

**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"> - 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 - Receive referrals of households at risk of homelessness in the City of Gardena - Assess household eligibility criteria for RPHP services (e.g., income, LA County residence, risk of homelessness) - Report to the SBCCOG each client requesting assistance (e.g. security deposit, rental arrears, utility deposits) to review

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

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

Key Performance Indicators	Target Outcome	Timeline
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

Additional Monthly Reporting Data	Details
Year to Date (YTD) number of households who received RPHP services	Cumulative number of households who received any amount of RPHP services or assistance (as of reporting)
Year to Date (YTD) number of households who retained or transitioned to new permanent housing	Cumulative number of individuals who retained or transitioned to permanent housing via RPHP assistance (as of reporting)
Year to Date (YTD) amount of financial assistance received per household	Cumulative amount of financial assistance a household has received to date (as of reporting). 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 City to gather this information in a flexible and not burdensome manner.