

**CONTRACT FOR  
HOMELESS SERVICES**

**Delegated Authority Agreement No. AO-22-605**

**AMENDMENT ONE**

THIS AMENDMENT is made and entered into this by and between

COUNTY OF LOS ANGELES  
(hereinafter "COUNTY"),

and

SAN FERNANDO VALLEY COUNCIL OF  
GOVERNMENTS  
(hereafter "SFVCOG" or "CONTRACTOR")

Business Address:  
10945 Burbank Boulevard,  
North Hollywood, CA 91601

**WHEREAS**, reference is made to that certain document entitled "CONTRACT FOR HOMELESS SERVICES", dated May 26, 2022, and further identified as County Contract No. AO-22-605, and any amendments thereto (all hereafter referred to as "Agreement" or "Contract"); and

**WHEREAS**, on May 26, 2022, the Chief Executive Officer, in accordance with Government Code Sections 23005 and 31000, as authorized by the Board of Supervisors (Board), entered into an Agreement with SFVCOG to provide homeless services to the COUNTY;

**WHEREAS**, on May 17, 2022, the Board approved the County Fiscal Year 2022-23 Homeless Initiative funding recommendations and delegated authority to the Chief Executive Officer, or her designee, to enter into and amend multi-year service contracts, memoranda of understanding, or funding agreements, for any contract that exceeds the Chief Executive Officer's current delegated homeless services contract authority of \$250,000, with local jurisdictions administering homeless services programs with Board approved funding provided that (1) agreements and amendments do not exceed available Board approved funding and (2) County Counsel approves as to form the amendment prior to any such amendment; and

**WHEREAS**, the COUNTY and CONTRACTOR mutually agree that it is to both of their benefit to: 1) exercise an option to extend the term of the agreement for one year; 2) replace in its entirety Exhibit A, Statement of Work, with Exhibit A-1, Statement of Work; and 3) replace in its entirety Exhibit B, Pricing Schedule, with Exhibit B-1, Pricing Schedule for a Maximum Contract Sum of \$69,422.00.

**NOW, THEREFORE**, in consideration of the mutual benefits derived therefrom, it is agreed between the parties that Agreement No. AO-22-605 shall be amended as follows:

1. This Amendment shall commence on the date of execution.



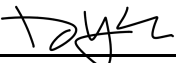
**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment One:

COUNTY OF LOS ANGELES

By \_\_\_\_\_ Date \_\_\_\_\_  
FESIA A. DAVENPORT  
Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON  
Acting County Counsel

By  \_\_\_\_\_  
Deputy County Counsel

San Fernando Valley Council of Governments

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**STATEMENT OF WORK  
SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS (SFVCOG)  
REGIONAL HOMELESSNESS COORDINATION**

**I. Overview**

Homelessness is a regional crisis. As such, one of the top priorities of the County of Los Angeles (County) 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 the 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 San Fernando Valley Council of Governments (SFVCOG) is a joint powers authority created by the County and the City of Los Angeles (Council Districts 2, 4, 6, and 7), along with the cities of Burbank, Glendale, San Fernando, and Santa Clarita. The SFVCOG Board of Directors is comprised of elected officials from each of the SFVCOG's member cities and County Service Planning Area 2 (SPA 2) and serves as the primary governing body supporting actions aimed at maximizing the quality of life and productivity of the San Fernando Valley.

The SFVCOG provides a forum for discussion and communication on homelessness in the region as well as formalized representation and advocacy with governmental agencies at all levels. The SFVCOG will coordinate regional homeless services among the member cities. The SFVCOG will provide regional homeless coordination services to support member cities in their goal to prevent and combat homelessness regionally.

The SFVCOG will conduct activities as described below to support the member cities and County in regional engagement and city plan implementation. Under this contract, the SFVCOG is allocated \$69,422 in Regional Homelessness Coordination Funds: \$30,000 for Year 1 and \$39,422 for Year 2.

The maximum contract amount is not to exceed **\$69,422**.

**II. Objective**

The SFVCOG will use the Regional Homelessness Coordination funds to retain a consulting firm to manage the tasks described below, including coordinating with member cities to participate in interjurisdictional activities and meetings and facilitating a regional approach to prevent and combat homelessness in the County.

The objective of the regional coordination of homeless related services is to better improve the coordination between the County, SFVCOG, member cities, regional homeless service providers, faith-based organizations (FBOs) and other community stakeholders to support the County's Homeless Initiative (HI) strategies and programs to combat homelessness.

This program will continue the partnership between the County and SFVCOG. SFVCOG will continue to provide coordination services among member cities, homeless services providers,

and community stakeholders in regards to the implementation of the HI strategies and the delivery of homeless services within the SFVCOG sub-region.

### III. Tasks/Deliverables

#### Part 1: Regional Homelessness Coordination Services

| <b>Task 1: Coordination with Member Cities (Priority Area 2)</b>  |  |                 |
|---|--|-----------------|
| <p>The SFVCOG will continue to provide critical regional coordination among member cities, service providers, and County representatives through the facilitation of monthly meetings, targeted training, timely reports, and leveraged funding opportunities. Through regional coordination, the SFVCOG aims to increase collaboration amongst member cities, resulting in better implementation of the County’s HI strategies in the San Fernando Valley sub-region. A coordinated approach strengthens the execution of County’s HI strategies to combat and prevent homelessness by providing resource sharing and best practices on key service areas like prevention, outreach, interim housing, rapid rehousing, and permanent supportive housing. Additionally, it provides key information sharing to target key subpopulations experiencing homelessness like justice-involved individuals, disabled adults, and transition-aged youth.</p> <p>This program consists of:</p> <ul style="list-style-type: none"> <li>• Facilitation of SFVCOG Homeless Services Task Force monthly meetings which includes member cities, service providers, County representatives, and other regional community stakeholders to discuss homeless related updates, resources, and information. Provide updates by partnered initiatives like SPA 2’s Coordinated Entry System’s (CES) collaborative and the San Fernando/Santa Clarita Valley Homelessness Coalition. Meetings are held monthly, and minutes are generated.</li> <li>• Provide information, assistance, and training to member cities and service providers on topics related to homelessness effecting the sub-region. Topics may include, but are not limited to housing interventions, coordination efforts, outreach and engagement strategies, industry best practices, etc.</li> <li>• Provide timely updates, presentations, surveys, and quarterly reports on County’s HI strategies and programs. Disseminate information to increase awareness of existing and planned programs, with an emphasis on programs through the CES. Respond to inquiries from cities regarding County’s HI programs and homeless services and issues.</li> <li>• Identify and facilitate potential funding, partnership, and collaboration opportunities for member cities. Facilitate joint-city implementation plans and partnerships to apply for joint funding on projects, including, but not limited to Measure H and Proposition HHH funds. Provide technical assistance to member cities in applying for grant funding to address homelessness and keep cities apprised of Request For Proposals and applications.</li> <li>• Connect member cities that have finalized Homelessness Plans to regional resources available to support HI strategies. Annual assessment will be conducted to measure the progress on Homelessness Plans.</li> </ul> |  |                 |
|   | <b>Deliverables/Performance Targets</b>  | <b>Timeline</b> |
| <b>1.a</b>  | Facilitate monthly meetings of the SFVCOG Homeless Services Task Force. <ul style="list-style-type: none"> <li>• At least ten meetings and minutes conducted annually</li> </ul> | Annually        |

|            |   |   |
|------------|---|---|
| <b>1.b</b> | Provide information, assistance, and training to member cities and service providers. <ul style="list-style-type: none"> <li>• At least two trainings semi-annually</li> <li>• At least 30% of the training participants complete the post-training satisfaction survey</li> </ul>  | Semi-Annually   |
| <b>1.c</b> | Provide timely updates, presentations, surveys, and quarterly reports on the County’s HI strategies and programs. <ul style="list-style-type: none"> <li>• Quarterly Reports and surveys to the County</li> </ul>   | Quarterly   |
| <b>1.d</b> | Identify and facilitate potential funding, partnership, and collaboration opportunities for SFVCOG cities. <ul style="list-style-type: none"> <li>• At least five discussions and meeting minutes related to partnership, funding, collaboration – Semi-annually</li> <li>• At least one funding opportunity identified and applied – Annually</li> </ul> | <ul style="list-style-type: none"> <li>• Semi-Annually</li> <li>• Annually</li> </ul> |
| <b>1.e</b> | Connect member cities that have finalized Homelessness Plans to regional resources available to support HI strategies. <ul style="list-style-type: none"> <li>• Completion of semi-annual assessment</li> </ul>   | Semi-Annually   |
| <b>1.f</b> | Provide technical assistance to member cities that are developing and implementing homeless related plans/programs including those funded with Innovation Funds. <ul style="list-style-type: none"> <li>• Quarterly Reports to the County</li> </ul>  | Quarterly   |
| <b>1.g</b> | Submit an updated SFVCOG’s regional Homelessness Plan to the County.  | Annually  |

**Task 2: Coordinate with Service Providers and Community Stakeholders (Priority Area 2)**

Through regional coordination, the SFVCOG will continue to support homeless service providers and community stakeholders to implement homeless service programs, access funding opportunities, and collaborate with other cross-sector regional agencies. The SFVCOG aims to increase the collaboration and information sharing related to the County’s HI strategies among groups within the SFVCOG, including SPA 2 CES, San Fernando/Santa Clarita Valley Homelessness Coalition, Los Angeles Homeless Services Authority, etc. A coordinated approach provides resource sharing for targeted subpopulations experiencing homelessness and best practices on key service areas within the homeless response system.

This program consists of:

- Work with regional homeless organizations and coalitions to support the coordination of homeless services in the San Fernando Valley. Attend and serve as a liaison on behalf of SFVCOG at community meetings related to homeless service delivery in the member cities. This includes but is not limited to meetings by SPA 2. Provide ad-hoc updates to local, county, state, and federal elected officials and their legislative offices in the San Fernando Valley about regional programs, activities, and events to prevent and combat homelessness by service providers and community stakeholders. Connect service providers and community stakeholders with relevant funding sources as appropriate.

| <ul style="list-style-type: none"> <li>Coordinate with regional institutional agencies in sectors like education and wildland management to understand the relevant intersection of homeless related issues and how those agencies can help address the SFVCOG region's issues.</li> </ul> |   |                 |
|--|---|-----------------|
|  | <b>Deliverables/Performance Targets</b>   | <b>Timeline</b> |
| <b>2.a</b>   | <p>Serve as a liaison on behalf of SFVCOG at community meetings related to homeless services delivery in the member cities.</p> <ul style="list-style-type: none"> <li>Attend at least one community meeting with corresponding minutes per quarter during the contract term. Narrative to be included in the quarterly reports.</li> </ul> | Quarterly       |
| <b>2.b</b>   | <p>Coordinate with regional institutional agencies in sectors like education and wildland management.</p> <ul style="list-style-type: none"> <li>Narrative to be included in the quarterly reports</li> </ul>   | Quarterly       |

| <b>Task 3: Regional Advocacy and Legislation Activities (Priority Area 2)</b>   |  |                 |
|---|--|-----------------|
| <p>The SFVCOG aims to elevate advocacy around funding and legislation that is relevant to addressing homelessness within the San Fernando Valley sub-region. Information like funding opportunities or COG white papers will be disseminated to its members, fostering greater involvement, and understanding of homeless related issues.</p> <p>This program consists of:</p> <ul style="list-style-type: none"> <li>Participation in County calls and programs, request for information, etc. to provide support in implementing Measure H funding and County's HI strategies in member cities.</li> <li>Review and recommend legislative activities by the SFVCOG Board and the Homeless Working Group on initiatives relevant to addressing homelessness in the SFVCOG region. Assist the drafting of at least one memorandum that recommends a position on at least one key piece of legislation. Submit COG's recommendations on County's effort in addressing homelessness on an annual basis. Program outcome is to increase awareness and involvement of advocacy and legislative initiatives related to homelessness within the SFVCOG region.</li> <li>Provide assistance and analysis to the SFVCOG Executive Director to better engage in advocacy on key legislations on a local, state, and federal level related to homelessness that affect the SFVCOG region. Recommendations will be disseminated to member cities within the SFVCOG region. Support the creation of policy white papers developed by the SFVCOG leadership that will be developed at least once annually. The elevation of advocacy from leadership and white papers supports cities having a greater understanding of homeless-related legislation.</li> </ul> |  |                 |
|   | <b>Deliverables/Performance Targets</b>  | <b>Timeline</b> |
| <b>3.a</b>  | <p>Participate in County calls and programs, request for information, etc.</p> <ul style="list-style-type: none"> <li>Attend at least five sessions and provide briefing to member cities annually.</li> </ul> | Annually        |

|                   |  |                      |
|-------------------|--|----------------------|
| <p><b>3.b</b></p> | <p>Review and recommend legislative activities by the SFVCOG Board and the Homeless Working Group on initiatives relevant to addressing homelessness in the SFVCOG region.</p> <ul style="list-style-type: none"> <li>• At least one legislative memo submitted to the County annually.</li> </ul>   | <p>Annually</p>      |
| <p><b>3.c</b></p> | <p>Provide assistance and analysis to the SFVCOG Executive Director to better engage in advocacy on key legislations on a local, state, and federal level related homelessness that affects the SFVCOG region.</p> <ul style="list-style-type: none"> <li>• At least one policy/white paper developed and disseminated to its members and the County semi-annually.</li> </ul> | <p>Semi-Annually</p> |

**IV. Reporting, Documentation, and Invoices**

The SFVCOG shall provide quarterly reports, complete on-line surveys, and submit invoices, describing progress made on items in Tasks listed above. A final report will be due to the County prior to contract expiration describing the outcomes for all Tasks.

- A. Provide a copy of the any subcontract agreements necessary to implement the funded program in advance for County approval.
  - i. Within 60 days of contract execution
- B. Submit invoices monthly to the County CEO-HI.
  - i. Invoices will not be paid without the associated report describing progress made during the invoicing period
- C. Submit Quarterly Reports and supporting documents.
- D. Submit Final Report
  - i. Prior to contract expiration

All reports, invoices, and required documents must be submitted to the following three email addresses:

Onnie Williams III, Principal Analyst- [owilliams@ceo.lacounty.gov](mailto:owilliams@ceo.lacounty.gov)  
 With copies to:  
[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)  
[HomelessInitiativeCities@lacounty.gov](mailto:HomelessInitiativeCities@lacounty.gov)



**PRICING SCHEDULE  
 SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS**

**Maximum Contract Amount Not to Exceed: \$69,422**

Up to \$69,422 of the total contract budget is to be paid by County for San Fernando Valley Council of Government (SFVCOG) Regional Homelessness Coordination costs. The County may pay up to \$2,500 of the total Regional Homelessness Coordination sum amount of this Contract upon submission and County approval of Regional Homelessness Coordination Implementation Plan detailing contract services.

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

| <b>REGIONAL HOMELESSNESS COORDINATION PROGRAM BUDGET*</b> |                    |             |                     |                     |
|---|--------------------|-------------|---------------------|---------------------|
| <b>STAFFING COSTS</b>                                     |                    |             |                     |                     |
| <b>Position</b>   | <b>FTE/Months</b>  | <b>Rate</b> | <b>Year 1 Total</b> | <b>Year 2 Total</b> |
| Regional Coordinator (Contractor)                         | 0.15 FTE/12 months | \$145/hr    | \$30,000            | \$39,422            |
|   |                    |             | \$                  | \$                  |
|   |                    |             | \$                  | \$                  |
| <b>STAFFING COSTS</b>                                     |                    |             | \$30,000            | \$39,422            |
| <b>OPERATIONS COSTS</b>                                   |                    |             |                     |                     |
| N/A   |                    |             | \$ 0                | \$ 0                |
| <b>PROGRAM OPERATION COSTS</b>                            |                    |             | \$ 0                | \$ 0                |
| <b>REGIONAL HOMELESSNESS COORDINATION SUBTOTAL</b>        |                    |             | <b>\$30,000</b>     | <b>\$39,422</b>     |
| <b>TOTAL CONTRACT SUM</b>                                 |                    |             |                     | <b>\$69,422</b>     |

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