



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** February 18, 2020  
**TO:** Christine Daniel, City Manager  
**FROM:** Charles S. Bryant, Community Development Director  
**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A Fourth Amendment To The Professional Services Contract With The Berkeley Food And Housing Project To Extend The Term Through June 30, 2020 And To Increase The Compensation By \$38,100 To A Total Amount Not To Exceed \$303,100**

### RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled resolution, which amends the City's contract with the Berkeley Food and Housing Project ("BFHP") to extend homeless outreach services through the end of Fiscal Year 2019-20 by authorizing the City Manager to execute a fourth amendment to the professional services contract with BFHP to provide case management and outreach services to individuals experiencing homelessness in Emeryville.

### BACKGROUND

In May 2018, the City Council approved several steps to proactively assist unhoused residents in Emeryville, including adoption of an updated Homeless Strategy, increasing staffing associated with the BFHP contract from a part time to a full time outreach staff person, and providing grant funds to the St. Vincent de Paul Shelter in Oakland to provide shelter beds for people experiencing homelessness. The list of actions also included a grant to the Family Front Door program, which is the coordinated entry system for Emeryville families experiencing homelessness.

BFHP has consistently provided the following services from the beginning of the contract period:

- Provision of an outreach worker to engage individuals on the street for assessment, harm reduction, and referrals to services.
- Coordination with the North County Hub (Coordinated Entry System)
- Provision of landlord and social service provider liaison services.

During the initial term of the contract, BFHP underwent a major restructuring of their program including several staffing changes from entry level staff to program leadership, including the retirement of the agency's long-standing director. These staffing changes resulted in a drop in available staffing to provide full time outreach services.

Consequently, the funds associated with the original contract amount have been able to be extended for two years rather than the original contract term of one year. As a result, the contract with BFHP has been extended three times: Amendment One extended the term from June 30, 2019 to October 1, 2019; Amendment Two extended the term from October 1, 2019 to February 1, 2020; and Amendment Three extended the term from February 1, 2020 to February 29, 2020. These amendments were all approved administratively, since they did not involve a change in total compensation. They allowed for continuous services while staff prepared this Amendment Four for the City Council's consideration, since extension of the contract to the end of Fiscal Year 19-20 will require additional funds in the amount of \$38,100.

## **DISCUSSION**

Despite the challenges associated with the staffing changes at BFHP, City staff has been able to work with them, and in partnership with the City of Oakland, to help the City's unhoused residents.

Ongoing outreach conducted by BFHP has included establishing relationships in the field, often culminating in an "intake". The "intake" involves asking the individual(s) to share enough personal information so that they can be entered on the North County Coordinated Entry System's "By Name List" ("BNL"). This is how the Continuum of Care centralizes information about individuals experiencing homeless in order to provide more coordinated, seamless services. Once on the BNL, the person is then prioritized for placement in housing and to obtain other services. Outreach workers also help with basic needs such as assistance obtaining identification documents or transportation to appointments for services such as medical appointments.

In addition to overall outreach efforts, the program has helped connect Emeryville's unhoused individuals and families with shelter and housing. BFHP assisted the cities of Emeryville and Oakland, Operation Dignity, and Caltrans with outreach to individuals camped behind the East BayBridge Shopping Center, and helped people move who chose to relocate to the Community Cabins site on Mandela Parkway. BFHP also worked with the City to utilize Rapid Rehousing and Emerging Needs funds included in BFHP's contract to place six different households experiencing homelessness into housing. Five of those households have since been identified as eligible for permanent supportive housing vouchers.

If this contract amendment is approved, the BFHP contract would expire in June 2020. Accordingly, staff is developing a Request for Proposals (RFP) that will proposals that will be released shortly to select an agency to continue Emeryville's outreach and rapid rehousing efforts for the community. In the interim, a contract extension is needed to enable BFHP to provide continuous outreach services. Staff is recommending that the contract be extended through the end of the current fiscal year, by which time it is anticipated that the RFP process will have been completed and a new contract awarded for the upcoming three fiscal years.

## **FISCAL IMPACT**

The proposed amendment would add \$38,100 to the BFHP contract in order to extend services to the end of the fiscal year. The Operating Budget for Fiscal Year 2019-2020 includes \$320,000 for Homeless Services (Account Number 87420) in the Affordable Housing Fund (Fund 299), which is sufficient to fund the proposed amendment.

## **STAFF COMMUNICATION WITH THE PUBLIC**

Staff has had no communication with members of the public regarding the proposed BFHP contract extension.

## **CONCLUSION**

Staff recommends that the City Council authorize the proposed contract amendment with BFHP to provide continuity of Homeless Outreach services through the end of Fiscal Year 2019-2020, which will afford staff sufficient time to circulate an RFP to procure enhanced outreach services for the next three fiscal years.

**PREPARED BY:** Emi Thériault, Community and Economic Development Coordinator II

**REVIEWED BY:** Chadrick Smalley, Economic Development and Housing Manager

## **APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Christine Daniel, City Manager

## **ATTACHMENTS**

- Draft Resolution
- Exhibit A to Resolution: Amendment to Professional Services Contract with Berkeley Food and Housing Project