



Culver City Safe Sleep Site Proposed Scope of Work

Urban Alchemy’s mission is to transform people and urban spaces with respect and compassion to heal communities at the intersection of extreme poverty, addiction, mental illness, and homelessness.

Urban Alchemy welcomes people of all ages, races, religions, genders, sexual orientations, experiences, and circumstances. When we say “neighbors,” we are referring to ALL our neighbors including people experiencing homelessness. We believe ALL our neighbors deserve pathways and opportunities to thrive.

Urban Alchemy shall provide operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the Safe Sleep Site, in accordance with Culver City and The Department of Public Health (DPH) requirements and guidelines.

A. Participant Support: Urban Alchemy shall provide participant supports, including, but not limited to:

1. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, space assignment, and orientation to the site.
2. Operations, such as entry and exits, mail, phone, and technology coordination.
3. Wellness checks (minimum 3 times daily) and connection to care for anyone demonstrating symptoms of physical or behavioral health needs.
4. Coordination of and with supportive services providers (e.g., behavioral health, harm reduction, nursing/medical, other wellness support, Coordinated Entry assessment, housing navigation, and benefit linkage), and problem-solving interventions, including immediate Diversions.
5. Ensuring participants are registered in Coordinated Entry through the Homeless Information Management System (HMIS).
6. Referrals and linkages to Access Points, and the elimination of barriers to connect participants to Access Points.
7. Care Coordination, which includes assisting participants not enrolled in public benefits and connecting them with the City’s roving Application Assistance Team, and/or assisting participants to obtain and maintain public benefits, including post-public benefits application support, to complete the public benefit enrollment process.
8. Maintenance and distribution of operational and participant supplies.
9. Reasonable accommodations, transfers, and other available supports.
10. Exit Planning, including, but not limited to communication and coordination with outside service providers to support in a participant’s transition to a more permanent setting.

B. Program Support: Urban Alchemy shall provide programmatic support, including, but not limited to:

1. Onboarding and orienting onsite staff (e.g., All Urban Alchemy staff, subcontractors, other service providers) to program documents, policies, and procedures.
2. Hiring and supervision of onsite staff.
3. Data entry and reporting, including but not limited to the HMIS system.

C. Site Operations: Urban Alchemy has site control and shall provide facility operations services in a City owned/leased site and/or coordinate with the City for facility operation services.



1. Urban Alchemy shall maintain facilities in full compliance with requirements of the law, local standards, and in accordance with DPH requirements and guidelines to maintain the health and safety of participants and staff (e.g., fire exits, smoking and animal relief areas, pest control and access to hygiene).
2. Urban Alchemy shall maintain and create site logs, records of entry and exit, and manage access for participants, partner agencies, and on-site staff, as well as always maintain an up-to-date participant roster for safety.
3. Janitorial/Facilities Maintenance: Urban Alchemy shall provide janitorial services that meet or exceed the DPH and City's requirements and standards.
 - I. Urban Alchemy shall ensure toilets, handwashing, and shower stations are available, clean, and sanitary.
 - ii. Urban Alchemy shall ensure refuse and recycling receptacles are available, and properly closed to avoid pest infestation.
 - iii. Urban Alchemy shall ensure waste and hazardous materials are properly disposed of and regularly picked up.
4. Furnishings and Participant Supplies: Urban Alchemy shall maintain and provide furnishings (e.g., towels/tarps) and supplies (e.g., menstrual, and oral hygiene products, soap) for participants.
5. Security/De-Escalation: Urban Alchemy shall safely engage guests with respect and compassion, as well as provide de-escalation services on site to ensure the safety and protection of participants, staff, and site property.