



REPORT

DATE ISSUED: February 13, 2015

REPORT NO: HCR15-024

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of March 19, 2015

SUBJECT: Contracts for the Fiscal Year 2016 City of San Diego Homeless Shelters and Services Programs

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Recommend Housing Authority of the City of San Diego approval of execution of contracts for the City of San Diego's Homeless Shelters and Services Programs which include: Connections Housing Interim Bed Program, Cortez Hill Family Center, Emergency Solutions Grants Rapid Re-Housing Program, Homeless Transitional Storage Center and the Serial Inebriate Program.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) recommend that the Housing Authority of the City of San Diego (Housing Authority) take the following actions, contingent upon the subsequent appropriation (prior to July 1, 2016) of sufficient funds by the City of San Diego (City) and approval of funds by the Housing Authority, in the Housing Commission's Fiscal Year (FY) 2016 budget, as the San Diego City Council (City Council) and Housing Authority shall determine in their discretion:

- 1) Authorize the execution of contracts in a form and format subject to the approval of General Counsel of the Housing Commission with the following organizations for FY 2016 (July 1, 2015 – June 30, 2016):
 - a. People Assisting the Homeless (PATH) in the amount of \$688,838 for the oversight and management of the Connections Housing Interim Bed Program at 1250 Sixth Avenue, San Diego, CA 92101;
 - b. YWCA of San Diego County in the amount of \$669,209 for oversight and management of the Cortez Hill Family Center;
 - c. Emergency Solutions Grant (ESG) funding in the amount of \$340,483 for five organizations participating in the Rapid Re-Housing Program;
 - d. Mental Health Systems, Inc. in the amount of \$185,000 for housing operations of the Serial Inebriate Program (SIP) at 3340 Kemper Street, San Diego, CA 92110; and
 - e. Girls Think Tank in the amount of \$138,750 in FY 2016 funding for the oversight and management of the Homeless Transitional Storage Center at 252 16th Street, San Diego, CA 92101. This contract period, however, shall be May 1, 2015, to April 30, 2016, and includes FY 2015 funds for May 1, 2015 to June 30, 2015. The \$138,750 in FY 2016 funding will be applied to the contracts during the time period of July 1, 2015 to June 30, 2016;

- 2) Authorize the President and Chief Executive Officer (President & CEO), or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals;
- 3) Authorize the President & CEO to substitute funding sources and/or increase compensation by not more than 20 percent of the total contract amount for the proposed contracts, if necessary, without further action by the City Council, Housing Authority, or Board of Commissioners of the Housing Commission, but only if and to the extent that funds are determined to be available for such purposes; and
- 4) Authorize the expenditure of up to \$570,000 in City General Funds, \$509,477 in federal Community Development Block Grants (CDBG), \$762,074 in federal Emergency Solutions Grant funds (ESG), \$274,000 in City Housing Trust Fund dollars (HTF), and \$40,000 in Housing Commission funds as part of the Housing Commission's proposed FY 2016 budget, contingent upon the appropriation of said funds by the City and approval of funds by the Housing Authority in the Housing Commission's FY 2016 budget, as the City Council and Housing Authority shall determine in their discretion.

SUMMARY

The Housing Commission administers the contracts for the City's Homeless Shelters and Services Programs based on a Memorandum of Understanding between the Housing Commission and the City that took effect on July 1, 2010, and was amended and restated as approved by the Housing Commission Board on May 9, 2014, and the City Council on June 17, 2014. Sole Source Justification Memos are Attachment 1 to this report as required by the Housing Commission's Statement of Procurement Policy.

Connections Housing: Located at Sixth Avenue and A Street in Downtown San Diego, Connections Housing operates year-round, 24 hours a day and seven days a week. PATH, the project owner and operator, provides the 134 interim bed program for homeless adults and 16 units for homeless individuals who have special health needs. In FY 2016, the program will provide shelter to a minimum of 500 homeless individuals. Connections Housing residents also will provide two meals per day, comprehensive case management to assist in gaining or increasing income, connection with needed resources both on-site and in the community, and support to move into stable housing. Operating costs of \$1,348,838 will be funded with a combination of CDBG, ESG, Housing Commission funds, City General Funds, and additional matching funds provided by PATH. The proposed FY 2016 agreement, awarding \$688,838, is a renewal and will be the third one-year option out of four (4) one-year options.

Cortez Hill Family Center: According to the Regional Task Force on the Homeless' 2014 Point-in-Time Count, approximately 24 percent of persons experiencing homelessness in San Diego are mothers, fathers, and children. Homeless families are a particularly vulnerable subgroup as the trauma and stress surrounding homelessness can negatively impact the well-being of parents and their children. Furthermore, even with the community's dedicated resources many in our community still struggle to get by. In response, the Housing Commission administers, on behalf of the City, the Cortez Hill Family Center, operated by the YWCA of San Diego County. In FY 2016 it will provide a place to sleep, meals and supportive services to a minimum of 150 homeless San Diego families consisting of approximately 500 individuals. Through short-term housing (up to 120 days) consisting of 42 units and a variety of service programs, the Cortez Hill Family Center will help families experiencing homelessness transition

to more permanent housing with stable income. . Operating costs of approximately \$669,209 will be funded with a combination of CDBG, ESG, and HTF funds. The proposed FY 2016 agreement is a renewal and will be the second one-year option out of four (4) one-year options.

ESG Rapid Re-Housing: On behalf of the City, the Housing Commission administers funding from the U.S. Department of Housing and Urban Development (HUD) ESG Program, a portion of which is used for Rapid Re-Housing programs. These programs assist homeless individuals and families to obtain permanent housing as quickly as possible through short-term financial assistance and case management.

The Housing Commission developed its first Rapid Re-Housing program, Security Deposit Plus (SD+), in 2009 to respond to the needs of homeless Veterans. Eligible participants are clients of the U.S. Department of Veterans Affairs (VA) and are awarded Veterans Affairs Supportive Housing (VASH) vouchers enabling them to receive assistance with their rental housing costs. However, most homeless Veterans may not have money to pay for pre-housing costs such as security deposits, application fees, and utility deposits often required to obtain rental housing before they can use their vouchers. SD+ can pay these fees and deposits, thus resolving these barriers to housing. In FY 2016, the Housing Commission will assist up to 150 Veterans through this ongoing program.

The ESG Rapid Re-Housing Program will provide a number of services including housing location to help participants find permanent housing and case management to assist in housing stability. The program will pay for pre-housing costs including security and utility deposits, application fees and moving costs, and short-to medium-term rental assistance as needed by the participant. Short-term assistance can run one to three months, and medium-term from four months to a year.

On behalf of the City, the Housing Commission in FY 2016 will administer \$380,483 in ESG Rapid Re-Housing funds through renewal contracts with:

- Alpha Project for the Homeless (second option year of four option years);
- Interfaith Shelter Network (second option year of three option years)
- People Assisting the Homeless (second option year of three option years);
- St. Vincent de Paul Village (second option year of three option years) and
- Veterans Village of San Diego (second option year of three option years).

Each agency will participate in the 25 Cities Initiative to end Veteran and chronic homelessness through a Coordinated Assessment and Housing Placement System, which was launched last summer and streamlines referrals of participants. In FY 2016, Rapid Re-Housing operators will re-house up to 140 individuals and families providing them with case management and financial assistance.

Serial Inebriate Program: Established in January 2000, SIP is a collaborative effort to reduce the number of chronic, homeless alcoholics who cycle in and out of detoxification centers, County Jail, and local emergency rooms. The residential program offers participation in SIP in lieu of incarceration as a result of a guilty verdict or plea for public intoxication. As a SIP participant, clients receive intensive wraparound services that assist in their recovery from alcoholism to improve their well-being. Partner agencies include the City, the County of San Diego, San Diego Police Department, and San Diego County Sheriff's Departments, San Diego County Superior Courts, San Diego County Health and Human Services, Mental Health Systems, Inc. (MHS), and the Housing Commission.

Since the inception of SIP, the Housing Commission has been an active partner providing support to the program's housing element through the Housing Trust Fund. The Housing Commission will enter into a FY 2016 renewal contract with MHS for \$74,000 in Housing Trust Fund dollars to operate 12 beds and \$111,000 in City General Funds to operate 20 beds, totaling \$185,000 to operate 32 beds in the Serial Inebriate Program. MHS will assess approximately 175 individuals and house 100 participants in FY 2016.

Homeless Transitional Storage Center: On April 11, 2014, the Housing Commission approved the lease agreement for Girls Think Tank to occupy and use the Housing Commission-owned parking lot at 252 16th Street, San Diego, CA 92101, for the Homeless Transitional Storage Center (TSC) for a total yearly rent of \$12, \$1 a month.

The TSC helps keep downtown San Diego streets, sidewalks and storefronts clean and clear by providing a safe place for homeless individuals to keep their belongings. The TSC provides 350 large, clean bins for participants while they look for work, attend classes, or meet with a service provider or doctor.

The TSC opened in February 2011 in a vacant building owned by Center City Development Corporation (CCDC) at 917 Ninth Avenue with the help of David "The Water Man" Ross and the City of San Diego.

The TSC was created as a result of a 2011 legal settlement that required the City to provide a check-in center for downtown homeless San Diegans to safely store their belongings. The settlement resolved a federal class-action lawsuit against the City that alleged that the City's Environmental Services Department and San Diego Police Department were violating the constitutional rights of homeless individuals by destroying their personal property found on public streets. The initial operation of the center was funded by \$100,000 from the settlement.

Since May 1, 2012, the Housing Commission has contracted with Girls Think Tank, a nonprofit organization dedicated to protecting basic human dignity for homeless individuals, to operate the TSC on a day-to-day basis, with the Housing Commission acting as the TSC's fiscal and administrative agent. In 2013, because its initial location was needed for a redevelopment project, the TSC moved to a 3,400-square-foot vacant parking lot owned by St. Vincent de Paul Village at 1610 Commercial Street in downtown San Diego. On May 3, 2014, the TSC moved to its current location in a Housing Commission-owned lot at 252 16th Street in downtown San Diego.

Annually, the TSC assists approximately 2,024 individuals. This contract period shall be May 1, 2015, to April 30, 2016, and includes FY 2015 funds for May 1, 2015 – June 30, 2015. The \$138,750 in FY 2016 funding will be applied to the contracts during the time period of July 1, 2015 to June 30, 2016. The proposed FY 2016 agreement is a renewal with Girls Think Tank for operation of the TSC and will be the first one-year option out of three (3) one-year options.

AFFORDABLE HOUSING IMPACT

As San Diegans continue to live in a City-declared housing emergency "shelter crisis," the need for immediate housing assistance is critical to the well-being of our community members. The City's Homeless Shelters and Services Programs serve this purpose by providing overnight shelter or permanent housing assistance with supportive services to men, women, and children experiencing homelessness. Additionally, homeless San Diegans who receive services at the Transitional Storage

Center are able to safely store their belongings while engaging in activities to help them regain housing stability. Individuals participating in each program represent some of San Diego’s most vulnerable citizens, as 100 percent of participants are homeless, with low-to-moderate incomes.

FISCAL CONSIDERATIONS

The proposed funding approved by this action is included in the Housing Commission’s FY 2016 Proposed Budget, which is planned to be presented to the Housing Authority in June 2015 for approval. Approving this action will authorize the Housing Commission to expend \$2,155,551, subject to Housing Authority approval of the FY16 Budget in June.

Additionally, approving this action will result in the provision of shelter and services for approximately 1,409 individuals or families served by five City programs, at an average annual cost to the City outlined as follows:

- **Connections Housing Interim Bed Program:** \$13.60 per bed night
- **Cortez Hill Family Center:** \$45.73 per unit per night
- **Rapid Re-Housing:** \$1,261.60 per person
- **Homeless Transitional Storage Center:** \$74.11 per person
- **Serial Inebriate Program:** \$16.61 per bed night

The funding sources below reflect program and administrative allocations. Funding sources approved by this action will be as follows:

Table 1: Funding uses for Community Development Block Grant

COMMUNITY DEVELOPMENT BLOCK GRANT		
Program Name	Contract/Consultant	Administrative Costs
Cortez Hill Family Center	\$191,863	\$14,039
Connections Housing Interim Bed Program	276,000	27,575
TOTAL	\$467,863	\$41,614

Table 2: Funding uses for Emergency Solutions Grant

EMERGENCY SOLUTIONS GRANT		
Program Name	Contract/Consultant	Administrative Costs
Cortez Hill Family Center	\$277,346	\$17,807
Connections Housing Interim Bed Program	95,338	5,720
Rapid Re-Housing	340,483	25,380
TOTAL	\$713,167	\$48,907

Table 3: Funding uses for City General Funds

CITY GENERAL FUNDS		
Program Name	Contract/Consultant	Administrative Costs
Connections Housing Interim Bed Program	\$277,500	\$22,500
Homeless Transitional Storage Center	138,750	11,250
Serial Inebriate Program	111,000	9,000
TOTAL	\$527,250	\$42,750

Table 4: Funding uses for Housing Trust Fund

HOUSING TRUST FUND		
Program Name	Contract/Consultant	Administrative Costs*
Cortez Hill Family Center	\$200,000	
Serial Inebriate Program	74,000	
TOTAL	\$274,000	

* The Housing Commission receives \$96,701 in administrative fees to administer Housing Trust Funds to 11 programs including the Cortez Hill Family Center and Serial Inebriate Program.

Table 5: Funding uses for San Diego Housing Commission

SAN DIEGO HOUSING COMMISSION		
Program Name	Contract/Consultant	Administrative Costs
Connections Housing Interim Bed Program	\$40,000	NA
TOTAL	\$40,000	

Total funding approved by this action will be allocated as follows:

Contract/Consultant: \$2,022,280
 Housing Commission Admin: \$133,271

ADDITIONAL FISCAL IMPACTS

Approving this action will authorize the expenditure of up to \$570,000 in City General Funds, \$509,477 in Federal CDBG, \$762,074 in Federal ESG, \$274,000 in HTF, and \$40,000 in Housing Commission funds as part of the Housing Commission’s proposed FY 2016 budget, contingent upon the appropriation of said funds by the City and approval of funds by the Housing Authority in the Housing Commission’s FY 2016 budget, as the City Council and Housing Authority shall determine in their discretion.

Approving this action will further authorize the President & CEO, or designee, to substitute the above funding sources with other available funding sources, and to increase compensation by not more than 20 percent of the total contract amount based on a revised scope of work, as approved by the Housing Commission and contractor, and should the operational need arise or should such action be to the benefit of the Housing Commission and its mission. Funding substitutions and/or increased compensation will be memorialized in an Informational Report at the next scheduled Housing Commission Board meeting.

In addition to the ability to adjust the contracts generally, approval of this action will also authorize the President & CEO, or designee, to increase or decrease contracts, without further action of the Board of Commissioners and/or the Housing Authority upon subsequent approval of the City’s FY 2016 Budget, Federal CDBG allocation, and Federal ESG allocation containing different funding amounts than referenced within this report.

EQUAL OPPORTUNITY/CONTRACTING

The Equal Opportunity Workforce Reports will be submitted for review and approval by the Housing Commission in advance of the execution of any and all contracts concerning this matter. Execution of the contracts is subject to the approval of the Workforce Reports.

UPCOMING COUNCIL and/or COMMITTEE ACTION

This item is scheduled to be presented at the March 24, 2015, Housing Authority meeting.

February 13, 2015

Contracts for the Fiscal Year 2016 City of San Diego Homeless Shelters and Services Programs

Page 7

ENVIRONMENTAL REVIEW

The activities described in the report are not a project as defined in California Environmental Quality Act (CEQA) Section 15378(b)(5) as they are administrative activities of government that will not result in direct or indirect physical changes in the environment and, therefore, are not subject to CEQA pursuant to Section 15060(c)(3) of the State CEQA Guidelines. Nevertheless, they would be categorically exempt under multiple separate provisions of CEQA, including Section 15301 for existing facilities involving negligible or no expansion of the existing use. This determination is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. The activity contemplated herein, including operation of the facility, is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35(b)(2) and (3) and exempt per Section 58.34(a)(3) and (4) of Title 24 of the Code of Federal Regulations.

Respectfully submitted,

Melissa Peterman

Melissa Peterman
Director
Homeless Housing Innovations

Approved by,

Jeff Davis

Jeff Davis
Executive Vice President & Chief Operating Officer
San Diego Housing Commission

Attachments: 1) Justification of Sole Source Contracts

Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.



MEMORANDUM

Date: February 26, 2015

To: Jeff Davis, Executive Vice President & Chief Operating Officer

From: Melissa Peterman, Director of Homeless Housing Innovations Department

Subject: Non-Competitive Procurement Process for People Assisting the Homeless (PATH) Connections Housing Interim Bed Program

The San Diego Housing Commission (SDHC) has the authority, under its approved Statement of Procurement Policy (Policy), to procure services from non-profit organizations and agencies without competition, advertisement and without approval by the Housing Authority. Section 9.4 of the Policy lists four specific requirements to award contracts/agreements in this manner.

It is recommended that SDHC award the agreement(s) through the non-competitive process to address the need for emergency shelter services at the Fiscal Year 2016 PATH Connections Housing Interim Bed Program. The funding of the agreement for the term of July 1, 2015 to June 30, 2016 will be presented to SDHC Board of Commissioners on March 19, 2015 and the San Diego Housing Authority on March 24, 2015 for approval.

Attached is the supporting documentation required. Feel free to contact me if you have any questions.

Melissa Peterman
Director, Homeless Housing Innovations Department

Approved: _____

Jeff Davis
Executive Vice President & Chief Operating Officer

Maurcell Gresham
Director, Procurement

CC:Suket Dayal

Non-Competitive Services Award
PATH Connections Housing Interim Bed Program

I hereby certify the following as required by the San Diego Housing Commission's (SDHC) Statement of Procurement Policy Section 9.4.2:

- A. Award of a contract(s) for the provision of Fiscal Year 2016 PATH Connections Housing Interim Bed Program furthers the City's and the SDHC's multi-year work-plan on identifying solutions toward ending homelessness in San Diego.
- B. Award of this contract is in the public interest as it addresses the critical need to better serve homeless individuals and assist with the reduction of homelessness in San Diego.
- C. The annual cost of the program totals approximately \$688,838 and consists of a combination of CDBG, ESG, and HTF allocations and will not exceed the sum of \$688,838 to allow these critical services to be provided upon the opening of the Fiscal Year 2016 PATH Connections Housing Interim Bed Program.
- D. In approving the use of Section 9.4 for the procurement of all of the services, the Chief Executive Officer finds all of the following:
 - a. All proposed contractors for these services shall be 501(c)(3) corporations that shall agree to directly supervise their workers as referenced within the agreement to be executed by the Commission and the contractor(s);
 - b. The contract(s) shall require that the non-profit organization(s) or agencies provide workers' compensation insurance for the workers; and
 - c. The contract(s) shall require that the non-profit organization(s) agree to indemnify, protect, defend and hold the SDHC, the Housing Authority and the City harmless against any and all claims alleged to be caused or that are actually caused by any act or omission of the worker or agency employees and/or the non-profit organization(s) or agencies.

Jeff Davis
Executive Vice President & Chief Operating Officer

Date: _____

Rick Gentry
President and Chief Executive Officer

Date: _____



MEMORANDUM

Date: February 26, 2015

To: Jeff Davis, Executive Vice President & Chief Operating Officer

From: Melissa Peterman, Director of Homeless Housing Innovations Department

Subject: Non-Competitive Procurement Process for YWCA Cortez Hill

The San Diego Housing Commission (SDHC) has the authority, under its approved Statement of Procurement Policy (Policy), to procure services from non-profit organizations and agencies without competition, advertisement and without approval by the Housing Authority. Section 9.4 of the Policy lists four specific requirements to award contracts/agreements in this manner.

It is recommended that SDHC award the agreement(s) through the non-competitive process to address the need of providing emergency family shelter services at the Fiscal Year 2016 YWCA Cortez Hill Family Center. The funding of the agreement for the term of July 1, 2015 to June 30, 2016 will be presented to SDHC Board of Commissioners on March 19, 2015 and the San Diego Housing Authority on March 24, 2015 for approval.

Attached is the supporting documentation required. Feel free to contact me if you have any questions.

Melissa Peterman
Director, Homeless Housing Innovations Department

Approved: _____

Jeff Davis Executive Vice President & Chief Operating Officer	Maurcell Gresham Director, Procurement
--	---

CC:Suket Dayal

Non-Competitive Services Award
YWCA Cortez Hill Family Center

I hereby certify the following as required by the San Diego Housing Commission's (SDHC) Statement of Procurement Policy Section 9.4.2:

- A. Award of a contract(s) for the provision of Fiscal Year 2016 YWCA Cortez Hill Family Center furthers the City's and the SDHC's multi-year work-plan on identifying solutions toward ending homelessness in San Diego.
- B. Award of this contract is in the public interest as it addresses the critical need to better serve homeless individuals and assist with the reduction of homelessness in San Diego.
- C. The annual cost of the program totals approximately \$669,209 and consists of a combination of CDBG, ESG, and HTF allocations and will not exceed the sum of \$669,209 to allow these critical services to be provided upon the opening of the Fiscal Year 2016 YWCA Cortez Hill Family Center.
- D. In approving the use of Section 9.4 for the procurement of all of the services, the Chief Executive Officer finds all of the following:
 - a. All proposed contractors for these services shall be 501(c)(3) corporations that shall agree to directly supervise their workers as referenced within the agreement to be executed by the Commission and the contractor(s);
 - b. The contract(s) shall require that the non-profit organization(s) or agencies provide workers' compensation insurance for the workers; and
 - c. The contract(s) shall require that the non-profit organization(s) agree to indemnify, protect, defend and hold the SDHC, the Housing Authority and the City harmless against any and all claims alleged to be caused or that are actually caused by any act or omission of the worker or agency employees and/or the non-profit organization(s) or agencies.

Jeff Davis
Executive Vice President & Chief Operating Officer

Date: _____

Rick Gentry
President and Chief Executive Officer

Date: _____



MEMORANDUM

Date: February 26, 2015

To: Jeff Davis, Executive Vice President & Chief Operating Officer

From: Melissa Peterman, Director of Homeless Housing Innovations Department

Subject: Non-Competitive Procurement Process for the ESG Rapid Re-Housing Program

The San Diego Housing Commission (SDHC) has the authority, under its approved Statement of Procurement Policy (Policy), to procure services from non-profit organizations and agencies without competition, advertisement and without approval by the Housing Authority. Section 9.4 of the Policy lists four specific requirements to award contracts/agreements in this manner.

It is recommended that SDHC award the agreement(s) through the non-competitive process to address the need for assisting homeless individuals and families to find housing as quickly as possible with the support of short-term financial assistance and case management services through the Fiscal Year 2016 ESG Rapid Re-Housing Program. The ESG Rapid Re-Housing Program is administered by Alpha Project for the Homeless, the Interfaith Shelter Network, People Assisting the Homeless (PATH), St. Vincent de Paul Village, and Veterans Village of San Diego (VVSD). The funding of the agreement for the term of July 1, 2015 to June 30, 2016 will be presented to SDHC Board of Commissioners on March 19, 2015 and the San Diego Housing Authority on March 24, 2015 for approval.

Attached is the supporting documentation required. Feel free to contact me if you have any questions.

Melissa Peterman
Director, Homeless Housing Innovations Department

Approved: _____

Jeff Davis
Executive Vice President & Chief Operating Officer

Maurcell Gresham
Director, Procurement

CC:Suket Dayal

Non-Competitive Services Award
ESG Rapid Re-Housing Program

I hereby certify the following as required by the San Diego Housing Commission's (SDHC) Statement of Procurement Policy Section 9.4.2:

- A. Award of a contract(s) for the provision of Fiscal Year 2016 ESG Rapid Re-Housing Program furthers the City's and the SDHC's multi-year work-plan on identifying solutions toward ending homelessness in San Diego.
- B. Award of this contract is in the public interest as it addresses the critical need to better serve homeless individuals and assist with the reduction of homelessness in San Diego.
- C. The annual cost of the program totals approximately \$340,483 and consists of ESG allocations and will not exceed the sum of \$340,483 to allow these critical services to be provided upon the opening of the Fiscal Year 2016 ESG Rapid Re-Housing Program.
- D. In approving the use of Section 9.4 for the procurement of all of the services, the Chief Executive Officer finds all of the following:
 - a. All proposed contractors for these services shall be 501(c)(3) corporations that shall agree to directly supervise their workers as referenced within the agreement to be executed by the Commission and the contractor(s);
 - b. The contract(s) shall require that the non-profit organization(s) or agencies provide workers' compensation insurance for the workers; and
 - c. The contract(s) shall require that the non-profit organization(s) agree to indemnify, protect, defend and hold the SDHC, the Housing Authority and the City harmless against any and all claims alleged to be caused or that are actually caused by any act or omission of the worker or agency employees and/or the non-profit organization(s) or agencies.

Jeff Davis
Executive Vice President & Chief Operating Officer

Date: _____

Rick Gentry
President and Chief Executive Officer

Date: _____



MEMORANDUM

Date: February 26, 2015

To: Jeff Davis, Executive Vice President & Chief Operating Officer

From: Melissa Peterman, Director of Homeless Housing Innovations Department

Subject: Non-Competitive Procurement Process for Mental Health Systems, Inc. Serial Inebriate Program (SIP)

The San Diego Housing Commission (SDHC) has the authority, under its approved Statement of Procurement Policy (Policy), to procure services from non-profit organizations and agencies without competition, advertisement and without approval by the Housing Authority. Section 9.4 of the Policy lists four specific requirements to award contracts/agreements in this manner.

It is recommended that SDHC award the agreement(s) through the non-competitive process to address the need for housing operations of the Fiscal Year 2016 Mental Health Systems, Inc. Serial Inebriate Program (SIP). The funding of the agreement for the term of July 1, 2015 to June 30, 2016 will be presented to SDHC Board of Commissioners on March 19, 2015 and the San Diego Housing Authority on March 24, 2015 for approval.

Attached is the supporting documentation required. Feel free to contact me if you have any questions.

Melissa Peterman
Director, Homeless Housing Innovations Department

Approved: _____

Jeff Davis	Maurcell Gresham
Executive Vice President & Chief Operating Officer	Director, Procurement

CC:Suket Dayal

Non-Competitive Services Award
Mental Health Systems, Inc. Serial Inebriate Program (SIP)

I hereby certify the following as required by the San Diego Housing Commission's (SDHC) Statement of Procurement Policy Section 9.4.2:

- A. Award of a contract(s) for the provision of Fiscal Year 2016 Mental Health Systems, Inc. Serial Inebriate Program (SIP) furthers the City's and the SDHC's multi-year work-plan on identifying solutions toward ending homelessness in San Diego.
- B. Award of this contract is in the public interest as it addresses the critical need to better serve homeless individuals and assist with the reduction of homelessness in San Diego.
- C. The annual cost of the program totals approximately \$185,000 and consists of a combination of CDBG, ESG, and HTF allocations and will not exceed the sum of \$185,000 to allow these critical services to be provided upon the opening of the Fiscal Year 2016 Mental Health Systems, Inc. Serial Inebriate Program (SIP).
- D. In approving the use of Section 9.4 for the procurement of all of the services, the Chief Executive Officer finds all of the following:
 - a. All proposed contractors for these services shall be 501(c)(3) corporations that shall agree to directly supervise their workers as referenced within the agreement to be executed by the Commission and the contractor(s);
 - b. The contract(s) shall require that the non-profit organization(s) or agencies provide workers' compensation insurance for the workers; and
 - c. The contract(s) shall require that the non-profit organization(s) agree to indemnify, protect, defend and hold the SDHC, the Housing Authority and the City harmless against any and all claims alleged to be caused or that are actually caused by any act or omission of the worker or agency employees and/or the non-profit organization(s) or agencies.

Jeff Davis
Executive Vice President & Chief Operating Officer

Date: _____

Rick Gentry
President and Chief Executive Officer

Date: _____



MEMORANDUM

Date: February 26, 2015

To: Jeff Davis, Executive Vice President & Chief Operating Officer

From: Melissa Peterman, Director of Homeless Housing Innovations Department

Subject: Non-Competitive Procurement Process for Girls Think Tank Homeless Transitional Storage Center

The San Diego Housing Commission (SDHC) has the authority, under its approved Statement of Procurement Policy (Policy), to procure services from non-profit organizations and agencies without competition, advertisement and without approval by the Housing Authority. Section 9.4 of the Policy lists four specific requirements to award contracts/agreements in this manner.

It is recommended that SDHC award the agreement(s) through the non-competitive process to address the need of oversight and management at the Fiscal Year 2016 Girls Think Tank Homeless Transitional Storage Center. The funding of the agreement for the term of May 1, 2015 to April 30, 2016 will be presented to SDHC Board of Commissioners on March 19, 2015 and the San Diego Housing Authority on March 24, 2015 for approval.

Attached is the supporting documentation required. Feel free to contact me if you have any questions.

Melissa Peterman
Director, Homeless Housing Innovations Department

Approved: _____

Jeff Davis	Maurcell Gresham
Executive Vice President & Chief Operating Officer	Director, Procurement

CC:Suket Dayal

Non-Competitive Services Award
Girls Think Tank Homeless Transitional Storage Center

I hereby certify the following as required by the San Diego Housing Commission's (SDHC) Statement of Procurement Policy Section 9.4.2:

- A. Award of a contract(s) for the provision of Fiscal Year 2016 Girls Think Tank Homeless Transitional Storage Center furthers the City's and the SDHC's multi-year work-plan on identifying solutions toward ending homelessness in San Diego.
- B. Award of this contract is in the public interest as it addresses the critical need to better serve homeless individuals and assist with the reduction of homelessness in San Diego.
- C. The annual cost of the program totals approximately \$138,750 and consists of a combination of CDBG, ESG, and HTF allocations and will not exceed the sum of \$138,750 to allow these critical services to be provided upon the opening of the Fiscal Year 2016 Girls Think Tank Homeless Transitional Storage Center.
- D. In approving the use of Section 9.4 for the procurement of all of the services, the Chief Executive Officer finds all of the following:
 - a. All proposed contractors for these services shall be 501(c)(3) corporations that shall agree to directly supervise their workers as referenced within the agreement to be executed by the Commission and the contractor(s);
 - b. The contract(s) shall require that the non-profit organization(s) or agencies provide workers' compensation insurance for the workers; and
 - c. The contract(s) shall require that the non-profit organization(s) agree to indemnify, protect, defend and hold the SDHC, the Housing Authority and the City harmless against any and all claims alleged to be caused or that are actually caused by any act or omission of the worker or agency employees and/or the non-profit organization(s) or agencies.

Jeff Davis
Executive Vice President & Chief Operating Officer

Date: _____

Rick Gentry
President and Chief Executive Officer

Date: _____