

# Agenda Report

December 16, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Department of Housing

**SUBJECT:** **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACTS NO. 31386 AND 31392 WITH UNION STATION HOMELESS SERVICES TO INCREASE THE CONTRACT AMOUNTS BY \$80,000 AND \$100,000 RESPECTIVELY, THEREBY INCREASING THE GRAND TOTALS TO NOT-TO-EXCEED AMOUNTS OF \$1,077,555.19 AND \$1,409,997.27 RESPECTIVELY, FOR THE PROVISION OF RAPID REHOUSING AND MOTEL-BASED SHELTER SERVICES**

## **RECOMMENDATION:**

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 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. 31386 with Union Station Homeless Services to increase the contract value by \$80,000 thereby increasing the contract value to a not-to-exceed amount of \$1,077,555.19 for the provision of rapid rehousing services;
3. Authorize the City Manager to amend Contract No. 31392 with Union Station Homeless Services to increase the contract value by \$100,000 thereby increasing the contract value to a not-to-exceed amount of \$1,409,997.27 for the provision of motel-based shelter services;
4. Authorize the City Manager to approve no-cost amendments to Contracts No. 31386 and 31392 which extend the term beyond June 30, 2025; and

5. To the extent the amendments to Contracts No. 31386 and 31392 could be considered separate procurements subject to the Competitive Selection Process, grant exemptions 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 March 29, 2023, the City, as the administrative entity for the Pasadena Continuum of Care, was awarded a Homeless Housing, Assistance and Prevention Round 4 (HHAP- 4) state grant in the amount of \$680,593.05. State statute requires that program recipients expend at least 50% and obligate at least 75% of their allocation by May 31, 2025. HHAP-4 funding is intended to support local communities through a broad range of evidence-based solutions that address and prevent homelessness among eligible populations.

In order to meet state expenditure and obligation deadlines, as well as increase the availability of housing and shelter services, staff recommend amending an existing contract (No. 31836) with Union Station Homeless Services ("Union Station"), originally funded with Los Angeles County Measure H monies, to add \$80,000 in HHAP-4 funds, thereby increasing the contract total to a not-to-exceed amount of \$1,077,555.19. Staff further recommend amending Measure H-funded Contract No. 31392 with Union Station to add \$100,000 in HHAP-4 funds, thereby increasing the contract total to a not-to-exceed amount of \$1,409,997.27. The addition of HHAP-4 funds will allow the City to expand existing rapid rehousing and emergency shelter programming administered by Union Station. Both contracts were originally awarded as the result of a competitive RFP process. The scopes of work under both amended contracts will mirror the activities that were solicited in the original RFP, and the contract amendments will incorporate any additional funding source requirements.

Union Station is the lead agency and regional coordinator for homeless services in the San Gabriel Valley and has successfully been administering the aforementioned rapid rehousing and motel-based shelter programs since 2018. As such, staff recommend competitive selection exemptions for the subject amendments.

**COUNCIL POLICY CONSIDERATION:**

Approval of the recommended actions will provide permanent housing to single adult households and emergency shelter using motel vouchers for persons experiencing literal homelessness. Approval of the recommended actions is 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 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 amendments to increase funding for existing contracts and providing bid exemptions will not have a significant effect on the environment and, hence, is not subject to CEQA.

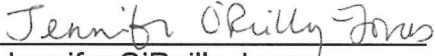
**FISCAL IMPACT:**

Approval of the subject recommendations will have no fiscal impact as the funding is currently included in the Department of Housing’s adopted FY 2025 Operating Budget.


Respectfully Submitted,

  
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Approved by:

  
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