

FUNDING AGREEMENT
BETWEEN COUNTY OF LOS ANGELES AND
THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
FOR HOMELESS SERVICES
CONTRACT NUMBER: HI-23-002

This Agreement ("Contract" or "Agreement") is made and entered into by and between the County of Los Angeles, hereinafter referred to as "County" and the South Bay Cities Council of Governments, hereinafter referred to as "SBCCOG" or "Local Jurisdiction" for the provision and coordination of homeless services.

RECITALS:

WHEREAS, pursuant to Government Code section 26227, the Los Angeles County Board of Supervisors (Board) may appropriate and expend money to establish County programs or to fund other programs deemed to be necessary to meet the social needs of the population of the County; and

WHEREAS, on May 3, 2022, the Board approved a motion to implement the New Framework to End Homelessness in Los Angeles County, which focuses on three key partners – (1) Rehousing System, (2) Mainstream County Government Systems, and (3) Partnerships with Cities, and five categories of actions for each partner: Coordinate, Prevent, Connect, House, and Stabilize; and

WHEREAS, as part of the New Framework to End Homelessness motion, the Board directed the County Chief Executive Officer to increase co-investment opportunities for cities and Councils of Governments and enlist city engagement in expanding the supply of interim and permanent housing; and

WHEREAS, on May 17, 2022, the Board delegated authority to the Chief Executive Officer, or her designee, to enter into and/or amend multi-year service contracts, memoranda of understanding, or funding agreements with local jurisdictions administering homeless services programs with Board approved funding provided that: (a) agreements and/or amendments do not exceed available Board approved funding; and (b) County Counsel approves as to form of the amendment prior to any such amendments; and

WHEREAS, the Local Jurisdiction will provide and coordinate homeless programs and services in conjunction with the County to prevent and combat homelessness; and

WHEREAS, the Local Jurisdiction warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of this Agreement, and consistent with the professional standard of care for these services; and

WHEREAS, the Board adopts recommendations for the budget of Measure H annually to be used to support programs that are aligned with the County's New Framework to End Homelessness; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

I. APPROVED FUNDING

- a. The County hereby allocates to the Local Jurisdiction an amount not to exceed the total amount listed on Exhibit B, Pricing Schedule, for the Agreement Term as set forth in Section II, below, to support the Local Jurisdiction's provision and coordination of homeless services ("Services"), as described in this Agreement and Exhibit A, Statement of Work, and Exhibit B, Pricing Schedule, which are attached and incorporated herein by reference.
- b. In each fiscal year of this Agreement Term, the total of all amounts actually expended by County hereunder ("maximum annual allocation") may not exceed the amount allocated by the Board in its approved budget. The County has sole discretion to expend some, all, or none of such budgeted amounts. The sum of such annual expenditures for the duration of the Agreement is the Maximum Agreement Sum.
- c. Local Jurisdiction shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Local Jurisdiction after the expiration or other termination of this Agreement. Should Local Jurisdiction receive any such payment, it must immediately notify the County and must repay all such funds to County. Payment by the County for services rendered after expiration/termination of this Agreement will not constitute a waiver of the County's right to recover such payment from Local Jurisdiction.
- d. In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Local Jurisdiction under this Agreement will also be reduced correspondingly. The County's notice to the Local Jurisdiction regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Local Jurisdiction must continue to provide all of the services set forth in this Agreement.

II. AGREEMENT TERM

- a. The term of this Agreement shall commence upon execution by the County and shall expire on June 30, 2027, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.

III. HOMELESS SERVICES

- a. Homelessness is a regional crisis and one of the top priorities of the County is to continue strengthening the collaboration between the County and the cities and councils of governments within the County to prevent and combat homelessness.
- b. County Measure H funds shall be used to support programs that are aligned with the County's New Framework to End Homelessness, with the goal to better serve the persistently underserved, as well as all people experiencing homelessness, and increasing permanent housing exits, within the five pillars – Coordinate, Prevent, Connect, House, and Stabilize.

IV. INVOICING AND PAYMENT

- a. The Local Jurisdiction must invoice the County only for the tasks, deliverables, goods, services, and other work specified in Exhibit A, Statement of Work, and elsewhere hereunder. The Local Jurisdiction's payments will be as provided in Exhibit B, Pricing Schedule, and the Local Jurisdiction will be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. In the event that the Local Jurisdiction is provided advance funds by County, the County must approve the advance funds in writing and such funds must be reflected as itemized costs on the Pricing Schedule. If the County does not approve work in writing, no payment for any services or advancement will be due to the Local Jurisdiction, including for work rendered.
- b. The Local Jurisdiction's invoices must contain the information set forth in Exhibit A, Statement of Work, describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed. The Local Jurisdiction must prepare invoices, which will include the charges owed to the Local Jurisdiction by the County under the terms of this Agreement and in accordance with Exhibit B, Pricing Schedule.
- c. The Local Jurisdiction must submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. All invoices under this Agreement must be submitted to the County's Project Manager. If County does not receive the invoices timely, then at the County's sole discretion, all work intended to be paid by such invoice may be considered gratuitous effort on the part of the Local Jurisdiction, for which Local Jurisdiction has no claim whatsoever against County.
- d. All invoices submitted by the Local Jurisdiction for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event

will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

V. ADMINISTRATION AND REPORTING

- a. The Local Jurisdiction shall complete: (1) Quarterly Reports; (2) Co-Investment Report; and (3) Final Program Outcomes Report in the format described and specified in Exhibit C, Reporting Requirements.
- b. The Quarterly Reports and Final Program Outcomes Report shall include information and a narrative account of Service outcomes and accomplishments in accordance with Exhibit A, Statement of Work, and a description of Local Jurisdiction's progress made towards achieving the goals as set forth in Exhibit A, Statement of Work, if applicable.
- c. All completed Reports described above shall be submitted timely to the County's Project Manager.

VI. INDEMNITY, INSURANCE, AND RECORDS RETENTION

- a. Indemnity
 - i. The Local Jurisdiction agrees to indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, actions, causes of action, or expense of any kind, including, but not limited to, defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with Local Jurisdiction activities, operations or services relating to the Services, including any workers' compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of the Local Jurisdiction by any person pursuant to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees
 - ii. Any legal defense pursuant to Local Jurisdiction's indemnification obligations under this Section will be conducted by Local Jurisdiction and performed by counsel selected by Local Jurisdiction and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Local Jurisdiction fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to seek reimbursement from Local Jurisdiction for all such costs and expenses incurred by County in doing so. Local Jurisdiction will not have the right to enter into any settlement, agree to any injunction, or

make any admission, in each case, on behalf of County without County's prior written approval.

b. Insurance

- i. Without limiting the Local Jurisdiction's indemnification of County, the Local Jurisdiction shall provide and maintain at its own expense during the term of this Agreement the following program(s) of insurance, or self-insurance coverage with adequate reserves, covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the County's Risk Manager and evidence of such programs satisfactory to the County shall be delivered to the County's Project Manager on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that County is to be given written notice at least thirty (30) days in advance of any modification or termination of any program of insurance. All such insurance, except for Workers' Compensation, shall be primary to and not contributing with any other insurance or self insurance coverage maintained by County and shall name the County of Los Angeles as an additional insured.
- ii. Commercial General and Auto Liability: With limits of not less than \$1 million per occurrence.
- iii. Workers' Compensation: A program of Workers' Compensation Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of Local Jurisdiction and all risks to such persons under this Agreement, and including Employer's Liability coverage with a \$1 million per limit.
- iv. Crime Insurance: If, under the terms of this Agreement, Local Jurisdiction shall be required to pick-up, carry, guard, and/or handle large amounts of cash or other highly valued items on behalf of the County; or has the use of or access to County computer systems which transfer funds or record payables, the Local Jurisdiction shall provide this coverage. A comprehensive blanket crime insurance policy with each insuring agreement in an amount not less than \$25,000, insuring against loss of money, securities, or other property referred to hereunder which may result from:
 1. Dishonesty or fraudulent acts of officers, directors, or employees of Local Jurisdiction, or
 2. Disappearance, destruction or wrongful abstraction inside or outside the premises or Local Jurisdiction, while in the care, custody or control of the Local Jurisdiction, or

3. Sustained through forgery or direction to pay a certain sum in money.
- v. Property Coverage: If, under the terms of this Agreement, Local Jurisdiction shall have possession of rented or leased or be loaned any County-owned real or personal property, Local Jurisdiction shall provide:
 1. For real property: insurance providing special form ("all risk") coverage for the full replacement value.
 2. For personal property: insurance providing special form ("all risk") coverage for the actual cash value.
- c. Records Retention and Inspection:

Within ten (10) days of the County Chief Executive Officer's or his/her designee's written request, the Local Jurisdiction shall allow the County access to financial and program records during regular business hours at any place Local Jurisdiction keeps those records.

VII. FINANCIAL RECORDS AND AUDITING

- a. The Local Jurisdiction agrees to maintain accurate and complete financial accounts, documents, and records relating to this Agreement in accordance with general accepted accounting principles. The Local Jurisdiction must maintain accurate and complete employment and other records relating to its performance of this Agreement. Local Jurisdiction shall make financial records, employment records, and other records relating to its performance of this Agreement available to the County for auditing at reasonable times. The Local Jurisdiction agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the Local Jurisdiction and will be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time.
- b. At any time during the term of this Agreement or at any time within five (5) years of the expiration or other termination of this Agreement, authorized representatives of the County may conduct an audit of the Local Jurisdiction's records for the purpose of verifying appropriateness and validity of expenditures under the terms of this Agreement.
- c. The Local Jurisdiction, within thirty (30) days of notification from the County of its audit findings, may dispute the audit findings in writing to the County and provide

the County with records and/or documentation to support the expenditure claims. The County shall review this documentation and make a final determination as to the validity of the expenditures.

- d. It is understood and agreed that any funds paid to the Local Jurisdiction hereunder may only be used for the purposes specified in this Agreement. In furtherance of this understanding, it is agreed that should the County determine that any funds paid to the Local Jurisdiction hereunder have been used for purposes other than those authorized by this Agreement, the Local Jurisdiction is required to immediately refund any such improperly used funds to the County.

VIII. CONFLICT OF INTEREST

- a. The Local Jurisdiction covenants that neither the Local Jurisdiction nor any of its agents, officers, employees, or sub-contractors who presently exercise any function of responsibility in connection with the program has a personal interest, direct or indirect, in the Agreement, except to the extent he or she may receive compensation for his or her performance pursuant to this Agreement.
- b. The Local Jurisdiction, its agents, officers, employees, and subcontractors shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest.

IX. AUTHORITY

Local Jurisdiction warrants and certifies that it possesses the legal authority to execute this Agreement and to undertake the proposed Services, and that a resolution, motion, or similar action has been fully adopted or passed, as an official act of the Local Jurisdiction's governing body, and directing and designating the authorized representative(s) of the Local Jurisdiction to act in connection with the Services specified and to provide such additional information as may be required by the County.

X. STANDARD TERMS AND CONDITIONS

- a. Amendments and Change Notices
 - i. For any change which affects any term or condition in this Agreement, including exhibits included in this Agreement, an amendment will be prepared by the County and then executed by the Local Jurisdiction and by an authorized designee of the County.
 - ii. Except as otherwise provided herein, any amendment(s) to this Agreement shall be by mutual consent of the County and the Local Jurisdiction and shall be executed by Local Jurisdiction and by an authorized designee of the County.

- iii. Except as otherwise provided herein, for any change which does not materially affect tasks, deliverables, goods, services, and other work specified in Exhibit A, Statement of Work, or any other term or condition included in this Agreement, a Change Notice shall be prepared and executed by mutual consent of the County and the Local Jurisdiction and shall be executed by an authorized designee of the County, if applicable.

b. Independent Contractor

- i. This Agreement is by and between the County and the Local Jurisdiction and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Local Jurisdiction. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- ii. The Local Jurisdiction shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, worker's compensation benefits or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Local Jurisdiction.

c. Assignments and Subcontracts

- i. The Local Jurisdiction shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, the County's consent shall require a written amendment to this Agreement, which is formally approved and executed by the Local Jurisdiction and the County.
- ii. Any assumption, assignment, delegation, or takeover of any of the Local Jurisdiction's duties, responsibilities, obligations, or performance of same by any entity other than the Local Jurisdiction, whether through assignment, subcontract, delegation, or any other mechanism, with or without consideration for any reason requires the County's express prior written approval, shall be a material breach of this Agreement which may result in the termination of this Agreement.

d. Local Jurisdiction's Compliance with County's Defaulted Property Tax Reduction Program

The Local Jurisdiction acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County

through any contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers. Unless the Local Jurisdiction qualifies for an exemption or exclusion, the Local Jurisdiction warrants and certifies that, to the best of its knowledge, it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206.

e. OSHA/CAL-OSHA Compliance

The Local Jurisdiction shall comply with the provisions of the Occupational Safety and Health Act of 1970 (29 U.S.C. § 661, et seq.) and the California Occupational Safety and Health Act (Chapter 993 of the 1973 Statutes of California).

f. Fair Labor

The Local Jurisdiction agrees to indemnify, defend, and hold harmless the County, its agents, officers, and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law violation including, but not limited to, Federal Fair Labor Standards Act for services performed by the Local Jurisdiction's employees for which the County may be found jointly or solely liable.

g. Force Majeure

- i. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events"). The Parties agree COVID-19 is not a force majeure event.
- ii. Notwithstanding the foregoing, a default by a contractor or subcontractor of Local Jurisdiction shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Local Jurisdiction and such subcontractor, and without any fault or negligence of either of them. In such case, Local Jurisdiction shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Local Jurisdiction to meet the required performance schedule. As used in this subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

iii. In the event Local Jurisdiction's failure to perform arises out of a force majeure event, Local Jurisdiction agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

h. Nondiscrimination

The Local Jurisdiction shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence in providing any Services under this Agreement.

i. County Lobbyist

The Local Jurisdiction and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by Local Jurisdiction, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of the Local Jurisdiction or any County lobbyist or County lobbying firm retained by the Local Jurisdiction to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this Agreement upon which County may immediately terminate or suspend this Agreement.

j. Use of Recycled Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, the Local Jurisdiction agrees to use recycled-content paper to the maximum extent possible on the Services.

k. Notice to Employees Regarding the Federal Earned Income Credit

The Local Jurisdiction shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

l. Consideration of Gain/Grow Program Participants for Employment

Should the Local Jurisdiction require additional or replacement personnel after the effective date of this Agreement, the Local Jurisdiction shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Local Jurisdiction's minimum qualifications for the open position. For this purpose, consideration shall mean that the Local Jurisdiction will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the

Local Jurisdiction. The Local Jurisdiction shall report all job openings with job requirements to GAINGROW@DPSS.LACOUNTY.GOV to obtain a list of qualified GAIN/GROW job candidates.

m. The Local Jurisdiction's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The Nonprofit Integrity Act of 2004 (SB 1262, Chapter 919) increased the Charitable Purposes Act requirements. The County seeks to ensure that all County contractors that receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A contractor that receives or raises charitable contributions without complying with its obligations under California law commits a material breach, subjecting it to either termination of this Agreement or debarment proceedings or both.

n. Compliance with the County Policy of Equity

The Local Jurisdiction acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The Local Jurisdiction further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Local Jurisdiction, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the Local Jurisdiction, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

o. Local Jurisdiction's Acknowledgment of County's Commitment To The Safely Surrendered Baby Law

The Local Jurisdiction shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

p. Compliance with the County's Jury Service Program

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code. Local Jurisdiction's violation of this paragraph of the Agreement may constitute a material breach of

the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Local Jurisdiction from the award of future County contracts for a period of time consistent with the seriousness of the breach.

q. Compliance with County's Zero Tolerance Policy on Human Trafficking

Local Jurisdiction acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking. If a Local Jurisdiction or member of Local Jurisdiction's staff is convicted of a human trafficking offense, the County will require that the Local Jurisdiction or member of Local Jurisdiction's staff be removed immediately from performing services under the Agreement. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law. Disqualification of any member of Local Jurisdiction's staff pursuant to this paragraph will not relieve Local Jurisdiction of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

r. Debarment

- i. A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.
- ii. The Local Jurisdiction is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the contractor on this or other contracts which indicates that the Local Jurisdiction is not responsible, the County may, in addition to other remedies provided in the Agreement, debar the contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the contractor may have with the County.
- iii. The County may debar a contractor if the Board of Supervisors finds, in its discretion, that the contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

s. Confidentiality

Local Jurisdiction must maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

t. Public Records Act

Any documents submitted by the Local Jurisdiction to the County become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records.

u. Background Check

- i. Each of Local Jurisdiction's staff performing services under this Agreement, who is in a designated sensitive position, as determined by County in County's sole discretion, must undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Local Jurisdiction, regardless of whether the member of Local Jurisdiction's staff passes or fails the background investigation.
- ii. If a member of Local Jurisdiction's staff does not pass the background investigation, County may request that the member of Local Jurisdiction's staff be removed immediately from performing services under the Agreement. Local Jurisdiction must comply with County's request at any time during the term of the Agreement. County will not provide to Local Jurisdiction or to Local Jurisdiction's staff any information obtained through the County's background investigation.
- iii. County, in its sole discretion, may immediately deny or terminate facility access to any member of Local Jurisdiction's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- iv. Disqualification of any member of Local Jurisdiction's staff pursuant to this Section will not relieve Local Jurisdiction of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

v. Approval of Local Jurisdiction's Staff

County has the absolute right to approve or disapprove all of the Local Jurisdiction's staff performing work hereunder and any proposed changes in the Local Jurisdiction's staff, including, but not limited to, the Local Jurisdiction's Project/Program Manager(s).

w. Suspension and Terminations

- i. The Local Jurisdiction agrees to suspend Services effective immediately upon written notice of suspension from the County's Project Manager. The County may terminate this Agreement immediately by written notice to the Local Jurisdiction upon Local Jurisdiction's failure to comply with the provisions of this Agreement. It is also understood and agreed that should the County determine that Local Jurisdiction's failure to perform relates to only part of the Services, the County, in its sole discretion, may elect to terminate only that part of the Agreement which shall in no way void or invalidate the rest of this Agreement.
- ii. If this Agreement is terminated for any reason, the Local Jurisdiction shall within five (5) days of receipt of notice of termination from County, notify all other parties who are subcontractors of the Local Jurisdiction of such termination.
 1. *Termination for Default:* This Agreement may be terminated immediately in whole or in part by the County by providing to the Local Jurisdiction a written Notice of Default if 1) the Local Jurisdiction has materially breached this Agreement, 2) the Local Jurisdiction fails to satisfactorily perform the work or progress toward achieving the objectives of the Services within the time specified in this Agreement or any extensions approved by the County, 3) the Local Jurisdiction fails to perform any other covenant or conditions of this Agreement, or 4) Local Jurisdiction fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure. In its sole discretion, the County may include in the Notice of Default a period of time for the Local Jurisdiction to cure the Default(s).
 2. *Termination for Convenience:* This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of Services or otherwise shall be effected by notice of termination to the Local Jurisdiction specifying the extent to which the Agreement is terminated and the date upon which such termination becomes effective. The date upon which such

termination becomes effective shall be specified in the termination notice. After receipt of a notice of termination and except as otherwise directed by the County, the Local Jurisdiction shall stop work under this Agreement and to the extent specified in the notice and complete performance of such part of the work as would not have been terminated by such notice.

3. *Termination for Improper Consideration:* The County may, by written notice to the Local Jurisdiction, immediately suspend or terminate the right of the Local Jurisdiction to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Local Jurisdiction, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, extension of this Agreement, or the making of any determinations with respect to the Local Jurisdiction's performance pursuant to this Agreement. In the event of such termination or suspension, the County shall be entitled to pursue those same remedies against the Local Jurisdiction as it could pursue in the event of default by the Local Jurisdiction. The Local Jurisdiction shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to a County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.
4. *Termination/Suspension for Nonadherence to County Lobbyists Ordinance:* The Local Jurisdiction, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by the Local Jurisdiction, shall fully comply with the County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of the Local Jurisdiction or any County Lobbyists or County Lobbying firm retained by the Local Jurisdiction to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately suspend or terminate for default this Agreement.
5. *Termination for Breach of Warranty of Compliance with the County's Defaulted Property Tax Reduction Program:* The Local Jurisdiction acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contracts are current in paying their property tax obligations (secured and unsecured roll) in order

to mitigate the economic burden otherwise imposed upon County taxpayers. Unless the Local Jurisdiction qualifies for an exemption or exclusion, the Local Jurisdiction warrants and certifies that to the best of its knowledge, it is now in compliance, and during the term of this Agreement will maintain compliance, with the Los Angeles County Code Chapter 2.206. Failure of the Local Jurisdiction to maintain compliance with these requirements shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of the Local Jurisdiction to cure such default within ten days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of the Local Jurisdiction, pursuant to County Code Chapter 2.206.

6. *Local Jurisdiction's Acknowledgment of County's Commitment to Child Support Enforcement/Termination for Failure to Comply:* The Local Jurisdiction acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The County understands that it is County's policy to encourage all County contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Local Jurisdiction's place of business. The County will supply the Local Jurisdiction with the poster to be used. As required by County's Child Support Compliance Program (Los Angeles County Code Chapter 2.200), and without limiting the Local Jurisdiction's duty under this Agreement to comply with all applicable provisions of law, the Local Jurisdiction warrants that it is now in compliance and shall during the term of this Agreement maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. § 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b). Failure of the Local Jurisdiction to maintain compliance with the County's Child Support Compliance Program shall constitute a default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Local Jurisdiction to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Agreement.

x. Survival of Termination

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the termination or expiration of this Agreement, including but not limited to the following Sections of this Agreement: I(c), IV, VI(a), VI(c), VII, X(f), X(s), and XIV.

XI. NOTICES, REPORTS, INVOICES, AND APPROVALS

a. All notices, reports, invoices, and approvals shall be directed to and made by the following representatives of the parties:

i. To the County Project Manager:

Name: Onnie Williams III
Email: owilliams@ceo.lacounty.gov
and copy
hiadmin@ceo.lacounty.gov;
HomelessInitiativeCities@lacounty.gov

Chief Executive Office - Homeless Initiative
Kenneth Hahn Hall of Administration, Room 493
500 West Temple Street
Los Angeles, CA 90012

ii. To the Local Jurisdiction:

Name: Ronson Chu, Senior Project Manager
Email: ronson@southbaycities.org

Name: Jacki Bacharach, Executive Director
Email: jacki@southbaycities.org

South Bay Cities Council of Governments
2355 Crenshaw Blvd., #125
Torrance, CA 90501

b. The Local Jurisdiction shall notify the County in writing within five (5) business days of any change in the names or email address above.

XII. SEVERABILITY

If any provision of this Agreement, or the application thereof, is held to be invalid, that invalidity shall not affect other provisions or applications of the Agreement that can be given effect without the invalid provision or application, and to this end the provisions of the Agreement are severable.

XIII. COMPLIANCE WITH LAW

The Local Jurisdiction shall comply with all applicable Federal, State, and County law, regulations and policies in connection with its activities pursuant to this Agreement.

XIV. GOVERNING LAWS, JURISDICTION AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, the Local Jurisdiction and the County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Agreement and further agree and consent that venue of any action brought in connection with or arising out of this Agreement, shall be exclusively in the County of Los Angeles.

XV. RIGHTS AND REMEDIES NOT EXCLUSIVE

The rights and remedies of the County provided in any given paragraph, as well as throughout the Agreement, are not exclusive and are cumulative with any and all other rights and remedies under the Agreement, at law, or in equity.

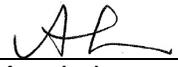
IN WITNESS WHEREOF, the SBCCOG has executed this Agreement, or caused it to be duly executed by its authorized representative, and the County of Los Angeles by order of its Board of Supervisors, has delegated to its Chief Executive Officer the authority to execute this Agreement on its behalf on the date and year written below.

COUNTY OF LOS ANGELES

By  Date 10/4/23
Joseph NicChitta for (Oct 4, 2023 17:54 PDT)
FESIA A. DAVENPORT
Chief Executive Officer

APPROVED AS TO FORM FOR THE COUNTY:

DAWYN R. HARRISON
County Counsel

By 
Ana Lai
Senior Deputy County Counsel

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

By 
Print Name Cedric Hicks
Title Chair, SBCCOG

**STATEMENT OF WORK
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
LOCAL SOLUTIONS FUND (LSF)**

I. Overview

Homelessness is a regional crisis. As such, one of the top priorities of the Chief Executive Office’s Homeless Initiative (CEO-HI) is to continue strengthening the collaboration between the County and diverse stakeholders, including the 88 cities in Los Angeles County. Since cities have jurisdiction over planning/land use activities and have the insight to support locally specific solutions, cities play a unique role in our countywide efforts to prevent and combat homelessness. The Councils of Governments (COGs) have a unique and important role in facilitating a regional approach with their member cities to address homelessness.

The South Bay Cities Council of Governments (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.

In aiming to increase participation of cities in County’s New Framework to End Homelessness, the emphasis of the strategies is to create opportunities for co-investment that lead to an increase in cities’ ability to respond at a local level to community members’ greatest concerns in alignment with the New Framework, while leveraging cities’ unique capabilities to increase access to housing.

Information on the required deliverables for the Local Solutions Funds (LSF). COGs should use LSF to support cities to implement activities that align with the County’s New Framework to End Homelessness. The New Framework to End Homelessness outlines the following strategies for cities and COGs.

New Framework to End Homelessness Strategies		
1	Coordinate	Regional and Local Annual Planning
2	Prevent	Infuse Problem Solving into Local Services
3	Connect	Outreach and Navigation Linked to Local Rehousing Services
4	House	Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing

		Locally Sited Time Limited Subsidies (TLS)
5	Stabilize	Local Eviction and Prevention Prioritized and Linked to Formerly Homeless Residents

II. Objective

The SBCCOG will use this funding to manage the tasks described below, including coordinating with Cities to participate in interjurisdictional activities and advancing regional solutions and approaches that align with the New Framework to End Homelessness.

III. Tasks

Task 1: Regional Homelessness Coordination

Task 1A: Regional Homelessness Coordination

Task 1A Description: The main priority of the SBCCOG is to work closely with member cities to identify each city’s specific homeless housing needs, and to quickly seek additional inventory in the private and public housing market to address those needs. Additionally, the SBCCOG will conduct Homelessness Taskforce Meetings with member Cities, Agencies, and Partners to create a regional response to homelessness. The SBCCOG will facilitate best practices of sharing and regional coordination amongst its member cities including quarterly meetings with city homeless services staff, keep our online resource guide focused on synthesizing the programs offered by the County and Los Angeles Homeless Services Authority (LAHSA) up to date, and provide ongoing technical assistance and support to cities in implementing projects. This work will include advisory guidance, education & training, as well as support in identifying and pursuing funding.

Alignment with New Framework to End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activities-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

Regional Planning, Data Sharing & Tracking, Implementation Coordination

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
1Ai.	Promote County mainstream resources. Help coordinate Quarterly Regional Convenings	4 Meetings a year	FY 2023/2024

1A.ii.	Conduct Homeless Task Force meetings for member cities, agencies, and community partners	6 meetings total	Annually
1A.iii.	Individual check-ins with member cities – provide technical assistance, funding identification, resource connections, and shelter/housing development Meetings listed below: Senior Services Working Group Meeting (bi-monthly) 6 SPA 8 Health Working Group Meeting (quarterly) 4 Steering Committee (monthly) 12 Board Meeting (monthly) 10 Carson Homeless Taskforce Meeting (quarterly) 4 Hawthorne Intensive Case Management meeting (monthly) 12 PATH/COG meeting (semi-monthly) 26 Beach Cities Meeting (monthly) 12 CD 15 Working Group Meeting (monthly) 12 Future meetings once programs are fully up and running: Torrance check-in (monthly/quarterly) 12 Inglewood check-in (monthly/quarterly) 12 Gardena check-in (monthly/quarterly) 12	At least 30 meetings overall; this includes monthly Innovation Fund performance check-ins with each program.	Ongoing; quarterly
1A.iv.	Quarterly meetings with member city staff to discuss regional homeless issues. Explore involvement of these meetings with LAHSA and other County partners. Explore additional private and public housing inventory needs based on city-specific homeless data	a. Quarterly meetings with cities - 4 total b. Create strategies with cities to meet the housing needs assessment	Ongoing; Annually
1A.v.	a. Identify non-profit partner to secure site from Caltrans b. Collaborate with Supervisor District 2 on Caltrans site for Interim Housing development	a. Partnering non-profit identified b. Quarterly meetings with SD2 RE: secure site from Caltrans – 4 total	a. Annually b. Annually
1A.vi.	Prepare region for Care Courts a. Assist Beach Cities Mobile Crisis Response pilot launch modeled after the San Gabriel Valley COG program b. With City Councilmembers, visit and assess mental health facilities in the region and in Orange County	a. Launch pilot crisis response program b. 2 tours of mental health campuses/ facilities total	a. FY 2023/2024 b. Bi-Monthly

1A.vii.	Legislation/Advocacy recommendations submitted to the SBCCOG's Board, including considering County legislation priorities	3 Legislative recommendations provided to Board total	Annually
1A.viii	Maintain and update online Resource Guide to synthesize programs offered by the County and LAHSA	4 updates total	Quarterly

Task 2: Local Homeless Services and Housing Programs

Task 2A: Client Aid Flexible Funds

Task 2A Description: Flexible funds will be utilized for prevention and to bridge strategies to support people experiencing homelessness, or at risk of becoming homeless. The program will provide financial assistance to or on behalf of individuals and families who are homeless or at risk of becoming homeless to secure and retain housing. Assistance may include, but not be limited to, transportation, public storage, family reunification, crisis and emergency housing, move-in and utility assistance, landlord incentives, car repair and other auto related expenses, minor medical fees/supplies, etc. SBCCOG will maintain records to track the utilization of funds by category.

Please see SBCCOG Steering Committee approved memo on 2/14/22 for detailed guidelines. The SBCCOG does not work directly with clients, only through cities and providers. The SBCCOG Client Aid form must be filled out and HMIS must be noted that client received Client Aid. Additionally, there are a minimum of 4 check points throughout the Client Aid process to ensure fiduciary accountability.

- Alignment with New Framework to End Homelessness (Check all that apply)**
- Coordinate-** Regional and Local Annual Planning
 - Prevent-** Infuse Problem Solving into Local Services
 - Connect-** Outreach and Navigation linked to Local Rehousing Services
 - House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
 - Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
 - Supporting Activities-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

Employment

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2A.i.	Provide funding to participants who are experiencing homelessness or are at risk of experiencing homelessness	a. 130-160 participants served b. \$800-\$1,200 average per client allocation c. 70% success rate for positive outcomes –	Annually

		employment, family reunification, transitional housing and permanent housing	
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Task 2B.Torrance Case Management and Mental Health

Task 2B Description: Torrance has invested in a city funded case manager. However, due to the higher acuity population in Torrance, there is an additional need for a licensed mental health social worker who can help case manage a proportion of the load.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2B.i.	Hire/subcontract for Mental Health Case Manager	1 staff hired/contracted	FY 2023/2024
2B.ii.	Connect participants to mental health programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). Provide supportive services such as problem solving, document readiness, housing navigation, and mental health evaluation.	<ul style="list-style-type: none"> a. 20 participant caseload b. 6 participants referred to general shelter, safe parking, or other interim solutions c. 4 participants placed into permanent housing d. Develop a behavioral health plan for all eligible participants and link them to behavioral health services e. Develop housing plan for participants on caseload 	Quarterly

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Task 2C. Beach Cities Case Management

Task 2C Description: The Local Solutions fund will continue to provide 2 additional case managers to serve this 4 city area of El Segundo, Manhattan Beach, Hermosa Beach, and Redondo Beach. Manhattan Beach will serve as the lead city in this multi-jurisdictional program to provide closer linkage between case management activity and city stakeholders, decrease burden of homeless calls to police, and increase housing placements for cities of El Segundo, Manhattan Beach, Hermosa Beach, and Redondo Beach.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2C.i.	Subcontract for 2 case managers	2 staff contracted	FY 2023/2024
2C.ii.	Connect participants to mainstream programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). Provide supportive services such as problem solving, document readiness, housing navigation, and connect with behavioral health services if needed	<ul style="list-style-type: none"> a. 20 participant caseload per case manager b. 6 participants referred general shelter, safe parking, or other interim solution – per case manager c. 4 participants placed into permanent housing – per case manager d. Link eligible participants to behavioral health providers and develop a behavioral health plan with the providers 	Quarterly

		e. Develop housing plan for participants on caseload	
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Task 2D. Hawthorne Intensive Care Management

Task 2D Description: Hawthorne is partnering with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides comprehensive behavioral healthcare services that address alcohol, drug, mental health, trauma disorders, and other exhibited symptoms of homelessness. The proposal calls for 2 Outreach Case Managers, who will provide intensive case management and clinical coordination. LA CADA will initially dedicate 4 behavioral health beds for Hawthorne residents, with the option to expand. Work will be coordinated by Hawthorne’s city funded homeless coordinator.

- Alignment with New Framework To End Homelessness (Check all that apply)**
- Coordinate-** Regional and Local Annual Planning
 - Prevent-** Infuse Problem Solving into Local Services
 - Connect-** Outreach and Navigation linked to Local Rehousing Services
 - House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
 - Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
 - Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2D.i.	Subcontract for 2 Outreach Case Managers	2 staff contracted	FY 2023/2024
2D.ii.	Connect participants to mainstream programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). Provide supportive services such as problem solving, document readiness, housing navigation, and connect with behavioral health services if needed	<ul style="list-style-type: none"> a. 20 participant caseload per case manager b. 6 participants referred general shelter, safe parking, or other interim solution – per case manager c. 4 participants placed into permanent housing – per case manager d. Link eligible participants to behavioral health providers and develop 	Quarterly

		a behavioral health plan with the providers e. Develop housing plan for participants on caseload	
2D.iii.	Utilize available LA CADA beds	4 LA CADA beds used	Quarterly

Task 2E. Inglewood Coordinator

Task 2E Description:

A homeless service coordinator will help integrate Inglewood with homeless systems, better align resources, and increase housing placements. Inglewood seeks to partner with St. Margaret's Center to manage this Coordinator position. The Coordinator will conduct case management.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2E.i.	Subcontract for 1 Homeless Coordinator	1 staff contracted	FY 2023/2024
2E.ii.	On a weekly basis: a. Meet with outreach teams and case managers b. Review Housing Plans and Behavioral Health Plans for clients c. Identify gaps in plans and outreach d. Help identify solutions to bridge gaps	Weekly Case Coordination meetings, check ins with LAHSA outreach, PATH, and St Margaret's Center	Weekly
2E.iii.	Connect participants to mainstream programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). Provide supportive services such as problem solving, document readiness, housing	a. 12 participant caseload b. 4 participants to referred general shelter, safe parking, or other interim solution – per case manager	Quarterly

	navigation, and connect with behavioral health services if needed	c. 3 participants placed into permanent housing – per case manager d. Link eligible participants to behavioral health providers and develop a behavioral health plan with the providers e. Develop housing plan for participants on caseload	
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Task 2F. Gardena Coordinator

Task 2F Description: A homeless service coordinator will help integrate Gardena with homeless systems, better align resources, and increase housing placements. Gardena has hired a city staff member for this position. The Coordinator will conduct case management.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2F.i.	Subcontract for 1 Homeless Coordinator	1 staff contracted	FY 2023/2024
2F.ii.	On a weekly basis: a. Meet with outreach teams and case managers b. Review Housing Plans and Behavioral Health Plans for clients c. Identify gaps in plans and outreach d. Help identify solutions to bridge gaps e. Maintain a case load of 12 people	a. Weekly Case Coordination meetings, check ins with LAHSA outreach, PATH, and St Margaret’s Center	Weekly

2F.iii.	Connect participants to mainstream programs, general shelter, or to permanent housing (i.e. housing voucher, rapid rehousing, shared housing, reunification, permanent supportive housing, etc.). Provide supportive services such as problem solving, document readiness, housing navigation, and connect with behavioral health services if needed	<ul style="list-style-type: none"> a. 12 participant caseload b. 4 participants referred to general shelter, safe parking, or other interim solution – per case manager c. 3 participants placed into permanent housing – d. Link eligible participants to behavioral health providers and develop a behavioral health plan with the providers e. Develop housing plan for participants on caseload 	Quarterly
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Task 2G. Shared Housing Locator with Focus on Senior Population

Task 2G Description: The Shared Housing Locator staff will develop an inventory of friendly landlords in the South Bay and work with case managers to match participants to available units, engaging with landlords to provide education on various incentive programs. The Navigator may also be tasked to ensure participants have support to stay stably housed.

While the Housing Locator will serve the general population, the fastest growing population in the South Bay PEH are seniors (over 40% growth rate the past 2 years). The SBCCOG will attempt to hire a Housing Locator with experience in this population. Senior issues can be unique, and navigating the various Senior programs (e.g., IHSS, APS, Medicare, PACE, SSA) can be challenging.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2G.i.	Hire for 1 Housing Locator	1 staff hired	FY 2023/2024

2G.ii.	a. In conjunction with case managers/outreach teams, place 12 people into permanent housing (i.e., housing voucher, rapid rehousing, shared housing, permanent supportive housing, etc.) b. Provide Case Conferencing to case manager/outreach teams	Work on 10-12 Cases per quarter with a 60-75% success rate Attend 10 case conferencing meetings	Quarterly
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Task 2H: Home Share South Bay

Task 2H Description: Home Share South Bay updates the age-old concept of homesharing. Through this program, compatible homeowners and renters find each other. Once a homeowner and home seeker list their profiles with Silvernest, the site provides support throughout the homesharing journey. It does this by screening their compatibility based on personal preferences. Rent is negotiated and can be reduced in exchange for household services.

SBCCOG will refer PEH and those at risk of homelessness to Home Share South Bay. We can help train and navigate participants through the sign-up process. We will also consult with property owners and suggest a rent that is appropriate for our PEH population. The SBCCOG participates in various community events to promote Home Share South Bay.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2H.i.	a. Conduct community outreach using public service announcements, social media, and newspaper campaigns b. Track site traffics, click throughs, sign ups, etc.	a. Quarterly reporting – 1-2 events a quarter.	Quarterly
2H.ii.	Assist homeowners and participants through the sign-up process. Provide consulting services for frequently asked questions.	a. 12 participant sign-ups b. 6 Homeowner sign-ups	Quarterly

Task 2I: Beach Cities Homeless Court and SRO Housing

Task 2I Description: The Local Solutions Fund will help with site costs and SRO Housing with Beach Cities Homeless Court participants. This innovative program helps those seeking to remove background barriers to their rehousing efforts.

Furthermore, the Homeless Court program dates serve as a mini-homeless connect day to link Homeless Court participants and people experiencing homelessness (PEH), who walk in and are not currently participating in Homeless Court, to service providers such as the Criminal Record Clearing Project, Department of Health Services, Department of Mental Health, Workforce Development, and more.

The 5 SRO (single room occupancy) apartments will be secured to serve as bridge housing.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2I.i.	Provide pathway for participants to clear their backgrounds by connecting them to supportive services, including mental health, substance use counseling, case management, support groups, and other services where appropriate. Ensure participants have a housing plan and a behavioral health plan if needed.	<ul style="list-style-type: none"> a. 50 Quarterly court appearances b. 10 unduplicated participants with motions granted c. 6 participants in interim shelter d. 4 participants in permanent housing e. 100% SRO utilization 	Quarterly

Task 2J: Shelter Operations and Construction

Task 2J Description: The SBCCOG is currently working with our cities to maintain and build shelter capacity. This funding will go towards shelter operations and capital costs.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents

Supporting Activity- *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2J.i.	Shelters will maintain full occupancy. Wrap around services to be provided, including mental health, job training, document services, and housing navigation. Participants should have a housing plan and a behavioral health plan if needed.	a. 20% exits to permanent housing b. Maintain occupancy for all units	Quarterly

Task 2K: Motel and SRO Leasing

Task 2K Description:

Motels can serve as a valuable resources to quickly shelter someone. The State is investing heavily in motel conversions through Project Homekey. SBCCOG will utilize motel rooms to get people off the streets for 1-6 months so that they can have a safe place to complete their housing plan.

Cities will be able to lease motel rooms on a short-term basis, up to 6 months at a time. The SBCCOG will reimburse the cities. The Case Manager of any participant in the motels will be required to visit every other day and provide wrap around services. The program would also address the food issue coordinating with the cities that can provide meals, and the SBCCOG would also solicit the non-profit community for meals/groceries. Additional requirements include participants who are lower acuity and can live self-sufficiently. Participants will need to already have a long-term housing plan. The goal of the program is to not have the Participant return to the streets after 6 months.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
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2K.i.	Utilize rooms as interim housing for individuals to be safely housed as they create and complete housing plan. Ensure that all participants have a housing plan and behavioral health plan if needed.	a. Increase room inventory to 12 through the course of the FY b. Place 24 people through the course of the FY c. Move 100% of participants to permanent housing within 6 months	Annually
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Task 2L: SHARE Housing to Employment

Task 2L Description:
Many of our homeless clients have income, but cannot afford to pay full rent. SHARE provides housing in a shared room environment - often times to support those rehabilitating from substance use. For \$550 a month, SHARE is able to house an individual and provide substance use recovery and employment services. Manhattan Beach is already using general funds to lease SHARE beds and is pleased with the results.

The SBCCOG will partner with SHARE to provide shared rooms for our South Bay homeless participants. While in SHARE, these participants will receive case management, substance use counselling, and linkage to the South Bay Workforce Development Board. The goal of the program is to help participants recover and obtain employment.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2L.i.	Share to house 48 participants throughout the year. Share to provide case management and group support services where needed.	0-90 days: 5 people housed 91-180 days: 20 people housed 180-360 days: 48 people housed	Annually

2L.ii.	In partnership with local Workforce Investment Agency, Share to prove employment services.	0-90 days: 5 people employed 91-180 days: 20 people employed 180-360 days: 48 people employed	Annually
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Task 2M: Tax Default Properties

Task 2M Description: The main focus of the County is to encourage the development of more Permanent Supportive Housing (PSH). In coordination with the cities, this program can fund the acquisition of tax default properties, which are on average around \$20,000. The cities would own these properties. The program will also match cities with non-profits who can access additional funding to develop these properties into group homes or PSH.

- Alignment with New Framework To End Homelessness (Check all that apply)**
- Coordinate-** Regional and Local Annual Planning
 - Prevent-** Infuse Problem Solving into Local Services
 - Connect-** Outreach and Navigation linked to Local Rehousing Services
 - House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
 - Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
 - Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2M.i.	Fund property acquisition for cities to develop into PSH	1 Property identified and claimed	Annually
2M.ii.	Match cities with non-profits who can access additional funds to develop properties into PSH	1 City matched to non-profits for development	Annually

Task 2N: Shallow Subsidy

Task 2N Description: The SBCCOG Shallow Subsidy (SS) program will be offered utilizing a two-pronged approach: as an extension of the current Client Aid program, and through a potential outsource partner such as the Salvation Army. Because the Lease Agreement is entirely between the Landlord and the Client, administering the program will be low barrier. The client’s case manager will work on a 6-month subsidy graduation plan.

The SS program will be used for both prevention and re-housing. The program will require participants to graduate within a 6-12 month window. This program will require the Case Manager to be engaged weekly with the participant to ensure that they are progressing on their housing plan.

One unique component of this program is that the SBCCOG intends to work closely with our Housing Authorities to match our TLS recipients to a Housing Choice Voucher. The idea is to get participants into housing with the subsidy first – and then lease in place with a voucher.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents
- Supporting Activity-** *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
2N.i.	Provide 6-12 month housing subsidies	20 participants	Annually
2N.ii.	Graduate participants into permanent housing situations – thru job attainment, increasing fixed income sources, or thru vouchers. Work with case managers to ensure participants have a housing plan and a behavioral health plan if needed	100% graduation rate within 6-12 months	Annually
2N.iii.	Partner with regional Housing Authorities to secure vouchers for program participants	10 vouchers secured	Annually

Task 20: Document Specialist/Transportation Specialist

Task 20 Description: Retrieving documents and transporting clients can be very time consuming – knocking out half a day for the Case Manager. The SBCCOG would like to contract with a provider to augment Case Management services with a Document Specialist/Transportation Specialist. The position will have the responsibility of help clients with DMV paperwork and appointments, locating birth certificates, and help clients fill out challenging forms and applications.

Alignment with New Framework To End Homelessness (Check all that apply)

- Coordinate-** Regional and Local Annual Planning
- Prevent-** Infuse Problem Solving into Local Services
- Connect-** Outreach and Navigation linked to Local Rehousing Services
- House-** Co-Investment in Permanent Supportive Housing (PSH) and Interim Housing; Locally Sited Time Limited Subsidies (TLS)
- Stabilize-** Local Eviction and Prevention prioritized and linked to formerly homeless residents

Supporting Activity- *(Please list supporting activities that apply below)* Regional Planning, Data Sharing & Tracking, Training & Capacity Building, Advocacy, Implementation Coordination, Lived Experience, Research & Evaluation, Practice to Advance Equity

	Key Performance Indicators/Metrics	Targets (Anticipated Impact)	Timeline
20.i.	Assist Case Managers when needed, minimum of 2 document/transportation clients a day	Minimum 2 document/transportation cases a day Successfully obtain 20 documents a month	Quarterly

**PRICING SCHEDULE
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
LOCAL SOLUTIONS FUND**

Maximum Contract Amount Not to Exceed: \$2,344,214

The following shall constitute the maximum Measure H funding that Local Jurisdiction may be allocated for each Fiscal Year that this Agreement is in effect and as approved by the County Board of Supervisors (Board) annually:

- Year One: July 1, 2023 through June 30, 2024, contract amount shall not exceed **\$2,344,214**.
 - \$79,167 in Regional Homelessness Coordination
 - \$2,074,500 in Local Solutions Fund (LSF) - Local Homeless Services and Housing Programs
 - \$172,875 in One-Time Quarter 4 LSF - Local Homeless Services and Housing Programs
 - \$17,672 in Manhattan Beach’s City Implementation unspent funds previously approved by the County Board
- Year Two: July 1, 2024 through June 30, 2025, To Be Determined.
- Year Three: July 1, 2025 through June 30, 2026, To Be Determined.
- Year Four: July 1, 2026 through June 30, 2027, To Be Determined.

Any increase in funding to each Fiscal Year shall be at the County's sole discretion and implemented through a written amendment to this Agreement. All Board approved allocations in this agreement are made available throughout the term of the agreement.

REGIONAL HOMELESSNESS COORDINATION PROGRAM BUDGET*		
STAFFING COSTS		
Position	FTE	Total
Senior Project Manager	0.25	\$24,167
Program Coordinator	0.33	\$30,000
Intern	0.50	\$25,000
STAFFING COSTS		\$79,167
OPERATIONS COSTS		
OPERATION COSTS		\$0
REGIONAL HOMELESSNESS COORDINATION SUBTOTAL		\$79,167

LOCAL HOMELESS SERVICES AND HOUSING PROGRAMS BUDGET*		
STAFFING COSTS		
Position	FTE	Total
Housing Locator (shared resource for all cities)	1.0	\$90,000
Manager - Program Management (Client Aid/Subsidy/Motel Leasing/Tax-Default Properties)	0.50	\$50,000
Coordinator - Program Management (Client Aid/Subsidy/Motel Leasing/Tax-Default Properties)	0.33	\$30,000
Executive Director – Program Oversight		\$25,000
Deputy Executive Director		\$15,000
Accounting/Administration Staff		\$25,000
Administration Expenses -Overhead/Equipment/Supplies		\$79,730
STAFFING/ADMINISTRATIVE COSTS		\$314,730
PROGRAM OPERATIONS COSTS		
Client Aid Flexible Funds		\$85,000
Torrance Case Management and Mental Health		-
Beach Cities Case Management		\$17,672
Hawthorne Intensive Care Management		\$245,000
Inglewood Coordinator		-
Gardena Coordinator		\$100,000
Home Share South Bay		-
Beach Cities Homeless Court and SRO Housing		\$80,000
Shelter Operations and Construction		\$100,000
Motel and SRO Leasing		\$350,000
SHARE Housing to Employment		\$350,000
Tax Default Properties		\$25,000
Shallow Subsidy		\$507,645
Document/Transportation Specialist		\$90,000
OPERATIONS COSTS		\$1,950,317
LOCAL HOMELESS SERVICES AND HOUSING PROGRAMS SUBTOTAL		\$2,265,047

REGIONAL HOMELESSNESS COORDINATION & LOCAL HOMELESS SERVICES AND HOUSING PROGRAMS GRAND TOTAL	\$2,344,214
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*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 is not required for changes within line items of a funding category, not to exceed the maximum contract amount.

REPORTING REQUIREMENTS

Quarterly Progress Reports, Co-Investment Reports, and Final Program Outcomes Report

The COG shall submit to County reports as specified below, which includes: Quarterly Progress Reports (Attachment I) and invoices describing progress made on Tasks in Exhibit A Statement of Work; an annual Co-Investment Report (Attachment II); and a Final Program Outcomes Report (Attachment III) describing the cumulative outcomes for all Tasks in Exhibit A Statement of Work.

Reporting	Due Dates										
Provide copy(ies) of any subcontracted agreements/MOU's necessary to implement the funded program in advance for County approval.	Before subcontract agreement(s)/MOU(s) execution.										
Submit monthly invoices with supporting documentation	Monthly										
Participate in regular Implementation Status meetings with CEO-HI to discuss program implementation and operations, technical assistance needed, etc.	Bi-monthly										
Submit Quarterly Reports and supporting documents.	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Reporting Period*</th> <th style="text-align: center;">Due Date</th> </tr> </thead> <tbody> <tr> <td>January 1-March 31</td> <td>April 15th</td> </tr> <tr> <td>April 1-June 30</td> <td>July 15th</td> </tr> <tr> <td>July 1-Sept 30</td> <td>October 15th</td> </tr> <tr> <td>October 1-December 31</td> <td>January 15th</td> </tr> </tbody> </table>	Reporting Period*	Due Date	January 1-March 31	April 15th	April 1-June 30	July 15th	July 1-Sept 30	October 15th	October 1-December 31	January 15th
	Reporting Period*	Due Date									
	January 1-March 31	April 15th									
	April 1-June 30	July 15th									
	July 1-Sept 30	October 15th									
	October 1-December 31	January 15th									
<i>*First Quarterly Report shall be due based on the schedule above, noting that the Reporting Period will begin based on agreement execution date. All Quarterly Reports will be required throughout term of the agreement.</i>											
Submit Co-Investment Report	Annually										
Submit Final Program Outcomes Report	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Reporting Period</th> <th style="text-align: center;">Due Date</th> </tr> </thead> <tbody> <tr> <td>Agreement execution-</td> <td>Prior to agreement</td> </tr> <tr> <td>Agreement expiration</td> <td>expiration.</td> </tr> </tbody> </table>	Reporting Period	Due Date	Agreement execution-	Prior to agreement	Agreement expiration	expiration.				
	Reporting Period	Due Date									
	Agreement execution-	Prior to agreement									
Agreement expiration	expiration.										

All subcontracts, reports and invoices shall be submitted to the County CEO-HI. Invoices will not be paid without the associated report and must be submitted to the following:

County Project Manager: Onnie Williams III owilliams@ceo.lacounty.gov
 And copy hiadmin@ceo.lacounty.gov
HomelessInitiativeCities@lacounty.gov

**HOMELESS INITIATIVE
CITIES/COGS QUARTERLY PROGRESS REPORT GUIDE
SAMPLE**

Please read this guide in its entirety and follow the instructions included to complete the quantitative and qualitative narrative as a part of your quarterly report submission. Quarterly reports should be submitted on a regular and timely basis and provide updates on your progress within the given reporting period.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING QUARTERLY REPORTS

1. Before you begin completing your responses, please ensure you have reviewed your contract to ensure alignment with the approved Statement of Work (SOW). Please ensure that all required supporting documentation (e.g., invoice) is up-to-date and accurate. Progress Reports are due each quarter; Please see Schedule below for your reference of the reporting periods and due dates.
2. All quarterly reports require that the following sheets contained within this Excel document be completed: (1) Cover, (2) Quantitative Data, and (3) Qualitative Narrative. If any of these are not completed, this will result in your report being returned to you to complete and resubmit for review. For any questions related to this report, please reach out to the County Project Manager listed in your SOW.
3. Cover - Please complete the Cover sheet contained within this Excel document. Please note, all information in the Cover sheet is required (do not leave any blanks).
4. Quantitative Data - The Key Performance Indicators and Targets from your SOW are pre-populated for you. Please complete columns E-P for the applicable quarter in the Quantitative Data sheet. Enter your outputs/outcomes and use the notes section to add any additional brief remarks if needed.
5. Qualitative Narrative - Please complete the Qualitative Narrative sheet contained within this Excel document for each program (tasks) approved in your contract's SOW. This qualitative data is intended to provide additional information on the progress reported by the City/COGs.
6. Quarterly reports, along with corresponding invoices for the reporting period, must be sent to: HomelessInitiativeCities@lacounty.gov, with copy to HIAdmin@ceo.lacounty.gov and the County Project Manager listed in your contract. Sending to alternative email addresses may cause delays in processing.
7. Once submitted, the quarterly report will need to undergo review from CEO Homeless Initiative and approval from the County Project Manager. Please note, incomplete quarterly reports will be returned to you and will require resubmission.

REPORTING PERIODS AND DEADLINES

Quarter	Reporting Period*	Due Date
Q1	July 1-Sept 30	October 15th
Q2	October 1-December 31	January 15th
Q3	January 1-March 31	April 15th
Q4	April 1-June 30	July 15th

* First quarterly report shall be due based on the schedule above, noting that the reporting period will begin based on the contract execution date.

GLOSSARY OF TERMS

Actual Output/Outcome: Provide approximate number achieved this quarter
Cumulative Actual Output/Outcome: This reflects the approximate number achieved for all quarters to-date.

COG/City Quarterly Progress Report



County of Los Angeles
Homeless Initiative
REAL HELP,
LASTING CHANGE

This report is intended for Cities and Councils of Governments (COG) to complete to provide updates on their programs and activities to track progress, identify challenges, and assess the implementation of a program or project. Please complete this cover page and the Quarterly Report in its entirety with information for the Tasks, Key Performance Indicators, and Targets listed in your contract's Statement of Work (SOW).

City/COG:

Contract #:

AO-

Fund Type:

- Local Solutions Fund-Regional Coordination
 Local Solutions Fund-Local Homeless Services and Housing Programs

Reporting Period:

Quarter: Q2: October 1-December 31

Year:

To be completed by City/COG

Submitted By:

[insert name]

Submission Date:

[insert date]

Attachments:

Is all corresponding documentation included with this progress report? (check one box)

- Yes, invoice with supporting documentation (for this reporting period) is included.
 No, there are no invoices for this reporting period.

Key Performance Indicator (KPI)/Metrics	Target Output/Outcome	Timeline	City/COG to complete:											
			Q1: July 1-Sept. 30		Q2: Oct. 1-Dec. 31			Q3: Jan. 1-March 31			Q4: April 1-June 30			
			Actual Output/Outcome for this quarter <small>(enter numeric response only)</small>	Notes	Actual Output/Outcome for this quarter <small>(enter numeric response only)</small>	Cumulative Actual Output/Outcome	Notes	Actual Output/Outcome for this quarter <small>(enter numeric response only)</small>	Cumulative Actual Output/Outcome	Notes	Actual Output/Outcome for this quarter <small>(enter numeric response only)</small>	Cumulative Actual Output/Outcome	Actual Completion Date <small>(MM/DD/YYYY)</small>	Notes
<i>Example:</i> Enroll people experiencing homelessness into interim housing	a.87 participants placed into interim housing	Quarterly	5	Behind target for this quarter due to delay in getting housing navigator hired	15	20	Behind target for this quarter but progress is promising as we are much closer to target	21	41	Exceeded target for this quarter in interim housing placements	17	58	06/30/23	Despite delays in securing staff, met target for this quarter and made good progress throughout the year in connecting PEH to interim housing.
Task 1: [insert category/area]														
Task1A: [insert name of program]														
1A.i	[insert KPI/Metrics from SOW]	a. [insert target from SOW]	[insert timeline from SOW]											
		b. [insert target from SOW]	[insert timeline from SOW]											
		c. [insert target from SOW]	[insert timeline from SOW]											
		d. [insert target from SOW]	[insert timeline from SOW]											
		e. [insert target from SOW]	[insert timeline from SOW]											
		f. [insert target from SOW]	[insert timeline from SOW]											
		g. [insert target from SOW]	[insert timeline from SOW]											
		h. [insert target from SOW]	[insert timeline from SOW]											
1A.ii	[insert KPI/Metrics]	a. [insert target from SOW]	[insert timeline from SOW]											
		b. [insert target from SOW]	[insert timeline from SOW]											
		c. [insert target from SOW]	[insert timeline from SOW]											
		d. [insert target from SOW]	[insert timeline from SOW]											
		e. [insert target from SOW]	[insert timeline from SOW]											
		f. [insert target from SOW]	[insert timeline from SOW]											
1A.iii	[insert KPI/Metrics]	a. [insert target from SOW]	[insert timeline from SOW]											
1A.iv	[insert KPI/Metrics]	a. [insert target from SOW]	[insert timeline from SOW]											
		b. [insert target from SOW]	[insert timeline from SOW]											
		c. [insert target from SOW]	[insert timeline from SOW]											
Task1B: [insert name of program]														
1B.i	[insert KPI/Metrics]	a. [insert target from SOW]	[insert timeline from SOW]											
		b. [insert target from SOW]	[insert timeline from SOW]											
		c. [insert target from SOW]	[insert timeline from SOW]											
		d. [insert target from SOW]	[insert timeline from SOW]											
1B.ii	[insert KPI/Metrics]	a. [insert target from SOW]	[insert timeline from SOW]											
		b. [insert target from SOW]	[insert timeline from SOW]											
		c. [insert target from SOW]	[insert timeline from SOW]											
		d. [insert target from SOW]	[insert timeline from SOW]											

Qualitative (Narrative) Section

Q1: July 1-Sept. 30

Task 1: [insert category/area]

Task 1A: [insert name of program]

1. What action steps have you taken to ensure that program KPIs and targets are achieved? Describe specific strategies and processes. Also, indicate future revisions to action steps, if any.

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

2. What's working? (How has this program been effective? How has this impacted the community/population it's designed for? How has collaboration been with partners involved in the implementation? Share a minimum of one success story.

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

3. Were there challenges (in program implementation or for the city(ies)/COG, clients, etc.)? If so, how were they overcome?

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

Task 1B: [insert name of program]

1. What action steps have you taken to ensure that program KPIs and targets are achieved? Describe specific strategies and processes. Also, indicate future revisions to action steps, if any.

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

2. What's working? (How has this program been effective? How has this impacted the community/population it's designed for? How has collaboration been with partners involved in the implementation? Share a minimum of one success story.

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

3. Were there challenges (in program implementation or for the city(ies)/COG, clients, etc.)? If so, how were they overcome?

[Please enter your response here. Provide at minimum one paragraph response but limit your response to no more than three paragraphs.]

Co-Investment Template: Cities and COGs SAMPLE

The County's [New Framework to End Homelessness](#) calls for Cities and Council of Governments (COGs) to co-invest in key strategies that accelerate and amplify impact locally and regionally to develop more permanent housing and provide pathways to housing and services for decommissioning encampments and meeting the needs of people experiencing homelessness.

Please complete the following two questions to provide more information on how your City/COG is co-investing to address homelessness and housing. Please include all relevant programs, adding additional cells to the tables if necessary. The goal of this document is to better understand the full set of investments and programs made by your City/COG outside of Local Solutions Funds (LSF). This document will help to identify the true costs associated with addressing homelessness with our shared jurisdictions and gaps in services that could be addressed through future funding opportunities.

Please send the completed forms to HomelessInitiativeCities@lacounty.gov, copying Onnie Williams III, OWilliams@ceo.lacounty.gov.

Example:

- 1) For programs funded by the Local Solution Fund (LSF), which are your City/COG co-investing in? Co-investment could be in the form of funding, staffing, resources, land, local legislation, etc. Please list the specific Task from the LSF Statement of Work (SOW) and describe the co-investment below.**

Task: <i>2C Landlord Engagement and Assistance Program (Example)</i>
Co-investment Description: <i>To support the Landlord Engagement and Assistance Program, the City is providing \$100,000 in funding to support 2 additional FTEs. This builds upon the 2 FTEs funded under the LSF, totaling 4 FTEs. These FTEs are responsible for housing location and unit acquisition. Additionally, the City is providing office and meeting space to support landlord engagement and assistance program activities. (Example)</i>
Budgeted Costs to Supplement LSF (If applicable): <i>\$100,000 (Example)</i>
Funding Source of Co-investment (If applicable): <i>General Funds (Example)</i>

2) Apart from programs funded by the Local Solutions Fund (LSF), what other direct investments is your City/COG making related to homelessness and housing? Please describe below.

Example:

Program Name: <i>City Navigation Center (Example)</i>
Co-investment Description: <i>The City was successfully awarded Homekey 2 funding to construct a Navigation Center in the City of X. This Navigation Center will provide 60 interim housing units and supportive services including housing navigation, case management, etc. The Navigation Center is expected to open in November 2023. (Example)</i>
Key Metrics (Example: Number of Interim or Permanent Housing Units): <ul style="list-style-type: none"> <i>Number of Interim Housing Beds/Units: 60 (Example)</i>
Budgeted Costs (If applicable): <i>\$22,000,000 (Example)</i> <ul style="list-style-type: none"> <i>\$19,000,000 Homekey 2</i> <i>\$3,000,000 General Funds</i>
Funding Source of Co-investment (If applicable): <i>Homekey 2, General Funds (Example)</i>

Co-Investment Template: Cities and COGs

- 1) For programs funded by the Local Solution Fund (LSF), which are your City/COG co-investing in? Co-investment could be in the form of funding, staffing, resources, land, local legislation, etc. Please list the specific Task from the LSF Statement of Work (SOW) and describe the co-investment below.

Task:
Co-investment Description:
Budgeted Costs to Supplement LSF (If applicable):
Funding Source of Co-investment (If applicable):
Task:
Co-investment Description:
Budgeted Costs to Supplement LSF (If applicable):
Funding Source of Co-investment (If applicable):

Please add additional cells to the table if necessary.

2) Apart from programs funded by the Local Solutions Fund (LSF), what other direct investments is your City/COG making related to homelessness and housing? Please describe below.

Program Name:
Co-investment Description:
Key Metrics (Example: Number of Interim or Permanent Housing Units):
Budgeted Costs (If applicable):
Funding Source of Co-investment (If applicable):
Program Name:
Co-investment Description:
Key Metrics (Example: Number of Interim or Permanent Housing Units):

Budgeted Costs (If applicable):
Funding Source of Co-investment (If applicable):

Please add additional cells to the tables if necessary.

SAMPLE

FINAL PROGRAM OUTCOMES REPORT

SAMPLE

GENERAL INFORMATION

ORGANIZATION	Name
MULTI-JURISDICTIONAL (if applicable)	If you are reporting on a multi-jurisdictional grant, list the partnering cities included in the contract

REPORT CONTACT	Name	Title	Email Address
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REPORTING PERIOD/CONTRACT TERM (MM/DD/YY – MM/DD/YY)	
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PROGRAM OUTCOMES

Please copy and paste the Statement of Work in the contract to provide activities and target outcomes. Please complete the column titled “Final Cumulative Outcomes” with the outcomes achieved during the entire contract term. Please use separate tables for each program. Please add more rows or tables as needed.

Program 1:		
Activities	Target Outcome(s)	Final Cumulative Outcome(s)

Program 2:		
Activities	Target Outcome(s)	Final Cumulative Outcome(s)

Program 3:		
Activities	Target Outcome(s)	Final Cumulative Outcome(s)

Program 4:		
Activities	Target Outcome(s)	Final Cumulative Outcome(s)

--	--	--

NARRATIVE:

Please provide a descriptive response to the below questions. Successful practices and stories in preventing and combating homelessness will be compiled and published on the County website. There is no word limit for these responses.

1. Please provide a brief narrative to the activities above. If the target outcome(s) were not achieved, provide an explanation including troubleshooting and final outcomes.
2. Describe the City's or Cities' unique role that addressed the homeless individuals/families' needs and system gaps. List as many as appropriate.
3. Were there challenges in implementing the program(s)? If so, how were they overcome? Please provide a detailed explanation.
4. Will project(s) be sustained beyond this contract term? If so, please describe how the City will continue or build upon the work supported by this grant.
5. How were your projects successful this contract term? Please include the following components: Population(s) served; City/ies operation, programs and budget; Partners involved in the implementation of the program Funds (financial and in-kind); Community at large; Homeless system; and any other successes to share?