

# Agenda Report

August 27, 2018

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Housing Department

**SUBJECT: AMENDMENT OF CONTRACT NO. 31029 WITH ECUMENICAL COUNCIL OF PASADENA AREA CONGREGATIONS, dba FRIENDS IN DEED, AND THE APPROPRIATION OF \$18,921 IN HOUSING SUCCESSOR FUNDS FOR THE HOMELESS PREVENTION PROJECT**

## **RECOMMENDATION:**

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

1. Find that the proposed actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Amend the FY 2019 adopted operating budget of the Housing Department by appropriating an amount of \$18,921 from the Housing Successor fund balance to the Homeless Prevention Project;
3. Authorize the City Manager to amend Contract No. 31029 with Ecumenical Council of Pasadena Area Congregations, dba Friends In Deed with the modifications as described in this agenda report, including the extension of the Contract term through December 31, 2018; and
4. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code (P.M.C.) Section 4.08.049(B), contracts for which the City's best interests are served.

**BACKGROUND:**

In September 2017, the City entered into Contract No. 31029 (the "Agreement") with Ecumenical Council of Pasadena Area Congregations, dba Friends In Deed ("Sub-Recipient"), pursuant to which the City agreed to provide \$50,000 in funds to operate the Homeless Prevention Project. The purpose of the Project is to prevent homelessness by providing short-term rental assistance and moving costs for Pasadena residents facing eviction. The Project is funded from Housing Successor monies.

The scope of services under the Agreement includes households earning up to 50% Area Median Income, or "very low income." Staff recommends that the Agreement be amended to expand the scope of services to include households earning up to 80% Area Median Income, or "low income." This will enable the Project to serve a broader population which will better meet area needs.

The time of performance under the Agreement commenced on September 1, 2017 and will end on August 31, 2018. To date, \$31,079 have been expended on Project activities and \$18,921 remain unspent. Staff recommends that the Agreement be amended to extend the time of performance through December 31, 2018 and funded in the amount of \$18,921. This will enable the Project to continue operating until the end of this calendar year at which time it is anticipated that the Department will issue a Request For Proposals in the amount of \$250,000 to enter into new contracts with providers for homelessness prevention programs and services, such as the Homeless Prevention Project.

**COUNCIL POLICY CONSIDERATION:**

Approval of the subject recommendation will prevent homelessness among Pasadena residents. The proposed 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.

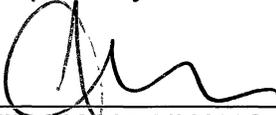
**ENVIRONMENTAL ANALYSIS:**

The proposed action has been found to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which 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 action to expand the scope of services and extend the time of performance of the Homeless Prevention Project as described above has been deemed to not have potential for significant effect on the environment.

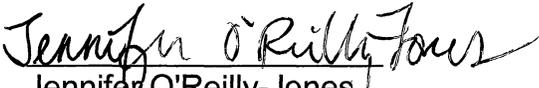
**FISCAL IMPACT:**

The proposed action will increase the Housing Department's FY 2019 Operating Budget appropriations in the amount of \$18,921 (Account 23716003-818800-51023) from the Housing Successor fund balance which amount was \$6.16 million at the end of FY 2018.

Respectfully submitted,

  
for WILLIAM K. HUANG  
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Approved by:

  
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