

Agenda Report

June 27, 2016

TO: Honorable Mayor and City Council

THROUGH: Economic Development and Technology Committee (June 16, 2016)

FROM: Housing and Career Services Department

SUBJECT: ALLOCATION OF \$100,000 FROM THE PASADENA ASSISTANCE FUND FOR PUBLIC/HUMAN SERVICE PROJECTS (CORRECTED)

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b)(3), the "General Rule" that CEQA only applies to projects that may have an effect on the environment; and
- 2) Approve the allocation from the Pasadena Assistance Fund (PAF) in the amount of \$100,000 for 2016-18 human/public service activities.

EXECUTIVE SUMMARY:

The subject item was approved by the Economic Development and Technology Committee (EDTECH) on June 16, 2016 and the City Council on June 20, 2016. However, the item is being returned to City Council to clarify that the proposed award is for two years at \$25,000 per recipient for a total amount of \$100,000 and to provide additional information that was requested at the EDTECH meeting.

BACKGROUND:

The Pasadena Assistance Fund (PAF) is an endowment fund formerly known as the Human Services Endowment Fund. In 2012, through a partnership with the City, the Fund was transferred to the Pasadena Community Foundation (PCF). PCF has served Pasadena for over 60 years as a philanthropic resource. Its mission is to build hometown legacies and permanent funds to support the critical services offered by non-profit organizations within Pasadena. PCF's investment strategy employs a diversified global portfolio of equities, bonds, and other investment vehicles that the City cannot

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use in the investment of public funds. At the time of transfer to PCF, \$1.7 million remained in the fund. As of June 1, 2016, the fund balance totals \$1,968,757 and PCF has made \$130,000 in grant distributions over the past two years. PCF is responsible for contracting with the agencies and administering the grants, but the City retains the right to select grant recipients.

Allocations from the Fund are made bi-annually through a City Request for Proposals (RFP) process. The PAF RFP for the two-year 2016-2018 funding cycle of human/public service activities was released on March 21, 2016 through the City website and an e-mail blast to local non-profit agencies. The RFP awards two (2) \$25,000 grants for two (2) program years, for a total distribution of \$100,000. The 2nd program year award is contingent on availability of funds. The RFP required that submitted proposal come from Pasadena non-profit agencies, for projects that service only Pasadena residents. A total of 16 organizations attended the mandatory RFP workshop held on April 6, 2016. During the workshop, an overview of the RFP was provided, along with a review of RFP requirements and selection criteria.

A total of nine (9) proposals were submitted by the April 21, 2016 deadline. The proposals were reviewed by City Housing staff for completeness. Four (4) of the proposals deemed complete were forwarded to the scoring committee. The scoring committee, comprised of one (1) Housing staff and three (3) Human Service commissioners, evaluated the proposals based on how well human/public services were proposed to be provided to low and moderate income residents of Pasadena. The RFP focused on identifying existing barriers to low and moderate income persons in the community and the selection of proposals which would best assist residents in overcoming those barriers or addressing unmet needs. Scoring evaluations were provided to agencies whose proposals were not awarded full points. Proposers were provided an opportunity to question and appeal their score. No appeals were received by the May 11, 2016 deadline. A scoring overview and proposal ranking is provided in Attachment A.

Although the RFP process and recommendation at the Human Services Commission level was for a two-year grant, it was inadvertently taken forward on June 16, 2016 to the Economic Development and Technology Committee as a one-year grant, and approved by City Council as such on June 20, 2016. As staff wishes the award to conform to the RFP process, it is returning with this corrected report to seek approval for the full two-year grant.

ADVISORY COMMUNITY RECOMMENDATION:

On May 11, 2016, the Human Services Commission recommended that the City Council approve the two-year funding allocations for the two highest-ranking PAF projects listed in Attachment A.

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council Strategic Planning Three-Year Goals in the areas of improving, maintaining, and enhancing public facilities and infrastructure; improving mobility and accessibility throughout the City of Pasadena; and supporting and promoting the quality of life and the local economy.

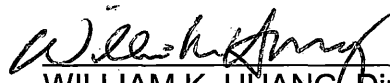
ENVIRONMENTAL ANALYSIS:

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 recommended action, approval of a funding allocation, is excluded from the definition of "project" pursuant to State CEQA Guidelines Section 15378(b)(4). Accordingly, no further CEQA review is required for this action.

FISCAL IMPACT:

PAF is a private, philanthropic endowment fund and is not part of the City's operating budget. There is no fiscal impact on the City General Fund as a result of this action and it will not have any indirect or support cost requirements. The anticipated impact to other operational programs or capital projects as a result of this action will be none.

Respectfully submitted,


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