

South Bay Cities Council of Governments

**Steering Committee
Monday, September 8, 2025
SBCCOG Office**

**In person and virtually via Zoom
357 Van Ness Way #90
Torrance, CA 90501**

PUBLIC COMMENTS:

The Public Comment portion of the meeting is the Public's opportunity to provide comments on non-agenda items within the jurisdiction of the SBCCOG/cities and each speaker is limited to three (3) minutes. Comments on agenda items may be made following the staff report on the item and each speaker is limited to three (3) minutes per item. Time allotments may be reduced due to time constraints at the discretion of the Chair. When called on, please state: Your name and residence and the organization you represent, if appropriate. Written comments are also accepted by 11:00 am the day of the meeting via e-mail to natalie@southbaycities.org. Both written and oral comments will be part of the official record.

SBCCOG Board Members:

Pursuant to the end of the State's COVID-19 emergency declaration, your attendance is required to be in-person or follow the provisions of AB 2449 available [here](#)

If unable to attend in person but want to vote virtually, let SBCCOG staff know using the form: <https://forms.office.com/r/47wQggsvf9?origin=lprLink>

ACCESSING THE MEETING:

For the public and guests, receive Zoom meeting credentials in advance by using the below link to RSVP: https://us06web.zoom.us/meeting/register/tZcsce6orD0pGda5p_4pKbh3J1EqKDIJgaSY#/registration
OR visit <https://zoom.us/join> or dial (669) 444-9171 and use Meeting ID: 831 6702 6332; Passcode: 505171

AGENDA

- I. CONFIRM THE QUORUM – 12:00 noon**
- II. REPORT OF POSTING OF THE AGENDA**
 - **ACTION:** Receive and file
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- IV. PUBLIC COMMENT – 12:05 pm**
- V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm**
 - A. August 11, 2025 Steering Committee meeting minutes – attached (Pages 5-9)**
 - **ACTION:** Approve
 - B. Resolution 2025-3 - Records retention schedule**
 - **Memos – attached (Pages 11-23)**
 - **ACTION:** Recommend board approval

- C. CivicSpark Contract amendment
 - Attached (**Pages 25-28**)
 - **ACTION:** Recommend board approval
- D. Contract with Sanitation Districts
 - Attached (**Pages 29-31**)
 - **ACTION:** Approve (was on August Board meeting agenda, time critical)
- E. Measure A Contracts for Homeless Services
 - Scopes of work – attached (**Pages 33-95**)
 - **ACTION:** Approve (was on August Board meeting agenda, time critical)
- F. Outstanding Dues Payments as of 9/2/25
 - City of Los Angeles - we were notified that it is in process– city has no vote until dues are paid
- G. Pending Grants
 - LA 2050 – plan for micromobility lending of vehicles at senior facilities – notification expected in October
 - Biodiversity Grant – application to be submitted in October
- H. Monthly Reports – Receive and File
 - City Attendance at SBCCOG Meetings – attached (**Page 97**)

VI. ACTION ITEMS

- I. Metro Service Council Vacancy – **12:15 pm**
 - There is one vacancy on the Metro Service Council expiring July 2027. At the last meeting, the Steering Committee restricted the selection to someone from the northern portion of the service territory. Supervisor Mitchell's office has nominated Nisha Gaston who lives in West Athens.
 - Ms. Gaston's statement of interest – attached. Her resume has also been requested, and she has been invited to the meeting to introduce herself and make a 3 minute statement. (**Page 99**)
 - **ACTION:** Consider Ms. Gaston's nomination and decide whether to approve Nisha Gaston for the vacant seat on the Metro Service Council expiring in July 2027 for recommendation to the Metro Board.
- J. Request from LA Council District 15 to amend the Joint Powers Authority to allow for a non-elected alternate for the LA City member – **12:30 pm**
 - Request letter and relevant JPA sections attached (**Pages 101-102**)
 - **ACTION:** Recommend Board approval for amending the Joint Powers Authority for this purpose
- K. AI Working Group – **12:40 pm**
 - Memo attached (**Page 103**)
 - **ACTION:** Provide direction on date, time and draft agenda
- L. Legislation – **12:50 pm**
 - Legislative Matrix – attached (**Pages 105-115**)

- Current and Two Year Bills
- Follow-up re: August 14 Legislative Briefing – format suggestions? In person vs. Hybrid? Networking?
- Next Legislative Briefing is October 9 – during LCC conference. Change it to October 16?
- **ACTION:** Provide direction on format and October meeting date

M. Board Meeting Agenda Development – 1:00 pm

- September – draft agenda – attached (**Pages 116-118**)
 - WSPA re: impacts of some of the refinery closures (both confirmed and rumored) on the state and particularly the South Bay
 - Baldwin Hills Conservancy Update
 - 3rd Quarter Progress Report on Energy & Climate Recognition Program
- October
 - Waymo?
- November 20 – **one week early**
 - Classification and Compensation Study
- Potential Speakers
 - Mayor Bass – invite us to Getty House
 - Andrew Dermanoski, Colonel, USSF, LAAFB
- Special meeting possibilities
 - Alta Sea Wave Project
 - Sanitation District Water Treatment Plant Tour
 - Harbor-UCLA Tour of new facilities – October/November

N. Approval of Invoices – to be sent in supplemental distribution – 1:05 pm

- **ACTION:** Approve invoices for payment

VII. INFORMATION ITEMS

O. Land Use and Transportation Update & REAP – 1:10 pm

- Housing Trust Feasibility Study
- Commercial Redevelopment
- Micro-Mobility Hubs

P. South Bay Environmental Services Center Activities – 1:15 pm – attached (Pages 119-124**)**

- Update on Cool Roof study and programs for businesses

Q. SBFN – 1:20 pm

- Update on status of the network and the transition

R. Homeless Services – 1:25 pm

- Client Aid Recap Report – attached (**Page 125**)
- Time Limited Subsidy Recap Report – attached (**Page 127**)
- Update on policy issues being addressed
- Introduction of new employees

S. Update on Senior Services – 1:35 pm

T. Update on the Local Travel Network & E-Bike Safety Issues – 1:40 pm

U. General Assembly location update – 1:45 pm

- Intuit Dome – Discounted community rate of \$500/hour, with all staffing expenses charged on top
- Other locations are being considered and will be reported on at the meeting

V. Office Move Update – 1:50 pm

- Sound system and monitor screen installation status

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:55 pm

IX. NEXT STEERING COMMITTEE – Monday, October 13, 2025 @ 12:00 noon – SBCCOG office

X. ADJOURNMENT

South Bay Cities Council of Governments

Steering Committee Monday, August 11, 2025 Minutes

Attendees: Bernadette Suarez, Chair (Lawndale); Ray Jackson, 2nd Vice Chair (Hermosa Beach); Cedric Hicks (Carson); Rodney Tanaka (Gardena); Barry Waite (Lomita); Zein Obagi (Redondo Beach); Bea Dieringer (Rolling Hills); Irma Galicia – left at 1:30pm (LA County – D2); Jim Butts – virtual non-voting (Inglewood); Jacki Bacharach, Kim Fuentes, Wally Siembab, David Leger, Natalie Champion, Ronson Chu, Jake Romoff, Eleanor Murphy, Lara Gerges, Andrey Mulligan (SBCCOG)

- I. CONFIRM THE QUORUM – 12:05 noon**
- II. REPORT OF POSTING OF THE AGENDA**
 - **ACTION:** Received and filed
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA – Wally report and Metro Service Council**
- IV. PUBLIC COMMENT – 12:05 pm – Bea Dieringer – She wants to go back to being the SBCCOG representative for the LCC LA Division. She wants an agenda item on the next meeting to re-consider the policy. For LA Division representative – change the policy?**
- V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm
HICKS/TANAKA**
 - A. July 14, 2025 Steering Committee meeting minutes – attached (**Pages 5-8**)
 - **ACTION:** Approved
 - B. Contract with Sanitation Districts (funding to SBCCOG)
Scope of work attached (**Pages 9-11**)
 - **ACTION:** Recommended board approval
 - C. Metro Service Council Vacancy
 - The call for nominations in the South LA portion of the jurisdiction has been distributed and Supervisor Mitchell's office is also looking for a replacement
 - D. Outstanding Dues Payments as of 8/4/25
 - Carson, City of Los Angeles
 - If dues are not received by August 15 per the JPA agreement, the city loses its vote
 - E. Pending Grants -
 - LA 2050 – plan for micromobility lending of vehicles at senior facilities – notification expected in October
 - Biodiversity Grant – application to be submitted in October
 - F. Monthly Reports – Receive and File
 - City Attendance at SBCCOG Meetings – attached (**Page 13**)

VI. ACTION ITEMS

G. General Assembly location and topics – 12:15 pm

■ Memo attached (Pages 15-16)

- HICKS – SOUTH BAY SPORTS EVENTS IN THE NEXT SEVERAL YEARS
- OBAGI – SPORTING LATE?
- HICKS – INFRASTRUCTURE, ECONOMIC DEVELOPMENT
- WAITE – 25 TRANSIT CENTERS THROUGHOUT THE COUNTY – FOR SECURITY AND CONGESTION. SO MANY MOVING PARTS. IMPORTANT TOPIC. BIG AND FUN MESSY.
- JACKSON – GA OR BREAKOUT AFTER THE GA – DE-MYSTIFYING THE COASTAL COMMISSION
- LET'S THE GAMES BEGIN: HOW SPORTS AND ENTERTAINMENT ARE SHAPING THE SOUTH BAY
- BUTTS - POSSIBLE VENUES
 - UTUBE THEATRE
 - WE PLAY THEATRE

■ ACTION: RECOMMENDED TO THE BOARD

H. SBCCOG Agency Partnership Policy – 12:25 pm

■ Memos attached (Pages 17-20)

■ ACTION: Review and if agreeable, recommendED board approval – TANAKA/HICKS

I. Legislation – 12:35 pm

■ Legislative Matrix – attached (Pages 21-30)

■ August 14 is the Legislative Briefing – remote only

■ ACTION: Support: AB 261, AB 300, SB 454, SB 346, SB 74 Oppose unless amended: SB 707 Oppose: AB 1061

DIERINGER – AB 470 WE SHOULD OPPOSE. - MOTION TO ADD TO MATRIX – NO SECOND

TANAKA/JACKSON - APPROVE MATRIX POSITIONS

J. Board Meeting Agenda Development – 12:45 pm

■ August – draft attached (Pages 31-33)

- Wally and Kim – SBCCOG Sustainability Program
- MWD request for support of the Delta Project
- **DIERINGERS'S REQUEST FOR ITEM FOR AN EXCEPTION FOR LCC SEAT, LA DIVISION – BARRY WANTS TO FILL OUT HIS TERM. - JACKSON NOT INTERESTED IN RECONSIDERING. WHY DO WE HAVE THE 2 YEAR TERM?**
- **ANY INTEREST IN RE-VISITING THE 2 YEAR POLICY? - IN JANUARY BEFORE NEXT SELECTION PROCESS**

■ September

- WSPA re: impacts of some of the refinery closures (both confirmed and rumored) on the state and particularly the South Bay
- Baldwin Hills Conservancy Update

■ October

- Waymo?
- **HOUSING TRUST**

- November 20 – **one week early**
 - Classification and Compensation Study
 - **VOLUNTEER RECEPTION AND OPEN HOUSE**
- Potential Speakers
 - Mayor Bass – invite us to Getty House
 - Andrew Dermanoski, Colonel, USSF, LAAFB
- Special meeting possibilities
 - Alta Sea Wave Project
 - Sanitation District Water Treatment Plant Tour
 - Harbor-UCLA Tour of new facilities – **POSSIBLE DATE IN OCTOBER**

K. Election Procedures – **12:50 pm**

- **POLICY MEMO IN THE SUPPLEMENTAL**
- **JACKSON – WE DON'T NEED A NOMINATING COMMITTEE**
- **ACTION: NO NOMINATING COMMITTEE. MODIFIED ELECTION PROCEDURES TO BE SENT TO THE BOARD**

L. Approval of Invoices – to be sent in supplemental distribution – **1:00 pm**

- **ACTION: Approved invoices for payment TANAKA/HICKS**

VII. INFORMATION ITEMS

M. REAP 2.0 – **1:05 pm**

- Housing Trust Feasibility Study – **NEXT SPAC MEETING JPA & OTHER INFORMATION**
- Commercial Redevelopment – **MET WITH HAWTHORNE AND TORRANCE – NEED TO MEET WITH CARSON. USER FRIENDLY GIS MAP IN ALL CITIES FOR SITES FOR REDEVELOPMENT.**
- Micro-Mobility Hubs - **KICK-OFF PLANNED AFTER CONTRACT SIGNED**

M. SBFN – **1:25 pm**

- Update on status of the network and the transition – **SERVICE RUNNING WITH NO PROBLEMS. LOOKING FOR NEW INTERNET SERVICE PROVIDER TO EXPAND**
- **ADDRESSING COUNTY SUSTAINABILITY PLAN**
 - **WALLY FEEDBACK – LA TIMES FEATURE ON IMAGINING LA'S FUTURE. IDEA TO URBANIZE SUBURBS IS THE THINKING EMBEDDED TODAY. IT IS NEW URBANISM OR SMART GROWTH – ANYONE YOUNGER THAN 60 LEARNED THIS.**
 - **PRINCIPLES UNDERLYING NEW URBANISM WERE BEFORE THE INTERNET OR EV'S AND NEV'S PART OF OUR SOCIETY.**
 - **CLIMATE SOLUTIONS AND OUR PROGRAMS ARE A PUSHBACK FROM NEW URBANISM – OUR PROGRAMS ARE A NEW FUTURE BECAUSE LA AND THE WAY WE LIVE IS NOW BASED ON INTERNET AND EV'S AND NEV'S HAVE A ROLE WITH SHORT TRIPS.**
 - **FUTURE OF LA IS WHAT WE DO TODAY. NEED TO GET DONE BY 2030.**
 - **COUNTY SUSTAINABILITY STRATEGY – INCLUDES SOME GOOD THINGS BUT IS BASED ON THE OLD PARADIGM.**

N. Homeless Services – **1:10 pm**

- Client Aid Recap Report – **DISTRIBUTED IN SUPPLEMENTAL**
- Time Limited Subsidy Recap Report – attached (**Page 35**)

- Recap of meetings with CEO-HI, LACAHSa and others and policy issues being addressed
 - SBCCOG Measure A Program
 - LACAHSa
 - Homeless Services
 - **2 CASE STUDIES FOR OUR CLIENT AID – ON SLIDES**
 - **BOTH MEASURE A CONTRACTS SIGNED – LACAHSa & COUNTY.**

MEETING WITH COG OFFICERS – SGV AND GATEWAY – TRY TO ARRANGE

- N. Update on South Bay Environmental Services Center Activities – attached – **1:30 pm**
(Pages 37-42) - ELEANOR PRESENTED. WENT THROUGH THE REPORT

SHOW ENERGY SAVINGS FOR THEIR PROJECTS TO CITY COUNCILS

- O. Update on Senior Services – **1:40 pm**
GRANT POSSIBILITY

- P. Update on the Local Travel Network & E-Bike Safety Issues – **1:45 pm**

CARSON AND EL SEG EXECUTED THEIR FUNDING AGREEMENTS FOR LTN

SS4A LEGAL LANGUAGE BEING WORKED ON PENINSULA PROCEEDING WITH E-BIKE SAFETY ISSUES – MORE STICKER PROGRAMS

WALLY:

- **NEW URBANISM IS ABOUT PUBLIC TRANSIT, BIKING AND**
- **WE ARE TALKING ABOUT SAVING THE SUBURBS**
- **RHNA DRIVING BY THIS NEW URBANISM STRATEGY**

- Q. Office Move Update – **1:50 pm**

- Move Memo – attached (Page 43)
- **AV SYSTEM BEING PROCURED. FINAL INVOICES COMING IN.**
- **DON'T WANT TO PASS THE MIKES – MAKE SURE THAT THERE ARE ENOUGH**
- **ACTION: Received and Filed**

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:55 pm

- **METRO SERVICE COUNCIL – ALL OTHERS MEET AT 5 OR 6 PM OR 6:30 PM. OURS MEETS AT 9:30 AM. HAVE BEEN COMPLAINTS.**
FROM METRO SERVICE COUNCIL STAFF: In terms of time, Community Relations said that meetings generally have the best attendance at or after 6p. I would suggest a 6p start time. Gateway Cities used to meet at 6p but moved to 5p as their meetings generally run approximately 2 hours. Most of their members /public take transit, and there is reduced frequency and connections after 8p for their available transit options.

MEETING SHOULD BE FOR THE PUBLIC AND IN THE EVENING – SEND A LETTER TO SERVICE COUNCIL WITH THIS DIRECTION

- **ANNOUNCE ME GONE FOR MUCH OF SEPTEMBER**
- **JANICE HAHN – FREE EVENT FOR WOMEN – GIVING TIPS – TRAILBLAZING EVENT. IN CERRITOS – THIS COMING THURSDAY @ 6 PM. OPEN TO COMMUNITY. KATRINA FOLEY AND OTHERS.**

DIERINGER’S RETIREMENT PARTY AT THE LADERA LINDA COMMUNITY CENTER – SEPT 24

- IX. NEXT STEERING COMMITTEE – Monday, September 8, 2025 @ 12:00 noon – SBCCOG office**
- X. ADJOURNMENT**

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South Bay Cities Council of Governments

September 8, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
David Leger, Program Manager

SUBJECT: Updated Records Retention Schedule

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) Board of Directors adopted a records retention schedule via Resolution 00-02 in 2000. SBCCOG staff recently requested legal review of the retention schedule to ensure continued compliance with applicable laws.

ANALYSIS

SBCCOG legal counsel reviewed the adopted records retention schedule and determined that only minor changes were required to the existing categories. Additionally, legal counsel recommended that two categories be added: 1) general communication, not found elsewhere in the schedule; and 2) personnel files (which are not a public record). All proposed edits are included in the redlined schedule attached as Exhibit 2.

To adopt the new retention schedule, the Board of Directors must rescind the prior resolution (Resolution No. 00-02) and adopt a new resolution approving the new schedule. Resolution 2025-3 (Exhibit 1) both rescinds the prior resolution and adopts the new records retention schedule.

RECOMMENDATION

That the SBCCOG Board of Directors approve Resolution 2025-3 and the associated updated records retention schedule.

Attachments: Exhibit 1 – Resolution 2025-3
Exhibit 2 – Updated Records Retention Schedule

RESOLUTION OF THE SOUTH BAY CITIES COUNCIL OF
GOVERNMENTS RESCINDING RESOLUTION NO. 00-02 & ADOPTING AN UPDATED
RETENTION SCHEDULE FOR THE MAINTENANCE AND DISPOSITION OF RECORDS

WHEREAS, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the South Bay Cities Council of Governments ("SBCCOG");

WHEREAS, the approval of guidelines for the ongoing disposition of obsolete SBCCOG records will assist the SBCCOG in the effective management of records, as well as provide for the efficient review of records proposed for disposal; and

WHEREAS, Section 34090, et seq. of the Government Code of the State of California provides the parameters whereby any SBCCOG record which has served its purpose and is not longer required may be destroyed;

WHEREAS, the SBCCOG Board of Directors previously approved Resolution No. 00-02 which adopted a Records Retention Schedule.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. Resolution No. 00-02 is hereby rescinded in its entirety and of no further force and effect.

Section 2. The attached Records Retention Schedule, which is attached hereto and incorporated herein by this reference, is hereby approved.

Section 3. That the types of records identified in the Records Retention Schedule, generated or received by the SBCCOG are hereby authorized for disposition as outlined in that schedule, in accordance with Section 34090, et seq. of the Government Code of the State of California, upon the written consent of the SBCCOG Executive Director ("Executive Director") and SBCCOG Legal Counsel ("Legal Counsel"), and with the approval of the Board of Directors of the SBCCOG.

Section 4. That upon said written consent and approval, the SBCCOG Executive Director may destroy any SBCCOG record, document, instrument, book or paper, under his or her charge, without making a copy thereof after the same is no longer required. This resolution does not authorize the destruction of permanent records set forth in Government Code Section 34090, which include: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of the SBCCOG Board. The review by the Executive Director and Legal Counsel shall include the determination that the subject records no longer have any administrative value, legal value, evidential value, fiscal value or research and historical value.

Section 5. That the destruction of any record as provided for herein shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the Executive Director. All records of a sensitive or confidential nature shall be shredded, under the direct supervision of the Executive Director.

Section 6. Pursuant to Section 34090.7 of the Government Code of the State of California, notwithstanding the provisions of Section 34090, the Board may prescribe a procedure under which duplicates of SBCCOG records less than two years old may be destroyed if they are no longer required.

Section 7. The Board hereby authorizes the SBCCOG Executive Director and SBCCOG Legal Counsel to destroy duplicate records, utilizing Exhibit "B," attached hereto.

Section 8. That the term "record" or "records," as defined in Government Code Section 14741 and as used herein, shall mean all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the SBCCOG, regardless of physical form or characteristics; that the term "public records," as defined in Government Code Section 6252 and used herein, shall include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the SBCCOG regardless of physical form or characteristics; and that the term "writing," as defined in Government Code Section 6252 and as used herein, shall mean handwriting, typewriting, printing, photostating, photographing and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbol, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

Section 9. That any records not specified in the Records Retention Schedule shall not be destroyed without the express approval of Legal Counsel and a resolution acted upon by the SBCCOG Board.

Section 10. That on each occasion that the Executive Director requests the destruction of records, such request shall be made on a "Request for Destruction of Records" form (see attached sample identified as Exhibit "A"). This form shall include the finding that all of the records are more than two years old and/or have been retained for the minimum retention period as specified in this resolution. This form shall include the determination that the records no longer have any administrative, legal, evidential, and fiscal or research and historical value. This form shall also indicate that it includes or has attached to it a detailed list of all of the records with a description sufficient for identification, including the year of the record, the numerical code from the Records Retention Schedule and category, and specific description of the record. The Executive Director and Legal Counsel shall authorize the destruction of records on a "Destruction List Approval" form (see attached sample identified as Exhibit "B"). This form shall include the determination that the records no longer have any administrative, legal, evidential, fiscal, research or historical value. This form shall also indicate that attached to it is the "Request for Destruction of Records" form and a detailed list of records submitted by the Executive Director. A "Certificate of Destruction" form (see attached sample form identified as Exhibit "C") shall be completed when the records have been destroyed. This form shall stipulate the date of the destruction, the destruction method used and who supervised the destruction. All

three forms shall be maintained as permanent SBCCOG records in the Executive Director's office. While the attached sample forms may be changed periodically and may even be consolidated, each of them shall retain the titles shown and shall contain the required information specified in this section.

Section 11. Pursuant to Government Code Section 6200 relating to offenses by official custodian, every officer having the custody of any record, map or book, or of any paper or proceeding of any court, filed or deposited in any public office, or placed in his or her hands for any purpose, is punishable by imprisonment in the state prison for two, three or four years if, as to the whole or any part of the record, map, book, paper or proceeding, the officer willfully does or permits any other person to do any of the following: (a) steal, remove or secrete; (b) destroy, mutilate or deface; or (c) alter or falsify. Pursuant to Section 6201, relating to offenses by persons other than custodial officers, every person not an officer referred to in Section 6200, who is guilty of any of the acts specified in that section, is punishable by imprisonment in the state prison, or in a county jail not exceeding one year, or by a fine not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.

Section 12. That this resolution shall be in full force and effect immediately upon its passage and adoption thereof.

Section 13. The Executive Director of the SBCCOG shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED, and ADOPTED by the South Bay Cities Council of Governments Board of Directors this day of September 25, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chair, Board of Directors

Jacki Bacharach, Board Secretary

SAMPLE FORM – EXHIBIT “A”

REQUEST FOR DESTRUCTION OF RECORDS

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule item no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed is the method of destruction proposed.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 2025-3. I further certify' that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the SBCCOG Board or of any Committee or Standing Committee, and are no longer required by the SBCCOG. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

<u>Box No.</u>	<u>Record Series Title & Contents</u>	<u>Retention Schedule Date(s) of Item No. Records</u>	<u>Retention Requirements</u>	<u>Date</u>	<u>Destruction</u>
I	Correspondence	4	1991-1992	2 years	1995

SBCCOG Executive Director

Date

SAMPLE FORM – EXHIBIT “B”
DESTRUCTION LIST APPROVAL

Attached is a Request for Destruction of Records submitted by the SBCCOG Executive Director, dated _____ requesting authorization to destroy the records described in the detailed list which is included with the (attached) request.

Pursuant to SBCCOG Resolution No. 2025-3 the types of records listed in the SBCCOG's current records retention schedule are authorized for disposition as outlined in that schedule upon the written consent of the Executive Director and Legal Counsel. The review by the Executive Director and Legal Counsel must include the determination that the records requested for destruction no longer have any administrative value, legal value, evidential value, fiscal value, or research and historical value. The resolution also provides that the destruction of any record shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the Executive Director. All records of a sensitive or confidential nature must be shredded, under the direct supervision of the Executive Director.

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidential, fiscal, or research and historical value. I hereby consent to their destruction and to the department-proposed method of destruction unless otherwise noted below.

SBCCOG Executive Director

Date

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidential, fiscal, or research and historical value. I hereby consent to their destruction.

SBCCOG Legal Counsel

Date

SAMPLE FORM - EXHIBIT "C"

CERTIFICATE OF DESTRUCTION

I hereby certify~ that the destruction of the records described in the attached list was approved by the SBCCOG Executive Director on (date) _____ and by the SBCCOG Legal Counsel pursuant to the authority provided by the SBCCOG Resolution No. 2025-3. The approved method of destruction for these records is _____

SBCCOG Executive Director

Date

I hereby certify~ that, pursuant to the foregoing authority, the records described in the attached list were destroyed on (date) _____. I further certify~ that the method of destruction used was _____ and that I supervised the destruction of said records.

Signature

Title

Date

This certification must be completed and signed by the person supervising the destruction of records and the original form must be filed with the SBCCOG Executive Director to be maintained as a permanent record attached to the original Request for Destruction of Records to be maintained as a permanent record attached to the original Request for Destruction of Records and Destruction List Approval forms.

RECORDS RETENTION SCHEDULE
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
1.	Agreements and Contracts (including those with SCAQMD and MTA): Executed documents, amendments, and exhibits; Correspondence and backup data	C+10	C (Closed/Completed) represents completion of all terms of the agreement or contract. Citation: California Code of Civil Procedure, Section 337.15
2.	Bids/Proposals Files, including for OWP Projects (Successful Bidders): Requests for bids/proposals; Bids/proposals received; Specifications, correspondence, and backup data	C+10	C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Citation: California Code of Civil Procedure, Section 337.15
3.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	Citation: California Government Code, Section 34090
4.	Correspondence Files: Incoming correspondence; Outgoing correspondence	2	Citation: California Government Code, Section 34090
5.	Board, Committee and Standing Committee* - Agendas, Minutes, Resolutions *Includes COG Board, Committee, including: LAX Standing Committee, Transportation Oversight Committee, Steering Committee; Standing Committees, and other Committees; subcommittees and working groups, when applicable	P	Citation: California Government Code, Section 34090
6.	Board, Committee and Standing Committee Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Declarations of posting	5	Citation: California Government Code, Section 34090
7.	Board, Committee and Standing Committee Meetings - Sign in sheets	2	Citation: California Government Code, Section 34090
8.	City Manager's Association - Correspondence	2	Citation: California Government Code, Section 34090
9.	Committee and Standing Committee - Members Records: Applications; Certificates; Tasks, roles; Oaths; Letters of appointment; Letters of resignation; Correspondence	T+2	For this record series, T (Termination) represents termination of member participation in a committee. Citation: California Government Code, Section 34090

RETENTION CODES:

A Audit

C = Closed/Completed

P = Permanent

S = Superseded

T Termination

627037.1

ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
10.	Committee and Standing Committee - Applications (Unsuccessful): Applications; Correspondence	2	Citation: California Government Code, Section 34090
11.	Contractor Accounts Payable Files: Invoices; Copies of check stubs and checks; Correspondence and backup data; Purchase orders	A+5	Note: Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, Section 34090
12.	COG Historical Files: Selected historical records, including: JPA Agreements; Incorporation Documents (Articles and Bylaws); Maps and drawings; Photographs; Reports and studies; Articles and news clippings; COG publications; COG newsletters; Press releases; TAC (old JPA) documents.	P	Citation: California Government Code, Section 34090
13.	Election Records (Council) - Correspondence and backup data	2	Citation: California Government Code, Section 34090
14.	Grants - Grant administration and implementation files, including grants from MTA: Applications and supporting data; Consultants/contractors records; Bids and selection documentation; Correspondence and supporting data; Budgeting and financial data; Reports to granting agency; Labor compliance documentation (when required); Environmental documentation (when required); Audits, approvals and releases (grant completion documentation); Rules and procedures	C+ 45	Note: This record series is for records of grants (federal, state or local) received by the COG. For this record series, C (Closed/Completed) represents date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 7 CFR 3016.42
15.	Job position information (announcements); Coordinator position information; Consultant listings; Applicant responses and resumes; Correspondence and backup data	C+3	Citation: 29 CFR 1627.3
16.	Legislator's forums: Position papers	2	Citation: California Government Code, Section 34090
17.	Policies and Procedures	P	Citation: California Government Code, Section 34090

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ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
18.	Overall Work Program (OWP) projects, including : Clean Air Strategy; Growth Forecast Process; Housing Legislation; Information Technology; Livable Communities, Recreational Open Space Strategy; Signal Synchronization Project; Transportation Programs; South Bay Corridor Study; RTP In put; RCP Information, and others; Scopes of work; Quarterly reports; Project products (such as reports, plans and regulations); Program development materials; Budgeting data; Promotional materials (press releases, flyers); Correspondence and memos; Itineraries/schedules; Program progress reports (to funding agency); Program financial reports (to funding agency); Correspondence with funding agency; Program rules and procedures; Audit reports (if audited); Completion documentation (release from funding agency); Supporting data	C+4	Note: Includes programs, special events, activities, courses, and classes where COG receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. COG administers the program at the local level, but follows rules and procedures specified by the funding agency. For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified. Citation: California Government Code, Section 34090
19.	Non-Overall Work Program (OWP) projects: Economic Development: South Bay Adjustment Strategy MTA Long-Range Plan	C+4	Note: Includes programs, special events, activities, courses, and classes where COG receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. COG administers the program at the local level, but follows rules and procedures specified by the funding agency. For this record series, C (Completion) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified. Citation: California Government Code, Section 34090
20.	Roster/mailling lists; stationery	S + 2	Citation: California Government Code, Section 34090
21.	Records management - COG Retention Schedules; Destroyed records; Stored records; lists and approvals	P	Citation: California Government Code, Section 34090 Note: Keep old lists for reference.
22.	Statements of Economic Interest - Forms 721- <u>Form 700</u> . Officeholders' statements; Appointees' statements; Candidates' statements	4	Duplicate series. Official is with the FPPC. Citation: California Government Code, Section 81009 81009(f), (g)
23.	Statements of Economic Interest - Forms 730- <u>Form 700</u> <u>E</u> Designated COG employees' statements	7	Citation: California Government Code, Section 81009 81009(e), (g) <u>GC 84615, and FPPC Regulations 18944 and 18944.1</u>

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ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
24.	Subregions files - government agencies: Correspondence and memos; Reports and studies; Publications; Backup data	2	Note: Examples include FPPC, County of Los Angeles, MTA and municipalities. This record series is for general correspondence and communications with government agencies. Citation: California Government Code, Section 34090
25.	Workshop records (including Goals Workshop sessions and results)	2	Citation: California Government Code, Section 34090
<u>26</u>	<u>General Communication, not found elsewhere in this schedule, including emails</u>	<u>2</u>	<u>Citation: California Government Code, Section 34090</u>
<u>27</u>	<u>Personnel files --Not a public record.</u> <u>All employee records may include release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oath of Office; pre-employment medical evaluations; fingerprints; identification cards (ID's); DMV pull records; I-9's, etc.</u> <u>Employee Accident/Exposure/Worker's Compensation Files</u> <u>Not a public record</u> <u>For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents; -- Includes Material Safety Data Sheets (MSDS); includes ALL injury/accident reports.</u> <u>Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination</u>	<u>Length of employment + 3 years</u> <u>Separation + 30 years</u>	<u>California Government Code, Sections 12946, 7927.700, 29 CFR 1627.3, 29 CFR 1627.3, LC 1174, GC 34090</u> <u>8 CCR 3204(d)(1)(A)(B), California Government Code, Section 7927.700.</u>

* Copies of SCAG documents shall be destroyed pursuant to Government Code § 34090.7 and Resolution No.

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**FIRST AMENDMENT TO
AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR**

THIS FIRST AMENDMENT TO AGREEMENT (“Amendment”) is made and entered into as of September 25, 2025 (“Effective Date”) by and between South Bay Cities Council of Governments (“Partner”) and the Public Health Institute (“PHI”), a California nonprofit public benefit corporation.

RECITALS

- A. WHEREAS, the Partner and PHI have entered into the Agreement (as defined below); and
- B. WHEREAS, the Partner and PHI desire to modify the Agreement on the terms and conditions set forth herein to update contractual clauses.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, Partner and PHI hereby covenant and agree as follows:

AGREEMENT

- 1. **Agreement.** Refers to the Agreement for Services of Independent Contractor dated September 1, 2024, between the Partner and PHI.
- 2. **Definitions.** Defined terms not otherwise defined in this Amendment shall have the meanings ascribed to them in the Agreement.
- 3. **Modifications to the Agreement.** The Agreement is hereby modified as follows:
 - a. **Exhibit B - Scope of Services.** *Exhibit B – Scope of Services, Item 3 is hereby added:*

Project Specific Scope of Work

- a. Communications – To guide cities, businesses, and residents to adopt sustainable actions and provide information on programs, projects, and strategies as well as resources to cities, businesses, property owners, and residents. The Fellow will help support and manage various community engagement and communication initiatives to better inform the community of opportunities to contribute to climate action and adaptation efforts in their communities. In support of:
 - i. Community engagement – The Fellow will assist with coordination of the SBCCOG presence at a minimum of 12 community outreach events to promote programs for water conservation, energy efficiency, waste reduction, organic waste handling, extreme heat, transportation, homeless services, etc.
 - ii. Sustainability outreach – The Fellow will collaborate with SBCCOG staff to develop educational outreach language, graphics, flyers, social media posts, etc.
 - iii. Stakeholder engagement – The Fellow will update stakeholder contact lists and strategies for retaining participant contacts.
- b. Energy Efficiency and Decarbonization Support – Through the SBCCOG’s partnership

with the Southern California Regional Energy Network (SoCalREN), the Energy Efficiency Fellow will support and manage various SoCalREN initiatives unique to the South Bay region. As a result, public agencies will further their climate action and adaptation planning activities. In support of:

- i. Promotion of agency accomplishments – The Fellow will support the South Bay Energy & Climate Awards program.
 - ii. Special project initiatives – The Fellow will assist with implementation of the residential direct install of energy-efficient electric appliances in disadvantaged communities.
 - iii. Benchmarking facility energy use – The Fellow will maintain the SBCCOG’s ENERGY STAR Portfolio Manager account, collect energy data and agency documentation, ensure state energy compliance, and other benchmarking activities and initiatives.
 - iv. Agency engagement – The Fellow will coordinate meetings, conduct program introductions, and facilitate SoCalREN program enrollment.
 - v. SoCalREN programs in general – The Fellow will promote program resources to South Bay agencies.
- c. South Bay Local Transportation Program: Micromobility & Neighborhood Electric Vehicles – The Fellow will assist SBCCOG staff with design and implementation of the South Bay Local Travel Network and promotion of micromobility. In support of:
- i. Stakeholder engagement – The Fellow will support with facilitating meetings with agencies and building relationships with businesses, residents, and school districts.
 - ii. Community outreach – The Fellow will assist SBCCOG staff with conducting events such as small micromobility ride-and-drive events.
 - iii. LTN program education and promotion – The Fellow will assist with creating materials to educate agencies, businesses, and residents on the benefits of the LTN and encourage use.
 - iv. LTN implementation – The Fellow will support SBCCOG staff with developing methodology, data collection, and analysis to quantify success and impact.

b. Exhibit D - Compensation. *Exhibit D – Compensation, Paragraph 2 is hereby amended in its entirety to read as follows:*

PHI will receive no more than \$157,000 for 5 Fellow(s) for performing the services set forth in this Agreement: \$52,000 for 2 Fellow(s) (2024-25) and \$105,000 for 3 Fellow(s) (2025-26)

2025-26 Fellows

	Number of Fellows:	Cost Per Fellow	Total Costs
Full Time Fellows:	3	\$35,000 \$40,000 (returning fellow)	\$105,000
Three-Quarter Time Fellows:	0	\$26,500	0
Half Time Fellows:	0	\$17,500	0
<i>Total</i>			\$105,000

Full-Time Per Fellow Benefits	
Costs	\$35,000/Fellow
Project Support	11 Months, 1,300+ project hours
Additional Benefits	Up to 80 additional project-prep hours. Up to 100 volunteer engagement hours.
Timeframe	October 6, 2025 – September 4, 2026 (Orientation: October 6-8, 2025)

Three-Quarter Time Per Fellow Benefits	
Costs	\$26,500/Fellow
Project Support	7.5 Months, 920+ project hours
Additional Benefits	Up to 40 additional project-prep hours. Up to 70 volunteer engagement hours.
Timeframe	January 12, 2026 – September 4, 2026 (Orientation: January 12-14, 2026)

Half-Time Per Fellow Benefits	
Costs	\$17,500/Fellow
Project Support	6 Months, 690+ project hours
Additional Benefits	Up to 20 additional project-prep hours. Up to 50 volunteer engagement hours.
Timeframe:	March 2, 2026 – September 4, 2026 (Orientation: March 2-4, 2026)

Exhibit D – Compensation, Paragraph 4 is hereby amended in its entirety to read as follows:

Lump Sum Payment — \$52,000 (2024-25) and \$105,000 (2025-26), Totaling \$157,000

The Partner shall make a one-time, **lump sum payment** for each year to PHI that covers the entirety of the amount due for services to be performed. Lump Sum payment is **due at contract signing**. The Partner has paid \$52,000 to account for the 2024-25 term and will pay \$105,000 for the 2025-26 term. If for some reason PHI is unable to provide services for the full contract duration (e.g., a Fellow leaves the program for medical or personal reasons and a suitable replacement cannot be provided), Partner is only responsible for the portion of the contract amount for the hours of service actually provided and PHI will reimburse the SBCCOG for services not provided. Partner must inform PHI prior to the project start if they need invoices to include specific format, tasks, billing codes, or other details.

c. Exhibit F – Timeline. Exhibit F – Timeline, is hereby amended in its entirety to read as follows:

All tasks enumerated in Exhibit B – Scope of Services are to start October 6, 2025 and should be completed by September 4, 2026.



4. Conflict or Inconsistency. In the event of any conflict or inconsistency between the terms of this Amendment and the Agreement, the terms and conditions of this Amendment shall prevail. Except as modified by this Amendment, all provisions of the Agreement remain in full force and effect and are reaffirmed.

5. Entire Agreement; Amendment. This Amendment, together with the Agreement, constitutes the entire agreement between the parties pertaining to the subject matter of the Agreement and this Amendment. No provision of this Amendment may not be amended or added except by an agreement in writing signed by the parties hereto or their respective successors in interest.
Dated as of the Effective Date set forth above.

PARTNER:

By: South Bay Cities Council of Governments

Name: Bernadette Suarez

Title: SBCCOG Chair

Date: 9-25-25

PUBLIC HEALTH INSTITUTE;

Public Health Institute, a California nonprofit public benefit corporation

By: _____

Name: _____

Title: _____

Date: _____

South Bay Cities Council of Governments

Sustainability Program Partnership Between Sanitation Districts of Los Angeles County and South Bay Cities Council of Governments

SCOPE OF WORK (July 1, 2025– June 30, 2026)

This Scope of Work (SOW) covers the programs and activities that the South Bay Environmental Services Center (SBESC), a program of the South Bay Cities Council of Governments (SBCCOG), will conduct in support of the sustainability programs of the Los Angeles County Sanitation Districts (Sanitation Districts), commencing on July 1, 2025, through June 30, 2026. The total agreement amount is \$49,000.

Section I. Program Overview

The sustainability program partnership between the Sanitation Districts and the SBCCOG has been advancing the Sanitation Districts' mission since 2008. SBCCOG includes the unincorporated South Bay areas of Los Angeles County and 16 participating cities: 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 Los Angeles 15th Council District, which represents the communities of San Pedro, Harbor City/Harbor Gateway, and Wilmington. The SBCCOG has access to all South Bay member city elected officials who are invited to participate in person or by name through sponsorships or endorsements.

The program will primarily be delivered through the SBESC, a local clearinghouse for sustainability information and education. The SBESC is operated by the SBCCOG and receives funding from West Basin Municipal Water District, SoCal Gas the Sanitation Districts, the Los Angeles County Metropolitan Transportation Authority, the Southern California Regional Energy Network (SoCalREN), and the Water Replenishment District. The SBESC has increased the exposure and availability of sustainability programs to the South Bay community. This collaborative effort integrates regional partnerships to encourage energy savings and water conservation with the Sanitation Districts' mission to protect public health and the environment through innovative and cost-effective wastewater and solid waste management and, in doing so, convert waste into resources.

Section II. Program Elements

The marketing and promotion of existing and developing Sanitation Districts' sustainability programs is part of the work of the SBESC. This partnership allows for a wide range of conservation strategies to be presented to all sectors of the community at educational and outreach events, including virtual, in which SBESC participates.

Section III. Collaboration and Coordination

- A. SBESC will coordinate and host regular events to raise awareness of existing Sanitation Districts' sustainability programs in the South Bay Community. The SBESC will notify Public Information in advance of these events so coordination of public awareness can

be cooperatively facilitated. Note, there may be last minute opportunities that the SBESC takes advantage of and those will be listed in the quarterly report to the Sanitation Districts

- B. SBESC will develop, maintain and promote the Sanitation Districts' mission and messages related to District's public engagement programs, including Districts' public events and public messaging campaigns (i.e. HHW events, Foundation events, rate increase notifications, tours, education programs, etc.).
- C. SBESC will share relevant information on programs and developments within the South Bay related to or of interest to the Sanitation Districts' operations and services for Public Information consideration.
- D. SBESC will partner with the Sanitation Districts to research, develop and collaborate on implementing additional outreach and engagement programs that support the Districts' mission and values. Advance notice sufficient to allow for Public Information staff review and decision making should be applied.

Section IV. Core Tasks

SBESC will perform the following core tasks as part of the SOW for \$35,000 of the \$49,000 budget.

Task 1: Standard Community Outreach, Promotional Events Training, Workshops and Facility Tours

- A. Collaborate with the Sanitation Districts' staff to disseminate existing educational and informational materials in support of the Districts' mission.
- B. Distribute information at SBCCOG Board meetings and other special events.
- C. Distribute updated, current and developing information to the SBCCOG member cities for inclusion in their websites, city newsletters, and recreational guides.
- D. Attend the 16-member cities' special events, including but not limited to fairs, seasonal exhibits, and farmers markets.
- E. Exhibit at Sanitation Districts' events in the South Bay when requested.
- F. Promote Sanitation Districts message at SBESC attended in person and virtual community and outreach events, presentations, workshops, and networking opportunities (expected to attend up to 100 between July 1, 2025, and June 30, 2026).
- G. Promote the value of the Sanitation Districts' wastewater management services.
- H. Include topics that promote the Sanitation Districts' mission in existing SBESC outreach presentations.
- I. Conduct 1 updated training session with volunteers on the Sanitation Districts' mission and programs at the start of new contract.
- J. Promote attendance at Sanitation Districts' Public Tours to elected officials, city employees, business leaders, and other members of the community at the Joint Water Pollution Control Plant in Carson. Tours may be conducted in a virtual format.
- K. Collaborate with the Sanitation Districts' staff to schedule up to three public outreach presentations which can be done in person or in a virtual format.

Task 2: Annual Marketing, Advertising, and Media

- A. Market Sanitation Districts' events at Bixby Marshland and Household Hazardous Waste (HHW) collection program events in the South Bay to businesses, residents,

- and municipalities.
- B. Include Sanitation Districts' outreach materials, when requested, in chamber of commerce newsletters, city newsletters, and event specific e-blasts. Include Sanitation Districts' information in the monthly SBESC e-newsletter.
- C. Use SBESC contacts to promote the Sanitation Districts' social media presence by directing traffic to the Districts' social media handles.
- D. Display the Sanitation Districts' pop-up banners for public viewing.
- E. Coordinate the placement or posting of promotional flyers/info posters at city counters.
- F. Promote Sanitation Districts' programs through SBCCOG/SBESC website, SBESC monthly e-newsletter, e-blasts, and social media platforms. Include Sanitation Districts provided articles in the SBESC monthly newsletter.

Section V.

For the remainder of the budget (\$14,000), in addition to the core tasks (Task 1 and 2) listed in Section IV, SBESC will perform the following Task 3.

Task 3: Strategic and Specific Community Outreach

- A. The SBESC will collaborate with the Sanitation Districts to identify specific projects and programs of regional interest to the South Bay communities such as the Districts' food waste recycling program, Clearwater school outreach, and the Regional Recycled Water Program.
- B. The SBESC will look for ways to integrate any workforce development activities from Districts' HR (or other departments) into the SBCCOG outreach. SBESC staff should confer with Sanitation Districts Workforce Development manager early in contract to plan opportunities.
- C. Collaborate with Sanitation Districts' staff to distribute outreach materials related to the identified projects and programs, including the Clearwater and Pure Water projects and other programs as identified by Sanitation Districts.
- D. Provide potential impacted residents, businesses, and municipalities with accurate and timely information provided by Sanitation Districts related to identified projects and programs, such as focused communications efforts regarding traffic impacts and mitigation measures related to the AK Warren treatment plant and operations.
- E. In coordination with Public Information staff, the SBESC will disseminate outreach materials to targeted residents, businesses, and municipalities.

Section VI. Reporting and Documentation

- A. The SBESC will develop end-of-program documents including a list of events and activities.
- B. The SBESC will submit quarterly invoicing and progress reports that include number of attendees, analytics, and engagements.
- C. The SBESC will submit quarterly analytics reports for the following digital media:
 - o E-blasts and E-newsletters
 - o Social media
 - o External website links on SBESC or SBCCOG website(s).
- D. A year-end summary of all key outreach metrics, including number of people or impressions or contacts generated, etc.

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EXHIBIT 3: TORRANCE TINY HOMES CAPITAL INVESTMENTS AND PROGRAM OPERATIONS SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$310,000; of which \$60,000 will go towards improvements and maintenance, and \$250,000 will go towards program operations. Of the program operations budget, \$25,000 will go towards administrative costs defined as costs necessary to support the sites operations and case management, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, and equipment. The Start Date begins August 13, 2025.

II. SCOPE OF WORK

Program Description: The program will provide interim shelter and services for those experiencing homelessness. This includes maintaining a safe, cleanly site as well as everyday operations. Included below is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Improvements and Maintenance.	As units age and turnover, the City of Torrance will complete improvements and maintenance for this temporary housing resource. This includes the following: <ul style="list-style-type: none">- Repair, replacement, and installation of shelter and support unit components such as windows, doors, shelves, etc.;- Ongoing site maintenance to prevent the need for replacement parts;- Pest control;- Sanitizing of shelter units upon turnover in cases where normal sanitation protocol is insufficient (e.g., disposal of hazardous waste, fumigation due to infestation)- Staffing costs associated with the above activities (City Staff and/or outside vendors)
Site Operations	This funding will be utilized for the operations contract with the site operator, estimated to be a cost of \$1.7 million-\$1.8 million annually. The site operations contract includes funding for meals, utilities, supplies, insurance, transportation, communications, administration, security, and trash.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and monthly reports by the 10th of the month immediately following the month or month end for work performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The Interim Shelter program will be evaluated on the KPIs as outlined in the County Contract. The City will report on these metrics monthly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Scope of Work	Key Performance Indicators	Target Outcome	Timeline
Capital Investments	Completion/reopening of beds following turnover	12	Annually
Site Operations	Number of PEH placed in IH	20	Annually
	Number of PEH placed in PH	12	Annually

B. Supplemental Monthly Reporting Metrics

In addition, City's Monthly Report will include additional metrics and outcomes (Table 3), including progress on behavioral health plans, participants' housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in IH units to date (as of reporting)
Year to Date (YTD) number of PEH graduated to permanent housing	Cumulative number of individuals who exit from IH to a permanent housing situation to date (as of reporting)
Number of clients serviced at site	Unduplicated clients served (i.e., receiving services) at the site per month

Number of eligible clients receiving behavioral health services	Unduplicated clients with a behavioral health condition currently receiving behavioral health services per month
Number of exits back to the streets and the reasons	Unduplicated clients who have exited the Interim Shelter to the streets (i.e., not to other interim housing or permanent housing) and the affiliated reason for exit
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's Functional Zero program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Service City to gather this information in a flexible and not burdensome manner.

EXHIBIT 3: BEACH CITIES HOMELESS COURT

I. BUDGET AND START DATE

Homeless Court Behavioral Health Services: \$100,000. City to contract with agency for services. The Start Date begins August 13, 2025

II. SCOPE OF WORK

Program Description: This program will provide a behavioral health counselor for Homeless Court participants. The behavioral health counselor shall meet with participants either through a court ordered schedule or an agreed upon schedule. The behavioral health counselor will work with the participant to manage any issues as a pathway to self sufficiency.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

Homeless Court is classified under the County's Eligible Use Grouping 1 of Measure A, "Expedited Placements in Permanent Housing for PEH." The program will be evaluated based on the Key Performance Indicators (KPIs) included in Table 1. The City must report on progress towards these KPIs, as approved by the County and SBCCOG Board of Directors, every month of each Fiscal Year that this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of homeless court attendees receiving mental health or behavioral health services	20	Annually

B. Supplemental Quarterly Reporting Metrics

In addition, the City will include in the quarterly report the supplemental metrics in Table 2. These metrics will allow SBCCOG to evaluate the operation and performance of the program.

Table 2. Supplemental Quarterly Reporting Metrics

Quarterly Reporting Data	Details
Number of referrals	Monthly referrals, with the aim of at least 25 a quarter
Number of court appearances	Monthly court appearances, with the aim of at least 45 a quarter.
Number of clients connected to services	Number of unduplicated clients connected to services, including those bypassing court but utilizing the services offered onsite
Number of PEH placed in the Motel/SRO Housing program	Number of unique individuals placed in the Motel/SRO Housing program with Redondo Beach.
Year to Date (YTD) number of PEH placed in IH	Cumulative number of unique individuals serviced at Homeless Court placed in IH to date (as of reporting), not including the Motel/SRO program
Year to Date (YTD) number of PEH placed in permanent housing	Cumulative number of unique individuals serviced at Homeless Court placed in PH to date (as of reporting)
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

D. Additional Data Needs

As part of SBCCOG's Functional Zero program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City/Service Provider to gather this information in a flexible and not burdensome manner

EXHIBIT 4: REDONDO BEACH SRO/MOTEL BEDS

I. BUDGET

The total annual program budget is \$240,000 for up to 18 SRO beds and motel budget.

For SRO beds, City will need to provide the lease and lease payment receipt or invoice from landlord as back up. For Motel beds and other expenses, a receipt will be necessary. The room rent amounts serve as a guidance. Any deviation from this guidance of more than 25% must be approved by SBCCOG.

Proposal	6 Months	12 Months
SRO Rent (\$950 for each SRO per month)	\$74,100	\$148,200
Renter's insurance and admin fee (\$12.50 for each SRO per month)	\$975	\$1,950
Mattress, box spring, mattress frame, microwave, and mini refrigerator	\$8,000	\$12,000
Motel stay, 2 Rooms. Daily Rate: \$100 Weekly Rate: \$600 Monthly Rate: \$1800	\$36,600	\$77,000
Total	\$119,675	\$239,150

II. SCOPE OF WORK

Program Description: The program will provide interim shelter and services for those experiencing homelessness. This includes maintaining a safe, cleanly site as well as everyday operations. Included below is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

i. Program Guidelines

- Reimbursement** – Program allows for cities to lease motel and SRO beds and seek reimbursement using the SBCCOG Local Solutions Fund. Cities must have proper documentation including receipts and lease agreements. Payments will be for reimbursements only. The SBCCOG will not have any direct relationship with the underlying SRO or motel partner.
- Pricing** – Motel rates at roughly \$500-\$800 a week; SRO rates at roughly \$1,000/month
- Eligibility** – Participants must be at an acuity level where they can be in the rooms unsupervised. The program is open to Adults, Families, Seniors, and Veterans. Participants must be in the Coordinated Entry System (CES) and must have a housing plan created by the case manager. Participants must be in the SBCCOG jurisdiction.

- d. **Duration** – For SRO beds, participants may enter into monthly, 6 month, or 12 month leases with the SRO provider. Extensions will be on a case by case basis and only if the participant has made progress in their housing plan. For Motels, participants can stay in the rooms for up to 3 months. Additional 3 month extensions may be granted provided the participant is reaching their milestones and progressing on their housing plan. A maximum of 3 extensions may be granted. SBCCOG reserves the right to approve eligibility and grant extensions after consultation with the case worker.
- e. **Meals** – Cities must have a meal plan in place for all participants. The meal plan can include participants' income for meals. If the participant does not have the means to procure meals, the City must find a suitable option such as a local food pantry or non-profit food provider.
- f. **Check-ins** – Cities and their non-profit partners are required to have at least 2 check-ins a week. One check-in must be in person.
- g. **Services** – In recognition that a successful housing plan may entail wrap around services, Cities and partners shall provide the necessary behavioral health and/or physical health wrap around services. Other services that may be necessary include document services, transportation services, and legal services. The SBCCOG will receive monthly reports from Cities and partners to confirm that necessary interventions are being provided.
- h. **Furniture and Supplies** – For SRO housing, the SBCCOG's Program will assist in the purchase of the bare necessities such as mattresses, microwaves, mini-fridge, fans, toilet paper, towels, dishes, and other welcome supplies. Cities and partners must make an effort to solicit the community for these donations. Purchases will be coordinated through CES furniture providers when possible.
- i. **Guests, Pets, and Program Rules** – Guests will be allowed, but no overnight stays. Motels generally do not allow pets without a fee. The Program will pay for service or comfort animals per the guidelines of the motel. For SRO rooms, the Cities will adhere to landlord guidelines on pets. Cities and partners will be required to have participants sign and acknowledge their understanding of the program rules. Suggested program rules can be found below.

ii. **Program Rules**

- a. **No Violence:** Any hostile physical contact from Participant to other guest/resident, neighbors, staff, visitors, or others at the Property. No threat of violence: Any hostile or aggressive speech, body language, real or implied, that suggests inflicting harm or threat of harm to another at the Property.
- b. **No Disrespectful or Aggressive Conduct or Language** toward staff, neighbors, or other guest/resident.
- c. **No Drug & Criminal Activity:** Drug and criminal activity are prohibited on site of the Property. The Program recognizes that LA County is a Housing First jurisdiction.
- d. **No Illegal Activity/Conduct:** Any violation of federal, state, or local laws whether witnessed directly or reasonably suspected
- e. **Failure to maintain your unit in an acceptable condition:** There is to be no property damage, excessive trash, debris, or personal belongings, or missing unit furnishings

- f. Pest Control Service and Property Management Instructions: Failure to comply with pest control services and Property Management instructions regarding the care of the unit may result in termination. Pest control service is a requirement to maintain the unit and Participants will comply with instructions from pest control and/or Property Management to maintain the habitability of the unit.
- g. Consistent Violation of the Rules: Continuous disregard for any of the Program rules may result in termination.
- h. Public Intoxication: Participants are prohibited from consuming alcohol in the common areas of the property, and actions related to such consumption cannot interfere with the safety or quiet enjoyment of others.
- i. Voluntary/Involuntary Exits: Temporary absence without notifying management may result in permanent exit from program.
- j. Guests/Visitors are allowed on the property or in your unit. However, no overnight stays.
- k. Property Common Areas: The balconies, patio area, entryways, stairways, and other common areas should be free of debris, trash, and clutter. Nothing will be stored in the halls, staircases, or lobby of the Property.
- l. No Smoking in the unit. Use designated outside smoking area.
- m. No Alterations to the Unit or the Property: Participants are NOT allowed to make ANY alterations, additions, or repairs of any kind to the room (i.e., nails, push pins, tape, etc.)
- n. No Excessive/Loud Noise that disrupts the quiet enjoyment of other Participants from your room, the parking lot, or any other location on the Property at any time.
- o. For motel properties, no car repairs are allowed on the property.
- p. No PETS unless authorized by Program Management in advance of bringing the pet to the Property or to your unit. Dogs must be leashed when outside your unit. Clean up after your pet(s).

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The Motel and SRO Housing Program is classified under the County's Eligible Use Grouping 1 of Measure A, as Interim Housing for People Experiencing Homelessness. Performance will be measured based on the following Table 1. Key Performance Indicators, approved by the County

and SBCCOG Board of Directors. Progress on these KPIs must be reported every month of each Fiscal Year that this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of IH units created/secured	12	Annually
Number of PEH placed in IH	24	Annually

B. Supplemental Monthly Reporting Metrics

In addition, City's Monthly Report will include additional metrics and outcomes (Table 2), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 2. Supplemental Quarterly Reporting Metrics

Monthly Reporting Data	Details
Number of IH units created/secured	How many units were brought on for use or maintained each month.
Number of new PEH placed in IH	Number of new, unique individuals placed in available motel and/or SRO units per month
Number of individuals graduated to permanent housing	Number of individuals who exit from motel/SRO to a permanent housing situation per quarter
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available motel and/or SRO units to date (as of reporting)
Year to Date (YTD) number of PEH graduated to permanent housing	Cumulative number of individuals who exit from motel/SRO to a permanent housing situation to date (as of reporting)
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's Functional Zero program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity

- Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City/Service Provider to gather this information in a flexible and not burdensome manner.

EXHIBIT 3: HAWTHORNE CASE MANAGEMENT AND OUTREACH SERVICES SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$160,000; of which \$18,400 will go towards administrative costs defined as costs necessary to support the City's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Hawthorne Case Management and Outreach Services program will hire/contract 2 case managers, who will provide a holistic, client-centered approach as they conduct outreach and assist engaged clients with their health, mental health, and housing stability. Included below is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
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Hawthorne Case Management and Outreach Services	<ul style="list-style-type: none"> - Outreach people experience homelessness (PEH) in Hawthorne and conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Identify client needs related to substance use, mental health, and housing - Enroll clients, as needed in supportive services, such as substance use treatment, mental health services from LA County Department of Mental Health and the Hawthorne Access Center, and social services like General Relief - Identify and place PEH in interim housing - Support housing-ready clients to complete applications, as applicable, to place them in permanent supportive housing or other permanent housing situations - Maintain records of all services provided to PEH - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload
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The Provider will ensure that the following staff requirements for Housing Focused Case Managers are met:

1. Criminal Clearances and Background Investigations: Contractor shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
2. Language Ability: Contractor shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
3. Service Delivery: Contractor shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
4. Driver's License and Automobile Insurance: Contractor shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
5. Driving Record: Contractor shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
6. Experience: Contractor shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in the County Contract and in Table 2 below. The City will report on these metrics monthly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH placed in IH	24	Annually
Number of PEH placed PH (including reunification)	24	Annually
Number of PEH linked to behavioral health services	24	Annually

Each case manager will have 36 unduplicated cases a year.

B. Supplemental Monthly Reporting Metrics

In addition, City's Monthly Report will include additional metrics and outcomes (Table 3), including progress on behavioral health plans, participants' housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Number of PEH on caseload	Unduplicated clients currently on case managers' active caseload
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available shelter, safe parking, motel and other IH to date (as of reporting)
Year to Date (YTD) number of PEH placed in PH	Cumulative number of individuals placed in a permanent housing situation, including reunification
Number of clients experiencing behavioral health challenges	Unduplicated clients with behavioral health services challenges per month. This includes substance use disorders/mental illness
Number of clients actively receiving behavioral health services	Unduplicated clients with behavioral health services per month. This includes services from DMH, the Hawthorne Access Center, or other services/treatment.

E. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

EXHIBIT 4: HAWTHORNE HOUSING NAVIGATION SCOPE OF WORK

I. BUDGET

The total annual program budget is \$80,000; of which \$9,200 will go towards administrative costs defined as costs necessary to support the City's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Hawthorne Housing Navigation program will hire 1 Housing Navigator at the Hawthorne Access Center to provide a holistic, client-centered approach as they complete case management for PEH and individuals or households at risk of homelessness. They will assist with placing people in interim and/or permanent supportive housing. In addition, they will perform other coordination and case management services. Included below in Table 1 is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Hawthorne Housing Navigation	<ul style="list-style-type: none">- Outreach people experience homelessness (PEH) in Hawthorne and provide services at the Hawthorne Access Center- Complete housing and services plans with PEH clients- Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps- Enroll clients in supportive services, such as General Relief (GR) and Supplemental Security Income (SSI)- Identify PEH and households at risk of homelessness to complete applications, as applicable, to place them in permanent supportive housing or other permanent housing situations- Connect PEH with interim or permanent housing option that best fits their current needs

-
- Support PEH to complete applications, as applicable, to place them in permanent housing situations
 - Maintain records of all services provided to PEH
 - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information
 - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients
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The Provider will ensure that the following staff requirements for Housing Focused Case Managers are met:

1. Criminal Clearances and Background Investigations: Contractor shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
2. Language Ability: Contractor shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
3. Service Delivery: Contractor shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
4. Driver's License and Automobile Insurance: Contractor shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
5. Driving Record: Contractor shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
6. Experience: Contractor shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2, as outlined in the County Contract. The City will report on these metrics monthly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH placed in PH	16	Annually
Number of individuals served that retain housing or transition directly into other PH	12	Annually

Minimum annual case load for this position will be 80 cases.

B. Supplemental Monthly Reporting Metrics

In addition, City's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of PEH placed in permanent housing	Cumulative number of unique individuals placed in permanent housing situation to date
Year to Date (YTD) number of Individuals retained housing	Cumulative number of unique individuals retained their housing situation to date
Number of clients on caseload	Unduplicated clients currently on case managers' active caseload. Include a breakdown of clients who are currently experiencing homelessness and those who are at risk seeking prevention services per month
Number of clients enrolled in supportive services	Unduplicated clients enrolled in supportive services by the Housing Navigator, including but not limited to GR, SSI, and mental and behavioral health services
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

F. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

EXHIBIT 3: GARDENA HOMELESS PREVENTION COORDINATOR SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$110,000. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Gardena Homeless Prevention Coordinator program will hire 1 case manager who will provide a holistic, client-centered approach as they complete case management and coordinate Gardena's prevention services, including the rental assistance program. Included below is the expected Scope of Work (SOW) for the City as required by this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Gardena Homeless Prevention Coordinator	<ul style="list-style-type: none">- Support households at risk of homelessness to retain existing permanent housing or obtain new permanent housing, such as through housing application assistance and/or rental assistance- Identify and coordinate client needs related to housing- Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps- Enroll clients in supportive services, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), and DMH services, as needed- Maintain records of all services provided to PEH- Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information- Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload

The Provider will ensure that the following staff requirements for the Gardena Homeless Prevention Coordinator are met:

7. Criminal Clearances and Background Investigations: Contractor shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
8. Language Ability: Contractor shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
9. Service Delivery: Contractor shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
10. Driver's License and Automobile Insurance: Contractor shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
11. Driving Record: Contractor shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
12. Experience: Contractor shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in the County Contract and below in Table 3. The City will report on these metrics monthly for each fiscal year this MOU is active.

Table 3. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of unique individuals enrolled on caseload	16	Annually

Number of individuals served who retain PH for at least 1 year	12	Annually
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B. Supplemental Monthly Reporting Metrics

In addition, City's Monthly Report will include additional metrics and outcomes (Table 4), including progress on behavioral health plans, participants' housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

Table 4. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of households who retain permanent housing	Cumulative number of households who retain PH or transition to a new PH situation (as of reporting)
Year to Date (YTD) number of households who receive rental assistance	Cumulative number of households who receive Gardena rental assistance (as of reporting)
Number of housing and services plans completed	Unduplicated clients who have completed housing and services plans per month
Total number of households who requested rental assistance	Unduplicated households who have requested or applied for rental assistance, including those who have and have not received assistance.
Number of households enrolled in outside housing assistance	Unduplicated households connected to assistance by the prevention coordinator provided outside of Gardena, such as County or SBCCOG programs.
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

G. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

EXHIBIT 3: GARDENA HOUSING NAVIGATION SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$90,000. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Gardena Housing Navigation program will hire 1 Housing Navigator, who will provide a holistic, client-centered approach as they complete case management for people experiencing homelessness (PEH). They will assist with placing people in interim and/or permanent housing. In addition, they will perform other coordination and case management services. Included below in Table 1 is the expected Scope of Work (SOW) for the City as required to fulfill this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Gardena Housing Navigation	<ul style="list-style-type: none">- Identify and outreach PEH in Gardena- Complete housing and services plans with outreach PEH clients- Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps- Enroll clients in supportive services, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), and DMH services- Connect PEH with interim or permanent housing option that best fits their current needs- Support PEH to complete applications, as applicable, to place them in permanent housing- Maintain records of all services provided to PEH- Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information- Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing for clients on caseload

The Provider will ensure that the following staff requirements for Housing Focused Case Managers are met:

1. Criminal Clearances and Background Investigations: Contractor shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
2. Language Ability: Contractor shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
3. Service Delivery: Contractor shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
4. Driver's License and Automobile Insurance: Contractor shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
5. Driving Record: Contractor shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
6. Experience: Contractor shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the City shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the City to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 3, as outlined in the County Contract. The City will report on these metrics monthly for each fiscal year this MSA is active.

Table 3. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH placed in IH	16	Annually

Number of PEH placed in PH	12	Annually
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B. Supplemental Monthly Reporting Metrics

In addition, City’s Monthly Report will include additional metrics and outcomes (Table 4), including progress on enrollment in supportive services, participants’ housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program’s progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

Table 4. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of PEH placed in interim housing	Cumulative number of individuals placed in interim housing situation to date (as of reporting)
Year to Date (YTD) number of PEH placed in permanent housing	Cumulative number of individuals placed in permanent housing situation to date (as of reporting)
Number of PEH outreached	Number of unduplicated clients outreached per month
Number of clients on Housing Navigator’s caseload	Number of unduplicated clients currently on case managers’ active caseload and receiving housing navigation services per month
Number of housing and services plans completed	Unduplicated clients who have completed housing and services plans with the housing navigator per month
Number of clients enrolled in supportive services	Unduplicated clients enrolled in supportive services by the Housing Navigator, including but not limited to GR, SSI, and mental and behavioral health services
Notes and success stories	What action steps have you taken to ensure the program’s KPIs are achieved? What is working? What are 3 challenges?

A. Additional Data Needs

As part of SBCCOG’s program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment

- Shelters
- Hotels/Motels
- Transitional Housing
- Shared or Bridge Housing
- Skilled Nursing Homes
- Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the City to gather this information in a flexible and not burdensome manner.

EXHIBIT 2: SHARE! SCOPE OF WORK

I. BUDGET AND START DATE

The total annual program budget is \$450,000; of which \$40,500 will go towards administrative costs defined as costs necessary to support program case management, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins August 13, 2025.

A. Compensation

Category	Budget (FY 2025-2026)
People Served	50
<u>Program Costs</u>	
Salaries and Benefits	\$335,000
Occupancy (incl comms, utilities & maintenance)	\$29,500
<u>Administration Costs</u>	
Insurance & Professional Fees	\$24,000
Auto/Mileage/Parking	\$13,000
Other Indirect	\$3,500
Rental Assistance	\$45,000
Total	\$450,000

Salaries and Benefits include use of at least 1 Peer Bridge and partial use of Program Coordinators, Placement Specialists, Homeowner Liaisons, Data Analyst, and Administration. Current rent ranges from \$500-\$1000/month depending on the property and location.

II. SCOPE OF WORK

A. Target Population

SHARE! will place and support in placing adults experiencing homelessness (18 and older) with mental health or other disabilities from SPA 8 into housing. Where appropriate, the target populations include the families of those individuals who meet the criteria outlined below.

The term people experiencing homelessness includes:

1. An individual or household living on the streets, beach, or other location not meant for habitation and lack a fixed, regular nighttime residence
2. An individual or household who has a primary nighttime residence that is:

- a. A supervised publicly or privately-operated shelter designed to provide living accommodations, including welfare hotels, congregate shelters, and transitional housing for people with mental illness; or
 - b. An institution that provides temporary residence for individuals intended to be institutionalized; or
 - c. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings, e.g. cars, parks, sidewalks, abandoned buildings, the beach, or “on the street;”
3. An individual of any age who has no identified permanent housing to go to after discharge from an institutional setting, including local city or county jails; group homes or foster care settings; juvenile hall or probation camps; hospitals, including acute psychiatric hospitals; psychiatric or other health facilities; skilled nursing facilities with or without a certified special treatment program for mental health issues; mental health rehabilitation centers; and crisis and transitional residential settings.

B. Staffing

Consultant will ensure that the following staff requirements are met:

13. Criminal Clearances and Background Investigations: Consultant shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
14. Language Ability: Consultant shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
15. Service Delivery: Consultant shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Consultant proposes to provide services.
16. Driver’s License and Automobile Insurance: Consultant shall maintain current copies of driver’s licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
17. Driving Record: Consultant shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers’ Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
18. Experience: Consultant shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

C. Services

Consultant will recruit owners of houses in Los Angeles County with at least three bedrooms to participate in the program. Consultant will see that owners or lease holders fully furnish and equip each house. Consultant will inspect the houses before people move in, whenever there is a complaint about the house’s physical plant or its furnishings and at least annually thereafter. The SBCCOG reserves the right to refuse stays if houses are deemed to be substandard, ie. housing that poses a risk to health, safety, or physical well-being due to conditions such as inadequate sanitation, structural hazards, faulty wiring, lack of basic facilities, or pest infestations.

Consultant will receive referrals for housing from the SBCCOG, SPA 8 CES and community agencies, and cities in SPA 8, and will place people into housing as soon as possible. Five beds will be reserved for the City of Manhattan Beach. After people are housed, the SBCCOG will be notified and approve the individuals placement in the Project. The SBCCOG may veto any Project placement at its own discretion. Consultant will determine if people referred meet the minimum requirements to participate in the program:

1. Homeless or at risk of homelessness
2. Ability to share a room with one other person of their choice
3. Source of income necessary to maintain housing
4. Ability to live independently
5. Willingness to attend three self-help support groups a week
6. Willingness to live as a “family” within the house

Consultant will not conduct background checks, credit checks, eviction histories or other screening tools customarily used to deny housing to people. There will be no security deposits or last month’s rent collected as a condition of tenancy.

Consultant will connect people to housing within 24-48 hours.

Supportive services will be provided by a Peer Bridger who visits the house at least twice a month and is available by phone at other times. Consultant will enter the person into Clarity/HMIS with 96 percent accuracy.

Services shall be voluntary and shall be delivered on-site and in the community. Services are designed to use best practices for building social support to help residents live independently and successfully integrate into the community. Services include referrals to self-help support groups and a self-directed process to identify and support goals, including linkages to employment, education, health care, mental health care, substance abuse treatment, family reunification, recreation and other activities as needed.

Services will be culturally and linguistically appropriate.

D. Fair Housing/Reasonable Accommodation

Consultant’s admission, eviction, and eviction appeals policies shall be consistent with requirements established by fair housing laws and other funding sources, and shall be sensitive to the needs of the target populations, including the needs of particularly hard-to-serve individuals, e.g., individuals with a history of substance abuse, mental health issues, individuals with bad credit and housing histories, and individuals with criminal records. If an individual is asked to move out of a house by their roommates or the owner/operator, Consultant will immediately offer them housing in another house to start over again.

E. Rent

Rent for a bed in a house will be calculated based on the actual rent for the house divided by the number of beds available for people in the house. Under no circumstances will the number of

beds per bedroom be greater than two. Bedrooms must be at least 70 square feet to accommodate one person. A minimum additional 50 square feet is required for two people in one bedroom. Consultant will look for comps in the neighborhood or similar neighborhoods to justify the rent and/or compare rent per square foot in nearby houses.

The owner may collect an amount not to exceed \$250 per resident for utilities, furnishings, communal cleaning supplies, cable TV, high speed internet, toilet paper, soap and other amenities. Houses with only six residents may collect up to \$1,000 for these amenities to be divided equally among the residents. Each person living in the house must have an individual month-to-month rental agreement with the owner/lease holder.

Current rent ranges from \$500-\$1000/month depending on the property and location.

SHARE! will make best efforts to secure rental assistance for people through government programs. If government subsidy cannot be established, SHARE! will notify the SBCCOG to utilize the budgeted rental subsidy pool.

F. Housing First

SHARE! Housing Specialist will take referrals over the phone and in person, connecting prospective residents with housing options the same day the prospective residents express a desire to be housed.

The Housing Specialist will also connect each prospective resident to self-help support groups that support the specific goals of prospective residents nearby the chosen house.

G. Support Services

SHARE! employs Peer Bridgers—staff with lived experience of homelessness, mental health, trauma and/or substance use issues and who are in recovery – to provide evidence-based supportive services.

Peer Bridgers:

- Visit the house or talk to residents by phone whenever necessary to resolve conflicts.
- Support each resident in developing self-directed goals and establish connection to community based services such as self-help support groups, health care, education, employment, family reunification and any other services essential for achieving and maintaining independent living.
- Support each household to build an inclusive culture of recovery in which residents provide social support to each other and develop independent living skills by developing leadership roles in the house to manage household activities.

H. Employment Services

SHARE! will work with the SBCCOG to connect clients with programs run by SPA 8 workforce investment boards, one-stops, and other career development agencies. This work may include attending meetings, collaborating with the SPA 8 agencies, and assisting clients in their job search

(assisting people with job interviews, enrolling clients into job placement programs or education opportunities to further their career goals).

I. Housing Retention

Consultant shall have plans and policies to help residents maintain their housing in times of crises, e.g. when residents are absent for some brief period of time because of hospitalizations or entry into rehabilitation programs. 90% of residents over the course of 6 months and 80% of residents over the course of 1 year will not return to homelessness.

SHARE! Collaborative Housing is a no-fail program: if someone is asked to move out of a house or chooses to leave for any reason, they are immediately placed in a different house, maintaining their housing as they make a fresh start.

J. House Meetings

Consultant shall establish a House Meeting in each house that meets at least once a month to discuss house issues and make plans for house activities. The residents together will make their own rules in the house apart from those contained in their rental agreement. Under no circumstances will smoking be allowed in the house or illegal activity anywhere on the property.

K. Quality Assurance Plan

Consultant shall provide its residents and their families with a tool by which to evaluate the services rendered by the Consultant, on an annual basis. Consultant shall ensure that this tool addresses the performance of the Consultant. Consultant shall make this information available to the SBCCOG upon request.

L. Records of Services

Consultant shall keep a record of all services provided. Additionally, Consultant shall keep a record of dates, agendas, sign-in sheets, and minutes for all Consultant services.

III. INVOICES AND REPORTING

The Consultant shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Consultant shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Consultant to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 1, as outlined in the County Contract. The Consultant will report on these metrics monthly for each fiscal year this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH housed in SHARE! Collaborative Housing	50	Annually
Number of participants with employment	32	Annually
Number of participants graduated from the SHARE program	25	Annually

Note that “graduation from the SHARE program” is defined as when (1) the participant gains employment AND (2) participant can independently cover the full rental cost in SHARE! or other permanent housing situation.

B. Supplemental Monthly Reporting Metrics

In addition, Consultant’s Monthly Report will include additional metrics and outcomes (Table 2), as well as participants’ name, date of birth, other demographics, date of move in, date of move out, coding for the reason for move out and whether the person continued to be housed, returned to homelessness, hospitalization, incarceration, family reunification, etc., the employment status of the person, self-help support group attendance, participation in educational opportunities, volunteering and other information as agreed to by Contactor and the SBCCOG. This reporting will help the COG monitor the program’s progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the Consultant to gather this information in a flexible and not burdensome manner.

Table 2. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
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Number of new people housed	Number of unique individuals housed in SHARE! collaborative housing per month
Year to Date (YTD) number of PEH housed	Cumulative number of unique individuals placed in permanent housing situation to date (as of reporting). This includes individuals who are currently housed in SHARE! as well as those who have graduated into other housing following SHARE!
Total number of people currently housed in SHARE!	Total number of unique individuals who are currently residing in SHARE! collaborative housing
Start date of participant employment	For all participants who gain employment, include the start date (Month and Year) of employment
Number of people released from program due to failures to comply or own volition	Number of unique individuals who have left SHARE! collaborative housing but not graduated per month and cumulative.
Number of participants enrolled in supportive services	Unduplicated clients enrolled in supportive services by the Housing Navigator, including but not limited to employment GR, SSI, and mental and behavioral health services, including SHARE! self-help support groups. Please note which services participants are enrolled in.
Number of new houses opened and number of new beds created	SHARE! Collaborative Housing should work to expand the number of beds available for SPA 8 residents. This metric should indicate new homes and the number of beds added in a month and cumulative.
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

EXHIBIT 3: HERO BEACH CITIES CASE MANAGEMENT

I. BUDGET AND START DATE

The total annual program budget is \$160,000; of which \$16,000 will go towards administrative costs defined as costs necessary to support the Consultant's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The funds will support two (2) Case Managers (2 FTE) to serve the following: El Segundo, Manhattan Beach, Hermosa Beach, and Redondo Beach. This multi-jurisdictional program will provide closer linkage between case management activity and city stakeholders. The two Case Managers will connect participants to mainstream programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). They will also provide supportive services such as problem solving, document readiness, housing navigation, and connect with behavioral health services as needed. All populations over the age of 18 will be served (adults, families, seniors, veterans, etc..)

Case Managers and staff will attend all case conferencing and data sharing meetings. Occasional attendance at city council meetings will also be required.

In the event that Consultant may need to co-locate at SBCCOG offices, the Consultant agrees to not bring clients to the offices, as SBCCOG does not have authorization to allow direct services on site. A separate co-location agreement will be considered.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
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Beach Cities Case Management and Outreach Services	<ul style="list-style-type: none"> - Outreach people experience homelessness (PEH) in Beach Cities and conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Identify client needs related to substance use, mental health, and housing - Enroll clients, as needed in supportive services, such as substance use treatment, mental health services from LA County Department of Mental Health, the Beach Cities Homeless Court, and social services like General Relief - Identify and place PEH in interim housing - Support housing-ready clients to complete applications, as applicable, to place them in permanent supportive housing or other permanent housing situations - Maintain records of all services provided to PEH - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload
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The Consultant will ensure that the following staff requirements for Case Managers are met:

19. Criminal Clearances and Background Investigations: Consultant shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
20. Language Ability: Consultant shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
21. Service Delivery: Consultant shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to provide services.
22. Driver's License and Automobile Insurance: Consultant shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
23. Driving Record: Consultant shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
24. Experience: Consultant shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICES AND REPORTING

The SBCCOG, at its discretion, may provide Consultant a prepayment for services, contingent on the SBCCOG receiving timely funding from its funders. The Consultant shall invoice SBCCOG \$30,000

prepayment 45 days before the beginning of every quarter. The Consultant will track this prepayment against its monthly expenses. The Consultant shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Consultant shall submit the invoice and monthly report on the Friday before. Monthly invoices will be deducted from the prepayment. Once the prepayment has been exhausted, the SBCCOG will reimburse the remaining portion of the invoice amount until the next prepayment.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Consultant to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in the County Contract and in Table 1 below. The Consultant will report on these metrics monthly for each fiscal year this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH placed in IH	24	Annually
Number of PEH placed in PH (including reunification)	16	Annually
Number of PEH linked to behavioral health services	24	Annually

Each case manager will have a minimum of 15 participant case slots at any given time.

B. Supplemental Monthly Reporting Metrics

In addition, Consultant's Monthly Report will include additional metrics and outcomes (Table 2), including progress on behavioral health plans, participants' housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 2. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Number of PEH on caseload	Unduplicated clients currently on case managers' active caseload
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available shelter, safe parking, motel and other IH to date (as of reporting)
Year to Date (YTD) number of PEH placed in PH	Cumulative number of individuals placed in a permanent housing situation, including reunification
Number of clients experiencing behavioral health challenges	Unduplicated clients with behavioral health services challenges per month. This includes substance use disorders/mental illness

Number of clients actively receiving behavioral health services	Unduplicated clients with behavioral health services per month. This includes services from DMH, the Beach Cities Access Center, or other services/treatment.
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

H. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Consultant to gather this information in a flexible and not burdensome manner.

EXHIBIT 4: HERO HOUSING RETENTION SPECIALIST

I. BUDGET AND START DATE

The total annual program budget is \$115,000; of which no more than 13% will go towards Activity Delivery Costs (ADC) and no more than 7% will go towards Administration. ADCs are a type of direct cost, which includes staff and overhead costs incurred for administering and implementing a specific program or project. ADCs include the cost of staff directly carrying out a program/project activity as well as equipment and supplies that are necessary for successful completion of the activity. This can include direct supervision, transportation, and supplies. Administrative costs are defined as costs necessary to support program implementation, including meeting supplies, internet/communication services, office supplies, furniture, equipment, and office space rent.

The Start Date begins August 13, 2025.

The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Housing Retention Specialist will work collaboratively with the SBCCOG, city partners, service Consultants, landlords and other parties in the community to support housed participants navigate any housing insecurity. The goal of the Program is to reduce barriers to housing stability, and keep participants housed. These participants will have been recipients of SBCCOG and regional prevention and housing program

The Consultant will leverage knowledge of local community resources, including but not limited to mental health services, substance use recovery services, legal services, income support services, financial literacy services, food banks, and utility assistance services.

Staff will attend all case conferencing and data sharing meetings. Occasional attendance at city council meetings will also be required.

In the event that Consultant may need to co-locate at SBCCOG offices, the Consultant agrees to not bring clients to the offices, as SBCCOG does not have authorization to allow direct services on site. A separate co-location agreement will be considered.

In addition to the outlined responsibilities, Consultant will maintain a minimum caseload of 20 Active Participants at a time. Active Participants are defined as those who may not yet be housing stable and still need assistance with services such as job placement, behavioral health appointments, and life coaching. Active Participants may need a visit once every two weeks. The Retention Specialist should also leverage CalAIM Housing Supports whenever possible to help alleviate case load burdens.

The Consultant will also conduct wellness checks on Passive Participants. Passive Participants are those who have achieved housing stability. The Consultant will check in once every 4-6 weeks to ensure the participant is still stable.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Housing Retention Specialist	<ul style="list-style-type: none"> - Conduct follow-up home visits with participants; to assist participants with retaining housing and complying with lease agreements. - Receive referrals from cities and other agencies in SPA 8 to provide participants with support, such as completing referrals to community-based services - Act as a liaison between participants and landlords in the event of complaints or lease violations - Assist program participants on tenant housekeeping, completing client-centered housing plan goals, and addressing behavioral issues impacting the ability to maintain lease terms and program requirements. - Arrange for transportation for client to appointments related to client's housing plan. - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload

The Consultant will ensure that the following staff requirements for Retention Specialists are met:

25. Criminal Clearances and Background Investigations: Consultant shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
26. Language Ability: Consultant shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
27. Service Delivery: Consultant shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Contractor proposes to

provide services.

28. Driver's License and Automobile Insurance: Consultant shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
29. Driving Record: Consultant shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
30. Experience: Consultant shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

Skills necessary for a successful Retention Specialist:

- Independent living skills coaching
- Coaching and crisis intervention
- Coordination with medical, dental, substance use counseling and mental health Consultants (must be maintained for higher acuity individuals)
- Coordinate with professional agencies for physical and behavioral health services
- Provide or arrange for transportation to services appointments, job interviews, etc.
- Assist with entitlement and benefits applications:
 - o Medi-Cal/CalAIM
 - o General Relief
 - o CalFresh
 - o Cash Assistance Program for Immigrants (CAPI)
 - o GAIN (Greater Avenues for Independence) / Welfare-to-Work
 - o Social Security Income/Social Security Disability Income
 - o Referrals to employment opportunities

III. INVOICES AND REPORTING

The SBCCOG, at its discretion, may provide Consultant a prepayment for services, contingent on the SBCCOG receiving timely funding from its funders. The Consultant shall invoice SBCCOG \$25,000 prepayment 45 days before the beginning of every quarter. The Consultant will track this prepayment against its monthly expenses. The Consultant shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Consultant shall submit the invoice and monthly report on the Friday before. Monthly invoices will be deducted from the prepayment. Once the prepayment has been exhausted, the SBCCOG will reimburse the remaining portion of the invoice amount until the next prepayment.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Consultant to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in Table 1 below. The Consultant will report on these metrics monthly for each fiscal year this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Retained Housing or Transitioned into other Permanent Housing	90%	Annually
Number of Participants Linked to Services	As Needed	Annually

Retention Specialist will have a minimum of 20 participant case slots at any given time.

B. Supplemental Monthly Reporting Metrics

In addition, Consultant's Monthly Report will include additional metrics and outcomes (Table 2), including progress on behavioral health plans, participants' housing timeline, including any anticipated housing dates. Other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 2. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Number of Participants on caseload	Unduplicated clients currently on Specialist's active caseload. Include cumulative annual case load
Number of Participants that lost housing	Cumulative number of participants who lose their housing
Number of visits	Track number of visits per participant
Number of clients linked to behavioral health services	Unduplicated clients linked to behavioral health services per month. This includes substance use disorders/mental illness
Number of clients linked to other services	Unduplicated clients linked to other services for support (ie, legal services, financial counseling, and food services)
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

EXHIBIT 5: HERO CAL AIM COMMUNITY SUPPORTS CONSULTANT

I. BUDGET AND START DATE

The total annual program budget is \$150,000; of which no more than 13% will go towards Activity Delivery Costs (ADC) and no more than 7% will go towards Administration. ADCs are a type of direct cost, which includes staff and overhead costs incurred for administering and implementing a specific program or project. ADCs include the cost of staff directly carrying out a program/project activity as well as equipment and supplies that are necessary for successful completion of the activity. This can include direct supervision, transportation, and supplies. Administrative costs are defined as costs necessary to support program implementation, including meeting supplies, internet/communication services, office supplies, furniture, equipment, and office space rent.

The Start Date begins August 13, 2025.

II. SCOPE OF WORK

Program Description: The Cal Aim Consultant will help our cities and non-profit partners become Community Supports eligible and/or connect them to Community Supports resources.

The Consultant will work closely with city and agency staff to apply to be Community Support Providers. The Consultant will navigate the partners through the application processes of LA Care, Health Net, Kaiser, Blue Shield, and other Managed Care Plans. This task may include filling out paperwork, gathering necessary information, and attending meetings on behalf of the partner. Wherever possible, the SBCCOG will help identify partner staff to collaborate on these tasks.

Community Supports may include Housing Navigation Services, Housing Deposits, Housing Tenancy and Sustaining Services, Transitional Rent, and any of the 11 other Community Supports.

The list of partners includes, but is not limited to:

- City of Torrance
- City of Hawthorne
- City of Redondo Beach
- HERO Community Services
- WLCAC
- St Margaret's Center
- Harbor Interfaith

A **Successful Engagement** is defined as a partner being able to claim reimbursement for a Community Support activity with at least one Managed Care Plan.

The Consultant may be needed to claim reimbursements for our partners until our partner has identified appropriate staff to do such work.

Additionally, Consultant will connect partners and their participants to existing Community Support providers. The Consultant will maintain a list of Community Support partners for South Bay participants to access.

Staff will attend all case conferencing and data sharing meetings. Occasional attendance at city council meetings will also be required. Consultant may be asked to report any opportunities and challenges to State CalAIM administrators.

In the event that Consultant may need to co-locate at SBCCOG offices, the Consultant agrees to not bring clients to the offices, as SBCCOG does not have authorization to allow direct services on site. A separate co-location agreement will be considered.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Cal Aim Consulting	<ul style="list-style-type: none"> - Apply to become Community Supports eligible on behalf of our partners - Engage with Managed Care Plans on behalf of our partners - Work closely with city and agency staff - Attend Cal Aim meetings on behalf of our partners - Claim reimbursements on behalf of our partners - Connect partners and participants with existing Community Support providers - Maintain list of Community Support providers for South Bay participants - Collect data on participant referrals and outcomes - Attend City Council meetings, case conferencing meetings, and other meetings as assigned by SBCCOG

III. INVOICES AND REPORTING

The SBCCOG, at its discretion, may provide Consultant a prepayment for services, contingent on the SBCCOG receiving timely funding from its funders. The Consultant shall invoice SBCCOG \$25,000 prepayment 45 days before the beginning of every quarter. The Consultant will track this prepayment against its monthly expenses. The Consultant shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Consultant shall submit the invoice and monthly report on the Friday before. Monthly invoices will be deducted from the prepayment. Once the prepayment has been exhausted, the SBCCOG will reimburse the remaining portion of the invoice amount until the next prepayment.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Consultant to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs as outlined in Table 1 below. The Consultant will report on these metrics monthly for each fiscal year this MOU is active.

Table 1. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Successful Engagements	6	Annually
Number of Participants Linked to Services	60	Annually

B. Supplemental Monthly Reporting Metrics

In addition, Consultant's Monthly Report will include additional metrics and outcomes (Table 2), including progress on engagements and regional usage of Community Support services. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 2. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Progress on Engagements	Progress report on status of engagements, including progress on application deliverables
Number of referrals to CalAIM Service Providers	Number of referrals to Community Support
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

EXHIBIT 3: WLCAC HOUSING FOCUSED CASE MANAGEMENT

I. BUDGET

The total annual program budget is \$400,000; of which \$50,000 will go towards administrative costs defined as costs necessary to support the Provider's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, office supplies, furniture, equipment, and office space rent. The rest of the funding will go towards program staff and direct supervision and transportation costs. The Start Date begins August 13, 2025.

Please note that funding for this program is contingent on Los Angeles County Supervisor discretion. Failure to secure funding from SBCCOG Supervisors may result in the early termination of this program, including the full allocated budget.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Provider will hire three (3) Housing Focused Case Managers, who will provide a holistic, client-centered approach as they complete outreach and case management for people experiencing homelessness (PEH). They will assist with placing people in interim and/or permanent housing. In addition, they will perform other coordination and case management services. Included below in Table 1 is the expected Scope of Work (SOW) for the Provider as required to fulfill this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
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Housing Focused Case Management	<ul style="list-style-type: none"> - Identify and outreach people experiencing homelessness (PEH) in Carson, CD15 (except Watts), Lomita, Gardena and Unincorporated Areas (i.e., West Carson) - Complete housing and services plans with outreached PEH clients - Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Enroll clients in supportive services, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), and DMH services - Connect PEH with interim or permanent housing option that best fits their current needs - Support PEH to complete applications, as applicable, to place them in permanent supportive housing or other permanent housing situations - Maintain records of all services provided to PEH - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload
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The Provider will ensure that the following staff requirements for Housing Focused Case Managers are met:

31. Criminal Clearances and Background Investigations: Provider shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
32. Language Ability: Provider shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
33. Service Delivery: Provider shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Provider proposes to provide services.
34. Driver's License and Automobile Insurance: Provider shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
35. Driving Record: Provider shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
36. Experience: Provider shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICING AND REPORTING

The Provider shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Provider shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Provider to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2, as outlined in the County Contract. The Provider will report on these metrics quarterly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH currently enrolled in case management services (unduplicated)	160	Annually
Number of PEH placed in IH	20	Annually
Number of PEH placed in PH (including reunification)	40	Annually

B. Supplemental Monthly Reporting Metrics

In addition, Provider's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

Table 3. Supplemental Monthly Reporting Metrics

Additional Quarterly Reporting Data	Details
Year to Date (YTD) number of PEH placed in interim housing	Cumulative number of individuals placed in interim housing situation to date (as of reporting)
Year to Date (YTD) number of PEH placed in permanent housing	Cumulative number of individuals placed in permanent housing situation to date (as of reporting)
Number of PEH outreached	Number of unduplicated clients outreached per month

Number of clients enrolled in supportive services	Unduplicated clients enrolled in supportive services by the Housing Navigator, including but not limited to GR, SSI, and mental and behavioral health services
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

I. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

EXHIBIT 4: WLCAC RENTER PROTECTION AND HOMELESSNESS PREVENTION (RPHP)

I. BUDGET AND START DATE

The total annual program budget is \$950,000; \$200,000 of this will go towards Activity Delivery Costs (ADC), which includes funding for a full-time Prevention Subsidy Specialist, \$45,000 will go towards Administration. ADCs are a type of direct cost, which includes staff and overhead costs incurred for administering and implementing a specific program or project. ADCs include the cost of staff directly carrying out a program/project activity as well as equipment and supplies that are necessary for successful completion of the activity. This can include direct supervision, processing rental subsidies, and check supplies. Administrative costs are defined as costs necessary to support program implementation, including meeting supplies, internet/communication services, office supplies, furniture, equipment, and office space rent. The rest of the funding will go towards the subsidies described in section II.

The Start Date begins August 13, 2025.

II. SCOPE OF WORK

Program Description: The Provider will administer a portion of RPHP funds allocated to the SBCCOG by the Los Angeles County Affordable Housing Solutions Agency (LACAHSa). This includes providing (1) Emergency Rental Assistance; (2) Flexible Financial Assistance; (3) Short-Term Income Support. Included below in Table 1 is the expected Scope of Work (SOW) for the Provider as required to fulfill this MOU and the LACAHSa requirements, with the relevant sections of the LACAHSa Program Guidelines (Exhibit 2) noted.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Renter Protections and Homelessness Prevention	<ul style="list-style-type: none">- Follow all LACAHSa Program Guidelines for on Renter Protections and Homelessness Prevention, including alignment with eligible activities for Emergency Rental Assistance, Flexible Financial Assistance, and Short-Term Income Support- Receive referrals of households at risk of homelessness in Torrance, CD15 (except Watts), Gardena, Carson, the Peninsula, and Unincorporated Areas (i.e., West Carson)- NOTE: Because LA City and Unincorporated areas receive their own funding, we may prioritize South Bay incorporated cities, as well as other prioritizations to be determined by the SBCCOG. We will want to leverage LSF and LACAHSa resources in LA City and Unincorporated areas as much as possible.

	<ul style="list-style-type: none"> - Assess household eligibility criteria for RPHP services (e.g., income, LA County residence, risk of homelessness) - Report to the SBCCOG each clients requesting assistance (e.g. security deposit, rental arrears, utility deposits to review reimbursement to the Provider and ensure requests follow LACAHSa guidelines - Ensure all documentation and eligibility criteria are followed according to LACAHSa guidelines - Complete a housing stability plan and assist with budgeting and money management with clients as needed - Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Support clients in accessing other supportive services from the County and partner agencies, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), CalWorks, CalAIM, and DMH services
Documentation and Reporting	<ul style="list-style-type: none"> - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload - Fulfill LACAHSa documentation standards for all assistance provided (Exhibit 2), income, and eligibility. - Maintain records of all services provided, including amount of financial assistance - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Adopt LACAHSa specific data and grant management system (TBD)

III. INVOICING AND REPORTING

The SBCCOG, at its discretion, may provide Provider a prepayment for services, contingent on the SBCCOG receiving timely funding from its funders. The Provider shall invoice SBCCOG up to \$150,000 prepayment 45 days before the beginning of every quarter. The Provider will track this prepayment against its monthly expenses. The Provider shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Provider shall submit the invoice and monthly report on the Friday before. Monthly invoices will be deducted from the prepayment. Once the prepayment has been exhausted, the SBCCOG will reimburse the remaining portion of the invoice amount until the next prepayment.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Provider to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget.

Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2. The Provider will report on these metrics quarterly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of households at risk of homelessness enrolled in Emergency Rental Assistance	40	Annually
Number of households at risk of homelessness enrolled in Flexible Rental Assistance	100	Annually
Number of households at risk of homelessness enrolled in Short-Term Income Support	10	Annually
Number of households who retained existing or transitioned to new permanent housing through RPHP services	135	Annually
Number of households who retained housing for at least 6 months following RPHP services	90%	Annually

B. Supplemental Quarterly Reporting Metrics

In addition, Provider's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Quarterly Reporting Data	Details
Year to Date (YTD) number of households who received RPHP services	Cumulative number of households who received any amount of RPHP services or assistance (as of reporting)
Year to Date (YTD) number of households who retained or transitioned to new permanent housing	Cumulative number of individuals who retained or transitioned to permanent housing via RPHP assistance (as of reporting)
Year to Date (YTD) amount of financial assistance received per household	Cumulative amount of financial assistance a household has received to date (as of reporting). LACAHSa guidelines limit the amount of aid to \$20,000 per household within a 2-year period, across all eligible activities.
Number of clients enrolled in additional supportive services	Unduplicated clients enrolled in supportive services by the case manager, including but not limited to GR, SSI, and CalWorks
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

EXHIBIT 3: SMC HOUSING FOCUSED CASE MANAGEMENT

I. BUDGET

The total annual program budget is \$200,000; of which \$26,000 will go towards administrative costs defined as costs necessary to support the Provider's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, office supplies, furniture, equipment, and office space rent. The rest of the funding will go towards program staff and direct supervision and transportation costs. The Start Date begins August 13, 2025.

Please note that funding for this program is contingent on Los Angeles County Supervisor discretion. Failure to secure funding from SBCCOG Supervisors may result in the early termination of this program, including the full allocated budget.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Provider will hire two (2) Housing Focused Case Managers, who will provide a holistic, client-centered approach as they complete outreach and case management for people experiencing homelessness (PEH). They will assist with placing people in interim and/or permanent housing. In addition, they will perform other coordination and case management services. Included below in Table 1 is the expected Scope of Work (SOW) for the Provider as required to fulfill this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
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Housing Focused Case Management	<ul style="list-style-type: none"> - Identify and outreach people experiencing homelessness (PEH) in Inglewood, Lawndale, and Unincorporated Areas (i.e., Alondra Park, Lennox/Del Aire, Westmont/West Athens) - Complete housing and services plans with outreached PEH clients - Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Enroll clients in supportive services, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), and DMH services - Connect PEH with interim or permanent housing option that best fits their current needs - Support PEH to complete applications, as applicable, to place them in permanent supportive housing or other permanent housing situations - Maintain records of all services provided to PEH - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload
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The Provider will ensure that the following staff requirements for Housing Focused Case Managers are met:

37. Criminal Clearances and Background Investigations: Provider shall ensure that criminal clearances and background investigations have been conducted for all staff working on this contract.
38. Language Ability: Provider shall ensure that all staff can read, write, speak and understand English in order to conduct business within SPA 8.
39. Service Delivery: Provider shall ensure that all direct service staff providing supportive services in a manner that effectively responds to differences in cultural beliefs, behaviors, learning, and communication styles within the community where Provider proposes to provide services.
40. Driver's License and Automobile Insurance: Provider shall maintain current copies of driver's licenses, including current copies of proof of auto insurance that meets the minimal automobile liability prescribed by law for any and all staff providing transportation to residents.
41. Driving Record: Provider shall ensure any staff that provides transportation to residents has a safe driving record. They will maintain copies of drivers' Department of Motor Vehicles (DMV) printouts for any and all staff providing transportation to residents. Reports will be available to the SBCCOG upon request.
42. Experience: Provider shall be responsible for securing and maintaining staff who possess sufficient experience and expertise necessary to provide the services required in this SOW.

III. INVOICING AND REPORTING

The Provider shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Provider shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Provider to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2, as outlined in the County Contract. The Provider will report on these metrics quarterly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH currently enrolled in case management services (unduplicated)	160	Annually
Number of PEH placed in IH	20	Annually
Number of PEH placed in PH (including reunification)	40	Annually

B. Supplemental Monthly Reporting Metrics

In addition, Provider's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

Table 3. Supplemental Monthly Reporting Metrics

Additional Quarterly Reporting Data	Details
Year to Date (YTD) number of PEH placed in interim housing	Cumulative number of individuals placed in interim housing situation to date (as of reporting)
Year to Date (YTD) number of PEH placed in permanent housing	Cumulative number of individuals placed in permanent housing situation to date (as of reporting)
Number of PEH outreached	Number of unduplicated clients outreached per month

Number of clients enrolled in supportive services	Unduplicated clients enrolled in supportive services by the Housing Navigator, including but not limited to GR, SSI, and mental and behavioral health services
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

J. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

EXHIBIT 4: SMC DOCUMENT SPECIALIST

I. BUDGET

The total annual program budget is \$110,000; of which \$11,000 will go towards administrative costs defined as costs necessary to support the Provider's case management and outreach program implementation, including meeting supplies, cellphone and internet/communication services, office supplies, furniture, equipment, and office space rent. The rest of the funding will go towards program staff and direct supervision and transportation costs. The Start Date begins August 13, 2025.

Based on current workforce standards, the accepted minimum pay scale for Case Managers under this program is \$55,000 to \$78,000. The SBCCOG is recommending for all its contracts, the following minimum benchmark on pay for these positions:

- Peer support specialist: \$45,000 - \$55,000
- Case manager: \$55,000 - \$72,000
- Intensive case manager (ICMS): \$55,000 - \$78,000
- Program supervisors: \$65,000 - \$80,000
- Program manager: \$75,000 - \$87,000
- Un-Licensed Clinical Social Worker: \$72,000 - \$92,000
- Licensed Clinical Social Worker: \$105,000 - \$150,000

II. SCOPE OF WORK

Program Description: The Provider will hire a Document Specialist for all case managers in the region to access. The purpose of the Document Specialist is to keep our Case Managers in the field. The Specialist will assist our Case Managers with applications and forms to promote participants along their housing plans.

The Specialist may have to attend in person with participants in meetings and appointments.

As a component of this work, the Document Specialist will also act as a data quality check to make sure participant entries into related data systems are complete so as to optimize care coordination. A particular focus on data for the SBCCOG Housing Focus Case Management program is necessary.

Included below in Table 1 is the expected Scope of Work (SOW) for the Provider as required to fulfill this MOU and the County Contract.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
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Document Specialist	<ul style="list-style-type: none"> - Housing waitlists and Applications - Care Court referrals - Enrollment into County, State, and Federal services – DPSS, DMH, Unemployment, Social Security, etc.. - DMV, Birth Certificate and other forms of ID attainment - HMIS and other System Referrals - Data quality in HMIS - Reporting - Attend meetings and appointments with participants
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III. INVOICING AND REPORTING

The Provider shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Provider shall submit the invoice and monthly report on the Friday before.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Provider to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2, as outlined in the County Contract. The Provider will report on these metrics quarterly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of PEH served	100	Annually
Application Turnaround Time	<48 hours	Annually

B. Supplemental Monthly Reporting Metrics

In addition, Provider's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met. The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

Table 3. Supplemental Monthly Reporting Metrics

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of referrals from partners	Cumulative number of referrals from cities, SBCCOG, and community case managers
Number and Type of Applications Processed	Cumulative number of applications, including tracking of each category – ie. DMV, Birth Certificates, VA, etc..
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

K. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Point of Contact
- Off-Street Housing Attainment
 - Shelters
 - Hotels/Motels
 - Transitional Housing
 - Shared or Bridge Housing
 - Skilled Nursing Homes
 - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

EXHIBIT 5: SMC RENTER PROTECTION AND HOMELESSNESS PREVENTION (RPHP)

I. BUDGET AND START DATE

The total annual program budget is \$950,000; \$200,000 of this will go towards Activity Delivery Costs (ADC), which includes funding for a full-time Prevention Subsidy Specialist, \$45,000 will go towards Administration. ADCs are a type of direct cost, which includes staff and overhead costs incurred for administering and implementing a specific program or project. ADCs include the cost of staff directly carrying out a program/project activity as well as equipment and supplies that are necessary for successful completion of the activity. This can include direct supervision, processing rental subsidies, and check supplies. Administrative costs are defined as costs necessary to support program implementation, including meeting supplies, internet/communication services, office supplies, furniture, equipment, and office space rent. The rest of the funding will go towards the subsidies described in section II.

The Start Date begins August 13, 2025.

II. SCOPE OF WORK

Program Description: The Provider will administer a portion of RPHP funds allocated to the SBCCOG by the Los Angeles County Affordable Housing Solutions Agency (LACAHSa). This includes providing (1) Emergency Rental Assistance; (2) Flexible Financial Assistance; (3) Short-Term Income Support. Included below in Table 1 is the expected Scope of Work (SOW) for the Provider as required to fulfill this MOU and the LACAHSa requirements, with the relevant sections of the LACAHSa Program Guidelines (Exhibit 2) noted.

Table 1. Detailed Scope of Work

Scope of Work	Expected Tasks
Renter Protections and Homelessness Prevention	<ul style="list-style-type: none">- Follow all LACAHSa Program Guidelines on Renter Protections and Homelessness Prevention, including alignment with eligible activities for Emergency Rental Assistance, Flexible Financial Assistance, and Short-Term Income Support- Receive referrals of households at risk of homelessness in Inglewood, Lawndale, Hawthorne, Beach Cities, and Unincorporated Areas (i.e., Alondra Park, Lennox/Del Aire, Westmont/West Athens)- NOTE: Because LA City and Unincorporated areas receive their own funding, we may prioritize South Bay incorporated cities, as well as other prioritizations to be determined by the SBCCOG. We will want to leverage LSF and LACAHSa resources in LA City and Unincorporated areas as much as possible.- Assess household eligibility criteria for RPHP services (e.g., income, LA County residence, risk of homelessness)

	<ul style="list-style-type: none"> - Report to the SBCCOG each clients requesting assistance (e.g. security deposit, rental arrears, utility deposits to review reimbursement to the Provider and ensure requests follow LACAHSa guidelines - Ensure all documentation and eligibility criteria are followed according to LACAHSa guidelines - Complete a housing stability plan and assist with budgeting and money management with clients as needed - Conduct regular check-ins with clients to monitor progress, address challenges, and help reassess goals and next steps - Support clients in accessing other supportive services from the County and partner agencies, such as General Relief (GR), Supplemental Security Income (SSI), Time Limited Subsidies (TLS), CalWorks, CalAIM, and DMH services
Documentation and Reporting	<ul style="list-style-type: none"> - Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload - Fulfill LACAHSa documentation standards for all assistance provided (Exhibit 2), income, and eligibility. - Maintain records of all services provided, including amount of financial assistance - Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information - Adopt LACAHSa specific data and grant management system (TBD)

III. INVOICING AND REPORTING

The SBCCOG, at its discretion, may provide Provider a prepayment for services, contingent on the SBCCOG receiving timely funding from its funders. The Provider shall invoice SBCCOG up to \$150,000 prepayment 45 days before the beginning of every quarter. The Provider will track this prepayment against its monthly expenses. The Provider shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with Exhibit 3 as follows for each fiscal year this MOU is active. If the 10th falls on a weekend, the Provider shall submit the invoice and monthly report on the Friday before. Monthly invoices will be deducted from the prepayment. Once the prepayment has been exhausted, the SBCCOG will reimburse the remaining portion of the invoice amount until the next prepayment.

Monthly reports will include metrics that are outlined in Sections (A) Key Performance Indicators and (B) Supplemental Monthly Reporting Metrics.

Reports and invoices from the Provider to the SBCCOG must contain the information set forth in this MOU and applicable portions of the County Scope of Work, project description, and budget. Reports and invoices must describe tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

A. Key Performance Indicators (KPIs)

The program will be evaluated on the KPIs in Table 2. The Provider will report on these metrics quarterly for each fiscal year this MOU is active.

Table 2. Key Performance Indicators

Key Performance Indicators	Target Outcome	Timeline
Number of households at risk of homelessness enrolled in Emergency Rental Assistance	40	Annually
Number of households at risk of homelessness enrolled in Flexible Rental Assistance	100	Annually
Number of households at risk of homelessness enrolled in Short-Term Income Support	10	Annually
Number of households who retained existing or transitioned to new permanent housing through RPHP services	135	Annually
Number of households who retained housing for at least 6 months following RPHP services	90%	Annually

B. Supplemental Quarterly Reporting Metrics

In addition, Provider's Monthly Report will include additional metrics and outcomes (Table 3), including progress on enrollment in supportive services, participants' housing timeline, including any anticipated housing dates, and other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the COG monitor the program's progress and aid the operations where needed to ensure that metrics are met.

Table 3. Supplemental Monthly Reporting Metrics

Additional Quarterly Reporting Data	Details
Year to Date (YTD) number of households who received RPHP services	Cumulative number of households who received any amount of RPHP services or assistance (as of reporting)
Year to Date (YTD) number of households who retained or transitioned to new permanent housing	Cumulative number of individuals who retained or transitioned to permanent housing via RPHP assistance (as of reporting)
Year to Date (YTD) amount of financial assistance received per household	Cumulative amount of financial assistance a household has received to date (as of reporting). LACAHSa guidelines limit the amount of aid to \$20,000 per household within a 2-year period, across all eligible activities.
Number of clients enrolled in additional supportive services	Unduplicated clients enrolled in supportive services by the case manager, including but not limited to GR, SSI, and CalWorks
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's program, the SBCCOG may request additional data points to create reports to advocate housing, income and shelter resources to our cities. Data points will include, but are not limited to:

- How long the client has been in their city
- Demographic characteristics such as:
 - Race/Ethnicity
 - Income Levels
 - Veteran Status
 - Age
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

The SBCCOG will work with the Provider to gather this information in a flexible and not burdensome manner.

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August 2025	Attendess					
Monthy Meetings	City Managers Meeting	City Clerks Working Group	Homeless Service Task Force	Legislative Briefing	Planning/ Community Dev. Directors	Steering Committee
Carson		K. Bradshaw K. Cullors		C. Hicks		C. Hicks
El Segundo	D. George	S. Truax	C. Pimentel L. Muir	C. Pimentel		
Gardena		B. Romero		R. Tanaka		R. Tanaka
Hawthorne		D. Hunter D. Cucalon	D. Medina	V. Norris D. Caceres		
Hermosa Beach	S. Napolitano		S. Russo K. Mack L. Zalyan	R. Saemann S. Napolitano A. Becker S. Russo K. Bales		R. Jackson
Inglewood			M. Daniel L. Jones			J. Butts
Lawndale		Y. Palomo		B. Suarez R. Pullen-Miles		B. Suarez
Lomita	A. Vialpando	K. Gregory L. Abbott	B. Uphoff	B. Uphoff		B. Waite
Manhattan Beach	T. Mirzakhanian	M. Alvarez L. Tamura	J. Franklin P. Matson			
Palos Verdes Estates	K. Kallman		K. Jo	C. Quinn		
Rancho Palos Verdes	A. Mihranian			D. Bradley A. Mirhanian R. Bryden	B. Forbes	
Redondo Beach	M. Witzansky		P. Kaluderovic S. Johnson L. Omura			Z. Obagi
Rolling Hills	K. Banales	S. Lopez		B. Dieringer K. Banales		B. Dieringer
Rolling Hills Estates	G. Grammer			D. Stegura	J. Naughton	
Torrance	A. Chaparyan	C. Cammarota R. Poirier	N. Olvera Z. Gent J. Smith	A. Sheikh A. Chaparyan O. Martinez Z. Gent A. Maatubang M. Ramirez R. Garcia	M. Ramirez	
County of LA				V. Gomez B. Fish		I. Galicia
Los Angeles			K. Day			

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South Bay Cities Council of Governments

September 8, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Metro Service Council Nomination for Vacant Seat

Supervisor Mitchell's office has nominated Nisha Gaston who lives in Westmont/West Athens.

Ms. Gaston has been invited to attend the Steering Committee meeting and her resume has been requested. What follows is her statement of interest:

I am very interested in serving on the South Bay Service Council because it offers the opportunity to bridge community advocacy with strategic transportation planning. Reliable and accessible public transit is vital for connecting residents in the underserved communities to jobs, education, healthcare, and other essential services. As a regular transportation customer who utilizes several systems and routes for both work and daily activities, I understand firsthand the importance of dependable and efficient services. I believe that decisions around bus stop placement, service changes, and transportation programs must reflect both the lived experiences of riders and the long-term vision for regional mobility.

With my background in community engagement and program planning, I hope to contribute a perspective that ensures transportation policies and initiatives are not only efficient and sustainable but also equitable and responsive to the people who rely on them every day.

RECOMMENDATION

That the Steering Committee consider Ms. Gaston's nomination and decide whether to approve Nisha Gaston for the vacant seat on the Metro Service Council expiring in July 2027 for recommendation to the Metro Board.

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TIM McOSKER
Councilmember, 15th District

August 21, 2025

Ms. Jacki Bacharach
Executive Director
South Bay Cities Council of Governments
357 Van Ness Way, #110
Torrance, CA 90501

RE: City of Los Angeles, Council District 15: Alternate Member Request

Dear Ms. Bacharach:

As the representative of the 15th Council District of the City of Los Angeles, I represent the communities of Watts, Harbor Gateway, Harbor City, San Pedro, and Wilmington. My district is the only one in the City of Los Angeles that falls within the jurisdiction of the South Bay Cities Council of Governments (SBCCOG). As the City's sole voice within this body, it is imperative that a representative of my district is always present at proceedings to advocate for the residents I serve.

The 15th Council District encompasses five distinct neighborhoods and is home to over 260,000 residents. Due to its size and geographic scope, my ability to attend every meeting of the SBCCOG is sometimes limited. Under the current Joint Powers Authority rules, I would be required to have another member of the Los Angeles City Council attend in my place when I must be absent. Still, given that my colleagues' districts are equally large and complex, this is difficult to accomplish.

The responsibilities and scope of my role, as well as the size of my district, are more akin to those of a Los Angeles County Supervisor than my Council counterparts in the other cities on the SBCCOG. To ensure my district has consistent representation on the SBCCOG Board of Directors, I respectfully request that Council District 15 of the City of Los Angeles be allowed to designate a non-elected alternate to attend and vote on matters on my behalf, similar to the system used by the County Supervisors.

I hope that you will consider my request to amend Joint Powers Authority Section 5(a)(2), which governs the South Bay Cities Council of Governments, to allow Council District 15 to appoint a non-elected alternate to the Board of Directors to represent me as the Councilmember when I am not available to attend. Should you have any questions or require further information, please contact Aksel Palacios, my Director of Port & Capital Projects, via email at aksel.palacios@lacity.org.

Sincerely,

Tim McOsker
Councilmember, 15th District

Currently Adopted Joint Powers Authority – relevant sections

Section 5. Creation of Governing Board and General Assembly.

- a. Creation of Governing Board. A Governing Board for the Council (“Governing Board”) is created to conduct the affairs of the Council. The Governing Board shall be constituted as follows:
- (1) Designation of Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member’s charter, ordinances or rules) of each of the city Members shall in writing designate one person as the Member’s representative on the Governing Board (“Governing Board Representative”). The Board of Supervisors of the County of Los Angeles shall designate the members of the Board from the 2nd and 4th Supervisorial Districts as its representatives on the Governing Board.
 - (2) Designation of Alternate Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member’s charter, ordinances or rules) of each of the city Members shall designate one or more persons to serve as the Member’s alternate representative on the Governing Board (“Alternate Governing Board Representative”). The Supervisors from the 2nd and 4th Supervisorial Districts shall each designate their chief of staff or a senior staff person from their office as the County’s Alternate Governing Board Representatives.
 - (3) Eligibility. No person shall be eligible to serve as a Governing Board Representative or Alternate Governing Board Representative unless that person is, at all times during the tenure of that person as a Governing Board Representative or Alternate Governing Board Representative, a member of the legislative body of one of the appointing Members, except for the County of Los Angeles Alternate Governing Board Representatives. Should any person serving on the Governing Board fail to maintain the status required by this Section 5, that person’s position on the Governing Board shall be deemed vacated as of the date such person ceases to qualify pursuant to the provisions of this Section 5, and the Member shall be entitled to appoint a qualified replacement.

Section 26. Amendment. This Fourth Amended and Restated Agreement may be amended at any time with the consent of two-thirds (2/3) of all of the legislative bodies of the Members.

South Bay Cities Council of Governments

September 8, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: 1st Meeting of the SBCCOG AI Working Group

We are proposing that the first AI Working Group meeting should be on Thursday, October 30 from 3:30 pm to 5 pm, and attendees should be both in person and via zoom. This appears to be the only Thursday in October that works without other conflicts.

The goal of the working group will be to add value to the cities' operations – both public-facing and internally as well as to understand downsides that members need to be aware of. Information will be gathered from cities who have had positive and negative experiences, companies who offer services, other organizations who have researched AI in their operations and any other relevant sources found as we look further.

The agenda for the first meeting will include the following:

- Discussion of the current companies that are working with cities on products and projects that utilize AI.
- Ways that our cities are currently using AI and how it's working:
 - RPV to discuss how they have compiled their files for better staff reports, etc.
 - Hawthorne re: their chatbot
 - ???
- Roundtable discussion asking what questions attendees have re: AI applications and issues for future agendas.

RECOMMENDATION

Discuss and provide direction on the agenda above.

With Steering Committee agreement, staff will prepare a SAVE THE DATE and start on the agenda. Please let those in your city who may be interested know about this.

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South Bay Cities Council of Governments

September 8, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
David Leger, Program Manager

RE: Bills to Monitor – Status as of September 1, 2025

NOTE: **BOLD recommendation & status** indicates bill added since last Board meeting

		Position	Bill status
EMERGENCY MANAGEMENT			
AB 986 (Muratsuchi)	State of emergency and local emergency: landslides and climate change. This bill would include a landslide among those conditions constituting a state of emergency or local emergency.	SUPPORT (5/22/25) (letter sent 8/6/25) LCC: SUPPORT	8/29/25 Senate floor – second reading
ENVIRONMENT			
AB 261 (Quirk-Silva)	Fire safety: fire hazard severity zones: State Fire Marshal. This bill would allow the State Fire Marshal to confer with entities on the development of the fire hazard severity zone designations between periodic reviews of the maps being updated.	SUPPORT (8/11/25) (letter sent 8/14/25) LCC: SUPPORT	8/29/25 Senate Committee on Appropriations – held under submission
AB 262 (Caloza)	California Individual Assistance Act. This bill would enact the California Individual Assistance Act to establish a grant program to provide financial assistance to local agencies, community-based organizations, and individuals for specified costs related to a disaster, as prescribed. The bill would require the director to allocate from the fund, subject to specified conditions, funds to meet the cost of expenses for those purposes. By authorizing increased	SUPPORT (4/7/25) (letter sent 8/6/25) LCC: SPONSOR	6/11/25 Senate Committee on Governmental Organization

	expenditure of moneys from a continuously appropriated fund for a new purpose, the bill would make an appropriation.		
AB 300 (Lackey)	Fire hazard severity zones: State Fire Marshal. This bill would require fire hazard severity zone maps to be updated every five years.	SUPPORT (8/11/25) (letter sent 8/14/25) LCC: SPONSOR	8/29/25 Senate Committee on Appropriations – held under submission
SB 234 (Niello)	Wildfires: workgroup: toxic heavy metals. This bill would require, upon appropriation by the Legislature, the Department of Forestry and Fire Protection, the Office of Emergency Services, and the Department of Toxic Substances Control, in consultation with specified entities, to form a workgroup related to exposure of toxic heavy metals after a wildfire. The bill would require the workgroup to do certain things, including establishing best practices and recommendations for wildfire-impacted communities and first responders to avoid exposure to heavy metals after a wildfire. The bill would authorize the Department of Forestry and Fire Protection to contract with public universities, research institutions, and other technical experts to support the work of the workgroup. The bill would require the Department of Forestry and Fire Protection, the Office of Emergency Services, and the Department of Toxic Substances Control to report their findings to the Legislature on or before January 1, 2027.	MONITOR LCC: WATCH	8/29/25 Assembly Committee on Appropriations – held under submission
SB 454 (McNerney)	State Water Resources Control Board: PFAS mitigation program. This bill would, upon appropriation by the Legislature, create the PFAS Mitigation Fund to support cities and local water agencies treat and remediate PFAS from water and wastewater supplies.	SUPPORT (8/11/25) (letter sent 8/14/25) LCC: SPONSOR	8/29/25 Assembly Committee on Appropriations – Suspense File
FINANCE (REVENUE/TAXATION)			
AB 888 (Rubio)	California Safe Homes grant program. This bill would establish the California Safe Homes grant program to be developed by the department to reduce local and statewide wildfire losses, among	SUPPORT (4/27/25)	8/29/25 Senate floor – third reading

	<p>other things. The bill would require the department to prioritize specified needs when awarding grant funds, and would require eligible program applicants, which would include individuals, cities, counties, and special districts, to meet specified criteria. The bill would establish the Sustainable Insurance Account within the Insurance Fund, which would be continuously appropriated to fund the program. The bill would require 40% of the amount of the gross premiums tax collected from property and casualty insurance above the amount collected from those insurers in 2023 to be deposited into the account. By depositing general fund money into a continuously appropriated account, the bill would make an appropriation. The bill would require the department to collect specified information about the performance of the program and, on or before January 1, 2027, and every 2 years thereafter, to publish a performance report that would be posted to its internet website and submitted to the Legislature.</p>	<p>(letter sent 8/6/25)</p> <p>LCC: SUPPORT</p>	
<p>SB 346 (Durazo)</p>	<p>Local agencies: transient occupancy taxes: short-term rental facilitator. This bill would require short-term rental facilitators, at the request of a city, to provide the property address of a short-term rental listing to a city and would provide cities audit authority for transient occupancy taxes collected and remitted by short-term rental facilitators.</p>	<p>SUPPORT (8/11/25) (letter sent 8/14/25)</p> <p>LCC: SPONSOR</p>	<p>8/29/25 Passed Assembly, returned to Senate – concurrence in Assembly amendments</p>
GOVERNANCE			
<p>SB 707 (Durazo)</p>	<p>Open meetings: meeting and teleconference requirements. This bill would make significant changes to the Brown Act including, but not limited to:</p> <ul style="list-style-type: none"> - Create a new “eligible legislative body” including a city council with city population over 30k; a county board of supervisors with a county population over 30k; a city council of a city located in a county with a population over 600k; and the board of directors of a special district whose boundaries include a population of over 200k and that has a website. - Until January 1, 2030 requires “eligible legislative bodies” to: 	<p>OPPOSE UNLESS AMENDED (8/11/25) (letter sent 8/14/25)</p> <p>LCC: OPPOSE UNLESS AMENDED</p>	<p>8/29/25 Assembly floor</p>

	<ul style="list-style-type: none"> ○ Provide two-way telephone/audiovisual access to attend a meeting to the public (except if that service is not available at the meeting location) ○ Allow public comments through telephone/audiovisual with the same time allotment as in-person ○ Reasonably assist the public who wish to translate a public meeting into any language ○ Encourage residents to participate by having a system for electronically accepting and fulfilling requests for meeting agendas/docs; create and maintain a webpage dedicated to public meetings with a link to info on the public meeting process, how the public can participate, a calendar of all public meeting dates/times/locations, and the agenda ○ Make reasonable efforts to invite groups that do not traditionally participate ○ Require agenda and webpage translations into all applicable languages which is defined as languages spoken jointly by 20% or more of the population in the city or county in which the body is located that speaks English less than “very well” and jointly speaks a language other than English according to data from the most recent American Community Survey ○ Require the body make available a physical location freely accessible to the public in reasonable proximity to the posted agenda where the public can post additional translations of the agenda <p>- Allows an eligible multijurisdictional body to conduct a teleconference meeting with specific requirements including:</p>		
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	<ul style="list-style-type: none"> ○ Adopting a resolution authorizing use of teleconferencing at regular meetings ○ At least a quorum of the members attend from one or more physical locations that are open to the public within the boundaries of the agency ○ A member may participate remotely if each member who plans to participate remotely is identified on the agenda and they participate through two-way AV and the location must be more than 20 miles each way from the physical location of the meeting ○ Limits the number of times a member may use these provisions to 5/yr - Revises and recasts teleconference provisions of the Brown Act that apply during states of emergency to also include local emergencies - Requires a local agency to provide a copy of the Brown Act to any person elected or appointed to serve as a member of the legislative body - Extends the period of time a petitioner has to submit a cease and desist letter from 9 to 12 months after an alleged Brown Act violation 		
HOMELESSNESS			
SB 16 (Blakespear)	Ending Street Homelessness Act. This bill, until January 1, 2032, would require the council of governments, or delegate subregion, as applicable, in developing the proposed allocation methodology that allocates each jurisdiction's share of the regional housing need for acutely low income housing, to count any newly constructed interim housing, as specified, as meeting the needs of acutely low income households. By imposing additional duties on local governments, this bill would impose a state-mandated local program.	MONITOR LCC: OPPOSE	7/10/25 - Assembly Committee on Housing & Community Development – hearing postponed
HOUSING			

<u>AB 253</u> (Ward)	California Residential Private Permitting Review Act: residential building permits. This bill would allow an applicant for specified residential building permits (1-10 residential units and having no floors used for human occupancy more than 40ft above ground level) to contract with or employ a private professional provider to check plans and specifications if the county/city building department estimates a timeframe for this plan-checking function that exceeds 30 days, or does not complete this plan-checking function within 30 days.	OPPOSE (4/24/25) (letter sent 8/6/25) LCC: NEUTRAL	8/29/25 Senate floor – second reading
<u>AB 306</u> (Schultz)	Building regulations: state building standards. This bill would prohibit a city or county from making changes to green building standards applicable to residential units from June 1, 2025 to June 1, 2031 unless the California Building Standards Commission deems those changes or modifications necessary as emergency standards to protect health and safety.	OPPOSE (4/27/25) (letter sent 8/6/25) LCC: OPPOSE UNLESS AMENDED	6/23/25 Senate Housing Committee
<u>AB 507</u> (Haney)	Adaptive Reuse: Streamlining: Incentives. This measure would require local governments to ministerially approve adaptive reuse office-to-residential conversion projects statewide. It would also exempt these projects from all impact fees not directly related to the impacts resulting from the site's change of use from non-residential to residential or mixed-use.	OPPOSE (4/27/25) (letter sent 4/17/25) LCC: OPPOSE UNLESS AMENDED	8/29/25 Senate floor – second reading
<u>AB 670</u> (Quirk-Silva)	Planning and zoning: housing element: converted affordable housing units. This bill would authorize a planning agency to include the number of units in an existing multifamily building that were converted to affordable housing by imposition of long-term affordability covenants and restrictions that require the unit to be available to persons of low, very low, extremely low, or acutely low income at an affordable rent or housing cost for at least 55 years.	SUPPORT (4/27/25) (letter sent 5/2/25) LCC: SUPPORT	8/29/25 Senate floor – second reading
<u>AB 726</u> (Avila Farias)	Planning and zoning: annual report: rehabilitated units. This bill would allow a local government to include in its annual progress report on RHNA progress, the number of units of existing deed-restricted affordable housing with an average affordability no	SUPPORT (6/26/25) (letter sent 8/6/25)	8/29/25 Senate floor – second reading

	greater than 45% of area median income that are at least 15 years old and have been substantially rehabilitated with at least \$60,000 per unit in funds awarded from the city or, for unincorporated areas, the county, inclusive of forgiveness of principal or interest on existing debt. The units would not be considered in determining requirements for purposes of an application for streamlined, ministerial approval process under SB 35.	LCC: SUPPORT	
AB 736 (Wicks)	The Affordable Housing Bond Act of 2026. This bill would create a \$10 billion housing bond to finance affordable rental housing and homeownership programs.	MONITOR LCC: SUPPORT	6/4/25 Senate Rules Committee
AB 893 (Fong)	Housing Development Projects: Objective Standards: Campus Development Zone. This measure would require local agencies to ministerially approve a residential project for low-income faculty, staff, and students if the project is proposed on parcels within a half-mile radius of a main campus for a UC, CSU, California Community College, or private postsecondary educational institute.	OPPOSE (4/27/25) (letter sent 8/6/25) LCC: OPPOSE UNLESS AMENDED	8/26/25 Senate floor – third reading
AB 1061 (Quirk-Silva)	Housing developments: urban lot splits: historical resources. This bill would limit some of the historical district exemptions for SB 9 projects (urban lot splits on single-family zoned parcels). Instead of disallowing SB 9 projects in historic districts, local governments may only disallow the project if it is on a historical landmark or if it is a contributing structure within a historic district.	OPPOSE (8/11/25) (letter sent 8/14/25) LCC: OPPOSE	8/20/25 Senate floor – third reading
AB 1154 (Carrillo)	Accessory dwelling units: junior accessory dwelling units. This measure would prohibit local agencies from having owner-occupancy requirements for Junior ADUs if they have sanitation facilities separate from the main residence and requires that the rental of a Junior ADU be for a term longer than 30 days, prohibiting them from being used as short term rentals.	OPPOSE (4/24/25) (letter sent 4/17/25) LCC: NEUTRAL	8/20/25 Senate floor – third reading Amended 7/3/25 - LCC withdrew opposition
SB 79 (Wiener)	Planning and zoning: housing development: transit-oriented development. This bill would require cities to approve higher-density residential projects up to 7 stories near public transit stops ministerially regardless of local zoning codes, limit the use of local development standards on the proposed project, and allow transit	OPPOSE (4/27/25) (letter sent 8/6/25)	8/29/25 Assembly floor

	agencies full land authority over residential and commercial development on property they own or lease.	LCC: OPPOSE	
SB 358 (Becker)	Mitigation Fee Act: Mitigating Vehicular Traffic Impacts. This bill would require local agencies to reduce traffic impact fees by at least 50% if a proposed development project is located within a transit priority area or if a major transit stop is planned to be completed before or within one year from the scheduled completion and occupancy of the housing development or if the development project is located a half a mile from three or more from the following: a restaurant, coffee shop, supermarket, grocery store, hardware store, park, pharmacy, drugstore, or bar.	OPPOSE (4/27/25) (letter sent 8/6/25) LCC: OPPOSE	8/21/25 Assembly floor – third reading
TRANSPORTATION			
SB 74 (Seyarto)	Infrastructure gap funding. This bill would require the Governor's Office of Land Use and Climate Innovation (upon appropriation by the Legislature) to establish the Infrastructure Gap-Fund Program to provide grants to local agencies for the development and construction of infrastructure projects facing unforeseen costs after starting construction. It would authorize the office to provide funding for up to 20% of a project's additional projected cost after the project started construction subject to specified conditions including, among other things, that the local agency has allocated existing local tax revenue for at least 45% of the initially budgeted total cost.	SUPPORT (8/11/25) (letter sent 8/14/25) LCC: SUPPORT	8/29/25 Assembly Committee on Appropriations – held under submission
AB 875 (Muratsuchi)	Vehicle removal. This bill would authorize a peace officer to remove an electric bike operated on the highway that is capable of speeds greater than any speed permitted for an electric bicycle as specified. This bill would also authorize a peace officer to remove a bicycle operated by a person who (1) is under 16 years of age and is operating a class 3 electric bicycle or (2) is operating, or riding upon, a class 3 electric bicycle without a helmet, as specified.	SUPPORT (4/27/25) (letter sent 8/6/25) LCC: SUPPORT	8/28.25 To Engrossing and Enrolling
AB 939 (Schultz)	The Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026. This bill would place a bond on the November 2026 general election ballot that, if approved by the voters, would authorize the issuance of bonds in the amount of \$20,000,000,000 pursuant to the State General Obligation Bond Law to finance transit and passenger rail improvements, local streets and roads	MONITOR LCC: MONITOR	3/10/25 Assembly Committee on Transportation

	and active transportation projects, zero-emission vehicle investments, transportation freight infrastructure improvements, and grade separations and other critical safety improvements.		
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2025 State Legislative Calendar

- September 2-12 – Floor Session Only. No committees, other than conference or Rules committees, may meet for any purpose
- September 5 – Last day to amend on the Floor
- September 12 – Last day for each house to pass bills. Interim Study Recess begins at end of this day's session.
- October 12 – Last day for Governor to sign or veto bills passed by the Legislature on or before September 12 and in the Governor's possession after September 12.

2 YEAR BILLS as of September 1, 2025

Governance

AB 810 (Irwin)	Local government: internet websites and email addresses. This bill would require special districts, joint powers authorities, and other political subdivisions to adopt “.gov” or “.ca.gov” domains for their websites and email addresses by January 1, 2031.	OPPOSE (5/22/25) LCC: WATCH	2 year bill
SB 220 (Allen)	Los Angeles County Metropolitan Transportation Authority. Beginning January 1, 2029, this bill would expand the board of directors to 18 members by adding the county executive of the County of Los Angeles and 3 public members appointed by the county executive. The bill would also require the authority, within 60 days of an amendment to the charter of the County of Los Angeles to change the number of members of the Los Angeles County Board of Supervisors or to eliminate the office of county executive, to submit a plan to the Legislature for revising the composition of the authority.	OPPOSE (4/27/25) (letter sent 4/17/25) LCC: NO POSITION	2 year bill

Homelessness

AB 804 (Wicks)	Medi-Cal: housing support services. This bill would make housing support services for specified populations a covered Medi-Cal benefit when the Legislature has made an appropriation for purposes of the housing support services. The bill would require the department to seek federal approval for the housing support services benefit, as specified. Under the bill, subject to an appropriation by the Legislature, a Medi-Cal beneficiary would be eligible for those services if they either experience homelessness or are at risk of homelessness. Under the bill, the services would include housing transition navigation services, housing deposits, and housing tenancy sustaining services, as defined.	MONITOR LCC: WATCH	2 year bill
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Housing

AB 11 (Lee)	The Social Housing Act. This bill would create a state housing authority to build residential development in communities across California to meet the state’s RHNA goals for extremely low and very low-income housing, without regard for local housing elements approved by the state. This measure would only require the authority to consult with local jurisdictions’ preferences for the specific site of development, the number of stories, the number of units, or the development timeline. The agency would not need to follow local regulations, zoning codes, and height limits.	OPPOSE (4/24/25) (letter sent 4/17/25) LCC: OPPOSE UNLESS AMENDED	2 year bill
AB 647 (Gonzalez)	Housing Development Approvals: Residential Units. This bill would force cities to allow up to eight housing units, only one of which is required to be affordable, on lots with an existing single-family home or in an area zoned for eight units or less, without any environmental review or public input.	OPPOSE (4/27/25) (letter sent 4/17/25)	2 year bill

		LCC: OPPOSE	
<u>AB 874</u> (Avila Farias)	Mitigation Fee Act: Waiver of Fees: Affordable Rental Housing. This bill would require local agencies to waive all fees or charges for a residential development project that has a 55-year regulatory agreement with at least 49% of the total units reserved for lower-income households at an affordable rent. AB 874 only allows the local agency to collect fees to fund code enforcement, inspection services, or other fees to pay for enforcing local ordinances or state law.	OPPOSE (4/27/25) (letter sent 5/2/25) LCC: PENDING	2 year bill
<u>SB 677</u> (Wiener)	Housing development: streamlined approvals. This bill would limit local government's ability to impose objective standards on SB 9 projects with 1,750 net habitable square feet in the floor area. It would also eliminate local agencies' ability to provide setback requirements, height limits, lot coverage limits, floor area ratios, or any other standard that would limit residential development capacity for these projects. Finally, this measure would prohibit local governments from collecting impact fees for projects less than 1,750 square feet.	OPPOSE (4/27/25) (letter sent 4/17/25) LCC: OPPOSE	2 year bill
<u>SB 715</u> (Allen)	Planning and zoning: regional housing need: methodology: distribution. This bill would remove the requirement to consider housing units lost in declared emergencies in the same jurisdiction, and requires that need from such lost units be allocated to other jurisdictions, not just where the loss occurred. This bill would require reductions in housing allocations for jurisdictions where a high percentage of developable land is located in very high fire risk areas, and these reductions must be factored into draft RHNA allocations and final determinations. This bill would expand reasons a city/county can appeal their RHNA allocation, including the failure to apply the fire risk adjustment.	MONITOR LCC: WATCH	2 year bill
<u>SB 815</u> (Allen)	Planning and zoning: very high fire risk areas. This bill would require cities and counties update their safety element with a comprehensive retrofit strategy to reduce property loss during wildfires. This bill would require a city/county's general plan land use element be amended to include the locations of very high fire risk areas and feasible implementation measures to protect life and property. This bill would require the State's Office of Land Use and Climate Innovation to collaborate with cities and counties to identify local ordinances, policies, and best practices for land use in very high fire risk areas and to publish these resources in the existing climate adaptation clearinghouse to support local planning.	MONITOR LCC: PENDING	2 year bill

SBCCOG Board of Directors' Meeting
Thursday, September 25, 2025 @ 6:00 pm
SBCCOG Office
357 Van Ness Way, #90
Torrance, California 90501

PUBLIC COMMENTS:

The Public Comment portion of the meeting is the public's opportunity to provide comments on non-agenda items within the jurisdiction of the SBCCOG/cities and each speaker is limited to three (3) minutes. Comments on agenda items may be made following the staff report on the item and each speaker is limited to three (3) minutes per item. Time allotments may be reduced due to time constraints at the discretion of the Chair. When called on, please state: Your name and residence and the organization you represent, if appropriate. Written comments are also accepted by 5:00 pm the day of the meeting via e-mail to natalie@southbaycities.org. Both written and oral comments will be part of the official record.

SBCCOG Board Members:
Pursuant to the end of the State's COVID-19 emergency declaration,
your attendance is required to be in-person

For the public and guests, please RSVP in advance using the below link:

<https://forms.office.com/r/hRUjL0j8eB>

DRAFT AGENDA

- I. CALL TO ORDER – 6:00 pm**
Bernadette Suarez, Chair
- II. VERIFY QUORUM AND VOTES NEEDED FOR ACTION (attachment) (Page 5)**
- III. CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK**
- IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- V. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**
- VI. CONSENT CALENDAR – 6:10 pm**
Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. No separate discussion on these items. If discussion desired, that item will be removed from the Consent Calendar and considered separately.
 - A. July 24, 2025 minutes (attachment) – Approve (Pages)**
 - B. Resolution 2025-2 – Rescinding Resolution 2025-1 (attachment) – Approve (Page)**

- C. Resolution 2025-3 - Records Retention Schedule (*attachments*) – Approve (Pages)**
- D. Civic Spark Contract Amendment (*attachment*) – Approve (Pages)**
- E. SBCCOG Agency Partnership Policy (*attachments*) – Approve (Pages)**
- F. Board Officer Elections Policy and Procedures (*attachment*) – Approve (Pages)**
- G. Legislative Matrix (*attachment*) – Receive and file (Pages)**
- H. Actions of Steering Committee since last Board meeting (*attachment*) – Receive and File (Page)**
- I. Outstanding Dues as of 8/21/25**
 - 1. City of Los Angeles – in process
- J. SBCCOG Monthly Reports – Receive and File**
 - 1. City Attendance at SBCCOG Meetings (*attachment*) (**Page)**
 - 2. Client Aid Report (*attachment*) (**Page)**
 - 3. Media Report (*attachment*) (**Pages)**
 - 4. Transportation Report (*attachment*) (**Pages)**

VII. PRESENTATIONS

- A. Baldwin Hills Conservancy Update – 6:10 pm**
- B. WSPA re: impacts of some of the refinery closures (confirmed & rumored) on the state and specifically the South Bay – 6:30 pm**
- C. 3rd Quarter Progress Report on Energy & Climate Recognition Program (6:50 pm)**

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATE – 7:00 pm

- A. SBESC Projects and Programs (*attachment*) (Pages)**
- B. Homeless Services**
 - 1. TLS report (*attachment*) – **Receive and file**
 - 2. Measure A implementation updates
- C. Senior Services**
- D. Transportation Reports**
 - 1. Metro Report – Board member James Butts/Mike Bohlke
 - 2. Micromobility Programs and Projects
- E. REAP 2.0 Updates**
 - 1. Commercial Redevelopment to Housing
 - 2. Housing Trust Feasibility Study
- F. South Bay Fiber Network**
- G. General Assembly**
- H. Other**

IX. UPCOMING EVENTS & ANNOUNCEMENTS – 7:55 pm

X. AGENCY REPORTS

NOTE: Oral reports will only be made to clarify or amplify written reports

- A. South Bay Association of Chambers of Commerce (Barry Waite) (*attachment*)
(**Pages**)
- B. League of California Cities & LA Division Legislative Committee (Britt Huff, Jeff Kiernan, Barry Waite) (*attachment*)
- C. SCAG update (Erik Rodriguez)
 - 1. Regional Council (Mark Henderson, Mark Waronek, Drew Boyles)
 - 2. Community, Economic, and Human Development (Mark Henderson, Drew Boyles, Mark Waronek)
 - 3. Transportation (Bill Uphoff, Asam Sheikh)
 - 4. Energy and Environment (Britt Huff)
- D. Metro Service Council (Don Szerlip)
- E. County Department of Public Health (Alicia Chang)
- F. South Bay Workforce Investment Board (Chris Cagle)
- G. AQMD update (Brandee Keith)
- H. Area G Emergency Management (Brandy Villanueva)
- I. California Association of Councils of Governments – CALCOG (Britt Huff)
- J. South Bay Aerospace Alliance (David Bradley/Rodney Tanaka)
- K. Baldwin Hills and Urban Watersheds Conservancy (Katrina Manning)
- L. Santa Monica Bay Restoration Commission (Dean Francois/ Zein Obagi)

XI. ADJOURNMENT

Next Board meeting - Thursday, October 23, 2025

South Bay Cities Council of Governments

September 8, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, Deputy Executive Director

SUBJECT: Environmental Activities Report – August 2025

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Energy Efficiency & Sustainability

Regional Energy Network (SoCalREN) AGENCY SUPPORT

Contract period is January 1, 2025 - December 31, 2025

Contract goal: Work Plan (including goals) underway for 2025.

2025 SoCalREN Energy Efficiency Offerings

The SoCalREN continues to offer the following incentives for equipment **through December 2025** (eligibility and amounts vary based on each incentive):

- Tankless Water Heater
- Faucet Aerator
- Laminar Flow Restrictor
- Low-flow Showerhead
- Gas dryer Modulating Valve
- Hot Water Pipe Insulation

→ **Contact Eleanor Murphy at Eleanor@southbaycities.org if your city is interested in any of the above. Quantities are limited to first come first served.**

Facility Equipment Inventory Program (FEI) – SBCCOG staff continue to conduct on-site visits summarized below and work with SoCalREN to implement programs (see list below). To date, SBCCOG has inventoried **57** facilities across 15 South Bay cities, 1 school district, and 1 special district. Staff have identified over **940,000** potential kWh savings from lighting retrofits and **112** HVAC units that are overdue for replacement.

Using information captured in Facility Equipment Inventories, the SBCCOG supported project identification for Heat Pump Water Heater replacements. Since 2023, almost **60 units** have been replaced in the South Bay, most covering the full cost. As the CPUC measure packet for water heater replacements has changed mid-2025 and the funding pool for these projects is running out, SBCCOG appreciate the SoCalREN and its cities for taking advantage of these offerings and switching to more efficient models.

Also, through FEI, as stated, multiple HVAC upgrades were identified. With limited incentives available, cities have been disappointed with the high project costs. With this in mind, the recent Energy Manager Working Group August meeting centered around HVAC opportunities, including the new Capture the Cold ductwork technology offering for as low as \$6,000 before financing and seeing as much as 40% energy savings. The SoCalREN also highlighted key funding opportunities including the Revolving Savings Fund and On Bill Financing which can be used to bring up front costs to \$0 with 0% interest loans. SBCCOG also hired a consultant to identify HVAC replacement costs and savings which will be used by the SoCalREN to help facilitate project completion.

Energy Efficiency Project Status: SBCCOG and SoCalREN project managers are working with the following to help move energy efficiency projects forward:

- City of Carson – Vetting Heat Pump Water Heaters through the SoCalREN incentive program. Waiting for city confirmation for Veteran’s HVAC and lighting upgrade project.
- City of El Segundo – Aquatic Stadium pool heater project is wrapping up in September. City Hall HVAC replacements completed but waiting on documentation from city to complete incentive. For the city hall building, the SoCalREN has finalized its review of a significant lighting overhaul. Considerable energy and financial bill savings have been identified, and the SBCCOG team is working with the city to encourage them to move forward on this project.
- City of Hawthorne – finished installing new units in the Heat Pump Water Heater program. The Police Department lighting project is about to start construction and Memorial Center HVAC project just completed.
- City of Manhattan Beach – Heat Pump Water Heater vetted through SoCalREN program, waiting on city confirmation to begin installation.
- City of Redondo Beach – Perry Park sports field lighting incentive application is not moving forward due to missing information on existing equipment. The city is having difficulty obtaining the information from their records and it is required to move the project forward. Other identified projects (new chillers, PAC overhaul) are not moving forward due to high project costs.
- City of Rolling Hills – Vetting Heat Pump Water Heater in SoCalREN incentive program.
- Lennox Elementary School District – Lighting upgrades at five schools are moving forward under the Metered Savings Program. The district is also installing more free Heat Pump Water Heaters. Finally, the district enrolled in the Strategic Energy Management Cohort, which provides energy and facility upgrade support specific to their facility.

Energy Resilience Action Plan (ERAP) Program – The SBCCOG is working with the cities of **Gardena, Hawthorne, Lomita, and Manhattan Beach** to develop Energy Resilience Action Plans. The city-specific plans look at near- to long-term strategies to support community energy resilience, develop a retrofit plan to transform city owned facilities into community resilience centers, and provide a collection of resilience planning resources and references.

The SBCCOG and participating cities surveyed residents on what they would like to see at a potential resilience center – information useful to the city and for funding applications. 302 residents across all cities responded. 12 respondents were randomly selected to win energy efficiency gift baskets, provided by the

SoCalREN and distributed by SBCCOG. SBCCOG staff will be presenting the findings from this community outreach to city staff in September.

FDEEE & Commercial Direct Install

Through the SoCalREN's new commercial programs, administered by Wildan, the SBCCOG is implementing a pilot program for the Food Desert Energy Efficiency Equity (FDEEE) and Commercial Direct Install programs in the City of Gardena. These programs provide free energy efficiency measures and installation at hard-to-reach and low-income low-access businesses. Gardena is the first full implementation of the program which will be rolled out to the rest of the SoCalREN territory for specific selected sites that meet program criteria.

SBCCOG staff continue to conduct door-to-door outreach to eligible businesses. The team has audited 50 business facilities, and 23 projects have been signed off and are underway. After permitting, installations will begin in September. The SBCCOG staff, in coordination with city staff, is also working with the Wildan team to create recognition communication items such as videos.

Cool Roof Pilot

Funded by the SoCalREN, the SBCCOG consultant AESC Inc., is conducting the cool roof feasibility study. At the end of the project, up to 15 site plans will be developed with information and recommendations on the technology, benefits and co-benefits, funding sources, and site identification. The initial literature review has been completed and is on the SBCCOG website.

AESC presented at the recent Energy Manager Working Group on site selection criteria and top-ranking sites. Feedback from city staff was positive. The SBCCOG will be soliciting city input on the criteria and site selection.

Regional Energy Network (SoCalREN) Multifamily & Kits for Kids

Contract period is January 1, 2025 - December 31, 2025

Contract goals: Contact, track progress, and outreach to local community organizations; track number of virtual events held and attendees; distribute program collateral to local community organizations.

SoCalREN Multifamily and Hard-to-Reach-Direct-Install Energy Efficiency

SBCCOG continues to share program information with eligible multifamily housing properties. The SBCCOG and the County team have developed co-branded materials to bring to community outreach events. SBCCOG and County Staff are working to identify new customers in the program.

Kits for Kids

Schools in disadvantaged areas or those that receive Title 1 funding are eligible to participate in the LA County Kits for Kids program, which provides free energy efficiency kits (LEDs, faucet aerators, and games) to third- and fourth-grade students to implement at home and \$1,000 to teachers who implement it in their classrooms. SBCCOG staff continues to facilitate South Bay school enrollments into the program. Inglewood USD, Hawthorne SD, Lennox ESD have confirmed participation for Fall 2025 amounting to approximately **60** classrooms!!! Wiseburn USD is interested in participating in 2026.

Southern California Gas Company Energy Pathways

Contract period is May 19, 2024 – December 31, 2027

SBCCOG staff continues to work with SoCalGas to promote gas energy efficiency assistance program opportunities and financing support to cities, school districts, and residents. Current day-to-day activities continue with the support from SoCalGas staff.

New program offerings and related marketing materials are being shared to support outreach to residents and businesses.

- Restaurant Energy Efficiency Starter Kit: Designed specifically for food service businesses, this kit includes energy- and water-saving tools such as a pre-rinse spray valve, faucet aerators, gas valve handles, a Turbo Pot aluminum frying pan for efficient cooking, and a pocket thermometer.
- Commercial Building Energy Solutions and Technologies (C-BEST) Program: Provides technical assistance and incentives for businesses to implement natural gas-saving measures in commercial buildings.

CivicSpark Fellows

CivicSpark, a program operated through AmeriCorps, supports the SBESC programs. The 2025-26 program year will start in October, and the SBCCOG will bring on board three new Fellows working on: 1) Energy, 2) Communications, and 3) Transportation. The Energy fellow will support and manage various SoCalREN initiatives such as residential direct installation of energy-efficient appliances. The Communications fellow will support and manage various community engagement and communication initiatives to better inform the community of sustainability opportunities and SBCCOG programs. The Transportation fellow will assist SBCCOG staff with design and implementation of the South Bay Local Travel Network and promotion of micromobility.

Water Conservation

West Basin Municipal Water District Programs (West Basin)

The contract period is July 1, 2025, through June 30, 2026

SBCCOG and West Basin staff met on August 11 and August 28 to discuss the implementation of programs and schedule of events for the new program year.

Educational Outreach Support - Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 15 exhibit events, presentations, workshops, networking opportunities, etc.

Support for Workshops, Events, & Webinars Educational Classes

Contract goal: Up to 17 physical classes or virtual webinars

Status of goal: 2

Completed: Wednesday, August 13, 2025, West Basin Chat – Virtual and Thursday, August 14, 2025, Transforming Lawns: A Sustainable Approach Gardena

Rain Barrel Giveaway

Contract goal: 5 Rain barrel distribution events.

Status of goal: 0 Rain barrel program distribution

SBCCOG staff have responded to phone inquiries on the dedicated West Basin line and set up the new registration system for upcoming events in September.

Water Replenishment District of Southern California (WRD)

The contract period is January 1-December 31, 2026

Contract goal: promote WRD programs and support in-person events

Status of goal: ongoing

Ongoing promotion of WRD programs continues through SBCCOG's e-newsletters and other social media channels. In addition, SBCCOG posts WRD events on the website and sends out e-blasts to increase attendance at events. SBCCOG and WRD staff meet to coordinate communication efforts and upcoming informational campaigns.

Waste Reduction

Rolling Hills Organic Waste

Contract period is April 8, 2024 – April 1, 2026

The SBCCOG is working with the City of Rolling Hills to facilitate public education and outreach for their residents on organic waste recycling and food waste prevention. Funded by a CalRecycle SB1383 grant, staff are working with EcoNomics, Inc, technical consultant, to provide outreach content. The first workshop, on July 16, 2025, was a success with 13 attendees filling the City Chambers. SBCCOG staff have ordered and received the first round of composting equipment and are preparing to distribute it to the City of Rolling Hills residents. One final compost workshop is scheduled to be in October 2025 as well as another round of equipment purchasing.

Green Business

South Bay Green Business Assist Program (GBAP): Ongoing

The SBCCOG continues to provide information to local businesses on opportunities to implement sustainability programs while maintaining relationships and communication channels with businesses that have self-identified as environmentally conscience. Businesses receive information on the status of SBCCOG utility partners' programs and information posted on the SBCCOG website through a quarterly e-newsletter.

GBAP by city: Carson (18), El Segundo (55), Gardena (26), Hermosa Beach (12), Hawthorne (83), Inglewood (20), Lawndale (30), Lennox (10), Lomita (9), Manhattan Beach (10), Palos Verdes Estates (9), Rancho Palos Verdes (11), Redondo Beach (6), Rolling Hills Estates (6), Torrance (92), Los Angeles County – Community of Westmont (1) and District 15 (11) for a total of **409** businesses in the program as of August 2025.

Climate Action

SBCCOG staff (and the former CivicSpark Fellow), with support from volunteers, continue to work with cities to finalize the draft 2019-2020 greenhouse gas inventory (GHG) emissions reports. Multiple drafts are under review by city staff, and SBCCOG has been working to incorporate city feedback into final drafts. 11 cities' final reports have been sent out and are available on the SBCCOG website. SBCCOG is available to present findings to city committees and commissions.

Biodiversity grant opportunity: In support of the SBCCOG subregional adaptation plan, SBCCOG staff has been working with the LA County's Chief Sustainability Office and Jacobs consulting firm to submit an application to Rivers and Mountains Conservancy for developing a biodiversity plan and demonstration projects within the South Bay.

Transportation

Metro Express Lanes (MEL) (Contract period November 18, 2022 – November 17, 2025)

South Bay events are being held both virtually and in person. SBCCOG staff continue to prepare, update, and share the outreach calendar events to provide opportunities for Metro to share their Express Lane program. In August, the SBCCOG/SBESC distributed MEL materials at 12 events.

II. VOLUNTEERS

Status of Program: 28.5 hours for July 2025

Some of the volunteer projects for the month of August included supporting outreach events and SBCCOG meetings, updating databases, and conducting program research.

III. MARKETING, OUTREACH, & IMPLEMENTATION

Outreach Events

In August 2025:

6 - Networking Event

2 - Workshops Event

13- In Person Community Event

1 - Business Event

Client Aid Recap

Date Submitted	Why this aid is needed and why other options will not work	The Client Aid request best fits the following option	Amount Requested	Client	City in SPA #	Agency/ City	Outcomes
8/1/25	This family consists of a mother and her two daughters, ages 22 and 24, who live in Redondo Beach. One is suffering thru health issues. The search to determine the cause of her daughter's illness has caused medical bills that were not covered under her current medical insurance. Her daughter is insured by Artna, which is provided by her father, who does not live with the family. The mom pays out of pocket for all bills not covered by the insurance. Due to the initial inability to find the cause of her daughter's illness, the family also faced a disruption of income from having to take time off from work, so that she could take her daughter to these many appointments and provide for her care. To manage rent and expenses, the family moved from a 3-bedroom to a 2-bedroom apartment in the same complex. Unfortunately, the client still fell into arrears when she was forced to pay these outstanding medical bills, while continuing to search out the cause of her daughter's illness from various referrals to doctors who all required additional testing. At this time, the family has been enrolled for ongoing services and support at SC-10. Property Management is willing to work with this family to allow them to remain in their current housing, while paying an additional amount toward their arrears.	Rental/Utility Deposits	\$5,000	Keri	Redondo Beach	City of Redondo Beach	Housed
8/5/25	This is a reimbursement request for a one night motel stay. Mr. Jones was an Inglewood PD referral	One night motel stay prior to a court date, job interview, housing appointment, or other exit event (approx. \$100/night)	\$115	Water	Inglewood	St. Margaret's Center (via Inglewood PD)	TBD
8/5/25	In May, while living in Redondo Beach, she was involved in a serious car accident with her boyfriend. In the aftermath of the crash, the contents of the car were stolen—including her service dog. Though she was eventually able to recover her dog, the loss of her belongings left her with little stability. After being discharged from the hospital, her circumstances became even more difficult. Her boyfriend relocated to Florida, and with nowhere to stay, she found herself without a home or reliable support system. She has a long history of substance use, with opiates and cocaine as her primary substances of choice, though she once maintained a period of sobriety that lasted ten years. Alongside her substance use history, she has been diagnosed with depression, anxiety, and PTSD. Her current treatment includes Subutex and Clonidine. Within the past three years, she also experienced hospitalization related to cancer treatment. Despite these challenges, she reports no suicidal or homicidal ideation, and she continues to care for her service dog as she works to rebuild her stability. Request is for 2 months rental assistance. Client continues to work with the Share Collaborative Program for ongoing support.	Rental/Utility Deposits	\$2,500	AMBER	Redondo Beach	SHARE!	Housed
8/5/25	Client was working as an independent contractor, but his work slowed significantly during the Covid pandemic. With very few options, he brother applied for unemployment, which helped to sustain both himself and his sister (see below) through these benefits were recently canceled in March 2024. Now, Edward is actively seeking work as a cable technician. Share is requesting 2 month's rental assistance for this client	Rental/Utility Deposits	\$1,600	EDWARD	El Segundo	SHARE!	Housed
8/5/25	Client is 60-year-old, retired, and disabled. She retired from her job in 2018 after suffering both a stroke and a heart attack. In the years since, she received Social Security Disability Insurance (SSDI). Share is requesting 2 month's rental assistance for this client.	Rental/Utility Deposits	\$1,600	DARLENE	El Segundo	SHARE	Housed
8/8/25	Request is for a motel stay pending permanent housing placement. WILCAC accounting department was delayed in providing payment for Security Deposit for this client. Owner would not allow move in until that was received.	1-5 day motel stay due to an immediate acute health, safety, weather related problem, or an after hours/weekend request prior to social worker engagement (approx. \$100/night)	\$690	Jonathan	LA City	wlcac	Housed
8/10/25	Client is 35 years old battled substance abuse for years, repeatedly starting over. His mother's illness and lack of support left him homeless, living in his car. This time, he took responsibility, found work as a security guard at Contemporary Services Corporation in Torrance, and began pursuing pest control certification to start his own business.	Rental/Utility Deposits	\$2,000	JESSE	City of Carson	SHARE!	Housed
8/10/25	Client, 39, came to California two years ago escaping domestic violence and became homeless. She battled addiction but has been off meth for four months. Despite past progress—working, starting a small business, and purchasing an RV—she faced setbacks after a car accident and relapse. She now lives in a rundown RV and is three months pregnant following a sexual assault. Client is coping with bipolar depression, anxiety, and trauma, but remains determined to heal, regain stability, and rebuild her life through work and entrepreneurship.	Rental/Utility Deposits	\$1,700	JOSIE	City of Carson	SHARE!	Housed
8/10/25	Client was outreached not far from Torrance City Hall. He had been living in his car, and then his car basically stopped working. Anthony was currently employed and would take public transportation to his job or Lyft when he could afford them. He was referred to the SHARE program for housing assistance. Request is for 2 months rent payment to allow for stability.	Rental/Utility Deposits	\$1,800	ANTHONY	City of Torrance	SHARE!	Housed
8/12/25	Client who was recently issued her Section 8 voucher by the City of Inglewood! Client is a 22 year old TAY JAY who has been couch surfing/ experiencing homelessness in Inglewood since she was 18. As of April 2025, Client was fortunate enough to sign her voucher and was recently approved for a unit at 516 E. Regent Street #2 Inglewood CA 90301.	Security Assistance	\$2,060	Dyoni	Inglewood	SMC/Lennox	Housed
8/13/25	Reimbursement is for a 2 night motel stay while client was initially being set up for a family reunification. When case managers contacted the family they discovered that he had been enrolled in a recovery program but left. However, case managers and family were able to convince the 19 year old to return to the recovery program he was previously enrolled in.	1-5 day motel stay due to an immediate acute health, safety, weather related problem, or an after hours/weekend request prior to social worker engagement (approx. \$100/night)	\$220	Monroe	Torrance	City of Torrance	Housed
8/13/25	Request for reimbursement for a 2 night motel stay pending a placement in 3290. This client is one who had been service resistant for quite some time and the case managers wanted to move fast once he accepted services.	1-5 day motel stay due to an immediate acute health, safety, weather related problem, or an after hours/weekend request prior to social worker engagement (approx. \$100/night)	\$220	Alexander	Torrance	City of Torrance	Sheltered
8/13/25	Case managers located this client outdoors on a remote hillside area of Torrance. A request was made for a 1 night motel stay so that the client was able to do intake the following morning at a faith based recovery program in Pomona.	One night motel stay prior to a court date, job interview, housing appointment, or other exit event (approx. \$100/night)	\$110	Alan	Torrance	City of Torrance	Housed
8/13/25	Client lives in Public Housing Property in Inglewood. She was recently told by property management that she had an outstanding balance due on her account. Client currently receives GR assistance. She was caught off guard when no prior notice for these pending arrears was given to her until this 10 day notice was recently served. Inglewood referral that we assist this client to bring clients account up to date.	Rental/Utility Deposits	\$802	Karyn	Inglewood	City of Inglewood	Housed
8/13/25	LAHSA Problem Solving denied client aid and took three months to respond. Client is at imminent risk of homelessness. He is a recipient of a EHV living in a 2-bedroom unit. Unfortunately his mother passed mid-year and has been falling behind on rent, but has managed to pay most. He has been granted a downgrade from the housing authority in Hawthorne for a 1 bedroom unit. He was getting assistance from PATH for rental arrears and case manager also attempted to get problem solving client aid but was denied. He will not be allowed to move into new apartment until he pays what is owed in arrears of \$2263.00 for the old unit. He is a hard working individual and does not want to jeopardize his voucher that was finally approved for a 1 bedroom downgrade. Requesting rental arrears client aid. He will be paying his Security Deposit on his own.	Rental/Utility Deposits	\$2,263	Derek	Hawthorne	Hawthorne Access Center	Housed
8/14/25	The client is 62 years old and has lived in her current home for the past 25 years, her rent is only \$1300, which also includes all of her utilities. She stated that she was a Danish translator in the film industry but AI has pretty much caused her to lose her employment opportunities at the Studio's. She did recently receive a 3 day notice showing that she owes \$4350. She has been seeking out all opportunities for employment but to date has been unsuccessful.	Rental/Utility Deposits	\$4,350	Astrid	Hermosa Beach	Hermosa Beach	Housed
8/14/25	Rent Assistance. The family (Dad and 2 daughters) are currently located in a hotel in Carson. The girls mom has a substance abuse issue and is not in the picture. He found an apartment in Long Beach, nearby where his daughters attend high school. Dad has a full-time job and will be able to afford the rent going forward. He has already paid the security deposit and just requires assistance with the first month rent.	Rental/Utility Deposits	\$1,995	Jeff	Carson	Carson	Housed
8/14/25	Arrears occurred when client was dropped from the Home Safe Program with no other resources provided to assist her. with her rent. Client has lived in this apartment since 1987 and is 88 years old. She receives her income from a combination of SSA and a small pension. Assistance to bring her account current is required and referral to other programs for ongoing assistance are being considered as long term options.	Rental/Utility Deposits	\$5,000	Rose	Redondo Beach	COG	Housed
8/15/25	Client requires assistance with Move in costs for a new unit. Client and wife have 2 children a son and a daughter, they were living in an apartment in Carson. \$3750/month. They had been struggling paying rent when wife who worked in the film industry as a music composer and was laid off during COVID, the strike and then again experienced hardship when the fires disrupted business earlier this year. Wife has begun to be able to gain some employment but not enough for them to recover from the possibility of eviction. They owed a little more than \$6,000 in arrears. The family felt it would be a better route to locate a less expensive apartment to ease the Rather than face the eviction process, they were able to locate a new apartment and were approved for it. Their son currently attend school Carson High School and his daughter was enrolled into elementary in Carson.	Rental/Utility Deposits	\$4,358	Omar	Hawthorne	SBCCOG	Housed
8/19/25	Client recently moved to her new apartment and required assistance with her utility deposit for the gas company.	Utility deposit	\$120	JoAnn	Inglewood	St. Margaret's Center	Housed
8/20/25	Client is applying to an apartment, and required assistance with the application fee. Client currently pays out of pocket for her motel, gas and food, leaving nothing left for rent.	Rental/Utility Deposits	\$62	Matthew	Torrance	City of Torrance	TBD
8/21/25	Client requested assistance with 2 months rent arrears and late fees that she incurred while being out of work in March and April due to having eye surgery for glaucoma. Prior to the surgery, client has an on time rental history. Client has now returned to work full-time and would be able to continue with timely payments to her landlord.	Rental/Utility Deposits	\$4,400	Gilda	Lomita	SBCCOG /	Housed
		Client Aid Since 6/1/25	\$77,125				
		Budget Mod 6/10/25	\$100,000				
		Remaining	\$22,875				
		Total Client Aid Cases	361				
		Total Housed or Relocated	254				
		Total Sheltered	51				
		Total Job Attainment	9				
		Total Successful Outcomes	314				
		Success Rate	87%				
		Average \$/Case	\$1,268				

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TLS Recap Report

City	Participant Initials	Background	Months to Date	Projected 12-Mo Cost
Lennox	CM	Client housing unstable after family sold house. Relocating to Antelope Valley. Needs help with relocation.	0	\$4,125
Torrance	DM	Client works, fell behind with expenses - car payments	0	\$8,000
Torrance	IC	Family of 4 (Mom + 3 kids). Previous apartment fire, lost home. Kids at TUSD. TLS is helping her get back on her feet after the fire, small stepdown in the TLS support in September and October because of ongoing stability.	3	\$24,812
Torrance	AH	Previous 3290 resident, aged out of Foster	3	\$22,750
LA City	JW	First engaged with the client in November. Living in an encampment and working with his cousin on a food truck to earn money to support his daughters. His mother, who could no longer drive, gave him her car, and he began sleeping in it. He was later approved for housing through our regular TLS program, but the unit was in SPA 8, which was experiencing staffing shortages. He waited nearly five months before the program was paused. During that time, we supported him with job applications, and he eventually secured a position with the post office. Although the client is still facing significant financial challenges (i.e., school debt and other bills), he has remained consistently compliant and deeply grateful throughout the process. He recently moved into his new apartment and was overcome with emotion. He's still processing the reality of being housed and is incredibly thankful.	2	\$23,435
LA City	JR	Referred to Miranda by Harbor Connects. Connected with Antonio in 10/2024. Has a service dog/cat. Receives SSDI and does uber deliveries to increase his income. This is his very first apartment!	2	\$16,200
Torrance	SS	Receptive to services and works a full-time job as well as a side job. They want the best for their children (in TUSD) and have been working to pay their credit debt while they've been in a motel. The participant needs some help with rent as they transition back to permanent housing and address financial challenges.	2	\$35,940
LA City	JL	JL and her son have been working with our program since January 2025 but we have so far been unsuccessful in getting them housed. Ms Lowery is employed, makes enough to cover the rent for an apartment they were approved for, but could use some initial support as they furnish the apartment, etc.	1	\$11,238
LA City	TL	44yo, WLCAC been working with since October, currently in her car (for 1.5 years). She tried to stay with family member but that didn't work out. Was in a bad relationship, no parents. Lots of unforeseen circumstances that resulted in homelessness. Initial plan: 100% July prorate, August-Oct 100%, Nov: client takes over rent. Monthly income is \$3500, will need to furnish apt, car insurance, and has some student loan debt	1	\$23,035
LA City	HB	Client has been incredibly patient and cooperative since meeting client in the Month of April 2025 . He has been working and continue to keep his head held high during tough times . The client has full-time income and wants more in life . The client also stated that everything he do is for his 12 year old daughter who stays with mom , However he is very active in her life and would like to have a place of his own to spend time with his daughter .	2	\$11,855
LA City	GK	Client is currently living in her car with her children and has shown strong motivation to improve her situation . After learning that employment was required for TLS eligibility, she quickly secured a job in home care while continuing to receive CalWORKs benefits. She is responsible, actively working, and committed to getting her family out of homelessness. Her determination and follow-through make her a strong fit for the support and structure offered by the TLS program.	2	\$17,597
LA City	EW	Participant originally relocated from Las Vegas with the intention of living with family, but after that arrangement fell through, he was left without stable housing. As a result, he began drinking and ultimately ended up living in an encampment. Since then, he has shown significant progress. He is now sober, sleeping in a friend's car, and recently started working. His motivation to rebuild his life, secure permanent housing, and maintain employment makes him a strong candidate for the SBCCOG TLS Program, which can provide the structured support he needs to continue moving forward	2	\$13,472

Total Projected 12-Mo Cost **\$212,458**
Total TLS Budget **\$500,000**

Notes

LA City includes the Wilmington, Harbor Gateway, San Pedro areas in the South Bay (i.e., CD15)

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