



AMENDMENT No. ONE

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SOUTHBAY CITIES COUNCIL OF GOVERNMENTS

FOR

HOMELESS SERVICES

CONTRACT No.: AO-20-600

AMENDMENT NO. ONE
BETWEEN
COUNTY OF LOS ANGELES
AND
SOUTHBAY CITIES COUNCIL OF GOVERNMENTS
FOR
HOMELESS SERVICES

This **Amendment No. One** ("Amendment") to Contract AO-20-600 ("Contract") is entered into this _____ day of _____ 2020, by and between the County of Los Angeles (hereafter "COUNTY") and **SOUTHBAY 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 March 31, 2020, the County Board of Supervisors approved a motion authorizing the Chief Executive Officer (CEO), or her designee, to accept and allocate State COVID-19 Emergency Homelessness Grant funding and authority to amend existing agreements between the County and the Los Angeles Homeless Services Authority (LAHSA) and Councils of Government (COGs) to deliver the new interim housing and hygiene facilities; and

WHEREAS, the COUNTY and CONTRACTOR mutually agree that it is to both of their benefit 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.

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 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 **\$898,170** 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.

2. **EXHIBIT A, Statement of Work**, is deleted in its entirety and replaced with **Exhibit A1, Statement of Work**, attached hereto.
3. Any and all remaining references to Exhibit A, Statement of Work in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit A1, Statement of Work.

4. **EXHIBIT B, Pricing Schedule**, is deleted in its entirety and replaced with **Exhibit B1, Pricing Schedule**, attached hereto.
5. Any and all remaining references to Exhibit B, Pricing Schedule in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit B1, Pricing Schedule.

All other Contract terms remain in full force and effect.

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IN WITNESS THEREOF, COUNTY has caused this **Amendment No. One**, to Contract No AO-20-600, to be executed by the Chief Executive Officer. CONTRACTOR has caused this Amendment No. One to be executed by its duly authorized representative.

COUNTY OF LOS ANGELES

By _____
SACHI A. HAMAI
Chief Executive Officer

Date _____

APPROVED AS TO FORM:
BY COUNTY COUNSEL

MARY C. WICKHAM

By  _____ 4/27/2020
KATHERINE M. BOWSER
Principal Deputy County Counsel

**SOUTHBAY CITIES COUNCIL OF
GOVERNMENTS**

By _____
Christian Horvath
SBCCOG Board Chair

STATEMENT OF WORK
South Bay Cities Council of Governments
Regional Homelessness Coordination Services

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 \$112,167.

The second part is for the Innovation Funds. On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 LA 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 \$898,170.

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 15th 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 to be submitted to 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 (4 times total per contract year).
- 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 (4 times total per contract year).
- 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: Six meetings per calendar year (January, March, May, July, September, and November).
- D. Attend city-sponsored meetings, such as Homeless Task Forces, Working Groups, and appropriate commissions/committees.
- Deliverable: 6 meetings per contract year.
- 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 (10 times per contract year). Public presentations will be given as requested by South Bay cities.

- Deliverable: Distribute HI information at SBCCOG Board meetings (10 times per contract year) and other SBCCOG meetings including the Senior Services Working Group (4 times per contract year).
- 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: 6 times per contract year.
- 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: 4 joint meetings per contract year
- 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 year.
- 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 year.
- 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 4 e-blasts; quarterly posts on social media for a total of 4 per contract year
- P. Using city plan strategies, explore the development of a regional homelessness plan.
- Deliverable: by end of contract year.
- 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: 1 workshop.

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: 6 meetings per contract year.
- 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 year for a total of 4.
- 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 year for a total of 4.

- E. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.
 - Deliverable: meet 2 times per contract year 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 year.

Task 4: Innovation Funds

- A. Within three months of contract execution, SBCCOG will submit a plan to the CEO-HI for the utilization of its share of the Innovation Funds. The plan shall include allocation methodology, key activities, performance metrics, timeline, and target outcomes.
 - Deliverable: Submit SBCCOG plan for utilization of Innovation Funds within three months of contract execution
 - Deliverable: Submit an interim implementation and outcomes report to the CEO-HI within six months of submitting its plan.
 - Deliverable: Submit Final Report prior to contract expiration.
- B. CEO-HI will review submitted plan for the utilization of Innovation Funds. Once approved, this Statement of Work will be amended to implement the Tasks and Deliverables for Innovation Funds. These are to be separate and not duplicated work from Regional Homelessness Coordination Services.

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.
 - 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
and copy
hiadmin@ceo.lacounty.gov

PRICING SCHEDULE

Maximum Contract Amount Not to Exceed: \$898,170

Up to \$112,167 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.

Once SBCCOG's Innovation Funding plan is approved, Pricing Schedule will be adjusted to reflect the use of SBCCOG's \$739,685 Innovation Funds allocation. 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. These funds are made for only a three-month period beginning on execution date of Amendment One to this contract.

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

Expenses	Budget
Submission of the Silvernest Pilot Program concept paper: Task 1	\$13,195
Operational Costs for Tasks 2 & Task 3	\$98,972
Subtotal	\$112,167
SBCCOG Innovation Funds: Task 4	\$739,685
Subtotal	\$739,685
COVID-19 Response: Task 5	\$46,318
Subtotal	\$46,318
Grand Total with Innovation Funds	\$898,170

*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.