

BOARD of SUPERVISORS



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MEMORANDUM

RULES COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Hillary Ronen, Chair
Rules Committee

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: March 18, 2024

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, March 19, 2024

The following file should be presented as a **COMMITTEE REPORT** at the Board Meeting on Tuesday, March 19, 2024. This item was acted upon at the Rules Committee Meeting on Monday, March 18, 2024, at 10:00 a.m., by the votes indicated.

Item No. 18 File No. 231226

[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, at risk of 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.

RECOMMENDED AS AMENDED AS A COMMITTEE REPORT

Vote: Supervisor Shamann Walton - Aye
Supervisor Ahsha Safai - Aye
Supervisor Joel Engardio - Aye
Supervisor Hillary Ronen - Excused

c: Board of Supervisors
Angela Calvillo, Clerk of the Board
Alisa Somera, Legislative Deputy Director
Anne Pearson, Deputy City Attorney

File No. 231226

Committee Item No. 2

Board Item No. 18

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date March 18, 2024

Board of Supervisors Meeting

Date March 19, 2024

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- Memorandum of Understanding (MOU)
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 - Ethics Commission
- Award Letter
- Application
- Form 700
- Information/Vacancies (Boards/Commissions)
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date Mar 14, 2024

Completed by: _____ Date _____

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, at**
6 **risk of experiencing homelessness, or who have formerly experienced homelessness,**
7 **such as individuals residing in permanent supportive housing, to receive paid travel**
8 **and relocation support to a destination where the individual has someone to receive**
9 **them.**

10 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
11 **Additions to Codes** are in *single-underline italics Times New Roman font*.
12 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
13 **Board amendment additions** are in double-underlined Arial font.
14 **Board amendment deletions** are in ~~strikethrough Arial font~~.
15 **Asterisks (* * * *)** indicate the omission of unchanged Code
16 subsections or parts of tables.

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

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

20 **ARTICLE XIX:**

21 **HOMeward BOUND PROGRAM**

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

23 *(a) Over the course of almost two decades, approximately 11,000 individuals have left a state*
24 *of homelessness in San Francisco and been reunited with friends or family in other locales at the City's*
25 *expense through relocation and reunification services, formerly called the Homeward Bound*

1 program. By providing this option, the City has helped connect these individuals with support networks
2 that are best positioned to care for and support such individuals, and at a fraction of the cost of
3 providing a permanent supportive housing unit in San Francisco.

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

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

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

19 (e) Because of the COVID-19 pandemic and the transition in program leadership from HSA to
20 HSH and with Homeward Bound’s dissolution as a stand-alone program, fewer people are using the
21 serviceHomeward Bound program to reunite with their friends or family. According to the San
22 Francisco Chronicle, in the first 10ten months of Fiscal Year 2021–22, 271 individuals utilized the
23 program, compared with 447 individuals in 2020 and 628 individuals in 2019.

24 (f) The purpose of this Article XIX is to codify the City’s paid travel and relocation support for
25 homeless individuals, individuals at risk of homelessness, or formerly homeless individuals who are

1 living in supportive housing and to establish eligibility and programmatic requirements for such
2 services.

3 **SEC. 20.19-2. ESTABLISHMENT AND ADMINISTRATION OF THE HOMEWARD**
4 **BOUND PROGRAM.**

5 (a) The Homeward Bound Program (“Program”) is hereby established to provide eligible
6 individuals the opportunity to receive travel and relocation support paid by the City to a destination
7 where the individual has a family member, friend, employer, or other individual who is willing to
8 receive and support the Program participant. The Program includes City relocation and
9 reunification programs and allows flexibility for HSA and HSH to design such programs to
10 meet the needs of different communities. HSA shall be the primary agency to oversee
11 coordination and reporting for administer the Program. HSH, in coordination with HSA, may offer
12 the Program through any of its services and programs, and is responsible for managing referrals
13 and reporting requirements from non-profit community-based organizations. The Executive
14 Director of HSA and the Executive Director of HSH each may adopt such rules and regulations as
15 the Executive Director deems necessary and proper for the administration of the Program for their
16 respective department.

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

18 (1) Individuals experiencing homelessness in San Francisco.

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

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

23 (4) Individuals at risk of homelessness.

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

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

5 _____ (12) Individuals on parole or probation, unless they have received a letter of approval
6 from their parole agent or probation officer and the individual is authorized by law to move to a
7 different jurisdiction.

8 _____ (23) Individuals who are not otherwise qualified as persons with disabilities afforded
9 reasonable modification to policy under Title II of the Americans with Disabilities Act, or who are
10 unable to travel alone because they pose a direct risk to themselves or others.

11 _____ (34) Individuals who are not sober at the time when the individual will begin travel
12 and, to the extent known by HSA or HSH staff or contractors of HSA or HSH, individuals who are
13 unable to abstain from drinking alcohol or using illicit substances while traveling to their destination.
14 HSA or HSH staff or contractors of HSA or HSH may delay travel until the individual is sober or
15 refer individuals with serious alcohol or illicit substance use to a sobering center or medically-
16 supported detoxification before such individuals can participate in the Program.

17 _____ (45) Individuals who have used the Homeward Bound Program, or any similar
18 relocation and reunification Homeward Bound program offered by HSA or HSH, within the previous
19 two five years. To prevent an individual at risk of homelessness from becoming homeless, the
20 Executive Director of HSA and the Executive Director of HSH each have the discretion to
21 waive this requirement on a case-by-case basis.

22 _____ (56) A minor traveling with an adult, unless the adult is the parent or guardian of the
23 minor and the adult has photo identification and birth certificate or other legal verification for the
24 minor proving that the adult is the minor's parent or guardian.

25 **SEC. 20.19-3. TRAVEL CONTACT REQUIREMENTS.**

1 Before providing transportation to a destination, the HSA or HSH staff or contractors of HSA
2 or HSH administering the Program must make direct contact with the family member, friend,
3 employer, or other individual who is willing to receive and support the Program participant. HSA or
4 HSH staff or contractors of HSA or HSH shall document the fact that the Program participant has
5 someone at the destination capable willing to of receiveing and supporting the Program participant.
6 HSA or HSH may allow an individual to participate in the Program where the participant
7 intends to travel to transitional housing as long as the receiving facility reserves a bed for the
8 Program participant. Within 90 days following the date of a Program participant's departure, HSA
9 or HSH staff shall attempt to contact the Program participant to determine whether that individual has
10 retained housing.

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

12 (a) By ~~October~~September 1 of each year, HSA shall submit a written report to the Human
13 Services Commission and the Homelessness Oversight Commission containing the information in
14 subsections (b) and (c) for the prior fiscal year. By August 1 of each year, HSH shall provide to
15 HSA the information in subsections (b) and (c) pertaining to HSH's administration of the
16 Program.

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

- 18 (1) The number of individuals served by HSA and HSH, respectively, through the
19 Program;
20 (2) The number of individuals who, at the time of departure: (A) were experiencing
21 homelessness and were ~~unsheltered~~unhoused, (B) were experiencing homelessness and residing in a
22 shelter, ~~or~~ (C) were formerly homeless individuals living in permanent supportive housing, ~~or~~ (D)
23 were at risk of homelessness;

24 (3) The total cost of ~~travel services provided under administering the Program and~~
25 the average cost to the City for an individual to utilize the Program;

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

3 (5) The number of referrals for substance use disorder treatment or ~~use of a sobering~~
4 center to individuals eligible for, and interested in utilizing, the Program, as provided in Section
5 20.19-2(c)(3); and

6 (6) the number and circumstances of the use of the waiver authority provided in
7 Section 20.19-2(c)(4).

8 (c) In addition to the information required in subsection (b), HSH shall require each of the
9 entities with whom it ~~may contracts~~ to provide information on referrals to the Program by
10 program type and service provider. ~~onsite supportive services at permanent supportive~~
11 housing and shelters to provide the following aggregated and de-identified information:

12 (1) The number of outreach attempts by case managers to individuals offering
13 use of the Program; and

14 (2) The number of accepted offers by individuals.

15 **SEC. 20.19-5. SEVERABILITY.**

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

23 **SEC. 20.19-6. UNDERTAKING FOR THE GENERAL WELFARE.**

24 In enacting and implementing this Article XIX, the City is assuming an undertaking only to
25 promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an

1 obligation for breach of which it is liable in money damages to any person who claims that such breach
2 proximately caused injury.

3
4 Section 2. Effective Date. This ordinance shall become effective 30 days after
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
7 of Supervisors overrides the Mayor's veto of the ordinance.

8
9 APPROVED AS TO FORM:
10 DAVID CHIU, City Attorney

11 By: /s/ Henry L. Lifton
12 HENRY L. LIFTON
13 Deputy City Attorney

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LEGISLATIVE DIGEST

(Revised 3/18/2024)

[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, at risk of 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 overseeing coordination of, and reporting for, 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 at risk of homelessness, individuals who recently experienced homelessness, and recipients of County Adult Assistance Programs) as well as ineligibility requirements (such as 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 two 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 person 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.

FILE NO. 230226

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City and County
of San Francisco

Relocation Assistance Programs


Rules Committee | March 18, 2024




Overview

- Since 2005, San Francisco has helped over **11,000 households** experiencing, or at risk of homelessness reunite with support networks and stable homes outside the city.
- There are currently **two City programs** that offer relocation assistance, which under the proposed Ordinance will become **permanent programs** under the umbrella of "**Homeward Bound**".
- The City also administers a low-barrier, **temporary emergency response program** that offers relocation assistance services as part of the **Drug Market Agency Coordination Center (DMAACC)**. This program is jointly administered by HSA and HSH.

Relocation Assistance Program Details

	HSH Problem Solving Relocation Assistance	CAAP Relocation Assistance (HSA)	Journey Home (DMACC)
Who is Served	Unhoused people with income up to 50% AMI .	County Adult Assistance Program housed or unhoused clients.	Temporary program that is part of DMACC. Serves unhoused people and/or people with substance use disorders .
Where to Access	HSH Access points, family shelters and five community locations .	CAAP Office at 1235 Mission Street .	Referrals from outreach teams, law enforcement, etc.

Program Detail (Cont.)

	HSH Problem Solving Relocation Assistance	CAAP Relocation Assistance (HSA)	Journey Home (DMACC)
Launch Date	Summer 2022 as part of HSH's Problem Solving services.	April 2023 to expand on HSH's relocation assistance services.	Sept. 2023 as part of the city's Drug Market Agency Coordination Center.
Avg. Cost per Client	\$365	\$481	\$238

Relocation Assistance Data

Since **July 1, 2022**, the city has supported **525 people** reconnect with family or friends outside of San Francisco.

FY 2022-23:

Problem Solving Relocation Assistance

339

CAAP Relocation Assistance

5

Journey Home

n/a

FY 2023-24 FYTD:

142

12

27



City and County
of San Francisco

Thank you.

BOARD of SUPERVISORS



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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

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MEMORANDUM

TO: Alondra Esquivel-Garcia, Director, Youth Commission

FROM: Victor Young, Assistant Clerk,
Rules Committee

DATE: December 5, 2023

SUBJECT: LEGISLATIVE MATTER INTRODUCED

The Board of Supervisors' Rules Committee has received the following Ordinance. This item is being referred for comment and recommendation.

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.

Please return this cover sheet with the Commission's response to Victor Young, Assistant Clerk, Rules Committee.

RESPONSE FROM YOUTH COMMISSION Date: _____

No Comment
 Recommendation Attached

Chairperson, Youth Commission

Member, Board of Supervisors
District 9



City and County of San Francisco

HILLARY RONEN

DATE: March 13, 2024

TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Supervisor Hillary Ronen, Chair, Rules Committee

RE: Rules Committee
COMMITTEE REPORT

A handwritten signature in blue ink that reads "Hillary Ronen".

Pursuant to Board Rule 4.20, as Chair of the Rules Committee, I have deemed the following matters of an urgent nature and request they be considered by the full Board on Tuesday, March 19, 2024, as Committee Reports:

1. 231226 - Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experiencing Homelessness

These matters will be heard in the Rules Committee at a regular meeting on Monday, March 18, 2024, at 10:00 a.m.