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# San Diego Housing Commission (SDHC) Homelessness Services Memorandum of Understanding (MOU) Between SDHC and the City of San Diego San Diego City Council Agenda Item #S403 Housing Authority of the City of San Diego Agenda Item #2 June 26, 2023

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# Homelessness Services MOU

## Introduction

- SDHC began administering homelessness services contracts on behalf of the City of San Diego (City) based on a Memorandum of Understanding (MOU) between SDHC and the City that first took effect on July 1, 2010.
- This MOU details the roles and responsibilities of both the City and SDHC in the oversight and administration of programs funded by the City's Economic Development Department.
- The current Homelessness Shelters and Services MOU took effect on July 1, 2019, and expires on June 30, 2024.



# Homelessness Services MOU

## Introduction (Continued)

- SDHC and the City have also entered into MOUs for the operation and administration of homelessness services programs not subject to the Homelessness Shelters and Services MOU.
- These MOUs expire on June 30, 2023, and cover the following programs:
  - The Bridge Shelter Program
  - Transitional Storage Program
  - Homelessness Response Center
- Another MOU for the administration of Homeless Housing, Assistance, and Prevention (HHAP) funding expires on June 30, 2025.



*Homelessness Response Center*



# Homelessness Services MOU

## Introduction (Continued)

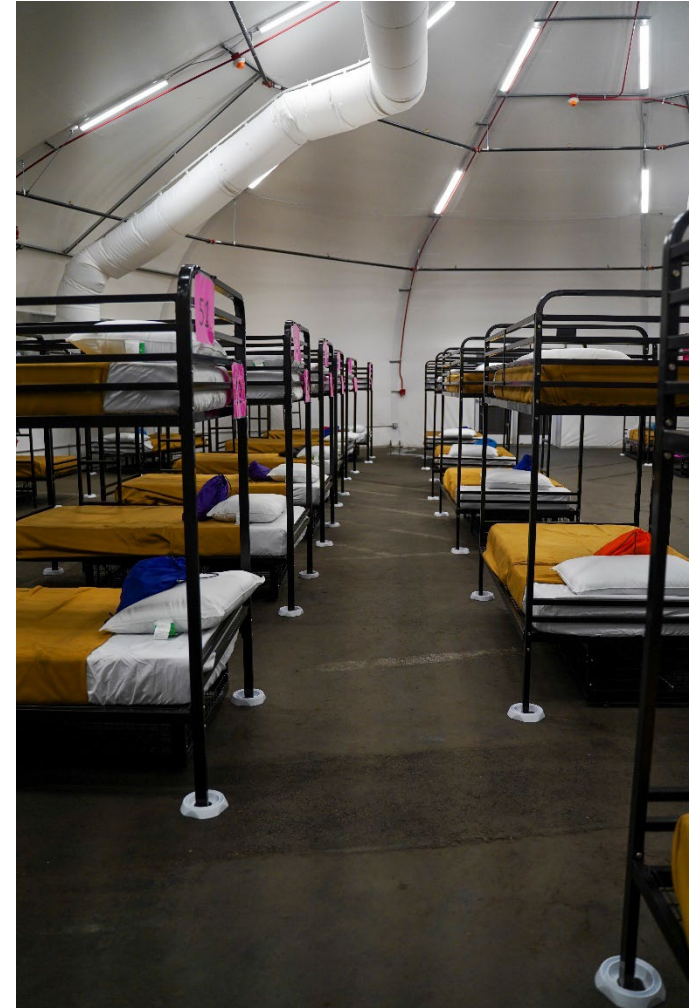
- To streamline administrative processes, SDHC and the City began exploring the utilization of a single MOU to administer the homelessness contracts.
- The draft MOU was crafted over the course of several months by the City and SDHC and covers all programs administered by SDHC on behalf of the City.
- The proposed actions in the report will allow SDHC to enter in the “Master MOU” with the City for the oversight and administration of the City’s Homelessness Services Programs.
- The Master MOU supports the Community Action Plan on Homelessness for the City of San Diego (Action Plan) by authorizing the partnership between the City and SDHC to administer homelessness services programs in San Diego.



# Homelessness Services MOU

## Overview

- The Master MOU consolidates the five existing MOUs between SDHC and the City into one MOU.
- The five MOUs include:
  - Homelessness Shelters and Services MOU;
  - Bridge Shelter MOU;
  - Transitional Storage Center MOU;
  - Homelessness Response Center MOU; and
  - Homelessness Housing, Assistance, and Prevention (HHAP) MOU.
- Programs administered by SDHC on behalf of the City must be governed by an MOU.



*Rosecrans Shelter*



# Homelessness Services MOU

## Overview (Continued)

- The Master MOU describes the responsibilities of SDHC and the City in relation to the operation of homelessness shelters, services, and other programs.
- This MOU also serves as an overarching agreement between the City and SDHC to enter into program-specific and administrative agreements detailed in separate:
  - Subrecipient Agreements;
  - Scopes of Work; and
  - Budget Documents.
- These documents are related to the programs described in the Action Plan and the Annual Consolidated Plan, which the City submits each year to the U.S. Department of Housing and Urban Development (HUD).



# Homelessness Services MOU

## Overview (Continued)

- SDHC manages and oversees City programs that assist individuals and families experiencing homelessness or a housing crisis, including shelter services, system navigation, rapid rehousing and other types of assistance to support individuals and families in accessing appropriate crisis response, supportive services and housing solutions.
- Under this MOU, SDHC will be responsible for the general management, administration and oversight of the majority of the City's shelters and services programs.
- SDHC will generally manage and oversee:
  - Shelter and Related Services, including Crisis Response Services;
  - Day Facilities, Homelessness Response Center, and Related Services;
  - Homelessness Prevention Program and Rapid Rehousing Assistance Programs; and
  - Other Programming and Services-related Workforce Capacity and Training.



# Homelessness Services MOU

## Overview (Continued)

- SDHC is further responsible for:
  - Coordinating access to City facilities where homelessness programs are operated and informing the City of any issues and/or problems at the facilities;
  - Ensuring that program operators input program data input into the Homeless Management Information System;
  - Maintaining general membership in the Regional Task Force on Homelessness;
  - Procuring, managing and monitoring contracts with subcontracted service providers;
  - Maintaining inventory of non-expendable property purchased with grant funds;
  - Ensuring that program operators obtain all appropriate County or State agency permits to operate the program(s);
  - Ensuring compliance with Federal, State and Local laws and regulations governing grant funds
  - Reporting and providing program data;
  - Documenting performance metrics and outcomes;
  - Coordinating regular meetings with City representatives; and
  - Coordinating with the City in advance of responding to media requests or attending public meetings.



# Homelessness Services MOU

## Overview (Continued)

- The City is responsible for:
  - Drafting annual Subrecipient Agreements between SDHC and the City to define the Scope of Services and annual Budgets by funding source and obtaining City Council approval;
  - Obtaining all required local permits related to site location and improvements; and
  - Covering ancillary costs related to the use of City-owned or leased properties, such as lighting, electricity, water and maintenance, including unforeseen maintenance costs unless otherwise agreed upon in writing.
- The Master MOU further details funding sources and requirements, including:
  - SDHC contributions;
  - The process for SDHC to request reimbursement of funds;
  - Indemnification;
  - Insurance and noticing requirements; and
  - Other miscellaneous provisions.



# Homelessness Services MOU

## Staff Recommendations

**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 SDHC to enter into a Memorandum of Understanding with the City of San Diego (City) for an initial term from July 1, 2023, through June 30, 2024, with three one-year options to renew, for oversight and administration of the City's Homelessness Services Programs in San Diego.
- 2) Authorize SDHC's President and 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, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.



# Homelessness Services MOU

## Staff Recommendations (Continued)

### City Council

- 1) Authorize the City to enter into a Memorandum of Understanding with SDHC for an initial term from July 1, 2023, through June 30, 2024, with three one-year options to renew, for oversight and administration of the City's Homelessness Services Programs in San Diego.
- 2) Authorize the Mayor of the City of San Diego, 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 the City Attorney, and to take such actions necessary and/or appropriate to implement these approvals.



# Homelessness Services MOU

## Questions & Comments

