



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

DATE: April 11, 2019 HCR19-035  
SUBJECT: Budget and Scope of Work Amendment for the Fiscal Year 2020 Downtown San Diego Partnership Family Reunification Program  
COUNCIL DISTRICT(S): 3 and 6  
ORIGINATING DEPARTMENT: Homeless Housing Innovations  
CONTACT/PHONE NUMBER: Lisa Jones / 619-578-7696

#### REQUESTED ACTION:

Recommend the execution of a contract amendment for the Downtown San Diego Partnership Clean and Safe Family Reunification Program, awarding an additional \$450,000 for housing relocation and supportive services to individuals experiencing homelessness during Fiscal Years 2019 and 2020.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- Approving this action will authorize the Housing Commission to expend \$450,000 in Homeless Emergency Aid Program (HEAP) funding for housing relocation and supportive services for individuals experiencing homelessness.
- The execution of the contract amendment will be contingent on a Memorandum of Understanding (MOU) between the Housing Commission and the City of San Diego being approved under a separate action by the Housing Authority and the San Diego City Council, detailing the roles and responsibilities of the two parties related to the HEAP funding.
- The Family Reunification Program reconnects individuals and families living on the streets or in emergency shelters with family or other support systems through relocation assistance and follow-up services.
- The addition of \$450,000 for Fiscal Years 2019 and 2020 will allow the Family Reunification Program to expand its services outside of the City's Downtown neighborhood to six additional neighborhoods: Bankers Hill, Balboa Park, Hillcrest, Barrio Logan, Golden Hill, and Sherman Heights.
- Approving this action will result in the provision of services for approximately 1,400 individuals served by the Family Reunification Program (which includes the funding approved under the current contract of \$394,000 and the additional funding approval being requested of \$450,000 for a one-year period).
- This action is not included in the FY2019 approved budget and a request to increase the 2019 budget by \$450,000 will be recommended in conjunction when the HEAP funding is committed to the Housing Commission through an executed MOU for that purpose.



## REPORT

**DATE ISSUED:** April 4, 2019

**REPORT NO:** HCR19-035

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of April 11, 2019

**SUBJECT:** Budget and Scope of Work Amendment for the Fiscal Year 2020 Downtown San Diego Partnership Family Reunification Program

**COUNCIL DISTRICT:** Districts 3 and 6

**REQUESTED ACTION:**

Recommend the execution of a contract amendment for the Downtown San Diego Partnership Clean and Safe Family Reunification Program, awarding an additional \$450,000 for housing relocation and supportive services to individuals experiencing homelessness during Fiscal Years 2019 and 2020.

**STAFF RECOMMENDATION**

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

- 1) Authorize the execution of a contract amendment for the Downtown San Diego Partnership Clean and Safe Family Reunification Program, awarding an additional \$450,000 from Homeless Emergency Aid Program (HEAP) funding to be allocated as follows:
  - a. \$90,000 for the contract term of July 1, 2018, to June 30, 2019;
  - b. \$360,000 for the contract term of July 1, 2019, to June 30, 2020;
- 2) Authorize the President & CEO, or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals. The execution the contract amendment will be contingent on a Memorandum of Understanding (MOU) between the Housing Commission and the City of San Diego being approved under a separate action by the Housing Authority and the San Diego City Council, detailing the roles and responsibilities of the two parties related to the amount HEAP funding being committed, and the purpose for which it is being committed to the Housing Commission; and
- 3) Authorize the President & CEO to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Board of Commissioners (Board) of the Housing Commission, but only if and to the extent that funds are determined to be available for such purposes.

**SUMMARY**

The HEAP funds referenced in this report are currently authorized by Senate Bill 850, which was signed into law by Governor Edmund G. "Jerry" Brown in June 2019. HEAP funds are allocated to Continuums of Care and large cities with populations exceeding 330,000 to provide immediate emergency assistance

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to people experiencing homelessness. The parameters of the program are intentionally broad to allow local communities to be creative and craft programs meeting the specific needs of the target population. HEAP funds must be contractually obligated by January 1, 2020, and completely expended by June 30, 2021.

On July 1, 2017, the Housing Commission launched the current phase of its landmark homelessness action plan, HOUSING FIRST – SAN DIEGO, which will provide permanent housing opportunities for at least 3,000 homeless individuals and families over three fiscal years (2018 – 2020) through six programs. One of the six programs is Homelessness Prevention and Shelter Diversion.

For many families and individuals, homelessness can be avoided with the right support. Assistance provided through prevention will help families maintain their current housing situation, while diversion will aid families in staying out of the shelter system by identifying alternative permanent housing options with the necessary supports. From Fiscal Years 2018 through 2020, the Homelessness Prevention and Shelter Diversion Program will invest approximately \$1.9 million in City of San Diego and Housing Commission resources to provide housing opportunities for an estimated 1,450 individuals.

A key component of HOUSING FIRST – SAN DIEGO’s Homelessness Prevention and Shelter Diversion program is the Housing Commission’s collaboration with the Downtown San Diego Partnership Clean and Safe (Downtown Partnership) for the Family Reunification Program (the Program). Established in 2011 by the Downtown Partnership, the Program collaborates with local service agencies in the City of San Diego (City) and the San Diego Police Department’s Homeless Outreach Team (SDPD HOT) to reconnect individuals and families living on the streets or in emergency shelters with family or other support systems through relocation assistance and follow-up services. The Program targets individuals and families experiencing homelessness in the City’s downtown area and provides one-way, one-time transportation assistance services to reunify those individuals and families with family or other support systems in a different part of the continental United States.

With an initial contract award of \$144,000 for Fiscal Year 2018, the Program projected to serve 400 individuals experiencing homelessness. Between June 2017 and November 2017, the Program served 359 individuals, 90 percent of its contractual goal, resulting in accelerated spending. As a result, on January 12, 2018, the Housing Commission Board approved the addition of \$250,000 to the contract, for Fiscal Year 2018, bringing the Program’s total budget to \$394,000. The Program went on to serve a total of 816 individuals by the close of Fiscal Year 2018, and for Fiscal Year 2019 has served 544 individuals through February 28, 2019.

The addition of \$450,000 for Fiscal Years 2019 and 2020 will allow the Program to expand its services outside of the City’s Downtown neighborhood to individuals and families experiencing homelessness in six additional neighborhoods: Bankers Hill, Balboa Park, Hillcrest, Barrio Logan, Golden Hill, and Sherman Heights. The Program will be able to purchase a vehicle to transport clients, hire additional outreach workers to expand the geographical reach of the Program, as well as serve approximately 1,400 individuals in Fiscal Year 2020.

### **AFFORDABLE HOUSING IMPACT**

As San Diegans continue to live in a City-declared housing emergency “shelter crisis,” the need for immediate housing assistance is critical to the well-being of community members. The Family Reunification Program serves this purpose by providing relocation and follow-up services to individuals

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and families experiencing homelessness. Individuals participating in this program represent some of San Diego's most vulnerable citizens, as 100 percent of participants are homeless, with low-to-moderate incomes.

### **FISCAL CONSIDERATIONS**

The proposed funding approved by this action is not included in the Housing Commission's FY 2019 Approved Budget. Approving this action will authorize the Housing Commission to expend \$450,000 in Homeless Emergency Aid Program (HEAP) funding. Additionally, approving this action will result in the provision of services for approximately 1,400 individuals served by the Family Reunification Program (which includes the funding approved under the current contract of \$394,000, and the additional funding approval being requested of \$450,000 for a one year period), at an average annual cost of \$602 per person served.

A request to increase the 2019 budget by \$450,000 will be recommended in conjunction when the HEAP funding is committed to the Housing Commission through an executed MOU for that purpose. Implementation of the programs will commence once such MOU is executed.

### **EQUAL OPPORTUNITY/CONTRACTING**

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

### **PREVIOUS BOARD ACTION**

On January 12, 2018, the Housing Commission Board of Commissioners authorized the execution of a contract amendment for the Downtown San Diego Partnership Clean and Safe Family Reunification Program, awarding an additional \$250,000 for housing relocation and supportive services to individuals experiencing homelessness during the term of the initial operating agreement of June 1, 2017, to May 31, 2018. The Commission further approved a one-month extension of the initial operating agreement through June 30, 2018. The amended contract value was approved as \$394,000 for the contract term of June 1, 2017, to June 30, 2018, with an annual contract amount of \$394,000 for any options years exercised.

### **KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders for this project include: the Downtown San Diego Partnership Family Reunification Program clients and Downtown San Diego Partnership as the sub-recipient administering the Program. The Program is expected to have a positive impact on the community because it will provide relocation and follow-up services to 1,400 otherwise homeless individuals.

### **ENVIRONMENTAL REVIEW**

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

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contemplated herein, does not include the use of federal funds and is categorically excluded from the National Environmental Policy Act (NEPA.)

Respectfully submitted,

Approved by,



Lisa Jones  
Senior Vice President  
Homeless Housing Innovations  
San Diego Housing Commission

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

Attachments:

1. Specifications/ Scope of Work
2. First Amendment to First Option (Downtown Partnership)
3. Third Amendment and Second Option (Downtown Partnership)

Hard copies are available for review during business hours at the security information desk in the main lobby and at the fifth floor reception desk of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the “Governance & Legislative Affairs” section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org).

**EXHIBIT X**

**ATTACHMENT X**

**SPECIFICATIONS/ SCOPE OF WORK**

Section 1. Description of Work (Continued from Page 1):

This continuation of the description of work is expressly incorporated into the Agreement and is a continuation of the provisions set forth in Page 1 of this Agreement.

**1. PROGRAM OVERVIEW & OBJECTIVE**

As part of the San Diego Housing Commission’s (the “Commission”) efforts to address homelessness, Downtown San Diego Partnership (the “Subrecipient”) will operate the Family Reunification Program (the “Program”) in the City of San Diego (the “City”). The Program’s objective is to provide housing relocation assistance to individuals experiencing homelessness or at risk of becoming homeless in the City by connecting those individuals with family or other support systems, contributing to the regional goals of ensuring instances of homeless are rare, brief, and non-recurring.

**2. PROGRAM SITE LOCATION**

The Subrecipient will operate the Program at 1111 Sixth Avenue Suite 101, San Diego, CA 92101. The Program will operate Monday through Friday, 8:00AM to 5:00PM.

**3. ADMINISTRATIVE OFFICE LOCATION**

The Subrecipient will maintain an administrative office at 1111 Sixth Avenue Suite 101, San Diego, CA 92101.

**4. PROGRAM DESCRIPTION**

The Program, in collaboration with local service agencies and the San Diego Police Department’s Homeless Outreach Team (SDPD HOT), provides one-way, one-time transportation assistance services to participants who are homeless in the City and wish to reunify with family or other support systems in a distant part of the continental United States.

The Program design will effectively serve participants in a welcoming and solutions-focused environment. The Program will utilize trauma-informed care, motivational interviewing, and a harm reduction model, which does not require sobriety. All services must be easily accessible and evaluated for effectiveness on a regular basis.

The Subrecipient will adhere to all 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.

**5. PROGRAM SERVICES**

**a. *Target Population/Geographical Area***

The Program will target homeless individuals and families in Downtown, Bankers Hill, Balboa Park, Hillcrest, Barrio Logan, Golden Hill, and Sherman Heights neighborhoods of the City whose homelessness can be resolved through reunification with family or other support systems.

**b. *Persons Served***

During the term of this Agreement, Subrecipient will successfully reconnect **TBD** unduplicated individuals with family or other support systems.

**c. *Program Eligibility***

1) Each Program participant will be:

- a) Certified as homeless using the U.S. Department of Housing & Urban Development (HUD) definition and preferred order of documentation (24 CFR Parts 91, 582, and 583) - third party certification is preferred; and
- b) Residing in the City of San Diego.

2) In alignment with Housing First principles, the following criteria may not be used to determine Program eligibility:

- a) Sobriety and/or commitment to be drug-free;
- b) Requirements to take medication if the participant has a mental illness;
- c) Participation in religious services or activities;
- d) Participation in drug treatment services (including NA/AA);
- e) Payment or ability to pay; or
- f) Identification.

**d. *Program Components***

1) Housing First program with low barriers to entry and operations.

2) Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate.

3) Outreach Coordinator(s) who will, at a minimum:

- a) Be trained to identify eligible Program participants;
- b) Contact a reliable resource (relative, close friend, treatment facility, etc.) to maximize the opportunity for a successful transition out of homelessness; and

- c) Partner with Travelers Aid to assist in participant relocation.
- 4) Subrecipient will conduct follow-up communications with relocated participants immediately upon arrival and at three months, six months, one year, and two years after relocation.
- 5) Any other services as set forth in the Budget attached to this Agreement as Contract Attachment No. **X** and made part hereof.

e. ***General Standards***

In addition to activities set forth in the Budget attached to this agreement as Contract Attachment No. **X**, incorporated herein, the Subrecipient will:

- 1) Provide adequate staffing with appropriate on-going training for service delivery and data analysis;
- 2) Provide security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program;
- 3) Conduct data entry, analysis and reporting in the RTFH-approved HMIS.

f. ***Coordinated Entry System (CES)***

- 1) Contingent upon development and implementation of Prevention and Diversion elements within CES, the Subrecipient will participate in CES as established by RTFH and focus on:
  - a) Homeless eligibility using HUD's homeless definition and HUD's preferred order of documentation;
  - b) CES standardized vulnerability assessment tool in screening, referral, and admissions processes for all Program participants, when appropriate and as established by RTFH; and
  - c) Participation in housing navigation, case conferencing, or other integral components of CES.
- 2) Additional resources and information pertaining to performance, Homeless Management Information System (HMIS), Continuum of Care (CoC) and other topics relevant to CoC programs is available at [www.hudexchange.info](http://www.hudexchange.info).

g. ***2-1-1 San Diego Participation***

The Subrecipient 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, the Subrecipient 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>.



## **6. PROGRAM STANDARDS AND PERFORMANCE MONITORING**

### **a. *Compliance, Performance Monitoring, and Improvement Activities***

- 1) The Commission will provide Subrecipient with training or consultation necessary to carry out service delivery requirements or evaluation.
- 2) The 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.
  - a) Monitoring reports include Program Updates and Annual Monitoring Report (site review and/or desk audit).
  - b) Subrecipient will provide a performance improvement plan as requested within 30 calendar days of receiving a report requesting a plan.
- 3) The Commission will provide data collection tools to the Subrecipient.
- 4) Subrecipient must actively participate in compliance and performance monitoring and improvement activities required by the Commission.
- 5) Subrecipient will attend and contribute to any meetings or trainings (sharing Subrecipient's expertise and learning from others), and partner with the Commission in a collaborative improvement process by identifying and implementing improvements.
- 6) Subrecipient must provide the Commission complete policies and procedures related to this Agreement. Subrecipient must provide substantive updated policies and procedures to the Commission within 60 calendar days of update/revision.

### **b. *Housing First*<sup>1</sup>**

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

- 1) 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.
- 2) 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.

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<sup>1</sup> United States Interagency Council on Homelessness, <https://www.usich.gov/tools-for-action/housing-first-checklist>

**c. Program Records**

**1) Recordkeeping**

- a) The Subrecipient will maintain all records pertinent to the activities funded under this Agreement. The Subrecipient will make available to the Commission or other authorized agent(s), all Program-related records, documents, and any other financial data or records for review.
- b) All Subrecipient files pertaining to personal participant information must remain confidential and kept in a locked file cabinet. All computer files should be password accessible only.

**2) Homeless Management Information System (HMIS)**

Subrecipient will enter and maintain data in the RTFH-approved HMIS. Subrecipient will comply with the HMIS Policies and Procedures in effect during the Agreement term, including those for data collection, data entry, data quality, standards for missing data, incomplete data, and timeliness of data entry.

**d. Mandatory Attendance**

Throughout the year the Commission will host periodic roundtable meetings where the Commission can share information, discuss best practices, and provide technical assistance to providers. Attendance is required at roundtable meetings, including but not limited to, attendance at the Fiscal Year Kickoff Workshop and a minimum of one technical assistance roundtable.

**7. PROGRAM OUTCOMES**

- a. The Subrecipient agrees to enter all HUD UDEs and program-specific data elements (PSDEs), as applicable, into the RTFH-approved HMIS for data collection and analytics. All Program progress will be documented to the Commission through monthly and term-end reports in a form, format, and submission deadline determined by the Commission and/or the City. Delays in responding to inquiries from the Commission regarding monthly and term-end reports may result in an action of non-compliance.
- b. If stated benchmarks are not met, Subrecipient may be required to submit a performance improvement plan in a form and format determined by the Commission.
- c. For the Agreement term, the Subrecipient will ensure the following primary Program outcomes and standards:

<b>PERFORMANCE OUTPUTS &amp; STANDARDS</b>	<b>MEASURE</b>	<b>STANDARD</b>
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Efficient Number of Persons Served	Persons Served	TBD
Data Quality	RTFH Performance Standards and Requirements for HMIS	100%
Housing Stability	Attempt to Contact Relocated Persons at 3 Months	100%
	Attempt to Contact Relocated Persons at 6 Months	100%
	Attempt to Contact Relocated Persons at 12 Months	100%
	Attempt to Contact Relocated Persons at 24 Months	100%
	Recidivism	65% of those contacted will maintain housing stability for at least 6 months
Efficient and Effective Use of Community Resources	Spending	100% spend-down of awarded funds
System Coordination	Resource Referrals	Reporting Only
	Critical Incident Reports	
	Participant Demographics	

**8. REQUESTS FOR REIMBURSEMENT (RFR)**

- a. Subrecipient must complete monthly RFR submittals, including all required supporting documentation, in a form and format determined by the Commission and/or the City,

no later than the 15<sup>th</sup> day of the month after each reporting period, irrespective of the day of the week when the 15<sup>th</sup> falls.

- 1) Failure to submit appropriate supporting documentation, or respond to the Commission's inquiries for documentation, may result in requested amount being disallowed.
  - 2) If there are no expenditures to report, Subrecipient must submit an RFR verifying that there is no claim for the reporting period.
- b. If all supporting documentation is submitted properly in the RFR submittal, the Commission will attempt to process payment no later than the 30<sup>th</sup> day of the month in which the RFR was submitted.
- c. Any delay in the approval of monthly or year-end reporting described herein, as a result of the Subrecipient's lack of timely response to inquiries from the Commission, may result in delayed reimbursement.

## **9. SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement will be a one (1) year 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 Subrecipient does not achieve stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

## **10. REVERSION**

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

## **11. MEDIA/COMMUNICATIONS**

Subrecipient will coordinate with and seek the prior written consent and permission of the Commission's Communications and Government Relations 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. The Commission's permission will not be unreasonably withheld, conditioned or delayed and should the Commission fail to respond

to a request for permission within seven (7) days of the date of receipt of such materials, the Commission's approval will be deemed to have been given.

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

## **12. CLOSE-OUTS**

- a. Subrecipient will be responsible for completing and submitting a close-out packet to include information including, but not limited to, total number of participants housed, Program accomplishments, participant demographics, and financial summary of award for each applicable funding source.
- b. Subrecipient's obligation to the Commission will not end until all close-out requirements are completed. Activities during this close-out period will include, but are not limited to:
  - 1) Making final payments;
  - 2) Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to the Commission); and
  - 3) Determining the custodianship of records.
- c. Notwithstanding the foregoing, the terms of the Agreement will remain in effect during any period in which the Commission has control over funds related to this Program.

## **13. DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>2-1-1 San Diego</b> <sup>2</sup>	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.
<b>Bridge Housing</b> <sup>3</sup>	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

<sup>2</sup> "What is 2-1-1 San Diego." *2-1-1 San Diego*, [211sandiego.org/mission-values/what-is-211/](http://211sandiego.org/mission-values/what-is-211/).

<sup>3</sup> "Regional Task Force on the Homeless – Community Standards." *San Diego Regional Task Force on the Homeless*, January 2018, p. 23, [www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf).

	<p>situation, they are only using the program as a safe place to stay while they await permanent housing placement.</p>
<p><b>Chronically Homeless</b> <sup>4</sup></p>	<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>
<p><b>Community Development Block Grant</b><sup>5</sup></p>	<p>The Community Development Block Grant (CDBG) program is a flexible program providing communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,209 general units of local government and states.</p>

<sup>4</sup> “Defining Chronically Homeless Final Rule.” *HUD EXCHANGE*, vol. 80. No. 233, Dec. 2015, p. 75793. *Federal Register*, <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

<sup>5</sup> “Community Development Block Grant Program – CDBG.” *HUD.GOV*, [www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](http://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs).

<b>Continuum of Care</b> <sup>6</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.
<b>Coordinated Entry System</b> <sup>7</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. Currently the San Diego CoC utilizes the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and supplemental questions tailored to identify 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>
<b>Critical Incident Report</b> <sup>8</sup>	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.
<b>Diversion</b> <sup>9</sup>	A strategy used to prevent homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.

<sup>6</sup> “Continuum of Care (CoC) Program.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/](http://www.hudexchange.info/programs/coc/).

<sup>7</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, 23 Jan. 2018, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf)

<sup>8</sup> “Critical Incident Reporting Policy.” *Department of Human Services Medical Services Division-MFP*, [www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf](http://www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf).

<sup>9</sup> “Closing the Front Door: Creating a Successful Diversion Program for Homeless Families.” *National Alliance to End Homelessness*, [endhomelessness.org/wp-content/uploads/2011/08/creating-a-successful-diversion-program.pdf](http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successful-diversion-program.pdf)

<b>Emergency Shelter</b> <sup>10</sup>	Safe, short-term program 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. Some Emergency Shelter programs may only operate as seasonal, inclement weather or rotational shelter services, may be open for less than 24 hours a day, and operate for periods during the year as permitted by special arrangement with local jurisdictions.
<b>Matching Funds</b> <sup>11</sup>	The term “matching funds” refers to the amount of project funding that a grantee agrees to provide in return for being awarded partial funding of the same project.
<b>Homeless</b> <sup>12</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>• <u>Has a primary nighttime residence that is a public or private place not meant for human habitation;</u></li> <li>• <u>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</u></li> <li>• <u>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.</u></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>• <u>Residence will be lost within 14 days of the date of application for homeless assistance;</u></li> <li>• <u>No subsequent residence has been identified; and</u></li> <li>• <u>The individual or family lacks the resources or support networks needed to obtain other permanent housing.</u></li> </ul> <p><u>Category 4:</u> Any individual or family who:</p>

<sup>10</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

<sup>11</sup> “Glossary of Terms.” *U.S. Department of Homeland Security*, [www.fema.gov/glossary-terms](http://www.fema.gov/glossary-terms)

<sup>12</sup> “HEARTH Homeless Definition Final Rule.” HUD Exchange, vol. 76, No. 233, Dec. 2011, p. 75999. *Federal Register*, [www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](http://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf).



	<ul style="list-style-type: none"> <li>• <u>Is fleeing, or is attempting to flee, domestic violence;</u></li> <li>• <u>Has no other residence; and</u></li> </ul> <p>Lacks the resources or support networks to obtain other permanent housing.</p>
<b>Homeless Assistance Standards</b> <sup>13</sup>	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.
<b>Homeless Emergency Assistance and Rapid Transition to Housing Act</b> <sup>14</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.
<b>Homeless Management Information System</b> <sup>15</sup>	A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. The San Diego regional HMIS software is called Clarity.
<b>Housing First</b> <sup>16</sup>	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.

<sup>13</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

<sup>14</sup> “The McKinney-Vento Homeless Assistance Act, As Amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.” *HUD EXCHANGE*, May 2009, [www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf](http://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf)

<sup>15</sup> “Homeless Management Information System.” *HUD EXCHANGE*, [www.hudexchange.info/programs/hmis/](http://www.hudexchange.info/programs/hmis/).

<sup>16</sup> “Housing First in Permanent Supportive Housing.” *HUD EXCHANGE*, p.1, [www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf](http://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf).

<b>Integrated Homeless Outreach Team</b> <sup>17</sup>	The Integrated Homeless Outreach Team (IHOT) provide outreach and engagement services. They are an initial point of contact with people unsheltered and living on the streets. Each IHOT Team is composed of police officers, County psychiatric clinicians and County Mental Health eligibility technicians.
<b>Interim Housing</b> <sup>18</sup>	Safe, short-term program 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. Key distinctions are individuals and families can stay at the facility for a brief period of time and their bed is reserved from night to night. In addition, Interim Housing programs fully participate in CES and complete the VI-SPDAT (definition below) for those entering and the respective scores drive the individual or families housing plan while in the program.
<b>Memorandum of Understanding</b> <sup>19</sup>	A Memorandum of Understanding (MOU) is a formal, written agreement between two or more parties that establishes a partnership. Unless an MOU affirmatively states that parties do not intend to be legally bound by its terms, it will generally be considered a binding agreement.
<b>McKinney-Vento Act</b> <sup>20</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.
<b>Permanent Housing</b> <sup>21</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

<sup>17</sup> “Homeless Outreach Team (HOT).” *The City of San Diego*, [www.sandiego.gov/homeless-services/programs/hot](http://www.sandiego.gov/homeless-services/programs/hot).

<sup>18</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, p. 23, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

<sup>19</sup> “Establishing a Memorandum of Understanding.” *The University of Chicago Office of the Provost*, [provost.uchicago.edu/procedures/establishing-memorandum-understanding](http://provost.uchicago.edu/procedures/establishing-memorandum-understanding).

<sup>20</sup> “Law & Guidance, Part C – Homeless Education.” *U.S. Department of Education*, 15 Sept. 2004. [www2.ed.gov/policy/elsec/leg/esea02/pg116.html](http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html).

<sup>21</sup> “Continuum of Care (CoC) Program Eligibility Requirements.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/](http://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/).

	<p>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.</p>
<p><b>Psychiatric Emergency Response Team</b> <sup>22</sup></p>	<p>The Psychiatric Emergency Response Teams (PERT) consist of specially trained officers and deputies who are paired with licensed mental health professionals. Together, they respond on-scene to situations involving people who are experiencing a mental health related crisis and have come to the attention of law enforcement. The goal is to provide the most appropriate resolution to the crisis by linking people to the least restrictive level of care and to help prevent the unnecessary incarceration or hospitalization of those seen.</p>
<p><b>Regional Task Force on the Homeless</b> <sup>23</sup></p>	<p>The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in San Diego as well as tracking regional data on the homeless. RTFH is also the administrator of the central HMIS for the region.</p>
<p><b>San Diego Housing Commission and SDHC</b> <sup>24</sup></p>	<p>The San Diego Housing Commission or SDHC (when used in this document these terms are synonymous) provides affordable, safe, and quality homes for low- and moderate-income families and individuals in the City of San Diego.</p>
<p><b>U.S. Department of Housing and Urban Development</b> <sup>25</sup></p>	<p>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. HUD’s mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.</p>

<sup>22</sup> “Psychiatric Emergency Response Team: Improving and Enriching Lives.” *Community Research Foundation*, 2010. [www.comresearch.org/pert.php](http://www.comresearch.org/pert.php).

<sup>23</sup> “San Diego Regional task Force on the Homeless Website.” San Diego Regional Task Force on the Homeless, [www.rtfhsd.org/](http://www.rtfhsd.org/)

<sup>24</sup> “San Diego Housing Commission-About Us.” *San Diego Housing Commission*. [www.sdhc.org/about-us/](http://www.sdhc.org/about-us/)

<sup>25</sup> “HUD.GOV-About HUD.” *U.S. Department of Housing and Urban Development*, [www.hud.gov/about](http://www.hud.gov/about).

<p><b>U.S. Interagency Council on Homelessness</b> <sup>26</sup></p>	<p>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.</p>
<p><b>Veteran</b> <sup>27</sup></p>	<p>Low to Moderate Income (LMI) veterans who served in the armed forces of the United States on federal active duty for reasons other than training and who were discharged or released therefrom. Individuals who served in the National Guard or Reserves are classified as Veterans only if they were called or ordered to active duty, not counting the four to six months for initial training or yearly summer camps. Service as a civilian employee or civilian volunteer for the Red Cross, United Service Organizations (USO), Public Health Service, or War or Defense Department is not considered active duty. For Merchant Marine service, only service during World War II is considered active duty, and no other period of service.</p>
<p><b>Vulnerability Index – Service Prioritization and Decision Assistance Tool</b> <sup>28</sup></p>	<p>The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) is an evidence based common assessment tool containing a set of questions designed for initial screening to quickly assess the health and social needs of people experiencing homelessness and match them with the most appropriate support and housing interventions that are available. This tool examines and scores an individual or family’s vulnerability level, and provides a basis for prioritizing clients for housing opportunities.</p>

<sup>26</sup> “About USICH.” *United States Interagency Council on Homelessness*, [www.usich.gov/about-usich/](http://www.usich.gov/about-usich/).

<sup>27</sup> “FY 2018 CDBG Request for Qualifications (RFQ) Frequently Asked Questions (FAQ).” The City of San Diego, 2 Nov, 2016, p. 5, [www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf](http://www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf).

<sup>28</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf).

**FIRST AMENDMENT TO FIRST OPTION**  
**SAN DIEGO HOUSING COMMISSION'S**  
**AGREEMENT FOR FAMILY REUNIFICATION PROGRAM**  
**WITH DOWNTOWN SAN DIEGO PARTNERSHIP**  
**AGREEMENT NO. HHI-17-10.1**

WHEREAS, the San Diego Housing Commission ("Commission") and Downtown San Diego Partnership ("Contractor") entered into that certain Agreement for operation of a family reunification program (the "Agreement"), dated June 5, 2017, and effective June 1, 2017 through May 31, 2018.

WHEREAS, the Commission and Contractor amended the Agreement to increase the expected number of individuals served in the Program from four hundred (400) to eight hundred (800), as well as increasing the compensation to reflect additional Program funding from the City of San Diego General Funds to accommodate the additional four-hundred individuals (First Amendment).

WHEREAS, the Commission and Contractor amended the Agreement to extend the initial term through June 30, 2018 (First Amendment).

WHEREAS, the Commission and Contractor amended and replaced the previous Specifications/Scope of Work (Second Amendment).

WHEREAS, the Commission exercised the First of Four (4) one-year options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement (First Option).

WHEREAS, the Commission and Contractor wish to amend the First Option to increase the compensation to reflect additional Program funding from the City of San Diego Homeless Emergency Aid Program (HEAP) funds.

WHEREAS, the Commission and Contractor also wish to amend and replace the previous Specifications/Scope of Work in its entirety as contemplated by the amended Specifications/Scope of Work attached hereto as Exhibit 1.

NOW THEREFORE, the Commission and Contractor agree as follows:

1. Compensation during Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the option period shall be increased from Three Hundred Ninety-Four Thousand and No/100 Dollars (\$394,000.00) to a total maximum compensation of FOUR HUNDRED EIGHTY-FOUR THOUSAND AND NO/100

DOLLARS (\$484,000.00). All services performed and/or materials and goods supplied pursuant to the Agreement shall be on the same terms and conditions as set forth in the Agreement.

2. Exhibit A “Attachment 101 Specifications/Scope of Work”. Exhibit A of the Second Amendment and Exercise of First Option is hereby amended and restated in its entirety, and is attached as Exhibit 1 to this First Amendment to First Option.

3. Exhibit B “Contract Attachment No. 3 Additional Compensation Terms”. Exhibit B of the Second Amendment and Exercise of First Option is hereby amended and restated in its entirety, and is attached as Exhibit 2 to this First Amendment to First Option.

4. No Novation. The parties hereto acknowledge and agree that except for the changes set forth herein to amend the First Option, 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.

5. Counterparts. This First Amendment to First Option 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 FIRST AMENDMENT TO FIRST OPTION to be executed this \_\_\_\_ day of \_\_\_\_\_, 2019.

**CONTRACTOR:**  
DOWNTOWN SAN DIEGO PARTNERSHIP

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

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

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

**COMMISSION:**  
SAN DIEGO HOUSING COMMISSION

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeff Davis  
Executive Vice President and Chief of Staff

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Lisa Jones  
Senior Vice President of Homeless Housing Innovations

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Debra Fischle-Faulk  
Vice President of Procurement and Compliance

**Approved as to Form:**  
Christensen & Spath LLP

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Charles Christensen  
General Counsel for San Diego Housing Commission

# **EXHIBIT 1**

## ATTACHMENT 101

### SPECIFICATIONS/ SCOPE OF WORK

Section 1. Description of Work (Continued from Page 1):

This continuation of the description of work is expressly incorporated into the Agreement and is a continuation of the provisions set forth in Page 1 of this Agreement.

#### **1. PROGRAM OVERVIEW & OBJECTIVE**

As part of the San Diego Housing Commission's (the "Commission") efforts to address homelessness, Downtown San Diego Partnership (the "Contractor") will operate the Family Reunification Program (the "Program") in the City of San Diego (the "City"). The Program's objective is to provide housing relocation assistance to individuals experiencing homelessness or at risk of becoming homeless in the City by connecting those individuals with family or other support systems, contributing to the regional goals of ensuring instances of homeless are rare, brief, and non-recurring.

#### **2. PROGRAM SITE LOCATION**

The Contractor will operate the Program at 1111 Sixth Avenue Suite 101, San Diego, CA 92101; and 401 B Street, Suite 100, San Diego, CA 92101. The Program will operate Monday through Friday, 8:00AM to 5:00PM.

#### **3. ADMINISTRATIVE OFFICE LOCATION**

The Contractor will maintain an administrative office at 1111 Sixth Avenue Suite 101, San Diego, CA 92101.

#### **4. PROGRAM DESCRIPTION**

The Program, in collaboration with local service agencies and the San Diego Police Department's Homeless Outreach Team (SDPD HOT), provides one-way, one-time transportation assistance services to participants who are homeless in the City and wish to reunify with family or other support systems in a distant part of the continental United States.

The Program design will effectively serve participants in a welcoming and solutions-focused environment. The Program will utilize trauma-informed care, motivational interviewing, and a harm reduction model, which does not require sobriety. All services must be easily accessible and evaluated for effectiveness on a regular basis.



The Contractor will adhere to all 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.

## **5. PROGRAM SERVICES**

### **a. *Target Population/Geographical Area***

The Program will target homeless individuals and families in Downtown, Bankers Hill, Balboa Park, Hillcrest, Barrio Logan, Golden Hill, and Sherman Heights neighborhoods of the City whose homelessness can be resolved through reunification with family or other support systems.

### **b. *Persons Served***

Contractor will successfully reconnect 800 unduplicated individuals with family or other support systems between July 1, 2018 and June 30, 2019.

### **c. *Program Eligibility***

1) Each Program participant will be:

- a) Individuals who meet the U.S. Department of Housing and Urban Development (HUD) definition of Literally Homeless (Category 1), At Imminent Risk of Homelessness (Category 2), or Fleeing/Attempting to Flee Domestic Violence (Category 4);
- b) Certified as homeless using HUD's preferred order of documentation (24 CFR Parts 91, 582, and 583); third party certification is preferred; and
- c) Residing in the City of San Diego.

2) In alignment with Housing First principles, examples of criteria that may not be used to determine Program eligibility include, but are not limited to, the following:

- a) Sobriety and/or commitment to be drug-free;
- b) Requirements to take medication if the participant has a mental illness;
- c) Participation in religious services or activities;
- d) Participation in drug treatment services (including NA/AA);
- e) Payment or ability to pay; or
- f) Identification.

### **d. *Program Components***

1) Housing First program with low barriers to entry and operations.

- 2) Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate.
- 3) Outreach Coordinator(s) who will, at a minimum:
  - a) Be trained to identify eligible Program participants;
  - b) Contact a reliable resource (relative, close friend, treatment facility, etc.) to maximize the opportunity for a successful transition out of homelessness; and
  - c) Partner with Travelers Aid to assist in participant relocation.
- 4) Contractor will conduct follow-up communications with relocated participants immediately upon arrival and at three months, six months, and twelve months after relocation.
- 5) Any other services as set forth in the Budget attached to this Agreement as Contract Attachment No. 3 and made part hereof.

e. ***General Standards***

In addition to activities set forth in the Budget attached to this agreement as Contract Attachment No. 3, incorporated herein, the Contractor will:

- 1) Provide adequate staffing with appropriate on-going training for service delivery and data analysis;
- 2) Provide security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program;
- 3) Conduct data entry, analysis and reporting in the RTFH-approved HMIS.

f. ***Coordinated Entry System (CES)***

- 1) Contingent upon development and implementation of Prevention and Diversion elements within CES, the Contractor will participate in CES as established by RTFH and focus on:
  - a) Homeless eligibility using HUD's homeless definition and HUD's preferred order of documentation;
  - b) CES standardized vulnerability assessment tool in screening, referral, and admissions processes for all Program participants, when appropriate and as established by RTFH; and
  - c) Participation in housing navigation, case conferencing, or other integral components of CES.
- 2) Additional resources and information pertaining to performance, Homeless Management Information System (HMIS), Continuum of Care (CoC) and other topics relevant to CoC programs is available at [www.hudexchange.info](http://www.hudexchange.info).

g. ***2-1-1 San Diego Participation***

The 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, the 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>.

**6. PROGRAM STANDARDS AND PERFORMANCE MONITORING**

a. ***Compliance, Performance Monitoring, and Improvement Activities***

- 1) The Commission will provide Contractor with training or consultation necessary to carry out service delivery requirements or evaluation.
- 2) The 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.
  - a) Monitoring reports include Program Updates and Annual Monitoring Report (site review and/or desk audit).
  - b) Contractor will provide a performance improvement plan as requested within 30 calendar days of receiving a report requesting a plan.
- 3) The Commission will provide data collection tools to the Contractor.
- 4) Contractor must actively participate in compliance and performance monitoring and improvement activities required by the Commission.
- 5) Contractor will attend and contribute to any meetings or trainings (sharing Contractor's expertise and learning from others), and partner with the Commission in a collaborative improvement process by identifying and implementing improvements.
- 6) Contractor must provide the Commission complete policies and procedures related to this Agreement. Contractor must provide substantive updated policies and procedures to the Commission within 60 calendar days of update/revision.

b. ***Housing First***<sup>1</sup>

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

- 1) Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions

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<sup>1</sup> United States Interagency Council on Homelessness, <https://www.usich.gov/tools-for-action/housing-first-checklist>

and barriers to entry, such as sobriety, treatment or service participation requirements.

- 2) 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.

c. ***Program Records***

1) ***Recordkeeping***

- a) The Contractor will maintain all records pertinent to the activities funded under this Agreement. The Contractor will make available to the Commission or other authorized agent(s), all Program-related records, documents, and any other financial data or records for review.
- b) 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.

2) ***Homeless Management Information System (HMIS)***

Contractor will enter and maintain data in the RTFH-approved HMIS. Contractor will comply with the HMIS Policies and Procedures in effect during the Agreement term, including those for data collection, data entry, data quality, standards for missing data, incomplete data, and timeliness of data entry.

d. ***Mandatory Attendance***

Throughout the year the Commission will host periodic roundtable meetings where the Commission can share information, discuss best practices, and provide technical assistance to providers. Attendance is required at roundtable meetings, including but not limited to, attendance at the Fiscal Year Kickoff Workshop and a minimum of one technical assistance roundtable.

**7. PROGRAM OUTCOMES**

- a. The Contractor agrees to enter all HUD UDEs and program-specific data elements (PSDEs), as applicable, into the RTFH-approved HMIS for data collection and analytics. All Program progress will be documented to the Commission through monthly and term-end reports in a form, format, and submission deadline determined by the Commission and/or the City. Delays in responding to inquiries from the Commission regarding monthly and term-end reports may result in an action of non-compliance.
- b. If stated benchmarks are not met, Contractor may be required to submit a performance improvement plan in a form and format determined by the Commission.

- c. For the Agreement term, the Contractor will ensure the following primary Program outcomes and standards:

<b>PERFORMANCE OUTPUTS &amp; OUTCOMES</b>	<b>MEASURE</b>	<b>TARGET</b>
Efficient Number of Persons Served	Persons Served	800
Data Quality	RTFH Performance Standards and Requirements for HMIS	100%
Housing Stability	Attempt to Contact Relocated Persons at 3 Months	100%
	Attempt to Contact Relocated Persons at 6 Months	100%
	Attempt to Contact Relocated Persons at 12 Months	100%
	Recidivism	65% of those contacted will maintain housing stability for at least 6 months
Efficient and Effective Use of Community Resources	Spending	100% spend-down of awarded funds
System Coordination	Resource Referrals	Reporting Only
	Critical Incident Reports	
	Participant Demographics	

**8. REQUESTS FOR REIMBURSEMENT (RFR)**

- a. Contractor must complete monthly RFR submittals, including all required supporting documentation, in a form and format determined by the Commission and/or the City,

no later than the 15<sup>th</sup> day of the month after each reporting period, irrespective of the day of the week when the 15<sup>th</sup> falls.

- 1) Failure to submit appropriate supporting documentation, or respond to the Commission's inquiries for documentation, may result in requested amount being disallowed.
  - 2) If there are no expenditures to report, Contractor must submit an RFR verifying that there is no claim for the reporting period.
- b. If all supporting documentation is submitted properly in the RFR submittal, the Commission will attempt to process payment no later than the 30<sup>th</sup> day of the month in which the RFR was submitted.
- c. Any delay in the approval of monthly or year-end reporting described herein, as a result of the Contractor's lack of timely response to inquiries from the Commission, may result in delayed reimbursement.

## **9. SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement will be a one (1) year 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 stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

## **10. REVERSION**

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

## **11. MEDIA/COMMUNICATIONS**

Contractor will coordinate with and seek the prior written consent and permission of the Commission's Communications and Government Relations 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. The Commission's permission will not be unreasonably withheld, conditioned or delayed and should the Commission fail to respond

to a request for permission within seven (7) days of the date of receipt of such materials, the Commission’s approval will be deemed to have been given.

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

**12. CLOSE-OUTS**

- a. Contractor will be responsible for completing and submitting a close-out packet to include information including, but not limited to, total number of participants housed, Program accomplishments, participant demographics, and financial summary of award for each applicable funding source.
- b. Contractor’s obligation to the Commission will not end until all close-out requirements are completed. Activities during this close-out period will include, but are not limited to:
  - 1) Making final payments;
  - 2) Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to the Commission); and
  - 3) Determining the custodianship of records.
- c. Notwithstanding the foregoing, the terms of the Agreement will remain in effect during any period in which the Commission has control over funds related to this Program.

**13. DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>2-1-1 San Diego<sup>2</sup></b>	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.
<b>Bridge Housing<sup>3</sup></b>	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

<sup>2</sup> “What is 2-1-1 San Diego.” *2-1-1 San Diego*, [211sandiego.org/mission-values/what-is-211/](http://211sandiego.org/mission-values/what-is-211/).

<sup>3</sup> “Regional Task Force on the Homeless – Community Standards.” *San Diego Regional Task Force on the Homeless*, January 2018, p. 23, [www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf).

	using the program as a safe place to stay while they await permanent housing placement.
<b>Chronically Homeless<sup>4</sup></b>	<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>
<b>Community Development Block Grant<sup>5</sup></b>	The Community Development Block Grant (CDBG) program is a flexible program providing communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,209 general units of local government and states.
<b>Continuum of Care<sup>6</sup></b>	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

<sup>4</sup> “Defining Chronically Homeless Final Rule.” *HUD EXCHANGE*, vol. 80. No. 233, Dec. 2015, p. 75793. *Federal Register*, <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

<sup>5</sup> “Community Development Block Grant Program – CDBG.” *HUD.GOV*, [www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](http://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs).

<sup>6</sup> “Continuum of Care (CoC) Program.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/](http://www.hudexchange.info/programs/coc/).



	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.
<b>Coordinated Entry System<sup>7</sup></b>	<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. Currently the San Diego CoC utilizes the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and supplemental questions tailored to identify 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>
<b>Critical Incident Report<sup>8</sup></b>	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.
<b>Diversion<sup>9</sup></b>	A strategy used to prevent homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.
<b>Emergency Shelter<sup>10</sup></b>	Safe, short-term program providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent

<sup>7</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, 23 Jan. 2018, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf)

<sup>8</sup> “Critical Incident Reporting Policy.” *Department of Human Services Medical Services Division-MFP*, [www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf](http://www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf).

<sup>9</sup> “Closing the Front Door: Creating a Successful Diversion Program for Homeless Families.” *National Alliance to End Homelessness*, [endhomelessness.org/wp-content/uploads/2011/08/creating-a-successful-diversion-program.pdf](http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successful-diversion-program.pdf)

<sup>10</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	housing as quickly as possible. Some Emergency Shelter programs may only operate as seasonal, inclement weather or rotational shelter services, may be open for less than 24 hours a day, and operate for periods during the year as permitted by special arrangement with local jurisdictions.
<b>Matching Funds<sup>11</sup></b>	The term “matching funds” refers to the amount of project funding that a grantee agrees to provide in return for being awarded partial funding of the same project.
<b>Homeless<sup>12</sup></b>	<p><b>Category 1:</b> Individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• <u>Has a primary nighttime residence that is a public or private place not meant for human habitation;</u></li> <li>• <u>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</u></li> <li>• <u>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.</u></li> </ul> <p><b>Category 2:</b> Individual or family who will imminently lose their primary nighttime residence, if:</p> <ul style="list-style-type: none"> <li>• <u>Residence will be lost within 14 days of the date of application for homeless assistance;</u></li> <li>• <u>No subsequent residence has been identified; and</u></li> <li>• <u>The individual or family lacks the resources or support networks needed to obtain other permanent housing.</u></li> </ul> <p><b>Category 4:</b> Any individual or family who:</p> <ul style="list-style-type: none"> <li>• <u>Is fleeing, or is attempting to flee, domestic violence;</u></li> <li>• <u>Has no other residence; and</u></li> </ul> <p>Lacks the resources or support networks to obtain other permanent housing.</p>
<b>Homeless Assistance Standards<sup>13</sup></b>	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

<sup>11</sup> “Glossary of Terms.” U.S. Department of Homeland Security, [www.fema.gov/glossary-terms](http://www.fema.gov/glossary-terms)

<sup>12</sup> “HEARTH Homeless Definition Final Rule.” HUD Exchange, vol. 76, No. 233, Dec. 2011, p. 75999. *Federal Register*, [www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](http://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf).

<sup>13</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	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.
<b>Homeless Emergency Assistance and Rapid Transition to Housing Act<sup>14</sup></b>	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.
<b>Homeless Management Information System<sup>15</sup></b>	A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. The San Diego regional HMIS software is called Clarity.
<b>Housing First<sup>16</sup></b>	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.
<b>Integrated Homeless Outreach Team<sup>17</sup></b>	The Integrated Homeless Outreach Team (IHOT) provide outreach and engagement services. They are an initial point of contact with people unsheltered and living on the streets. Each IHOT Team is composed of police officers, County psychiatric clinicians and County Mental Health eligibility technicians.
<b>Interim Housing<sup>18</sup></b>	Safe, short-term program providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent

<sup>14</sup> “The McKinney-Vento Homeless Assistance Act, As Amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.” *HUD EXCHANGE*, May 2009, [www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf](http://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf)

<sup>15</sup> “Homeless Management Information System.” *HUD EXCHANGE*, [www.hudexchange.info/programs/hmis/](http://www.hudexchange.info/programs/hmis/).

<sup>16</sup> “Housing First in Permanent Supportive Housing.” *HUD EXCHANGE*, p.1, [www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf](http://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf).

<sup>17</sup> “Homeless Outreach Team (HOT).” *The City of San Diego*, [www.sandiego.gov/homeless-services/programs/hot](http://www.sandiego.gov/homeless-services/programs/hot).

<sup>18</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, p. 23, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	housing as quickly as possible. Key distinctions are individuals and families can stay at the facility for a brief period of time and their bed is reserved from night to night. In addition, Interim Housing programs fully participate in CES and complete the VI-SPDAT (definition below) for those entering and the respective scores drive the individual or families housing plan while in the program.
<b>Memorandum of Understanding<sup>19</sup></b>	A Memorandum of Understanding (MOU) is a formal, written agreement between two or more parties that establishes a partnership. Unless an MOU affirmatively states that parties do not intend to be legally bound by its terms, it will generally be considered a binding agreement.
<b>McKinney-Vento Act<sup>20</sup></b>	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.
<b>Permanent Housing<sup>21</sup></b>	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.

<sup>19</sup> “Establishing a Memorandum of Understanding.” *The University of Chicago Office of the Provost*, [provost.uchicago.edu/procedures/establishing-memorandum-understanding](http://provost.uchicago.edu/procedures/establishing-memorandum-understanding).

<sup>20</sup> “Law & Guidance, Part C – Homeless Education.” *U.S. Department of Education*, 15 Sept. 2004. [www2.ed.gov/policy/elsec/leg/esea02/pg116.html](http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html).

<sup>21</sup> “Continuum of Care (CoC) Program Eligibility Requirements.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/](http://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/).

<b>Psychiatric Emergency Response Team<sup>22</sup></b>	The Psychiatric Emergency Response Teams (PERT) consist of specially trained officers and deputies who are paired with licensed mental health professionals. Together, they respond on-scene to situations involving people who are experiencing a mental health related crisis and have come to the attention of law enforcement. The goal is to provide the most appropriate resolution to the crisis by linking people to the least restrictive level of care and to help prevent the unnecessary incarceration or hospitalization of those seen.
<b>Regional Task Force on the Homeless<sup>23</sup></b>	The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in San Diego as well as tracking regional data on the homeless. RTFH is also the administrator of the central HMIS for the region.
<b>San Diego Housing Commission and SDHC<sup>24</sup></b>	The San Diego Housing Commission or SDHC (when used in this document these terms are synonymous) provides affordable, safe, and quality homes for low- and moderate-income families and individuals in the City of San Diego.
<b>U.S. Department of Housing and Urban Development<sup>25</sup></b>	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. HUD’s mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.
<b>U.S. Interagency Council on Homelessness<sup>26</sup></b>	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.
<b>Veteran<sup>27</sup></b>	Low to Moderate Income (LMI) veterans who served in the armed forces of the United States on federal active duty for reasons other than training and who were discharged or released therefrom. Individuals who served in the National Guard or Reserves are classified as Veterans only if they were called or ordered to active duty, not counting the four to six

<sup>22</sup> “Psychiatric Emergency Response Team: Improving and Enriching Lives.” *Community Research Foundation*, 2010. [www.comresearch.org/pert.php](http://www.comresearch.org/pert.php).

<sup>23</sup> “San Diego Regional task Force on the Homeless Website.” San Diego Regional Task Force on the Homeless, [www.rtfhsd.org/](http://www.rtfhsd.org/)

<sup>24</sup> “San Diego Housing Commission-About Us.” *San Diego Housing Commission*. [www.sdhc.org/about-us/](http://www.sdhc.org/about-us/)

<sup>25</sup> “HUD.GOV-About HUD.” *U.S. Department of Housing and Urban Development*, [www.hud.gov/about](http://www.hud.gov/about).

<sup>26</sup> “About USICH.” *United States Interagency Council on Homelessness*, [www.usich.gov/about-usich/](http://www.usich.gov/about-usich/).

<sup>27</sup> “FY 2018 CDBG Request for Qualifications (RFQ) Frequently Asked Questions (FAQ).” The City of San Diego, 2 Nov, 2016, p. 5, [www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf](http://www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf).

	<p>months for initial training or yearly summer camps. Service as a civilian employee or civilian volunteer for the Red Cross, United Service Organizations (USO), Public Health Service, or War or Defense Department is not considered active duty. For Merchant Marine service, only service during World War II is considered active duty, and no other period of service.</p>
<p><b>Vulnerability Index – Service Prioritization and Decision Assistance Tool<sup>28</sup></b></p>	<p>The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) is an evidence based common assessment tool containing a set of questions designed for initial screening to quickly assess the health and social needs of people experiencing homelessness and match them with the most appropriate support and housing interventions that are available. This tool examines and scores an individual or family’s vulnerability level, and provides a basis for prioritizing clients for housing opportunities.</p>

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<sup>28</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf).

## EXHIBIT 2

Contract Attachment No. 3  
**ADDITIONAL COMPENSATION TERMS**  
**FIRST OPTION PERIOD (JULY 1, 2018 – JUNE 30, 2019)**



**SAN DIEGO HOUSING COMMISSION**  
**SUBRECIPIENT PROJECT BUDGET**  
**SUMMARY**

**Fiscal Year:** 2019  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership

**Instructions:**

- 1) Enter All Non-Personnel Line items in the "Non-Personnel Expenses (NPE)" section below, along with the Annual Amounts to be allocated to the funding source.
- 2) Enter the annual amount for each additional line item to be allocated to each funding source.
- 3) If additional rows, columns and/or tabs are needed, please contact SDHC.

PERSONNEL EXPENSES (PE)	SDHC	CITY HEAP		
	ANNUAL AMOUNT ALLOCATED	ANNUAL AMOUNT ALLOCATED		
Salaries & Wages	\$ 88,690.00	\$ 13,760.00		
Fringe Benefits	\$ 31,271.08	\$ 4,901.52		
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$ 119,961.08</b>	<b>\$ 18,661.52</b>		
NON-PERSONNEL EXPENSES (NPE)	ANNUAL AMOUNT ALLOCATED	ANNUAL AMOUNT ALLOCATED		
Financial Assistance for Travel	\$ 215,625.47	\$ 7,742.65		
Equipment	\$ -	\$ 43,250.00		
Administrative Fees	\$ 2,430.45	\$ 4,166.67		
Consultant Services (Traveler's Aid/Data Analyst)	\$ 55,983.00	\$ 9,034.17		
HEAP Start Up	\$ -	\$ 7,145.00		
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$ 274,038.92</b>	<b>\$ 71,338.48</b>		
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 394,000.00</b>	<b>\$ 90,000.00</b>		

NOTES / COMMENTS

## SALARIES AND WAGES

**Fiscal Year:** 2019

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:**

1) List each individual position title providing project/client services.

**NOTE: Each position title must be listed even if there are multiple of the same position.**

2) Select the pay schedule (weekly, bi-weekly, twice monthly).

3) Enter the annual Annual Gross Pay from all funding sources for each position listed.

4) Enter the % of Agency Gross Pay to be claimed against this funding source for each position listed.

5) Place an "X" in the appropriate boxes for positions that will receive Premium Pay.

POSITION TITLE	ANNUAL GROSS PAY FROM ALL FUNDING SOURCES	PAY SCHEDULE: BI-WEEKLY				PREMIUM PAY		
		SDHC	CITY HEAP			OVERTIME	EXTRA PAY	MULTI SHIFT
		% TO BE CLAIMED	% TO BE CLAIMED					
Homeless Outreach Lead	\$ 51,250.00	100.00%						
Homeless Outreach Worker	\$ 37,440.00	100.00%				x		
Homeless Outreach Worker	\$ 6,880.00		100.00%			x		
Homeless Outreach Worker	\$ 6,880.00		100.00%			x		

POSITION TITLE	SDHC	CITY HEAP		
	ANNUAL AMOUNT TO BE ALLOCATED	ANNUAL AMOUNT TO BE ALLOCATED		
Homeless Outreach Lead	\$ 51,250.00	\$ -		
Homeless Outreach Worker	\$ 37,440.00	\$ -		
Homeless Outreach Worker	\$ -	\$ 6,880.00		
Homeless Outreach Worker	\$ -	\$ 6,880.00		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
<b>TOTAL SALARIES AND WAGES</b>	<b>\$88,690.00</b>	<b>\$13,760.00</b>		

NOTES / COMMENTS



## SDHC FRINGE BENEFITS SUMMARY

**Fiscal Year:** 2019  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership  
**Funding Source:** SDHC

POSITION TITLE	SDHC FRINGE BENEFITS				
	FICA & PAYROLL TAXES	WORKER'S COMPENSATION	MEDICAL BENEFITS	DENTAL BENEFITS	VACATION/SICK
Homeless Outreach Lead	\$ 4,100.00	\$ 615.00	\$ 10,250.00	\$ 70.80	\$ 3,015.00
Homeless Outreach Worker	\$ 2,995.20	\$ 449.28	\$ 7,488.00	\$ 70.80	\$ 2,217.00
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL FRINGE ALLOCATION</b>	<b>\$ 7,095.20</b>	<b>\$ 1,064.28</b>	<b>\$ 17,738.00</b>	<b>\$ 141.60</b>	<b>\$ 5,232.00</b>
<b>TOTAL ANNUAL FRINGE BENEFITS TO BE ALLOCATED</b>					<b>\$ 31,271.08</b>

NOTES / COMMENTS

## CITY HEAP FRINGE BENEFITS SUMMARY

**Fiscal Year:** 2019  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership  
**Funding Source:** City HEAP

POSITION TITLE	CITY HEAP FRINGE BENEFITS				
	FICA & PAYROLL TAXES	WORKER'S COMPENSATION	MEDICAL BENEFITS	DENTAL BENEFITS	VACATION/SICK
Homeless Outreach Lead	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ 550.40	\$ 82.56	\$ 1,376.00	\$ 11.80	\$ 430.00
Homeless Outreach Worker	\$ 550.40	\$ 82.56	\$ 1,376.00	\$ 11.80	\$ 430.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL FRINGE ALLOCATION</b>	<b>\$ 1,100.80</b>	<b>\$ 165.12</b>	<b>\$ 2,752.00</b>	<b>\$ 23.60</b>	<b>\$ 860.00</b>
<b>TOTAL ANNUAL FRINGE BENEFITS TO BE ALLOCATED</b>					<b>\$ 4,901.52</b>

NOTES / COMMENTS

## SALARIES AND WAGES JUSTIFICATIONS

**Fiscal Year:** 2019

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:** Enter the Total number of Full Time Employees (FTEs) and a detailed explanation of the job responsibilities for each position funded under this Agreement

<b>POSITION:</b> Homeless Outreach Lead	<b>NUMBER OF FTE:</b> 1.0
<b>Detailed Explanation</b>	
<p>This position will supervise the program to include the Data Entry Coordinator and Street Outreach Staff and ensure integration of proposed activities into the continuum of services provided by the Downtown San Diego Partnership Foundation. Additionally, the Program Manager will work with the staff and the accounting department to compile reconciliations, data control, and assist with recruitment, training, and personnel support. The lead will also conduct all function as described the homeless outreach workers definition.</p>	
<b>POSITION:</b> Homeless Outreach Worker	<b>NUMBER OF FTE:</b> 3.0
<b>Detailed Explanation</b>	
<p>Staff will conduct daily street outreach to meet and connect with homeless individuals in need of service. Additionally, the staff will be contacting support systems on behalf of clients, conducting data entry, conducting client follow up calls.</p>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	

## FRINGE BENEFITS JUSTIFICATION

**Fiscal Year:** 2019  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership

**Instructions:** Enter a detailed explanation of the fringe benefits to be provided to staff for the benefits listed below.

<b>FRINGE BENEFIT TITLE: FICA &amp; PAYROLL TAXES</b>	
<b>Detailed Explanation</b>	
Employer paid payroll taxes.	
<b>FRINGE BENEFIT TITLE: WORKER'S COMPENSATION</b>	
<b>Detailed Explanation</b>	
Worker's Compensation Insurance paid by employer.	
<b>FRINGE BENEFIT TITLE: MEDICAL BENEFITS</b>	
<b>Detailed Explanation</b>	
Employer portion of health benefits provided to staff.	
<b>FRINGE BENEFIT TITLE: DENTAL BENEFITS</b>	
<b>Detailed Explanation</b>	
Employer portion of dental benefits provided to staff.	
<b>FRINGE BENEFIT TITLE: VACATION/SICK</b>	
<b>Detailed Explanation</b>	
Employer paid vacation and sick benefits provided to staff.	

## NONPERSONNEL JUSTIFICATION

**Fiscal Year:** 2019

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:** Provide a detailed explanation of all non-personnel line items listed below.

<b>LINE ITEM: Financial Assistance for Travel</b>
<b>Detailed Explanation</b>
Funds will be used to provide transportation assistance to clients who wish to reunify with family or other support systems in a distant part of the continental United States. Funds will be used for clients to travel to their destinations. Additional financial assistance to aid individuals in their travel may be provided and may include day bus passes, meal cards, service animal license fees, etc.
<b>LINE ITEM: Equipment</b>
<b>Detailed Explanation</b>
Purchase of an ADA-Compliant vehicle for transporting clients
<b>LINE ITEM: Administrative Fees</b>
<b>Detailed Explanation</b>
Indirect costs: Calculated at 5% of total costs, these costs are incurred for common or joint objectives, which are necessary to the operations of the organization. Exclusions include, but are not limited to, rental assistance, client flex funds, relocation, subcontract amounts, or subrecipient contract amounts.
<b>LINE ITEM: Consultant Services (Traveler's Aid/Data Analyst)</b>
<b>Detailed Explanation</b>
Contract with Travelers Aid to assist clients in reconnecting to their support systems.
<b>LINE ITEM: HEAP Start Up</b>
<b>Detailed Explanation</b>
Provides the ability to purchase laptops, cellphones with service lines, additional clarity users, uniforms and basic office supplies to begin this expanded program.
<b>LINE ITEM: 0</b>
<b>Detailed Explanation</b>
<b>LINE ITEM: 0</b>
<b>Detailed Explanation</b>

**THIRD AMENDMENT AND EXERCISE OF SECOND OPTION**

**SAN DIEGO HOUSING COMMISSION'S**

**AGREEMENT FOR FAMILY REUNIFICATION PROGRAM**

**WITH DOWNTOWN SAN DIEGO PARTNERSHIP**

**AGREEMENT NO. HHI-17-10.2**

WHEREAS, the San Diego Housing Commission ("Commission") and Downtown San Diego Partnership ("Contractor") entered into that certain Agreement for operation of a family reunification program (the "Agreement"), dated June 5, 2017, and effective June 1, 2017 through May 31, 2018.

WHEREAS, the Commission and Contractor amended the Agreement to increase the expected number of individuals served in the Program from four hundred (400) to eight hundred (800), as well as increasing the compensation to reflect additional Program funding from the City of San Diego General Funds to accommodate the additional four-hundred individuals (First Amendment).

WHEREAS, the Commission and Contractor amended the Agreement to extend the initial term through June 30, 2018 (First Amendment).

WHEREAS, the Commission and Contractor amended and replaced the previous Specifications/Scope of Work (Second Amendment).

WHEREAS, the Commission exercised the First of Four (4) one-year options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement (First Option).

WHEREAS, the Commission and Contractor amended the First Option to increase the compensation, as well as increasing and replacing the previous Specifications/Scope of Work to reflect additional Program funding from the City of San Diego Homeless Emergency Aid Program funds (First Amendment to First Option).

WHEREAS, the Commission and Contractor wish to amend the Agreement to increase the expected number of individuals served in the Program from eight hundred (800) to one thousand four hundred (1,400) between July 1, 2019 and June 30, 2020, as well as increasing the compensation to reflect additional Program funding from the City of San Diego Homeless Emergency Aid Program (HEAP) funds to accommodate the additional six-hundred individuals.

WHEREAS, the Commission and Contractor also wish to amend and replace the

previous Specifications/Scope of Work to the Agreement in its entirety as contemplated by the amended Specifications/Scope of Work attached hereto as Exhibit 1.

WHEREAS, the Commission elects to exercise the Second of Four (4) one-year options contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement.

NOW THEREFORE, the Commission and Contractor agree as follows:

1. Term of Option Period. The Commission hereby exercises the Second of Four (4) one-year option contained in Section 103 of the Agreement. The term of the option period shall commence effective July 1, 2019 and continue through June 30, 2020.
2. Compensation during Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the option period shall not exceed SEVEN HUNDRED FIFTY-FOUR THOUSAND AND NO/100 DOLLARS (\$754,000.00). All services performed and/or materials and goods supplied pursuant to the Agreement shall be on the same terms and conditions as set forth in the Agreement.
3. Contract Attachment No. 2 “Specifications/Scope of Work”. Contract Attachment No. 2 “Specifications/Scope of Work” to the Agreement is hereby amended and restated in its entirety, and is attached as Exhibit 1 to this Third Amendment and Second Option.
4. Contract Attachment No. 3 “Compensation Schedule”. Contract Attachment 3 “Compensation Schedule” to the Agreement is hereby amended and restated in its entirety, and is attached as Exhibit 2 to this Third Amendment and Second Option.
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, 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 Third Amendment and Second Option 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 THIRD AMENDMENT AND SECOND OPTION to be executed this \_\_\_\_ day of \_\_\_\_\_, 2019.

**CONTRACTOR:**  
DOWNTOWN SAN DIEGO PARTNERSHIP

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

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

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

**COMMISSION:**  
SAN DIEGO HOUSING COMMISSION

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeff Davis  
Executive Vice President and Chief of Staff

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Lisa Jones  
Senior Vice President of Homeless Housing Innovations

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Debra Fischle-Faulk  
Vice President of Procurement and Compliance

**Approved as to Form:**  
Christensen & Spath LLP

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Charles Christensen  
General Counsel for San Diego Housing Commission



# **EXHIBIT 1**

## ATTACHMENT 101

### SPECIFICATIONS/ SCOPE OF WORK

Section 1. Description of Work (Continued from Page 1):

This continuation of the description of work is expressly incorporated into the Agreement and is a continuation of the provisions set forth in Page 1 of this Agreement.

#### **1. PROGRAM OVERVIEW & OBJECTIVE**

As part of the San Diego Housing Commission's (the "Commission") efforts to address homelessness, Downtown San Diego Partnership (the "Contractor") will operate the Family Reunification Program (the "Program") in the City of San Diego (the "City"). The Program's objective is to provide housing relocation assistance to individuals experiencing homelessness or at risk of becoming homeless in the City by connecting those individuals with family or other support systems, contributing to the regional goals of ensuring instances of homeless are rare, brief, and non-recurring.

#### **2. PROGRAM SITE LOCATION**

The Contractor will operate the Program at 1111 Sixth Avenue Suite 101, San Diego, CA 92101; and 401 B Street, Suite 100, San Diego, CA 92101. The Program will operate Monday through Friday, 8:00AM to 5:00PM.

#### **3. ADMINISTRATIVE OFFICE LOCATION**

The Contractor will maintain an administrative office at 1111 Sixth Avenue Suite 101, San Diego, CA 92101.

#### **4. PROGRAM DESCRIPTION**

The Program, in collaboration with local service agencies and the San Diego Police Department's Homeless Outreach Team (SDPD HOT), provides one-way, one-time transportation assistance services to participants who are homeless in the City and wish to reunify with family or other support systems in a distant part of the continental United States.

The Program design will effectively serve participants in a welcoming and solutions-focused environment. The Program will utilize trauma-informed care, motivational interviewing, and a harm reduction model, which does not require sobriety. All services must be easily accessible and evaluated for effectiveness on a regular basis.

The Contractor will adhere to all 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.

## **5. PROGRAM SERVICES**

### **a. *Target Population/Geographical Area***

The Program will target homeless individuals and families in Downtown, Bankers Hill, Balboa Park, Hillcrest, Barrio Logan, Golden Hill, and Sherman Heights neighborhoods of the City whose homelessness can be resolved through reunification with family or other support systems.

### **b. *Persons Served***

Contractor will successfully reconnect up to 1,400 unduplicated individuals with family or other support systems between July 1, 2019 and June 30, 2020.

### **c. *Program Eligibility***

1) Each Program participant will be:

- a) Individuals who meet the U.S. Department of Housing and Urban Development (HUD) definition of Literally Homeless (Category 1), At Imminent Risk of Homelessness (Category 2), or Fleeing/Attempting to Flee Domestic Violence (Category 4);
- b) Certified as homeless using HUD's preferred order of documentation (24 CFR Parts 91, 582, and 583); third party certification is preferred; and
- c) Residing in the City of San Diego.

2) In alignment with Housing First principles, examples of criteria that may not be used to determine Program eligibility include, but are not limited to, the following:

- a) Sobriety and/or commitment to be drug-free;
- b) Requirements to take medication if the participant has a mental illness;
- c) Participation in religious services or activities;
- d) Participation in drug treatment services (including NA/AA);
- e) Payment or ability to pay; or
- f) Identification.

### **d. *Program Components***

1) Housing First program with low barriers to entry and operations.

- 2) Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate.
- 3) Outreach Coordinator(s) who will, at a minimum:
  - a) Be trained to identify eligible Program participants;
  - b) Contact a reliable resource (relative, close friend, treatment facility, etc.) to maximize the opportunity for a successful transition out of homelessness; and
  - c) Partner with Travelers Aid to assist in participant relocation.
- 4) Contractor will conduct follow-up communications with relocated participants immediately upon arrival and at three months, six months, and twelve months after relocation.
- 5) Any other services as set forth in the Budget attached to this Agreement as Contract Attachment No. 3 and made part hereof.

e. ***General Standards***

In addition to activities set forth in the Budget attached to this agreement as Contract Attachment No. 3, incorporated herein, the Contractor will:

- 1) Provide adequate staffing with appropriate on-going training for service delivery and data analysis;
- 2) Provide security to ensure a safe environment at the Program site for participants, volunteers, and others who may come in contact with the Program;
- 3) Conduct data entry, analysis and reporting in the RTFH-approved HMIS.

f. ***Coordinated Entry System (CES)***

- 1) Contingent upon development and implementation of Prevention and Diversion elements within CES, the Contractor will participate in CES as established by RTFH and focus on:
  - a) Homeless eligibility using HUD's homeless definition and HUD's preferred order of documentation;
  - b) CES standardized vulnerability assessment tool in screening, referral, and admissions processes for all Program participants, when appropriate and as established by RTFH; and
  - c) Participation in housing navigation, case conferencing, or other integral components of CES.
- 2) Additional resources and information pertaining to performance, Homeless Management Information System (HMIS), Continuum of Care (CoC) and other topics relevant to CoC programs is available at [www.hudexchange.info](http://www.hudexchange.info).

g. ***2-1-1 San Diego Participation***

The 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, the 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>.

**6. PROGRAM STANDARDS AND PERFORMANCE MONITORING**

a. ***Compliance, Performance Monitoring, and Improvement Activities***

- 1) The Commission will provide Contractor with training or consultation necessary to carry out service delivery requirements or evaluation.
- 2) The 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.
  - a) Monitoring reports include Program Updates and Annual Monitoring Report (site review and/or desk audit).
  - b) Contractor will provide a performance improvement plan as requested within 30 calendar days of receiving a report requesting a plan.
- 3) The Commission will provide data collection tools to the Contractor.
- 4) Contractor must actively participate in compliance and performance monitoring and improvement activities required by the Commission.
- 5) Contractor will attend and contribute to any meetings or trainings (sharing Contractor's expertise and learning from others), and partner with the Commission in a collaborative improvement process by identifying and implementing improvements.
- 6) Contractor must provide the Commission complete policies and procedures related to this Agreement. Contractor must provide substantive updated policies and procedures to the Commission within 60 calendar days of update/revision.

b. ***Housing First<sup>1</sup>***

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

- 1) Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions

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<sup>1</sup> United States Interagency Council on Homelessness, <https://www.usich.gov/tools-for-action/housing-first-checklist>

and barriers to entry, such as sobriety, treatment or service participation requirements.

- 2) 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.

c. ***Program Records***

1) ***Recordkeeping***

- a) The Contractor will maintain all records pertinent to the activities funded under this Agreement. The Contractor will make available to the Commission or other authorized agent(s), all Program-related records, documents, and any other financial data or records for review.
- b) 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.

2) ***Homeless Management Information System (HMIS)***

Contractor will enter and maintain data in the RTFH-approved HMIS. Contractor will comply with the HMIS Policies and Procedures in effect during the Agreement term, including those for data collection, data entry, data quality, standards for missing data, incomplete data, and timeliness of data entry.

d. ***Mandatory Attendance***

Throughout the year the Commission will host periodic roundtable meetings where the Commission can share information, discuss best practices, and provide technical assistance to providers. Attendance is required at roundtable meetings, including but not limited to, attendance at the Fiscal Year Kickoff Workshop and a minimum of one technical assistance roundtable.

**7. PROGRAM OUTCOMES**

- a. The Contractor agrees to enter all HUD UDEs and program-specific data elements (PSDEs), as applicable, into the RTFH-approved HMIS for data collection and analytics. All Program progress will be documented to the Commission through monthly and term-end reports in a form, format, and submission deadline determined by the Commission and/or the City. Delays in responding to inquiries from the Commission regarding monthly and term-end reports may result in an action of non-compliance.
- b. If stated benchmarks are not met, Contractor may be required to submit a performance improvement plan in a form and format determined by the Commission.

- c. For the Agreement term, the Contractor will ensure the following primary Program outcomes and standards:

<b>PERFORMANCE OUTPUTS &amp; OUTCOMES</b>	<b>MEASURE</b>	<b>TARGET</b>
Efficient Number of Persons Served	Persons Served	Up to 1,400
Data Quality	RTFH Performance Standards and Requirements for HMIS	100%
Housing Stability	Attempt to Contact Relocated Persons at 3 Months	100%
	Attempt to Contact Relocated Persons at 6 Months	100%
	Attempt to Contact Relocated Persons at 12 Months	100%
	Recidivism	65% of those contacted will maintain housing stability for at least 6 months
Efficient and Effective Use of Community Resources	Spending	100% spend-down of awarded funds
System Coordination	Resource Referrals	Reporting Only
	Critical Incident Reports	
	Participant Demographics	

**8. REQUESTS FOR REIMBURSEMENT (RFR)**

- a. Contractor must complete monthly RFR submittals, including all required supporting documentation, in a form and format determined by the Commission and/or the City,

no later than the 15<sup>th</sup> day of the month after each reporting period, irrespective of the day of the week when the 15<sup>th</sup> falls.

- 1) Failure to submit appropriate supporting documentation, or respond to the Commission's inquiries for documentation, may result in requested amount being disallowed.
  - 2) If there are no expenditures to report, Contractor must submit an RFR verifying that there is no claim for the reporting period.
- b. If all supporting documentation is submitted properly in the RFR submittal, the Commission will attempt to process payment no later than the 30<sup>th</sup> day of the month in which the RFR was submitted.
- c. Any delay in the approval of monthly or year-end reporting described herein, as a result of the Contractor's lack of timely response to inquiries from the Commission, may result in delayed reimbursement.

## **9. SUBSEQUENT FUNDING**

All time limits stated in the Agreement documents are of the essence of the Agreement. The term of the Agreement will be a one (1) year 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 stated outcomes, Agreements may not be renewed and those funds may be reprogrammed.

## **10. REVERSION**

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

## **11. MEDIA/COMMUNICATIONS**

Contractor will coordinate with and seek the prior written consent and permission of the Commission's Communications and Government Relations 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. The Commission's permission will not be unreasonably withheld, conditioned or delayed and should the Commission fail to respond

to a request for permission within seven (7) days of the date of receipt of such materials, the Commission’s approval will be deemed to have been given.

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

**12. CLOSE-OUTS**

- a. Contractor will be responsible for completing and submitting a close-out packet to include information including, but not limited to, total number of participants housed, Program accomplishments, participant demographics, and financial summary of award for each applicable funding source.
- b. Contractor’s obligation to the Commission will not end until all close-out requirements are completed. Activities during this close-out period will include, but are not limited to:
  - 1) Making final payments;
  - 2) Disposing of Program assets (including the return of all unused materials, Program income balances, and accounts receivable to the Commission); and
  - 3) Determining the custodianship of records.
- c. Notwithstanding the foregoing, the terms of the Agreement will remain in effect during any period in which the Commission has control over funds related to this Program.

**13. DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>2-1-1 San Diego<sup>2</sup></b>	2-1-1 San Diego is a resource and information hub that connects people with community, health and disaster services.
<b>Bridge Housing<sup>3</sup></b>	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

<sup>2</sup> “What is 2-1-1 San Diego.” *2-1-1 San Diego*, [211sandiego.org/mission-values/what-is-211/](http://211sandiego.org/mission-values/what-is-211/).

<sup>3</sup> “Regional Task Force on the Homeless – Community Standards.” *San Diego Regional Task Force on the Homeless*, January 2018, p. 23, [www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2018/01/SD-CoC-System-Standards-May-2017-with-Emergency-Plan-Update-Jan-2018.pdf).



	using the program as a safe place to stay while they await permanent housing placement.
<b>Chronically Homeless<sup>4</sup></b>	<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>
<b>Community Development Block Grant<sup>5</sup></b>	The Community Development Block Grant (CDBG) program is a flexible program providing communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,209 general units of local government and states.
<b>Continuum of Care<sup>6</sup></b>	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

<sup>4</sup> “Defining Chronically Homeless Final Rule.” *HUD EXCHANGE*, vol. 80. No. 233, Dec. 2015, p. 75793. *Federal Register*, <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

<sup>5</sup> “Community Development Block Grant Program – CDBG.” *HUD.GOV*, [www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](http://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs).

<sup>6</sup> “Continuum of Care (CoC) Program.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/](http://www.hudexchange.info/programs/coc/).

	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.
<b>Coordinated Entry System<sup>7</sup></b>	<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. Currently the San Diego CoC utilizes the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and supplemental questions tailored to identify 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>
<b>Critical Incident Report<sup>8</sup></b>	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.
<b>Diversion<sup>9</sup></b>	A strategy used to prevent homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.
<b>Emergency Shelter<sup>10</sup></b>	Safe, short-term program providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent

<sup>7</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, 23 Jan. 2018, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf)

<sup>8</sup> “Critical Incident Reporting Policy.” *Department of Human Services Medical Services Division-MFP*, [www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf](http://www.nd.gov/dhs/info/pubs/mfp/docs/critical-incidents-reporting-policy.pdf).

<sup>9</sup> “Closing the Front Door: Creating a Successful Diversion Program for Homeless Families.” *National Alliance to End Homelessness*, [endhomelessness.org/wp-content/uploads/2011/08/creating-a-successul-diversion-program.pdf](http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successul-diversion-program.pdf)

<sup>10</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	housing as quickly as possible. Some Emergency Shelter programs may only operate as seasonal, inclement weather or rotational shelter services, may be open for less than 24 hours a day, and operate for periods during the year as permitted by special arrangement with local jurisdictions.
<b>Matching Funds<sup>11</sup></b>	The term “matching funds” refers to the amount of project funding that a grantee agrees to provide in return for being awarded partial funding of the same project.
<b>Homeless<sup>12</sup></b>	<p><b>Category 1:</b> Individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• <u>Has a primary nighttime residence that is a public or private place not meant for human habitation;</u></li> <li>• <u>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</u></li> <li>• <u>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.</u></li> </ul> <p><b>Category 2:</b> Individual or family who will imminently lose their primary nighttime residence, if:</p> <ul style="list-style-type: none"> <li>• <u>Residence will be lost within 14 days of the date of application for homeless assistance;</u></li> <li>• <u>No subsequent residence has been identified; and</u></li> <li>• <u>The individual or family lacks the resources or support networks needed to obtain other permanent housing.</u></li> </ul> <p><b>Category 4:</b> Any individual or family who:</p> <ul style="list-style-type: none"> <li>• <u>Is fleeing, or is attempting to flee, domestic violence;</u></li> <li>• <u>Has no other residence; and</u></li> </ul> <p>Lacks the resources or support networks to obtain other permanent housing.</p>
<b>Homeless Assistance Standards<sup>13</sup></b>	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

<sup>11</sup> “Glossary of Terms.” U.S. Department of Homeland Security, [www.fema.gov/glossary-terms](http://www.fema.gov/glossary-terms)

<sup>12</sup> “HEARTH Homeless Definition Final Rule.” HUD Exchange, vol. 76, No. 233, Dec. 2011, p. 75999. *Federal Register*, [www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](http://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf).

<sup>13</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	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.
<b>Homeless Emergency Assistance and Rapid Transition to Housing Act<sup>14</sup></b>	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.
<b>Homeless Management Information System<sup>15</sup></b>	A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. The San Diego regional HMIS software is called Clarity.
<b>Housing First<sup>16</sup></b>	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.
<b>Integrated Homeless Outreach Team<sup>17</sup></b>	The Integrated Homeless Outreach Team (IHOT) provide outreach and engagement services. They are an initial point of contact with people unsheltered and living on the streets. Each IHOT Team is composed of police officers, County psychiatric clinicians and County Mental Health eligibility technicians.
<b>Interim Housing<sup>18</sup></b>	Safe, short-term program providing basic services such as temporary housing, restrooms, meals, and services focused on supporting an individual or family to access permanent

<sup>14</sup> “The McKinney-Vento Homeless Assistance Act, As Amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.” *HUD EXCHANGE*, May 2009, [www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf](http://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf)

<sup>15</sup> “Homeless Management Information System.” *HUD EXCHANGE*, [www.hudexchange.info/programs/hmis/](http://www.hudexchange.info/programs/hmis/).

<sup>16</sup> “Housing First in Permanent Supportive Housing.” *HUD EXCHANGE*, p.1, [www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf](http://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf).

<sup>17</sup> “Homeless Outreach Team (HOT).” *The City of San Diego*, [www.sandiego.gov/homeless-services/programs/hot](http://www.sandiego.gov/homeless-services/programs/hot).

<sup>18</sup> “Regional Task Force on the Homeless Community Standards.” *Fermanian Business & Economic Institute*, May 2017, p. 23, [www.rtfhsd.org/wp-content/uploads/2017/06/Governance\\_San\\_Diego\\_CoC\\_System\\_Standards\\_Approved\\_-051817.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/Governance_San_Diego_CoC_System_Standards_Approved_-051817.pdf).

	housing as quickly as possible. Key distinctions are individuals and families can stay at the facility for a brief period of time and their bed is reserved from night to night. In addition, Interim Housing programs fully participate in CES and complete the VI-SPDAT (definition below) for those entering and the respective scores drive the individual or families housing plan while in the program.
<b>Memorandum of Understanding<sup>19</sup></b>	A Memorandum of Understanding (MOU) is a formal, written agreement between two or more parties that establishes a partnership. Unless an MOU affirmatively states that parties do not intend to be legally bound by its terms, it will generally be considered a binding agreement.
<b>McKinney-Vento Act<sup>20</sup></b>	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.
<b>Permanent Housing<sup>21</sup></b>	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.

<sup>19</sup> “Establishing a Memorandum of Understanding.” *The University of Chicago Office of the Provost*, [provost.uchicago.edu/procedures/establishing-memorandum-understanding](http://provost.uchicago.edu/procedures/establishing-memorandum-understanding).

<sup>20</sup> “Law & Guidance, Part C – Homeless Education.” *U.S. Department of Education*, 15 Sept. 2004. [www2.ed.gov/policy/elsec/leg/esea02/pg116.html](http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html).

<sup>21</sup> “Continuum of Care (CoC) Program Eligibility Requirements.” *HUD EXCHANGE*, [www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/](http://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/).

<b>Psychiatric Emergency Response Team<sup>22</sup></b>	The Psychiatric Emergency Response Teams (PERT) consist of specially trained officers and deputies who are paired with licensed mental health professionals. Together, they respond on-scene to situations involving people who are experiencing a mental health related crisis and have come to the attention of law enforcement. The goal is to provide the most appropriate resolution to the crisis by linking people to the least restrictive level of care and to help prevent the unnecessary incarceration or hospitalization of those seen.
<b>Regional Task Force on the Homeless<sup>23</sup></b>	The Regional Taskforce on the Homeless (RTFH) is a 501(c)(3) organization committed to preventing and alleviating homelessness in San Diego as well as tracking regional data on the homeless. RTFH is also the administrator of the central HMIS for the region.
<b>San Diego Housing Commission and SDHC<sup>24</sup></b>	The San Diego Housing Commission or SDHC (when used in this document these terms are synonymous) provides affordable, safe, and quality homes for low- and moderate-income families and individuals in the City of San Diego.
<b>U.S. Department of Housing and Urban Development<sup>25</sup></b>	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. HUD’s mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.
<b>U.S. Interagency Council on Homelessness<sup>26</sup></b>	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.
<b>Veteran<sup>27</sup></b>	Low to Moderate Income (LMI) veterans who served in the armed forces of the United States on federal active duty for reasons other than training and who were discharged or released therefrom. Individuals who served in the National Guard or Reserves are classified as Veterans only if they were called or ordered to active duty, not counting the four to six

<sup>22</sup> “Psychiatric Emergency Response Team: Improving and Enriching Lives.” *Community Research Foundation*, 2010. [www.comresearch.org/pert.php](http://www.comresearch.org/pert.php).

<sup>23</sup> “San Diego Regional task Force on the Homeless Website.” San Diego Regional Task Force on the Homeless, [www.rtfhsd.org/](http://www.rtfhsd.org/)

<sup>24</sup> “San Diego Housing Commission-About Us.” *San Diego Housing Commission*. [www.sdhc.org/about-us/](http://www.sdhc.org/about-us/)

<sup>25</sup> “HUD.GOV-About HUD.” *U.S. Department of Housing and Urban Development*, [www.hud.gov/about](http://www.hud.gov/about).

<sup>26</sup> “About USICH.” *United States Interagency Council on Homelessness*, [www.usich.gov/about-usich/](http://www.usich.gov/about-usich/).

<sup>27</sup> “FY 2018 CDBG Request for Qualifications (RFQ) Frequently Asked Questions (FAQ).” The City of San Diego, 2 Nov, 2016, p. 5, [www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf](http://www.sandiego.gov/sites/default/files/fy18cdbgrfqfaq1.pdf).

	<p>months for initial training or yearly summer camps. Service as a civilian employee or civilian volunteer for the Red Cross, United Service Organizations (USO), Public Health Service, or War or Defense Department is not considered active duty. For Merchant Marine service, only service during World War II is considered active duty, and no other period of service.</p>
<p><b>Vulnerability Index – Service Prioritization and Decision Assistance Tool<sup>28</sup></b></p>	<p>The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) is an evidence based common assessment tool containing a set of questions designed for initial screening to quickly assess the health and social needs of people experiencing homelessness and match them with the most appropriate support and housing interventions that are available. This tool examines and scores an individual or family’s vulnerability level, and provides a basis for prioritizing clients for housing opportunities.</p>

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<sup>28</sup> “Coordinated Entry System (CES) Policies and Procedures.” *San Diego Regional Task Force on the Homeless*, [www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf](http://www.rtfhsd.org/wp-content/uploads/2017/06/CES-PP-2018.pdf).

## EXHIBIT 2

Contract Attachment No. 3  
**ADDITIONAL COMPENSATION TERMS**  
**SECOND OPTION PERIOD (JULY 1, 2019 – JUNE 30, 2020)**



**SAN DIEGO HOUSING COMMISSION**  
**SUBRECIPIENT PROJECT BUDGET**  
**SUMMARY**

**Fiscal Year:** 2020  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership

**Instructions:**

- 1) Enter All Non-Personnel Line items in the "Non-Personnel Expenses (NPE)" section below, along with the Annual Amounts to be allocated to the funding source.
- 2) Enter the annual amount for each additional line item to be allocated to each funding source.
- 3) If additional rows, columns and/or tabs are needed, please contact SDHC.

PERSONNEL EXPENSES (PE)	SDHC	CITY HEAP		
	ANNUAL AMOUNT ALLOCATED	ANNUAL AMOUNT ALLOCATED		
Salaries & Wages	\$ 90,581.25	\$ 77,123.20		
Fringe Benefits	\$ 31,810.28	\$ 27,955.97		
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$ 122,391.53</b>	<b>\$ 105,079.17</b>		
NON-PERSONNEL EXPENSES (NPE)	ANNUAL AMOUNT ALLOCATED	ANNUAL AMOUNT ALLOCATED		
Financial Assistance for Travel	\$ 215,625.47	\$ 168,575.44		
Administrative Fees	\$ -	\$ 20,833.33		
Consultant Services (Traveler's Aid/Data Analyst)	\$ 55,983.00	\$ 45,167.83		
Temporary Lodging Assistance	\$ -	\$ 10,000.00		
Equipment & Admin Supplies	\$ -	\$ 10,344.23		
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$ 271,608.47</b>	<b>\$ 254,920.83</b>		
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 394,000.00</b>	<b>\$ 360,000.00</b>		

NOTES / COMMENTS



## SALARIES AND WAGES

**Fiscal Year:** 2020

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:**

1) List each individual position title providing project/client services.

**NOTE: Each position title must be listed even if there are multiple of the same position.**

2) Select the pay schedule (weekly, bi-weekly, twice monthly).

3) Enter the annual Annual Gross Pay from all funding sources for each position listed.

4) Enter the % of Agency Gross Pay to be claimed against this funding source for each position listed.

5) Place an "X" in the appropriate boxes for positions that will receive Premium Pay.

POSITION TITLE	ANNUAL GROSS PAY FROM ALL FUNDING SOURCES	PAY SCHEDULE: BI-WEEKLY				PREMIUM PAY		
		SDHC	CITY HEAP			OVERTIME	EXTRA PAY	MULTI SHIFT
		% TO BE CLAIMED	% TO BE CLAIMED					
Homeless Outreach Lead	\$ 52,531.25	100.00%						
Homeless Outreach Worker	\$ 38,050.00	100.00%			x			
Homeless Outreach Worker	\$ 38,561.60		100.00%		x			
Homeless Outreach Worker	\$ 38,561.60		100.00%		x			

POSITION TITLE	SDHC	CITY HEAP		
	ANNUAL AMOUNT TO BE ALLOCATED	ANNUAL AMOUNT TO BE ALLOCATED		
Homeless Outreach Lead	\$ 52,531.25	\$ -		
Homeless Outreach Worker	\$ 38,050.00	\$ -		
Homeless Outreach Worker	\$ -	\$ 38,561.60		
Homeless Outreach Worker	\$ -	\$ 38,561.60		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
0	\$ -	\$ -		
<b>TOTAL SALARIES AND WAGES</b>	<b>\$90,581.25</b>	<b>\$77,123.20</b>		

NOTES / COMMENTS

## SDHC FRINGE BENEFITS SUMMARY

**Fiscal Year:** 2020  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership  
**Funding Source:** SDHC

POSITION TITLE	SDHC FRINGE BENEFITS				
	PAYROLL TAXES	WORKER'S COMPENSATION	MEDICAL BENEFITS	DENTAL BENEFITS	VACATION/SICK
Homeless Outreach Lead	\$ 4,202.50	\$ 630.38	\$ 10,506.25	\$ 70.80	\$ 3,030.00
Homeless Outreach Worker	\$ 3,044.00	\$ 456.60	\$ 7,610.00	\$ 70.80	\$ 2,188.95
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL FRINGE ALLOCATION</b>	<b>\$ 7,246.50</b>	<b>\$ 1,086.98</b>	<b>\$ 18,116.25</b>	<b>\$ 141.60</b>	<b>\$ 5,218.95</b>
<b>TOTAL ANNUAL FRINGE BENEFITS TO BE ALLOCATED</b>					<b>\$ 31,810.28</b>

NOTES / COMMENTS

## CITY HEAP FRINGE BENEFITS SUMMARY

**Fiscal Year:** 2020  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership  
**Funding Source:** City HEAP

POSITION TITLE	CITY HEAP FRINGE BENEFITS				
	PAYROLL TAXES	WORKER'S COMPENSATION	MEDICAL BENEFITS	DENTAL BENEFITS	VACATION/SICK
Homeless Outreach Lead	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ -	\$ -	\$ -	\$ -	\$ -
Homeless Outreach Worker	\$ 3,084.93	\$ 462.74	\$ 7,730.32	\$ 70.80	\$ 2,629.20
Homeless Outreach Worker	\$ 3,084.93	\$ 462.74	\$ 7,730.32	\$ 70.80	\$ 2,629.20
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL FRINGE ALLOCATION</b>	<b>\$ 6,169.86</b>	<b>\$ 925.48</b>	<b>\$ 15,460.64</b>	<b>\$ 141.60</b>	<b>\$ 5,258.40</b>
<b>TOTAL ANNUAL FRINGE BENEFITS TO BE ALLOCATED</b>					<b>\$ 27,955.97</b>

NOTES / COMMENTS

## SALARIES AND WAGES JUSTIFICATIONS

**Fiscal Year:** 2020

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:** Enter the Total number of Full Time Employees (FTEs) and a detailed explanation of the job responsibilities for each position funded under this Agreement

<b>POSITION:</b> Homeless Outreach Lead	<b>NUMBER OF FTE:</b> 1.0
<b>Detailed Explanation</b>	
Staff will conduct daily street outreach to meet and connect with homeless individuals in need of service. Additionally, the staff will be contacting support systems on behalf of clients, conducting data entry, conducting client follow up calls.	
<b>POSITION:</b> Homeless Outreach Worker	<b>NUMBER OF FTE:</b> 3.0
<b>Detailed Explanation</b>	
Staff will conduct daily street outreach to meet and connect with homeless individuals in need of service. Additionally, the staff will be contacting support systems on behalf of clients, conducting data entry, conducting client follow up calls.	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	
<b>POSITION:</b>	<b>NUMBER OF FTE:</b>
<b>Detailed Explanation</b>	

## FRINGE BENEFITS JUSTIFICATION

**Fiscal Year:** 2020  
**Project Name:** Family Reunification Program  
**Provider Name:** Downtown San Diego Partnership

**Instructions:** Enter a detailed explanation of the fringe benefits to be provided to staff for the benefits listed below.

FRINGE BENEFIT TITLE: PAYROLL TAXES
<b>Detailed Explanation</b>
Employer portion of payroll taxes.
FRINGE BENEFIT TITLE: WORKER'S COMPENSATION
<b>Detailed Explanation</b>
Worker's Compensation Insurance paid by employer.
FRINGE BENEFIT TITLE: MEDICAL BENEFITS
<b>Detailed Explanation</b>
Employer portion of health benefits provided to staff.
FRINGE BENEFIT TITLE: DENTAL BENEFITS
<b>Detailed Explanation</b>
Employer portion of dental benefits provided to staff.
FRINGE BENEFIT TITLE: VACATION/SICK
<b>Detailed Explanation</b>
Employer paid vacation and sick benefits provided to staff.

## NONPERSONNEL JUSTIFICATION

**Fiscal Year:** 2020

**Project Name:** Family Reunification Program

**Provider Name:** Downtown San Diego Partnership

**Instructions:** Provide a detailed explanation of all non-personnel line items listed below.

<b>LINE ITEM: Financial Assistance for Travel</b>
<b>Detailed Explanation</b>
<p>Funds will be used to provide transportation assistance to clients who wish to reunify with family or other support systems in a distant part of the continental United States. Funds will be used for clients to travel to their destinations. Additional financial assistance to aid individuals in their travel may be provided and may include day bus passes, meal cards, service animal license fees, etc.</p>
<b>LINE ITEM: Administrative Fees</b>
<b>Detailed Explanation</b>
<p>Indirect costs: Calculated at 5% of total costs, these costs are incurred for common or joint objectives, which are necessary to the operations of the organization. Exclusions include, but are not limited to, rental assistance, client flex funds, relocation, subcontract amounts, or subrecipient contract amounts.</p>
<b>LINE ITEM: Consultant Services (Traveler's Aid/Data Analyst)</b>
<b>Detailed Explanation</b>
<p>Contract with Travelers Aid to assist clients in reconnecting to their support systems.</p>
<b>LINE ITEM: Temporary Lodging Assistance</b>
<b>Detailed Explanation</b>
<p>We will be able to assist clients who are in need of temporary lodging while they are waiting to be able to travel to their support system, this amount allows for up to six nights per month in a hotel at an average cost of \$125+taxes per night. This type of situation normally occurs during the weekend when transportation may not be available, and shelters cannot accommodate</p>
<b>LINE ITEM: Equipment &amp; Admin Supplies</b>
<b>Detailed Explanation</b>
<p>Additional Clarity user licenses, cell phone service, email service, office supplies, uniform replacement, fuel and maintenance costs for vehicle.</p>
<b>LINE ITEM:</b>
<b>Detailed Explanation</b>
<b>LINE ITEM:</b>
<b>Detailed Explanation</b>