

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
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MEMORANDUM

TO: Trent Rhorer, Executive Director, Human Services Agency
Shireen McSpadden, Executive Director, Dept. of Homelessness and Supportive Housing

FROM: Victor Young, Assistant Clerk

A handwritten signature in black ink that reads "Victor Young".

DATE: December 5, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed legislation:

File No. 231226

Ordinance amending the Administrative Code to establish a permanent Homeward Bound Program administered by the Human Services Agency and the Department of Homelessness and Supportive Housing for individuals experiencing homelessness or who have formerly experienced homelessness, such as individuals residing in permanent supportive housing, to receive paid travel and relocation support to a destination where the individual has someone to receive them.

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: victor.young@sfgov.org.

cc. Elizabeth LaBarre, Human Services Agency
Louise Rainey, Human Services Agency/Commission
Dylan Schneider, Dept. of Homelessness and Supportive Housing
Emily Cohen, Dept. of Homelessness and Supportive Housing
Bridget Badasow, Dept. of Homelessness and Supportive Housing



City and County of San Francisco

Master Report

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 231226 **File Type:** Ordinance **Status:** 30 Day Rule

Enacted: _____ **Effective:** _____

Version: 1 **In Control:** Rules Committee

File Name: Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness **Date Introduced:** 11/28/2023

Requester: _____ **Cost:** _____ **Final Action:** _____

Comment: _____ **Title:** Ordinance amending the Administrative Code to establish a permanent Homeward Bound Program administered by the Human Services Agency and the Department of Homelessness and Supportive Housing for individuals experiencing homelessness or who have formerly experienced homelessness, such as individuals residing in permanent supportive housing, to receive paid travel and relocation support to a destination where the individual has someone to receive them.

Sponsor: Safai

History of Legislative File 231226

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	11/28/2023	ASSIGNED UNDER 30 DAY RULE	Rules Committee	12/28/2023	

1 [Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly
2 Experienced Homelessness]

3 **Ordinance amending the Administrative Code to establish a permanent Homeward**
4 **Bound Program administered by the Human Services Agency and the Department of**
5 **Homelessness and Supportive Housing for individuals experiencing homelessness or**
6 **who have formerly experienced homelessness, such as individuals residing in**
7 **permanent supportive housing, to receive paid travel and relocation support to a**
8 **destination where the individual has someone to receive them.**

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11 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
12 **Board amendment additions** are in Arial font.
13 **Board amendment deletions** are in ~~Arial font~~.
14 **Asterisks (* * * *)** indicate the omission of unchanged Code
15 subsections or parts of tables.

16 Be it ordained by the People of the City and County of San Francisco:

17 Section 1. Chapter 20 of the Administrative Code is hereby amended by adding Article
18 XIX, consisting of Sections 20.19-1 through 20.19-6, to read as follows:

19 **ARTICLE XIX:**

20 **HOMeward BOUND PROGRAM**

21 **SEC. 20.19-1. FINDINGS AND PURPOSE.**

22 (a) Over the course of almost two decades, approximately 11,000 individuals have left a state
23 of homelessness in San Francisco and been reunited with friends or family in other locales at the City's
24 expense through the Homeward Bound program. By providing this option, the City has helped connect
25 these individuals with support networks that are best positioned to care for and support such

1 individuals, and at a fraction of the cost of providing a permanent supportive housing unit in San
2 Francisco.

3 (b) According to the San Francisco Chronicle, each year from 2006 to 2018, the Human
4 Services Agency (“HSA”) and its predecessor department reunited between 800 to 1,000 individuals
5 with their families through Homeward Bound, demonstrating the program was a key part of the City’s
6 strategy to address homelessness.

7 (c) Under the Homeward Bound program, when individuals applied for County Adult
8 Assistance Programs (“CAAP”) benefits, HSA simultaneously offered paid travel and relocation
9 support, which helped eligible individuals utilize the program as a strategy to end homelessness. But
10 since the COVID-19 pandemic, HSA has intermittently discontinued the Homeward Bound program as
11 a stand-alone program. Through the Department of Homelessness and Supportive Housing (“HSH”),
12 the City continued to offer paid travel and relocation support for individuals interacting with HSH’s
13 community-based coordinated entry access points, which allow individuals experiencing homelessness
14 the opportunity to access housing opportunities.

15 (d) Despite the success of Homeward Bound, previous iterations of the program have not been
16 codified in the Municipal Code and thus have not been permanent solutions to help address the City’s
17 homelessness crisis.

18 (e) Because of the COVID-19 pandemic and the transition in program leadership from HSA to
19 HSH and with Homeward Bound’s dissolution as a stand-alone program, fewer people are using the
20 Homeward Bound program to reunite with their friends or family. According to the San Francisco
21 Chronicle, in the first ten months of Fiscal Year 2021–22, 271 individuals utilized the program,
22 compared with 447 individuals in 2020 and 628 individuals in 2019.

23 (f) The purpose of this Article XIX is to codify the City’s paid travel and relocation support for
24 homeless individuals or formerly homeless individuals who are living in supportive housing and to
25 establish eligibility and programmatic requirements for such services.

1
2 **SEC. 20.19-2. ESTABLISHMENT AND ADMINISTRATION OF THE HOMEWARD**

3 **BOUND PROGRAM.**

4 (a) The Homeward Bound Program (“Program”) is hereby established to provide eligible
5 individuals the opportunity to receive travel and relocation support paid by the City to a destination
6 where the individual has a family member, friend, employer, or other individual who is willing to
7 receive and support the Program participant. HSA shall be the primary agency to administer the
8 Program. HSH, in coordination with HSA, may offer the Program through any of its services and
9 programs. The Executive Director of HSA may adopt such rules and regulations as the Executive
10 Director deems necessary and proper for the administration of the Program.

11 (b) The following individuals shall be eligible to participate in the Program:

12 (1) Individuals experiencing homelessness in San Francisco.

13 (2) Individuals who recently experienced homelessness or are experiencing housing
14 instability, such as individuals residing in permanent supportive housing.

15 (3) Recipients of, or applicants for, any County Adult Assistance Program provided by
16 HSA.

17 (c) The following individuals shall not be eligible to participate in the Program:

18 (1) Individuals with an active felony or misdemeanor arrest or bench warrant. HSA
19 and HSH are authorized to access local, state, and federal summary criminal history information to
20 determine whether an individual has an active felony or misdemeanor arrest or bench warrant that
21 would disqualify the individual from participating in the Program.

22 (2) Individuals on parole or probation, unless they have a letter of approval from their
23 parole agent or probation officer and the individual is authorized by law to move to a different
24 jurisdiction.

1 (3) Individuals who are not otherwise qualified as persons with disabilities afforded
2 reasonable modification to policy under Title II of the Americans with Disabilities Act, or who are
3 unable to travel alone because they pose a direct risk to themselves or others.

4 (4) Individuals who are not sober at the time when the individual will begin travel and,
5 to the extent known by HSA or HSH staff, individuals who are unable to abstain from drinking alcohol
6 or using illicit substances while traveling to their destination. HSA or HSH staff may delay travel until
7 the individual is sober or refer individuals with serious alcohol or illicit substance use to a sobering
8 center or medically-supported detoxification before such individuals can participate in the Program.

9 (5) Individuals who have used the Homeward Bound Program, or any similar
10 Homeward Bound program offered by HSA or HSH, within the previous five years.

11 (6) A minor traveling with an adult, unless the adult is the parent or guardian of the
12 minor and the adult has photo identification and birth certificate or other legal verification for the
13 minor proving that the adult is the minor's parent or guardian.

14
15 **SEC. 20.19-3. TRAVEL CONTACT REQUIREMENTS.**

16 Before providing transportation to a destination, the HSA or HSH staff administering the
17 Program must make direct contact with the family member, friend, employer, or other individual who is
18 willing to receive and support the Program participant. HSA or HSH staff shall document the fact that
19 the Program participant has someone at the destination capable of receiving and supporting the
20 Program participant. HSA or HSH may allow an individual to participate in the Program where the
21 participant intends to travel to transitional housing as long as the receiving facility reserves a bed for
22 the Program participant. Within 90 days following the date of a Program participant's departure, HSA
23 or HSH staff shall attempt to contact the Program participant to determine whether that individual has
24 retained housing.

1 **SEC. 20.19-4. ANNUAL REPORT.**

2 (a) By September 1 of each year, HSA shall submit a written report to the Human Services
3 Commission and the Homelessness Oversight Commission containing the information in subsections
4 (b) and (c) for the prior fiscal year. By August 1 of each year, HSH shall provide to HSA the
5 information in subsections (b) and (c) pertaining to HSH's administration of the Program.

6 (b) The written report shall provide the following aggregated and de-identified information:

7 _____ (1) The number of individuals served by HSA and HSH, respectively, through the
8 Program;

9 _____ (2) The number of individuals who, at the time of departure: (A) were experiencing
10 homelessness and were unhoused, (B) were experiencing homelessness and residing in a shelter, or (C)
11 were formerly homeless individuals living in permanent supportive housing;

12 _____ (3) The total cost of administering the Program and the average cost to the City for an
13 individual to utilize the Program;

14 _____ (4) The number of Program participants who, 90 days following their date of
15 departure, retained housing at their destination; and

16 _____ (5) The number of referrals for substance use disorder treatment or use of a sobering
17 center to individuals eligible for, and interested in utilizing, the Program.

18 (c) In addition to the information required in subsection (b), HSH shall require each of the
19 entities with whom it contracts to provide onsite supportive services at permanent supportive housing
20 and shelters to provide the following aggregated and de-identified information:

21 _____ (1) The number of outreach attempts by case managers to individuals offering use of the
22 Program; and

23 _____ (2) The number of accepted offers by individuals.

24
25 **SEC. 20.19-5. SEVERABILITY.**

1 If any section, subsection, sentence, clause, phrase, or word of this Article XIX, or any
2 application thereof to any person or circumstance, is held to be invalid or unconstitutional by a
3 decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining
4 portions or applications of this Article. The Board of Supervisors hereby declares that it would have
5 passed this Article and every section, subsection, sentence, clause, phrase, and word not declared
6 invalid or unconstitutional without regard to whether any other portion of this Article or application
7 thereof would be subsequently declared invalid or unconstitutional.

8
9 **SEC. 20.19-6. UNDERTAKING FOR THE GENERAL WELFARE.**

10 In enacting and implementing this Article XIX, the City is assuming an undertaking only to
11 promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an
12 obligation for breach of which it is liable in money damages to any person who claims that such breach
13 proximately caused injury.

14
15 Section 2. Effective Date. This ordinance shall become effective 30 days after
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
18 of Supervisors overrides the Mayor's veto of the ordinance.

19
20
21 APPROVED AS TO FORM:
22 DAVID CHIU, City Attorney

23 By: /s/ Henry L. Lifton
24 HENRY L. LIFTON
25 Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness]

Ordinance amending the Administrative Code to establish a permanent Homeward Bound Program administered by the Human Services Agency and the Department of Homelessness and Supportive Housing for individuals experiencing homelessness or who have formerly experienced homelessness, such as individuals residing in permanent supportive housing, to receive paid travel and relocation support to a destination where the individual has someone to receive them.

Existing Law

The City's Homeward Bound program is not currently codified in the Municipal Code.

Amendments to Current Law

The proposed ordinance would codify the Homeward Bound Program and task the Human Service Agency ("HSA") as the primary agency responsible for administering the program. The Department of Homelessness and Supportive Housing ("HSH") would also have authority to administer the program within its jurisdiction. The proposed ordinance would establish eligibility requirements (such as individuals experiencing homelessness, individuals who recently experienced homelessness, and recipients and applicants of County Adult Assistance Programs) as well as ineligibility requirements (such as individuals with warrants, individuals on parole or probation, individuals who are unable to travel alone because they pose a direct risk to themselves or others, individuals who are not sober or are unable to remain sober, individuals who have used the program within the previous five years, or a minor traveling with an adult unless the adult is the parent or guardian of the minor). The proposed ordinance would require HSA or HSH to make direct contact with the family, friend, employer, or individual who is receiving the program recipient. Finally, the proposed ordinance would require HSA and HSH to report to their respective commissions regarding program utilization.

Background Information

Since 2005, the City has maintained a program that pays for travel expenses for individuals experiencing homelessness in San Francisco to be reunited with friends and family. Approximately 11,000 individuals have traveled to other destinations where they have friends and family to care and support them. HSH has also offered paid travel and relocation support for individuals interacting with the department's community-based programs.

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From: [Buckley, Jeff \(BOS\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [PEARSON, ANNE \(CAT\)](#); [LIFTON, HENRY \(CAT\)](#); [Safai, Ahsha \(BOS\)](#); [Carrillo, Lila \(BOS\)](#)
Subject: Ordinance for introduction: Homeward Bound Program
Date: Tuesday, November 28, 2023 2:19:02 PM
Attachments: [Final ORD - Homeward Bound Program.docx](#)
[Leg Digest - Homeward Bound Program.DOCX](#)
[Intro Form - Homeward Bound.pdf](#)

Hello all – see attached intro form and Homeward Bound legislation for introduction today.

Let me know if you have any questions.

-Jeff

From: Lifton, Henry (CAT) <Henry.Lifton@sfcityatty.org>
Sent: Tuesday, November 28, 2023 11:05 AM
To: Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Buckley, Jeff (BOS) <jeff.buckley@sfgov.org>
Cc: PEARSON, ANNE (CAT) <Anne.Pearson@sfcityatty.org>; ZAREFSKY, PAUL (CAT) <Paul.Zarefsky@sfcityatty.org>; BUTA, ODAYA (CAT) <Odaya.Buta@sfcityatty.org>; VAN NOSTERN, JULIE (CAT) <Julie.Van.Nostern@sfcityatty.org>; Barnes, Bill (BOS)
Subject: Ordinance for introduction: Homeward Bound Program

Hi Sup. Safai and Jeff,

Attached please find a proposed ordinance that would codify the Homeward Bound Program and an accompanying legislative digest. My use of an electronic signature constitutes my approval as to form. Please let me know if you have any questions or concerns.

Thanks,
Henry

Henry Lifton
Deputy City Attorney
Office of City Attorney David Chiu
(415) 554-3915 Direct
www.sfcityattorney.org
Find us on: [Facebook](#) [Twitter](#) [Instagram](#)

Attorney-Client Communication - Do Not Disclose
Confidential Attorney Work Product - Do Not Disclose

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor [] inquires..."
- 5. City Attorney Request
- 6. Call File No. [] from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Topic submitted for Mayoral Appearance before the Board on []

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Safai

Subject:

[Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness]

Long Title or text listed:

Ordinance amending the Administrative Code to establish a permanent Homeward Bound Program administered by the Human Services Agency and the Department of Homelessness and Supportive Housing for individuals experiencing homelessness or who have formerly experienced homelessness, such as individuals residing in permanent supportive housing, to receive paid travel and relocation support to a destination where the individual has someone to receive them.

Signature of Sponsoring Supervisor:



1 [Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly
2 Experienced Homelessness]

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2 application thereof to any person or circumstance, is held to be invalid or unconstitutional by a
3 decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining
4 portions or applications of this Article. The Board of Supervisors hereby declares that it would have
5 passed this Article and every section, subsection, sentence, clause, phrase, and word not declared
6 invalid or unconstitutional without regard to whether any other portion of this Article or application
7 thereof would be subsequently declared invalid or unconstitutional.

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11 promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an
12 obligation for breach of which it is liable in money damages to any person who claims that such breach
13 proximately caused injury.

14
15 Section 2. Effective Date. This ordinance shall become effective 30 days after
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
18 of Supervisors overrides the Mayor's veto of the ordinance.

19
20
21 APPROVED AS TO FORM:
22 DAVID CHIU, City Attorney

23 By: /s/ Henry L. Lifton
24 HENRY L. LIFTON
25 Deputy City Attorney

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