



EXECUTIVE SUMMARY

MEETING DATE: November 7, 2025

HCR25-069

SUBJECT: Approval of a Non-Competitive, Sole Source Agreement Between the San Diego Housing Commission and Jewish Family Service to Operate the Safe Parking Program at 4063 Polk Ave., San Diego, CA 92105

COUNCIL DISTRICT: 9

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 Jewish Family Service in the amount of \$563,350 for a 12-month term from November 17, 2025, through November 16, 2026, with a one-year option to renew, contingent on funds being available, for the operation of the Safe Parking Program at 4063 Polk Ave., San Diego, CA 92105. Funding sources are anticipated to be City of San Diego General Fund and San Diego Regional Task Force on Homelessness Fund.

EXECUTIVE SUMMARY OF KEY FACTORS:

- In September 2024, City Councilmember Sean Elo-Rivera asked the San Diego Housing Commission (SDHC) to administer a contract for a new Safe Parking program at the former Central Elementary campus.
- The San Diego Unified School District (SDUSD) offered the site for a Safe Parking program for families experiencing homelessness who have children attending schools within the district. At that time, insufficient funding was available to launch and sustain a Safe Parking program at that location.
- The City of San Diego's Fiscal Year 2026 budget has allocated funds specifically for the Safe Parking program at the vacant Central Elementary campus.
- Additionally, the San Diego Regional Task Force on Homelessness (RTFH) has allocated funds to this project.
- A non-competitive procurement process under Procurement Policy Section 9.1 will be utilized in lieu of a competitive procurement process for this project due to the expedited time frame needed to quickly procure the program operator to start program operations as quickly as possible.
- The Safe Parking program will provide a safe place to park and sleep for a minimum of 40 families with children experiencing homelessness who have not been successfully diverted from the homelessness assistance system.
- The Safe Parking program will coordinate with SDUSD to receive referrals for the program.
- Jewish Family Service is an experienced service provider that currently operates the City of San Diego's five Safe Parking programs at other locations and has the necessary expertise to operate the Safe Parking program at a sixth location.
- SDHC is proposing to allocate \$563,350 for program operations over the one-year term. The funding source is anticipated to be City of San Diego General Fund (GF) and RTFH Funds. The future option year will be contingent upon available funding for this purpose.



REPORT

DATE ISSUED: October 30, 2025 **REPORT NO:** HCR25-069

ATTENTION: Chair and Members of the San Diego Housing Commission Board of Commissioners
For the Agenda of November 7, 2025

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Housing Commission and Jewish Family Service to Operate the Safe Parking
Program at 4063 Polk Ave., San Diego, CA 92105

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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 Jewish Family Service in the amount of \$ 563,350 for a 12-month term from November 17, 2025, through November 16, 2026, with a one-year option to renew, contingent on funds being available, for the operation of the Safe Parking Program at 4063 Polk Ave., San Diego, CA 92105.
- 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 Safe Parking 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 and lays out short-term achievable goals while serving as a guide for long-term success in addressing homelessness.

The City of San Diego first announced a Safe Parking Program on October 16, 2017, as another City-funded strategy to address homelessness in San Diego. By June 2019, the City funded three Safe Parking Program locations—Balboa, Aero, and Mission Valley. In June 2020, the City and SDHC entered into an MOU for the oversight and administration of the Safe Parking Program. SDHC administered the Safe Parking Program from July 1, 2020, to June 30, 2023. In July 2023, the City resumed direct oversight and administration of the program. Since then, two additional locations have been added—Rose Canyon in 2024 and H Barracks in 2025, bringing the total number of Safe Parking sites to five.

In September 2024, City Councilmember Sean Elo-Rivera asked SDHC to administer a contract for a new Safe Parking program at the former Central Elementary campus. The San Diego Unified School District (SDUSD) offered the site for a Safe Parking program for families experiencing homelessness who have children attending schools within the district. At that time, insufficient funding was available to launch and sustain a Safe Parking program at that location.

The City's Fiscal Year 2026 budget has allocated funds specifically for the Safe Parking program at the vacant Central Elementary campus. Additionally, the San Diego Regional Task Force on Homelessness (RTFH) has allocated funds to this project. Building upon recent conversations between the nonprofit organization, Jewish Family Service, and SDUSD, SDHC was able to negotiate a budget to move the program forward.

A non-competitive procurement process under Procurement Policy Section 9.1 will be utilized in lieu of a competitive procurement process for this project due to the expedited time frame needed to quickly procure the program operator to start program operations as quickly as possible.

The proposed actions referenced in this report will allow SDHC to enter into an agreement with Jewish Family Service in the amounts referenced within this report to provide for the operations of the program at the vacant campus of Central Elementary at 4063 Polk Ave., San Diego, CA 92105, for a period of one year, with a one-year option to renew, contingent on funding being made available for this purpose.

PROGRAM OVERVIEW

The Safe Parking Program (Program) will provide a minimum of 40 families with children experiencing homelessness who have not been successfully diverted from the homelessness assistance system with a safe place to park and sleep. The Program will coordinate with SDUSD to receive referrals for the program.

Program Services:

- i. A Housing First program with low barriers to entry and operations
- ii. A formal intake process, in a welcoming and solutions-focused environment, to include a review of required intake documents and terms of service
- iii. A housing-focused program which aims to resolve Program Clients' homelessness as quickly as possible. Related services include, but are not limited to:
 - a. Determining diversion opportunities
 - b. 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
 - c. Coordination with the SDUSD's Homeless Liaison to coordinate services and support for the students and their families as needed
 - d. Assistance in locating safe and affordable permanent or other longer-term housing including determining housing interventions and opportunities outside of the Coordinated Entry System (CES)
 - e. Completion of intakes, screenings, assessments, and case conferencing or other integral components of CES pursuant to the San Diego Continuum of Care (CoC) community standards and policies
 - f. Assistance with housing applications and supportive and subsidized housing paperwork
 - g. Advocacy for clients with prospective landlords
- iv. Access to a classroom trailer for families to complete homework, case management sessions and basic appliances to prepare meals
- v. Basic services, including, but not limited to:
 - a. Routine operating and client supplies, including but not limited to hygiene products, basic first aid supplies, and cleaning supplies
 - b. Hand washing stations, restrooms, and access to showers.

Operator Experience

Jewish Family Service is a client-centered, impact-driven organization located in San Diego. Founded in 1918, Jewish Family Service serves more than 70,000 people every year by leveraging strong partnerships throughout the region to provide services, including food assistance, transportation, counseling, career coaching and employment, education, advocacy, physical and mental wellness, refugee and immigration services and a permanent supportive housing program. Jewish Family Service currently operates the City's five Safe Parking Programs and has the necessary expertise to operate the program at its sixth location.

FISCAL CONSIDERATIONS

SDHC is proposing to allocate \$563,350 for program operations over the one-year term. The funding source is anticipated to be City of San Diego General Fund (GF) and RTFH Funds. The future option year will be contingent upon available funding for this purpose.

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FUNDING SOURCE	November 17, 2025-November 16, 2026	
City GF	Operator Agreement	\$237,500
RTFH		\$325,850
TOTAL OPERATOR		\$563,350
City GF	SDHC Administrative Costs	\$12,500
RTFH		\$17,150
TOTAL ADMINISTRATIVE		\$29,650

SDHC STRATEGIC PLAN

This item relates to Strategic Priority Area No. 5 in SDHC's Strategic Plan for Fiscal Years (FY) 2026 – 2030: Address and Prevent Homelessness.

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 Safe Parking Program serves this purpose by providing a safe location to park and sleep at night and services to families experiencing homelessness. Program participants represent some of San Diego's most vulnerable community members, as 100 percent of participants are families 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.

Jewish Family Service is a nonprofit organization. Its non-discrimination statement affirms its commitment to providing programs to all 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 Memoranda of Understanding (MOUs) 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.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders for this project include families experiencing homelessness, Jewish Family Service as the

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Program Operator, SDUSD as the primary referring partner, and residents and businesses in and around the City Heights neighborhood of San Diego.

ENVIRONMENTAL REVIEW

California Environmental Quality Act

Operation of the Safe Parking Program 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,



Jeff Davis
Deputy 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.