

# Agenda Report

October 23, 2023

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee (October 23, 2023)

**FROM:** Public Health Department

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION TO RECOGNIZE AND APPROPRIATE \$675,000 TO THE FISCAL YEAR 2024 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET TO SUPPORT THE PASADENA OUTREACH AND RESPONSE TEAM ("PORT") PROGRAM AND AMEND CONTRACT NO. 32463 WITH UNION STATION HOMELESS SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378, and, as such, no environmental document pursuant to CEQA is required;
2. Authorize the City Manager to enter into an agreement with the Substance Abuse and Mental Health Services Administration ("SAMHSA") to accept and administer \$900,000 in Congressional Directive Spending ("CDS") grant funds on behalf of the City of Pasadena to support services for unhoused individuals through the Pasadena Outreach Response Team ("PORT") program;
3. Amend the Fiscal Year 2024 Public Health Department Operating Budget by recognizing and appropriating \$675,000 of SAMHSA CDS funding awarded to the Department;
4. Authorize the City Manager to amend Contract No. 32463 with Union Station Homeless Services to increase the not-to-exceed amount by \$498,667 from \$567,007 to a revised amount of \$1,065,674 for Peer Outreach and Licensed Clinical Social Worker ("LCSW") Services, contingent on grant funding; Competitive Bidding is not required pursuant to City Charter Section 1002(F) Contracts for Professional or Unique Services; and

5. To the extent this action could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant an exemption pursuant to P.M.C. Section 4.08.049 (B), contracts for which the City's best interests are served.

### **BACKGROUND:**

In 2019, the Pasadena Public Health Department ("Department") in partnership with the Pasadena Fire Department ("PFD") launched the Pasadena Outreach Response Team ("PORT") to support the needs of the unhoused community. PORT provides field-based case management, system navigation, and advocacy for people experiencing homelessness, living with chronic health conditions, and/or diagnosed with mental health and/or substance use disorders. PORT uses a unique cross-sector approach delivered by a case manager/social worker, a firefighter, a nurse, and a peer navigator in a proactive manner to address issues before a crisis. PORT provides program clients with intensive wraparound supports, such as connecting to medical, dental, and/or mental health/substance use treatment, seeking employment, and working towards gaining sustainable long-term housing.

In July 2021, the City expanded the program by adding a second PORT team, which in addition to providing case management services, responds to 9-1-1 dispatch calls related to people experiencing homelessness. These services reduce the need for law enforcement response to homelessness concerns. From July 2019 to present, PORT has produced notable results including: helping 71 community members transition to housing; supporting 108 people enroll in detox and rehabilitation programs; completing or facilitating transportation to 488 appointments for clinical care; and responding to 1,044 Police dispatch calls related to people experiencing homelessness.

In September 2023, PPHD was awarded \$900,000 in funding from Congresswoman Judy Chu through the Congressional Directive Spending ("CDS") program, administered by the U.S. Substance Abuse and Mental Health Services Administration ("SAMHSA"). The CDS funds will support activities in the PORT program through September 29, 2024, primarily by funding existing PORT staff. Grant funds will also be used to increase availability of basic needs supports, such as toiletries/hygiene items, food, medication, housing application assistance, and move-in essentials.

In addition to case management, housing navigation, peer outreach, and response to non-emergency dispatch calls, the funds will be used to increase field-based mental health and substance use treatment screenings by a Licensed Clinical Social Worker ("LCSW") provided by Union Station Homeless Services.

### **Union Station Homeless Services Contract**

In November 2022, the City Council granted an exemption to the competitive selection process and authorized the City Manager to enter into Contract No. 32463 with Union Station Homeless Services ("USHS"), a Pasadena based 501(C)3 Non-Profit

Organization. Funding for this contract is provided through a California Board of State and Community Corrections ("BSCC") Proposition 47 grant through June 1, 2026. The contract established peer outreach and social worker services through a Peer Outreach Worker and a 0.40 FTE LCSW. USHS has been a partner with the PORT program since 2019, providing housing services and system navigation to PORT clients experiencing homelessness, and has successfully met all contract requirements.

The Department recommends increasing Contract No. 32463 with USHS by \$498,667 from \$567,007 to a revised amount of \$1,065,674. The proposed contract increase would support additional services through USHS as follows:

<b>Service/Position</b>	<b>Current</b>	<b>Proposed Increase</b>	<b>Proposed New Total</b>
Peer Outreach Worker	1.00 FTE	1.00 FTE	2.00 FTE
LCSW	0.40 FTE	0.60 FTE	1.00 FTE
Clinical Supervisor	N/A	0.20 FTE	0.20 FTE

The additional Peer Outreach Worker will allow PORT and USHS to conduct additional outreach and housing navigation to an increased number of program participants. The added time of the LCSW position will increase availability to conduct field-based assessments for mental health and/or substance use treatment services. This LCSW will be expected to provide short-term urgent mental health services until the client can be connected to mental health services and/or substance use treatment. The Clinical Supervisor position is required in order to review and approve the LCSW treatment plans and progress notes, as well as provide clinical supervision of any direct mental health services provided to PORT clients.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's Strategic Plan Goal to ensure public safety.


**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. CEQA Guidelines Section 15060(c)(2) states that an activity is not subject to CEQA if "The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment." The proposed action consists of a contract and appropriation of funds for outreach and housing navigation services. No direct or reasonably foreseeable indirect physical change in the environment would result. Under this definition, the proposed activity is not a CEQA "Project" and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

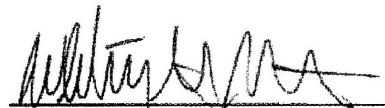
**FISCAL IMPACT:**

It is anticipated that the grant award of \$675,000 will be received and spent in Fiscal Year 2024. If approved, the Department's Fiscal Year 2024 Operating Budget will be increased by \$675,000 for project expansion. The remaining grant funding will be appropriated and recognized in the annual budget submission in Fiscal Year 2025. There is no impact to the General Fund as a result of this action.

Respectfully submitted,

  
\_\_\_\_\_  
MANUEL CARMONA, MPH, MPA  
Acting Director  
Public Health Department

Prepared by:

  
\_\_\_\_\_  
Whitney Harrison, MPA  
Division Manager  
Public Health Department

Concurred by:

  
\_\_\_\_\_  
MATTHEW E. HAWKESWORTH  
Director  
Department of Finance

Approved by:

  
\_\_\_\_\_  
MIGUEL MARQUEZ  
City Manager