

**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funding, including the November 5, 2024, Los Angeles County voter-approved Measure A half-cent sales tax which repealed and replaced Measure H. Measure A provides continuous funding to address homelessness with housing and services.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
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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:
  - Race/Ethnicity
  - Income Levels
  - Veteran Status
  - Age
- Point of Contact
- Off-Street Housing Attainment
  - Shelters
  - Hotels/Motels
  - Transitional Housing
  - Shared or Bridge Housing
  - Skilled Nursing Homes
  - Problem Solving
- Detox/Substance Use Treatment/Rehabilitation
- Mental Health Service Referrals
- Other additional information that can provide actionable data outcomes

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

### **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.