

Pursuant to Assembly Bill 361 members of the Social Services Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing SocialServicesCommission@TorranceCA.gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following <https://bit.ly/2XLJDvq>
US: +1 669 900 9128 Webinar ID: 940 9908 4932 Passcode: 467182

The Social Services Commission is an advisory body to the City Council that generally meets on the fourth Thursday of each month at 6:00 p.m. The Commission may make recommendations to the City Council on Veterans affairs, homeless issues, adults with development disabilities, and children with special needs. All meetings are open to the public except for those portions that under law may be considered in closed session.

Staff reports are available for review at the Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Social Services Commission liaison at 310.618.5880. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at (310) 618-5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

TORRANCE SOCIAL SERVICES COMMISSION AGENDA
APRIL 28, 2022
REGULAR MEETING
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS
SOCIAL SERVICES COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

1. CALL MEETING TO ORDER

ROLL CALL: Commission Members Funes, Leys, Reynolds, Sansalone, Scotto, Witt, Chair Bickford

2. FLAG SALUTE: Commissioner Scotto

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, April 21, 2022.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: MARCH 2022

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE PRESENTATION FROM MERCEDES LOWERY, COMMUNITY SERVICES MANAGER FOR HARBOR REGIONAL.

7B. ACCEPT AND FILE PRESENTATION FROM AMY SIMONS, CHIEF OPERATION OFFICER OF MOMENTUM PEDIATRIC THERAPY NETWORK.

7C. APPROVE DATE FOR AN IN-PERSON VETERANS APPRECIATION EVENT, AND DISCUSS ELEMENTS FOR THE IN-PERSON AND VIRTUAL PROGRAM.

7D. ACCEPT AND FILE REPORT FROM STAFF ON THE CITY'S PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE.

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

9A. Adjournment of the Social Services Commission Meeting to May 26, 2022 at 6:00 p.m.

March 24, 2022

**MINUTES OF A MEETING OF THE
TORRANCE SOCIAL SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Social Services Commission convened in a regular session at 6:00 p.m. on Thursday, March 24, 2022 via teleconference or other electronic means.

ROLL CALL

Present: Commissioners Leys, Reynolds, Sansalone, Scotto, Witt and Chairperson Bickford

Absent: Commissioner Funes

Also Present: Deputy City Manager Hoang

2. FLAG SALUTE

The pledge of Allegiance was led by Commissioner Reynolds.

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

Deputy City Manager Hoang stated that the agenda for the Social Services Commission was properly posted on March 17, 2022 on the Public Notice Board by the City Clerk's office and the City's website.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

Deputy City Manager Hoang stated that there were no withdrawn or deferred items or supplemental items.

5. ORAL COMMUNICATIONS

None

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: February 24, 2022

MOTION: Commissioner Witt moved to approve Item 6A; motion was seconded by Commissioner Reynolds. The motion passed by a unanimous roll call vote. (Absent: Commissioner Funes)

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE PRESENTATION BY 1736 FAMILY CRISIS CENTER

Deputy City Manager Hoang welcomed Michele Nadeau, Volunteer and Outreach Coordinator with the 1736 Family Crisis Center. Ms. Nadeau explained that the Center served homeless youths in crisis, veterans, victims fleeing domestic violence and their children and victims of sex and labor trafficking. She noted that the center had 4 domestic violence shelters and a youth shelter in the South Bay area, and yearly, reached over 24,000 individuals in Los Angeles and Orange County through direct service and community educational outreach. She

explained that the Center offered crisis and emergency services through five 24-hour domestic violence and suicide hotlines and noted that the hotlines served all of the Center's populations. She reported that the Center worked alongside the Domestic Abuse Response Team through the Harbor Division of Los Angeles Police Department. She discussed the wrap-around supportive services that the Center provided for all of their populations: clinics, medical assistance, therapy for individuals and families, links to other community-based programs, legal services and documentation, mental health support, housing services and assistance, parenting support groups, case management and housing navigators and job placement.

Ms Nadeau thanked the Commission for the donations from their annual toiletry drives and stated that she would be happy to present to any groups on behalf of the Commission.

MOTION: Commissioner Witt moved to accept and file presentation from 1736 Family Crisis Center; motion was seconded by Commissioner Sansalone. The motion passed by a unanimous roll call vote. (Absent: Commissioner Funes)

7B. ACCEPT AND FILE PRESENTATION BY COMMUNITY SERVICES DEPARTMENT REGARDING ADAPTIVE RECREATION PROGRAMS OFFERED THROUGH RECREATION SERVICES DIVISION

Deputy City Manager Hoang presented the report for the item and introduced Ms. Bug, a parent of a participant in the Adaptive Recreation Program and Program Coordinator Charlene Walker from the Community Services Department.

Coordinator Walker explained that the adaptive recreation-based program had been offered for 38 years for individuals with intellectual disabilities. She noted that there were currently over 100 PALS (People Actively Learning and Sharing) members in the program. She stated that the participants had a wide variety of disabilities, but that the majority had a diagnosis of autism, Down syndrome or cerebral palsy. She described the staffing for the Department and noted that there were 4 part time staff members and 10 -20 volunteers who supported the sports program. She reported that there was an annual fee of \$20 for residents and \$25 for non-residents and noted that members received a monthly newsletter.

She explained that there were three components of the program:

- PALS – social club with activities for participants 12 years or older
- Special Olympics – South Bay/Torrance, part of the Southern California Special Olympics organization.
- Adaptive Sports Program-recreational activities. No limit on the number of sports to participate in.

Program Coordinator Walker listed some of their community partners:

- Friends of Torrance Exceptional Athletes (FOTEA), a non-profit Board formed by the parents of PALS athletes and community members, who fundraised throughout the year to support the activities and sponsor events and awards for the athletes.
- Torrance Sunrise Rotary-donated money to FOTEA
- Harbor Regional Center's distributed the Department's activity information to their clients, as PALS members were also clients of Harbor Regional Center
- Friends of Torrance Theater Company-offered theater games (pre-COVID)

- Southbay Bocce Club- demonstrated and offered clinics
- Kiwanis Club of Torrance-donated benches at the bocce courts

Coordinator Walker introduced Angi Bug, President of Friends of Torrance Exceptional Athletes (FOTEA) and parent of a participant in the Program. Ms. Bug explained that FOTEA did fundraising for the Program: to cover the costs for tournament fees, uniforms, sports equipment, skill training clinics, and gift cards for participants and events.

MOTION: Commissioner Witt moved to accept and file presentation by Community Services Department regarding Adaptive Recreation programs offered through Recreation Services Division; motion was seconded by Commissioner Leys. The motion passed by a unanimous roll call vote. (Absent: Commissioner Funes)

7C. DISCUSS A 2022 VETERANS RECOGNITION EVENT

Deputy City Manager Hoang presented the report for the item and requested that the Commission consider several items regarding the Veterans recognition event which could be brought back for discussion at the April meeting.

Deputy City Manager Hoang confirmed that staff would bring back for discussion at the April meeting: potential dates for an in-person event in October, possibly with resource booths and a food element, and on-line recognition event for the week of Veteran's Day.

8. COMMISSION ORAL COMMUNICATIONS

Commissioners Leys and Witt reminded the Commission of the upcoming City election.

In response to a question, Deputy City Manager Hoang stated that he could agendize an item, if the Commission wished, to discuss Homeless Court.

Deputy City Manager Hoang stated that the results of the Homeless Count would not be available until July.

Deputy City Manager Hoang reminded the Commissioners who had volunteered for the toiletry drive of the time of the event on Saturday.

Deputy City Manager Hoang announced that Management Associate Gent was attending a management training event.

9. ADJOURNMENT

9A. At 7:36 p.m., Commissioner Witt moved to adjourn the meeting to the regular meeting on Thursday, April 28, 2022 at 6:00 p.m. via teleconference or other electronic means. The motion was seconded by Commissioner Leyes and the motion passed by a unanimous roll call vote. (Absent: Commissioner Funes)

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Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Accept and File Presentation from Mercedes Lowery, Community Services Manager for Harbor Regional Center.

RECOMMENDATION

Recommendation of staff that the Social Services Commission accept and file a presentation from Mercedes Lowery, Community Services Manager for Harbor Regional Center.

BACKGROUND AND ANALYSIS

Harbor Regional Center is one of 21 centers in California operating under contract with the California Department of Developmental Services. Harbor Regional Center began providing services in 1973. The legislation that created the regional center system is called the Lanterman Developmental Disabilities Act. It is named after Mr. Frank Lanterman, a California legislator with vision who first conceived this unique and progressing government-private sector partnership. The Lanterman Act sets forth in detail the mandates under which regional centers operate. The major source of funding is a combination of state and federal government programs, but Harbor Regional Center receives funding for specific projects or purposes from foundations, businesses, and individuals.

This evening, staff has asked Ms. Lowery to provide an overview of the program including who the program seeks to assist and how the program is accessed. Ms. Lowery will also provide ways in which the City can support the program and address questions from your Honorable Body.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Accept and File Presentation from Amy Simons, Chief Operating Officer of Pediatric Therapy Network

RECOMMENDATION

Recommendation of staff that the Social Services Commission accept and file a presentation from Amy Simons, Chief Operating Officer of Momentum Pediatric Therapy Network.

BACKGROUND AND ANALYSIS

Momentum Pediatric Therapy Network is dedicated to advancing the independence, productivity, and full citizenship and adults with disabilities and medical conditions.

Momentum Pediatric Therapy Network is unlocking the power that comes from integrating all individuals into society. Momentum PTN help individuals with disabilities at all stages of lives. They assist families, by guiding new parents on the best path. Momentum Pediatric Therapy Network works to improve the lives of those who care endlessly for the individuals supported. As a family of organizations, they partner with employers and other organizations to create ways in which they can tap into the skills of everyone. Momentum PTN advocate with policymakers, reaching out to raise awareness and understanding for the people they support. Through their dedication, support and advocacy, they are transforming the quality of life for everyone.

This evening, staff has asked Ms. Simons to provide an overview of the program including who the program seeks to assist and how the program is accessed. Ms. Simon will also provide ways in which the City can support the program and address questions from your Honorable Body.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Approve Date for an In-Person Veterans Appreciation Event, and Discuss Elements for the In-Person and Virtual Programs

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve Friday, October 21, 2022 as the date for an in-person Veterans Appreciation Event, and discuss elements for the in-person and virtual programs.

BACKGROUND AND ANALYSIS

At the March 24, 2022 Social Services Commission meeting, the Commission discussed holding a hybrid Veterans Appreciation Event for 2022. In their discussion, the Commission sought to achieve an in-person element, which could include an appreciation meal and a resource fair with organizations that provide Veterans services. Discussion also included a virtual element, which could be messages of appreciation from the community.

Paramount to the Commission and staff's discussion is maintaining health and safety of attendees. Staff noted that for the last two years, a surge related to COVID tends to happen as the weather cools and people are in indoor spaces with greater frequency. The Commission and staff noted that if an in-person event could happen before the weather cools, the gathering could primarily happen in an outdoor space. The Commission also noted that the remainder of the Veterans Appreciation program could happen the week of Veterans Day, which has historically been designated as Military Veterans Appreciation Week in the City of Torrance.

At the conclusion of the discussion, the Commission requested that staff bring back options to consider for a hybrid Veterans Appreciation Event for 2022. Staff is bringing back the following for your Honorable Body's consideration:

Date of In-Person Event

- Friday, October 21, 2022: City Hall is closed this day and would allow for the Commission liaisons and City Manager staff to fully support the event. Staff has reserved the Toyota Meeting Hall and Torino Plaza. Specific times of the event can be determined once the event elements are identified.

Elements of the In-Person Event

- Resource Fair: Similar to the 2017, 2018, and 2019 events, the 2022 in-person event can include booths with service providers and social organizations that may be of interested to Military Veterans and their families. City staff have already received one request from an organization interested in participating in a resource fair for Veterans.
- Meal: Staff have identified several Torrance-based businesses that can provide boxed lunches for under \$15. The boxed lunches may be a safer option for the Commission to consider, as opposed to the buffet-style lunch of previous events. Additionally, should participants be concerned about close contact with others, participants may choose to take their boxed lunch to go. Based on previous attendance, City staff believe that the Commission's budget for this event is adequate for this expense.
- Raffle: Should the Commission wish to have a raffle event, staff recommends that a member of the Commission coordinate the event, including solicitation and pick up of items.
- Program: The in-person event will include a very simple program, with a Flag Salute, Honor Guard, Welcome from the Social Services Commission Chair and the Torrance Mayor, and a DJ for patriotic music.

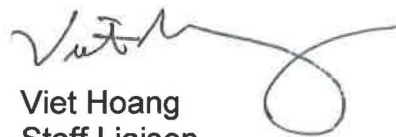
Elements for the Virtual Event

- Military Veterans Appreciation Week in the City of Torrance: November 6 – 12, 2022.
- Online Program: Short video messages of appreciation from elected officials and members of the community that can be put online, YouTube, and played on CitiCABLE throughout week.
- Dedicated webpage with resources.

Respectfully submitted,



Zulma Gent
Staff Liaison



Viet Hoang
Staff Liaison

Commission Meeting of
April 28, 2022

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

**SUBJECT: ACCEPT AND FILE REPORT FROM STAFF ON THE CITY'S
PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE**

RECOMMENDATION

Accept and file presentation from staff on the City's progress in addressing homelessness in Torrance.

BACKGROUND AND ANALYSIS

At the April 12, 2022 Torrance City Council meeting, City Council awarded a consulting services agreement to Harbor Interfaith Services, Inc. of San Pedro, CA to provide interim housing services for the Torrance Temporary Housing Program. At this evening's Commission meeting, staff will provide a similar report to the Social Services Commission, including updated information about progress the City is making towards full program activation.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Attachment: Agenda Item 9A from the April 12, 2022 City Council Meeting

Council Meeting of
April 12, 2022

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

SUBJECT: City Manager – Appropriate Funds, Award a Consulting Services Agreement to Provide Interim Housing Services for the Torrance Temporary Housing Program, and Authorize the City Manager to Sign Agreement. Expenditure: Not to Exceed \$1,555,998 (Non-General Fund)

RECOMMENDATION

Recommendation of the City Manager that City Council:

- 1) Appropriate \$1,555,998 from the Permanent Local Housing Allocation (PLHA) Grant to a grant project; and
- 2) Award a consulting services agreement to Harbor Interfaith Services, Inc., of San Pedro, CA (RFP B2022-09) in the amount of \$1,555,998 to provide interim housing services for the Torrance Temporary Housing Program at 3290 Civic Center Drive from April 12, 2022 to June 30, 2023; and
- 3) Authorize the City Manager as the City's signatory for this agreement and to act on the City's behalf with respect to the agreement and all decisions in connection with the agreement.

FUNDING

Funding is available as follows:

Source	Amount
PLHA Grant: 2019	\$444,374
PLHA Grant: 2020	\$690,696
PLHA Grant: 2021 (Estimated)	\$420,928
Total	\$1,555,998

BACKGROUND

On June 22, 2021, City Council approved the Torrance Civic Center grounds to be the site of a 12-month pilot period for a temporary housing program. The program couples temporary shelter for people experiencing homelessness with case management and housing navigation services. The ultimate goal of the temporary housing program is for participants to achieve permanent housing solutions.

On January 25, 2022, City Council awarded a product and services agreement to Pallet SPC of Everett, Washington for the purchase and assembly of forty 64-square foot temporary housing units (tiny homes); one guard booth; three 100-square foot staff

trailers; four toilets (two ADA-compliant); three showers (one ADA-compliant); and one laundry facility (four washers and dryers). The expenditure for the agreement is \$614,264.97 (non-General Fund) and is funded by the Office of Los Angeles County Supervisor Fourth District; South Bay Cities Council of Governments Innovation Grant; Community Development Block Grant CARES Grant; and a private donation from a community business. Staff anticipates that the units will be delivered and assembled in early June 2022.

In approving the Torrance Civic Center grounds to be the site of a 12-month pilot period, City Council also directed staff to continue exploring other sites in the City that might be viable locations for the temporary housing program. Staff has been reviewing potential alternate locations and providing City Council with regular updates and will continue doing so. The recommendation before your Honorable Body tonight is specific to selecting an interim housing services provider, who will provide day-to-day operational management of the temporary housing program, including engaging residents of temporary housing in case management, support services, and housing navigation.

The City opened a Request for Proposal (RFP) for bids from vendors to provide interim housing services for a period of 12 months and the RFP was made public on January 24, 2022. In addition to the City's usual procedure of posting the RFP on the City of Torrance, City Clerk's Bids and Request for Proposals page, City staff emailed the RFP to seventeen service providers, all of whom the City has interacted with in the past in matters related to homelessness, or were providers referred to the City by a current community partner. Ultimately, three vendors submitted proposals for this RFP by the February 14, 2022, submission deadline, including Equitable Social Solutions, LLC; Harbor Interfaith Services, Inc.; and The Midnight Mission.

ANALYSIS

The Proposals Evaluation Team reviewed the submittals received by the City and rated the three vendors. In addition to reviewing their submitted proposals, the Evaluation Team interviewed Harbor Interfaith Services, Inc. and The Midnight Mission.

Equitable Social Solutions, LLC, submitted a proposal with a total price to complete the work described in the RFP of \$2,950,979. While the RFP did encourage vendors to submit proposals that exceed the estimated annual budget of \$1,168,000, the proposed price submitted by Equitable Social Solutions, LLC, far exceeded the estimated budget, and the City did not interview this vendor.

The table below displays the vendors with the evaluation criteria and corresponding averaged scores:

Evaluation Criteria	Maximum Possible Points	Equitable Social Solutions, LLC	Harbor Interfaith Services, Inc.	The Midnight Mission
Project Approach	15	10	14	12
Program Knowledge	15	11	15	12
Regional Experience	10	3	10	6
Staffing and Project Organization	25	20	23	23
Innovation and Relationships	15	11	14	13
Cost Effectiveness	20	1	20	19
Total Points	100	56	96	85

The following table displays final ranking of the submitted proposals:

Ranking	Vendor Name	City	State	Proposal Price
1	Harbor Interfaith Services, Inc.	San Pedro	CA	\$1,555,998*
2	The Midnight Mission	Los Angeles	CA	\$1,595,976
3	Equitable Social Solutions, LLC	Louisville	KY	\$2,950,979

*Proposal price was adjusted to correct calculation error. Harbor Interfaith Services, Inc. is still the lowest bidder after adjustment.

Harbor Interfaith Services, Inc.

Harbor Interfaith Services, Inc. (HIS) is the result of a 1987 merger between two San Pedro organizations: FISH, The Emergency Food Pantry and Advocacy Center (1975); and Harbor Interfaith Shelter (1983). The mission of HIS is to empower the homeless and working poor to achieve self-sufficiency by providing support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training.

Program Knowledge

HIS currently operates three interim housing programs in the South Bay region, including two congregate facilities, one with 40 beds and one with 100 beds, in San Pedro. HIS currently operates one non-congregate facility in Redondo Beach, which has 15 beds. The Evaluation Team noted that the non-congregate facility in Redondo Beach is similar to the project approach and has similar project outcomes as the Torrance Temporary Housing program.

The Pallet Shelter facility in Redondo Beach was established in December 2020. As of the submission of their proposal, HIS has served 40 individuals, with 100% of the individuals having a housing plan developed. Two of the 40 were exited to another program, such as a substance use disorder program. Twenty-one of the 40 have transitioned from the temporary program to a permanent housing program, such as Rapid Rehousing, reunification, or a voucher rental subsidy. An additional fifteen of the 40 individuals are in the housing pipeline, which means they have referred to a permanent housing program and are waiting approval, or who have been approved and are looking for a suitable rental unit.

As City staff have noted in previous presentations to City Council, outcomes can vary greatly depending on a number of factors, most notably, the availability of permanent housing programs to transition individuals from temporary to permanent housing. Additionally, limited treatment services is also a factor impacting outcomes.

Regional Experience

The Evaluation Team noted the exceptional regional experience that HIS possesses in the South Bay region, as well as their experience in the City of Torrance.

Torrance is in the LA County Service Planning Area (SPA) 8 region. HIS is the lead CES agency for SPA 8 and has been funded by Measure H to cover the region's 27 cities and neighborhoods. As the lead CES agency, HIS facilitates the coordination and management of the homeless response system's resources in the region, putting the agency in a unique position to understand services available and providers of these services.

In addition to their regional knowledge, HIS has deep knowledge of homelessness in Torrance. Since February 2021, the City has retained one Outreach Worker / Housing Navigator to partner with the Torrance Police Department and City staff in offering services to the unhoused community. In the first twelve months of having a dedicated Outreach Worker / Housing Navigator in Torrance, HIS has placed thirteen individuals in permanent housing, and fourteen individuals are in the housing pipeline, which means they have referred to a permanent housing program and are waiting approval, or who have been approved and are looking for a suitable rental unit.

Staffing and Subcontractors

In developing the minimum staffing levels identified in the RFP, staff reviewed RFPs of other communities that have similar non-congregate, temporary housing. Staff spoke with staff from the County of Los Angeles, who have experience in helping communities identify funding for interim housing projects. Lastly, staff reviewed Torrance City Council direction regarding security staffing levels for the site. The following minimum staffing levels were included in the RFP:

Personnel	Role	Full Time Equivalent
Program Manager	Perform day-to-day administrative oversight, provide staff supervision, and serve as a primary point of contact for questions and concerns.	1.0
Intake Coordinator	Conduct intake for new residents of the temporary housing program.	1.0
Case Manager	Develop housing plan, coordinate support resources, and evaluate progress towards achieving elements of housing plan.	2.0
Custodian/Maintenance	Maintain cleanliness of site and perform basic maintenance of equipment.	2.0

24/7 Personnel	Role	Full Time Equivalent
Resident Aides (two during day/evening)	Respond to needs of residents of program, maintain safety of site, and provide support for residents to make progress towards housing plan.	5.6
Resident Aides (one during night)	Respond to needs of residents of program, maintain safety of site, and provide support for residents to make progress towards housing plan.	2.8
Security Services	Maintain safety of site.	Vendor shall maintain a minimum of two (2) security officers on-site, 24 hours a day, 7 days per week.

In discussion with HIS to finalize a scope of work, HIS staff noted that based on their past experience, hiring individuals who perform both the role of intake coordinator and case manager allows for the greatest flexibility, and reduces the need for one role. As such, the scope of work with HIS reflects 2.0 full time equivalent Case Manager / Intake Coordinator positions. When the site is first fully activated, the Case Manager / Intake Coordinator position will focus on conducting intake for new residents of the program. As the number of units fill, the role will transition to focus more time towards case management responsibilities.

In regard to onsite security, HIS has been using Black Knight Patrol since 2018 to provide security services for all of their interim housing programs. As noted in their proposal, HIS will contract with Black Knight Patrol to provide two security officers at all times at the temporary housing site.

With all employers facing unprecedented resignations, staff specifically asked HIS during their interview to address how they address turnover. HIS noted that in addition to internal human resources practices, such as recognizing employees and engaging employees in process improvement, the organization has established relationships with subcontractors who are able to provide coverage should there be an unexpected departure of a staff person. This has a secondary benefit of allowing HIS to identify potential talent to hire, based on observable performance.

Funding for 12-Month Pilot

As part of the Building Homes and Jobs Act, approved by California's legislature in 2017, a \$75 recording fee was established in real estate documents. The act sought to increase the supply of affordable housing in California. The legislation directed the California Department of Housing and Community Development to allocate 70% of the revenue collected to the PLHA program.

Under PLHA, funding is provided through formula grants to entitlement program over a five-year funding period, Torrance is an entitlement jurisdiction and is eligible to receive an estimated \$2,666,244 over the five-year funding period.

Torrance's allocation of PLHA funds can only be used for certain eligible activities. The duties described in the scope of work for the RFP are eligible activities under this funding source.

On October 26, 2021, City Council conducted a public hearing and adopted a resolution authorizing the application for the PLHA Program and adopting the PLHA Five-Year Plan. As a first-time applicant, the City of Torrance was able to immediately apply for \$444,374 in the first-year (2019) allocation, and \$690,696 in the second-year (2020) allocation. The City anticipates in that in May 2022, the City will be able to apply for approximately \$510,391 for the third-year (2021) allocation.

In January 2022, City staff received notification of approval of the City's application for the first and second-year allocations. A Standard Agreement between the State of California and the City of Torrance is currently in development by the State's Contracts Department.

Staff anticipates that, after accounting for the allowable 5% administrative expenses, the remaining \$1,563,188 in PLHA funds (2019, 2020 and 2021 allocation years) will be available to fully fund the first 12-months of operating expenses associated with this interim housing project.

Funding for Program Beyond 12-month Pilot

As previously noted, City Council approved the Torrance Civic Center grounds to be the site of a 12-month pilot period for a temporary housing program. City staff have been working with alternate funding partners to address funding in the future, should City Council choose to expend the interim housing program beyond the 12-month pilot period.

As noted in the RFP, City staff provided a budget of \$1,168,000 for 12-months of operations for this interim housing project. This budget was based on feedback that some funding sources may limit funding to a maximum daily rate of \$80 per bed.

Completing this RFP process has helped staff understand that achieving a daily rate of \$80 per bed is exceedingly difficult, given the increase in labor wages for providers to remain competitive, and the impact that inflation has had on materials and supplies required to operate a program (e.g. food for three daily meals, linens, hygiene supplies, and office supplies).

Staff continues to explore funding options, and based on the expressed desire of the City's key partners to ensure a successful program, staff reasonably believe that should City Council approve of the extension of the Torrance Temporary Housing program beyond the 12-month pilot period, staff will be able to identify funding sources to maintain operations of the site.

Next Steps

Completion of site design requires final selection of the vendor for temporary housing units and accessory units. Site design requires a comprehensive understanding of technical specifications, such as electrical and water connections, of housing and

accessory units. Additionally, finalization of site design requires simply knowing the number of housing and accessory units so that the site can be properly arranged for safety.

Should your Honorable Body concur with staff's recommendation, staff will proceed with the following:

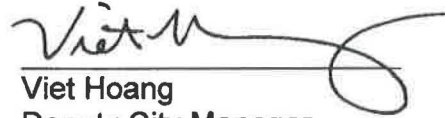
Action	Responsible Party	Anticipated Timeline
1. Execute agreement with Harbor Interfaith Services, Inc.	City Staff, HIS Staff	April 12, 2022
2. Develop HIS implementation plan.	HIS Staff as primary, with approval by City staff	By May 15, 2022
3. Implement plan.	HIS Staff	May 15 – July 1, 2022
4. Develop list of unhoused Torrance individuals to place in interim housing.	HIS Staff, Outreach Worker / Housing Navigator, City Staff	April 12 – July 1, 2022
5. Complete site preparation.	City Staff	By June 6, 2022
6. Receive Pallet Delivery to site and assemble housing units.	Pallet SPC City Staff	Week of June 6, 2022
7. Complete all ancillary pre-activation elements, including HIS staff set-up and vendor coordination.	HIS Staff, City Staff	By June 26, 2022
8. Conduct ribbon cutting and three walk-through events for the community to interface with operator and City officials.	HIS Staff, City Staff	By June 27, 2022
9. Conduct intake with first resident of Torrance Temporary Housing program.	HIS Staff	June 30, 2022

In closing, staff would like to sincerely thank Torrance Management Assistant Adrian Fajardo for identifying PLHA as a funding source, preparing the PLHA application, and coordinating this RFP process. Staff would also like to thank Ivan Sulic, Field Deputy for Los Angeles County Board of Supervisors Fourth District, and Ashlee Oh, Principal Analyst for Los Angeles County CEO Homeless Initiative Office, for their ongoing support to identify funding sources to advance the Torrance Temporary Housing program.

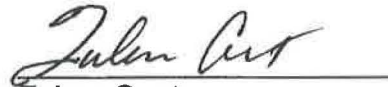
Respectfully submitted,



Danny Santana
Assistant City Manager



Viet Hoang
Deputy City Manager



Zulma Gent
Management Associate

CONCUR:



Aram Chaparyan
City Manager

Attachment:

- A) Contract Services Agreement

Council Meeting of
April 12, 2022

Honorable Chair and Members
 of the Employee Relations and Public Safety Committee
 City Hall
 Torrance, California

Members of the Council:

SUBJECT: City Manager's Office - Supplemental #1 for Item 9A – Appropriate Funds, Award Consulting Services Agreement to Provide Interim Housing Services

The Staff Report for Item 9A – Appropriate Funds, Award a Consulting Services Agreement to Provide Interim Housing Services for the Torrance Temporary Housing Program, and Authorize the City Manager to Sign Agreement, inadvertently omitted the following information, which should have been included under “Next Steps” of the report:

Since the City Council’s January 25th award to Pallet, staff has finalized all aspects of “On-Site” design, including the finalized site layout plan and anchoring details, all plumbing (sewer, water, natural gas) designs for infrastructure lateral tie-ins and connections to the laundry, bathroom and shower structures, and electrical drawings and load calculations for the meter side of electrical distribution within the site.

The site designs have been submitted to Community Development for interdepartmental routing and have completed all aspects of plan check. Staff has also been working closely with Southern California Edison (SCE) for service delivery to the on-site meter. Due to the incorporation of additional on-site services to reduce on-going operating costs with laundry service and water delivery/wastewater removal, it was determined that new power service delivery was required to the site. This requires additional power infrastructure improvements within Civic Center Drive, which have been designed by SCE with close coordination by various City teams, including Public Works, General Services and Community Development.

The City Manager’s office has been working closely with LA County Fourth District Supervisor Hahn’s office and multiple LA County Offices and Departments to secure additional funding to fully cover all of these associated expenses. As of the preparation of this item, Supervisor Hahn has filed a motion for up to \$450,000 in additional funding and is agendized for the County Board of Supervisors regular meeting of April 5th. A supplemental will be prepared detailing any updates that are available prior to the City Council’s meeting of April 12th.

As an update, on April 5, 2022, Los Angeles County Supervisor Janice Hahn filed a motion for \$495,000 in Measure H Funds to cover expenses associated with site

SUPPLEMENTAL MATERIAL #1

9A

preparation for the Torrance Temporary Housing program. At their Board meeting on April 5th, the Board of Supervisors approved the motion. Torrance will receive \$450,000 to support site preparation, in addition to the Supervisor's previous commitment of \$450,000 to cover costs associated with the acquisition of Pallet Shelter units. The allocation includes \$45,000, which will be retained by the Los Angeles County Development Authority for administrative costs related to the Project.

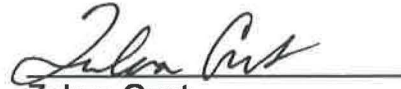
Respectfully submitted,



Danny Santana
Assistant City Manager



Viet Hoang
Deputy City Manager



Zulma Gent
Management Associate

CONCUR:



Aram Chaparjian
City Manager

Attachment:

- A) Press Release: County of Los Angeles Supervisor – Fourth District
Hahn Secures \$495k in additional funding for Torrance Pallet Shelter Project

Hoang, Viet**Subject:** RELEASE: Hahn Secures \$495K in additional funding for Torrance Pallet Shelter Project

COUNTY OF LOS ANGELES SUPERVISOR · FOURTH DISTRICT

JANICE

MEDIA RELEASE

FOR IMMEDIATE RELEASE

April 5, 2022

Contact: Liz Odendahl, Supervisor's Communications Director
O: (213) 974-4444, C: (213) 379-6301, lodendahl@bos.lacounty.gov

Hahn Secures \$495K in additional funding for Torrance Pallet Shelter Project

Torrance, CA – Today, Los Angeles County Supervisor Janice Hahn secured \$450,000 in Measure H funds for the homeless shelter project under development in Torrance's Civic Center. This is in addition to Supervisor Hahn's previous commitment of \$450,000 to cover start-up costs for the project.

"This shelter in Torrance is important and is going to allow us to more easily help unhoused residents get off the street and into housing," said Supervisor Janice Hahn. "I am hopeful that this new funding will help the City of Torrance get this shelter up and running more quickly and I stand ready to help in any other way I can."

Supervisor Hahn's motion was unanimously approved by the Board of Supervisors today. [Read the full motion here.](#)

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