

14) **Acceptance of the Fellowship Grant from Stanford Impact Labs**

Approve and authorize the City Manager to execute an agreement with Stanford Impact Labs for a fellowship grant in the amount of \$50,000 to the City of Lake Elsinore for a project entitled Evidence for Policy Fellowship in such final form as approved by the City Attorney.



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Jason Simpson, City Manager

**Date:** December 12, 2023

**Subject:** Acceptance of the Fellowship Grant from Stanford Impact Labs

### **Recommendation**

Approve and authorize the City Manager to execute an agreement with Stanford Impact Labs for a fellowship grant in the amount of \$50,000 to the City of Lake Elsinore for a project entitled Evidence for Policy Fellowship in such final form as approved by the City Attorney.

### **Background**

In recent years, homelessness has become one of the most urgent and significant issues facing California. Since the creation of the City's first Homeless Task Force in 2017, Lake Elsinore has made significant strides to house our most vulnerable residents while seeking effective methods of reducing our homeless population.

As part of the City's efforts to reach functional zero, the City contracted with the Social Work Action Group (SWAG) – the City's nonprofit partner – to conduct street outreach, provide housing navigation, and offer case management services to chronic homeless individuals.

In order to continue this proactive approach including zero tolerance policies on crime, in July of 2020, the City purchased a 19-room dilapidated motel located at 215 W. Graham Ave. to create the City's first crisis stabilization housing facility – The Anchor. The property was purchased and renovated using a \$3.1 million Project Homekey grant awarded from the State of California in September 2020. This funding included \$336,000 in operating subsidies for The Anchor for ongoing operations, supportive services and maintenance costs associated with the facility through June 30, 2022.

On December 2, 2020, the City of Lake Elsinore was awarded \$256,680 from the Homeless Housing, Assistance and Prevention Program (HHAP) by the County of Riverside Continuum of Care for operating subsidy funding from July 1, 2022 through December 31, 2024.

## Stanford Impact Labs Grant

The Anchor opened on December 30, 2020 to provide 14 crisis stabilization housing units with up to 20 beds for chronic homeless individuals. The Anchor is a critical piece of the City's efforts to address homelessness.

As part of the federal appropriations process for Fiscal Year 2024 the City was awarded three million from Congressmen Calvert. Staff continues to seek all applicable grant funding available to assist in funding its homeless efforts.

### **Discussion**

City staff applied for a fellowship with Stanford Impact Labs to use data to shape future homeless programs. The fellowship project that was submitted to the university is: Understanding the impact and relative effectiveness of current homelessness services in the city. Combining that understanding with an analysis of best practice for homelessness services will allow staff to recommend future approaches to homelessness reduction in the City of Lake Elsinore. The fellowship will allow staff to learn from Stanford faculty on data analysis and help to draft a strategic plan for homeless services. The fellowship includes a \$50,000 grant to the City to help develop the fellowship project.

### **Fiscal Impact**

The City will receive \$50,000 toward the development of future homeless programs. These funds are budgeted in the FY 23/24 Operating Budget.

### **Attachments**

- Attachment 1- Award Letter
- Attachment 2 - Agreement with Stanford Impact Labs
- Attachment 3 - Fellowship Announcement

October 30, 2023

Dear Adam,

We are excited to welcome you into the 2023–2024 cohort of the Stanford Impact Labs Evidence for Policy Fellowship – congratulations! The Stanford Impact Labs Evidence for Policy Fellowship is a one-year program developed to support the professional development and policy goals of career staff on teams in local governments in California. The program will support these key staff as they seek to bring data, evidence, and research to bear in the design and implementation of a policy priority in their own communities.

We are writing to confirm the award of \$50,000 associated with this fellowship. These funds may be spent flexibly during the one-year fellowship period for both staff time and costs associated with moving a policy challenge from question to insight to implementation. Fellowship activities include attending in-person and virtual workshops, participating in one-on-one mentorship with SIL staff and external coaches, and developing and implementing a data, evidence, and research plan. Beyond supporting staff participation in the program, we expect that identifying how best to utilize these funds will be one key outcome of the first three months of design work in the fellowship. The funds will be disbursed quarterly, upon the receipt of invoice from you to Stanford Impact Labs.

If you have any questions associated with these terms, please reach out to Hana Passen, Senior Strategy Advisor, at [passen@stanford.edu](mailto:passen@stanford.edu).

Congratulations, again!

Sincerely,



Jeremy Weinstein  
Faculty Director, Stanford Impact Labs

## Collaborative Fellowship Agreement

The Board of Trustees of the Leland Stanford Junior University (“Stanford”), on behalf of its Stanford Impact Labs (“SIL”), awards a Fellowship in the amount of \$50,000 to City of Lake Elsinore (“Recipient”) for a project entitled Evidence For Policy Fellowship, under the direction of Adam Gufarotti.

### Scope of Work and Deliverables

Recipient will use reasonable efforts to perform and provide the deliverables as outlined in this section (“Fellowship Program”).

Recipient shall:

- a. Participate fully in all Fellowship Program activities.  
Recipient shall attend a two-day in-person kickoff workshop at Stanford University, virtual learning sessions (approximately monthly), and a two-day in-person closing workshop at Stanford University.
- b. Develop a project workplan and budget early during the Fellowship Program.  
The first quarter of the Fellowship period will include setting goals for the Fellowship, identifying how you want to use evidence and data to support your efforts, and aligning staff time and human resources in support of this. Participants will identify what information/data they need, where they will get it, and how they might use it. Based on the above, participants will develop a workplan and budget for implementation, and decide on a final deliverable.
- c. Execute a data, evidence, or innovation project in close coordination with Stanford Impact Labs staff. During the remainder of the Fellowship, Recipient will implement the work plan. Some potential projects may include:
  - Conducting a needs assessment
  - Designing and piloting a new program or offering
  - Evaluating and improving current programs or services
  - Developing and implementing a framework to measure organizational impact
  - Building systems and approaches to enable a data-driven learning culture.
  - Collecting community or resident feedback on current services.

As part of the fellowship, Recipient may also actively work towards building relationships, and potentially formal partnerships, with researchers.

During this period of implementation, Recipient will have access to regular one-on-one support from Stanford Impact Labs staff and consultants. Recipient is expected to meet with Stanford Impact Labs staff and consultants at least once every month to update on progress and implementation plans.

- d. Deliver a final deliverable, and a final financial report

## Agreement Number:

At the end of the Fellowship, Recipient will submit the final deliverable established at the beginning of the Fellowship period. Recipient will also submit a final report on spending.

### e. Fellowship Reflection

Recipient shall submit a written Fellowship Reflection to SIL staff and engage in a reflection conversation with SIL staff.

### Period of Performance

The period for this Fellowship will start on Nov 30, 2023 and end on Nov 29, 2024.

### Payment

Payment for Fellowship will be issued quarterly. Recipient shall submit invoices for each quarterly payment. All invoices shall be submitted using Recipient's standard invoice and will include a reference to Agreement Number [Insert Agreement Number]. Invoices and questions concerning invoice receipt or payments shall be directed to:

Sharon Beckstrand  
Stanford Impact Labs  
Email: sbeckst1@stanford.edu

### Use of Funds

The funding is designed as flexible resources to support Recipient's participation in the Fellowship and the activities of the Fellowship Program.

The funding may only be used within the scope of the Fellowship activities and workplan. Potential costs may include (but are not limited to):

- Conducting surveys, interviews or focus groups (compensating participants, printing materials, venue costs, catering, translation services, etc.)
- Travel and accommodation for the purposes of holding surveys, interviews, or focus groups
- Engaging consultants/contractors e.g. for developing data systems or dashboards.
- Engaging existing colleagues on staff for activities related to the Fellowship project
- Hiring temporary or part-time support for Fellowship activities
- Purchasing software, licenses, or otherwise upgrading organizational data infrastructure
- Professional training related to the project (e.g. data analysis)

Funds may not be used for:

- Construction or capital improvements
- Alcoholic beverages
- Lobbying (as described by tax code)
- Indirect costs in excess of 10%

Plans to sub-grant Fellowship funds (to local chapters of umbrella organizations, for instance) must be discussed and require the prior written approval of SIL staff.

### Reporting

Recipient shall complete a one-hour end-of-Fellowship debrief with SIL staff and an end-of-Fellowship written reflection.

## Agreement Number:

Written reflections may capture:

- Feedback on the Fellowship programming, content, etc.
- A detailing of the effectiveness and outcomes of the Fellowship Program
- A qualitative description of ways (positive/negative/null) the Fellowship or accompanying funding supported organizational priorities
- A reflection on how skills, tools, and resources from/during Fellowship contributed or might contribute in the future to long-term organizational goals
- A discussion of progress made in addressing a challenging social problem
- Suggestions for continued engagement with their cohort, Stanford Impact Labs, and Stanford University more broadly
- Specific recommendations for improvements to the Fellowship structure or content.

The written reflections will provide input into SIL's learning agenda as to how Stanford Impact Labs can best support social sector organizations to use data and evidence to drive social change.

At the end of the Fellowship, Recipient will provide a financial report of how the resources were spent.

### Intellectual Property

Recipient owns the entire right, title, and interest to all tangible materials, inventions, works of authorship, software, information, and data solely conceived or developed by Recipient in the performance of the Fellowship Program and funded under this Agreement ("Recipient Outputs"). Recipient shall grant Stanford an irrevocable, royalty-free, non-transferable, non-exclusive right to access Recipient Outputs for non-commercial, academic, or research purposes. Stanford Impact Labs owns materials and information about the Fellowship program activities and outputs, in accordance with SIL's learning agenda around data and evidence to address social problems.

### Use of Name

Neither party shall use the other party's name, trademarks, other logos, quotes, photos or other personal information in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Collaborative Fellowship Agreement for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

### Confidentiality

The parties agree that only Confidential Information required for performance of the Fellowship Program shall be exchanged. Confidential Information may include documents, materials or data provided by one party to the other in writing or other tangible form and marked as "Confidential." If a disclosure is made verbally, the disclosing party shall reduce such disclosure to writing marked as "Confidential".

Confidential information does not apply to research results, supporting data, or to information that:

- Is publicly available through no fault of recipient;
- Is disclosed to the recipient by a third party;
- Is already known to the recipient at time of disclosure; or
- Is developed by the recipient without reference to the Confidential Information; or
- Is required to be disclosed by law, regulation, or court order.

## Agreement Number:

In the event that Confidential Information is exchanged, the parties agree to make no use of such Confidential Information except as necessary for performance of the Project or as otherwise allowed in this Agreement.

### Liability

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or director's, to the extent allowed by law.

### Laws and Regulations

Each party is subject to all local, state and federal laws and regulations applicable to its obligations under this Agreement.

### Remedies and Dispute Resolution

Failure to comply with any of the terms of this Agreement shall constitute a breach of the Agreement. The breach of any terms of this Agreement shall entitle Stanford Impact Labs to appropriate remedies, including but not limited to:

- Reduction or termination of future funding installments
- Removal of the designation "xx Fellow" and the requirement that the Fellow cease using the Stanford Impact Labs name in connection with its activities.

If any dispute arises between the parties in connection with payments due under this Agreement and it cannot be resolved by mutual agreement after meetings between the parties, it will be finally settled under the JAMS Comprehensive Arbitration Rules and Procedures, by one or more arbitrators appointed in accordance with the Rules. Arbitration will be held in Palo Alto, California, or at some other mutually agreeable location.

### Assignment

Neither party may assign this Agreement without the prior written consent of the other party.

### Independent Contractors

Stanford and Sponsor are independent contractors and neither is an agent, joint venturer, or partner of the other.

### Governing Law

This Agreement is governed by the laws of the State of California, without regard to its conflict of laws doctrine. Any legal action involving this Agreement or the Research Program will be adjudicated in the State of California.

The following authorized party representatives have executed this Agreement, including all its terms and conditions.

City of Lake Elsinore

The Board of Trustees of the  
Leland Stanford Junior University

Agreement Number:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Read and Understood:

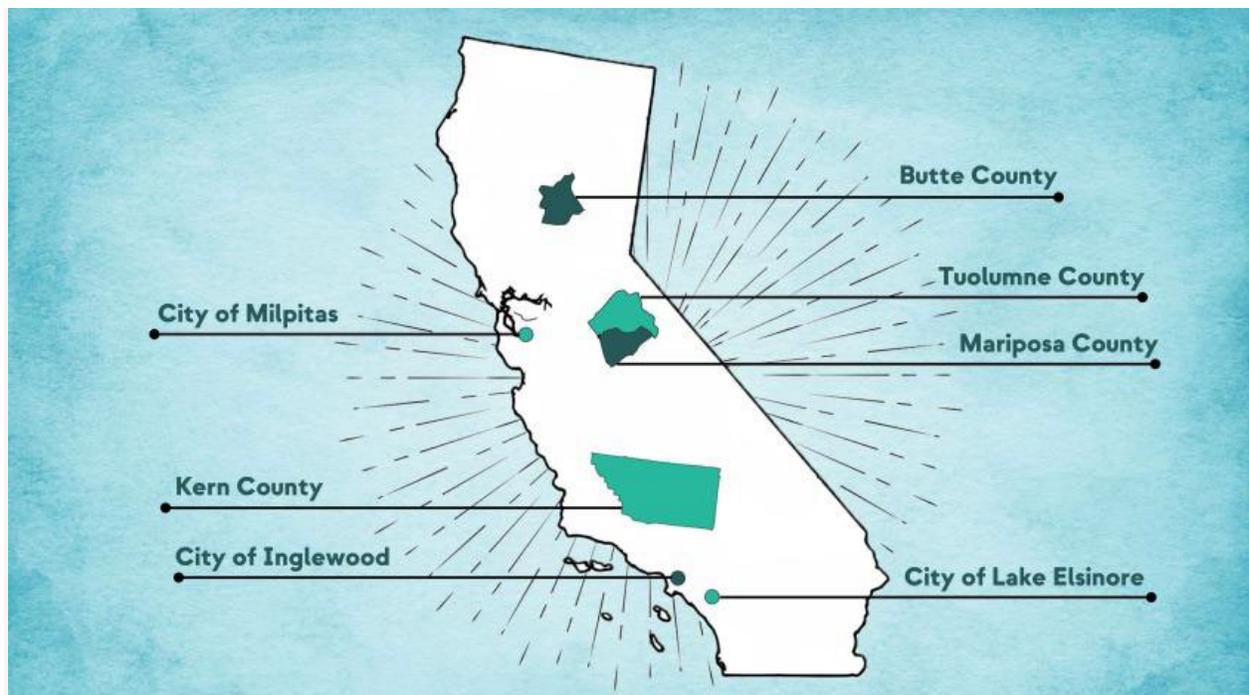
Signature: \_\_\_\_\_  
PI Name: \_\_\_\_\_  
PI Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# Seven Staff Members from Local Governments Across California Take Part in Brand-new Stanford Fellowship

27 NOVEMBER 2023

Stanford Impact Labs welcomes the inaugural cohort of Evidence for Policy Fellows



I am thrilled to announce the inaugural cohort of Stanford Impact Labs (SIL) Evidence for Policy Fellows. The [Evidence for Policy Fellowship](#) is a one-year

program [developed](#) to support the professional development and policy goals of career staff on teams in local governments in California as they seek to bring data, evidence, and research to bear in the design and implementation of a policy priority. These seven staff members from local governments across California are working to address economic opportunity and social mobility in their communities:

- [Alex Andrade, City of Milpitas](#)
- [Adam Gufarotti, City of Lake Elsinore](#)
- [Ben Goger, Mariposa County](#)
- [Briqjett Guzman, Kern County](#)
- [Katie Simmons, Butte County](#)
- [Quana Williams, City of Inglewood](#)
- [Robbie Bergstrom, Tuolumne County](#)

Over the next twelve months, fellows will test approaches to affordable housing (through rental assistance programs and the development of a community housing trust), strategies for homelessness services, support for entrepreneurs and small businesses, town center development, and the conceptualization of a model for sustainable disaster recovery.

Fellows were selected through an open application process, in which a selection committee reviewed applications and interviewed finalists. The Stanford Impact Labs team was overwhelmed by the quality of applications we received, and is grateful to everyone who took the time to apply. We are convinced of the [need for this kind of program](#), and we look forward to testing the choices we made as we [designed](#) the fellowship.

I'm also pleased to announce that Amanda Graor and Michelle Skoor will join the Evidence for Policy team to co-facilitate workshops, lead virtual trainings, and provide support and technical assistance to fellows over the coming year.

Amanda has spent over 15 years using data and evidence to drive decision making at the regional metropolitan planning organization and council of governments for the bi-state Kansas City metro area working in transportation, environment, innovation and organizational strategy. Michelle has spent over a decade in the technology industry, partnering with governments in California on workforce development and apprenticeships, and has deep expertise in collaborating to design the systems and structures required to make decisions using data and evidence.

The team at Stanford Impact Labs is excited to draw on Amanda's and Michelle's expertise as we support the fellowship cohort.

In the process of launching this program and reviewing applications, our team learned that local governments are looking to use data and evidence for economic opportunity in multiple ways:

- Some fellows are keen to provide broader context about a specific issue in their communities, in order to shape discussions around upcoming program and policy decisions
- Some fellows are ready to scope future projects using data and evidence
- Some communities are seeking to evaluate the effectiveness of existing programs, services, or policies to determine how and whether to continue them
- Some communities are collecting large amounts of data, but need support in systematically synthesizing that information into something actionable

All fellows in the cohort expressed a need for (1) improved approaches and practices to use data and evidence in their day-to-day work, and (2) a learning culture and mindset within their organization. All fellows also plan to collaborate both across their municipality and with external partners to shape their projects.

The SIL team looks forward to welcoming the cohort and teaching team to Stanford later this week for a kickoff workshop to dig into research questions and project approaches and begin an exciting year of learning from one another.

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