

## COVID-19 Narrative

Total costs incurred or committed related to COVID-19 are approximately \$19.26 million as of July 10, 2020.

### **Personnel Costs**

The City of Pasadena incurred a considerable amount of personnel costs related to COVID-19 efforts, which include regular time, overtime, and position coverage to address COVID-19 related issues. Total COVID-19 personnel costs are \$2,599,789 through pay period ending June 21, 2020. The personnel costs span all departments and include costs for COVID-19 response and CARES Act approved leave time. The Public Health and Police Departments have incurred the greatest amount of personnel costs related to COVID-19 efforts, totaling \$872,091 and \$236,135, respectively. Personnel costs for CARES Act leave time costs were \$1.27 million through the June 21<sup>st</sup> pay period.

The COVID-19 personnel costs related to overtime and position coverage for non-budgeted City employees are FEMA eligible costs and will be submitted for FEMA reimbursement. The City is not eligible to receive direct reimbursement for CARES Act leave time costs, but may use the State CARES Act funds for these expenses. If a fourth stimulus bill is approved by the federal government and Pasadena receives a direction allocation, then it is likely the City could reimburse itself for these costs.

### **Materials and Supplies (Personal Protective Equipment)**

Through July 9, 2020 the City has expended \$722,055 on materials and supplies with the majority of the amount paying for Personal Protective Equipment (PPE). PPE continues to be acquired to support ongoing operations of the City along with supporting various business groups and non-profits in the community.

All materials and supplies costs should be eligible for reimbursement from FEMA and the California Office of Emergency Services (CalOES). The City's share of those costs are \$45,128 after reimbursement.

### **Temporary Medical Facility Costs**

The City Council appropriated \$700,000 for a contract with Redrock Entertainment Services to set up a Temporary Medical Facility at the Pasadena Center for COVID-19 related services, which include labor, material, or supplies for actual emergency work.

The Pasadena Center Operating Company (PCOC) contributed \$1.2 million of in-kind services to the Temporary Medical Facility, which included equipment rental, event services, and additional space to accommodate for COVID-19 related emergency services.

All direct and indirect costs will be submitted to FEMA and CalOES for reimbursement. The City's share of those costs are \$118,750 after reimbursement.

### **Rose Bowl Operating Company Costs**

The Rose Bowl Operating Company (RBOC) has provided and continues to provide a variety of services and resources for the City's COVID-19 response totaling \$776,353 through July 9, 2020. Services and

resources include providing meal services to the Pasadena Unified School District for weekend lunches, drive thru testing services, FEMA trailer support, and increased security services for the Rose Bowl loop closure.

The RBOC COVID-19 eligible costs will be submitted for FEMA reimbursement. The City’s share of those costs are \$48,522 after reimbursement.

**Meal Programs**

The City of Pasadena continues to provide groceries and meals to Pasadena’s food vulnerable residents, which include children, families, and seniors impacted by the COVID-19 pandemic. The City provided the meals through several meal services programs beginning in March with current commitments through July. The City recognized that there was a number of local organizations with established programs and networks for food distribution. The decision was made to provide additional resources and capacity to those organizations for the meal programs, which resulted in a total estimated costs of \$1,880,157.

All eligible meal costs will be submitted for FEMA and CalOES for reimbursement. The City’s share of those costs will be \$117,510 after reimbursement.

The following is a summary of the meal programs:

<b>Great Plates Delivered Program</b>	
Number of Pasadena Seniors served	216
Number of meals delivered	26,067
Number of local restaurants involved	21
Costs through July 13, 2020	\$527,716
Total estimated costs for program	\$600,000 (Recommended additional \$361,000 Per July 27 <sup>th</sup> Agenda report)
Duration	May 21-July 10 (extended to August 9, 2020)

<b>Senior Meals Program</b>	
Agency	YWCA of San Gabriel*
Amount provided	\$17,500 (through July 10, 2020); (Recommended additional \$17,500)
Number of Pasadena Seniors added to the program	232 (additional approximately 230 prepared meals to Pasadena Seniors age 60 and older)
Additional meals provided	16,620 (through July 10, 2020)

*\*Dedicated only Senior Meal Programs- Other meal programs are not just providing meals to seniors, but they are providing meals to residents of any age.*

<b>Harvest Village Ministries-Food Delivery Service</b>	
Agency	Harvest Village Ministries
Amount provided	\$55,000
Number of Residents Served Per Month	1,000
Duration	3-month period ending Mid-November

PUSD Weekend Lunches	
<b>Vendor</b>	Rose Bowl Operating Company/Pasadena Center Operating Company (RBOC/PCOC)
<b>Cost</b>	\$474,300 (Recommended additional \$79,050)
<b>Lunches Served</b>	111,600 (additional 6,200 lunches per weekend)
<b>Duration</b>	March 28-July 26 (18 week program)- 6,200 lunches/weekend; (Additional three weekends August 1-August 16)

Food Banks and Pantries				
<b>Agency</b>	First African Methodist Episcopal Church	Foothill Unity Center	Friends in Deed	Morning Star Outreach Ministry
<b>Amount provided</b>	\$18,750; recommended additional \$25,000	\$50,533; recommended additional \$45,000	\$17,533; recommended additional \$10,000	\$1,500; recommended additional \$2,000
<b>Number Fed</b>	1,514; Additional 2,031	2,031; Additional 2,031	1,060; Additional 1,600	230; Additional 312
<b>Duration</b>	May-July; recommended extension August-October 2020	March-July; recommended extension August-October 2020	March-July; recommended extension August-October 2020	May-July; recommended extension August-October 2020

Food Banks and Pantries, Continued					
<b>Agency</b>	National Day Laborer	Pasadena Senior Center	Salvation Army	St. Andrews Church	First Church of the Nazarene
<b>Amount provided</b>	\$20,000; recommended additional \$20,000	\$10,000; recommended additional \$15,000	\$20,191; recommended additional \$10,000	\$3,000; recommended additional \$4,500	\$600; recommended additional \$2,200
<b>Number Fed</b>	300; Additional 300	Unknown	1,149; Additional 2,038	900; Additional 600	1,539; Additional 1,539
<b>Duration</b>	March-mid July; recommended extension August-October 2020	15 weeks; Additional 167 bags of groceries per month	May-July; recommended extension August-October 2020	May-July; recommended extension August-October 2020	May-July; recommended extension August-October 2020

### **Housing Department Funding**

The Housing Department has been awarded the following funding related to COVID-19:

CARES Act Community Development Block Grant (CDBG) - The City's Housing Department was awarded \$1,232,562 of CDBG CARES Act funding. The funding will be used to cover subsistence payments for residents affected by COVID-19.

CARES Act Emergency Shelter Grant (ESG) – The City's Housing Department was awarded two allocations of ESG CARES Act funding totaling \$3,981,062. The funding will be used to prevent, prepare for, and respond to the coronavirus among individuals and families who are homeless or receiving homeless assistance and homelessness prevention activities.

Homeless Emergency Aid Program (HEAP) - The City's Housing Department was awarded HEAP funding by the State in January 2019. This grant includes very flexible funding and is intended to be utilized to meet emergency needs among the homeless population. The State has encouraged grantees to utilize unallocated HEAP funds for COVID-19 response. At the time of declaration of emergency the Department had \$358,120 of unallocated HEAP funds including \$71,410 of funds specifically designated for addressing youth homelessness. In the past three months the Department has utilized these funds for personal hygiene related expenditures including a mobile shower service (including meals), hand washing stations, and hygiene kits distributed by outreach teams, as well as allocating the \$71,410 of youth set-aside funds for motel vouchers for youth.

COVID-19 State Grant – The City's Housing Department was awarded \$105,626 of COVID-19 State Grant funding. The State COVID-19 grant is fully allocated and almost 100% expended. It was mostly used to support non-congregate shelter for individuals experiencing homelessness who are at high risk for hospitalization and death from COVID-19 (aka Project Roomkey). A small portion was used to purchase gift cards as incentives for ongoing COVID-19 testing of residents as a highly vulnerable supportive housing site.

### **Status of Other Funding**

- **CARES Act (Public Health and Social Services Emergency Fund-Relief Fund)** - The City was advanced \$80,994 of initial CARES Act funding. The payment will be used to reimburse the City for health care related expenses attributable to the coronavirus.
- **State CARES Act** – The City submitted the Certification for Receipt of Funds for a direct allocation (based on population) for the City of Pasadena of \$1,788,383 to the California Department of Finance (DOF) on July 7, 2020. The allocation is to be used to address the public health and public safety impacts of COVID-19, including homelessness. The funds may only be used for unbudgeted costs incurred between March 1, 2020 and December 30, 2020. All funds must be spent (not merely encumbered) by the end of the year.
  - The DOF has outlined 6 categories of eligible expenses: medical, public health, substantially dedicated payroll, comply with public health measures and mitigate the

effects of COVID-19, economic support, and other. The City has incurred costs related to CARES Act permitted personnel leave time and has funded economic development assistance grants, both of which are allowed uses of CARES Act funds are not reimbursable by FEMA or other State or Federal programs. An action item will be presented to the Finance Committee and City Council by the end of September to make a determination regarding the allocation of these funds.

- **Bureau of Justice Assistance Coronavirus Emergency Supplemental Funding Program-** The City of Pasadena's application was accepted on June 6, 2020 for an allocated amount of \$111,618. The funding will be used to reimburse the City for personal protective equipment and vehicle disinfecting related to COVID-19 mitigation and prevention efforts.
- **WIOA COVID-19 Grant Funding**

U.S. Department of Labor COVID-19 Hire Path Grant- The City and the Foothill Workforce Development Board was awarded \$2,000,000 for an award period of April 1, 2020 through March 31, 2021.

The purpose of this funding is related to workforce and employment services. The funding is intended to provide training and support services to individuals dislocated by the COVID-19 virus. Services will focus on layoffs occurring in the hospitality industry and other industries impacted by COVID-19. Dislocated individuals will be provided training opportunities to upskill in the hospitality industry and other in demand occupations. Support service payments will be offered to ensure the clients ability to successfully complete training and meet their basic needs such as shelter, transportation, and other needs-related payments.

U.S. Department of Labor COVID-19 Impacted Grant- The City and the Foothill Workforce Development Board was awarded \$450,000 for an award period of March 1, 2020 through September 30, 2020.

The purpose of this funding is related to workforce and employment services. The funding is intended to provide support services to individuals impacted by the COVID-19 virus. Services will focus on underserved populations, particularly those in need of support services in the English Language Learner (ELL) and ELL Navigator programs. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

U.S. Department of Labor COVID-19 National Dislocated Worker Grant- The City and the Foothill Workforce Development Board was awarded \$525,000 for an award period of April 10, 2020 through March 31, 2022.

The purpose of this funding is related to workforce and employment services. The funding is intended to provide services to individuals dislocated by the COVID-19 virus. Services will focus on dislocated workers and members of the U.S. Armed Forces. Training will be offered to ensure

measurable skill gains and credential attainment for job placement in high-demand sectors. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

- **COVID-19 Small Business Disaster Relief Fund-** The City of Pasadena (donor) entered into an agreement with the Pasadena Community Foundation to establish a COVID-19 small business disaster relief fund at the Foundation for an appropriated amount of \$750,000.

This program does not currently qualify as reimbursable under FEMA's guidelines; however, the City may use the State CARES Act funds for this expense. Additionally, if a fourth stimulus bill is approved by the federal government and Pasadena receives a direction allocation, then it is likely the City could reimburse itself for these costs.