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RESOLUTION NO.: R-2024-046

*Authorizing the City Manager to execute Professional Services Agreement for the Housing First Program between the City of Columbia and the University of South Carolina for Fiscal Year 2024-2025*

BE IT RESOLVED by the Mayor and City Council this 18<sup>th</sup> day of June, 2024 that the City Manager is hereby authorized to execute the attached Professional Services Agreement between the City of Columbia and the University of South Carolina, or on a form approved by the City Attorney, for financial assistance of up to but not exceeding Two Hundred Sixty Thousand and No/100 (\$260,000.00) Dollars for the fiscal year 2024-2025 in support of the University's partnership with the Columbia Housing Authority to operate the Housing First Program.

*(Funding source: 2209999 SCORF0232 680176)*

Requested by:

Assistant City Manager Gentry

Approved by:

*Cheresa B. Wilson*  
City Manager

Approved as to form:

*[Signature]*  
City Attorney

*[Signature]*  
Mayor

ATTEST:

*Tika D. Hammond*  
City Clerk

Introduced: 6/18/2024

Final Reading: 6/18/2024

LEGAL DEPARTMENT DRAFT

STATE OF SOUTH CAROLINA )  
 )  
 )  
 )  
 COUNTY OF RICHLAND )

AGREEMENT BETWEEN THE CITY OF COLUMBIA  
 AND THE UNIVERSITY OF SOUTH CAROLINA  
 (Supportive Housing Services)

WHEREAS, the University of South Carolina Supportive Housing Services (hereinafter "USC") provides resources to develop comprehensive housing strategies following the national model of Housing First for meeting the housing and service needs of eligible chronically homeless individuals by providing housing units and supportive services within the City limits of Columbia; and,

WHEREAS, the City of Columbia (hereinafter "City") has agreed to provide financial assistance up to but not to exceed Two Hundred Six Thousand and No/100 (\$260,000.00) Dollars to USC for use by its Housing First program, subject to certain terms, conditions and contingencies; NOW, THEREFORE,

For and in consideration of the following terms, conditions and contingencies, the receipt and sufficiency of which are hereby acknowledged, the City and USC agree as follows:

The City agrees to provide financial assistance to USC up to the amount of Two Hundred Sixty Thousand and No/100 (\$260,000.00) Dollars for the City's fiscal year 2024-2025 in conjunction with the operation of its Housing First program, subject to the following terms, conditions and contingencies, which must be met and complied with at all times in order for USC to receive such funding:

1. The term of this Agreement will commence on July 1, 2024, and will end on June 30, 2025.
2. Two Hundred Twenty Nine Thousand and No/100 (\$229,500.00) Dollars shall be used by USC exclusively for support of its partnership with the Columbia Housing Authority to operate the Housing First Program.
3. Thirty Thousand Five Hundred and No/100 (\$30,500) Dollars shall be used by USC exclusively to expand warm handoff services to clients experiencing Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder (SUD) Mental Health (MH) conditions.
4. USC will provide supportive services assistance to eligible Housing First clients to assist them in establishing and maintaining stable, permanent housing, develop job skills, and access mainstream resources.
5. USC will provide to the City USC's Housing First FY24-25 budget with designated fund sources prior to City funding being released to USC.
6. USC will provide the City with such information as the City may request to demonstrate to the City's satisfaction that USC has adequate funding to fully operate the Housing First program during its fiscal year independent of the funding provided by the City prior to funding being released.

7. USC will provide to the City's Homeless Services Office the data and information indicated below that is required to complete any government reporting. Drawdown for payment of eligible expenses shall be made against the line item budget specified in Attachment 1, herein, in accordance with the performance and the approval of requests for payment.
  - a. data as requested by the City on Housing First clients that is submitted to HMIS registration.
  - b. monthly reports on Program Outcomes and quarterly Outreach Reports to be provided in coordination with Director of Homeless Services.
  - c. reimbursements are to be submitted monthly along with supporting documentation
8. If all terms, conditions and contingencies having been met, the City will fund USC in monthly installments as reimbursement for the expenses as previously stated. Services rendered must be for the fiscal year beginning July 1 and ending June 30 of the fiscal year the funds are awarded. Requests for reimbursements must be submitted in writing and include copies of paid receipts or payroll documentation sent via email to [accountspayable@columbiasc.gov](mailto:accountspayable@columbiasc.gov) with associated Purchase Order number within twenty (20) days of the end of the quarter to be reimbursed. If the City is not satisfied with the accounting, the City may request additional information and make payment when it is satisfied the expenses were for providing clients with safe and affordable housing and supportive services to promote greater self-sufficiency and improve the quality of their lives.

USC acknowledges and agrees that it is being supported in whole or in part by public funds making it subject to the South Carolina Freedom of Information Act. Any documents or other information provided to the City pursuant to this Agreement shall be deemed as a public record under the South Carolina Freedom of Information Act and made available to the public. USC also agrees it will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, sexual orientation, national origin or physical handicap.

Either party may terminate this Agreement at any time without cause by giving written notice to the other party of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

If USC fails to comply with any of the aforesaid terms, conditions and contingencies at any time, City will have the right to immediately terminate this Agreement by giving written notice to USC of such termination.

If this Agreement is terminated without cause, neither party shall have nor owe any further obligations to the other after the effective date of termination.

In the event of termination by the City, the City will be responsible for reasonable non-cancelable debts incurred by USC in fulfillment of this Agreement prior to termination.

The parties may amend this Agreement at any time provided that such amendment is executed in writing and signed by a duly authorized representative of both parties.

In the event any provision(s) of this Agreement are held to be invalid, illegal, or unenforceable for any reason, the remainder of this Agreement, shall remain to be in full force and effect, enforceable in accordance with its terms as if such provision(s) had not been included, or had been modified as provided below, as the case may be. To carry out the intent of the parties hereto as fully as possible, the invalid, illegal or unenforceable provision(s), if possible, will be deemed modified to the extent necessary and possible to render such provision(s) valid and enforceable.

In performing its obligations hereunder, the USC will comply with all applicable federal, state and local laws, regulations and ordinances.

Nothing contained in this Agreement shall be construed as conferring upon any other party the rights of a third party beneficiary.

Except as otherwise provided herein, all notices required to be given or authorized to be given pursuant to this Agreement shall be in writing and shall be personally delivered or sent by registered or certified mail postage prepaid to:

As to the City:	Mayor City of Columbia P.O. Box 147 Columbia, SC 29217	As to USC:	University of South Carolina c/o Denise White 1600 Hampton Street, Suite 805 Columbia, SC 29208
With a copy to:	City Manager City of Columbia P.O. Box 147 Columbia, SC 29217		Kristen S. Connors, LMSW Director Department of Internal Medicine Supportive Housing Services 1325 Laurel Street Columbia, SC 29201

The City and USC, by notice given hereunder, may designate any further or different persons or addresses to which subsequent notices will be sent.

This Agreement shall be construed under the laws of the State of South Carolina. USC agrees to subject itself to the jurisdiction and venue of the Circuit Courts in Richland County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof.

Any approvals required from the City will be deemed given if provided by the City Manager or her designated City representative.

This Agreement represents the entire understanding and Agreement between the parties hereto and supersedes any and all prior negotiations, discussions, and agreements, whether written or oral, between the parties regarding same.

The failure of either USC or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provisions or of any other provision of this Agreement at any other time. Waiver of any breach of this Agreement by USC or the City shall not constitute waiver of a subsequent breach.

IN WITNESS WHEREOF, the parties have entered into this Agreement which shall be effective as of the date of the last signature herein below.

Witnesses as to City:

*Tasha Baker*  
*Richard Smith*

CITY OF COLUMBIA

*Teresa B. Wilson*

By: Teresa B. Wilson

Its: City Manager

Date: *6/25/2024*

APPROVED AS TO FORM

*Charmaine*  
Legal Department City of Columbia, SC

5/14/2024

Witnesses as to USC:

*Denise T. White*

*Elizabeth H. Schatz*

THE UNIVERSITY OF SOUTH CAROLINA

By: *Michele Hay*

Print Name: Michele Hay

Its: Assistant Director, Sponsored  
Awards Management

Date: June 17, 2024

**ATTACHMENT 1  
USC Housing First Budget  
FY 7/1/2024-6/30/2025**

	<b>AMOUNT</b>	<b>FTE</b>
<b>SUPPORTIVE SERVICES</b>		
Housing Case Manager	\$35,811	0.80
Housing Case Manager	\$4,000	0.08
Outreach Worker	\$18,339	0.40
Outreach Worker	\$13,953	0.30
Licensed Professional Counselor	\$30,122	0.50
Medical Adherence Support	\$20,284	0.40
Licensed Social Worker/Therapist and Supportive Housing Supervisor	\$7,912	0.10
Director	\$2,693	0.025
Program Assistant	\$6,209	0.10
Fringe	\$41,000	
Support group food/supplies	\$1,200	
Rent/Utilities for Office Space @ \$1,500/mo.	\$18,000	
24 Hour on Call Mobile Phone	\$1,680	
Office Supplies/Postage	\$3,000	
Transportation: Van/Car for outreach & client transport	\$1,230	
Staff Training and Mileage reimbursement for home visits	\$750	
Housewares for move-ins	\$3,600	
Bus tickets for clients	\$1,200	
<b>HOUSING</b>		
Housing Coordinator	\$26,261	0.75
Fringe	\$7,353	
CHA Administrative Costs	\$2,353	
<b>USC ADMINISTRATIVE COSTS (5% of adjusted direct costs)</b>	\$7,221	
<b>PRISMA HEALTH ADMINISTRATIVE COSTS (5% of adjusted direct costs)</b>	\$5,829	
<b>TOTAL YEAR BUDGET</b>	<b>\$260,000</b>	

The \$260,000 budget includes a subaward to Prisma Health in the amount of \$122,408 and the Columbia Housing Authority in the amount of \$35,967.

**Appendix A**  
**USC Supportive Housing**  
**Opioid Specific Scope of Services**  
**July 1, 2024 through June 30, 2025**

**Services to be provided:**

- **Expansion of warm handoff** - identifies and engages persons with OUD and any co-occurring SUD/MH conditions. Provide transportation, housing costs, and support for people and families affected by OUD.
- **Outreach** - identifies and engages people living in unsheltered locations, such as in cars, parks, abandoned buildings, encampments, and on the streets.
  - Opioid prevention resources will be distributed as part of the existing outreach efforts to encampments of individuals experiencing homelessness within the City. This team will serve around 165 clients, 130 of whom would likely report substance abuse. An opioid risk assessment will be done on all initial engagements with individuals experiencing homelessness. Monthly Reimbursements provided with supporting documentation.
  - All client demographic and engagement services will be entered into HMIS in order to run appropriate reports for outcome purposes.
  - Quarterly Reports with final report including cumulative numbers.

<b><u>Opioid Personnel Expenses</u></b>		
<b><u>Line Item</u></b>	<b><u>Amount</u></b>	<b><u>Note</u></b>
Case Manager	\$ 30,500	1 full-time equivalent (FTE), exempt employee with a bachelor degree in human services or related field experience.
<b>Total Salaried Personnel Expenses:</b>	<b>\$ 30,500</b>	