that is grounded in the day-to-day realities of implementing and administering affordable housing programs.

The proposed on-call consulting structure is intended to provide the Trust with flexibility to request assistance only as needed and in the specific areas where additional expertise or staff capacity may be beneficial. Rather than establishing a fixed scope of mandatory tasks, the

proposal is structured as a menu of available consulting services that the Trust may utilize at its discretion (see Exhibit A – Scope of On-Call Consulting Services).

Potential services may include affordable housing program development, loan program implementation assistance, grant and funding support, policy and procedure development, strategic planning, Board support, communications assistance, affordable ownership program research, and other technical assistance related to regional housing trust operations and affordable housing implementation activities.

CivicHome appreciates the opportunity to continue supporting the South Bay Regional Housing Trust and looks forward to assisting the Trust in advancing its mission to expand affordable housing opportunities throughout the South Bay region.

I will serve as the contact person and authorized representative for CivicHome. Should you have any questions regarding this proposal, please feel free to contact me at (909) 706-7193 or via email at [aeliason@civichome.net](mailto:aeliason@civichome.net).

Sincerely,

*Adam B. Eliason*

Adam Eliason  
Principal

# 1. Project Team Qualifications

## Adam Eliason

Adam has been at the forefront of affordable housing consulting and community revitalization for over two decades. Throughout his career, he has worked with a diverse range of clients, including cities (9), a county (1), redevelopment agencies (9), non-profits (8), regional trusts (4), housing authorities (1), and councils of government (1). Ten of his clients have had contracts with him for more than 5 years, a testament to the lasting impact of his work.

Adam brings extensive expertise in municipal and regional housing needs, leading and collaborating on initiatives that encompass housing research, strategic planning, the creation of innovative housing programs, and the establishment of regional housing and community land trusts. He is highly skilled in guiding the formation, management, and funding of housing entities, working closely with city councils, redevelopment agencies, and nonprofit housing organizations to deliver comprehensive housing solutions.

His experience includes developing housing strategies to support underserved populations and stabilize communities in times of economic hardship. He has designed and administered first-of-their-kind foreclosure rehabilitation programs for cities across California and drafted long-range housing strategic plans to meet ambitious affordable housing targets. Notably, Adam has established and managed regional housing trusts in multiple regions, securing over \$70 million in grant funding, coordinating the annual NOFA process for multiple Trusts and committing funding to 32 projects representing almost 2,000 affordable and permanent supportive housing, developing policies, and coordinating requests for professional services—critical steps in establishing sustainable operations.

His hands-on expertise spans acquisition, compliance, program design, and stakeholder engagement. In all projects, Adam prioritizes collaboration, innovation, and a commitment to building inclusive communities. He is honored to have earned the trust of his clients and the opportunity to contribute positively to the affordable housing landscape across California.

## Grant Henninger

Grant is a seasoned urban planner and affordable housing specialist with over a decade of experience in housing policy development, entitlement consulting, and strategic planning. As the founding principal of Mobius Planning, an affordable housing and entitlement consulting firm, Grant has worked extensively on housing solutions, particularly through regional housing trusts. His work spans clients such as the Orange County Housing Finance Trust, the Irvine Community Land Trust, and the Gateway Cities Affordable Housing Trust, among others.

Grant is also a sub-consultant working with Adam Eliason for the past five years as Director of Development. In this role, he has played a pivotal part in advancing affordable housing initiatives, preparing Notices of Funding Availability, reviewing tenant applications for

affordable housing communities, and presenting updates to trust member cities. Additionally, he is deeply involved in developing compliance systems, drafting staff reports for trust boards, and providing strategic guidance on trust activities.

Earlier in his career, Grant worked as a project manager at Jamboree Housing Corporation, where he oversaw the financing and construction of one of California's first permanent supportive housing projects utilizing Governor's Homeless Initiative funds. This project was a significant milestone in addressing homelessness through innovative housing and service models.

Grant's expertise includes preparing Housing Elements for cities to comply with State housing laws, drafting affordable housing legislation, and managing CEQA documentation. His leadership roles, including serving as a Planning Commissioner for the City of Anaheim, highlight his commitment to shaping policies that promote sustainable, equitable urban development.

Grant holds a Bachelor of Arts in Political Science from California State University, Fullerton. His career reflects a dedication to leveraging his skills and knowledge to create impactful housing solutions that address critical community needs.

### Amanda Grill

Amanda is an accomplished professional with extensive experience in housing finance, compliance, and community engagement. As a sub-consultant to CivicHome and the Principal of Homefrontally, she oversees program development, compliance management, and IT solutions for housing finance trusts across Southern California. Amanda's expertise includes designing subsidized loan programs, securing competitive grants, and building custom databases to enhance operational efficiency.

Previously, Amanda served as the Property Engagement Manager at Orange County United Way, where she significantly expanded property partnerships and spearheaded innovative systems to support a \$6 million housing initiative. Her leadership at the Navy-Marine Corps Relief Society revitalized the Parris Island branch, increasing financial aid distribution and volunteer engagement.

Amanda holds a Bachelor of Science in Business Administration with a focus on Cinematic Arts from the University of Southern California, graduating magna cum laude. She is skilled in project management, marketing, and data-driven solutions, making her a versatile leader in her field.

## References

### **Sean Joyce**

Retired City Manager

City of Irvine

[Sean4695@icloud.com](mailto:Sean4695@icloud.com)

(949) 910-9139

### **Mark Asturias**

Executive Director (Retired)

Irvine Community Land Trust

markasturiasconsult@gmail.com

(949) 294-6233

### **Dylan Wright**

Director OC Community Resources

County of Orange (Contact Person for OCHFT)

[Dylan.Wright@occr.ocgov.com](mailto:Dylan.Wright@occr.ocgov.com)

(714) 480-2788

### **Melani Smith**

Director of Regional Development

Gateway Cities Council of Governments (Contact Person for GCAHT)

[msmith@gatewaycog.org](mailto:msmith@gatewaycog.org)

(213) 479-0719

### **Maribel Leyland**

Housing Authority Manager

City of Burbank (Contact person for Burbank-Glendale-Pasadena Regional Housing Trust)

[mleyland@burbankca.gov](mailto:mleyland@burbankca.gov)

(818) 238-5158

## EXHIBIT A

### SCOPE OF ON-CALL CONSULTING SERVICES

Civic Home may provide ongoing on-call consulting and technical assistance services to the South Bay Regional Housing Trust (“Trust”) on an hourly and as-requested basis. The Trust may request any combination of the services listed below, and Civic Home shall only perform services specifically authorized by the Trust.

Services may include, but are not limited to, the following:

#### 1. Housing Program Development & Implementation

- Assist the Trust in evaluating potential housing programs and funding strategies.
- Develop presentation materials and present information to the Board regarding potential Trust programs, including:
  - Multifamily rental housing loan programs
  - ADU financing programs
  - Acquisition and predevelopment loan programs
  - Affordable homeownership programs
  - Preservation and rehabilitation programs
- Work with staff and Board Members to identify preferred program structures and priorities.
- Develop program guideline frameworks and draft implementation policies.
- Assist in development of underwriting criteria, eligibility standards, application materials, and compliance procedures.
- Assist with creation of Notices of Funding Availability (NOFAs), application processes, and project evaluation criteria.

#### 2. Loan Program & Financial Document Assistance

- Coordinate with Trust Counsel regarding development of template loan documents for Trust funding programs.
- Assist with soft loan program structures and financing terms.
- Assist with development of residual receipts loan policies and repayment structures.
- Provide technical assistance regarding revolving loan fund concepts and long-term capital preservation strategies.
- Assist with review and evaluation of proposed project financing structures.

#### 3. Affordable Homeownership & SB 799 Assistance

- Research and evaluate affordable homeownership program opportunities within the South Bay region.

- Analyze regional for-sale housing market conditions and affordability gaps.
- Research best-practice ownership housing programs utilized by other jurisdictions and housing trusts.
- Develop affordability and subsidy modeling worksheets.
- Assist with evaluation of SB 799-related opportunities, concerns, and implementation considerations.
- Prepare supporting information and data responsive to questions from legislative staff, elected officials, and stakeholders.
- Conduct outreach or surveys of member agencies regarding affordable ownership interests and potential participation.

#### **4. Strategic Planning & Policy Development**

- Assist the Trust with strategic planning initiatives and policy development.
- Facilitate Board and stakeholder discussions regarding Trust priorities and future program direction.
- Assist with development and refinement of administrative, financial, and operational policies and procedures.
- Participate in policy subcommittee meetings, including accounting and financial policy discussions.
- Assist with development of funding allocation methodologies and project prioritization policies.

#### **5. Grant & Funding Assistance**

- Assist with preparation of grant applications and funding proposals.
- Assist with grant administration and reporting requirements.
- Complete or assist with SCAG REAP reporting and related compliance documentation, as requested.
- Research potential state, regional, federal, philanthropic, and private funding opportunities.
- Assist with preparation of Board materials related to grant funding and program implementation.

#### **6. Board, Administrative & Operational Support**

- Prepare presentation materials, staff reports, memoranda, and Board meeting support materials.
- Assist with coordination among Trust staff, member agencies, consultants, and partner organizations.
- Provide administrative and operational support related to implementation of Trust initiatives.
- Assist with development of project tracking systems (e.g. project database), implementation schedules, and organizational procedures.

## **7. Communications & Stakeholder Engagement**

- Assist with implementation of community-based organization (CBO) communication and engagement efforts including:
  - Thank-you correspondence
  - Outreach materials
  - Social media content
  - Stakeholder tracking systems
- Assist with development of processes to institutionalize and maintain stakeholder and partner relationships.
- Support coordination with member agencies, community organizations, developers, and funding partners.

## **8. General Technical Assistance**

- Provide general affordable housing policy, financing, and implementation technical assistance to the Trust, Board Members, staff, and member agencies.
- Research housing finance best practices, program models, and emerging legislation relevant to Trust activities.
- Provide strategic advice regarding affordable housing partnerships, project feasibility, and regional collaboration opportunities.

**EXHIBIT B**

**COMPENSATION**

CivicHome shall provide on-call consulting services on an hourly, as-requested basis in accordance with the Scope of Services authorized by the Trust. Services shall only be performed upon request and authorization by the Trust, and the Trust may utilize any combination of services identified within the Scope of Work at its discretion.

Billing for services shall be based upon the hourly rates identified below and shall apply to all hours worked by CivicHome staff assigned to the requested tasks. CivicHome may determine the appropriate staffing assignments necessary to efficiently complete requested services.

<b>STAFF MEMBER</b>	<b>HOURLY BILLING RATE</b>
Adam Eliason	\$235
Grant Henninger	\$195
Amanda Grill	\$135

Should the Trust request services outside the original scope contemplated within the on-call agreement, CivicHome and the Trust may mutually agree to amend or expand the scope of services as necessary.

Reimbursable expenses for travel shall apply only to pre-approved travel outside of the South Bay Cities Council of Governments region. Eligible reimbursement expenses may include airfare, ridesharing, car rental/gas, toll expenses, parking fees, conference or meeting registration fees, hotel, meals, and mileage at the current IRS reimbursement rate. Office-related reimbursable expenses, including messenger services, copy services, notary fees, and overnight shipping or express mail costs, shall also be eligible for reimbursement when directly related to requested Trust work. All reimbursable expenses shall be invoiced monthly with supporting receipts attached.

Invoices shall identify the tasks performed, hours worked, applicable staff billing rates, reimbursable expenses, and a brief description of services provided during the billing period.

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Agenda Item VI-F  
SBRHT Logo Options

# South Bay Regional Housing Trust – Logo

- Color Options

1.



2.



3.



Recommendation: #1

## Agenda Item VI-G

# Accounting Policies Matrix

# **South Bay Regional Housing Trust**

**AGENDA ITEM: VI-G**

**June 18, 2026**

**TO: SBRHT Board of Directors**  
**FROM: Jacki Bacharach, Interim Trust Executive Director**  
**SUBJECT: Accounting & Finance Policies and Procedures Manual Update**

## **RECOMMENDED ACTION:**

REVIEW AUTHORITIES MATRIX AND PROVIDE DIRECTION.

## **BACKGROUND:**

At its May 21<sup>st</sup> meeting, the SBRHT Board of Directors created a subcommittee to provide feedback to staff regarding certain authorities detailed in the organization's draft accounting and finance policies and procedures. The subcommittee included Chair Stegura, Director Suarez, and Director Uphoff. They provided feedback and direction on who should have signature authority, approval authorities, and general guidance for the policies being developed. Staff prepared a matrix (Attachment A) that details the various entities and their authorities/duties in the manual. The manual is being reviewed by the SBCCOG's accounting firm from a technical standpoint and will be presented for approval to the SBRHT Board in July.

## **ATTACHMENTS:**

Attachment A – Authorities and Duties Matrix

Prepared by David Leger

## South Bay Regional Housing Trust

### Authority Matrix — Accounting & Finance Policies and Procedures

Summary of each position and its signature, approval, and other key authorities. Reflects the draft policies as advised by the Board's subcommittee feedback (May 2026).

Position	Signature Authority	Approval Authority	Other Key Authorities & Responsibilities
<b>Board of Directors</b>	Approves the slate of authorized signers on the Trust's banking and investment accounts.	Annual budget. All grant agreements. All professional-services contracts. Budgeted expenditures over \$50,000 and all non-budgeted expenditures over \$20,000. Internal controls and accounting policies. Independent auditor.	Reviews Executive Director performance and sets compensation. Reviews financial statements and budget variance reports. Ratifies Chair/Vice Chair approvals made between meetings (consent calendar).
<b>Trust Board Chair &amp; Vice Chair</b>	Primary signatories on Trust bank checking accounts and investment account.  Payments over \$20,000 require two signatures from among the authorized signers.  Primary signatories on contracts and grant agreements, unless delegated to the Executive Director.	Budgeted Accounts Payable when the Board does not meet monthly (report distributed and later ratified).  Budgeted expenditures of \$50,000 or less and emergency non-budgeted items of \$20,000 or less.  Executive Director expense reimbursements. Inter-account transfers. Written pre-approval of travel advances.	Review the Trust Manager's and Trust Treasurer's debit card usage (at least quarterly) – if debit card is issued.
<b>Trust Treasurer (or designee)</b>	Authorized signer; signs only when the Chair and Vice Chair are unavailable. Eligible as one of the two signers on payments over \$20,000.	Program/grant cost allocations. Reimbursements and fund requests before payment. Incoming and outgoing invoices. Final approval of general-ledger entries.	Overall integrity of the accounting system; GAAP and regulatory compliance. Cash-flow management. Reviews all financial reports before issuance. Oversees the external audit.

Position	Signature Authority	Approval Authority	Other Key Authorities & Responsibilities
<b>SBCCOG Finance Manager</b>	Authorized signer on the Trust's banking and investment accounts; signs only when the Chair and Vice Chair are unavailable. Eligible as one of the two signers on payments over \$20,000.	As an authorized signer (see Signature Authority).	Added as a signer in place of the Trust Executive Director per Board feedback. See note on day-to-day checking-account signers.
<b>Trust Executive Director</b>	No signature authority on invoices, payments, or bank accounts. May sign loan documents only after Board approval. Executes contracts and grant agreements after Board approval.	Contracts up to \$10,000 for goods and nonprofessional services within budget. Grant submissions (proposals and expenditure reports). Wires, before the Treasurer issues them. Expense reimbursements.	May apply for and submit grant applications but must notify the Board. Leads annual budget development.
<b>Trust Manager</b>	None.	None.	Assists with annual and program budget development.  Receives budget variance reports.  Presents periodic and annual financial reports to the Board.
<b>Trust Auditor</b>	None.	None.	Reviews and audits financial reports for accuracy and compliance. Assesses internal controls. Reports findings and recommendations to the Board. Assists external auditors. Expected to be a contractor or LACAUSA auditor.
<b>Out-Sourced Bookkeeper / Accountant</b>	None.	None.	Transaction analysis and data entry; maintains the General Ledger. Monthly bank, investment, and account reconciliations.

Position	Signature Authority	Approval Authority	Other Key Authorities & Responsibilities
			Accounts Payable and Accounts Receivable. Prepares financial, grant, investment, and budget reports. Obtains Forms W-9.

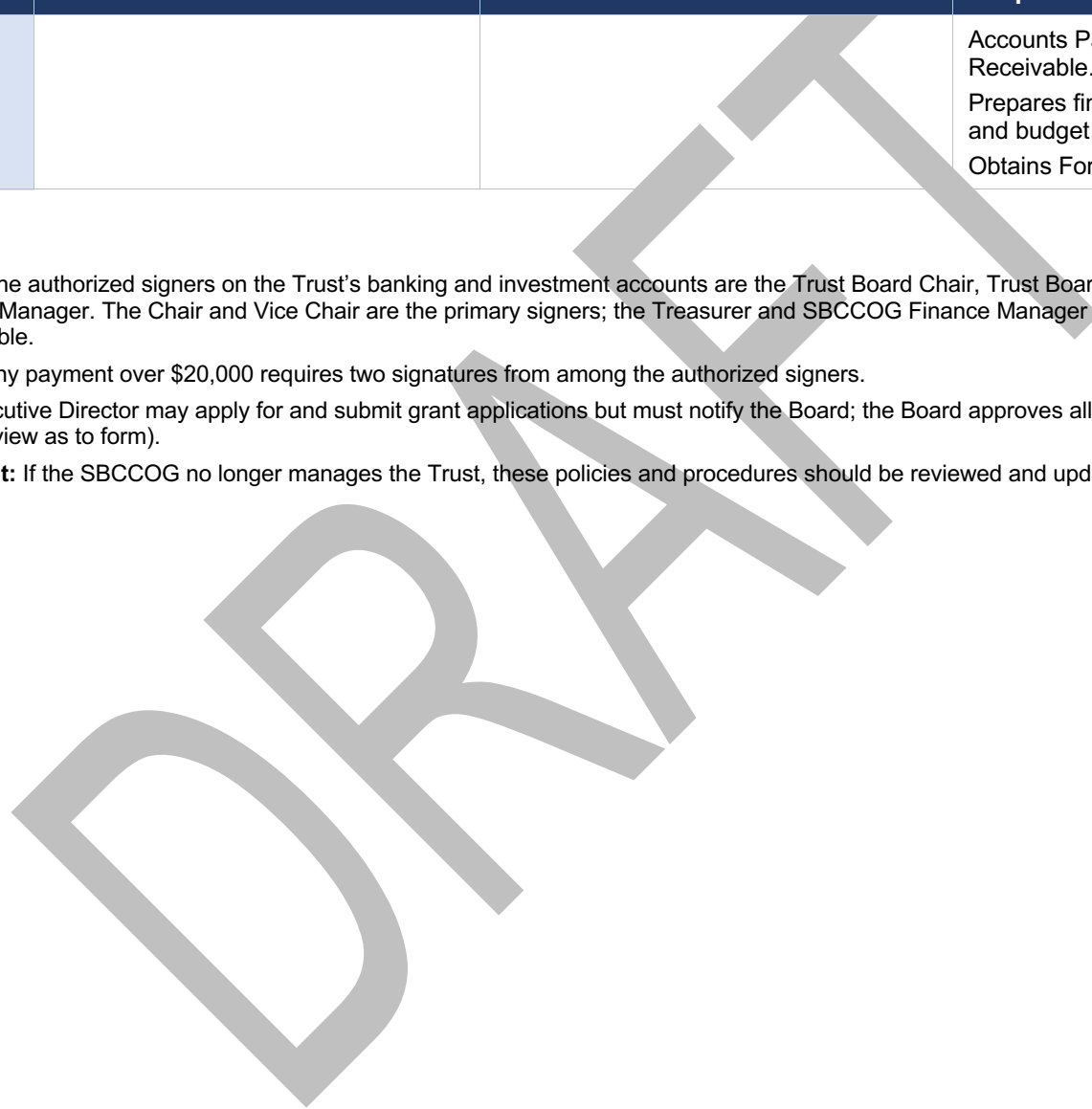
**Notes**

**Authorized signers:** The authorized signers on the Trust’s banking and investment accounts are the Trust Board Chair, Trust Board Vice Chair, Trust Treasurer, and SBCCOG Finance Manager. The Chair and Vice Chair are the primary signers; the Treasurer and SBCCOG Finance Manager sign only when the Chair or Vice Chair are unavailable.

**Two-signature rule:** Any payment over \$20,000 requires two signatures from among the authorized signers.

**Grants:** The Trust Executive Director may apply for and submit grant applications but must notify the Board; the Board approves all grant agreements (subject to Trust Legal Counsel review as to form).

**SBCCOG management:** If the SBCCOG no longer manages the Trust, these policies and procedures should be reviewed and updated.



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