DATE:       June 27, 2023

TO:         Mayor and Council Members

FROM:       Section 8, Housing, and Community Development Block Grant

SUBJECT:    Amendment No. 1 to the Memorandum of Understanding with South Bay Cities Council of Governments to Implement the City of Inglewood Homeless Coordinator Program

RECOMMENDATION:
It is recommended that the Mayor and Council Members approve Amendment No. 1 to the Memorandum of Understanding (MOU) between the South Bay Cities Council of Governments (SBCCOG) and the City of Inglewood regarding the use of SBCCOG’s allocated County of Los Angeles Innovation Grant funds to implement the City’s Homeless Coordinator Project. (Grant Funds)

BACKGROUND:
On June 13, 2017, the County of Los Angeles (County) Board of Supervisors approved Measure H funding allocations in support of the County’s Homeless Initiative strategies to prevent and combat homelessness in the County. Since that time, the SBCCOG, a joint powers authority of sixteen (16) member cities and the County that shares the goal of maximizing the quality of life and productivity in the South Bay region of Southern California, has received a funding allocation of $1,905,000 from County Measure H funding. The agreement with the County allows the SBCCOG to implement programs for the homeless population in the South Bay region. The SBCCOG has worked closely with the cities to ensure each city in its authority has an opportunity to receive funds from the County through the SBCCOG, to help address homelessness.

During Fiscal Year 2020-2021, City staff from the Community Development Block Grant (CDBG) Division applied for funds from the SBCCOG. In the City’s application, the focus was placed on the need for the City to have a dedicated homeless coordinator who would work solely to help those experiencing homelessness in Inglewood. The homeless coordinator assists clients to find and maintain stable housing; works along-side the Inglewood Mental Health and Evaluation Team (I-MET) (Community Affairs Section) to provide street-outreach to persons experiencing homelessness; is a point of contact for those seeking homeless services for Inglewood; and streamlines access to homeless and other essential social services necessary to reduce the reoccurrence of homelessness in the City.

On June 14, 2022, the City Council approved an MOU with the SBCCOG, in the amount of $125,000, to implement the Homeless Coordinator Program for a period of 18 months, ending
June 30, 2023. With the approval of the MOU, the City was authorized to contract with a service provider to take the lead in implementing the Homeless Services Coordinator Program on behalf of the City. On February 7, 2023, the City Council approved an agreement with Catholic Charities of Los Angeles, Inc., to lead the program from its local community services center, St. Margaret’s Center, in Lennox, California. Since May 2, 2023, St. Margaret’s Center has hired a program coordinator who has worked under the direction of I-MET to help five (5) clients receive long-term shelter after a substantial homeless encampment clean-up.

DISCUSSION:
Due to a substantial delay in the program start-up, the City was not able to take advantage of the first six months of the grant award. Therefore, the SBCCOG has granted an extension to the period of performance. Upon approval of Amendment No. 1 to the MOU, the MOU will expire on November 22, 2024.

In addition to extending the period of performance, the City has additional reporting requirements. Effective July 1, 2023, the City must report its accomplishments and program activities to the SBCCOG on a quarterly basis. On a weekly basis, the Homeless Services Coordinator will meet with outreach teams and case managers to review housing plans and behavioral health plans, if applicable, and summarize the results of the meeting with written periodic reports to the City. The periodic progress reports must match the accompanying request for compensation of services rendered through November 22, 2024.

FINANCIAL/FUNDING ISSUES AND SOURCES:
There is no impact to the General Fund to approve the MOU Addendum.

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1: Amendment No. 1 to the MOU with SBCCOG

PREPARED BY:
Roberto Chavez, HUD Programs Manager
Lori Jones, Sr. Program Specialist, Housing Programs

COUNCIL PRESENTER:
Roberto Chavez, HUD Programs Manager
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL: [Signature]
Harjinder Singh, Deputy City Manager

CITY MANAGER APPROVAL: [Signature]
Artie Fields, City Manager
ATTACHMENT NO. 1
FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE CITY OF INGLEWOOD REGARDING THE USE OF ALLOCATED COUNTY INNOVATION GRANT FUNDS TO IMPLEMENT THE CITY’S HOMELESS COORDINATOR PROJECT

RECITALS

A. The parties entered into a Memorandum of Understanding dated June 14, 2022 (“MOU”) in order to implement the Inglewood Homeless Coordinator project.

B. Because the County of Los Angeles has extended its funding agreement with the South Bay Cities Council of Governments, it is necessary to extend the term of the MOU so that the expiration dates of both agreements will align.

C. This extension has no cost impact to any of the parties.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The Term and reporting requirements of the MOU are extended to and shall expire on November 22, 2024.

2. In order to comply with the requirements set forth in the agreement between the County of Los Angeles and the South Bay Cities Council of Governments, the reporting requirements in the MOU are hereby modified to read as follows:

Reporting Requirements
On a weekly basis the Homeless Coordinator is expected to meet with outreach teams and case managers; and review housing plans and behavioral health plans if applicable. The Homeless Coordinator will identify gaps in service delivery, and help identify solutions to bridge those gaps. Additionally, the Homeless Coordinator will maintain a caseload. The following reporting metrics are required on a quarterly basis:

- 12 participant case load
- 4 participants referred to general shelter, safe parking, or other interim sites
- 3 participants placed into permanent housing
- Link eligible participants to behavioral health providers and develop a behavioral health plan with the providers
- Develop housing plan for participants on caseload

Reporting Requests
Additionally, The SBCCOG has provided Client Aid to many of our Case Managers. As part of the Client Aid process, the SBCCOG will attempt to gain a better understanding of the participant’s situation. For example, when a Case Manager requests a motel stay, the SBCCOG will ask questions such as: why a shelter stay will not work; does the individual exhibit any acuities; does the individual have income for food/transportation, etc.. As such, the SBCCOG has created a list of fields we would like to track, please see below.
Requested fields

- Case manager name
- Individual’s first name
- HMIS ID (if known)
- Date of birth and or Year of birth
- Race and Ethnicity; Gender
- City of residence (from provided LAHSA SPA 8 city list)
- Housing status (Shelter, Street, RV/Vehicle, Couch Surfing, etc.)
- Length of homelessness
- Length of time in current city
- If less than one year, previous location
- Other organizations they are working with
- If family or friends can offer housing
- Monthly income; Income type/types
- Work status
- Eviction history
- Approximate credit score (if known, 300 - 850)
- If open to shared housing/If open to shelter (congregate, non-congregate)
- Pets
- EHV/Housing Voucher status, if applicable
- Needed documents
- Self-Assessed Physical impairment
- Self-Assessed Mental health impairment
- Case manager observation: “Acknowledging inability to diagnose, may mental health or behavioral health impair individual’s ability to meet their housing and/or stability goals?”
- Substance use; Frequency of use; Effect of substance use on goals
- History of domestic violence
- Current legal concerns, if any
- History of Megan's Law

SBCCOG recognizes that non-profit partners may be reluctant to share some of the requested information. The SBCCOG is willing to work with the City to gather this information in a flexible and not burdensome manner.

This First Amendment to Memorandum of Understanding is executed and shall take effect as of July 1, 2023.

**Inglewood Homeless Coordinator Project MOU Signees:**

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

By:________________________

Jacki Bacharach, Executive Director/Board Secretary

**CITY OF INGLEWOOD**

By:________________________

James T. Butts, Jr., Mayor