

**STATEMENT OF WORK**  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)**  
**REGIONAL HOMELESSNESS COORDINATION AND INNOVATION FUNDS**

## I. Overview

Homelessness is a regional crisis. As such, one of the top priorities of the County of Los Angeles (County) Chief Executive Office's Homeless Initiative (CEO-HI) is to continue strengthening the collaboration between the County and diverse stakeholders, including the 88 cities in the County. Since cities have jurisdiction over planning/land use activities and have the insight to support locally specific solutions, cities play a unique role in our countywide efforts to prevent and combat homelessness. The Councils of Governments (COGs) have a unique and important role in facilitating a regional approach with their member cities to address homelessness.

The South Bay Cities Council of Governments (SBCCOG) includes the unincorporated South Bay areas of the County and the cities of Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Torrance, and the San Pedro/Harbor City/Harbor Gateway/Wilmington communities of the City of Los Angeles (South Bay Cities). The SBCCOG Board of Directors is comprised of elected officials from each of the SBCCOG's member cities and County Supervisorial Districts 2 and 4 and serves as the primary governing body taking actions to support endeavors aimed at maximizing the quality of life and productivity of the South Bay region.

On July 13, 2021, the County Board of Supervisors (Board) unanimously approved the Fiscal Year (FY) 2021-22 Homeless Initiative Funding Recommendations, which included funding for COGs in Homeless Initiative Strategy E7 – Strengthen the Coordinated Entry System, for (1) Regional Homelessness Coordination and (2) Innovation. These funds are intended to be used to support COGs and cities for activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness.

This Statement of Work (SOW) includes:

- **Part I: Information on the required deliverables for Regional Homelessness Coordination Funds.** The SBCCOG will conduct activities to support the member cities in regional engagement and city plan implementation. The SBCCOG will receive \$118,751 in Regional Homelessness Coordination Funds.
- **Part II. Information on the required deliverables for Innovation Funds.** SBCCOG should use these Innovation Funds to support cities to implement activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. These tasks are to be separate from and not duplicative of work funded for Regional Homelessness Coordination. The SBCCOG will receive \$2,110,510 in Innovation Funds, of which \$145,000 has been previously pre-paid.

Innovation Funds Methodology: The SBCCOG Innovation Funds Review Panel has reviewed roughly \$3.5 million worth of Requests for Proposal (RFP) submitted by nine South Bay Cities.

In reviewing the RFPs, the Review Panel had the following considerations:

- 1) Support the Priority Areas of the County RFPs:

- a. Increasing supply of permanent and interim housing
- b. Enhancing the service system for those experiencing homelessness
- 2) Assess the efficacy of the proposals
- 3) Achieve an equitable distribution of the reward based on the cities' homeless count

The maximum contract amount is not to exceed **\$2,229,261**.

## II. Objective

SBCCOG will use these funds to manage the tasks described below, including coordinating with cities to participate in interjurisdictional activities and meetings and facilitating a regional approach to prevent and combat homelessness in the County.

The objective of this Statement of Work is to set the South Bay Cities on a pathway towards achieving functional zero in three years. To achieve this goal, the SBCCOG has identified near term priority goals that are addressed in this SOW:

Priority #1: Increase permanent housing and interim housing inventory

Priority #2: Focus on mental health care and beds

Priority #3: Data mine to better direct resources to match the needs of the area

## III. Tasks/Deliverables

### Part 1: Regional Homelessness Coordination Services

<b>Task 1: Regional Homelessness Coordination (Priority Area 2)</b>		
<b>Program Description:</b> The SBCCOG will use a multi-prong approach to achieve functional zero in five years. The high-level goals will be to increase interim and permanent housing stock, increase mental health services and beds, data mine Homeless Management Information System (HMIS) population to better link services to needs specific for the area, and increase funding for the area.		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>1.a</b>	<ul style="list-style-type: none"> <li>a. Coordinate public-private efforts to identify 2 Project Homekey (PHK) sites by providing technical assistance to the hosting cities and private developer to apply for State PHK funding.</li> <li>b. Identify the second PHK site.</li> <li>c. Identify up to 2 additional housing sites for PHK Round 3</li> </ul>	<ul style="list-style-type: none"> <li>a. 90 days from contract execution</li> <li>b. 150 days from contract execution</li> <li>c. 180 days from contract execution</li> </ul>
<b>1.b</b>	<ul style="list-style-type: none"> <li>a. Identify 1 CalTrans site for Interim Housing development; Identify 1 non-CalTrans site for Interim Housing development.</li> <li>b. Develop and submit an Interim Housing proposal to County and/or State funding partners. Begin negotiating a Statement of Work to begin build out during Fiscal Year 2022-23</li> </ul>	<ul style="list-style-type: none"> <li>a. 90 days from contract execution</li> <li>b. 180 days from contract execution</li> </ul>
<b>1.c</b>	<ul style="list-style-type: none"> <li>a. Develop South Bay permanent housing inventory utilizing the Los Angeles Homeless Services Authority (LAHSA) permanent housing database, PATH Lease-up, Home Share South Bay, SHARE, Family Promise, housing authority database, and listings of Section 8 friendly landlords.</li> <li>b. Identify gaps in housing in various jurisdictions and develop</li> </ul>	<ul style="list-style-type: none"> <li>a. 180 days from contract execution</li> <li>b. 270 days from contract execution</li> </ul>

	recommendations for the Board of Directors to fill those gaps.	
1.d	a. Secure funding, develop and launch the Beach Cities/County Psychiatric Mobile Response Team (PMRT) Pilot targeting cities of Redondo Beach, Hermosa Beach and Manhattan Beach. b. Secure funding, launch additional South Bay PMRT team.	a. 240 days from contract execution b. 360 days from contract execution
1.e	a. In partnership with community partners, develop an assessment of mental health needs in the region. b. Submit report to the County	270 days from contract execution
1.f	a. Submit report on delays in housing clients and develop recommendations to the County to address the issue.	Bi-weekly
1.g	Data mine HMIS population in the South Bay. Identify service and income gaps to better target service delivery that compliments the population characteristics of SPA 8. Develop recommendations in combination with 1.g	270 days from contract execution
1.h	SBCCOG's Homeless Services Taskforce to evaluate regional labor supply issues of local homeless service agencies' staff to assess the impact on the homeless service system. Develop/submit recommendations to the County	Quarterly
1.i	a. Research and report to the SBCCOG Homeless Taskforce on legislation and/or government affairs that will affect homelessness in the region, such as the Blue-Ribbon Commission on Homelessness (BRCH), and various Federal, State, and Local legislation (i.e., anti-camping ordinances) – At least bi-monthly b. Legislation/Advocacy recommendations will be submitted to the SBCCOG's Legislative committee at least once a year c. SBCCOG to submit recommendations to the BRCH on Homelessness.	a. Bi-Monthly b. Annually c. 90 days from contract execution
1.j	Work with the South Bay Workforce Investment Board (SBWIB) to develop a project that will increase employment opportunities for those formerly incarcerated, or with complicated background checks.	270 days from contract execution
1.k	a. Convene Homelessness Task Force meetings to set goals, discuss progress, identify pain points, share lessons learned and present information to further educate the region on new solutions to end homelessness b. Develop a 3-year Plan to achieve Functional Zero in the South Bay and present the Plan to the Board	a. Bi-monthly b. 360 days from contract execution

## Part 2: Innovation Funds

<b>Task 2: Torrance Interim Shelter Project (Priority Area 1)</b>		
<b>Program Description:</b> Slated on the Torrance Civic Center grounds, the Torrance Interim Shelter project will build 40-45 non-congregate single unit shelters. The Innovation Fund will fund the purchase and construction of the Pallet Shelter (capital cost).		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
2.a	Construction and delivery of shelters to site	90 days from contract execution

	SITE PREPARATION	
<b>2.b</b>	Torrance site completion, ready for move-in	
<b>2.c</b>	New interim housing to achieve full occupancy	240 days from contract execution

**Task 3: Torrance Interim Shelter Project - Outreach/Engagement (Priority Area 1)**

**Program Description:** Slated on the Torrance Civic Center grounds, the Torrance Interim Shelter project will build 40 non-congregate single unit shelters. The Innovation Funds will fund two outreach and engage unsheltered people experiencing homelessness and Housing Navigators to assist clients to lease up and transition to permanent housing.

	Deliverables/Performance Targets	Timeline
	CLIENT PREPARATION – Narrative to be included in the progress report.	
<b>3.a</b>	Current South Bay outreach teams assist service provider with creating initial 30+ Move-In Potential List. 30 clients are prepared for move-in	
	SUB-CONTRACTOR PREPARATION	
<b>3.b</b>	Torrance executes a SOW signed with service provider(s)	
<b>3.c</b>	Torrance posts job openings and vendors RFP	
<b>3.d</b>	Torrance selects the vendor/shelter operator	
<b>3.e</b>	Shelter operator completes a Training Program Design, or utilizes existing operator training programs, for the shelter program staff and Torrance outreach workers.	
<b>3.f</b>	Shelter operator conducts 2 weeks of intensive training, or as prescribed by the operator	
	THROUGH-PUT - Narrative to be included in the progress report.	
<b>3.g</b>	Develop Housing Plans, including plans regarding income (e.g., Social Security income and disability income), job assistance, housing vouchers, documentation, and legal aid (e.g., background checks and credit checks), for all participants.	
<b>3.h</b>	<p>Quarterly Report detailing metrics and outcomes, including progress on behavioral health plans and housing timeline (e.g., anticipated housing dates) for all participants. Data such as demographic data and service linkages should be searchable in HMIS by SBCCOG.</p> <ul style="list-style-type: none"> <li>a. At least 60 unduplicated clients serviced at site and in outreach.</li> <li>b. At least 25 unduplicated clients added to CES</li> <li>c. Complete housing and services plan for all clients</li> <li>d. At least 45 unduplicated clients receive Case Management services</li> <li>e. At least 40 unduplicated clients receive Housing Navigation services</li> <li>f. At least 10 unduplicated interim housing clients exit to housing permanent housing (i.e., emergency housing voucher, rapid rehousing, reunification, permanent supportive housing, etc.)</li> <li>g. At least 4 unduplicated clients, who received outreach services, secure housing exit to permanent housing</li> <li>h. Develop a behavioral health plan for all eligible clients and link them to behavioral health services</li> <li>i. Report on exits back to the streets and the reasons</li> </ul>	Quarterly

**Task 4: Beach Cities' Homeless Court and Interim Beds (Priority Area 2)**

**Program Description:** The Redondo Beach Homeless Court will be expanded to include Hermosa Beach. The logistics and legal jurisdiction issues have been sorted out. The Innovation Fund will fund a portion of the costs to run this program – namely the site costs and services for those seeking restorative justice (mental health and substance abuse counseling).

Furthermore, the Homeless Court program dates serve as a mini-homeless connect day to link Homeless Court participants and people experiencing homelessness (PEH), who walk in and are not currently participating in Homeless Court, to service providers such as the Criminal Record Clearing Project, Department of Health Services, Department of Mental Health, Workforce Development, and more.

Additionally, 5 single room occupancy (SRO) apartments will be secured to serve as bridge housing. The previous funding for these units has run out. With the expansion of the Homeless Court, the Review Panel deemed these units necessary, with the caveat that they be open to cities of Redondo Beach, Hermosa Beach and Manhattan Beach (“Beach Cities”).

Redondo Beach and Hermosa Beach PEH will be prioritized, however, these units may not exclusively serve these cities.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>4.a</b>	Develop Housing Plans, including income plans (e.g., Social Security Income and Disability Income), job assistance, housing vouchers, documentation support, and legal aid (e.g., background checks and credit checks) for all participants.	Ongoing
<b>4.b</b>	Develop Behavioral Health Plans, including plans for mental health, substance abuse, In Home Supportive Services, medication administration, and Medi-Cal for all participants	Ongoing
<b>4.c</b>	Quarterly report detailing: <ul style="list-style-type: none"> <li>• At least 45 quarterly referrals</li> <li>• At least 25 quarterly court appearances</li> <li>• At least 10 unduplicated clients with all motions granted</li> <li>• At least 45 unduplicated clients connected to services including clients bypassing the court, but utilizing the services offered onsite</li> <li>• At least 6 unduplicated clients housed in interim housing</li> <li>• At least 6 unduplicated clients housed in permanent housing</li> <li>• Maintain 100% bed assignment rate</li> <li>• Progress on behavioral health plans and housing timeline, including anticipated housing dates, for all participants. Data such as demographic data and service linkages should be queryable in HMIS by SBCCOG.</li> </ul>	Quarterly

**Task 5: Home Share South Bay Project (Priority Area 1)**

**Program Description:** The SBCCOG would like to extend the trial period for the Home Share South Bay Project for another 6 months to December 2022. We believe the success of Home Share has been hampered by Covid-19 and the subsequent Delta variant. We are seeking to give the program additional runway as we come out of the Delta variant. The funding will go towards costs to support the site, and promotion costs (PSAs, social media, and newspaper ads).

Client eligibility will demonstrate direct linkage to homelessness or at risk.

Additionally, while promoting Home Share, SBCCOG will also promote PATH Lease Up, a countywide program that aims to increase Section 8 friendly inventory.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>5.a</b>	<ul style="list-style-type: none"> <li>a. Conduct community outreach using public service announcements, social media, and newspaper campaigns</li> <li>b. Track site traffics, click throughs, sign ups, etc.</li> <li>c. Increase traffic by 500% at Home Share South Bay website at: homesharesouthbay.org</li> </ul>	Ongoing
<b>5.b</b>	<p>Outcomes and Metrics</p> <ul style="list-style-type: none"> <li>a. At least 30 unduplicated homeowner sign ups</li> <li>b. At least 10 matches (between landlord and tenant)</li> <li>c. Achieve a 90% retention after 6 months</li> <li>d. Complete the Participant (Landlord/Tenant) Survey to evaluate program and develop/implement quality improvement efforts to improve client engagement, matching, and retention.</li> <li>e. Conduct customer satisfaction surveys for all participants (Landlord/Tenant) including: 1 month after tenants move in to troubleshoot; post-move out survey. Collect at least 90% of surveys.</li> <li>f. Monitor income needs of tenants through light touch case management and link clients to services if needed</li> <li>g. Determine whether to continue separate South Bay branding or just make referrals to Silvernest</li> </ul>	<p>a &amp; b: 180 days from contract execution</p> <p>c &amp; d: 180 days from contract execution</p> <p>e &amp; f: Narrative to be included in the progress report.</p> <p>g: 210 days from contract execution</p>

#### **Task 6: Client Aid (Priority Area 2)**

##### **Program Description:**

South Bay Cities and providers are seeking easily accessible client aid funds for prevention and bridge strategies to support people experiencing homelessness. The SBCCOG is seeking \$35,000 for a 12-month program, 100% due upon execution of this SOW, to administer the Client Aid program that will include, but is not limited to:

- Motel stays for those who cannot go into traditional shelter settings or are in transition to permanent housing
- Move-in assistance: rental & utility deposits
- Boot fees, car impound fees, and temporary auto insurance to help sustain employment
- Minor medical fees to help sustain employment such as glasses and hearing aids
- Bridge rental subsidy for those not eligible for Rapid Rehousing or Problem Solving.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>6.a</b>	Develop a Client Aid program that aligns with the County homeless eligibility requirements and metrics. Program will include process to link clients who have not been connected to homeless services. Narrative to be included in the progress report.	60 days from contract execution
<b>6.b</b>	Conduct targeted Outreach to partners including agencies and city staff. Narrative to be included in the progress report.	Ongoing
<b>6.c</b>	<p>Serve at least 18 unduplicated individuals or families who are at risk of becoming homeless (to avert homelessness), or who need a bridge to shelter and/or permanent housing.</p> <p>Metrics to include:</p> <ul style="list-style-type: none"> <li>• # of people receiving prevention services (auto related expenses, job related expenses, rental related expenses, and others)</li> <li>• # of people transitioned to interim housing (bridge housing, storage fees, and others)</li> </ul>	Quarterly

	<ul style="list-style-type: none"> <li># of people transitioned to permanent housing (document fees, bridge housing, storage fees, and others)</li> </ul>	
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**Task 7: Hawthorne/LA CADA Project (Priority Area 2)**

**Program Description:** Hawthorne is partnering with an agency called Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides comprehensive behavioral healthcare services that addresses alcohol, drug, mental health, trauma disorders, and other exhibited symptoms of homelessness. The proposal calls for 2 Outreach Case Managers, who will provide intensive case management and clinical coordination. LA CADA will initially dedicate 4 behavioral health beds for Hawthorne residents, with the option to expand. LA CADA will also match 40% of the personnel costs. This funding is predicated on Hawthorne maintaining its existing 2 Homeless Coordinator positions so that this new funding does not supplant current expenditures.

Potential risks and mitigation plans: Labor supply competition. Mitigation: Consider creating a regional Labor Pool Funds to benchmark starting salaries with LAHSA's salaries.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>7.a</b>	Finalize an Outreach Plan	30 days from contract execution
<b>7.b</b>	Execute a subcontract with the provider	60 days from contract execution
<b>7.c</b>	Achieve a full caseload (20-25) per Manager	60 days from contract execution
<b>7.d</b>	Develop Housing Plans, including plans regarding income (e.g., Social Security income and disability income), job assistance, housing vouchers, documentation, and legal aid (e.g., background checks and credit checks), for all participants.	Throughout the contract. Narrative to be provided in the progress report
<b>7.e</b>	Develop Behavioral Health Plans, including plans for mental health, substance abuse, In- Home Supportive Services (IHSS), medication administration, and Medi-Cal, for all participants.	
<b>7.f</b>	Achieve a full bed occupancy	90 days from contract execution
<b>7.g</b>	<p>Quarterly Report detailing metrics and outcomes, including progress on behavioral health plans and housing timeline (e.g., anticipated housing dates) for all participants. Data such as demographic data and service linkages should be searchable in HMIS by SBCCOG.</p> <p>Metrics to include:</p> <ul style="list-style-type: none"> <li>At least 50 unduplicated clients serviced at site and in outreach.</li> <li>At least 30 unduplicated clients added to CES.</li> <li>At least 12 unduplicated clients are housed in the following categories: emergency housing voucher, rapid rehousing, reunification, permanent supportive housing, and interim housing etc.</li> </ul>	Quarterly

**Task 8: Beach Cities Dedicated Case Management Services (Priority Area 2)**

**Program Description:** Manhattan Beach will serve as the lead city in this multi-jurisdictional program to provide consistent case management, closer linkage between outreach activity and city stakeholders, decrease burden of homeless calls to police, and increase housing placements for cities of El Segundo, Manhattan Beach, Hermosa Beach, and Redondo Beach (“Beach Cities”). This SOW will provide funding for two full-time case managers to provide this coverage.

Potential risks and mitigation plans: Labor supply competition. Mitigation: Consider creating a regional Labor Pool Funds to benchmark starting salaries with LAHSA’s salaries.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>8.a</b>	Develop Staff Training Program and conduct staff training (service provider)	90 days from contract execution
<b>8.b</b>	Maintain a client ratio of 1:20 (Case Manager to Clients)	90 days from contract execution
<b>8.c</b>	Develop Housing Plans, including plans regarding income (e.g., Social Security income and disability income), job assistance, housing vouchers, documentation, and legal aid (e.g., background checks and credit checks), for all participants.	To be reported in Quarterly Reports
<b>8.d</b>	Provide behavioral health referrals	Ongoing
<b>8.e</b>	<p>Quarterly Report detailing metrics and outcomes, including progress on and housing timeline (e.g., anticipated housing dates) for all participants. Data such as demographic data and service linkages should be searchable in HMIS by SBCCOG.</p> <ul style="list-style-type: none"> <li>• At least 20 new unduplicated clients are serviced in outreach.</li> <li>• At least 10 new unduplicated clients are added to CES</li> <li>• At least 15 new unduplicated clients receive case management services</li> <li>• At least 5 unduplicated clients are housed in interim housing</li> <li>• At least 8 unduplicated clients are permanently housed (include destinations: emergency housing voucher, rapid rehousing, reunification, permanent supportive housing, etc.)</li> </ul>	Quarterly Contract Period

**Task 9: Inglewood Homeless Coordinator Project (Priority Area 2)**

**Program Description:** A homeless service coordinator will help integrate Inglewood with homeless systems, better align resources, and increase housing placements. Inglewood seeks to partner with St. Margaret’s Center to manage this Coordinator position.

Potential risks and mitigation plans: Labor supply competition. Mitigation: Consider creating a regional Labor Pool Funds to benchmark starting salaries with LAHSA’s salaries.

	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>9.a</b>	Tasks to be completed by Coordinator include, but not limited to: Agency (sub-contractor) to design a Training Program (include abundant case studies)	90 days from contract execution
<b>9.b</b>	<p>On a weekly basis:</p> <ol style="list-style-type: none"> <li>Meet with outreach teams</li> <li>Review Housing Plans and Behavioral Health Plans for clients</li> <li>Identify gaps in plans and outreach</li> <li>Help identify solutions to bridge gaps</li> <li>Maintain a caseload of 12 people</li> </ol>	Narrative to be provided in progress reports



9.c	<p>Quarterly Report detailing metrics and outcomes, including progress on behavioral health plans and housing timeline (e.g., anticipated housing dates) for all participants. Data such as demographic data and service linkages should be searchable in HMIS by SBCCOG.</p> <ol style="list-style-type: none"> <li>At least 12 unduplicated clients are serviced in outreach. (Outcome: 12 people)</li> <li>At least 8 unduplicated clients are added to CES. Report the number of people added to CES (Outcome: 8 people)</li> <li>Complete housing and services plan for all clients</li> <li>Develop a behavioral health plan for all eligible clients and link them to behavioral health services</li> <li>At least 4 unduplicated clients are placed in interim housing.</li> <li>At least 2 unduplicated clients are housed in permanent housing (i.e., emergency housing voucher, rapid rehousing, reunification, permanent supportive housing, etc.)</li> <li>Increase outreach outcomes in area (outcome: increase people housed by 20% for the quarter when compared year-over-year)</li> </ol>	Quarterly
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**Task 10: Gardena Homeless Plan and Outreach Coordinator (Priority Area 2)**

**Program Description:** Gardena is seeking funds to develop a Homeless Plan. Gardena anticipates, as a result of this Plan, the need for an Outreach Coordinator to facilitate Plan recommendations and increase housing placements. Currently, Gardena staff is handling a large volume of homeless services requests. This Coordinator position will alleviate the burden on the city staff and provide the attention that the requests deserve. However, the Coordinator position will be hired after the Plan is put in place, which will be outside the 6-month window of this SOW.

Potential risks and mitigation plans: Labor supply competition. Mitigation: Consider creating a regional Labor Pool Funds to benchmark starting salaries with LAHSA's salaries.

	Deliverables/Performance Targets	Timeline
10.a	Contract in place for consultant services	90 days from contract execution
10.b	SBCCOG to submit the city's Partnership Report to the County	210 days from contract execution
10.c	<p>Develop Homeless Plan. Plan will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>Comprehensive needs assessment for Gardena's homeless population, including looking at mental health needs, substance abuse needs, income needs, restorative justice needs, other needs of the demographics of Gardena's homeless population, and homeless inflows/outflows</li> <li>Tactical steps to reach functional zero in 5 years, including potential funding to address the needs assessed</li> <li>Suggests sites for interim housing</li> <li>Plans to increase permanent housing inventory</li> <li>Prevention strategies to mitigate inflow</li> </ul>	
10.d	Plan adopted by City Council	270 days from contract execution
10.e	Coordinator Hired	360 days from contract execution

<b>Task 11: Rancho Palos Verdes Homeless Plan Project (Priority Area 2)</b>		
<b>Program Description:</b> Rancho Palos Verdes is seeking to develop an actionable plan to prevent and combat homelessness. The plan sets goals and strategies, with input from city staff, sheriff and fire departments, community members, and neighboring peninsula cities.		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>11.a</b>	Contract in place for consultant services	
<b>11.b</b>	SBCCOG to submit the city's Partnership Report to the County	180 days from contract execution
<b>11.c</b>	Develop a Homeless Plan. Plan will include, but not be limited to: <ul style="list-style-type: none"> <li>• Create a comprehensive plan with city departments and community partners to address homelessness when it occurs and how cities can get people into shelter and what permanent and affordable housing options are available</li> <li>• Discuss with neighboring cities regarding coordinating efforts throughout the peninsula</li> <li>• Discuss realistic projections of homeless inflow and outflow</li> </ul> Discuss prevention strategies to mitigate inflow	270 days from contract execution
<b>11.d</b>	<ul style="list-style-type: none"> <li>• Plan adopted by City Council</li> </ul>	360 days from contract execution
<b>11.e</b>	Coordinator Hired	270 days from contract execution
<b>11.f</b>	Coordinate the development of the City Homelessness Plan Implementation plan.	300 days from contract execution
<b>11.g</b>	Develop a City referral plan for City departments to refer homeless services requests. Submit the referral plan to the County.	300 days from contract execution
<b>11.h</b>	Collaborate with the SBCCOG to identify new permanent housing sites.	360 days from contract execution

<b>Task 12: Innovation Fund Administration</b>		
<b>Program Description:</b> The SBCCOG will administer the Innovation Fund Projects and provide oversight to ensure program goals and reporting processes are met within each task timeline. The SBCCOG will also disburse funding and coordinate any budget modifications that may arise.		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>12.a</b>	Oversight and technical assistance of the included programs. Quarterly check-ins of each project. Collect quarterly reports on each project.	Quarterly
<b>12.b</b>	Develop and submit consolidated quarterly reports to the County and participate in program monitoring calls.	Quarterly
<b>12.c</b>	Invoice and disburse funding	Quarterly

<b>Task 13: Future Programming (Hold Back)</b>		
<b>Program Description:</b> SBCCOG will set aside \$211,711 for future programming which may be used to fund existing (for an extended period of time) or new projects.		
	<b>Deliverables/Performance Targets</b>	<b>Timeline</b>
<b>13.a</b>	The program will align with the County homeless eligibility requirements and metrics. Program will include assisting clients who have not been connected to homeless services.	
<b>13.b</b>	Conduct targeted Outreach to partners including agencies and city staff.	
<b>13.c</b>	SBCCOG to submit an allocation plan including a scope of work prior to implementation.	Quarterly

#### **IV. Reporting, Documentation, and Invoices**

The SBCCOG shall provide quarterly reports, complete on-line surveys, and submit invoices, describing progress made on items in Tasks listed above. A final report will be due to the County prior to contract expiration describing the outcomes for all Tasks.

- A. Provide a copy of the any subcontracted agreements necessary to implement the funded program in advance for County approval.
  - i. Within 60 days of contract execution
- B. Submit invoices monthly to the County CEO-HI.
  - i. Invoices will not be paid without the associated report describing progress made during the invoicing period
- C. Submit Quarterly Reports and supporting documents.
- D. Submit Final Report
  - i. Prior to contract expiration

All reports, invoices, and required documents must be submitted to the following three email addresses:

Ashlee Oh, Principal Analyst: [aoh@ceo.lacounty.gov](mailto:aoh@ceo.lacounty.gov)  
with copies to  
[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)  
[HomelessInitiativeCities@lacounty.gov](mailto:HomelessInitiativeCities@lacounty.gov)

**PRICING SCHEDULE**  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**  
**REGIONAL HOMELESSNESS COORDINATION AND INNOVATION FUNDING**

**Maximum Contract Amount Not to Exceed: \$2,229,261**

Up to \$118,751 of the total contract budget is to be paid by County for South Bay Cities Council of Governments (SBCCOG) Regional Homelessness Coordination costs. Up to \$2,110,510 of the total contract budget is to be paid by County for SBCCOG Innovation costs.

The County may pay up to \$32,986 of the total Regional Homelessness Coordination sum amount upon submission to and County approval of Regional Homelessness Coordination Implementation Plan detailing contract services. The County may also pay up to \$60,510 of the total amount of the Innovation Fund (Year One) and up to \$179,055 of the total amount of the Innovation Fund (Year Two) upon submission to and County approval of subcontracts necessary to perform contract services to County.

**When the County Board of Supervisors approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.**

<b>REGIONAL HOMELESSNESS COORDINATION PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/Months</b>	<b>Rate</b>	<b>Year 1</b>	<b>Year 2</b>
Senior Project Manager	0.28/ 18mo.	\$105	\$22,575	\$45,150
Analyst	0.28/ 18 mo.	\$62	\$13,578	\$27,156
Data Intern (part time)	0.14/ 18 mo.	\$25	\$3,431	\$6,861
<b>STAFFING COSTS</b>			<b>\$39,584</b>	<b>\$79,167</b>
<b>PROGRAM OPERATIONS COSTS</b>				
				\$
<b>PROGRAM OPERATION COSTS</b>				\$
<b>REGIONAL HOMELESSNESS COORDINATION TOTAL</b>			<b>\$39,584</b>	<b>\$79,167</b>

<b>INNOVATION FUNDS PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/Months</b>	<b>Rate</b>	<b>Year 1</b>	<b>Year 2</b>
Senior Project Manager	0.12/ 18 mo.	\$105	\$62,669	\$105,339
Analyst	0.12/ 18 mo.	\$62	\$39,286	\$70,331
Data Intern	0.36/ 18 mo.	\$25		\$25,875
<b>STAFFING COSTS</b>			<b>\$101,955</b>	<b>\$201,545</b>
<b>PROGRAM OPERATIONS COSTS</b>				
Torrance Interim Shelter Project- Capital cost			\$100,000	\$45,000
Torrance Interim Shelter Project - Outreach				\$250,000
Beach Cities' Homeless Court and Interim Beds			\$135,693	\$170,606
Home Share South Bay Project			\$6,000	\$14,000

Client Aid	\$35,000	\$20,000
Hawthorne/LA CADA Project	\$116,000	\$232,000
Beach Cities Dedicated Case Managers Project	\$72,000	\$144,000
Inglewood Homeless Coordinator Project	\$41,667	\$83,333
Gardena Homelessness Plan and Coordinator	\$30,000	\$80,000
Rancho Palos Verdes Homelessness Plan Project	\$20,000	
Future Programming		\$211,711
PROGRAM OPERATIONS COST	\$556,360	\$1,250,650
<b>INNOVATION FUNDS TOTAL</b>	<b>\$658,315</b>	<b>\$1,452,195</b>
<b>TOTAL CONTRACT SUM</b>	<b>\$697,898</b>	<b>\$1,531,363</b>

\*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment is not required for changes within line items and/or categories, not to exceed the maximum contract amount.

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