



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

WEDNESDAY JUNE 11, 2025, 1 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  
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 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.

Thomas Wong (At Large Delegate) Monterey Park City Hall 320 W Newmark Ave. Monterey Park, CA 91754	Dr. Anne K. Turner (Housing/Homeless Expert) Claremont Lincoln University 150 W. First Street Claremont, CA 91711
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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](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 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](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 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. Board of Directors Meeting Minutes- Page 1  
*Recommended Action: Adopt Board of Directors meeting minutes.*
6. Conference Planning and Advocacy Trip Update- Page 3  
*Recommended Action: For information only.*
7. Chair and Vice Chair Appointments- Page 5  
*Recommended Action: Appoint Jed Leano as Chair and Becky Shevlin as Vice Chair.*
8. General Counsel Appointment- Page 6  
*Recommended Action: Adopt Resolution 25-09 appointing Michael Daudt as SGVRHT General Counsel effective June 11, 2025.*

**ACTION ITEMS**

**20 MINUTES**

9. Revolving Loan Fund Allocations- Page 12  
*Recommended Action: Adopt Resolution 25-10 authorizing the Executive Director execute Letters of Intent for the following projects: 1. El Centro (South Pasadena)- \$2,000,000, 2. 405 S Del Mar (San Gabriel)- \$1,000,000*
10. Measure A LACAHS Update and SGVRHT Expenditure Plan- Page 51  
*Recommended Actions: 1. Authorize the Executive Director to execute all necessary agreements and amendments with the SGVCOG to implement eligible "Production, Preservation, & Ownership" category related to affordable housing production, preservation, and acquisition (currently anticipated to be \$12,117,443); 2. Allocate \$4,000,000 to the Revolving Loan Fund; 3. Allocate \$5,000,000 to Project Pipeline; 4. Allocate \$2,500,000 to Housing Innovation Fund; 5. Allocate \$617,443 to staffing and program administration*

**UPDATE ITEMS**

**5 MINUTES**

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

**ADJOURN**

**San Gabriel Valley Regional Housing Trust Board Meeting March 20, 2025  
Unapproved Minutes**

**SGVRHT Board of Directors Unapproved Minutes**

Date: March 20, 2025

Time: 3:00 PM

Location: SGVRHT Office in Monrovia and Virtual Meeting

**PRELIMINARY BUSINESS**

- 1. Call to Order  
Chair Leano called the meeting to order at 3:01pm.

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

**Members**

Jed Leano, At-Large Member  
Thomas Wong, Southwest District  
Anne K. Turner, Housing/Homeless Expert  
Emmanuel Estrada, Central District  
Karen Davis, Northeast District  
Adele Andrade-Stadler, Southwest  
Becky Shevlin, Northwest District  
Andrew Chou, Southeast District

**Staff**

M. Creter, Executive Director, SGVRHT  
B. Salazar, SGVRHT  
D. DeBerry, General Counsel  
L. Hwang  
R. Lansing

**Members Absent**

Alma Martinez, Housing/  
Homeless Expert

- 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 February 26, 2025 meeting minutes.*
- 6. SGVRHT FY25-26 Budget  
*Action: Adopt Resolution 25-07 adopting the SGVRHT FY24-25 Budget.*
- 7. FY 2024 SGVRHT Financial Audit  
*Action: Receive and file.*

**There was a motion to approve Consent Calendar Items 5-7.  
(M/S: Shevlin/Davis ) [Motion Passed]**

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

**San Gabriel Valley Regional Housing Trust Board Meeting March 20, 2025  
Unapproved Minutes**

**ACTION ITEMS**

**8. Housing Innovation Budget and Funding Awards**

*Action: (1) Adopt Resolution 25-08 allocating \$439,548 in Permanent Local Housing Allocation (PLHA) to the Affordable and Homeless Housing Innovation Program. (2) Authorize the Executive Director to execute a letter of intent with Foothill Community Church for an amount not to exceed \$500,000. (3) Authorize the Executive Director to execute a letter of intent with God's Pantry for an amount not to exceed \$450,000.*

**There was a motion to approve Action Item 8.**

**(M/S: Andrade-Stadler/Shevlin) [Motion Passed]**

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

**9. Conference Planning and Travel and Expense Budget**

*Action: Discuss and provide direction to staff.*

Director Andrade-Stadler requested additional opportunities to advocate for the SGVRHT in Sacramento and throughout the State. Vice Chair Shevlin expressed a preference for local travel and advocacy efforts. Chair Leano directed staff to develop a work plan to make an allocation to prioritize greater board attendance at local conferences. The Chair also directed staff to poll Board interest in an advocacy day.

**UPDATE ITEMS**

**10. Chair's Report**

There was no chair's report.

**11. Executive Director's Report**

M. Creter provided an update on the next Board meeting, which will take place in June. This meeting will cover Revolving Loan Fund funding awards.

**10. General Counsel's Report**

There was no general counsel report.

**ADJOURN**

Chair Leano adjourned the meeting at 3:35pm.

# REPORT

DATE: June 11, 2025  
TO: Board of Directors  
FROM: Marisa Creter, Executive Director  
RE: **CONFERENCE PLANNING AND ADVOCACY TRIP UPDATE**

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

At its March 2025 meeting, the Board of Directors directed staff to facilitate staff and Board attendance at local conferences and to organize a legislative advocacy trip to the State Capital to increase awareness of the SGVRHT and support funding requests for the agency. At the direction of the board, staff polled board members on their interest and availability to attend the legislative advocacy trip to Sacramento in May 2025. On May 28<sup>th</sup> the group met with representatives and staff for the following offices: State Senator Rubio, State Senator Sasha Renee Perez, State Senator Bob Archuleta, Assemblymember Blanca Rubio, Assemblymember Buffy Wicks, Assemblymember Michelle Rodriguez, Assemblymember Lisa Calderon, Assemblymember Christopher Cabaldon, Assemblymember Mark Gonzalez, and Assemblymember Mike Fong. Vice Chair Shevlin, Director Wong, Director Chou, and staff highlighted the agency's accomplishments over the last 5 years notably the funding of 875 units of permanent housing and 130 interim housing units, housing innovation awards to support ADU development, single family homeownership, and adaptive reuse, and the establishment of the Revolving Loan Fund - an ongoing affordable housing source for the region. We are thankful to our State representatives for their support in championing affordable housing funding for the San Gabriel Valley.

The SGV legislative caucus has supported a budget request which includes \$75 million in funding for the SGVRHT. It is a tough budget year, so funding at that level is unlikely but demonstrates our representative's dedication to affordable housing and appreciation of the SGVRHT's efforts.

### *Upcoming Local Housing Conferences:*

SCANPH: Staff will be attending the SCANPH conference on September 11<sup>th</sup> at the Pasadena Convention Center and Board members are encouraged to participate if available. General conference registration opens June 9<sup>th</sup> for \$275 per person. The full Board and Staff costs are anticipated to be approximately \$2,575 including mileage reimbursement.

# REPORT

Housing CA: The Housing CA annual conference is on March 18-20, 2026 at the SAFE Credit Union Convention Center in Sacramento, CA. The anticipated cost per person is \$1,422 based on the 2025 conference registration fees and IRS 2025 per diem amounts. The budget currently supports the full board, delegation, and staff of approximately \$21,330. Additional information can be shared in the following weeks as conference details are released.

## **FISCAL IMPACT**

The Board approved a Travel and Conference Budget of \$30,000 for FY25-26. The legislative advocacy trip was paid from the travel/mileage line item in the FY24-25 budget, so the allocation for next year remains unused. Therefore, there is ample funding available to support conference attendance in the upcoming fiscal year. If you are interested in attending SCANPH and/or Housing CA, please contact Lucia Hwang, [lhwang@sgvcog.org](mailto:lhwang@sgvcog.org).

Prepared by:   
Lucia Hwang  
Management Analyst

Reviewed by:   
Brielle Salazar  
Regional Housing Trust Manager

Approved by:   
Marisa Creter  
Executive Director

# REPORT

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DATE: June 11, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **CHAIR AND VICE CHAIR APPOINTMENTS**

## **RECOMMENDED ACTION**

Appoint Jed Leano as Chair and Becky Shevlin as Vice Chair.

## **BACKGROUND**

The San Gabriel Valley Regional Housing Trust (SGVRHT) adopted Bylaws state that the Board of Directors is required to select a Chair and Vice Chair from its membership on an annual basis. There is no limit on the number of terms a Director may serve as Chair or Vice-Chair.

## **APPOINTMENTS**

The current Chair, Jed Leano, and current Vice Chair, Becky Shevlin, wish to continue serving in their same roles for the remainder of the calendar year. No other nominations were received for either position. Staff recommend that both nominees be appointed:

- Chair: Jed Leano (Claremont) – At-Large Representative
- Vice Chair: Becky Shevlin (Monrovia)- Northwest District Representative

Prepared by: *Rosalie Lansing*  
Rosalie Lansing  
Management Aide

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

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director



# REPORT

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DATE: June 11, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **GENERAL COUNSEL APPOINTMENT**

## **RECOMMENDED ACTION**

Adopt Resolution 25-09 appointing Michael Daudt as SGVRHT General Counsel effective June 11, 2025.

## **BACKGROUND**

In September 2019, the San Gabriel Valley Council of Governments (SGVCOG) executed a contract with Woodruff & Smart (formerly known as Woodruff, Spradlin & Smart) to provide general legal services (general counsel, litigation, contracts, human resources, etc.) and property acquisition services. Woodruff & Smart was selected after a competitive Request for Proposal (RFP) process where the Technical Evaluation Committee, composed of SGVCOG staff and Governing Board members, recommended the firm based on technical experience, cost, and consultation. As a result, David DeBerry was appointed by the Governing Board to serve as the SGVCOG General Counsel for an initial three-year contract with Woodruff to end August 31, 2022. In April 2022, the SGVCOG Governing Board took action to extend the term by five additional years to end August 31, 2027.

Woodruff & Smart provided legal services to SGVRHT during its formation, and David DeBerry was appointed as General Counsel for the SGVRHT the staffing agreement between SGVCOG and SGVRHT. On October 1, 2021, the SGVRHT executed its own agreement with Woodruff & Smart for legal services through August 31, 2027, with Mr. DeBerry serving as General Counsel.

In February 2025, Mr. DeBerry announced his retirement to be effective April 30, 2025 and recommended that Michael Daudt be instated as his replacement. Since Mr. DeBerry's retirement, Michael Daudt has been serving as the interim General Counsel for the SGVRHT.

SGVRHT staff recommend that the Board of Directors appoint Michael Daudt to serve as General Counsel of the SGVRHT. Mr. Daudt has been active with the SGVRHT for the past year and a half, reviewing official agency policies and assisting with the preparation and review of loan documents for the Mariposa on Second project. SGVCOG and SGVRHT staff have expressed a high level of satisfaction with Mr. Daudt's previous work and support Woodruff's recommendation to appoint him as the SGVCOG's Assistant General Counsel and the SGVRHT's General Counsel. Attachment A contains a copy of the full resolution to appoint Mr. Daudt. The resolution contains Mr. Daudt's resume and statement of qualifications.

# REPORT

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Prepared by: *Rosalie Lansing*  
Rosalie Lansing  
Management Aide

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

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

## **ATTACHMENT**

Attachment A – Resolution 25-09

**RESOLUTION NO. 25-09**

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST  
(SGVRHT) APPOINTING MICHAEL DAUDT AS GENERAL COUNSEL**

**WHEREAS**, the San Gabriel Valley Council of Governments (SGVCOG) appointed David DeBerry of Woodruff & Smart to serve as the SGVCOG General Counsel on June 6, 2019; and

**WHEREAS**, the SGVRHT received these services through its staffing agreement with the SGVCOG prior to executing its own contract with Woodruff & Smart effective October 1, 2021, making David DeBerry the General Counsel for the SGVRHT; and

**WHEREAS**, after 6 years of service to the SGVCOG and SGVRHT Mr. DeBerry notified the SGVCOG of his intent to retire on April 30, 2025; and

**WHEREAS**, Michael Daudt has served as the SGVRHT's interim General Counsel since Mr. DeBerry's retirement; and

**WHEREAS**, the SGVRHT wishes to appoint Mr. Daudt as its General Counsel given his experience working with the SGVRHT over the last year and a half.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors appoints Michael Daudt of Woodruff & Smart (background incorporated as Exhibit A) to the position of General Counsel effective June 11, 2025.

**PASSED AND ADOPTED** by the Governing Board of San Gabriel Valley Regional Housing Trust, County of Los Angeles, State of California, on the 11th day of June 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 the foregoing Resolution was adopted at a regular meeting of the Board of Directors held on the 11th day of June 2025, by the following vote:

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

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Marisa Creter, Secretary

## **Exhibit A**

### **MICHAEL DAUDT Partner / Director**



Michael Daudt serves as City Attorney to the City of Los Alamitos and as General Counsel to the West Cities Police Communications Center (West-Comm JPA). Mr. Daudt also serves as Assistant City Attorney to the City of Tustin, as Assistant General Counsel to the Orange County Fire Authority, and as Planning Commission Counsel to the City of Rancho Santa Margarita.

Mr. Daudt regularly advises public agency clients on a range of subjects including the Ralph M. Brown Act, Public Records Act, conflicts of interests, Land Use and Planning Law, municipal contracting and procurement, Government Tort Claims Act, Elections Code, Subdivision Map Act, Density Bonus Law, and the California Environmental Quality Act. Additionally, Mr. Daudt has represented clients in quasi-judicial administrative hearings, advised hearing bodies during entitlement revocation proceedings, and assisted with processing requests for reasonable accommodation under the Americans with Disabilities Act.

Mr. Daudt has drafted complex ordinances, resolutions and administrative policies and procedures, and has also drafted, reviewed, and negotiated a wide range of agreements, including professional services agreements, public works contracts, development agreements, real property purchase and sale agreements, leases, licenses, affordable housing agreements, and other real property instruments.

#### **REPRESENTATIVE MATTERS**

- Negotiated \$17 million agreement with Southern California Edison to fund the Orange County Fire Authority Quick Reaction Force program, which utilizes the world's largest fire-suppression helicopters to enhance regional aerial wildland fire response.
- Served as lead attorney for the City of Tustin Housing Authority since 2012, aiding with the creation and preservation of affordable housing, including the development of affordable housing covenants, deeds of trust, promissory notes, and equity sharing agreements.
- Advised clients with the large public works projects, including the design and construction of a \$16 million wildfire facility.
- Drafted and negotiated emergency remediation, air quality monitoring, and security agreements for multimillion dollar cleanup of burned Tustin hangar site.
- Prepared affordable housing regulatory agreements for multiple clients to ensure continued affordability of and compliance with state housing law.
- Drafted SGVCOG Design and Construction Agreement with City of La Verne for Pedestrian Bridge; incorporated mandatory flow-down provisions into Research

Agreement for SGV E-Bike incentive program; and, assisted with preparation of Amended and Restated MOU for Glendora People Mover project.

- Worked with SGVRHT staff to review and finalize Travel and Expense Policy; and, assisted with preparation of assignment of loan documents for the Mariposa on Second project.

## **EDUCATION**

Pepperdine University (J.D., cum laude, 2007)

California State University, Los Angeles (M.S., Public Administration, 2004)

University of Colorado, Boulder (B.A., 2000)

# REPORT

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DATE: June 11, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **REVOLVING LOAN FUND ALLOCATIONS**

## **RECOMMENDED ACTION**

Adopt Resolution 25-10 authorizing the Executive Director to execute Letters of Intent for the following projects: 1. El Centro (South Pasadena)- \$2,000,000, 2. 405 S Del Mar (San Gabriel)- \$1,000,000

## **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.

The RLF accepts applications on a rolling basis and utilizes consultant support from Harris & Associates to review applications and secure necessary due diligence. After staff and consultant review, RLF applications are reviewed by the loan committee, which includes the SGVRHT Executive Director and the Housing and Homelessness Expert board members. The loan committee met on June 3rd and unanimously approved the proposed projects, as recommended in the attached Loan Committee Memos.

## **DISCUSSION**

The SGVRHT has received 3 RLF applications since releasing a call for projects for REAP 2.0 RLF projects. Two of the projects included sufficient due diligence to be considered by the loan committee in June, and the third project is pending additional acquisition information and is anticipated to be considered in September. The REAP 2.0 funding requires that projects are located in an infill area, which is defined as: an area that consists of unused or underutilized lands, is within existing development patterns, and is accessible to destinations and services by transit, walking, or bicycling.

**El Centro (\$2,000,000)** is a 52-unit affordable housing development proposed by Related California which will serve low-income and extremely low-income seniors earning 30 to 60% Area Median Income (AMI). The requested loan will support predevelopment expenses including architectural and engineering costs, consulting costs, plan check

# REPORT

fees, and community outreach. The project is anticipated to begin construction in early 2027 and complete construction in July 2028. The project meets the REAP 2.0 infill definition and is within the RLF loan guidelines. The City of South Pasadena provided a letter of support for the project. On-site supportive services will be provided by LifeSTEPS. Additional project information can be found in Attachment A. Loan terms are proposed as follows:

Loan Amount	\$2,000,000
Interest Rate	3%
Loan Term	3 years with two 6-months extension options
Repayment	Monthly interest only payments. Principal payment is deferred until permanent loan closing.
Subordination	May be subordinated to construction loan at the discretion of the Executive Director
Security/ Loan Documents	Promissory Note, Deed of Trust, Loan Agreement, Assignment of Contracts and Plans, and Regulatory Agreement (if applicable)

**405 S Del Mar (\$1,000,000)** is a 73-unit affordable housing development proposed by Related California which will serve low-income and extremely low-income seniors earning 30 to 60% AMI. The project is anticipated to begin construction in December 2026. The project previously received an RLF loan of \$810,000 to begin environmental work, which included working with the Department of Toxic Substances (DTSC) to determine the required level of mitigation. The proposed additional RLF funding will help to support the required mitigation work, drawings and plan check fees, and additional predevelopment activities. The land for this project is owned by the SGVRHT and will be ground leased to the developer at construction closing. This financing structure allowed the SGVRHT to leverage the land value to secure Local Housing Trust Fund (LHTF) funds for the project which can help pay down the RLF loans, providing additional security for this proposed allocation. The project meets the REAP 2.0 infill definition and is within the RLF loan guidelines. The City of San Gabriel is in support of the project, which will be the first affordable housing development in the City. On-site supportive services will be provided by LifeSTEPS. Additional project information can be found in Attachment B. Loan terms are proposed as follows:

Loan Amount	\$1,000,000
Interest Rate	3%
Loan Term	3 years with two 6-months extension options
Repayment	Monthly interest only payments. Principal payment is deferred until permanent loan closing.
Subordination	May be subordinated to construction loan at the discretion of the Executive Director
Security/ Loan Documents	Promissory Note, Deed of Trust, Loan Agreement, Assignment of Contracts and Plans, and Regulatory Agreement (if applicable)



# REPORT

To date, the RLF has provided 6 loans to support the development of 245 units, which are summarized below. These loans exhausted the first RLF allocation of \$8<sup>1</sup> million, pending repayments.

Project Name	Units	Project Description	Funding Request
Torch Street	12	single family affordable ownership	\$1,000,000
Angeleno	4	single family affordable ownership	\$336,000
The Boulevard	81	affordable housing	\$4,000,000
405 S Del Mar	73	affordable housing	\$810,000
Pathway	35	affordable housing for families	\$1,571,490
Mariposa	50	Low and extremely low-income housing	\$3,392,510
total units	245	total funding request	\$11,110,000

If approved, the proposed REAP 2.0 RLF Allocations will utilize \$3 million of the \$5 million available. Applications will continue to be received on a rolling basis and funds will be awarded at future board meetings. The REAP 2.0 funds must be allocated to projects prior to June 2026. These allocations would bring the total RLF units funded to 297.

Project Name	Units	Project Description	Funding Request
405 S Del Mar	73	single family affordable ownership	\$1,000,000
El Centro	52	single family affordable ownership	\$2,000,000
total units	125	total funding request	\$3,000,000
		Remaining available funds	\$2,000,000

If the RLF allocations are approved, staff and Harris and Associates will work with the developer to execute loan documents and complete draw requests. The RLF loan committee will review future applications and provide recommendations to the board.

Prepared by: Brielle Salazar  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: Marisa Creter  
Marisa Creter  
Executive Director

## ATTACHMENTS

Attachment A –El Centro Loan Committee Report  
Attachment B- 405 S Del Mar Loan Committee Report  
Attachment C- Resolution 25-10 authorizing the Executive Director to issue Letters of Intent for the following projects: 1. El Centro (South Pasadena)- \$2,000,000, 2. 405 S Del Mar (San Gabriel)- \$1,000,000

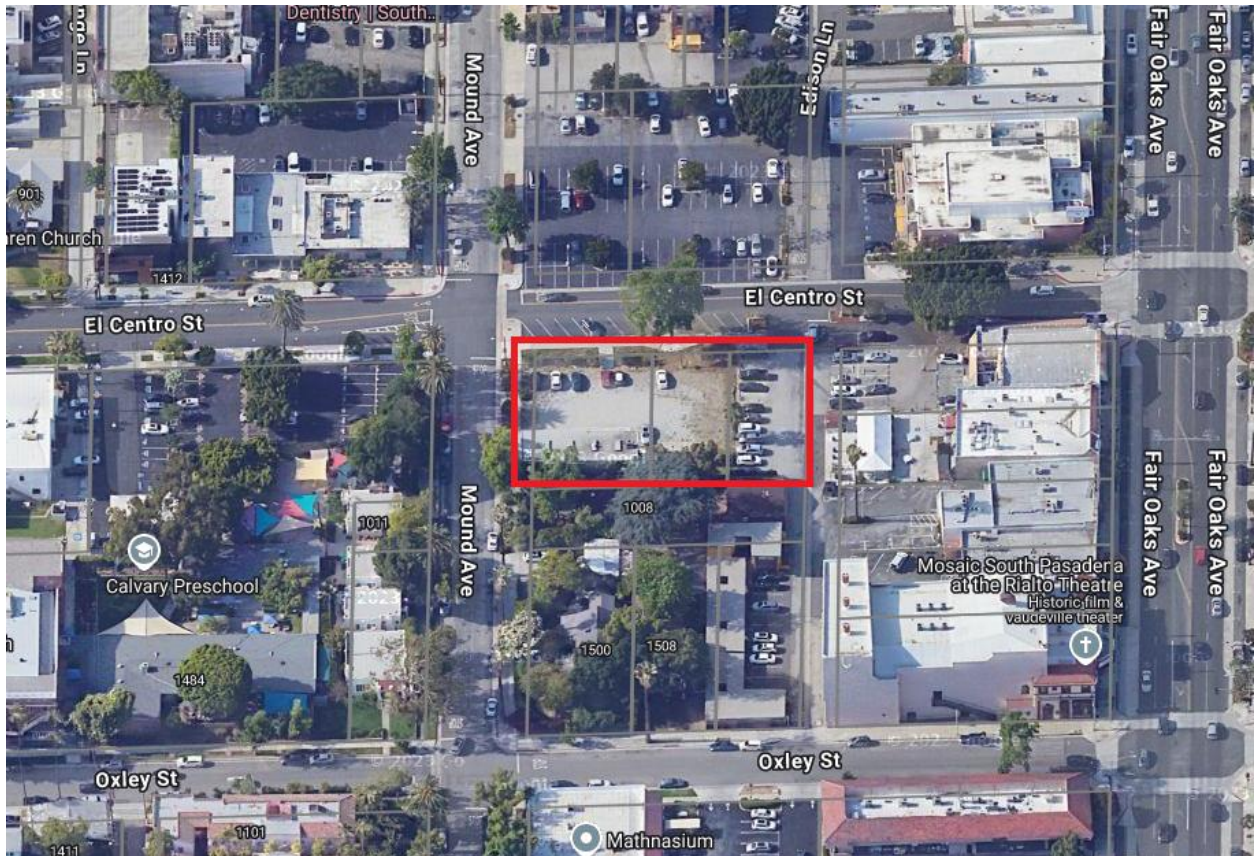
<sup>1</sup> The Boulevard and Mariposa also received construction to permanent financing loans which allowed funding to be pulled forward during the predevelopment phase as these loans will pay down the RLF loans.

**SAN GABRIEL VALLEY REGIONAL HOUSING TRUST  
REVOLVING LOAN FUND PROGRAM**

# **LOAN COMMITTEE REPORT**

## ***NEW CONSTRUCTION***

<b>PROJECT LOCATION</b>
<b>1503 - 1507 El Centro Street South Pasadena, CA 91030</b>



For Committee Meeting on June 3, 2025 & Board Meeting on June 11, 2025  
Prepared by Harris & Associates  
Prepared for San Gabriel Valley Regional Housing Trust, Revolving Loan Fund

## EXECUTIVE SUMMARY

<b>Development Location:</b>	1503 - 1507 El Centro Street, South Pasadena 91030 APNs: 5315-003-902, 5315-003-903, and 5315-003-904
<b>Development Type:</b>	Affordable Rental Housing for Seniors
<b>Requested Loan:</b>	\$2,000,000 Acquisition-Predevelopment Loan (\$38,462 per unit)
<b>Available RLF Funding:</b>	REAP 2.0 Funds totaling \$5,000,000 \$1,000,000 pending approval for a separate project
<b>Loan Repayment Timing:</b>	At construction loan closing (March 2027)
<b>Construction Type:</b>	New Construction
<b>Number/Type Units:</b>	Fifty-two (52) Units Forty-two (42) 1-bedroom/1-bathroom units, Ten (10) 2-bedroom/1-bathroom units. Seventeen (17) parking spaces will be provided.
<b>Target Population:</b>	The developer plans to select senior tenants through the Los Angeles County Coordinated Entry System in Service Planning Area 3 where the Project is located. Seven (7) units to be restricted at the 30% AMI level, seven (7) units restricted at 40% AMI, seventeen (17) units restricted at 50% AMI, twenty (20) units at 60% AMI, and one (1) unit to be reserved as a manager's unit
<b>Program Guidelines:</b>	Complies with Revolving Loan Fund ("RLF") Guidelines and Regional Early Action Planning Grants ("REAP") 2.0 Funded Project Requirements
<b>Recommendation:</b>	Approve a loan amount of up to \$2,000,000



## I. REQUEST

The developer intends to use a San Gabriel Valley Regional Housing Trust (“SGVRHT”) RLF loan to finance predevelopment activities including architecture and engineering costs, consulting studies, planning/zoning/plan check fees, and community outreach.

<b>Developer</b>	The Related Companies of California
<b>RLF Loan Amount</b>	<p><u>Request</u>: \$2,000,000 or \$38,462 per residential unit  <u>Available</u>: \$5,000,000 (REAP 2.0 Funding)</p> <p>The maximum loan amount for new construction in Fiscal Year 2024-2025, per the RLF Guidelines, is \$4,000,000 per development, \$88,000 per one-bedroom residence, and \$93,000 per two or more-bedroom residences. The Board of Directors may approve loan amounts exceeding these limits with justification.</p>
<b>Interest Rate</b>	Three percent (3%)
<b>Loan Term</b>	Three years with two six-month extension options.
<b>Security / Loan Documents</b>	Promissory Note, Deed of Trust, Loan Agreement, Assignment of Contracts and Plans, and Regulatory Agreement (if applicable)
<b>Affordability</b>	The targeted income levels are within the range of 30% to 80% AMI. The proposed term for affordability restrictions is 55 years.
<b>Repayment</b>	The loan will have monthly payments of interest only. Payment of principal is deferred until the construction-permanent financing conversion or loan maturity.
<b>Subordination</b>	At the discretion of the SGVRHT Executive Director, the RLF loan can potentially be subordinated to the project’s construction loan and other sources during the construction period.
<b>Prepayment</b>	The loan may be repaid in part or whole at any time without penalty.

## II. BENEFITS OF THE DEVELOPMENT

- A. The proposed development is currently envisioned as a fifty-two (52) unit residential development to serve low-income senior households.
- B. The development will house lower-income senior households earning no more 30% to 60% of the Los Angeles County Area Median Income (“AMI”). The Related Companies of California (“Developer” or “Related”) will commit to providing:
- Seven (7) units restricted at 30% AMI
  - Seven (7) units restricted at 40% AMI



- Seventeen (17) units restricted at 50% AMI
  - Twenty (20) units restricted at 60% AMI
  - One (1) manager's unit.
- C. The City of South Pasadena ("City") identified the need to develop affordable housing in high-resource areas, as specified in the 2021-2029 Housing Element ("City HE"). Program 2.h of the City HE calls for the City to incentivize special needs housing. Senior households accounted for the largest share of special needs populations at 19% of the total City population, based on 2015-2019 American Community Survey data. Approximately 37% of senior households in 2019 earned an income below the very low-income limit for a two-person household in Los Angeles County. Senior housing needs typically include affordable housing near commercial shopping areas, medical facilities, and public transportation services. Although many seniors opt to age in place and can afford to remain in their homes, others will need to find different accommodations at some point due to the economic or functional burden of home ownership. While seniors are over-represented among homeowners, 11% of renters in the City are 65 years of age or older. These factors underscore the necessity of building appropriate housing types within the South Pasadena community to offer more attractive and convenient options for seniors to support downsizing decisions.
- D. The development location has convenient access to public transportation. There are multiple light rail and bus stops within a one-half-mile radius of the project site, including access to total of six (6) bus stops and a Metro A line station located within 0.5 miles that connects to Downtown Los Angeles. Rite Aid Pharmacy, Pavilions Grocery Store, and Garfield Park are within a mile from the project site. The site is within walking distance of South Pasadena High School and the City of South Pasadena Public Library. Both Huntington Hospital and Alhambra Hospital Medical Center are within two miles of the project site.
- E. The proposed development aligns with the SGVRHT's overall goal of funding and financing the planning and construction of affordable housing serving extremely low-, very low-, and low-income households.

### III. PROPERTY & DEVELOPMENT DESCRIPTION

- A. RLF Application Summary: The Developer submitted a Preliminary RLF application in February 2025 and a Full RLF Application in April 2025. The requested funding would be applied to various predevelopment activities (excluding site acquisition costs), including architecture and engineering costs, consulting studies, planning/zoning/plan check fees, and community outreach.
- B. Current Property Ownership: The Developer anticipates executing a Disposition, Development, and Loan Agreement ("DDA") with the City of South Pasadena Housing Authority, the owner of the proposed development site, by December 2025.
- C. Development Description: The Developer is beginning the pre-development process

to develop fifty-two (52) residences for low-income senior households consisting of 1-bedroom/1-bathroom and 2-bedroom/1-bathroom residences. Units will measure approximately 580 square feet (“SF”) for 1-bedroom units and approximately 880 SF for 2-bedroom units. Sizes reflect the Developer’s most recent proforma and vary slightly from values noted in the site plan, dated January 2024, attached as Appendix A in this report. Seventeen (17) parking spaces are proposed to be provided. The site has no minimum parking requirements due to its location being within 0.5 miles of multiple public transit access points.

- D. Property Description: The property is located at 1503 - 1507 El Centro Street, near the intersection of Fair Oaks Avenue and Mission Street in the City and within a mile of the 110 Freeway. The site holds a small commercial space occupied by the South Pasadena Theatre Workshop, subject to a month-to-month lease with the City that expires June 2025. As part of the Developer's predevelopment activities, a relocation consultant will be engaged to determine whether relocation assistance is required. The property is described as Los Angeles County Assessor's Parcel Numbers (“APNs”) 5315-003-902, -903, and -904. The site is approximately 17,800 gross square feet or 0.41 acres.
- E. Zoning and Entitlements: The development property is zoned as Fair Oaks Corridor and is located within the City’s Downtown Specific Plan Area. The planned development of fifty-two (52) dwelling units falls within the allowable zoning code development standards for this property with the City density bonus and the State Density Bonus law.
- F. Development Schedule: Related will be in the entitlements phase by September 2025 and plans to complete site acquisition by March 2027 upon construction loan closing. The anticipated construction completion date is July 2028 with full occupancy by December 2028.

#### IV. FUNDING AVAILABILITY

The SGVRHT has \$5,000,000 in available RLF funding through the REAP 2.0 program. The Developer requested an RLF loan of \$2,000,000. Current RLF funds are sufficient to fund the requested amount.

#### V. REAP 2.0 FUNDED PROJECT REQUIREMENTS

The Regional Early Action Planning Grants (REAP) 2.0 program seeks to accelerate progress toward state housing goals and climate commitments. The program aims to do this by accelerating infill housing development, reducing vehicle miles traveled, increasing housing supply at all affordability levels, affirmatively furthering fair housing, and implementing adopted regional and local plans. The SGVRHT was awarded REAP 2.0 funding to expand its RLF funding by \$5 million. Projects awarded monies through this funding must meet REAP 2.0 funding infill guidelines.

The project’s site meets REAP 2.0 infill development criteria. The site consists of underutilized land whose development would provide greater density & development

intensity, as it currently holds a small commercial space with parking. The site is within existing development patterns through inclusion in the City's Downtown Specific Plan Area. The site is within an urban corridor with transit-supportive densities where Destinations<sup>1</sup> and Daily Services by Transit<sup>2</sup>, as defined by the REAP 2.0 program, are accessible by walking or bicycling. The site is located southwest of the intersection of Mission Street and Fair Oaks Avenue in the City.

## VI. DEVELOPER TEAM CAPACITY

Owner/Borrower/Developer:	Related Companies of California
Architect:	KTGY
Financial Consultant:	TBD
Attorney:	Bocarsly Emden Cowan
General Contractor:	TBD
Construction Manager:	TBD
Conventional Lenders:	TBD
Property Manager:	Related Management Company
Social Service Provider:	LifeSTEPS

The RLF Guidelines require that applicants demonstrate the capacity to develop the proposed project successfully and that the SGVRHT shall evaluate capacity based on the applicant's and the development team member's record in developing and managing affordable housing.

Related is a fully integrated real estate firm with a 34-year track record of delivering affordable housing, mixed-income housing, and mixed-use developments across California. Related has more than 19,500 residences completed or under construction and more than 4,200 affordable and 7,300 market-rate units in predevelopment. Related has maintained ownership of all completed units except for 17 developments that have been sold. Related has built more than 3,700 affordable housing units in Los Angeles County, with more than 1,200 under construction and in predevelopment. Related has developed more than 3,400 senior residences throughout California.

## VII. UNIT MIX AND INCOME LEVELS

The proposed rent levels for this development comply with the RLF Guidelines minimum affordability requirements. The developer proposes seven (7) units to restricted at 30% AMI, seven (7) units restricted at 40% AMI, seventeen (17) units restricted at 50% AMI, twenty (20) units restricted at 60% AMI, and one (1) unit to be reserved as a manager's unit. Below is a summary of the proposed unit mix.

<sup>1</sup> "Destinations" are defined as vital community amenities and resources including but not limited to banks, post offices, grocery stores meeting the CalFresh program requirements, licensed childcare facilities, medical clinics that accept Medi-Cal payments, office uses, parks accessible to the public, pharmacies, places of worship, public schools, public libraries, public community centers, and colleges or universities medical centers, schools, grocery stores, childcare centers, or mobility hubs.

<sup>2</sup> "Daily Services by Transit" are defined as including fixed routes or Flexible Transit Service, which means a form of transit for the public characterized by flexible routing and scheduling of small/medium vehicles operating in shared-ride mode (with at least two passengers) between pick-up and drop-off locations according to passenger needs. Flexible Transit Service includes vanpool, shuttle, paratransit, and feeder bus systems that reduce vehicle miles traveled.



### 1503 – 1507 El Centro: Unit Mix

Bedrooms	Affordability Restriction	Units
1	30% AMI	5
	40% AMI	5
	50% AMI	15
	60% AMI	17
2	30% AMI	2
	40% AMI	2
	50% AMI	2
	60% AMI	3
	Manager Unit	1
<b>Total</b>		<b>52</b>

#### VIII. MARKETING AND TENANT SELECTION

The Developer plans to engage their in-house property management team Related Management Company, for property management services. Related has experience managing tax credit/affordable housing developments and ensuring affordability requirements are met. It is anticipated that tenants for units restricted at the 30% to 60% AMI levels will be sourced from the Los Angeles County Coordinated Entry System (“CES”).

#### IX. SUPPORTIVE & SOCIAL SERVICES

Tenant services will be provided by LifeSTEPS, a social service and educational provider with significant experience working with seniors and special needs populations. Proposed onsite service programs include instructor-led adult education, health and wellness, and skill-building classes. A resident service coordinator will be onsite to plan, lead, and implement programs and events, including holiday events and social gatherings.

#### X. CONSTRUCTION AND PERMANENT FINANCING SOURCES AND USES

The development plans to utilize a bank loan (bank not identified) of \$20,995,724. Additional construction funding includes \$15 million in loans from the City of South Pasadena, approximately \$3 million in tax credit equity, \$2 million in SGVRHT RLF funding, and approximately \$1.4 million in deferred costs. Construction period funding is detailed in the following table.



### 1503 – 1507 El Centro: Construction Period Sources

Sources	Total	Per Unit
Construction Loan	\$ 20,995,724	\$ 403,764
City of South Pasadena	13,000,000	250,000
Tax Credit Equity	2,998,272	57,659
City of South Pasadena Seller Carryback	2,000,000	38,462
SGVRHT	2,000,000	38,462
Deferred Developer Fee	1,250,000	24,038
Deferred Operating Deficit	154,908	2,979
<b>Total Sources</b>	<b>\$42,398,904</b>	<b>\$815,364</b>

The Developer is applying for 9% Low Income Housing Tax Credit (“LIHTC”) financing of approximately \$26 million and aims to use allocated SGVRHT RLF funding to improve the project’s eligibility score to secure financing. The Developer timeline indicates tax credits will be applied for in June 2026. Additional permanent funding amounts include approximately \$1.4 million in tax credit permanent financing.

### 1503 – 1507 El Centro: Permanent Period Sources

Sources	Total	Per Unit
Tax Credit Equity	\$ 25,959,904	\$ 499,229
Permanent Financing TCAC	1,439,000	27,673
City of South Pasadena	13,000,000	250,000
City of South Pasadena Seller Carryback	2,000,000	38,462
<b>Total Sources</b>	<b>\$42,398,904</b>	<b>\$815,364</b>

The Developer plans to repay the RLF loan using construction sources which are anticipated to be in place in 2027 (construction financing closing is anticipated to be in March 2027). Repaying the RLF loan at construction closing is consistent with the standard approach for acquisition-predevelopment loans. The RLF loan benefits the project by bridging predevelopment costs later reimbursed by the construction loan.

Development uses are detailed in the following table. Total development costs are approximately \$42.4 million or \$815.4K per unit. This is an increase of approximately 4% from the total development costs estimated in the proposal submitted by the Developer in response to the Request for Proposal (“RFP”) issued by the City of South Pasadena Housing Authority in December 2023. The Developer indicated that increases resulted from:

- Expected pricing effects of tariffs on materials
- Standard construction cost escalations
- Supply chain disruptions
- Broader inflationary pressures affecting labor and material costs

### 1503 – 1507 El Centro: Development Budget

Uses	Total
Purchase Price	\$ 2,000,000
Other Acquisition Costs	50,000
Architect & Engineering	1,690,000
Other Professional	305,000
Fees and Permits	1,045,000
Hard Costs	26,349,443
Hard Cost Contingency	1,901,884
Other Construction Costs	2,355,939
Construction Interest	1,153,000
TCAC Fees	123,000
Other Financing Costs	880,900
Furnishing, Fixtures & Equipment	120,000
Marketing Costs	246,250
Legal Fees	200,000
Property Taxes	20,000
Other Soft Costs	200,000
Soft Cost Contingency	304,379
Developer Fees	2,500,000
Other Costs/ Reserves	154,908
Accounting/ Audit/ Insurance	799,200
<b>Total Uses</b>	<b>\$42,398,904</b>

## XI. OPERATING BUDGET AND CASH FLOW

Per the development proforma, annual operating expenses in Year 1 of operation (2028) total \$502,836, or \$9,670 per unit. This amount aligns with per unit operating expense amount minimums required in Los Angeles County<sup>3</sup>. The debt service coverage ratio (“DSCR”) for the property fluctuates from a minimum of approximately 1.15 to a maximum of 1.76 during the first fifteen (15) years of operation. The minimum exceeds the DSCR of 1.10 required by the RLF Guidelines.

## XII. RELOCATION

The development site currently has a small concrete block commercial space leased month-to-month to the South Pasadena Theatre Workshop whose tenancy will expire in June 2025. The Developer will engage a relocation consultant to determine if relocation assistance is required. The City is expected to provide any funds necessary to relocate the tenant.

<sup>3</sup> The Operating Expense Cost per Unit Minimum for senior units is \$5,500 per unit in Los Angeles County per the California Tax Credit Allocation Committee (“CTCAC”) 2022 Applications. As of the date of this report, 2022 is the most recent year this data was published by CTCAC.

### **XIII. DESIGN AND ENTITLEMENTS**

Related shared site plans for fifty-two (52) units in total on the site, meeting the zoning requirements of the Fair Oaks Corridor Zone and Downtown Specific Plan, with the City density bonus and the State Density Bonus law.

### **XIV. ENVIRONMENTAL REVIEW**

Altec Testing & Engineering, Inc. conducted a Phase I environmental site assessment of the property, dated February 26, 2025. Preliminary Phase II findings identified potential soil vapor impacts with further testing in process to identify any necessary mitigation measures. Preliminary Phase II findings indicate that some form of vapor barrier will likely be required under the building slab. Additionally, a blanket water easement from 1885 is recorded on the property. The developer is working with the title insurance company and the City to have the easement removed.

### **XV. APPRAISAL AND SECURITY**

The property was valued at \$2,520,000 based on an appraisal dated March 3, 2022, completed by Independent Valuation Consultants. As part of the predevelopment and DDA execution process, an appraisal will be obtained. The DDA is expected to be executed in December 2025. SGVRHT will distribute funds for the RLF loan on a reimbursement basis for completed predevelopment work. The RLF loan would be secured by the value of completed predevelopment work, architectural plans and studies, and the predevelopment reports performed during the due diligence process. Should the developer back out of the project, the SGVRHT will have a right to use and/or assign the contracts and plans to another developer to continue the project. The RLF loan carries some risk that is mitigated by the assignment of contracts and plans.

### **XVI. THRESHOLD CRITERIA AND FUNDING PRIORITIES OF THE LOAN REQUEST**

Per the RLF Guidelines, the proposed development satisfies the five requirements to be considered eligible for RLF funding identified below:

- (1) Applicant Qualifications: The applicant is a for-profit developer and has provided required documentation demonstrating experience, financial, and legal capacity to successfully undertake the proposed project. Additionally, the applicant has shown the ability to complete projects funded by the SGVRHT and the capacity to pay RLF loan interest payments on time. Lantern Terrace Apartments is a 44-unit affordable housing project in the City of Alhambra. It received approximately \$1.7 million in SGVRHT construction-permanent loans and was completed in 2024 by the applicant. The applicant is current in their payment of RLF loan interest payments for a project in the City of San Gabriel, 405 S. Del Mar, that received an RLF loan of \$810,000.
- (2) Geographic Eligibility: The proposed development is in the City of South Pasadena, an SGVRHT Full Member.
- (3) Project Eligibility: The project type is new construction of an affordable housing rental development, meeting the eligibility requirement.

- (4) Expenditure Eligibility: The expenditure type is a short-term acquisition/predevelopment loan for affordable rental housing, which is an eligible use per RLF guidelines.
- (5) Affordability Requirements: The applicant's rental housing project shall be limited to households with incomes of no more than between 30 and 80% of AMI, meeting the affordability requirements.

The proposed development addresses the funding priorities in the RLF Guidelines as follows:

- (1) Sub-Regional Equity: The SGVRHT intends to support developments within all Member jurisdictions and throughout the San Gabriel Valley. At this time there have been no RLF funds committed within the City of South Pasadena.
- (2) Affordability Levels: The SGVRHT seeks to provide affordable housing to households at all lower income levels (i.e., extremely low-income, very low-income, and low-income) and may prioritize a project or group of projects that include a balance of units at the lower-income levels. The proposed development will serve households with incomes of no more than 30% to 80% AMI, which corresponds to the extremely low-income to low-income levels.
- (3) Populations Served: The SGVRHT may consider how or whether projects serve the specific needs of the Member jurisdictions in which they are located. The proposed development will serve lower-income senior households.
- (4) Cost Effectiveness: The SGVRHT may prioritize projects that are most cost-effective or achieve the lowest possible subsidy per unit for SGVRHT resources. The requested loan equals \$38,462 per unit, less than the applicable Fiscal Year 2024-2025 limit of \$88,000 per unit for 0 and 1-bedroom units and \$93,000 per unit for 2- or more-bedroom units.
- (5) Readiness & Risk: The SGVRHT may prioritize projects that can reasonably close financing and begin construction sooner than other projects. Construction financing is anticipated to be completed by March 2027, with construction projected to be completed by July 2028 and full occupancy by December 2028.
- (6) Loan Repayment: The SGVRHT may prioritize projects that realistically propose accelerated loan repayment. The developer indicated an intent to repay the loan at construction loan closing (March 2027).

## **XVII. RECOMMENDATION**

It is recommended that a loan amount of up to \$2,000,000 be approved for predevelopment costs set forth in this report.

Reviewed and submitted by:



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Dima Galkin  
Director

Report submitted: May 30, 2025

# Appendix A: Site Plan & Project Perspective

**Project Summary**

El Centro St and Mound Ave, South Pasadena, CA

Zoning: CG (General Commercial, Fair Oaks Corridor Zone)  
 Area: 0.41 Acres (17,789 SF)  
 Units: 52 DU  
 Density: 126.8 DU/AC  
 Building: Podium (4 Levels of Type V Construction over 1 Level of Type I Construction)

**Program**

Property Management: 2,490 SF  
 Social Services: 2,185 SF  
 Multi-Purpose Flex Space: 1,000 SF  
 Entry Lobby & Mail: 1,340 SF  
 Community Room: 1,870 SF  
 Residential: 46,400 SF  
 Back of House: 1,810 SF  
 Garage: 6,775 SF

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 Total: 63,870 SF

**Unit Mix**

1-Bed (615 SF): 42 Units (81%)  
 2-Bed (825 SF): 10 Units (19%)

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 Total: 52 Units

**Parking**

Provided: 17 Spaces (0.33 SP/DU)





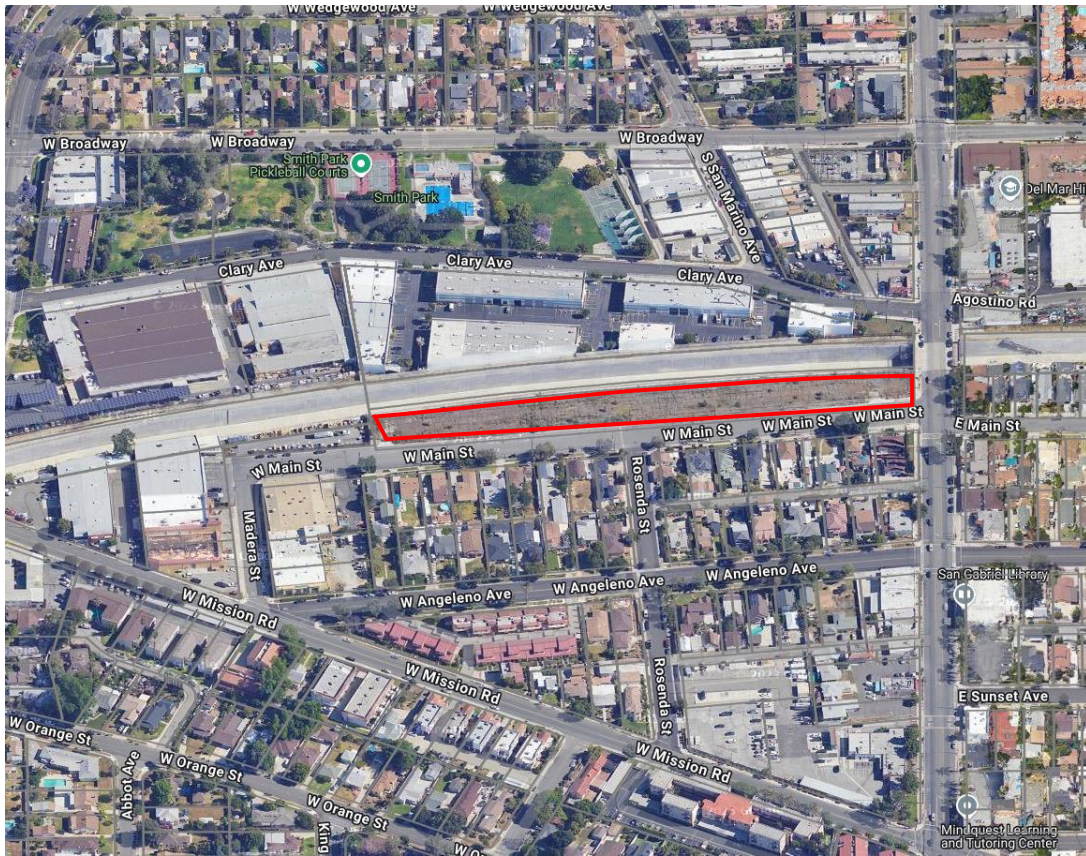


**SAN GABRIEL VALLEY REGIONAL HOUSING TRUST  
REVOLVING LOAN FUND PROGRAM**

# **LOAN COMMITTEE REPORT**

## ***NEW CONSTRUCTION***

<b>PROJECT LOCATION</b>
<b>405 South Del Mar Avenue San Gabriel, CA 91776</b>



For Committee Meeting on June 3, 2025 & Board Meeting on June 11, 2025  
Prepared by Harris & Associates  
Prepared for San Gabriel Valley Regional Housing Trust, Revolving Loan Fund

## EXECUTIVE SUMMARY

<b>Development Location:</b>	405 South Del Mar Avenue, San Gabriel, CA 91776 APN: 5362-017-904
<b>Development Type:</b>	Affordable Rental Housing for Seniors
<b>Requested Loan:</b>	\$1,000,000 Acquisition-Predevelopment Loan (\$13,698 per unit) Previous RLF Award: \$810,000 in November 2023 Total Potential RLF Loan: \$1,810,000 (\$24,795 per unit)
<b>Available RLF Funding:</b>	REAP 2.0 Funds totaling \$5,000,000 \$2,000,000 pending approval for a separate project
<b>Loan Repayment Timing:</b>	At construction loan closing (December 2026)
<b>Construction Type:</b>	New Construction
<b>Number/Type Units:</b>	Seventy-three (73) Units. Eleven (11) studio units, fifty-two (52) 1-bedroom/1-bathroom units, ten (10) 2-bedroom/1-bathroom units. Sixty-two (62) parking spaces will be provided
<b>Target Population:</b>	The developer plans to select senior tenants through the Los Angeles County Coordinated Entry System in Service Planning Area 3 where the Project is located. Thirty-seven (37) units to be restricted at the 30% AMI level, ten (10) units restricted at 40% AMI, twelve (12) units restricted at 50% AMI, thirteen (13) units at 60% AMI, and one (1) unit to be reserved as a manager's unit
<b>Program Guidelines:</b>	Complies with Revolving Loan Fund ("RLF") Guidelines and Regional Early Action Planning Grants ("REAP") 2.0 Funded Project Requirements
<b>Recommendation:</b>	Approve a loan amount increase of up to \$1,000,000. This award would be in addition to the existing RLF loan of \$810,000 (for a total of \$1,810,000)

## I. REQUEST

The developer intends to use a San Gabriel Valley Regional Housing Trust (“SGVRHT”) RLF loan to finance predevelopment activities including advancing drawings for plan check submittal, and installation of soil vapor extraction, monitoring, and reporting.

<b>Developer</b>	The Related Companies of California
<b>RLF Loan Amount</b>	<p><u>Request</u>: \$1,000,000 or \$13,698 per residential unit  <u>Available</u>: \$5,000,000 (REAP 2.0 Funding)</p> <p>The maximum loan amount for new construction in Fiscal Year 2024-2025, per the RLF Guidelines, is \$4,000,000 per development, \$88,000 per one-bedroom residence, and \$93,000 per two or more-bedroom residences. The Board of Directors may approve loan amounts exceeding these limits with justification.</p>
<b>Interest Rate</b>	Three percent (3%)
<b>Loan Term</b>	Three years with two six-month extension options.
<b>Security / Loan Documents</b>	Promissory Note, Loan Agreement, Assignment of Contracts and Plans, and Regulatory Agreement (applicable upon start of construction)
<b>Affordability</b>	The targeted income levels are 30% to 60% AMI. The proposed term for affordability restrictions is 55 years.
<b>Repayment</b>	The loan will have monthly payments of interest only. Payment of principal is deferred until the construction-permanent financing conversion or loan maturity.
<b>Subordination</b>	At the discretion of the SGVRHT Executive Director, the RLF loan can potentially be subordinated to the project’s construction loan and other sources during the construction period.
<b>Prepayment</b>	The loan may be repaid in part or whole at any time without penalty.

## II. BENEFITS OF THE DEVELOPMENT

- A. The proposed development is currently envisioned as a seventy-three (73) unit residential development to serve low-income senior households.
- B. The development will house lower-income senior households earning no more 30% to 60% of the Los Angeles County Area Median Income (“AMI”). The Related Companies of California (“Developer” or “Related”) will commit to providing:
- Thirty-seven (37) units restricted at 30% AMI
  - Ten (10) units restricted at 40% AMI



- Twelve (12) units restricted at 50% AMI
- Thirteen (13) units restricted at 60% AMI
- One (1) manager's unit.

Thirty-seven (37) of the units are designed with accessible mobility features and eight (8) of the units are designed with accessible communication features.

- C. The City of San Gabriel ("City") identified the need to develop affordable housing in high-resource areas, as specified in the 2021-2029 Housing Element ("City HE"). The Rezone (Program 1) and Infrastructure Grants (Program 9) programs from the City HE support affordable housing development on this site. Increasing housing production will enable the City to meet the quantified objective stated in the City HE. The proposed project will serve seniors who comprise the largest share of the City's special needs population at 16% of the total City population. Approximately two-thirds of senior households are considered low-income based on 2012-2016 Comprehensive Housing Affordability Strategy ("CHAS") data. In addition, more than 58% of all households in the City earn less than 80% AMI.
- D. The development location has convenient access to public transportation. There are multiple bus stops within a one-half-mile radius of the project site, including access to at least ten (10) bus stops located within 1.0 mile along bus lines 78 and 487. The property is within walking distance to key neighborhood-serving amenities, such as the Smith Park and San Gabriel Library.

The San Gabriel Valley Medical Center ("SGVMC") is the largest employer in San Gabriel with a staff of over 500 physicians and 1,000 employees. SGVMC is a 273-bed hospital offering maternity care and sub-acute care. SGVMC also offers 24-hour emergency services, surgical services, orthopedics, and diagnostic imaging. SGVMC is located approximately 0.40 miles from the project site.

The City of San Gabriel Adult Recreation Center offers a variety of activities for people 50 years and older. Activities include, but are not limited to, dance classes, social bingo, and table tennis. The senior center is located approximately 0.45 miles from the project site.

Future residents can complete their grocery shopping at Mitsuwa Marketplace located within 1.0 mile from the project. Lucky Pharmacy is within 0.7 miles northwest of the project site. Other neighborhood amenities include Del Mar High School (0.2 miles from the project) and a United States Postal Service office (0.4 miles from the project).

- E. The proposed development aligns with the SGVRHT's overall goal of funding and financing the planning and construction of affordable housing serving extremely low-, very low-, and low-income households.

### III. PROPERTY & DEVELOPMENT DESCRIPTION

- A. RLF Application Summary: The Developer initially requested \$2.1 million in RLF funding in 2022 and was awarded \$810,000 in 2023 to help finance remediation costs. Since 2023, the Developer has secured various funding sources, provided a second Full Application in May 2025 with current costs and funding estimates, and is prepared to initiate construction by December 2026. The requested additional funding of \$1,000,000 would be applied to various predevelopment activities, including advancing drawings for plan check submittal and installation of the soil vapor extraction, monitoring, and reporting.
- B. Property Ownership: The SGVRHT purchased the property from the San Gabriel Valley Council of Governments (“SGVCOG”) in April 2023 through a purchase, sale, and development agreement. The Developer entered an Option to Ground Lease with the SGVRHT on May 30, 2024. The Developer anticipates entering the Ground Lease in December 2026.

The proposed project will be controlled and owned by a limited partnership, San Gabriel Housing Partners, LP. Per IRS tax requirements, a tax credit equity investor will own 99.99% of the partnership. The remaining 0.01% will be owned by a limited liability corporation (LLC), Related/San Gabriel Development Co., which will serve as the administrative general partner. FFAH II SG Senior Apartments, LLC will serve as the managing general partner and is an affiliate of Family For Affordable Housing (“FFAH”).

- C. Development Description: The Developer plans to develop seventy-three (73) residences for low-income senior households consisting of studio, 1-bedroom/1-bathroom, and 2-bedroom/1-bathroom residences. Units will measure approximately 450 square feet (“SF”) for studio units, 580 SF for 1-bedroom units, and 880 SF for 2-bedroom units. Sixty-two (62) parking spaces are proposed to be provided. The site has a minimum parking requirement of 0.75 spaces per unit per the San Gabriel Municipal Code which yields 55 parking spaces required for the property.
- D. Property Description: The property is located at 405 South Del Mar Avenue, approximately 1.5 miles north of Interstate 10 and approximately 0.8 miles east of San Gabriel City Hall.

Alameda Corridor-East Construction Authority (“ACE”) acquired the subject property as part of a larger property in 2011 on behalf of the SGVCOG. A portion of the original property was used for the railway trench development and became part of the redeveloped transit corridor trench area. The subject property is the remainder from the original property, designated by ACE as surplus property.

In 2019, the San Gabriel City Council acknowledged that a zone change would be necessary to build housing on the subject property. The City of San Gabriel identified

and vacated about 10-12 feet of property further into the street to allow the site to be developed.

In 2023, SGVRHT acquired the land from the SGVCOG. The Developer entered an Option to Ground Lease with SGVRHT for the vacant property in 2024.

In 2025, the City issued a Commitment Letter to donate a vacated street portion to the project and merge the area with the existing site owned by SGVRHT. An amendment to the Option to Ground Lease between the SGVRHT and Developer was executed to include the vacated street portion in the project's legal description.

The legal description of the project site evolved from the parcel identified in 2023 (5362-017-903) to include the vacated street portion, causing the APN for the site to change since the project's initial RLF loan award. The current parcel is identified as Los Angeles County Assessor's Parcel Number 5362-017-904 with an area of 81,699 SF, or 1.88 acres.

- E. Zoning and Entitlements: Per a market study dated April 15, 2025, the project site is currently zoned R-3 (High Density Residential). R-3 zoning ordinarily requires 1,472 square feet per unit for multifamily developments. Based on the size of the project site, this would allow 40 units to be constructed. The Developer will receive a density bonus that will allow the development to add 33 more units to the mix, allowing for the full 73 units planned. Zoning information was confirmed with a planning approval dated February 28, 2024, and the City Zoning Code.
- F. Development Schedule: The Developer has secured multiple financing commitments which includes an Option to Ground Lease, LHTF funding, and RLF funding from SGVRHT and PLHA funding and Fee Waivers from the City. The project's anticipated construction completion date is September 2028 with full occupancy in March 2029.

#### IV. FUNDING AVAILABILITY

The SGVRHT currently has \$5,000,000 in RLF funding through the REAP 2.0 program. The Developer requested an additional RLF loan of \$1,000,000. Current RLF funds are sufficient to cover the requested amount.

#### V. REAP 2.0 FUNDED PROJECT REQUIREMENTS

The Regional Early Action Planning Grants (REAP) 2.0 program is a program that seeks to accelerate progress toward state housing goals and climate commitments. The program aims to do this by accelerating infill housing development, reducing vehicle miles traveled ("VMT"), increasing housing supply at all affordability levels, affirmatively furthering fair housing, and implementing adopted regional and local plans. The SGVRHT was awarded REAP 2.0 funding to expand its RLF funding by \$5 million. Project's awarded monies through this funding must meet REAP 2.0 funding infill guidelines.

The project's site meets REAP 2.0 infill development criteria. The site consists of underutilized land whose development would provide greater density & development intensity, as it is currently vacant land. The site is within existing development patterns.

The site is within an urban corridor with transit-supportive densities where Destinations<sup>1</sup> and Daily Services by Transit<sup>2</sup>, as defined by the REAP 2.0 program, are accessible by walking or bicycling. The site is located south of the intersection of South Del Mar Avenue and Las Tunas Drive in the City.

## VI. DEVELOPER TEAM CAPACITY

Owner/Borrower/Developer:	Related Companies of California (San Gabriel Senior Housing Partners, L.P.)
Architect:	Studio-T-Square
Financial Consultant:	N/A
Attorney:	Bocarsly Emden Cowan
General Contractor:	TBD
Construction Manager:	AMJ Construction Management
Conventional Lenders:	TBD
Property Manager:	Related Management Company
Social Service Provider:	LifeSTEPS

The RLF Guidelines require that applicants demonstrate the capacity to develop the proposed project successfully and that the SGVRHT shall evaluate capacity based on the applicant's and the development team member's record in developing and managing affordable housing.

Related is a fully integrated real estate firm with a 34-year track record of delivering affordable housing, mixed-income housing, and mixed-use developments across California. Related has more than 19,500 residences completed or under construction and more than 4,200 affordable and 7,300 market-rate units in predevelopment. Related has maintained ownership of all completed units except for 17 developments that have been sold. Related has built more than 3,700 affordable housing units in Los Angeles County, with more than 1,200 under construction and in predevelopment. Related has developed more than 3,400 senior residences throughout California.

## VII. UNIT MIX AND INCOME LEVELS

The proposed rent levels for this development comply with the RLF Guidelines minimum affordability requirements. The developer proposes thirty-seven (37) units restricted at 30% AMI, ten (10) units restricted at 40% AMI, twelve (12) units restricted at 50% AMI, thirteen (13) units restricted at 60% AMI, and one (1) unit to be reserved as a manager's unit. Below is a summary of the proposed unit mix.

<sup>1</sup> "Destinations" are defined as vital community amenities and resources including but not limited to banks, post offices, grocery stores meeting the CalFresh program requirements, licensed childcare facilities, medical clinics that accept Medi-Cal payments, office uses, parks accessible to the public, pharmacies, places of worship, public schools, public libraries, public community centers, and colleges or universities medical centers, schools, grocery stores, childcare centers, or mobility hubs.

<sup>2</sup> "Daily Services by Transit" are defined as including fixed routes or Flexible Transit Service, which means a form of transit for the public characterized by flexible routing and scheduling of small/medium vehicles operating in shared-ride mode (with at least two passengers) between pick-up and drop-off locations according to passenger needs. Flexible Transit Service includes vanpool, shuttle, paratransit, and feeder bus systems that reduce vehicle miles traveled.



### 405 South Del Mar: Unit Mix

Bedrooms	Affordability Restriction	Units
Studio	30% AMI	11
1	30% AMI	24
	40% AMI	8
	50% AMI	10
	60% AMI	10
	30% AMI	2
2	40% AMI	2
	50% AMI	2
	60% AMI	3
	Manager Unit	1
	<b>Total</b>	

#### VIII. MARKETING AND TENANT SELECTION

The Developer plans to engage their in-house property management team Related Management Company, for property management services. Related has experience managing tax credit/affordable housing developments and ensuring affordability requirements are met. It is anticipated that tenants for units restricted at the 30% to 60% AMI levels will be sourced from the Los Angeles County Coordinated Entry System (“CES”).

#### IX. SUPPORTIVE & SOCIAL SERVICES

Tenant services will be provided by LifeSTEPS, a social service and educational provider with considerable experience working with seniors and special needs populations. Proposed onsite service programs include instructor-led adult education, health and wellness, and skill-building classes. LifeSTEPS will provide Intensive Case Management Services (“ICMS”) to residents of thirty-five (35) Special Needs Homeless Senior units. Residents will be informed of the resident service coordinator available. The site design includes a shuttle van loading area, allowing for convenient provision of transportation services.

#### X. CONSTRUCTION AND PERMANENT FINANCING SOURCES AND USES

The development plans to utilize a bank loan (bank not identified) of approximately \$38 million. Additional construction funding includes \$800,000 of City donated land, approximately \$669,000 of fees waived by the City, \$997,000 in City Permanent Local Housing Allocation (“PLHA”) funds, approximately \$6.2 million from Los Angeles County Department Authority (“LACDA”) funds, approximately \$3.4 million from Infill Infrastructure Grant (“IIG”) funds, approximately \$2.6 million in tax credit equity, \$2 million in SGVRHT LHTF funding, \$4.1 million from an Option to Ground Lease with SGVRHT, and approximately \$1.7 million in deferred costs. Construction period funding is detailed in the following table.



### 405 South Del Mar: Construction Period Sources

Sources	Total	Per Unit
Tax Credit Equity	\$ 2,599,740	\$ 35,613
Construction Loan - Tax Exempt	37,930,036	519,590
LACDA	6,190,000	84,795
IIG	3,400,000	46,575
SGVRHT Ground Lease	4,100,000	56,164
SGVRHT - HCD LHTF	2,000,000	27,397
City of San Gabriel - Land Donation	800,000	10,959
City of San Gabriel - Fee Waiver	668,620	9,159
City of San Gabriel - PLHA	997,000	13,658
Deferred Developer Fee	1,250,000	17,123
Deferred Operating Deficit	292,645	4,009
Deferred Transition Reserve	126,979	1,739
<b>Total Sources</b>	<b>\$60,355,020</b>	<b>\$826,781</b>

The Developer is applying for 9% Low Income Housing Tax Credit (“LIHTC”) financing of approximately \$26 million and aims to use allocated SGVRHT RLF funding to improve the project’s eligibility score to secure financing. The Developer timeline indicates tax credits will be applied for in March 2026 and awarded in June 2026. Additional permanent funding amounts include approximately \$3.4 million in tax credit permanent financing.

### 405 South Del Mar: Permanent Period Sources

Sources	Total	Per Unit
Tax Credit Equity	\$ 25,997,400	\$ 356,129
Permanent Financing TCAC	3,383,000	46,342
Permanent Financing PBV	1,149,000	15,740
LACDA	6,190,000	84,795
MHP	11,670,000	159,863
IIG	3,400,000	46,575
SGVRHT Ground Lease	4,100,000	56,164
SGVRHT - HCD LHTF	2,000,000	27,397
City of San Gabriel - Land Donation	800,000	10,959
City of San Gabriel - Fee Waiver	668,620	9,159
City of San Gabriel - PLHA	997,000	13,658
<b>Total Sources</b>	<b>\$60,355,020</b>	<b>\$826,781</b>

The Developer plans to repay the RLF loan with construction sources which will be secured by December 2026. Of note, the SGVRHT awarded the project RLF funding of \$810,000 in November 2023. The Developer completed their first drawdown of the awarded RLF loan in January 2024. As of the date of this report, there is \$481,684.39 remaining to be drawn down from the original RLF loan.

Development uses are detailed in the following table. Total development costs are approximately \$60.4 million or \$826,781 per unit. This is an increase of approximately 58% from the total development costs estimated when the Developer provided their initial pro forma as part of their original RLF loan application. The Developer indicated that increases resulted from:

- An increase in the project's unit count from 60 to 73.
- More refined hard cost estimates
- Environmental remediation requirements
- Site-specific structural requirements
- Market conditions, general cost escalations, and the effect of potential tariffs on material costs

#### 405 South Del Mar: Development Budget

Uses	Total
Purchase Price	\$ 4,900,000
Other Acquisition Costs	50,000
Architect & Engineering	3,160,269
Other Professional	456,500
Fees and Permits	1,881,791
Hard Cost	34,920,703
Hard Cost Contingency	2,520,551
Other Construction Costs	3,122,306
Construction Interest	2,161,000
TCAC Fees	132,000
Other Financing Costs	1,635,629
Furnishing, Fixtures & Equipment	367,250
Marketing & Lease-Up	396,250
Legal Fees	405,000
Other Soft Costs	140,000
Soft Cost Contingency	318,159
Developer Fees	2,500,000
Reserve	419,624
Accounting/ Audit/ Insurance	867,986
<b>Total Uses</b>	<b>\$60,355,020</b>

#### XI. OPERATING BUDGET AND CASH FLOW

Per the development proforma, annual operating expenses in Year 1 of operation (2028) total \$765,480, or \$10,486 per unit. This amount aligns with the per unit operating expense minimum amounts required in Los Angeles County<sup>3</sup>. The debt service coverage

<sup>3</sup> The Operating Expense Cost per Unit Minimum for seniors is \$5,500 per unit in Los Angeles County per the California

ratio (“DSCR”) for the property fluctuates from a minimum of approximately 1.20 to a maximum of 1.94 during the first fifteen (15) years of operation. The minimum exceeds the DSCR of 1.10 required by the RLF Guidelines.

## **XII. RELOCATION**

The development site is vacant. No relocation plan is required.

## **XIII. DESIGN AND ENTITLEMENTS**

Related shared site plans for seventy-three (73) units in total on the site, meeting the zoning requirements of the R-3, High Density Residential, with the City density bonus, and the State Density Bonus law.

## **XIV. ENVIRONMENTAL REVIEW**

Altec Testing & Engineering, Inc. conducted environmental site assessments of the property for Phase I and Phase II in June 2021 which analyzed soil and found potential soil vapor and lead impacts requiring further analysis and remediation. In August 2024, Altec performed another Phase II environmental site assessment to supplement the evaluation of subsurface conditions at the site in response to additional information requested by the Department of Toxic Substances Control (“DTSC”). The report recommends performing vapor intrusion mitigation system, excavation of elevated PAHs<sup>4</sup> and arsenic in soil, and a soil management plan to mitigate the risk of soil vapor impacts, lead contamination, and regional groundwater contamination associated with prior uses. No mitigation measures have been performed to date.

Altec Testing & Engineering, Inc. conducted environmental site assessments, however, the Developer indicated they are considering working with a different environmental consultant.

## **XV. APPRAISAL AND SECURITY**

The property was valued at \$4,900,000 based on an appraisal dated January 2024, completed by Kinetic Valuation Group. The SGVRHT will distribute funds for the loan on a reimbursement basis for completed predevelopment work. The RLF loan would be secured by the value of completed predevelopment work, architectural plans, mitigation measures of environmental concerns, reporting requested by DTSC and plan check drawings. Should the developer back out of the project, the SGVRHT will have a right to use and/or assign the contracts and plans to another developer to continue the project. The loan still carries some risk, but the assignment of contracts and plans mitigates the risk.

## **XVI. THRESHOLD CRITERIA AND FUNDING PRIORITIES OF THE LOAN REQUEST**

Per the RLF Guidelines, the proposed development satisfies the five requirements to be considered eligible for RLF funding identified below:

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Tax Credit Allocation Committee (“CTCAC”) 2022 Applications. As of the date of this report, 2022 is the most recent year this data was published by CTCAC.

<sup>4</sup> Polycyclic or polynuclear aromatic hydrocarbons which are identified as toxic substances by the U.S. Environmental Protection Agency.

- (1) Applicant Qualifications: The applicant is a for-profit developer and has provided required documentation demonstrating experience, financial, and legal capacity to successfully undertake the proposed project. Additionally, the applicant has shown the ability to complete projects funded by the SGVRHT and the capacity to pay RLF loan interest payments on time. Lantern Terrace Apartments is a 44-unit affordable housing project in the City of Alhambra. It received approximately \$1.7 million in SGVRHT construction-permanent loans and was completed in 2024 by the applicant. The applicant is current in their payment of interest payments for the previously awarded RLF loan of \$810,000 for the project detailed in this report.
- (2) Geographic Eligibility: The proposed development is in the City of San Gabriel, an SGVRHT Full Member.
- (3) Project Eligibility: The project type is new construction of an affordable housing rental development, meeting the eligibility requirement.
- (4) Expenditure Eligibility: The expenditure type is a short-term acquisition/predevelopment loan for affordable rental housing, which is an eligible use per RLF guidelines.
- (5) Affordability Requirements: The applicant's rental housing project shall be limited to households with incomes no more than between 30 and 80% of AMI, meeting the affordability requirements.

The proposed development addresses the funding priorities in the RLF Guidelines as follows:

- (1) Sub-Regional Equity: The SGVRHT intends to support developments within all Member jurisdictions and throughout the San Gabriel Valley. \$810,000 in SGVRHT RLF funds were committed to this project in 2023. No other projects in the City have been awarded SGVRHT RLF funding.
- (2) Affordability Levels: The SGVRHT seeks to provide affordable housing to households at all lower income levels (i.e., extremely low-income, very low-income, and low-income) and may prioritize a project or group of projects that include a balance of units at the lower-income levels. The proposed development will serve households with incomes of no more than 30% to 80% AMI, which corresponds to the extremely low-income to low-income levels.
- (3) Populations Served: The SGVRHT may consider how or whether projects serve the specific needs of the Member jurisdictions in which they are located. The proposed development will serve lower-income senior households.
- (4) Cost Effectiveness: The SGVRHT may prioritize projects that are most cost-effective or achieve the lowest possible subsidy per unit for SGVRHT resources. The requested loan equals \$13,699 per unit, less than the applicable Fiscal Year

2024-2025 limit of \$88,000 per unit for 0 and 1-bedroom units and \$93,000 per unit for 2- or more-bedroom units. The total loan of \$1.8 million for the existing and newly requested RLF loan amount is \$24,795 per unit, within the per unit funding maximum.

- (5) Readiness & Risk: The SGVRHT may prioritize projects that can reasonably close financing and begin construction sooner than other projects. Construction financing is anticipated to be complete by December 2026, with construction projected to be complete by September 2028 and occupancy of the site completed in March 2029.
- (6) Loan Repayment: The SGVRHT may prioritize projects that realistically propose accelerated loan repayment. The developer indicated an intent to repay the loan during construction loan closing (December 2026).

## XVII. RECOMMENDATION

It is recommended that an increase to the existing \$810,000 loan in the amount of up to \$1,000,000 (for a total of \$1,810,000) be approved for predevelopment costs set forth in this report.

Reviewed and submitted by:



Dima Galkin  
 Director

Report submitted: May 30, 2025

# Appendix A: Site Plan & Project Perspective

**PLAN LEGEND**

INDICATES UNIT WITH ACCESSIBLE MOBILITY FEATURES (TOTAL OF 37, > 50%)

INDICATES UNIT WITH ACCESSIBLE COMMUNICATION FEATURES (TOTAL OF 8, > 10%)



**MAIN ST.**

SHUTTLE VAN LOADING

**SAN GABRIEL SENIOR APARTMENTS**  
405 S. DEL MAR AVE. SAN GABRIEL, CA. 91776



Sheet Title:  
**BUILDING A  
OVERALL PLAN -  
LEVEL 1**

Job No. 23037A  
Date: 05/07/2024  
Scale: As indicated  
Drawn By: Author

Sheet No:

**A102**





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: Planning  
: Urban Design

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: Oakland, California 94612  
: (510) 451-2850

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SAN GABRIEL SENIOR APARTMENTS  
405 S. DEL MAR AVE. SAN GABRIEL, CA. 91776



Clark & Green  
Associates



Sheet Title:  
BUILDING A  
OVERALL PLAN -  
LEVEL 2

Job No. 23037A  
Date: 05/07/2024  
Scale: As indicated  
Drawn By: Author

Sheet No:

A103

- PLAN LEGEND**
- INDICATES UNIT WITH ACCESSIBLE MOBILITY FEATURES (TOTAL OF 37, > 50%)
  - INDICATES UNIT WITH ACCESSIBLE COMMUNICATION FEATURES (TOTAL OF 8, > 10%)



8 0 8 16 24 32  
3/32" = 1'-0"  
SCALE FEET



BUILDING A - FLOOR PLAN - LEVEL 2

3/32" = 1'-0"

1



**PLAN LEGEND**

INDICATES UNIT WITH ACCESSIBLE MOBILITY FEATURES (TOTAL OF 37, > 50%)

INDICATES UNIT WITH ACCESSIBLE COMMUNICATION FEATURES (TOTAL OF 8, > 10%)



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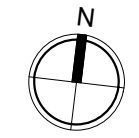


Sheet Title:  
**BUILDING A  
OVERALL PLAN -  
LEVEL 3**

Job No. 23037A  
Date: 05/07/2024  
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Drawn By: Author

Sheet No:

**A104**



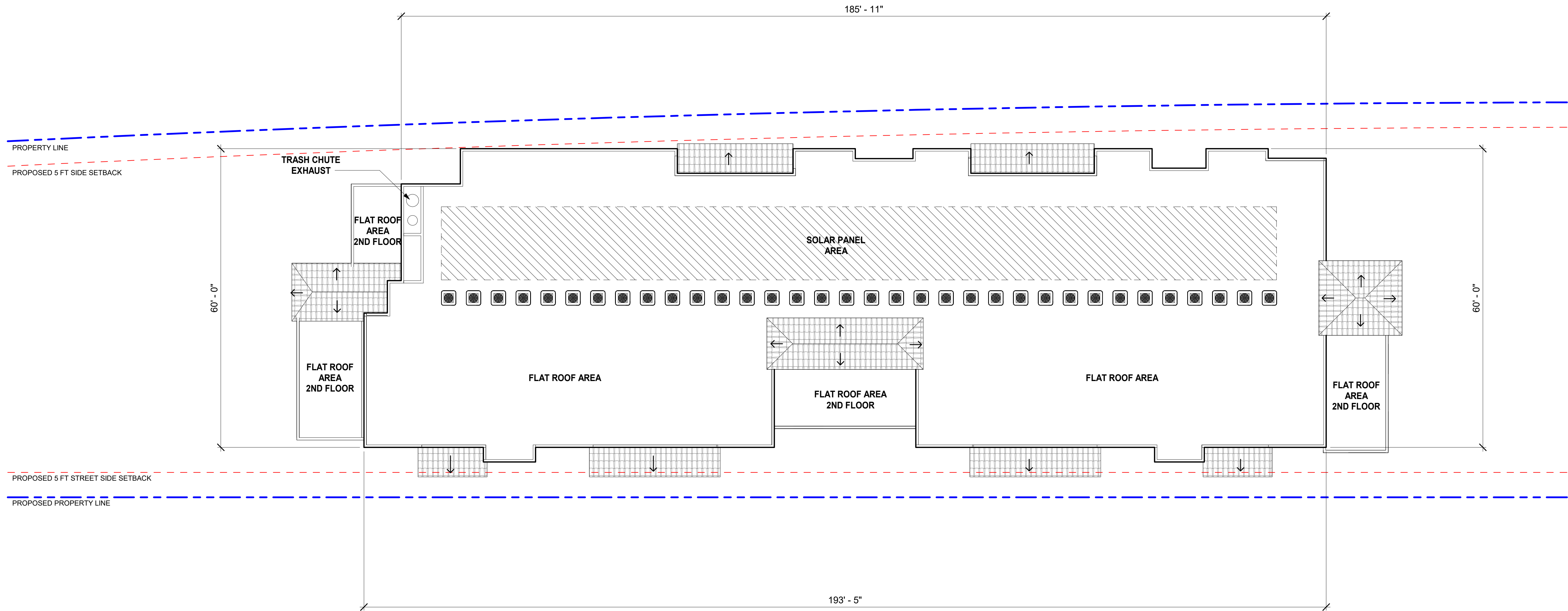


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Sheet Title:  
**BUILDING A  
OVERALL PLAN -  
ROOF**

Job No. 23037A  
Date: 05/07/2024  
Scale: 3/32" = 1'-0"  
Drawn By: Author

Sheet No:

**A105**



# SAN GABRIEL SENIOR APARTMENTS

405 S. DEL MAR AVENUE



**RESOLUTION NO. 25-10**

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

**WHEREAS**, the San Gabriel Valley Regional Housing Trust 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;

**WHEREAS**, the RLF loan committee reviews RLF applications and makes recommendations for funding; and

**WHEREAS**, the RLF loan committee recommends funding for the below projects; 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 Letters of Intent to Related California for an amount not to exceed \$2,000,000 for El Centro (South Pasadena) and \$1,000,000 for 405 S Del Mar (San Gabriel).

**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 11<sup>th</sup> day of June 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 25-10 was adopted at a regular meeting of the Board of Directors held on the 11<sup>th</sup> day of June 2025, by the following vote:

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

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

# REPORT

---

DATE: June 11, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

**RE: MEASURE A LACAHS A UPDATE AND SGVRHT EXPENDITURE PLAN**

## **RECOMMENDED ACTION**

Adopt Resolution 25-11 authorizing the Executive Director to:

- 1) Execute all necessary agreements and amendments with the SGVCOG to implement eligible “Production, Preservation, & Ownership” category related to affordable housing production, preservation, and acquisition (currently anticipated to be \$12,117,443);
- 2) Allocate \$4,000,000 to the Revolving Loan Fund
- 3) Allocate \$5,000,000 to Project Pipeline
- 4) Allocate \$2,500,000 to Housing Innovation Fund
- 5) Allocate \$617,443 to staffing and program administration

## **BACKGROUND**

At its January 22, 2025 meeting, the SGVRHT board authorized the Executive Director to negotiate and execute agreements for the acceptance and implementation of Measure A funds in anticipation of receiving funding, as the agency was identified in the enabling legislation for the Los Angeles County Affordable Housing Solutions Agency (LACAHS A). Since that meeting, SGVRHT and SGVCOG staff have met with staff and leadership from LACAHS A to clarify the anticipated flow of funds and eligible expenses. The SGVCOG and SGVRHT are both eligible entities for Measure A funds administered by LACAHS A. The SGVCOG will hold the agreement with LACAHS A for Measure A funds and will subcontract with the SGVRHT for the programs it will oversee, namely Production, Preservation, and Ownership (PPO). The overall Measure A funding allocations are explained below, followed by a breakdown of the eligible PPO uses.

On November 5, 2024, ballot Measure A was passed by Los Angeles County voters, authorizing a half-cent countywide tax to address housing and homelessness on an ongoing basis. Measure A repeals and replaces Measure H, a ¼ cent tax that funded housing and homelessness efforts in LA County which was set to sunset in 2027. Measure A is estimated to levy as much as \$1 billion in revenue in its first fiscal year per the LA County Auditor Controller. The estimated revenues will be split as follows:

- 60% of the funds will be allocated to the County of Los Angeles for “Comprehensive Homeless Services;
- 3% of the funds will be allocated to Los Angeles County Development Authority (LACDA) for local housing production;
- 1.25% of the funds will be allocated to the County of Los Angeles for “Data and Accountability;”

- **35.75% will be allocated to the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) for the production of affordable housing and for renter protections.**

LACAHSAs was established via State legislation in 2022 (SB 679) as a stand-alone regional organization to increase the supply of affordable housing in Los Angeles County by enhancing funding and technical assistance for renter protections, affordable housing preservation, and new affordable housing production. Based on the percentages and anticipated Measure A revenues, LACAHSAs is anticipated to receive \$383 million from Measure A. The LACAHSAs Board is responsible for allocating and administering these funds; however, the LACAHSAs-enabling legislation and Measure A provide some guidance on the specific programs that can be funded by LACAHSAs’s revenue measures:

- Production, Preservation, & Ownership (PPO) (60% of allocated funds);
- Countywide Renter Protection & Support Programs (30% of allocated funds);
- Designated “Annual Priorities” (15% of allocated funds);
- Technical Assistance, Research, and Policy Development (5% of allocated funds);
- LACAHSAs Administration (5% of allocated funds).

Within three of these categories (Production, Preservation, and Ownership; Countywide Renter Protection & Support Programs; and Technical Assistance, Research, and Policy Development), the LACAHSAs-enabling legislation also clarifies that 70% of funds within each of those categories should be allocated to “eligible jurisdictions” based on their “regional share” of the very-low/low Regional Housing Needs Assessment (RHNA) numbers. “Eligible jurisdictions” are specifically defined within the LACAHSAs-enabling legislation, and the SGCVOG is one of the eligible jurisdictions. The enabling legislation also allows the SGCVOG to allocate its funds – or a portion of its funds – to the SGVRHT.

On June 2, 2025, LACAHSAs released draft program guidelines to accompany its FY 2025-26 Funding Expenditure Plan and the template memorandums of agreement (MOA) that will be executed with eligible jurisdictions. The MOA is anticipated to be executed prior to July 1, 2025 with funding available shortly thereafter based on the County Controller’s payment to LACAHSAs and the eligible jurisdiction’s drawdown of available funds<sup>1</sup>. The Expenditure Plan identifies the eligible activities within each category and the associated funding allocations. The categories of LACAHSAs funding through which the SGCVOG will receive funding are as follows:

- *Production, Preservation, & Ownership* – Eligible uses include new construction (including substantial rehabilitation), preservation, acquisition, rehabilitation, ownership, and rent and operating subsidies. 77.25% of the PPO allocation must be used for new construction (including substantial renovation), including operating subsidies for new construction projects that meet specific project-level affordability requirements. The remaining 22.75% can be used more flexibly

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<sup>1</sup> The final requirements are pending, however SGVRHT staff anticipate the SGVRHT will be required to adopt a budget for the LACAHSAs funds and adopt the final funding guidelines via resolution. Given the current LACAHSAs board meeting timeframe, the SGVRHT would likely take this action at its September 2025 meeting.

# REPORT

(including preservation, acquisition, rehabilitation, ownership and including associated operating subsidiaries).

- *Renter Protection & Homelessness Prevention*: Designed to help renters of lower income households (less than 80% of area median income) and eligible uses can include but are not limited to intake and assessment; legal assistance and tenant outreach; emergency rental assistance; short-term income support; flexible financial assistance; and relocation assistance (beyond that which is required by State or local law).
- *Technical Assistance*: Eligible uses include local agency technical assistance grants; direct programming; program design, administration, monitoring, and evaluation; and professional services support.

Based on the funding allocations included in the Expenditure Plan, the SGVRHT anticipates the following allocations within each category listed above:

Production, Preservation, & Ownership (PPO)		Renter Protection & Homelessness Prevention	Technical Assistance	TOTAL
New Construction	Flexible			
\$9,360,717	\$2,756,716	\$8,172,640	\$1,362,107	\$21,652,180 <sup>2</sup>

The SGVCOG would execute an MOA with LACAHSAs to receive these funds. LACAHSAs has indicated that this process will occur prior to July 1, 2025. The SGVCOG would then pass through the PPO funds to the SGVRHT. The SGVCOG Governing Board is set to adopt this action at its June 26, 2026 meeting.

## DISCUSSION

The SGVRHT is well positioned to immediately implement the PPO funding in both the new construction and flexible categories through the expansion of its existing programs. Therefore, staff recommend the following allocations to SGVRHT programs to serve as a framework for effectively deploying this new funding source.

Program	Category	Proposed Allocation
RLF	New construction	\$4,000,000
Pipeline	New construction	\$5,000,000
Housing Innovation	Flexible	\$2,500,000
Activity Delivery Costs/ Program Administration	-	\$617,443
TOTAL		\$12,117,443

Specific project allocations within these programs would return to the board for consideration at a future meeting. These allocations would enable staff to quickly deploy

<sup>2</sup> At its May 14, 2025, the LACAHSAs Board discussed allocating additional money to eligible jurisdictions from its 15% discretionary allocation. If approved at its June meeting, the additional funding would increase the total SGVCOG allocation to \$25,691,324, with the amount allocated to the SGVRHT for PPO to \$16,156,576.



# REPORT

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funds to projects on our pipeline for both construction to permanent financing through the Project Pipeline and predevelopment, acquisition, and construction funding through the RLF. An additional benefit of allocating funding to the RLF is that this would grow the fund and guarantee ongoing predevelopment through construction capital for the region. The proposed activity delivery costs/program administration funding is intended to cover the increased costs in staffing and legal expenditures to encumber the funds and perform loan monitoring and compliance reporting<sup>3</sup>. This figure may be reduced if activity delivery costs are supported by the technical assistance allocation noted earlier in this report. In the event that additional funding is allocated to the PPO program as part of LACAHSAs discretionary allocation, the SGVRHT would allocate these funds to the Project Pipeline.

The SGVRHT anticipates ongoing allocations of Measure A funding and will evaluate the allocations across programs prior to the next allocation in FY26-27. Staff anticipate there may be opportunities to seek matching funds or otherwise leverage this source in future years.

Prepared by:   
Brielle Salazar  
Regional Housing Trust Manager

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENT**

Attachment A- Resolution 25-11

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<sup>3</sup> Measure A funds require prevailing wage and labor agreements for projects over 40 units. Staff and SGVRHT counsel will work with developers to incorporate these requirements in project loan agreements and ensure compliance with and SGVCOG reporting requirements to LACAHSAs.

**RESOLUTION NO. 25-11**

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AUTHORIZING EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AGREEMENTS FOR MEASURE A FUNDS AND APPROVING INITIAL PROGRAM ALLOCATIONS**

**WHEREAS**, the County of Los Angeles voters approved Measure A, a half cent countywide tax to address housing and homelessness; and

**WHEREAS**, the San Gabriel Valley Regional Housing Trust is an eligible jurisdiction to receive Measure A funds; and

**WHEREAS**, the SGVRHT is anticipated to receive an allocation of \$12,117,443; and

**WHEREAS**, the SGVRHT would accept the funds through an Agreement with the San Gabriel Valley Council of Governments; and

**WHEREAS**, the SGVRHT intends to use the funds to expand existing programs as follows:

Program	Category	Allocation
RLF	New construction	\$4,000,000
Pipeline	New construction	\$5,000,000
Housing Innovation	Flexible	\$2,500,000
Program Administration	-	\$617,443*
<b>TOTAL</b>		<b>\$12,117,443**</b>

\*If program administration costs are reduced, this funding will be allocated to Project Pipeline.

\*\*If Total funding is increased, additional funds will be allocated to Project Pipeline.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors authorizes the Executive Director to negotiate and execute agreements for Measure A funds and approves the above initial program allocations.

**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 11<sup>th</sup> day of June 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 25-11 was adopted at a regular meeting of the Board of Directors held on the 11<sup>th</sup> day of June 2025, by the following vote:

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

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