

Agenda Report

October 19, 2020

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31,497 WITH HARVEST VILLAGE MINISTRIES, INC. TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$85,000 FROM \$255,190 TO \$340,190 AND TO EXTEND THE CONTRACT PERIOD FOR COMMUNITY BASED ADVOCATE SERVICES FOR THE PUBLIC HEALTH DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Authorize the City Manager to amend Contract No. 31,497 with Harvest Village Ministries, Inc. to increase the contract amount by \$85,000, thereby increasing the total not-to-exceed amount from \$255,190 to \$340,190, and to extend the contract period through January 31, 2021 or until the contract amount is fully expended, whichever comes first; and
3. To the extent that this could be considered a separate procurement subject to the Competitive Selection Process, grant the contract an exemption pursuant to P.M.C. Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

On June 10, 2019, the City Council approved a contract award in the amount of \$255,190 to Harvest Village Ministries, Inc. (HVM) for community based advocate

services under a California Board of State and Community Corrections (BSCC) grant awarded to the City of Pasadena Public Health Department (Department). Since receiving the contract, HVM has implemented Project Safe Pasadena, which aims to reduce violent crime among youth 11 to 24 years of age and decrease exposure to violence for youth, adults, and seniors in Northwest Pasadena and the surrounding areas.

In April 2020, PPHD with support by BSCC requested HVM to adapt program services to respond to emerging local community needs related to COVID-19. PPHD identified food insecurity as a primary need. HVM focused their efforts on connecting with food pantries and other programs to collect and deliver groceries and other basic necessities for individuals and families affected by or at high risk for COVID-19. Initially, HVM focused on older adults at high risk for COVID-19 but quickly expanded based on need to include individuals and families experiencing financial hardships due to layoffs or reduction in work hours. HVM established relationships with several community-based agencies and now receives referrals directly through their network, PPHD, and other City departments.

In addition to providing assistance with food programs, HVM's Community Based Advocates also pick up and deliver supplies to those who are unable to leave their homes or are experiencing transportation challenges. HVM continues to provide referrals and linkages for other supportive services including mental health, substance use, and medical care. HVM serves approximately 500 families (over 1,400 individuals) per month with a staffing structure of three Community Based Advocates and one Supervisor. See below for a breakdown by zip and race/ethnicity of the families supported.

<u>Zip Code</u>	<u>Number of Households</u>	<u>Percentage</u>
91001	74	14.8%
91101	64	12.8%
91103	144	28.7%
91104	159	31.8%
91105	9	1.8%
91106	29	5.8%
91107	20	4.0%
Other	2	0.3%

<u>Race/Ethnicity</u>	<u>Number of Households</u>	<u>Percentage</u>
Latinx	375	75%
Black/African-American	75	15%
White	35	7%
Other	16	3%

Contract No. 31,497 with HVM was originally set to expire on August 15, 2020. The Department issued a no-cost extension to the contract term extending it to October 15, 2020 to allow additional time for HVM to complete their activities. The Department recognizes the importance of access to food and basic necessities for residents affected by COVID-19 during this unprecedented time. Therefore, the Department recommends increasing of the not-to-exceed amount by \$85,000, from \$255,190 to \$340,190, as well as an extension through January 31, 2021 or until the new contract amount is fully expended, whichever comes first.

The Department has sufficient funding available in the BSCC grant to extend HVM's contract to continue providing community members and residents with these essential services. The Project Safe Pasadena Program is scheduled to end on February 28, 2021.

COUNCIL POLICY CONSIDERATION:

The proposed contract amendment aligns with the City Council's strategic plan goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization of a contract amendment is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

It is anticipated that the entirety of the additional \$85,000 contract value will be spent in FY 2021. Sufficient funds are currently available in the Public Health Department FY 2021 Operating Budget, CalVIP account (20323038-811400-57192).

Respectfully submitted,



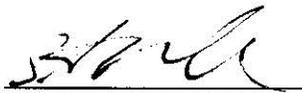
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