



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

**MEETING DATE:** June 12, 2020

HCR20-058

**SUBJECT:** Approval of the Fiscal Year 2021 Operating Agreement for the City of San Diego Safe Parking Program and Execution of a Memorandum of Understanding Between the San Diego Housing Commission and the City of San Diego for the Oversight and Administration of the Safe Parking Program

**COUNCIL DISTRICT(S):** Citywide

**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 (Housing Authority) authorize the President & Chief Executive Officer of the San Diego Housing Commission (Housing Commission), or designee, to execute an initial one-year operating agreement, with two one-year options to renew, with Jewish Family Service (JFS) to operate the City of San Diego's Safe Parking Program (Program) located at 8804 Balboa Avenue, San Diego, 92123 (Balboa); 9882 Aero Drive, San Diego, 92123 (Aero); and 2250 Mission Village Drive, San Diego, 92123 (Mission Valley); and that the Housing Authority and San Diego City Council authorize entering into a Memorandum of Understanding (MOU) between the Housing Commission and the City of San Diego (City) for an initial one-year term, with two one-year options to renew, to for the oversight and administration of the Safe Parking Program.

**EXECUTIVE SUMMARY OF KEY FACTORS:**

- The proposed actions in this report will allow the Housing Commission to enter into a sole-sourced Agreement with JFS to continue operating the Safe Parking Program located at 8804 Balboa Ave, San Diego, 92123 (Balboa), 9882 Aero Drive, San Diego, 92123 (Aero), and 2250 Mission Village Drive, San Diego, 92123 (Mission Valley).
- The proposed action will further allow the Housing Commission to enter into an MOU with the City to transfer the oversight and administration of the Safe Parking Program to the Housing Commission on behalf of the City.
- The initial contract term is 12 months (July 1, 2020, through June 30, 2021) with two options to renew the Agreement.
- The City will fund the Safe Parking Program with Homeless Housing, Assistance and Prevention (HHAP) funds awarded to the City in the amount of \$956,921.
- Execution of the operator agreement is contingent on the execution of the HHAP MOU between the City and the Housing Commission.
- The Safe Parking Program provides a safe place to sleep while also providing access to critical assistance necessary for individuals and families experiencing homelessness to secure stable housing.



## REPORT

**DATE ISSUED:** June 4, 2020

**REPORT NO:** HCR20-058

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

**SUBJECT:** Approval of the Fiscal Year 2021 Operating Agreement for the City of San Diego Safe Parking Program and Execution of a Memorandum of Understanding Between the San Diego Housing Commission and the City of San Diego for the Oversight and Administration of the Safe Parking Program

**COUNCIL DISTRICT:** Citywide

### **REQUESTED ACTION:**

Recommend that the Housing Authority of the City of San Diego (Housing Authority) authorize the President & Chief Executive Officer of the San Diego Housing Commission (Housing Commission), or designee, to execute an initial one-year operating agreement, with two one-year options to renew, with Jewish Family Service (JFS) to operate the City of San Diego's Safe Parking Program (Program) located at 8804 Balboa Avenue, San Diego, 92123 (Balboa); 9882 Aero Drive, San Diego, 92123 (Aero); and 2250 Mission Village Drive, San Diego, 92123 (Mission Valley); and that the Housing Authority and San Diego City Council authorize entering into a Memorandum of Understanding (MOU) between the Housing Commission and the City of San Diego (City) for an initial one-year term, with two one-year options to renew, to for the oversight and administration of the Safe Parking Program.

### **STAFF RECOMMENDATION**

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

#### **Housing Authority:**

- 1) Authorize the Housing Commission's President & Chief Executive Officer, or designee, to execute an agreement with Jewish Family Service (JFS), using a sole-source justification procurement method, for an initial term of July 1, 2020, through June 30, 2021, with two one-year options to renew, to operate the City of San Diego's Safe Parking Program located at 8804 Balboa Avenue, San Diego, 92123 (Balboa); 9882 Aero Drive, San Diego, 92123 (Aero); and 2250 Mission Village Drive, San Diego, 92123 (Mission Valley), 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; upon the execution of a Homeless Housing, Assistance and Prevention (HHAP) Program Memorandum of Understanding (MOU) between the City and the Housing Commission, funding for the Fiscal Year (FY) 2021 shall consist of HHAP funds in the amount of \$956,921, contingent upon the appropriation of said funds by the City of San Diego;;

- 2) Authorize the Housing Commission to enter into an MOU with the City of San Diego for an initial one-year term, with two one-year options to renew, for the oversight and administration of the Safe Parking Program;
- 3) 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
- 4) 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's Board of Commissioners (Board), but only if and to the extent that funds are determined to be available for such purposes.

**City Council:**

Authorize the City of San Diego to enter into a Memorandum of Understanding (MOU) with the Housing Commission for an initial one-year term, with two one-year options to renew, for the oversight and administration of the Safe Parking Program.

**SUMMARY**

The Housing Commission administers contracts for the City of San Diego's (City) Homeless and Services Programs based on a series of Memoranda of Understanding between the Housing Commission and the City that began on July 1, 2010. The Safe Parking Program was implemented in July 2018 and is currently administered by the City. Jewish Family Service (JFS) entered into an initial Agreement with the City on July 1, 2018 to operate the Balboa and Aero parking lot locations. The Agreement was amended effective June 17, 2019, to include the Mission Valley parking lot location. The City's Agreement with JFS terminates on June 30, 2020, due to the City's decision to transfer administration of the Safe Parking Program to the Housing Commission. The Safe Parking Program is anticipated to serve 600 unduplicated persons during Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

Execution of the operator agreement as set forth in this report is contingent on the execution of the HHAP MOU between the City and the Housing Commission. All HHAP grant terms will be included in the operator agreement.

**PROGRAM OVERVIEW**

The Safe Parking Program was first announced by Mayor Kevin L. Faulconer on October 16, 2017, as another City-funded strategy to address homelessness in San Diego. Since homelessness manifests differently in each Council district and neighborhood, the Safe Parking Program offers another solution to address the varying needs of persons experiencing homelessness. JFS was operating a similar program at the Balboa location prior to Mayor Faulconer's announcement. The launch of the City's Safe Parking Program resulted in immediate expansion to the Aero location, effective July 1, 2018, and then to the Mission Valley location on June 17, 2019. The Safe Parking Program serves a minimum of 600 unduplicated individuals annually at the three locations.

The Safe Parking Program provides a safe place to park and sleep for individuals and families experiencing homelessness in the City of San Diego and other cities of origin. Utilizing the Housing

First model, the program’s objective is to provide low-barrier access to a safe place to sleep and the critical assistance necessary for obtaining secure and stable housing. The program contributes to the regional goals of ensuring instances of homelessness are rare, brief and non-recurring.

The Safe Parking Program operates daily from 6 p.m. through 7 a.m. at the three locations. JFS staff is on-site between the hours of 5:30 p.m. and 9:30 a.m. Case managers are available outside of these hours, as needed.

The Safe Parking Program was designed to increase the percentage of individuals and families experiencing homelessness who become housed through more comprehensive services, including case management. The program utilizes National Best Practices, such as Trauma-Informed Care, Motivational Interviewing, and Harm Reduction models of care. The program effectively serves persons experiencing homelessness in a welcoming and solutions-focused environment.

The Safe Parking Program adheres to all Regional Task Force on the Homeless (RTFH) performance standards and requirements. The program will participate in the Coordinated Entry System (CES) as appropriate and as established by RTFH community standards and policies. Case management services provide an array of supportive services and individualized client support to clients participating in the program. case management services assist with developing a plan to address a client’s individual needs, increase their income, and obtain and sustain permanent housing. Once housing is secured, case management services include home visits facilitating group activities and helping to connect program participants with resources for community services.

Housing navigation services offered within the program ensure individuals are document-ready and that household information in the CES is accurate and up to date. Housing navigation services include assisting clients with preparing housing applications, permanent supportive housing providers, or private landlords on behalf of their program’s enrolled clients, as well as coordinating client move-ins.

Program outcomes will be monitored using an array of metrics including the following:

<b>PERFORMANCE STANDARDS &amp; OUTCOMES</b>	<b>MEASURE</b>	<b>TARGET</b>
<b>Number of Households Served</b>	# of Persons/Households Served	Reporting Only
	# of Persons/Households Exiting the Program monthly	
	# of Persons/Households Remaining in the Program monthly (persons who entered in a previous month and did not exit in the current reporting month) (“Stayers”)	
	Client Demographics/Characteristics	

<b>Exits</b>	Positive Outcome	At least 30% exit to Permanent or Other Longer-Term Housing <sup>1</sup>
	Negative Outcome	Less than 20% leave program due to noncompliance with program rules (involuntary exit)
	Exits to Emergency Shelters & Places Not Meant for Human Habitation	Reporting Only
<b>Length of Participation</b>	Average Length of Stay for All Persons Exiting the Program	Reporting Only
	Average Length of Stay for Persons Exiting the Program to Permanent Housing	150 days or less
	Average Length of Stay for All “Stayers” in the Program	Reporting Only
	Length of Participation in Days for all “Stayers”	
<b>Housing Stability</b>	Recidivism	No more than 5% of clients exiting to permanent housing return to shelter, safe haven, or supportive services within 6 months of exiting the Program
<b>Housing Retention</b>	Percentage of clients that have maintained housing stability 6, 12, 18 and 24 months after obtaining permanent housing	Narrative reporting only, as information is available
<b>Improved Self-Sufficiency</b>	% of Adults who entered with income from any source and retained the income at exit	Reporting Only
	% of Adults who gained or increased income from any source at exit	
	% of Adults who entered with employment income and retained the income at exit	
	% of Adults who gained or increased employment income at exit	

<sup>1</sup> “Other Longer-Term Housing” includes the following destinations, as captured by the Homeless Management Information System (HMIS): transitional housing for homeless persons (including homeless youth); staying or living with family, temporary tenure; staying or living with friends, temporary tenure; safe haven; foster care home or foster care group home; substance abuse treatment facility or detox center; and long-term care facility or nursing home.

<b>Efficient and Effective Use of Community Resources</b>	Occupancy Rate	At least 95%
	Number of Individuals on Program Waitlist	Reporting Only
<b>Last Place of Residency at Intake</b> ( <i>i.e., In what city were you last stably housed?</i> )	Within the City of San Diego and Outside the City of San Diego	Reporting Only
<b>Service/Housing Plans</b>	Percentage of client service/housing plans initiated within 72 hours of enrollment.	≥ 85%
<b>Participation in the Shelter Board Count</b>	<a href="http://www.sandiego.gov/homeless-services/shelter-daily-count">www.sandiego.gov/homeless-services/shelter-daily-count</a>	Reporting Only

### **CONTRACT SELECTION PROCESS**

A sole source selection process was utilized to procure JFS as the operator for the Safe Parking Program. JFS is a client-centered, impact-driven organization located in San Diego. Founded in 1918, JFS serves close to 40,000 clients each year. JFS also leverages strong partnerships throughout the region to provide comprehensive services, including basic needs services, food assistance, transportation, counseling, career coaching and employment, education, advocacy, physical and mental wellness, intensive case management, leadership training, and an array of support groups. As the current operator of the Safe Parking Program, JFS has the necessary expertise to continue operating the program. The justification for using a sole source selection process is further evidenced by JFS’s experience with serving a diverse population of persons experiencing homelessness, the existing relationships with the program’s clients, and strong performance with operating the Safe Parking Program. The sole source justification is in compliance with the Housing Commission’s Statement of Procurement Policy 9.4.

### **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 Safe Parking Program serves this purpose by providing safe locations to park and 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**

Upon the execution and approval of the HHAP MOU between the City and the Housing Commission, the City of San Diego will fund the Safe Parking Program with HHAP funds awarded to the City in the total amount of \$956,921. The table below provides an overview of the funding allocations:

<b>Funding Sources</b>	<b>FY 2021</b>	<b>FY 2022*</b>	<b>FY 2023*</b>
HHAP Funds	\$956,921	\$956,921	\$956,921
<b>TOTAL</b>	<b>\$956,921</b>	<b>\$956,921</b>	<b>\$956,921</b>

\* Option years will be exercised contingent upon the appropriation of said funds by the City of San

Diego for that purpose.

**EQUAL OPPORTUNITY/CONTRACTING**

JFS is a local nonprofit. As a nonprofit, JFS is not subject to the requirement to submit a Workforce Report.

**KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders for this project include: persons experiencing homelessness and JFS as the sub-recipient administering the Safe Parking Program. The program is expected to have a positive impact on the community as it will provide safe parking and services to 600 persons experiencing homelessness.

**ENVIRONMENTAL REVIEW**

The City of San Diego conducted an environmental review that determined the project would not have the potential for causing a significant effect on the environment pursuant to State CEQA Guidelines Section 15301 (Existing Facilities) which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; and where the exceptions listed in CEQA Guidelines Section 15300.2 would not apply in that no cumulative impacts were identified; no significant effects on the environment were identified; the project is not adjacent to a scenic highway; no historical resources would be affected by the action; and the project was not identified on a list of hazardous waste sites pursuant to Section 65962.5 of the Government Code. Processing under the National Environmental Policy Act (NEPA) is not required as no federal funds are involved in this action.

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