Agenda Report

June 5, 2017

TO: Honorable Mayor and City Council

FROM: Housing and Career Services Department

SUBJECT: **AUTHORIZATION TO ENTER INTO A CONTRACT WITH UNION STATION HOMELESS SERVICES IN THE AMOUNT OF $75,000 FOR THE PROVISION OF MOTEL VOUCHERS FOR HOMELESS PERSONS**

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 per Section 15061 (b)(3), the "General Rule" that CEQA only applies to projects that may have an effect on the environment;

2) Authorize the City Manager to enter into a contract with Union Station Homeless Services in the amount of $75,000 to provide motel vouchers for homeless persons. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services; and

3) Amend the Housing & Career Services Department's fiscal year 2017 operating budget by appropriating expenditures of $75,000 for the Motel Voucher Program.

BACKGROUND:

On March 24, 2017, the Housing & Career Services Department released a Request for Proposals (RFP) to select a qualified non-profit agency to operate a Motel Voucher Program for homeless persons with funding in the amount of $75,000. The RFP was transmitted to the Pasadena Partnership to End Homelessness, which includes nineteen agencies providing homeless services in the Pasadena area. Two non-profit agencies submitted proposals, Foothill Unity Center and Union Station Homeless Services.

The two submitting agencies have both received funding from the City for homeless services and other public services, both historically and in the current fiscal year. In FY17, the funding received is summarized in the table below.

Agency	Funding Source	Amount/Project
Foothill Unity Center	Emergency Solutions Grant	$9,592/Homeless Prevention
Union Station Homeless Services	Emergency Solutions Grant Continuum of Care	$28,300/Coordinated Entry $124,423/Coordinated Entry $168,453 /Euclid Villa $859,044/Rental Assistance

The RFP review committee, which consisted of City staff from the Housing & Career Services Department, evaluated and scored both proposals based on evaluation criteria as outlined in the RFP, and selected Union Station Homeless Services' proposal as being the best overall. The evaluation criteria and scoring are as follows:

Evaluation Criteria	Foothill Unity Score	Union Station Score
Experience with CoC-funded programs-15 points	10	15
Familiarity with City of Pasadena homeless programs-10 points	10	10
Thorough understanding of Scope of Services-15 points	10	14
Approach in accordance w/written standards-15 points	12 5	13
Goals & Objectives-15 points	13	15
Staff capacity-15 points	12	15
Completeness-10 points	10	10
Pasadena local vendor-5 points	5	5
Total:	82.5	97 0

The program will be funded from the City Housing Successor's Low and Moderate Income Housing Asset Fund ("Housing Successor Funds"). In accordance with state law, the City, as Housing Successor, may allocate up to $250,000 annually in Housing Successor Funds to support homeless programs. Council approved allocation of these funds on April 11, 2016, as part of the discussion surrounding measures to address homelessness and panhandling.

Under contract with the City, Union Station Homeless Services ("USHS") will administer the Motel Voucher Program and provide motel vouchers to house shelter-resistant high-needs homeless persons who have begun the process of seeking permanent housing. The Program will provide a short-term housing option and engagement tool to homeless persons who would otherwise refuse outreach and offers of shelter. USHS will outreach

to potential program participants, provide housing navigation and case management, and connect program participants with permanent housing and services. Additionally, USHS will market the program to motel owners. Vouchers will be utilized in motels located throughout the San Gabriel Valley, including Pasadena, depending on vacancies and room availability. The contract will have a one (1)-year non-extendable term.

COUNCIL POLICY CONSIDERATION:

Approval of the subject recommendation will provide funding for motel vouchers for homeless persons in Pasadena as they move toward permanent housing, and supports and promotes the quality of life and the local economy -- a goal of the City Council's Strategic Objectives. Authorization of this contract 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 "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 proposed contract award to Union Station Homeless Services to administer a motel voucher program serving homeless persons will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

Appropriation of $75,000 from the unappropriated fund balance of the Low Income Housing Asset Fund balance to allocate funding for the Motel Voucher Program (23716003-810500-51020). There will be no anticipated indirect or support costs such as maintenance and IT support.

Respectfully submitted,

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Director of Housing and Career Services

Prepared by:

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Project Planner

Approved by:

STEVE MERMELL
City Manager

Attachment
Attachment A- Taxpayer Protection Amendment