

Agenda Report

June 21, 2021

TO: Honorable Mayor and City Council

FROM: Department of Housing

SUBJECT: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF PURCHASE ORDER 1210373 TO \$115,000 AND PURCHASE ORDER 1210374 TO \$177,112 TO EXTEND THE PROVISION OF MOTEL VOUCHERS TO INDIVIDUALS EXPERIENCING HOMELESSNESS

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 "common sense" provision that CEQA only applies to projects that may have an effect on the environment; and
- 2) Authorize the increase to the not to exceed amount of Purchase Orders 1210373 (Foothill Unity Center, Inc.) and 1210374 (Housing Works) by \$40,001 and \$31,779 respectively, for new not to exceed amounts of \$115,000 and \$177,112 to add Emergency Solutions Grant CARES (ESG-CV) funding.

BACKGROUND:

On May 4, 2020, the City Council approved a substantial amendment to the 2019-2020 Annual Action Plan to receive Emergency Solutions Grant (ESG-CV) funding made available through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). On October 19, 2020, the City Council approved a substantial amendment to the 2020-2024 Five-Year Consolidated Plan and the 2020-2021 Annual Action Plan to receive a second allocation of ESG-CV funding. Through both substantial amendments funding was budgeted for non-congregate emergency shelter at motels for individuals experiencing homelessness.

On March 26, 2020, in response to the COVID-19 pandemic, the Department of Housing implemented the Emergency Motel Program, later re-named Project Roomkey, to provide non-congregate shelter and related services at a single motel site to

individuals experiencing homelessness who had been identified as highly vulnerable to serious illness and death were they to contract COVID-19. The motel operator eventually terminated its participation in the program as regular motel business from tourists and other sources began to increase in the early summer. In order to continue providing non-congregate shelter to this vulnerable population during the worsening pandemic, the City transitioned the Scattered Site Emergency Motel Program and entered into purchase orders with four local homeless services agencies which had clients enrolled in the original Emergency Motel Program for the provision of motel vouchers. These purchase orders were established through the City's Emergency Operations Center and were granted exemption from competitive bidding for professional and unique services as well as exemption from competitive selection for contracts for labor, materials, supplies, or services for actual emergency work. Each agency received funding in an amount proportional to the number of clients that were exiting the Emergency Motel Program and included funds for administrative costs and contingency in case of damages. On December 14, 2020 City Council approved amendments to Purchase Order 1210374 to extend the terms and add funding. Purchase Order 1210373 was increased to \$74,999 with City Manager approval on May 5, 2021. The purchase orders and proposed changes are detailed in Table A below.

Table A

Purchase Order	Agency	Current Contracted Amount	Proposed Increase	Proposed Total Amount
1210373	Foothill Unity Center, Inc.	\$74,999	\$40,001	\$115,000
1210374	Housing Works	\$145,333.33	\$31,778.67	\$177,112

Foothill Unity Center, Inc., and Housing Works are local non-profit agencies with extensive experience in homeless services. The City is currently contracted with each of these agencies for the provision of other homeless services including motel vouchers, street outreach, and rapid rehousing. The Department recommends a competitive selection exemption due to ongoing critical need to provide protective non-congregate shelter at motels to this vulnerable population during the pandemic which will protect health and life.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended actions will provide protective non-congregate shelter at motels for people experiencing homelessness in Pasadena who are identified as highly vulnerable to serious illness or death from the novel coronavirus, COVID-19. Approval of the recommended action is in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

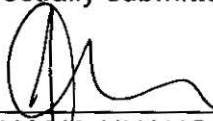
ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" 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. Amending purchase orders to provide homeless services will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

The recommended actions will have no direct fiscal impact. These ESG-CV funds were approved by the City Council on May 4, 2020 and October 19, 2020 and are included as revenue in the Department's Fiscal Year 2021 operating budget.

Respectfully submitted,


for WILLIAM K. HUANG
Director of Housing

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Approved by:


STEVE MERMELL
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