

FY 2025-26
San Gabriel Valley Council of Governments (SGVCOG)
Renter Protection and Homelessness Prevention (RPHP) Program
Application Instructions

Anticipated Project Timeline

Application Released	October 14, 2025
Teleconference	October 21, 2025, at 1:00 PM (https://us06web.zoom.us/j/89772175587)
Application Due	November 3, 2025, at 12:00 PM
Interviews (If Necessary)	Week of November 3, 2025
Service Provider Selection & Contracting	Week of November 10, 2025
Working Group Meetings	November 17 – December 30, 2025

Program Background

In November 2024, Measure A was passed by Los Angeles County voters, authorizing a half-cent countywide tax to address housing and homelessness on an ongoing basis. The Ballot Measure established that 35.75% of the collected funds would be allocated to the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) for renter protections and homelessness prevention; technical assistance; and preservation, production, and ownership programs. In accordance with the State legislation that established LACAHSAs and the Measure A Ballot Measure, the LACAHSAs Board of Directors allocated 30% of its funding to renter protections and homelessness prevention. Seventy percent (70%) of that funding is being passed-through to “eligible jurisdictions,” which can administer their own programs that comply with all LACAHSAs requirements. Each eligible jurisdiction received an estimated allocation of funds, based on its share of low-income renters. In September 2025, the LACAHSAs Board of Directors approved the guidelines for the “Renter Protection and Homelessness Prevention” (RPHP), which provides the requirements and expectations for program implementation. Those guidelines can be found [here](#).

The overall goals of any RPHP Program are to help LACAHSAs meet Measure A Goal 4 and its Target Metrics:

- **Goal 4: Prevent People from Falling into Homelessness:**
 - *Metric 4A:* Decrease by 20% in five years the number of people who become newly homeless, from a baseline of 63,202 in FY 23-24 to a target of 50,561 in 2030
 - *Metric 4b:* Increase the successful impact of flexible eviction and homeless prevention services from a baseline of 1,796 in FY 23-24 to a target of 22,116 to 23,829 in the next five years, or an average of 4,423-4,766 per year.
 - *Metric 4c:* Increase access to legal support service for tenant households from a baseline of 8,377 in FY 23-24 to a target of 85,103 to 91,693 in the next five years, or an average of 17,021 to 18,339 per year.

The SGVCOG is an eligible jurisdiction that is allocated LACAHSR RPHP funds to serve the following San Gabriel Valley cities:

- Alhambra
- Arcadia
- Azusa
- Baldwin Park
- Bradbury
- Claremont
- Covina
- Diamond Bar
- Duarte
- El Monte
- Glendora
- Industry
- Irwindale
- La Canada Flintridge
- La Puente
- La Verne
- Monrovia
- Montebello
- Monterey Park
- Pomona
- Rosemead
- San Dimas
- San Gabriel
- San Marino
- Sierra Madre
- South El Monte
- South Pasadena
- Temple City
- Walnut
- West Covina

The City of Pasadena is not a part of the SGVCOG’s program, as its RPHP funds are being allocated to the Burbank-Pasadena-Glendale Regional Housing Trust.

In total, approximately \$8.5 million in funding is available to the SGVCOG through the LACAHSR RPHP Program.

The SGVCOG previously worked with service provider and city partners to implement the “Housing Solutions Fund,” which was funded by Measure H. The Housing Solutions Fund (HSF) was established in 2023 to provide partners with access to flexible funds as quickly as possible so that these partners could house persons experiencing homelessness (PEH) and prevent people and families from falling into homelessness. The SGVCOG seeks to modify and expand this successful program to meet the LACAHSR RPHP Guidelines. Most notably, the modified and expanded Program can only serve housed renters that meet specific eligibility criteria.

The SGVCOG seeks to modify and expand its program to include the following elements, as required by the LACAHSR RPHP Guidelines:

- Marketing, Assessment, Eligibility, and Referral;
- Legal Services & Renter Education;
- Emergency Rental and Flexible Financial Assistance;
- Temporary Rental Assistance; and
- Short-Term Income Support.

The SGVCOG seeks to establish a program that is focused on case management and that includes a single-entry point for all services. The overall goal is to direct each client to the specific services and resources that will keep them housed and prevent them from falling into homelessness.

The SGVCOG is seeking service provider partner(s) to assist in the development and implementation of the SGVCOG’s regional RPHP Program. **The SGVCOG is seeking to enter**

into agreements with qualified service providers to assist in the development and implementation of the San Gabriel Valley's RPHP Program. The SGVCOG anticipates that it will execute agreements with multiple service providers to implement this program. The intent of this application process is to identify qualified service providers with which the SGVCOG shall enter into agreements.

Provider Minimum Requirements

- Must have at least 2 years of experience operating program(s) that provides at least one of the following services:
 - Legal Services & Renter Education;
 - Emergency Rental and Flexible Financial Assistance;
 - Temporary Rental Assistance; and
 - Short-Term Income Support.
- Must be in good standing in the State of California;
- Must have suitable accounting, financial, and administrative systems for documenting grants and contracts, including a system of internal controls;
- Must have adequate financial resources to perform the contract;
- Must comply with all subcontractor terms of the SGVCOG's agreement with LACAHSa;
- Must agree to participate in the SGVCOG RPHP Guidelines Working Group to develop the Program Guidelines. More information about the RPHP Guidelines Working Group can be found below.

Teleconference

The SGVCOG will hold a teleconference for all interested parties on **Tuesday, October 21, 2025, at 1:00 p.m.** At this meeting, the SGVCOG will provide an overview of the application and provide an opportunity for respondents to ask questions.

The meeting link can be found here: <https://us06web.zoom.us/j/89772175587>.

Application Submission & Review Process

Each applicant must submit an application and the "Subrecipient Information & Pre-Award Risk Assessment Questionnaire" to spiedra@sgvcog.org by the Application Deadline.

After the initial review of written applications, the SGVCOG may hold interviews with a short-list of service provider(s).

RPHP Guidelines Working Group

Upon selection of a service provider(s), the SGVCOG will establish a working group of all selected service providers to develop the SGVCOG RPHP Implementation Guidelines that all service providers will follow in implementation. Working group meetings will be held on a **weekly basis** for approximately **six (6) to eight (8) weeks** following the selection of service providers.

Each selected service provider will be required to participate in these meetings by sending at least one (1) representative. This representative must actively participate in Guidelines development process by providing recommendations, reviewing materials and collecting feedback on behalf of their agency, and supporting the development and finalization of an agreed-upon set of guidelines. Upon completion of the guidelines, all service providers must agree to comply with the guidelines.

Service providers shall receive a budget to participate in the working group process.

Contracting Process and Budget Information

Upon selection of service provider(s), the SGVCOG will execute an initial agreement with each selected service provider. This agreement will include a single task to participate in the RPHP Guidelines Working Group.

Upon completion of the Guidelines, the SGVCOG will work with each service provider to amend their existing agreement(s) to include all necessary staff to implement the SGVCOG RPHP Program. It is anticipated that the full agreements will be executed in early January 2026.

Service Providers are not asked to submit a budget as part of the application process. Service Providers will be asked to provide hourly rate and fringe rate information about each staff person that is anticipated to work on the RPHP Program. Upon completion of the SGVCOG RPHP Implementation Guidelines, the rates submitted as part of the application will be used to establish each service provider's implementation budget. The SGVCOG will seek documentation of the rates of pay and benefits calculation for each employee.

Activity Delivery Costs, which LACAHSa generally defines as costs (such as staffing) that are necessary for program implementation, are capped at 25% of the SGVCOG's overall RPHP allocation.

Please note that indirect costs are not allowed under the LACAHSa RPHP Transitional Guidelines. Items that would traditionally be considered indirect costs must be directly charged, using a reasonable approach to determining the Program's proportionate share. The SGVCOG will work with each service provider to incorporate necessary administrative costs into the respective agreements. Administrative costs are capped at 5% of the Agency's budget.

Evaluation Criteria

Each Application will be reviewed based on the criteria below, with the following weighting.

Criteria	Weight
Experience	40%
Program Approach	45%
Rates & Staffing	15%
TOTAL	100%