

Agenda Report

February 24, 2020

TO: Honorable Mayor and City Council

FROM: Department of Housing

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH UNION STATION HOMELESS SERVICES TO PROVIDE THE PASADENA HOMELESS OUTREACH PSYCHIATRIC EVALUATION (HOPE) TEAM WITH A STREET OUTREACH AND SERVICES LIAISON IN THE TOTAL AMOUNT OF \$240,000

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the "General Rule" that CEQA only applies to projects that may have a significant effect on the environment; and
- 2) Authorize the City Manager to enter into a contract as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Union Station Homeless Services to provide street outreach services with the Police Department's HOPE Team to people experiencing homelessness in Pasadena in an amount not to exceed \$80,000 for one year with the option of two one-year extensions in the annual amount of \$80,000, at the discretion of the City Manager, for a maximum total contract length of three years and a total contract amount of \$240,000.

BACKGROUND:

On June 17, 2019 City Council adopted the Fiscal Year 2020 operating budget, which included \$80,000 of General Funds generated through Measure I to fund a street outreach and services liaison to support the HOPE team within the Police Department.

While preparing for the 2019 Homeless Count, the HOPE team identified a need for a dedicated full-time staff person from a homeless services agency to act as a liaison and provide street outreach and service linkages to the people they regularly engage who are experiencing homelessness. Presently, HOPE team officers have limited capacity to refer clients who are in crisis with high barriers to services or alternative housing opportunities as well as provide comprehensive follow up support given their competing responsibilities to maintain public safety. The service liaison will bridge this gap by conducting outreach and responding to calls for service with the HOPE team up to five days a week to support day-to-day outreach efforts and provide linkages to community resources that will get people connected to the services that they need. The liaison will also provide follow up services to individuals who would benefit from additional support until they are connected to housing navigation and case management. This partnership will enable strategic collaboration and coordination with the law enforcement and homeless services systems to more efficiently and effectively support people experiencing a housing crisis in addition to diverting people from the criminal justice system while supporting long-term stabilization.

Request for Proposals

The Department of Housing issued a Request for Proposals (RFP) on December 20, 2019 for a one (1) year funding request, with the option to extend for two additional one-year periods, to select a qualified applicant to operate and administer the street outreach and services liaison program. This opportunity was open to local governments, private non-profit, and for profit organizations that provide direct street outreach services to people experiencing homelessness. The RFP was transmitted to the Pasadena Partnership to End Homelessness RFP contacts listserv, which includes over twenty agencies that provide services to people experiencing homelessness in the Pasadena area, was posted on the Pasadena Continuum of Care website, and was advertised through the City’s Planet Bid vendor portal. In total, one proposal from Union Station Homeless Services was received. On February 4, 2020, an inter-departmental Evaluation Panel from the Public Health Department, Police Department, and Department of Housing met to evaluate Union Station’s submission and each panel member assigned the proposal a score out of 100 points. The RFP was processed in a competitive environment with no restrictions to the scope of work.

Criteria	Points
Administrative Capacity	15
Agency Experience and Project Management	30
Outreach Approach and Service Delivery	30
Project Outcomes	10
Proposed Budget and Timeline	10
Small or Micro-Business	5
Score Total	100

Rank	Proposer	Average Total Points (Out of 100)
1.	Union Station Homeless Services	88.33

Contract Recommendation

Union Station Homeless Services is the only agency who submitted a proposal. As such, the evaluation panel recommended the uncontested proposal for the amount of \$80,000 annually for a three-year term given the agency’s prior experience with law enforcement and long-standing history of providing street outreach and homeless services in Pasadena. Union Station currently has 10 contracts totaling \$2.6 million with the City and through the Department of Housing to administer federal, state and local homeless services funding, is able to successfully meet all fiscal and administrative requirements, and has been providing existing services in a satisfactory manner.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended action has the potential to strengthen the City’s capacity to connect people experiencing homelessness in Pasadena with supportive services and housing resources to transition participants from a housing crisis to housing stability. Approval of the proposed projects are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

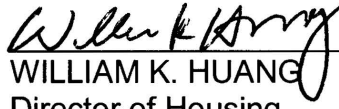
ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the “General Rule” provision of CEQA which applies to projects which may have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The approval of the HOPE Team street outreach and services liaison funding recommendation and the authorization to enter into a contract with Union Station Homeless Services will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

Approval of the recommended action will have no direct fiscal impact. The City Council approved the Department of Housing's Fiscal Year 2020 Operating Budget on June 17, 2019 which resulted in the City recognizing additional funding for this new program.

Respectfully submitted,


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Approved by:


STEVE MERMELL
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