



EXECUTIVE SUMMARY

MEETING DATE: June 20, 2025

HCR25-044

SUBJECT: Approval of a Non-Competitive, Sole Source Agreement Between the San Diego Housing Commission and Downtown San Diego Partnership to Operate the Homelessness Response Center at 330 Park Blvd., San Diego, CA 92101

COUNCIL DISTRICT: 3

ORIGINATING DEPARTMENT: Homelessness Housing Innovations

CONTACT/PHONE NUMBER: Casey Snell (619) 578-7691

REQUESTED ACTION:

Approve a non-competitive, sole source agreement under Procurement Policy Section 9.1 with Downtown San Diego Partnership in the amount of \$483,276 for a 12-month term from July 1, 2025, through June 30, 2026, with four one-year options to renew, contingent on the City of San Diego making funds available through its annual fiscal year budgeting process, for the operation of the Homelessness Response Center at 330 Park Blvd., San Diego, CA 92101. The funding source is anticipated to be the City of San Diego General Fund.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The Homelessness Response Center supports the Community Action Plan on Homelessness for the City of San Diego (Action Plan).
- In 2018, the City acquired the property of the current Homelessness Response Center (HRC). SDHC has operated the HRC, previously called Housing Navigation Center, and administered the contract since November 2018.
- Under the current program model, program staff provides system navigation and related services to streamline access to a spectrum of services and resources focused on assisting persons experiencing homelessness through all steps of the process from homelessness to housing.
- The City released a Request for Proposals (RFP) in February 2024 for the disposition and development of the HRC property to develop affordable housing, and a developer was selected.
- With the plans to redevelop the property, the City identified an alternative location to operate the HRC at the San Diego Central Library.
- On April 28, 2025, SDHC received notice from the current program operator stating the intent to not continue as the lead service provider for system navigation and related services at the new HRC location after the contract ends on June 30, 2025.
- A non-competitive procurement process under Procurement Policy Section 9.1 was utilized in lieu of a competitive procurement process for this project due to the expedited timeframe needed to quickly procure a new program operator.
- The program will provide one-time or short-term system navigation services to individuals and families experiencing homelessness (Program Clients) in the City. The program will coordinate with service providers and partners in the community who may already be serving Program Clients to ensure efficient utilization and leveraging of system resources that support Program Clients throughout all stages of their pathway toward housing stability.
- SDHC is proposing to allocate \$483,276 for program operations in Fiscal Year 2026. The Fiscal Year 2026 funding source is anticipated to be City of San Diego General Funds.



REPORT

DATE ISSUED: June 12, 2025

REPORT NO: HCR25-044

ATTENTION: Chair and Members of the San Diego Housing Commission Board of Commissioners
For the Agenda of June 20, 2025

SUBJECT: Approval of a Non-Competitive, Sole Source Agreement Between the San Diego Housing Commission and Downtown San Diego Partnership to Operate the Homelessness Response Center at 330 Park Blvd., San Diego, CA, 92101

COUNCIL DISTRICT: 3

REQUESTED ACTION:

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STAFF RECOMMENDATION

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

- 1) Authorize SDHC to enter into a non-competitive, sole source agreement under Procurement Policy 9.1 with Downtown San Diego Partnership in the amount of \$483,276 to operate the Homelessness Response Center at 330 Park Blvd., San Diego, CA, 92101, for an initial 12-month term from July 1, 2025, through June 30, 2026, with four one-year options to renew, contingent on the City of San Diego making funds available for this purpose in its annual budgeting process.
- 2) Authorize SDHC's President and Chief Executive Officer (President and 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, is submitted to each Housing Commissioner.
- 3) Authorize SDHC's President and 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 SDHC Board or the Housing Authority of the City of San Diego, but only if and to the extent that funds are determined to be available for such purposes.

SUMMARY

SDHC has administered homelessness services contracts on behalf of the City of San Diego (City) based on a Memorandum of Understanding (Homelessness Shelters and Services MOU) that first took effect on July 1, 2010. As of July 1, 2023, several individual MOUs between SDHC and the City for the operation and administration of homelessness services programs have been replaced with a Master Memorandum of Understanding (Master MOU), which consolidates the separate MOUs into one comprehensive document and streamlines the associated administrative processes. The Master MOU describes the responsibilities of both the City and SDHC related to the operation of the various homelessness shelters, services and programs and serves as an overarching agreement between the City and SDHC to enter into program-specific agreements and administrative agreements. Execution of the Master MOU between SDHC and the City for the oversight and administration of the City's homelessness services programs for an initial term of July 1, 2023, through June 30, 2024, with three one-year options to renew, was approved by the SDHC Board of June 15, 2023, and the Housing Authority and City Council on June 26, 2023 (Housing Authority Resolution No. HA-1987; City Council Resolution No. R-315018).

The Homelessness Response Center 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 and lays out short-term achievable goals while serving as a guide for long-term success in addressing homelessness.

In 2018, the City acquired the property of the current Homelessness Response Center (HRC). SDHC has operated the HRC, previously called Housing Navigation Center, and administered the contract since November 2018. Under the current program model, program staff provides system navigation and related services to streamline access to a spectrum of services and resources focused on assisting persons experiencing homelessness through all steps of the process from homelessness to housing. This also includes co-locating partnering service providers and agencies on-site.

The City released a Request for Proposals (RFP) in February 2024 for the disposition and development of the HRC property to develop affordable housing, and a developer was selected. With the plans to redevelop the property, the City identified an alternative location to operate the HRC at the San Diego Central Library.

On April 28, 2025, SDHC received notice from the current program operator stating the intent to not continue as the lead service provider for system navigation and related services at the new HRC location after the contract ends on June 30, 2025. A non-competitive procurement process under Procurement Policy Section 9.1 was utilized in lieu of a competitive procurement process for this project due to the expedited timeframe needed to quickly procure a new program operator.

The proposed actions referenced in this report will allow SDHC to enter into an agreement with Downtown San Diego Partnership in the amounts referenced within this report to provide for the ongoing operations of the Program at the Central Library location at 330 Park Blvd., San Diego, CA, 92101 for a period of one year, with four one-year options to renew, contingent on funding being made available for this purpose.

PROGRAM OVERVIEW

The program will provide one-time or short-term system navigation services to individuals and families experiencing homelessness (Program Clients) in the City. The program will coordinate with service providers and partners in the community who may already be serving Program Clients to ensure efficient utilization and leveraging of system resources that support Program Clients throughout all stages of their pathway toward housing stability.

Program Services:

- i. A Housing First program with low barriers to entry and operations;
- ii. Coordination with and referrals to County of San Diego, State of California, and federal programs, as well as nonprofits and social services agencies;
- iii. Assistance with accessing mainstream benefits (e.g., Supplemental Security Income and Social Security Disability Insurance);
- iv. Assistance obtaining personal identification documents such as Social Security cards, birth certificates, legal identification cards, divorce and custody records, immigration documents; assistance may include referrals to local legal assistance resources;
- v. Referrals to coordinated shelter intake for Program Clients seeking temporary shelter and/or referrals to other temporary lodging resources outside the coordinated shelter system;
- vi. Assistance with completing and obtaining documents for housing applications and supportive and subsidized housing paperwork;
- vii. Advocacy and mediation with potential landlords to secure new housing;
- viii. Assistance in locating safe and affordable permanent or other longer-term housing, including determining housing interventions and opportunities outside of CES;
- ix. Determining diversion opportunities, enrolling in diversion assistance, and issuing short-term diversion financial assistance targeting barriers to housing, such as rental application fees, security deposits, first and last month's rent, utility deposits, utility/rent debt, and other costs deemed necessary for housing stability.

Operator Experience

The Downtown San Diego Partnership has been serving the Downtown San Diego area since 1993 through advocacy, public services, and community investment to support the economic prosperity and cultural vitality of Downtown. The organization's most well-known program is Downtown Partnership Clean & Safe. A core service of the Clean & Safe program is called Unhoused Care. The Unhoused Care Team assists unsheltered individuals through connections to helpful resources including Clean & Safe's Family Reunification Program. SDHC has a history of working with Downtown San Diego Partnership through contract administration of the Family Reunification Program from fiscal year 2018 through fiscal year 2023. Downtown San Diego Partnership will leverage its current public service programs, including their operation of a Safe Sleeping site, to enhance the service delivery at the new HRC location.

FISCAL CONSIDERATIONS

SDHC is proposing to allocate \$483,276 for program operations in Fiscal Year 2026. The Fiscal Year 2026 funding source is anticipated to be City of San Diego General Funds. Future option years are contingent upon the City making funding available for this purpose.

FUNDING SOURCE	FUNDING BY USE	FY 2026	FY 2027-2030
City of San Diego General Fund	Operator Agreement	\$ 483,276	\$ 483,276
	SDHC Administrative Costs	\$ 24,164	\$ 24,164
TOTAL		\$ 507,440	\$ 507,440

SDHC STRATEGIC PLAN

This item relates to Strategic Priority Area No. 4 in SDHC’s Strategic Plan for Fiscal Year (FY) 2022 – 2024: Advancing Homelessness Solutions – Supporting the City of San Diego Community Action Plan on Homelessness. SDHC is in the process of developing a new Strategic Plan.

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 HRC serves this purpose by ensuring efficient utilization and leveraging of system resources to support Participants throughout all stages of their pathway towards housing stability. Participants in this program represent some of San Diego’s most vulnerable community members, as 100 percent of participants are experiencing homelessness.

NONDISCRIMINATION ASSURANCE

At SDHC, we’re about people. We are committed to ensuring a compassionate, person-centered approach to SDHC’s programs, policies, projects and activities and to serving our community impartially, fairly and without bias. We are also committed to ensuring compliance with all applicable federal, state and local laws and protections to the extent that they affect this action relative to nondiscrimination.

Downtown San Diego Partnership is a nonprofit organization. Their non-discrimination statement affirms their commitment to providing programs to all those in need without unlawful discrimination or harassment. Staff has requested a workforce report for record-keeping purposes only.

PREVIOUS COUNCIL and/or COMMITTEE ACTION

SDHC and the City consolidated and replaced five existing MOUs, including the HRC, into a Master MOU for the administration of homelessness services programs, which the Housing Authority and City Council approved on June 26, 2023 (Housing Authority Resolution HA-1987 and City Council Resolution R-315018). The Master MOU will end on June 30, 2027, if all three option years are exercised.

The Housing Authority approved an agreement between SDHC and the program operator on November 13, 2018, to operate the Housing Navigation Center (Housing Authority Resolution HA-1793). The agreement was fully executed for an initial term of February 1, 2019, through January 31, 2020, with four one-year options to renew.

Tenant improvements to the building acquired by the City to house the Housing Navigation Center program began on September 16, 2019. Improvements were completed in November 2019 and the Housing Navigation Center began serving clients on December 3, 2019.

On January 14, 2020, the Housing Authority approved extending the initial contract term of the operating agreement with the program operator to June 30, 2020, to align the contract term with SDHC’s and City of

June 12, 2025

Approval of the Agreement with Downtown San Diego Partnership to Operate the Homelessness Response Center Services Program at 330 Park Blvd., San Diego, CA, 92101

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San Diego's Fiscal Year (Housing Authority Resolution HA-1849).

On October 16, 2020, the SDHC Board approved the administration and operation of the system navigation and related services at the HRC for an initial eight-month term from November 1, 2020, through June 30, 2021, with two one-year options to renew (Report No. HCR20-086).

On May 12, 2023, the SDHC Board approved the operation of system navigation and related services at the HRC for an initial 12-month term from July 1, 2023, through June 30, 2024, with two one-year options to renew (Report No. HCR23-054).

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include persons experiencing homelessness, Downtown San Diego Partnership as the Program Operator providing system navigation and related services, and residents and businesses in and around the East Village neighborhood of downtown San Diego.

ENVIRONMENTAL REVIEW

California Environmental Quality Act

Operation of the Homelessness Response Center (HRC) is 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.

National Environmental Policy Act

Processing under the National Environmental Policy Act (NEPA) is not required because no federal funds are involved in the activities.

Respectfully submitted,



Casey Snell
Senior Vice President, Homelessness Housing Innovations
San Diego Housing Commission

Approved by,



Lisa Jones
President and Chief Executive Officer
San Diego Housing Commission

A printed copy is available for review during business hours at the information desk in the main lobby of SDHC's offices at 1122 Broadway, San Diego, CA 92101. Docket materials are also available in the "Governance & Legislative Affairs" section of SDHC's website at www.sdhc.org.