

Meeting Date: 11/25/2014

Report Type: Staff/Discussion

Report ID: 2014-00898

Title: Agreement: Funding Agreement with Sacramento Steps Forward to Implement its Homeless Outreach and Support Services Program, Common Cents

Location: Citywide

Recommendation: Pass a Resolution authorizing the City Manager, or the City Manager's designee, to: 1) to execute an agreement with Sacramento Steps Forward for an amount up to \$1 million, to be paid in \$125,000 quarterly installments, to implement its Homeless Outreach and Support Services Program, Common Cents; 2) appropriate \$250,000 from the \$1 million committed fund balance for homeless programs to the Citywide and Community Support Department budget. The remaining balance of up to \$750,000 will be included in the development of subsequent fiscal year budgets.

Contact: Howard Chan, Assistant City Manager, (916) 808-7488, Office of the City Manager

Presenter: Howard Chan, Assistant City Manager, Office of the City Manager; Ryan Loofbourrow, Executive Director, Sacramento Steps Forward

Department: City Manager

Division: Executive Office

Dept ID:

Attachments:

- 1-Description/Analysis
- 2-Common Cents Funding Agreement
- 3-City Homeless Services Annual Funding
- 4-Resolution

City Attorney Review

Approved as to Form
Sheryl Patterson
11/18/2014 2:53:03 PM

Approvals/Acknowledgements

Department Director or Designee: Howard Chan - 11/18/2014 2:21:21 PM

Description/Analysis

Issue Detail: Homelessness and the significant resources needed to provide services to support homeless individuals continue to be a challenge for the City of Sacramento, and for cities throughout the country. While provision of the array of social services needed to address homelessness in the Sacramento region falls under the purview of the County of Sacramento, there is a strong desire from the Sacramento City Council to provide additional resources to address homeless issues citywide. To that end, City Council has set aside additional funding and directed the City Manager to work with Sacramento Steps Forward (SSF), and with other partner agencies, to develop a program that targets addressing homelessness within city limits. This report provides an update on these efforts.

Policy Considerations: SSF's homeless outreach and support services program called "Common Cents" is consistent with programs identified in the Ten Year Plan to End Chronic Homelessness. Partnering with other agencies to leverage resources and improve livability is consistent with the City Council's past actions and current direction.

Economic Impacts: None.

Environmental Considerations: California Environmental Quality Act (CEQA): This report concerns administrative activities that will not have significant effect on the environment, and that do not constitute a "project" as defined by the CEQA [CEQA Guidelines Sections 15061 (b)(3); 15378 (b)(2)].

Sustainability: Not applicable.

Commission/Committee Action: None.

Rationale for Recommendation: On February 11, 2014, staff presented the FY2013/14 Midyear Budget Review to the City Council for its consideration. The report included recommendations to allocate the FY2012/13 year-end budgetary results for various uses and projects. The City Council discussed the staff recommendations presented and directed the City Manager to set aside up to \$1,000,000 over a two-year period to provide additional funding towards the City's ongoing efforts to address homeless issues citywide (Resolution 2014-0041, approved unanimously).

SSF has developed its Common Cents program that is built upon the following City Council principles outlined during its February 11, 2014, council meeting:

- Leverage funding and resources
- Incorporate best practices
- Add value to current efforts without duplicating services
- Coordinate with public and private sector partners in the Sacramento Region
- Focus on the most difficult to serve of the homeless population
- Include services for youth and families

Common Cents will initially focus on the chronically homeless and veteran population, through the prioritization of data-driven, evidence-based solutions that rapidly connect homeless individuals to permanent housing, health care, and other supportive services. The attached funding agreement (Attachment A) contains a comprehensive description of the Common Cents program and will provide SSF with the necessary financial resources to launch the program in January 2015.

Financial Considerations: Funding for the Common Cents program for FY2014/15 will be appropriated from the committed fund balance for homeless programs and \$250,000 will be budgeted in the Citywide and Community Support Department budget. The remaining balance of up to \$750,000 will be included with future budgets as needed to meet the City's obligations as outlined in the attached agreement with SSF (Attachment A).

It is important to note that the funding outlined in this report provides additional City resources to the over \$2.5 million in annual and ongoing funding for social services that serve the homeless population (Attachment B).

Local Business Enterprise (LBE): Not applicable.

Background

About Sacramento Steps Forward

Mission

To ensure all people experiencing homelessness can obtain housing, economic stability, and an enhanced quality of life.

Vision

To end homelessness by providing people experiencing homelessness with a permanent, safe home, safe home, and access to education, employment and other services as needed. Our innovative, collaborative and data-driven approach will end homelessness in our region.

Organizational Overview

Sacramento Steps Forward (SSF) was established as a full-fledged nonprofit devoted to addressing and ending homelessness in 2011. It is one of a handful of non-profit organizations to act as the coordinating entity for federal Housing and Urban Development homelessness continuum of care funds. In this role, SSF oversees policy, planning, and implementation of federal regulations related to housing and housing-related services. In addition, SSF leads the county's bi-annual point-in-time homeless count, a comprehensive county-wide effort to document all unsheltered individuals and families in the County, the data from which is used to monitor and manage housing and issues related to homelessness.

SSF also functions as a convener of homeless service providers and other stakeholders working to build public-private partnerships that address the gaps in federal policy and local funding to deliver innovative, effective solutions for ending homelessness in the region. To that end, SSF conducts periodic Homeless and Employment Connect events, which match individuals and families experiencing homelessness with employment, health, and housing services. Finally, SSF oversees winter shelter efforts in Sacramento County, including Sacramento Winter Sanctuary, a rotating winter shelter that brings together local faith congregations to provide food and shelter to homeless individuals during the cold winter months.

FUNDING AGREEMENT FOR HOMELESS OUTREACH AND SUPPORT SERVICES

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2014, ("Effective Date") by and between the **CITY OF SACRAMENTO**, a municipal corporation, hereinafter referred to as "**CITY**," and **SACRAMENTO STEPS FORWARD**, a non-profit corporation, hereinafter referred to as "**CONTRACTOR**".

RECITALS

WHEREAS, CONTRACTOR is a non-profit entity formed to assist public agencies and faith-based communities in providing temporary housing and other services to the homeless population in Sacramento County;

WHEREAS, CONTRACTOR is proposing the formation of a coordinated assessment and housing placement system in the City of Sacramento that will focus on chronically homeless and Veterans (including chronically homeless Veterans). This proposed system for housing placement is called "Common Cents";

WHEREAS, CITY has committed to funding in the approved FY2014/15 budget for the Common Cents program;

WHEREAS, CONTRACTOR intends to manage the Common Cents program funded under this Agreement, along with funding which may be provided by the County of Sacramento, SHRA and other public and private entities;

WHEREAS, Sacramento Steps Forward is the lead provider for homeless services and the parties desire that **CITY** funding for the Common Cents program be a one-time allocation; and

WHEREAS, CITY and **CONTRACTOR** desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, **CITY** and **CONTRACTOR** agree as follows:

AGREEMENT

I. SCOPE OF SERVICES

CONTRACTOR shall provide services in the amount, type and manner described in Exhibit A, which is attached hereto and incorporated herein.

II. TERM

The term of this Agreement shall commence on the January 1, 2015 and shall remain in effect for two calendar years until December 31, 2016, unless sooner terminated pursuant to the provisions of Paragraph **XIX**. Paragraph **XXII** provides no renewal of this Agreement.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO CITY

Howard Chan
Assistant City Manager
City of Sacramento
915 I Street, 5th Floor
Sacramento CA 95814
(916) 808-7488

TO CONTRACTOR

Ryan Loofbourrow
Executive Director
Sacramento Steps Forward
1331 Garden Highway, Suite 100
Sacramento, CA 95833
(916) 577-9785

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable Federal, State, and local laws, regulations and ordinances.

V. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

VI. LICENSES AND PERMITS

CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, the City and County of Sacramento, and all other appropriate governmental agencies, including any certification and credentials required by **CONTRACTOR**. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by **CITY**.

VII. PERFORMANCE STANDARDS

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to **CONTRACTOR'S** services. **CONTRACTOR** shall retain full responsibility and authority to direct and control the activities of **CONTRACTOR** staff and any subcontractors hired by **CONTRACTOR** to perform services for this Agreement.

VIII. STATUS OF CONTRACTOR

- A. It is understood and agreed that **CONTRACTOR** (including its employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. **CONTRACTOR'S** assigned personnel shall only be entitled to any benefits payable to employees of **CONTRACTOR**. **CONTRACTOR** is required to make any deductions or withholdings from the compensation payable to **CONTRACTOR** under the provisions of this agreement
- B. If, in the performance of this agreement, subcontractors and any third persons are employed by **CONTRACTOR**, such person shall be entirely and exclusively under the direction, supervision, and control of **CONTRACTOR**. All terms of employment, including hours, working conditions, discipline, or any other terms of employment or requirements of law, shall be determined by **CONTRACTOR** and shall have authority over such persons or the terms of such employment.

IX. CONFLICT OF INTEREST

CONTRACTOR officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

X. INDEMNIFICATION

CONTRACTOR shall defend, indemnify and hold harmless **CITY**, its officers, directors, agents, employees and volunteers from any and against all demands, claims, actions, liabilities, losses, damages, and costs, including payment of reasonable attorneys' fees, arising out of or resulting from the performance of the agreement caused in whole or in part by the negligent or the intentional acts or omissions of **CONTRACTOR'S** officers, directors, agents, employees, subcontractors or volunteers or anyone directly or indirectly acting on behalf of **CONTRACTOR**.

XI. INSURANCE

CONTRACTOR shall maintain \$1 million in comprehensive general liability insurance naming CITY as an additional insured and maintain workers compensation insurance coverage for its operations. If **CONTRACTOR** hires subcontractors or another third party to perform services under this Agreement to manage Common Cents, **CONTRACTOR** shall insure that such entity also maintains at a minimum \$1 million in general liability coverage and worker compensation insurance, and shall require such party to name **CITY** as an additional insured on the general liability and auto insurance policies maintained by such party before performing services under this Agreement.

XII. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

- A. Compensation under this Agreement shall be contingent upon **CONTRACTOR** securing matching funds and/or in-kind services equal to the annual compensation amounts to receive payment. Total Maximum Payment under this contract shall not exceed \$500,000 for each calendar year, for a total cost of up to \$1,000,000 over the term of this Agreement. It is understood and agreed that this total is the maximum and that **CITY** will only pay for services rendered for this specific program. CITY will pay an advance for **CONTRACTOR**'s services in the amount of \$125,000 on or before January 1, 2015.
- B. **CONTRACTOR** shall submit invoices at the end of each calendar quarter on **CITY** approved forms and in accordance with the procedures required by **CITY**. The invoices shall include a detailed breakdown of expenses incurred and match funds and/or in-kind services received, and broken down by program tasks performed during the prior quarter period. Invoices are to be submitted at the end of each calendar quarter for payment of the next advance. Payment will be made within 30 days from the date of receipt of the invoice.
- C. **CONTRACTOR** shall maintain full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.

XIII. SUBCONTRACTS, ASSIGNMENT

- A. **CONTRACTOR** shall indemnify and hold harmless **CITY** from and against any and all liens, claims, demands, costs or expenses of whatsoever nature in any way connected with or arising out of services performed for **CONTRACTOR** with **CITY** funds as provided for under this Agreement.

- B. This Agreement is not assignable by **CONTRACTOR** in whole or in part, without the prior written consent of **CITY**.

XIV. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon **CITY** unless agreed in writing by the parties set out in Paragraph III.

XV. SUCCESSORS

This Agreement shall bind the successors of **CONTRACTOR** in the same manner as if they were expressly named.

XVI. TIME

Time is of the essence of this Agreement.

XVII. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XVIII. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. If the dispute cannot be resolved by mutual agreement, nothing herein shall preclude either party's right to pursue remedy or relief by civil litigation, pursuant to the laws of the State of California.

XIX. TERMINATION

- A. **CITY** or **CONTRACTOR** may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing.
- B. If this Agreement is terminated under paragraph A, **CITY** shall only pay for any services completed and provided prior to notice of termination and any subcontractor cancellation charges. In the event of termination under

paragraph A, **CONTRACTOR** shall be paid for its administration cost an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of **CONTRACTOR** covered by this Agreement, less payments of compensation made, but not to exceed the rates specified in Exhibit B.

- C. **CONTRACTOR** shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses obligations to a third party that **CONTRACTOR** can legally cancel.

XX. AUDITS AND RECORDS

Upon **CITY'S** request, **CITY** or its designee shall have the right at reasonable times and intervals to audit, at **CONTRACTOR'S** premises, **CONTRACTOR'S** financial and program records as **CITY** deems necessary to determine **CONTRACTOR'S** compliance with legal and contractual requirements and the correctness of claims submitted by **CONTRACTOR**. **CONTRACTOR** shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon **CITY'S** request at **CITY'S** expense.

XXI. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between **CITY** and **CONTRACTOR** regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between **CITY** and **CONTRACTOR** regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

XXII. RENEWAL

None.

XXIII. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

XXIV. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

XXV. ADDITIONAL PROVISIONS

The additional provisions contained in Exhibit A are attached hereto are part of this Agreement and are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

**CITY OF SACRAMENTO, a
municipal corporation**

**CONTRACTOR, a California nonprofit
corporation**

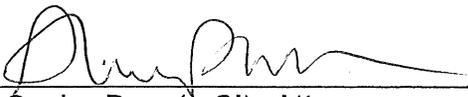
By: _____
Howard Chan
Assistant City Manager
For: John F. Shirey, City Manager

By: 
Ryan Loofbourrow
Executive Director

Date: _____

Date: 11/18/14

APPROVED AS TO FORM:

By: 
Senior Deputy City Attorney

ATTEST:

By: _____
City Clerk



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

COMMON CENTS Program Description

OVERVIEW

Sacramento Steps Forward (SSF) is proposing the formation of a coordinated assessment and housing placement system in the City of Sacramento that will focus on chronically homeless and Veterans (including chronically homeless Veterans). This proposed system for housing placement is called “Common Cents”. It is designed to effectively address homelessness in areas of Sacramento that have been identified as having the highest mortality rate for homeless individuals. Common Cents is modeled after the national 100,000 Homes Campaign 25 Cities initiative and the local best practices established by Well Space’s T-3 program (Triage, Transport and Treatment). The system will focus on chronically homeless and Veterans, through the prioritization of data-driven, evidence-based solutions that rapidly connect homeless individuals to permanent housing, health care, and other supportive services.

This innovative initiative brings together housing with a broad array of services designed to reduce the inefficient use of high cost systems including emergency health care and the criminal justice system. Common Cents is designed to place these individuals into Permanent Supportive Housing (PSH), which is subsidized housing coupled with the supportive services necessary to address the complex health and behavioral health issues these individuals face. The Common Cents system will be thoroughly evaluated, enabling us to document savings to the health care and criminal justice systems, as well as improved outcomes for the homeless individuals served.

Funding

Common Cents is a partnership between primary funder, the City of Sacramento, Sacramento Steps Forward, and match funders. The City will provide SSF up to \$500,000 per year for two years, contingent upon Sacramento Steps Forward securing match funds and/or in-kind services. Current match funding partners include California Endowment, Sutter Health, and Wells Fargo. Additional grant funding being reviewed includes Kaiser Permanente and Dignity Health.

Goals

The goals of Common Cents are:

- To increase housing stability for all Veterans and the hardest to serve unsheltered homeless individuals in the City of Sacramento
- To reduce the frequency of cycling in and out of high cost systems (emergency health care and the criminal justice system) among the heaviest users of these systems

Permanent Supportive Housing for the Chronically Homeless

Permanent Supportive Housing (PSH) is a best practice for ending chronic homelessness, defined as long-term or repeated homelessness coupled with a disability. PSH is a widely used intervention, due in large part to the priority placed on its implementation by US Department of Housing and Urban Development (HUD) homeless programs. HUD's PSH projects use a Housing First approach, where requirements for program entry like sobriety, medication, and no criminal background are eliminated. Sacramento is home to many PSH programs targeting the chronically homeless. Placement in this existing stock of PSH is one strategy Common Cents will utilize with its participants.

Target Population

The Common Cents program will target the chronically homeless and Veterans (including chronically homeless Veterans). A chronically homeless person is someone with a disability who has been homeless for a year or longer or has experienced at least four episodes of homelessness over the last three years. Disabilities include substance abuse disorder, serious mental illness, developmental disability, and chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

Common Cents will target the chronically homeless because they are the frequent hospital and criminal justice system users. The program will target Veterans because many of the chronically homeless are Veterans, and because Veterans are a population for which multiple homeless housing programs are targeted. HUD, the US Interagency Council on Homelessness (USICH), the US Department of Veteran Affairs, the 100,000 Homes Campaign, and the Mayors Homeless Veterans Challenge all set a goal of ending Veteran homelessness by the end of 2015, and there are resources available to make this goal a reality.

As with Veterans, reaching the Transition Age Youth (TAY) requires unique culturally competent outreach. The services of agencies that specialize in TAY outreach, housing and services will be utilized to assure the hardest to reach of this population are served.

Project Areas

Outreach for program recruitment will focus on areas of Sacramento that have been identified as having the highest mortality rate for homeless persons, as documented in the 2013 Homeless Deaths Study. Project Areas will include Central City, Oak Park, and public transportation routes. Participants will also be recruited from the Winter Sanctuary winter shelter program for single adults, as users of this program are

frequently unsheltered, chronically homeless persons who camp in the project areas when Winter Sanctuary is not available.

PROGRAM COMPONENTS

Common Cents will move homeless persons in the designated project areas who are chronically homeless and/or Veterans from the street, to interim housing, to permanent housing. The program includes the following elements to achieve this goal:

- Outreach and Engagement
- Coordinated Entry and Assessment
- Interim Housing and Services (when necessary)
- Permanent Housing Placement
- Monitoring and Evaluation

Outreach and Engagement

Common Cents will utilize an Integrated Outreach Team operating in the designated Project Areas to recruit participants. Sacramento Steps Forward will begin by bringing together existing homeless outreach resources, including:

Central City

- Property Based Business Improvement Districts (PBID) Navigators placed with Downtown Sacramento Partnership, The River District and the Midtown Business Association.
- Mental Health Navigators partnership between Downtown Sacramento Partnership, Transitional Living and Community Support (TLCS), Loaves & Fishes Genesis program, and 211 Sacramento
- Guesthouse Homeless Mental Health Clinic Outreach
- Wind Youth Services Outreach Workers
- CARES Clinic
- Law Enforcement Partners with the Sacramento Police Department and Sacramento County Sheriff's Department Downtown Jail

Transportation Lines

- Law Enforcement Partners with the Sacramento Police Department and Regional Transit security subcontractor(s)

Winter Sanctuary Winter Shelter

- Contracted Operator
- SSF Staff

Oak Park

- Harm Reduction Services SafePoints Outreach
- Community Against Sexual Harm (CASH) Street Outreach

In addition to these existing providers of homeless outreach, the County of Sacramento, Department of Health and Human Services (DHHS) Division of Behavioral Health Services (DBHS) is currently conducting an RFP process to identify a provider for a large-scale homeless mental health outreach Triage and Peer Navigator Program.

As the Common Cents program is implemented, there may be a need to add additional outreach workers to cover areas not patrolled by existing teams; Sacramento Steps Forward has budgeted for three additional workers to meet this need. Existing and forthcoming outreach resources will be transitioned into an Integrated Outreach Team through formal and informal agreements. With contributions from the PBIDs and Sacramento County, Sacramento Steps Forward can hire a Program Manager to oversee the coordination of these resources on the street and at the program level and to ensure all team members receive appropriate training on the Common Cents assessment tool.

Integrated Outreach Team members will employ their wealth of experience with street outreach to recruit Common Cents participants. A simple eligibility tool will determine fit for the program, focused on chronic homelessness and Veteran status. Literally homeless persons who meet the criteria will immediately be offered interim housing. Once settled in interim housing, Integrated Outreach Team members, the Program Manager, or interim housing staff will conduct a more comprehensive assessment to determine the best permanent housing placement. Additional service needs will also be assessed and efforts to address those needs will begin immediately.

Coordinating Entry and Assessment

Common Cents will use a coordinated system for entry and assessment. As the HUD Continuum of Care (CoC) Lead Agency, Sacramento Steps Forward and the CoC Advisory Board have been engaged in the process of developing a coordinated entry and assessment system for our community for several years. An overwhelming amount of research supports the fact that coordinated entry and a single, community-wide assessment tool improve outcomes for homeless persons and increases the efficiency of the entire system of care. The Common Cents program will utilize a standard assessment tool, the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT). The VI-SPDAT is a validated tool in use in many communities, including the 100,000 Homes 25 Cities Initiative participants.

Sacramento Steps Forward estimates the annual cost of its use to be \$14,000 in training expenses. Training will be conducted quarterly, with the goal of training all outreach workers, 211 information and referral specialists, and providers of shelter, housing and services to homeless persons to conduct the assessment. There will be “no wrong door” to Sacramento’s homeless shelter and housing system. Detailed descriptions of the tool and its uses across the country can be found at <http://100khomes.org/resources/spdat-and-vi-spdat-evidence-brief>.

The assessment tool selected will identify the level of vulnerability and the appropriate placement option for each person assessed. It is important to assess vulnerability in order to prioritize who will receive services first. It is also critical to assess appropriate placement to ensure the success of the individual and the best use of resources.

Sacramento's coordinated entry and assessment system will ultimately include all housing types (including emergency shelter and transitional housing) and subpopulations (non-Veterans, non-chronically homeless, households with children). Common Cents provides the community with an opportunity to pilot the assessment tool and process with a subset of program types and populations, to identify issues and challenges and work out the "kinks" prior to system-wide use.

Interim Housing and Services

The Common Cents program's Interim Housing and Services component will ensure that participants recruited by the Integrated Outreach Team do not disappear or "fall through the cracks." Participants screened in by a team member are immediately placed into an interim housing slot (shared housing, shelter bed, etc.). From there, the full coordinated assessment can be conducted, immediate needs can be addressed, and the process of identifying permanent housing begins. Sacramento Steps Forward will issue an RFP for the housing and services needed for this step in the program. The RFP will fund a minimum of 20 year-round interim housing beds, with turnover driven by the availability of permanent placements.

Permanent Housing Placement

Common Cents participants residing in interim housing will be moved to the appropriate permanent placement as space becomes available. It's likely that the majority of participants recruited will be assessed as needing Permanent Supportive Housing. Permanent Supportive Housing placement options in Sacramento are varied and include:

- HUD-funded PSH
- Other/non-HUD-funded PSH
- HUD-VA Veterans Affairs Supportive Housing (VASH) Vouchers
- SHRA Shelter Plus Care Vouchers

HUD-funded PSH

Entry of Common Cents participants into HUD-funded PSH programs will be coordinated. Specific eligibility requirements will be programmed into project profiles in Sacramento's Homeless Management Information System (HMIS), with a custom list of options generated for each participant. Program vacancies will be matched to eligible participants.

Other/non-HUD-funded PSH

A system for entry into these programs will be negotiated on a program-by-program basis. To facilitate this process, Sacramento Steps Forward is working towards recruiting all homeless housing providers into using HMIS.

VASH Vouchers

Sacramento Steps Forward will work with the VA and SHRA to establish a process for connecting eligible Common Cents Veterans to Veterans Affairs Supportive Housing (VASH) Vouchers.

Shelter Plus Care (S+C) Vouchers

SSF will coordinate with Sacramento Housing and Redevelopment Agency and Service Provider recipients of Shelter plus Care Vouchers to place a minimum of 25 individuals into housing.

Some Common Cents participants may be assessed as needing a placement other than Permanent Supportive Housing. While this program is designed to serve high need individuals bound for PSH, program case managers will also work to connect these participants with other placements as appropriate.

Coordinated entry into PSH is a brand new endeavor. As such, we will be analyzing how quickly people transition from assessment to permanent placement. To avoid creating a new queue and/or creating new barriers to exits within the system as it exists today, Common Cents will limit the number of participants waiting in interim housing for permanent placement at any given time to 20.

Monitoring and Evaluation

Monitoring and evaluation of the Common Cents program will be intensive. Participant demographics and outcomes, as well as services provided, will all be tracked using HMIS. Savings to the medical and criminal justice systems will also be documented. Sacramento Steps Forward expects to contract with a third-party researcher to conduct a comprehensive and objective evaluation.

TIMELINE

Common Cents is a multi-pronged program with several components. Key components to be launched include formation of the Integrated Outreach Team and identification of a provider of interim housing and services. Sacramento Steps Forward's goal is to open the doors of this program by January 1, 2015. Timelines for these projects are outlined below.

Integrated Outreach Team

Action Step	Date
Convene Outreach Workers Roundtable	July 2014
Develop Coordination Plan for Existing Outreach Workers	August 2014
Respond to County RFP for Outreach	September 3, 2014
Implement County Proposal	In progress

RFP for Interim Housing & Services

Action Step	Date
RFP Released	October 14, 2014
Mandatory Proposers Conference	October 22, 2014
Proposals Due	November 10, 2014
Proposal Review	Week of November 10, 2014
Award Announced	November 20, 2014
Begin Operations	January 1, 2015

**City of Sacramento
Funding for Homeless Services**

Program	Agency/Department	Annual Amount
Comprehensive Alcohol Treatment Center - MOU with the County of Sacramento	Parks & Recreation	708,351
Sacramento Police Department's Impact Team - Patrol Officers focused on citywide homeless issues	Police	898,491
Emergency Solutions Grant (Rapid Rehousing and Emergency Shelter)	SHRA	348,000
Housing Opportunities for Persons with AIDS (HOPWA) - Open Arms Shelter	SHRA	257,000
Community Development Block Grant Public Services (SRO and Homeless Activities)	SHRA	190,000
Motel Voucher Program - MOU with Sacramento Steps Forward	Parks & Recreation	100,000
Homeless Advocate Resources (phone intake, resource coordination, etc.)	Parks & Recreation	30,130
		*Total \$ 2,531,972

*Does not include Police & Fire calls for service

RESOLUTION NO. 2014-

Adopted by the Sacramento City Council

November 25, 2014

AGREEMENT WITH SACRAMENTO STEPS FORWARD FOR THE PROVISION OF HOMELESS OUTREACH AND SUPPORT SERVICES

BACKGROUND

- A. On February 11, 2014 The FY2013/14 Midyear Budget Review was presented to the City Council. This report included recommendations to allocate the FY2012/13 year-end budgetary results. The City Council discussed the recommendations presented and included a recommendation to set aside \$1 million to help fund the City's efforts on homelessness (Resolution 2014-0041, approved unanimously).
- B. Sacramento Steps Forward (SSF) is proposing the formation of a coordinated assessment and housing placement system in the City of Sacramento that will focus on chronically homeless and veterans (including chronically homeless veterans). This proposed system for housing placement is called "Common Cents." The attached funding agreement provides the necessary financial resources, \$125,000 in quarterly payments, to launch the program in January 2015.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager or the City Manager's designee is hereby authorized to execute a two-year agreement with Sacramento Steps Forward, and any other documents necessary to implement the agreement for its Common Cents program.
- Section 2. That \$250,000 shall be appropriated from the \$1,000,000 in committed fund balance for homeless programs for the Common Cents program for FY2014/15 and it will be budgeted in the Citywide and Community Support Department.
- Section 3. The City Manager shall include the remaining \$750,000 in committed fund balance for homeless programs in future budgets as needed to support the attached contract.