



Agenda Report

November 13, 2017

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Public Health Department

SUBJECT: RECOGNIZE REVENUE AND APPROPRIATE EXPENDITURES OF \$300,000 OF FEDERAL GRANT FUNDS TO THE PUBLIC HEALTH DEPARTMENT'S FISCAL YEAR 2018 OPERATING BUDGET FOR THE HRSA GRANT OPERATION LINK V.2.0 HIV RELATED HOMELESS SERVICES PROGRAM

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. Recognize revenue and appropriate expenditures of \$300,000 of Health Resources Services Administration federal grant funds;
3. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Union Station Homeless Services for HIV related housing outreach and case management services in an amount not-to-exceed \$242,312 for a period of two years.
4. It is further recommended that the City Council grant the proposed contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

In 2012, the City of Pasadena Public Health Department (PPHD) began Operation Link to provide intensive services to individuals who are homeless with the human immunodeficiency virus (HIV) and a co-occurring substance use or mental health disorder. The program model and corresponding results have been nationally recognized for helping individuals follow a medication plan and medical treatment.

On September 12, 2017, PPHD was awarded a Special Project of National Significance grant from the United States Department of Health and Human Services, Health Resources Services Administration (HRSA) Division in the amount of \$900,000 over three years to expand Operation Link V.2.0 to design, implement, and evaluate an intervention that addresses HIV care and treatment, housing, and employment services for approximately 250 racial and ethnic minority, low income, uninsured and underinsured people living with HIV in Pasadena and the San Gabriel Valley over a period of three years. PPHD is collaborating with Wesley Health Centers and the City of Pasadena Housing Department. PPHD recommends recognizing \$300,000 of the grant award in FY 2018.

Foothill Development Workforce Staff (Caseworker) will work closely with the PPHD staff and with Operation Link clients to support the clients on their path toward self-sufficiency.

The projected personnel costs for the Operation Link team is as follows:

Position	FTE	Salary	Benefits	Total
Career Services Caseworker	0.75	47,091	26,264	73,355
Division Manager	0.25	26,691	11,836	38,527
Epidemiologist	0.20	16,474	8,008	24,482
Management Analyst II	0.30	18,707	10,537	29,244
Senior Office Assistant	0.05	2,422	1,395	3,817
Office Assistant	0.05	2,141	987	3,128
Total Personnel Cost	1.60	\$113,526	\$59,027	\$172,553

The grant also requires a full-time Housing Case Manager specializing in housing opportunities for people living with HIV, including the provision of intensive case management services such as linkages to medical, mental health, and supportive services. PPHD requests the City Council's approval of a competitive selection exemption to establish a contract with Union Station Homeless Services (Union Station), a Pasadena-based 501(c)3 nonprofit organization with over 40 years of experience serving the Pasadena homeless population with demonstrated expertise in the services required by the grant. Los Angeles County has designated Union Station as the lead agency managing social service efforts in the San Gabriel Valley using the Coordinated Entry System to streamline the process of finding housing for those who are chronically homeless, with the goal of housing the most vulnerable and at-risk individuals first.

Union Station's demonstrated expertise with serving homeless populations, its designation as the lead agency managing homeless service efforts in the San Gabriel Valley, and its location in the city of Pasadena makes the organization uniquely qualified to provide the requested services. The proposed contract for Union Station services is expected to total \$80,104 in FY 2018 with a total value not-to-exceed \$242,312 over the term of the three-year grant.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's strategic planning goal to ensure public safety by facilitating the creation and expansion of a comprehensive coordinated system of care for behavioral and health services for individuals impacted by homelessness.

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 acceptance and appropriation of a grant to provide services for people impacted by homelessness is a government fiscal activity that does not involve in a direct or 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 requested grant award of \$300,000 will be received and spent in the current fiscal year. Pending approval by the City Council, PPHD'S FY 2018 operating budget will be increased by \$300,000. The net impact to the unappropriated fund balance is zero. Future funding will be included in the annual budget submission for FY 2019 and FY 2020. The program will be billed a share of department internal service charges but no new indirect or support costs such as maintenance and IT support are anticipated.

The following table provides a budget summary:

Budget Category	Projected Amount
Revenue	\$300,000
Personnel	\$172,553
Operating Expenses	\$109,104
Internal Service Charges	\$18,343

Respectfully submitted,



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