



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: October 16, 2020

HCR20-086

**SUBJECT:** Execution of the Memorandum of Understanding Between the City of San Diego and the San Diego Housing Commission for the Operation and Administration of the Homelessness Response Center and Approval of the Agreement with People Assisting the Homeless to Provide Services at the Homelessness Response Center.

**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) and San Diego City Council authorize the execution of a Memorandum of Understanding (MOU) between the San Diego Housing Commission (Housing Commission) and the City of San Diego (City) for an initial eight-month term, with two one-year options to renew, for the operation and administration of the Homelessness Response Center (Center) located at 1401 Imperial Avenue, San Diego, California 92101 (Imperial); and that the Housing Authority authorize the Housing Commission's President & Chief Executive Officer, or designee, to execute an initial eight-month agreement, with two one-year options to renew, with People Assisting the Homeless (PATH) to provide system navigation and related services at the Homelessness Response Center.

**EXECUTIVE SUMMARY OF KEY FACTORS**

- The proposed action in this report will allow the Housing Commission to enter into an MOU with the City for the Housing Commission to operate and administer the Homelessness Response Center located at 1401 Imperial Avenue, San Diego, California 92101.
- The proposed action in this report will further allow the Housing Commission to enter into a sole-sourced Agreement with PATH to provide system navigation and related services at the Homelessness Response Center.
- The initial contract term is anticipated to be eight months, commencing October 16, 2020, and continuing to June 30, 2021, with two one-year options to renew the Agreement, provided that funding has been approved by the City.
- The City will fund this project. The City has made available \$1 million of Community Development Block Grant (CDBG) funding, \$300,000 from the City General fund, and \$250,000 from the City Low and Moderate Income Housing Fund.
- The Homelessness Response Center will drive the strategic development and implementation of a streamlined, coordinated, client-centric, City Homelessness Crisis Response System and will provide access to services across the spectrum of need from homelessness prevention to permanent housing placement.



## REPORT

**DATE ISSUED:** October 8, 2020

**REPORT NO:** HCR20-086

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of October 16, 2020

**SUBJECT:** Execution of the Memorandum of Understanding Between the City of San Diego and the San Diego Housing Commission for the Operation and Administration of the Homelessness Response Center and Approval of the Agreement with People Assisting the Homeless to Provide Services at the Homelessness Response Center.

**COUNCIL DISTRICT(S):** Citywide

### **REQUESTED ACTION:**

Recommend that the Housing Authority of the City of San Diego (Housing Authority) and San Diego City Council authorize the execution of a Memorandum of Understanding (MOU) between the San Diego Housing Commission (Housing Commission) and the City of San Diego (City) for an initial eight-month term, with two one-year options to renew, for the operation and administration of the Homelessness Response Center (Center) located at 1401 Imperial Avenue, San Diego, California 92101 (Imperial); and that the Housing Authority authorize the Housing Commission's President & Chief Executive Officer, or designee, to execute an initial eight-month agreement, with two one-year options to renew, with People Assisting the Homeless (PATH) to provide system navigation and related services at the Homelessness Response Center.

### **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 to enter into an Memorandum of Understanding (MOU) with the City of San Diego (City) for an initial eight-and-a-half-month term, commencing October 16, 2020, and continuing through June 30, 2021, with two one-year options to renew, for the operation and administration of the Homelessness Response Center; funding for Fiscal Year (FY) 2021 shall consist of Community Development Block Grant, Low Moderate Income Housing Fund and General Fund funds in a total annual amount of \$1,550,000, prorated for the initial contract term, the eight-and-a-half-month term will include a half month startup budget of \$64,583.33 and an eight-month operations budget of \$1,033,333.33;
- 2) Authorize the Housing Commission's President & Chief Executive Officer (President & CEO), or designee, to execute an agreement with People Assisting the Homeless (PATH), using a sole-source justification procurement method, in an annual amount of \$733,751.15, prorated, for an initial term commencing November 1, 2020, through June 30, 2021, with two one-year options to renew, to provide services at the Homelessness Response Center, located at 1401 Imperial Avenue, San Diego,

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California 92101, 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;

- 3) Authorize the Housing Commission's 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 the program budget 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 eight-and-a-half-month term, commencing October 16, 2020, and continuing through June 30, 2021, with two one-year options to renew, for the operation and administration of the Homelessness Response Center; funding for Fiscal Year (FY) 2021 shall consist of Community Development Block Grant, Low Moderate Income Housing Fund and General Fund funds in a total annual amount of \$1,550,000, prorated for the initial contract term, the eight-and-a-half-month term will include a half month startup budget of \$64,583.33 and an eight-month operations budget of \$1,033,333.33.

**SUMMARY**

The current Housing Navigation Center was implemented as part of the City's comprehensive approach to addressing homelessness with a goal to increase the resources within the City's Homeless Crisis Response System. The existing program has coordinated multiple partners at a single site, providing enhanced access to a variety of services to meet the needs of persons experiencing homelessness, and increased access to housing navigation services and intake into the region's Coordinated Entry System database.

The Homelessness Response Center, as operated and administered by the Housing Commission, will build upon the Housing Navigation Center's work to date and enhance the program to drive the strategic development and implementation of a streamlined, coordinated, client-centric, City Homelessness Crisis Response System. The Housing Commission will leverage its subject matter expertise, existing HOUSING FIRST – SAN DIEGO programs, and strong partnerships to achieve a broad vision for the Homelessness Response Center in the City in alignment with the City's Community Action Plan on Homelessness.

The Housing Commission will directly operate the Homelessness Response Center, and People Assisting the Homeless (PATH) will provide system navigation and related services within the program. The Regional Task Force on the Homeless (RTFH) will be another key partner in this effort, working with the Housing Commission and PATH to integrate the system navigation approach with a streamlined Coordinated Entry System process and case conference with shelter and housing providers to achieve the best housing outcome for person's experiencing homelessness. The program will fund a dedicated Coordinated Entry System staff person with RTFH who will be co-located at the Homelessness Response Center along with Housing Commission and PATH staff.

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As part of implementation of the program, the City of San Diego's designee and the Housing Commission's President & CEO, or designee, under existing authorities will execute a zero-cost lease for the program site, in a form and format approved by General Counsel, to transfer site control to the Housing Commission.

### **PROGRAM OVERVIEW**

The Homelessness Response Center will operate at 1401 Imperial Avenue, San Diego, California, 92101. The site will be open between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 9:00 a.m. to 3 p.m. on Saturdays. The Housing Commission will directly operate and administer the Homelessness Response Center, and PATH will operate on-site as a lead partner, providing system navigation and related services. RTFH will also have staff on-site.

The Housing Commission is uniquely positioned to effectively implement this critical component of the City's Homeless Crisis Response System to address access to services across the spectrum of need from homelessness prevention to permanent housing placement, in alignment with the five "Key Strategies" of the City's Community Action Plan on Homelessness. The Program's objective is to centralize and streamline access to a spectrum of housing interventions and housing-related services for San Diegans experiencing homelessness. The Homelessness Response Center will offer client-centered system navigation systems that support participants throughout all stages of their pathway toward attaining housing and contribute to the development of a data-informed and systems-level perspective on the City's Homeless Crisis Response System by reporting on system outcomes across all stages of service delivery.

PATH will provide system navigation services to identify and meet the needs of individuals experiencing homelessness during each stage in their pathway toward housing, providing client-centered services. PATH will work collaboratively with the Housing Commission to increase the efficiency of the overall system of care by identifying and resolving barriers.

This comprehensive, system-wide approach organizes the work into three major phases within the system and aligns with the "Desired Homeless Assistance System Flow" outlined in the City of San Diego's Community Action Plan on Homelessness. The three phases are described in detail in the Homelessness Response Center Project Overview (Attachment 1).

This Homelessness Response Center will also align with the Community Action Plan's Foundational Strategies to "Improve the Performance of Existing Systems," and to "Increase Access to Permanent Housing Solutions" and will track data and metrics to monitor the overall homeless response system flow and the effectiveness of engagement between providers and clients toward their search for housing. This approach to data reporting will also meet the Community Action Plan's guiding principle to "make data-driven decisions and create transparency."

### **CONTRACT SELECTION PROCESS**

A sole source selection process was utilized to procure PATH as the provider of system navigation and related services for the Homelessness Response Center. Since its founding in 1984, PATH has continually pioneered innovative and effective approaches to assisting persons experiencing homelessness. PATH operates service programs throughout California, including the City of San Diego, connecting clients to a comprehensive continuum of homelessness prevention, shelter and housing services through a variety of

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programs including Interim Shelter and PATH Connections Housing, a partnership that brings a variety of agencies together under one roof to meet the many needs of the downtown homeless population. PATH also provides extensive care coordination and housing navigation services for the Whole Person Wellness Program and Health Homes Program, and has the necessary expertise and service experience to provide system navigation services at the Homelessness Response Center. The justification for using a sole source selection process is further evidenced by PATH's experience with serving a diverse population of persons experiencing homelessness, providing a wide array of services including care coordination and housing navigation, and strong performance with operating its other programs. 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 Homelessness Response Center serves this purpose by providing client-centered services and improving the efficiency of the overall system of care, including connection to housing by identifying and resolving barriers.

### **FISCAL CONSIDERATIONS**

The proposed funding sources and uses are contingent upon the City making funds available.

<b>FUNDING SOURCE</b>	<b>Year 1 *</b>	<b>Year 2 **</b>	<b>Year 3 **</b>
CDBG	\$1,000,000	\$1,000,000	\$1,000,000
General Fund	\$300,000	\$300,000	\$300,000
Low and Moderate Income Housing Fund	\$250,000	\$250,000	\$250,000
<b>TOTAL</b>	<b>\$1,550,000</b>	<b>\$1,550,000</b>	<b>\$1,550,000</b>

\* The annual Year 1 funding amount will be pro-rated to reflect the length of the initial contract term through June 30, 2021.

\*\*Option years will be exercised contingent upon the appropriation of said funds by the City of San Diego for that purpose.

### **EQUAL OPPORTUNITY/CONTRACTING**

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

### **KEY STAKEHOLDERS AND PROJECTED IMPACTS**

Stakeholders for this project include persons experiencing homelessness, PATH as the sub-recipient providing system navigation and related services, and neighborhood residents and businesses in and around the East Village neighborhood of downtown San Diego.

### **ENVIRONMENTAL REVIEW**

The City of San Diego, as Lead Agency, determined that the activity to negotiate and execute the purchase and sale agreement for the acquisition of property at 1401 Imperial Avenue (Purchase & Sale Agreement), allocate and transfer associated funding, and approval of property improvements is covered June 5, 2018 Approval of Contract between San Diego Housing Commission and a Contractor to operate the Housing Navigation Center at 1401 Imperial Avenue, San Diego, California 92113 Page 8 by the General Rule,

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CEQA Section 15061(b)(3), and is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301. In addition, development and land uses within the Downtown Community Planning area are covered under the following documents, all referred to as the “Downtown FEIR”: Final Environmental Impact Report (FEIR) for the San Diego Downtown Community Plan, Centre City Planned District Ordinance, and 10th Amendment to the Centre City Redevelopment Plan, certified by the former Redevelopment Agency (“Former Agency”) and the City Council on March 14, 2006 (Resolutions R-04001 and R301265, respectively); subsequent addenda to the FEIR certified by the Former Agency on August 3, 2007 (Former Agency Resolution R-04193), April 21, 2010 (Former Agency Resolution R-04510), and August 3, 2010 (Former Agency Resolution R-04544), and certified by the City Council on February 12, 2014 (City Council Resolution R-308724) and July 14, 2014 (City Council Resolution R-309115); and, the Final Supplemental Environmental Impact Report for the Downtown San Diego Mobility Plan certified by the City Council on June 21, 2016 (Resolution R-310561). The environmental impacts of the proposed uses were adequately addressed in the Downtown FEIR; the uses are within the scope of the development program described in the Downtown FEIR and are adequately described within the Downtown FEIR for the purposes of CEQA; and, none of the conditions listed in CEQA Guidelines Section 15162 exist. Therefore, no further environmental documentation is required under CEQA. The current, proposed agreement for services and Memorandum of Understanding is not a separate “project” for purposes of CEQA pursuant to CEQA Guidelines Section 15378(a) because the funding action does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, in comparison to the Project for which the Development Services Department has determined that the CEQA exemption applies. The City of San Diego, as responsible entity, conducted a NEPA Environmental Review of this Project for use of the federal funds. The activities contemplated herein are categorically excluded subject to Section 58.5 pursuant to Section 58.35(A)(3)(iii) and convert to exempt under Section 58.34(a)(12). A final NEPA Environmental Review was completed by the City of San Diego on November 22, 2019 and a copy of the Environmental Review is on file in the Environmental Review Record.

Respectfully submitted,

Approved by,



Lisa Jones  
Senior Vice President  
Homeless Housing Innovations

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

Attachments:

1. Homelessness Response Center Program Overview
2. Draft contract between the Housing Commission and PATH
3. Draft MOU between the Housing Commission and the City

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)