



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: April 6, 2023

HCR23-043

SUBJECT: Approval of an operating agreement between the San Diego Housing Commission and San Diego Youth Services to operate the Youth Emergency Shelter Program for Runaway and Homeless Youth ages 12 to 17

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Homeless Housing Innovations Division

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

REQUESTED ACTION:

Approve a non-competitive agreement under Procurement Policy 9.4 with San Diego Youth Services (SDYS) in the amount of \$326,173 for the operation of the Youth Emergency Shelter Program for Runaway and Homeless Youth (RHY) for an initial term of July 1, 2023, through June 30, 2024, with four one-year options for renewal. The funding source for the initial term is anticipated to be Homeless Housing, Assistance and Prevention (HHAP) Funds and is contingent on the City of San Diego making the funding available for this purpose in the Fiscal Year 2024 budgeting process.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) administers the contracts for the Youth Emergency Shelter program (Program) for RHY based on a Memorandum of Understanding between the Housing Commission and the City for the administration and oversight of HHAP-funded homelessness programs, which first took effect on June 16, 2020.
- The Program is the only emergency night shelter in San Diego County for RHY ages 12 to 17.
- SDYS provides a service-enhanced, interim housing program 24 hours per day, seven days a week, in alignment with Housing First principles for a maximum of 17 youths experiencing homelessness in the City at any one time.
- The Program provides shelter and other vital services for youth ages 12 to 17 in San Diego who have no safe living arrangement or are victims of physical or sexual abuse, neglect, child abuse or exploitation.
- Services include stable housing; a safe, secure, and supportive environment; access to case management and supportive services; at least two meals per day, seven days per week; outside agency referrals; a drop-in day center; and assistance reuniting youth with their families or assistance with finding safe, alternative housing through transitional housing, host homes, or permanent housing.
- San Diego Youth Services (SDYS) is a nonprofit agency with extensive experience providing case management and supportive services unique to the RHY subpopulation.
- The City of San Diego is anticipated to make available \$326,173 of HHAP funds to support the continued operation of the Program in Fiscal Year 2024, contingent on the Fiscal Year 2024 budgeting process.



REPORT

DATE ISSUED: March 30, 2023

REPORT NO: HCR23-043

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of April 6, 2023

SUBJECT: Approval of an operating agreement between the San Diego Housing Commission and San Diego Youth Services to operate the Youth Emergency Shelter Program for Runaway and Homeless Youth ages 12 to 17

COUNCIL DISTRICT: Citywide

REQUESTED ACTION:

Approve a non-competitive agreement under Procurement Policy 9.4 with San Diego Youth Services (SDYS) in the amount of \$326,173 for the operation of the Youth Emergency Shelter Program for Runaway and Homeless Youth (RHY) for an initial term of July 1, 2023, through June 30, 2024, with four one-year options for renewal. The funding source for the initial term is anticipated to be Homeless Housing, Assistance and Prevention (HHAP) Funds and is contingent on the City of San Diego making the funding available for this purpose in the Fiscal Year 2024 budgeting process.

STAFF RECOMMENDATION

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

- 1) Authorize the Housing Commission to enter into an agreement with San Diego Youth Services (SDYS) in the amount of \$326,173 for an initial term of July 1, 2023, through June 30, 2024, with four one-year options for renewal, contingent on funding being available for that purpose, to provide interim shelter and services for youth ages 12-17 experiencing homelessness at the Youth Emergency Shelter Program for Runaway and Homeless Youth (RHY) at 3427 Fourth Ave., San Diego, CA 92103. The funding source for the initial operating term is anticipated to be Homeless Housing, Assistance and Prevention (HHAP) and is contingent on the City of San Diego making the funding available for this purpose in the FY2024 budgeting process.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.
- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total

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agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission Board or Housing Authority, but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

The Housing Commission currently administers the contract for the Youth Emergency Shelter Program (Program) for RHY ages 12 to 17 based on a Memorandum of Understanding between the Housing Commission and the City for the administration and oversight of HHAP-funded homelessness programs, which first took effect on June 16, 2020.

The proposed actions in this report will allow the Housing Commission to continue the existing Program with SDYS, which currently runs from July 1, 2022, through June 30, 2023, to provide for the ongoing operation of the Program for an initial term of 12 months, with four one-year options to renew, contingent on funding being made available for that purpose in the City's annual fiscal year budgeting process.

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 recent progress, lays out short-term achievable goals and serves as a guide for long-term success in addressing homelessness. The Program is an important component to the vision, principles and strategies identified in the Action Plan.

PROGRAM OVERVIEW

The Program is the only emergency night shelter in San Diego County for RHY ages 12 to 17. SDYS provides a service-enhanced interim housing program 24 hours per day, seven days a week, in alignment with Housing First principles for a maximum of 17 youths experiencing homelessness in the City at any one time. The Program will provide safe, low-barrier, interim housing, as well as stabilization and supportive services, to prepare youth experiencing homelessness for the most appropriate longer-term or permanent housing intervention, contributing to the specific goal of reducing and ending youth homelessness as outlined in the Community Action Plan on Homelessness for the City of San Diego.

The Program provides shelter and other vital services for youth ages 12 to 17 in San Diego who have no safe living arrangement or are victims of physical or sexual abuse, neglect, child abuse or exploitation. Services include stable housing; a safe, secure, and supportive environment; access to case management and supportive services; at least two meals per day, seven days per week; outside agency referrals; a drop-in day center; and assistance reuniting youth with their families or assistance with finding safe, alternative housing through transitional housing, host homes, or permanent housing.

Operator Experience

SDYS is a nonprofit organization with extensive experience providing case management and supportive services unique to the RHY subpopulation. Founded in 1970, SDYS focuses on case management, which ranges from meeting basic life skills to promoting overall health and wellbeing. In Fiscal Year 2022, the Program assisted 107 youth. While youth are enrolled in the Program, they learn to build independent living skills, attend counseling, and are provided wraparound services to assist in stabilizing their lives. Additionally, SDYS participated in the Youth Demonstration Program administered by the Regional Task Force on Homelessness, and it is an active member of the San Diego Youth Homeless Consortium.

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Program Design

SDYS has developed a program design with supportive services to provide a comprehensive network of resources and service connections for the youth they serve at the Program. In the evenings, the shelter provides at least one group activity, such as independent living skills education, art therapy and recreation. SDYS provides computers for schoolwork and employment searches and offers daytime recreational activities and a variety of skill-building groups.

The service model will be delivered in a solutions-focused environment that leverages a variety of resources to facilitate successful exits to permanent and longer-term housing. This design includes, but is not limited to, the following components:

- 24-hour Crisis Hotline
- Night Shelter
- Drop-in Day Center
- Case Management
- Independent Living Skills
- HIV/STI Health Education
- Expressive Arts Therapy
- Facilitated Referrals

SDYS will ensure the following Program Client services are provided under this Agreement:

- 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 which aims to resolve Program Clients' homelessness as quickly as possible. Related services include, but are not limited to:
 - i. Determining diversion opportunities;
 - ii. Needs assessment;
 - iii. Development of client case plan, including stabilization strategies, assistance in locating safe permanent or other longer-term housing, and coordination with Child Welfare Services (CWS) when appropriate;
 - iv. Coordination with and referrals to County of San Diego, State of California, and federal programs, as well as nonprofits and social service agencies, as appropriate; and
 - v. Assistance in locating safe permanent or other longer-term housing;
 - vi. Completion of intakes, screenings, assessments, and case conferencing or other integral components of the Coordinated Entry System (CES) pursuant to the San Diego City and County Continuum of Care ("San Diego CoC") community standards and policies;

- d. Basic shelter services, including but not limited to:
 - i. Appropriate 24-hour residential services and staffing;
 - ii. A maximum of 17 beds and other residential furnishings;
 - iii. A minimum of two meals per day in compliance with all applicable health and safety regulations and guidelines;
 - iv. Showers, wash stations, restrooms, laundry facilities and/or laundry services, and storage for Program Clients' personal belongings;
 - 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.

SELECTION PROCESS

A non-competitive procurement process under Procurement Policy 9.4 was utilized to procure the Youth Emergency Shelter for Unaccompanied Minors at 3427 Fourth Ave., San Diego, CA 92103. This program leverages existing site resources controlled by SDYS as well as other grant funding, cash and in-kind funds to support the Program. The Housing Commission has supported the Program since January 15, 2021, and a request for proposal process for this project would not be viable as the program utilizes a site that belongs to and is controlled by SDYS.

Housing Commissions staff recommend executing an agreement with SDYS through the non-competitive process to address the need for shelter beds for unaccompanied minors in the community. SDYS is a nonprofit organization, has extensive experience with youth, and delivers case management and supportive services according to a model developed specifically for unaccompanied minors. Existing case management services and shelter beds in the community provided by other service providers to the single adult population are not geared to address the unique circumstances, experiences and needs of youth ages 12 to 17.

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 Youth Emergency Shelter Program for RHY serves this purpose by providing emergency services to youth ages 12 to 17 experiencing homelessness. Individuals participating 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 anticipated to make available \$326,173 of Homeless Housing, Assistance, and Prevention Program funds to support the continued operation of the Youth Emergency Shelter Program for RHY in Fiscal Year 2024.

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SDYS leverages an additional \$744,385 in funding per year to successfully operate the Program. The \$744,385.37 consists of three funding sources: Housing Our Youth, Basic Center Program, and the California Governor’s Office of Emergency Services.

FUNDING SOURCE	FUNDING BY USE	FY 2024	FY2025*	FY2026*	FY2027*	FY2028*
HHAP	San Diego Youth Services	\$326,173	\$326,173	\$326,173	\$326,173	\$326,173
General Fund	SDHC Administrative Costs	\$16,309	\$16,309	\$16,309	\$16,309	\$16,309
TOTAL		\$342,482	\$342,482	\$342,482	\$342,482	\$ 342,482

**Option years will be exercised contingent upon the appropriation of said funds by the City for that purpose*

HOUSING COMMISSION STRATEGIC PLAN

This item relates to Strategic Priority Area No. 4 of the Housing Commission’s 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

SDYS is a local nonprofit organization and, as such, exempt from the requirement to submit a Workforce Report. The organization embraces a Trauma-Informed Care environment, which acknowledges the impact of one’s life experiences. SDYS states its belief that San Diego’s economic and cultural diversity requires focused intervention and supportive strategies involving youth, their family, and their community. SDYS collaborates with community partners to provide services that celebrate diversity, build on existing family and community strengths, and provide opportunities for youth voices to be part of the policy and procedural process.

AD HOC COMMITTEE ON HOMELESSNESS AMONG BLACK SAN DIEGANS ACTION PLAN

The Housing Commission supports and is committed to applying the action items identified in the regional Ad Hoc Committee on Homelessness Among Black San Diegans’ (Ad Hoc Committee) Action Plan. The staff-recommended actions proposed for Housing Commission Board consideration in this report relate to Ad Hoc Committee Action Item No. 6, Transform the Crisis Response System, by increasing the availability of shelter and other basic survival needs and increasing access to mainstream systems identified as having barriers.

PREVIOUS COUNCIL and/or COMMITTEE ACTION

On June 16, 2020, the City Council approved an MOU with the Housing Commission regarding the administration of Homeless Housing, Assistance, and Prevention (HHAP) program funding (Resolution No. R-313113). A portion of HHAP funds is allocated to fund the operation of the City’s Youth Emergency Shelter Program for Unaccompanied Minors. The current MOU expires on June 30, 2025.

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KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include youth ages 12 to 17 experiencing homelessness, community stakeholders and San Diego Youth Services 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 17 RHY ages 12 to 17 experiencing homelessness.

ENVIRONMENTAL REVIEW

These activities are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 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. The Youth Emergency Shelter Program will operate using existing facilities. Processing under the National Environmental Policy Act is not required as no federal funds are involved in these activities.

Respectfully submitted,

Lisa Jones

Lisa Jones

Executive Vice President of Strategic Initiatives
San Diego Housing Commission

Approved by,

Jeff Davis

Jeff Davis

Interim President and 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.