

**DATE:** February 10, 2025

**TO:** Westside Cities Council of Governments Board

**FROM:** Westside Cities Council of Governments Staff

**SUBJECT:** Memorandum of Understanding (MOU) for Regional Early Action Plan (REAP) 2.0 Subregional Partnership Program

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**Recommended Action:**

Authorize the WSCCOG legal counsel to review and execute the MOU with SCAG for the REAP 2.0 projects, including the Regional Housing Trust Implementation Plan and Housing Element Implementation On-Call Technical Assistance.

**Background**

In 2022, the SCAG Regional Council approved the Regional Early Action Planning Program (REAP), which allocates funding to COGs to support the implementation of the Housing Element work plans. SCAG used a non-competitive formula allocation based on the proportional share of the 6<sup>th</sup> Cycle Regional Housing Needs Assessment (RHNA) to allocate \$330,355 to the WSCCOG. In 2023, the WSCCOG staff developed the scope of work for REAP 2.0, which includes developing a Regional Housing Trust Implementation Plan and providing Housing Element Implementation On-Call Technical Assistance to member jurisdictions. Refer to [Attachment A](#) for the draft MOU, project scope of work, and list of proposed deliverables. On October 10, 2024, the WSCCOG adopted a resolution to accept the REAP 2.0 grant award for these projects. In November 2024, SCAG staff informed WSCCOG staff that the REAP 2.0 program expenditure deadline had been extended from December 31, 2025 to June 30, 2026. As WSCCOG collaborates with SCAG to issue the Request for Proposals for these projects as the next step in the process, staff will convene the WSCCOG Housing Group to review and assist in the evaluation of consultant proposals and develop a recommendation for the WSCCOG Board's approval. Additionally, the WSCCOG Housing Working Group will review and provide feedback on consultant deliverables to ensure alignment of the COG's REAP project objectives.

**Attachment:** Memorandum of Understanding (MOU) for Regional Early Action Plan (REAP) 2.0 Subregional Partnership Program

**MEMORANDUM OF UNDERSTANDING**  
**No. M-0XX-25**

**SCAG Overall Work Program (OWP) No:** 305-4925.01

**Federal/State Awarding Agency:** State of California, Department of Housing and Community Development

**Funding Source:** Regional Early Action Planning Grants Program of 2021 (REAP 2.0)

**Partner Agency Name:** Westside Cities Council of Governments

**Partner Agency's UEI No:** 078358927

**Total Amount of Federal Funds Obligated to Partner Agency:** \$0

**Total Amount of Non-Federal Funds Obligated to Partner Agency:** \$330,355

**Total Amount of the Sub-Award:** \$330,355

**Subaward Period of Performance Start Date:** Upon execution of this MOU.

**Subaward Period of Performance End Date:** June 30, 2026

**Type of Contract:** Project Specific

**Method of Payment:** N/A

**Subaward Project Title:** [Westside Cities Council of Governments REAP 2.0 Westside Cities Council of Governments REAP 2.0 Subregional Partnership 2.0 Program Grant

**Subaward Project Description:**

Westside Cities Council of Governments will utilize REAP 2.0

funding for eligible uses and activities as provided in the Subregional Partnership Program Guidelines.

**MEMORANDUM OF UNDERSTANDING**  
**No. M-XXX-25**

**BETWEEN THE**  
**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**AND WESTSIDE CITIES COUNCIL OF GOVERNMENTS**  
**FOR TECHNICAL ASSISTANCE RELATING TO THE WESTSIDE CITIES COUNCIL OF**  
**GOVERNMENTS REAP 2.0 SUBREGIONAL PARTNERSHIP 2.0 PROGRAM GRANT**

(SCAG Project/OWP No. 305-4925.01)

This Memorandum of Understanding (MOU) is entered into by and between the **Southern California Association of Governments (SCAG)** and **Westside Cities Council of Governments (Partner Agency)**, for technical assistance relating to the SRP 2.0 Program Grant. SCAG and the Partner Agency may be individually referred to as “Party” and collectively as “Parties.”

**RECITALS**

WHEREAS, the Regional Early Action Planning Grants Program of 2021 (REAP 2.0) was established with a principal goal to make funding available to Metropolitan Planning Organizations (MPO) and other regional entities for transformative planning and implementation activities that meet housing and equity goals, reduce Vehicle Miles Traveled per capita, and advance implementation of the region’s Sustainable Communities Strategy or Alternative Planning Strategy, as applicable;

WHEREAS, the California Department of Housing and Community Development (HCD) administers REAP 2.0 in accordance with Health and Safety Code sections 50515.06 to 50515.10 (Statutes) and REAP 2.0 guidelines for MPO applicants released by HCD pursuant to the Statutes (REAP 2.0 Guidelines);

WHEREAS, SCAG is the federally designated MPO for Southern California, primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS also known as Connect SoCal) for the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura;

WHEREAS, HCD awarded funds to SCAG under REAP 2.0;

WHEREAS, SCAG’s Regional Council authorized funding for the SRP 2.0 Program and approved the guidelines for the SRP 2.0 Program (Program Guidelines);

WHEREAS, SCAG released a Call for Applications for the SRP 2.0 Program;

WHEREAS, Partner Agency, eligible for funds under the SRP 2.0 Program, developed and submitted a proposed projects for the SRP 2.0 Program (Collectively “Projects”).

Project 1 – Housing Element Implementation On-Call Technical Assistance Program  
Project 2 - WSCCOG Regional Housing Trust Implementation Plan

WHEREAS, SCAG reviewed the Project and determined it to be consistent with the REAP 2.0 Guidelines and Program Guidelines, and approved the Project to receive funding;

WHEREAS, Partner Agency elected to not directly receive funding but rather receive technical assistance which will be paid for by the funding;

WHEREAS, SCAG will procure a consultant (Consultant) to perform the Scope of Work for the Project;

WHEREAS, Partner Agency will commit to the Project and provide support, cooperation, and guidance as needed; and

WHEREAS, the purpose of this MOU is to describe the responsibilities of the Parties.

**NOW THEREFORE, IT IS MUTUALLY AGREED THAT:**

**1. MOU Contents**

The Recitals and all Exhibits, if any, are incorporated by this reference.

**2. Term**

The Term of this MOU shall begin on the Effective Date and continue until June 30, 2026), (Completion Date), unless terminated earlier as provided herein. Time is of the essence in the performance of this MOU.

**3. Responsibilities of the Parties:**

a. SCAG will:

- i. Contribute funding for the Project.
- ii. Provide technical assistance to Partner Agency by:
  1. Collaborating with Grantee to develop a Scope of Work [copies of the Scopes of Work are attached Exhibit “A-1” and “A-2” incorporated herein.]
  2. Procuring a Consultant.
  3. Managing the Consultant’s activities in performance of the Scope of Work.
  4. Review, approve, and pay Consultant’s invoices.
  5. Review and approve Consultant’s deliverables in consultation with Partner Agency.

iii. Complete the Project.

b. Partner Agency will:

- i. Fulfill any obligations in compliance with this MOU, the Statutes, the REAP 2.0 Guidelines, the Program Guidelines, and all federal, state, and local laws, rules, and regulations.
- ii. Commit to supporting the Project to completion by:
  - 1. Cooperating with SCAG and the Consultant;
  - 2. Providing technical guidance and decisions without delay;
  - 3. Responding to requests for information and records as requested by SCAG or the Consultant without delay; and
  - 4. Providing access to Partner Agency's facilities, as needed and upon reasonable notice.
- iii. Providing review, input, and written approval of:
  - 1. The Consultant's Scope of Work.
  - 2. Consultant's invoices [within 10 calendar days].
  - 3. Consultant's deliverables [within 10 calendar days].
  - 4. Any required decisions as promptly as practicable to avoid unreasonable delay.
- iv. Upon request, Partner Agency shall provide a performance report.
- v. Any and all notices, reports, or other communications required by this MOU, including but not limited to invoices, accounting reports, supporting documentation, and monitoring reports, shall be submitted under the penalty of perjury.

#### **4. Program Management**

- a. All work under this MOU shall be coordinated with SCAG and Partner Agency through the Project Managers.
- b. For purposes of this MOU, SCAG designates the following individual as its Project Manager:

David Kyobe  
Senior Regional Planner  
213 235-1858  
[Kyobe@scag.ca.gov](mailto:Kyobe@scag.ca.gov)

- c. For purposes of this MOU, Partner Agency designates the following individual as its Project Manager:

Winnie Fong  
WSSCOG Project Director  
(213) 612-4545

[winnie@estolanoadvisors.com](mailto:winnie@estolanoadvisors.com)

Either Party may change the designation upon written notice to the other Party.

## **5. Funding**

SCAG's contribution to the Project is funded wholly with REAP 2.0 funds. SCAG shall contribute a maximum, not to exceed \$330,355 (Grant Funds) towards the Project to be used solely for the procurement and payment of the Consultant. No funds will be provided to Partner Agency. SCAG reserves the right, in its sole discretion, to discontinue funding the Project and terminate this MOU.

## **6. Work Products**

- a. For purposes of this MOU, "Work Products" shall mean any deliverables created or produced under this MOU including, but not limited to, all deliverables conceived or made either solely or jointly with others during the term of this MOU and for six months after, which relates to the Project. Work Products shall not include real property or capital improvements. Work Products includes all inventions, innovations, improvements, or other works of authorship Partner Agency or Consultant may conceive of or develop during the term of this MOU and for six months after, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.
- b. SCAG shall own all Work Products. SCAG may, in its sole discretion, grant to the Partner Agency a license to use the Work Products. Any reproduction, publishing, or reuse of the Work Products will be at the Partner Agency's sole risk and without liability or legal exposure to SCAG.

## **7. Amendments**

No amendment or variation of the terms of this MOU shall be valid unless made in writing, signed by the Parties and approved as required.

## **8. Notices**

Any notice(s) to be given may be personally served or served by certified mail, return receipt requested, to the following addresses:

To SCAG: Cindy Giraldo  
Chief Financial Officer  
Southern California Association of Governments  
900 Wilshire Blvd., Suite 1700  
Los Angeles, CA 90017  
(213) 630-1413  
[giraldo@scag.ca.gov](mailto:giraldo@scag.ca.gov)

To Partner Agency: Cecilia V. Estolano  
Executive Director  
Westside Cities Council of Governments  
801 S Grand Ave. #200, Los Angeles CA 90017

213-612-4545

[cecilia@estolanoadvisors.com](mailto:cecilia@estolanoadvisors.com)

Either Party may change the designation upon written notice to the other Party.

## **9. Indemnification and Release**

- a. Partner Agency shall fully defend, indemnify and hold harmless SCAG, its members, officers, employees, and agents from any and all claims, losses, liabilities, damages, expenses, suits or actions including attorneys' fees, brought forth or arising under any theories or assertions of liability, occurring by or resulting from or otherwise related to any act or omission by Partner Agency, its members, officers, employees, or agents. Such obligations shall not, however, extend to any claims, losses, liabilities, damages, expenses, suits, or actions that arise from SCAG's gross negligence or willful misconduct.
- b. Partner Agency acknowledges that SCAG in no way whatsoever insures or guarantees the Work Product or the Project, and that Partner Agency is accepting the Work Product and Project from SCAG and its Consultant "AS IS" without warranty of any kind, either express or implied, including without limitation any warranties of merchantability or fitness for a particular purpose.

## **10. Disputes**

The Parties shall make their best efforts to resolve disputes that occur under this MOU by good faith negotiations whenever possible. Both Parties shall meet and confer in good faith in order to foster a spirit of cooperation and efficiency in the administration and monitoring of performance and compliance by each other with the terms, provisions and conditions of this MOU.

## **11. Termination of MOU**

- a. Termination for Cancellation or Reduction in Funding. In the event funding to SCAG is cancelled, this MOU is deemed to be immediately terminated. SCAG shall be relieved of all obligations as of the effective date of the cancellation of funding. In the event funding is reduced, SCAG shall have the unilateral right to immediately stop work, reduce funding or terminate this MOU.
- b. Termination for Convenience. Either Party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. The Parties will continue to fulfill obligations until the effective date of termination. All finished or unfinished Work Products shall be property of SCAG and provided to SCAG upon request.
- c. Termination for Cause. If either Party fails to timely and adequately fulfill its obligations under this MOU, or violates any of the covenants, terms, or stipulations of this MOU, the non-breaching Party shall have the right to terminate the MOU by giving ten (10) calendar days written notice to the breaching Party of the intent to terminate and specifying the reason(s) and the effective date of termination. The non-breaching Party shall provide a reasonable opportunity for the breaching Party to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that SCAG invokes this termination for cause provision, Partner Agency shall provide any finished or unfinished Work Products to SCAG upon request.

## **12. Records Retention, Monitoring, and Audits**

- a. Partner Agency shall maintain all source documents, books and records connected with the Project for a minimum of five (5) years after all Grant Funds have been expended. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- b. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records shall be retained by Partner Agency for five (5) years after: (a) the conclusion or resolution of the matter; (b) the date an audit resolution is achieved for each annual SCAG OWP; or (c) all Grant Funds have been expended, whichever is later.
- c. SCAG may monitor activities of Partner Agency as SCAG deems necessary.
- d. Partner Agency agrees that SCAG, or any authorized agency, or their designated representatives shall have the right to review, obtain, and copy all records and supporting documentation related to the performance of this MOU. Partner Agency agrees to provide any relevant information requested. Copies shall be made and furnished to SCAG upon request at no cost to SCAG.
- e. Partner Agency agrees to permit SCAG, or any authorized agency, or their designated representatives access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation.

## **13. Compliance with Laws, Rules and Regulations**

- a. Partner Agency agrees to comply with all federal, state and local laws, rules and regulations.
- b. Non-Discrimination/Equal Employment Opportunity
  - i. During the performance of this MOU, Partner Agency assures that no person shall be denied the MOU's benefits, be excluded from participation or employment, be denied Project benefits, or be subjected to discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, under the Project or any program or activity funded by this MOU, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 U.S.C. §§ 3601-20) and all implementing regulations, the Americans with Disabilities Act ("ADA") of 1990 (42 U.S.C. §§ 12101 *et seq.*) and all applicable regulations and guidelines issued pursuant to the ADA, and the Age Discrimination Act of 1975 and all implementing regulations. Partner Agency shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
  - ii. Partner Agency shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12900 *et seq.*), the regulations promulgated thereunder (Cal. Code Regs. tit. 2, § 11000 *et seq.*), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the



Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted to implement such article.

#### **14. Conflict of Interest**

The Parties shall comply with all applicable federal and state conflict of interest laws, regulations, and policies.

#### **15. Independent Contractor**

The Partner Agency and its officers, employees, and agents shall be independent contractors in the performance of this MOU, and not officers, employees, contractors or agents of SCAG.

#### **16. Assignment**

Neither Party shall assign any rights or interests in this MOU, or any part thereof, without the written consent of each Party to this MOU, which consent may be granted, withheld or conditioned in the consenting Party's sole and absolute discretion. Any assignment without such written consent shall be void and unenforceable. The covenants and agreement of this MOU shall inure to the benefit of and shall be binding upon each of the Parties and their respective successors and assignees.

#### **17. Severability**

If any provision of this MOU is held to be illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

#### **18. Survival**

The following sections survive expiration or termination of this MOU:

Section 6 (Work Products)  
Section 9 (Indemnification and Release)  
Section 10 (Disputes)  
Section 12 (Records Retention, Monitoring, and Audits)  
Section 13 (Compliance with Laws, Rules, and Regulations)  
Section 14 (Conflict of Interest)  
Section 19 (Jurisdiction and Venue)  
Section 20 (Waiver)

#### **19. Jurisdiction and Venue**

This MOU shall be deemed an agreement under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. The Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought thereunder shall be Los Angeles County, California.

#### **20. Waiver**

No delay or failure by either Party to exercise or enforce at any time any right or provision of this MOU shall be considered a waiver thereof of such Party's right thereafter to exercise or enforce each and every right and provision of this MOU. A Waiver to be valid shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

## **21. Entire MOU**

This MOU is intended by the Parties to be the full and final expression of their agreement and shall not be contradicted by any prior written or oral agreement and supersedes any and all prior negotiations, discussions, and agreements.

## **22. Execution**

This MOU, or any amendments related thereto, may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any amendments may be executed by way of a manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any amendment.

## **23. Effective Date**

This MOU shall be effective as of the last date on which the document is executed by both Parties.

## **24. Authority**

The person(s) executing this MOU on behalf of the Parties warrant that they are duly authorized to execute this agreement on behalf of said Parties, and that by doing so the Parties are formally bound to the provisions of this Agreement.

[Signature Page to Follow]

**SIGNATURE PAGE TO  
MEMORANDUM OF UNDERSTANDING  
NO. M-XXX-25**

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives as of the dates indicated below:

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)**

By: \_\_\_\_\_  
Cindy Giraldo  
Chief Financial Officer  
Date \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Richard Lam  
Senior Deputy Legal Counsel

Westside Cities Council of Governments **(PARTNER AGENCY)**

By: \_\_\_\_\_  
TBD  
WSCCOG Chair  
Date \_\_\_\_\_



**Southern California Association of Governments (SCAG)**  
**Regional Early Action Planning (REAP) 2.0 Program**  
**Subregional Partnership (SRP) 2.0 Program**  
**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: WSCCOG Regional Housing Trust Implementation Plan**

**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
1	Consultant Procurement		
1.1	Draft scope of work for RFP	Work with the WSCCOG Housing Group to draft and finalize the scope of work for the RFP	Draft and Final scope of work
1.2	Review proposals	Form a task force with WSCCOG jurisdictions to review proposals and conduct interviews. Review proposals and select consultants to proceed with the interview process	Scored proposals in the evaluation
1.3	Conduct interviews	Conduct interviews with the consultants	Interview questions
1.4	Select consultant	Select consultant and propose recommendation to the WSCCOG Board for approval	Staff report with recommendation of the selected consultant to the WSCCOG Board for approval
1.5	Execute contract w/ the consultant	Execute contract with the consultant to begin work	Final contract with the consultant
2	Project Management		
2.1	Kick-off meeting	Kick-off meeting between the consultant and the WSCCOG staff and SCAG to kick-start the project. The consultant will brief the staff on timeline, work plan, and next steps.	Agenda; Agenda notes; Work plan and timeline
2.2	Project check-in meetings	The consultant and the WSCCOG staff will meet on a monthly or bi-weekly meeting to ensure the project activities and deliverables are on track, as well as provide feedback.	Agenda; Agenda notes; Quarterly progress reports
3	Steering Committee and Stakeholder Engagement		
3.1	Organize and establish Steering Committee	The consultant to organize and establish a steering committee.	Steering committee roster



**Southern California Association of Governments (SCAG)  
Regional Early Action Planning (REAP) 2.0 Program  
Subregional Partnership (SRP) 2.0 Program**

**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: WSCCOG Regional Housing Trust Implementation Plan**

**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
3.2	Data Analysis and Research	The consultant will compile and analyze data to provide guidance for informed discussions and decision-making processes.	Data and research memo
3.3	Kick-off meeting with Steering Committee w/ a shared goals and visioning session	The consultant will conduct a session with the Steering Committee to identify a shared goal and vision for the Trust, as well as evaluation metrics for success.	Agenda; Agenda notes
3.4	Stakeholder Engagement feedback on goals and vision	The consultant will vet the shared goals and vision of the Trust to various stakeholders for feedback.	Feedback summary
3.5	Quarterly Steering Committee Meetings	The consultant will convene steering committee meetings to present information and solicit input on the proposed implementation strategies throughout the planning process.	Agenda; Agenda notes
4	Formation and Governance		
4.1	Draft governance documents	The consultant will collaborate with the WSCCOG staff and the Steering Committee to draft necessary documents to form the Trust.	Bylaws; Governing board structure, Decision making processes, Administrative policies and procedures, operation and staffing plan; and Lending and project priorities
4.2	Develop equity considerations	The consultant will explore strategies to ensure equitable distribution of affordable housing resources for all participating jurisdictions, including RHNA credits. The consultant will also develop an approach to promote inclusive community engagement and identify supportive services to further fair housing.	Equity Memo
4.3	Conduct feedback sessions	The consultant will conduct feedback sessions with the Steering Committee and stakeholders on draft documents	Feedback solicitation; Summary feedback
4.4	Finalize documents	The consultant will incorporate the feedback to the final documents	Final documents



**Southern California Association of Governments (SCAG)  
Regional Early Action Planning (REAP) 2.0 Program  
Subregional Partnership (SRP) 2.0 Program**

**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: WSCCOG Regional Housing Trust Implementation Plan**

**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
5	Program Development and Guidelines		
5.1	Develop programs for consideration	The consultant will develop funding programs administered by the Trust, including affordable housing development and preservation projects (e.g., permanent supportive housing, community land trusts, naturally occurring affordable housing), land acquisition, rehabilitation, rental assistance, etc. Once the funding programs are determined, the consultant will draft the program guidelines, as well as establish underwriting standards and criteria.	Program guidelines; Project selection criteria; Technical assistance program
5.2	Develop equity considerations	The consultant will develop a project prioritization framework that considers factors such as impact, feasibility, and equity that is informed by Subtask 4.2.	Equity Memo
5.3	Conduct feedback sessions	The consultant will conduct feedback sessions with the Steering Committee and stakeholders on draft documents	Feedback solitiation; Summary feedback
5.4	Finalize documents	The consultant will incorporate the feedback to the final documents	Final documents
6	Funding Strategy		
6.1	Develop funding strategy for proposed programs	The consultant will identify both one-time and ongoing sustainable funding commitments to operate the Trust and administer the proposed funding programs, as well as on-call technical assistance to support jurisdictions and affordable housing developers applying for state and federal grants. This will include establishing annual membership dues for the Trust and identifying other local revenue sources to leverage matching funds	Funding strategy memo
6.2	Develop equity considerations	The consultant will explore strategies to ensure equitable distribution of affordable housing resources for all participating jurisdictions.	Equity Memo
6.3	Conduct feedback sessions	The consultant will conduct feedback sessions with the Steering Committee and stakeholders on draft documents	Feedback solitiation; Summary feedback



**Southern California Association of Governments (SCAG)**  
**Regional Early Action Planning (REAP) 2.0 Program**  
**Subregional Partnership (SRP) 2.0 Program**  
**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: WSCCOG Regional Housing Trust Implementation Plan**  
**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
6.4	Finalize documents	The consultant will incorporate the feedback to the final documents	Final documents
7	Implementation Plan		
7.1	Finalize implementation plan	The consultant will compile all documents as part of the implementation plan and present to the WSCCOG Board for adoption.	Final implementation plan
7.2	Initiate and approve JPA formation	This consultant will also help determine the formation of the joint powers authority, whether through state legislation or locally and support the WSCCOG staff through the selected approach. The WSCCOG Board, and the individual member city councils, will consider and approve the JPA formation within the expenditure period.	Adopted JPA documents and relevant City Council meeting date:



**Southern California Association of Governments (SCAG)  
Regional Early Action Planning (REAP) 2.0 Program  
Subregional Partnership (SRP) 2.0 Program**

**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: Housing Element Implementation On-Call Technical Assistance**

**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
1	Consultant Procurement		
1.1	Draft scope of work for RFP	Work with the WSCCOG Housing Group to draft and finalize the scope of work for the RFP	Draft and Final scope of work
1.2	Review proposals	Form a task force with WSCCOG jurisdictions to review proposals and conduct interviews. Review proposals and select consultants to proceed with the interview process	Scored proposals in the evaluation
1.3	Conduct interviews	Conduct interviews with the consultants	Interview questions
1.4	Select consultant	Select consultant and propose recommendation to the WSCCOG Board for approval	Staff report with recommendation of the selected consultant to the WSCCOG Board for approval
1.5	Execute contract w/ the consultant	Execute contract with the consultant to begin work	Final contract with the consultant
2	Initial Assessment and Work Plan		
2.1	Review adopted Housing Elements	The consultant will review the housing elements of Beverly Hills, Culver City, Santa Monica, and West Hollywood and meet with each jurisdiction to assess the status of their current implementation efforts.	Summary of shared and common policy and programs for implementation
2.2	Conduct 1:1 interviews with jurisdictions	The consultant will conduct 1:1 meetings with jurisdictions to identify implementation and TA needs.	Agenda; Summary notes
2.3	Draft assessment	The consultant will summarize the findings in an assessment report and draft a work plan tailored for each jurisdiction to identify technical assistance needs, as well as a strategy to scale the technical and analytical work across multiple jurisdictions.	Assessment memo
2.4	Draft a tailored work plan for technical assistance	The consultant will develop an approach that will provide an equitable distribution of available technical assistance resources for all jurisdictions based on the initial assessment and 1:1 interviews of TA needs.	Initial TA Work plan





**Southern California Association of Governments (SCAG)  
Regional Early Action Planning (REAP) 2.0 Program  
Subregional Partnership (SRP) 2.0 Program**

**SCOPE DESCRIPTION, APPROACH AND DELIVERABLES**

**Project Name: Housing Element Implementation On-Call Technical Assistance**

**Applicant: Westside Cities Council of Governments**

Describe each principle task identified in the Budget & Timeline, provide scope, approach, and list deliverable(s). Add or delete rows as needed.

Task #	Task Title	Scope Description and Approach	Deliverable(s)
2.5	TA solicitation process	The consultant will work with the WSCCOG staff to develop a process for the jurisdictions to access the TA throughout the project period and develop a plan based on scaling the TA work, budget, and timeline.	TA solicitation plan
3	Technical Assistance (TA)		
3.1	Provide TA to jurisdictions	Provide responsive and timely technical and analytical support on an on-call basis to jurisdictions to address specific challenges, questions, and/or needs related to the 6th cycle housing element. The state REAP 2.0 guidelines require all uses that include rezoning or that guide development by updating planning documents, development standards, and zoning ordinances, including general plans, community plans, specific plans, SCS, and local coastal programs; that all uses that include the creation of planning documents be accompanied by a commitment to adopt by the expenditure deadline. The commitment to adopt will be maintained in the project scope.	1. Actionable Outcomes from the Technical Assistance provided 2. Adoption date(s) and Governing Bodies as applicable to meet REAP 2.0 requirements
4	Reporting		
4.2	Monitor TA outcomes	Consultant will monitor the expected and actual outcomes of the TA provided to the jurisdictions, including staff reports and adoption of policy and/or ordinances by the city council throughout the life of the project.	Draft quarterly summary of expected and actual implementation/adoption outcomes of the TA
4.3	Draft monthly progress reports and metrics on TA activities	The consultant will provide monthly progress reports to the WSCCOG staff on recent activities, expected outcomes, and evaluation metrics of their technical assistance.	Progress reports