

# Agenda Report

June 12, 2023

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Housing  
**SUBJECT:** **AUTHORIZATION TO AMEND CONTRACTS NOS. 31950 WITH UNION STATION HOMELESS SERVICES AND 32091 WITH FRIENDS IN DEED TO ADD FUNDING FOR STREET OUTREACH PROGRAMS**

## **RECOMMENDATIONS:**

It is recommended that the City Council:

- 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. 31950 with Union Station Homeless Services to increase the contract value by \$166,000 for a total not-to-exceed contract value of \$334,728 for 24 months through September 30, 2025;
- 3) Authorize the City Manager to amend Contract No. 32091 with The FID Group dba Friends In Deed to increase the contract value by \$200,000 for a total not-to-exceed contract value of \$367,843 through June 30, 2025;
- 4) Authorize the City Manager to approve no-cost amendments to Contracts Nos. 31950 and 32091 which extend the term beyond September 30 and June 30, 2025, respectively; and
- 5) To the extent the amendments to Contracts Nos. 31950 and 32091 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. Competitive price bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

## **BACKGROUND:**

During the COVID-19 pandemic, the City executed a subrecipient agreement with Union Station Homeless Services (Contract No. 31950) to administer the Safe Haven Bridge

to Housing program in collaboration with All Saints Church, which provides a safe outdoor overnight sleeping space on the campus of the church for up to 12 individuals. All program participants are offered case management, housing navigation and supportive services provided by a Union Station street outreach worker. This program was funded with federal Emergency Solutions Grant funding as authorized by the CARES Act (ESG-CV), which will expire September 30, 2023 unless additional funding is incorporated to sustain program operations and the term is extended. Since the program began in January 2021, a total of 29 people have been served.

On August 1, 2021, the City executed a subrecipient agreement (Contract No. 32091) with The FID Group dba Friends In Deed in the amount of \$167,843 to provide street outreach services to people experiencing unsheltered homelessness in Pasadena as the result of a competitive Request for Proposals (RFP) process. Friends In Deed's full-time street outreach program supports people experiencing chronic homelessness by connecting them to a wide range of services, including case management and housing navigation, emergency shelter and permanent housing. The contract is currently fully liquidated and additional funding is required to sustain these critical services. Since the start of the contract through April 2023, 240 individuals were engaged and 84 people have exited to permanent housing, emergency shelter and/or institutional settings.

Staff recommend amending Contract Nos. 31950 and 32091 to add Homeless Housing, Assistance and Prevention Program Round 3 ("HHAP-3") funding and extend the terms. As proposed, Contract No. 31950 with Union Station Homeless Services would be amended to add \$166,000 for an additional 24 months for a total not-to-exceed amount of \$334,728 and Contract No. 32091 with Friends In Deed would be amended to add \$200,000 for an additional 24 months for a total not-to-exceed amount of \$367,843. It is in the City's best interest to sustain existing programming to ensure continued availability and continuity of services for people experiencing homelessness. The Department recommends a competitive selection exemption due to each agency's meeting and exceeding program outcomes specified within the contract and demonstrated success in administering the programs. Furthermore, the loss of these programs would result in the disruption of service provision and would make the City's homeless services system harder to access for its most vulnerable residents.

**COUNCIL POLICY CONSIDERATION:**

Approval of the subject recommendations will provide street outreach services to 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 projects 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.

**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. Authorizing amendments to increase funding for existing contracts and extend the term to provide street outreach services will not have a significant effect on the environment and, hence, is not subject to CEQA.

**FISCAL IMPACT:**

Approval of amendments to Contract Nos. 31950 and 32091 will have no fiscal impact as the HHAP-3 grant funds are included in the Department's Fiscal Year 2024 Operating Budget.

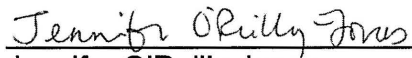
Respectfully submitted,



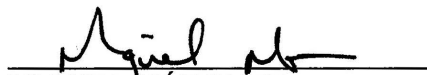
WILLIAM K. HUANG

Director of Housing

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Approved by:

  
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