



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

THURSDAY DECEMBER 18, 2025, 10AM
SGVCOG Office

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

Zoom Link: <https://us06web.zoom.us/j/85277056836>

SGVRHT Officers

Chair, Jed Leano
Vice-Chair, Becky Shevlin

Representatives

Northeast Representative
Karen Davis, Glendora

Northwest Representative
Becky Shevlin, Monrovia

Central Representative
Emmanuel Estrada, Baldwin Park
Brian Gutierrez, West Covina
(Alternate)

Southeast Representative
Andrew Chou, Diamond Bar

Southwest District
Adele Andrade-Stadler, Alhambra

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

Housing/Homeless Experts

Anne Turner
Alma Martinez
Craig Hensley (Alternate)

Members

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

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

MEETINGS: The agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Monrovia Office, 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA, and on the website, www.sgvcog.org. Copies are available via email upon request (sgv@sgvcog.org). A copy of the agenda is also posted for public viewing at the entrance of the SGVCOG Monrovia Office Building. Any additional agenda documents that are distributed to a majority of the Board after the posting of the agenda will be available for review in the SGVCOG office during normal business hours and on the SGVCOG website noted above.

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

TO ADDRESS THE COMMITTEE: All public comments will be taken during the public comment portion of the agenda. At a regular meeting, the public may comment on any agenda item as well as on any matter within the subject matter jurisdiction of the SGVRHT that is not listed on the agenda during the public comment period at the beginning of the agenda. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested, but not required, to state their name prior to speaking. Comments are limited to a maximum of three minutes per person. The Board President may impose additional time limits if a large number of members of the public seek to provide public comment. Except in limited situations, the Committee may not take action on items not appearing on the agenda and/or discuss them at length.

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

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



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



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

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

Karen Davis (Northeast Delegate) Glendora City Hall 116 E. Foothill Blvd. Glendora, CA 91741	Dr. Anne K. Turner (Housing/Homeless Expert) Claremont Lincoln University 150 W. First Street Claremont, CA 91711
Jed Leano (At Large Delegate) Claremont City Hall 207 Harvard Ave. Claremont, CA 91711	Thomas Wong (At Large Delegate) Monterey Park City Hall 320 W Newmark Ave. Monterey Park, CA 91754

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

- Written Comments (Email): If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to Brielle Salazar at bsalazar@sgvrht.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations.
- Verbal Comments (In Person): If you would like to make a public comment at the Board of Directors meeting location, please fill out a public comment card. Comment cards will be made available to you by staff at the entrance to the meeting room. If you are attending the meeting at a noticed teleconference location and would like to make a public comment, please raise your at the beginning of the Public Comment portion of the meeting.
- Verbal Comments (Zoom): Through Zoom, you may provide a verbal comment by using the web interface "Raise Hand" feature. Please raise your hand at the beginning of the Public Comment portion of the meeting. You will then be called upon to provide your verbal comments.

PRELIMINARY BUSINESS

5 MINUTES

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)

ACTION ITEM

10 MINUTES

4. 2024 LHTF Funding Commitment- Page 1
Recommended Action: Adopt Resolution 25-16 authorizing the Executive Director to execute an amended Letter of Commitment to Mercy Claremont in the amount of \$2,901,000.

ADJOURN

REPORT

DATE: December 18, 2025

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **2024 LHTF FUNDING COMMITMENT**

RECOMMENDED ACTION

Adopt Resolution 25-16 authorizing the Executive Director to execute an amended Letter of Commitment to Mercy Claremont in the amount of \$2,901,000.

BACKGROUND

On September 17, 2024, the SGVRHT applied to the state's Local Housing Trust Fund (LHTF) program seeking \$2,782,220 in matching funds for eligible projects. The LHTF program provides matching funds to local and regional housing trust funds for creation, rehabilitation, or preservation of affordable housing. The LHTF application was significantly oversubscribed, and the California Department of Housing and Community Development (HCD) authorized partial awards equal to 35.95% of trusts' funding requests for all applicants that scored 90/100¹ points, including SGVRHT. The SGVRHT's partial award of \$1,000,137 in LHTF makes a total of \$2,000,275 available to support an eligible project and project implementation². A minimum of \$950,130 of LHTF funds and matching funds (\$1,900,261) must be dedicated to an eligible project.

This award is the 5th LHTF award received by SGVRHT which has previously awarded LHTF funding to the readiest to proceed project that meets the program's guidelines. These guidelines include a minimum of 30% of units reserved for extremely low-income (30% AMI) residents and an approved housing element at the time of application for the City in which the project is located. The project which best meets those requirements is Mercy Claremont. The project previously received \$1 million in funding from the SGVRHT's 2024 Federal Community Project Funding (CPF) award, a partial award of its Pipeline funding request. The LHTF funds would bring the project's total award to \$2,901,000, within the Pipeline guidelines and helping ensure the project can effectively leverage additional funding sources.

Mercy Claremont will provide 74 units of affordable housing for families with a veteran head of household and formerly unhoused veterans. The developer is Mercy Housing, an experienced affordable housing developer with several projects in Los Angeles County. The project meets the LHTF requirement that 30% or more of the units will be rented at

¹ This score is consistent with SGVRHT's score of previous applications and includes 10 or 15 possible points for Community Need allocated by HCD based on Comprehensive Housing Affordability Strategy (CHAS) data.

² A maximum of 5% of the award, or \$50,006.89, can be used to implement the program. A slightly lower amount of \$49,637.83 is recommended to provide additional support to the project and simplify underwriting with whole numbers.

REPORT

or below 30% AMI and the City of Claremont had an approved Housing Element at the time of application and has provided its support to the project. The commitment of LHTF funds will position the project to score more competitively on other funding applications by increasing the local funding commitment score, including the upcoming Los Angeles County Housing Solutions Agency (LACAHS) NOFA due in January.

NEXT STEPS

If the funding recommendation is approved, staff will issue a Letter of Commitment for the recommended project. The LHTF funds are required to be committed within 5 years of award through executed loan documents. Staff and the consulting team from Harris and Associates will continue to work with the development team to underwrite the project, execute loan documents, and ensure successful project closing.

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

ATTACHMENTS

Attachment A – Resolution 25-16 Authorizing the Executive Director to execute a Letter of Commitment to Mercy Claremont

RESOLUTION NO. 25-16

**RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST
(SGVRHT) AUTHORIZING EXECUTIVE DIRECTOR TO ISSUE AMENDED LETTER
OF COMMITMENT TO MERCY CLAREMONT**

WHEREAS, the San Gabriel Valley Regional Housing Trust received \$1,000,137.83 in Local Housing Trust Fund (LHTF) funding from the California Department of Housing and Community Development (HCD); and

WHEREAS, at least 95% of the LHTF funds must be committed to an eligible project that meets the program's guidelines; and

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

WHEREAS, funding awards for the recommended project would be designated with a Letter of Commitment; and

WHEREAS, Mercy Claremont is an eligible project for LHTF funds and previously received a Letter of Commitment for federal funds from SGVRHT; and

WHEREAS, both awards can be consolidated under an amended Letter of Commitment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to issue an amended Letter of Commitment in the amount of \$2,901,000 to Mercy Claremont in the City of Claremont.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 18th day of December 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 25-16 was adopted at a regular meeting of the Board of Directors held on the 18th day of December 2025, by the following vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary