

FY 2025-26
San Gabriel Valley Council of Governments (SGVCOG)
Local Solutions Fund (LSF) Program
Interim Housing for Persons Experiencing Homelessness Program

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. For Fiscal Year 2025-26, it is estimated that Measure A will generate approximately \$1 billion. The Measure also established that 60% of collected funds would be allocated to the County of Los Angeles for “Core Comprehensive Homelessness Services.” Measure A also established that at least 15% of the funding for “Core Comprehensive Homelessness Services” would be allocated to a “Local Solutions Fund” (LSF) for cities and councils of governments. The County was directed to establish a formula by which to allocate funds to cities and councils of governments, based on the annual point-in-time count, or other similar measure.

The San Gabriel Valley Council of Governments (SGVCOG) was allocated LSF funds on behalf of 26 cities. Of these 26 cities, 19 will be participating in a regional program administered by the SGVCOG (“Regional Cities”). These cities are listed below:

- Bradbury
- Claremont
- Covina
- Diamond Bar
- Duarte
- Industry
- Irwindale
- La Canada Flintridge
- La Puente
- La Verne
- Monrovia
- Monterey Park
- San Gabriel
- San Marino
- Sierra Madre
- South El Monte
- South Pasadena
- Temple City
- Walnut

The SGVCOG recognizes that one of the Region’s greatest needs is housing that is immediately available housing for persons experiencing homelessness (PEH). To that end, this proposed Program is an initiative to identify, secure, and operate scattered-site interim housing throughout the Regional Cities. The intent of this Program is to identify immediately-available, habitable housing units that can be secured and to utilize Program funding to partially- or fully-subsidize the ongoing cost of securing those units. Program funding will also be used to house clients and provide case management at a 20:1 or 25:1 client ratio. Service Providers will be asked to provide wraparound, inclusive services tailored to meet the specific needs of clients to resolve their housing crises.

Service Providers would be responsible for identifying and securing project sites that meet the eligibility criteria (described below), overseeing and maintaining the project sites, accepting participant referrals and housing eligible participants, and providing ongoing case management for enrolled participants to help them move into subsidized or unsubsidized permanent housing at their

completion of the Program. Service Providers are also expected to monitor and report on participant outcomes.

The intent of this application process is to identify qualified service providers with which the SGVCOG shall enter into agreements with. The SGVCOG is seeking to enter into agreements with qualified service providers to identify, secure, operate, and provide case management at these sites. The SGVCOG anticipates entering into agreements with multiple service providers to implement multiple projects that will serve all the Regional Cities.

The total amount of funding available is \$1.9 million, with a goal of serving 72 clients over the course of the year. The goal is for at least 5 of these clients to move into permanent housing by June 30, 2026.

The SGVCOG is looking to serve multiple populations, including but not limited to individuals (including low-acuity and high-acuity individuals), families, seniors, and transition-aged youth (TAY). Service Providers must be willing to accept referrals from Regional Cities, outreach teams serving the Regional Cities, and other avenues required by the SGVCOG. The SGVCOG shall also allow referrals from the service providers themselves.

Funding for this Project is expected to be available in July 2025¹ and will be available through June 30, 2026, with the potential to extend successful projects for one year or longer. The funding source is Fiscal Year (FY) 2025-2026 Measure A LSF Funding. Future years' funding may be available from future years' Measure A LSF Funding, pending the success of the projects and the County's future years' allocation approach for Measure A LSF Funding.

The SGVCOG will execute an agreement with each selected Service Provider to implement the proposed Project. Each Service Provider will serve as a "subrecipient" of SGVCOG Measure A funds and all Measure A requirements will be passed-through. The SGVCOG's FY 2025-26 Measure A LSF Contract with the County of Los Angeles will establish these requirements.

Please note that the SGVCOG will not be able to execute any agreements with Service Providers until its FY 2025-26 Measure A LSF Contract with the County of Los Angeles is executed. This Agreement will be executed sometime after July 1, 2025.

Eligibility

Project Criteria

Eligible projects should meet the following criteria:

- Project sites should be ready for habitation and immediately habitable. Funding for rehabilitation of a project site is not available through this Program.
- Service provider should have site control for the duration of the Project. Please note that service providers **do not** need to have site control secured to apply for this opportunity. However, they must be able to secure site control upon successful project award and retain site control through at least June 30, 2026.

¹Funding will be available pending execution of the SGVCOG's contract with the County of Los Angeles, which is expected in July 2025, but could occur later.

- Project sites must provide individual or shared access to a restroom, with a single restroom serving a single gender (unless a single family-unit is being served), with a reasonable restroom ratio for the number of clients.
- Project sites must have certificate of occupancy.
- Project sites must have a kitchen or a space where clients can prepare meals/food.
- Projects should be able to serve a consistent number of clients at any given time for the duration of the Project. There is no minimum or maximum number of clients that must be served.

Service Provider Criteria

Service Providers should have a demonstrated track record of identifying, securing, and operating projects similar to those proposed in the application and of providing case management to clients to help them retain permanent housing. Service Providers must be able to manage the following:

- Ensure and maintain Project habitability for the duration of the Project. This could include but is not limited to working with the site owner to facilitate any necessary maintenance or repairs at the Project site.
- Adjudicate client disputes and conflicts as necessary
- Provide case management to clients at a 20:1 or 25:1 client ratio, with the goal of helping each enrolled client secure permanent housing by the end of the Project period. Case Manager will help each client to develop a Housing Plan and will meet with each client as necessary (at least monthly) to help the client implement their Housing Plan.
- Accept referrals from Regional Cities, SGVCOG outreach programs, and other entities defined by the SGVCOG. Based on the proposed Project, the Service Provider may designate specific populations (e.g. low- or high-acuity individuals, families, seniors, TAY) that are eligible for referral to a specific Project site
- Enroll a new client within 15 days of Program vacancy
- Track client progress and outcomes (including clients housed) and report monthly

Eligible Expenditures

Costs that are eligible for reimbursement under this Program include the following:

- **Rent** (at a reasonable level)/Monthly Operational Cost;
- **Utilities** (including electric, gas, water, internet);
- **Furniture, appliances, and other household items** necessary to start-up a site;
- **Case Management Staff** (20:1 ratio);
- **Housing Location Staff**. This cost should be proportionate to the number of sites being sought by the Service Provider.
- **Flexible Funds** to facilitate participants' move into permanent housing
- **Administrative Costs** shall be capped at **15%** of the cost of staff. Administrative costs include accounting staff; staff that provide overall agency support but are not specifically assigned a direct project role on the proposed Project (e.g. human resources; Executive Director with no direct implementation role; accounting staff); insurance; office space; office supplies). Service Providers **may not** also include administrative costs (e.g. human resources; Executive Director with no direct implementation role; accounting staff) as a direct project cost for the proposed Program.

This will be a reimbursement-based Program.

Application Submission Process & Review

Service Providers are required to submit the following documents:

- Application
- Budget Template

Applications will be reviewed on a rolling basis. Applications submitted by **Monday, June 23, 2025, at 3:00PM** will be reviewed in the initial application review. Applications should be submitted via email to Samantha Piedra, SGVCOG Senior Management Analyst (spiedra@sgvcog.org). The SGVCOG will continue to accept applications after this initial review period and evaluate projects based on funding availability.

Evaluation Criteria

The SGVCOG will review each application, considering the questions below. The SGVCOG is looking to serve a wide variety of target populations and will be seeking to select Project sites that support different target populations.

Questions for Consideration	Maximum Points
1. Does the Project providing housing resources for PEH that can support the Regional Cities?	Yes (5) / No (0)
2. Does the Service Provider have a viable pathway to securing and implementing the proposed Project?	5
3. What is the Service Provider's ability to provide the necessary case management to support participant?	5
4. What is the Service Provider's track record in implementing similar projects and in helping participants move into permanent housing, based on outcomes of previous projects?	5
5. What is the Service Provider's relationship with San Gabriel Valley partners? What is the Service Provider's ability to leverage relationships with these partners, and others outside of the San Gabriel Valley, to expand the services available to participants?	5
6. Does the Service Provider have the administrative capacity to comply with the necessary data and reporting requirements?	5
7. Is a unique Target Population being served?	Yes (5) / No (0)
TOTAL	35

Agreement Process

As noted previously, the SGVCOG is anticipating executing multiple agreements with multiple service providers for multiple projects. Each agreement will outline the Service Provider's Project scope of work, budget, and implementation requirements. Each selected Service Provider will be considered a subrecipient of the SGVCOG's Measure A LSF agreement with the County of Los Angeles.

Measure A Housing Program Application

To submit a project application for consideration, please complete the following application. The SGVCOG will review applications on a rolling basis, pending the availability of funding. Applications submitted by Monday, June 23, 2025 at 3PM will be reviewed in the initial application review.

PROPOSAL CONTACT INFORMATION

Agency Name: _____

Address: _____

Primary Point of Contact:

Name: _____

Title: _____

Email: _____

Phone Number: _____

Secondary Point of Contact:

Name: _____

Title: _____

Email: _____

Phone Number: _____

PROJECT SITE OVERVIEW

1. **Description:** Please provide a 1-2 sentence description of the proposed Project and Project site.
2. **Project Duration:** What is the duration of the proposed Project? Please note that while Project funding is currently available through June 30, 2026, the Service Provider should indicate the time period for which the Project site could be secured if funding were available.

3. **Site Identification Process:** How does your Agency identify potential project sites? What community partnerships do you use (if any) to assist in identifying potential project sites?

4. **Site location:** Identify address of site. If the Project site has not been located, identify the city or cities that the Service Provider would prioritize for a Project site.

5. **Site Details:** Provide an overview of the proposed Project site, including the elements listed below. Note: If site control has not yet been secured, please provide this information for the Project site being targeted.
 - a. Number of bedrooms available and approximate square footage of each room
 - b. Number of beds & number of participants per room, and how you arrived at these numbers
 - c. Number of restrooms
 - d. Description of kitchen/food preparation facilities available on-site
 - e. (If applicable) Previous relationship/projects with property owner
 - f. Are pets allowed at the site?
 - g. Attach layout, blueprint, or photos of site (if available).

6. Site Control:

a. Has the Service Provider secured site control for the proposed Project site?

_____ Yes _____ No

b. Approach to securing site control (e.g. lease; other)

c. If no, please describe how a project site will be identified and site control will be secured.

7. Site Maintenance: Please describe the approach to providing site maintenance that ensures that the Project site is maintained for participants.

PROJECT IMPLEMENTATION

8. Target Population:

a. Select any target population(s) that this proposed Project site will serve. Please check all that apply.

i. _____ Individuals

ii. _____ Families (including youth younger than 18 years of age)

iii. _____ Seniors

iv. _____ Transition-Aged Youth

v. Other (please describe): _____

Note: Service Providers do not need to select multiple populations. Please note that this information will be used to determine participant referrals, so Service Providers should only check boxes for participants for which it is comfortable providing services.

- b. Within the selected target population(s) above, are there any subpopulations or characteristics on which your proposed Project site will focus?
- c. How will the proposed Project site best serve the proposed target population(s)?
- d. Based on the target population(s) that your Project is aiming to serve, what specialized support programs will be available to participants designed to meet the needs of the targeted population(s) served at the Project site?

9. Intake Requirements and Referrals:

- a. What are the proposed intake requirements and intake process for participants? Is this proposed process consistent with the Service Provider's typical intake process?

- b. How could the Service Provider accept participant referrals from the Regional Cities and other SGVCOG partners?

- 10. Case Management:** This Program requires that the Service Provider provides individualized case management (at a 20:1 or 25:1 ratio) that serves the individual needs of each participant. This includes developing a Housing Plan for each participant, meeting with each participant on an as-needed basis (but not less than monthly), and helping each

participant implement their Housing Plan. How will the Service Provider provide these case management services?

- e. What services and resources will be provided to participants on-site by the Service Provider?

- f. What services and resources will be available to participants through referrals and connections to other partners? How will the Service Provider facilitate those connections and ensure that participants are easily able to access these services?

11. **Client Service Period:** What is the project timeframe for participants from intake to project exit? How will the Service Provider achieve this timeframe.

12. **Data Collection:** How will your agency collect data and measure Project outcomes? Please list and describe the specific tools and/or software platforms the agency currently utilizes (e.g. HMIS, Salesforce, Excel, etc.) and the ways in which these will be used to retrieve data and information to evaluate the project's performance. Please also describe what processes will be in place to ensure data quality and conduct quality assurance.

13. **Equity:** How will the Service Provider promote and ensure equity at the Project site and in Project implementation? Please include examples of how the Service Provider will provide culturally competent care at the Project site.

PROVIDER EXPERIENCE/BACKGROUND

14. Experience:

- [illegible]

15. **Administrative Systems:** 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 Measure A funds, including experience managing other homelessness and/or housing related funds from different sources. Please specify any software or other programs utilized by your agency.

PROJECT TIMELINE

16. **Timeline:** Provide a general timeline and steps for implementation of the proposed Project, if funding were approved. Please use months following contract execution (e.g. Month 1, Month 2, etc.) to communicate the timeline.

SUBMISSION

Please submit your proposals electronically by emailing Samantha Piedra, spiedra@sgvcog.org. Use the following format in the subject line: SGVCOG [INSERT PROGRAM NAME] Application Proposal – Service Provider’s Name.

_____ verifies that acknowledges the requirements of the program and confirms the Agency’s capability of implementing the proposed Project should funding be awarded. We agree to follow and comply with all Program requirements in implementation.

SIGNATURE / DATE

Signature: _____ Date: _____