



Bureau of Homelessness Oversight – Staffing Plan

CF 25-0207-S1

Personnel & Hiring Committee
December 3, 2025



Housing & Homelessness Committee Recommendations

1. Transfer **11 existing** LAHD positions and 6 existing CAO positions (Regional Outreach Coordinators) into the new Bureau, with their existing responsibilities;
2. Create **7 new** positions;
3. Transfer \$1,196,548 within Fund No. 100/56 General City Purposes Fund for the 7 new positions;
4. Report on phased plan to expand the new Bureau; and
5. Report on the consequences of transferring the 6 existing CAO positions (Regional Outreach Coordinators).



Positions Recommended by Housing & Homelessness Committee

Contracts and Financial Oversight Division



19

LAHD Proposed Positions (11 transfers, 8 new)

4

New Positions Recommended by H&H

11

Position Transfers Recommended by H&H



Contracts and Financial Oversight Division – Functions

Priorities with 4 New Positions:

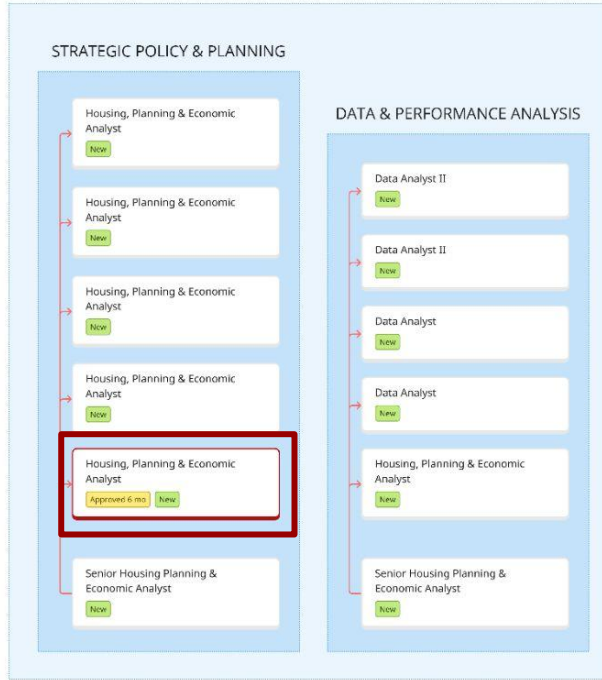
1. Draft, process, and execute contracts and contract amendments for 9 contracts with LAHSA, including contract terms and conditions, scopes of work, ensuring legislative and budgetary compliance.
2. Process all invoices, cash requests, advances, and reconciliations, reviewing for contract compliance and services rendered.

Not Resourced:

3. Enter “into a Master Services Agreement that clearly defines responsibilities, expectations, roles and deliverable data between the Bureau and LAHSA,” and “revamp the [nine] LAHSA contracts held by LAHD into service-based agreements.”
4. Effectively improve contracting and payment processing timelines.



Data and Policy Analysis Unit



12 LAHD Proposed Positions (all new)

1 New Position Recommended by H&H



Data and Policy Analysis Unit – Functions

Priorities with 1 New

Position:

1. Advocate for the City's interests by supporting Bureau leadership as the City representative on all governance boards pertaining to the regional homelessness system.

Not Resourced:

2. Continue data-driven performance management approach by accurately, regularly, and robustly gather, analyze, and report on performance measures to improve system throughput, ensure contract compliance, and recommend investing and policy priorities for the City.
3. Engage in problem-solving strategies across City departments and program partners to improve program performance for street outreach, interim housing, rental subsidies, and permanent housing interventions.
4. Identify and support the implementation of “strategies to match and lease up individuals in an equitable manner across all council districts from interim housing sites including timelines and leads for each component of the lease up process.”
5. Analyze and report on budgetary and legislative impacts, facilitate cross-agency collaboration, and identify strategies for ramping down programs that prevent exits to unsheltered homelessness.
6. Update the City's Enhanced Comprehensive Homeless Strategy.



System Oversight Division



22

LAHD Proposed Positions (6 transfers, 16 new)

1

New Position Recommended by H&H

6

Position Transfers Recommended by H&H

System Oversight Division – Functions

Priorities with 1 New Position:

1. Advocate for the City's interests as the City representative on all governance boards pertaining to the regional homelessness system.
2. Facilitate City-funded street outreach coordination.

Not Resourced:

3. Facilitate systemwide coordination, and collaborate closely with partners to support implementation of improvements to all City-funded street outreach, interim housing, and permanent housing programs.
4. Use performance measures to identify challenges hindering system throughput, and implement data-driven solutions.
5. Problem-solve and elevate micro issues impacting a Council District to inform macro level, citywide solutions, ensuring alignment with the City's Comprehensive Homelessness Strategy and equity goals.
6. Perform site reviews and ensure contract and budgetary compliance.
7. "Develop clear criteria regarding the deployment of City-funded street outreach programs;" "coordinate Interim Housing efforts;" and "assume the role as the single point of accountability to monitor the PSH lease up process."



Administrative Support



20 LAHD Proposed Positions (all new)

1 New Position Recommended by H&H

Administrative Support – Functions

Priorities with 1 New Position:

1. Advocate for the City's interests as the City representative on all governance boards pertaining to the regional homelessness system.

Not Resourced:

2. Efficiently track and process the growing number of cash requests, advances, and reconciliations; Effectively monitor and report on LAHD's homelessness spending.
3. Provide the day-to-day Help Desk support for staff; Build and maintain LAHD's website for the new Bureau, including developing public-facing dashboards that report on the City's homelessness system's performance reviews and spending; Support with data integration efforts.
4. Efficiently execute new homelessness contracts and amendments, ensuring compliance with City standards.
5. Intergovernmental coordination; Write and design reports, FAQ sheets, webpages, social media posts, and other public-facing collateral.
6. Strategic regional coordination with system partners.





Reference Slides: Responsibilities Assigned to Bureau

Eight Key Responsibilities

No.	Responsibility	Directive
1	Serve as the central entity for decision-making, coordinating, managing, and overseeing the City's homelessness system, including programs and processes for street strategies, interim housing, and permanent housing.	FY 2025-26 Budget Reso; 23-1022-S18; 24-0327; 24-0330; 25-0207
2	Monitor, evaluate, and report on key performance indicators and performance measures to ensure efficient execution, quality of services, and inform improvements on the impacts of investments into the City's homelessness response.	FY 2025-26 Budget Reso; 23-1022-S18; 24-0327; 25-0277; 25-0576
3	Administer and monitor all program contracts and contract amendments serving the City's homelessness system, closing out old contracts and effectuating a new, restructured, efficient, and effective Master Services Agreement.	FY 2025-26 Budget Reso; 24-0536; 25-0969
4	Process and verify all direct contract providers' invoices, cash requests, advances, and reconciliations serving the City's homelessness system, including collecting appropriate proof of services, compliance with performance measures, and corrective actions.	FY 2025-26 Budget Reso; 24-0536



Eight Key Responsibilities – Cont.

No.	Responsibility	Directive
5	Serve as the City representative and authority on all local and regional coordination bodies and governance boards, collaborating and engaging with partners, informing decisions, and advocating for the City's needs and priorities.	FY 2025-26 Budget Reso; 24-0330
6	Analyze ongoing shifts in resources to inform the short, medium, and long term goals, objectives, strategies, policies, and funding priorities for the City's comprehensive approach to addressing the homelessness crisis.	FY 2025-26 Budget Reso; 25-0277; 25-1137; 25-1153
7	Analyze and advocate for local, state, and federal legislative and policy improvements to the Continuum of Care, Coordinated Entry System, and other region-wide system processes.	FY 2025-26 Budget Reso; 24-0330
8	Develop and manage the communications and public relations strategy for the City's street and rehousing efforts, ensuring public transparency and accountability.	FY 2025-26 Budget Reso; 25-0277; 25-0576



Reference Slides: LAHD-Recommended Org Chart



Comprehensive Oversight

1

**CONTRACTS &
FINANCIAL
OVERSIGHT
DIVISION**

2

**DATA & POLICY
ANALYSIS UNIT**

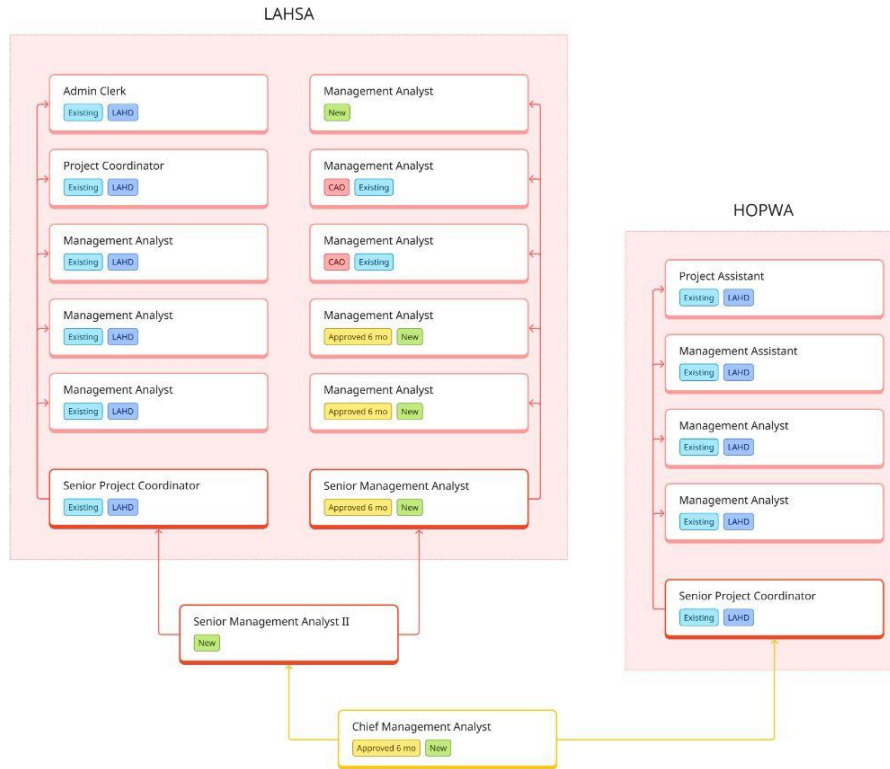
3

**SYSTEM
OVERSIGHT
DIVISION**

4

**ADMINISTRATIVE
SUPPORT**

Contracts and Financial Oversight Division



18 Total Positions
(13 Existing, 5 New)

Responsibility
Numbers **1-4**

\$843K Funding for
FY 2025-26*



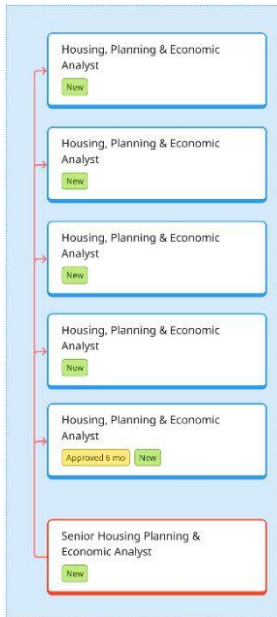
Contracts and Financial Oversight Division – Functions

- Draft, process, and execute contracts and contract amendments for nine (9) contracts with LAHSA, including contract terms and conditions, scopes of work, ensuring legislative and budgetary compliance.
- Track and process all invoices, cash requests, advances, and reconciliations, reviewing for contract compliance and services rendered.
- Enter “into a Master Services Agreement that clearly defines responsibilities, expectations, roles and deliverable data between the Bureau and LAHSA,” and “revamp the [nine] LAHSA contracts held by LAHD into service-based agreements.”
- Effectively improve contracting and payment processing timelines.



Data and Policy Analysis Unit

STRATEGIC POLICY & PLANNING



DATA & PERFORMANCE ANALYSIS



12 Total Positions
(1 Existing, 11 New)

Responsibility
Numbers **1-2; 5-8**

\$1.5M Funding for
FY 2025-26*

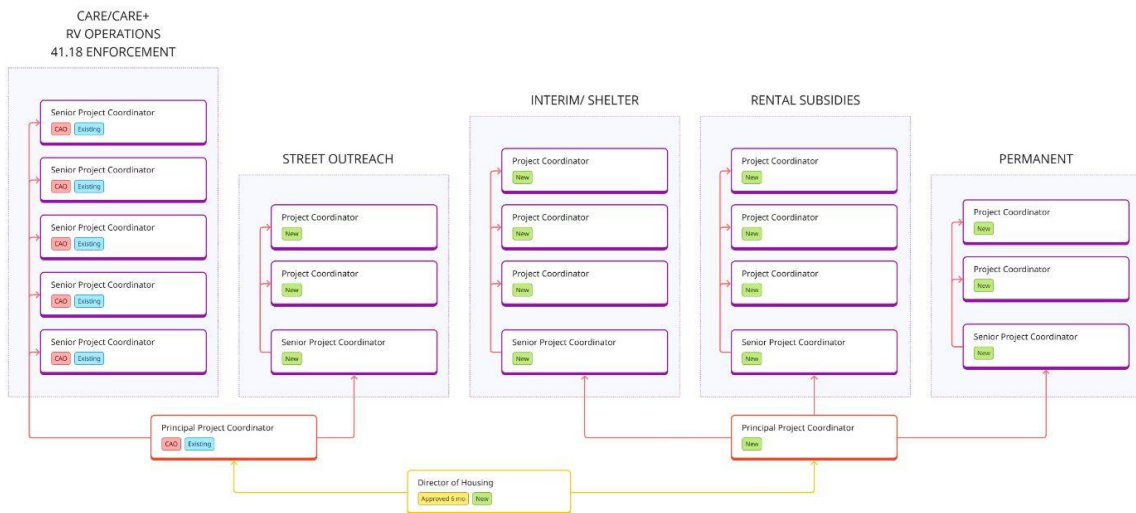


Data and Policy Analysis Unit – Functions

- Continue data-driven performance management approach by accurately, regularly, and robustly gather, analyze, and report on performance measures to improve system throughput, ensure contract compliance, and recommend investing and policy priorities for the City.
- Engage in problem-solving strategies across City departments and program partners to improve program performance for street outreach, interim housing, rental subsidies, and permanent housing interventions.
- Advocate for the City's interests by serving as a City representative on all governance boards pertaining to the regional homelessness system.
- Identify and support the implementation of “strategies to match and lease up individuals in an equitable manner across all council districts from interim housing sites including timelines and leads for each component of the lease up process.”
- Analyze and report on budgetary and legislative impacts, facilitate cross-agency collaboration, and identify strategies for ramping down programs that prevent exits to unsheltered homelessness.
- Update the City's Enhanced Comprehensive Homeless Strategy.



System Oversight Division



21 Total Positions
(6 Existing, 15 New)

Responsibility
Numbers **1-2; 5; 8**

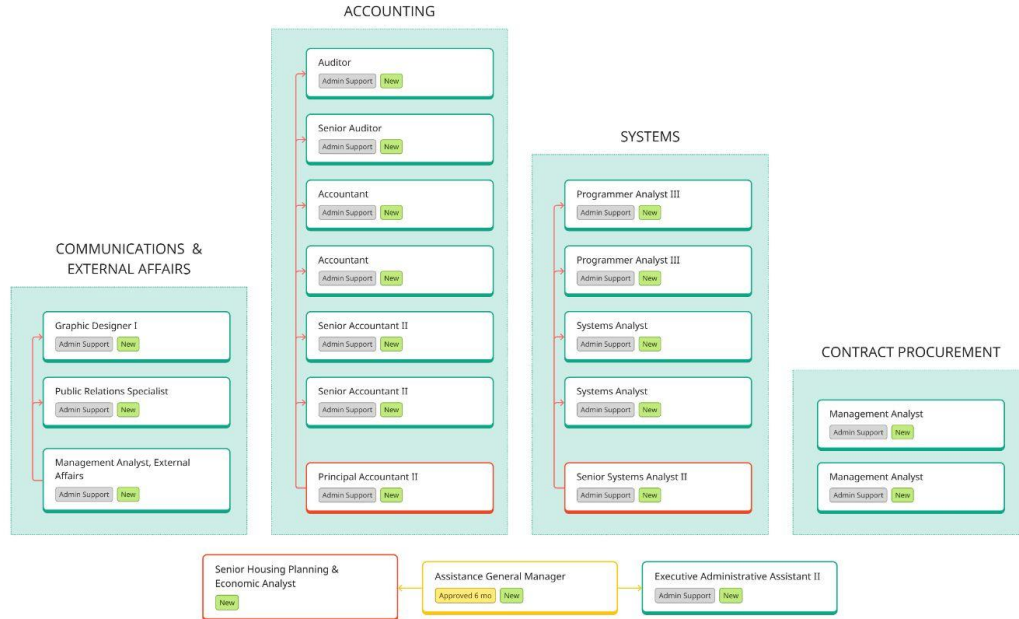
\$2.49M Funding for
FY 2025-26*

System Oversight Division – Functions

- Facilitate systemwide coordination, and collaborate closely with partners to support implementation of improvements to all City-funded street outreach, interim housing, and permanent housing programs.
- Use performance measures to identify challenges hindering system throughput, and implement data-driven solutions.
- Problem-solve and elevate micro issues impacting a Council District to inform macro level, citywide solutions, ensuring alignment with the City's Comprehensive Homelessness Strategy and equity goals.
- Perform site reviews and ensure contract and budgetary compliance.
- “Develop clear criteria regarding the deployment of City-funded street outreach programs;” “coordinate Interim Housing efforts;” and “assume the role as the single point of accountability to monitor the PSH lease up process.”



Administrative Support



19 Total Positions
(0 Existing, 19 New)

Responsibility
Numbers **1-8**

\$2.29M Funding for
FY 2025-26*

Administrative Support – Functions

- **Accounting and Auditing**
 - Track and process the growing number of cash requests, advances, and reconciliations.
 - Monitor and report on LAHD's homelessness spending.
- **Systems**
 - Provide the day-to-day Help Desk support for staff.
 - Build and maintain LAHD's website for the new Bureau, including developing public-facing dashboards that report on the City's homelessness system's performance reviews and spending.
 - Support with data integration efforts.
- **Contract Procurement**
 - Execute new homelessness contracts and amendments, ensuring compliance with City standards.
- **Communications and External Affairs**
 - Intergovernmental coordination.
 - Write and design reports, FAQ sheets, webpages, social media posts, and other public-facing collateral.
- **Strategic Regional Coordination**



Reference Slides: LAHD Recommendations



Recommendations

That the City Council, subject to approval by the Mayor:

1. **AUTHORIZE the transfer of the 20 existing positions** to the Bureau in LAHD for FY 2025-26 to support the implementation and administration of the Bureau.
2. **AUTHORIZE by resolution authority the 53 new positions** in the Bureau at LAHD for FY 2025-26 to support the implementation and administration of the Bureau.
3. **AUTHORIZE the Controller's Office to transfer \$1,196,548 from the Unappropriated Balance Fund** No. 100/58, Account No. 580441- Interim Housing to Department No. 100/43, Account No. 001010, Salaries General to partially fund 9 positions transferring from the Office of the City Administrative Officer and the 53 new positions requested for FY 2025-26.
4. **INSTRUCT the City Administrative Officer to identify an additional \$6,655,826 in funding** to resource the 9 positions transferring from the Office of the City Administrative Officer and the 53 new positions requested for FY 2025-26.

