



REPORT TO THE HOUSING AUTHORITY OF THE CITY OF SAN DIEGO AND THE SAN DIEGO CITY COUNCIL

DATE ISSUED: December 4, 2019

REPORT NO: HAR19-047

ATTENTION: Chair and Members of the Housing Authority of the City of San Diego
City Council President and Councilmembers
For the Agenda of January 14, 2020

SUBJECT: Approval of a First Amendment to Memorandum of Understanding Between the City of San Diego and the San Diego Housing Commission for the Housing Navigation Center to extend the term of that agreement, Approval to Extend the Initial Operating Agreement with Family Health Centers of San Diego to Operate the City of San Diego's Housing Navigation Center from February 1, 2020 to June 30, 2020; and to Exercise the First Six Months of the First Option Year for the Term of July 1, 2020 - December 31, 2020 to Accommodate Procuring and Conducting an Evaluation of the Project by a Third-Party Consultant.

COUNCIL DISTRICT: Citywide

REQUESTED ACTION:

Approve extending the initial contract term for the agreement with Family Health Centers of San Diego to operate the City of San Diego's Housing Navigation Center at 1401 Imperial Avenue, San Diego, California 92113, from February 1, 2020, to June 30, 2020, to align the contract term with the Fiscal Year and approve exercising the first option to extend the term of the agreement with Family Health Centers of San Diego for six months following the conclusion of the extended initial contract term, from July 1, 2020, through December 31, 2020, to operate the City of San Diego's Housing Navigation Center, in accordance with approvals granted by the Housing Authority on November 13, 2018 via Housing Authority Resolution Number HA-1793.

Approve extending the initial term of the Memorandum of Understanding (MOU) between the Housing Commission and the City for oversight and administration of the Housing Navigation Center to June 30, 2020.

STAFF RECOMMENDATION

That the Housing Authority of the City of San Diego (Housing Authority) and San Diego City Council (City Council) take the following actions:

Housing Authority:

- 1) Authorize the extension of the initial contract term for the agreement with Family Health Centers of San Diego to operate the City of San Diego's Housing Navigation Center at 1401 Imperial Avenue, San Diego, California 92113, to June 30, 2020, to align the contract term with the San Diego Housing Commission's (Housing Commission) and City of San Diego's Fiscal Year, in

accordance with approvals granted by the Housing Authority on November 13, 2018, via Housing Authority Resolution Number HA-1793;

- 2) Authorize the execution of the first option to extend the term of the agreement with Family Health Centers of San Diego to operate the City of San Diego's Housing Navigation Center for a six-month term, from July 1st, 2020 through December 31st, 2020, in accordance with approvals granted by the Housing Authority on November 13, 2018 via Housing Authority Resolution Number HA-1793, ***contingent on*** the City making funds available for such purpose during the City of San Diego Fiscal year 2021 budgeting process and approval.
- 3) Authorize the President & Chief Executive Officer (President & CEO) of the Housing Commission, 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;
- 4) Authorize the President & CEO to execute an extension of the initial term of the MOU between the Housing Commission and the City for oversight and administration of the Housing Navigation Center to June 30, 2020; and
- 5) Authorize the President & CEO to substitute funding sources and/or increase funding amounts for services provided under the operating agreement for the operation of the Housing Navigation Center by not more than 10 percent of the original amount allocated for such activities, if necessary, without further action of the Housing Authority, but only if and to the extent that such funds are determined to be available for such purposes.

City Council:

Approve an amendment to the MOU between the City and the Housing Commission for oversight and Administration of the Housing Navigation Center to extend the initial term of the MOU to June 30, 2020.

SUMMARY

As part of the City of San Diego's (City) comprehensive approach to addressing homelessness and the Mayor's vision to increase the resources within the City's Homeless Crisis Response System and support regional efforts to ensure instances of homelessness are rare, brief and non-recurring, the City's Housing Navigation Center was envisioned to serve as an entry point for the Coordinated Entry System (CES), provide core services to address housing crises, and help participants access a range of mainstream services that impact housing stability.

The Housing Authority approved an agreement between the Housing Commission and Family Health Centers of San Diego on November 13, 2018, via Housing Authority Resolution Number HA-1793, to operate the City's Housing Navigation Center at 1401 Imperial Avenue, San Diego, California 92113. The agreement was fully executed for an initial term of February 1, 2019, through January 31, 2020, with the option to extend the term for four additional one-year terms.

In order to align the operator contract term with the Commission's and City's Fiscal Year, as well as with the City's budgeting process, staff recommends that the initial contract term be extended from February 1, 2020, through June 30, 2020.

Designed to centralize services and resources for persons experiencing homelessness, the Housing Navigation Center will provide on-site intake, assessment, triage, and referrals for permanent and longer-term housing opportunities. As the Housing Navigation Center operator, Family Health Centers of San Diego assists individuals experiencing homelessness to identify immediate housing solutions, provide crisis management, access mainstream benefits important to addressing issues impacting housing stability, and work with partnering agencies for permanent housing and supportive service program linkages.

The timeline for opening of the Housing Navigation Center has experienced some delay, predominantly due to the process of procuring a contractor to conduct tenant improvements and the time to start and complete the work. The Housing Navigation Center began tenant improvement on September 16, 2019, and will be completed in December 2019. The Housing Navigation Center is anticipated to begin full operations at the site location in December 2019, upon completion of the tenant improvement activities.

Since the contract with Family Health Centers of San Diego was executed, they have begun recruiting for key positions, including Housing Navigators, site staff, and management. As Housing Navigators (Navigators) were hired on, they started conducting outreach and engagement efforts with the unsheltered population in the area surrounding the Housing Navigation Center in April 2019. Over the ensuing months as hiring continued, their outreach efforts ramped up accordingly with the total number of new clients they were able to enroll in the outreach program increasing 600% when comparing total new clients enrolled in July 2019 (63 new clients enrolled in July) to April 2019 (10 new clients enrolled in April). Overall, more than 300 clients have been enrolled in outreach since April 2019. Many of these clients have been contacted repeatedly as a result of enrolling, as Navigators have worked to build rapport, complete assessments and engage clients in services. As of September 30th, 47% of clients enrolled in outreach had engaged in services, including medical and mental health services and transportation assistance. Navigators have also provided information and built awareness among the unsheltered population of services that the Housing Navigation Center will offer once open and have solicited feedback on the services people would like to see offered at the Housing Navigation Center. These services will include those offered by Family Health Center of San Diego's staff members as well as services offered by an array of partners, which have agreed to deliver services on-site at scheduled dates/times. Eighteen organizational partners have signed agreements with Family Health Centers, formalizing their commitment, with 11 others in the process of finalizing service commitments. These efforts on the part of Family Health Centers of San Diego and organizational partners aim to realize the vision of the Housing Navigation Center as a hub where clients can access centralized intake, assessment, and referrals to an extensive suite of services important to attaining housing stability.

Once full operation begin, Family Health Centers of San Diego will provide monthly reports to the Housing Commission on program activities and progress toward outcomes as detailed in the operator contract. Once full site operations commence monthly informational reports on activity and progress towards outcomes will be submitted to the Board and the Housing Authority. Family Health Centers of San Diego will also participate in a third-party evaluation which, per Housing Authority Resolution Number HA-1793, "will be conducted within the first operating year to determine the effectiveness of the program under its current design, identify any areas for improvement and enhanced performance, and establish performance benchmarks and appropriate outcome measurements."

In addition to requesting the five-month extension of the initial term through June 30, 2020, the Housing Commission recommends exercising the first option to extend the term of the agreement from July 1, 2020, through December 31, 2020. This timeline will accommodate both the originally planned third-party evaluation to be conducted within the first year of operations and concurrently to consider recommendations made recently in the City of San Diego's Community Action Plan on Homelessness around evaluating services in the East Village neighborhood and approaching planning for homeless services in this area with a systems-level approach. The Community Action Plan on Homelessness recommended that the outcomes of services delivered at the Housing Navigation Center be evaluated alongside those of the nearby Day Center at six months and one year to facilitate strategic decision-making in regard to the use of both sites in the future. Extending the initial term and exercising the first six months of the first option year renewal of the Housing Navigation Center's contract through December 31, 2020, will allow for such an evaluation to be conducted and the Housing Commission to bring back results when asking the Housing Authority to consider exercising future option terms of the contract.

AFFORDABLE HOUSING IMPACT

The operation of the Housing Navigation Center will allow homeless individuals to connect to services to provide intake, assessment, triage and referrals for permanent housing opportunities.

FISCAL CONSIDERATIONS

The proposed funding sources and uses for the five-month extension of the initial contract term to be approved by this action are included in the Fiscal Year 2020 Housing Commission budget. Approving this action will authorize the Housing Commission to expend \$645,833 in funds from February 1, 2020 to June 30, 2020.

Housing Navigation Center Fiscal Year 2020: 5 Month Funding Allocations				
Source	Community Development Block Grant	General Fund	Low-Moderate Income Housing Asset Fund	Total
Amount	\$ 416,666.67	\$ 125,000.00	\$ 104,166.67	\$ 645,833.00

The proposed funding sources and uses for the six-month renewal option to be exercised from July 1, 2020, to December 31, 2020 is contingent upon the City making funds available for such purpose during the City of San Diego Fiscal year 2021 budgeting process for Fiscal Year 2021. The six-month funding amount of \$775,000 is consistent with the funding amounts and sources contained referenced in the Housing Authority Resolution Number HA-1793.

Housing Navigation Center Fiscal Year 2021: 6 Month Funding Allocations				
Source	CDBG	General Fund	LMIHH	Total
Amount	\$ 500,000.00	\$ 150,000.00	\$ 125,000.00	\$ 775,000.00

EQUAL OPPORTUNITY/CONTRACTING

Family Health Centers of San Diego is local nonprofit organization. As a nonprofit, the organization is exempt from the requirement to submit Workforce Reports.

PREVIOUS COUNCIL and/or COMMITTEE ACTION

On November 13, 2018, the San Diego City Council approved Resolution No. R-312061, authorizing the negotiation and execution of a Memorandum of Understanding (MOU) between the City of San Diego and the Housing Commission "to address the duties of the parties concerning the Housing Navigation Center."

On November 13, 2018, the Housing Authority approved Resolution No. HA-1793, authorizing the Housing Commission to enter into an agreement with Family Health Centers of San Diego to operate the Housing Navigation Center. The agreement allowed for one initial 12-month contract term with four options to renew at the discretion of the Housing Authority. Funding per year totals \$1,550,000 for a total of \$7,750,000 over the five-year term.

On January 29, 2018, the San Diego City Council approved Resolution No. R-311521 to authorize the purchase of real property located at 1401 Imperial Avenue, San Diego, California as the future location of a housing navigation center to serve as an entry point to the Coordinated Entry System, to provide core services to address the housing crisis, and help individuals access a range of mainstream services that impact housing stability.

COMMUNITY PARTICIPATION and PUBLIC OUTREACH EFFORTS

A Neighborhood Advisory Committee (NAC) for the Housing Navigation Center was formed to facilitate community engagement. The first NAC meeting was held on April 23, 2019, and meetings occur monthly for an indefinite timeframe. Representatives from the Mayor's Office, City Council, Housing Commission, City of San Diego, Family Health Centers of San Diego, San Diego Police Department, East Village Association, and community members from surrounding areas generally attend the meetings. Topics of discussion include outreach efforts performed by Housing Navigators, law enforcement presence in the East Village neighborhood, general health and safety considerations, and general updates.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include the neighboring residents and businesses in and around the East Village neighborhood of Downtown San Diego, as well as the community members experiencing homelessness who will be served by the Housing Navigation Center.

ENVIRONMENTAL REVIEW

The City of San Diego, as Lead Agency, determined that the activity to negotiate and execute the purchase and sale agreement for the acquisition of property at 1401 Imperial Avenue (Purchase & Sale Agreement), allocate and transfer associated funding, and approval of property improvements is covered June 5, 2018 Approval of Contract between San Diego Housing Commission and a Contractor to operate the Housing Navigation Center at 1401 Imperial Avenue, San Diego, California 92113 Page 8 by the General Rule, CEQA Section 15061(b)(3), and is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301. In addition, development and land uses within the Downtown Community Planning area are covered under the following documents, all referred to as the "Downtown FEIR": Final Environmental Impact Report (FEIR) for the San Diego Downtown Community Plan, Centre City Planned District Ordinance, and 10th Amendment to the Centre City Redevelopment Plan, certified by the former Redevelopment Agency ("Former Agency") and the City Council on March 14, 2006 (Resolutions R-04001 and R301265, respectively); subsequent addenda to the FEIR certified by

the Former Agency on August 3, 2007 (Former Agency Resolution R-04193), April 21, 2010 (Former Agency Resolution R-04510), and August 3, 2010 (Former Agency Resolution R-04544), and certified by the City Council on February 12, 2014 (City Council Resolution R-308724) and July 14, 2014 (City Council Resolution R-309115); and, the Final Supplemental Environmental Impact Report for the Downtown San Diego Mobility Plan certified by the City Council on June 21, 2016 (Resolution R-310561). The environmental impacts of the proposed uses were adequately addressed in the Downtown FEIR; the uses are within the scope of the development program described in the Downtown FEIR and are adequately described within the Downtown FEIR for the purposes of CEQA; and, none of the conditions listed in CEQA Guidelines Section 15162 exist. Therefore, no further environmental documentation is required under CEQA. The current, proposed agreement for services and Memorandum of Understanding is not a separate "project" for purposes of CEQA pursuant to CEQA Guidelines Section 15378(a) because the funding action does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, in comparison to the Project for which the Development Services Department has determined that the CEQA exemption applies. The City of San Diego, as responsible entity, is anticipated to conduct a limited NEPA Environmental Review of this Project for the use of CDBG funds. The Housing Commission hereby issues an advisory opinion that the activities contemplated herein, relating to the operation of the facilities, is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35(b)(2) and (3) and exempt per Section 58.34(a)(3) and (4) of Title 24 of the Code of Federal Regulations. The activities contemplated herein related to tenant improvements are categorically excluded subject to Section 58.5 pursuant to Section 58.35(A)(3)(iii) and convert to exempt under Section 58.34(a)(12). A final Environmental Review will be completed by the City prior to any approval of this action by the Housing Authority and a copy of the Environmental Review will be placed on file in the Environmental Review Record. Since this action is merely advisory and no contract can be executed, unless and until approved by the Housing Authority of the City of San Diego, taking this preliminary advisory action without a final NEPA review is not a choice limiting action. The contract will NOT be signed unless and until the City of San Diego has made the appropriate NEPA determination, through an exclusion to an exemption, or, through another appropriate determination. If such a determination is not achieved, this agreement will not be executed.

Respectfully submitted,



Lisa Jones
Senior Vice President
Homeless Housing Innovations Division

Approved by,



Jeff Davis
Executive Vice President & Chief of Staff
San Diego Housing Commission

Attachments: 1) Housing Navigation Center Budget
2) Annual Operating Budget – Option Years
3) In-Kind Budget
4) Second Amendment to Operating Agreement
5) First Amendment to MOU between City of San Diego and the Housing Commission

December 4, 2019

Operating Agreement with Family Health Centers of San Diego to Operate the City of San Diego's Housing
Navigation Center Extension

Page 7

Hard copies are available for review during business hours at the security information desk in the main lobby and the fifth floor reception desk of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the "Governance & Legislative Affairs" section of the San Diego Housing Commission website at www.sdhc.org.

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

Attachment 1

PERSONNEL EXPENSES (PE)	CDBG	GF	LMIHF	July 1-June 30
	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Salaries & Wages	604,400	159,554	162,198	\$ 926,152
Fringe Benefits	137,199	36,219	36,819	\$ 210,237
TOTAL PERSONNEL BUDGET	\$ 741,599	\$ 195,773	\$ 199,017	\$ 1,136,389
NON-PERSONNEL EXPENSES (NPE)	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Travel	4,560			\$ 4,560
Consumable Supplies	12,000			\$ 12,000
Office Supplies	3,000			\$ 3,000
Cleaning Supplies	3,100	600	140	\$ 3,840
RFID Enabled Swipe Technology				\$ -
Minor Equipment (Navigators Fieldwork)				\$ -
Minor Equipment (HNC Workstations)				\$ -
Minor Equipment (Cubicles)				\$ -
Minor Equipment (Telecommunication)				\$ -
Minor Equipment (Medical Office)				\$ -
Minor Equipment (Station, Mobile Station)				\$ -
Minor Equipment (Registration & Common Areas)				\$ -
Minor Equipment-Wi-Fi				\$ -
Client Computer Lab				\$ -
Training Rooms				\$ -
Abatement				\$ -
Security				\$ -
Exterior Lighting				\$ -
Security Services		840		\$ 840
Evaluation Program Consultant				\$ -
Vans Expenses	8,400			\$ 8,400
Client Bus Passes		5,040		\$ 5,040
Training Staff Development		5,000	2,500	\$ 7,500
Reference Lab Services	-	-		\$ -
Telecommunications	15,600			\$ 15,600
Internet Service		15,600		\$ 15,600
Utilities	42,666	30,026	15,434	\$ 88,126
License Fees				\$ -
Copier Lease	2,700			\$ 2,700
PMS Janitorial / Maintenance	6,020	4,000		\$ 10,020
Lab Courier Service	-			\$ -
Pest Control Services	1,400	1,600		\$ 3,000
Waste Removal Services	1,380			\$ 1,380
Document Shredding Services	1,140			\$ 1,140
Parking Rental	21,000			\$ 21,000
Building Signage Removal				\$ -
Client Incentives	5,000	2,500	300	\$ 7,800
Indirect Cost	130,435	39,021	32,609	\$ 202,065
Construction				\$ -
TOTAL NON-PERSONNEL BUDGET	\$ 258,401	\$ 104,227	\$ 50,983	\$ 413,611
TOTAL OPERATIONS BUDGET	\$ 1,000,000	\$ 300,000	\$ 250,000	\$ 1,550,000

SALARIES AND WAGES JUSTIFICATIONS

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

POSITION: Associate Site Director	NUMBER OF FTE: 0.50
Detailed Explanation	
The Associate Site Director will oversee the daily operations of the HNC, including hiring and training new employees, supervising the Navigators, Intake Specialists, Peer Support Specialists, and other staff onsite; responsible for program budgeting, expenditures, reporting, and will work with the Associate Director of Homeless Services to maximize the impact of partnerships and all program services.	
POSITION: Physician Assistant / APP (Advanced Practice Provider)	NUMBER OF FTE: 0.50
Detailed Explanation	
The Nurse Practitioner will provide physical health assessments for HNC clients served at the on-site medical clinic. The NP will complete required documentation accurately and thoroughly in accordance with department standards to comply with EHR requirements. The NP will work with the NAVs to ensure each clients is linked to an ongoing primary care medical home.	
POSITION: Medical Assistant/Certified Phlebotomy Technician	NUMBER OF FTE: 0.50
Detailed Explanation	
The Medical Assistant/Certified Phlebotomy Technician will ensure HNC clients served at the on-site medical clinic receive prompt, quality care; will perform venipuncture, finger-sticks and specimen collection for use in physical health assessments; and, will ensure timely and accurate documentation in the EHR.	
POSITION: Site Coordinator	NUMBER OF FTE: 1.00
Detailed Explanation	
The Site Coordinator will oversee the coordination of onsite services, including those provided by FHCSO as well as Navigation Center partner agencies. Duties include developing and maintaining a schedule of activities and Center space utilization, creation and posting of the schedule in a format easily accessible to service partners and clients.	
POSITION: Substance Use Disorder Counselor	NUMBER OF FTE: 1.00
Detailed Explanation	
The Substance Use Disorder Counselor will provide on-site screening assessment, information and referrals for clients with substance abuse issues and/or substance use disorder. The Substance Use Disorder Counselor will use standardized assessments, including the ASI, to assess client addiction severity; they will document assessment results and referrals in the EHR, and work with the NAV to ensure clients in need of substance abuse treatment services are linked to the appropriate level of care.	
POSITION: Navigators	NUMBER OF FTE: 7.0
Detailed Explanation	
Navigators will provide client outreach and engagement, administer the VI-SPDAT during outreach contacts; schedule intake appointments at the HNC; provide housing location and navigation services; provide warm hand-offs to the on-site LCSW, SUDC, and other providers as needed; develop an Individual Service Plan with each client, and provide ongoing case management to ensure the client is able to access referrals, achieve ISP goals, and retain housing placements. The NAV will enter all client information into the registry and other systems as required.	
POSITION: Care Coordinator-Specialty/Certified Enrollment Specialist	NUMBER OF FTE: 1.00
Detailed Explanation	
The Care Coordinator/Certified Enrollment Specialist will provide individual assistance applying for and retaining public benefits, including health insurance, income benefits, food stamps, and other public benefit programs. They will assist in coordinating client referrals to specialty providers or other external providers. The Care Coordinator/Certified Enrollment Specialist will ensure all client information and benefits are documented in the EHR, registry, and other systems as required.	
POSITION: Peer Support Specialist	NUMBER OF FTE: 1.00
Detailed Explanation	
The Peer Support Specialist will assist clients to set realistic goals and will provide support case management. The PSS will use his/her own lived experiences to educate clients and validate their experience. The PSS will support the navigation process and assist clients as needed to achieve goals and access services throughout the continuum of care. The PSS will ensure all services and referrals are documented in the registry and other systems as required.	

SALARIES AND WAGES JUSTIFICATION

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

POSITION: Intake Service Representative/Data Entry	NUMBER OF FTE: 2.0
Detailed Explanation	
The Intake Service Representative/Data Entry will greet and register patients at the on-site medical clinic; will ensure accurate and timely documentation and data entry; will work with clients and staff to schedule physical health assessments; will ensure client information is entered into the EHR and registry accurately and in a timely manner.	
POSITION: Senior Software Architect	NUMBER OF FTE: 0.00
Detailed Explanation	
The Senior Software Architect will oversee the successful development, product design, launch and quality assurance of the program registry, dashboard, and all other virtual navigation components and products; will provide technical assistance and consultation to ensure program staff and partners are able to successfully and effectively use the registry and dashboard. This position also will ensure successful launch of the RFID wearable tech and readers.	
POSITION: Software Engineer II	NUMBER OF FTE: 0.00
Detailed Explanation	
The Software Engineer II will assist in the development and launch of the registry, dashboard, and other virtual navigation components, and will provide ongoing maintenance of the systems to ensure quality assurance. The Software Engineer I will support the Senior Software Engineer to provide ongoing maintenance of the RFID wearable tech and readers.	
POSITION: Data Scientist (Business Analyst II)	NUMBER OF FTE: 0.20
Detailed Explanation	
The Business Analyst II supports the ongoing analytics required to report on Housing Navigation Center outcomes both internally and externally; use data to inform the levels and types of services offered at the Housing Navigation Center; inform course corrections; and identify additional needs to operate the facility efficiently and effectively.	
POSITION: Driver, Service Shuttle	NUMBER OF FTE: 1.00
Detailed Explanation	
The Driver, Service Shuttle will provide transportation services for clients to the HNC for intake and navigation appointments, and to referral appointments, including to medical, mental health, substance abuse treatment, and other referrals services.	
POSITION: Security Guard Coverage	NUMBER OF FTE: 1.70
Detailed Explanation	
The Security Guard will greet all clients/visitors and provide security, ensuring the safety of the HNC, its patients, staff and visitors; the Security Guard will conduct internal and external rounds of the site identify security and safety hazards; responsible for conducting a complete inspection of site at end of day and securing the buildings, ensuring all exterior doors are secure and locked at the end of the day; maintains order in facility and peripheral areas.	
POSITION: Janitor/Day Porter	NUMBER OF FTE: 1.70
Detailed Explanation	
Supports operations of the HNC Site	
POSITION: Director of Special Populations	NUMBER OF FTE: 0.10
Detailed Explanation	
Supports operations of the HNC Site	
POSITION: Site Manager	NUMBER OF FTE: 1.00
Detailed Explanation	
Supports operations of the HNC Site	

FRINGE BENEFITS JUSTIFICATION

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

FRINGE BENEFIT TITLE: FRINGE BENEFITS	
	Detailed Explanation
Fringe benefits for all staff (includes, but is not limited to, health, worker's compensation, SUI) at 22.7%.	
FRINGE BENEFIT TITLE:	
	Detailed Explanation
FRINGE BENEFIT TITLE:	
	Detailed Explanation
FRINGE BENEFIT TITLE:	
	Detailed Explanation

FAMILY HEALTH CENTERS OF SAN DIEGO, INC.
San Diego Housing Commission RFP # HHI-15-22: Housing Navigation Center
Budget Period: February 1, 2019 - June 30, 2024

Personnel	FTE	Salary	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Director of Special Populations	3%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Director of Mental Health	5%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Psychiatrist	5%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	30%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	30%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	30%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	10%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	10%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	10%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	10%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Engagement Specialist	10%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Case Manager	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Case Manager	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Case Manager	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Case Manager	50%		<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>	<i>In kind</i>
Total In-kind Direct: 5 Yr Term		\$ 1,807,238					
Total in-kind Indirect: 5 Yr Term		\$ 821,926					
Total In-kind: 5 Yr Term		\$ 2,629,164					

Annual Budget Option Years 1, 2, 3, and 4**Project Name:** Housing Navigation Center**Provider Name:** Family Health Centers Of San Diego

PERSONNEL EXPENSES (PE)	CDBG	GF	LMIHF	Annual Operating Budget Option years 1,2,3 and 4
	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Salaries & Wages	590,448	182,693	172,189	\$ 945,330
Fringe Benefits	134,032	41,471	39,087	\$ 214,590
TOTAL PERSONNEL BUDGET	\$ 724,480	\$ 224,165	\$ 211,276	\$ 1,159,920
NON-PERSONNEL EXPENSES (NPE)	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Travel	4,601			\$ 4,601
Consumable Supplies	12,000			\$ 12,000
Office Supplies	3,035			\$ 3,035
Cleaning Supplies	3,100	665	115	\$ 3,880
RFID Enabled Swipe Technology				\$ -
Minor Equipment (Navigators Fieldwork)				\$ -
Minor Equipment (HNC Workstations)				\$ -
Minor Equipment (Cubicles)				\$ -
Minor Equipment (Telecommunication)				\$ -
Minor Equipment (Medical Office)				\$ -
Minor Equipment (Station, Mobile Station)				\$ -
Minor Equipment (Registration & Common Areas)				\$ -
Minor Equipment-Wi-Fi				\$ -
Client Computer Lab				\$ -
Training Rooms				\$ -
Abatement				\$ -
Security				\$ -
Exterior Lighting				\$ -
Security Services		875		\$ 875
Evaluation Program Consultant				\$ -
Vans Expenses	8,400			\$ 8,400
Client Bus Passes		1,049		\$ 1,049
Training Staff Development		2,880		\$ 2,880
Reference Lab Services	4,350	750		\$ 5,100
Telecommunications	5,900			\$ 5,900
Internet Service		15,600		\$ 15,600
Utilities	67,000	15,000	6,000	\$ 88,000
License Fees				\$ -
Copier Lease	2,700			\$ 2,700
PMS Janitorial	6,050			\$ 6,050
Lab Courier Service	6,000			\$ 6,000
Pest Control Services	1,400			\$ 1,400
Waste Removal Services	1,400			\$ 1,400
Document Shredding Services	1,150			\$ 1,150
Parking Rental	15,000			\$ 15,000
Building Signage Removal				\$ -
Client Incentives	3,000			\$ 3,000
Indirect Cost	130,435	39,016	32,609	\$ 202,060
Construction				\$ -
TOTAL NON-PERSONNEL BUDGET	\$ 275,521	\$ 75,835	\$ 38,724	\$ 390,080
TOTAL OPERATIONS BUDGET	\$ 1,000,000	\$ 300,000	\$ 250,000	\$ 1,550,000

**FIRST AMENDMENT TO
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SAN DIEGO AND
THE SAN DIEGO HOUSING COMMISSION
FOR THE HOUSING NAVIGATION CENTER**

This First Amendment to the Memorandum of Understanding between the City of San Diego and the San Diego Housing Commission for the Housing Navigation Center ("First Amendment") is dated as of _____, and is entered into by and between the SAN DIEGO HOUSING COMMISSION, a public agency ("Commission") and the CITY OF SAN DIEGO, a municipal corporation ("City"), hereinafter referred to as the "Parties" and each, as a "Party," shall become effective upon signature of both Parties.

RECITALS

WHEREAS, the Parties entered into that certain Memorandum of Understanding Between the City of San Diego and the San Diego Housing Commission for the Housing Navigation Center("MOU"); and

WHEREAS, the Commission and City now desire to amend the MOU to extend the initial term of the MOU to align with the Commission's operator agreement and the City's fiscal year.

NOW THEREFORE, the City and Commission agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are true and correct and are incorporated into this First Amendment by this reference, as though fully set forth in this First Amendment.
2. Section II(D)(1) Term. Section II(D)(1) of the MOU is hereby amended and the following is substituted in its place and stead:
 1. Term. The term of this MOU commences on February 1, 2019, and ends on June 30, 2020 (Term). The term may be administratively extended for up to four (4) consecutive additional years, one option period at a time, by written agreement between the Mayor and the Commission President, in their respective sole discretion.
3. Confirmation of MOU. The MOU, as amended by this First Amendment, is in all respects confirmed and all of the terms, provisions and conditions of the MOU, as amended by this First Amendment, shall be and remain in full force and effect.

4. Entire Agreement. The MOU, as amended by this First Amendment, represents the entire understanding between the Parties about the subject matter of the MOU, as amended.
5. Counterparts. This First Amendment may be signed by the authorized representatives of the Parties in multiple counterpart originals (including facsimile or electronic counterpart originals), each of which shall be deemed an original, and all such counterpart originals, when taken together, shall constitute one agreement.
6. Principles of Interpretation. No inference in favor of or against any Party shall be drawn from the fact that such Party has drafted any part of this First Amendment. The Parties have participated substantially in the negotiation, drafting, and revision of this First Amendment, with advice from legal and other counsel and advisers of their own selection. A word, term or phrase defined in this First Amendment may be used in the singular, plural, past tense or future tense, regardless of how it is defined, all in accordance with ordinary principles of English grammar, which shall govern all language in this First Amendment. The words “include” and “including” in this First Amendment shall be construed to be followed by the words: “without limitation.” Each collective noun in this First Amendment shall be interpreted as if followed by the words “(or any part of it),” except where the context clearly requires otherwise. Every reference to any document, including this First Amendment, refers to such document, as modified from time to time (excepting any modification that violates the MOU), and includes all exhibits, schedules, addenda and riders to such document. The word “or” in this First Amendment includes the word “and,” except where the context clearly requires otherwise. Every reference to a law, statute, regulation, order, form or similar governmental requirement in this First Amendment refers to each such requirement as amended, modified, renumbered, superseded or succeeded, from time to time.
7. Binding on Successors and Assigns. This First Amendment shall be binding upon and inure to the benefit of the Parties and their respective legal representatives, successors and assigns.
8. No Other Representations or Warranties. Except as expressly set forth in this First Amendment, no Party makes any representation or warranty material to this First Amendment to any other Party.
9. Incorporation of Defined Terms. All terms, phrases and words indicated to be defined terms by initial capitalization in this First Amendment that are not specifically defined in this First Amendment (if any) shall have the meaning ascribed to the same term, phrase or word in the Agreement.

IN WITNESS WHEREOF, this First Amendment to MOU is entered into by the City of San Diego, acting by and through its Mayor or designee, and by the San Diego Housing

ATTACHMENT 5

Commission, by and through the signature of Commission's authorized representative(s), all as set forth below.

SAN DIEGO HOUSING COMMISSION,
a public agency

CITY OF SAN DIEGO
a California municipal corporation

By: _____

Jeff Davis
Chief of Staff

By: _____

Print Name: _____

Date: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

CHRISTENSEN & SPATH LLP,
a California Limited Liability Partnership

MARA W. ELLIOTT
CITY ATTORNEY

By: _____

Charles B. Christensen
General Counsel

By: _____

Deputy City Attorney

Date: _____

Date: _____

**EXERCISE OF FIRST OPTION AND SECOND AMENDMENT TO
SAN DIEGO HOUSING COMMISSION AGREEMENT
FOR HOUSING NAVIGATION CENTER**

**WITH
FAMILY HEALTH CENTERS OF SAN DIEGO, INC.**

AGREEMENT NO. HHI-18-22.1

WHEREAS, the San Diego Housing Commission (“Commission”) and Family Health Centers of San Diego, Inc. (“Contractor”) entered into that certain Agreement for the Operational Support and Supportive Services at the Housing Navigation Center (“Agreement”), dated March 12, 2019 effective February 1, 2019 through January 31, 2020.

WHEREAS, on March 13, 2019 the Commission and Contractor executed an “Acknowledgement of Modified Terms” to modify existing terms of the original Agreement.

WHEREAS, the Commission and Contractor amended the Agreement to modify the operational budget in order to accommodate necessary structural changes to the facility that will augment the supportive services that will take place.

WHEREAS, the Commission and Contractor now wish to amend the Agreement to extend the Initial Term to coincide with the Commission’s Fiscal Year, as well as increasing the compensation to reflect the additional five months of operations.

WHEREAS, the Commission and Contractor desire to amend the Agreement to update the terms of the option periods contained in Section 103 of the Agreement in order to accommodate the Initial Term extension.

WHEREAS, the Commission and Contractor also desire to amend the Agreement to modify the Specifications/Scope of Work to provide a continuation of services under the Agreement scope of services, as amended.

WHEREAS, the Commission elects to exercise the First of Four option periods contained in Section 103 of the Agreement in order to provide a continuation of services under the Agreement’s scope of services, as amended.

NOW THEREFORE, the Commission and Contractor hereby agree as follows:

1. Section 103 “Time of Performance. Section 103 “Time of Performance” of the Agreement is hereby eliminated and restated in its entirety as attached to this Exercise of First Option and Second Amendment as Appendix 1.
2. Contract Attachment No. 3 “Compensation Schedule.” Contract Attachment No. 3 “Compensation Schedule” as attached to the Agreement, as amended, is hereby eliminated and

restated in its entirety as attached to this Exercise of First Option and Second Amendment as Appendix 2.

3. Section 104(b) "Maximum Compensation." Section 104(b) "Maximum Compensation" of the Agreement is hereby eliminated and restated in its entirety as attached to this Exercise of First Option and Second Amendment as Appendix 3.

4. Section 104(d) "Compensation and Method of Payment." Section 104(d) "Funding Sources" of the Agreement is hereby eliminated and restated in its entirety as attached to this Exercise of First Option and Second Amendment as Appendix 4.

5. Term of First Option. The Commission exercises the First of Four one-year options contained in Section 103 of the Agreement, as amended. The term of the First option period shall commence effective July 1, 2020 and continue through December 31, 2020.

6. Compensation during the First Option Period. The total compensation for all services performed and/or materials and goods supplied pursuant to the Agreement during the First option period shall not exceed ONE MILLION FIVE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$1,550,000.00). Compensation during the First Option period will be prorated based on the annualized budget to accommodate term length as needed. All services performed and/or materials and goods supplied pursuant to the Agreement shall be on the same terms and conditions as set forth in the Agreement, as amended.

7. Contract Attachment No. 2 "Specifications/Scope of Work". Section 3(f) "Property Management" of Contract Attachment No. 2 "Specifications/Scope of Work" is hereby eliminated and restated in its entirety as attached to this Exercise of First Option and Second Amendment as Appendix 5.

Section 3(h) "2-1-1" San Diego Participation" of Contract Attachment No. 2 "Specifications/Scope of Work" is hereby amended to add the following:

- 2) The Contractor must 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. At minimum, this utilization must include access for direct service staff to log into CIE to view participants' profiles to aid in the creation of service plans and coordination of care. The Contractor is expected to work with 2-1-1 to identify and implement the most appropriate level of integration for the program. This may include the ability to enter/import data and accept/send electronic referrals through CIE.

All other portions of Contract Attachment No. 2 "Specifications/Scope of Work" except as amended herein shall remain unchanged and in full force and effect.

8. No Novation. The parties hereto acknowledge and agree that except for the changes set forth herein to amend the Agreement and exercise the first option to the Agreement, all of the terms and provisions of the Agreement are hereby acknowledged by the parties to be valid and are

hereby recognized, renewed, extended and continued in full force and effect.

9. Counterparts. The Second Amendment and First Option to Agreement may be executed in any number of counterparts and, as so executed; the counterparts shall constitute one and the same agreement. The parties agree that each such counterpart is an original and shall be binding upon all the parties, even though all of the parties are not signatories to the same counterpart.

[Signatures on the Following Page]

IN WITNESS WHEREOF, the parties have caused this EXERCISE OF FIRST OPTION AND SECOND AMENDMENT TO AGREEMENT FOR THE HOUSING NAVIGATION CENTER to be executed this _____ day of _____ 2019.

Contractor:

Family Health Centers of San Diego, Inc.

By: _____
Fran Butler-Cohen
CEO

Date: _____

Commission:

SAN DIEGO HOUSING COMMISSION

By: _____
Jeff Davis
Executive Vice President & Chief of Staff

Date: _____

By: _____
Lisa Jones
Senior Vice President Homeless Housing Innovations

Date: _____

By: _____
Debra Fischle-Faulk
Vice President Procurement & Compliance

Date: _____

Approved as to Form:

Christensen & Spath LLP

By: _____
Charles B. Christensen
General Counsel
San Diego Housing Commission

Date: _____

APPENDIX 1

103. TIME OF PERFORMANCE

a. Initial Term

All services required pursuant to this Agreement shall commence effective February 1, 2019, through June 30, 2020.

b. Option to Extend Term

The President and Chief Executive Officer of the Commission, or his or her designee, may at his/her election extend the term of the Agreement to the Contractor for Four (4) additional option periods, by giving written notice of the election to extend the Agreement to the Contractor, in accordance with the provisions set forth as set forth in Section 243. All Option Periods shall only be available to the Commission in the event that the Commission obtains the appropriate approvals for the Commission Board and Housing Authority of the City of San Diego ("Housing Authority"). Option periods and funding amounts are as follows:

Option Period 1: July 1, 2020 through December 31, 2020

Option Period 2: January 1, 2021 through December 31, 2021

Option Period 3: January 1, 2022 through December 31, 2022

Option Period 4: January 1, 2023 through December 31, 2023

Only one (1) option may be exercised at any one time during any term of the Agreement. The option to extend the Agreement may be granted by the Commission in its sole discretion and is dependent upon the availability of funds and budget approval by the Housing Authority. The compensation to be paid the Contractor during any optional terms shall be the compensation set forth in Contract Attachment No. 3.

Nothing contained in this Agreement shall require the Commission to exercise any or all of the options to extend the term of the Agreement. The options exist in favor of the Commission, at its sole option. All other terms and conditions of the Agreement during the option period(s) shall be as set forth in the Agreement and shall be unamended by the exercise of any option granted herein. The options granted herein are in addition to the ninety (90) day option to extend set forth in Section 243 herein.

APPENDIX 2

CONTRACT ATTACHMENT NO. 3 COMPENSATION SCHEDULE

Fiscal Year: February 1, 2019-June 30, 2020
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

PERSONNEL EXPENSES (PE)	CDBG	GF	LMIHF	July 1, 2019-June 30, 2020
	17 MONTHS AMOUNT ALLOCATED	17 MONTHS AMOUNT ALLOCATED	17 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Salaries & Wages	613,362	222,094	222,715	\$ 1,058,170
Fringe Benefits	133,723	48,487	48,682	\$ 230,892
TOTAL PERSONNEL BUDGET	\$ 747,085	\$ 270,581	\$ 271,397	\$ 1,289,062
NON-PERSONNEL EXPENSES (NPE)	17 MONTHS AMOUNT ALLOCATED	17 MONTHS AMOUNT ALLOCATED	17 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Travel	14,700	846	206	\$ 15,752
Consumable Supplies	37,199	-	-	\$ 37,199
Office Supplies	8,160	1,561	1,978	\$ 11,698
Cleaning Supplies	3,700	500	-	\$ 4,200
RFID Enabled Swipe Technology	9,191	-	-	\$ 9,191
Minor Equipment (Navigators Fieldwork)	16,313	1,000	16,214	\$ 33,527
Minor Equipment (HNC Workstations)	14,400	1,000	1,072	\$ 16,472
Minor Equipment (Cubicles)	15,000	-	-	\$ 15,000
Minor Equipment (Telecommunication)	7,550	3,000	-	\$ 10,550
Minor Equipment (Medical Office)	5,397	1,000	3,870	\$ 10,267
Minor Equipment (Station, Mobile Station)	21,227	1,442	13,170	\$ 35,839
Minor Equipment (Registration & Common Areas)	6,848	6,398	2,493	\$ 15,739
Minor Equipment-Wi-Fi	8,000	2,000	-	\$ 10,000
Client Computer Lab	4,040	-	4,096	\$ 8,136
Training Rooms	2,168	1,000	3,134	\$ 6,302
Abatement	1,617	583	-	\$ 2,200
Security	8,333	11,667	-	\$ 20,000
Exterior Lighting	4,167	5,834	-	\$ 10,001
Security Services	1,551	60	554	\$ 2,165
Evaluation Program Consultant	-	-	-	\$ -
Vans Expenses	9,500	-	-	\$ 9,500
Client Bus Passes	2,813	437	-	\$ 3,250
Training Staff Development	10,167	1,200	-	\$ 11,367
Reference Lab Services	3,600	1,500	-	\$ 5,100
Telecommunications	13,520	1,650	855	\$ 16,025
Internet Service	1,440	6,500	-	\$ 7,940
Utilities	77,999	5,000	2,234	\$ 85,233
License Fees	2,022	-	-	\$ 2,022
Copier Lease	8,320	-	-	\$ 8,320
PMS Janitorial	18,720	-	4 divided by 17, = mo	\$ 18,720
Lab Courier Service	6,100	-	-	\$ 6,100
Pest Control Services	4,237	-	-	\$ 4,237
Waste Removal Services	4,160	100	350	\$ 4,610
Document Shredding Services	3,640	-	-	\$ 3,640
Parking Rental	9,468	4,615	-	\$ 14,083
Building Signage Removal	3,500	-	-	\$ 3,500
Client Incentives	9,848	-	-	\$ 9,848
Indirect Cost	202,873	30,777	32,545	\$ 266,195
TOTAL NON-PERSONNEL BUDGET	\$ 581,486	\$ 89,670	\$ 82,770	\$ 753,926
TOTAL OPERATIONS BUDGET	\$ 1,328,571	\$ 360,250	\$ 354,167	\$ 2,042,988
TENANT IMPROVEMENTS and SERVICE SPECIFIC ENHANCEMENTS	AMOUNT ALLOCATED	AMOUNT ALLOCATED	AMOUNT ALLOCATED	AMOUNT ALLOCATED
One Time Costs	\$ 341,845	\$ 111,000	\$ -	\$ 452,845
TOTAL PROJECT BUDGET	\$ 1,670,416	\$ 471,250	\$ 354,167	TOTAL PROJECT BUDGET (February 1, 2019-June 30, 2020)
17 MONTH OPERATING EXPENSES				\$ 2,042,988
				\$ 2,495,833

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

PERSONNEL EXPENSES (PE)	CDBG	GF	LMIHF	July 1-June 30
	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Salaries & Wages	604,400	159,554	162,198	\$ 926,152
Fringe Benefits	137,199	36,219	36,819	\$ 210,237
TOTAL PERSONNEL BUDGET	\$ 741,599	\$ 195,773	\$ 199,017	\$ 1,136,389
NON-PERSONNEL EXPENSES (NPE)	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	12 MONTHS AMOUNT ALLOCATED	TOTAL AMOUNT ALLOCATED
Travel	4,560			\$ 4,560
Consumable Supplies	12,000			\$ 12,000
Office Supplies	3,000			\$ 3,000
Cleaning Supplies	3,100	600	140	\$ 3,840
RFID Enabled Swipe Technology				\$ -
Minor Equipment (Navigators Fieldwork)				\$ -
Minor Equipment (HNC Workstations)				\$ -
Minor Equipment (Cubicles)				\$ -
Minor Equipment (Telecommunication)				\$ -
Minor Equipment (Medical Office)				\$ -
Minor Equipment (Station, Mobile Station)				\$ -
Minor Equipment (Registration & Common Areas)				\$ -
Minor Equipment-Wi-Fi				\$ -
Client Computer Lab				\$ -
Training Rooms				\$ -
Abatement				\$ -
Security				\$ -
Exterior Lighting				\$ -
Security Services		840		\$ 840
Evaluation Program Consultant				\$ -
Vans Expenses	8,400			\$ 8,400
Client Bus Passes		5,040		\$ 5,040
Training Staff Development		5,000	2,500	\$ 7,500
Reference Lab Services	-	-		\$ -
Telecommunications	15,600			\$ 15,600
Internet Service		15,600		\$ 15,600
Utilities	42,666	30,026	15,434	\$ 88,126
License Fees				\$ -
Copier Lease	2,700			\$ 2,700
PMS Janitorial / Maintenance	6,020	4,000		\$ 10,020
Lab Courier Service	-			\$ -
Pest Control Services	1,400	1,600		\$ 3,000
Waste Removal Services	1,380			\$ 1,380
Document Shredding Services	1,140			\$ 1,140
Parking Rental	21,000			\$ 21,000
Building Signage Removal				\$ -
Client Incentives	5,000	2,500	300	\$ 7,800
Indirect Cost	130,435	39,021	32,609	\$ 202,065
Construction				\$ -
TOTAL NON-PERSONNEL BUDGET	\$ 258,401	\$ 104,227	\$ 50,983	\$ 413,611
TOTAL OPERATIONS BUDGET	\$ 1,000,000	\$ 300,000	\$ 250,000	\$ 1,550,000

Notes: Renewal options will be prorated based on the annualized budget to accommodate term length as needed.

SALARIES AND WAGES JUSTIFICATIONS

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

POSITION: Associate Site Director	NUMBER OF FTE: 0.50
Detailed Explanation	
The Associate Site Director will oversee the daily operations of the HNC, including hiring and training new employees, supervising the Navigators, Intake Specialists, Peer Support Specialists, and other staff onsite; responsible for program budgeting, expenditures, reporting, and will work with the Associate Director of Homeless Services to maximize the impact of partnerships and all program services.	
POSITION: Physician Assistant / APP (Advanced Practice Provider)	NUMBER OF FTE: 0.50
Detailed Explanation	
The Nurse Practitioner will provide physical health assessments for HNC clients served at the on-site medical clinic. The NP will complete required documentation accurately and thoroughly in accordance with department standards to comply with EHR requirements. The NP will work with the NAVs to ensure each clients is linked to an ongoing primary care medical home.	
POSITION: Medical Assistant/Certified Phlebotomy Technician	NUMBER OF FTE: 0.50
Detailed Explanation	
The Medical Assistant/Certified Phlebotomy Technician will ensure HNC clients served at the on-site medical clinic receive prompt, quality care; will perform venipuncture, finger-sticks and specimen collection for use in physical health assessments; and, will ensure timely and accurate documentation in the EHR.	
POSITION: Site Coordinator	NUMBER OF FTE: 1.00
Detailed Explanation	
The Site Coordinator will oversee the coordination of onsite services, including those provided by FHCSO as well as Navigation Center partner agencies. Duties include developing and maintaining a schedule of activities and Center space utilization, creation and posting of the schedule in a format easily accessible to service partners and clients.	
POSITION: Substance Use Disorder Counselor	NUMBER OF FTE: 1.00
Detailed Explanation	
The Substance Use Disorder Counselor will provide on-site screening assessment, information and referrals for clients with substance abuse issues and/or substance use disorder. The Substance Use Disorder Counselor will use standardized assessments, including the ASI, to assess client addiction severity; they will document assessment results and referrals in the EHR, and work with the NAV to ensure clients in need of substance abuse treatment services are linked to the appropriate level of care.	
POSITION: Navigators	NUMBER OF FTE: 7.0
Detailed Explanation	
Navigators will provide client outreach and engagement, administer the VI-SPDAT during outreach contacts; schedule intake appointments at the HNC; provide housing location and navigation services; provide warm hand-offs to the on-site LCSW, SUDC, and other providers as needed; develop an Individual Service Plan with each client, and provide ongoing case management to ensure the client is able to access referrals, achieve ISP goals, and retain housing placements. The NAV will enter all client information into the registry and other systems as required.	
POSITION: Care Coordinator-Specialty/Certified Enrollment Specialist	NUMBER OF FTE: 1.00
Detailed Explanation	
The Care Coordinator/Certified Enrollment Specialist will provide individual assistance applying for and retaining public benefits, including health insurance, income benefits, food stamps, and other public benefit programs. They will assist in coordinating client referrals to specialty providers or other external providers. The Care Coordinator/Certified Enrollment Specialist will ensure all client information and benefits are documented in the EHR, registry, and other systems as required.	
POSITION: Peer Support Specialist	NUMBER OF FTE: 1.00
Detailed Explanation	
The Peer Support Specialist will assist clients to set realistic goals and will provide support case management. The PSS will use his/her own lived experiences to educate clients and validate their experience. The PSS will support the navigation process and assist clients as needed to achieve goals and access services throughout the continuum of care. The PSS will ensure all services and referrals are documented in the registry and other systems as required.	

SALARIES AND WAGES JUSTIFICATION

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

POSITION: Intake Service Representative/Data Entry	NUMBER OF FTE: 2.0
Detailed Explanation	
The Intake Service Representative/Data Entry will greet and register patients at the on-site medical clinic; will ensure accurate and timely documentation and data entry; will work with clients and staff to schedule physical health assessments; will ensure client information is entered into the EHR and registry accurately and in a timely manner.	
POSITION: Senior Software Architect	NUMBER OF FTE: 0.00
Detailed Explanation	
The Senior Software Architect will oversee the successful development, product design, launch and quality assurance of the program registry, dashboard, and all other virtual navigation components and products; will provide technical assistance and consultation to ensure program staff and partners are able to successfully and effectively use the registry and dashboard. This position also will ensure successful launch of the RFID wearable tech and readers.	
POSITION: Software Engineer II	NUMBER OF FTE: 0.00
Detailed Explanation	
The Software Engineer II will assist in the development and launch of the registry, dashboard, and other virtual navigation components, and will provide ongoing maintenance of the systems to ensure quality assurance. The Software Engineer I will support the Senior Software Engineer to provide ongoing maintenance of the RFID wearable tech and readers.	
POSITION: Data Scientist (Business Analyst II)	NUMBER OF FTE: 0.20
Detailed Explanation	
The Business Analyst II supports the ongoing analytics required to report on Housing Navigation Center outcomes both internally and externally; use data to inform the levels and types of services offered at the Housing Navigation Center; inform course corrections; and identify additional needs to operate the facility efficiently and effectively.	
POSITION: Driver, Service Shuttle	NUMBER OF FTE: 1.00
Detailed Explanation	
The Driver, Service Shuttle will provide transportation services for clients to the HNC for intake and navigation appointments, and to referral appointments, including to medical, mental health, substance abuse treatment, and other referrals services.	
POSITION: Security Guard Coverage	NUMBER OF FTE: 1.70
Detailed Explanation	
The Security Guard will greet all clients/visitors and provide security, ensuring the safety of the HNC, its patients, staff and visitors; the Security Guard will conduct internal and external rounds of the site identify security and safety hazards; responsible for conducting a complete inspection of site at end of day and securing the buildings, ensuring all exterior doors are secure and locked at the end of the day; maintains order in facility and peripheral areas.	
POSITION: Janitor/Day Porter	NUMBER OF FTE: 1.70
Detailed Explanation	
Supports operations of the HNC Site	
POSITION: Director of Special Populations	NUMBER OF FTE: 0.10
Detailed Explanation	
Supports operations of the HNC Site	
POSITION: Site Manager	NUMBER OF FTE: 1.00
Detailed Explanation	
Supports operations of the HNC Site	

FRINGE BENEFITS JUSTIFICATION

Fiscal Year: July 1 to June 30
Project Name: Housing Navigation Center
Provider Name: Family Health Centers Of San Diego

FRINGE BENEFIT TITLE: FRINGE BENEFITS	
	Detailed Explanation
Fringe benefits for all staff (includes, but is not limited to, health, worker's compensation, SUI) at 22.7%.	
FRINGE BENEFIT TITLE:	
	Detailed Explanation
FRINGE BENEFIT TITLE:	
	Detailed Explanation
FRINGE BENEFIT TITLE:	
	Detailed Explanation

APPENDIX 3

104. COMPENSATION AND METHOD OF PAYMENT

b. Maximum Compensation

The total compensation for all services performed pursuant to this Agreement shall not exceed the sum of TWO MILLION FOUR HUNDRED NINETY FIVE THOUSAND EIGHT HUNDRED THIRTY THREE AND NO/100 DOLLARS (\$2,495,833.00) which includes Two Hundred Ninety Three Thousand and No/100 Dollars (\$293,000.00) for tenant improvements for February 1 ,2019 – January 31, 2020. Contractor acknowledges that the Commission is under no obligation to compensate Contractor for services rendered or expenses accrued under this Agreement in excess of the maximum compensation specified above. It shall be the responsibility of the Contractor to monitor its activities to ensure that the scope of services specified in Contract Attachment No. 2 (Specifications/Scope of Work) may be completed and no charges accrued in excess of the maximum compensation during the term of this Agreement. In the event that the work required cannot be completed within the amount specified, or it appears that the maximum compensation provided may be exceeded before the term of the Agreement expires, Contractor shall promptly notify the Commission.

Further, the Commission may cancel the Agreement, without cause, by written notice to the Contractor at any time during the term of the Agreement, or any extension thereto, in the event that the Commission and/or the Housing Authority of the City of San Diego (“Housing Authority”) fails to appropriate funds for the rendition of services set forth in this Agreement. This right to cancel is in addition to the rights of the Commission to terminate the Agreement as set forth in Section 248 of this Agreement.

APPENDIX 4

104. COMPENSATION AND METHOD OF PAYMENT

d. Funding Sources

Funding for this Agreement will be provided by the City of San Diego through Commission subject to budgetary availability as follows:

FUNDING SOURCE	Initial Term	Option 1	Option 2	Option 3	Option 4
CDBG	\$1,670,416	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
General Fund	\$471,250	\$300,000	\$300,000	\$300,000	\$300,000
Low and Moderate Income Housing Fund	\$354,167	\$250,000	\$250,000	\$250,000	\$250,000
Not-to-exceed TOTAL	2,495,833	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000

Notes: Renewal options will be prorated based on the annualized budget to accommodate term length as needed.

All requirements of the applicable Federal, State, Local, or private funding sources apply including, but not limited to, basic program regulations governing management and financial systems for the CDBG program are disseminated by the Federal government in 24 CFR Part 570, Subparts J and K.

APPENDIX 5

3. PROGRAM SERVICES

f. *Property Management*

In addition to activities set forth in the Budget attachment to this agreement as Contract Attachment No. 3, incorporated herein, the Contractor will:

- 1) Enter into a no cost lease or other real property agreement with the City of San Diego for the Premises.
- 2) Maintain a secure and clean environment for delivery of all services;
- 3) Provide for:
 - a) Operating supplies;
 - b) Site control;
 - c) Prompt maintenance and repair;
 - d) Utilities;
 - e) Security;
 - f) Janitorial Services;
 - g) Waste removal and disposal; and
 - h) Other Center related items as referenced within the Agreement
- 4) Provide secure entry/exit for clients and service providers to be monitored by Center staff;
- 5) Maintain the Center, at all times, in an orderly and vermin-free condition;
- 6) Make efforts to ensure participants do not queue, litter, or loiter within a one-block radius of the Program site, maintain the Program site at all times to be free of litter, debris, and graffiti;
- 7) Comply with Fire Marshal inspections and recertifications as needed; maintain and inspect fire suppression system;
- 8) Security costs, limited to the installed alarm system and security patrol will be the responsibility of the Contractor; and
- 9) The City will be responsible for property taxes and insurance for the site;

HOUSING AUTHORITY OF
THE CITY OF SAN DIEGO

RESOLUTION NUMBER HA-_____

DATE OF FINAL PASSAGE _____

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SAN DIEGO APPROVING THE EXERCISE OF FIRST OPTION AND SECOND AMENDMENT TO THE AGREEMENT WITH FAMILY HEALTH CENTERS OF SAN DIEGO TO OPERATE THE CITY OF SAN DIEGO'S HOUSING NAVIGATION CENTER AND APPROVING A FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN DIEGO AND THE SAN DIEGO HOUSING COMMISSION FOR THE HOUSING NAVIGATION CENTER.

WHEREAS, the San Diego Housing Commission (Housing Commission) entered into that certain Memorandum of Understanding (MOU) with the City of San Diego (City), approved by the Housing Authority of the City of San Diego (Housing Authority) with Housing Authority Resolution HA-1793 on November 13, 2018, to establish the respective roles of the Housing Commission and the City concerning operation of the City's Housing Navigation Center located at 1401 Imperial Avenue, San Diego, California 92113; and

WHEREAS, the Housing Commission and City now desire to amend the MOU (First Amendment) to extend the initial term to June 30, 2020 to align the term of the MOU with the Housing Commission's and the City's fiscal year; and

WHEREAS, the Housing Commission and the Family Health Centers of San Diego, Inc. (FHC) entered into that certain Agreement for the Operational Support and Supportive Services at the Housing Navigation Center (as amended, the Agreement), dated March 12, 2019, and effective February 1, 2019 through January 31, 2020, approved by Housing Authority Resolution HA-1793 on November 13, 2018; and

WHEREAS, on March 13, 2019 the Housing Commission and FHC executed an “Acknowledgement of Modified Terms” to modify the operational budget of the Agreement to accommodate necessary structural changes to the facility; and

WHEREAS, the Housing Commission and FHC now desire to amend the Agreement to extend the initial term to align with the City’s and Housing Commission’s fiscal year, to update the terms of the option periods contained in section 103 of the Agreement, to increase the compensation to reflect the additional five months of operations, and to modify the “Specifications/Scope of Work” in order to provide a continuation of services under the Agreement; and

WHEREAS, the Housing Commission elects to exercise the first of four option periods contained in section 103 of the Agreement for an additional six-month term from July 1, 2020 to December 31, 2020, in order to provide a continuation of services under the Agreement; NOW, THEREFORE,

BE IT RESOLVED, by the Housing Authority of the City of San Diego, as follows:

1. The Housing Commission President and Chief Executive Officer (President & CEO), or designee, is authorized and directed to sign the First Amendment to the MOU with the City to extend the initial term of the MOU to June 30, 2020, in substantially the form attached to the Housing Authority Report No. HAR19-047 (Report) as Attachment No. 5.
2. The extension of the initial term of the Agreement between the Housing Commission and FHC from February 1, 2020 to June 30, 2020, in accordance with approvals granted by the Housing Authority in Resolution HA-1793 on November 13, 2018, is approved.
3. The exercise of the first option to extend the term of the Agreement between the Housing Commission and FHC for an additional six-month term from July 1, 2020 to December

31, 2020, in accordance with approvals granted by the Housing Authority in Resolution HA-1793 on November 13, 2018, contingent on the City making funds available during the City's Fiscal Year 2021 budgeting process, is approved.

4. The President & CEO, or designee, is authorized and directed to sign the Exercise of First Option and Second Amendment to the Agreement, in substantially the form attached to the Report as Attachment No. 4.

5. The President & CEO, or designee, is authorized to sign any documents and perform any other acts as are necessary and appropriate to implement this Resolution, subject to approval by Housing Commission General Counsel and without further action of the Board of Commissioners of the Housing Commission or the Housing Authority.

6. The President & CEO is authorized to substitute funding sources and/or increase funding amounts for services provided under the Agreement by not more than ten percent (10%) of the original amount allocated for such activities, if necessary, without further action of the Housing Authority, but only if and to the extent that such funds are determined to be available for such purposes.

APPROVED: MARA W. ELLIOTT, General Counsel

By _____
Marguerite E. Middaugh
Deputy General Counsel

MEM:jdf
11/22/19
Or. Dept: SDHC
Doc. No.: 2232487



The City of San Diego
Item Approvals

Item Subject: Extension of the Initial Operating Agreement with Family Health Centers of San Diego to Operate the City of San Diego's Housing Navigation Center

Contributing Department	Approval Date
DOCKET OFFICE	11/19/2019
DEPARTMENT OF FINANCE	11/22/2019

Approving Authority	Approver	Approval Date
HOUSING COMMISSION FINAL DEPARTMENT APPROVER	MARSHALL, SCOTT	11/14/2019
EXECUTIVE VICE PRESIDENT	DAVIS, JEFF	11/25/2019
CITY ATTORNEY	MIDDAUGH, MARGUERITE	11/26/2019