

**ATTACHMENT A
SCOPE OF SERVICES
TEN-YEAR PLAN TO END HOMELESSNESS-EXECUTIVE DIRECTOR**

The County of Orange Ten-Year Plan to End Homelessness calls for a full-time Executive Director position to implement the Ten-Year Plan in conjunction with the Ending Homelessness 2020 Board (2020 Board). Commission shall recruit, hire, house, compensate and report activities of the Ten-Year Plan Executive Director. The purpose of the 2020 Board is for County government, city government, private foundations, advocacy groups, community organizations, and other interested stakeholders to work collaboratively and provide strategic leadership to promote best practices, monitor outcomes, and report results on the success of the Ten-Year Plan.

Recruitment

- 1) Within 30 days of execution of this Contract, Commission shall develop a draft recruitment plan (the "Plan") for the Ten-Year Plan Executive Director and deliver the plan to the County for review and approval. The recruitment process shall include the participation of the 2020 Board and the Funder's Roundtable.
- 2) Within 75 days of execution of this Contract, Commission shall, if the recruitment process results in the identification of an appropriate Ten-Year Plan Executive Director candidate, contract with an individual, as an independent contractor, to perform services as the Ten-Year Plan Executive Director of the 2020 Board, primarily for the purpose of implementing the Ten-Year Plan to End Homelessness. Commission shall have full discretion with respect to hiring the Ten-Year Plan Executive Director, provided however, that the Ten-Year Plan Executive Director must, at a minimum, (a) be an independent contractor selected through the recruitment process approved by the County, (b) provide full time services towards implementing the Ten-Year Plan, (3) have compensation, as negotiated between Commission and the Ten-Year Plan Executive Director which total cost does not exceed \$150,000 per year.

Duties of Ten-Year Plan Executive Director

- 3) Commission shall develop a scope of services for the Ten-Year Plan Executive Director to include, but not be limited to the following:
 - a) Duties –
 - i) Support the 2020 Board's efforts in providing strategic leadership in implementing the Ten-Year Plan.
 - ii) Facilitate Ten-Year Plan implementation through active communication and coordination between the Implementing Groups, which will be formed around each of the goals included in the Ten-Year Plan, and the 2020 Board.
 - iii) Engage and update countywide homeless service groups and other stakeholders on implementation of the Ten-Year Plan.
 - b) Reporting Requirements-
Ten-Year Plan Executive Director shall provide reports to the entities listed below at minimum on a quarterly basis, but more or less frequently as requested. The County shall review report requirements, including frequency and formatting. The Ten-Year Plan Executive Director shall provide reports to Commission and the County for review and comment prior to distribution.

Quarterly reports, with the exception of the Grand Jury report, are to be provided, at minimum, to the following entities:

- i) County (County report to also include report on affordable housing production)
- ii) 2020 Board
- iii) Board of Supervisors

- iv) Grand Jury (Annual)
- v) Implementing Groups

- c) Goals and Milestones-
Ten-Year Plan Executive Director shall set benchmarks/milestones for achieving the goals of the Ten-Year Plan within a ten-year period. The benchmarks/milestones are to be reviewed/approved by the Implementation Groups and 2020 Board and a timeline for achieving benchmarks/milestones shall be developed to measure whether progress is being made towards accomplishing the goals and ending homelessness. Ten-Year Plan Executive Director shall report on benchmarks/milestones as part of reporting requirements.

- d) Implementation Groups-
Ten-Year Plan Executive Director shall provide milestones and general oversight to the Implementation Groups.

- e) Avoidance of Conflicts-
Scope shall contain a clause that Ten-Year Plan Executive Director shall work exclusively on support of Ten-Year Plan to End Homelessness.

- f) Termination-
Scope shall contain a provision for termination of the Ten-Year Plan Executive Director by Commission at direction of the County or other funders with or without cause after notification has been given to all parties prior to termination.

Performance and Oversight

- 4) Commission will provide management and oversight for Ten-Year Plan Executive Director including provision of office space and equipment necessary for the position.

- 5) Commission will provide periodic reports to the County on the performance of the Ten-Year Plan Executive Director and progress towards Ten-Year plan implementation.