



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY

MEETING DATE: February 5, 2021

HCR21-021

SUBJECT: Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and St. Vincent de Paul Village to operate the City of San Diego's Bishop Interim Shelter Program

COUNCIL DISTRICT: Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations

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

REQUESTED ACTION:

Approve an operating agreement with St. Vincent de Paul Village in the amount of \$314,921 for a five-month term from February 6, 2021 through June 30, 2021, with two one-year options for renewal, for the operation of the City of San Diego's Bishop Interim Shelter Program located at 1506 Commercial Street, San Diego, 92101.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) administers the agreements for the City of San Diego's (City) Homeless Shelters and Services Programs.
- The proposed actions in this report will allow the Housing Commission to enter into a sole-sourced Agreement with St. Vincent de Paul Village to operate the City of San Diego's Bishop Interim Shelter Program on the St. Vincent de Paul Village's main campus in the East Village neighborhood of Downtown San Diego at 1506 Commercial Street, San Diego, 92101.
- The Bishop Interim Shelter Program will provide a minimum of 28 interim shelter beds nightly and an array of stabilization and supportive services to single adults experiencing homelessness, contributing to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring.
- The Bishop Interim Shelter Program will also operate as part of Operation Shelter to Home, the City's response to mitigate the impacts of COVID-19 on persons experiencing homelessness through the provision of beds and services while observing preemptive health measures to mitigate the risk of transmission of COVID-19. The Bishop Interim Shelter Program will provide additional shelter bed inventory and supportive services to persons experiencing homelessness throughout continued operations of Operation Shelter to Home and will facilitate eventual exit strategies when Operation Shelter to Home demobilizes.
- Staff recommends entering into a five-month contract with St. Vincent de Paul Village in the amount of \$314,921 to operate the Bishop Interim Shelter Program for a timeframe of February 6, 2021, through June 30, 2021, with two one-year options for renewal (contingent on funding being available for this purpose). Funding for the Bishop Interim Shelter Program will be CARES Act ESG – Round 1 (ESG-CV) grant funds, as appropriated in Council Resolution No. R-313256.



REPORT

DATE ISSUED: January 28, 2020

REPORT NO: HCR21-021

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of February 5, 2020

SUBJECT: Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

COUNCIL DISTRICT: Citywide

REQUESTED ACTION:

Approve an operating agreement with St. Vincent de Paul Village in the amount of \$314,921 for a five-month term from February 6, 2021 through June 30, 2021, with two one-year options for renewal, for the operation of the City of San Diego's Bishop Interim Shelter Program located at 1506 Commercial Street, San Diego, 92101.

STAFF RECOMMENDATION

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

- 1) Authorize the Housing Commission to enter into an agreement with St. Vincent de Paul Village in the amount of \$314,921 for an initial five-month term of February 6, 2021, through June 30, 2021, with two one-year options for renewal, contingent on funding being made available for that purpose during the City of San Diego's (City) annual budgeting process, to provide interim shelter and services at the City's Bishop Interim Shelter Program at 1506 Commercial Street, San Diego, 92101, for persons experiencing homelessness. The funding for the initial operating term will consist of the City's federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Emergency Solutions Grant (ESG) – Round 1 (ESG-CV) grant funds.
- 2) Authorize the Housing Commission's President & Chief Executive Officer (President & CEO), or designee, to execute all 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;
- 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 or the Housing Authority, 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's 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,

January 28, 2021

Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

Page 3

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 operation of the new Bishop Interim Shelter Program located at 1506 Commercial St., San Diego, 92101, for the initial operating term of February 6, 2021, through June 30, 2021.

The Bishop Interim Shelter Program will provide interim shelter and services and will operate as part of Operation Shelter to Home, the City's initiative to mitigate the impacts of COVID-19 on persons experiencing homelessness. Operation Shelter to Home provides beds and services while observing social distancing and other preemptive health measures throughout the respective interventions. The Bishop Interim Shelter program will provide a minimum of 28 additional shelter beds nightly for single adults, per the City's direction in the staff report attached to City Council Resolution No. R-313256 that the use of ESG-CV grant funds approved for Housing Recovery Programs will be used to "support elevated service levels among shelter/housing staff to aid in the transition of individuals experiencing homelessness from congregate shelters to permanent housing." The additional shelter beds made available through the Bishop Interim Shelter Program will support efforts to shelter persons experiencing homelessness while observing preemptive health measures to mitigate the risk of transmission of COVID-19 during Operation Shelter to Home's continued operations, as well as providing additional inventory of shelter beds to facilitate eventual exit strategies when Operation Shelter to Home demobilizes.

PROGRAM OVERVIEW

The Bishop Interim Shelter Program located on the fourth floor of the building at 1506 Commercial Street, San Diego, 92101, within St. Vincent de Paul Village's main campus in East Village of Downtown San Diego, will provide interim shelter year-round (365 days per year) in alignment with Housing First principles, for approximately 28¹ persons nightly experiencing homelessness in the City. The program 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 Bishop 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

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.

permanent or other longer-term housing as quickly as possible.

The City's Bishop Interim Shelter Program will utilize trauma-informed care, motivational interviewing, and a harm reduction model. The system design will effectively service participants in a welcoming and solutions-focused environment. All services must be client-centered, housing-focused, and easily accessible to clients. Services must be evaluated for effectiveness and adherence to approved policies and procedures on a regular basis with course corrections implemented as necessary to maintain program fidelity.

St. Vincent de Paul Village adheres to all Regional Task Force on the Homeless (RTFH) performance standards and requirements and participates in the Coordinated Entry System (CES) 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 client's 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 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) Access to 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:

January 28, 2021

Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

Page 5

- a. Appropriate 24-hour residential services and staffing;
- b. A minimum of 28 beds and other residential furnishings for single adults experiencing homelessness;
- c. Three meals per day;
- d. Showers, wash stations, restrooms, laundry facilities and/or laundry services, and belongings storage for clients in an environment compliant with the Americans with Disabilities Act (ADA);
- e. Routine operating and client supplies, including but not limited to hygiene products, basic medical supplies, and cleaning supplies;
- f. Telephone access and message services, including an ADA-compliant telephone;
- g. Janitorial and routine maintenance and repair services;
- h. Facility repairs and maintenance, including but not limited to, pest control, technology repairs, and general repairs;
- i. Waste removal and disposal services;
- j. Regularly laundered linens;
- k. Mail services;
- l. Access to testing for communicable diseases provided directly by the City or County of San Diego; and
- m. Utilities.

General Standards

St. Vincent de Paul Village will:

- Maintain a Community Engagement/Good Neighbor Plan for the area surrounding the 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 the San Diego Police Department (SDPD);
- 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;
- 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;
- 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

January 28, 2021

Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

Page 6

- 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.

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 Transitional-Age Youth (TAY); a rapid rehousing program; Interim Shelter beds at the Paul Mirabile Center located on their main campus in East Village; and a Permanent Supportive Housing 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 through a contract with the Housing Commission since 2015. The Paul Mirabile 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 for its existing Interim Shelter Program at the Paul Mirabile Center, thus demonstrating clear capacity to offer high-quality Interim Shelter services through the new Bishop Interim Shelter program with successful outcomes for participants. 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 Bishop Interim Shelter Program serves this purpose by providing interim shelter services to single adults experiencing homelessness. This program's target population is among San Diego's most vulnerable citizens, as 100 percent of participants will be persons experiencing homelessness, with low-to-moderate incomes.

FISCAL CONSIDERATIONS

The City of San Diego allocated up to \$912,611 in CARES Act ESG – Round 1 (ESG-CV) grant

January 28, 2021

Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

Page 7

funds in October 2020 for additional interim shelter beds operated by St. Vincent de Paul Village (City Council Resolution No. R-313256). The Bishop Interim Shelter Program initial five-month operating term from February 6, 2021, through June 30, 2021, will be funded by \$314,921 total in ESG-CV funds.

FUNDING SOURCE	FY 2021	FY 2022*	FY 2023*
ESG-CV	\$314,921	\$755,810	\$755,810
TOTAL	\$314,921	\$755,810	\$755,810

*Contingent on funding being made available for this purpose during the City's annual budgeting process.

EQUAL OPPORTUNITY/CONTRACTING

St. Vincent de Paul Village is a local nonprofit and as such, 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, 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 October 19, 2020, the City Council approved the appropriation of ESG-CV grant funds for Housing Recovery Programs to support COVID-compliance staff at shelters and elevated service levels among shelter/housing staff to aid the transition of individuals experiencing homelessness from congregate shelters to permanent housing, including up to \$912,611 to fund shelter services operated by St. Vincent de Paul Village (City Council Resolution No. R-313256).

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include shelter residents and St. Vincent de Paul Village as the sub-recipient administering the program. The program is expected to have a positive impact on the community as it will provide shelter and services to an additional 28 single adults nightly who would otherwise be experiencing unsheltered homelessness.

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

January 28, 2021

Approval of the Fiscal Year 2021 Agreement between the San Diego Housing Commission and Saint Vincent de Paul Village to Operate the City of San Diego's Bishop Interim Shelter Program

Page 8

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

Executive Vice President of Strategic Initiatives
San Diego Housing Commission

Approved by,



Jeff Davis

Deputy Chief Executive Officer
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