



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: November 12, 2021

HCR21-089

SUBJECT: Approval of the Contract between the San Diego Housing Commission and Father Joe's Villages to Operate the City of San Diego's Day Center for Adults Experiencing Homelessness

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations

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

REQUESTED ACTION:

Authorize the execution of a competitively awarded contract with Father Joe's Village in an annual amount of \$800,000—pro-rated for an initial six-month term in the amount of \$400,000 for January 1, 2022, to June 30, 2022—with two one-year options to renew, for the operation of the Day Center for Adults Experiencing Homelessness located at 299 17th Street, San Diego, 92101.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The Day Center for Adults Experiencing Homelessness (Day Center) is a City-owned facility in the East Village Neighborhood of Downtown San Diego at 299 17th Street.
- The land is ground leased by the City of San Diego from the State of California Department of Transportation (CalTrans) for operation of a day center for individuals experiencing homelessness.
- The Day Center provides clients access to restrooms and washing facilities, off-site showers, mail services, telephone access, computer access, self-sufficiency needs assessments, referral services, and a safe environment during the day for individuals experiencing homelessness.
- In Fiscal Year 2021, the Day Center served 5,717 unduplicated clients. Clients are adults who are age 18 or older and who are homeless or at risk of homelessness, some of whom may have disabling conditions.
- The Day Center contract was awarded to St. Vincent de Paul Village, effective July 1, 2015, for an initial one-year term, with four one-year options to renew.
- Upon conclusion of the fourth renewal option on June 30, 2020, the Housing Commission exercised an option under Procurement Policy 9.4 to utilize a sole source justification method of procurement to award a six-month contract in the amount of \$250,000 to St. Vincent de Paul Village to continue operating the Day Center from July 1, 2020, to December 31, 2020. The decision was made in part due to the COVID-19 pandemic.
- The Housing Commission Board of Commissioners subsequently approved sole-source procurement contracts with Father Joe's Villages to continue operating the Day Center from January 1, 2021, through December 31, 2021.
- On July 15, 2021, the Housing Commission issued a competitive Request for Proposals for operations of the Day Center. One response was received. Father Joe's Villages was evaluated and deemed qualified to provide the requested service operating the Day Center.



REPORT

DATE ISSUED: November 4, 2021

REPORT NO: HCR21-089

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of November 12, 2021

SUBJECT: Approval of the Contract between the San Diego Housing Commission and Father Joe's Villages to Operate the City of San Diego's Day Center for Adults Experiencing Homelessness

COUNCIL DISTRICT: 3

REQUESTED ACTION:

Authorize the execution of a competitively awarded contract with Father Joe's Village in an annual amount of \$800,000—pro-rated for an initial six-month term in the amount of \$400,000 for January 1, 2022, to June 30, 2022—with two one-year options to renew, for the operation of the Day Center for Adults Experiencing Homelessness located at 299 17th Street, San Diego, 92101.

STAFF RECOMMENDATION

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

- 1) Authorize the execution of an initial six-month contract, with two one-year options to renew, with Father Joe's Villages in the annual amount of \$800,000—pro-rated for an initial six-month term in the amount of \$400,000 for January 1, 2022, to June 30, 2022—to operate the Day Center for Adults Experiencing Homelessness located at 299 17th Street, San Diego, 92101;
- 2) Authorize the 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 approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals; and
- 3) Authorize the President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total contract amount for the proposed contract, if necessary, without further action by the Housing Commission Board or the Housing Authority of the City of San Diego, but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

The Housing Commission administers the contract for the City of San Diego's (City) Day Center for Adults Experiencing Homelessness (Day Center) based on a Memorandum of Understanding (MOU) between the Housing Commission and the City. Since July 1, 2010, the MOU has allowed the Housing Commission to administer City-funded homelessness services, including administration of the Day Center contract. The most recent MOU between the Housing Commission and the City was authorized under City Council

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Resolution No. 312514 for an initial one-year term, with four one-year options to renew beginning July 1, 2019, through June 30, 2024.

The proposed actions in this report will allow for the continued operation of the Day Center by Father Joe's Villages. The current contract with Father Joe's Villages to operate the Day Center runs from July 1, 2021, through December 31, 2021. The time of performance for the competitively awarded contract will be an initial six-month term from January 1, 2022, through June 30, 2022, with two one-year options to renew.

PROGRAM OVERVIEW

The Day Center is a City-owned facility in the East Village neighborhood of downtown San Diego at 299 17th Street. The land is ground leased by the City from the State of California's Department of Transportation for the specific purpose of operating a day center program for persons experiencing homelessness. The Day Center has been in operation since 1991 and offers services to an average of 5,000 to 6,000 unduplicated clients per year, including providing clients with access to restrooms, washing and laundry facilities, off-site showers, mail services, telephone access, computer access, self-sufficiency needs assessments, referral services, and a safe environment during the day for individuals requiring these services.

The Day Center is open Monday through Friday from 6 a.m. to 4 p.m., and Saturday and Sunday from 6 a.m. and 2 p.m., including City holidays except for December 25. At the close of Fiscal Year 2021, the Day Center served 5,717 unduplicated clients. Clients are adults age 18 or older and who are experiencing homelessness or at risk of experiencing homelessness, some of whom may have disabling conditions. By providing a safe and secure environment with access to an array of hygiene-based services and connection to community resources, the facility provides an important place where persons experiencing homelessness can receive services and access to critical facilities to meet basic needs.

The Day Center distributes public education announcements, has healthcare providers on-site, and requires masks to enter the facility. Hand-washing stations/facilities are provided both outside and inside the Day Center. Signage for a variety of infectious diseases, including COVID-19 and shigellosis, is posted throughout the facility. Safety measures, on-site infectious education board, and on-site informational signage about a variety of diseases and their prevention are also posted throughout the facility.

The COVID-19 crisis has caused the Day Center to modify its methods of operation by implementing social distancing measures throughout the inside of the facility, limiting the number of people inside to 25 every hour and a half on a rotational basis, keeping the mail line limited to three people at a time, six feet apart, and having people line up for services on temporary markers outside to help with social distancing.

Operator Experience

Father Joe's Villages is one of the leading nonprofit agencies providing shelter, housing, and services to persons experiencing homelessness. In existence for more than 70 years in the San Diego community, Father Joe's Villages provides housing to more than 2,500 persons daily through their programs and typically serves more than 12,000 individuals per year. Housing solutions offered by Father Joe's Villages include transitional housing, rapid rehousing, interim housing, permanent supportive housing, and affordable housing, including the Day Center. 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.

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Since July 1, 2016, Father Joe's Villages has demonstrated the capacity to operate the Day Center effectively; even under the unprecedented pressures of COVID-19, and continues to meet contract requirements such as minimum output measures and compliance thresholds.

Program Design

Father Joe's Villages also operates homelessness services pursuant to contracts under the name St. Vincent de Paul Village. They will operate the Day Center using an approach that leverages existing services available at the Father Joe's Villages main campus in the East Village neighborhood of San Diego.

The Day Center provides access to the following critical basic needs services on-site:

- Mail services
- Cell phone charging stations
- Laundry facilities
- Storage for personal belongings
- Connection to community resources and services
- On-site coordination of services including, but not limited to, the Legal Aid Society, Uplift, Helen Woodward Animal Center, Family Health Centers of San Diego, Travelers Aid, Veterans Affairs, and Veterans Village of San Diego.

The Day Center provides access to the following services to Day Center clients through Father Joe's Villages' main campus:

- Showers
- Telephones and message services
- Computers
- Employment and educational services, including the provision of professional clothing
- Public lunch line at the main campus for nutritious meals
- Village Health Center
- Haircuts
- Homeless Court Program sessions
- Are You Done Event: offers groups, including a full array of Alcohol and Other Drug (AOD) services on-site at the main campus that are open to Day Center clients

General Standards

Father Joe's Villages will ensure:

- Site Control
- Project Readiness
- Service delivery will be client-focused and incorporate best practices such as Harm Reduction, Motivational Interviewing, and Trauma Informed Care;
- Alignment with Housing First principles with low barriers to entry and operations;
- Access to services and resources to meet basic needs;
- Adequate staffing with appropriate ongoing training for service delivery and data analysis;
- Leveraging of sources of funding that are not from the Housing Commission or City;
- Community Consideration Approach
- Equity and Inclusion
- Security presence during hours of operation to ensure a safe environment;
- Data entry, analysis, and reporting of all Day Center activities in the Homeless Management Information System; and
- Participation in the Coordinated Entry System.

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CONTRACT SELECTION PROCESS

On July 15, 2021, the Housing Commission issued a Request for Proposals (RFP) for the operation of the Day Center at 299 17th Street. The RFP was posted and made available for download on the PlanetBids website through the Housing Commission’s and the City’s portals. Through the PlanetBids system, 2,133 vendors were notified (162 from the Housing Commission’s portal and 1,971 from the City’s portal). A pre-proposal meeting was held on July 21, 2021. Representatives from two agencies were in attendance at the meeting.

At the RFP closing on August 11, 2021, one proposal was received in response to the RFP. Subsequent to the closing, a responsiveness review was conducted, and the proposal was determined to be responsive. A source selection committee evaluated, scored, and ranked the response based on the following criteria: Community Considerations; Operations and Supportive Services; Project Readiness, Leveraging of Non-Housing Commission Sources of Funding; Organizational Experience and Capacity; Innovative Program Design; and Equity and Inclusion. As the sole respondent to the Day Center RFP, and a respondent that was evaluated and deemed qualified to provide the requested service, Father Joe’s Villages was selected to continue as the Day Center operator.

AFFORDABLE HOUSING IMPACT

The City continues to experience a homelessness crisis, so the need for services that can provide quality basic needs resources and services to individuals experiencing homelessness is critical to the well-being of the community. The Day Center serves this purpose by providing for basic needs of individuals experiencing homelessness while assisting with identifying appropriate resources and solutions to end their homelessness. Clients participating in Day Center activities represent some of San Diego’s most vulnerable citizens.

FISCAL CONSIDERATIONS

The City has made available \$800,000 annually for the operation of the Day Center from July 1, 2021, to June 30, 2022. This amount will be prorated for the six-month time of performance of the initial contract term from January 1, 2022, to June 30, 2022, with the full amount of funding made available in option years, contingent on the City allocating funding for this purpose.

FUNDING SOURCE	FY2022 (Prorated for Six Months)	FY2023	FY2024
Community Development Block Grant	\$250,000	\$500,000	\$500,000
General Fund	\$150,000	\$300,000	\$300,000
TOTAL	\$400,000	\$800,000	\$800,000

EQUAL OPPORTUNITY/CONTRACTING

As a local nonprofit organization, Father Joe’s Villages is not subject to the requirement to submit a Workforce Report.

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PREVIOUS COUNCIL and/or COMMITTEE ACTIONS

On July 9, 2021, the Housing Commission Board (Report No. HCR21-075) approved the utilization of a sole-source procurement process to enter into a contract with Father Joe's Villages to operate the Day Center from July 1, 2021, through December 31, 2021.

On November 13, 2020, the Housing Commission Board (Report No. HCR20-116) approved the utilization of a sole-source procurement process to enter into a contract with Father Joe's Villages to operate the Day Center from January 1, 2021, to June 30, 2021.

For the term of July 1, 2020, through December 30, 2020, the Housing Commission determined to execute a non-competitive, sole source agreement with Father Joe's Villages to ensure the continuation of services at the Day Center during the height of the COVID-19 pandemic. Housing Commission staff determined that disruption of services or change of providers during a critical time of the pandemic could have been detrimental to the provision of basic needs and access to hygiene resources for some of the City's most vulnerable persons. The related contract amount for the six-month term did not necessitate taking an item to the board for approval.

On March 19, 2015, and March 24, 2015, the Housing Commission Board (Report No. HCR15-023) and the Housing Authority (Report No. HAR15-012; Resolution No. HA-1657), respectively, approved the award of the contract to operate the Day Center to St. Vincent de Paul Village. The Initial term was June 29, 2015, through June 30, 2016, and included four additional option years.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include Day Center clients, residents and business owners in the East Village neighborhood of the City, and Father Joe's Villages as the sub-recipient administering the program. The Day Center is expected to have a positive impact on the community because it will provide for the basic needs of clients while receiving social services. The Day Center will support persons experiencing homelessness and in need of these services.

ENVIRONMENTAL REVIEW

The activities described in the report are not a project as defined in California Environmental Quality Act (CEQA) Section 15378(b)(5) as they are administrative activities of government that will not result in direct or indirect physical changes in the environment and, therefore, are not subject to CEQA pursuant to Section 15060(c)(3) of the State CEQA Guidelines. Nevertheless, they would be categorically exempt under multiple separate provisions of CEQA, including Section 15301 for existing facilities involving negligible or no expansion of the existing use. This determination is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. The activity contemplated herein, including operation of the facility, is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35 (b)(2) and (3) and not subject to Section 58.5. Final NEPA approval from the City of San Diego was obtained on November 13, 2020.

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Respectfully submitted,

Approved by,

Lisa Jones

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Executive Vice President, Strategic Initiatives
Homeless Housing Innovations
San Diego Housing Commission

Jeff Davis

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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.