

# South Bay Cities Council of Governments

**Steering Committee  
Monday, January 12, 2026  
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](mailto: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/47wQqgsvf9?origin=IprLink>**

## **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](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. December 8, 2025 Steering Committee meeting minutes – attached (Pages 5-8)
    - **ACTION:** Approve
  - B. 2<sup>nd</sup> Amendment to Professional Services Agreement with Dudek for land use and transportation project management services – attached (Page 9)
    - Time extension and additional \$45,000 (to be paid by the SBCCOG)
    - **ACTION:** Recommend board approval

- C. Additional Financial Consultant Services – 4<sup>th</sup> Amendment to Eide Bailly LLP
  - Memo, Amendment and Exhibits attached (**Pages 11-24**)
  - **ACTION:** Approve as time is of the essence
  
- D. Measure A New Contracts and Amendments to Existing Contracts
  - City of Inglewood MOU – Homeless Services Coordinator, Interim Housing/Motel Units Programs – attached (**Pages 25-42**)
  - LA City Attorney’s Office MOU – LA City Attorney HEART Program – attached (**Pages 43-53**)
  - Harbor Connects MOU – Renter Protection and Homeless Prevention Program – attached (**Pages 55-65**)
  - City of Gardena MOU Amendment 1 – Add Renter Protection and Homeless Prevention Program – attached (**Pages 67-73**)
  - City of Torrance MOU Amendment 1 – Add SRO Beds Program – attached (**Pages 75-81**)
  - Catholic Charities of Los Angeles Inc./St. Margaret’s Center Amendment 1 – Remove Document Specialist Program – attached (**Page 83**)
  - **ACTION:** Recommend Board Approval
  
- E. Progress re: JPA agreement approvals for LA City Non-Elected Alternate
  - 6 Approvals – Hermosa Beach, Lawndale, Lomita, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates
  - 2/3 vote required for approval which is 12 members
  
- F. Progress on the JPA for the Regional Housing Trust
  - 1 Approval – Lawndale
  - Council presentations scheduled for El Segundo, Inglewood, Lomita
  
- G. Pending Grants
  - Biodiversity Grant –1<sup>st</sup> review complete, we have been asked to submit formal application
  - Caltrans Sustainable Grant - application submitted in November
  
- H. Monthly Reports – Receive and File
  - City Attendance at SBCCOG Meetings – attached (**Page 85**)
  - Client Aid Recap Report – attached (**Page 87**)
  - Time Limited Subsidy Recap Report – attached (**Pages 89-91**)

**VI. ACTION ITEMS**

I. 2<sup>nd</sup> Vice Chair – **12:15 pm**

- The SBCCOG Joint Powers Authority states:
  - Section 11 – Election of Chair and Vice-Chairs. 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs:*
  - A Governing Board Representative shall be elected annually to the position of Chair of the Governing Board, a second Governing Board Representative shall be elected to the position of 1<sup>st</sup> Vice-Chair of the Governing Board and a third Governing Board Representative shall be elected to the position of 2<sup>nd</sup> Vice-Chair of the Governing Board, at the first regular meeting of the Governing Board held in June of each calendar year. The terms of office of the Chair, 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair shall commence on July 1 and expire of the succeeding June 30.*
  - If there is a vacancy, for any reason, in the position of Chair, 1<sup>st</sup> Vice-Chair or 2<sup>nd</sup> Vice-Chair, the Governing Board shall forthwith conduct an election and fill such vacancy for the unexpired term of such prior incumbent. A vacancy shall be declared in the event the Member represented by*

*Chair, 1<sup>st</sup> Vice-Chair or 2<sup>nd</sup> Vice-Chair is suspended or becomes inactive as provided in Section 21.*

- The City of Hermosa Beach has changed their delegate to the SBCCOG Board of Directors which creates a vacancy.
- **ACTION:** Recommend that the Board declare a vacancy in the office of 2<sup>nd</sup> Vice-Chair and open nominations with the election at the February Board meeting

J. Board Meeting Agenda Development – **12:25 pm**

- January – draft agenda attached (**Pages 93-95**)
  - West Basin Municipal Water District re: grass replacement
  - Baldwin Hills Conservancy Update
  - Time Limited Subsidy program re-cap or February
  - SBCCOG media presentation by Colleen
- February
  - Classification and Compensation Study Results
  - Housing Trust Update
  - Mid-Year Budget
  - Sanitation Districts
- March – GENERAL ASSEMBLY
- April
  - Our County Sustainability Plan presentation
  - Cool Roofs Study presentation
  - LA Air Force Base update – invite Commander
- Special meeting possibilities
  - Harbor-UCLA Tour of new facilities
  - Torrance Refinery

K. Treasurer – **12:30 pm**

- Recommendation to be provided at the meeting
- **ACTION:** Approve recommendation

L. Approval of Invoices – to be sent separately – **12:35 pm**

- **ACTION:** Approve invoices for payment

**VII. INFORMATION ITEMS**

M. General Assembly Update – **12:40 pm**

- Sponsors, Speakers, Site

N. Homeless Services – **12:55 pm**

- Update on program implementation

O. Update on the Local Travel Network & E-Bike Safety Issues – **1:05 pm**

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

- Housing Trust Feasibility Study - preparations for Housing Trust
  - SB 799 – Housing Trust revisions
- Commercial Redevelopment
- Micro-Mobility Hubs

Q. South Bay Environmental Services Center Activities – attached (**Pages 97-103**) – **1:20 pm**

**R. SBFN – 1:30 pm**

- Update on status of the network and the transition

**S. Update on Senior Services – 1:40 pm**

**VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:45 pm**

- January 15 – Gardena Ribbon Cutting – flyer attached (**Page 105**)
- January 22, 2026 - Cybersecurity Presentation – flyer attached (**Pages 107-108**)
- January 30, 2026 – Meet and Greet with the South Bay Legislators – flyer attached (**Page 109**)

**IX. NEXT STEERING COMMITTEE – Monday, February 9, 2026 @ 12:00 noon – SBCCOG office**

**X. ADJOURNMENT**

# **South Bay Cities Council of Governments**

## **Steering Committee Monday, December 8, 2025 MINUTES**

**Attendees: Bernadette Suarez, Chair (Lawndale); Bill Uphoff, 1<sup>st</sup> Vice Chair (Lomita); Ray Jackson, 2<sup>nd</sup> Vice Chair (Hermosa Beach); Rodney Tanaka (Gardena); Alex Monteiro (Hawthorne); Nina Tarnay (Manhattan Beach); Craig Quinn (Palos Verdes Estates); Zein Obagi (Redondo Beach); Britt Huff (Rolling Hills Estates); Bubba Fish & Viviana Gomez (SD-4); Anne Yoon & Irma Galicia (SD-2); Kim Turner & David Mach (Torrance); Jacki Bacharach, Kim Fuentes, Wally Siembab, David Leger, Natalie Champion, Ronson Chu, Jake Romoff, Eleanor Murphy, Anne Tsai, Aaron Ruiz, Kevin Umana (SBCCOG); Paul Silvern (HRA Advisors); Chelsea Schreiber, John Schreiber, Niki Negrete-Mitchell, Ray Hollar, Barry Ogle, Andrew Blackney, Devon Hollowood; Brianna Egan, Holly Osborne, Adam Schwartz, Annette Owens (Public)**

- I. CONFIRM THE QUORUM – 12:00 noon**
- II. REPORT OF POSTING OF THE AGENDA**
  - **ACTION:** Received and filed
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
  - Monteiro/Tanaka - to add C Line – approved
  - POSSIBLE NEED FOR TREASURER
- IV. PUBLIC COMMENT – 12:05 pm**
- V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm  
Tanaka/Uphoff**
  - A. November 3, 2025 Steering Committee meeting minutes – attached (Pages 5-8)
    - **ACTION:** Approved
  - B. Resolution 2025-4 – to submit a Proposition 68 Lower Los Angeles River (LLAR) Grant Program Application to the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC)
    - Resolution attached (Page 9)
    - **ACTION:** Approved
  - C. Messaging Privacy Policy and Terms & Conditions
    - Memos attached (Pages 11-13)
    - **ACTION:** Approved
  - D. New Job Position for a Financial Analyst
    - Memo attached (Pages 15-18)
    - **ACTION:** Approved
  - E. Agreement with Jackson Lewis P.C. for Specialized Labor and Employment Legal Services
    - Memos attached (Pages 19-28)

- **ACTION:** Approved

F. Issuance of Cashier's Check for Dominguez Channel Services

- Memo attached (**Page 29**)
- **ACTION:** Approved

G. Metro Service Council

- A unanimous vote was taken at the last meeting to change the time and date to the first Monday of each month at 5pm. The change will be made with the January meeting as they will be dark for December

H. Progress re: JPA agreement approvals

- 5 Approvals – Hermosa Beach, Lawndale, Lomita, Rolling Hills Rolling Hills Estates

I. Pending Grants

- Biodiversity Grant –1<sup>st</sup> review complete, we have been asked to submit formal application
- Caltrans Sustainable Grant - application submitted in November

J. Monthly Reports – Receive and File

- City Attendance at SBCCOG Meetings – attached (**Page 31**)
- Client Aid Recap Report – attached (**Pages 33-34**)
- Time Limited Subsidy Recap Report – attached (**Pages 35-36**)

**VI. ACTION ITEMS**

K. Homeless Services – **12:20 pm**

- Budget Modification: Measure H Carry-Over Funds – memo attached (**Pages 37-39**)
- Financial Consultant to analyze housing projects for LACAHS funds
  - Proposal review and possible interviews in process – recommendation for Apex an HSR approved as a bench **MONTEIRO/TARNAY**
- **ACTION:** Approve Measure H Budget Modification and Financial Consultant **QUINN/OBAGI**

L. Board Meeting Agenda Development – **12:35 pm**

- January
  - Classification and Compensation Study Results
  - West Basin Municipal Water District re: grass replacement
  - Baldwin Hills Conservancy Update
  - Time Limited Subsidy program re-cap or February
- February
  - Our County Sustainability Plan presentation
  - Cool Roofs Study presentation
  - LA Air Force Base update – invite Commander
  - Housing Trust Update and Recommendation
- Special meeting possibilities
  - Harbor-UCLA Tour of new facilities
  - Torrance Refinery

M. Legislation – **12:40 pm**

- A new legislative session is starting January 5, 2026
- Legislative Briefing – January 8 and Meet and Greet is January 30.

- **ACTION:** Cancel January 8? - **YES – CANCEL - MONTEIRO/UPHOFF**  
Discuss possible legislation to send to our representatives to advance our programs

N. Approval of Invoices – attached – **12:50 pm**

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

## VII. INFORMATION ITEMS

O. Meeting with LA Councilman McOsker – **12:55 pm**

- Report on November 21 meeting attended by Bernadette Suarez, Ray Jackson, Rodney Tanaka and Jacki Bacharach
- **OFFICERS THOUGHT THAT THE MEETING WAS SUCCESSFUL WITH COUNCILMAN McOSKER SHARING HIS CONCERNS AND THE SBCCOG OFFICERS ADDRESSING THEM**

P. General Assembly Update – **1:05 pm**

- Site – westdrift Hotel, Manhattan Beach
- Sponsors – **8 SPONSORS, \$30,000 TO DATE**
- Speakers
  - **ALLEN SANFORD FROM BEACH LIFE WILL PARTICIPATE**
  - **SEASIDE LAGOON AND PERFORMING ARTS CENTER – ELIZABETH HAUSE MIGHT BE A SPEAKER**

Q. Update on the Local Travel Network & E-Bike Safety Issues – **1:15 pm**  
**NO NEW INFO AT THIS TIME**

R. Land Use and Transportation Update & REAP – **1:20 pm**

- Housing Trust Feasibility Study – cost vs. Benefit - **NOV. BOARD RECOMMENDED CITIE'S APPROVAL – STAFF IS SCHEDULING COUNCIL PRESENTATIONS AS REQUESTED**
- Commercial Redevelopment – **ALL CITY AND SBCCOG SITES HAVE BEEN IDENTIFIED. FIT AND FEASIBILITY ANALYSIS BY KOSMONT HAS BEGUN.**
- Micro-Mobility Hubs -**RECEIVED INITIAL ORIGIN/DESTINATION ANALYSIS. DEVELOPING SCREENING CRITERIA TO DETERMINE SITES FOR ANALYSIS.**

S. South Bay Environmental Services Center Activities – attached (**Pages 41-47**) – **1:30 pm**

T. SBFN – **1:40 pm**

- Update on status of the network and the transition – **NEGOTIATIONS STILL UNDERWAY WITH POTENTIAL BUYER OF THE NETWORK AND AMERICAN DARK FIBER**

U. Update on Senior Services – **1:45 pm – NEXT MEETING – JANUARY 27, 2026**

**V. ISSUE RE: TREASURER – NEED TO BE A CPA BY CALIF. JPA LAW – COMING BACK FOR RECOMMENDATION JANUARY**

**C-LINE – comments.**

**Obagi – hear comments. Adopt Transportation Committee position and say that we received significant disagreement to the ROW to Metro with the CRD – support of the project, not transit – alignment neutral - MOTION – OBAGI/QUINN - 8 yes, 1 no, 2 abstain**

**VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:50 pm**

- December 11 – Energy and Climate Recognition Awards Luncheon – flyer attached (Page 49)
- January 22, 2026 - Cybersecurity Presentation – flyer attached (Pages 51-52)
- January 30, 2026 – Meet and Greet with the South Bay Legislators

**ADDED JANUARY 15 GARDENA RIBBON CUTTING EVENT WITH CITY AND BUSINESSES**

**IX. NEXT STEERING COMMITTEE – Monday, January 12, 2026 @ 12:00 noon – SBCCOG office**

**X. ADJOURNMENT**

**SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This Second Amendment to the Professional Services Agreement (“Agreement”) is made as of January 22, 2026 by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Dudek (“Consultant”).

**RECITALS**

- A. SBCCOG and Consultant entered into a Professional Services Agreement as of January 23, 2025 wherein SBCCOG engaged the services of the Consultant to assist the SBCCOG with regional planning efforts and delivering transportation and land-use programs and projects.
- B. The Agreement will expire on January 31, 2026, and the parties desire to extend the Term through June 30, 2026.
- C. The parties desire to add an additional \$45,000 to the budget for a revised not-to-exceed budget of \$141,000.

**NOW, THEREFORE**, in consideration of the foregoing, the parties agree to amend the Agreement as follows:

- Extending the Term to June 30, 2026 unless earlier terminated pursuant to the provisions of the Agreement;
- Increasing the budget by \$45,000 for a revised not-to-exceed budget of \$141,000.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Agreement to be effective January 23, 2026.

“SBCCOG”

South Bay Cities Council of Governments

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

Date: \_\_\_\_\_

“Consultant”

Dudek

By: \_\_\_\_\_  
Joseph Monaco, President & CEO

Date: \_\_\_\_\_

THIS PAGE LEFT INTENTIONALLY BLANK

# South Bay Cities Council of Governments

January 12, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director  
Kim Fuentes, Deputy Executive Director  
David Leger, Program Manager

SUBJECT: Additional Financial Consultant Services

## BACKGROUND:

Most of the South Bay Cities Council of Governments (SBCCOG)'s financial duties are currently being fulfilled by the Administrative Officer and an Administrative Assistant. This team is responsible for general accounting, budget development and monitoring, contract/grant billing, accounts payable, and processing payroll. Given the critical and time-sensitive nature of some of these tasks and the growth in the number of contracts that have been received, the SBCCOG contracted with Eide Bailly (a certified public accounting firm) in 2023 to assist the organization with routine accounting services. SBCCOG staff has been pleased with the services provided by Eide Bailly since the firm was brought on.

Both the Administrative Officer and Administrative Assistant are currently on temporary leave creating an urgent need to obtain additional support for the finance function. The large growth in the Measure A funds has exacerbated the problem by significantly increasing the accounting needs for both the program and the SBCCOG overall. In addition, the Mid-Year 25-26 budget needs to be prepared this month to meet the timeline for review and approval by the Board in February. To address the issue, in December 2025, the SBCCOG Board approved a job description for a financial analyst position to assist with the workload. The job has been advertised, and interviews will begin after the Administrative Officer returns from leave; however, there is an immediate need to secure additional support. It is anticipated that this will be the situation from now until March 1.

## ANALYSIS:

SBCCOG staff solicited proposals for three scopes of work from Eide Bailly to assist the organization while the Administrative Officer and Assistant are on leave and while the Financial Analyst position is being filled. Exhibit A will be the Fourth Amendment to the SBCCOG agreement with Eide Bailly.

Staff believe that all three scopes are needed. They are:

- Scope 1 (Exhibit B) is for additional accounting services from Eide Bailly to assist SBCCOG staff while the Administrative Officer and Administrative Assistant are on leave. The SBCCOG would only be billed for the actual hours incurred to complete the following tasks:
  - Payroll Processing

- Cash Receipting (AR)
- Accounts Payable (AP)
- AP Checks for Steering
- Misc. Reporting/Other Tasks

Scope 1 proposal indicates that one month of these services would be a not to exceed amount of \$9,030. The SBCCOG would only be billed for the actual hours incurred.

- Scope 2 (Exhibit C) covers the Financial Analyst role. This person would work on the Measure A funded programs. These tasks include:
  - Developing, monitoring, and reconciling grant/program budgets
  - Tracking grant revenues and expenditures, preparing invoices, and submitting reimbursement requests
  - Preparing required financial reports for funding agencies
  - Preparing internal financial statements
  - Supporting audit preparation, responding to auditor requests, and other audit-related tasks associated with the grant/program
  - Reviewing internal controls related to grant management and recommendations for improvements
  - Reviewing financial components of contracts and procurements for funding availability and compliance
  - Documenting financial procedures and workflows related to grants, reporting, and compliance

Scope 2 proposal indicates that one month of these services would be a not to exceed amount of \$7,200. These costs will be covered through Measure A administrative funds.

- Scope 3 (Exhibit D) covers budget consulting services to assist SBCCOG staff with preparation and assembly of the mid-year FY25-26 budget. These tasks include:
  - Prepare the mid-year budget
  - Provide an internal budget request memo for staff to submit to budget input from various program teams
  - Work with management to prepare mid-year budget estimates and projections
  - Provide guidance on budgeting best practices and suggestions for budget improvement

Scope 3 proposal indicates that these services would be a flat fee of \$6,500 and would be performed from January 13, 2026 – March 31, 2026.

The 4<sup>th</sup> Amendment to the Eide Bailly Professional Services Agreement is attached as Exhibit A. The terms of Scope 1 (Exhibit B) and Scope 2 (Exhibit C) would be from January 1, 2026, through April 30, 2026, unless earlier terminated pursuant to the terms of the Professional Services Agreement. Due to the time-sensitive need for these services, SBCCOG staff recommends that the Steering Committee approve the 4<sup>th</sup> Amendment and three scopes of work and report the action to the Board of Directors.

RECOMMENDATION:

Because of the importance of the workflow of the SBCCOG's finances, the Steering Committee approve the 4<sup>th</sup> Amendment to the Professional Services Agreement with Eide Bailly and report the action to the Board of Directors. The cost per month should not exceed \$16,230 with an additional \$6500 for Scope 3 – Mid-Year Budget preparation.

**FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This 4<sup>th</sup> Amendment to the Professional Services Agreement (“Agreement”) is made as of December 17, 2025, by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Eide Bailly LLP (“Consultant”).

**RECITALS**

- A. SBCCOG and Consultant entered into a Professional Services Agreement as of November 1, 2023, wherein SBCCOG engaged the services of the Consultant to assist the SBCCOG with accounting services.
- B. SBCCOG desires to expand the scope of services to include Additional Accounting Services, as described in Exhibit B, attached hereto and incorporated herein by reference.
- C. SBCCOG desires to expand the scope of services to include Financial Analyst deliverables, as described in Exhibit C, attached hereto and incorporated herein by reference.
- D. SBCCOG desires to expand the scope of services to include Budget Consulting, as described in Exhibit D, attached hereto and incorporated herein by reference.
- E. SBCCOG shall pay for Additional Accounting Services based on a not to exceed budget of \$9,030 per month billed consistent with the actual hours incurred to complete the activities described in Exhibit B for the period of January 1, 2026, through April 30, 2026.
- F. SBCCOG shall pay for Financial Analyst deliverables based on a not to exceed budget of \$86,400 (\$7,200 per month) for the period of January 1, 2026, through April 30, 2026.
- G. SBCCOG shall pay Budget Consulting at a fixed rate of \$6,500.

**NOW, THEREFORE**, in consideration of the foregoing, the parties agree to amend the Agreement as follows:

- The Agreement is hereby amended by expanding the scope of services to include:
  - Additional Accounting Services (Exhibit B) with a not to exceed budget of \$9,030 per month for the period of January 1, 2026, through April 30, 2026 for a total not to exceed \$36,120.
  - Financial Analyst deliverables (Exhibit C) with a budget of \$7,200 per month for the period of January 1, 2026, through April 30, 2026 for a total not to exceed \$28,800.
  - Budget Consulting (Exhibit D) for a flat rate of \$6,500.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Agreement to be effective January 12, 2026.

(Signatures on following page)

“SBCCOG”

South Bay Cities Council of Governments

By: \_\_\_\_\_  
Bernadette Suarez (Signature)  
SBCCOG Chair

Date: \_\_\_\_\_

“Consultant”

Eide Bailly LLP

By: \_\_\_\_\_  
Brad Rockabrand (Signature)

Date: \_\_\_\_\_



# INSPIRED TO EMBRACE CHANGES

December 17, 2025

**Proposal for Additional Accounting Services**

## **SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

**Submitted By:**

Eide Bailly LLP  
10681 Foothill Blvd Ste 300  
Rancho Cucamonga, CA 91730

**Brad Rockabrand, CPA, CIA**  
Partner  
909.755.2712  
[brockabrand@eidebailly.com](mailto:brockabrand@eidebailly.com)

 Proposed Additional Accounting Services

We understand your needs as described below and are prepared to provide the SBCCOG assistance in performing the accounting functions as follows:

Activity	Est. Hours*	Est. Cost
<b>Payroll Processing</b>		
Performed bi-monthly Payroll Review (1 hour per payroll)	2.00	\$430
<b>Cash Receipting (AR)</b>		
Performed weekly (2 hours per week); Record to QuickBooks payments made to the COG for invoices of contracts and grant billing and other miscellaneous revenues and receipts.	8.00	\$1,720
<b>Accounts Payable (AP)</b>		
Performed weekly (4 hours per week); Review and collect invoices and bills sent to the COG, apply general ledger account coding, obtain COG management approval, record bills into QuickBooks as AP invoices.	16.00	\$3,440
<b>AP Checks for Steering</b>		
Performed monthly (8 hours per month); Review QuickBooks for unpaid invoices, finalize AP Batch and provide COG management AP check-file to print checks onsite. Review Steering Packet.	8.00	\$1,720
<b>Misc. Reporting/Other</b>		
Performed as needed; estimated contingency for other reporting or unforeseen accounting items that need research or reconciliation.	8.00	\$1,720
<b>Totals</b>	<b>42.00</b>	<b>\$9,030</b>

\*Total estimated hours are based on a one-month (4 week) period

**Standard Rate Schedule**

Our fees will consist of hourly rates (see below schedule) associated with the staff level necessary to complete the various tasks requested by the Council. **You will only be billed for the actual hours incurred to complete the above tasks.** If the scope of work is determined to be significantly different than anticipated, we will communicate with the SBCCOG prior to undertaking additional hours so that there are no surprises. Eide Bailly is conscious of our clients’ desire to achieve results at the lowest reasonable cost and we are mindful of that when choosing which level of staff to assign to an engagement.

Staff Level	Hourly Rates
Partner	\$396
Director	\$374
Senior Manager	\$339
Manager	\$284
Supervisor	\$252
Senior Associate	\$215
Associate	\$170

**Adjustments to Standard Rate Schedule**

We recognize that clients want to control the cost of multi-year contracts by providing transparency on the front end regarding future rate increases. We adjust our rates on July 1<sup>st</sup> of each year. The standard rate schedule will thereafter be adjusted upward each July 1<sup>st</sup> through the conclusion of any multi-year contract by the annual change in related labor costs for your area as of the preceding May 1<sup>st</sup>.

## Statement of Work – Government Advisory Services Consulting

December 17, 2025

South Bay Cities Council of Governments  
2355 Crenshaw Blvd., Suite 125  
Torrance, CA. 90501

This document constitutes a statement of work ("SOW") under the most recently executed Professional Services Agreement ("PSA"), made by and between Eide Bailly LLP ("Eide Bailly", "we," "us," and "our") and South Bay Cities Council of Governments ("Client", "you," or "your"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide you.

### Scope of Consulting Services

The consulting services we will provide are financial services focused on grant and program financial management to support the Homeless Services and Housing programs funded by Measure A. This may include:

- Develop, monitor, and reconcile grant and program budgets.
- Track grant-funded expenditures and revenues; prepare invoices, reimbursement requests, and supporting documentation.
- Prepare required financial reports for funding agencies and ensure compliance with grant agreements.
- Prepare internal financial statements and management reports related to program and grant activity.
- Support audit preparation, respond to auditor requests, and assist with audit reviews associated with grants and related programs.
- Review internal controls related to grant management and financial reporting and recommend improvements.
- Review financial components of contracts and procurements for funding availability and compliance.
- Support financial system and invoice reporting.
- Document financial procedures and workflows related to grants, reporting, and compliance.

Our engagement will be performed under the *Statements on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (AICPA). We will not provide audit, review, compilation or financial statement preparation services to any historical or prospective financial information or provide attestation services under the AICPA *Statements on Standards for Attestation Engagements* and assume no responsibility for any such information.

### Your Responsibilities

You understand that any written deliverables or other documents we may prepare are to be used only for the purpose of internal use associated with any findings discovered, as a result of our engagement. Such deliverables or other documents may not be published or used for any other purposes without our written consent.

You accept responsibility for the results of the services being provided and agree to perform the following

functions in connection with this engagement:

- Make all management decisions and perform all management functions.
- Designate a competent individual to oversee the services.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.
- Establish and maintain internal controls, including monitoring ongoing activities.

You will provide us, as promptly as possible, with all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

### **Timeline**

We will begin our engagement upon acceptance of this engagement agreement. If delays are experienced in receiving information, the delivery of the deliverable will be delayed accordingly. Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you.

### **Engagement Fees**

Our fees are based upon the amount of time required to complete the assignment at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. We estimate our fee for this engagement will be \$86,400 (\$7,200 per month). We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. We may bill you on an interim basis prior to completion of this engagement.

The ability to effectively and efficiently perform our engagement depends upon the quality of your underlying records and the timeliness of providing information and responding to our requests. A lack of preparation, including not providing this information in a complete, accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement. We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

### **Engagement Administration and Other Matters**

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services for South Bay Cities Council of Governments.

### **Termination**

The engagement contemplated by this SOW shall terminate upon the earlier of completion of the services described herein or as described in the PSA.

### **Agreement**

We appreciate the opportunity to provide the services described in this SOW under the PSA and believe this SOW accurately summarizes the significant terms of our engagement. This SOW and the PSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and Eide Bailly related to these services. If you

have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our services, including the terms of our engagement and the parties' respective responsibilities. By signing this SOW, you represent and warrant that you are authorized to sign on behalf of and bind each client and any affiliate identified herein.

Sincerely,

*Eide Bailly LLP*

**Eide Bailly LLP**

**AGREED TO AND ACCEPTED:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Statement of Work – Government Advisory Services Consulting

December 17, 2025

South Bay Cities Council of Governments  
2355 Crenshaw Blvd., Suite 125  
Torrance, CA. 90501

This document constitutes a statement of work ("SOW") under the most recently executed Professional Services Agreement ("PSA"), made by and between Eide Bailly LLP ("Eide Bailly", "we," "us," and "our") and South Bay Cities Council of Governments ("Client", "you," or "your"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide you.

### Scope of Consulting Services

The consulting services we will provide are budget preparation and assembly services for Mid-Year FY 2025-2026. This may include:

- Prepare the Mid-Year 2025-2026 budget
- Provide an internal budget request memo for staff to submit budget input
- Work with management to prepare Mid-Year 2025-2026 budget estimates and projections based on information provided by the staff
- Provide guidance on budgeting best practices and suggestions for budget improvement

Our engagement will be performed under the *Statements on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (AICPA). We will not provide audit, review, compilation or financial statement preparation services to any historical or prospective financial information or provide attestation services under the AICPA *Statements on Standards for Attestation Engagements* and assume no responsibility for any such information.

### Your Responsibilities

You understand that any written deliverables or other documents we may prepare are to be used only for the purpose of internal use associated with any findings discovered, as a result of our engagement. Such deliverables or other documents may not be published or used for any other purposes without our written consent.

You accept responsibility for the results of the services being provided and agree to perform the following functions in connection with this engagement:

- Make all management decisions and perform all management functions.
- Designate a competent individual to oversee the services.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.
- Establish and maintain internal controls, including monitoring ongoing activities.

You will provide us, as promptly as possible, with all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of

your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

#### **Timeline**

We will begin our engagement upon acceptance of this engagement agreement. If delays are experienced in receiving information, the delivery of the deliverable will be delayed accordingly. Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you.

#### **Engagement Fees**

Our fees are based upon the amount of time required to complete the assignment at various levels of responsibility, plus actual out-of-pocket expenses. We estimate our fixed fee for this engagement will be \$6,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. We may bill you on an interim basis prior to completion of this engagement.

The ability to effectively and efficiently perform our engagement depends upon the quality of your underlying records and the timeliness of providing information and responding to our requests. A lack of preparation, including not providing this information in a complete, accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement. We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

#### **Engagement Administration and Other Matters**

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services for South Bay Cities Council of Governments.

#### **Termination**

The engagement contemplated by this SOW shall terminate upon the earlier of completion of the services described herein or as described in the PSA.

#### **Agreement**

We appreciate the opportunity to provide the services described in this SOW under the PSA and believe this SOW accurately summarizes the significant terms of our engagement. This SOW and the PSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and Eide Bailly related to these services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our services, including the terms of our engagement and the parties' respective responsibilities. By signing this SOW, you represent and warrant that you are authorized to sign on behalf of and bind each client and any affiliate identified herein.

Sincerely,

*Eide Bailly LLP*

**Eide Bailly LLP**

**AGREED TO AND ACCEPTED:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE  
CITY OF INGLEWOOD REGARDING USE OF SBCCOG’S ALLOCATED COUNTY  
OF LOS ANGELES MEASURE A FUNDS.**

This Memorandum of Understanding (“MOU”) is made as of January 22, 2026, is between the South Bay Cities Council of Governments (“SBCCOG”), a joint powers authority, and the City of Inglewood (“City”), a chartered municipal corporation, (collectively, the “Parties”).

**RECITALS**

- A. As a regional administrator, the SBCCOG receives homelessness funding, including the November 5, 2024, Los Angeles County voter-approved Measure A half-cent sales tax which repealed and replaced Measure H. Measure A provides continuous funding to address homelessness with housing and services.
- B. On March 25, 2025, the Board of Supervisors adopted the Local Solutions Fund (LSF) funding formula as part of the Measure A requirements, which is based 90% on a region’s Point-in-Time Homeless Count (2-year average) and 10% on a region’s low-income population percentage. Based on this formula, the SBCCOG is projected to receive \$3,048,204 in the first year (FY25/26). Because the SBCCOG has outperformed most other regions in Los Angeles County in resolving instances of homelessness, the SBCCOG anticipates our region’s LSF funding will decrease over time due to the homeless count component of the funding formula.
- C. In addition, to LSF programming, the SBCCOG will receive funding from the Los Angeles County Affordable Housing Solutions Agency (LACAHS) as an eligible jurisdiction per SB 679. The SBCCOG anticipates roughly \$11 million annually in funding for (1) housing production, preservation, and ownership; (2) renter protection and homeless prevention; (3) technical assistance. With this programming, the SBCCOG expects to reduce the inflow of households into homelessness and make housing more affordable for vulnerable households.
- D. Due to the modest amount of homeless services funding it receives, the SBCCOG has budgeted the majority of its funds into programs that all of its member cities can participate in, including but not limited to:
  - a. Financial and Rental Assistance (application fees, security deposits, time limited subsidies, and other just-in-time funding)
  - b. SHARE! Housing to Employment (group homes)
  - c. Motel and SRO Bed Leasing
  - d. Housing Specialist (landlord engagement)
- E. In addition to these shared services, the SBCCOG Board of Directors will also approve City-specific program allocations using LSF, LACAHS, and other funding sources (“Funders”).

- F. The goals of these programs are to reduce street homelessness and stabilize housing insecurity.
- G. The Parties desire to enter this MOU to set forth and memorialize the obligations of the Parties with respect to program funding allocated solely to the City.

### **AGREEMENT**

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the SBCCOG and the City hereto agree as follows:

#### **I. TERM:**

This MOU shall be effective as of November 1, 2025, and shall remain in full force and effect until June 30, 2031 (“Term”), unless sooner terminated or extended, in whole or in part, as provided in the Los Angeles County Contract Number HI-25-018 (Exhibit 1 County Contract) and the LACAHSAs/SBCCOG Contract (Exhibit 2 LACAHSAs Contract). This MOU is contingent upon SBCCOG receiving funding from its Funders, and is subject to review during each funding year of the term. In the event that funding from the Funders is terminated, the termination of this Agreement shall be effective upon notice from SBCCOG.

Note, different Scope of Works (“SOW”) in the Exhibits may have different SOW Start Dates. The SOW’s Start Date will govern the commencement of that SOW’s activity and billing. No activity shall be billed prior to the Start Date.

#### **II. CITY RESPONSIBILITIES:**

- A. The City shall use the allocated funding in adherence with the Scope of Work in Exhibit 3, 4, and any subsequent added or amended Scope of Work.
- B. The City shall adhere to the budget specified in Exhibit 3 and 4.
- C. The City shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibit 3 and 4. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursement claims.
- D. The City hereby warrants, represents, and covenants that it will comply with all applicable local, state, or federal guidelines, regulations, requirements, and statutes and/or as required under the laws or regulations relating to the source of the Measure A Funds to be transferred by the County/LACAHSAs to the SBCCOG to the City pursuant to this MOU, and will not use the Grant Funds for costs associated with activities in violation of any law or for any activity inconsistent with the requirements and purposes set forth in this MOU. Please see Exhibit 1 and 2 for County/LACAHSAs Measure A requirements.

- E. The City shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU. SBCCOG shall have access to the records upon request.

III. **SBCCOG RESPONSIBILITIES:**

- A. The SBCCOG will make available to the City the budget amount specified in Exhibits 3 and 4.
- B. The SBCCOG shall monitor the City's Programs for adherence to Exhibits 3 and 4.
- C. The SBCCOG shall provide the City with a reporting template format for the submission of monthly reports in accordance with Exhibits 3 and 4.
- D. The SBCCOG shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU.

IV. **FUTURE PROGRAMS:**

- A. The Parties may attach Amendments to this MOU to modify, subtract or add programs, subject to the Parties' approval.

V. **THIRD PARTY LIABILITY AND INDEMNIFICATION:**

- A. The Parties agree to indemnify, defend, and hold harmless each other, including its elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each entity arising from or related to this MOU. Neither entity shall indemnify the other entity for that other entity's own negligence or willful misconduct.
- B. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Government Code Section 895), each of the entities parties hereto, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6, shall assume the full liability imposed upon it or any of its officers, agents, or employees, by law for injury caused by any act or omission occurring in the performance of this MOU to the same extent such liability would be imposed in the absence of Section 895.2. To achieve the above stated purpose, each entity indemnifies, defends, and holds harmless each entity for any liability, cost, or expense that may be imposed upon such other entity solely by virtue of Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereof as if incorporated herein.

VI. **MISCELLANEOUS:**

- A. This MOU shall be binding upon, and shall be to the benefit of the respective successors, heirs, and assigns of each entity; provided, however, neither entity may assign its respective rights or obligations under this MOU without prior written consent of the other entity.
- B. This MOU (including for the purpose of clarity, the recitals, to this MOU), contains the entire agreement between the SBCCOG and the City with respect to the matters herein, and there are no restrictions, promises, warranties, or undertakings other than those set forth herein and referred to herein.
- C. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the authorized representative from each entity; no oral understanding or agreement not incorporated herein shall be binding on either of the entities.
- D. This MOU is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- E. Notices or other communications, which may be required or provided under the terms of this MOU, shall be given to the individuals identified for each entity. Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal delivery in writing by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received.

**South Bay Cities Council of Governments:**

South Bay Cities Council of Governments  
 357 Van Ness Way, Suite 110  
 Torrance, CA 90501  
 Attn: Jacki Bacharach  
[Jacki@southbaycities.org](mailto:Jacki@southbaycities.org)

**City of Inglewood:**

City of Inglewood  
 4455 W 126<sup>th</sup> St, Inglewood, CA 90250  
 Inglewood, CA 90250  
 Attn: Louis Atwell  
[latwell@cityofinglewood.org](mailto:latwell@cityofinglewood.org)

- F. If a dispute arises under this Agreement, prior to instituting litigation, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in California. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.
- G. The laws of the State of California and applicable local and federal laws, regulations, and guidelines shall govern this MOU. In the event of any legal action to enforce or interpret this MOU, the laws of the State of California shall apply, and the Venue shall be Los Angeles County.
- H. Either entity shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to any incidence of fire or flood; acts of God; commandeering

of material, products, plants, or facilities by the federal, state, or local government; national fuel shortage; or a material wrongful act or omission by the other Party; when satisfactory evidence of such cause is presented to the other entity, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the entity not performing.

- I. The City shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the SBCCOG (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by City, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater; and (5) comprehensive crime insurance with a minimum limit of \$1,000,000.00. SBCCOG and participating public agencies, their respective officers, employees, attorneys, staff consultants, and volunteers shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the SBCCOG shall be excess insurance only.
- J. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving SBCCOG thirty (30) day's prior written notice thereof. The City agrees that it will not cancel, reduce or otherwise modify the insurance coverage.
- K. All policies of insurance shall cover the obligations of the City pursuant to the terms of this Agreement; shall be issued by an insurance company which is admitted to do business in the State of California or which is approved in writing by the SBCCOG; and shall be placed with a current A.M. Best's rating of no less than A VII.
- L. The City shall submit to SBCCOG (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on SBCCOG's appropriate standard forms entitled "Additional Insured Endorsement", or a substantially similar form which the SBCCOG has agreed in writing to accept.
- M. Authority and Signatures: The individuals signing this MOU, and its exhibits, which are incorporated herein by reference, have the authority to commit the entity they represent to the terms of this MOU, and do so commit by signing.

**(Signatures on Following Page)**

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Jacki Bacharach, Executive Director/Board Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Michael Jenkins, Legal Counsel

**CITY OF INGLEWOOD**

By: \_\_\_\_\_  
James T. Butts Jr., Mayor

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
City of Inglewood, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Authorized Signer, City Attorney

**EXHIBIT 1: COUNTY CONTRACT**

See attached.

**EXHIBIT 2: LACAHSА CONTRACT**

See attached.

## EXHIBIT 3: INGLEWOOD HOMELESS SERVICES COORDINATOR SCOPE OF WORK

### I. BUDGET AND START DATE

The total annual program budget is \$110,000; of which \$14,300 will go towards administrative costs defined as costs necessary to support the City’s case management and coordination program implementation, including meeting supplies, cellphone and internet/communication services, mileage reimbursement, office supplies, furniture, equipment, and office space rent. The Start Date begins November 1, 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 Inglewood Coordinator is designed to be a central resource for Inglewood residents experiencing homelessness or at risk of homelessness who need services in homelessness prevention, housing navigation, and/or housing retention. This program is aligned with Measure A, Goal 1 from the County, which aims to “increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness.” Specifically, this role will contribute to Objective 1a, written by the County as “decrease by 30% the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.”

*Table 1. Detailed Scope of Work*

Scope of Work	Expected Tasks
---------------	----------------

---

Inglewood  
Coordinator

A homeless service coordinator (1) will help integrate Inglewood with homeless systems, better align resources, and increase housing placements. The Inglewood Coordinator encompasses supporting homeless prevention, housing navigation, and housing retention responsibilities. This includes the following:

- Care Coordination with other mainstream LA County programs
  - Conducting housing navigation for people experiencing homelessness (PEH) to connect them with permanent housing
  - Providing case management services, such as problem-solving, enrolling PEH to social services, like General Relief or behavioral health services as needed, supporting PEH to become document ready, and placing PEH in interim shelter (IH) or permanent housing (PH)
  - Supporting individuals or households at risk of homelessness with housing retention, such as enrolling them in rental assistance programs or engaging in housing navigation to help them transition to affordable PH
- 

The City will ensure that the following staff requirements for the coordinator 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 10<sup>th</sup> 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 10<sup>th</sup> 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 below 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	20	Annually
Number of PEH placed PH (including reunification)	16	Annually
Number of PEH linked to behavioral health services	12	Annually

The coordinator will manage a caseload of 48 unduplicated participants a year, having a minimum of 12 actively enrolled clients at any given time.

**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 SBCCOG 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, and/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?

### **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
- Inflow/Outflow of street homeless individuals and families in the service areas
- Demographic characteristics such as:
  - o Race/Ethnicity
  - o Income Levels
  - o Veteran Status
  - o Age
- Point of Contact
- Off-Street Housing Attainment
  - o Shelters
  - o Hotels/Motels
  - o Transitional Housing
  - o Shared or Bridge Housing
  - o Skilled Nursing Homes
  - o 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.

### **D. Co-Investments Annual Reporting**

As part of the County Local Solutions program, the County would like to know what co-investments cities have made to supplement the County’s funding of each specific program. At the end of the annual program, please describe the co-investments the City has made. This could be in the form of funding, staffing, resources, land, local legislation, etc. Please include the budgeted costs incurred by the city, and the funding source if applicable.

Outside of this particular Local Solutions program, the County would like to know any additional investments the city has made to increase pathways to housing. Please describe these investments, the key metrics (i.e. 20 Project Homekey Beds), costs, and sources of funding.

## **EXHIBIT 4: Interim Housing /Motel Units**

### **I. BUDGET**

The total annual program budget is \$ 305,000 for 3 interim housing units and a motel budget.

For interim units/beds, City will need to provide the memorandum of understanding and invoice from provider as back up. For Motel beds and other expenses, a receipt will be necessary. The room rent amounts serve as guidance. Any deviation from this guidance of more than 25% must be approved by SBCCOG.

<b>Proposal</b>	<b>12 Months</b>
Interim Unit Rent (\$7,584 for each Family/Flex unit per month)	\$270,000
	-
	\$290,000
Motel stay,	\$15,000-
Daily Rate: \$115	\$35,000
Weekly Rate: \$600	
Monthly Rate: \$1800	
	<b>Total \$305,000</b>

## II. SCOPE OF WORK

**Program Description:** The program will provide interim shelter and services for those experiencing homelessness. This includes maintaining a safe, clean 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

- a. **Reimbursement** – Program allows for cities to lease motel and interim units/beds and seek reimbursement using the SBCCOG Local Solutions Fund. Cities must have proper documentation including receipts, lease, and subcontractor agreements. Payments will be for reimbursements only. The SBCCOG will not have any direct relationship with the underlying IH, subcontractor, or motel partner.
- b. **Pricing** – Motel rates at roughly \$500-\$800 a week; Interim Units \$7,000-\$8,000/month
- c. **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 interim housing units, participants may enter into monthly, 6-month, or 12-month leases with the provider. Extensions will be granted 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. **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. 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.
  - 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 the 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 10<sup>th</sup> 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 10<sup>th</sup> 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 Interim Housing Unit 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	3	Annually
Number of PEH placed in IH	6	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 SBCCOG monitor the program’s progress and aid the operations where needed to ensure that metrics are met.

*Table 2. Supplemental Quarterly Reporting Metrics*

<b>Monthly Reporting Data</b>	<b>Details</b>
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 Interim Housing and/or Motel units per month
Number of individuals graduated to permanent housing	Number of individuals who exit from Interim Housing/Motel Units to a permanent housing situation per quarter
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available Interim Housing and/or Motel units to date (as of reporting)
Year to Date (YTD) number of PEH graduated to permanent housing	Cumulative number of individuals who exit from Interim Housing/Motel units 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:
  - o Race/Ethnicity
  - o Income Levels
  - o Veteran Status
  - o Age
- Point of Contact
- Off-Street Housing Attainment
  - o Shelters
  - o Hotels/Motels
  - o Transitional Housing
  - o Shared or Bridge Housing
  - o Skilled Nursing Homes
  - o 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.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE  
LOS ANGELES (“LA”) CITY ATTORNEY REGARDING USE OF SBCCOG’S  
ALLOCATED COUNTY OF LOS ANGELES MEASURE A FUNDS.**

This Memorandum of Understanding (“MOU”) is made as of January 22, 2026, by and between the South Bay Cities Council of Governments (“SBCCOG”), a joint powers authority, and the LA City Attorney (“City”), an office within Los Angeles City, (collectively, the “Parties”).

**RECITALS**

- A. As a regional administrator, the SBCCOG receives homelessness funding, including the November 5, 2024, Los Angeles County voters approved Measure A half-cent sales tax which repealed and replaced Measure H. Measure A provides continuous funding to address homelessness with housing and services.
- B. On March 25, 2025, the Board of Supervisors adopted the Local Solutions Fund (LSF) funding formula as part of the Measure A requirements, which is based 90% on a region’s Point-in-Time Homeless Count (2-year average) and 10% on a region’s low-income population percentage. Based on this formula, the SBCCOG is projected to receive \$3,048,204 in the first year (FY25/26). Because the SBCCOG has outperformed most other regions in Los Angeles County in resolving instances of homelessness, the SBCCOG anticipates our region’s LSF funding will decrease over time due to the homeless count component of the funding formula.
- C. In addition, to LSF programming, the SBCCOG will receive funding from the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) as an eligible jurisdiction per SB 679. The SBCCOG anticipates roughly \$11 million annually in funding for (1) housing production, preservation, and ownership; (2) renter protection and homeless prevention; (3) technical assistance. With this programming, the SBCCOG expects to reduce the inflow of households into homelessness and make housing more affordable for vulnerable households.
- D. Due to the modest amount of homeless services funding it receives, the SBCCOG has budgeted the majority of its funds into programs that all of its member cities can participate in, including but not limited to:
  - a. Financial and Rental Assistance (application fees, security deposits, time limited subsidies, and other just-in-time funding)
  - b. SHARE! Housing to Employment (group homes)
  - c. Motel and SRO Bed Leasing
  - d. Housing Specialist (landlord engagement)
- E. In addition to these shared services, the SBCCOG Board of Directors will also approve City-specific program allocations using LSF, LACAHSAs, and other funding sources (“Funders”)

- F. The goal of this program is to assist individuals who are at risk of experiencing homelessness, resolve eligible criminal, infraction, and administrative matters, associated warrants, fines, and fees, and connect to other service providers throughout Los Angeles County that provide wrap around homeless prevention services
- G. The Parties desire to enter this MOU to set forth and memorialize the obligations of the Parties with respect to program funding allocated solely to the LA City Attorney.

## **AGREEMENT**

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the SBCCOG and the City hereto agree as follows:

### **I. TERM:**

This MOU shall be effective as of January 1, 2026, and shall remain in full force and effect until June 30, 2031 (“Term”), unless sooner terminated or extended, in whole or in part, as provided in the LACAHSAs/SBCCOG Contract (Exhibit 1 LACAHSAs Contract). This MOU is contingent upon SBCCOG receiving funding from its Funders, and is subject to review during each funding year of the term. In the event that funding from the Funders is terminated, the termination of this Agreement shall be effective upon notice from SBCCOG.

Note, different Scope of Works (“SOW”) in the Exhibits may have different SOW Start Dates. The SOW’s Start Date will govern the commencement of that SOW’s activity and billing. No activity shall be billed prior to the Start Date.

### **II. CITY RESPONSIBILITIES:**

- A. The City shall use the allocated funding in adherence with the Scope of Work in Exhibit 2 and any subsequent added or amended Scope of Work.
- B. The City shall adhere to the budget specified in Exhibit 2.
- C. The City shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibit 2. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursement claims.
- D. The City hereby warrants, represents, and covenants that it will comply with all applicable local, state, or federal guidelines, regulations, requirements, and statutes and/or as required under the laws or regulations relating to the source of the Measure A Funds to be transferred by the County/LACAHSAs to the SBCCOG to the City pursuant to this MOU, and will not use the Grant Funds for costs associated with activities in violation of any law or for any activity inconsistent with the requirements and purposes set forth in this MOU. Please see Exhibit 1 LACAHSAs Measure A requirements.

- E. The City shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU. SBCCOG shall have access to the records upon request.

**III. SBCCOG RESPONSIBILITIES:**

- A. The SBCCOG will make available to the City the budget amount specified in Exhibits 2.
- B. The SBCCOG shall monitor the City's Programs for adherence to Exhibits 2.
- C. The SBCCOG shall provide the City with a reporting template format for the submission of monthly reports in accordance with Exhibits 2.
- D. The SBCCOG shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU.

**IV. FUTURE PROGRAMS:**

- A. The Parties may attach Amendments to this MOU to modify, subtract or add programs, subject to the Parties' approval.

**V. THIRD PARTY LIABILITY AND INDEMNIFICATION:**

- A. The Parties agree to indemnify, defend, and hold harmless each other, including its elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each entity arising from or related to this MOU. Neither entity shall indemnify the other entity for that other entity's own negligence or willful misconduct.
- B. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Government Code Section 895), each of the entities parties hereto, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6, shall assume the full liability imposed upon it or any of its officers, agents, or employees, by law for injury caused by any act or omission occurring in the performance of this MOU to the same extent such liability would be imposed in the absence of Section 895.2. To achieve the above stated purpose, each entity indemnifies, defends, and holds harmless each entity for any liability, cost, or expense that may be imposed upon such other entity solely by virtue of Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereof as if incorporated herein.

**VI. MISCELLANEOUS:**

- A. This MOU shall be binding upon, and shall be to the benefit of the respective successors, heirs, and assigns of each entity; provided, however, neither entity may assign its respective rights or obligations under this MOU without prior written consent of the other entity.
- B. This MOU (including for the purpose of clarity, the recitals, to this MOU), contains the entire agreement between the SBCCOG and the City with respect to the matters herein, and there are no restrictions, promises, warranties, or undertakings other than those set forth herein and referred to herein.
- C. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the authorized representative from each entity; no oral understanding or agreement not incorporated herein shall be binding on either of the entities.
- D. This MOU is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- E. Notices or other communications, which may be required or provided under the terms of this MOU, shall be given to the individuals identified for each entity. Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal delivery in writing by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received.

**South Bay Cities Council of Governments:**  
 South Bay Cities Council of Governments  
 357 Van Ness Way, Suite 110  
 Torrance, CA 90501  
 Attn: Jacki Bacharach  
 Jacki@southbaycities.org

**Office of City Attorney:**  
 City Hall East  
 200 N Main St 9<sup>th</sup> Fl,  
 Los Angeles, CA 90250  
 Attn: Cynthia Gonzalez  
 cynthia.gonzalez@lacity.org

- F. If a dispute arises under this Agreement, prior to instituting litigation, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in California. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.
- G. The laws of the State of California and applicable local and federal laws, regulations, and guidelines shall govern this MOU. In the event of any legal action to enforce or interpret this MOU, the laws of the State of California shall apply and the Venue shall be Los Angeles County.
- H. Either entity shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to any incidence of fire or flood; acts of God; commandeering

of material, products, plants, or facilities by the federal, state, or local government; national fuel shortage; or a material wrongful act or omission by the other Party; when satisfactory evidence of such cause is presented to the other entity, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the entity not performing.

- I. The City shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the SBCCOG (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by City, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater; and (5) comprehensive crime insurance with a minimum limit of \$1,000,000.00. SBCCOG and participating public agencies, their respective officers, employees, attorneys, staff consultants, and volunteers shall be named as additional insureds on the policy (ies) as to comprehensive general liability, property damage, and automotive liability. The policy (ies) as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the SBCCOG shall be excess insurance only.
- J. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving SBCCOG thirty (30) day's prior written notice thereof. The City agrees that it will not cancel, reduce or otherwise modify the insurance coverage.
- K. All policies of insurance shall cover the obligations of the City pursuant to the terms of this Agreement; shall be issued by an insurance company which is admitted to do business in the State of California or which is approved in writing by the SBCCOG; and shall be placed with a current A.M. Best's rating of no less than A VII.
- L. The City shall submit to SBCCOG (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on SBCCOG's appropriate standard forms entitled "Additional Insured Endorsement", or a substantially similar form which the SBCCOG has agreed in writing to accept.
- M. Authority and Signatures: The individuals signing this MOU, and its exhibits, which are incorporated herein by reference, have the authority to commit the entity they represent to the terms of this MOU, and do so commit by signing.

**(Signatures on Following Page)**

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Jacki Bacharach, SBCCOG Board Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Michael Jenkins, Legal Counsel

**CITY OF LA CITY ATTORNEY**

By: \_\_\_\_\_  
Hydee Feldstein Soto, City Attorney

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Barak Vaughn, Deputy City Attorney

**EXHIBIT 1: LACAHSА CONTRACT**

See attached.

## EXHIBIT 2: LA CITY ATTORNEY HEART (HOMELESS ENGAGEMENT AND RESPONSE TEAM) SCOPE OF WORK

### I. BUDGET AND START DATE

The total annual program budget is \$350,000; of which no more than 6% will go towards Administration. 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 support the South Bay's proportionate share of (1) Supervising Deputy City Attorney; (1) Deputy City Attorney; and (3-4) Administrative Coordinators

The start date will be January 1, 2026.

### II. SCOPE OF WORK

**Program Description:** HEART's staff will make reasonable efforts to help individuals, who are at risk of experiencing homelessness, resolve eligible criminal, infraction, and administrative matters, associated warrants, fines, and fees, and connect to other service providers throughout Los Angeles County that provide wrap around homeless prevention services.

Please see LACAHSAs Household Eligibility criteria in its Program Guidelines:

[https://lacahsa.gov/wp-content/uploads/2025/10/LACAHSAs-Transitional-Guidelines\\_September-2025.pdf](https://lacahsa.gov/wp-content/uploads/2025/10/LACAHSAs-Transitional-Guidelines_September-2025.pdf)

HEART will make reasonable efforts to serve 300 participants in the South Bay during each Grant Period. The City will serve participants through multiple referral and other channels, including but not limited to the following: (1) by accepting referrals from approved community-based organizations, homeless service agencies, and other approved public or private agencies serving indigent clients; and (2) by hosting or attending in-person events throughout the South Bay. Participants may use the service more than once at the City's discretion. This will produce the best result by assisting one-time participants without abandoning individuals who are in need of continuing or more extensive assistance and/or services.

**Jurisdiction:** The South Bay territories include:

Alondra Park	LA City - Harbor Gateway
Carson	LA City - San Pedro
Del Aire	LA City - Wilmington
El Camino Village	Manhattan Beach
El Segundo	Palos Verdes Estates
Gardena	Rancho Palos Verdes
Hawthorne	Redondo Beach
Hermosa Beach	Rolling Hills
Inglewood	Rolling Hills Est
Lawndale	Torrance
Lennox	West Carson
Lomita	Westmont/West Athens

Map of the South Bay area can be found here:

<https://cdn.southbaycities.org/wp-content/uploads/2021/09/01184208/SBCCOG-Boundaries-Map-1.pdf>

*Table 1. Detailed Scope of Work*

Scope of Work	Expected Tasks
HEART	<ol style="list-style-type: none"> <li data-bbox="537 464 1382 642">(1) The City will be responsible for the intake of individuals, who are at risk of experiencing homelessness, into the Homeless Court to resolve eligible criminal and administrative matters, associated warrants, and/or impacts on their driving or employment licensing (“Intake”).</li> <li data-bbox="537 648 1398 827">(2) The City will complete background check inquiries, review charges, maintain statistical data, track compliance of participants, file necessary motions for dismissals with the Los Angeles County Superior Court, and conduct other related legal duties for a client’s criminal matters.</li> <li data-bbox="537 833 1365 974">(3) The City may deem participants ineligible for assistance with criminal and administrative matters based on past criminal history, driving record, inability to follow program rules, or other appropriate reasons.</li> <li data-bbox="537 980 1382 1121">(4) The City will retain discretion in setting its calendar for participation in South Bay events. However, the City will prioritize events led by local South Bay electeds, including the Beach Cities Homeless Court.</li> <li data-bbox="537 1127 1333 1226">(5) The City will work with SBCCOG on prevention service referrals for wrap around support for those needing further homeless prevention assistance.</li> <li data-bbox="537 1232 1365 1329">(6) If needed, the City will refer participants to agencies who can provide other services including, but not limited to mental health, benefits, documents, and housing navigation.</li> </ol>

### III. INVOICES AND REPORTING

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

Quarterly reports will include metrics that are outlined below 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, indirect costs, 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 City will report on these metrics monthly for each fiscal year this MOU is active.

**Table 1. Key Performance Indicators**

<b>Key Performance Indicators</b>	<b>Target Outcome</b>	<b>Timeline</b>
Number of South Bay individuals served with infractions cleared	300	Annually
Percentage of individuals prevented from entering homeless system within a year of receiving services	95%	1 Year after receiving services
Number of events participated in the South Bay	As Needed (to reach 300 individuals served)	Annually
Number of Participants Linked to Services	As Needed	Annually

**B. Supplemental Monthly Reporting Metrics**

Inclusive of the KPIs, the City shall provide a quarterly report that captures the following information:

- Significant trends or changes in data;
- The number of events attended;
- The number of intakes;
- The number of motions filed;
- The number of motions granted;
- The number of participants referred to case managers; and
- Demographic information.

Additionally, the SBCCOG adheres to the By-Names-List principle for Functional Zero Street Homelessness. The SBCCOG requires the City to track and share with the SBCCOG the list of individuals served, including their names, date of birth, and address. This information will be used to track service delivery in the South Bay in order to coordinate care and avoid duplication of services. The City shall provide individuals with the proper release of information form.

THIS PAGE LEFT INTENTIONALLY BLANK

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND  
HARBOR CONNECTS REGARDING USE OF SBCCOG'S ALLOCATED COUNTY OF  
LOS ANGELES MEASURE A FUNDS**

This Memorandum of Understanding ("MOU") is made as of January 22, 2026, by and between the South Bay Cities Council of Governments ("SBCCOG"), a joint powers authority, and Harbor Connects ("Provider"), a California non-profit corporation, (collectively, the "Parties").

**RECITALS**

- A. As a regional administrator, the SBCCOG receives homelessness funding, including the November 5, 2024, Los Angeles County voter-approved Measure A half-cent sales tax which repealed and replaced Measure H. Measure A provides continuous funding to address homelessness with housing and services.
  
- B. On March 25, 2025, the Board of Supervisors adopted the Local Solutions Fund (LSF) funding formula as part of the Measure A requirements, which is based 90% on a region's Point-in-Time Homeless Count (2-year average) and 10% on a region's low-income population percentage. Based on this formula, the SBCCOG is projected to receive \$3,048,204 in the first year (FY25/26). Because the SBCCOG has outperformed most other regions in Los Angeles County in resolving instances of homelessness, the SBCCOG anticipates our region's LSF funding will decrease over time due to the homeless count component of the funding formula.
  
- C. In addition, to LSF programming, the SBCCOG will receive funding from the Los Angeles County Affordable Housing Solutions Agency (LACAHS) as an eligible jurisdiction per SB 679. The SBCCOG anticipates roughly \$11 million annually in funding for (1) housing production, preservation, and ownership; (2) renter protection and homeless prevention; (3) technical assistance. With this programming, the SBCCOG expects to reduce the inflow of households into homelessness and make housing more affordable for vulnerable households.
  - A. The goals of these programs are to reduce street homelessness and stabilize housing insecurity.
  
  - D. The Parties desire to enter this MOU to set forth and memorialize the obligations of the Parties with respect to program funding allocated solely to the Provider.

**Agreement**

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the SBCCOG and the Provider hereto agree as follows:

**I. TERM:**

This MOU shall be effective as of February 1, 2026, and shall remain in full force and effect until June 30, 2031 (“Term”), unless sooner terminated or extended, in whole or in part, as provided in the LACAHSAs/SBCCOG Contract (Exhibit 1 LACAHSAs Contract). This MOU is contingent upon SBCCOG receiving funding from its funders, and is subject to review during each funding year of the term. In the event that funding from the funders is terminated, the termination of this Agreement shall be effective upon notice from SBCCOG.

**II. PROVIDER RESPONSIBILITIES:**

- A. The Provider shall use the allocated funding in adherence with the Scope of Works in Exhibit 2 and any subsequent added or amended Scope of Work.
- B. The Provider shall adhere to the budget specified in Exhibit 2.
- C. The Provider shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibit 2. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursement claims.
- D. The Provider hereby warrants, represents, and covenants that it will comply with all applicable local, state, or federal guidelines, regulations, requirements, and statutes and/or as required under the laws or regulations relating to the source of the Measure A Funds to be transferred by the County/LACAHSAs to the SBCCOG to the Provider pursuant to this MOU, and will not use the Grant Funds for costs associated with activities in violation of any law or for any activity inconsistent with the requirements and purposes set forth in this MOU. Please see Exhibit 1 for County/LACAHSAs Measure A requirements.
- E. The Provider shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU. SBCCOG shall have access to the records upon request.

**III. SBCCOG RESPONSIBILITIES:**

- A. The SBCCOG will make available to the Provider the budget amount specified in Exhibit 2.
- B. The SBCCOG shall monitor the Provider's Programs for adherence to Exhibit 2.
- C. The SBCCOG shall provide the Provider with a reporting template format for the submission of quarterly reports in accordance with Exhibits 2.
- D. The SBCCOG shall maintain records related to the program operation and use of Grant Funds for five (5) years following the expiration of this MOU.

**IV. FUTURE PROGRAMS:**

- A. The Parties may attach Amendments to this MOU to modify, subtract or add programs, subject to the Parties' approval.

**V. THIRD PARTY LIABILITY AND INDEMNIFICATION**

- A. The Parties agree to indemnify, defend, and hold harmless each other, including its elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each entity arising from or related to this MOU. Neither entity shall indemnify the other entity for that other entity's own negligence or willful misconduct.
- B. The Provider shall indemnify, defend with counsel approved by SBCCOG, and hold harmless SBCCOG, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with the Provider's performance hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of SBCCOG'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the SBCCOG. Should SBCCOG in its sole discretion find the Provider's legal counsel unacceptable, then the Provider shall reimburse the SBCCOG its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The Provider shall promptly pay any final judgment rendered against the SBCCOG (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

**VI. MISCELLANEOUS**

- A. This MOU shall be binding upon and shall be to the benefit of the respective successors, heirs, and assigns of each entity; provided, however, neither entity may assign its respective rights or obligations under this MOU without prior written consent of the other entity.
- B. This MOU (including for the purpose of clarity, the recitals, to this MOU), contains the entire agreement between the SBCCOG and the Provider with respect to the matters herein, and there are no restrictions, promises, warranties, or undertakings other than those set forth herein and referred to herein.

- C. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the authorized representative from each entity; no oral understanding or agreement not incorporated herein shall be binding on either of the entities.
- D. This MOU is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
- E. Notices or other communications, which may be required or provided under the terms of this MOU, shall be given to the individuals identified for each entity. Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal delivery in writing by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received.

<p><b>South Bay Cities Council of Governments:</b>          South Bay Cities Council of Governments          357 Van Ness Way, Suite 110          Torrance, CA 90501          Attn: Jacki Bacharach          Jacki@southbaycities.org</p>	<p><b>Harbor Connects:</b>          Harbor Connects          Address          Address          Attn: Meghan Langfield          Meghan@harborconnects.org</p>
---	--

- F. If a dispute arises under this Agreement, prior to instituting litigation, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in California. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.
- G. The laws of the State of California and applicable local and federal laws, regulations, and guidelines shall govern this MOU. In the event of any legal action to enforce or interpret this MOU, the laws of the State of California shall apply, and the Venue shall be Los Angeles County.
- H. Either entity shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to any incidence of fire or flood; acts of God; commandeering of material, products, plants, or facilities by the federal, state, or local government; national fuel shortage; or a material wrongful act or omission by the other Party; when satisfactory evidence of such cause is presented to the other entity, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the entity not performing.

- I. The Provider shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the SBCCOG (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by City, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater; and (5) comprehensive crime insurance with a minimum limit of \$1,000,000.00. SBCCOG and participating public agencies, their respective officers, employees, attorneys, staff providers, and volunteers shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the SBCCOG shall be excess insurance only.
- J. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving SBCCOG thirty (30) day's prior written notice thereof. The Provider agrees that it will not cancel, reduce or otherwise modify the insurance coverage.
- K. All policies of insurance shall cover the obligations of the Provider pursuant to the terms of this Agreement; shall be issued by an insurance company which is admitted to do business in the State of California or which is approved in writing by the SBCCOG; and shall be placed with a current A.M. Best's rating of no less than A VII.
- L. The Provider shall submit to SBCCOG (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on SBCCOG's appropriate standard forms entitled "Additional Insured Endorsement", or a substantially similar form which the SBCCOG has agreed in writing to accept.
- M. Authority and Signatures: The individuals signing this MOU, and its exhibits, which are incorporated herein by reference, have the authority to commit the entity they represent to the terms of this MOU, and do so commit by signing.

**(Signatures on Following Page)**

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Bernadette Suarez, SBCCOG Chair

ATTEST:

By: \_\_\_\_\_

Jacki Bacharach, Executive Director/Board Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_

Michael Jenkins, Legal Counsel

**HARBOR CONNECTS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Meghan Langfield, Executive Director

**EXHIBIT 1: LACAHPA-ELIGIBLE JURISDICTION MEMORANDUM OF UNDERSTANDING**

See attached.

## EXHIBIT 2: HARBOR CONNECTS RENTER PROTECTION AND HOMELESS PREVENTION (RPHP)

### I. BUDGET AND START DATE

The total annual program budget is \$100,000; \$12,500 of this will go towards Activity Delivery Costs (ADC) \$6,000 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 is as of February 1, 2026.

### 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 (LACAHSAs). This includes providing (1) Emergency Rental Assistance; (2) Temporary Renter 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 LACAHSAs requirements, with the relevant sections of the LACAHSAs Program Guidelines (Exhibit 2) noted.

*Table 1. Detailed Scope of Work*

Scope of Work	Expected Tasks
Renter Protection and Homeless Prevention	<ul style="list-style-type: none"> <li>- Follow all LACAHSAs Program Guidelines for Renter Protections and Homelessness Prevention, including alignment with eligible activities for Emergency Rental Assistance, Temporary Renter Assistance, and Short-Term Income Support</li> <li>- Receive referrals of households at risk of homelessness in the CD 15 area</li> <li>- NOTE: Because LA City and Unincorporated areas receive their own funding, we will want to leverage LSF and LACAHSAs resources in LA City and Unincorporated areas as much as possible</li> <li>- Assess household eligibility criteria for RPHP services (e.g., income, LA County residence, risk of homelessness)</li> <li>- Report to the SBCCOG each client requesting assistance (e.g. security deposit, rental arrears, utility deposits) to review reimbursement to the Provider and ensure requests follow LACAHSAs guidelines</li> <li>- Ensure all documentation and eligibility criteria are followed according to LACAHSAs guidelines</li> </ul>

---

	<ul style="list-style-type: none"> <li>- Complete a housing stability plan and assist with budgeting and money management with clients as needed</li> <li>- 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</li> </ul>
Documentation and Reporting	<ul style="list-style-type: none"> <li>- Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload</li> <li>- Fulfill LACAHSAs documentation standards for all assistance provided, including income and eligibility documentation.</li> <li>- Maintain records of all services provided, including amount of financial assistance</li> <li>- Utilize the SBCCOG's RPHP Intake form when meeting with a client to collect essential information.</li> <li>- Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information</li> <li>- Adopt LACAHSAs specific data and grant management system (TBD)</li> </ul>

---

### III. INVOICING AND REPORTING

The SBCCOG Board of Directors, 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 \$25,000 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 this Exhibit 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 below 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, indirect costs, 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 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 and Flexible Financial Assistance	5	Annually
Number of households at risk of homelessness enrolled in Temporary Rental Assistance	5	Annually
Number of households at risk of homelessness enrolled in Short-Term Income Support	1	Annually
Number of households who retained existing or transitioned to new permanent housing through RPHP services	10	Annually
Number of households who retained housing for at least 6 months following RPHP services	90%	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. The report shall include other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the SBCCOG monitor the program’s progress and aid the operations where needed to ensure that metrics are met.

***Table 3. Supplemental Monthly Reporting Metrics***

<b>Additional Monthly Reporting Data</b>	<b>Details</b>
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). LACAHSAs guidelines limit the amount of aid to \$36,000 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 for 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.

THIS PAGE LEFT INTENTIONALLY BLANK

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BY AND  
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE  
CITY OF GARDENA REGARDING THE USE OF SBCCOG’S ALLOCATED COUNTY  
OF LOS ANGELES MEASURE A FUNDS.**

This First Amendment to Memorandum of Understanding (the “Amendment”), is made as of February 1, 2026 by and between the South Bay Cities Council of Governments (“SBCCOG”), a joint powers authority, and the City of Gardena (“City”), a General Law City, (collectively, the “Parties”)

**RECITALS**

A. The Parties entered into a Memorandum of Understanding dated August 13, 2025 (the "MOU") in order to allocate the SBCCOG’s allocated County of Los Angeles Measure A funds to the City of Gardena.

B. The Parties now desire to amend the MOU, by making additional funding available to the City through a portion of the SBCCOG’s allocated Los Angeles County Affordable Housing Solutions Agency (LACAHS) Renter Protection and Homeless Prevention (RPHP) funding to hire a full-time Prevention Subsidy Specialist and provide (1) Emergency Rental Assistance; (2) Temporary Rental Assistance; (3) Short Term Income Support.

C. This Amendment includes additional funding totaling up to \$200,000 annually.

**NOW, THEREFORE**, in consideration of the foregoing, the Parties agree as follows:

1. Exhibit 5 entitled “GARDENA RENTER PROTECTION AND HOMELESS PREVENTION (RPHP)”, and attached to this Amendment as Attachment 1, is hereby added to the MOU in its entirety.

2. Section II-A is hereby amended to read “The City shall use the allocated funding in adherence with the Scope of Work in Exhibits 3, 4, 5, and any subsequent added or amended Scope of Work.”

3. Section II-B is hereby amended to read “The City shall adhere to the budget specified in Exhibits 3, 4, and 5.”

4. Section II-C is hereby amended to read “The City shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibits 3, 4, and 5. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursed claims.”

5. Section III-A is hereby amended to read “The SBCCOG will make available to the City the budget amount specified in Exhibits 3, 4, and 5.”

6. Section III-B is hereby amended to read “The SBCCOG shall monitor the City’s Programs for adherence to Exhibits 3, 4, and 5.”

7. Section III-C is hereby amended to read “The SBCCOG shall provide the City with a reporting template format for the submission of monthly reports in accordance with Exhibits 3, 4, and 5.”

8. In all other respects, the MOU, modified by this Amendment, is hereby ratified and reaffirmed and remains in full force and effect.

9. This Amendment to Memorandum of Understanding is hereby executed and shall be effective as of February 1, 2026 through June 30, 2031.

(Signatures on following page)

**South Bay Cities Council of Governments**

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Jacki Bacharach, SBCCOG Board Secretary

**City of Gardena**

By: \_\_\_\_\_  
Tasha Cerda, Mayor

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Mina Semenza, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Carmen Vasquez, City Attorney

**EXHIBIT 5: GARDENA RENTER PROTECTION AND HOMELESS PREVENTION (RPHP)**

**I. BUDGET AND START DATE**

The total annual program budget is \$200,000. Up to \$25,000 of this will go towards Activity Delivery Costs (ADC) and Administration. Administration costs will be capped at 6% of the total amount (\$12,000). 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.

**II. SCOPE OF WORK**

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

*Table 1. Detailed Scope of Work*

Scope of Work	Expected Tasks
Renter Protection and Homeless Prevention	<ul style="list-style-type: none"> <li>- Follow all LACAHSAs Program Guidelines for on Renter Protections and Homelessness Prevention, including alignment with eligible activities for Emergency Rental Assistance and Flexible Financial Assistance, Temporary Rental Assistance, and Short-Term Income Support</li> <li>- Receive referrals of households at risk of homelessness in the City of Gardena</li> <li>- Assess household eligibility criteria for RPHP services (e.g., income, LA County residence, risk of homelessness)</li> <li>- Report to the SBCCOG each client requesting assistance (e.g. security deposit, rental arrears, utility deposits) to review</li> </ul>

---

	reimbursement to the City and ensure requests follow LACAHSAs guidelines <ul style="list-style-type: none"> <li>- Ensure all documentation and eligibility criteria are followed according to LACAHSAs guidelines</li> <li>- Complete a housing stability plan and assist with budgeting and money management with clients as needed</li> <li>- 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</li> </ul>
Documentation and Reporting	<ul style="list-style-type: none"> <li>- Attend regular meetings with the SBCCOG to case conference, problem solve, and identify housing options for clients on caseload</li> <li>- Fulfill LACAHSAs documentation standards for all assistance provided (Exhibit 2), income, and eligibility.</li> <li>- Utilize the SBCCOG’s RPHP Intake form when meeting with a client to collect essential information</li> <li>- Maintain records of all services provided, including amount of financial assistance</li> <li>- Collect, manage, and submit monthly data reports and comply with deadlines specified by the SBCCOG for time-specified submittal and delivery of information</li> <li>- Adopt LACAHSAs specific data and grant management system (TBD)</li> </ul>

---

### III. INVOICING AND REPORTING

The City shall submit monthly invoices and reports by the 10th of the month immediately following the month performed in accordance with this Exhibit 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 invoices will be deducted from the prepayment.

Monthly reports will include metrics that are outlined below 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, indirect costs, 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 City will report these metrics quarterly for each fiscal year this MOU is active.

**Table 2. Key Performance Indicators**

<b>Key Performance Indicators</b>	<b>Target Outcome</b>	<b>Timeline</b>
Number of households at risk of homelessness enrolled in Emergency Rental and Flexible Financial Assistance	10	Annually
Number of households at risk of homelessness enrolled in Temporary Rental Assistance	10	Annually
Number of households at risk of homelessness enrolled in Short-Term Income Support	1-2	Annually
Number of households who retained existing or transitioned to new permanent housing through RPHP services	20	Annually
Number of households who retained housing for at least 6 months following RPHP services	90%	Annually

**B. Supplemental Monthly Reporting Metrics**

In addition, the 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. The report shall include other data including demographic data and service linkages that can be queried in HMIS. This reporting will help the SBCCOG monitor the program’s progress and aid the operations where needed to ensure that metrics are met.

**Table 3. Supplemental Monthly Reporting Metrics**

<b>Additional Monthly Reporting Data</b>	<b>Details</b>
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). LACAHSAs guidelines limit the amount of aid to \$36,000 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 for 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:
  - o Race/Ethnicity
  - o Income Levels
  - o Veteran Status
  - o 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 City to gather this information in a flexible and not burdensome manner.

THIS PAGE LEFT INTENTIONALLY BLANK

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BY AND  
BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE  
CITY OF TORRANCE REGARDING THE USE OF SBCCOG’S ALLOCATED  
COUNTY OF LOS ANGELES MEASURE A FUNDS.**

This First Amendment to Memorandum of Understanding (the “Amendment”), is made as of January 22, 2026 by and between the South Bay Cities Council of Governments (“SBCCOG”), a joint powers authority, and the City of Torrance (“City”), a chartered municipal corporation, (collectively, the “Parties”)

**RECITALS**

A. The Parties entered into a Memorandum of Understanding dated August 13, 2025 (the "MOU") in order to allocate the SBCCOG’s allocated County of Los Angeles Measure A funds to the City of Torrance.

B. The Parties now desire to amend the MOU, by making additional funding available to the City through a portion of the SBCCOG’s allocated Local Solutions Fund funding to lease motel and SRO beds to provider interim shelter and services for those experiencing homelessness.

C. This Amendment includes additional funding totaling up to \$40,000 for the term of January 1, 2026 through June 30, 2026.

**NOW, THEREFORE**, in consideration of the foregoing, the Parties agree as follows:

1. Exhibit 4 entitled “TORRANCE SRO”, and attached to this Amendment as Attachment 1, is hereby added to the MOU in its entirety.
2. Section II-A is hereby amended to read “The City shall use the allocated funding in adherence with the Scope of Work in Exhibits 3, 4, and any subsequent added or amended Scope of Work.”
3. Section II-B is hereby amended to read “The City shall adhere to the budget specified in Exhibits 3 and 4.”
4. Section II-C is hereby amended to read “The City shall fulfill performance and reporting requirements to SBCCOG in accordance with Exhibits 3 and 4. Failure to comply with any invoicing and reporting requirements and deadlines may result in forfeiture of reimbursed claims.”

5. Section III-A is hereby amended to read “The SBCCOG will make available to the City the budget amount specified in Exhibits 3 and 4.”

6. Section III-B is hereby amended to read “The SBCCOG shall monitor the City’s Programs for adherence to Exhibits 3 and 4.”

7. Section III-C is hereby amended to read “The SBCCOG shall provide the City with a reporting template format for the submission of monthly reports in accordance with Exhibits 3 and 4.”

8. In all other respects, the MOU, modified by this Amendment, is hereby ratified and reaffirmed and remains in full force and effect.

9. This Amendment to Memorandum of Understanding is hereby executed and shall be effective as of January 1, 2026.

(Signatures on following page)

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Jacki Bacharach, SBCCOG Board Secretary

**CITY OF TORRANCE**

By: \_\_\_\_\_  
Aram Chaparyan, City Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Patrick Q. Sullivan, City Attorney

**EXHIBIT 4: Torrance SRO**

**I. BUDGET**

The total program budget is \$40,000 for up to 6 SRO beds is not to exceed \$950/month a bed.

For SRO beds, City will need to provide the lease and lease payment receipt or invoice from landlord as back up. The room rental amounts reflected below are intended to serve as guidance. Any deviation from this guidance of more than 25% must be approved by the SBCCOG Board of Directors. Any remaining balance of a security deposit shall be reimbursed to the SBCCOG upon release of the unit and/or termination of this Agreement.

<b>January 14<sup>th</sup> 26'-June 30<sup>th</sup> 26'</b>	<b>6 Months</b>
SRO Rent (\$950 for each SRO per month)	\$31,350
Renter's insurance and admin fee (\$13.50 for each SRO per month)	\$486
Security Deposit (\$950 per SRO)	\$5,700
<b>Total</b>	<b>\$37,536</b>

**II. SCOPE OF WORK**

**Program Description:** The program will provide interim shelter and services for those experiencing homelessness. This includes maintaining a safe, clean 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**

- a. **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 partner.
- b. **Pricing** – SRO rates at roughly \$950/month
- c. **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 occupancy agreement 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.
- 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 with each participant/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 refer participants and ensure linkage to any 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. **Guests, Pets, and Program Rules** – Guests will be allowed, but no overnight stays. 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 10<sup>th</sup> of the month immediately following the month performed in accordance with this Exhibit as follows for each fiscal year this MOU is active. If the 10<sup>th</sup> 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, indirect costs, and/or other work for which payment is claimed.

***A. Key Performance Indicators (KPIs)***

The 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*

<b>Key Performance Indicators</b>	<b>Target Outcome</b>	<b>Timeline</b>
Number of IH units created/secured	6	Annually
Number of PEH placed in IH	12	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. The report shall also include 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*

<b>Monthly Reporting Data</b>	<b>Details</b>
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 for 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.

THIS PAGE LEFT INTENTIONALLY BLANK

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING**

This First Amendment to the Memorandum of Understanding (MOU) is made as of January 22, 2026 by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Catholic Charities of Los Angeles, Inc./St. Margaret’s Center (“Provider”), a California non-profit corporation, (collectively, the “Parties”).

**RECITALS**

- A. The Parties entered into a MOU as of August 13, 2025 wherein SBCCOG engaged the services of the Provider to assist the SBCCOG with implementation of programs to reduce street homelessness and stabilize housing insecurity including Housing Focuses Case Management, Document Specialist, and Renter Protection and Homelessness Prevention.
- B. The MOU included Exhibits for each program that details the budget, scope of work, invoicing and reporting requirements, and additional data needs. Specifically, these Exhibits were: “Exhibit 3: SMC Housing Focused Case Management”, “Exhibit 4: SMC Document Specialist”, and “Exhibit 5: SMC Renter Protection and Homelessness Prevention”.
- C. The Parties now mutually desire to remove the entirety of Exhibit 4: SMC Document Specialist from the MOU. The Provider shall no longer receive the \$110,000 budget and shall not be required to complete the scope of work, invoicing and reporting requirements, and additional data needs included in Exhibit 4.
- D. The Parties desire to leave Exhibit 3 and Exhibit 5 in the MOU unchanged.

**NOW, THEREFORE**, in consideration of the foregoing, the Parties agree to amend the MOU as follows:

- Remove Exhibit 4: SMC Document Specialist from the MOU including the budget, scope of work, invoicing and reporting requirements, and additional data needs.

Except as modified above, all other provisions of the MOU remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties have executed this First Amendment to be effective January 22, 2026.

“SBCCOG”  
South Bay Cities Council of Governments

Rev. Monsignor Gregory A. Cox,  
Executive Director

By: \_\_\_\_\_  
Bernadette Suarez, SBCCOG Chair

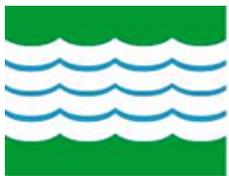
Date: \_\_\_\_\_

Date: \_\_\_\_\_

“Provider”  
Catholic Charities of Los Angeles, Inc.

By: \_\_\_\_\_

THIS PAGE LEFT INTENTIONALLY BLANK



December 2025	Meeting Attendance by City			
Monthly Meetings	Homeless Service Task Force	Infrastructure Working Group	Steering Committee	Transportation Committee
Carson				
El Segundo				C. Pimentel E. Sassoon
Gardena	R. Tanaka		R. Tanaka	
Hawthorne			A. Monteiro	A. Monteiro
Hermosa Beach			R. Jackson	R. Jackson
Inglewood	C. Eller R. Chavez			J. Butts
Lawndale			B. Suarez	B. Suarez
Lomita			B. Uphoff	B. Uphoff
Manhattan Beach		E. Zandvliet G. Gamboa		N. Tarnay
Palos Verdes Estates			C. Quinn	
Rancho Palos Verdes				N. Casil
Redondo Beach	L. Omura B. Bydan	L. Sablan A. Winje	Z. Obagi	Z. Obagi J. Reyes T. Gunn
Rolling Hills				
Rolling Hills Estates			B. Huff	B. Huff K. Graham
Torrance	V. Hernandez I. Valencia N. Olvera	B. Overstreet	D. Mach K. Turner	J. Kaji B. Lewis S. Kalani A. Sheikh A. Chaparyan S. Furukawa D. Mach K. Turner D. Lim R. Plumb
County of LA			V. Gomez (SD-4) B. Fish (SD-4) A. Yoon (SD-2) I. Galicia (SD-2)	A. Yoon (SD-2) B. Fish (SD-4)
Los Angeles				

THIS PAGE LEFT INTENTIONALLY BLANK



THIS PAGE LEFT INTENTIONALLY BLANK

TLS RECAP REPORT

Partner	Initial	City Origin	Enrollment		Client Total
			Date	Comments	
WLCAC	AR	Carson	7/30/25	Monique has been slowly engaging with him since October, and has seen an incredible amount of progress. He started of with just GR but since then has received a full time job and has been working consistently for the past 2 months passing out hot meals/with a senior home. Makes \$3500-3700 per month. 62 years old, from Carson, wants to also pursue schooling for being a SUD peer counselor (6-7mo program), and the program will help him find employment. AR found this unit on his own on 10th street, landlord said he's all approved. Rent around \$1775 and could move in Aug 1. He has a minor knee surgery planned mid August, so he will not be able to work during that period, so we will also cover month 2 at 100%. Initial plan is: (1) 100% rent and security; (2) 100% rent; (3-5) 35%. The 35% dropped is planned because Monique would like him to be eligible for shallow subsidy, however we will re-evaluate in month 2 to see if he needs the support brought up if anything happens with his employment. Waiting for documents to give final approval and will have Ronson sign contract execution.	\$7,100
WLCAC	TW	Carson	8/1/25	22yo, F, no kids (Carson) Has been at her job for almost a year, approved for a unit. Income is about \$2700-2800/mo (works for Homeboy Industries. They will give her more income) •Part time, not getting the cash benefits but still getting food stamps and GR. Will probably change with the increase in hours and also property management work Property manager also offered her a position to be the property manager for her building. Rent is \$1850 unit. Can move in this week/next week –see agreement on file Vehicle based originally, eventually it got repossessed because she didn't have a license/insurance (about 2-3 mo ago)	\$2,789
WLCAC	AM	Harbor Gateway	8/1/25	25 years old, no children – been working with case mgr 6 or 7 months Was in shelter but was kicked out for non compliance – no returning on time Has been staying in vehicle at 132nd and Figueroa – Since working with Monique she has increased her income from GR to employment (2 ½ months) Income now: 3500/mo approved for a unit rent will be \$1775/	\$7,100
WLCAC	GK	Harbor Gateway	7/30/25	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.	\$7,797
WLCAC	JW	Harbor Gateway	6/27/25	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.	\$8,275
WLCAC	TB	Harbor Gateway	8/1/25	She has a part time job, been approved for her unit \$1850 (SoLa Rentals) Makes close to \$3000. When first met her, only getting CalWorks and working under the table. 6mo got hired (office work; some sort of office assistant). With the new job, cut off from CalWorks but still receives food stamps.	\$7,072
SMC	AH	Hermosa Beach	9/15/25	In film industry but has been unsuccessful in landing another job	\$9,000

WLCAC	HB	LA City	7/17/25	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 .	<b>\$6,120</b>
SMC	CM	Lennox	9/1/25	Found place in Adelanto, and works in Lennox	<b>\$4,125</b>
SMC	RW	Palos Verdes	9/15/25	Senior who needs housing stability until another senior subsidy comes along	<b>\$14,500</b>
WLCAC	JR	San Pedro	6/30/25	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!	<b>\$5,400</b>
Torrance	AH	Torrance	5/22/25	Previous 3290 resident, just aged out of TAY	<b>\$16,188</b>
Torrance	DM	Torrance	9/1/25	Client works, fell behind with expenses - car payments	<b>\$6,800</b>
Torrance	IC	Torrance	4/5/25	Family of 4 (Mom + 3 kids, +1 in college not at home). Previous apartment fire, lost home. Kids at TUSD	<b>\$21,988</b>
Torrance	LF	Torrance	12/1/25	Aid is for a family of 4 – Father, Mother, 2year old and newborn Dad works full time and brings home approximately 2k month Mom was working as a medical assistant, however with new child has not worked in several months Dad plans to find add'l income Add'l plan of Mom to return to work and have family assist with child care	<b>\$10,688</b>
Torrance	JL	Torrance	9/15/25	Mother with 5 year old child needs help regaining housing stability. Mother has a job lined up with Long Unified. She is also doing side jobs.	<b>\$8,005</b>
Torrance	LW	Torrance	10/21/25	I wanted to submit a referral for LW, who was referred to us by Torrance Unified School District staff. LW has a thirteen-year-old son she lives with here in Torrance and she receives no child support. LW works two jobs, but due to her limited income and some personal hardship, she fell behind on rent recently and received a 3-day notice. Thankfully, the property owner has showed some patience and willingness to work with her as she tries to catch up and pay off the money she owes, but time is ticking.  I strongly believe that by helping her pay for the \$1650.00 she owes and providing a minimum of 3 months of rent support, LW will be able to be in a better position to self-sustain and not get stuck in a pay-back cycle as she is working on obtaining more hours at one of her jobs and/or increasing her income.	<b>\$6,750</b>
Torrance	MK	Torrance	9/15/25	Short term intervention; Lyft driver previously staying at motel	<b>\$5,653</b>
Torrance	SS	Torrance	6/30/25	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.	<b>\$22,463</b>
WLCAC	EW	Wilmington	7/30/25	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	<b>\$6,072</b>
SMC	JL	Wilmington	7/3/25	JL and her son have been working with our program since January 2025 but we have so far been unsuccessful in getting them housed. JL 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.	<b>\$6,899</b>
WLCAC	TL	Wilmington	7/16/25	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 prorated, 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	<b>\$8,235</b>
WLCAC	VP	Wilmington	8/1/25	The client receives \$1200.00 monthly for SSI . This would allow the client to furnish his unit as well .	<b>\$2,476</b>

WLCAC	TR	Wilmington	7/17/25	<p>Working with SoLA rentals, have one bedrooms for \$1850, just have to set up the unit viewing. Studios are \$1650 (a bit more room for savings)</p> <ul style="list-style-type: none"> <li>•Age: 25yo, single</li> <li>•Working: income since Monique has worked with her back in March. Works at the post office, part-time. Willing to take on more hours, has been there almost a year. They can give her full time. \$2300-2400 per month</li> <li>•Has been staying in her vehicle. Also was in TX a year or two ago, lost her mom's property. Her and her mom went their separate ways. When she first came out here, she was staying with some friends for a little while. Eventually got her own car and has been staying there</li> <li>•Low acuity, doesn't seem to have any substance use</li> <li>•Has about \$800 saved so far</li> </ul> <p>Stepdown planned for month 2 to line up qualification for shallow subsidy</p>	<b>\$7,030</b>
WLCAC	JS		10/28/25	<p>Exiting a DV situation – does have a restraining order</p> <p>Sleeping in her car in the Harbor Gateway Area prior was staying with her sister and her boyfriend but felt uncomfortable with boyfriend</p> <p>Has a 4 year old child</p> <p>Inome: Employment and Partial Calworks \$3493/month</p> <p>Recently viewed an apartment but was not comfortable with the location</p>	<b>\$13,413</b>
WLCAC	JG			<p>Lost job last year. Mother of 4. Is working now. Looking to increase child support.</p>	<b>\$9,733</b>
<b>Totals</b>					<b>\$231,669</b>

THIS PAGE LEFT INTENTIONALLY BLANK

**SBCCOG Board of Directors' Meeting  
Thursday, January 22, 2026 @ 6:00 pm  
SBCCOG Office**

**357 Van Ness Way #90, Torrance, California 90501  
& virtually via Zoom**

**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](mailto: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:**

VIRTUAL: For the public and guests, receive Zoom meeting credentials in advance by using the below link to RSVP: [https://us06web.zoom.us/meeting/register/tZlqdemtqD4rGtbjByVXITR\\_i2jhXNm08lVd](https://us06web.zoom.us/meeting/register/tZlqdemtqD4rGtbjByVXITR_i2jhXNm08lVd) Or by phone dial (669) 444-9171 and enter Meeting ID: 867 2056 5102; Passcode: 895604

**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. November 20, 2025 minutes (attachment) – Approve (Pages )**

**B. 2<sup>nd</sup> Amendment to Professional Services Agreement with Dudek for land use and transportation project management services - Approve**

- Time extension and additional \$45,000 (to be paid by the SBCCOG)

**C. Measure A New Contracts and Amendments to Existing Contracts (all funded through Measure A subregional funds) - Approve**

- City of Inglewood MOU – Homeless Services Coordinator, Interim Housing/Motel Units Programs – *attached (Pages )*
- LA City Attorney’s Office MOU – LA City Attorney HEART Program (**Pages )**
- Harbor Connects MOU – Renter Protection and Homeless Prevention Program (**Pages )**
- City of Gardena MOU Amendment 1 – Add Renter Protection and Homeless Prevention Program (**Pages )**
- City of Torrance MOU Amendment 1 – Add SRO Beds Program (**Pages )**
- Catholic Charities of Los Angeles Inc./St. Margaret’s Center Amendment 1 – Remove Document Specialist Program (**Pages**)

**D. Actions of Steering Committee in December and January - Approve**

**E. Progress re: JPA agreement approvals for LA City Non-Elected Alternate – Receive and file**

- 6 Approvals – Hermosa Beach, Lawndale, Lomita, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates
- 2/3 vote required for approval which is 12 members

**F. Progress on the JPA for the Regional Housing Trust – Receive and File**

- 1 Approval – Lawndale
- Council presentations scheduled for El Segundo, Inglewood, Lomita, Rancho Palos Verdes

**G. SBCCOG Monthly Reports – Receive and File**

1. City Attendance at SBCCOG Meetings (*attachment*) (**Page )**
2. Client Aid Report (*attachment*) (**Pages )**
3. TLS (Time Limited Subsidy) Report (*attachment*) (**Page )**
4. Media Report (*attachment*) (**Pages )**
5. Transportation Report (*attachment*) (**Pages )**

**VII. PRESENTATIONS**

1. **West Basin Municipal Water District re: grass replacement – 6:15 pm**
2. **Update on Baldwin Hills and Urban Watersheds' new resiliency co-design planning tool roll out and Consolidated Grant Program – 6:30 pm**
  1. David McNeill, Executive Officer
3. **Time Limited Subsidy program re-cap or February – 6:50 pm**
4. **SBCCOG media presentation by Colleen – 7:05 pm**

**VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATE – 7:15pm**

- A. Declaration of Vacancy in 2<sup>nd</sup> Vice Chair position and Open Nominations
- B. Homeless Services
  1. Measure A implementation
- C. Senior Services
- D. Transportation Reports
  1. Metro Report – Board member James Butts/Mike Bohlke
  3. Micromobility Programs and Projects

- a.
- E. REAP 2.0 Updates
  1. Commercial Redevelopment to Housing
  2. Micromobility Hubs
- F. South Bay Fiber Network
- G. SBESC Projects and Programs (*attachment*) (**Pages** )
- H. General Assembly update
- I. AI Forum Series
- J. SBCCOG Legislative Proposals for the Upcoming State & Federal Sessions
  1. Amendments to the Housing Trust JPA
  2. Pilot Rebate for Micromobility Vehicles for South Bay
- K. Other

## IX. UPCOMING EVENTS & ANNOUNCEMENTS – 7:55 pm

January 30      Meet and Greet with the South Bay Legislators (*attachment*)

## X. AGENCY REPORTS

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

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

## XI. ADJOURNMENT

**Next Board meeting – Thursday, February 26, 2026**

THIS PAGE LEFT INTENTIONALLY BLANK

# South Bay Cities Council of Governments

January 12, 2026

TO: SBCCOG Steering Committee

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

SUBJECT: Environmental Activities Report – December 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 2026*

#### South Bay Cities Energy & Climate Recognition Program (SBECRP)

On December 11<sup>th</sup>, the SBCCOG held the third annual luncheon award ceremony for the South Bay Cities Energy and Climate Recognition Program. All 15 cities received awards for their achievements - with four cities at the first time ever platinum-level: Carson, Gardena, Manhattan Beach, and Torrance. Three cities earned gold, four earned silver, and four earned bronzes. A total of 65 elected officials, staff members, and partners attended the award ceremony event, with Rita Kampalath, Chief Sustainability Officer for LA County, giving a keynote address. Thank you to those who attended and Congratulations to our cities!

**Energy Efficiency Project Status:** SBCCOG and SoCalREN project managers are working with the following agencies to advance energy efficiency projects:

- City of Carson – A Heat Pump Water Heater was installed in Carson Park in November at 100% cost coverage (\$10,398 in incentives) from the SoCalREN. An Initial Measures List for Veteran’s Sports Complex has been delivered to the city by the SoCalREN and they are waiting for city confirmation to move forward. A meeting was held to vet facilities for Capture the Cold technology – SoCalREN is vetting the information.
- City of El Segundo – The Wiseburn Aquatic Stadium pool heater incentive application was successfully installed and the city received **\$16,891.55** for the replacement!
- City of Hawthorne – The Police Department lighting project and Memorial Center HVAC are in construction and reporting phases. The SBCCOG is working with the SoCalREN to develop a case

study of these projects. The identified Heat Pump Water Heater project has been queued for 2026 by SoCalREN due to limited incentive funds at this time.

- City of Inglewood – The City Hall lighting and pump project is under construction.
- City of Lawndale – The Capture of the Cold HVAC technology proposal developed by Stasis and SoCalREN was delivered to the city and is awaiting city confirmation.
- City of Rancho Palos Verdes – Water heaters eligible for incentives for upgrades to Heat Pump Water Heaters have been identified at Ryan Park and the Interpretive Center. The next step is to schedule a SoCalREN job walk and for the city to choose a contractor. Costs and incentives will be determined after these activities are completed.
- City of Rolling Hills – Incentives have been identified for upgrading a Heat Pump Water Heater at City Hall. The SoCalREN will be working with the city to facilitate project completion.
- City of Torrance – Multiple eligible HVAC units for Capture the Cold technology were identified. The SoCalREN consultants, Stasis Energy Group, developed a proposal for the city which was returned in late November. Next steps and funding are currently being evaluated by the city.
- 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.

Facility Equipment Inventory Program (FEI) – SBCCOG staff continue to work with agencies to update FEI workbooks to capture projects that have been completed by the cities and to add additional equipment replacement needs. To date, 59 facility audits across 15 South Bay cities, 1 school district, and 1 special district have been completed and resulted in identification of over **940,000** potential kWh savings from lighting retrofits and **112** HVAC units that are overdue for replacement. From this work, staff were able to quickly facilitate installation of almost 60 Heat Pump Water Heater replacements since 2023 with no costs to the agency. In addition, SBCCOG staff are facilitating installation of the Capture the Cold ductwork technology offering (as low as \$6,000 before financing with as much as 40% energy savings).

#### FDEEE & Commercial Direct Install

Through the SoCalREN's new commercial programs, administered by Willdan and San Joaquin Valley Clean Energy Organization, the SBCCOG is implementing a pilot 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. SBCCOG staff continue to support local businesses throughout the program. The team has audited **59** business facilities, and **27** projects are underway with **18** projects installed representing est. **\$444,000** in incentives to date.

The SBCCOG and SoCalREN are planning a ribbon-cutting event at one of the participating businesses. This special event will be on **Thursday, January 15th, 10am, at Yas Market** (14823 Vermont Ave). Please join us to congratulate the businesses that participated in this program. Notify [eleanor@southbaycities.org](mailto:eleanor@southbaycities.org) of your planned attendance.

#### Cool Roof Pilot

Funded by the SoCalREN, the SBCCOG worked with technical consultant AESC Inc. to conduct a cool roof feasibility study. AESC-created and city-approved criteria ranked the 14 “most suitable” sites in **Carson, Gardena, Inglewood, Lomita, Redondo Beach, and Torrance**. The final report and site plans have been published on the SBCCOG website and shared with listed cities. Presentations on the final report findings will be shared at future Board and Energy Manager Working Group meetings.

Energy Resilience Action Plan (ERAP) Program – The SBCCOG, working with the cities of **Gardena, Hawthorne, Lomita, and Manhattan Beach**, to develop Energy Resilience Action Plans is in the final stages. This SoCalREN program provides a report to the cities on city-specific near- to long-term community energy resilience building strategies. The final ERAP plans have been delivered to each city by the SoCalREN. The SBCCOG and SoCalREN will continue to support cities in the development of resilient facilities.

#### 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

The SBCCOG continues to identify multifamily property owner customers for the SoCalREN Multifamily program. Contacts are being identified through Chambers of Commerce and city business lists. SBCCOG and SoCalREN will work to enroll eligible properties in this energy- and cost-saving program. SBCCOG continues to share co-branded materials at community outreach events and coordinate with other agencies, including chambers and the Niles Foundation, to help identify opportunities.

#### 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. Inglewood USD and Hawthorne SD participated in the Fall 2025 semester. Wiseburn USD is interested in participating in 2026. Congratulatory events are being planned for Hawthorne School District at participating schools in January. The students will receive a certificate of completion and pizza party.

#### Southern California Gas Company Energy Pathways

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

The SBCCOG 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. Program offerings and related marketing materials have been shared with agencies to support outreach to residents and businesses.

- Restaurant Energy Efficiency Starter Kit: 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 for food service businesses.
- 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.

## 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 met on December 18 to discuss the implementation of ongoing and new programs for 2026-27. SBCCOG staff also continue to respond to phone inquiries on the dedicated West Basin line.

#### Educational Outreach Support - Exhibit Events

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

*Status of goal: 59 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: 7

- Friday, December 5, 2025 - 5:30pm – 8:00pm - Lomita's Annual Tree Lighting Ceremony, City Hall, Lomita - completed

#### Rain Barrel Giveaway

*Contract goal: 6 Rain barrel distribution events.*

*Status of goal: 6 Rain barrel program distributions:*

#### *Completed:*

- Saturday, September 13, Rain Barrel Program City of El Segundo
- Saturday, September 27, Rain Barrel Program City of Carson
- Saturday, October 4, Rain Barrel Program City of Lawndale
- Saturday, October 11, Rain Barrel Program City of Culver City
- Saturday, November 1, Rain Barrel Program City of Inglewood
- Saturday, November 22, Rain Barrel Program City of Malibu

### 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 social media channels. SBCCOG also posts WRD events on its website and sends e-blasts to help boost attendance. The SBCCOG staff attend events and distribute marketing materials to city halls, libraries, senior centers, and other community locations. In addition, WRD Eco-Gardening classes and workshops were promoted.

## Los Angeles County Sanitation Districts (LACSD)

*The contract period is January 1, 2025-December 31, 2026*

### Educational Outreach Support - Exhibit Events

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

*Status of goal: 62 exhibit events, presentations, workshops, networking opportunities, etc.*

Ongoing promotion of LACSD programs continues through SBCCOG's e-newsletters and social media channels as well as website postings and coordinating LACSD upcoming 2026 events and sending e-blasts to help boost attendance. SBCCOG staff attended events and distributed marketing materials to city halls, libraries, senior centers, and other community locations.

### Task - Speakers Bureau

*Contract goal: identify and coordinate up to 3 speaking opportunities.*

*Status of goal: 3/3 Identified and Scheduled*

- *Carson Gardena Dominguez Rotary Club – Rescheduled January 14, 2026*
- *City of Torrance Environmental Quality and Energy Conservation Commission – Scheduled February 5, 2026*
- *City of Gardena's Planning and Environmental Quality Commission – Scheduled February 17, 2026*

## **Waste Reduction**

### Rolling Hills Organic Waste

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

The SBCCOG continues to work with the City of Rolling Hills to provide public education and outreach to residents on organic waste recycling and food waste prevention. Funded by a CalRecycle SB 1383 grant, the technical consultant, EcoNomics, Inc., developed educational videos and conducted two workshops for Rolling Hills residents. As part of this program, the SBCCOG is purchasing and distributing organic waste equipment – which will continue through January 2026.

## 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. Businesses receive information on the status of SBCCOG utility partners' programs and information posted on the SBCCOG website and through a quarterly e-newsletter. In December, six SBCCOG staff received certifications for completing an energy audited course. This information will help them provide the most recent audit practices when working with South Bay businesses.

GBAP by city: Carson (18), El Segundo (55), Gardena (55), 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 (8) for a total of **435** businesses participating as of December 2025.

## Climate Action

---

SBCCOG, with support from volunteers and prior CivicSpark Fellows, continues to work with cities to finalize the draft 2019-2020 greenhouse gas inventory (GHG) emissions reports. SBCCOG staff have completed **13 final reports** which have been sent to cities and are posted on the SBCCOG website, and two more are currently under review by city staff. The **City of Carson** is working with a consultant to develop a climate action plan and the SBCCOG's ICLEI membership enabled Carson to access GHG data to inform future GHG emissions inventories in support of this effort.

Biodiversity grant opportunity: In support of the SBCCOG subregional adaptation plan, SBCCOG staff have been working with the LA County's Chief Sustainability Office and Jacobs consulting firm to submit an application to Rivers and Mountains Conservancy (RMC) for developing a biodiversity plan with demonstration projects within South Bay. The SBCCOG submitted a concept proposal to RMC and received approval to submit a full Proposition 68 grant application by mid-January. The grant application is currently under development.

## CivicSpark Fellows

---

Two CivicSpark Fellows are currently supporting the SBCCOG. Previously we had a third fellow, Meghan Hirsch, who had to leave the program. We are pleased to fill that position with a new fellow, Moana Franco, who will join the team in January, and continue supporting communications, social media, and outreach efforts.

## Transportation

---

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

The SBCCOG continues to prepare, update, and share the outreach calendar events to provide opportunities for Metro to share their Express Lane program. In November, the SBCCOG/SBESC distributed MEL materials at one event.

## II. VOLUNTEERS

Status of Program: 11 hours for December 2025

Typically, there is lower event activity and volunteer engagement in December due to the holidays. Despite this, several volunteer projects were completed, including office support, school district research, and outreach for the LACSD Speaker's Bureau. New volunteer applicants were received, and four volunteer interviews were conducted. All new volunteers are excited to join the SBCCOG team!

## III. MARKETING, OUTREACH, & IMPLEMENTATION

### Outreach Events

---

#### **In December 2025:**

- 3 - Networking Event
- 1 - In Person Community Event
- 1 - Business Event
- 1 – Workshops Events

THIS PAGE LEFT INTENTIONALLY BLANK



# JOIN US



**For a Ribbon Cutting event celebrating local businesses leading the way in energy savings and community impact.**

**Participating business owners, elected officials, and community members welcome.**



Thursday  
January 15, 2026  
10am



Yas Market  
14823 Vermont Ave  
Gardena, 90247

Please RSVP to [klerma@sjvceo.com](mailto:klerma@sjvceo.com) or [eleanor@southbaycities.org](mailto:eleanor@southbaycities.org)



THIS PAGE LEFT INTENTIONALLY BLANK

# CYBER SECURITY

## INFORMATIVE DISCUSSION

Join the SBCCOG for a discussion to help empower non-technical senior officials (including electeds and City Managers) ensure their agencies are well-prepared to defend against today's cyber security threats.

# THURSDAY, JANUARY 22, 2026 | 4:00 PM

### HYBRID MEETING WITH IN PERSON PREFERRED

- **IN PERSON @ the SBCCOG Board Room: 357 Van Ness Way, #90 Torrance, CA 90501**
- **VIA ZOOM:**  
<https://us06web.zoom.us/meeting/register/PdbvWKhRQvi303rJe3oxNA>

### Who Should Attend

- Elected Officials
- Agency Executives
- Cyber Security Leaders
- City Managers
- Chief Information Officers
- IT Directors



**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS



## RSVP



# CYBER SECURITY

## SPEAKERS

**Chris Carney** is a former Member of the Congress (PA-10), where he was a member of the Transportation & Infrastructure and Homeland Security Committees. He was also a member of the Subcommittee on Intelligence, Information Sharing, and Terrorism Risk Assessment. He is currently a policy advisor for clients with a focus on infrastructure, national security, and cybersecurity. Earlier in his career, he served in the United States Navy as an intelligence officer and Commander with operational responsibility for combat mission operations.

**Supervisory Special Agent (SSA) Alex Storino** has been an Agent with the FBI since 2008. With over twenty years of Government service, Alex has specialized in Counterintelligence, Counterproliferation, and Cyber investigation across threats from China, Iran, and Russia. Today, Alex manages a cyber squad with a team of fifteen Agents, Intelligence Analysts, a Data Analyst, and a Computer Scientist. SSA Storino is a certified FBI Digital Extraction Technician, has ITF+ and Security+ certifications from CompTIA, GISF and GSEC certifications from Global Information Assurance Certifications (GIAC) and is currently pursuing a degree in Cyber Defense.

**Derek Lazzaro** is a City Council Member in Palos Verdes Estates and a three-time Chief Information Officer (CIO), currently serving as CIO of Nossaman LLP in downtown Los Angeles. He is also a member of Infragard, and one of the Infragard Los Angeles IAM Sector Chiefs for Information Technology and Cybersecurity. Previously, Derek served as an IT executive at the University of Southern California, where he was responsible for securing some of the most sensitive systems at the university. He is a licensed attorney in California, and has several professional certifications, including Certified Information Systems Security Professional (CISSP) and Certified Information Privacy Professional (CIPP/US).



# SOUTH BAY LEGISLATIVE MEET & GREET

Forging Connections, Shaping  
Policies: The 11th Annual South Bay  
Legislative Meet and Greet

## SHAPING SOUTH BAY'S FUTURE: THE 11TH ANNUAL LEGISLATIVE MEET AND GREET

Join us for the 11th annual South Bay Legislative Meet and Greet, a collaborative event hosted by the South Bay Association of Chambers of Commerce, the South Bay Cities Council of Governments, and CalCities. Immerse yourself in the dynamic business landscape of the South Bay as we bring together leaders from local, state, and federal sectors. This event is a unique opportunity to engage in open and insightful dialogues about regional policy issues that directly impact our community. Don't miss the chance to connect, discuss, and shape the future of the South Bay. Register now to be part of this transformative experience!

## Presented by



SOUTH BAY CITIES  
COUNCIL OF GOVERNMENTS



LEAGUE OF  
CALIFORNIA  
CITIES

Los Angeles County Division



**January 30, 2026 at 8:00 AM**



**Nakano Theater:** 3330 Civic Center Dr,  
Torrance, CA 90503

**RESERVE  
YOUR SPOT**



Visit our website  
**sbacc.com**

**REGISTER NOW**

THIS PAGE LEFT INTENTIONALLY BLANK