



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

WEDNESDAY FEBRUARY 26, 2025, 2 P.M.
SGVCOG Office

1333 S. Mayflower Avenue, Suite 360 Monrovia, CA 91016

SGVRHT Officers

Chair, Jed Leano
Vice-Chair, Becky Shevlin

Representatives

Northwest Representative
Vacant

Northwest Representative
Becky Shevlin, Monrovia

Central Representative
Emmanuel Estrada, Baldwin
Park

Southeast Representative
vacant

Southwest District
Adele Andrade-Stadler,
Alhambra

At-Large Representatives
Thomas Wong, Monterey
Park (Delegate)
Jed Leano, Claremont
(Delegate)

Housing/Homeless Experts

Anne Turner
Alma Martinez
Valerie Velasquez (Alternate)
Craig Hensley (Alternate)

Members

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

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

MEETINGS: The agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Monrovia Office, 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA, and on the website, www.sgvkog.org. Copies are available via email upon request (sgv@sgvkog.org). A copy of the agenda is also posted for public viewing at the entrance of the SGVCOG Monrovia Office Building. 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 SGVCOG office during normal business hours and on the SGVCOG website noted above.

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

TO ADDRESS THE GOVERNING BOARD: At a regular meeting, the public may comment: (i) on any matter within the jurisdiction of the Board of Directors that is not on the agenda during the public comment period at the beginning of the agenda; (ii) on any item(s) that is on the Consent Calendar prior to action taken on the Consent Calendar; and (iii) on any other agenda item prior to the time it is considered by the Board. during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested to state their name prior to speaking. Comments are limited to a maximum of three minutes per person. The Board President may impose additional time limits if comments become repetitious, an individual member of the public seeks to speak on numerous items, or a large number of members of the public seek to speak on an item. Except in limited situations, the Board may not take action on items not appearing on the agenda and/or discuss them at length.

If you would like to provide a public comment during a Board meeting, please see "Instructions for Public Comments" below.

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



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



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

TELECONFERENCE LOCATIONS: State law allows Board Representatives to teleconference from remote locations as long as certain conditions are met, including listing the teleconference locations in the agenda. The following locations are hereby noticed as teleconference locations, which are accessible to the public for the purposes of observing this meeting and/or addressing the Governing Board.

	Jed Leano (At Large Delegate) Claremont City Hall 207 Harvard Ave. Claremont, CA 91711
Thomas Wong (At Large Delegate) Monterey Park City Hall 320 W Newmark Ave. Monterey Park, CA 91754	Dr. Anne K. Turner Claremont Lincoln University 150 W. First Street Claremont, CA 91711

Instructions for Public Comments: For those wishing to make public comments on agenda and non-agenda items, but within the SGVCOG’s subject matter jurisdiction, you may submit written comments via email or provide a verbal comment by participating through Zoom.

- Written Comments (Email): If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to Brielle Salazar at bsalazar@sgvrht.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email “FOR PUBLIC COMMENT.” Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations.
- Verbal Comments (In Person): If you would like to make a public comment at the Governing Board meeting location, please fill out a public comment card. Comment cards will be made available to you by staff at the entrance to the meeting room. If you are attending the meeting at a noticed teleconference location and would like to make a public comment, please raise your hand when the item upon which you wish to speak comes up on the agenda.
- Verbal Comments (Zoom): If you would like to participate by teleconference from a private location, please email Brielle Salazar (bsalazar@sgvrht.org) to request an attendee Zoom link at least 24 hours before the meeting. Through Zoom, you may provide a verbal comment by using the web interface “Raise Hand” feature when the agenda item upon which you wish to speak is to be considered. You will then be called upon to provide your verbal comments.

PRELIMINARY BUSINESS

5 MINUTES

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

CONSENT CALENDAR

5 MINUTES

5. Meeting Minutes [page 1](#)
Recommended Action: Adopt January 22, 2025 meeting minutes.
6. RLF Guidelines Update [page 3](#)
Recommended Action: Adopt Resolution 25-05 amending the Revolving Loan Fund Guidelines and authorizing the Executive Director to incorporate any additional guidelines language requested by SCAG to utilize this funding source.

ACTION ITEMS

20 MINUTES

7. Federal Earmark Funding Allocation [page 7](#)
Recommended Action: Adopt Resolution 25-06 authorizing the Executive Director to execute a commitment letter to Mercy Claremont (Claremont) in the amount of \$1,000,000.

UPDATE ITEMS

5 MINUTES

8. Chair's Report
9. Executive Director's Report
10. General Counsel's Report

ADJOURN

San Gabriel Valley Regional Housing Trust Board Meeting January 22, 2025

Unapproved Minutes

SGVRHT Board of Directors Unapproved Minutes

Date: January 22, 2025

Time: 1:00 PM

Location: SGVRHT Office in Monrovia and Virtual Meeting

PRELIMINARY BUSINESS

1. Call to Order

Chair Leano called the meeting to order at 1:03pm.

2. Roll Call

A quorum was in attendance.

Members

Jed Leano, At-Large Member

Adele Andrade-Stadler, Southwest District

Thomas Wong, Southwest District

Anne Turner, Housing/Homeless Expert

Karen Davis, Northeast District

Craig Hensley, Housing/Homeless Expert

Staff

M. Creter, Executive Director, SGVRHT

B. Salazar, SGVRHT

M. Daudt, General Counsel

L. Hwang

R. Lansing

Members Absent

Emmanuel Estrada, Central District

Patty Cortez, Southeast District

Valerie Velasquez, Glendora

Becky Shevlin, Northwest District

3. Public Comment

There was no public comment.

4. Changes to Agenda Order

There were no changes to the agenda order.

CONSENT CALENDAR

5. Meeting Minutes

Action: Adopt December 4, 2024 meeting minutes.

6. REAP 2.0 RLF Updated Guidelines

Action: Adopt Resolution 25-01 approving Revolving Loan Fund Guidelines.

7. Board Meeting Calendar

Action: Adopt 2025 meeting calendar.

8. Travel Policy

Action: Adopt Resolution 25-02 adopting SGVRHT Travel Policy

9. Measure A Authorization

Action: Adopt Resolution 25-03 authorizing the Executive Director to negotiate and execute Agreements for the acceptance and implementation of Measure A funds.

There was a motion to approve Consent Calendar Items 5-9.

(M/S: Davis/Turner) [Motion Passed]

San Gabriel Valley Regional Housing Trust Board Meeting January 22, 2025
Unapproved Minutes

AYES:	Leano, Hensley*, Andrade-Sadler, Davis*, Wong, Turner
NOES:	
ABSTAIN:	
ABSENT:	Velasquez, Estrada, Cortez, Shevlin, Martinez

*Abstained from Item 5

ACTION ITEMS

- 10. Mariposa on Second, Alhambra Assignment of RLF Loan**
There was a motion to Adopt Resolution 25-04 authorizing the Executive Director to negotiate and execute 1) an Assignment of loan documents for Mariposa on Second in the amount of \$3,392,510.00 to Cesar Chavez Foundation; and 2) A Letter of Intent for \$1,000,000.00 in construction to permanent financing with Cesar Chavez Foundation for the Project.

(M/S: Andrade-Sadler /Wong) [Motion Passed]

AYES:	Leano, Andrade-Stadler, Wong, Turner, Davis, Hensley
NOES:	
ABSTAIN:	
ABSENT:	Velasquez, Estrada, Cortez, Shevlin, Martinez

DISCUSSION ITEMS

- 11. Vienna Social Housing Field Study**
 There was a discussion on support for the Vienna Social Housing Field Study conference. Member Wong, Adrade-Sadler, and Turner expressed support for SGVRHT attendance. The Board directed staff to perform research on the available budget to support conference attendance and travel and present options to the board at its next meeting.

UPDATE ITEMS

- 10. Chair’s Report**
 Chair Leano proposed February 26, 2025 at 2pm for the next Board meeting based on member availability.
- 11. Executive Director’s Report**
 M. Creter provided a preview of the February Board meeting agenda.
- 12. General Counsel’s Report**
 There was no General Counsel’s Report.

ADJOURN

Chair Leano adjourned the meeting at 1:33PM.

REPORT

DATE: February 26, 2025
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **RLF UPDATED GUIDELINES**


RECOMMENDED ACTION

Adopt Resolution 25-05 amending the Revolving Loan Fund Guidelines and authorizing the Executive Director to incorporate any additional guidelines language requested by SCAG to utilize this funding source.

BACKGROUND

At its January 2025 meeting, the SGVRHT Board of Directors adopted updated Revolving Loan Fund (RLF) Guidelines to include requirements for projects funded by the Regional Early Action Planning (REAP 2.0) program. The SGVRHT received \$5 million in REAP 2.0 funds from the Southern California Association of Governments (SCAG) to expand its RLF. The updated guidelines specified that REAP 2.0 funded projects must be located in infill areas, including projects funded by future loan repayments. SCAG has requested the addition of mixed used project specific language in the RLF guidelines to ensure the funds are in compliance with State guidelines.

The recommended language for inclusion is as follows: *For any loans to affordable components of mixed-use developments, the development must allocate at least 65% of its floor area to residential use.* Staff do not anticipate that this language will present a challenge for any potential RLF project and recommend that the Board adopt the resolution to update the RLF guidelines. To ensure the funds can be accessed without further delay, the resolution also provides the Executive Director to incorporate additional language as required by SCAG.

Prepared by: 
Rosalie Lansing
Management Aide

Reviewed by: 
Brielle Salazar
Regional Housing Trust Manager

REPORT

Approved by: Marisa Creter
Marisa Creter
Executive Director

Attachment A: Resolution 25-05 Amending Revolving Loan Fund Guidelines

RESOLUTION NO. 25-05

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AMENDING REVOLVING LOAN FUND GUIDELINES

WHEREAS, on September 8, 2021, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors approved \$8 million in State Budget Earmark Funds to develop a Revolving Loan Fund (RLF) Program; and

WHEREAS, the RLF will provide predevelopment and construction capital to affordable housing projects in the San Gabriel Valley; and

WHEREAS, the Guidelines define project and borrower eligibility, establish recommended per-project and per-unit award amounts, define eligible expenses, and define loan terms; and

WHEREAS, SGVRHT was awarded \$5 million in Regional Early Action Planning (REAP 2.0) program funds; and

WHEREAS, SGVRHT previously updated the Guidelines to include requirements for REAP 2.0 program funded loans related to project location in infill areas; and

WHEREAS, SGVRHT must update the Guidelines further to include an additional requirement for REAP 2.0 program funded loans that clarifies the definition for eligible mixed-use developments; and

WHEREAS, SGVRHT Board authorizes the Executive Director to incorporate any additional REAP 2.0 program requirements into the RLF Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the SGVRHT approve the updated RLF Guidelines incorporated herein as Exhibit A.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 22nd day of January 2025.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 25-05 was adopted at a regular meeting of the Governing Board held on the 26th day of February 2025, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

DATE: February 26, 2025
TO: Board of Directors
FROM: Marisa Creter, Executive Director
RE: **Federal Earmark Funding Allocation**

RECOMMENDED ACTION

Adopt Resolution 25-06 authorizing the Executive Director to execute a commitment letter to Mercy Claremont (Claremont) in the amount of \$1,000,000.

BACKGROUND

In March 2024, the SGVRHT received \$1 million in Community Project Funding (CPF) from the Department of Housing and Urban Development (HUD), sponsored by Congresswoman Judy Chu. The SGVRHT initial application for this funding source noted it would be utilized for funding awards to projects on the San Gabriel Valley Project Pipeline. The next steps to utilize this funding include identifying a project or projects for funding and submit a project narrative and budget. Once selected by the Board, this project specific information is presented to HUD through their online portal and review and approved by staff.

Projects that receive CPF funds are required to complete National Environmental Policy Act (NEPA) clearance and also have Federal audit requirements. To access these funds and ensure they are allocated to eligible projects that can meet these requirements, staff recommends allocating funds to Pipeline projects with additional Federal funding sources and are already committed to complying with Federal funding requirements. For the FY 24 CPF allocation, staff recommends awarding \$1,000,000 to Mercy Claremont (Claremont).

DISCUSSION

Staff surveyed the list of pipeline projects to determine projects that were shovel ready within 12 months and had additional federal funding sources and identified Mercy Claremont as the only eligible project. The project initially requested \$2.5 million in Pipeline funding but has confirmed it can proceed with a partial award of \$1 million. The timing of this award prior to the release of the HCD SuperNOFA application anticipated at the end of the month, could help the project to score higher on the application. Project details are below:

Mercy Claremont: The project will provide 74 units of affordable housing for families with a veteran head of household and formerly unhoused veterans. The developer is Mercy Housing an experienced affordable housing developer with several projects in Los

REPORT

Angeles County. The project will contain a mix of one, two, and three-bedroom units for households earning 80% AMI or below, with set asides for 50% AMI and 30% AMI households. The project received 19 project-based vouchers (Federal) from the Los Angeles County Development Authority (LACDA). The City of Claremont is in support of the project. The project is anticipated to close financing in April 2026 and begin construction in May 2026.

Depending on project need after securing HCD or other additional sources, the project could be eligible to receive additional funding from the SGVRHT up to the per project limit of \$2.5 million, if additional funding is available¹. Any additional allocations would be presented to the board at a future meeting.

NEXT STEPS

The SGVRHT must submit the required Federal forms including a narrative of the identified project and project budget (project proforma). If the allocation to Mercy Claremont is approved, staff will execute a letter of commitment to the project and complete the Federal forms with the required project specific information.

Prepared by: *Brielle Salazar*
Brielle Salazar
Regional Housing Trust Manager

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A– Resolution 25-06 authorizing the Executive Director to execute a commitment letter to Mercy Claremont (Claremont) in an amount of \$1,000,000.

¹ The SGVRHT anticipates notification of the Local Housing Trust Fund application in April 2025. Mercy Claremont meets eligibility requirements for LHTF funds if awarded.

RESOLUTION NO. 25-06

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AUTHORIZING EXECUTIVE DIRECTOR TO ISSUE LETTERS OF COMMITMENT FOR RECOMMENDED PROJECT

WHEREAS, the San Gabriel Valley Regional Housing Trust received \$1 million in Federal funding through the Community Project Funding (CPF) allocation through the Department of Housing and Community Development; and

WHEREAS, the CPF funds require the SGVRHT to identify and develop and project narrative and project budget; and

WHEREAS, the SGVRHT Board prioritizes projects that are ready to proceed and meet the requirements of the available funding source; and

WHEREAS, funding awards for the recommended projects would be designated with a Letter of Commitment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to issue a Letter of Commitment to the following project: \$1,000,000 to Mercy Claremont in the City of Claremont.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 26th day of February 2025.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 25-06 was adopted at a regular meeting of the Board of Directors held on the 26th day of February 2025, by the following vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary