

**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.

January 14th 26'-June 30th 26'	6 Months
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
Total	\$37,536

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 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 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

Key Performance Indicators	Target Outcome	Timeline
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

Monthly Reporting Data	Details
Number of IH units created/secured	How many units were brought on for use or maintained each month.
Number of new PEH placed in IH	Number of new, unique individuals placed in available motel and/or SRO units per month
Number of individuals graduated to permanent housing	Number of individuals who exit from motel/SRO to a permanent housing situation per quarter
Year to Date (YTD) number of PEH placed in IH	Cumulative number of individuals placed in available motel and/or SRO units to date (as of reporting)

Year to Date (YTD) number of PEH graduated to permanent housing	Cumulative number of individuals who exit from motel/SRO to a permanent housing situation to date (as of reporting
Notes and success stories	What action steps have you taken to ensure the program's KPIs are achieved? What is working? What are 3 challenges?

C. Additional Data Needs

As part of SBCCOG's Functional Zero program, the SBCCOG may request additional data points to create reports to advocate 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.