

Agenda Report

November 21, 2022

TO: Honorable Mayor and City Council

FROM: Department of Housing

SUBJECT: **APPROVAL OF AMENDMENT TO CONTRACT NO. 32260 WITH CITYWISE TO INCREASE FUNDING FOR CONSULTING SERVICES CONNECTED TO HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) GRANT FUNDING**

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 "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. 32260 with CityWise to increase the contract value by \$5,625 for a total not-to-exceed contract value of \$105,620 through June 30, 2023; and
- 3) Authorize the City Manager to approve additional amendments to Contract No. 32260 such that, subject to additional funding, the total contract award may be increased by up to \$25,000 for a total not-to-exceed amount of \$130,620 and the contract term may be extended for up to two years through June 30, 2025.

BACKGROUND:

On April 25, 2022, City Council approved a contract with CityWise in the amount of \$99,995 as the result of a competitive Request for Proposals (RFP) process to provide consulting services to develop a local homelessness plan as required to receive a third round of state Homeless Housing, Assistance and Prevention (HHAP) funding.

Since the contract's execution, the state released the HHAP- Round 4 ("HHAP-4") application which requires the City to establish quantifiable performance goals and

strategies to achieve these goals, which are derived from the local homelessness plan that is currently being developed by CityWise. As such, staff recommend amending Contract No. 32260 to increase the contract value by an additional \$5,625 to provide additional consulting services necessary to compile and submit a thorough funding application as required by the state. The additional services to be provided were included in the scope of the original RFP.

It is expected that the state will make available subsequent rounds of HHAP funding that build off previous applications and the final homelessness plan within the next two years. Therefore, staff recommends authorizing the City Manager to approve an additional budget increase of up to \$25,000 and extend the contract term for up to two years through June 30, 2025 for consulting services directly related to successive HHAP funding applications and homelessness plan activities. CityWise has produced high quality work to date and has been working closely with staff for over six months to conduct extensive community engagement and lead the development of a comprehensive homelessness plan, which is expected to be finalized by spring 2023.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City Council's goal to support and promote the quality of life and local economy. Approval of the subject recommendation 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 "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. Authorizing a contract amendment to increase funding for consulting services will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

Approval of the recommended action will have no direct fiscal impact as the grant funds are currently included in the Department's Fiscal Year 2023 recommended Operating Budget. Should the City's HHAP application(s) be selected for funding, staff will bring back a recommendation to the City Council to recognize additional revenue and to appropriate funding for additional consulting services as necessary.

Respectfully submitted,




WILLIAM K. HUANG
Director of Housing

Prepared by:



Diana Trejo
Program Coordinator I

Approved by:



MIGUEL MÁRQUEZ
City Manager