



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

**MEETING DATE:** June 12, 2020

HCR20-042

**SUBJECT:** Contract Renewal for Fiscal Year 2021 Regional Task Force on the Homeless for Homeless Management Information System General Operations and Training

**COUNCIL DISTRICT(S):** Citywide

**ORIGINATING DEPARTMENT:** Homeless Housing Innovations

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

**REQUESTED ACTION:**

Approve the execution of the second renewal option of the Agreement with the Regional Task Force on the Homeless (RTFH) in the amount to \$330,000, funded with local Housing Commission dollars for the term of July 1, 2020, to June 30, 2021, for Homeless Management Information System general operations, training.

**EXECUTIVE SUMMARY OF KEY FACTORS:**

- As part of the Housing Commission's efforts to address homelessness, RTFH provides for the general operations of the technology and technical support necessary to enable homeless services providers in the City of San Diego and the region to utilize a single Homeless Management Information System (HMIS) to collect and report real-time data on persons experiencing homelessness.
- RTFH also develops and supports coordinated, region-wide training, technical assistance and education activities for service providers.
- The renewal of the Agreement includes the addition of \$85,000 for Fiscal Year 2021 to allow RTFH to expand the training component of the contract to include Housing-Focused training for City-funded shelter providers.
- Approving this action will authorize the Housing Commission to expend \$330,000 of the Housing Commission's local funds.



## REPORT

**DATE ISSUED:** June 4, 2020

**REPORT NO:** HCR20-042

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of June 12, 2020

**SUBJECT:** Contract Renewal for Fiscal Year 2021 Regional Task Force on the Homeless for Homeless Management Information System General Operations and Training

**COUNCIL DISTRICT:** Citywide

### **REQUESTED ACTION:**

Approve the execution of the second renewal option of the Agreement with the Regional Task Force on the Homeless (RTFH) in the amount to \$330,000, funded with local Housing Commission dollars for the term of July 1, 2020, to June 30, 2021, for Homeless Management Information System general operations and training.

### **STAFF RECOMMENDATION**

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

- 1) Approve the execution of the second one-year renewal option of the Agreement with Regional Task Force on the Homeless (RTFH) in the amount of \$330,000, funded with local Housing Commission dollars for the term of July 1, 2020, to June 30, 2021, for the Homeless Management Information System general operations and training;
- 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; 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 each of the proposed agreements, if necessary, without further action by the Housing Commission Board of Commissioners (Board), but only if and to the extent that funds are determined to be available for such purposes.

### **SUMMARY**

As part of the Housing Commission's efforts to address homelessness, RTFH provides for the general operations of the technology and technical support necessary to enable homeless services providers in the City of San Diego and the region to utilize a single Homeless Management Information System (HMIS) to collect and report real-time data on persons experiencing homelessness.

RTFH also develops and supports coordinated, region-wide training, technical assistance and education activities for service providers. The objective of the activities is to provide for the skill development,

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coordination and general provisions of training homeless service organizations to effectively serve individuals and families experiencing homelessness in the City and the region.

The activities provided for in the current contract's scope of work support the following deliverables:

- HMIS services provided in accordance with applicable rules and regulations as set forth by the U.S. Department of Housing and Urban Development;
- Training and technical assistance delivered in support of known and emerging best practices;
- Improving overall program and system performance;
- Providing the necessary technical assistance to align with RTFH community standards and enact positive systems change;
- Providing regional trainings to improve the delivery of services, therefore improving outcomes for persons experiencing homelessness; and
- Coordinating with Housing Commission-identified contractor for the creation of a Cloudburst Dashboard to provide data elements for reporting purposes.

The renewal of the Agreement includes the addition of \$85,000 for Fiscal Year 2021 to allow RTFH to expand the training component of the contract to include Housing-Focused training for the service providers operating homeless services and housing programs within the City of San Diego. Effective Shelter Programs are critical to addressing homelessness and must embrace a Housing First approach by offering immediate, low-barrier access to persons experiencing a housing crisis. However, a housing-focused approach to operating shelter programs introduces the expectation that (1) admission into a shelter program only occurs when diversion is not determined to be an appropriate option, (2) the client's tenure in the shelter program is introduced as a temporary solution, and (3) shelter program clients will be actively working toward exiting to permanent housing while residing in the shelter. Housing-focused shelter programs operate with the fundamental objective of being a part of a process wherein persons are permanently housed rather than just serving as a destination for a prolonged shelter stay.

Approving the renewal of the Agreement will facilitate the process of transitioning the shelter programs' current service delivery model to a housing-focused approach. The approach increases the probability of persons self-resolving homelessness, decreases the overall length of stay in shelter programs, and ultimately results in the more efficient and effective utilization of resources.

### **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. Individuals participating in shelter programs 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 these actions is included in the Housing Commission's approved Fiscal Year 2021 Budget. Approving this action will authorize the Housing Commission to expend \$330,000 of the Housing Commission's local funds.

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**EQUAL OPPORTUNITY/CONTRACTING**

The Equal Opportunity Contracting (EOC) forms 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 contract is subject to the receipt of the EOC forms. .

**KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders for this project include: Persons experiencing homelessness in the City of San Diego, residents, local businesses, and communities most impacted by homelessness benefit from a strengthened system addressing homelessness.

**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. Processing under the National environmental Policy Act is not required as no federal funds are involved in this action.

Respectfully submitted,

*Lisa Jones*

Lisa Jones  
Senior Vice President  
Homeless Housing Innovations

Approved by,

*Jeff Davis*

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

Docket materials are available in the “Governance & Legislative Affairs” section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org).