



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: May 5, 2022

HCR22-059

SUBJECT: Approval of the Sole Source Justification and Operating Agreement between the San Diego Housing Commission and People Assisting the Homeless (PATH) to Operate the City of San Diego Connections Housing Interim Shelter Program

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations Division

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

#### REQUESTED ACTION:

Approve a non-competitive, sole source agreement under Procurement Policy 9.4 with People Assisting the Homeless (PATH) in the amount of \$1,044,993 for a one-year term from July 1, 2022, through June 30, 2023 with four one-year options for renewal, contingent on the City of San Diego making funds available in its annual fiscal year budgeting process and the continuance or extension of the Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homeless Shelters and Services Programs (current term ends June 30, 2024), for the operation of the City of San Diego Connections Housing Interim Shelter Program at 1250 Sixth Ave, San Diego, CA 92101.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- The proposed actions referenced in this report will allow the Housing Commission to enter into a non-competitive, sole source agreement under Procurement Policy 9.4 with PATH in amounts referenced within this report to operate the PATH Connections Interim Shelter Program at 1250 Sixth Ave., San Diego, CA 92101, for the initial operating term of July 1, 2022, through June 30, 2023, with four one-year options for renewal, contingent on funding availability.
- The program will provide shelter year-round in alignment with Housing First principles for up to 80 persons experiencing homelessness in the City. The program will provide safe, low-barrier shelter, as well as stabilization and supportive services, to prepare individuals experiencing homelessness for the most appropriate longer-term or permanent housing intervention.
- Services to be provided include, but are not limited to: a safe, secure and supportive environment; access to housing-focused case management and supportive services; basic needs support such as a minimum of two meals per day, laundry, telephone, restrooms and showers; referrals to partner agencies for additional services; and assistance in obtaining permanent or longer-term housing interventions.
- In addition to operating the program since 2013, PATH has more than 30 years of operational and programmatic experience serving individuals experiencing homelessness. The organization serves 1,100 people in the County of San Diego annually.
- The City of San Diego is proposing to make available \$1,135,410 in Community Development Block Grant (CDBG), Emergency Solution Grant (ESG), and General Fund for operations in Fiscal Year (FY) 2023. Operations are also supported with \$1,441,569 in private funds that PATH leverages.



## REPORT

**DATE ISSUED:** April 28, 2022

**REPORT NO:** HCR22-059

**ATTENTION:** Chair and Members of the San Diego Housing  
Commission For the Agenda of May 5, 2022

**SUBJECT:** Approval of the Sole Source Justification and Operating Agreement between the San Diego Housing Commission and People Assisting the Homeless (PATH) to Operate the City of San Diego Connections Housing Interim Shelter Program

**COUNCIL DISTRICT:** Citywide

### **REQUESTED ACTION**

*Advance notice of San Diego Housing Commission hearing of the following matter has been provided to the Housing Authority Members pursuant to the provisions of San Diego Municipal Code Section 98.0301(e)(4)(B).*

Approve a non-competitive, sole source agreement under Procurement Policy 9.4 with People Assisting the Homeless (PATH) in the amount of \$1,044,993 for a one-year term from July 1, 2022, through June 30, 2023 with four one-year options for renewal, contingent on the City of San Diego making funds available in its annual fiscal year budgeting process and the continuance or extension of the Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homeless Shelters and Services Programs (current term ends June 30, 2024), for the operation of the City of San Diego Connections Housing Interim Shelter Program at 1250 Sixth Ave, San Diego, CA 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 People Assisting the Homeless (PATH) in the amount of \$1,044,993 for an initial term of July 1, 2022, through June 30, 2023, with four one-year options for renewal, contingent on funding being made available for that purpose and the continuance or extension of the Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homeless Shelters and Services Programs (current term ends June 30, 2024), to provide interim shelter and services for persons experiencing homelessness at the City of San Diego's Connections Housing Interim Shelter Program at 1250 Sixth Ave., San Diego, CA 92101. The funding source for the initial operating term is expected to consist of City General Fund, Community Development Block Grant (CDBG) funds and Emergency Solution Grant (ESG) funds.
- 2) Authorize the Housing Commission's Interim President & Chief Executive Officer (Interim 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 in advance of approval for the designee to sign.

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- 3) Authorize the Housing Commission's Interim 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 of San Diego's (City) 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. The current MOU between the City and the Housing Commission for the provision of Homeless Shelters and Service Programs, including the Connection Housing Interim Shelter Program, became effective July 1, 2019, and extends through June 30, 2024, (including options). The proposed actions referenced in this report will allow the Housing Commission to enter into a non-competitive, sole source agreement under Procurement Policy 9.4 with PATH in amounts referenced within this report to operate the PATH Connections Interim Shelter Program at 1250 Sixth Ave., San Diego, CA 92101, for the initial operating term of July 1, 2022, through June 30, 2023, with four one-year options for renewal, contingent on funding availability.

Housing Commission staff recommends executing a non-competitive, sole-source agreement with PATH through the non-competitive process as outlined in Procurement Policy 9.4 to address the Community Action Plan on Homelessness' goal of providing interim shelter beds for individuals experiencing homelessness. PATH has operated the program since 2013, and the shelter program is in a building PATH operates. PATH is a nonprofit organization with extensive experience serving individuals experiencing homelessness and delivers case management and supportive services in alignment with both local and national established best practices. The proposed agreement will increase the number of beds previously operated from 65 to 80. Funding for the agreement also has increased from previous years to better support the existing services available to residents through increased staffing resources and supplies that support daily program operations.

The program supports the Community Action Plan on Homelessness for the City of San Diego (Action Plan), a comprehensive, 10-year plan that builds on progress, lays out short-term achievable goals and serves as a guide for long-term success in addressing homelessness. The Action Plan identifies shelter interventions as critical entry points to the City's Crisis Response System and necessary to facilitate permanent housing placements. The program is an important component to the vision, principles and strategies the Action Plan identified.

### **Program Overview**

The City of San Diego Connections Housing Interim Shelter Program will provide shelter year-round in alignment with Housing First principles for up to 80 persons experiencing homelessness in the City. The program will provide safe, low-barrier shelter, as well as stabilization and supportive services, to prepare individuals experiencing homelessness for the most appropriate longer-term or permanent housing intervention, contributing to the regional goals of ensuring instances of homelessness are rare, brief, and non-recurring.

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The program will prioritize the most vulnerable individuals living in the City, including individuals who may live in places not intended for human habitation (vehicles, parks, abandoned buildings, sidewalks, streets, etc.) were it not for the shelter and services the program provides. Services to be provided include, but are not limited to: a safe, secure and supportive environment; access to housing-focused case management and supportive services; basic needs support such as a minimum of two meals per day, laundry, telephone, restrooms and showers; referrals to partner agencies for additional services; and assistance in obtaining permanent or longer-term housing interventions.

### Operator Experience

In addition to operating the program since 2013, PATH has more than 30 years of operational and programmatic experience serving individuals experiencing homelessness. The organization serves 1,100 people in the County of San Diego annually, helping clients develop stable, independent lives through permanent homes and wraparound supportive services.

The program functions as a one-stop, supportive service and residential community that provides space for several agencies in a single location to meet the varying needs of the clients they serve. Connections Housing includes 73 permanent supportive housing units for which the Housing Commission provides federal rental assistance through rental housing vouchers; 80 interim shelter beds through a contract the Housing Commission administers on behalf of the City, which is the subject of this report; 40 interim shelter beds through a grant per diem program with the U.S. Department of Veterans Affairs; 14 respite care beds through contracts with four different health insurance providers; a federally qualified health center; a food service program; case management services; and the PATH Depot, a robust hub of homelessness services and resources. PATH also operates three additional interim shelter programs throughout the state of California, totaling more than 500 beds for individuals and families experiencing homelessness.

Since July 1, 2021, the program has served 145 individuals, of whom 42 percent have exited the program to long-term or permanent housing.

### Program Design

Through the City of San Diego Connections Housing Interim Shelter Program, PATH will provide shelter, case management, and basic needs support for up to 80 single adults experiencing homelessness in the City of San Diego at any given time.

### Program Components:

- a. Housing First program with low barriers to entry and operations.
- b. A formal shelter intake and move-in process, in a welcoming and solutions-focused environment, to include a review of required intake documents, terms of service, and guidelines for community living.
- c. Housing-focused program that aims to resolve Program Clients' homelessness as quickly as possible. Related services include, but are not limited to:
  - i. Determining diversion opportunities;
  - ii. Self-sufficiency needs assessment;
  - iii. Development of client housing plan, including stabilization strategies and client housing goals and objectives;

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- iv. Coordination with and referrals to County, State, and Federal programs, as well as nonprofits and social service agencies, as appropriate;
- v. Assistance in locating safe and affordable permanent or other longer-term housing, including determining housing interventions and opportunities outside of the Coordinated Entry System (CES);
- vi. Completion of intakes, screenings, assessments, and case conferencing or other integral components of CES as established by Regional Task Force on Homelessness' (RTFH) community standards and policies;
- vii. Assistance with housing applications and supportive and subsidized housing paperwork; and
- viii. Advocacy for clients with prospective landlords.

d. Basic shelter services, including but not limited to:

- i. Appropriate 24-hour residential services and staffing;
- ii. A maximum of 80 beds and other residential furnishings;
- iii. A minimum of two meals per day in compliance with all applicable health and safety regulations;
- iv. Showers, wash stations, restrooms, laundry facilities and/or laundry services, and belongings storage for Program Clients;
- v. Routine operating and client supplies, including but not limited to hygiene products, basic first aid supplies, and cleaning supplies;
- vi. Telephone access and message services;
- vii. Regularly laundered linens; and
- viii. Mail services.

e. Coordination to support testing and vaccinations for communicable diseases.

### **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 shelter serves this purpose by providing interim shelter services and a pathway to housing to persons experiencing homelessness. Participants in this program represent some of San Diego’s most vulnerable citizens, as 100 percent of participants are homeless, with low-to-moderate incomes.

### **FISCAL CONSIDERATIONS**

The City of San Diego is proposing to make available \$1,135,410 in Community Development Block Grant (CDBG), Emergency Solution Grant (ESG), and General Fund for operations in Fiscal Year 2023. Funding for Fiscal Year 2023 will be determined through the City’s budgeting process. Operations are also supported with private funds that are leveraged by PATH in the amount of \$1,441,569. Funding for future option years will be contingent upon the City making funding available for this purpose.

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<b>FUNDING BY USE</b>	<b>FY 2023</b>
PATH Operating Contract	\$1,044,993
Housing Commission Administrative Costs	\$90,417
<b>TOTAL</b>	<b>\$1,135,410</b>

### **HOUSING COMMISSION STRATEGIC PLAN**

This item relates to Strategic Priority Area No. 4 in the Housing Commission Housing Commission Strategic Plan for Fiscal Year (FY) 2022-2024: Advancing Homelessness Solutions – Supporting the City of San Diego Community Action Plan on Homelessness.

### **EQUAL OPPORTUNITY CONTRACTING AND EQUITY ASSURANCE**

People Assisting the Homeless (PATH) is a local nonprofit organization and is exempt from the requirement to submit a Workforce Report. The organization does not discriminate based on race, color, religion, national origin, ancestry, gender, age, medical condition, sexual orientation, marital status, domestic partnership status, physical or mental disabilities, veterans, or any other consideration made unlawful by federal, state, or local laws.

### **PREVIOUS COUNCIL and/or COMMITTEE ACTION**

On July 1, 2010, the Housing Commission’s administration of the contracts for the City of San Diego’s (City) Homeless Shelters and Services Programs first took effect based on a Memorandum of Understanding (MOU) between the Housing Commission and the City.

On June 25, 2019, the Housing Authority approved an extension of the Memorandum of Understanding between the City of San Diego and the Housing Commission for the provision of Homeless Shelters and Services (Resolution No. HA-1821). The current MOU became effective July 1, 2019, and extends through June 30, 2024 (including options).

On September 8, 2017, the Housing Commission approved an operating agreement with PATH for the operation of the City of San Diego Connections Housing Interim Shelter Program (Report No. HCR17-069). The agreement included four options for renewals and will expire on June 30, 2022.

### **KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders for this project include single adults experiencing homelessness and PATH 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 for up to 80 single adults experiencing unsheltered homelessness at any given time.

### **ENVIRONMENTAL REVIEW**

These activities are categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities), which allows the operation, repair, maintenance permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Federal

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funds constitute a portion of the funding for these activities. 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. NEPA approval was obtained from the City of San Diego on March 15, 2022.

Respectfully submitted,

Approved by,



Lisa Jones  
Executive Vice President, Strategic Initiatives  
San Diego Housing Commission



Jeff Davis  
Interim President & 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](http://www.sdhc.org).