



EXECUTIVE SUMMARY

MEETING DATE: May 12, 2023

HCR23-054

SUBJECT: Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between the San Diego Housing Commission and People Assisting the Homeless to Provide System Navigation and Related Services at the Homelessness Response Center

COUNCIL DISTRICT: Citywide

ORIGINATING DEPARTMENT: Strategic Initiatives and Homelessness Innovations

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 \$748,154 for a 12-month term from July 1, 2023, through June 30, 2024, with two one-year options for renewal, contingent on the City of San Diego making funds available in its annual fiscal year budgeting process and the execution of a new or successor Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homelessness Response Center (current MOU ends June 30, 2024), for operation of the City of San Diego's System Navigation Services on-site at the Homelessness Response Center at 1401 Imperial Avenue, San Diego, CA, 92101.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) has operated the Homelessness Response Center (HRC) and administered the contract with PATH for the HRC System Navigation Services since May 10, 2021, based on a Memorandum of Understanding (MOU) between the Housing Commission and the City that first took effect on November 1, 2020.
- The HRC centralizes core services in one location to connect people experiencing homelessness to the homelessness response system as well as other support needs. One of those core services is the HRC System Navigation Services, which PATH operates. They serve persons experiencing homelessness by assisting them in completing all steps needed along their pathway from homelessness to housing.
- The HRC System Navigation Services delivered through PATH's operator contract serves persons experiencing homelessness who are not already receiving case management through a shelter or street-based outreach program.
- PATH has been operating the System Navigation Services since May 10, 2021, when the HRC officially launched operations.
- PATH provides system navigation services and case management to individuals experiencing homelessness to identify and meet their needs during each stage in their pathway toward housing. Related services offered by PATH include providing basic needs services such as hygiene supplies, inclement weather supplies, clothing, bus passes, and information and referrals to other local services not offered on-site.
- A non-competitive process under Procurement Policy 9.4 will be utilized to procure PATH as the provider of system navigation and related services for the HRC. This ensures the continued operation and provision of uninterrupted case management and related services to HRC clients.



REPORT

DATE ISSUED: May 4, 2023

REPORT NO: HRC23-054

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of May 12, 2023

SUBJECT: Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between the San Diego Housing Commission and People Assisting the Homeless to Provide System Navigation and Related Services at the Homelessness Response Center

COUNCIL DISTRICT(S): Citywide

REQUESTED ACTION:

Approve a non-competitive, sole source agreement under Procurement Policy 9.4 with People Assisting the Homeless (PATH) in the amount of \$748,154 for a 12-month term from July 1, 2023, through June 30, 2024, with two one-year options for renewal, contingent on the City of San Diego making funds available in its annual fiscal year budgeting process and the execution of a new or successor Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homelessness Response Center (current MOU ends June 30, 2024), for operation of the City of San Diego's System Navigation Services on-site at the Homelessness Response Center at 1401 Imperial Avenue, San Diego, CA, 92101.

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 People Assisting the Homeless (PATH) in the amount of \$748,154 for an initial term of July 1, 2023, through June 30, 2024, with two one-year options to renew, contingent upon funding being made available for that purpose and the execution of a new or successor Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homelessness Response Center (current MOU ends June 30, 2024), to provide system navigation and related services at the Homelessness Response Center at 1401 Imperial Avenue, San Diego, 92101, on terms and conditions as set forth in the operator agreement (Agreement). Funding for Fiscal Year (FY) 2024 is expected to consist of funds from the Low Moderate Income Housing Fund and City of San Diego General Fund, contingent on funds being made available for this purpose in the FY 2024 City of San Diego 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.

May 4, 2023

Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between San Diego Housing Commission and People Assisting the Homeless to Provide Services at the Homelessness Response Center
Page 2

- 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 agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission's Board of or the Housing Authority of the City of San Diego (Housing Authority) but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

The Housing Commission has operated the Homelessness Response Center (HRC) and administered the contract with PATH for the HRC System Navigation Services since May 10, 2021, based on a Memorandum of Understanding (MOU) between the Housing Commission and the City that first took effect on November 1, 2020 (Housing Authority Resolution No. HA-1883 and City Council Resolution No. R-313275). The HRC is part of the City's comprehensive approach to addressing homelessness with a goal to increase and streamline access to resources within the City's homeless crisis response system. The HRC centralizes core services in one location to connect people experiencing homelessness to the homelessness response system as well as other support needs. One of those core services is the HRC System Navigation Services, which PATH operates. They serve persons experiencing homelessness by assisting them in completing all steps needed along their pathway from homelessness to housing.

The proposed actions referenced in this report will allow the Housing Commission to enter into an agreement with PATH to provide system navigation services at the HRC in amounts referenced within this report to provide for the ongoing operation of the HRC and related system navigation services at 1401 Imperial Avenue, San Diego, CA, 92101, for an initial term of July 1, 2023, through June 30, 2024, with two one-year options for renewal, contingent on funding availability.

The HRC System Navigation Services support 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. These services are an important component to the vision, principles and strategies identified in the Action Plan.

OVERVIEW

The HRC is open six days a week between the hours of 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Friday and Saturday. The Housing Commission directly operates and administers the HRC, and PATH operates as a lead partner on-site, providing system navigation and related services. The HRC centralizes and streamlines access to a spectrum of services and resources focused on assisting San Diegans experiencing homelessness through all steps of the process from homelessness to housing. This includes providing system navigation services and co-locating 10 partnering service providers on-site. The Service Coordination team, staffed by Housing Commission employees, focuses on identifying and resolving system-level barriers to access housing for people experiencing homelessness. The Service Coordination team takes a data-informed approach to evaluate how the system is operating, identifies barriers that clients encounter and collaborates with crisis response agencies and housing providers to resolve barriers and to streamline the process from homelessness to housing. Additional system navigation activities include community collaboration efforts such as holding permanent supportive housing leasing fairs on-site that co-locate the service provider, property management, the Regional Task Force on Homelessness and the Housing Commission to streamline the process for households referred to this resource.

The HRC System Navigation Services delivered through PATH’s operator contract serves persons experiencing homelessness who are not already receiving case management through a shelter or street-based outreach program.

As the lead on-site service provider, PATH provides system navigation services and case management to individuals experiencing homelessness to identify and meet their needs during each stage in their pathway toward housing. From July 1, 2022, to March 31 2023, PATH has served 450 individuals with case management services and made 305 direct referrals to the on-site providers co-located at the HRC. Related services offered by PATH include providing basic needs services such as hygiene supplies, inclement weather supplies, clothing, bus passes, and information and referrals to other local services not offered on-site. The agreement between the Housing Commission and PATH requires PATH to meet performance outcomes, which include enrolling a minimum of 400 individuals in system navigation services and at least 26 percent of the enrolled individuals exiting to a permanent housing destination. The table below shows data since PATH started serving clients in May 2021 through March 2023. In Fiscal Year 2022, PATH met the contracted outcomes listed in the table, and PATH is on track to meet their outcomes in Fiscal Year 2023.

Table One: PATH System Navigation, May 2021- March 2023

PATH System Navigation Outcomes			
Performance Outcome	May 10, 2021 &- June 30, 2021	July 1, 2021 – June 30, 2022	July 1, 2022- March 31, 2023
Total Visits	632	16,782	12,970
Total Visits (Monthly Average)	N/A	1,398	1,441
Enrolled in System Navigation Services	18	490	450
Exits to Permanent Housing	11%	38%	28%

Services at the HRC also include the Coordinated Shelter Intake Program (CSIP), administered by the Housing Commission, which facilitates referrals into City-funded shelter programs seven days a week. CSIP supports the PATH’s system navigation efforts by connecting unsheltered clients with shelters in a coordinated manner. The coordinated shelter intake process was piloted during Operation Shelter to Home and was maintained after City-funded shelters exited the San Diego Convention Center. Since April 5, 2021, the Coordinated Shelter Intake team has received 26,333 shelter referrals, resulting in 11,022 shelter placements. (These numbers are not de-duplicated, i.e., a single person seeking shelter multiple times is counted each time). Over the indicated reporting period, 41% of all shelter referrals were able to be accommodated.

Table Two: Coordinated Shelter Intake Program, Referral Summary, April 2021 – March 2023

Coordinated Shelter Intake Program – Referral Summary		
Reporting Time frame	Number of Shelter Referrals	Number of Shelter Placements
April 5, 2021 - June 30, 2021	2,182	1,550
July 1, 2021 - June 30, 2022	10,556	4,956
July 1, 2022 - March 31, 2023	13,595	4,506
Total:	26,333	11,022

May 4, 2023

Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between San Diego Housing Commission and People Assisting the Homeless to Provide Services at the Homelessness Response Center
Page 4

CONTRACTOR SELECTION PROCESS

A non-competitive process under Procurement Policy 9.4 will be utilized to procure PATH as the provider of system navigation and related services for the HRC. This ensures the continued operation and provision of uninterrupted case management and related services to HRC clients. PATH has been operating the System Navigation Services since May 10, 2021, when the HRC officially launched operations. The non-competitive contract selection process complies with the Housing Commission’s Statement of Procurement Policy 9.4.

FISCAL CONSIDERATIONS

The proposed funding sources and uses are contingent upon the City making funds available.

Funding Sources	Year 1	Year 2 *	Year 3 *
General Fund	\$498,154	\$498,154	\$498,154
LMIHF	\$250,000	\$250,000	\$250,000
TOTAL	\$748,154	\$748,154	\$748,154

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

HOUSING COMMISSION STRATEGIC PLAN

This item relates to Strategic Priority Area No. 4 in 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.

AFFORDABLE HOUSING IMPACT

Homelessness remains a crisis in the City of San Diego, and the need for immediate housing assistance is critical to the well-being of community members. The HRC serves this purpose by providing client-centered services and improving the efficiency of the overall system of care, including connection to housing by identifying and resolving barriers.

EQUAL OPPORTUNITY CONTRACTING AND EQUITY ASSURANCE

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.

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 6, Transform the Crisis Response System, by increasing 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 October 27, 2020, the Housing Authority and City Council approved entering into an MOU between the Housing Commission and the City for the administration and operation of the HRC for an initial eight-month term from November 1, 2020, through June 30, 2021, with two one-year options to renew in a form

May 4, 2023

Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between San Diego Housing Commission and People Assisting the Homeless to Provide Services at the Homelessness Response Center
Page 5

approved by General Counsel and to take all actions necessary to implement the approval (Housing Authority Resolution No. HA-1883. City Council Resolution No. R-313275).

KEY STAKEHOLDERS AND PROJECTED IMPACTS

Stakeholders for this project include persons experiencing homelessness, PATH as the sub-recipient providing system navigation and related services, and neighborhood residents and businesses in and around the East Village neighborhood of downtown San Diego.

ENVIRONMENTAL REVIEW

The proposed 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 funds will constitute a portion of the funding for the proposed activities. National Environmental Policy Act (NEPA) review was completed by the City of San Diego on April 20, 2023. The activity contemplated herein, including operation of the facility, is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35 (b)(2) and (3) and not subject to Section 58.5.

Respectfully submitted,

Lisa Jones

Lisa Jones
Executive Vice President
Strategic Initiatives and Homelessness Innovations
San Diego Housing Commission

Approved by,

Jeff Davis

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