



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: November 13, 2020

HCR20-116

SUBJECT: Approval of the Day Center for Homeless Adults Sole Source Justification and Six-Month Operating Agreement with St. Vincent de Paul Village

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations

CONTACT/PHONE NUMBER: Lisa Jones (619) 578-7696

REQUESTED ACTION:

Approve an operating agreement with St. Vincent de Paul Village in the amount of \$250,000 for a six-month term from January 1, 2021, to June 30, 2021, for the operation of the Day Center for Homeless Adults located at 299 17th Street, San Diego, 92101.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The Day Center for Homeless Adults (Day Center) is a City-owned facility located in the East Village Neighborhood of Downtown San Diego at 299 17th Street.
- The land is ground leased by the City of San Diego from the State of California Department of Transportation (CalTrans) for operation of a day center for individuals experiencing homelessness.
- The Day Center provides clients access to restrooms and washing facilities, off-site showers, mail services, telephone access, computer access, self-sufficiency needs assessments, referral services, and a safe environment during the day for individuals experiencing homelessness.
- In Fiscal Year 2020, the Day Center served more than 8,000 unduplicated clients. Clients are adults who are age 18 or older and who are homeless or at risk of homelessness, some of whom may have disabling conditions.
- The Day Center contract was awarded to St. Vincent de Paul Village, effective July 1, 2015, for an initial one-year term, with four one-year options to renew.
- Upon conclusion of the fourth renewal option on June 30, 2020, the Housing Commission exercised an option under Procurement Policy 9.4 to utilize a sole source justification method of procurement to award a six-month contract in the amount of \$250,000 to St. Vincent de Paul Village to continue operating the Day Center from July 1, 2020, to December 31, 2020. The decision was made in part due to the COVID-19 pandemic.
- Staff recommends entering into another six-month contract with St. Vincent de Paul Village in the amount of \$250,000 to continue operating the Day Center for a timeframe of January 1, 2021, to June 30, 2021, to ensure zero gaps in service delivery.
- Since the aggregate amount of funding awarded to St. Vincent de Paul Village to operate the Day Center will total \$500,000 within a 12-month time of performance, Housing Commission Board approval is required in conjunction with the use of a sole source justification procurement process.



REPORT

DATE ISSUED: November 6, 2020

REPORT NO: HCR20-116

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of November 13, 2020

SUBJECT: Approval of the Day Center for Homeless Adults Sole Source Justification and Six-Month Operating Agreement with St. Vincent de Paul Village

COUNCIL DISTRICT: ALL

REQUESTED ACTION:

Approve an operating agreement with St. Vincent de Paul Village in the amount of \$250,000 for a six-month term from January 1, 2021, to June 30, 2021, for the operation of the Day Center for Homeless Adults located at 299 17th Street, San Diego, 92101.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Authorize the Housing Commission to enter into a six-month contract with St. Vincent de Paul Village in the amount of \$250,000 to fund the agreement to operate the Day Center for Homeless Adults at 299 17th Street, San Diego, 92101, for the term of January 1, 2021, to June 30, 2021;
- 2) Authorize the Housing Commission's President & 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; and
- 3) Authorize the President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Board of Commissioners (Board) of the Housing Commission, but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

The Day Center for Homeless Adults (Day Center) is a City-owned facility located in the East Village Neighborhood of Downtown San Diego at 299 17th Street. The land is ground leased by the City of San Diego from the State of California Department of Transportation (CalTrans) for operation of a day center for individuals experiencing homelessness. The Day Center has been in operation since 1991 and offers services to more than 6,000 individual clients per year, including providing clients with access to restrooms and washing facilities, off-site showers, mail services, telephone access, computer access, self-sufficiency needs assessments, referral services, and a safe environment during the day for individuals experiencing homelessness.

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The Day Center is open seven days per week, Monday through Friday, between the hours of 6 a.m. and 4 p.m., and on Saturday and Sunday between the hours of 6 a.m. and 2 p.m., including City holidays, with the exception of December 25. The Day Center is required to serve more than 2,000 unduplicated clients annually. In Fiscal Year 2020, the Day Center served more than 8,000 unduplicated clients. Clients are adults who are age 18 or older and who are homeless or at risk of homelessness, some of whom may have disabling conditions. By providing a safe and secure environment, the facility provides an important place where community members experiencing homelessness can receive services while basic needs are met.

Effective July 1, 2010, the City of San Diego and the Housing Commission entered into a Memorandum of Understanding (MOU) for the Housing Commission to administer the City-funded homeless shelters and services, including administration of the Day Center contract. The Day Center is funded by the Community Development Block Grant (CDBG) funding set-aside approved by a City Council action on September 25, 2015, and subsequently authorized under City Council Resolution No. 307707. The most recent MOU between the Housing Commission and the City was authorized under City Council Resolution No. 312514 for an initial one-year term, with four one-year options to renew, beginning July 1, 2019, through June 30, 2024.

The Day Center contract was awarded to St. Vincent de Paul Village, effective July 1, 2015, for an initial one-year term, with four one-year options to renew. Upon conclusion of the fourth renewal option on June 30, 2020, the Housing Commission exercised an option under Procurement Policy 9.4 to utilize a sole source justification method of procurement to award a six-month contract in the amount of \$250,000 to St. Vincent de Paul Village to continue operating the Day Center from July 1, 2020, to December 31, 2020. The decision was made in part due to the COVID-19 pandemic because the current operator was best positioned to continue operating the program in a manner consistent with State and County COVID-19 mandates and in observance of social distancing requirements while ensuring clients received a high level of service.

Additionally, the City Council previously requested an evaluation of the Day Center and Housing Navigation Center programs during calendar year 2020 to further examine the program models and determine the most efficient and effective methods for coordinating activities among the two programs without duplicating efforts. The impact of COVID-19 on the San Diego region and the ways that homeless service programs had to shift operating practices under the impact and health restrictions of COVID-19 prevented the type of robust evaluation of standard services that would be needed to provide a useful report. In addition, as part of Operation Shelter to Home, the Housing Commission and Regional Task Force on the Homeless were piloting new practices and redesigning the current homeless system to be more person-centered and housing-focused, which has resulted in a re-imagining of the Housing Navigation Center program model. A proposal for the new Homelessness Response Center was presented to and approved by the City Council on October 27, 2020, and the Housing Commission will be implementing that new program in the coming months. In the meantime, the Day Center has proven to be incredibly valuable in making sure that persons experiencing unsheltered homelessness have access to information on how to mitigate the spread of COVID-19. The Day Center also provides access to sanitation resources such as showers, laundry and handwashing stations and additional resources to meet basic needs. This includes receiving mail and charging phones, which have become even more critical as so many of the City's publicly accessible resources were closed. Based on the need for these critical services to continue, the Housing Commission determined that a conducting a Request for

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Proposal process, which could result in a change of operator while significant need for this resource continues under the pressures of the pandemic, was not the best approach to ensure continuation of access to these services. Therefore, staff recommends entering into another six-month contract with St. Vincent de Paul Village in the amount of \$250,000 to continue operating the Day Center for a timeframe of January 1, 2021, to June 30, 2021, to ensure zero gaps in service delivery. Since the aggregate amount of funding awarded to St. Vincent de Paul Village to operate the Day Center will total \$500,000 within a 12-month time of performance, Housing Commission Board approval is required in conjunction with the use of a sole source justification procurement process.

AFFORDABLE HOUSING IMPACT

San Diego continues to experience a homelessness crisis, so the need for services that can provide quality basic needs and services to individuals and families experiencing homelessness is critical to the well-being of the community. The Day Center serves this purpose by providing for basic needs of individuals experiencing homelessness while assisting with identifying appropriate solutions to end their homelessness. Clients participating in Day Center activities represent San Diego's most vulnerable citizens.

FISCAL CONSIDERATIONS

There is no fiscal impact as this action was included in the Housing Commission's Housing Authority-approved budget for Fiscal Year 2021.

EQUAL OPPORTUNITY/CONTRACTING

St. Vincent de Paul Village is a local nonprofit organization and, as such, not subject to the requirement to submit a Workforce Report.

PREVIOUS COUNCIL and/or COMMITTEE ACTIONS

On April 8, 2016, the Board approved the award of the Day Center contract to St. Vincent de Paul Village.

On July 20, 2012, the Board approved the award of the Day Center contract to Alpha Project for the Homeless.

On March 19, 2015, the Board approved the award of the Day Center to St. Vincent de Paul Village.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include Day Center clients and St. Vincent de Paul Village as the sub-recipient administering the program. The program is expected to have a positive impact on the community because it will provide for the basic needs of clients while they receive social services. The Day Center will support individuals and households experiencing homelessness and in need of these services.

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

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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 not subject to Section 58.5. Final NEPA clearance was submitted to the City of San Diego on October 29, 2020.

Respectfully submitted,

Approved by,



Lisa Jones
Executive Vice President of Strategic Initiatives
San Diego Housing Commission

Jeff Davis
Deputy Chief Executive Officer
San Diego Housing Commission

Docket materials are available online in the “Governance & Legislative Affairs” section of the San Diego Housing Commission website at www.sdhc.org.