



# Agenda Report

March 23, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Department of Housing

**SUBJECT: AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 32093 WITH HATHAWAY-SYCAMORES CHILD AND FAMILY SERVICES TO INCREASE THE FUNDING BY \$79,952. TO A NOT-TO-EXCEED TOTAL OF \$479,873. TO PROVIDE YOUTH EMERGENCY 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 Contract No. 32093 with Hathaway-Sycamores Child and Family Services, dba The Sycamores, to increase the contract by \$79,952.26, thereby increasing the grant total to a not-to-exceed amount of \$479,872.74, and extend the term through June 30, 2028;
- 3) Authorize the City Manager to execute no-cost amendments to Contract No. 32093 which extend the term beyond June 30, 2028; 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 October 29, 2024, the City, as the administrative entity for the Pasadena Continuum of Care (CoC), was awarded a Homeless Housing, Assistance and Prevention Round 5 (HHAP- 5) grant in the amount of \$799,522.60. State statute requires that program

recipients use at least 10 percent of their allocation for services for homeless youth populations.

To meet this requirement, staff recommend amending Contract No. 32093 with Sycamores by increasing the contract amount by \$79,952.26 with HHAP-5 funds for a new not-to-exceed total of \$479,872.74. 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 2028.

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 and motel stays to youth with various grants awarded to the City since 2021. The recommended amendment to Contract No. 32093 would provide approximately 700 nights of emergency shelter in the form of motel stays to transitional aged youth experiencing homelessness.

As such, staff recommend authorizing the City Manager to amend Contract No. 32093 to add \$79,952.26 and extend the term through June 30, 2028. Staff also recommend authorizing the City Manager to execute no-cost amendments which extend beyond June 30, 2028. Staff further recommend granting a Competitive Selection Process exemption to the subject amendments.

#### **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. Approval of the recommended actions is in accordance with the 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 an existing contract to increase funding and extend the term to provide emergency shelter in the form of motel stays 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-5 grant funds are already included in the Department's adopted Fiscal Year 2026 operating budget.

Respectfully submitted,



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JAMES WONG  
Director of Housing

Prepared by:

  
Jennifer O'Reilly-Jones  
Program Coordinator III

Approved by:

  
MIGUEL MARQUEZ  
City Manager