



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: September 13, 2018

HCR18-076

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations Department

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

#### REQUESTED ACTION:

That the San Diego Housing Commission (Housing Commission) recommend that the Housing Authority of the City of San Diego (Housing Authority) approve exercising the second option to renew operating agreements for the three City of San Diego Temporary Bridge Shelter Programs with Alpha Project for the Homeless (Alpha Project), Veterans Village of San Diego (VVSD), and Father Joe's Villages (FJV) for the operation of the three City of San Diego Temporary Bridge Shelters. The renewal term is for nine months, from October 1, 2018, through June 30, 2019, in accordance with approval granted by the Housing Authority (Resolution Number HA-1755) and San Diego City Council (Resolution R-311427) on November 14, 2017, and the first option to renew approved by the Housing Authority (Resolution HA-1781) on May 22, 2018, as well as the authorization to renew the Memorandum of Understanding between the Housing Commission and the City of San Diego through June 30, 2019, for oversight and administration of the Temporary Bridge Shelters (Resolution R-311774).

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- This report requests that the Housing Commission recommend that the Housing Authority authorize the execution of the second option to renew agreements for the operation of the City's three Temporary Bridge Shelters (Shelters) with a total funding amount of \$8,482,756.
- This amount is currently funded from Housing Commission Property Reserves, with the expressed understanding that the Successor Agency or City of San Diego, as appropriate, will approve the transfer of funds to backfill the costs advanced by the Housing Commission for the Shelters.
- The Shelters offer a safe, centralized location for men, women, and children experiencing homelessness to receive temporary housing and appropriate services needed to expedite placement into permanent housing using the principles of Housing First, contributing to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring.
- The original contract agreements for the operation of the Shelters provided that a third-party evaluation of the Shelters would start in their fourth operating month. Focus Strategies, the third-party evaluator, provided recommendations to enhance the availability of housing-focused services.
- Based on input received from the members of the Housing Authority of the City of San Diego, the evaluation recommendations have been incorporated into the Temporary Bridge Shelter Fiscal Year 2019 contracts.



## REPORT

**DATE ISSUED:** September 6, 2018

**REPORT NO:** HCR18-076

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of September 13, 2018

**SUBJECT:** Fiscal Year 2019 City of San Diego Temporary Bridge Shelter Programs Nine-Month Operating Agreements

**COUNCIL DISTRICT:** Citywide

### **REQUESTED ACTION**

That the San Diego Housing Commission recommend that the Housing Authority of the City of San Diego (Housing Authority) approve exercising the second option to renew operating agreements with Alpha Project for the Homeless, Veterans Village of San Diego, and Father Joe's Villages for the operation of the three City of San Diego Temporary Bridge Shelters. The renewal term is for nine months, from October 1, 2018, through June 30, 2019, in accordance with approval granted by the Housing Authority (Resolution Number HA-1755) and San Diego City Council (Resolution R-311427) on November 14, 2017, and the first option to renew approved by the Housing Authority (Resolution HA-1781) on May 22, 2018, as well as the authorization to renew the Memorandum of Understanding (MOU) between the San Diego Housing Commission (Housing Commission) and the City of San Diego through June 30, 2019, for oversight and administration of the Temporary Bridge Shelters (Resolution R-311774).

### **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:

#### **Housing Authority:**

- 1) Authorize the execution of the second option to renew agreements with Alpha Project for the Homeless (Alpha Project), for the operation of the Single Adult Shelter, in the amount of \$3,987,907; Veterans Village of San Diego (VVSD), for the operation of the Veterans Shelter, in the amount of \$2,640,481; and Father Joe's Villages (FJV), for the operation of the Shelter for Families and Single Women, in the amount of \$1,854,368, in accordance with Housing Authority Resolution Number HA-1755. Total funding for the renewal option is \$8,482,756 and is currently funded from Housing Commission Property Reserves, with the expressed understanding that the Successor Agency or City of San Diego, as appropriate, will approve the transfer of funds from the Low-Moderate Housing Fund or any other eligible funds, as determined by the City of San Diego, to backfill the costs advanced by the Housing Commission for the Temporary Bridge Shelter Programs;
- 2) Authorize the President & Chief Executive Officer (President & CEO) of the Housing Commission, or designee, to execute all 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 increase compensation to Alpha Project, VVSD, and FJV to provide for flexible spending subsidies to help clients secure housing exits without further action by the Board of Commissioners (Board) of the Housing Commission, through allocated state grant funding for grant-eligible activities, but only if and to the extent that funds are determined to be available for such purposes.
- 4) Authorize the President & CEO to increase compensation to Alpha Project, VVSD, and FJV to allow each service provider to assume responsibility for facility support at the shelters, without further action by the Board of Commissioners (Board) of the Housing Commission, provided that the City demonstrates that the funding has already been provided in the FY19 budget for such purpose.
- 5) Authorize the President & CEO to increase compensation to VVSD, to increase the total number of beds available to 250, and open up the shelter to non-veterans if the expansion is determined to be appropriate and achievable, without further action by the Board of Commissioners (Board) of the Housing Commission, through allocated state grant funding for grant-eligible activities or other identified eligible funding sources, but only if and to the extent that funds are determined to be available for such purposes.
- 6) Authorize the President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 10 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 Housing Commission administers the agreements for the City of San Diego's (City) Homeless Shelters and Services Programs based on an MOU between the Housing Commission and the City that first took effect on July 1, 2010. The Housing Commission and City entered into a separate MOU for the City's Temporary Bridge Shelter Programs, which was approved by the Housing Commission Board of Commissioners on November 3, 2017, (Report No. HCR17-079) and the Housing Authority and San Diego City Council (City Council) on November 14, 2017 (Report No. HAR17-029). The first option to extend the MOU between the Housing Commission and the City for oversight and administration of the Temporary Bridge Shelters for one year, from July 1, 2018, through June 30, 2019, was approved by the Housing Authority (Resolution HA-1781) and City Council (Resolution R-311774) on May 22, 2018.

In November 2017, the Housing Commission Board of Commissioners (Board), City Council, and Housing Authority authorized the execution of agreements for the operation of the City's Temporary Bridge Shelters for a period of seven months from December 1, 2017, through June 30, 2018. This approval supported the oversight and management of the Shelters, operated at three sites within the City, with the goals of addressing homelessness in the City and combatting the regional Hepatitis A outbreak. In May 2018, the Housing Commission Board, City Council, and Housing Authority authorized the execution of the first option to renew agreements for the operation of the City's

Temporary Bridge Shelters for a period of three months, from July 1, 2018, through September 30, 2018.

The Shelters offer a safe, centralized location for men, women, and children experiencing homelessness to receive temporary housing and appropriate services needed to expedite placement into permanent housing using the principles of Housing First, contributing to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring.

The expectation when the Shelters were implemented was that the majority of the residents of the shelters would be Priority Level 1 (referred from the Regional Task Force on the Homeless [RTFH] and already matched to a housing resource) or Priority Level 2 (“match ready” and awaiting a match to a housing resource). Since the openings of the Shelters, a total of 122 Priority Level 1 intakes and 499 Priority Level 2 intakes have been processed. The remaining intakes were Priority Level 3 (291) and Priority Level 4 (1,609). This means that, contrary to expectations, 75 percent of all intakes were not matched to a housing resource, nor could they reasonably be expected to be matched any time within the first 120 days of shelter residence.

As intended, the Bridge Shelters are reaching out to and serving the most vulnerable San Diegans who are experiencing homelessness. Of the population served since the opening of the Shelters, 55 percent across all three Bridge Shelters entered the Shelters with no income, and an additional 8 percent had income at entry of \$500 or less. Of the total persons served since the opening of the Shelters, 2,521 as of July 31, 2018, 56 percent had a disability, 48 percent were chronically homeless, and 35 percent were 55 years of age or older.

The original contract agreements for the operation of the Shelters provided that a third-party evaluation of the Shelters would start in their fourth operating month. Focus Strategies, the third-party evaluator, provided recommendations to enhance the availability of housing-focused services. Some of the proposed recommendations require additional expenditures for the Shelters, to allow the operators to address the needs of the actual population using the Shelters, rather than the projected needs initially expected. To provide stabilization to the high-need population being served, and to maximize opportunities to connect individuals to a variety of housing interventions, higher level case management and housing stabilization positions are needed. The findings and recommendations from the evaluation were presented to the Housing Authority on July 31, 2018 (Report No. 18-025). Based on input received from the members of the Housing Authority, the evaluation recommendations have been incorporated into the Temporary Bridge Shelter Fiscal Year 2019 contracts. The recommended programmatic changes incorporated into the operator contracts, are included in the table below. They include reductions in staffing in some categories, and increases in staffing in other categories, to align with the actual needs of the population observed and to improve the number of successful outcomes. In addition to the staffing changes incorporated based on the evaluation, two additional full-time security guards were added to the VVSD contract. This is a pilot project initiated by the Mayor’s office, for the VVSD Bridge Shelter security staff to work in collaboration with the San Diego Police Department, to provide enhance security presence in the immediate neighborhood surrounding the shelter site.

**Table 1: Programmatic and Fiscal changes to FY2019 Operator Contracts**

<b>SHELTER</b>	<b>Original/ Eliminated Positions</b>	<b>New Positions</b>	<b>Net Staff Increase</b>	<b>Initial Projected 9-Month Budget</b>	<b>Updated Projected 9-Month Budget</b>	<b>Net Budget Increase</b>
<b>Single Adult (Alpha Project)</b>	10 Housing Navigators (FTEs)	<ul style="list-style-type: none"> <li>• 10 Case Managers (FTEs)</li> <li>• 5 Housing Specialists (FTEs)</li> </ul>	5 FTEs	\$3,600,000	\$3,987,907	\$387,907
<b>Veterans (VVSD)</b>	5 Housing Navigators (FTEs)	<ul style="list-style-type: none"> <li>• 6 Case Managers (FTEs)</li> <li>• 3 Housing Specialists (FTEs)</li> <li>• 2 Security Guards</li> </ul>	6 FTEs	\$2,250,000	\$2,640,481	\$390,481
<b>Families &amp; Single Women (Father Joe's Villages)</b>	3 Housing Navigators (FTEs)	<ul style="list-style-type: none"> <li>• 5 Case Managers (FTEs)</li> <li>• 1 Housing Specialist (FTEs)</li> </ul>	3 FTEs	\$1,650,000	\$1,854,368	\$204,368
<b>TOTALS</b>	<b>18 FTEs</b>	<b>32 FTEs</b>	<b>14 FTEs</b>	<b>\$7,500,000</b>	<b>\$8,482,756</b>	<b>\$982,756</b>

- Additional mandatory training requirements were included in the operator contract Scopes of Work, which at minimum must include Prevention and Diversion, Trauma Informed Care, Motivational Interviewing, and Harm Reduction.
  - Requirements added: to certify that training on all required subjects has been provided to new hires within 30 days of hire date and certification of training by an approved source is provided to the Housing Commission on a monthly basis to confirm training for all new hires, and/or promotions, as well as document annual training on all mandated subjects to all project operations staff regardless of length of service.
- Additional language on ensuring that the shelters are housing-focused environments that promote engagement in housing-stability planning and provide a variety of resources, bulletin boards and drop-in opportunities for residents to further their progress toward attaining housing.
  - Compliance will be achieved through trainings provided by the Housing Commission and the U.S. Department of Housing and Urban Development's (HUD) Technical Assistance team, on operating housing-focused shelter(s), including materials made available through the U.S. Interagency Council on Homelessness and the National Alliance to End Homelessness.
  - The Housing Commission Compliance department will incorporate measurements to determine compliance with operating a housing-focused shelter into the standard site monitoring activities which are conducted on an ongoing basis.
  - A follow-up to the Housing First evaluation will be conducted through a third-party consultant to determine if the changes incorporated into the contract were fully

implemented in compliance with the operator contracts, and identify the impact those implementations had on the engagement of residents and the exiting of residents to permanent and longer term housing.

- The recommendation to adjust the program goal for successful housing exits to an interim goal of 30 percent was incorporated into the program expectations. The exit goal was also broadened to incorporate both permanent housing and longer term housing exits. It is also recommended to determine percentage of positive housing exits based on the number of exiters that have remained in Shelter for 30 days or more. The evaluation conducted by Focus Strategies did not analyze system availability related to Permanent Supportive Housing and the shelter data sets available were limited, as the shelters had only been open for a few months, when the evaluation began. In order to continue to develop better understanding of opportunities for shelter performance – over the contract period, the Housing Commission, in collaboration with the City and the RTFH will conduct further analysis on the number of permanent housing opportunities within the system likely to be available for shelter residents and determine recommendations for additional or alternative program goals based closely on an analysis of the data regarding the vulnerability of the incoming population and actual outcomes to reflect ambitious and reasonable expectations.
- In addition, mutual contract termination and project “wind-down” language was incorporated into the operator contract with FJV to accommodate the wind-down of that Shelter at the current site and the need to surrender the site back to FJV based on a future, mutually agreed upon timeframe so that the site may be utilized by FJV for a planned permanent supportive housing development.

The recommendation to create a small amount of flexible funding is still being explored to determine appropriate and available funding sources and the level of funding needed to support additional housing exits. The requested approval for the President & CEO to exercise amendments to the operator agreements without further action by the Board of Commissioners if eligible state funding is acquired will allow the operators to rapidly implement the usage of those funds to enhance positive housing exits. In the interim, the Housing Commission’s Prevention and Diversion Team has already scheduled training on Prevention and Diversion practices with each of the Shelter operators and will provide ongoing training and coordination with Shelter staff to assist residents to access the Housing Commissions Prevention and Diversion and Landlord Engagement and Assistance Program (LEAP) resources, as appropriate.

The City currently holds direct vendor contracts with various agencies to provide for facilities items such as laundry, shower and toilet trailers, The requested approval to authorize the President & CEO to increase compensation to Alpha Project, VVSD, and FJV without further action by the Board of Commissioners (Board) of the Housing Commission to allow each service provider to assume responsibility for facility support at the shelters, will achieve a streamlining of communication and coordination between the operators and the supply agencies.

### **AFFORDABLE HOUSING IMPACT**

As San Diegans continue to live in a City-declared “housing emergency,” the need for immediate housing assistance is critical to the well-being of community members. The City’s Temporary Bridge Shelters serve this purpose by providing overnight shelter with supportive services to men and women experiencing homelessness. Individuals participating in the programs represent some of San Diego’s

most vulnerable citizens, as 100 percent of program participants are homeless, with very low to moderate incomes.

### **FISCAL CONSIDERATIONS**

Of the proposed funding approved by this action, \$7,500,000 is included in the Housing Commission's Fiscal Year 2019 Budget for the three providers plus an additional \$88,500 for SDHC administrative costs, approved by the Housing Commission's Board on May 4, 2018, and by the Housing Authority on June 11, 2018, and an additional \$50,000 in administrative costs to conduct a follow up third party evaluation. The proposed funding increased by \$982,756 due to changes in operator staff. Approving this action will authorize the Housing Commission to expend \$8,621,256. Additionally, approving this action will result in the provision of approximately 324 beds at the Single Adult Shelter to single adults experiencing homelessness; 150 beds at the Shelter for Families and Single Women to families and single women experiencing homelessness; and 200 beds at the Veterans Shelter to single adult veterans experiencing homelessness, at an average cost of \$46.58 per bed night.

Funding sources and uses approved by this action are outlined in the table below.

**Table 2: Funding Sources and Uses**

<b>FUNDING SOURCE</b>	<b>FUNDING USE</b>				
	<i>Alpha</i>	<i>VVSD</i>	<i>FJV</i>	<i>Housing Commission</i>	<i>TOTAL</i>
Housing Commission Property Reserves	\$3,987,907	\$2,640,481	\$1,854,368	\$138,500	\$8,621,256

### **EQUAL OPPORTUNITY/CONTRACTING**

Alpha, VVSD, and FJV are local nonprofit organizations. As nonprofits, they are exempt from the requirement to submit Workforce Reports.

### **PREVIOUS COUNCIL and/or COMMITTEE ACTION**

On May 22, 2018, the Housing Authority approved Resolution HA-1781, approving the execution of the first renewal option of the MOU between the City and the Housing Commission for the Housing Commission to oversee, administer, and manage the three Temporary Bridge Shelters in Barrio Logan, Midway, and East Village, along with agreements with the operators for each of the Shelters. The City Council also approved Resolution R-311774, authorizing the execution of the first renewal option of the MOU between the City and the Housing Commission for a one-year term, from July 1, 2018, through June 30, 2019.

On November 14, 2017, the Housing Authority approved Resolution HA-1755, authorizing the signing of an MOU between the City and the Housing Commission for the Housing Commission to oversee, administer, and manage three Temporary Bridge Shelters in Barrio Logan, Midway, and East Village and agreements with the operators for each of the Shelters. Resolution HA-1755 also approved an amendment to the Housing Commission's budget to support those Shelters. The City Council also approved Resolution R-311427, authorizing the execution of the MOU between the City and the Housing Commission.

On October 2, 2017, the City Council approved Resolution R-311331, declaring a shelter crisis in the City of San Diego.

On June 6, 2017, the Housing Authority and City Council approved Resolutions HA-1730 and R-311169, respectively, which authorized the expanded use of funds from the sale of the Hotel Metro and the ground lease of San Diego Square Senior Apartments for the purposes referenced within Housing Authority Report No. HAR17-014, including, without limitation, any funds within Low Income Lease Revenue Funds 200398 and 10540 and specifically granting such authority pursuant to the provisions of City Council Resolution Nos. R-224179 and R-218880.

On April 26, 2016, the City Council approved Resolution R-310408, declaring a shelter crisis in the City of San Diego.

On March 1, 2016, the Housing Authority and City Council approved Resolutions HA-1681 and R-310284, respectively, which authorized the use of funds from the sale of Hotel Metro and the ground lease of San Diego Square Senior Apartments for the purposes referenced within Housing Authority Report No. HAR16-006, including, without limitation, any funds within Low Income Lease Revenue Funds 200398 and 10540 and specifically granting such authority pursuant to the provisions of City Council Resolution Nos. R-224179 and R-218880.

On March 24, 2015, the City Council approved Resolution R-309576, declaring a shelter crisis in the City of San Diego.

### **ENVIRONMENTAL REVIEW**

The activities described in the report are not a project as defined in California Environmental Quality Act (CEQA) Section 15378 and, therefore, are not subject to CEQA pursuant to Section 15060 (c)(3) of the State CEQA Guidelines and/or are categorically exempt under multiple separate provisions of CEQA, including Sections 15301, 15304 (e), 15311(c) which includes the placement of temporary or seasonal facilities designed for public use. Since there are NO federal funds being budgeted for the proposed 92-day extension, no National Environmental Policy Act environmental clearance is required at this time.

Respectfully submitted,



Lisa Jones  
Senior Vice President,  
Homeless Housing Innovations

Approved by,



Jeff Davis  
Executive Vice President & Chief of Staff  
San Diego Housing Commission

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**EXERCISE OF SECOND OPTION AND SECOND AMENDMENT TO  
SAN DIEGO HOUSING COMMISSION AGREEMENT  
FOR  
TEMPORARY BRIDGE SHELTER - OPERATION  
WITH  
ALPHA PROJECT FOR THE HOMELESS  
AGREEMENT NO. HHI-18-13.2**

WHEREAS, the San Diego Housing Commission (“Commission”) and Alpha Project For The Homeless (“Contractor”) entered into that certain Agreement for Temporary Bridge Shelter - Operation (the “Agreement”), dated December 5, 2017.

WHEREAS, on \_\_\_\_\_, 2018, the Commission exercised the First of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement’s original “Specifications/Scope of Work” contained in Contract Attachment No. 2 (First Option).

WHEREAS, on \_\_\_\_\_, 2018, the Commission and Contractor amended and replaced the previous “\_\_\_\_\_” contained in Contract Attachment No. 2 in its entirety as contemplated by the amended “\_\_\_\_\_” and to update the budget to provide a continuation of services under the Agreement (First Amendment).

WHEREAS, the Commission now desire to exercise the Second of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement’s original “Specifications/Scope of Work” contained in Contract Attachment No. 2.

WHEREAS, the Commission and Contractor wish to amend and replace the previous \_\_\_\_\_ and to update the budget to provide a continuation of services under the Agreement.

NOW THEREFORE, the parties hereby agree as follows:

1. Term of Second Option. The Commission exercises the Second Option contained in Section 103 of the Agreement. The term of the Second Option period shall commence effective October 1, 2018 and continue through June 30, 2019.
2. Compensation during Second Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the Second Option shall be on the same terms and conditions as set forth in the Agreement and shall not exceed the amount of THREE MILLION NINE HUNDRED EIGHTY-SEVEN THOUSAND NINE HUNDRED SEVEN AND NO/100 DOLLARS (\$3,987,907.00).
3. Contract Attachment No. 2 “Specifications/Scope of Work.” Contract Attachment No. 2 is hereby amended and restated in its entirety, and is attached as Exhibit 1 to this Second

Option and Second Amendment.

4. Contract Attachment No. 3 “Compensation Schedule.” Contract Attachment No. 3 “Compensation Schedule” is hereby amended and restated in its entirety, and is attached as Exhibit 2 to this Second Option and Second Amendment.
5. No Novation. The parties hereto acknowledge and agree that except for the changes set forth herein to amend the Agreement and exercise the Second Option under the Agreement, all of the terms and provisions of the Agreement are hereby acknowledged by the parties to be valid and are hereby recognized, renewed, extended and continued in full force and effect.
6. Counterparts. This Exercise of Second Option and Second Amendment may be executed in any number of counterparts and, as so executed the counterparts shall constitute one and the same agreement. The parties agree that each such counterpart is an original and shall be binding upon all the parties, even though all of the parties are not signatories to the same counterpart.

IN WITNESS WHEREOF, the parties have caused this EXERCISE OF SECOND OPTION AND SECOND AMENDMENT to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CONTRACTOR:**

ALPHA PROJECT FOR THE HOMELESS

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**COMMISSION:**

SAN DIEGO HOUSING COMMISSION

By: \_\_\_\_\_

Date: \_\_\_\_\_

Jeff Davis  
Executive Vice President & Chief of Staff

By: \_\_\_\_\_

Date: \_\_\_\_\_

Debra Fischle-Faulk  
Vice President of Procurement & Compliance

**Approved as to Form:**

Christensen & Spath LLP

By: \_\_\_\_\_

Date: \_\_\_\_\_

Charles Christensen  
General Counsel for San Diego Housing Commission

# **EXHIBIT 1**

## **CONTRACT ATTACHMENT NO. 2 SPECIFICATIONS/SCOPE OF WORK**

- **PROGRAM SITE LOCATION**

Contractor will operate the City of San Diego Temporary Bridge Shelter – Single Adults (Program) at the cul-de-sac of 16<sup>th</sup> Street and Newton Avenue in San Diego, CA (Program Location). The Program will operate seven days per week, 24 hours per day, including holidays (Program Operating Schedule).

- **ADMINISTRATIVE OFFICE LOCATION**

Contractor will maintain an administrative office at 3737 5th Ave #203, San Diego, CA 92103 (Administrative Location). The days and hours of operation are Monday to Friday from 8:00AM to 5:00PM (Administrative Office Operating Schedule).

- **PROGRAM DESCRIPTION**

Contractor will operate the Program in the City of San Diego (the “City”). Participants will be welcomed and supported through bridge and emergency housing services. The Program will utilize Trauma-Informed Care and Motivational Interviewing. A Harm Reduction model, which does not require sobriety and addresses heavy drinking and/or drug use and its consequences, will also be utilized. The system design will effectively serve the target population in a welcoming and solutions-focused environment. Contractor shall adhere to all Continuum of Care and Regional Task Force on the Homeless (RTFH) performance standards and requirements including recommendations from the RTFH regional planning process for creation of a Homeless Crisis Response System. If adherence to such standards and requirements necessitates additional funding, Commission will work with Contractor to adjust the budget accordingly.

Additionally, the Program will participate in the Coordinated Entry System (CES). Intakes into the Bridge Housing program will be made based on the agreed upon priorities of CES including an assessment of the participant’s vulnerability as screened by the Common Assessment Tool. This service delivery model helps the Program to:

- Serve the community’s most vulnerable individuals from each of the intervention categories;
- Move participants into the most appropriate housing of their choice; and
- Meet participant needs as quickly as possible.

- **PROGRAM OBJECTIVE**

The objective of the Program is to offer a safe place for adult single men and women experiencing homelessness to receive bridge housing, emergency shelter, and appropriate services needed while preparing for permanent housing placements using the Housing First model and contribute to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring. All services must be easily accessible and evaluated for effectiveness on a regular basis.

- **PROGRAM SERVICES**

Utilizing CES, the Program will provide bridge housing for adult single men and women who have been enrolled in a permanent housing intervention and are waiting for permanent housing units to become available. Any support services provided will be short-term with a focus on the move to permanent housing. Additionally, the Program will provide emergency shelter beds for adult single men and women experiencing unsheltered homelessness who require immediate, short-term shelter with light supportive services.

Listed below are the services Contractor will provide to achieve the Program outcomes stated in Section 6. Each Program participant shall be:

- Homeless adult single men and women who are waiting for permanent housing or are unsheltered and in need of immediate, short-term shelter;
- Certified as homeless using the U.S. Department of Housing & Urban Development (HUD) definition (24 CFR Parts 91, 582, and 583); third party certification is preferred, as set forth herein; and
- Assessed using the Common Assessment Tool adopted by the Regional Task Force on the Homeless (RTFH), if the assessment has not already been done.

The following criteria may not be used to determine Program eligibility and continued stay:

- Sobriety and/or commitment to be drug-free;
- Requirements to take medication if the participant has a mental illness;
- Participation in religious services or activities;
- Participation in drug treatment services (including NA/AA);
- Payment or ability to pay; nor
- Identification.

***Coordinated Entry System (CES)***

Contractor will participate in CES as established by RTFH and focus on:

- Homeless eligibility using HUD's homeless definition and third party verification preference;
- CES standardized vulnerability assessment tool in screening, referral and admissions processes for Program participants, when appropriate; and
- Participation in Housing Navigation, Case Conferencing or other integral components of CES.

***Housing First***

In alignment with HUD, all homeless programming will adhere to Housing First principles as noted below:

- Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
- Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Source: United States Interagency Council on Homelessness, <https://www.usich.gov/tools-for-action/housing-first-checklist>

### **2-1-1 San Diego Participation**

Contractor must list the Program along with relevant Program details and services in the 2-1-1 San Diego database. In order to remain compliant with this requirement, Contractor must have updated and/or approved the Program service listing in the 2-1-1 San Diego database within the past 12-months. To verify the Program is listed or for more information on how to apply for inclusion, please visit <http://211sandiego.org/for-agencies>.

On a daily basis, Contractor will provide the below listed services:

PROGRAM ELEMENT	REQUIREMENT
<b>Hours of Operation</b>	The Program must be kept open 24-hours per day, seven (7) days per week, including holidays.
<b>Program Components</b>	<ul style="list-style-type: none"> <li>• 24-hour residential services and staffing,</li> <li>• Housing First program with low barriers to entry and operations</li> <li>• Intakes and participation in CES</li> <li>• Utilization of shelter diversion strategies</li> <li>• Area where supportive services and permanent housing staff from partner agencies can connect with participants</li> <li>• Housing Navigation to assist in finding safe, permanent housing</li> <li>• Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate</li> <li>• Coordinate outreach and engagement efforts in the geographic locations where individuals and families experiencing homelessness reside in the City, including streets, parks, campsites, abandoned buildings, cars, and other places not meant for human habitation, with the goals of:               <ul style="list-style-type: none"> <li>○ Building relationships, trust, and rapport over time with individuals and families experiencing homelessness to expedite access to housing resources and supportive services;</li> <li>○ Determining diversion opportunities or housing interventions outside of CES when appropriate.</li> <li>○ Administering the CAT, or referring individuals to assessment sites, to enroll participants in CES;</li> <li>○ Maintaining contact with known individuals at least every three weeks;</li> <li>○ Addressing basic needs, including but not limited to, access to food, clothing, and safety;</li> <li>○ Providing access or referrals to medical care,</li> </ul> </li> </ul>

	<p>transportation, mental health care, and substance abuse treatment as quickly as possible, when appropriate; and</p> <ul style="list-style-type: none"> <li>○ Maintaining documentation of outreach efforts and participants' choice to accept or refuse resource referrals/opportunities.</li> </ul>
<b>Basic Services</b>	<ul style="list-style-type: none"> <li>• A maximum 324 beds for adult men and women Veterans experiencing homelessness in one (1) temporary sprung structure that complies with all permitting and regulatory requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• At least two (2) meals per days.</li> <li>• Maintain City-provided showers, wash stations, restrooms, laundry, and belongings storage for participants, in an ADA-compliant environment.</li> <li>• Telephone access and message services, including an ADA-compliant telephone as supplied by Commission.</li> <li>• Janitorial and routine maintenance.</li> <li>• Access to testing for communicable diseases provided directly by the City or County of San Diego (including but not limited to , Hepatitis A).</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>General Standards</b>	<ul style="list-style-type: none"> <li>• Adequate staffing with appropriate on-going training for service delivery and data analysis.</li> <li>• 24-hour security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program.</li> <li>• Designated point-of-contact who is available at all times to address issues that may arise at the Program and coordinate security issues with the San Diego Police Department.</li> <li>• Appropriate policies and procedures for Program operations including intake, low barrier house rules, which will be displayed on site at all times, and various means for participants to provide input into the Program.</li> <li>• Data entry, analysis and reporting in the RTFH-approved HMIS of all Program activities.</li> <li>• Participate in Housing First adherence assessment conducted by a third party consultant hired by the Commission.</li> <li>• Any other services as set forth in the Budget which is</li> </ul>



	<p>attached to this Agreement as Contract Attachment No. 3 and made part hereof.</p>
<b>Property Management</b>	<ul style="list-style-type: none"> <li>• Maintain a secure and healthful environment for delivery of all services.</li> <li>• Contractor will provide for: <ul style="list-style-type: none"> <li>○ Routine operating supplies including but not limited to hygiene products,</li> <li>○ Routine maintenance, replacement and repair of supplies initially procured by Commission for start-up of the Program,</li> <li>○ Site control,</li> <li>○ Security,</li> <li>○ Janitorial services,</li> <li>○ Waste removal and disposal, and</li> <li>○ Regularly laundered linens.</li> </ul> </li> <li>• Provide secure entry/exit for participants monitored by staff.</li> <li>• A fire escape emergency plan.</li> <li>• Compliance with Fire Marshal inspections and re-certifications as needed.</li> <li>• A fire watch, which shall be maintained at all times.</li> <li>• A written drug and alcohol-free policy for staff that is posted/displayed at the Program site at all times; the written policy shall include and describe the disciplinary action to result from the illegal use, consumption, distribution, and/or possession of drugs and/or alcohol.</li> <li>• Upon the Program closing date, Contractor shall return the equipment, less normal wear associated with operating the Program, to the storage site identified by the City and remove all such items from the site.</li> <li>• Upon the Program closing date, the Contractor shall return the site to the same condition as received.</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>Community Outreach</b>	<ul style="list-style-type: none"> <li>• Host a minimum of two community meetings to ensure community participation.</li> <li>• Provide opportunities for electronic and/or written community feedback.</li> <li>• Demonstrate community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>

- **PROGRAM AND GOAL OUTCOMES**

All Program progress will be documented to the Commission through monthly and term-end reports in a form and format determined by Commission and/or by the City. Contractor agrees to enter all data into the RTFH-approved HMIS for data collection and analytics.

Outcome Goals:

- At least 30 percent of Program participants who remain in shelter for 30 days or greater will exit to permanent or other longer term housing; and
- Of those exiting to housing, no more than 15 percent of the Program participants will return to shelter within 12 months.

For the Agreement term, the Contractor shall use good faith efforts to accomplish the goals and outcomes referenced within this Program and Goal Outcomes Section.

PERFORMANCE OUTCOME	MEASURE	STANDARD
Low Barrier to Entry	Prioritize Entry for Persons from the Streets, Emergency Shelter, or Safe Havens	100%
Access to Resources/Services to Move into Permanent Housing and Stabilize	Average Length of Stay	≤ 120 days
Exits	Negative	≤ 20% non-compliance
	Positive: Bridge Housing	At least 30% of Program participants who remain in shelter for greater than 30 days will exit to permanent or other longer term housing
	Positive: Emergency Shelter	
Efficient and Effective Use of Resources	Monthly Average Occupancy Rate	90% during the time that the occupancy at the Program has been stabilized. Stabilization does not include periods of ramp up and Program closure as reasonably determined by the Commission.
Data Quality	Missing or Incomplete Data	≤ 5% in HMIS
	Timeliness of Data Entry	100% of participant data entered within 3-business days
Recidivism	Number of Exited Participants Returning to Shelter	Of those exiting to housing, no more than 15% of Participants will return to shelter within 12 months.

Customer Service	Shelter Resident Satisfaction	Reporting Only
	Critical Incident Reports	
Demographics	Program Participants	
Community Outreach	Community meetings and feedback solicited	

If stated benchmarks are not met, Contractor may be required to submit a corrective action plan in a form and format determined by Commission.

• **COMPLIANCE, PERFORMANCE MONITORING AND IMPROVEMENT ACTIVITIES**

Commission will monitor compliance and performance related to all aspects of this Agreement. Monitoring will occur through a variety of processes including desk and site review.

- Contractor will continue to follow the action plan for Housing First alignment based on the third party evaluator recommendations, providing updated activity reports to the Commission as requested.
- Contractor will eliminate 10 Housing Navigator positions, and incorporate two new Supervising Case Manager positions, 8 new Case Manager positions and five new Housing Specialist positions.
  - All staffing positions that are recruited and/or promoted to implement the Case Manager and Housing Specialist positions as detailed above must be pre-approved by the Housing Commission designee for suitability and appropriate level of job skills and job knowledge.
  - The Housing Commission will collaborate with the Contractor to develop mutually agreed upon job descriptions for Supervising Case Managers, Case Managers and Housing Specialists.

Contractor will certify that training on all required subjects has been provided to new hires within 30 days of hire date and certification of training by an approved source is provided to the Commission on a monthly basis to confirm training for all new hires and/or promotions. Contractor will also provide documentation of annual training on all mandated subjects to all Program operations staff, regardless of length of service.

- Contractor staff will participate in all required trainings as determined by the Commission, which at minimum will include Prevention and Diversion, Trauma Informed Care, Motivational Interviewing, Harm Reduction, and operating a housing-focused shelter.
- Contractor will participate in follow up to the Housing First evaluation, which will be conducted through a third party consultant, to determine if the changes

incorporated into the scope of work have been fully implemented, and determine the impact those implementations had on the engagement of participants and the exiting of participants to permanent and other longer term housing.

- Commission will provide monitoring reports to the Contractor.
- Contractor must actively participate in compliance and performance monitoring and improvement activities required by Commission.
- Contractor will attend and contribute to any meetings or trainings (sharing Contractor's expertise and learning from others), and partnering with Commission in a collaborative improvement process by identifying and implementing improvements.
- Contractor must provide Commission complete policies and procedures related to this Agreement. Contractor must provide substantive updated policies and procedures to Commission within 60-calendar days of update/revision.
- Monitoring reports include Quarterly Progress Updates and Annual monitoring report (site review and/or desk audit).

Annual monitoring response time is within 45-calendar days of receiving a report with requested clarifications or corrective actions.

- **PROGRAM RECORDS**

The Contractor shall maintain all records required by the Federal regulations specified in Title 24 CFR 570.506 pertinent to the activities funded under this Agreement. The Contractor shall make available to Commission, City, U.S. Government, or their authorized agents all Program-related records, documents, and any other financial data or records for review.

All Contractor files pertaining to personal participant information must remain confidential and kept in a locked file cabinet. All computer files should be password accessible only. In addition, the Contractor must maintain Program inventory of all equipment and furniture purchased with funds awarded through this Agreement.

***Homeless Management Information System***

Contractor shall enter and maintain data in the RTFH approved Homeless Management Information (HMIS) system as directed by RTFH. Contractor will comply with the HMIS Policies and Procedures in effect during the period of this Agreement including those for data collection, data entry, data quality, and standards for missing data, incomplete data, and timeliness of data entry.

- **MANDATORY ATTENDANCE AT MEETINGS**

Throughout the year Commission will host mandatory meetings including weekly unit matching and quarterly roundtables where all providers can share challenges, ask for Commission clarification and share best practices. This also includes, but is not limited to, attending the Fiscal Year Start Workshop. Contractor is required to attend mandatory meetings.

- **SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement shall be a seven (7) month period. Renewal options are contingent upon future funding availability and Program performance. Execution of option years may be determined by Program performance in the preceding year. If the Contractor does not achieve the stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

- **REVERSION**

Upon the expiration, breach, or termination of this Agreement, the Contractor agrees Commission may reallocate any and all Compensation on hand at the time of the expiration or termination or breach, together with any and all accounts receivables attributable to the use of the Compensation, as Commission shall determine in its sole discretion. Commission may procure alternative and/or additional Contractors to perform work in compliance with Commission's Procurement Policy.

- **MEDIA/ COMMUNICATIONS**

Contractor shall coordinate with and seek the prior written consent and permission of Commission's Communications and Legislative Affairs Department before distributing any printed or electronic materials specific to the Program or of the Program experience of participants funded through this Agreement. Commission's permission shall not be unreasonably withheld, conditioned or delayed and should Commission fail to respond to a request for permission within seven (7) days of the date of receipt of such materials, Commission's approval shall be deemed to have been given.

Contractor further agrees, recognizing the urgency with which media frequently makes requests for information, Contractor shall exhibit a good faith effort to immediately consult with Commission prior to responding to such inquiries.

- **CLOSE-OUTS**

Contractor shall be responsible for completing and submitting a close-out packet to include information such as but not limited to total number of participants housed, Program accomplishments, demographics and financial summary of award for each applicable funding source.

Contractor's obligation to Commission shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

- Making final payments;

- Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to Commission); and
- Determining the custodianship of records.

Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period Commission has control over funds related to this Program.

• **DEFINITIONS**

TERM	DEFINITION
2-1-1 San Diego	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.
Bridge Housing	Safe, short-term program providing basic services, such as temporary housing, restrooms, meals, and services focused on supporting an individual or family access permanent housing as quickly as possible. Bridge Housing is specifically defined as a temporary housing program for individuals or families who have accepted and are enrolled in a permanent housing program but have not yet moved into a permanent unit. In this situation, they are only using the program as a safe place to stay while they await permanent housing placement.
Chronically	<p>A “chronically homeless” individual is an individual with a disability who lives either in a place not meant for human habitation, a safe haven, in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90-days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.</p> <p>To meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last three years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.</p> <p>Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.</p>

Homeless <sup>1</sup>	
Community Outreach	<p>Contractor must conduct outreach efforts on site, which includes but is not limited to the below listed elements. Written documentation of these meetings demonstrating Contractor has solicited feedback and consideration by the public of the Program shall be submitted with Contractor monthly reporting.</p> <ul style="list-style-type: none"> <li>• Hosting a minimum of four community meetings held at various times and locations to ensure maximum community participation. Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Two of the above four meetings are held with the impacted City recognized community/community planning groups (if applicable). Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Demonstrating community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>

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<sup>1</sup> <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

Continuum of Care <sup>2</sup>	The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.
Coordinated Entry System <sup>3</sup>	<p>The Coordinated Entry System (CES) functions throughout the San Diego region and connects men, women, and children experiencing homelessness with the most appropriate and available housing options. Prioritization standards are determined by the Regional Task Force on the Homeless.</p> <p>The needs of homeless individuals are determined by information they provide for the Common Assessment tool, which consists of the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and additional questions tailored to specific needs. Information from this assessment is entered into a common software system, which is utilized by CES to triage homeless San Diegans into the appropriate housing intervention.</p>
Critical Incident Report	A “Critical Incident” is any actual or alleged event or situation creating a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of an individual(s) involved with the HNC.
Emergency Shelter	Safe, short-term programs providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent housing as quickly as possible.
Harm Reduction <sup>4</sup>	Set of practical strategies and ideas aimed at reducing negative consequences associated with drug and alcohol use. Harm Reduction is also a movement for social justice built on a belief in, and respect for, the rights of people who use drugs and alcohol.

<sup>2</sup> <https://www.hudexchange.info/programs/coc/>

<sup>3</sup> <http://www.rtfhsd.org/wp/wp-content/uploads/2016/12/CAHP-Policies-and-Procedures.pdf>  
<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>

<https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional->

<sup>4</sup> <http://harmreduction.org/about-us/principles-of-harm-reduction/>



Homeless <sup>5</sup>	<p><u>Category 1:</u> Individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or</li> <li>• Is exiting an institution where he/she has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul> <p><u>Category 2:</u> Individual or family who will imminently lose their primary nighttime residence, if:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; and</li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul> <p><u>Category 3:</u> Is an unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statutes;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>• Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and</li> <li>• Can be expected to continue in such status for an extended period due to special needs or barriers.</li> </ul> <p><u>Category 4:</u> Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence; and</li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> <li>•</li> </ul>
Homeless Assistance Standards	<p>The Homeless Emergency Assistance and Rapid Transition to Housing Act (definition below) requires Continuums of Care to develop a common set of system-wide standards for all homeless services programs within a Continuum of Care's geographic region. In May 2017, the Regional Task Force on the Homeless adopted standards for San Diego.<sup>6</sup></p>

<sup>5</sup> [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

<sup>6</sup> [http://www.rtfhsd.org/wp-content/uploads/2017/07/Governance\\_Docs\\_Community-Standards\\_Final\\_May-2017.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/07/Governance_Docs_Community-Standards_Final_May-2017.pdf)

Homeless Emergency Assistance and Rapid Transition to Housing Act <sup>7</sup>	The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act (definition below) with substantial changes, including a consolidation of the U.S. Department of Housing and Urban Development's (HUD) competitive grant programs.
Homeless Management Information System <sup>8</sup>	The information system designated by the Regional Task Force on the Homeless to comply with the federal HUD data standards for managing information of persons experiencing homelessness.
Housing First	Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
Memorandum of Understanding	A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties. Companies and organizations can use MOUs to establish official partnerships.
McKinney-Vento Act <sup>9</sup>	The McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.) is a United States federal law that provides federal money for homeless shelter programs.
Motivational Interviewing	Motivational interviewing is a psychotherapeutic approach that attempts to move an individual away from a state of indecision or uncertainty and towards finding motivation to making positive decisions and accomplishing established goals.
Permanent Housing <sup>10</sup>	Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid rehousing (RRH). PSH is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. RRH emphasizes housing search and relocation services along with short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Regional Task Force on the Homeless	The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in

<sup>7</sup> <https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/>

<sup>8</sup> <https://www.hudexchange.info/programs/hmis/> <http://www.rtfhsd.org/hmis/>

<sup>9</sup> <https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

<sup>10</sup> <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

	San Diego.
San Diego Housing Commission and Commission	When used in this document, these terms are synonymous.
Sprung Structure	Tensioned fabric membrane structures featuring extruded aluminum arches connected to the all-weather outer performance architectural membrane. Additionally, the structures include an effective insulation system, using fiberglass blanket insulation, finished with a tensioned interior membrane. They must be built for human habitation and meet all related building codes.
Trauma Informed Care <sup>11</sup>	Trauma-Informed Care and Practice is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and participants, and that creates opportunities for participants to rebuild a sense of control and empowerment.
U.S. Department of Housing and Urban Development	The Department of Housing and Urban Development (HUD) administers programs that provide housing and community development assistance. HUD also works to ensure fair and equal housing opportunity for all.
U.S. Interagency Council on Homelessness	The U.S. Interagency Council on Homelessness (USICH) coordinates and catalyzes the federal response to homelessness, working in close partnership with Cabinet Secretaries and other senior leaders across 19 federal member agencies.
Vulnerability Index – Service Prioritization and Decision Assistance Tool	The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which participants should be given a full SPDAT assessment first and an initial recommendation for the most appropriate housing intervention.

<sup>11</sup> <https://www.samhsa.gov/nctic/trauma-intervention>

## EXHIBIT 2

### CONTRACT ATTACHMENT NO. 3 COMPENSATION SCHEDULE OPTION PERIOD (OCTOBER 1, 2018 – JUNE 30, 2019)

#### SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES SCHEDULE 1 - FY 2019 BUDGET EXHIBIT

AGENCY: ALPHA PROJECT FOR THE HOMELESS

PROJECT TEMPORARY BRIDGE SHELTER

FUNDING SOURCE CDBG ☐ ESG ☐ GF ☐ SDHC ☒

SALARIES & WAGES	(Schedule 2)	✓ \$ 2,237,462.00
FRINGE BENEFITS	(Schedule 3)	✓ \$ 437,000.00
TOTAL PERSONNEL		\$ 2,674,462.00
FEDERALLY APPROVED INDIRECT COST RATE	(Schedule 4)	
SUPPLIES-ADMIN USE	(Schedule 5)	✓ \$ 12,000.00
SUPPLIES-CLIENT USE	(Schedule 5)	✓ \$ 192,172.00
RENT/LEASE	(Schedule 5)	✓ \$ 16,907.00
INSURANCE	(Schedule 5)	✓ \$ 7,500.00
COMMUNICATIONS	(Schedule 5)	✓ \$ 8,100.00
TRANSPORTATION	(Schedule 5)	✓ \$ 16,526.00
FOOD	(Schedule 5)	✓ \$ 644,656.00
LAUNDRY	(Schedule 5)	✓ \$ 54,000.00
INDIRECT AND OVERHEAD	(Schedule 5)	✓ \$ 321,458.00
MAINTENANCE/REPAIRS	(Schedule 5)	✓ \$ 15,000.00
POSTAGE	(Schedule 5)	✓ \$ 1,501.00
UTILITIES	(Schedule 5)	✓ \$ 18,000.00
PROFESSIONAL ACCOUNTING	(Schedule 5)	✓ \$ 5,625.00
TOTAL NON-PERSONNEL		\$ 1,313,445.00
TOTAL PROJECT BUDGET		\$ 3,987,907.00

EXHIBIT B

Page 1 of 12

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY ALPHA PROJECT FOR THE HOMELESS

PROJECT TEMPORARY BRIDGE SHELTER

(1)	(2)			(3)	(4)
POSITION TITLE	Premium Pay			ANNUAL GROSS PAY	SALARY & WAGES FOR 9 MONTHS
	OT	EP	MS		
Program Director (1 FTE)				\$ 72,010.00	\$ 54,008.00
Program Manager (1 FTE)				\$ 69,992.00	\$ 52,494.00
Outreach Workers (5 FTE)				\$ 208,000.00	\$ 156,000.00
Security Supervisor(3 FTE)				\$ 149,760.00	\$ 112,320.00
Security (20 FTE)				\$ 790,400.00	\$ 592,800.00
Residential Monitors Supervisor (4 FTE)				\$ 174,720.00	\$ 131,040.00
Residential Monitors (20 FTE)				\$ 748,800.00	\$ 561,600.00
Supervising Case Manager (2 FTE)				\$ 124,800.00	\$ 93,600.00
Case Manager (8 FTE)				\$ 416,000.00	\$ 312,000.00
Housing Specialist (5 FTE)				\$ 228,800.00	\$ 171,600.00
NOTE: PREMIUM PAY - all personnel are non-exempt and therefore eligible for overtime payment					
TOTAL ANNUAL SALARY & WAGES					\$ 2,237,462.00

- (1) List each individual position title providing project/client services. NOTE: Project-related job duties for each position listed must be explained in the budget justification section.
- (2) Select the appropriate box for positions that will have premium pay, such as overtime (OT), extra pay (EP) and/or multi-shift (MS). NOTE: The premium pay and project-related usage will need to be explained in the budget justification section.
- (3) List the annual Agency gross pay for each position listed.
- (4) List total annual gross pay. NOTE: This is the amount that will be the annual budget cap for RFR claims.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY ALPHA PROJECT FOR THE HOMELESS

PROJECT TEMPORARY BRIDGE SHELTER

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	FRINGE BENEFIT FOR 9 MONTHS
Program Director (1 FTE)	Payroll Tax	\$ 10,030.00	\$ 4,509.88
Program Manager (1 FTE)	Payroll Tax	\$ 9,750.00	\$ 4,383.29
Outreach Workers (5 FTE)	Payroll Tax	\$ 29,088.00	\$ 13,404.00
Security Supervisor(3 FTE)	Payroll Tax	\$ 20,910.00	\$ 9,694.98
Security (20 FTE)	Payroll Tax	\$ 110,590.00	\$ 52,699.20
Residential Monitors Supervisor (4 FTE)	Payroll Tax	\$ 24,423.00	\$ 11,494.56
Residential Monitors (20 FTE)	Payroll Tax	\$ 104,830.00	\$ 50,312.40
Supervising Case Manager (2 FTE)	Payroll Tax	\$ 17,340.80	\$ 13,005.60
Case Manager (8 FTE)	Payroll Tax	\$ 58,064.00	\$ 43,548.00
Housing Specialist (5 FTE)	Payroll Tax	\$ 31,968.80	\$ 23,976.60
Program Director (1 FTE)	Health, Vision, Dental Premium	\$ 13,458.60	\$ 10,093.95
Program Manager (1 FTE)	Health, Vision, Dental Premium	\$ 16,492.08	\$ 12,369.06
Outreach Workers (5 FTE)	Health, Vision, Dental Premium	\$ 936.00	\$ 702.00
Security Supervisor(3 FTE)	Health, Vision, Dental Premium	\$ 561.60	\$ 421.20
Security (20 FTE)	Health, Vision, Dental Premium	\$ 3,744.00	\$ 2,808.00
Residential Monitors Supervisor (4 FTE)	Health, Vision, Dental Premium	\$ 748.80	\$ 561.60
Residential Monitors (20 FTE)	Health, Vision, Dental Premium	\$ 3,744.00	\$ 2,808.00
Case Manager Supervisor (2 FTE)	Health, Vision, Dental Premium	\$ 187.20	\$ 140.40
Case Manager (8 FTE)	Health, Vision, Dental Premium	\$ 1,684.80	\$ 1,263.60
Housing Specialist (5 FTE)	Health, Vision, Dental Premium	\$ 936.00	\$ 702.00
Program Director (1 FTE)	Worker's Compensation	\$ 5,732.00	\$ 4,299.00
Program Manager (1 FTE)	Worker's Compensation	\$ 5,571.36	\$ 4,178.52
Outreach Workers (5 FTE)	Worker's Compensation	\$ 16,556.80	\$ 12,417.60
Security Supervisor(3 FTE)	Worker's Compensation	\$ 11,920.90	\$ 8,940.67
Security (20 FTE)	Worker's Compensation	\$ 62,915.84	\$ 47,186.88
Residential Monitors Supervisor (4 FTE)	Worker's Compensation	\$ 13,907.71	\$ 10,430.78
Residential Monitors (20 FTE)	Worker's Compensation	\$ 59,604.48	\$ 44,703.36
Case Manager Supervisor (2 FTE)	Worker's Compensation	\$ 9,934.08	\$ 7,450.56
Case Manager (8 FTE)	Worker's Compensation	\$ 33,113.60	\$ 24,835.20
Housing Specialist (5 FTE)	Worker's Compensation	\$ 18,212.48	\$ 13,659.36
TOTAL ANNUAL FRINGE BENEFITS			<b>\$ 437,000.26</b>

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.
- (2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.
- (3) List the total annual Agency amount of insurance for each position and each fringe benefit.
- (4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 4 - FEDERALLY APPROVED INDIRECT COST (FAIC) RATE**

The purpose of this form is to calculate the FAIC being claimed against funding for the contract period. **Round off totals to whole dollars.**

AGENCY ALPHA PROJECT FOR THE HOMELESS

PROJECT TEMPORARY BRIDGE SHELTER

TOTAL DIRECT COST FOR THE CONTRACT PERIOD	X	FAIC RATE	=	FAIC AMOUNT
<div></div>		<div></div>		<div>-</div>

DRAFT

AGENCY	ALPHA PROJECT FOR THE HOMELESS
PROJECT	TEMPORARY BRIDGE SHELTER

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.



**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY

ALPHA PROJECT FOR THE HOMELESS

PROJECT

TEMPORARY BRIDGE SHELTER

LINE ITEM	RENT/LEASE	AMOUNT
Detailed Explanation:		
Equipment/Rental leases (copier, Wi-Fi)		\$ 16,907.25
DirecTV		
Storage Boxes		
		TOTAL \$ 16,907.25

  

LINE ITEM	INSURANCE	AMOUNT
Detailed Explanation:		
Insurance (general liability, abuse and property)		\$ 7,500.00
		TOTAL \$ 7,500

  

LINE ITEM	COMMUNICATIONS	AMOUNT
Detailed Explanation:		
Cell phones		\$ 8,100.00
Landline telephone		
		TOTAL \$ 8,100

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B

Page 6 of 12

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY

ALPHA PROJECT FOR THE HOMELESS

PROJECT

TEMPORARY BRIDGE SHELTER

LINE ITEM	TRANSPORTATION	AMOUNT
Detailed Explanation:		
Vehicle fuel (XXX Miles per vehicle for XX vehicles)		
Participant - transportation (Bus tokens)		
In county travel (XX Miles)		\$ 16,525.50
		TOTAL \$ 16,525.50

  

LINE ITEM	FOOD	AMOUNT
Detailed Explanation:		
Meal service - 2 meals per day		\$ 644,656.08
118260 breakfasts @ \$2.00 per day = 236520.		
118260 dinners @ \$5.00 per day = 591300.		
Misc purchase of food items 31721.44		
		TOTAL \$ 644,656

  

LINE ITEM	LAUNDRY	AMOUNT
Detailed Explanation:		
Laundry service		\$ 54,000.00
		TOTAL \$ 54,000

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY

ALPHA PROJECT FOR THE HOMELESS

PROJECT

TEMPORARY BRIDGE SHELTER

LINE ITEM	MAINTENANCE/REPAIRS	AMOUNT
Detailed Explanation:		
Bed bug monitoring		\$ 15,000.00
Cleaning port-a-potties and showers 2 times per day, 7 days per week		
Misc. repairs		
		TOTAL \$ 15,000.00

  

LINE ITEM	POSTAGE	AMOUNT
Detailed Explanation:		
Postage and shipping		\$ 1,500.75
		TOTAL \$ 1,501

  

LINE ITEM	UTILITIES	AMOUNT
Detailed Explanation:		
Trash Removal		\$ 18,000.00
		TOTAL \$ 18,000

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY

ALPHA PROJECT FOR THE HOMELESS

PROJECT

TEMPORARY BRIDGE SHELTER

LINE ITEM	AMOUNT
<b>PROFESSIONAL ACCOUNTING</b>	
Detailed Explanation:	
Audit	\$ 5,625.00
Payroll preparation - Coastal payroll	
TOTAL	\$ 5,625.00
<b> </b>	
LINE ITEM	AMOUNT
Detailed Explanation:	
TOTAL	\$ -
<b> </b>	
LINE ITEM	AMOUNT
Detailed Explanation:	
TOTAL	\$ -

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY

ALPHA PROJECT FOR THE HOMELESS

PROJECT

TEMPORARY BRIDGE SHELTER

LINE ITEM	Program Director (1 FTE)	AMOUNT
Detailed Explanation:		
One Program Director		\$ 54,007.50
Responsibilities included but are not limited to the following:		
Overall program oversight, hiring and firing of staff, oversee all staff, on call 24/7		
all logistical issues, ordering of all supplies, attends community meetings, co		
chairs outreach committee with other agencies, ensures proper documentation,		
creates and modifies policies and procedures on a regular basis, scheduling		
of employees, acts as a liason with surrounding community		
		TOTAL \$ 54,007.50
LINE ITEM	Program Manager (1 FTE)	AMOUNT
Detailed Explanation:		
one Program Manager		\$ 52,494.00
responsibilities include oversight of housing navigators and other staff, reporting		
and HMIS compliance, collects data and ensures accuracy, reviews case files,		
, assists in scheduling and overall contract compliance, schedules tours and		
on site providers, acts as a liason with the surrounding community		
on call 24/7, coordinates on site activities		
		TOTAL \$ 52,494
LINE ITEM	Outreach Workers (5 FTE)	AMOUNT
Detailed Explanation:		
5 outreach workers		\$ 156,000.00
outreach services provided 7 days a week throughout every City district		
on both 1st and second shift. Use of outreach app on a daily basis.		
Transportation available to clients, VISPDATS and diversion techniques		
intakes and transportation when beds available, referrals to community partners		
		TOTAL \$ 156,000

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B

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AGENCY	ALPHA PROJECT FOR THE HOMELESS
PROJECT	TEMPORARY BRIDGE SHELTER

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

AGENCY	ALPHA PROJECT FOR THE HOMELESS
PROJECT	TEMPORARY BRIDGE SHELTER

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**FY 2019 YEAR-START CONFIRMATION OF ALL SECURED FUNDING SOURCES AND BUDGETS**

This form details the total budget breakdown of each line item for the FY 2019 Project by all contributing funding sources. (1) Enter the name of all secured funding sources included in the total annual Project budget. (2) Enter the amount for each funding source title entered in row (1). (3) Enter the total Program Income (PI)/Client Generated Income (CGI) collected for each funding source title entered in row (1). (4) Enter total budget for Salaries & Wages and Fringe Benefits. (5) Enter the budget amount for each applicable PE line item for each funding source entered in row (1). (6) Enter the total Federally Approved Indirect Cost Rate budget amount for each funding source entered in row (1) and enter the budget amount for each applicable funding source entered in row (1). (7) Enter the total project budget for each applicable NPE line item listed. (8) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). (9) Enter any additional, applicable NPE budget line items and total project budget for each line item. (10) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). NOTE: This form must be signed by an Agency position that is a Vice President/Chief Operating Officer or higher.

AGENCY ALPHA PROJECT FOR THE HOMELESS PROJECT TEMPORARY BRIDGE SHELTER

CFO

Jan F. Norby  
Print Name

Signature

Date

Title										
(1) SECURED FUNDING SOURCE TITLE	<b>SDHC</b>									<b>TOTAL BUDGET</b>
(2) FUNDING SOURCE AMOUNT	\$ 3,600,000.00									\$ 3,600,000.00
(3) TOTAL PI/CGI BUDGET										\$ -
<b>TOTAL FUNDING SOURCE AMOUNT</b>	<b>\$ 3,600,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,600,000.00</b>
(4) TOTAL PERSONNEL BUDGET										
SALARIES & WAGES	\$ 2,237,462.00									\$ 2,237,462.00
FRINGE BENEFITS	\$ 437,000.00									\$ 437,000.00
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 2,674,462.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,674,462.00</b>
(6) SUBTOTAL FAIC RATE	\$ -									\$ -
(13) TOTAL NON PERSONNEL BUDGET										
SUPPLIES-ADMIN USE	\$ 12,000.00									\$ 12,000.00
SUPPLIES-CLIENT USE	\$ 192,172.00									\$ 192,172.00
RENT/LEASE	\$ 16,907.00									\$ 16,907.00
INSURANCE	\$ 7,500.00									\$ 7,500.00
COMMUNICATIONS	\$ 8,100.00									\$ 8,100.00
TRANSPORTATION	\$ 16,526.00									\$ 16,526.00
FOOD	\$ 644,656.00									\$ 644,656.00
LAUNDRY	\$ 54,000.00									\$ 54,000.00
INDIRECT AND OVERHEAD	\$ 321,458.00									\$ 321,458.00
MAINTENANCE/REPAIRS	\$ 15,000.00									\$ 15,000.00
POSTAGE	\$ 1,501.00									\$ 1,501.00
UTILITIES	\$ 18,000.00									\$ 18,000.00
PROFESSIONAL ACCOUNTING	\$ 5,625.00									\$ 5,625.00
<b>SUBTOTAL NONPERSONNEL</b>	<b>\$ 1,313,445.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,313,445.00</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 3,987,907.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,987,907.00</b>

NOTES ON ENTRIES/CALCULATIONS:

-



**EXERCISE OF SECOND OPTION AND SECOND AMENDMENT TO  
SAN DIEGO HOUSING COMMISSION AGREEMENT  
FOR  
TEMPORARY BRIDGE SHELTER - OPERATION  
WITH  
VETERANS VILLAGE OF SAN DIEGO  
AGREEMENT NO. HHI-18-14.2**

WHEREAS, the San Diego Housing Commission ("Commission") and Veterans Village of San Diego ("Contractor") entered into that certain Agreement for Temporary Bridge Shelter - Operation (the "Agreement"), dated December 6, 2017.

WHEREAS, on \_\_\_\_\_, 2018, the Commission exercised the First of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement's original "Specifications/Scope of Work" contained in Contract Attachment No. 2 (First Option).

WHEREAS, on \_\_\_\_\_, 2018, the Commission and Contractor amended and replaced the previous "\_\_\_\_\_" contained in Contract Attachment No. 2 in their entirety as contemplated by the amended "\_\_\_\_\_" and to update the budget to provide a continuation of services under the Agreement (First Amendment).

WHEREAS, the Commission now desire to exercise the Second of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement's original "Specifications/Scope of Work" contained in Contract Attachment No. 2.

WHEREAS, the Commission and Contractor wish to amend and replace the previous \_\_\_\_\_ and to update the budget to provide a continuation of services under the Agreement.

NOW THEREFORE, the parties hereby agree as follows:

1. Term of Second Option. The Commission exercises the Second Option contained in Section 103 of the Agreement. The term of the Second Option period shall commence effective October 1, 2018 and continue through June 30, 2019.
2. Compensation during Second Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the Second Option shall be on the same terms and conditions as set forth in the Agreement and shall not exceed the amount of TWO MILLION SIX HUNDRED FORTY THOUSAND FOUR HUNDRED EIGHTY-ONE AND NO/100 DOLLARS (\$2,640,481.00).
3. Contract Attachment No. 2 "Specifications/Scope of Work." Contract Attachment No. 2 is hereby amended and restated in its entirety, and is attached as Exhibit 1 to this Second

Option and Second Amendment.

4. Contract Attachment No. 3 “Compensation Schedule.” Contract Attachment No. 3 “Compensation Schedule” is hereby amended and restated in its entirety, and is attached as Exhibit 2 to this Second Option and Second Amendment.
5. No Novation. The parties hereto acknowledge and agree that except for the changes set forth herein to amend the Agreement and exercise the Second Option under the Agreement, all of the terms and provisions of the Agreement are hereby acknowledged by the parties to be valid and are hereby recognized, renewed, extended and continued in full force and effect.
6. Counterparts. This Exercise of Second Option and Second Amendment may be executed in any number of counterparts and, as so executed the counterparts shall constitute one and the same agreement. The parties agree that each such counterpart is an original and shall be binding upon all the parties, even though all of the parties are not signatories to the same counterpart.

IN WITNESS WHEREOF, the parties have caused this EXERCISE OF SECOND OPTION AND SECOND AMENDMENT to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CONTRACTOR:**

VETERANS VILLAGE OF SAN DIEGO

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**COMMISSION:**

SAN DIEGO HOUSING COMMISSION

By: \_\_\_\_\_

Date: \_\_\_\_\_

Jeff Davis  
Executive Vice President & Chief of Staff

By: \_\_\_\_\_

Date: \_\_\_\_\_

Debra Fischle-Faulk  
Vice President of Procurement & Compliance

**Approved as to Form:**

Christensen & Spath LLP

By: \_\_\_\_\_

Date: \_\_\_\_\_

Charles Christensen  
General Counsel for San Diego Housing Commission

# **EXHIBIT 1**

## **CONTRACT ATTACHMENT NO. 2 SPECIFICATIONS/SCOPE OF WORK**

- **PROGRAM SITE LOCATION**

Contractor will operate the City of San Diego Temporary Bridge Shelter – Veteran Adults (Program) at 2801 ½ Sports Arena Boulevard in San Diego, CA (Program Location). The Program will operate seven days per week, 24 hours per day, including holidays (Program Operating Schedule).

- **ADMINISTRATIVE OFFICE LOCATION**

Contractor will maintain an administrative office at 4141 Pacific Highway, San Diego, CA 92110 (Administrative Location). The days and hours of operation are Monday to Friday from 8:00AM to 5:00PM (Administrative Office Operating Schedule).

- **PROGRAM DESCRIPTION**

Contractor will operate the Program in the City of San Diego (the “City”). Participants will be welcomed and supported through bridge and emergency housing services. The Program will utilize Trauma-Informed Care and Motivational Interviewing. A Harm Reduction model, which does not require sobriety and addresses heavy drinking and/or drug use and its consequences, will also be utilized. The system design will effectively serve the target population in a welcoming and solutions-focused environment. Contractor shall adhere to all Continuum of Care and Regional Task Force on the Homeless (RTFH) performance standards and requirements including recommendations from the RTFH regional planning process for creation of a Homeless Crisis Response System. If adherence to such standards and requirements necessitates additional funding, Commission will work with Contractor to adjust the budget accordingly.

Additionally, the Program will participate in the Coordinated Entry System (CES). Intakes into the Bridge Housing program will be made based on the agreed upon priorities of CES including an assessment of the participant’s vulnerability as screened by the Common Assessment Tool. This service delivery model helps the Program to:

- Serve the community’s most vulnerable individuals from each of the intervention categories;
- Move participants into the most appropriate housing of their choice; and
- Meet participant needs as quickly as possible.

- **PROGRAM OBJECTIVE**

The objective of the Program is to offer a safe place for adult single men and women experiencing homelessness to receive bridge housing, emergency shelter, and appropriate services needed while preparing for permanent housing placements using the Housing First model and contribute to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring. All services must be easily accessible and evaluated for effectiveness on a regular basis.

- **PROGRAM SERVICES**

Utilizing CES, the Program will provide bridge housing for adult veterans who have been enrolled in a permanent housing intervention and are waiting for permanent housing units to become available. Any support services provided will be short-term with a focus on the move to permanent housing. Additionally, the Program will provide emergency shelter beds for adult single men and women experiencing unsheltered homelessness who require immediate, short-term shelter with light supportive services.

Listed below are the services Contractor will provide to achieve the Program outcomes stated in Section 6. Each Program participant shall be:

- Homeless adult single men and women who are waiting for permanent housing or are unsheltered and in need of immediate, short-term shelter;
- Certified as homeless using the U.S. Department of Housing & Urban Development (HUD) definition (24 CFR Parts 91, 582, and 583); third party certification is preferred, as set forth herein; and
- Assessed using the Common Assessment Tool adopted by the Regional Task Force on the Homeless (RTFH), if the assessment has not already been done.

The following criteria may not be used to determine Program eligibility and continued stay:

- Sobriety and/or commitment to be drug-free;
- Requirements to take medication if the participant has a mental illness;
- Participation in religious services or activities;
- Participation in drug treatment services (including NA/AA);
- Payment or ability to pay; nor
- Identification.

***Coordinated Entry System (CES)***

Contractor will participate in CES as established by RTFH and focus on:

- Homeless eligibility using HUD's homeless definition and third party verification preference;
- CES standardized vulnerability assessment tool in screening, referral and admissions processes for Program participants, when appropriate; and
- Participation in Housing Navigation, Case Conferencing or other integral components of CES.

***Housing First***

In alignment with HUD, all homeless programming will adhere to Housing First principles as noted below:

- Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
- Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Source: United States Interagency Council on Homelessness, <https://www.usich.gov/tools-for-action/housing-first-checklist>

### **2-1-1 San Diego Participation**

Contractor must list the Program along with relevant Program details and services in the 2-1-1 San Diego database. In order to remain compliant with this requirement, Contractor must have updated and/or approved the Program service listing in the 2-1-1 San Diego database within the past 12-months. To verify the Program is listed or for more information on how to apply for inclusion, please visit <http://211sandiego.org/for-agencies>.

On a daily basis, Contractor will provide the below listed services:

PROGRAM ELEMENT	REQUIREMENT
<b>Hours of Operation</b>	The Program must be kept open 24-hours per day, seven (7) days per week, including City holidays.
<b>Program Components</b>	<ul style="list-style-type: none"> <li>• 24-hour residential services and staffing,</li> <li>• Housing First program with low barriers to entry and operations</li> <li>• Intakes and participation in CES</li> <li>• Utilization of shelter diversion strategies</li> <li>• Area where supportive services and permanent housing staff from partner agencies can connect with participants</li> <li>• Housing Navigation to assist in finding safe, permanent housing</li> <li>• Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate</li> <li>• Coordinate outreach and engagement efforts in the geographic locations where individuals and families experiencing homelessness reside in the City, including streets, parks, campsites, abandoned buildings, cars, and other places not meant for human habitation, with the goals of:               <ul style="list-style-type: none"> <li>○ Building relationships, trust, and rapport over time with individuals and families experiencing homelessness to expedite access to housing resources and supportive services;</li> <li>○ Determining diversion opportunities or housing interventions outside of CES when appropriate.</li> <li>○ Administering the CAT, or referring individuals to assessment sites, to enroll participants in CES;</li> <li>○ Maintaining contact with known individuals at least every three weeks;</li> <li>○ Addressing basic needs, including but not limited to, access to food, clothing, and safety;</li> <li>○ Providing access or referrals to medical care, transportation, mental health care, and substance abuse</li> </ul> </li> </ul>

	<p>treatment as quickly as possible, when appropriate; and</p> <ul style="list-style-type: none"> <li>○ Maintaining documentation of outreach efforts and participants' choice to accept or refuse resource referrals/opportunities.</li> </ul>
<b>Basic Services</b>	<ul style="list-style-type: none"> <li>• A maximum 200 beds for adult men and women Veterans experiencing homelessness in one (1) temporary sprung structure that complies with all permitting and regulatory requirements.</li> <li>• At least two (2) meals per days</li> <li>• Maintain City-provided showers, wash stations, restrooms, laundry, and belongings storage for participants, in an ADA-compliant environment</li> <li>• Telephone access and message services, including an ADA-compliant telephone as supplied by Commission</li> <li>• Janitorial and routine maintenance</li> <li>• Access to testing for communicable diseases provided directly by the City or County of San Diego (e.g., Hepatitis A)</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>General Standards</b>	<ul style="list-style-type: none"> <li>• Adequate staffing with appropriate on-going training for service delivery and data analysis</li> <li>• 24-hour security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program</li> <li>• Designated point-of-contact who is available at all times to address issues that may arise at the Program and coordinate security issues with the San Diego Police Department</li> <li>• Appropriate policies and procedures for Program operations including intake, low barrier house rules, which will be displayed on site at all times, and various means for participants to provide input into the Program</li> <li>• Data entry, analysis and reporting in the RTFH-approved HMIS of all Program activities</li> </ul> <p>Participate in Housing First adherence assessment conducted by a third party consultant hired by the Commission</p> <ul style="list-style-type: none"> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>Property Management</b>	<ul style="list-style-type: none"> <li>• Maintain a secure and healthful environment for delivery of all services</li> <li>• Contractor will provide for: <ul style="list-style-type: none"> <li>○ Routine operating supplies including but not limited to hygiene products</li> <li>○ Routine maintenance, replacement and repair of</li> </ul> </li> </ul>

	<p>supplies initially procured by Commission for start-up of the Program</p> <ul style="list-style-type: none"> <li>○ Site control</li> <li>○ Security</li> <li>○ Janitorial services</li> <li>○ Waste removal and disposal</li> <li>○ Regularly laundered linens</li> </ul> <ul style="list-style-type: none"> <li>● Provide secure entry/exit for participants monitored by staff</li> <li>● A fire escape emergency plan</li> <li>● Compliance with Fire Marshall inspections and re-certifications as needed</li> <li>● A fire watch, which shall be maintained at all times</li> <li>● A written drug and alcohol free policy for staff that is posted/displayed at the Program site at all times; the written policy shall include and describe the disciplinary action to result from the illegal use, consumption, distribution, and/or possession of drugs and/or alcohol</li> <li>● Upon the Program closing date, Contractor shall return the equipment, less normal wear associated with operating the Program, to the storage site identified by the City and remove all such items from the site</li> <li>● Upon the Program closing date, the Contractor shall return the site to the same condition as received</li> <li>● Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>Community Outreach</b>	<ul style="list-style-type: none"> <li>● Host a minimum of two community meetings to ensure community participation.</li> <li>● Provide opportunities for electronic and/or written community feedback.</li> <li>● Demonstrate community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>

### ***Hazardous Material Storage***

Contractor shall provide the City of San Diego's Real Estate Assets Department with a list of any and all hazardous materials that may be stored, treated or disposed of on Site during the Term of this Agreement.

### ● **PROGRAM AND GOAL OUTCOMES**

All Program progress will be documented to the Commission through monthly and term-end reports in a form and format determined by Commission and/or by the City. Contractor agrees to enter all data into the RTFH-approved HMIS for data collection and analytics.

Outcome Goals:

- At least 30 percent of Program participants who remain in shelter for greater than 30 days will exit to permanent or other longer term housing; and
- Of those exiting to housing, no more than 15 percent of the Program participants



will return to shelter within 12 months.

For the Agreement term, the Contractor shall use good faith efforts to accomplish the goals and outcomes referenced within this Program and Goal Outcomes Section.

PERFORMANCE OUTCOME	MEASURE	STANDARD
Low Barrier to Entry	Prioritize Entry for Persons from the Streets, Emergency Shelter, or Safe Havens	100%
Access to Resources/Services to Move into Permanent Housing and Stabilize	Average Length of Stay	≤ 120 days
Exits	Negative	≤ 20% non-compliance
	Positive: Bridge Housing	At least 30% of Program participants who remain in shelter for greater than 30 days, will exit to permanent or other longer term housing
	Positive: Emergency Shelter	
Efficient and Effective Use of Resources	Monthly Average Occupancy Rate	90% during the time that the occupancy at the Program has been stabilized. Stabilization does not include periods of ramp up and Program closure as reasonably determined by the Commission.
Data Quality	Missing or Incomplete Data	≤ 5% in HMIS
	Timeliness of Data Entry	100% of participant data entered within 3-business days
Recidivism	Number of Exited Participants Returning to Shelter	Of those exiting to housing, no more than 15% of Participants will return to shelter within 12 months.
Customer Service	Shelter Resident Satisfaction	Reporting Only
	Critical Incident Reports	
Demographics	Program Participants	
Community Outreach	Community meetings and feedback solicited	

If stated benchmarks are not met, Contractor may be required to submit a corrective action plan in a form and format determined by Commission.

- **COMPLIANCE, PERFORMANCE MONITORING AND IMPROVEMENT**

## **ACTIVITIES**

Commission will monitor compliance and performance related to all aspects of this Agreement. Monitoring will occur through a variety of processes including desk and site review.

- Contractor will continue to follow the action plan for Housing First alignment based on the third party evaluator recommendations, providing updated activity reports to the Commission as requested.
- Contractor will eliminate five Housing Navigator positions, and incorporate one new Supervising Case Manager, five new Case Manager positions and three new Housing Specialist positions.
  - All staffing positions that are recruited and/or promoted to implement the Case Manager and Housing Specialist positions as detailed above must be pre-approved by the Housing Commission designee for suitability and appropriate level of job skills and job knowledge.
  - The Housing Commission will collaborate with the Contractor to develop mutually agreed upon job descriptions for Supervising Case Manager, Case Managers and Housing Specialists.
- Contractor will certify that training on all required subjects has been provided to new hires within 30 days of hire date and certification of training by an approved source is provided to the Commission on a monthly basis to confirm training for all new hires and/or promotions. Contractor will also provide documentation of annual training on all mandated subjects to all Program operations staff, regardless of length of service.
- Contractor staff will participate in all required trainings as determined by the Commission, which at minimum will include Prevention and Diversion, Trauma Informed Care, Motivational Interviewing, Harm Reduction and operating a housing-focused shelter.
- Contractor will participate in follow up to the Housing First evaluation, which will be conducted through a third party consultant, to determine if the changes incorporated into the scope of work have been fully implemented, and determine the impact those implementations had on the engagement of participants and the exiting of participants to permanent and other longer term housing.
- Commission will provide monitoring reports to the Contractor.
- Contractor must actively participate in compliance and performance monitoring and improvement activities required by Commission.
- Contractor will attend and contribute to any meetings or trainings (sharing Contractor's expertise and learning from others), and partnering with Commission in a collaborative improvement process by identifying and implementing improvements.
- Contractor must provide Commission complete policies and procedures related to this Agreement. Contractor must provide substantive updated policies and procedures to Commission within 60-calendar days of update/revision.
- Monitoring reports include Quarterly Progress Updates and Annual monitoring

report (site review and/or desk audit).

Annual monitoring response time is within 45-calendar days of receiving a report with requested clarifications or corrective actions.

- **PROGRAM RECORDS**

The Contractor shall maintain all records required by the Federal regulations specified in Title 24 CFR 570.506 pertinent to the activities funded under this Agreement. The Contractor shall make available to Commission, City, U.S. Government, or their authorized agents all Program-related records, documents, and any other financial data or records for review.

All Contractor files pertaining to personal participant information must remain confidential and kept in a locked file cabinet. All computer files should be password accessible only. In addition, the Contractor must maintain Program inventory of all equipment and furniture purchased with funds awarded through this Agreement.

***Homeless Management Information System***

Contractor shall enter and maintain data in the RTFH approved Homeless Management Information (HMIS) system as directed by RTFH. Contractor will comply with the HMIS Policies and Procedures in effect during the period of this Agreement including those for data collection, data entry, data quality, and standards for missing data, incomplete data, and timeliness of data entry.

- **MANDATORY ATTENDANCE AT MEETINGS**

Throughout the year Commission will host mandatory meetings including weekly unit matching and quarterly roundtables where all providers can share challenges, ask for Commission clarification and share best practices. This also includes, but is not limited to, attending the Fiscal Year Start Workshop. Contractor is required to attend mandatory meetings.

- **SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement shall be a seven (7) month period. Renewal options are contingent upon future funding availability and Program performance. Execution of option years may be determined by Program performance in the preceding year. If the Contractor does not achieve the stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

- **REVERSION**

Upon the expiration, breach, or termination of this Agreement, the Contractor agrees Commission may reallocate any and all Compensation on hand at the time of the expiration or termination or breach, together with any and all accounts receivables attributable to the use of the Compensation, as Commission shall determine in its sole discretion. Commission may procure alternative and/or additional Contractors to perform work in compliance with

Commission's Procurement Policy.

- **MEDIA/COMMUNICATIONS**

Contractor shall coordinate with and seek the prior written consent and permission of Commission's Communications and Legislative Affairs Department before distributing any printed or electronic materials specific to the Program or of the Program experience of participants funded through this Agreement, including but not limited to Media Advisories, News Releases, Newsletters and Reports. Commission's permission shall not be unreasonably withheld, conditioned or delayed and should Commission fail to respond to a request for permission within two (2) business days of the date of receipt of such materials, Commission's approval shall be deemed to have been given.

Contractor further agrees, recognizing the urgency with which media frequently makes requests for information, Contractor shall exhibit a good faith effort to immediately consult with Commission prior to responding to such inquiries.

- **CLOSE-OUTS**

Contractor shall be responsible for completing and submitting a close-out packet to include information such as but not limited to total number of participants housed, Program accomplishments, demographics and financial summary of award for each applicable funding source.

Contractor's obligation to Commission shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

- Making final payments;
- Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to Commission); and
- Determining the custodianship of records.

Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period Commission has control over funds related to this Program.

- **DEFINITIONS**

TERM	DEFINITION
2-1-1 San Diego	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.

Bridge Housing	<p>Safe, short-term program providing basic services, such as temporary housing, restrooms, meals, and services focused on supporting an individual or family access permanent housing as quickly as possible. Bridge Housing is specifically defined as a temporary housing program for individuals or families who have accepted and are enrolled in a permanent housing program but have not yet moved into a permanent unit. In this situation, they are only using the program as a safe place to stay while they await permanent housing placement.</p>
Chronically Homeless <sup>1</sup>	<p>A “chronically homeless” individual is an individual with a disability who lives either in a place not meant for human habitation, a safe haven, in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90-days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.</p> <p>To meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last three years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.</p> <p>Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.</p>

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<sup>1</sup> <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

Community Outreach	<p>Contractor must conduct outreach efforts on site, which includes but is not limited to the below listed elements. Written documentation of these meetings demonstrating Contractor has solicited feedback and consideration by the public of the Program shall be submitted with Contractor monthly reporting.</p> <ul style="list-style-type: none"> <li>• Hosting a minimum of two community meetings held at various time and locations to ensure maximum community participation. Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Two of the above four meetings are held with the impacted City recognized community/community planning groups (if applicable). Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Demonstrating community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>
Continuum of Care <sup>2</sup>	<p>The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.</p>
Coordinated Entry System <sup>3</sup>	<p>The Coordinated Entry System (CES) functions throughout the San Diego region and connects men, women, and children experiencing homelessness with the most appropriate and available housing options. Prioritization standards are determined by the Regional Task Force on the Homeless.</p> <p>The needs of homeless individuals are determined by information they provide for the Common Assessment tool, which consists of the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and additional questions tailored to specific needs. Information from this assessment is entered into a common software system, which is utilized by CES to triage homeless San Diegans into the appropriate housing intervention.</p>

<sup>2</sup> <https://www.hudexchange.info/programs/coc/>

<sup>3</sup> <http://www.rtfhsd.org/wp/wp-content/uploads/2016/12/CAHP-Policies-and-Procedures.pdf>  
<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>  
<https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional->

Critical Incident Report	A “Critical Incident” is any actual or alleged event or situation creating a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of an individual(s) involved with the HNC.
Emergency Shelter	Safe, short-term programs providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent housing as quickly as possible.
Harm Reduction <sup>4</sup>	Set of practical strategies and ideas aimed at reducing negative consequences associated with drug and alcohol use. Harm Reduction is also a movement for social justice built on a belief in, and respect for, the rights of people who use drugs and alcohol.
Homeless <sup>5</sup>	<p><u>Category 1:</u> Individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or</li> <li>• Is exiting an institution where he/she has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul> <p><u>Category 2:</u> Individual or family who will imminently lose their primary nighttime residence, if:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; and</li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul> <p><u>Category 3:</u> Is an unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statutes;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>• Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and</li> </ul>

<sup>4</sup> <http://harmreduction.org/about-us/principles-of-harm-reduction/>

<sup>5</sup> [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

	<ul style="list-style-type: none"> <li>Can be expected to continue in such status for an extended period due to special needs or barriers.</li> </ul> <p>Category 4: Any individual or family who:</p> <ul style="list-style-type: none"> <li>Is fleeing, or is attempting to flee, domestic violence;</li> <li>Has no other residence; and</li> <li>Lacks the resources or support networks to obtain other permanent housing</li> </ul>
Homeless Assistance Standards	The Homeless Emergency Assistance and Rapid Transition to Housing Act (definition below) requires Continuums of Care to develop a common set of system-wide standards for all homeless services programs within a Continuum of Care's geographic region. In May 2017, the Regional Task Force on the Homeless adopted standards for San Diego. <sup>6</sup>
Homeless Emergency Assistance and Rapid Transition to Housing Act <sup>7</sup>	The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act (definition below) with substantial changes, including a consolidation of the U.S. Department of Housing and Urban Development's (HUD) competitive grant programs.
Homeless Management Information System <sup>8</sup>	The information system designated by the Regional Task Force on the Homeless to comply with the federal HUD data standards for managing information of persons experiencing homelessness.
Housing First	Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
Memorandum of Understanding	A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties. Companies and organizations can use MOUs to establish official partnerships.
McKinney-Vento Act <sup>9</sup>	The McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.) is a United States federal law that provides federal money for homeless shelter programs.
Motivational Interviewing	Motivational interviewing is a psychotherapeutic approach that attempts to move an individual away from a state of indecision or uncertainty and towards finding motivation to making positive decisions and accomplishing established goals.
	Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program

<sup>6</sup> [http://www.rtfhsd.org/wp-content/uploads/2017/07/Governance\\_Docs\\_Community-Standards\\_Final\\_May-2017.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/07/Governance_Docs_Community-Standards_Final_May-2017.pdf)

<sup>7</sup> <https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/>

<sup>8</sup> <https://www.hudexchange.info/programs/hmis/> <http://www.rtfhsd.org/hmis/>

<sup>9</sup> <https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>



Permanent Housing <sup>10</sup>	participant must be the tenant on a lease (or sublease) that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid rehousing (RRH). PSH is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. RRH emphasizes housing search and relocation services along with short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Regional Task Force on the Homeless	The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in San Diego.
San Diego Housing Commission and Commission	When used in this document, these terms are synonymous.
Sprung Structure	Tensioned fabric membrane structures featuring extruded aluminum arches connected to the all-weather outer performance architectural membrane. Additionally, the structures include an effective insulation system, using fiberglass blanket insulation, finished with a tensioned interior membrane. They must be built for human habitation and meet all related building codes.
Trauma Informed Care <sup>11</sup>	Trauma-Informed Care and Practice is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and participants, and that creates opportunities for participants to rebuild a sense of control and empowerment.
U.S. Department of Housing and Urban Development	The Department of Housing and Urban Development (HUD) administers programs that provide housing and community development assistance. HUD also works to ensure fair and equal housing opportunity for all.
U.S. Interagency Council on Homelessness	The U.S. Interagency Council on Homelessness (USICH) coordinates and catalyzes the federal response to homelessness, working in close partnership with Cabinet Secretaries and other senior leaders across 19 federal member agencies.
Vulnerability Index – Service Prioritization and Decision Assistance Tool	The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which participants should be given a full SPDAT assessment first and an initial recommendation for the most appropriate housing intervention.

<sup>10</sup> <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

<sup>11</sup> <https://www.samhsa.gov/nctic/trauma-intervention>

DRAFT

## EXHIBIT 2

### CONTRACT ATTACHMENT NO. 3 COMPENSATION SCHEDULE OPTION PERIOD (OCTOBER 1, 2018 – JUNE 30, 2019)

#### SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES SCHEDULE 1 - FY 2019 BUDGET EXHIBIT

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

SALARIES & WAGES (Schedule 2) 1,292,846

FRINGE BENEFITS (Schedule 3) 246,901

TOTAL PERSONNEL 1,539,747

FEDERALLY APPROVED INDIRECT COST RATE (Schedule 4) 312,015

SUPPLIES-ADMIN USE (Schedule 5) 20,153

SUPPLIES-CLIENT USE (Schedule 5) 7,263

INSURANCE (Schedule 5) 12,982

UTILITIES (Schedule 5) 10,800

COMMUNICATIONS (Schedule 5) 9,180

OTHER EXPENSES (SPECIFY):

Transportation (Schedule 5) 10,301

Recruiting expenses (Schedule 5) 20,411

Licenses (Schedule 5) 3,319

Repairs and Maintenance (Schedule 5) 56,385

Food (Schedule 5) 547,500

Contract Services (Schedule 5) 90,426

TOTAL NON-PERSONNEL 788,719

TOTAL CDBG PROJECT BUDGET 2,640,481

EXHIBIT B

Page 1 of 11

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Veterans Village of San Diego  
 PROJECT Temporary Bridge Shelter

(1) POSITION TITLE	(2) Premium Pay			(3) ANNUAL GROSS PAY	(4) SALARY & WAGES FOR 3 MONTHS
	OT	EP	MS		
Clinical Director (25% of 1 FTE)				75,312	14,121
Shelter Director (1 FTE)				50,000	37,500
Shelter Supervisor (1 FTE)	X			44,720	33,540
Outreach Specialists (5 FTE)	X			203,133	152,350
Supervising Case Manager (1 FTE)	X			62,400	46,800
Case Managers (5 FTE)	X			260,000	195,000
Housing Specialists (3 FTE)	X			137,280	102,960
Lead Coordinator (1 FTE)	X			34,212	25,659
Shelter Coordinators (8 FT and 8 PT)	X			384,883	288,662
Lead Security Personnel (1 FT)	X			27,797	20,848
Security Personnel (13 FT and 9 PT) - assumes 10% average unfilled covered under Contract Services	X			481,520	329,706
Maintenance Specialist (.5 FTE)	X			37,440	14,040
Van drivers (.5 FTE)	X			27,851	10,444
Shelter Accounting Specialist (80% of 1 FTE)	X			35,360	21,216
TOTAL ANNUAL SALARY & WAGES					<b>1,292,846</b>

- (1) List each individual position title providing project/client services. NOTE: Project-related job duties for each position listed must be explained in the budget justification section.
- (2) Select the appropriate box for positions that will have premium pay, such as overtime (OT), extra pay (EP) and/or multi-shift (MS). NOTE: The premium pay and project-related usage will need to be explained in the budget justification section.
- (3) List the annual Agency gross pay for each position listed.
- (4) List total CDBG annual gross pay. NOTE: This is the amount that will be the annual budget cap for RFR claims.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	FRINGE BENEFIT FOR 3 MONTHS
All	Pension Plan at 3.1% for FT employees (40% participation)	20,601	15,451
All	Workers Compensation at 4.35%	74,985	56,239
All	Payroll Taxes (SS and Medicare) at 7.65%	131,871	98,903
Clinical Director (25% of allocation)	SUI (6.2% of 7,000)	434	81
Shelter Director (1 FTE)	SUI (6.2% of 7,000)	434	326
Shelter Supervisor (1 FTE)	SUI (6.2% of 7,000)	434	326
Outreach Specialists (5 FTE)	SUI (6.2% of 7,000)	2,170	1,628
Supervising Case Manager (1 FTE)	SUI (6.2% of 7,000)	434	253
Case Managers (5 FTE)	SUI (6.2% of 7,000)	2,170	1,266
Housing Specialists (3 FTE)	SUI (6.2% of 7,000)	1,302	760
Lead Coordinator (1 FTE)	SUI (6.2% of 7,000)	434	326
Shelter Coordinators (8 PT and 8 FT)	SUI (6.2% of 7,000)	5,208	3,906
Lead Security Personnel (1FT)	SUI (6.2% of 7,000)	434	326
Security Personnel (13 FT and 9 PT)	SUI (6.2% of 7,000)	9,526	7,145
Maintenance Specialist (.5)	SUI (6.2% of 7,000)	434	326
Van drivers (.5 FTE)	SUI (6.2% of 7,000)	434	163
Shelter Accounting Specialist (80% of allocation)	SUI (6.2% of 7,000)	434	260
TOTAL ANNUAL FRINGE BENEFITS			187,681

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.  
(2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.  
(3) List the total annual Agency amount of insurance for each position and each fringe benefit.  
(4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

EXHIBIT B  
Page 3 of 11

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. Round off totals to whole dollars.

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	FRINGE BENEFIT FOR 3 MONTHS
Shelter Director (1 FTE)	Health Insurance at \$350 per month	4,200	3,150
Shelter Supervisor (1 FTE)	Health Insurance at \$350 per month	0	0
Outreach Specialists (5)	Health Insurance at \$350 per month for 3 FT (assume 60% participation)	12,600	9,450
Case Manager Supervisor (1 FTE)	Health Insurance at \$350 per month for FT	4,200	2,450
Case Managers (5 FTE)	Health Insurance at \$350 per month for FT	21,000	12,250
Housing Specialists (3 FTE)	Health Insurance at \$350 per month for FT	12,600	7,350
Lead Coordinator (1 FTE)	Health Insurance at \$350 per month	4,200	3,150
Shelter Coordinators (8 FT and 8 PT)	Health Insurance at \$350 per month for 2 FT (assume 25% participation)	8,400	6,300
Lead Security Personnel (1 FT)	Health Insurance at \$350 per month	4,200	3,150
Security Personnel (13 FT and 9 PT)	Health Insurance at \$350 per month for 2 FT (assume 18% participation)	8,400	6,300
Maintenance Specialist (1)	Health Insurance at \$350 per month	4,200	3,150
Shelter Accounting Specialist (80% of allocation)	Health Insurance at \$350 per month	4,200	2,520
TOTAL ANNUAL FRINGE BENEFITS			<b>59,220</b>

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.  
(2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.  
(3) List the total annual Agency amount of insurance for each position and each fringe benefit.  
(4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 4 - FEDERALLY APPROVED INDIRECT COST (FAIC) RATE**

The purpose of this form is to calculate the FAIC being claimed against funding for the contract period. **Round off totals to whole dollars.**

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

TOTAL DIRECT COST FOR THE CONTRACT PERIOD	X	FAIC RATE	=	FAIC AMOUNT
2,328,467		13.40%		312,015

Note: 15.05% is based upon VVSD's provisional rate for 2017-2018, which was our actual indirect rate for 2016-2017. We anticipate our indirect rate for 2018-2019 will increase and intend to renegotiate this line item when we receive our new provisional rate.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

LINE ITEM	Supplies - Admin Use	AMOUNT
Detailed Explanation:		
Cleaning/household supplies at \$400 per month		3,600
Office Supplies at \$850 per month		7,650
Other Supplies at \$750 per month		6,750
Postage and shipping at \$10 per month		90
Replace furniture as it breaks down		1,500
Uniforms, walkie-talkies, rubber gloves, etc for security personnel		563
TOTAL		\$ 20,153
LINE ITEM	Supplies - Client Use	AMOUNT
Detailed Explanation:		
Laundry pods at \$.23 per load * 400 * 52 weeks		3,588
Other client supplies at \$200 per month (laundry bags, replacement bins, shower shoes, snacks for people with diabetes and other health issues)		1,800
Towels - 50 dozen at \$50 per dozen		1,875
TOTAL		\$ 7,263
LINE ITEM	Insurance	AMOUNT
Detailed Explanation:		
General liability, abuse, and property		12,982
TOTAL		\$ 12,982
LINE ITEM	Utilities	AMOUNT
Detailed Explanation:		
Trash pick up at \$1,200 per month		10,800
TOTAL		\$ 10,800
LINE ITEM	Communication	AMOUNT
Detailed Explanation:		
Landline telephone and data (for internet use) at \$700 per month		6,300
7 hot spots at \$10 for one month		630
10 cell phones at \$25 per month each		2,250
TOTAL		\$ 9,180

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.



**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

LINE ITEM	Transportation	AMOUNT
Detailed Explanation:		
	Mileage - 90 miles per day * 5 days * 56 weeks * \$.545 per mile	10,301
		<b>TOTAL \$ 10,301</b>
LINE ITEM	Recruiting expenses	AMOUNT
Detailed Explanation:		
	Diagnostic testing (pre-employment physicals at \$115 each for 6 staff per month)	6,210
	Diagnostic testing (pre-employment physicals at \$115 each for 2 security staff)	173
	TB testing (Annual test at \$20 each for 52 staff)	780
	Indeed at \$25 per day for an average of 30 days per month	7,313
	Craigslist at \$35 per month per position * 7 positions (assumes we will usually be hiring for coordinators and security)	1,916
	Livescan at \$38 for 6 staff per month	2,052
	Livescan at \$38 for 2 new security staff	57
	CPR training at \$49 for 52 staff	1,911
		<b>TOTAL \$ 20,411</b>
LINE ITEM	Licenses	AMOUNT
Detailed Explanation:		
	28 standard Service Point licenses @ \$150 each	3,150
	3 Admin licenses for Service Point @ \$75 each	169
		<b>TOTAL \$ 3,319</b>

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B  
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AGENCY	Veterans Village of San Diego
PROJECT	Temporary Bridge Shelter

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

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**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

LINE ITEM	Clinical Director (25% of 1 FTE)	AMOUNT
Detailed Explanation:		
Provide mental health counseling and risk assessment to shelter clients as needed.		14,121
Supervise mental health interns who are assigned to the shelter to provide ongoing individual and/or group mental health counseling. Supervise interns at shelter.		
		TOTAL \$ 14,121
LINE ITEM	Shelter Manager (1FTE)	AMOUNT
Detailed Explanation:		
Intake and review HMIS data related to program outcomes, monitor client progress to ensure clients are progressing toward obtaining permanent housing, ensure staff and clients adhere to the shelter rules, main point of contact for daily shelter operation, and generate reports.		37,500
		TOTAL \$ 37,500
LINE ITEM	Lead Outreach Specialist (1 FTE)	AMOUNT
Detailed Explanation:		
Establish and coordinate ongoing outreach strategies to offer temporary shelter to homeless veterans living on the street. Track outreach efforts to determine trends, challenges, and needs of homeless veterans.		33,540
		TOTAL \$ 33,540
LINE ITEM	Community Outreach Specialists (5 FTE)	AMOUNT
Detailed Explanation:		
Conduct outreach in the City of San Diego in an effort to encourage homeless veterans to accept a bed in the veterans' shelter.		152,350
		TOTAL \$ 152,350
LINE ITEM	Supervising Case Manager (1FTE) & Case Manager (5FTE)	AMOUNT
Detailed Explanation:		
Assist veterans residing in the shelter to obtain and complete all appropriate paper work that will help them become housing ready.		241,800
		TOTAL \$ 241,800

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B  
Page 9 of 11

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY Veterans Village of San Diego

PROJECT Temporary Bridge Shelter

LINE ITEM	Lead Coordinator (1FT)/ Coordinators (8 FT and 8 PT - 12 FTE)	AMOUNT
Detailed Explanation:		
Provide one-on-one case management with assigned shelter clients, ensure client is progressing as appropriate toward mutually agreed upon goals, conduct client intakes, provide resources and referrals, and input data into HMIS.		314,321
		<b>TOTAL \$ 314,321</b>
LINE ITEM	Lead Security (1FT)/Security Personnel (13FT & 9PT-17.5 FTE)	AMOUNT
Detailed Explanation:		
Ensure the shelter is a safe environment for all residents, staff, and visitors by screening resident belongings prior to accessing the premises and monitoring shelter activity. Complete incident reports as appropriate in the event of incidents on or off the premises. Coordinate and assist with the serving of resident meals and the onsite showers. 680 hours per week will allow 4 security to shift when staff are not sick or on vacation.		350,554
		<b>TOTAL \$ 350,554</b>
LINE ITEM	Maintenance Specialist (1 FTE)	AMOUNT
Detailed Explanation:		
Inspect shelter on a daily basis. Ensure that all furniture and equipment is in working order and that lights are replaced. Ensure that shelter is clean and free from clutter.		14,040
		<b>TOTAL \$ 14,040</b>
LINE ITEM	Van Drivers (.5 FTE)	AMOUNT
Detailed Explanation:		
Drive clients to appointments and laundromat.		10,444
		<b>TOTAL \$ 10,444</b>
LINE ITEM	Shelter Accounting Specialist (80% of 1 FTE)	AMOUNT
Detailed Explanation:		
Prepare reports and compile all backup documentation required by the Housing Commission. Submit claims for reimbursement and work with the Housing Commission to ensure that any discrepancies are corrected.		21,216
Review all shelter time cards. Prepare biweekly shelter payroll and ensure that employees are paid correctly by the assigned date.		
		<b>TOTAL \$ 21,216</b>

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY Veterans Village of San Diego

PROJECT	Temporary Bridge Shelter
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<b>LINE ITEM</b>	<b>Case Manager Supervisor (1 FTE)</b>	<b>AMOUNT</b>
Detailed Explanation:		
Final job descriptions will be negotiated with Contractor and approved by Housing Commission staff prior to contract execution, as recommended by third party consultant.		46,800
		TOTAL \$ 46,800
<b>LINE ITEM</b>	<b>Case Manager (5 FTE)</b>	<b>AMOUNT</b>
Detailed Explanation:		
Final job descriptions will be negotiated with Contractor and approved by Housing Commission staff prior to contract execution, as recommended by third party consultant.		195,000
		TOTAL \$ 195,000
<b>LINE ITEM</b>	<b>Housing Specialist (2 FTE)</b>	<b>AMOUNT</b>
Detailed Explanation:		
Final job descriptions will be negotiated with Contractor and approved by Housing Commission staff prior to contract execution, as recommended by third party consultant.		102,960
		TOTAL \$ 102,960

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B  
Page 11 of 11

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES  
FY 2019 YEAR-START CONFIRMATION OF ALL SECURED FUNDING SOURCES AND BUDGETS**

This form details the total budget breakdown of each line item for the FY 2019 Project by all contributing funding sources. (1) Enter the name of all secured funding sources included in the total annual Project budget. (2) Enter the amount for each funding source title entered in row (1). (3) Enter the total Program Income (PI)/Client Generated Income (CGI) collected for each funding source title entered in row (1). (4) Enter total budget for Salaries & Wages and Fringe Benefits. (5) Enter the budget amount for each applicable PE line item for each funding source entered in row (1). (6) Enter the total Federally Approved Indirect Cost Rate budget amount for each funding source entered in row (1) and enter the budget amount for each applicable funding source entered in row (1). (7) Enter the total project budget for each applicable NPE line item listed. (8) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). (9) Enter any additional, applicable NPE budget line items and total project budget for each line item. (10) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). NOTE: This form must be signed by an Agency position that is a Vice President/Chief Operating Officer or higher.

AGENCY		Veterans Village of San Diego		PROJECT		Temporary Bridge Shelter	
Vice President/Chief Financial Officer		Darren Tune		Signature		Date	
Title		Print Name					
(1) SECURED FUNDING SOURCE TITLE	SDHC						TOTAL BUDGET
(2) FUNDING SOURCE AMOUNT	2,640,481						2,640,481
(3) TOTAL PI/CGI BUDGET							-
TOTAL FUNDING SOURCE AMOUNT	2,640,481	-	-	-	-	-	2,640,481
(4) TOTAL PERSONNEL BUDGET							
SALARIES & WAGES	1,292,846						1,292,846
FRINGE BENEFITS	246,901						246,901
SUBTOTAL PERSONNEL	1,539,747	-	-	-	-	-	1,539,747
(6) SUBTOTAL FAIC RATE	312,015						312,015
(7) TOTAL NON PERSONNEL BUDGET							
SUPPLIES-ADMIN USE	20,153						20,153
SUPPLIES-CLIENT USE	7,263						7,263
PUBLICATIONS/PRINTING							-
RENT/LEASE							-
INSURANCE	12,982						12,982
UTILITIES	10,800						10,800
COMMUNICATIONS	9,180						9,180
(9) TOTAL OTHER NPE - List Below							
Transportation	10,301						10,301
Recruiting Expenses	20,411						20,411
Licenses	3,319						3,319
Repairs and Maintenance	56,385						56,385
Food	547,500						547,500
Contract Services	90,426						90,426
							-
							-
							-
							-
SUBTOTAL NONPERSONNEL	788,719	-	-	-	-	-	788,719
TOTAL PROJECT BUDGET	2,640,481	-	-	-	-	-	2,640,481

NOTES ON ENTRIES/CALCULATIONS:

Page 1.1 of 3.1

**EXERCISE OF SECOND OPTION AND SECOND AMENDMENT TO  
SAN DIEGO HOUSING COMMISSION AGREEMENT  
FOR  
TEMPORARY BRIDGE SHELTER - OPERATION  
WITH  
ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES  
AGREEMENT NO. HHI-18-13.2**

WHEREAS, the San Diego Housing Commission ("Commission") and St. Vincent De Paul Village, Inc. dba Father Joe's Villages ("Contractor") entered into that certain Agreement for Temporary Bridge Shelter - Operation (the "Agreement"), dated December 5, 2017.

WHEREAS, on \_\_\_\_\_, 2018, the Commission exercised the First of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement's original "Specifications/Scope of Work" contained in Contract Attachment No. 2 (First Option).

WHEREAS, on \_\_\_\_\_, 2018, the Commission and Contractor amended and replaced the previous "\_\_\_\_\_" contained in Contract Attachment No. 2 in its entirety as contemplated by the amended "\_\_\_\_\_" and to update the budget to provide a continuation of services under the Agreement (First Amendment).

WHEREAS, the Commission now desire to exercise the Second of three options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement's original "Specifications/Scope of Work" contained in Contract Attachment No. 2.

WHEREAS, the Commission and Contractor wish to amend and replace the previous \_\_\_\_\_ and to update the budget to provide a continuation of services under the Agreement.

WHEREAS, the Commission and Contractor also wish to amend the Agreement to modify the Termination clause by replacing the existing termination clause contained in Section 214 of Contract Attachment No. 1.

NOW THEREFORE, the parties hereby agree as follows:

1. Term of Second Option. The Commission exercises the Second Option contained in Section 103 of the Agreement. The term of the Second Option period shall commence effective October 1, 2018 and continue through June 30, 2019.
2. Compensation during Second Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the Second Option shall be on the same terms and conditions as set forth in the Agreement and shall not exceed the amount of ONE MILLION EIGHT HUNDRED FIFTY FOUR THOUSAND

THREE HUNDRED SIXTY EIGHT AND NO/100 DOLLARS (\$1,854,368.00).

3. Contract Attachment No. 2 “Specifications/Scope of Work.” Contract Attachment No. 2 is hereby amended and restated in its entirety, and is attached as Exhibit 1 to this Second Option and Second Amendment.
4. Contract Attachment No. 3 “Compensation Schedule.” Contract Attachment No. 3 “Compensation Schedule” is hereby amended and restated in its entirety, and is attached as Exhibit 2 to this Second Option and Second Amendment.
5. Contract Attachment No. 1 Section 214 “Termination.” Section 214 “Termination” of Contract Attachment No. 1 is hereby eliminated and substituted the following in its place and stead:

“The Commission may terminate this Agreement for any reason at any time during the term of this Agreement on thirty (30) days written notice to the other party, the effective date of cancellation being the 30th day of said written notice.

Contractor may terminate this Agreement during the term of the Agreement on one hundred twenty (120) days written notice to the other party, in order to secure the release of the contractor –owned site so that planned Permanent Supportive Housing development may commence, the effective date of cancellation being the 120th day of said written notice. Should Contractor choose to exercise this termination provision, both parties agree to work together to ensure program participants are supported and transitioned to other shelter options or to longer term or permanent housing and to make all efforts to mitigate disruption to program residents and their progress towards securing permanent housing.

If this Agreement is terminated, the Commission shall be liable only for payment under the payment provisions of this Agreement for services, work and/or supplies, rendered and/or supplied before the effective date of termination. This Agreement may be terminated without notice, by the Commission, upon the cessation of funding of the state, local or federal program, which funds this Agreement.”

6. No Novation. The parties hereto acknowledge and agree that except for the changes set forth herein to amend the Agreement and exercise the Second Option under the Agreement, all of the terms and provisions of the Agreement are hereby acknowledged by the parties to be valid and are hereby recognized, renewed, extended and continued in full force and effect.
7. Counterparts. This Exercise of Second Option and Second Amendment may be executed in any number of counterparts and, as so executed the counterparts shall constitute one and the same agreement. The parties agree that each such counterpart is an original and shall be binding upon all the parties, even though all of the parties are not signatories to the same counterpart.



DRAFT

IN WITNESS WHEREOF, the parties have caused this EXERCISE OF SECOND OPTION AND SECOND AMENDMENT to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CONTRACTOR:**

ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**COMMISSION:**

SAN DIEGO HOUSING COMMISSION

By: \_\_\_\_\_

Date: \_\_\_\_\_

Jeff Davis  
Executive Vice President & Chief of Staff

By: \_\_\_\_\_

Date: \_\_\_\_\_

Debra Fischle-Faulk  
Vice President of Procurement & Compliance

**Approved as to Form:**

Christensen & Spath LLP

By: \_\_\_\_\_

Date: \_\_\_\_\_

Charles Christensen  
General Counsel for San Diego Housing Commission

## **EXHIBIT 1**

### **CONTRACT ATTACHMENT NO. 2 SPECIFICATIONS/SCOPE OF WORK**

- **PROGRAM SITE LOCATION**

Contractor will operate the City of San Diego Temporary Bridge Shelter – Single Adult Women and Families (Program) at 1402 Commercial Street in San Diego, CA 92113 (Program Location). The Program will operate seven days per week, 24 hours per day, including holidays (Program Operating Schedule).

- **ADMINISTRATIVE OFFICE LOCATION**

Contractor will maintain an administrative office at 3350 E Street, San Diego, CA 92102 (Administrative Location). The days and hours of operation are Monday to Friday from 8:00AM to 5:00PM (Administrative Office Operating Schedule).

- **PROGRAM DESCRIPTION**

Contractor will operate the Program in the City of San Diego (the “City”). Participants will be welcomed and supported through bridge and emergency housing services. The Program will utilize Trauma-Informed Care and Motivational Interviewing. A Harm Reduction model, which does not require sobriety and addresses heavy drinking and/or drug use and its consequences, will also be utilized. The system design will effectively serve the target population in a welcoming and solutions-focused environment. Contractor shall adhere to all Continuum of Care and Regional Task Force on the Homeless (RTFH) performance standards and requirements including recommendations from the RTFH regional planning process for creation of a Homeless Crisis Response System. If adherence to such standards and requirements necessitates additional funding, Commission will work with Contractor to adjust the budget accordingly.

Additionally, the Program will participate in the Coordinated Entry System (CES). Intakes into the Bridge Housing program will be made based on the agreed upon priorities of CES including an assessment of the participant’s vulnerability as screened by the Common Assessment Tool. This service delivery model helps the Program to:

- Serve the community’s most vulnerable individuals from each of the intervention categories;
- Move participants into the most appropriate housing of their choice; and
- Meet participant needs as quickly as possible.

- **PROGRAM OBJECTIVE**

The objective of the Program is to offer a safe place for Single Adult Women and Families experiencing homelessness to receive bridge housing, emergency shelter, and appropriate services needed while preparing for permanent housing placements using the Housing First model and contribute to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring. All services must be easily accessible and evaluated for effectiveness on a regular basis.

- **PROGRAM SERVICES**

Utilizing CES, the Program will provide bridge housing for single adult women and families who have been enrolled in a permanent housing intervention and are waiting for permanent housing units to become available. Any support services provided will be short-term with a focus on the move to permanent housing. Additionally, the Program will provide emergency shelter beds for Single Adult Women and Families experiencing unsheltered homelessness who require immediate, short-term shelter with light supportive services.

Listed below are the services Contractor will provide to achieve the Program outcomes stated in Section 6. Each Program participant shall be:

- Single Adult Women and Families
- Certified as homeless using the U.S. Department of Housing & Urban Development (HUD) definition (24 CFR Parts 91, 582, and 583); third party certification is preferred as set forth herein; and
- Assessed using the Common Assessment Tool adopted by the Regional Task Force on the Homeless (RTFH), if the assessment has not already been done.

The following criteria may not be used to determine Program eligibility and continued stay:

- Sobriety and/or commitment to be drug-free;
- Requirements to take medication if the participant has a mental illness;
- Participation in religious services or activities;
- Participation in drug treatment services (including NA/AA);
- Payment or ability to pay; nor
- Identification.

***Coordinated Entry System (CES)***

Contractor will participate in CES as established by RTFH and focus on:

- Homeless eligibility using HUD's homeless definition and third party verification preference;
- CES standardized vulnerability assessment tool in screening, referral and admissions processes for Program participants, when appropriate; and
- Participation in Housing Navigation, Case Conferencing or other integral components of CES.

***Housing First***

In alignment with HUD, all homeless programming will adhere to Housing First principles as noted below:

- Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
- Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

*Source:* United States Interagency Council on Homelessness, <https://www.usich.gov/tools->

**2-1-1 San Diego Participation**

Contractor must list the Program along with relevant Program details and services in the 2-1-1 San Diego database. In order to remain compliant with this requirement, Contractor must have updated and/or approved the Program service listing in the 2-1-1 San Diego database within the past 12-months. To verify the Program is listed or for more information on how to apply for inclusion, please visit <http://211sandiego.org/for-agencies>.

On a daily basis, Contractor will provide the below listed services:

PROGRAM ELEMENT	REQUIREMENT
Hours of Operation	The Program must be kept open 24-hours per day, seven (7) days per week, including holidays.
Program Components	<ul style="list-style-type: none"><li>• 24-hour residential services and staffing,</li><li>• Housing First program with low barriers to entry and operations</li><li>• Intakes and participation in CES</li><li>• Utilization of shelter diversion strategies</li><li>• Area where supportive services and permanent housing staff from partner agencies can connect with participants</li><li>• Housing Navigation to assist in finding safe, permanent housing</li><li>• Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate</li><li>• Coordinate outreach and engagement efforts in the geographic locations where individuals and families experiencing homelessness reside in the City, including streets, parks, campsites, abandoned buildings, cars, and other places not meant for human habitation, with the goals of:<ul style="list-style-type: none"><li>○ Building relationships, trust, and rapport over time with individuals and families experiencing homelessness to expedite access to housing resources and supportive services;</li><li>○ Determining diversion opportunities or housing interventions outside of CES when appropriate.</li><li>○ Administering the CAT, or referring individuals to assessment sites, to enroll participants in CES;</li><li>○ Maintaining contact with known individuals at least every three weeks;</li><li>○ Addressing basic needs, including but not limited to, access to food, clothing, and safety;</li><li>○ Providing access or referrals to medical care, transportation, mental health care, and substance abuse</li></ul></li></ul>

	<p>treatment as quickly as possible, when appropriate; and</p> <ul style="list-style-type: none"> <li>○ Maintaining documentation of outreach efforts and participants' choice to accept or refuse resource referrals/opportunities.</li> </ul>
<b>Basic Services</b>	<ul style="list-style-type: none"> <li>• A maximum of 150 beds for Single Adult Women and Families experiencing homelessness in one (1) temporary sprung structure that complies with all permitting and regulatory requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• At least two (2) meals per day</li> <li>• Maintain City-provided showers, wash stations, restrooms, laundry, and belongings storage for participants, in an ADA-compliant environment</li> <li>• Telephone access and message services, including an ADA-compliant telephone as supplied by Commission</li> <li>• Janitorial and routine maintenance</li> <li>• Access to testing for communicable diseases provided directly by the City or County of San Diego (e.g., Hepatitis A)</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>General Standards</b>	<ul style="list-style-type: none"> <li>• Adequate staffing with appropriate on-going training for service delivery and data analysis</li> <li>• 24-hour security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program</li> <li>• Designated point-of-contact who is available at all times to address issues that may arise at the Program and coordinate security issues with the San Diego Police Department</li> <li>• Appropriate policies and procedures for Program operations including intake, low barrier house rules, which will be displayed on site at all times, and various means for participants to provide input into the Program</li> <li>• Data entry, analysis and reporting in the RTFH-approved HMIS of all Program activities</li> <li>• Participate in Housing First adherence assessment conducted by a third party consultant hired by the Commission</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3</li> </ul>

	and made part hereof.
<b>Property Management</b>	<ul style="list-style-type: none"> <li>• Maintain a secure and healthful environment for delivery of all services</li> <li>• Contractor will provide for: <ul style="list-style-type: none"> <li>○ Routine operating supplies including but not limited to hygiene products</li> <li>○ Routine maintenance, replacement and repair of supplies initially procured by Commission for start-up of the Program</li> <li>○ Site control</li> <li>○ Security</li> <li>○ Janitorial services</li> <li>○ Waste removal and disposal</li> <li>○ Regularly laundered linens</li> </ul> </li> <li>• Provide secure entry/exit for participants monitored by staff</li> <li>• A fire escape emergency plan</li> <li>• Compliance with Fire Marshall inspections and re-certifications as needed</li> <li>• A fire watch, which shall be maintained at all times</li> <li>• A written drug and alcohol free policy for staff that is posted/displayed at the Program site at all times; the written policy shall include and describe the disciplinary action to result from the illegal use, consumption, distribution, and/or possession of drugs and/or alcohol</li> <li>• Upon the Program closing date, Contractor shall return the equipment, less normal wear associated with operating the Program, to the storage site identified by the City and remove all such items from the site</li> <li>• Any other services as set forth in the Budget which is attached to this Agreement as Contract Attachment No. 3 and made part hereof.</li> </ul>
<b>Community Outreach</b>	<ul style="list-style-type: none"> <li>• Host a minimum of two community meetings to ensure community participation.</li> <li>• Provide opportunities for electronic and/or written community feedback.</li> <li>• Demonstrate community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>

- **PROGRAM AND GOAL OUTCOMES**

All Program progress will be documented to the Commission through monthly and term-end

reports in a form and format determined by Commission and/or by the City. Contractor agrees to enter all data into the RTFH-approved HMIS for data collection and analytics.

Outcome Goals:

- At least 30 percent of Program participants who remain in shelter for 30 days or greater will exit to permanent or other longer term housing; and
- Of those exiting to housing, no more than 15 percent of the Program participants will return to shelter within 12 months.

For the Agreement term, the Contractor shall use good faith efforts to accomplish the goals and outcomes referenced within this Program and Goal Outcomes Section.

PERFORMANCE OUTCOME	MEASURE	STANDARD
Low Barrier to Entry	Prioritize Entry for Persons from the Streets, Emergency Shelter, or Safe Havens	100%
Access to Resources/Services to Move into Permanent Housing and Stabilize	Average Length of Stay	$\leq 120$ days
Exits	Negative	$\leq 20\%$ non-compliance
	Positive: Bridge Housing	At least 30% of Program participants who remain in shelter for greater than 30 days will exit to permanent or other longer term housing
	Positive: Emergency Shelter	
Efficient and Effective Use of Resources	Monthly Average Occupancy Rate	90% during the time that the occupancy at the Program has been stabilized. Stabilization does not include periods of ramp up and Program closure as reasonably determined by the Commission.
Data Quality	Missing or Incomplete Data	$\leq 5\%$ in HMIS
	Timeliness of Data Entry	100% of participant t data entered within 3-business days
Recidivism	Number of Exited Participants Returning to Shelter	Of those exiting to housing, no more than 15% of Participants will return to shelter within 12 months.
Customer Service	Shelter Resident Satisfaction	Reporting Only



	Critical Incident Reports	
Demographics	Program Participants	
Community Outreach	Community meetings and feedback solicited	

If stated benchmarks are not met, Contractor may be required to submit a corrective action plan in a form and format determined by Commission.

- **COMPLIANCE, PERFORMANCE MONITORING AND IMPROVEMENT ACTIVITIES**

Commission will monitor compliance and performance related to all aspects of this Agreement. Monitoring will occur through a variety of processes including desk and site review.

- Contractor will continue to follow the action plan for Housing First alignment based on the third party evaluator recommendations, providing updated activity reports to the Commission as requested.
- Contractor will eliminate three Housing Navigator position, and incorporate one new Supervising Case Manager position, four new Case Manager positions and one new Housing Specialist position. Contractor will also augment one additional Housing Specialist position through their own resources.
  - All staffing positions that are recruited and/or promoted to implement the Case Manager and Housing Specialist positions as detailed above must be pre-approved by the Housing Commission designee for suitability and appropriate level of job skills and job knowledge.
  - The Housing Commission will collaborate with the Contractor to develop mutually agreed upon job descriptions for Case Managers and Housing Specialists.
- Contractor will certify that training on all required subjects has been provided to new hires within 30 days of hire date and certification of training by an approved source is provided to the Commission on a monthly basis to confirm training for all new hires and/or promotions. Contractor will also provide documentation of annual training on all mandated subjects to all Program operations staff, regardless of length of service.
- Contractor staff will participate in all required trainings as determined by the Commission, which at minimum will include Prevention and Diversion, Trauma Informed Care, Motivational Interviewing, Harm Reduction and operating a housing-focused shelter.
- Contractor will participate in follow up to the Housing First evaluation, which will be conducted through a third party consultant, to determine if the changes incorporated into the scope of work have been fully implemented, and determine the

impact those implementations had on the engagement of participants and the exiting of participants to permanent and other longer term housing.

- Commission will provide monitoring reports to the Contractor.
- Contractor must actively participate in compliance and performance monitoring and improvement activities required by Commission.
- Contractor will attend and contribute to any meetings or trainings (sharing Contractor's expertise and learning from others), and partnering with Commission in a collaborative improvement process by identifying and implementing improvements.
- Contractor must provide Commission complete policies and procedures related to this Agreement. Contractor must provide substantive updated policies and procedures to Commission within 60-calendar days of update/revision.
- Monitoring reports include Quarterly Progress Updates and Annual monitoring report (site review and/or desk audit).

Annual monitoring response time is within 45-calendar days of receiving a report with requested clarifications or corrective actions.

- **PROGRAM RECORDS**

The Contractor shall maintain all records required by the Federal regulations specified in Title 24 CFR 570.506 pertinent to the activities funded under this Agreement. The Contractor shall make available to Commission, City, U.S. Government, or their authorized agents all Program-related records, documents, and any other financial data or records for review.

All Contractor files pertaining to personal participant information must remain confidential and kept in a locked file cabinet. All computer files should be password accessible only. In addition, the Contractor must maintain Program inventory of all equipment and furniture purchased with funds awarded through this Agreement.

***Homeless Management Information System***

Contractor shall enter and maintain data in the RTFH approved Homeless Management Information (HMIS) system as directed by RTFH. Contractor will comply with the HMIS Policies and Procedures in effect during the period of this Agreement including those for data collection, data entry, data quality, and standards for missing data, incomplete data, and timeliness of data entry.

- **MANDATORY ATTENDANCE AT MEETINGS**

Throughout the year Commission will host mandatory meetings including weekly unit matching and quarterly roundtables where all providers can share challenges, ask for Commission clarification and share best practices. This also includes, but is not limited to, attending the Fiscal Year Start Workshop. Contractor is required to attend mandatory meetings.

- **SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement shall be a seven (7) month period. Renewal options are contingent upon future funding availability and Program performance. Execution of option years may be determined by Program performance in the preceding year. If the Contractor does not achieve the stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

- **REVERSION**

Upon the expiration, breach, or termination of this Agreement, the Contractor agrees Commission may reallocate any and all Compensation on hand at the time of the expiration or termination or breach, together with any and all accounts receivables attributable to the use of the Compensation, as Commission shall determine in its sole discretion. Commission may procure alternative and/or additional Contractors to perform work in compliance with Commission's Procurement Policy.

- **MEDIA/ COMMUNICATIONS**

Contractor shall coordinate with and seek the prior written consent and permission of Commission's Communications and Legislative Affairs Department before distributing any printed or electronic materials specific to the Program or of the Program experience of participants funded through this Agreement, including but not limited to Media Advisories, News Releases, Newsletters and Reports. Commission's permission shall not be unreasonably withheld, conditioned or delayed and should Commission fail to respond to a request for permission within two (2) business days of the date of receipt of such materials, Commission's approval shall be deemed to have been given.

Contractor further agrees, recognizing the urgency with which media frequently makes requests for information, Contractor shall exhibit a good faith effort to immediately consult with Commission prior to responding to such inquiries.

- **CLOSE-OUTS**

Contractor shall be responsible for completing and submitting a close-out packet to include information such as but not limited to total number of participants housed, Program accomplishments, demographics and financial summary of award for each applicable funding source.

Contractor's obligation to Commission shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

- Making final payments;
- Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to Commission); and
- Determining the custodianship of records.

Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during

any period Commission has control over funds related to this Program.

- **DEFINITIONS**

TERM	DEFINITION
2-1-1 San Diego	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.
Bridge Housing	Safe, short-term program providing basic services, such as temporary housing, restrooms, meals, and services focused on supporting an individual or family access permanent housing as quickly as possible. Bridge Housing is specifically defined as a temporary housing program for individuals or families who have accepted and are enrolled in a permanent housing program but have not yet moved into a permanent unit. In this situation, they are only using the program as a safe place to stay while they await permanent housing placement.
Chronically Homeless <sup>1</sup>	<p>A “chronically homeless” individual is an individual with a disability who lives either in a place not meant for human habitation, a safe haven, in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90-days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.</p> <p>To meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last three years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.</p> <p>Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.</p>

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<sup>1</sup> <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

Community Outreach	<p>Contractor must conduct outreach efforts on site, which includes but is not limited to the below listed elements. Written documentation of these meetings demonstrating Contractor has solicited feedback and consideration by the public of the Program shall be submitted with Contractor monthly reporting.</p> <ul style="list-style-type: none"> <li>• Hosting a minimum of two community meetings held at various times and locations to ensure maximum community participation. Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Two of the above four meetings are held with the impacted City recognized community/community planning groups (if applicable). Sign-in sheets for each community meeting is a monthly reporting requirement.</li> <li>• Demonstrating community input has been reviewed and incorporated into operations plan, as appropriate.</li> </ul>
Continuum of Care <sup>2</sup>	<p>The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.</p>
Coordinated Entry System <sup>3</sup>	<p>The Coordinated Entry System (CES) functions throughout the San Diego region and connects men, women, and children experiencing homelessness with the most appropriate and available housing options. Prioritization standards are determined by the Regional Task Force on the Homeless.</p> <p>The needs of homeless individuals are determined by information they provide for the Common Assessment tool, which consists of the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and additional questions tailored to specific needs. Information from this assessment is entered into a common software system, which is utilized by CES to triage homeless San Diegans into the appropriate housing intervention.</p>

<sup>2</sup> <https://www.hudexchange.info/programs/coc/>

<sup>3</sup> <http://www.rtfhsd.org/wp/wp-content/uploads/2016/12/CAHP-Policies-and-Procedures.pdf>  
<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>  
<https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional->

Critical Incident Report	A “Critical Incident” is any actual or alleged event or situation creating a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of an individual(s) involved with the HNC.
Emergency Shelter	Safe, short-term programs providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent housing as quickly as possible.
Harm Reduction <sup>4</sup>	Set of practical strategies and ideas aimed at reducing negative consequences associated with drug and alcohol use. Harm Reduction is also a movement for social justice built on a belief in, and respect for, the rights of people who use drugs and alcohol.
Homeless <sup>5</sup>	<p><u>Category 1:</u> Individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or</li> <li>• Is exiting an institution where he/she has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul> <p><u>Category 2:</u> Individual or family who will imminently lose their primary nighttime residence, if:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; and</li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul> <p><u>Category 3:</u> Is an unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statutes;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> </ul>

<sup>4</sup> <http://harmreduction.org/about-us/principles-of-harm-reduction/>

<sup>5</sup> [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf);

<http://www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf>

	<ul style="list-style-type: none"> <li>• Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and</li> <li>• Can be expected to continue in such status for an extended period due to special needs or barriers.</li> </ul> <p>Category 4: Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence; and</li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> </ul>
Homeless Assistance Standards	The Homeless Emergency Assistance and Rapid Transition to Housing Act (definition below) requires Continuums of Care to develop a common set of system-wide standards for all homeless services programs within a Continuum of Care's geographic region. In May 2017, the Regional Task Force on the Homeless adopted standards for San Diego. <sup>6</sup>
Homeless Emergency Assistance and Rapid Transition to Housing Act <sup>7</sup>	The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act (definition below) with substantial changes, including a consolidation of the U.S. Department of Housing and Urban Development's (HUD) competitive grant programs.
Homeless Management Information System <sup>8</sup>	The information system designated by the Regional Task Force on the Homeless to comply with the federal HUD data standards for managing information of persons experiencing homelessness.
Housing First	Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
Memorandum of Understanding	A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties. Companies and organizations can use MOUs to establish official partnerships.
McKinney-Vento Act <sup>9</sup>	The McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.) is a United States federal law that provides federal money for homeless shelter programs.
Motivational Interviewing	Motivational interviewing is a psychotherapeutic approach that attempts to move an individual away from a state of indecision or uncertainty and towards finding motivation to making positive decisions and accomplishing established goals.

<sup>6</sup> [http://www.rtfhsd.org/wpcontent/uploads/2017/07/Governance\\_Docs\\_CommunityStandards\\_Final\\_May-2017.pdf](http://www.rtfhsd.org/wpcontent/uploads/2017/07/Governance_Docs_CommunityStandards_Final_May-2017.pdf)

<sup>7</sup> <https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/>

<sup>8</sup> <https://www.hudexchange.info/programs/hmis/> <http://www.rtfhsd.org/hmis/>

<sup>9</sup> <https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

Permanent Housing <sup>10</sup>	Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid rehousing (RRH). PSH is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. RRH emphasizes housing search and relocation services along with short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Regional Task Force on the Homeless	The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in San Diego.
San Diego Housing Commission and Commission	When used in this document, these terms are synonymous.
Sprung Structure	Tensioned fabric membrane structures featuring extruded aluminum arches connected to the all-weather outer performance architectural membrane. Additionally, the structures include an effective insulation system, using fiberglass blanket insulation, finished with a tensioned interior membrane. They must be built for human habitation and meet all related building codes.
Trauma Informed Care <sup>11</sup>	Trauma-Informed Care and Practice is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and participants, and that creates opportunities for participants to rebuild a sense of control and empowerment.
U.S. Department of Housing and Urban Development	The Department of Housing and Urban Development (HUD) administers programs that provide housing and community development assistance. HUD also works to ensure fair and equal housing opportunity for all.
U.S. Interagency Council on Homelessness	The U.S. Interagency Council on Homelessness (USICH) coordinates and catalyzes the federal response to homelessness, working in close partnership with Cabinet Secretaries and other senior leaders across 19 federal member agencies.
Vulnerability Index – Service Prioritization and Decision Assistance Tool	The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which participants should be given a full SPDAT assessment first and an initial

<sup>10</sup> <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

<sup>11</sup> <https://www.samhsa.gov/nctic/trauma-intervention>



	recommendation for the most appropriate housing intervention.
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## EXHIBIT 2

### CONTRACT ATTACHMENT NO. 3 COMPENSATION SCHEDULE OPTION PERIOD (OCTOBER 1, 2018 – JUNE 30, 2019)

#### SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES SCHEDULE 1 - FY 2019 BUDGET EXHIBIT

AGENCY: ST. VINCENT DE PAUL VILLAGE, INC.  
dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

FUNDING SOURCE	CDBG <input type="checkbox"/>	ESG <input type="checkbox"/>	GF <input type="checkbox"/>	SDHC <input checked="" type="checkbox"/>
SALARIES & WAGES			(Schedule 2)	\$ 814,021
FRINGE BENEFITS			(Schedule 3)	\$ 185,552
TOTAL PERSONNEL				\$ 999,574
FEDERALLY APPROVED INDIRECT COST RATE			(Schedule 4)	\$ -
SUPPLIES-ADMIN USE			(Schedule 5)	\$ 2,250
SUPPLIES-CLIENT USE			(Schedule 5)	\$ 67,174
INSURANCE			(Schedule 5)	\$ -
UTILITIES			(Schedule 5)	\$ 43,994
ADMINISTRATION			(Schedule 5)	\$ 57,375
FOOD			(Schedule 5)	\$ 184,781
CLOTHING VOUCHERS			(Schedule 5)	\$ -
CLIENT TRAVEL			(Schedule 5)	\$ -
MAINTENANCE/REPAIRS			(Schedule 5)	\$ 42,322
LAUNDRY			(Schedule 5)	\$ 11,250
SECURITY			(Schedule 5)	\$ 412,500
PARKING			(Schedule 5)	\$ 33,149
TOTAL NON-PERSONNEL				854,794
TOTAL PROJECT BUDGET				1,854,368

EXHIBIT B

Page 1 of 13

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/AO) line item. The Total Salary & Wages must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

(1)	(2)			(3)	(4)
POSITION TITLE	Premium Pay			ANNUAL GROSS PAY	SALARY & WAGES FOR 3 MONTHS
	OT	EP	MS		
Residential Services Coordinator - (7.35 FTE)	X			\$ 233,862	\$ 175,397
Director of Residential Services - (.63 FTE)				\$ 58,315	\$ 43,736
Manager of Residential Services - (.5 FTE)				\$ 28,738	\$ 21,553
Supervisor of Residential Services - (1 FTE)	X			\$ 42,349	\$ 31,762
Security Officer - (1 FTE)	X			\$ 35,000	\$ 26,250
Security Officer Lead (.5 FTE)	X			\$ 21,175	\$ 15,881
Custodian - (3 FTE)	X			\$ 86,775	\$ 65,081
Maintenance Tech - (1 FTE)	X			\$ 42,349	\$ 31,762
Outreach Worker - (4 FTE)	X			\$ 169,396	\$ 127,047
Supervisor of Outreach - (1 FTE)	X			\$ 51,243	\$ 38,432
Supervising Case Manager (1 FTE)	X			\$ 62,400	\$ 46,800
Case Managers (4 FTE)	X			\$ 208,000	\$ 156,000
Housing Specialists (1 FTE)	X			\$ 45,760	\$ 34,320
NOTE: PREMIUM PAY - all personnel are					
non-exempt and therefore eligible for					
overtime payment					
TOTAL ANNUAL SALARY & WAGES					\$ 814,021

- (1) List each individual position title providing project/client services. NOTE: Project-related job duties for each position listed must be explained in the budget justification section.
- (2) Select the appropriate box for positions that will have premium pay, such as overtime (OT), extra pay (EP) and/or multi-shift (MS). NOTE: The premium pay and project-related usage will need to be explained in the budget justification section.
- (3) List the annual Agency gross pay for each position listed.
- (4) List total annual gross pay. NOTE: This is the amount that will be the annual budget cap for RFR claims.

<u>Pay Schedule (Check One)</u>	
<input type="checkbox"/>	Monthly
<input checked="" type="checkbox"/>	Biweekly
<input type="checkbox"/>	Twice a Month

**SAN DIEGO HOUSING COMMISSION-SUB CONTRACTOR SERVICES  
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against funding request amount. The Total Fringe must match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

(1)	(2)	(3)	(4)
POSITION TITLE	FRINGE BENEFIT TITLE	ANNUAL AMT OF FRINGE BENEFIT	FRINGE BENEFIT FOR 3 MONTHS
Residential Services Coordinator - (7.35 FTE)	Payroll Tax	\$ 17,890	\$ 13,418
Director of Residential Services - (.63 FTE)	Payroll Tax	\$ 4,461	\$ 3,346
Manager of Residential Services - (.5 FTE)	Payroll Tax	\$ 2,198	\$ 1,649
Supervisor of Residential Services - (1 FTE)	Payroll Tax	\$ 3,240	\$ 2,430
Security Officer - (1 FTE)	Payroll Tax	\$ 2,678	\$ 2,008
Security Officer Lead (.5 FTE)	Payroll Tax	\$ 1,620	\$ 1,215
Custodian - (3 FTE)	Payroll Tax	\$ 6,638	\$ 4,979
Maintenance Tech - (1 FTE)	Payroll Tax	\$ 3,240	\$ 2,430
Outreach Worker - (4 FTE)	Payroll Tax	\$ 12,959	\$ 9,719
Supervisor of Outreach - (1 FTE)	Payroll Tax	\$ 3,920	\$ 2,940
Supervising Case Manager (1 FTE)	Payroll Tax	\$ 4,774	\$ 3,580
Case Managers (4 FTE)	Payroll Tax	\$ 15,912	\$ 11,934
Housing Specialists (1 FTE)	Payroll Tax	\$ 3,501	\$ 2,625
Residential Services Coordinator - (7.35 FTE)	Health and Dental Premium	\$ 21,097	\$ 15,823
Director of Residential Services - (.63 FTE)	Health and Dental Premium	\$ 5,261	\$ 3,946
Manager of Residential Services - (.5 FTE)	Health and Dental Premium	\$ 2,592	\$ 1,944
Supervisor of Residential Services - (1 FTE)	Health and Dental Premium	\$ 3,820	\$ 2,865
Security Officer - (1 FTE)	Health and Dental Premium	\$ 3,157	\$ 2,368
Security Officer Lead (.5 FTE)	Health and Dental Premium	\$ 1,910	\$ 1,433
Custodian - (3 FTE)	Health and Dental Premium	\$ 7,828	\$ 5,871
Maintenance Tech - (1 FTE)	Health and Dental Premium	\$ 3,820	\$ 2,865
Outreach Worker - (4 FTE)	Health and Dental Premium	\$ 15,282	\$ 11,461
Supervisor of Outreach - (1 FTE)	Health and Dental Premium	\$ 4,623	\$ 3,467
Supervising Case Manager (1 FTE)	Health and Dental Premium	\$ 5,629	\$ 4,222
Case Managers (4 FTE)	Health and Dental Premium	\$ 18,764	\$ 14,073
Housing Specialists (1 FTE)	Health and Dental Premium	\$ 4,128	\$ 3,096
Residential Services Coordinator - (7.35 FTE)	Worker's Comp	\$ 20,206	\$ 15,154
Director of Residential Services - (.63 FTE)	Worker's Comp	\$ 5,038	\$ 3,779
Manager of Residential Services - (.5 FTE)	Worker's Comp	\$ 2,483	\$ 1,862
Supervisor of Residential Services - (1 FTE)	Worker's Comp	\$ 3,659	\$ 2,744
Security Officer - (1 FTE)	Worker's Comp	\$ 3,024	\$ 2,268
Security Officer Lead (.5 FTE)	Worker's Comp	\$ 1,829	\$ 1,372
Custodian - (3 FTE)	Worker's Comp	\$ 7,497	\$ 5,623
Maintenance Tech - (1 FTE)	Worker's Comp	\$ 3,659	\$ 2,744
Outreach Worker - (4 FTE)	Worker's Comp	\$ 14,636	\$ 10,977
Supervisor of Outreach - (1 FTE)	Worker's Comp	\$ 4,427	\$ 3,321
Supervising Case Manager (1 FTE)	Worker's Comp	\$ 5,391	\$ 4,044
Case Managers (4 FTE)	Worker's Comp	\$ 17,971	\$ 13,478
Housing Specialists (1 FTE)	Worker's Comp	\$ 3,954	\$ 2,965
TOTAL ANNUAL FRINGE BENEFITS			<b>\$ 185,552</b>

- (1) List each Schedule 2 individual position title for which **employer-portion** of fringe benefits will be claimed.
- (2) List the title of the Fringe Benefit that will be claimed. NOTE: The fringe benefit and project-related usage will need to be explained in the budget justification section.
- (3) List the total annual Agency amount of insurance for each position and each fringe benefit.
- (4) List the total amount of insurance for each position and each fringe benefit. NOTE: This is the amount that will be the annual budget cap for RFR claims.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 4 - FEDERALLY APPROVED INDIRECT COST (FAIC) RATE**

The purpose of this form is to calculate the FAIC being claimed against funding for the contract period. **Round off totals to whole dollars.**

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

TOTAL DIRECT COST FOR THE CONTRACT PERIOD	X	FAIC RATE	=	FAIC AMOUNT
<div></div>		<div></div>		<div>-</div>

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**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

# PROJECT TEMPORARY BRIDGE SHELTER

[illegible]

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

LINE ITEM	LAUNDRY	AMOUNT
Detailed Explanation:		
Client laundry (\$1,250 per week)		\$ 11,250
Includes linen and laundry services as well as washing machine rental agreements		
		TOTAL \$ 11,250.00
LINE ITEM	SECURITY	AMOUNT
Detailed Explanation:		
Third-party security protection and 24 hour guard services		\$ 412,500
		TOTAL \$ 412,500
LINE ITEM	PARKING	AMOUNT
Detailed Explanation:		
Staff parking - between 44-48 spots @ \$5/day or rental of dirt lot		\$ 33,149
		TOTAL \$ 33,149

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.



**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY                      ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT                      TEMPORARY BRIDGE SHELTER

LINE ITEM	FRINGE BENEFITS	AMOUNT
Detailed Explanation:		
	Payroll Taxes 7.65%	\$ 44,134
	Health and Dental 9.02%	\$ 52,044
	Worker's Compensation 8.64%	\$ 49,844
TOTAL		\$ 146,022
LINE ITEM	Case Manager Supervisor (1 FTE)	AMOUNT
Detailed Explanation:		
	Final job descriptions will be negotiated with Contractor and approved by Housing Commission staff prior to contract execution, as recommended by third party consultant.	\$ 46,800.00
TOTAL		\$ 46,800
LINE ITEM	Case Manager (4 FTE)	AMOUNT
Detailed Explanation:		
	Final job descriptions will be negotiated with Contractor and approved by Housing Commission staff prior to contract execution, as recommended by third party consultant.	\$ 156,000.00
TOTAL		\$ 156,000

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT TEMPORARY BRIDGE SHELTER

<b>LINE ITEM</b>	<b>Residential Services Coordinator - (7.35 FTE)</b>	<b>AMOUNT</b>
<b>Detailed Explanation:</b> Supports residents, performs daily intake procedures, client file maintenance and client evaluations. Provides general supervision of client activities. documents pertaining shift information in daily logs and HMIS.		\$ 175,397
		TOTAL \$ 175,397
<b>LINE ITEM</b>	<b>Director of Residential Services - (.63 FTE)</b>	<b>AMOUNT</b>
<b>Detailed Explanation:</b> Oversees residential services organization and provides direction and support. Interfaces with outside stakeholders and coordinates efforts with Village Management.		\$ 43,736
		TOTAL \$ 43,736
<b>LINE ITEM</b>	<b>Manager of Residential Services - (.5 FTE)</b>	<b>AMOUNT</b>
<b>Detailed Explanation:</b> Ensures quality of delivery of residential services by a team of residential program staff. Ensures facility rules and guidelines are followed by residents as they work toward transitioning into longer term or permanent housing. Works with Village Management to implement service delivery. monitor data quality and track grant commitments.		\$ 21,553
		TOTAL \$ 21,553

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY                      ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT                      TEMPORARY BRIDGE SHELTER

LINE ITEM	Supervisor of Residential Services - (1 FTE)	AMOUNT
Detailed Explanation:		
Maintains program functions and monitors/assists the Program Manager in scheduling, evaluating, training, and supervision of residential staff. Documents pertinent programs information. Maintains and ensures integrity of data in HMIS.		\$ 31,762
		TOTAL \$ 31,762
LINE ITEM	Security Officer - (1 FTE)	AMOUNT
Detailed Explanation:		
Safety and Protection for Families, alley way and restrooms. Patrols premises and property to ensure safety and provide a secure environment for residents, guests, employees, volunteers, clients, and the property. Enforces all rules and regulations set forth for the operation of the facility.		\$ 26,250
		TOTAL \$ 26,250
LINE ITEM	Security Officer Lead (.5 FTE)	AMOUNT
Detailed Explanation:		
Provides support and coordination among in-house guards and third party guard services. Monitors guards and schedules staff.		\$ 15,881
		TOTAL \$ 15,881

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

AGENCY	ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES
PROJECT	<u>TEMPORARY BRIDGE SHELTER</u>

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**SCHEDULE 11 - BUDGET JUSTIFICATION\***

AGENCY

ST. VINCENT DE PAUL VILLAGE, INC. dba FATHER JOE'S VILLAGES

PROJECT

## TEMPORARY BRIDGE SHELTER

[illegible]

\*All line items must be justified in relation to funded activities to be completed. Add pages as needed.

EXHIBIT B  
Page 12 of 13

**SAN DIEGO HOUSING COMMISSION-SUBCONTRACTOR SERVICES**  
**FY 2019 YEAR-START CONFIRMATION OF ALL SECURED FUNDING SOURCES AND BUDGETS**

This form details the total budget breakdown of each line item for the FY 2019 Project by all contributing funding sources. (1) Enter the name of all secured funding sources included in the total annual Project budget. (2) Enter the amount for each funding source title entered in row (1). (3) Enter the total Program Income (PI)/Client Generated Income (CGI) collected for each funding source title entered in row (1). (4) Enter total budget for Salaries & Wages and Fringe Benefits. (5) Enter the budget amount for each applicable PE line item for each funding source entered in row (1). (6) Enter the total Federally Approved Indirect Cost Rate budget amount for each funding source entered in row (1) and enter the budget amount for each applicable funding source entered in row (1). (7) Enter the total project budget for each applicable NPE line item listed. (8) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). (9) Enter any additional, applicable NPE budget line items and total project budget for each line item. (10) Enter the budget amount for each applicable NPE line item for each funding source entered in row (1). NOTE: This form must be signed by an Agency position that is a Vice President/Chief Operating Officer or higher.

AGENCY ST. VINCENT DE PAUL VILLAGE, INC.  
 dba FATHER JOE'S VILLAGES

PROJECT

TEMPORARY BRIDGE SHELTER

CFO/CAO

Matthew Nuth

Title

Print Name

Signature

Date

(1) SECURED FUNDING SOURCE TITLE	SDHC									TOTAL BUDGET
(2) FUNDING SOURCE AMOUNT	\$ 1,650,000									\$ 1,650,000
(3) TOTAL PI/CGI BUDGET										\$ -
TOTAL FUNDING SOURCE AMOUNT	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
(4) TOTAL PERSONNEL BUDGET										
SALARIES & WAGES	\$ 814,021									\$ 814,021
FRINGE BENEFITS	\$ 185,552									\$ 185,552
SUBTOTAL PERSONNEL	\$ 999,574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999,574
(6) SUBTOTAL FAIC RATE										\$ -
(12) TOTAL NON PERSONNEL BUDGET										
SUPPLIES-ADMIN USE	\$ 2,250									\$ 2,250
SUPPLIES-CLIENT USE	\$ 67,174									\$ 67,174
INSURANCE	\$ -									\$ -
UTILITIES	\$ 43,994									\$ 43,994
ADMINISTRATION	\$ 57,375									\$ 57,375
FOOD	\$ 184,781									\$ 184,781
CLOTHING VOUCHERS	\$ -									\$ -
CLIENT TRAVEL	\$ -									\$ -
MAINTENANCE/REPAIRS	\$ 42,322									\$ 42,322
LAUNDRY	\$ 11,250									\$ 11,250
SECURITY	\$ 412,500									\$ 412,500
PARKING	\$ 33,149									\$ 33,149
										\$ -
										\$ -
										\$ -
SUBTOTAL NONPERSONNEL	\$ 854,794	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854,794
TOTAL PROJECT BUDGET	\$ 1,854,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,854,368

NOTES ON ENTRIES/CALCULATIONS:

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