

South Bay Cities Council of Governments

Homelessness Program Partnership between County of Los Angeles

And

South Bay Cities Council of Governments

DRAFT SCOPE of WORK

September 2017-September 2018

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 September X, 2017 through September X, 2018. The total agreement amount is \$79,167.

Section I. Program Overview

This program will create a partnership between the County of Los Angeles and SBCCOG. SBCCOG will 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 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: 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:

- A. Disseminate information to increase awareness of existing and planned programs with an emphasis on work being done through the Coordinated Entry System.
- 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.
- C. Organize trainings and outreach events including First Responders Trainings, Landlord Workshops, and Homeless Court Clinics.

- D. Prepare correspondence/reports and make public presentations regarding the HI. Respond to inquiries from cities regarding HI programs, homeless services, and issues.
- E. Develop a comprehensive South Bay list of agencies that are working in the South Bay as well as their programs and projects that fit within the Measure H strategies.
- F. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.
- G. Support homelessness prevention strategies.
- H. Distribute HI information at SBCCOG Board meetings and other relevant SBCCOG meetings including the Senior Services Working Group.
- I. Promote HI programs through SBCCOG website, newsletters, e-blasts and social media platforms.

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. Identify and maintain database of Service Planning Area (SPA) 8 stakeholders in homeless services and their policies.
- B. Create and maintain a list of South Bay homeless resources and programs.
- C. 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.
- D. Serve as liaison between SBCCOG, HI, and South Bay business and interfaith communities. Work with Chambers of Commerce to educate businesses. Convene meetings as needed.
- E. Keep federal and state legislative offices in the South Bay informed about regional activities to combat homelessness.
- F. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.
- G. Connect community-based programs with Measure H and other funding sources.
- H. Utilize social media between agencies such as LinkedIn groups.

Section III: Budget

Total budget for project is \$79,167 annually to be paid by County of Los Angeles in quarterly payments of \$19,791.75 for all tasks described above including expenses such as website hosting and software. Work shall commence on September 1, 2017.

Section VI. Reporting and Documentation

- A. SBCCOG will provide quarterly invoicing and progress reports.