

Agenda Report

October 3, 2022

TO: Honorable Mayor and City Council

FROM: Housing Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31830 WITH FRIENDS
IN DEED 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. 31830 with The FID Group, dba Friends In Deed, to increase the total contract value by \$25,000 through June 30, 2023 for a not-to-exceed amount of \$183,000 for emergency shelter services;
- 3) Authorize the City Manager to approve additional amendments to Contract No. 31830 such that, subject to additional funding, the total contract award may be increased by an additional \$25,000 for a not-to-exceed contract amount of \$208,000 and the contract term may be extended for up to one year through June 30, 2024; and
- 4) 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 contract (No. 31830) with Friends In Deed was initially approved by Council on July 20, 2020 in the amount of \$25,000 to provide emergency shelter services to people experiencing homelessness in Pasadena. For the past two years, this contract has supported weather-activated motel-based shelter services during the winter season for the City's unsheltered residents. These services will continue to be provided throughout this upcoming winter season for an estimated 40 people as an appropriate site could not be located for the congregate Bad Weather Shelter.

On November 8, 2021, the City Council authorized an amendment to Contract No. 31830 in the amount of \$25,000 and on December 6, 2021 City Council authorized an additional \$108,000 for the provision of motel-based shelter services for a not-to-exceed amount of \$158,000. This contract is funded with federal Emergency Solutions Grant (ESG) Program dollars and Friends In Deed was 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 for Fiscal Year 2023, staff recommend increasing the funding available under this contract by \$25,000 to ensure the program is able to continue operating through June 30, 2023 with an option to extend through June 30, 2024 with additional funding. The scope of work will mirror the activities that were solicited in the original RFA and the contract amendment will incorporate funding equal to what was originally authorized by City Council on July 20, 2020.

The Department recommends a competitive selection exemption due to Friends In Deed's demonstrated success and existing infrastructure to administer motel-based emergency shelter, including weather-activated motel vouchers which this contract will support. It is in the City's best interest to support the continuation of this program to avoid a lapse in service provision during the upcoming winter season. 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 an amendment to an existing contract to add funding 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 action will ensure continued access to emergency shelter services for people experiencing unsheltered 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:

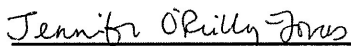
City Council approval of an amendment to Contract No. 31830 will have no fiscal impact as the ESG grant funds are included in the Department's FY 2023 Operating Budget.

Respectfully submitted,



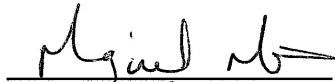
for WILLIAM K. HUANG
Housing Director

Prepared by:



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Approved by:



MIGUEL MÁRQUEZ
City Manager