



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: June 12, 2020

HCR20-046

SUBJECT: Fiscal Year 2021 Provision of Interim Shelter at the Paul Mirabile Center
for Adults Experiencing Homelessness

COUNCIL DISTRICT(S): 3

ORIGINATING DEPARTMENT: Homeless Housing Innovations

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

REQUESTED ACTION:

Recommend that the Housing Authority of the City of San Diego authorize the San Diego Housing Commission's President & Chief Executive Officer, or designee, to negotiate and enter into an agreement with St. Vincent de Paul Village for the operation of the City of San Diego's Interim Shelter Program for an initial one-year term from July 1, 2020, through June 30, 2021, with four one-year options to renew.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) administers the agreement for the City of San Diego's (City) Interim Shelter Program located at the Paul Mirabile Center at St. Vincent de Paul Villages main campus in the East Village neighborhood of San Diego at 16 15th Street, San Diego, 92101.
- The proposed actions referenced in this report will allow the Housing Commission to enter into a sole sourced Agreement with St. Vincent de Paul Villages to continue operating the Interim Shelter Program.
- The initial contract term is one year, beginning July 1, 2020, through June 30, 2021, with four one-year options for renewal.
- The City of San Diego will fund the Interim Shelter Program with City funds (Community Development Block Grant, Emergency Solutions Grant, and General Fund) in the total amount of \$1,937,465.00 and Housing Commission funds in the amount of \$52,120 for total funding of \$1,989,585.00.
- The St. Vincent de Paul Villages Interim Shelter Program provides short-term housing while clients secure longer-term or permanent housing.



REPORT

DATE ISSUED: June 4, 2020

REPORT NO: HCR20-046

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

SUBJECT: Fiscal Year 2021 Provision of Interim Shelter at the Paul Mirabile Center for Adults
Experiencing Homelessness

COUNCIL DISTRICT: 3

REQUESTED ACTION:

Recommend that the Housing Authority of the City of San Diego authorize the San Diego Housing Commission's President & Chief Executive Officer, or designee, to negotiate and enter into an agreement with St. Vincent de Paul Village for the operation of the City of San Diego's Interim Shelter Program for an initial one-year term from July 1, 2020, through June 30, 2021, with four one-year options to renew.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) recommend that the Housing Authority of the City of San Diego (Housing Authority) take the following actions:

- 1) Authorize the execution of an operating agreement with St. Vincent de Paul Village in the amount of \$1,989,585.00 for an initial term of July 1, 2020, through June 30, 2021, with four one-year options to renew, to provide interim shelter and services at the City of San Diego's (City) Interim Shelter Program at the Paul Mirabile Center at 16 15th Street in Downtown San Diego, for persons experiencing homelessness, consisting of the following City of San Diego funding sources for the initial operating term: Community Development Block Grant (CDBG) funds in the amount of \$250,848.00; Emergency Solutions Grant (ESG) funding in the amount of \$196,867.00; General Funds (GF) funding in the amount of \$1,489,750.00; and Housing Commission local funds in the amount of \$52,120.00 for the Fiscal Year (FY) 2021 operational budget, allocated by the Housing Commission, contingent upon the appropriation of said funds by the City; the operating agreement will be on terms and conditions as set forth in the agreement (Agreement), as it may be amended upon advice of the Housing Commission's General Counsel;
- 2) Authorize the Housing Commission's President & Chief Executive Officer (President & CEO), or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals; and
- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement

amount for the proposed agreement, if necessary, without further action by the Housing Commission Board of Commissioners (Board), but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

The Housing Commission administers the contracts for the City of San Diego's (City) Homeless Shelters and Services Programs based on a Memorandum of Understanding (MOU) between the Housing Commission and the City that first took effect on July 1, 2010. An MOU between the City and the Housing Commission for the continued provision of Homeless Shelters and Service Programs effective July 1, 2015, with options through June 30, 2019, was approved by the Housing Commission Board of Commissioners and by the Housing Authority and City Council. A third MOU between the City and the Housing Commission for the provision of Homeless Shelters and Service Programs, including the City's Interim Shelter Program, effective July 1, 2019 through June 30, 2024, (including options) was approved by the Housing Commission Board of Commissioners on May 3, 2019, and the Housing Authority on June 25, 2019 (Resolution No. HA-1821).

The proposed actions referenced in this report will allow the Housing Commission to enter into an Agreement with St. Vincent de Paul Village in amounts referenced within this report to provide for the continued operations of the City's Interim Shelter Program located at 16 15th Street, San Diego, 92101, for the initial operating term and subsequent option terms, not to exceed four years, contingent upon the appropriation of said funds by the City.

PROGRAM OVERVIEW

The Interim Shelter Program located at 16 15th Street, San Diego, CA 92101 at the Paul Mirabile Center on St. Vincent de Paul Village's main campus will provide interim shelter year-round (365 days per year) in alignment with Housing First principles, for approximately 350¹ persons experiencing homelessness in the City. The programs will provide safe, low-barrier, interim housing, as well as stabilization and supportive services, to prepare persons experiencing homelessness for the most appropriate longer-term or permanent housing interventions, contributing to the regional goals of ensuring instances of homelessness are rare, brief and non-recurring.

The City's Interim Shelter Program is intended to be a short-term solution to assist individuals in transitioning to the most appropriate longer-term or permanent housing resource available in the community. All services provided by the program are focused on supporting an individual to access permanent or other longer-term housing as quickly as possible.

The City's Interim Shelter Program will utilize trauma-informed care, motivational interviewing, and a harm reduction model, which does not require sobriety and addresses heavy drinking and/or drug use and its consequences. The system design will effectively serve participants in a welcoming and solutions-focused environment. All services are easily accessible and evaluated for effectiveness on a regular basis.

The City's Interim Shelter Program includes three sub-programs operated within the broader shelter bed

¹ Total bed capacity for the shelter may change based on future and/or ongoing social distancing requirements issued by the County of San Diego Department of Public Health. Any reduction in the approved budget due to changes in bed capacity will be reflected through administrative amendments to the budget. Note that this would not be a one-for-one reduction in costs, as some economies of scale may be lost in a reduced bed capacity scenario.

program, including the Homeless Triage Bed Program, Inclement Weather Shelter Bed Program, and the Public Restroom Program. The Scope of Work and Budget reflect the incorporation of all programs within the contract.

Homeless Triage Bed Program

As part of the City's comprehensive approach to addressing homelessness, 50² of the City's Interim Shelter Program beds will be dedicated to the Homeless Triage Bed (HTB) Program, which is designed to more effectively transition single adults experiencing homelessness into a coordinated system of housing and supportive services.

St. Vincent de Paul Village will partner with the San Diego Police Department's Homeless Outreach Team (SDPD HOT) to operate the HTB Program. SDPD HOT will assess, screen and assist participants from homelessness to housing. Services will be provided in a triage capacity, with SDPD HOT serving as the support for participants.

The HTB Program's objective is to provide immediate access to low-barrier shelter with housing relocation and stabilization services to single adults experiencing homelessness, contributing to the regional goals of ensuring instances of homelessness are rare, brief and non-recurring.

Inclement Weather Shelter Bed Program

During inclement weather,, as determined by the Housing Commission and/or the City based on established criteria, St. Vincent de Paul Village will provide emergency shelter beds (IW Bed Program) and services, such as meals and emergency clothing, as needed, to persons experiencing unsheltered homelessness. The IW Bed Program's objective is to help reduce the risk of individuals experiencing unsheltered homelessness developing health conditions, such as hypothermia and frostbite, related to exposure to outdoor elements during colder months. The IW Bed Program will meet all regulatory requirements during inclement weather and for the duration of the inclement weather season, as funding allows.

St. Vincent de Paul Village will operate the IW Bed Program at the Paul Mirabile Center, located at 16 15th Street, San Diego, CA 92101, for the term of the contract. Hours of operation will be 4 p.m. to 5 a.m.

Public Restroom Program

As part of the City's comprehensive approach to addressing homelessness, St. Vincent de Paul Village will operate the City's Public Restrooms for the Homeless (Public Restroom Program). The Public Restroom Program will provide public restroom facilities 24 hours per day, seven days per week, for persons experiencing homelessness in the City.

St. Vincent de Paul Village will operate the Public Restroom Program at the Paul Mirabile Center, located at 16 15th Street, San Diego, CA 92101, for the term of the contract.

² Total bed capacity for these beds may change based on future and/ or ongoing social distancing requirements issued by County of San Diego Department of Public Health. Any reduction in the approved budget due to changes in bed capacity will be reflected through administrative amendments to the budget. Note that this would not be a one-for-one reduction in costs, as some economies of scale may be lost in a reduced bed capacity scenario.

Interim Shelter Program Design

The City's Interim Shelter Program will provide persons who are experiencing homelessness and have not been successfully diverted from the homeless assistance system with interim shelter diverse on-site supportive services, including but not limited to, stabilization and housing relocation services.

The program utilizes trauma-informed care, motivational interviewing, and a harm reduction model, which does not require sobriety but addresses heavy drinking and/or drug use and its consequences. The system design will effectively serve participants in a welcoming and solutions-focused environment. All services will be easily accessible and evaluated for effectiveness on a regular basis.

St. Vincent de Paul Village adheres 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.

The City's Interim Shelter Program participates in the Coordinated Entry System (CES) as appropriate and as established by RTFH community standards and policies.

Program Components

- 1) Housing First program with low barriers to entry and operations;
- 2) Housing-focused program that aims to resolve clients' homelessness as quickly as possible while also meeting clients' basic needs;
- 3) Participation in intakes, screenings, assessments, and case conferencing or other integral components of CES as established by RTFH community standards and policies;
- 4) Access to case management/housing navigation services, including but not limited to:
 - a) A formal intake and move-in process, as defined by program policies and procedures;
 - b) Self-sufficiency needs assessment, as established by the St. Vincent de Paul Village based on best practices for the population served, or as established by RTFH community standards and policies;
 - c) Development of client housing plan, including stabilization strategies and client goals and objectives;
 - d) Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate;
 - e) Assistance in locating safe and affordable permanent or other longer-term housing for clients, including determining diversion opportunities or housing interventions outside of CES;
 - f) Assistance with housing applications and supportive and subsidized housing paperwork;
 - g) Advocacy for clients with prospective landlords;
- 5) Supportive services, including but not limited to:
 - a) Access to on-site medical clinic;
 - b) Health, wellness and recovery activities;

- c) Integrated behavioral and physical healthcare;
 - d) Access to assessment center services, computer lab, resource room and adult education classrooms;
- 6) Basic Services, including but not limited to:
- a) Appropriate 24-hour residential services and staffing;
 - b) A minimum of 350 beds and other residential furnishings for single adults experiencing homelessness; a minimum of 50 beds of the total 350 beds set aside for referrals from the SDPD HOT;
 - c) Three meals per day;
 - d) Showers, wash stations, restrooms, laundry facilities, and belongings storage for clients in an environment compliant with the Americans with Disabilities Act (ADA);
 - e) Routine operating supplies, including but not limited to hygiene products;
 - f) Telephone access and message services, including an ADA-compliant telephone;
 - g) Janitorial and routine maintenance and repair services;
 - h) Waste removal and disposal services;
 - i) Regularly laundered linens;
 - j) Mail services;
 - k) Access to testing for communicable diseases provided directly by the City or County of San Diego; and
 - l) Utilities.

General Standards

St. Vincent de Paul Village will:

- Maintain a Community Engagement/Good Neighbor Plan for the area surrounding the program site;
- Designate a point-of-contact who is available at all times to address issues that may arise at the program site and coordinate security issues with SDPD;
- Conduct outreach and engagement efforts in the geographic locations where individuals and families experiencing homelessness reside in the City;
- Provide 24-hour security and site control to ensure a safe environment at the program site for clients, volunteers, and others who may come in contact with the program;
- Report all critical incidents to the Housing Commission as soon as possible, but no more than 24 hours after the incident occurred;
- Maintain an emergency preparedness plan, and provide a copy of the plan to the Housing Commission;
- Participate in CES as established by RTFH;
- Support the efforts of the RTFH and the Youth Homelessness Demonstration Program Coordinated Community Plan, to provide more accessibility to mainstream programs for Transitional Age Youth (TAY) experiencing homelessness;
- Participate in and utilize the 2-1-1 database, Community Information Exchange (CIE), to the maximum extent possible that aligns with the program's objectives and services and is appropriate for the model of service delivery;

- Actively participate in compliance and performance monitoring and improvement activities required by the Housing Commission;
- Participate in any Housing Focused Shelter training provided by the Housing Commission or RTFH as directed by the Housing Commission;
- Maintain appropriate policies and procedures for Bridge Shelter operations, including intake and low-barrier guidelines for community living, which will be displayed on-site at all times, and various means for participants to provide feedback to and input into the shelter;
- Enter and maintain data in the RTFH-approved Homeless Management Information System (HMIS), comply with the HMIS Policies and Procedures in effect during the period of this Agreement, including those for data collection, data entry, data quality and standards for missing data, incomplete data and timeliness of data entry;
- Maintain a written drug and alcohol free policy for staff that is posted/displayed at the program site at all times, which will include and describe the disciplinary action to result from the illegal use, consumption, distribution and/or possession of drugs and/or alcohol;
- Operate Inclement Weather Shelter beds to provide temporary housing and services such as meals and emergency clothing, when necessary, to persons experiencing unsheltered homelessness during inclement weather;
- Partner with the SDPD HOT to operate the HTB Program; and
- Serve as a public restroom facility 24 hours per day and seven days per week for persons experiencing homelessness in the City.

Operator Experience

St. Vincent de Paul Village has empowered individuals and families experiencing homelessness and poverty to achieve self-sufficiency for 70 years. As one of San Diego's largest residential homeless service providers, St. Vincent de Paul Village houses more than 2,000 persons daily and typically serves more than 14,000 individuals per year. Housing solutions offered by St. Vincent de Paul Village include transitional housing, rapid rehousing, interim housing, permanent supportive housing, and affordable housing.

St. Vincent de Paul Village currently operates the Day Center for Homeless adults located at 17th and Imperial in the East Village neighborhood of Downtown San Diego, the Bridge Shelter for single adult women, families with children, and TAY at 202 C Street, San Diego, CA 92101, a TAY rapid rehousing program, Interim Shelter beds at the Paul Mirabile Center located on their main campus in East Village, a Permanent Supportive Housing program, and part of the City's Inclement Weather Shelter program. St. Vincent de Paul Village provides for the basic services to meet the most fundamental needs of clients while also generating opportunities for engagement toward housing stability. The organization follows a Housing First model, which recognizes the need to provide housing and shelter without preconditions, in conjunction with the provision of supportive services to ensure low-barrier entry into housing programs.

CONTRACT SELECTION PROCESS

St. Vincent de Paul Village has operated the City's Interim Shelter Program at the Paul Mirabile Center, on behalf of the City, since 2015. The Paul Mirabile Center (Center) is a brick-and-mortar structure located on St. Vincent de Paul Village's main campus. The Center is owned and managed by St. Vincent de Paul Village and has served as a primary interim shelter resource for persons experiencing

homelessness in the City prior to incorporation into the City’s Homeless Shelters and Services Programs MOU with the Housing Commission as an integrated City program. St. Vincent de Paul Village consistently exceeds contract standards and outcomes each year, thus demonstrating sufficient capacity to continue operating a high-quality program. For these reasons, and in compliance with the Housing Commission’s Statement of Procurement Policy 14.2, St. Vincent de Paul Village has been awarded the contract utilizing a sole source procurement process.

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 City’s Interim Shelter Program serves this purpose by providing interim housing and emergency shelter services to persons experiencing homelessness. Participants 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 City of San Diego will fund the Interim Shelter Program with City funds (CDBG, ESG, and General Fund) in the total amount of \$1,937,465.00 and Housing Commission funds in the amount of \$52,120 for total funding of \$1,989,585.00. The table below provides an overview of the funding allocations:

Funding Source	FY 2021
CDBG	\$250,848.00
ESG	\$196,867.00
GF	\$1,489,750.00
Housing Commission Local Funds	\$52,120.00
TOTAL	\$1,989,585.00

EQUAL OPPORTUNITY/CONTRACTING

St. Vincent de Paul Village is a local nonprofit. As a nonprofit, St. Vincent de Paul Village is not subject to the requirement to submit a Workforce Report.

PREVIOUS COUNCIL and/or COMMITTEE ACTION

On June 25, 2019, the Housing Authority approved entering into an MOU between the Housing Commission and the City for the administration and provision of homeless shelters and services, including the City’s Interim Shelter Program located at 16 15th Street, San Diego, 92101, for an initial one-year term from July 1, 2019, through June 30, 2020, with four one-year options to renew, in a form approved by General Counsel, and to take all actions necessary to implement the approval.

On April 28, 2015, the Housing Authority approved a First Amendment to the MOU by adding a section to include the year-round Interim Housing Facility, approved by the Housing Authority on March 24, 2015, to replace sections referencing the City’s Single Adult and Veterans Emergency Winter Shelters; revising the language in the Permitting section regarding the use of the Community Development Block Grant (CDBG) funds for the Interim Housing activities; and accepting the first option to extend the term

of the MOU one additional fiscal year for the period from July 1, 20015 to June 30, 2016.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include: clients receiving housing and services under programs authorized by this MOU; sub-recipients receiving funding to operate the programs authorized by this MOU; and residents of the City of San Diego.

ENVIRONMENTAL REVIEW

The activities described in the report are not a project as defined in California Environmental Quality Act (CEQA) Section 15378 and, therefore, are not subject to CEQA pursuant to Section 15060 (c)(3) of the State CEQA Guidelines and/or are categorically exempt under multiple separate provisions of CEQA, including Sections 15301, 15304 (e), 15311(c) which includes the placement of temporary or seasonal facilities designed for public use. A final reservation of federal funds shall occur only upon satisfactory completion of a National Environmental Policy Act (NEPA) review. A preliminary determination has defined the activities contemplated herein, including administrative and management activities to be categorically excluded from NEPA pursuant to Section 58.35(b)(2) and (3) and exempt per Section 58.35(a)(3) and (4) of Title 24 of the Code of Federal Regulations. The parties agree that the provision of any federal funds to the project is conditioned on the City of San Diego’s final NEPA review and approval.

Respectfully submitted,



Lisa Jones
Senior Vice President
Homeless Housing Innovations

Approved by,



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

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