

Agenda Report

March 24, 2025

TO: Honorable Mayor and City Council

FROM: Department of Housing

SUBJECT: **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACTS NO. 32091 AND 31393 WITH FRIENDS IN DEED TO EXTEND THE TERMS AND INCREASE THE CONTRACT AMOUNTS BY \$107,910 AND \$70,148 RESPECTIVELY, THEREBY INCREASING THE GRAND TOTALS TO NOT-TO-EXCEED AMOUNTS OF \$475,753 AND \$859,525 RESPECTIVELY, FOR STREET OUTREACH AND MOTEL-BASED SHELTER SERVICES**

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 Contracts No. 32091 with The FID Group dba Friends In Deed to increase the contract value by \$107,910.20, thereby increasing the grand total to a not-to-exceed amount of \$475,753.20, for provision of street outreach services;
- 3) Authorize the City Manager to amend Contract No. 31393 with The FID Group dba Friends In Deed to increase the contract value by \$70,148.26, thereby increasing the grand total to a no-to-exceed amount of \$859,525.75, and extending the term through June 30, 2026 for provision of homelessness prevention services;
- 4) Authorize the City Manager to approve no-cost amendments to Contracts No. 32091 and 31393 which extend the term beyond June 30, 2026; and
- 5) To the extent the amendments to Contracts No. 32091 and 31393 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 July 27, 2022, the City, as the administrative entity for the Pasadena Continuum of Care, was awarded a State of California Homeless Housing, Assistance and Prevention Round 3 (HHAP-3) grant in the amount of \$811,206.81. On March 29, 2023, the City was awarded a State of California Homeless Housing, Assistance and Prevention Round 4 (HHAP-4) grant in the amount of \$680,593.05. The HHAP grants are intended to support local communities through a broad range of evidence-based solutions that address and prevent homelessness among eligible populations.

Staff recommend amending existing Contract No. 32901 with Friends In Deed to add \$107,910.20 in HHAP-3 funds, thereby increasing the contract total to a not-to-exceed amount of \$475,753.20. Staff further recommend extending the contract term through June 30, 2026. Staff recommend amending existing Contract No. 31393 with Friends In Deed to add \$70,148.26 in HHAP-4 funds, thereby increasing the contract total to a not-to-exceed amount of \$859,525.75. The current term of Contract No. 31393 is through June 30, 2026. Both contracts were originally awarded as the result of competitive Request for Proposal (RFP) processes. The scopes of work under both amended contracts will mirror the activities that were solicited in the original RFPs, and the contract amendments will incorporate any additional funding source requirements.

Friends In Deed has provided shelter services in Pasadena for over thirty years and has operated a City-funded street outreach program since 2019. Staff recommend a competitive selection exemption due to Friends In Deed's demonstrated success in effectively providing services for individuals and families experiencing homelessness in Pasadena.

IMPACTS OF CONTRACT INCREASES:

The addition of HHAP-3 funds to Contract No. 32901 will extend existing street outreach services, allowing an additional 60-80 households to be served. The addition of HHAP-4 funds to Contract No. 31393 will provide approximately 650 nights of motel-based shelter to 7-10 households on the path towards permanent housing.

COUNCIL POLICY CONSIDERATION:

Approval of the subject recommendations will provide street outreach and motel-based shelter services to people 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. 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 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 and bid exemptions to increase funding for existing contracts and extend the term to provide street outreach and motel-based shelter services will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

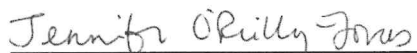
Approval of amendments to Contract Nos. 31950 and 32093 will have no fiscal impact as the HHAP-3 and HHAP-4 grant funds are currently included in the Department of Housing's adopted Fiscal Year 2025 Operating Budget.

Respectfully submitted,



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Approved by:



MIGUEL MÁRQUEZ
City Manager