

# South Bay Cities Council of Governments

## **Homelessness Program Partnership between County of Los Angeles**

**And**

## **South Bay Cities Council of Governments**

### **SCOPE of WORK**

**November 2019-November 2020**

This Scope of Work (SOW) details the regional homelessness coordination services that the South Bay Cities Council of Governments (SBCCOG) will conduct in support of the Los Angeles County Homeless Initiative (HI), commencing on November 8, 2019 through November 7, 2020. The total agreement amount is \$79,167.

### **Section I. Program Overview**

This program will continue the partnership between the County of Los Angeles and SBCCOG. SBCCOG will continue to provide coordination services among South Bay cities, homeless services providers, and community stakeholders relative to the implementation of the HI and the delivery of homeless services within the South Bay subregion.

SBCCOG includes the unincorporated South Bay areas of Los Angeles County and the cities of: Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Torrance, and Los Angeles 15<sup>th</sup> Council District communities of San Pedro, Harbor City, Harbor Gateway, and Wilmington. The SBCCOG Board of Directors is comprised of elected officials from each of the SBCCOG's member cities and County Districts 2 and 4 and serves as the primary governing body taking actions to support endeavors aimed at maximizing the quality of life and productivity of the South Bay region.

### **Section II. Tasks**

#### **Task 1: Coordination with South Bay cities**

Engage with South Bay city councils, city managers, and staff to increase participation in and support for HI programs including but not limited to:

- A. Disseminate information to increase awareness of existing and planned programs with an emphasis on work being done through the Coordinated Entry System.
  - a. Facilitate engagement of South Bay cities public information officers in disseminating information on HI programs via social media platforms, including LinkedIn groups.
- B. Facilitate regular meetings of the SBCCOG Homeless Services Task Force which includes cities, first responders and community organizations working

in the South Bay on homeless issues. Deliverable: Six meetings per calendar year (January, March, May, July, September, and November).

- C. Attend city-sponsored meetings, such as Homeless Task Forces, Working Groups, and appropriate commissions/committees.
- D. Organize trainings and outreach events including but not limited to Housing and Health Resource Fairs, First Responders Trainings, and Landlord Workshops. Deliverable: One training and/or outreach event per quarter.
- E. Prepare correspondence/reports and make public presentations regarding the HI. Respond to inquiries from cities regarding HI programs, homeless services, and issues. Monthly updates are given at the SBCCOG Board of Directors meetings. Public presentations will be given as requested.
  - a. Distribute HI information at SBCCOG Board meetings and other relevant SBCCOG meetings including the Senior Services Working Group.
- F. Post and maintain a comprehensive list of agencies working in the South Bay that fit within the Measure H strategies on the SBCCOG Homeless Services in the South Bay webpage on the SBCCOG website.  
<http://southbaycities.org/programs/homeless-services-south-bay>
- G. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.
- H. Work with cities to complete Homelessness Plans.
- I. Monitor, support, and assist cities to implement their Homelessness Plans. This includes providing connections between cities and LA County resources associated with specific HI Strategies, as needed, and organizing and partnering with HI program to provide technical assistance to these cities.
- J. Provide city staff information on homelessness funding opportunities and help keep them apprised of RFPs and applications. Help identify potential areas of collaboration among cities to create joint-city implementation plans and help facilitate partnerships with cities to apply jointly for funding.
- K. Working in close partnership with SPA 8's Coordinated Entry System (CES) collaborative and the South Bay Coalition to End Homelessness, provide joint leadership in identifying and coordinating solutions and long-term strategic plans.
- L. Support homelessness prevention strategies, focusing on older adults.
  - a. Research implementation of a shared housing program as a homelessness prevention strategy beginning with a focus on older adults.
  - b. Work with stakeholders and cities to implement this program if deemed feasible.
- M. Support strategies to combat and reduce homelessness.
  - a. Work with cities on possible sites for a Safe Parking program.
  - b. Work with stakeholders and cities to implement this program if deemed feasible.

- N. Promote HI programs through SBCCOG website, newsletters, e-blasts and social media platforms. Deliverable: One article in SBCCOG South Bay Watch quarterly newsletter for a total of 4 articles
- O. Using city plan strategies, explore the development of a regional homelessness plan.
- P. Collaborate with Supervisors and staff in Districts 2 and 4, along with community stakeholders, in exploring the development of affordable housing in LA County unincorporated.
- Q. Collaborate with San Gabriel Valley COG and Gateway Cities COG in developing a workshop to be repeated in all three COG service areas that will include LACHI, LA County Departments that interface with Measure H.

## **Task 2: Coordination with Service Providers and Community Stakeholders**

Work with regional homeless organizations and coalitions to support the coordination of homeless services in the South Bay including:

- A. Attend meetings of the SPA 8 Coordinated Entry System, South Bay Coalition to End Homelessness, Los Angeles Homeless Services Authority, and other stakeholder meetings and events as appropriate.
- B. Serve as liaison between SBCCOG, HI, and the South Bay business and interfaith communities. Work with Chambers of Commerce to educate businesses. Convene meetings as needed.
- C. Keep local, county, state, and federal elected officials and their legislative offices in the South Bay informed about regional programs, activities and events to combat homelessness.
- D. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.
- E. Explore the potential for the implementation of a Safe Parking program in the South Bay with faith-based communities.

### Section III: Budget

#### Total budget: \$79,167

The total budget is for all tasks described below including expenses such as website hosting and software.

#### One Year Budget

Expenses	Budget
<b>Personnel Expenses</b>	
Executive Director (Rate: \$180/hr; Hours: 24)	4,320.00
Deputy Executive Director (Rate: \$140/hr; Hours: 6)	840.00
Administrative Officer (Rate: \$105/hr; Hours: 24)	2,520.00
Senior Project Manager (Rate: \$105/hr; Hours: 640)	67,200.00
Environmental Services Analyst (Rate: \$62/hr; Hours: 49)	3,038.00
<b>Non-Personnel Expenses</b>	
Travel	600.00
Supplies	49.00
Meeting Expenses	600.00
<b>Consultant / Contractual</b>	
<b>Indirect Costs</b>	
<b>Total</b>	<b>\$79,167.00</b>

### Section IV. Reporting and Documentation

A. SBCCOG will provide monthly invoicing and progress reports.

All reports and invoices shall be submitted to County Chief Executive Office – Homeless Initiative at the following email addresses:

Ashlee Oh  
[AOh@ceo.lacounty.gov](mailto:AOh@ceo.lacounty.gov)  
and copy  
[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)