



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: February 19, 2021

HCR21-036

SUBJECT: Approval of the Award of Housing Stability Assistance Program Temporary Staffing Agreements

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Compliance and Equity Assurance

CONTACT/PHONE NUMBER: Debra Fischle-Faulk / 619-578-7411

REQUESTED ACTION:

Authorize the award of three separate Temporary Staffing Agreements to provide temporary staffing for the administration and operation of the City of San Diego's COVID-19 Housing Stability Assistance Program (HSAP Program), contingent upon the San Diego Housing Commission Board of Commissioners, the San Diego City Council and the Housing Authority of the City of San Diego authorizing the HSAP Program and funding for the program.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021, signed into law on December 27, 2020, included \$25 billion for emergency rental assistance program funds.
- These funds include more than \$87 million allocated by the U.S. Department of Treasury and the State of California to the City of San Diego to assist low-income households in the City of San Diego that have experienced financial hardship due to COVID-19.
- In addition, the City of San Diego previously was allocated \$5,000,000 in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Community Development Block Grant (CDBG) funds awarded to the City of San Diego, which are among the sources of funds proposed for use in the City of San Diego COVID-19 Housing Stability Assistance Program (HSAP Program).
- The Housing Commission's Rental Assistance Division RAD anticipates administering the HSAP Program on behalf of the City of San Diego, contingent upon San Diego City Council and Housing Authority of the City of San Diego authorization of the HSAP Program and funding for the HSAP Program.
- The anticipated volume of applications for assistance from this program warrants the need to augment existing staff to process and disburse payments in a timely manner.
- Manpower, AppleOne and REMX demonstrated the ability to meet the Housing Commission's temporary staffing needs for the previous rental assistance program; therefore, staff recommends executing contracts with each vendor for as-needed services in amounts not to exceed \$500,000 each per year, with one renewal option for each agreement.



REPORT

DATE ISSUED: February 17, 2021

REPORT NO: HCR21-036

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of February 19, 2021

SUBJECT: Approval of the Award of Housing Stability Assistance Program Temporary
Staffing Agreements

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Authorize the award of three separate Temporary Staffing Agreements to provide temporary staffing for the administration and operation of the City of San Diego's COVID-19 Housing Stability Assistance Program (HSAP Program), contingent upon the San Diego Housing Commission Board of Commissioners, the San Diego City Council and the Housing Authority of the City of San Diego authorizing the HSAP Program and funding for the program..

STAFF RECOMMENDATION

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

- 1) Authorize the award of a Temporary Staffing Agreement with AppleOne Employment Services in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's COVID-19 Housing Stability Assistance Program (HSAP Program), contingent upon the Housing Commission Board of Commissioners (Board), the San Diego City Council (Council) and the Housing Authority of the City of San Diego (Housing Authority) authorizing the HSAP Program and funding for the HSAP Program;
- 2) Authorize the award of a Temporary Staffing Agreement with Manpower of San Diego in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's HSAP Program, contingent upon the Board, the Council and the Housing Authority authorizing the HSAP Program and funding for the HSAP Program;
- 3) Authorize the award of a Temporary Staffing Agreement with Remedy Temporary Services, LLC DBA REMX in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's HSAP Program, contingent upon the Board, the Council and the Housing Authority authorizing the HSAP Program and funding for the HSAP Program;
- 4) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources, provided the total program/project budget amount after substitution does not exceed the approved total budget, should the

February 17, 2021

Approval of the Award of Housing Stability Assistance Program Temporary Staffing Agreements

Page 2

operational need arise or should such actions be to the benefit of the Housing Commission and its mission; and

- 5) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

SUMMARY

In response to the ongoing COVID-19 pandemic, the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), signed into law on December 27, 2020, included \$25 billion for emergency rental assistance program funds for state, local and tribal governments throughout the United States. These funds included \$2.6 billion for the State of California, of which \$42,333,563 was allocated directly to the City of San Diego through the Coronavirus Relief Fund from the U.S. Department of Treasury and \$45,561,171.14 was allocated to the City of San Diego through the State of California's Coronavirus Relief Fund, as approved in State Senate Bill (SB) 91, signed into law on January 29, 2021. Combined, these funds provide the City of San Diego \$87,894,734.14. In addition, the San Diego City Council on October 13, 2020, authorized the allocation of \$5,000,000 in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Community Development Block Grant (CDBG) funds for rental assistance (Resolution R-313256), which will be leveraged with these funds, resulting in a total of \$92,894,734.14 to assist low-income households in the City of San Diego that have experienced financial hardship due to COVID-19. Of these funds, the State is retaining \$683,417.57 for administrative expenses related to funding through the State's Coronavirus Relief Fund.

The Housing Commission's Rental Assistance Division RAD anticipates administering the HSAP Program on behalf of the City of San Diego, contingent upon San Diego City Council and Housing Authority of the City of San Diego authorization of the HSAP Program and funding for the HSAP Program.

The HSAP Program will include assistance to pay for rent and unpaid utilities, such as electricity, gas, water and sewer, trash removal and energy costs such as fuel oil. An online application portal will be available on the Housing Commission's website for residents to apply and submit required documents. Once applications are received and the portal closed, staff will conduct a review to ensure eligibility, prioritize applications in accordance with Federal and State compliance regulations, and calculate and disburse payments.

RAD implemented the City's previous COVID-19 Emergency Rental Assistance Program, which disbursed more than \$13.7 million to assist more than 3,700 households with low income in the City of San Diego that experienced financial hardship due to COVID-19.

The total amount of funding available for the implementation of the HSAP Program is nearly five times more than the previous allocation, with more flexible payment options and fewer restrictions. The anticipated volume of applications warrants the need to augment existing staff to process and disburse payments in a timely manner.

Manpower, AppleOne and REMX demonstrated the ability to meet the Housing Commission's temporary staffing needs for the previous rental assistance program; therefore, staff recommends

February 17, 2021

Approval of the Award of Housing Stability Assistance Program Temporary Staffing Agreements

Page 3

executing contracts with each vendor for as-needed services in amounts not to exceed \$500,000 each per year, with one renewal option for each agreement.

AFFORDABLE HOUSING IMPACT

Contingent upon the authorization to expend \$92,894,734 in federal funds, the City of San Diego's COVID-19 Housing Stability Assistance Program will help prevent housing displacement among low-income households affected by COVID-19. This program will help eligible households pay past-due, unpaid and prospective rent and past due utilities due to financial hardship related to the COVID-19 pandemic.

FISCAL CONSIDERATIONS

If the Housing Authority of the City of San Diego approves a Memorandum of Understanding between the City of San Diego and the Housing Commission for the oversight and administration of the HSAP Program, the Housing Commission's Fiscal Year 2021 budget will be increase to allow for the funding of the costs of all three contracts referenced in the staff-recommended actions in this report.

Funding Sources will be a combination of federal sources: Coronavirus Relief Funds (CRF) and CDBG –CV Funds

EQUAL OPPORTUNITY AND CONTRACTING INFORMATION

Manpower is a national company with local branch offices. They will submit the required EOC forms and Workforce Report prior to contract execution. AppleOne is a minority and women owned national company with local branch offices. They will submit the required EOC forms and Workforce Report prior to contract execution. REMX is a woman owned national company with local branches. They will submit the required EOC forms and Workforce Report prior to contract execution.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include households with low income in the City of San Diego experiencing financial hardship due to the COVID-19 pandemic, landlords and property owners for these households, and the Housing Commission. This action will result in providing temporary staffing, as needed, to assist with the implementation of the City of San Diego's COVID-19 Housing Stability Assistance Program, which is expected to have a positive impact on the community by helping qualifying households pay past-due or upcoming rent and utilities to assist with preventing housing displacement.

PREVIOUS COUNCIL AND/OR COMMITTEE ACTION

On October 13, 2020, the San Diego City Council unanimously approved the allocation of \$5,000,000 in CARES Act CDBG funds to support the City of San Diego's (City) COVID-19 Emergency Rental Assistance Program (Resolution No. R-313256).

On December 8, 2020, due to technical difficulties, the San Diego City Council and the Housing Authority continued to December 15, 2020, a report requesting authorization to execute an amended MOU between the Housing Commission and the City of San Diego (City) to continue the oversight and administration of the City's COVID-19 Emergency Rental Assistance Program and to take related actions.

On December 15, 2020, the San Diego City Council and the Housing Authority returned to staff a report requesting authorization to execute an amended MOU between the Housing Commission and the City of

February 17, 2021

Approval of the Award of Housing Stability Assistance Program Temporary Staffing Agreements

Page 4

San Diego (City) to continue the oversight and administration of the City's COVID-19 Emergency Rental Assistance Program and to take related actions.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act (CEQA) Section 21065 and CEQA Guidelines Section 15378(b)(5), as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental determination (NORA) is not required.

The parties agree that the provision of any federal funds as the result of this action is conditioned on the City of San Diego's final NEPA review and approval.

Respectfully submitted,

Debra Fischle-Faulk

Debra Fischle-Faulk
Senior Vice President, Compliance and
Equity Assurance
San Diego Housing Commission

Approved by,

Jeff Davis

Jeff Davis
Deputy Chief Executive Officer
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