

# Agenda Report

June 20, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Housing Department

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31829 WITH FRIENDS IN DEED AND CONTRACT NO. 31831 WITH HOUSING WORKS FOR ADDITIONAL EMERGENCY SOLUTIONS GRANT PROGRAM FUNDING**

## **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. 31829 with The FID Group, dba Friends In Deed, to increase the total contract value by \$57,330 through June 30, 2023 for a not-to-exceed amount of \$326,626;
- 3) Authorize the City Manager to amend Contract No. 31831 with Housing Works to increase the total contract value by \$80,838 through June 30, 2023 for a not-to-exceed amount of \$216,888;
- 4) Authorize the City Manager to approve additional amendments to Contract No. 31829 and 31831 such that, subject to additional funding, the total contract awards may be increased by amounts that do not exceed the amounts of increases specified in Recommendations 2 and 3 and the contract terms may be extended for up to one year through June 30, 2024; 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 PMC Section 4.08.030 and City Charter Section 1002(F) based on contracts for professional or unique services.

**BACKGROUND:**

The subject contracts (No. 31829 and 31831) were initially approved by Council on July 20, 2020 to provide homelessness prevention and street outreach services to people at risk of or currently experiencing homelessness in Pasadena. On November 8, 2021, the City Council authorized amendments to contract 31829 with Friends In Deed for a not-to-exceed amount of \$269,299 and contract 31831 with Housing Works in the amount of \$80,838. Both contracts are funded with federal Emergency Solutions Grant (ESG) Program dollars and the agencies were selected as a result of a competitive Request for Applications (RFA) selection process in spring 2020 for two years of funding through June 30, 2022. Utilizing the City's annual allocation of federal ESG funding, staff recommend increasing the funding available under these contracts and extending the term for one year through June 30, 2023 with the option to renew for one year with additional funding to sustain existing programs that serve people experiencing homelessness. The scope of work will mirror the activities that were solicited in the original RFA and the contract amendments will incorporate funding equal to what was originally authorized by City Council on July 20, 2020.

As such, staff recommends increasing contract 31829 by \$57,330 per year and contract 31831 by \$80,838 per year to ensure programs are able to continuously operate through June 30, 2023 with an option to extend through June 30, 2024. The Department recommends a competitive selection exemption due to each agency's demonstrated success in administering federally funded programs and fiscally responsibility. It is in the City's best interest to support the continuation of these programs due to their established presence in Pasadena and to avoid a lapse in service provision. The U.S Department of Housing and Urban Development (HUD) advised this is acceptable given that the City is in alignment with local procurement procedures and can document price reasonableness.

**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 annually and extend the term will not have a significant effect on the environment and, hence, is not subject to CEQA.

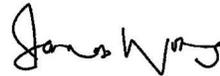
**COUNCIL POLICY CONSIDERATION:**

Approval of the recommended actions will ensure continued access to street outreach and homelessness prevention services for people who are experiencing or at-risk of homelessness in Pasadena. 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. 31829 and 31831 will have no fiscal impact as the ESG grant funds are included in the Department's proposed FY 2023 Operating Budget.

Respectfully submitted,



for WILLIAM K. HUANG  
Housing Director

Prepared by:

  
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Approved by:

  
CYNTHIA J. KURTZ  
Interim City Manager