



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

**MONDAY DECEMBER 1, 2025, 11 A.M.**

**SGVCOG Office**

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

**SGVRHT Officers**

*Chair, Jed Leano*

*Vice-Chair, Becky Shevlin*

**Representatives**

*Northeast Representative*

*Karen Davis, Glendora*

*Northwest Representative*

*Becky Shevlin, Monrovia*

*Central Representative*

*Emmanuel Estrada, Baldwin  
Park*

*Brian Gutierrez, West Covina  
(Alternate)*

*Southeast Representative*

*Andrew Chou, Diamond Bar*

*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*

*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.sgvcog.org](http://www.sgvcog.org). Copies are available via email upon request ([sgv@sgvcog.org](mailto:sgv@sgvcog.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 COMMITTEE:** All public comments will be taken during the public comment portion of the agenda. At a regular meeting, the public may comment on any agenda item as well as on any matter within the subject matter jurisdiction of the SGVRHT that is not listed on the agenda during the public comment period at the beginning of the agenda. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested, but not required, 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 a large number of members of the public seek to provide public comment. Except in limited situations, the Committee 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 Committee 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.

Adele Andrade-Stadler (Southwest Delegate) 2956 West Shorb Street Alhambra, CA 91803	Dr. Anne K. Turner (Housing/Homeless Expert) Claremont Lincoln University 150 W. First Street Claremont, CA 91711
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

Instructions for Public Comments: For those wishing to make public comments on agenda and non-agenda items, but within the SGVRHT'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](mailto: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 Board of Directors 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 at the beginning of the Public Comment portion of the meeting.
- Verbal Comments (Zoom): If you would like to participate by teleconference from a private location, please email Brielle Salazar ([bsalazar@sgvrht.org](mailto: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. Please raise your hand at the beginning of the Public Comment portion of the meeting. 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. Board of Directors Meeting Minutes- Page 1  
*Recommended Action: Adopt Board of Directors meeting minutes.*
6. FY 24-25 Annual Report- Page 3  
*Recommended Action: Receive and file.*

**ACTION ITEMS**

**30 MINUTES**

7. SGVRHT Annual Administrative and Affiliate Fee Credit for Capital Contributions- Page 11  
*Recommended Action: Adopt Resolution 25-12 adopting an amended FY26-27 annual administrative and affiliate fee schedule for cities that dedicate capital funds to the SGVRHT, including but not limited to Permanent Local Housing Allocation (PLHA).*
8. Revolving Loan Fund Award Preapproval- Page 17  
*Recommended Action: Adopt Resolution 25-13 authorizing the Executive Director to execute a Letter of Intent for Gabrielino Place (Duarte) for a Revolving Loan Fund loan in the amount of \$2,460,000, pending the completion of RLF loan memo to file.*
9. Rapid Housing Development (RHoD) Application- Page 21  
*Recommended Action: Adopt Resolution 25-14 authorizing the Executive Director to: 1) apply to the SGVCOG's Rapid Housing Development (RHoD) program in partnership with Support Solutions and if awarded, negotiate and execute the purchase of a site for use as shared housing in an amount not to exceed the award amount, and 2) retain ownership or transfer the property to House SGV*
10. Measure A PPO-New Construction NOFA, PPO Flexible Partnership with House SGV, and Amended Pipeline Funding Limits and RLF Application Review Process- Page 30  
*Recommended Action: Adopt Resolution 25-15 authorizing the Executive Director to: 1) finalize and release the SGVRHT's Measure A PPO-new construction NOFA in compliance with relevant Measure A funding requirements and guidelines, 2) identify potential project partners and properties to acquire with PPO-Flexible funds to be transferred to House SGV, and 3) adopt amended Pipeline funding limits and streamlined RLF application review.*

**DISCUSSION ITEMS**

**10 MINUTES**

11. SGVRHT Appointment Process Update- Page 38  
*Recommended Action: Discuss and provide direction.*

**UPDATE ITEMS**

**5 MINUTES**

12. Chair's Report
13. Executive Director's Report
14. General Counsel's Report

**ADJOURN**

**San Gabriel Valley Regional Housing Trust Board Meeting  
September 16, 2025  
Unapproved Minutes**

**SGVRHT Board of Directors Unapproved Minutes**

Date: September 16<sup>th</sup>, 2025

Time: 10:00 AM

Location: SGVRHT Office in Monrovia and Virtual Meeting

**PRELIMINARY BUSINESS**

1. Call to Order  
Chair Leano called the meeting to order at 10:00 am.

2. Roll Call  
**A quorum was in attendance.**

**Members**

Jed Leano, At-Large Member  
Becky Shevlin, Northwest District  
Thomas Wong, Southwest District  
Anne K. Turner, Housing/Homeless Expert  
Karen Davis, Northeast District  
Emmanuel Estrada, Central District  
Craig Hensley, City of Duarte

S. Wong

**Members Absent**

Alma Martinez, Housing/  
Homeless Expert Alternate  
Adele Andrade-Stadler, Southwest  
District

**Staff**

M. Creter, Executive Director, SGVRHT  
M. Daudt, General Counsel  
C. Sims  
B. Salazar  
L. Hwang  
R. Lansing  
J. Talla

3. Public Comment  
There was no public comment.
4. Changes to Agenda Order  
There were no changes to the agenda order.

**CONSENT CALENDAR**

5. Board of Directors Meeting Minutes  
*Action: Adopt Board of Directors meeting minutes.*
6. Harris & Associates Contract Amendment  
*Action: Authorize Executive Director to negotiate and execute an amendment (currently estimated to be an additional amount of \$40,000) to Agreement 25-04 for additional technical assistance.*
7. FY 2025-2026 Budget Amendment  
*Action: Adopt Resolution 25-11 to approve Amendment #1 to the FY 25-26 budget.*
8. 480 W. Monterey Avenue Ground Lease  
*Action: Authorize the Executive Director to negotiate and execute amendments to*



**San Gabriel Valley Regional Housing Trust Board Meeting**  
**September 16, 2025**  
**Unapproved Minutes**

*the ground lease of 480 W. Monterey Avenue with God's Pantry, including modifications to the proposed uses and term of lease.*

**There was a motion to approve Consent Calendar Items 5-8.**

**(M/S: Shevlin, Davis) [Motion Passed]**

<b>AYES:</b>	Leano, Shevlin, Wong, Turner, Davis, Estrada, Hensley
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Andrade-Stadler, Martinez

**PRESENTATION ITEM**

- 9. Los Angeles County Affordable Housing Solutions Agency (LACAHS)**  
**Transitional Production, Preservation, & Ownership Guidelines**  
SGVCOG Director of Local Programs, Caitlin Sims, presented on this item.

**UPDATE ITEMS**

**10. Chair's Report**

There was no chair's report.

**11. Executive Director's Report**

M. Creter provided an update on upcoming events including the groundbreaking of Chris Hartmire Plaza in Pomona and the SGVRHT's 5 year anniversary celebration.

**12. General Counsel's Report**

There was no general counsel report.

**ADJOURN**

Chair Leano adjourned the meeting at 10:40 am.



# SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

## FY 24-25 ANNUAL REPORT

SAN GABRIEL VALLEY  
REGIONAL HOUSING TRUST  
1333 MAYFLOWER ST. SUITE 360,  
MONROVIA, CA 91016

FALL 2025

[SGVRHT.ORG](http://SGVRHT.ORG)

# ABOUT RHT

The San Gabriel Valley Regional Housing Trust (SGVRHT) was formed in February 2020 as a Joint Powers Authority (JPA) to fund and finance the planning and construction of affordable and homeless housing; SGVRHT can provide funding for extremely low, very low, and low-income housing projects (up to 80% Area Median Income). The SGVRHT is governed by a nine-member Board of Directors composed of elected officials from seven cities that are members of the SGVRHT and two housing and homelessness experts. The SGVRHT currently boasts 25 member cities. To date the SGVRHT has funded nearly 800 units of affordable housing and 130 units of interim shelter.



## Board of Directors

### Chair

Jed Leano  
City of Claremont

### Vice Chair

Becky Shevlin  
City of Monrovia

### Northeast District

Karen Davis  
City of Glendora

### Central District

Emmanuel Estrada  
City of Baldwin Park

### Southeast District

Andrew Chou  
City of Diamond Bar

### At-large Member

Adele Andrade-Stadler  
City of Alhambra

### At-large Member

Thomas Wong  
City of Monterey Park

### Housing Expert

Alma Martinez

### Housing Expert

Anne Turner

### Executive Director

Marisa Creter

## Member Cities

Alhambra  
Arcadia  
Azusa  
Baldwin Park  
Claremont  
Covina  
Diamond Bar  
Duarte

El Monte  
Glendora  
Irwindale  
Industry  
La Cañada Flintridge  
La Verne  
Monrovia  
Montebello  
Monterey Park

Pasadena  
Pomona  
Rosemead  
San Gabriel  
South El Monte  
South Pasadena  
Temple City  
West Covina



# FY 24-25 ACCOMPLISHMENTS

The core strength of the SGVRHT is its ability to meet cities where they are in the housing development process and provide technical assistance and capacity building to advance projects. The SGVRHT remains a partner throughout the project, from pre-development through construction and project completion. In 2024 and 2025, the SGVRHT:



Celebrated 3 grand openings representing 146 units of affordable housing.



Received \$1 million in Local Housing Trust Fund (LHTF), the fifth of five possible awards through this program, supporting the development of 233 affordable housing units.



Awarded \$3M in REAP 2.0 RLF funding to two projects; the remaining \$2M will be allocated in FY25-26



Joined Enterprise Housing Preservation cohort, a 15 month learning collaborative that will support the efforts of House SGV in maintaining long-term affordability.



# REVOLVING LOAN FUND

In 2024 SGVRHT received a \$5 million allocation of Regional Early Action Planning (REAP) 2.0 funds to expand the Revolving Loan Fund (RLF). These funds support the development of affordable housing in infill areas to affirmatively further fair housing and support transit oriented development that reduces vehicle miles traveled. The REAP 2.0 funds were provided by a grant with the Southern California Association of Governments (SGAG).

## RLF Allocations



### ▲ 405 S. Del Mar, San Gabriel

- 73-unit affordable housing development for seniors
- SGVRHT owns the land and awarded \$1.81M in RLF funds, bridging a \$2M LHTF construction to permanent financing loan

### ▼ El Centro, South Pasadena

- 52-unit affordable housing development
- SGVRHT awarded \$2,000,000 in RLF



## PROJECT PIPELINE

The SGVRHT's Project Pipeline has funded affordable housing projects to develop 875 units of extremely low, very low, and low income housing. Project Pipeline funding is offered as gap financing for affordable housing development, providing construction to permanent financing in the form of residual receipt loans. The SGVRHT has leveraged local, state, and federal funding to support this program.

The SGVRHT currently has 5 funded multifamily affordable housing projects in construction, 8 in predevelopment, and 6 completed. The projects represent member cities commitment to providing safe, stable housing to all San Gabriel Valley residents and serve individuals and families, with set-asides for special needs populations, including formerly homeless seniors, veterans, and survivors of domestic violence.

The next page lists all of the SGVRHT funded projects to date.

# SGVRHT Funded Projects

City	Units	Project Name	Funding Allocation
Alhambra	36	Mariposa	\$4,392,510
Alhambra	44	Chapel	\$1,760,000
Azusa	4	Angeleno	\$336,000
Baldwin Park	57	Baldwin Park Apartments	\$2,500,000
Baldwin Park	12	Torch Street	\$1,000,000
Claremont	15	Baseline Rd.	\$1,000,223
Claremont	32	Larkin Place	\$3,000,000
Claremont	74	Mercy Claremont	\$1,000,000
Duarte	36	Gabrielino Place	\$2,000,000
El Monte	39	Willow Way	\$1,560,000
El Monte	53	Plaza Ortiz	\$1,687,807
Montebello	63	6th Street Grand	\$1,700,000
Montebello	81	The Boulevard	\$4,000,000
Pomona	90	East End Village	\$1,000,000
Pomona	75	Prisma Artist Lofts	\$2,000,000
Pomona	35	Pathway	\$1,571,490
Pomona	56	West Mission	\$1,350,000
San Gabriel	73	405 S. Del Mar (loan)	\$2,000,000
		405 S. Del Mar (land)	\$4,105,000
South Pasadena	52	El Centro	\$2,000,000
<b>TOTAL UNITS</b>	<b>927</b>	<b>TOTAL FUNDING</b>	<b>\$39,963,030</b>



# PROJECT PIPELINE SPOTLIGHT

## COMPLETED PROJECTS

### SPOTLIGHT: Villa Esperanza

#### Pomona

Villa Esperanza provides 57 units of affordable housing for families at or below 60% of Area Median Income. The SGVRHT leveraged a 1:1 matching award through the State Local Housing Trust Fund (LHTF) program to provide a loan of \$1.35M to the project. Villa Esperanza is the first SGVRHT funded project to complete construction.



### SPOTLIGHT: Vista de J.J. Rodriguez

#### Montebello

Vista de J.J. Rodriguez, completed in 2025, provides 63 units of supportive housing located along 6th Street and Grand Avenue. The units are designated for low-income families and survivors of domestic violence experiencing homelessness. In March 2023, the SGVRHT leveraged a state budget earmark to award the project a total construction loan of \$1.7 million.



### SPOTLIGHT: Lantern Terrace

#### Alhambra

Lantern Terrace provides 44 units of affordable and supportive housing. The five-story, 100% affordable housing project will replace what was a city-owned surface parking lot, located in Alhambra's Downtown District. In April 2023, the SGVRHT leveraged a state budget earmark to award the project a total loan of \$1.76 million.



## GROUNDBREAKINGS

### SPOTLIGHT: Prisma Artist Lofts

#### Pomona

Prisma Artist Lofts will provide 75 units of affordable housing units for families, young professionals, and individuals with developmental disabilities. The project received a \$2M construction to permanent financing loan from SGVRHT.



# PRESENTATIONS & CELEBRATIONS

## American Planning Association Conference

SGVRHT staff Brielle Salazar presented at the 2025 American Planning Association (APA) Annual Conference. She joined Adam Eliason, Housing Trust Manager, Orange County Housing Finance Trust; Melani Smith, Director of Regional Development, Gateway Cities Council of Governments; and Linda Braunschweiger, CEO, Housing Trust Fund Ventura County & Housing Land Trust Ventura County to discuss the benefits of a regional approach to affordable housing. The panel was moderated by Jacob Noonan, Housing Special Programs Manager, Southern California Association of Governments (SCAG). SGVRHT also shared its accomplishments, including funding nearly 900 units of housing and the establishment of a nonprofit land trust, House SGV. SCAG awarded the SGVRHT \$5 million in REAP 2.0 to augment its Revolving Loan Fund (RLF), which is currently available for projects.



## SGVRHT 5 Year Celebration

In November, the SGVRHT celebrated 5 years of housing success. The commemorative luncheon was hosted at Quiet Cannon in the City of Montebello, which has been an active participant in the SGVRHT. Representatives from SGVRHT's 25 member cities joined the Board of Directors, state and federal leaders, affordable housing developers, supportive service providers, and other partners in celebrating the SGVRHT's accomplishments. SGVCOG President Ed Reece highlighted the SGVRHT's origin as a vision by SGVCOG to create a regional housing body and its path to become a high-impact driver of affordable housing. SGVRHT chair Jed Leano presented Housing Advocate Awards to Senator Susan Rubio and Congresswoman Judy Chu for their dedication to securing significant affordable housing funding for the region, including more than \$30 million in State funding and \$8 million in federal funding. Senator Rubio, Assemblymembers Blanca Rubio, John Harabedian, and Mike Fong also provided remarks demonstrating their ongoing support and thanking the cities they represent for their dedication to providing housing to vulnerable populations.



# CURRENT & UPCOMING WORK

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## House SGV

In June 2025, the SGVRHT affiliated nonprofit the San Gabriel Valley Housing Resource Fund (House SGV), received its 501(c)(3) designation. House SGV will serve as a land trust, expanding the SGVRHT's impact in delivering affordable housing by securing land from the speculative market and preserving affordability in perpetuity. The goal for FY25-26 is to acquire House SGV's first property.

Councilmember Jed Leano (Claremont), Mayor Becky Shevlin (Monrovia), Mayor Emmanuel Estrada (Baldwin Park), Councilmember Adele Andrade-Stadler (Alhambra), and SGVRHT Executive Director Marisa Creter serve as the nonprofit's Board of Directors.

## Measure A

In FY 25-26 the SGVRHT will receive and allocate \$12,117,443 in Measure A funding to support the development of affordable housing projects. Measure A is a half-cent sales tax approved in Los Angeles County. The funding will be provided by the Los Angeles County Housing Solutions Agency (LACAHS) which was formed by SB679. The San Gabriel Valley is represented on the LACAHS board by Councilmember Jed Leano. The SGVRHT's allocation represents the Production, Preservation, and Ownership portion of the region's formula allocation.



Scan to visit [sgvrht.org](https://sgvrht.org)

If you'd like additional information, please check out the SGVRHT website, [sgvrht.org](https://sgvrht.org), follow us on Instagram @sgvregionalhousingtrust or reach out to the SGV Regional Housing Trust Manager, Brielle Salazar, at [bsalazar@sgvrht.org](mailto:bsalazar@sgvrht.org)



@sgvregionalhousingtrust

DATE: December 1, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SGVRHT ANNUAL ADMINISTRATIVE AND AFFILIATE FEE CREDIT FOR CAPITAL FUND CONTRIBUTIONS**

## **RECOMMENDED ACTION**

Adopt Resolution 25-12 adopting an amended FY26-27 administrative and affiliate fee schedule for cities that dedicate capital funds to the SGVRHT, including but not limited to Permanent Local Housing Allocation (PLHA).

## **BACKGROUND**

The San Gabriel Valley Regional Housing Trust (SGVRHT) can receive both private and public funds. In December 2020 the SGVRHT Board approved a one-time offset of annual dues for cities that dedicated Permanent Local Housing Allocation (PLHA) funds to the trust to acknowledge their contribution to regional housing development, as the funds were pooled to support the readiest to proceed project(s). The offset was equal to 10% of the PLHA contribution up to a maximum of 50% of the dues, meaning a City with dues of \$20,000 that contributed \$80,000 in PLHA would receive a credit of \$8,000 whereas a contribution of \$100,000 or more would result in an offset of 50% of their dues. The offset was not provided in subsequent years because PLHA funds cannot be used to directly pay dues<sup>1</sup> and the SGVRHT did not have a dedicated revenue source that could absorb the loss of dues.

With the passage of SB679, the Los Angeles County Regional Housing Finance Act, which created the Los Angeles County Affordable Housing Solutions Agency (LACAHS), and Measure A, a half-cent sales tax for the development of affordable housing, the SGVRHT will receive consistent capital and program administration funding. Measure A funds have strict requirements for project type and size, portfolio requirements, and labor requirements. These requirements will likely present a challenge to the affordable housing projects that have traditionally been funded by the SGVRHT, particularly projects with less than 40 units. Measure A funds also cannot be used to support homeless housing. These requirements highlight the importance of having other

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<sup>1</sup> Use of PLHA funds toward dues is only allowable through the 5% administrative portion of those funds which is retained by the Los Angeles County Development Authority (LACDA) for those cities who receive pass through funds and is generally used to cover program administration staffing costs by entitlement cities that receive direct allocations. The one time offset was made possible as LACDA agreed to pass through a portion of the administrative funds to the SGVRHT in 2021.

sources of funding to support smaller affordable housing projects and housing innovation projects. Additionally, it is important to maintain dues as an unrestricted source that supports the essential work of the SGVRHT including staffing and operating expenses that cannot be directly charged to a grant, travel, staff development, and certain consulting expenses. Examples of these expenses are provided below:

- Conference and travel budget
- Consultant support to develop SGVRHT affiliated nonprofit
- Consultant support to evaluate sites for use as affordable<sup>2</sup> or interim housing
- Consultant support to underwrite loans<sup>3</sup>
- Legal
- Audit
- Insurance
- Indirect staffing costs that cannot be charged to a grant such as human resources, accounting, administrative services, and rent

## **DISCUSSION**

During the initial Joint Powers Authority (JPA) discussions with cities as the SGVRHT was formed, member dues were agreed upon to support key staffing and operations to ensure the agency could operate annually. As the SGVRHT has secured grants and loan income, portions of core staffing traditionally covered by dues are now funded by grant funds, creating a reserve of operational funding. This operational reserve provides the SGVRHT with the opportunity to incentivize cities to dedicate capital dollars to the housing trust. Capital fund contributions have been mutually beneficial to cities and the SGVRHT, providing funding that has supported the development of 233 units of affordable housing<sup>4</sup>. Cities that receive smaller allocations benefit from the SGVRHT assuming responsibility for grant requirements and ensuring the funds stay in the region as opposed to being dedicated to Countywide efforts. The contributions have also been beneficial to larger cities, helping those cities to leverage their funds to provide more substantial project contributions.

To date capital fund contributions have come from member cities' PLHA allocations. Eligible activities for the PLHA funding include the development of affordable rental housing, assisting persons experiencing or at risk of homelessness, supporting efforts to acquire and rehabilitate foreclosed or vacant homes and apartments, or *as matching portions of funds placed into local or regional housing trust funds*. Additional sources could include inclusionary housing or in-lieu development fees, loan proceeds, and land or redevelopment successor agency resources.

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<sup>2</sup> Affordable housing site analysis will be an eligible expense for Measure A Technical Assistance funding, but interim housing will require use of unrestricted funds

<sup>3</sup> Underwriting support for Measure A funded projects will be an eligible expense for Measure A Technical Assistance funding, but RLF or other funding sources will require use of unrestricted funds

<sup>4</sup> PLHA funding was used as a matching source for the SGVRHT's Local Housing Trust Fund (LHTF) applications.

Staff has developed proposals for both the annual administrative fee for full members and the affiliate membership fee.

### ***Annual Administrative Fee (Full Members)***

Staff proposes that half the percentage of a member's PLHA contributed to the SGVRHT may be applied to offset annual administrative fees, up to 50% of the city's annual administrative fee.

	Annual administrative fee	City's Total PLHA	Percentage of PLHA contributed to SGVRHT	Dues offset (half of percentage of PLHA contributed)	<b>Limit on dues offset</b> (50% of administrative fee)	Remaining Dues Balance
City A	\$10,000	\$100,000	40%	\$2,000	\$5,000	\$8,000
City B	\$10,000	\$100,000	100%	\$5,000	\$5,000	\$5,000
City C	\$20,000	\$200,000	50%	\$5,000	\$10,000	\$15,000

In the case of City A, which allocated 40% of their PLHA total of \$100,000 to the SGVRHT, their dues offset would be \$2,000, equal to 20%, or half, of the percentage of their PLHA contribution. Their remaining dues balance would be \$8,000. City B reached the maximum amount of dues offset by allocating 100% of their PLHA, which offsets 50% of their dues, leaving a balance of \$5,000. In the case of City C, 50% of their PLHA totals \$100,000, and half of the 50% allocation is 25% or \$5,000 which is below the maximum offset achievable by dedicating a City's full allocation.

### ***Affiliate Membership Fee***

Staff proposes that for affiliates, the percentage of a city's PLHA that they contribute to the SGVRHT may be applied to offset annual administrative fees, up to 100% of the affiliate fee. Examples are shown in the chart below:

	Affiliate fee	City's total PLHA	Percentage of PLHA contributed to SGVRHT	Dues offset (equal to percentage of PLHA contributed)	<b>Limit on dues offset</b> (100% of affiliate fee)	Remaining Dues Balance
City A	\$2,000	\$100,000	40%	\$800	\$2,000	\$1,200
City B	\$2,000	\$100,000	100%	\$2,000	\$2,000	\$0
City C	\$5,000	\$200,000	50%	\$2,500	\$5,000	\$2,500

In the case of City A, which allocated \$40,000 in capital funds to the SGVRHT, or 40% of their PLHA, their dues offset would be \$800, equal to a 40% offset. In the case of City B, its allocation of 100% of their PLHA would result in a full offset of its affiliate fee of \$2,000. In the case of City C, 50% of their PLHA totals a \$100,000 contribution and a 50% offset in dues.

Staff anticipates that the most frequent capital contribution will be PLHA, but if a member city wishes to contribute a different source of capital funding, their offset will be the same and PLHA is used in the chart for illustrative purposes.

Capital contributions will be applied to annual administrative and affiliate member fees in the fiscal years that the allocation is made to the SGVRHT and cannot be applied across multiple years. The SGVRHT mails out dues invoices in May. Staff anticipates there may be a timing gap between receipt of the invoice and a city's action to dedicate funding to the SGVRHT. To address this gap, SGVRHT will reach out to all member cities and request confirmation of intent to dedicate capital funds to the SGVRHT. Cities that cannot demonstrate action to dedicate funds to the SGVRHT prior to the invoice due date will pay the full administrative fee amount and will be reimbursed the appropriate amount if funds are dedicated within the fiscal year. If approved, this policy would be applied to administrative and affiliate fees for FY 2026-2027. The ability to provide a dues offset will be reconsidered annually.

### **FISCAL IMPACT**

An increase in capital funding and decrease in operational funding is anticipated. The exact dollar amount will depend on the number of cities that choose to dedicate capital funds to the SGVRHT. Staff has calculated the maximum dues offset to confirm that the SGVRHT will have sufficient operational funding to absorb this action. If the maximum amount of cities dedicate capital funds to the SGVRHT such that their dues were waived up to 50% for full members and 100% for affiliate members, the SGVRHT would see a reduction of approximately \$220,000 in annual dues. This amount can be offset by increased operational funding through other sources and loan fees, including the 1% origination fee that the dedicated capital dollars will generate.

Prepared by: Brielle Salazar  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: Marisa Creter  
Marisa Creter  
Executive Director

### **ATTACHMENTS**

Attachment A – Resolution 25-12

## **RESOLUTION NO. 25-12**

### **RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AMENDING THE ANNUAL ADMINISTRATIVE AND AFFILIATE FEE SCHEDULE**

**WHEREAS**, members and affiliates of the SGVRHT pay annual dues to support the operations and staffing of the trust; and

**WHEREAS**, initial dues were calculated to support the core staffing and main operational expenses of the SGVRHT; and

**WHEREAS**, the SGVRHT has received sufficient grant and loan fee revenue to support core staffing and desires to incentivize capital fund contributions; and

**WHEREAS**, the SGVRHT may accept public dollars including, but not limited to Permanent Local Housing Allocation (PLHA), and

**WHEREAS**, staff proposes amending the annual administrative fee schedule to allow members and affiliates to contribute capital funds to offset their dues. The offset would be equal to half of the percent of PLHA contribution, with a maximum offset of 50% of the city's annual administrative fee for members. For affiliates, the offset would be equal to the percent of PLHA contribution, up to 100% of the fee; and

**WHEREAS**, this amended policy would be applied for Fiscal Year 2026-2027 and will be brought back to the Board for consideration for future Fiscal Years.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the SGVRHT approve the amended annual administrative and affiliate fee schedule.

**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 1<sup>st</sup> day of December 2025.

San Gabriel Valley Regional Housing Trust

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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 25-12 was adopted at a regular meeting of the Governing Board held on the 1<sup>st</sup> day of December 2025, by the following roll call vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary

# REPORT

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DATE: December 1, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

**RE: REVOLVING LOAN FUND AWARD PREAPPROVAL**

## **RECOMMENDED ACTION**

Adopt Resolution 25-13 authorizing the Executive Director to execute a Letter of Intent for Gabrielino Place (Duarte) for a Revolving Loan Fund loan in the amount of \$2,460,000, pending the completion of RLF loan memo to file.

## **BACKGROUND**

The San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors established the Revolving Loan Fund (RLF) in June 2022. The RLF Guidelines define project and borrower eligibility, recommended per-project and per-unit award amounts, eligible expenses, and loan terms. The Guidelines were updated in early 2025 to include additional requirements for projects that receive Regional Early Action Planning (REAP) 2.0 funding, specifying that these projects will be subject to infill requirements. The SGVRHT received an allocation of \$5 million in REAP 2.0 funds from the Southern California Association of Governments (SCAG) to expand the RLF. At the June 11, 2025 meeting, the Board of Directors approved the allocation of \$3 million in REAP RLF funding to two projects, El Centro and 405 S Del Mar, leaving \$2 million in REAP funding available for future awards.

Gabrielino Place, an affordable housing project in the City of Duarte being developed by Jamboree, was previously awarded \$2 million in pipeline funding at the September 9, 2024 Board of Directors meeting, leveraging the SGVRHT's 2022 Local Housing Trust Fund (LHTF) matching funds. The project is proposed to deliver 36 units of affordable housing, with 30% or more of the units to be rented at or below 30% Area Median Income (AMI). Jamboree is requesting additional RLF funding to help facilitate the acquisition of the site and bridge the SGVRHT construction to permanent loan such that the funds can be used during the predevelopment phase.

Provided the item to streamline the loan approval process is approved at today's meeting, an RLF loan committee meeting is not required to make this award.

## **DISCUSSION**

Staff recommend pre-approval of an RLF loan in the amount of \$2,460,000 to the project pending the RLF memo which will be provided to the board for information only at a future meeting. This amount represents the site acquisition cost and a \$460,000 increase to the project's original award as \$2 million will be pulled forward to the predevelopment phase and repaid at construction closing by the LHTF loan. The remaining \$460,000 will be



## REPORT

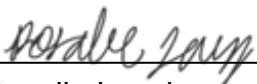
taken out by another construction source at closing. LHTF funds can be used for site acquisition but require loan documents to be executed and generally take 8 weeks to be drawn down. The developer can draw down RLF funding quickly, supporting the immediate needs of the project and enabling the SGVRHT to draw down LHTF funds once loan documents are executed, providing a short-term bridge for these funds. Once the LHTF funds paydown the RLF loan, an additional award can be provided to a future project.

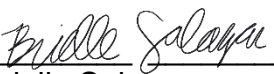
Pre-approval is recommended because SGVRHT staff have already done the necessary underwriting for this project before issuing the initial pipeline loan. Jamboree is still finalizing the site purchase agreement and requires additional time before submitting all materials required to finalize the project's loan memo. Pre-approval will allow Jamboree to proceed with negotiations and for the SGVRHT to begin drafting loan documentation for the project. Notice of Intent to award as soon as the loan committee recommends the award. Staff will not execute any loan documents or transfer funds until the loan memo is completed. The final loan memo will be brought to a future Board meeting as a receive and file item.

Funding for the \$2,460,000 RLF loan comes from the remaining \$2 million in REAP 2.0 RLF funding and \$460,000 in the SGVRHT's 2025 County Permanent Local Housing Allocation (PLHA) award. This will fully allocate the SGVRHT's REAP 2.0 RLF award prior to the June 2026 deadline, successfully meeting the grant's requirements. The SGVRHT's total 2025 PLHA award is \$594,156 and the remaining amount will be allocated at a future Board meeting.

### **NEXT STEPS**

If the Board authorizes preapproval to execute a Letter of Intent with Jamboree, staff will work to execute loan documents and complete the RLF loan memo which will be brought to the next Board meeting for the Board to receive and file.

Prepared by:   
Rosalie Lansing  
Management Aide

Reviewed by:   
Brielle Salazar  
Regional Housing Trust Manager

Approved by:   
Marisa Creter  
Executive Director

### **ATTACHMENTS**

Attachment A – Resolution 25-13

**RESOLUTION NO. 25-13**

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A LETTER OF INTENT FOR GABRIELINO PLACE (DUARTE) FOR A REVOLVING LOAN FUND LOAN IN THE AMOUNT OF \$2,460,000.**

**WHEREAS**, the San Gabriel Valley Regional Housing Trust (SGVRHT) received \$5 million in Regional Early Action Planning (REAP 2.0) funds to expand the Revolving Loan Fund (RLF), which supports acquisition, predevelopment, and construction of affordable housing; and

**WHEREAS**, the SGVRHT also received \$594,156 in Permanent Local Housing Allocation (PLHA) funding from the County and will allocate \$460,000 to the RLF; and

**WHEREAS**, Gabrielino Place had previously received \$2 million in SGVRHT pipeline funding; and

**WHEREAS**, staff recommend awarding an RLF loan of \$2,460,000 to bridge the pipeline award; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors authorizes the Executive Director to issue a Letter of Intent to Jamboree for an amount not to exceed \$2,460,000 for Gabrielino (Duarte).

**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 1<sup>st</sup> day of December 2025.

San Gabriel Valley Regional Housing Trust

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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 25-13 was adopted at a regular meeting of the Board of Directors held on the 1<sup>st</sup> day of December 2025, by the following vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

\_\_\_\_\_  
Marisa Creter, Secretary

DATE: December 1, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

**RE: RAPID HOUSING DEVELOPMENT (RHOD) APPLICATION**

## **RECOMMENDED ACTION**

Adopt Resolution 25-14 authorizing the Executive Director to: 1) apply to the SGVCOG's Rapid Housing Development (RHoD) program in partnership with Support Solutions and if awarded, negotiate and execute the purchase of a site for use as shared housing in an amount not to exceed the award amount, and 2) retain ownership or transfer the property to House SGV.

## **BACKGROUND**

For the last several years, the SGVCOG has contracted with a service provider to operate an outreach program for persons experiencing homelessness (PEH). A key need for the service provider was local, immediately available housing units for PEH. To that end, the SGVCOG established the RHoD Program in 2023 to provide funding to service providers and other entities to secure and/or create immediately-available, longer-term housing opportunities for PEH. The intention of the Program is to secure units for a longer-term – using approaches such as master leasing and shared housing. Through the RHoD program – and through a subsequent expansion under the SGVCOG's Measure A Regional programs – the SGVCOG has contracted with several agencies to lease large homes and/or units that have been used as shared housing units for PEH. RHoD funds provide funding to secure the units (e.g. lease costs) and to provide case management at the sites to help clients secure permanent housing. Eligible entities – which includes public agencies and nonprofit organizations – can apply for RHoD funding on an ongoing basis, which the SGVCOG awards pending funding availability.

The SGVCOG has worked with Support Solutions to lease several homes that are being used as shared housing and has provided wrap-around services for the housed clients. The cost of renting these sites comprises a significant portion of Support Solutions' budget. As such, Support Solutions has been seeking opportunities to purchase a home that could be used as shared housing. Support Solutions recently approached the SGVCOG with an opportunity to purchase a property that could be used as shared housing. Purchasing the property would reduce the ongoing rental costs, allowing the SGVCOG to serve more clients at a lower cost.

The SGVCOG has funding available through the RHoD Program; however, it does not have the desire not desire to own property long-term. The SGVRHT has the administrative structure to own property, via House SGV; however there is only \$5,548

remaining in the SGVRHT Innovation Fund (which has previously funded this sort of project). To that end, the SGVCOG approached the SGVRHT with an opportunity to partner to secure the property. The SGVCOG and the SGVRHT previously piloted this approach with God's Pantry – the SGVCOG and the SGVRHT have partnered with God's Pantry to secure a property in Pomona and rehabilitate it to provide interim housing for individuals and families. The SGVCOG approached the SGVRHT again with the opportunity to partner to purchase an additional property and ground lease it to Support Solutions, to operate as either interim or permanent housing for PEH.

To facilitate this process, the SGVCOG recommended that Support Solutions submit an application to the SGVRHT Housing Innovation Program, which Support Solutions did (Attachment B). To access RHoD funding from the SGVCOG, staff recommend applying in partnership with Support Solutions to the RHoD Program to purchase the identified site for use as shared housing.

With the proposed application to the RHoD Program, the SGVRHT would purchase the site and ground lease it to Support Solutions to operate the site as shared housing for persons at risk of or experiencing homelessness.

By purchasing a site and executing a 15-year agreement with Support Solutions, the units will remain affordable long term. The application would request capitalized funding to support the 15 year term or the purchase price as determined by an appraisal.

### **DISCUSSION**

The goal of the RHoD Program is to create immediately available, longer-term housing opportunities for persons experiencing homelessness that are secured in a more cost and time-effective way. The proposed partnership with the SGVCOG, SGVRHT, and Support Solutions would accomplish this goal in a more cost-effective way that will ultimately allow the SGVCOG to house more PEH.

The SGVRHT recently incorporated an affiliated nonprofit, House SGV, to serve as a community land trust. This action asks the board to pre-authorize transfer of the property to House SGV if deemed beneficial. One scenario in which SGVRHT might desire to retain ownership is if the Local Housing Trust Fund (LHTF) program returns. Land is an eligible matching source for the LHTF program, meaning the value of the site could be leveraged to secure a construction to permanent financing loan. The LHTF program is currently inactive, however there is an effort to fund this program through an affordable housing bond. Tax implications could also be a consideration for which entity retains ownership.

### **NEXT STEPS**

If approved, staff will submit an application to the RHoD program and if awarded, facilitate the purchase of a shared housing site. Depending on the most appropriate leveraging of

## REPORT

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this asset, the property may remain a long-term asset of the SGVRHT or be transferred to its affiliated nonprofit House SGV.

Prepared by: Brielle Salazar  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: Marisa Creter  
Marisa Creter  
Executive Director

### Attachments

Attachment A- Resolution 25-14  
Attachment B- Support Solutions Application

## **RESOLUTION NO. 25-14**

### **RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AUTHORIZING THE EXECUTIVE DIRECTOR TO APPLY TO THE SGVCOG'S RAPID HOUSING DEVELOPMENT (RHoD) PROGRAM IN PARTNERSHIP WITH SUPPORT SOLUTIONS AND IF AWARDED NEGOTIATE AND EXECUTE THE PURCHASE OF A SITE FOR USE AS SHARED HOUSING AND RETAIN OWNERSHIP OR TRANSFER THE PROPERTY TO HOUSE SGV**

**WHEREAS**, the San Gabriel Valley Council of Governments (SGVCOG) has funding available in its Rapid Housing Development (RHoD) program to support longer-term housing opportunities including shared housing; and

**WHEREAS**, San Gabriel Valley Regional Housing Trust (SGVRHT) is eligible to apply to the RHoD program; and

**WHEREAS**, the SGVRHT received an application from nonprofit service provider Support Solutions and wishes to partner with this agency to purchase and operate a site as shared housing; and

**WHEREAS**, if awarded funds, the SGVRHT would negotiate and purchase a property for use as shared housing in an amount not to exceed the RHoD award amount; and

**WHEREAS**, the House SGV was incorporated in June 2025 as an SGVRHT affiliated nonprofit land trust to further the SGVRHT's lending efforts; and

**WHEREAS**, the ownership by House SGV or SGVRHT may be beneficial to leverage funding sources available to either the 501c3 or JPA; and

**WHEREAS**, the agency that can best leverage the property value would retain ownership. and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the SGVRHT authorize the Executive Director to:

1. Apply to the SGVCOG's RHoD program in partnership with Support Solutions and if awarded, negotiate and execute the purchase of a site for use as shared housing in an amount not to exceed the award amount, and
2. Retain ownership or transfer the property to House SGV.

**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 1<sup>st</sup> day of December 2025.

San Gabriel Valley Regional Housing Trust

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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 25-14 was adopted at a regular meeting of the Governing Board held on the 1<sup>st</sup> day of December 2025, by the following roll call vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary



## **Innovative Affordable Housing and Homeless Programs Application**

The San Gabriel Valley Regional Housing Trust has allocated \$4 million to Innovative Affordable Housing and Homeless Programs to provide flexible opportunities to address local housing needs. This application is the first step to request funding. Additional information may be requested from applicants during the evaluation and applicants may be invited to participate in interviews. Applications that exceed \$250,000 will require approval from the SGVRHT Board of Directors. Below are the Program Guidelines.

### Homeless Program Guidelines:

1. Maximum funding of \$25,000<sup>1</sup> per bed/unit for sites operated for 2 years or more; funding will be prorated based on program duration; minimum term of 1 year
2. Maximum funding of \$10,000 per bed/unit for programs at existing interim housing sites. Infrastructure upgrades would require a minimum commitment of 2 years of site of operation and programs would be based on the actual cost to provide services.
  - a. Additional supportive services
  - b. Commercial kitchen development/ equipment or food pantry/ waste diversion programs
  - c. Site upgrades: Community Rooms, offices, amenities, etc.
3. Commitment to provide staff resources (Public Works, Planning, etc.) and supplemental funding to complete projects with budgets in excess of SGVRHT award amount.

### Affordable Housing Guidelines:

1. Maximum funding of \$150,000 per unit for innovative permanent housing models including modular housing, accessory dwelling units, and other innovative typologies deed restricted to tenants at or below 80% AMI. Rents may be capped to ensure tenant affordability.
2. Supplemental funding to complete projects with budgets in excess of SGVRHT award amount
3. Project is supported by the SGVRHT member City it is located in. Please provide a City contact if the application is complete by a Developer.

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<sup>1</sup> A project may apply for up to \$35,000 per bed/unit for new construction of an interim housing site and an additional component such as a commercial kitchen.

## **Applicant Information**

**Project City:**

**Contact Name/ Title:**

**City Contact (if applicant is Developer):**

**Phone:**

**Email:**

## **Application Questions**

1. Project Type:
2. Potential project size: \_\_\_\_\_beds/units
3. Potential Project Location:
4. Additional Funding Sources: Please describe the funding required to complete the project. Please attach a budget/proforma if available.
5. Project Timeline: Please describe the anticipated project start and completion including any construction dates. If the project is a homeless program, please confirm the project will be operated for at least 1 year.

6. Existing Programs: Please describe any existing programs that will be linked to the proposed project.

7. Staffing: Please describe the project team that will deliver the project and any administrative support required from the SGVRHT or its architectural consultant. Please confirm that assigned staff will be available throughout the project term to meet with the project team and complete deliverables<sup>2</sup>.

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<sup>2</sup> City staffing is essential to project completion and will be further outlined in the MOA once a project is approved.

8. City Support: Please describe any entitlements or City Council approvals required to complete the project.

9. Additional information: Please attach any additional information available including site plans, examples of similar projects, staffing models, etc.

# REPORT

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DATE: December 1, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **MEASURE A PPO-NEW CONSTRUCTION NOFA, PPO-FLEXIBLE PARTNERSHIP WITH HOUSE SGV, AND AMENDED PIPELINE FUNDING LIMITS AND RLF APPLICATION REVIEW PROCESS**

## **RECOMMENDED ACTION**

Adopt Resolution 25-15 authorizing the Executive Director to: 1. finalize and release its Measure A PPO-new construction NOFA in compliance with relevant Measure A funding requirements and guidelines, and 2. identify potential project partners and properties to acquire with PPO-Flexible funds to be transferred to House SGV; and 3. adopt amended Pipeline funding limits and streamlined RLF application review

## **BACKGROUND**

At its June 2025 meeting, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors approved funding allocations across its Pipeline, Revolving Loan Fund, and Housing Innovation programs for anticipated Measure A revenue based on the provisional funding guidelines provided by the Los Angeles County Housing Solutions Agency (LACAHS). Based on the final Measure A program guidelines that have since been adopted, changes are recommended to focus on providing residual receipts loans (Pipeline funding) and acquiring property in partnership with the SGVRHT affiliated land trust House SGV. This proposed action would supersede the previous action taken in June 2025 to comply with updated Measure A requirements.

Measure A funds have strict requirements for project type and size, portfolio requirements, and labor requirements. The labor requirements necessitate an amendment to the SGVRHT's per project and per unit loan maximums to offset increased construction costs. To meet these requirements, the SGVRHT proposes releasing a Notice of Funding Availability (NOFA). While making funding updates for Measure A compliance, staff also recommend updating the funding limits for the Pipeline program and streamlining the RLF application review process.

## **DISCUSSION**

The SGVRHT has traditionally accepted applications on a rolling basis and matched projects on its pipeline to available funding sources based on eligibility requirements and readiness to proceed. This flexibility has enabled the board to allocate resources as they have been received from State or Federal sources including earmarks and the Local Housing Trust Fund (LHTF) program which has been awarded at varying times each year.

## REPORT

These funding sources are not guaranteed and the amount fluctuates. The Revolving Loan Fund (RLF) serves as the SGVRHT's first renewable source of funding, but loan repayments also take place at varying intervals. The SGVRHT will continue to accept applications on an ongoing basis for these programs.

Measure A is a half-cent sales tax for affordable housing funding, and represents the SGVRHT's first guaranteed annual funding source. Given this source is annual and needs to be obligated within 12 months of receipt per the funding guidelines, it would be most effective to release a call for projects, or NOFA, as described below.

### *Measure A Requirements and NOFA*

The SGVRHT is an eligible recipient of Measure A funds based on the enabling legislation and is estimated to receive \$16,156,576 in Measure A funding in FY25-26 through an agreement with the San Gabriel Valley Council of Governments (SGVCOG). The SGVCOG will receive Measure A funds from the Los Angeles County Housing Solutions Agency (LACAHSa) and will pass through funding to the SGVRHT. This passthrough amount represents the region's Production, Preservation, and Ownership (PPO) allocation. The PPO funding requires 77.25% of the SGVRHT's allocation (or \$12,480,955) to be spent on PPO- New Construction projects, which includes the development of new housing units and substantial rehabilitation of units. Of this new construction allocation, 80% of the funded portfolio must utilize a project labor agreement (PLA) regardless of project size. Given the size of the SGVRHT's allocation and the increased construction costs associated with the PLA, it is anticipated that the SGVRHT will award one project with the entirety of the PPO New Construction funds. PPO-Flexible represent 22.75% of the funds (or \$3,675,621) and may be used to support construction, preservation, acquisition, ownership, and rent and operating subsidies. The SGVRHT will retain 5% for program administration (or \$807,829) including underwriting, legal, site identification and evaluation, and draw administration. The funding breakdown is shown below.

Measure A Funding Breakdown	Program funding (95%)	Program Admin (5%)
PPO-New Construction (77.25%)	\$11,856,907	\$624,048
PPO-Flexible (22.75%)	\$3,491,840	\$183,781
<b>Total</b>	<b>\$16,156,576</b>	

LACAHSa is also releasing a NOFA for PPO funding that the development community can access directly and in addition to SGVRHT PPO funding. In drafting the NOFA, staff have maintained compatibility with the draft LACAHSa NOFA. SGVRHT staff also requested developer feedback through a survey to determine how the development community anticipates utilizing Measure A funding and to ensure compliance with the PPO guidelines. Key findings are listed below:

- SGVRHT funded developers have not used Project Labor Agreements (PLA) previously
- PLAs are anticipated to raise project development costs by 10-20%

## REPORT

- Most needed funding type for PPO-New construction is residual receipts loans and operating subsidies
- Projects are likely to apply for tax credit financing

To ensure all funds are expended within the expenditure timeline and comply with the Measure A requirements, staff recommends the release of the attached Notice of Funding Availability (NOFA) to identify an eligible project or projects. Given the increase in development cost from the labor requirements, it is likely that the SGVRHT's allocation will fund a larger portion of a single project. PPO-New construction funding will be provided as a residual receipts loan and may include a capitalized operating reserve. The NOFA includes a call for projects, project eligibility criteria, and scoring criteria for evaluating projects further described in the application process section of this report.

### *Proposed PPO New Construction Guidelines*

A comparison of the SGVRHT's current Pipeline Guidelines and recommended updates for PPO-new construction are summarized below:

	Current Pipeline Guidelines	Proposed Amended Guidelines For Measure A NOFA
Maximum Loan Amount	\$2,500,000	PPO new construction amount <sup>1</sup>
Maximum per unit amount	\$50,000	\$300,000
Prevailing Wage	As determined by developer's counsel	Required for all projects
Labor Requirements	None	Required for projects with 40 units or more; 80% of Measure A funded projects must comply
Application Fee	None	\$500 (credited to 1% origination fee at closing)
Portfolio Requirements	None	77.25% of projects must meet the new-construction definition
Expenditure Requirements	Based on funding source i.e. 5 years for LHTF	Within 3 years of award
Operating Subsidy	n/a	\$3,000,000 <sup>2</sup> maximum per project or \$75,000 per unit

This funding approach will be utilized annually unless updated by the SGVRHT Board of Directors or as required by updated LACAHS Measure A guidelines.

<sup>1</sup> The exact maximum loan amount will depend on the actual Measure A tax revenue, but is currently estimated to be approximately \$11,856,907. The NOFA rounds this figure to \$12 million.

<sup>2</sup> Construction Financing will be prioritized and the total operating subsidy amount awarded may be lower than \$3 million.

## *Application Process*

The SGVRHT will release a NOFA in early 2026 for its FY25-26 Measure A funds. The NOFA will have a deadline in early spring 2026. Once funds are awarded to a project, funds must be expended within 3 years, demonstrating the importance of funding the most ready-to-proceed projects. The SGVRHT anticipates releasing an annual NOFA for Measure A funds which will incorporate any updated requirements for PPO- New Construction, PPO- Flexible, or as otherwise required by LACAHS.

The applications will be reviewed by SGVRHT staff and technical consultants, Harris and Associates. Scoring criteria includes:

- Development Experience
- Developer Financial Strength
- Loan to Cost Ratio
- Debt Service Coverage Ratio
- Reserves
- Onsite services
- Public fund leveraging

Ranked applications will be provided to the Board for review and funding consideration. If a single project utilizes all available funding while ensuring the SGVRHT maintains compliance with Measure A requirements, the SGVRHT may allocate all funds to that project. The award may be split between capital financing and operating subsidy. Projects will continue to require support of the local jurisdiction to be considered for funding.

## *Proposed PPO Flexible Funds Activities*

Staff is proposing that PPO-Flexible funds be used to support the acquisition of a property in partnership with House SGV, the SGVRHT's affiliated nonprofit land trust. The SGVRHT may purchase the property and transfer it to House SGV, award funds to House SGV to execute the purchase, or partner with a real estate broker or developer to identify and complete property acquisition, with House SGV serving as the long-term owner and ground lessor. If the approved action is approved by the SGVRHT Board of Directors, staff will initiate activities to identify potential project partners and sites and bring back the proposed sites and partner agreements back at a future meeting.

## *Pipeline Funding Limit Updates*

Overall, for both Measure A and non-Measure A funds, staff is recommending increasing the per unit amount for Pipeline projects from \$50,000 per unit to \$150,000 per unit and from \$2.5 million per project to \$4 million per project. This increase will help San Gabriel Valley projects compete for non-Measure A funds. This per unit funding amount is similar to the Los Angeles County Development Authority (LACDA) limit of \$180,000 and will provide additional local commitment dollars to a project which are essential for tiebreaker scores for tax credits and other applications. The increased per project amount aligns



## REPORT

with the maximum RLF loan amount and could serve as a permanent takeout source for RLF loans.

	Current Pipeline Guidelines	Proposed Amended Pipeline Guidelines
Maximum Loan Amount	\$2,500,000	\$4,000,000
Maximum per unit amount	\$50,000	\$150,000

### *Revolving Loan Fund (RLF) Streamlined Application Review*

The Revolving Loan Fund (RLF) was launched in 2022 from State Earmark funds and the program's guidelines were developed by Harris and Associates, incorporating input from developers, city staff, and a review of revolving loan fund structures at other housing trusts. The RLF Guidelines define project and borrower eligibility, establish recommended per-project and per-unit award amounts, define eligible expenses, and define the loan terms. In anticipation of this source being highly competitive, an RLF loan committee was established consisting of the SGVRHT's housing and homelessness experts, staff, and its technical assistance consultants. Over the last three years the SGVRHT has successfully allocated all available RLF funds, however the program has not been oversubscribed and the loan committee has been a formality. Staff recommend discontinuing the loan committee and bringing RLF projects directly to the full board for consideration. Staff and Harris and Associates will continue to prepare a review memo for each project which will be renamed from loan committee memo to "loan review memo" if approved.

### *Non-restricted sources*

Provided the SGVRHT has non-Measure A funding available for award, these funds will continue to be allocated as received. A loan review memo will be completed for all projects presented to the board for funding consideration.

## **NEXT STEPS**

If approved, Harris and Associates and staff will work to finalize the NOFA for release in early 2026. The final LACAHS A NOFA is anticipated to be released at the end of December, and staff will ensure continued compatibility with the SGVRHT NOFA. The application will be posted on the SGVRHT website and emailed to developers active in the region. Staff will score the applications based on the finalized scoring criteria and present projects for funding to the board in Spring 2026.

Prepared by: Brielle Salazar  
Brielle Salazar  
Regional Housing Trust Manager

# REPORT

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Approved by: Marisa Creter  
Marisa Creter  
Executive Director

## **ATTACHMENTS**

Attachment A – Resolution 25-15 Adopting Measure A PPO-New Construction NOFA, Measure A PPO-Flexible partnership with House SGV, and Amended Loan Guidelines and Application Process

Attachment B- [Draft SGVRHT Measure A NOFA](#)

## **RESOLUTION NO. 25-15**

### **RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) APPROVING MEASURE A PRODUCTION PRESERVATION AND OWNERSHIP (PPO) PPO-NEW CONSTRUCTION NOFA, PPO-FLEXIBLE PARTNERSHIP WITH HOUSE SGV, AND AMENDED PIPELINE FUNDING LIMITS AND STREAMLINED RLF APPLICATION REVIEW**

**WHEREAS**, the San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors has allocated funding based on funding availability and requirements, prioritizing projects that are most ready to proceed; and

**WHEREAS**, SGVRHT will receive approximately \$12 million in Measure A funds annually; and

**WHEREAS**, the Measure A funding has project, portfolio, labor and requirements that SGVRHT must comply with; and

**WHEREAS**, SGVRHT desires to utilize a Notice of Funding Availability (NOFA) to allocate its Measure A PPO-New Construction funds to meet these requirements; and

**WHEREAS**, House SGV was established in June 2025 to serve as an affiliated nonprofit land trust, supporting the funding efforts of the SGVRHT by acquiring property for the development and operation of affordable housing ; and

**WHEREAS**, SGVRHT desires to partner with House SGV to utilize its Measure A PPO- Flexible funds; and

**WHEREAS**, SGVRHT desires to utilize a Notice of Funding Availability (NOFA) to increase its per unit funding amount for Pipeline funding and remove the Revolving Loan Fund committee requirement.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the SGVRHT authorize the Executive Director to:

1. Finalize and release a NOFA for Measure A PPO-New Construction funds, in compliance with relevant Measure A funding requirements and guidelines
2. Increase the per unit loan amount to \$150,000 and per project loan amount to \$4 million
3. Remove the RLF loan committee review requirement and present projects to the full board for review

This resolution supersedes Resolution No. 25-11 in its entirety.

**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 1<sup>st</sup> day of December 2025.

San Gabriel Valley Regional Housing Trust

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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 25-15 was adopted at a regular meeting of the Governing Board held on the 1<sup>st</sup> day of December 2025, by the following roll call vote:

<b>AYES:</b>	
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	

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Marisa Creter, Secretary

# REPORT

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DATE: December 1, 2025

TO: San Gabriel Valley Regional Housing Trust Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SGVRHT APPOINTMENT PROCESS UPDATE**

## **RECOMMENDED ACTIONS**

Discuss and provide direction.

## **BACKGROUND**

SB 751 (Rubio) established that the San Gabriel Valley Regional Housing Trust (SGVRHT) would be governed by a nine-member Board of Directors – made up of seven elected officials that serve on the SGVCOG Governing Board and represent jurisdictions that are parties to the SGVRHT joint powers agreement and two housing/homeless experts – to be named by the SGVCOG Governing Board.

In September 2020, Governor Newsom signed SB 1212 (Rubio) which updated the requirements to serve on the SGVRHT Board of Directors and provided a requirement for staggered term lengths. The updated requirements to serve on the SGVRHT Board of Directors are as follows:

1. Seven Directors who are local elected officials from the County of Los Angeles or members of a city council from a city that is a member of the San Gabriel Valley Council of Governments that represents either of the following (i) a County of Los Angeles board of supervisor district that is located wholly or partially within the territory of the San Gabriel Valley Council of Governments, provided the County of Los Angeles is a Party to the Agreement; or (ii) a city that is a Party to the Agreement.
2. Two Directors that are experts in homeless or housing policy with five years of experience in multiple jurisdictions. The experts cannot be elected officials or staff from a jurisdiction that currently has a representative on the board of directors.

In addition, SB 1212 stated that that five (5) Directors should be appointed in odd-numbered years and four (4) Directors should be appointed in even-numbered years.

Subsequently, SGVCOG adopted Resolution 21-12 (Attachment A), which established the updated San Gabriel Valley Regional Housing Trust Election Process. In summary, the election process is as follows:

1. Interested, eligible applicants for any of the seven Jurisdictional Representative seats or the two Housing/Homelessness Expert Seats must submit an application by a set nomination deadline.

2. Five of the seven Jurisdictional Representatives will represent a “District Seat” and two will be At-Large. Districts include a set collection of cities, grouped by geographic closeness.
3. Once applications have been received for the District Seats, each city in that district will have the opportunity to submit a ranked list of the proposed candidates.
4. The applications and district ranked lists are then provided to the SGVCOG Executive Committee for review. The Executive Committee must recommend a slate of appointments for final considerations by the SGVCOG Governing Board. The process is then repeated for the two At-Large District Seats, their alternates, the two Housing/Homelessness Expert Seats, and their alternates.

Since the time of this process’s establishment, some weaknesses have become apparent, including:

- Currently, if the SGVCOG Executive Committee forwards a slate of candidates to the Governing Board that includes multiple recommended candidates for a single district seat, then the full SGVCOG Governing Board must hold an election. While statute requires the SGVCOG Governing Board to be the appointing body, this level of involvement in the membership of a separate JPA like the SGVRHT is unusual and can create unnecessary conflict. Additionally, there are SGVCOG member cities that are not members of the SGVRHT, and they are provided with an equal vote in selecting the SGVRHT Board. At the time of its original formation, the SGVRHT required the involvement of an established body like SGVCOG to vet and appoint its members. Now that the SGVRHT is more established, it may be preferable for the SGVCOG Governing Board to retain only approval (appointment) power.
- The ranked list provided by district cities is not a deciding vote and can cause confusion based on the Executive Committee’s recommending role in the process. Additionally, the district system was not required as part of statute and can create unnecessary competition amongst interested candidates. The issue of jurisdictional equity, which was a concern at the inception of the election process, has proven a non-issue. In fact, some districts have consistently had more interested individuals than seats, and other districts have had difficulty finding sufficient interested individuals to fill both the delegate and alternate seats. The district system may keep qualified and enthusiastic candidates from joining the SGVRHT Board simply because they are from the same district as another qualified candidate.

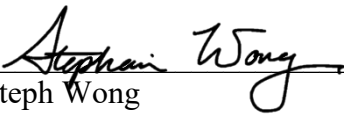
Staff are therefore recommending SGVRHT discuss whether to take over primary responsibility for evaluating and narrowing down the candidate pool. If the SGVCOG Governing Board approves, this will reduce the SGVCOG’s role to simply approving or rejecting the candidates provided by the SGVRHT.

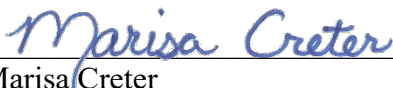
## **NEXT STEPS**

If the Board agrees to this general shift of responsibilities, staff will bring a draft resolution to the SGVCOG Governing Board for approval. The resolution will replace the existing appointments

resolution (Attachment B) with new language stating that the SGVCOG is responsible only for the approval or rejection of a slate of proposed SGVRHT Board Members, based solely on the recommendation of the SGVRHT. If approved, the SGVCOG Governing Board will no longer hold elections or make decisions about the proposed candidates considered for approval. The SGVCOG Governing Board will not reject individual candidates, replace them, or interfere with the SGVRHT's recommended slate in any way.

Should the SGVCOG Governing Board adopt this resolution, SGVRHT staff will then bring an appointment resolution to this body for consideration. This will effectively transfer the majority of the appointment process, except for final approval, to the SGVRHT.

Prepared by:   
Steph Wong  
Senior Advisor

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENT**

[Attachment A – Resolution 21-12](#)