

FY 2025-26 SGVCOG Renter Protection & Homelessness Prevention (RPHP) Program Application

All applications must be submitted by Monday, November 3, 2025, at 12PM.

Please submit your proposals electronically by emailing Samantha Piedra, spiedra@sgvcog.org. Use the following format in the subject line:

SGVCOG [INSERT ENTITY NAME] RPHP Application Proposal

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

1. Please describe your entity's background and experience providing renter protection and homelessness prevention services in the San Gabriel Valley in one or more of the following areas:

- Legal Services & Renter Education;
- Emergency Rental and Flexible Financial Assistance;
- Temporary Rental Assistance; and
- Short-Term Income Support.

2. What population of clients does your entity typically serve? Please check all that apply.

- ☐ Individuals
- ☐ Families (including youth younger than 18 years of age)
- ☐ Seniors
- ☐ Transition-Aged Youth
- ☐ Other (please describe): _____

3. Please describe your entity's experience in operating renter protection and homelessness prevention programs. Please include an overview of how your entity approaches the following:

- Marketing, Outreach, and Referrals;
- Intake, Eligibility Verification and Documentation;
- Case Management;
- Resource Prioritization; and
- Tracking and Reporting.

4. Please describe your entity's referral process. From which external agencies does your entity typically receive referrals?

5. Please describe the San Gabriel Valley communities that your entity currently serves. Please expand on your entity's networks, partnerships, and other relationships in the San Gabriel Valley. As applicable, please reference specific communities and non-profits/community groups with which your entity frequently works.

PROGRAM APPROACH

This section is designed to gain a high-level understanding of the entity's proposed approach to implementing the program. Please note that the actual program implementation approach will be developed in collaboration with the SGVCOG and all other selected service providers.

6. What type of program is your entity proposing to operate? Please check all that apply.

- ☐ Legal Services and Renter Education
- ☐ Emergency Rental and Flexible Financial Assistance
- ☐ Temporary Rental Assistance
- ☐ Short-Term Income Support

Please see the Renter Protection and Homelessness Prevention (RPHP) Transitional Guidelines for a more comprehensive definition of these terms.

7. The LACAHSR RPHP Guidelines establish specific eligibility criteria and documentation standards for providing client services (see LACAHSR Transitional RPHP Guidelines pp. 26-28). How would your entity intake and enroll clients that would ensure that clients' eligibility complies with the RPHP Transitional Guidelines? Please reference any software or other resources that could be used and if and/or how this approach differs from any programs that the entity is implementing or has implemented.

8. What is your entity's proposed for making eligible individuals aware of the proposed program? How could this approach be coordinated with the SGVCOG and other participating service providers?

9. How would your entity accept participant referrals from eligible SGVCOG cities and other partners? In your response, please clarify which approaches that your entity has used in the past for similar programs and those that would be new for this program. past programs, as opposed to approaches that would be new.

10. The LACAHSR RPHP Transitional Guidelines limits expenditures to \$36,000 per household in combined financial assistance within a 24-month period. There are also limitations on the types of different types of financial assistance that can be provided simultaneously. The SGVCOG also anticipates having to report on the outcomes of the interventions on ensuring that households remain housed. The Personal Identifiable Information (PII) of clients must be protected as well.

How would your entity track and report on client expenditures and outcomes to ensure that they comply with the LACAHSR RPHP Transitional Guidelines?

11. The LACAHSR RPHP Transitional Guidelines require that “Eligible Jurisdictions are required to assess household needs and target assistance to those most at risk of eviction or homelessness” for the provision of “Emergency Rental and Flexible Financial Assistance” and “Temporary Rental Assistance” (LACAHSR RPHP Transitional Guidelines p. 22, p. 24). For “Short-Term Income Support,” Eligible Jurisdictions are “encouraged to prioritize households who have or anticipate having income from employment/benefits, are currently at or below 50% of area median income (AMI) and are currently working toward an increase in income through employment, education, or eligibility for benefits” (LACAHSR RPHP Program Guidelines pp. 25-26).

How would your entity meet these requirements to prioritize clients? For those entities that only intend to provide “Legal Services and Renter Education,” please indicate the proposed approach that would be used to prioritize the level of legal services (e.g. partial scope, full scope, etc.).

12. How would your entity evaluate clients' circumstances to match them to the appropriate intervention in order that most effectively and efficiently prevents homelessness?

13. Please complete the table below indicating the staff that would be required to implement an RPHP Program. Proposed staffing arrangements should ensure adequate division of labor and quality assurance/quality control (QA/QC) that ensures compliance with all LACAHSR RPHP Transitional Guideline requirements. The SGVCOG has identified the following necessary activities:

- *Intake/Eligibility Verification*: Accepting clients and client referrals and reviewing/verifying eligibility;
- *Data Entry/Tracking*: Entering and reporting on data;
- *Case Management*: Working with clients to determine appropriate intervention to prevent homelessness;
- *Quality Control (QC)*: Supporting intake/eligibility staff to review appropriateness of desired intervention;
- *Service Delivery*: Activities to directly provide resources to clients (e.g. providing financial assistance, legal services)
- *Quality Assurance (QA)*: Ensuring that services are being provided in accordance with all requirements;
- *Admin*: Costs for staff-time for planning, general management, oversight, coordination, and implementation of the program as a whole. These are costs that cannot be directly attributed to a single project or activity. See page 57 of [LACAHSR Transitional Guidelines](#) for more details.
- *Other*: Other positions that may be necessary to implement an RPHP Program.

Please note that the SGVCOG will use the above-listed positions and hourly rates to establish agreements with selected entities.

FY 25-26 SGVCOG Renter Protection and Homelessness Prevention (RPHP) Program Application

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

15. 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.

16. Please describe the agency's accounting, financial, and administrative systems and system of internal controls for documenting grants and contracts. Please include an overview of how the agency's system is equipped to manage LACAHSF funds, including experience managing other rental/financial assistance and/or housing related funds from different sources. Please specify any software or other programs utilized by your entity.