

# Agenda Report

January 10, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Housing Department

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 32092 WITH UNION STATION HOMELESS SERVICES AND CONTRACT NO. 32093 WITH SYCAMORES FOR ADDITIONAL FUNDING FOR THE PROVISION OF MOTEL VOUCHERS**

## **RECOMMENDATION:**

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

- 1) Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b) (3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to amend Contract No. 32092 with Union Station Homeless Services to increase the total contract value by \$178,200 for a not-to-exceed amount of \$260,907;
- 3) Authorize the City Manager to amend Contract No. 32093 with Sycamores to increase the total contract value by \$100,000 for a not-to-exceed amount of \$151,078;
- 4) Authorize the City Manager to execute future amendments to Contracts Nos. 32092 and 32093 to add additional ESG-CV funding for the provision of motel vouchers should funding become available; and
- 5) To the extent the amendments could be considered a separate procurement subject to the Competitive Selection Process, grant the contracts an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served. These transactions are exempt from competitive bidding per City Charter Section 1002(F) based on contracts for professional or unique services.

**BACKGROUND:**

On July 12, 2021, the City Council authorized contracts utilizing Homeless Housing, Assistance and Prevention (HHAP) funding with Union Station Homeless Services in the amount of \$82,707 and Sycamores in the amount of \$51,078 as a result of a competitive selection process through a Request for Proposals (RFP). These agencies were selected to administer emergency shelter (motel voucher) projects for up to twenty-four months. Using available federal Emergency Solutions Grant funds authorized by the Coronavirus, Aid, Relief, & Economic Security Act (ESG-CV), staff recommend increasing the funding available under these contracts to expand the provision of scattered-site motel-based shelter services ("motel vouchers") for people experiencing homelessness. The scope of work and eligible costs will mirror the activities that were solicited in the original RFP and the contract amendments will incorporate any additional funding source requirements.

These additional funds will also support the provision of weather-activated motel-based shelter services during the upcoming winter season. As in the 2020-2021 winter season, Friends In Deed will not operate the Bad Weather Shelter this year due to challenges with securing a site in addition to concerns about safe operations during the pandemic. Friends In Deed, Union Station Homeless Services, and Sycamores will provide short-term motel stays when overnight temperatures are projected to drop below 40 degrees or there is a greater than 40% chance of rain. The Public Health Department will also provide weather-activated motel services this season.

To support the provision of motel-based shelter services, including weather-activated motel vouchers during the upcoming winter season, it is recommended that City funding be increased for the existing contracts with Union Station (Contract No. 32092) and Sycamores (Contract No. 32093) to administer motel-based emergency shelter services, including weather-activated motel vouchers with additional ESG-CV funds in the amount of \$178,200 and \$100,000, respectively. The total not-to-exceed contract amount for Contract No. 32092 would be \$260,907 and the total not-to-exceed contract amount for Contract No. 32093 would be \$151,078.

**ENVIRONMENTAL ANALYSIS:**

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" 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 approval of amendments to existing contracts to add funding will not have a significant effect on the environment and, hence, is not subject to CEQA.

**COUNCIL POLICY CONSIDERATION:**

Approval of the recommended actions will expand the provision of motel vouchers and provide weather-activated, protective non-congregate shelter at motels for people experiencing unsheltered homelessness in Pasadena during the 2021-2022 winter season. This action is consistent with the City Council's goal to support and promote the quality of life and local economy. The proposed actions are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

**FISCAL IMPACT:**

City Council approval of amendments to Contracts Nos. 32092 and 32093 will have no fiscal impact as the additional ESG-CV grant funds are included in the Department's adopted FY 2022 Operating Budget.

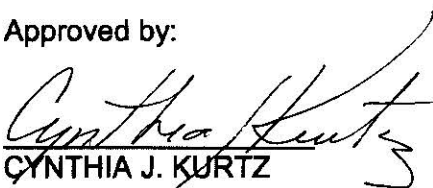
Respectfully submitted,

*for*   
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*for*   
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Approved by:

  
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