



CONTRACT BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

FOR

HOMELESS SERVICES

CONTRACT NUMBER: AO-19-605

STATEMENT OF WORK

South Bay Cities Council of Governments

**Homelessness Program Partnership between
County of Los Angeles
And
South Bay Cities Council of Governments**

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 upon execution by the County for one year. 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 sub-region.

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 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. The meetings are held every other month during the calendar year (January, March, May, July, September, and November).

- C. Organize trainings and outreach events including but not limited to First Responders Trainings, Landlord Workshops, and Homeless Court Clinics. The goal is to provide one training and/or outreach event per quarter.
- D. 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.
- E. Assist in the maintenance of 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. The list will be posted and maintained on the SBCCOG Homeless Services in the South Bay webpage on the SBCCOG website.
<http://southbaycities.org/programs/homeless-services-south-bay>
- F. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.
- G. Monitor and support SBCCOG cities that have completed 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.
- H. Provide city staff education 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.
- I. Working in close partnership with SPA 8's Coordinated Entry System's (CES) collaborative and the South Bay Coalition to End Homelessness, provide joint leadership in identifying and coordinating solutions and long-term strategic plans.
- J. Support homelessness prevention strategies, focusing on older adults and school-age children/families.
 - a. Research implementation of a shared housing program as a homelessness prevention strategy beginning with a focus on older adults.
 - b. Research implementation of a Safe Parking program as a homelessness prevention strategy.
 - c. Work with stakeholders and cities to implement this program if deemed feasible.
- K. Support strategies to combat homelessness.
 - a. Research implementation of a Safe Parking program.
 - b. Work with stakeholders and cities to implement this program if deemed feasible.
- L. Promote HI programs through SBCCOG website, newsletters, e-blasts and social media platforms.
- M. Using city plan strategies, explore the development of a regional homelessness plan.

- N. 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.

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. Assist in the maintenance of database of Service Planning Area (SPA) 8 stakeholders in homeless services and their policies.
- B. Assist in the maintenance of 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 the South Bay business and interfaith communities. Work with Chambers of Commerce to educate businesses. Keep SBCCOG's Economic Development Directors apprised of activities and events. Convene meetings as needed.
- E. 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.
- 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. Explore the potential for the implementation of a Safe Parking program in the South Bay with faith-based communities.

PRICING SCHEDULE

Total budget: \$79,167

The total budget is for all tasks described above including expenses such as website hosting and software. Any changes to line items in the budget below shall be executed by Change Notice approved by the County Chief Executive Office.

One Year Budget

Expenses	Budget
Personnel Expenses	
Executive Director (Rate: \$180/hr; Hours: 48)	8,640.00
Deputy Executive Director (Rate: \$140/hr; Hours: 12)	1,680.00
Administrative Officer (Rate: \$105/hr; Hours: 24)	2,520.00
Analyst III (Rate: \$94/hr; Hours: 630)	60,818.00
Administrative Assistant (Rate: \$51/hr; Hours: 60)	3,060.00
Non-Personnel Expenses	
Travel	1,000.00
Supplies/printing	199.00
Meeting Expenses	1,000.00
Website Hosting & Technology Support	250.00
Consultant / Contractual	0
Indirect Costs	0
Total	\$79,167.00

Section VI. Reporting and Documentation

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:

Meredith Berkson
mberkson@ceo.lacounty.gov
 and copy
hiadmin@ceo.lacounty.gov

