

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Scope of Work

Housing Education Advisory Committee

South Bay Sustainable Housing Development Education Program

Regional Early Action Planning (REAP) grant

BACKGROUND

SBCCOG is participating in the REAP grant program funded by HCD and administered by SCAG. One project is the South Bay Sustainable Housing Development Education Program. This project includes a series of educational workshops (Housing Education Forum) to inform South Bay city leaders about residential density and design that supports a range of housing options and helps decision makers and stakeholders understand ways to meet 6th Cycle RHNA targets. Attendees will be elected officials, planning commissioners, community development staff, and community advocates.

To meet the project objectives, SBCCOG is convening an Advisory Committee and developing a Housing Education Forum series with trainings delivered by a bench of experts.

ADVISORY COMMITTEE

SBCCOG is seeking volunteers to serve on the Housing Education Advisory Committee. The committee will be comprised of approximately nine South Bay city leaders. Eligible participants are city council members, planning commissioners, and community development staff, all serving in a volunteer capacity. The Advisory Committee is best positioned to evaluate the housing education and training needed for a South Bay audience.

SBCCOG is developing a series of educational workshops called the Housing Education Forum, to be held on Zoom. The Forum will convene attendees for a discussion of housing opportunities and constraints as well as sharing goals, priorities, and programs for providing adequate housing and addressing Housing Element requirements and RHNA targets. Advisory Committee members play a key role in implementing the Housing Education Forum.

TASKS

Members of the Advisory Committee will:

- Participate in virtual meetings to discuss program development and delivery; meetings will be kept to a minimum accounting for members' time and capacity
- Advise on curriculum development in the Housing Education Forum series (see below for overview of draft educational units proposed)
- Identify questions and subtopics to address in each training unit; provide insights from a South Bay perspective
- Read and approve SBCCOG staff drafts of work products
- Recommend Subject Matter Experts and guest speakers to deliver housing education training
- Review and finalize the proposed curriculum for appropriateness to South Bay needs

- Promote the Housing Education Forum among South Bay city elected officials, commissioners, and staff
- Evaluate program delivery and advise on improvements and lessons learned

ESTIMATED HOURS

It is estimated that committee members will spend 1 to 2 hours per week performing these tasks leading up to Housing Education Forum series launch. SBCCOG anticipates each member would invest a total of 20 hours or less serving on the Advisory Committee.

SCHEDULE

In support of this recruitment process, the following schedule of events has been prepared.

Date	Key Event
July 6, 2022	SBCCOG sends Advisory Committee Scope of Work to cities
August 1, 2022	Names for Advisory Committee due to SBCCOG
August 8, 2022	Finalize Advisory Committee
Week of August 8, 2022	Meeting to discuss Units 1-3 – aprx 45-60 min
Week of August 15, 2022	Meeting to discuss Units 4-6 – aprx 45-60 min
Week of August 22, 2022	Meeting to discuss Units 7-10 – aprx 45-60 min
September 2, 2022	Finalize training curriculum
Week of Sept 26, 2022	Launch the Housing Education Forum series

OVERVIEW OF TRAINING UNITS

Advisory Committee counsel is needed on the proposed selection of workshops in the Housing Education Forum series. We are planning to have the following 10 units of training, to be held on Zoom. An estimated duration of each training is provided for reference:

- Unit 1: Housing Markets (1.5 hours)
- Unit 2: Existing State Laws and Regulations (2.0 hours)
- Unit 3: South Bay Housing Goals (1.5 hours)
- Unit 4: Potential Impacts of State Laws on South Bay Goals and Tools (1.5 hours)
- Unit 5: Land Use and Transportation (1.5 hours)
- Unit 6: California Environmental Quality Act (2.0 hours)
- Unit 7: Case Studies of Real or Hypothetical Projects (3.0 hours)
- Unit 8: Gentrification and Displacement (1.5 hours)
- Unit 9: Climate Change (1.5 hours)
- Unit 10: Summary of South Bay City Options (1.0 hours)

This working draft of educational units is subject to change based on Advisory Committee comments and recommendations.

SUBMISSION DEADLINE

South Bay city leaders interested in joining the Advisory Committee or recommending someone from their city (Planning Commissioners, Community Development Directors, and staff) should send names to Jonathan Pacheco Bell at: jonathan@southbaycities.org.

The deadline to submit names for the Advisory Committee is **August 1, 2022**.

For questions, please contact Jonathan Pacheco Bell, SBCCOG Regional Planner, at jonathan@southbaycities.org or 213-533-9950.