

FY 2026-27 SGVCOG Renter Protection & Homelessness Program - Supplemental Legal Services Application

San Gabriel Valley Council of Governments (SGVCOG) is seeking qualified legal service providers to deliver supplemental tenant-focused legal services funded through the Renter Protection and Homeless Prevention Program (RPHP), known as SGV Home. This application is seeking service providers to submit applications to provide between 1-4 full-time dedicated attorneys, as well as support and supervisory staff, to provide holistic legal services. The total caseload to be served at one-time is approximately 200 clients (approximately 50 clients per attorney) as well as support to up to 12 case managers. Applicants may submit applications that propose 1, 2, 3, or 4 full-time attorneys.

The SGVCOG's SGV Home Program was designed in accordance with the [LACAHS FY 2025-26 Transitional Guidelines](#) ("Transitional Guidelines"). The SGVCOG used these Transitional Guidelines to establish the SGV Home Program Guidelines (Attachment A). These Program guidelines are intended to serve as a practical, step-by-step tool for providers, outlining how SGVCOG and its partners envision the RPHP Program to function, and will be referenced for implementation and updated on an as-needed basis ("Program Guidelines"). The SGV Home Program uses a case management and problem-solving framework to connect eligible households to targeted financial assistance, legal interventions, and renter education to stabilize their housing and prevent displacement.

The SGV HOME Program includes several components that are aligned with the eligible activities in the Transitional Guidelines, one specifically being legal services and renter education. These activities include holistic legal representation, mediation, and housing-focused case management to address legal and related issues that affect a household's ability to remain housed, such as eviction defense, benefits appeals, clearing records, and other housing-related legal matters. All households that meet the eligibility criteria are eligible for this resource. As part of enrollment, each household is required to submit a participation form that clarifies the expectations and requirements of the program, which is included as Attachment B.

Due to increased demand for services and limited capacity within existing provider networks, the SGVCOG is seeking to expand its available list of legal service partners to ensure residents have timely access to legal assistance aimed at preventing housing instability and displacement.

As stated above, through this application process, SGVCOG seeks to identify service providers with the experience, capacity, and expertise to provide Holistic Housing-Related Legal Services including, but not limited to, the following:

- Pre-Eviction Prevention (including but not limited to providing consultation to clients that have received a notice from their landlord)
- Landlord dispute resolution
- Preservation of Section 8 subsidies or other subsidized housing
- Housing stabilization
- Service animal certification
- Reasonable accommodations requests
- Benefits advocacy
- Credit/Debt advocacy/consumer finance
- Issues affecting family composition (e.g. divorce, child support, restraining orders, health concerns)
- Criminal record clearing/expungement (including but not limited to warrants or criminal records) or Clearing evictions and tickets
- Habitability
- Vital Document assistance
- Domestic Violence-related assistance
- Limited immigration advisement

Provider shall provide the following types of assistance :

- In partnership with assigned case managers, reviewing client applications and initial intake information to identify potential legal assistance.
- Limited scope assistance: Including but not limited to eviction complaints, preparing motions to quash, and coaching self-represented litigants.
- Brief advice and counsel: Including but not limited to providing one-time legal consultations, reviewing lease notices (such as 3-day or 30-day notices) and drafting formal demand letters to landlords.
- Other support of service providers in resolving client issues, including answering service provider questions in a timely manner.

Selected providers will be expected to demonstrate relevant experience, proposed service delivery approaches, measurable outcomes, and a budget structure aligned with RPHP funding requirements. Funding must be fully expended by June 30, 2027, and providers should be prepared to begin implementation promptly upon contract execution.

The SGVCOG encourages applications from organizations serving Los Angeles County residents as well as statewide and regional legal service providers with the capacity to effectively deliver the proposed services.

All applications must be submitted **by July 20th, 2026 at 4:00 PM**. Please submit your application electronically by emailing to the **SGV Home email: sgvhome@sgvcog.org**. Use the following format in the subject line: **SGVCOG [SERVICE PROVIDER NAME]** Supplemental Legal Services Application.

Evaluation Criteria (100 Points Total)

Relevant Legal Experience (30 Points)

- Experience in California Housing law
- Demonstrated history of working collaboratively and cooperating effectively with Providers, partner agencies, or subconsultants to deliver client support.
- Demonstrated record of meeting programmatic budget, scope, and schedule requirements on previous government-funded grants or contracts.
- Innovative approaches/enhancements to maximize tenant outreach and program efficiency.

Project Approach (25 Points)

- Thoughtfulness of approach and clear understanding of the core legal services.
- Proposers must demonstrate a practical, effective strategy for integrating with the SGV Home Service Providers.

Staffing and Project Organization (15 Points)

- Qualifications of project team, including “key personnel” including their relevant past experience in legal aid
- Key personnel’s level of involvement in performing related work; adequacy of labor commitment and availability; references from past projects; and logic of project organization

Cost Effectiveness (30 Points)

- Overall value and competitiveness of rates and approach.

SGV HOME OVERVIEW AND BACKGROUND

SGVCOG anticipates contracting with one or more legal services providers to deliver a range of homelessness prevention and housing stability services to households at risk of displacement or homelessness. The intent of this funding is to provide early legal intervention whenever possible, reserving more intensive and costly legal representation for cases where preventative efforts have not resolved the housing crisis.

SGVCOG anticipates that funded legal staff will provide a continuum of services that may include intake and screening, legal consultation, brief services, legal research, document preparation, negotiation with landlords or property managers, referrals to housing and supportive services, representation in administrative or court proceedings, and coordination with SGV Home partners. Applicants should describe how proposed staffing levels, including attorney and support staff positions, will be utilized to deliver services and achieve proposed outcomes. Applicants should clearly identify the number of full-time attorneys being proposed (1-4) and the ramp-up time to full staffing.

SGVCOG Renter Protection & Homelessness Program - Supplemental Legal Services

Agency Name: _____

Address: _____

Primary Point of Contact

Name: _____

Title: _____

Email: _____ Phone Number: _____

Secondary Point of Contact

Name: _____

Title: _____

Email: _____ Phone Number: _____

On behalf of my agency, I, _____, verify that all information listed below is true and accurate. I acknowledge that I am authorized to submit this application on behalf of my agency, _____. I acknowledge the expectations of the Program and confirm my entity's capability to comply with all Minimum Requirements. My entity agrees to follow and comply with all Program requirements in implementation.

SIGNATURE / DATE

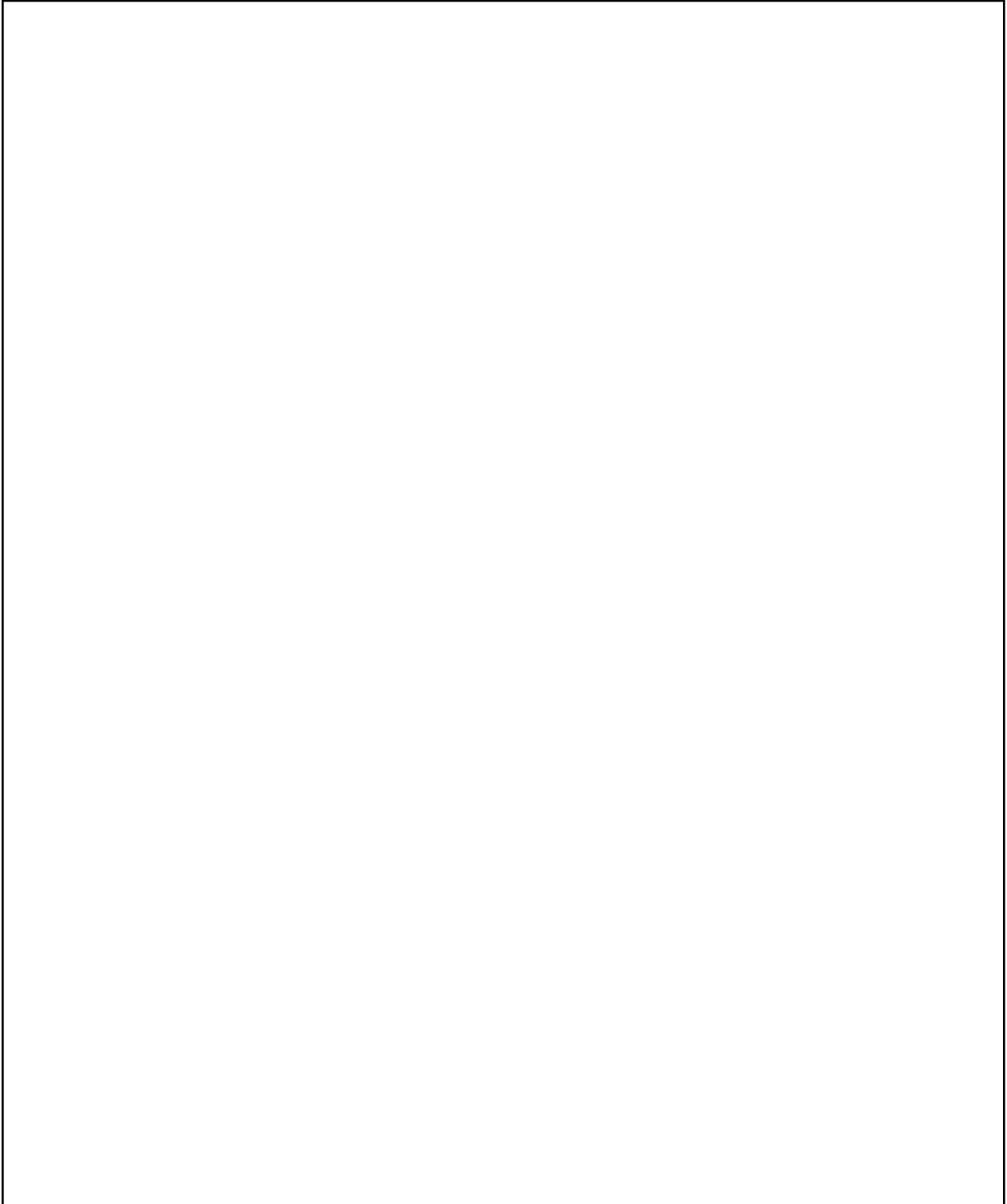
Signature: _____ Date: _____

PROVIDER BACKGROUND

This section shall be completed to provide information regarding their organization's qualifications, relevant experience, staffing capacity, and ability to successfully implement the proposed services.

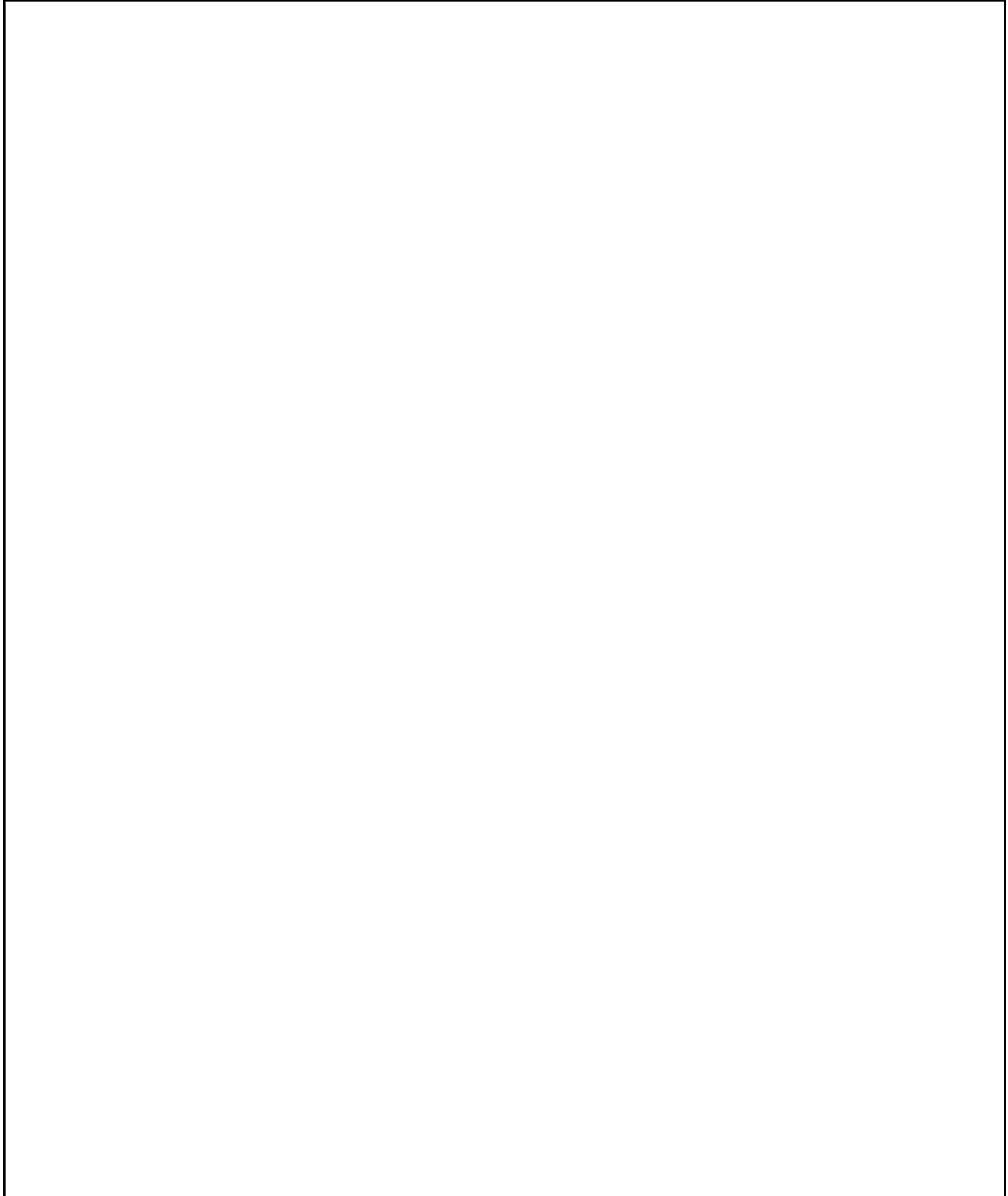
1. Describe your organization, including its mission, primary areas of legal practice, and experience serving low-income tenants, at-risk individuals, and unhoused residents specifically. Please note any experience within the San Gabriel Valley, including which SGV cities or sub-regions do you currently serve, and how do you establish community trust in these areas?

2. Describe your organization's experience providing housing-related legal services, including any experience with eviction prevention, tenant representation, legal advice hotlines, housing counseling partnerships, mediation, or other relevant programs.



3. Describe your organization's plan for supervising attorneys that are embedded with another non-legal service provider. Because they may be working out in the field alongside non-legal service providers, how will your agency ensure they receive continuous legal oversight, technical backup, and administrative support? In your response, clearly identify the number of full-time attorneys being proposed (1-4) and the ramp-up time to full staffing.

4. Describe your organization's experience managing government-funded contracts or grants, including your ability to collect data, track outcomes, submit reports, and comply with contract requirements.



5. Describe your organization's experience providing the type of service under the structure being proposed in this application.

SERVICE DELIVERY APPROACH

SGVCOG seeks to understand how proposed services will be implemented and made accessible to residents. The SGV Home intake process is designed to identify and enroll households at risk of homelessness through a standardized referral, eligibility screening, and application process. All prospective clients must first be referred through the SGV Home online portal, either by the public, a city, or a service provider. Submitted referrals are reviewed to determine program eligibility, assess any urgent legal needs, and connect households to the appropriate service pathway. Eligible households then work with designated provider staff to complete the Client Application, submit required documentation, and verify eligibility. This coordinated process helps ensure that eligible households receive timely access to prevention resources, financial assistance, and legal services.

The following questions are intended to assess the Applicant's proposed approach to implementing the SGV Home intake process, including referral management, eligibility determination, enrollment, and coordination with clients and partner agencies. Providers should describe the legal procedures, staffing, and systems they will use to ensure compliance with SGV Home requirements and timely client engagement.

6. Describe your organization's approach to implementing the SGV Home intake and enrollment process. Include how referrals received through the SGV Home Portal will be reviewed, how eligibility will be assessed and verified, how duplication-of-benefits checks will be conducted, and how eligible households will be assisted with completing the Client Application Form and submitting required documentation. Please also describe your approach to prioritizing and managing referrals, including households with urgent housing or legal needs.

7. Describe how your organization will ensure timely client engagement and enrollment following referral receipt through the SGV Home Portal. Include anticipated response times for initial client outreach, eligibility screening, enrollment activities, documentation collection, referrals for legal services, and communication with households placed on a waitlist or determined ineligible.

8. Describe how your organization will coordinate with SGVCOG staff, other legal service providers, housing navigators, cities, and other referral partners throughout the referral and enrollment process. Include how your staff will utilize the SGV Home Portal, maintain communication regarding referral status and eligibility determinations, and ensure smooth handoffs and service coordination for participating households.

BUDGET, CONTRACTING, ASSURANCE

Applicants must demonstrate that their proposed budget is reasonable, aligned with the proposed scope of work, and capable of complying with all applicable funding and contracting requirements. Please complete the following section on how requested funds will be utilized, whether proposed services can be scaled based on available funding, and whether the organization is prepared to enter into and administer a public-funded agreement.

9. Please complete the RPHP budget template (Attachment C).

10. Please list the benefits included in the Fringe Rate (e.g. health insurance; paid time off).

11. Is your proposed scope of work and budget scalable based on available funding?

- Yes
- No

12. Describe your organization's financial and administrative systems for managing public funds, including invoicing, financial reporting, record retention, and monitoring of expenditures.

13. Please describe any limitations to providing the necessary staff to participate in the program development process upon execution of an agreement and any limitations to implementing the program within 90 days. Please indicate positions that are already filled versus those that would be hired, as well as anticipated timelines for hiring based on past recruitments.

14. Selected providers may only invoice for time providing services identified in the scope of work, including enrolling clients, screening for eligibility, providing identified legal services, reporting, and invoicing. All invoices and reporting must provide sufficient detail and support to confirm legal services were only provided to eligible clients. Client eligibility and supporting documentation must be entered into the SGV Home Portal. Services provided through the SGV Home Program should be unique to and separate from any services provided by the Provider under other funding agreements with other entities. Please mark “yes” to indicate, if selected, a willingness to comply with these requirements.

Yes

No

APPLICATION SUBMISSION

Before submitting this application, please review the requirements below and confirm that all applicable documents are included. Incomplete applications may be deemed non-responsive.

Required Attachments Checklist - Prior to submission, please attach the following documents, as applicable:

- Resumes, Certifications, or Licensure of key staff assigned to the proposed services
- Current organizational budget or most recent audited financial statements
- Evidence of professional liability and general liability insurance (or ability to obtain coverage upon contract award)
- Sample reports, performance dashboards, or data collection tools (if available)
- Additional documentation supporting the proposed services
- Any other information the applicant believes will assist in evaluating its qualifications

Prior to submitting a proposal, applicants should carefully review all attachments and complete any required forms, including the budget template. Applicants are also strongly encouraged to review the SGV HOME Program Guidelines and Memorandum of Agreement (MOA) template (Attachment D), as the selected provider will be expected to enter into an agreement with SGVCOG consistent with the attached MOA.

By submitting this application, the applicant certifies that all information provided is true and accurate to the best of its knowledge and that the organization is authorized to enter into contractual agreements and perform the proposed services.

Authorized Representative Name: _____

Title: _____

Signature: _____ Date: _____

ATTACHMENTS

Attachment A - SGV Home Guidelines

Attachment B - SGV Home Client Participation Agreement

Attachment C - SGV Home Budget Template

Attachment D - SGV Home Memorandum of Agreement Template