

# Agenda Report

December 14, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Department of Housing

**SUBJECT: AUTHORIZATION TO EXTEND THE TERMS AND ADD FUNDS TO PURCHASE ORDERS 1210371, 1210372, 1210374 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 "General Rule" that CEQA only applies to projects that may have an effect on the environment; and
- 2) Authorize the amendments to Purchase Orders 1210371 (Union Station Homeless Services), 1210372 (The FID Group dba Friends In Deed), and 1210374 (Housing Works) to: a) extend the terms through June 30, 2021; and b) add Emergency Solutions Grant CARES (ESG-CV) funding totaling \$419,134 as listed in Table A of this report to continue to provide motel vouchers to people experiencing homelessness who are identified as high risk for serious illness or death from the novel coronavirus known as COVID-19, and to the extent that these could be considered a separate procurement, award without competitive bidding, as professional or unique services pursuant to City Charter Section 1002(F), and grant the amendments an exemption from competitive selection pursuant to P.M.C. Section 4.08.049 (B), contract for which the City's best interest are served; and
- 3) Authorize the City Manager to execute future amendments to Purchase Orders 1210371, 1210372, and 1210374 to add additional ESG-CV grant funding equal to one-third of the proposed total amounts in Table A of this report without competitive bidding or competitive selection as outlined in Recommendation #2 of this report.

**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 known as 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 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. The original purchase orders were funded by ESG-CV grant funds and had initial terms of July 1, 2020 through September 30, 2020. 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. The purchase orders and proposed changes are detailed in Table A below.

**Table A**

<b>Purchase Order</b>	<b>Agency</b>	<b>Current Contracted Amount</b>	<b>Proposed Increase</b>	<b>Proposed Total Amount</b>
1210371	Union Station Homeless Services	\$145,334	\$290,667	\$436,000
1210372	Friends In Deed	\$74,999	\$55,801	\$130,800
1210374	Housing Works	\$36,333	\$72,666	\$109,000
<b>TOTAL</b>		<b>\$256,666</b>	<b>\$419,134</b>	<b>\$675,800</b>

Union Station Homeless Services, Friends In Deed, and Housing Works are local non-profit agencies with extensive experience in homeless services. The City currently

contracts with each of these agencies for the provision of other homeless services including motel vouchers, street outreach, rapid rehousing, permanent supportive housing, housing navigation and location, and homelessness prevention. 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 worsening pandemic which will protect health and life as well as serve to preserve valuable capacity at local hospitals by reducing the spread of the virus.

**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.

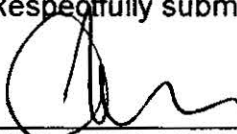
**ENVIRONMENTAL ANALYSIS:**

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

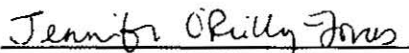
**FISCAL IMPACT:**

The recommended actions will have no direct fiscal impact. The ESG-CV funds that are recommended to be used to increase the subject Purchase Order amounts were approved by the City Council on May 4, 2020 and October 19, 2020 and are included in the Department's Fiscal Year 2021 Operating Budget.

Respectfully submitted,

  
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