



**AMENDMENT NO. TWO**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

**FOR**

**HOMELESS SERVICES**

**CONTRACT No.: AO-20-600**

**AMENDMENT NO. TWO**  
**BETWEEN**  
**COUNTY OF LOS ANGELES**  
**AND**  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**  
**FOR**  
**HOMELESS SERVICES**

This **Amendment No. Two** ("Amendment") to Contract AO-20-600 ("Contract") is entered into by and between the County of Los Angeles (hereafter "COUNTY") and **SOUTH BAY CITIES COUNCIL OF GOVERNMENTS** (hereafter referred to as "CONTRACTOR" or "CONSULTANT"), to provide homeless services.

**WHEREAS**, on February 11, 2020, the COUNTY entered into a Contract with the CONTRACTOR to provide homeless services to the Chief Executive Office Homeless Initiative Unit; and

**WHEREAS**, on June 22, 2020, **Amendment One** was executed to modify the Statement of Work to add additional tasks covered by State COVID-19 funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness for a three-month period, and to revise the Pricing Schedule to add an additional \$46,318 to cover the cost for a maximum of up to \$898,170; and

**WHEREAS**, the COUNTY and CONTRACTOR mutually agree that it is to both of their benefit to: 1) extend the contract term from June 30, 2021 to December 31, 2021; 2) modify the Statement of Work to add additional tasks; and 3) revise the Pricing Schedule to add an additional \$46,887 for a maximum of up to \$945,057.

**NOW, THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and effective upon full execution, it is agreed between the parties that the Contract shall be amended as follows:

1. **Section 4.0**, Term of Contract, Paragraph 4.1, shall be deleted in its entirety and replaced as follows:

**4 TERM OF CONTRACT**

4.1 The term of this Contract commenced on February 11, 2020 and shall expire on **December 31, 2021**, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

2. **Section 5.0**, Contract Sum, Paragraph 5.1, shall be deleted in its entirety and replaced as follows:

**5.0 CONTRACT SUM**

5.1 The Maximum Amount of this Contract shall be **\$945,057** for the term of this Contract as set forth Paragraph 4.0 - Term of Contract, above. Any costs incurred to complete this project in excess of the maximum not-to-exceed cost will be borne by the CONTRACTOR.

3. **EXHIBITS A and A1, Statement of Work**, are deleted in their entirety and replaced with **Exhibit A2, Statement of Work**, attached hereto.
4. Any and all remaining references to Exhibits A and A1, Statement of Work in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit A2, Statement of Work.
5. **EXHIBITS B and B1, Pricing Schedule**, are deleted in their entirety and replaced with **Exhibit B2-A and B2-B, Pricing Schedule**, attached hereto.
6. Any and all remaining references to Exhibits B and B1, Pricing Schedule in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibits B2-A and B2-B, Pricing Schedule.

All other Contract terms remain in full force and effect.

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## **STATEMENT OF WORK South Bay Cities Council of Governments**

This Scope of Work (SOW) is in three parts. The first 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) (as described below in Task 1 and operational costs for Tasks 2 and 3). The total amount for this part is up to \$159,054.

The second part is for the Innovation Funds. On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 Los Angeles County Chief Executive Office – Homeless Initiative (CEO-HI) Board Memo and allocated \$6 million in Measure H funds to be routed through Council of Governments (COGs) to enable cities to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. In addition, the Board authorized the CEO-HI to execute and/or amend COG contracts to implement the Innovation Framework. The SBCCOG will receive \$739,685 in Innovation Funds.

The third part is in response to the Novel Coronavirus (COVID-19) Pandemic. On March 31, 2020, the Board approved a motion delegating certain authorities to the Chief Executive Officer (CEO) during declared states of emergency as related to the Novel COVID-19. On March 31, 2020, the CEO approved CEO-HI's request to accept State COVID-19 Emergency Homelessness Grant funding allocated to the County and to have delegated authority to amend existing agreements between the County and COGs to allocate the State funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness (PEH). The SBCCOG will receive \$46,318 for a three-month period, starting upon execution date of Amendment One to this contract.

The maximum contract amount is not to exceed \$ 945,057

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

This program will continue the partnership between the County of Los Angeles and SBCCOG. SBCCOG will continue to provide regional 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: Silvernest Pilot Program**

A. Submit Silvernest Pilot Program's concept paper which describes the program and how funds will be used. This concept paper is to be submitted to the County within 30 days of contract execution.

- Deliverable: Submission of SBCCOG's Silvernest Pilot Program concept paper within 30 days of contract execution.

## **Task 2: 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.

- Deliverable: 1 time per quarter (6 times total per contract term).

B. Facilitate engagement of South Bay cities public information officers in disseminating information on HI programs via social media platforms, including LinkedIn groups.

- Deliverable: 1 time per quarter (6 times total per contract term).

C. 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: Nine meetings per contract term (January, March, May, July, September, November, January, March and May).

D. Attend city-sponsored meetings, such as Homeless Task Forces, Working Groups, and appropriate commissions/committees.

- Deliverable: 9 meetings per contract term.

E. 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.

F. Prepare correspondence/reports and make public presentations regarding the HI. Respond to inquiries from cities regarding HI programs, homeless services, and issues.

- Deliverable: Monthly updates are given at the SBCCOG Board of Directors meetings (15 times per contract term). Public presentations will be given as requested by South Bay cities.

- Deliverable: Distribute HI information at SBCCOG Board meetings (15 times per contract term) and other SBCCOG meetings including the Senior Services Working Group (6 times per contract term).

G. 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>

- Deliverable: Updates shall be posted quarterly.

H. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.

- Deliverable: Document problem areas and/or issues and the collaboration involved.
- I. Work with cities to complete Homelessness Plans.
- Deliverable: 1 city to complete Homelessness Plan.
- J. Monitor, support, and assist cities to implement their Homelessness Plans.
- Deliverable: Provide connections between cities and LA County resources associated with specific HI Strategies, as needed, and partner with HI program to provide technical assistance to these cities.
- K. 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.
- Deliverable: 9 times per contract term.
- L. 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.
- Deliverable: 7 joint meetings per contract term
- M. Support homelessness prevention strategies, focusing on older adults.
- Deliverable: Research implementation of a shared housing program as a homelessness prevention strategy beginning with a focus on older adults by mid-year of contract.
  - Deliverable: Work with stakeholders and cities to implement this program if deemed feasible by end of contract term.
- N. Support strategies to combat and reduce homelessness.
- Deliverable: Research implementation of a Safe Parking program by mid-year of contract.
  - Deliverable: Work with stakeholders and cities to implement this program if deemed feasible by end of contract term.
- O. Promote HI programs through SBCCOG website, newsletters, e-blasts and social media platforms.
- Deliverable: One article on SBCCOG website 1 time per contract year; one article in SBCCOG South Bay Watch quarterly newsletter for a total of 4 articles; quarterly e-blasts for a total of 6 e-blasts; quarterly posts on social media for a total of 6 per contract term
- P. Using city plan strategies, explore the development of a regional homelessness plan.
- Deliverable: by end of contract term.
- Q. 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.
- Deliverable: quarterly meetings with deputies in Districts 2 and 4.
- R. Collaborate with other Councils of Governments (COG) in developing a workshop to be repeated in COG service areas that will include LACHI, LA County Departments that interface with Measure H.

- Deliverable: 2 workshops.

### **Task 3: 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. Maintain and keep updated a list of South Bay homeless resources and programs on SBCCOG Homeless Services in the South Bay webpage.
  - Deliverable: Updates shall be posted quarterly.
- B. 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.
  - Deliverable: 9 meetings per contract term.
- C. 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.
  - Deliverable: quarterly meetings during contract term for a total of 6.
- D. 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.
  - Deliverable: quarterly meetings during contract term for a total of 6.
- E. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.
  - Deliverable: meet 3 times per contract term to discuss grant funding opportunities.
- F. Explore the potential for the implementation of a Safe Parking program in the South Bay with faith-based communities.
  - Deliverable: by end of contract term.

### **Task 4: Innovation Funds**

SBCCOG will administer the Innovation Program including program selection, implementation, monitoring, evaluation and procurement. Innovation Program includes 8 components:

1. Home Sharing Pilot Program
2. Safe Parking
3. Ordinances/Interim Housing
4. Education and Training
5. Client Aid/Flex Funds
6. City of Torrance – Homelessness Plan
7. City of Redondo Beach – Enhanced Response Pilot Program
8. Administration (overhead and oversight)

#### **1. Home Sharing Pilot**

SBCCOG will retain a contractor to develop a Home Sharing Pilot, an online matching program, with a goal to match at least 13 landlords and home seekers for the duration of the contract.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 SBCCOG to develop job description for intern and post job announcement</b>	<b>Development and posting of job description for intern</b>	<b>Hiring of an Intern by Quarter 1 (Q1)</b>
<b>1.2 SBCCOG to be trained by Silver nest on home sharing platform; set up accounts and reports</b>	<b>Training material # of staff trained # of accounts set up</b>	<b>By Q1:</b> <ul style="list-style-type: none"> <li>• 3 SBCCOG staff to be trained</li> <li>• 3 of staff to have account set up</li> </ul>
<b>1.3 Develop marketing materials and implementation plan</b>	<b>Marketing materials Outreach and Implementation Plan</b>	<ul style="list-style-type: none"> <li>• Marketing and Implementation materials completed by Q1</li> </ul>
<b>1.4 SBCCOG to work with cities, Villages, faith-based communities to seek homeowners to participate in sharing their homes</b>	<b># of participating agencies # of homeowners who meet the Silver nest home sharing criteria # of homeowners' registration using the Silver nest platform.</b>	<b>By Q2:</b> <ul style="list-style-type: none"> <li>• At least 15 participating agencies</li> <li>• At least 30 homeowners who meet the Silvernest criteria</li> <li>• At least 15 homeowners registered</li> </ul>
<b>1.5 Engage cities, service providers, faith-based communities to seek individuals experiencing homelessness or on the verge of becoming homelessness to share a home</b>	<b># of eligible clients recruited Goal is to recruit and register up to 100 potential individuals meeting established Silvernest home sharing criteria</b>	<b>At least 75 clients registered by Q2</b>
<b>1.6 Successfully match homeowners with housemates</b>	<b># of matches</b>	<b>By Q3:</b> <ul style="list-style-type: none"> <li>• At least 13 matches</li> <li>• At least 80% of the matches lasting for 6 months</li> </ul>
<b>1.7 SBCCOG to develop a relationship with LA Family Housing to explore the development of a home sharing consortium</b>	<b># of partners # of meetings Assessment plan to develop a home sharing consortium</b>	<b>By Q3:</b> <ul style="list-style-type: none"> <li>• 3 partners</li> <li>• 2 meetings</li> <li>• Assessment plan to develop a home sharing consortium</li> <li>• Narrative to be provided in the quarterly report</li> </ul>

## **2. Safe Parking**

Develop a Safe Parking program with case management following the Los Angeles Homeless Services Authority guidelines, including potential services provided, budget client eligibility and prospective program operators.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 Develop a Safe Parking Program</b>	<b>Feasibility Study Safe Parking Program RFP to select an operator</b>	<ul style="list-style-type: none"> <li>• Program to be developed by Q3</li> <li>• At least 1 provider is selected during the contract term</li> <li>• Narrative to be provided in the Quarterly Report</li> </ul>
<b>1.2 Determine feasibility of operating a safe parking program</b>	<b># of city(ies) engaged # of sites identified</b>	<ul style="list-style-type: none"> <li>• At least 2 sites identified during the contract term</li> </ul>
<b>1.3 Assess potential parking lot sites and select at least one site, meeting program established criteria</b>	<b>Criteria for assessment # of sites assessed</b>	<ul style="list-style-type: none"> <li>• At least 1 site identified for assessment during the contract term</li> <li>• Narrative to be provided in the Quarterly Report</li> </ul>
<b>1.5 SBCCOG to assist in securing service provider for case management-related services</b>	<b># of vehicles # of clients engaged # of clients served # of clients who completed a Housing Plan # of clients referred to interim or permanent housing # of clients securing employment</b>	<b>For the Contract Term:</b> <ul style="list-style-type: none"> <li>• At least 15 clients engaged</li> <li>• Accommodate at least 13 clients/vehicles</li> <li>• At least 75% of clients engaged</li> <li>• At least 60% of clients served</li> <li>• 100% of clients complete Housing Plan</li> <li>• At least 75% of clients referred to interim or permanent housing</li> <li>• At least 50% of clients securing employment</li> </ul>

### **3. Emergency Shelter & Interim Housing**

SBCCOG will review each of the 15 member-cities ordinances as they relate to emergency shelter/interim housing. The goal is to identify potential location(s) and work with member cities to conduct feasibility study to determine the potential of providing an emergency shelter or other type of interim housing.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 Review cities' ordinances related to emergency shelters</b>	<b>Assessment of city ordinances</b>	<b>Completed assessment by Q1</b>
<b>1.2 Identify potential emergency shelter or interim housing sites</b>	<b>Criteria for interim housing # of sites identified</b>	<b>At least 2 potential shelters identified by Q2 Narrative to be provided in the quarterly report</b>
<b>1.3 Conduct feasibility assessment including program development and budget</b>	<b>Feasibility Study</b>	<b>Completed Feasibility Study during the contract term</b>
<b>1.4 Implementation plans for interim housing</b>	<b>Implementation Plan</b>	<b>Completed Implementation Plan during the contract</b>

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#### 4. Education and Training

Develop city-specific training modules for use by the city staff, elected officials, business and community stakeholders to gain a better understanding of homelessness and possible solutions.

Key Activities	Performance Metrics	Planned Outcomes
1.1 Develop educational modules for city staff on all aspects of homelessness	Regional training modules	<ul style="list-style-type: none"> <li>Completed training module during the contract term</li> <li>Narrative to be provided in the Quarterly Reports</li> </ul>
1.2 Assist in the customization of training for each city and include city-specific information and data	Complete customized modules	<ul style="list-style-type: none"> <li>Completed Narrative during the contract term</li> <li>Narrative to be provided in the Quarterly Reports</li> </ul>
1.3 Implement the educational modules for city staff in coordination with the member cities	Implementation Plan # of cities trained # of City departments trained # of City employees trained	<ul style="list-style-type: none"> <li>During the contract term:</li> <li>All 15 cities trained</li> <li>At least 2 City departments trained</li> <li>At least one Master Trainer to be trained per City</li> <li>At least 5 City employees trained</li> </ul>
1.4 Develop talking points for elected officials on all aspects of homelessness	Talking points	<ul style="list-style-type: none"> <li>Talking points developed during the contract term</li> <li>Narrative to be provided in the Quarterly Reports</li> </ul>
1.5 Host a training/ forum for elected officials to review training modules and talking points	# of trainings # of forums # of trainees	During the contract term: <ul style="list-style-type: none"> <li>At least 2 trainings/forums</li> <li>At least 15 trainees</li> </ul>
1.6 Engage and educate the business sector	Educational materials # of forums # of participants	During the contract term: <ul style="list-style-type: none"> <li>Educational materials to be completed</li> <li>At least 1 forum</li> <li>At least 15 of participants</li> <li>At least one social enterprise established</li> </ul>
1.8 Develop PSAs on various Homelessness topics	PSA materials # of PSAs/topics # of PSAs ran # of viewership	During the contract term: <ul style="list-style-type: none"> <li>At least 1 of PSAs/topics</li> <li>At least 1 PSAs ran</li> <li>Narrative to be provided in the quarterly report</li> </ul>

#### 5. Client Aid/Flex Funds

Administer the Client Aid/Flex Funds to help support the costs of preventing homelessness or moving people experiencing homelessness towards/into housing through the Coordinated Entry System.

Key Activities	Performance	Planned Outcomes (tracks clients by
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	<b>Metrics</b>	<b>city)</b>
<b>1.1 Develop draft MOU with partnering agencies for County's approval</b>	<b>MOU</b>	<b>Completed MOU by Q2</b>
<b>1.2 Administer the Motel Voucher program</b>	<b># of clients receiving motel vouchers</b> <b># of housing plans</b> <b># of households referred to Interim Housing</b> <b># of households secured Interim Housing</b> <b># of households referred to Permanent Housing</b> <b># of households secured Permanent Housing</b>	<b>During the contract term:</b> <ul style="list-style-type: none"> <li>• <b>At least 40 households receive motel vouchers</b></li> <li>• <b>At least 90% housing plans completed</b></li> <li>• <b>At least 20 of households referred to Interim Housing</b></li> <li>• <b>At least 15 of households secured Interim Housing</b></li> <li>• <b>At least 15 of households referred to permanent Housing</b></li> <li>• <b>At least 12 of households secured permanent housing</b></li> <li>• <b>Narrative to be provided in the quarterly report</b></li> </ul>
<b>1.2 Administer the Employment program</b>	<b># of clients served</b> <b># of clients who had job interview</b> <b># of clients who secured a temporary job or internship</b> <b># of clients who had job interview who secured a permanent job or internship</b>	<b>During the contract term:</b> <ul style="list-style-type: none"> <li>• <b>At least 20 clients served</b></li> <li>• <b>At least 15 of clients had job interview</b></li> <li>• <b>At least 50% of clients who secured a temporary job or internship</b></li> <li>• <b>At least 25% of clients had job interview who secured a permanent job or internship</b></li> <li>• <b>Narrative to be provided in the quarterly report</b></li> </ul>
<b>1.3 Administer the Prevention Program</b>	<b># of clients receiving rental assistance</b> <b># of clients who remain housed</b>	<b>During the contract term:</b> <ul style="list-style-type: none"> <li>• <b>At least 45 clients will be served</b></li> <li>• <b>At least 75% of those receiving rental assistance will remain housed at least a year</b></li> <li>• <b>Narrative to be provided in the quarterly report</b></li> </ul>

## **6. City of Torrance's Homelessness Plan**

Support the enhancement of the City of Torrance's Homelessness Plan.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 Develop and execute a MOU with City of Torrance for the County's approval</b>	<b>MOU</b>	<b>Executed MOU by Q1</b>
<b>1.2 Conduct RFP to retain a contractor to assist with the development of the plan</b>	<b>RFP</b>	<b>Contractor is retained by Q2</b>
<b>1.3 Conduct community engagement meetings and listening sessions</b>	<b>Outreach plan # of sessions</b>	<b>During the Contract Term:</b> <ul style="list-style-type: none"> <li>• <b>Completed Outreach Plan</b></li> <li>• <b>At least 5 sessions hosted</b></li> <li>• <b>Narrative to be provided in the Quarterly Report</b></li> </ul>
<b>1.4 Conduct assessment of community experiencing homelessness in the city of Torrance</b>	<b>Assessment</b>	<ul style="list-style-type: none"> <li>• <b>Completed Assessment by Q3</b></li> <li>• <b>Narrative to be provided in the Quarterly Report</b></li> </ul>
<b>1.5 Complete development of a Homeless Plan for the city of Torrance</b>	<b>Homelessness Implementation Plan</b>	<ul style="list-style-type: none"> <li>• <b>Finalized Homelessness Plan during the contract term</b></li> <li>• <b>Narrative to be provided in the Quarterly Report</b></li> </ul>
<b>1.6 City Council adoption</b>	<b>Council approval</b>	<ul style="list-style-type: none"> <li>• <b>Narrative to be provided in the Quarterly Report</b></li> </ul>

### **7. City of Redondo Beach Enhanced Response Pilot Program**

Fund the Redondo Beach Enhanced Response Pilot Program that will serve people experiencing homelessness in the criminal justice system with the goal to curtail their criminal cycle of drug, alcohol, quality of life, and theft offenses by making it easier for them to accept and receive offered services with a hands-on approach. In coordination with the City of Redondo Beach and LA County Superior Court, "Homeless Court" days will be hosted to refer defendants with to housing navigators.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 Develop and execute a MOU with City of Redondo Beach for County's review</b>	<b>MOU</b>	<b>Executed MOU by Q1</b>
<b>1.2 The Redondo Beach Prosecutors issue referrals of homeless individuals with misdemeanor offenses to begin the process of services and housing connections as an alternative to jail and/or fines</b>	<b># of referrals of misdemeanor cases for each "homeless court" scheduled date</b>	<b>At least 30 referrals for each quarter</b>

<b>1.3 The assigned navigator will attend court hearings on designated “homeless court” date for Redondo Beach and serve the clients</b>	<b># of clients served # of clients who completed Housing Plan # of clients referred to permanent housing # of clients who secured permanent housing # of clients referred to interim housing # of clients who secured interim housing</b>	<b>For each quarter:</b> <ul style="list-style-type: none"> <li>• <b>At least 30 clients served</b></li> <li>• <b>At least 90% of clients who completed Housing Plan</b></li> <li>• <b>At least 15 clients referred to permanent housing</b></li> <li>• <b>At least 10 of clients who secure permanent housing</b></li> <li>• <b>At least 20 clients referred to interim housing</b></li> <li>• <b>At least 15 clients who secured interim housing</b></li> </ul> <b>Narrative to be provided in the quarterly report</b>
<b>Redondo Beach 2021 Homeless Census Report</b>	<b>Report</b>	<b>Completed report during the contract term</b>

### 8. Administration/Oversight

Coordinate the oversight of Innovation Fund Projects to ensure program goals and reporting processes are being met within each task timeline as outlined in the Statement of Work between the SBCCOG and Regional Homelessness Coordination Services Contract.

<b>Key Activities</b>	<b>Performance Metrics</b>	<b>Planned Outcomes</b>
<b>1.1 Oversight and technical assistance of the included programs</b>	<b># of meetings/calls Evaluation Quarterly Report A&amp;P</b>	<b>Monthly evaluation At least 6 meetings per contract year</b>
<b>1.2 Develop and submit quarterly reports to the funder and participate in program monitoring calls</b>	<b># of quarterly reports # of calls</b>	<b>At least 1 quarterly report At least 1 call per quarter</b>

### Task 5: State Emergency Funds

A. COVID-19 Response: In order to mitigate the spread of COVID-19 among PEH and all residents of the Los Angeles County, the County has allocated a portion of the State Emergency Funds to assist COGs and cities. State Emergency Funds must be encumbered by COGs and cities before June 30, 2020, otherwise the funding will no longer be available for use. The County is not responsible for any encumbrances, services, or expenditures of COVID-19 Response hygiene funding made after June 30, 2020.

- Deliverable: Funding is available immediately to COGs for the following components:

1. Portable handwashing stations;
2. Deployment of portable toilets;
3. Utilization of existing facilities to provide access to hygiene opportunities for PEH; and/or
4. Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities.

### **Section III. Reporting and Documentation**

SBCCOG shall provide quarterly reports and invoices, describing progress made on items in Tasks 1, 2, 3, and 5 listed above. A final report will be due to the County prior to contract expiration describing how each item of all Tasks were completed.

All reports and invoices shall be submitted to the 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)

## PRICING SCHEDULE

### Maximum Contract Amount Not to Exceed: \$ 945,057

Up to 159,054 of the total contract budget is to be paid by County of Los Angeles for SBCCOG operation costs including personnel as well as non-personnel expenses such as office lease, grant writing, equipment, training, and education materials for Regional Coordination activities.

Up to \$739,685 of the total Contract budget is for SBCCOG's approved plan for utilization of Innovation Funds. The County may pay up to 20% of SBCCOG's total Innovation Funds allocation upon County's approval of SBCCOG's plan for utilization of Innovation Funds. The remaining Innovation Funds sum shall be paid out over the term of the agreement.

In response to the Novel Coronavirus (COVID-19) Pandemic, \$46,318 in State Emergency Funds will be allocated to SBCCOG to increase the availability of hygiene facilities for people experiencing homelessness. State Emergency Funds must be encumbered by COGs and cities before June 30, 2020, otherwise the funding will no longer be available for use. State funds are to be encumbered through sub-contract or purchase order for hygiene needs no later than June 30, 2020, but as stated in this SOW, the Contractor shall expend all State funding within three months of execution of contract Amendment 1.

When the Board approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.

<b>Expenses</b>	<b>Budget</b>
Regional Coordination: Submission of the Silvernest Pilot Program concept paper: Task 1	\$13,195
Regional Coordination: Operational Costs for Tasks 2 & Task 3)	\$145,859
<b>Subtotal</b>	<b>\$159,054</b>
SBCCOG Innovation Funds: Task 4 (See Exhibit B2-B for funding breakdown)	\$739,685
<b>Subtotal</b>	<b>\$739,685</b>
COVID-19 Response: Task 5	\$46,318
<b>Subtotal</b>	<b>\$46,318</b>
<b>Grand Total with Innovation Funds</b>	<b>\$ 945,057</b>

\*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment or change notice is not required for changes within line items and/or categories, not to exceed the maximum contract amount.

## SBCCOG: Innovation Funds

### A. Home Sharing Pilot Program

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
Position	FTE/ 12 Months	Rate	Hours	Total
Senior Project Manager		\$105	75	\$7,875
Analysts		\$62	382.21	\$23,697
Paid Intern		\$25	337.12	\$8,428
<b>STAFFING SUBTOTAL</b>				<b>\$40,000</b>
<b>OPERATIONS EXPENSES</b>				
Silvernest online home sharing platform				\$10,000
<b>OPERATIONS SUBTOTAL</b>				<b>\$10,000</b>
<b>TOTAL</b>				<b>\$50,000</b>

### B. Safe Parking Pilot Program

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
Position	FTE/ 12 Months	Rate	Hours	Total
Senior Project Manager		\$105	174.28	\$18,300
Analysts		\$62	350	\$21,700
<b>STAFFING SUBTOTAL</b>				<b>\$40,000</b>
<b>OPERATIONS EXPENSES</b>				
Provide safe parking spaces for an estimated 10-15 vehicles at a cost of \$30 per night per car for to cover costs of security, sanitation, case management, food, lot fee, background check, financial assistance for a max of 180 total nights				\$92,500
Help pay for DMV registration and needed car repairs up to \$7,500				\$7,500
<b>OPERATIONS SUBTOTAL</b>				<b>\$100,000</b>
<b>TOTAL</b>				<b>\$140,000</b>

**C. Ordinances/Interim Housing**

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Senior Project Manager		\$105	10	\$1,050
Analysts		\$62	176.61	\$10,950
<b>STAFFING SUBTOTAL</b>				<b>\$12,000</b>
<b>OPERATIONS EXPENSES</b>				
Work with member cities to conduct feasibility studies to determine the potential of providing an emergency shelter or other type of interim housing site. Not to exceed \$8,000				\$8,000
<b>OPERATIONS SUBTOTAL</b>				<b>\$8,000</b>
<b>TOTAL</b>				<b>\$20,000</b>

**D. Education and Training**

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Senior Project Manager		\$105	35	\$3,675
Analysts		\$62	311.7	\$19,325
<b>STAFFING SUBTOTAL</b>				<b>\$23,000</b>
<b>OPERATIONS EXPENSES</b>				
Printing				\$500
Development of 1 PSA				\$6,500
<b>OPERATIONS SUBTOTAL</b>				<b>\$7,000</b>
<b>TOTAL</b>				<b>\$30,000</b>

**E. Client Aid/Flex Funds**

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Senior Project Manager		\$105	45	\$4,725
Analysts		\$62	189.92	\$11,775
<b>STAFFING SUBTOTAL</b>				<b>\$16,500</b>

<b>OPERATIONS EXPENSES</b>	
1-3 night stay in a motel prior to employment, housing, or medical appointment or housing interview (\$100/night; max of \$300/person) max of 50 people Emergency fund for law enforcement to access motel vouchers for vulnerable populations (i.e. 65+, pregnant female, family with young children) Entrance fee for any type of mental health or substance use treatment facility and/or pay for transportation to get to location	\$23,500
Rental assistance/prevention – backpay of rent and/or moving expenses to get client into more affordable housing (up to max of \$2,000/person); max 50 people	\$100,000
<b>OPERATIONS SUBTOTAL</b>	<b>\$123,500</b>
<b>TOTAL</b>	<b>\$140,000</b>

**F. City of Torrance Homelessness Plan**

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12-18 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
				\$0
<b>STAFFING SUBTOTAL</b>				<b>\$0</b>
<b>OPERATIONS EXPENSES</b>				
Contractor to develop the Homelessness Plan				\$50,000
<b>OPERATIONS SUBTOTAL</b>				<b>\$50,000</b>
<b>TOTAL</b>				<b>\$50,000</b>

**G. City of Redondo Beach – Enhanced Response Pilot Program**

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12-18 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Police Officer Overtime	12 mo.	\$100/hour	700/year	\$70,000
Prosecutors	12 mo.	\$22,643.50/year per prosecutor	2600-3060/year	\$34,618
Contract attorneys (backfill)	12 mo.	\$110/hour	150/year	\$20,669
<b>STAFFING SUBTOTAL</b>				<b>\$125,287</b>
<b>OPERATIONS EXPENSES</b>				
Special Services (i.e., psychiatrist, therapy, mental health)	12 mo.	\$801.60/month	520-1000 hours/year	\$90,381

treatment, Prescribed medication, etc.)				
Redondo Beach 2021 Homeless Census Report		\$100/hour & additional rates with private service	40 hours	\$20,000
<b>OPERATIONS SUBTOTAL</b>				<b>\$110,381</b>
<b>TOTAL</b>				<b>\$235,668</b>

#### H. Administration & Oversight

<b>PROGRAM BUDGET</b>				
<b>STAFFING COSTS</b>				
<b>Position</b>	<b>FTE/ 12 Months</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Executive Director		\$180	84	\$15,120
Deputy Executive Director		\$140	12	\$1,680
Accountant		\$105	36	\$3,780
Senior Project Manager		\$105	226	\$23,730
Analysts		\$62	205	\$12,710
Administrative Assistant		\$51	12	\$612
<b>STAFFING SUBTOTAL</b>				<b>\$57,632</b>
<b>OPERATIONS EXPENSES</b>				
Travel				\$500
Overhead				\$15,885
<b>OPERATIONS SUBTOTAL</b>				<b>\$16,385</b>
<b>TOTAL</b>				<b>\$74,017</b>

**GRAND TOTAL OF ALL PROGRAMS: \$739,685**