



San Gabriel Valley Council of Governments

AGENDA AND NOTICE OF THE MEETING OF THE HOMELESSNESS COMMITTEE

Wednesday, May 6, 2020 -- 10:00 AM
TELECONFERENCE/WEBINAR

Chair
Becky Shevlin
City of Monrovia

Vice-Chair
Margaret Clark
City of Rosemead

MEMBERS
Baldwin Park
Claremont
Duarte
Glendora
Irwindale
Monrovia
Pomona
Rosemead
LA County Supervisorial
District #1
West Covina

EX OFFICIO
J. Lyons
W. Huang

Thank you for participating in today's meeting. The Homelessness Committee encourages public participation and invites you to share your views on agenda items.

MEETINGS: *Regular Meetings of the Homelessness Committee are held on the first Wednesday of each month at 8:30 AM at the West Covina Council Chambers Meeting Room (1444 W. Garvey Avenue S., West Covina, CA 91790).* The Meeting agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvkog.org. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF COVID-19: On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local State of Emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new Order issued by the Governor and ensure the safety of Board Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the Homelessness Committee meeting scheduled for April 1, 2020 will be not be allowed. Members of the public may view the meeting live on the SGVCOG's website. To access the meeting video, log onto www.sgvkog.org,

Public comments can be submitted electronically by emailing Timothy Kirkconnell at TKirkconnell@sgvcog.org at least 1 hour prior to the scheduled meeting time. Emailed public comments will be read into the record. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Katie Ward at least 48 hours prior to the meeting at (626) 457-1800 or at kward@sgvcog.org.

CITIZEN PARTICIPATION: Your participation is welcomed and invited at all Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE COMMITTEE: At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Committee may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Committee can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Committee.

PRELIMINARY BUSINESS

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to the next regular meeting (*It is anticipated that the Committee may take action on these matters*)

CONSENT CALENDAR (*It is anticipated the Committee may take action on the following matters*)

5. Homeless Committee Meeting Minutes – 4/1/2020 (Page 1)
Recommended Action: Approve.

PRESENTATIONS (*It is anticipated the Committee may take action on the following matters*)

6. Project Roomkey & Hotel Program Update – Los Angeles Homeless Services Authority & the Homeless Initiative (William Lehman & Jeffrey Proctor, LAHSA & Elizabeth Ben-Ishai, Homeless Initiative) (Page 3)
Recommended Action: For information only.
7. SGVCOG Hygiene Program – San Gabriel Valley Council of Governments (Caitlin Sims) (Page 13) *Recommended Action: For information only.*

UPDATE ITEMS (*It is anticipated the Committee may take action on the following matters*)

8. SGVRHT Updates – San Gabriel Valley Council of Governments (Caitlin Sims) (Page 21)
Recommended Action: For information only
9. Federal, State, & County COVID-19 Response – San Gabriel Valley Council of Governments (Timothy Kirkconnell) (Page 25)
Recommended Action: For information only

LIAISON REPORTS (*It is anticipated the Committee may take action on the following matters*)

10. Los Angeles Homeless Services Authority
11. United Way Everyone In
12. San Gabriel Valley Homeless Consortium
13. Union Station Homeless Services

CHAIR'S REPORT (*It is anticipated the Committee may take action on the following matters*)

ADJOURN



SGVCOG Homelessness Committee Proposed Minutes

Date: April 1, 2020

Time: 10:04 AM

Location: Teleconference (COVID-19)

PRELIMINARY BUSINESS

1. Call to Order
The meeting was called to order at 10:04 AM
2. Roll Call

Members Present

J. Leano, Claremont
 K. Davis, Glendora
 B. DeFrank, Pomona
 B. Shevlin, Monrovia
 M. Clark, Rosemead
 Y. Ruizesparza, Baldwin Park
 W. Huang, Pasadena

Members Absent

Duarte
 LA County District 1
 West Covina
 Irwindale

SGVCOG Staff

M. Creter
 C. Sims
 T. Kirkconnell

3. Public Comment: None.
4. Changes to Agenda Order: No changes to agenda order.

CONSENT CALENDAR

5. Homelessness Meeting Minutes
There was a motion to approve consent calendar item 5 (M/S: K. Davis/ M. Clark)

[Motion Passed]

AYES:	Baldwin Park, Claremont, Glendora, Monrovia, Pomona
NOES:	
ABSTAIN:	
ABSENT:	Duarte, Irwindale, West Covina, LA County Supervisorial District #1

PRESENTATIONS

6. Union Station COVID-19 Protocol Updates – Union Station Homeless Services provided a verbal presentation on their COVID-19 response protocols that focuses on ensuring the safety of clients, employees, and the public.

7. Behavioral Health Urgent Care Clinics – A subproject of Star View Behavioral Health Urgent Care Centers, the Behavioral Health Urgent Care Clinic (BHUCC) is an affordable alternative for mental health crises geared to relieve workloads of emergency services.

STAFF REPORTS

8. COVID-19 Funding –
T. Kirkconnell offered a report on funding from the State of California that came online to deal with the COVID-19 pandemic. \$100 million of COVID-19 emergency was to counties, Continuums of Care (CoC), and cities over 300,000 for emergency actions to address COVID-19 among the homeless population.

LIAISON REPORTS

9. Los Angeles Homeless Services Authority (LAHSA)
A representative from LAHSA discussed the Operations related to Project Roomkey, specifically seeking additional location suggestions and sources of staffing for the project
10. Los Angeles County Homeless Initiative
A representative from the Homeless Initiative discussed the forthcoming efforts from the Homeless Initiative to support individual cities in setting up hygiene projects
11. United Way EveryoneIn
A representative from the United Way's EveryoneIn Campaign spoke about their efforts to support rent moratoriums in Los Angeles County and shared their catalog of proposals submitted by cities
12. San Gabriel Valley State and Federal Legislative Caucus
None

CHAIR'S REPORT

The Chair reminded partner agencies to provide written reports for future agendas. Additionally, future liaison reports will be read aloud by SGVCOG staff during video conferences. If a written report is not submitted, there are no other opportunities for liaison agencies to speak.

ADJOURN

The meeting was adjourned at 10:58 AM

REPORT

DATE: May 6, 2020
TO: SGVCOG Homeless Committee
FROM: Marisa Creter, Executive Director
RE: **PROJECT ROOMKEY AND HOTEL PROGRAM UPDATE**

RECOMMENDED ACTION

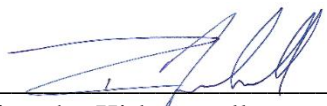
For information only.

BACKGROUND

Project Roomkey is a collaborative effort by the State, County, and the Los Angeles Homeless Services Authority (LAHSA) to secure hotel and motel rooms for people experiencing homelessness by providing hotel rooms to stay inside to prevent the spread of COVID-19. The rooms are funded through State funding and a 75% reimbursement program offered by the Federal Emergency Management Agency (FEMA). As for the contracts negotiated with hotels, the State executes the agreements with staffing and operations conducted through the Homeless Initiative (HI) and LAHSA. An overview of the program is included as Attachment A.

Cities have expressed a number of concerns related to the implementation of Project Roomkey, including lack of coordination with cities, concerns about hotel locations and clients, and, most importantly, the plan for moving and housing clients at the conclusion of the program. At the April 2020 Governing Board meeting, LAHSA Chairwoman Sarah Duseault presented on Project Roomkey, and Governing Board members had a number of questions and concerns. SGVCOG staff documented those concerns and questions and submitted a letter to LAHSA and HI, requesting written responses by May 14, 2020. A copy of that letter is included as Attachment B.

Staff from LAHSA and HI will present on Project Roomkey at the Homelessness Committee meeting and will also address the Committee's questions.

Prepared by: 
Timothy Kirkconnell
Senior Management Analyst

Approved by: 
Marisa Creter
Executive Director

ATTACHMENTS:

- Attachment A – Project Roomkey FAQs
- Attachment B – SGVCOG Letter to LAHSA & HI

Frequently Asked Questions *April 23, 2020*

Background

Project Roomkey is a collaborative effort by the State, County and the Los Angeles Homeless Services Authority (LAHSA) to secure hotel and motel rooms for vulnerable people experiencing homelessness. It provides a way for people who don't have a home to stay inside to prevent the spread of COVID-19.

Project Roomkey aims to not only protect high-risk individuals, but to also prevent the spread of the deadly virus in our communities and protect the capacity of our fragile hospitals and healthcare system by providing a place for individuals to safely isolate.

In this period of economic downturn and unemployment, Project Roomkey is also helping keep local businesses open and members of our community employed.

Why is Project Roomkey important for my community during the COVID-19 pandemic?

Project Roomkey will protect the most vulnerable people in our communities, prevent the spread of COVID-19 and protect capacity in our healthcare system. In addition, in this period of economic uncertainty, Project Roomkey is keeping local businesses open and members of our community employed, with local tax revenue benefiting local cities.

Who will be staying at the hotel?

Hotel rooms will provide temporary housing for people experiencing homelessness who are not COVID-19 positive or symptomatic, but are vulnerable to complications should they become infected with COVID-19. To qualify to participate in Project Roomkey, individuals must be 65 years of age or older or have underlying medical conditions or be medically compromised. This group of people are significantly more likely to need

hospitalization, and require critical care if infected with COVID-19. That surge of infection would severely impact our healthcare system.

To participate in Project Roomkey, clients must be referred to the program by a homeless services provider or law enforcement.

How are the hotel occupants assigned to hotels?

The goal of Project Roomkey is to protect communities by preventing the spread of COVID-19.

With that in mind, the selection of clients who are eligible to participate in the program is intentional and community-focused.

Homeless services providers, working in the communities they serve, are first identifying clients who are already in the city where the Project Roomkey site is opening. After that, the focus is to identify clients in cities or unincorporated areas surrounding the Project Roomkey site. Once those clients are identified, the focus broadens to include clients in the Service Planning Area (SPA) in which the site is located.

At the end of the pandemic, what will happen to people staying at the hotels?

LAHSA, the County, and partners from the non-profit and philanthropy sectors are working together to develop a comprehensive plan for those who receive temporary assistance under Project Roomkey, so that they do not return to the streets once the COVID-19 crisis comes to an end.

While participants are staying at these hotels, on-site service providers are working with each client individually to develop an exit plan, with the goal of moving them to a situation that permanently resolves their homelessness. In cases where this isn't feasible, LAHSA will use existing shelter capacity to move people into an interim housing environment or explore other options.

How is the County identifying hotel/motel site locations?

The County has partnered with hotel associations to identify sites that meet the operational needs of the program. Hundreds of properties have been explored and contacted.

Los Angeles County aims to open Project Roomkey sites throughout the County and the Service Planning Areas (SPAs) to account for need based on the 2019 Point in Time Count.

State, County, and private sector real estate experts are working with local hoteliers to determine interest in the program. Through Project Roomkey, business owners can support their enterprise and their employees.

What is the difference between the County's medical sheltering sites and Project Roomkey sites?

Los Angeles County is working on a separate, but parallel program to use hotels and motels throughout the County to temporarily house individuals who have been exposed to COVID-19 and cannot isolate or quarantine in their own home. This program serves anyone in need of an isolation or quarantine site, which can include, but is not limited to people experiencing homelessness. First responders and medical personnel have been quarantined and isolated in medical sheltering sites provided by the County.

How long will a hotel or motel be part of Project Roomkey?

Project Roomkey is a temporary program to provide life-saving, temporary housing for the most vulnerable people who are experiencing homelessness. The County will enter into an occupancy agreement with a hotel or motel for a 3-month period, with options to extend during the pandemic.

How many hotel and motel rooms are a part of Project Roomkey?

The County has secured more than 2,500 rooms and more are coming online every day to prevent the spread of COVID-19.

April 23, 2020

Is there security on site?

Yes, private security will be on site, 24/7, at each Project Roomkey site.

How are Project Roomkey sites staffed?

Every Project Roomkey site is staffed 24/7.

Staffing at the Project Roomkey sites consists of:

- LA County Fire – Shelter/Site Manager
- Homeless Service Provider – Client Services Managers and Case Manager
- LAHSA staff
- County Disaster Service Workers
- Nursing Staff
- 24/7 private Security

Staff monitors guest behavior to ensure program rules are followed, provides daily health and wellness checks of guests, delivers food to client rooms and responds to client needs.

Are there rules for clients residing at the site? How will they be enforced?

LAHSA has established a code of conduct for clients at the Project Roomkey sites, which outlines expectations for those participating in the program. Service providers explain the code of conduct to participants upon entry into the program and remind them of its provisions over the course of their stay.

The County has contracted with a private security firm to deploy security guards on site 24 hours per day, seven days per week. Security is meant to ensure the safety of everyone on site. At least one professional security guard is present for every 50 rooms.

Can people walk up and ask for a room?

No. The address of each Project Roomkey site is confidential. Only people who meet the requirements and are referred by a service provider or law enforcement can participate in the Project Roomkey. Project Roomkey sites are not walk-up facilities.

What is the referral process for Project Roomkey?

The Los Angeles Homeless Services Authority is working closely with community-based service providers and outreach workers in the communities where Project Roomkey sites are located to identify individuals who are eligible for placement in a Project Roomkey site.

Can clients in Project Roomkey sites leave the hotel or motel?

Just like all the residents of Los Angeles County, Project Roomkey clients must adhere to physical distancing and Safer At Home guidelines, which means they can only leave the hotel for essential services.

Services, including three meals a day and medical monitoring for COVID-19 symptoms are provided on site.

Clients are issued an ID and no guests are allowed on site.

What procedures are in place in the event that one of the clients ends up being COVID-19 positive?

Clients are screened for COVID-19 symptoms prior to entering the hotel. After intake, clients and staff are screened for symptoms and have their temperature checked a minimum of two times per day. If a client begins to exhibit symptoms of COVID-19, site staff will activate emergency protocols, contact the Department of Public Health (DPH) and transfer the client to the appropriate location for further care. The County will ensure the appropriate deep cleaning process occurs if a client is found to have tested positive.

April 23, 2020

While at the hotel, all clients are educated about appropriate social distancing practices, handwashing, and face coverings. Clients are not permitted to congregate in common areas.

Where can I get more information?

For the most up-to-date information on the County's efforts to prevent the spread of COVID-19 through Project Roomkey, please visit:

<https://covid19.lacounty.gov/incident-updates/>



April 27, 2020

OFFICERS

President
Cynthia Sternquist

1st Vice President
Margaret Clark

2nd Vice President
Becky Shevlin

3rd Vice President
Tim Hepburn

Sarah Dusseault, Chairwoman
811 Wilshire Blvd
12th Floor
Los Angeles, CA 90017

RE: REQUEST FOR CLARIFICATION FROM LOS ANGELES HOMELESS SERVICES AUTHORITY AND HOMLESS INITIATIVE ON PROJECT ROOMKEY

MEMBERS*Alhambra**Arcadia**Azusa**Baldwin Park**Bradbury**Claremont**Covina**Diamond Bar**Duarte**El Monte**Glendora**Industry**Irwindale**La Cañada Flintridge**La Puente**La Verne**Monrovia**Montebello**Monterey Park**Pomona**Rosemead**San Dimas**San Gabriel**San Marino**Sierra Madre**South El Monte**South Pasadena**Temple City**Walnut**West Covina*

First District, LA County
Unincorporated Communities

Fourth District, LA County
Unincorporated Communities

Fifth District, LA County
Unincorporated Communities

SGV Water Districts

Dear Chairwoman Dusseault,

On behalf of the membership of the San Gabriel Valley Council of Governments (SGVCOG), we are submitting this letter to obtain clarification on specific parameters of Project Roomkey. The SGVCOG is a joint powers authority of 30 incorporated cities and unincorporated communities in Los Angeles County Supervisorial Districts 1, 4, and 5. Our members have raised several concerns regarding Project Roomkey and voiced these concerns to the Los Angeles Homeless Services Authority (LAHSA) Chairwoman Sarah Dusseault on April 16, 2020. As part of the discussion during the meeting, it was agreed that the SGVCOG would submit a list of questions from the Governing Board members to which LAHSA and the Homeless Initiative would respond. We request that the response letter be delivered by May 14, 2020, prior to the SGVCOG's May Governing Board meeting.

Our membership has submitted several questions, and our expectation is that additional information & clarity can be addressed in a written response. Our questions are as follows:

- 1) How are people experiencing homelessness selected to be placed into participating hotels? How does this process relate to the Coordinated Entry System (CES)?
- 2) How are the hotel occupants assigned to hotels? Are people being sent from one community to another if rooms are not available in their original community?
- 3) Why were cities excluded from the site selection and contract negotiation process? Will cities be notified prior to hotel opening going forward?
- 4) What plans are in place or are being developed to address community concerns and impacts?
- 5) Is the Transient Occupancy Tax (TOT) still being paid to cities if these rooms are in use by Project Roomkey?
- 6) How are the hotel occupants tracked during the time they are in Project Roomkey? If they are absent, is there a plan to find the person who is missing?
- 7) Given that there may be an increase in calls made to local police departments, will those costs be covered for those expenses related to Project Roomkey?
- 8) What is the status of the effort to address the possible residency implications for individuals placed 30 days or longer?
- 9) When the crisis ends, how quickly will the hotel be restored to normal operations?

San Gabriel Valley Council of Governments
1000 South Fremont Avenue, Unit #42 ♦ Alhambra, California 91803

- 10) When the crisis ends, will there be advanced/early notice to cities so they can prepare?
- 11) When the crisis ends, are these plans to convert some or all of the participating hotels into long-term housing for the homeless? If so, how will cities be engaged?
- 12) When the crisis ends, what happens to those participants who are not placed into housing? Will they be transported back to their community of origin or will they stay in their new neighborhood?
- 13) If an occupant breaks house rules and are evicted, what happens to that individual?
- 14) If there is complaints and questions from the residents nearby, where can they direct concerns? Please provide a specific contact.
- 15) If Project Roomkey continues beyond the 90 days, will these individuals count towards the Point in Time (PIT) Count total?
- 16) Please verify if the following is correct: We understand that LASHA is looking to place 15,000 Tier 1 homeless people in Project Room Key motels. According to Chairwoman Dusseault, those in Tier 1 must meet on or both of the following conditions:
 - a. 65 years old and older and
 - b. have underlying health condition(s)
- 17) Are the residents screened for criminal records? If the resident has a misdemeanor is she/he still placed in a Project Room Key motel? What if he/she has a felony?
- 18) Will there be any kind of reporting to the city or the region on how this is working? Will there be a monthly report or some other reporting mechanism?
- 19) Are the residents allowed to bring illegal drugs or weapons into the Project Room Key motels? Are residents subjects to screening for these items at check-in and periodically during their stay?

We appreciate the offer for additional information and answers to our queries by Chairwoman Dusseault. We look forward to receiving the response letter by May 14, 2020.

Sincerely,



Marisa Creter
Executive Director
San Gabriel Valley Council of Governments

CC: Heidi Marston, Interim Executive Director, LAHSA
CC: Phil Ansell, Director, Homeless Initiative

DATE: May 6, 2020
TO: SGVCOG Homeless Committee
FROM: Marisa Creter, Executive Director
RE: **SGVCOG HYGIENE PROGRAM**

RECOMMENDED ACTION

For information only.

BACKGROUND

The SGVCOG has an existing agreement with the County of Los Angeles to implement programs for the homeless population. As part of the COVID-19 response, the County has allocated a portion of its emergency funds received from the State to assist cities in meeting the hygiene needs of people experiencing homelessness. The County has indicated that it intends to amend its existing agreements with each of the County's Councils of Governments (Attachment A). Funds will be allocated to the COGs in proportion to their share of the 2019 Point-In-Time (PIT) homeless count. The SGVCOG has been allotted \$113,320, which could be used in four program areas:

1. Portable handwashing stations
2. Deployment of portable toilets
3. Utilization of existing city facilities to provide access to hygiene opportunities for people experiencing homelessness
4. Provision of incentives to private businesses within cities to allow people experiencing homelessness to utilize hygiene facilities

The SGVCOG has explored multiple program concepts and has decided that the most effective concept is to create a reimbursement model for interested cities. Interested cities could be reimbursed for the following activities:

- Purchase of toilet paper, paper towels, soap and hand sanitizer that complies with the CDC's recommended percentage of alcohol content (60%) for the purposes of expanding available hours of public restroom/shower facilities;
- Staff time associated with stocking, staffing, and/or cleaning public restroom/shower facilities in order to expand available hours;
- Portable handwashing stations;
- Portable toilets;
- Portable showers;
- Incentives for private businesses to allow persons experiencing homelessness to use their facilities in accordance with public health guidelines.


On April 28, 2020, SGVCOG staff sent a request for expressions of interest, with responses requested by May 5, 2020. Each interested city will receive a pro-rata share of the funding available to the San Gabriel Valley. The amount of funding available to each city will depend on the number of cities that are interested.

NEXT STEPS

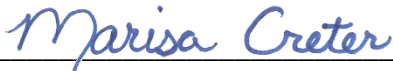
The County has indicated that it will provide the proposed amendment to the SGVCOG's existing agreement. This item will be considered by the Governing Board at its May 2020 meeting.

Upon execution of the Amendment with the County, the SGVCOG will execute a memorandum of agreement (MOA) with each interested city, indicating the maximum amount of funding available and the requirements for reimbursement. A draft of that MOA is provided as Attachment B.

Caitlin Sims will be presenting on this topic.

Prepared by: 

Timothy Kirkconnell
Senior Management Analyst

Approved by: 

Marisa Creter
Executive Director

ATTACHMENTS:

- Attachment A – County of Los Angeles Letter
- Attachment B – Draft MOA

County of Los Angeles CHIEF EXECUTIVE OFFICE OFFICE OF HOMELESSNESS



Kenneth Hahn Hall of Administration
500 West Temple Street, Room 493, Los Angeles, California 90012
(213) 893-7736
<http://homeless.lacounty.gov>

SACHI A. HAMAI
Chief Executive Officer

PHIL ANSELL
Director

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

April 3, 2020

To: Council of Governments Executive Directors
From: Phil Ansell, Director *Phil Ansell*
County of Los Angeles Homeless Initiative

ASSISTANCE TO COUNCIL OF GOVERNMENTS AND CITIES TO MEET THE HYGIENE NEEDS OF PEOPLE EXPERIENCING HOMELESSNESS DURING THE COVID-19 PANDEMIC

I am writing to notify you that on March 31, 2020, the Board of Supervisors authorized the Chief Executive Office (CEO) to amend existing agreements between the County and the Councils of Government (COGs) to enable cities to increase the availability of hygiene facilities for people experiencing homelessness.

In order to mitigate the spread of COVID-19 among people experiencing homelessness (PEH) and all residents of Los Angeles County, the County has allocated a portion of the emergency funds received from the State to assist cities to meet the hygiene needs of PEH. Funds will be allocated to the COGs in proportion to their share of the 2019 Point-In-Time (PIT) homeless count, similar to the methodology used for the COG/Cities' Innovation Funds to Combat Homelessness. The cities of Los Angeles and Long Beach will not receive funding through this allocation because they are receiving funding directly from the State; therefore, funds will be calculated based on the total PIT count excluding those two cities and the unincorporated areas.

COG Directors
April 3, 2020
Page 2

Funding Plan

The attached State Emergency Fund Allocation Plan (Attachment I) provides details regarding the amount of funding that COGs can access for this effort. The COG contracts will be amended to incorporate these funds and their intended use; however, please do not wait for these amendments to be executed to begin using the funds for this purpose.

Next Steps

Funding for these efforts will be made available immediately and will be for a three-month period. Invoices may be submitted to: hiadmin@ceo.lacounty.gov. Invoices should be submitted by COGs; however, COGs may simply transmit an invoice from an individual city submitted to the COG. Payment by the County will be sent to the COG.

If you have any questions or concerns regarding, please let me know or contact Rowena Magaña at rmagana@ceo.lacounty.gov. Thank you again for your partnership and assistance with this matter.

SAH:JJ:PA
JR:RM:tv

Attachment

State Emergency Funding Allocation Plan
Funds to Assist Councils of Governments and cities to meet the hygiene needs of people experiencing homelessness (PEH) during the COVID-19 pandemic

Available Funding:

A total of \$400,000 in State Emergency Funding is available to Council of Governments (COGs). COGs may utilize the funds for one or more of the following components:

- 1) Portable handwashing stations,
- 2) Deployment of portable toilets,
- 3) Utilization of existing city facilities to provide access to hygiene opportunities for PEH, and
- 4) Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities.

Methodology for Allocation of Funding for Hygiene Needs for PEH:

- Funds will be allocated based on share of PIT Count. (See Tables 1 and 2 below)
- The County will amend existing COG contracts to incorporate this additional funding.
- COGs will establish a process to allocate their funds to member cities based on need within those cities.

**Table 1. COGs' Share of 2019 PIT Count
(Excluding Unincorporated Areas and Cities of Los Angeles and Long Beach)**

	PIT Count	Share of PIT Count
Antelope Valley	1,228	9.5%
Gateway Cities	4,164	32.2%
Las Virgenes-Malibu	165	1.3%
San Fernando Valley	824	6.4%
San Gabriel Valley	3,663	28.3%
South Bay Cities	1,497	11.6%
Westside Cities	1,388	10.7%
Total	12,928	100.0%

Table 2. Allocation of Funds for Hygiene Needs

	Share of \$400,000 Allocation
Antelope Valley	\$37,995
Gateway Cities	\$128,821
Las Virgenes-Malibu	\$5,105
San Fernando Valley	\$25,495
San Gabriel Valley	\$113,320
South Bay Cities	\$46,318
Westside Cities	\$42,946
Total	\$400,000

Additional Information on Portable Handwashing Stations, showers, and hygiene stations:

- During the week of March 23, 2020, the County, in partnership with the Los Angeles Homeless Services Authority, deployed 100 new portable handwashing stations in each of the eight Service Planning Areas (SPAs) within the County that were identified by outreach workers as “hot spots” with densely populated homeless encampments.
- For a comprehensive list of the handwashing stations, showers, and hygiene centers throughout the County, as well as an interactive map, please see the following resources.
 - For the list, please visit: <https://www.lahsa.org/documents?id=4340-hygiene-services-locations.pdf>
 - For the map, please visit: <https://lahsa.maps.arcgis.com/apps/View/index.html?appid=20da4ef768994b469bf0cc073047a014>

Eligible Uses of Funding for Hygiene Opportunities for PEH:

- 1) COGs should coordinate with their member cities to determine where to deploy additional portable handwashing stations.
- 2) Deployment of portable toilets with appropriate security and/or monitoring protocols in place. The County recommends that cities work with their local police departments or other city staff to ensure proper oversight of any portable toilets that are placed in the city.
- 3) Utilization of existing city facilities to provide access to hygiene opportunities for PEH. This could include re-opening recreation centers/swimming pools, extending hours of park bathrooms, or the use of other city facilities, as long as it does not conflict with current public health orders regarding COVID-19. Any use of public facilities must allow for appropriate social distancing practices.
- 4) Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities, as long as it does not conflict with current public health orders regarding COVID-19. Any use of private businesses must allow for appropriate social distancing practices.

[City Letterhead]

[Date]

Marisa Creter
Executive Director
San Gabriel Valley Council of Governments
1000 S. Fremont Avenue, Unit 42
Alhambra, CA 91803

Dear Ms. Creter:

The City of [City name] is participating in the San Gabriel Valley Council of Governments' City Hygiene Program. This letter serves as confirmation that the City Hygiene Program funding resulted in a net increase in access to sanitation facilities. Evidence to support this net increase is as follows:

The following list is not exhaustive. Please provide any and all evidence that you see fit.

- [Expanded available hours of public restroom and/or shower facilities. Please provide specific locations and changes in hours of operation.]
- [Number of additional individuals served]
- [Number of additional portable handwashing stations, portable toilets, and/or portable showers in operation]
- [List of private businesses that now allow persons experiencing homelessness to use their facilities in accordance with public health guidelines. Number of additional individuals served at these locations.]

The City of [City name] confirms that the information provided is accurate and understands that reimbursement for City Hygiene Program expenditures is contingent upon the information provided.

Should you have any questions or need further information, please contact [Name] at [Phone number] or [Email address].

Sincerely,

[Signature]
[Name]
[Title – City Manager or Authorized Director]

DATE: May 6, 2020
TO: SGVCOG Homeless Committee
FROM: Marisa Creter, Executive Director
RE: **REGIONAL HOUSING TRUST UPDATE**

RECOMMENDED ACTION

For information only.

BACKGROUND

SB 751 (Rubio) was signed by Governor Newsom in October 2019 and authorizes the formation of a San Gabriel Valley Regional Housing Trust (SGVRHT) joint powers authority (JPA) by the County of Los Angeles and any or all of the cities within the San Gabriel Valley Council of Governments. The Trust would be authorized to plan and construct housing – for the homeless and persons of extremely low, very low, and low income within the San Gabriel Valley – receive public and private financing and funds and authorize and issue bonds.

The San Gabriel Valley Regional Housing Trust was officially formed in February 2020, and, at this time, the following 12 cities have joined:

- Alhambra
- Arcadia
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- Duarte
- Glendora
- La Verne
- Monrovia
- Pomona
- South El Monte

SB 751 (Rubio) establishes that the SGVRHT will be overseen by a nine-member Board of Directors, to be named by the SGVCOG Governing Board. SB 751 (Rubio) provides that the Board of Directors of the SGVRHT shall be made up of the following:

- Seven members from jurisdictions that are parties to the Agreement (i.e. any city or the County of Los Angeles); and
- Two members that are experts in housing or homeless policy.

Each member of the Board of Directors will serve a two-year term and is named by the SGVCOG Governing Board. At this time, SB 751 (Rubio) requires that a local government representative on the SGVRHT Board of Directors be a member of the Governing Board. However, clean-up

legislation has been introduced – SB 1212 (Rubio) – that would allow any elected official from a jurisdiction that is a party to the agreement to be appointed to the SGVRHT Board of Directors and would allow for staggered two-year terms. It is an urgency bill that would become effective immediately upon signature by the Governor.

At its February 2020 meeting, the Governing Board approved the SGVRHT Board of Directors composition and the appointment process. The Governing Board approved the following composition of the SGVRHT Board:

- Seven members from jurisdictions that are parties to the Agreement
 - Five District Members
 - Northeast District: Azusa, Claremont, Glendora, La Verne, San Dimas
 - Southeast District: Covina, Diamond Bar, Industry, La Puente, Pomona, Walnut
 - Central District: Baldwin Park, El Monte, Rosemead, South El Monte, Irwindale, West Covina
 - Northwest District: Arcadia, Bradbury, Duarte, La Canada Flintridge, Monrovia, San Marino, Sierra Madre
 - Southwest District: Alhambra, Montebello, Monterey Park, San Gabriel, South Pasadena, Temple City
 - Two At-Large Members: Any city that joins the JPA or the County if it joins the JPA would be eligible
- Two members that are experts in housing or homeless policy.

This district-based approach was adopted to ensure that there is regional representation on the SGVRHT Board of Directors. The districts are consistent with those that are used for the City Managers Steering Committee and the Capital Projects Committee. If only one city from a District had joined the SGVRHT, that seat would become an at-large seat. To date, only one city has become a member of the Southwest District (the City of Alhambra), so that District seat will become an at-large seat.

Following a brief discussion, the following applicants were approved by the Governing Board.

- Jurisdictions that are parties to the Agreement (7 seats available)
 - District Members (4 seats available)¹
 - *Northeast District:* Gary Boyer, City of Glendora²
 - *Southeast District:* No applicants
 - *Central District:* Patricia Cortez, City of Covina³
 - *Northwest District:* Becky Shevlin, City of Monrovia
 - At-Large Members (3 seats available): Adele Andrade-Stadler, City of Alhambra; Margaret Finley, City of Duarte
- Experts in housing or homeless policy (2 seats available)
 - Jed Leano, Councilmember, City of Claremont (Delegate)
 - Carol Averell, Housing/Homeless Director, City of Baldwin Park (Alternate)
 - Benita DeFrank, Neighborhood Services Director, City of Pomona (Delegate)
 - Alma Martinez, City Manager, City of El Monte (Alternate)

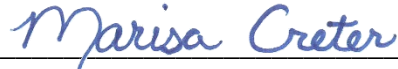
REPORT

Prepared by:



Timothy Kirkconnell
Senior Management Analyst

Approved by:



Marisa Creter
Executive Director

REPORT

DATE: May 6, 2020
TO: SGVCOG Homeless Committee
FROM: Marisa Creter, Executive Director
RE: **COVID-19 UPDATES**

RECOMMENDED ACTION

For information only.

BACKGROUND

As part of the COVID-19 response, the California Legislature passed a \$1.1 billion aid package on March 16 before adjourning for a month. Three days later, Gov. Gavin Newsom ordered all Californians to stay at home and leave only for essential trips. With the cancelation of all legislative hearings and meetings until May 4th, the legislature is expected to pare down the legislative agenda to essential items, notably the State Budget.

With the heavy focus the Governor gave to homelessness in his State of the State speech and the budget proposal, it is likely that funding for homeless alleviation programs will continue to be a focus for the Governor's office. SGVCOG staff will continue to monitor the budget process and will provide updates as they become available.

Prepared by: _____



Timothy Kirkconnell
Senior Management Analyst

Approved by: _____



Marisa Creter
Executive Director

REPORT

DATE: May 6, 2020
TO: SGVCOG Homeless Committee
FROM: Marisa Creter, Executive Director
RE: **LIAISON REPORTS**

RECOMMENDED ACTION

For information only.

BACKGROUND

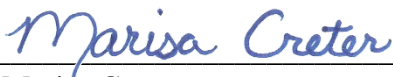
The SGVCOG will be following a new policy regarding liaison reports for the duration of the COVID pandemic. All reports will be submitted in writing as normal but will be read by SGVCOG staff in order to maintain order during SGVCOG meetings. For the May 6, 2020 Homeless Committee Meeting, these liaison agencies have agreed to submit a liaison report:

- Los Angeles Homeless Services Authority
- United Way Everyone In
- San Gabriel Valley Homeless Consortium
- Union Station Homeless Services

All reports will be read by Timothy Kirkconnell.

Prepared by: 

Timothy Kirkconnell
Senior Management Analyst

Approved by: 

Marisa Creter
Executive Director

ATTACHMENTS:

- Attachment A – LAHSA Liaison Report
- Attachment B – United Way EveryoneIn Liaison Report
- Attachment C – San Gabriel Valley Homeless Consortium Liaison Report
- Attachment D – Union Station Homeless Services Liaison Report