



Agenda Report

April 15, 2024

TO: Honorable Mayor and City Council
FROM: Department of Housing
SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 32093 WITH SYCAMORES TO ADD FUNDING FOR MOTEL VOUCHER PROGRAMMING

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. 32093 with Hathaway-Sycamores Child and Family Services, dba The Sycamores, to increase the contract value by \$81,121 for a total not-to-exceed contract value of \$331,367 through June 30, 2025, for the provision of emergency shelter using motel vouchers;
- 3) Authorize the City Manager to approve no-cost amendments to Contract No. 32093 which extend the term beyond June 30, 2025; and
- 4) To the extent the amendments to Contract No. 32093 could be considered a separate procurement subject to the Competitive Selection Process, grant 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:

On December 17, 2021, the State of California Business, Consumer Services and Housing Agency (BCSH) issued a Notice of Funding Availability for the Homeless Housing, Assistance and Prevention Program Round 3 (HHAP-3) that provided grants

to local jurisdictions to continue efforts to end and prevent homelessness in their communities. HHAP-3 funding was made available as non-competitive allocations to eligible grantees, which included counties, large cities, and Continuums of Care. The City, as the administrative entity for the Pasadena Continuum of Care, was allocated \$811,206.81. Fifty percent of program funds must be contractually obligated by May 31, 2024, and 100 percent of program funds must be expended by June 30, 2026. State statute also requires that program recipients use at least 10 percent of their allocation for services for homeless youth populations.

To meet these requirements, staff proposes amending the Contract No. 32093 with Sycamores by increasing the contract amount by \$81,121 for a new not-to-exceed total of \$331,367. The contract with Sycamores was originally awarded as the result of a competitive RFP process. The scope of work will mirror the activities that were solicited in the original RFP, and the contract amendment will incorporate any additional funding source requirements. The addition of funds to Contract No. 32093 would sustain motel-based shelter services for unaccompanied and parenting youth through Fiscal Year 2025.

Sycamores is the lead agency for homeless services targeting transitional aged youth ages 18-24 in Pasadena and the San Gabriel Valley. Sycamores is the only agency that applied for the youth set-aside funding to provide emergency shelter using motel vouchers under HHAP-1 and has been providing motel stays to youth with various grants awarded to the City since 2021. As such, staff also recommend a competitive exemption for this amendment.

COUNCIL POLICY CONSIDERATION:

Approval of the subject recommendations will provide motel-based emergency shelter to youth who are experiencing 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 Homelessness Plan, 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 homeless services assistance will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

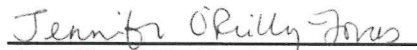
Approval of the recommended actions will have no direct fiscal impact as the HHAP-3 funds are already included in the Department's adopted Fiscal Year 2024 operating budget.

Respectfully submitted,



WILLIAM K. HUANG
Director of Housing

Prepared by:



JENNIFER O'REILLY-JONES
Program Coordinator III

Approved by:



MIGUEL MÁRQUEZ
City Manager