



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2024

FROM: HOUSING AND HUMAN SERVICES WARDS: ALL

SUBJECT: SUBRECIPIENT AGREEMENT FOR THE HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM ROUND 1 AND 2 FOR TRANSITIONAL AGED YOUTH CASE MANAGEMENT WITH KINGDOM CAUSES, INC. DBA CITY NET FOR \$275,799.46 PURSUANT TO PURCHASING RESOLUTION 24101, SECTION 702(W)

ISSUE:

Approve the Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 1 and 2 for Transitional Aged Youth Case Management with Kingdom Causes, Inc. dba City Net for \$275,799.46 pursuant to Purchasing Resolution 24101, Section 702(w).

RECOMMENDATIONS:

That the City Council:

1. Approve the Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 1 and 2 for Transitional Aged Youth Case Management with Kingdom Causes, Inc. dba City Net for \$275,799.46 pursuant to Purchasing Resolution 24101, Section 702(w); and
2. Authorize the City Manager, or designee, to sign the Subrecipient Agreement for Case Management for Transitional Aged Youth Case Management with Kingdom Causes, Inc. dba City Net, including making minor and non-substantive changes.

BACKGROUND:

On May 25, 2023, the Purchasing Division of the Finance Department released Request for Proposals (RFP) 2278 for Case Management Services under the City's rental assistance programs. There were 560 vendors notified and 20 prospective bidders on the bidders list. The RFP closed on June 16, 2023, with four (4) responses received, which were considered responsive. On October 3, 2023, a non - bidder email was sent to determine reasoning for non - bid, none of the non -bidders responded. An evaluation committee of three (3) members evaluated the responses based upon approach and methodology, pricing, qualifications, experience with projects of similar size and scope, and professional references, the City deemed City Net as the most qualified responsible proposer, with the highest score of 881.67.

Purchasing Resolution 24101, Section 500 states that " Policy. For the acquisition of Goods, Services and Construction, Formal Procurement shall be conducted by the Manager and the

Manager' s duly authorized representatives in conjunction with a Using Agency, or may be conducted by the Using Agency, through the approval of the Manager and the Manager's duly authorized representatives in a manner and under circumstances intended to elicit competitive responses." Purchasing Resolution 24101, Section 508(d) states that "Awards. Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (d) Contracts for Professional Services procured through Formal Procurement shall be awarded by the City Council. Where the Using Agency is the Public Utilities Department, the award shall be reviewed by the Board of Public Utilities for recommendation prior to award by the City Council." Purchasing Resolution 24101, Section 700(b) states that " Policy. Acquisition of Services by a Using Agency under the supervision of the Manager: (b) Anticipated to be more than \$50,000, shall follow the Formal Procurement process."

On April 15, 2024, the City Council approved a professional Consulting Services Agreement in the amount of \$454,792.96 in Measure Z funds for the term of January 31, 2024 to December 31, 2024 for Rental Assistance Case Management.

DISCUSSION:

In 2023, Mayor Lock Dawson made a pledge to end youth homelessness through the Mayor's Initiative to End Youth Homelessness by achieving functioning zero, which means that the number of youths experiencing homelessness at any time does not exceed the community's proven record of housing at least that many youths in a month.

In July 2023, staff pulled together homeless youth providers to discuss the Mayor's Initiative to End Youth Homelessness and how we could collectively achieve this goal. The Riverside County's Coordinated Entry Systems leads were asked to create a By Name List of homeless youth who are residents of the City of Riverside. The By Name List was then vetted by outreach teams to identify who they had no contact with in the last 90 days. The teams then began focusing on the individuals they have been in contact with for the last 90 days to assist them with getting their vital documents, completing their homeless verifications, and placing them in the community que to wait for a housing program vacancy. The homeless youth providers meet every two weeks to review the By Name List and address any obstacles to placing homeless youth into housing.

At the time this staff report was drafted, the City had 26 homeless youth on the By Name List, which 9 individuals were issued a referral to a rental assistance program or permanent supportive housing program and were looking for a housing unit and 17 individuals were in the process of being referred to a rental assistance or permanent supportive housing program.

To reach the goal of functioning zero among our homeless youth population, staff is requesting to add two Transitional Aged Youth (TAY) case managers to provide wrap around services to homeless youth between the ages of 18 to 24 who are referred to the City's TAY Rapid Re-Housing Program. The TAY Rapid Re-Housing Program is funded with \$843,328.82 of the City's Homeless Housing, Assistance and Prevention (HHAP) Round 3 grant and can quickly process referrals for homeless youth from the City of Riverside that enters the community que.

Staff is requesting City Council to consider Approve the Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 1 and 2 for Transitional Aged Youth Case Management with Kingdom Causes, Inc. dba City Net for \$275,799.46. The City and Kingdom Causes, Inc. dba City Net have negotiated and agreed upon the rates established through RFP 2278.

Purchasing Resolution 24101, Section 700(b) states that “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: (w) When approved by the Manager, Services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions need by the Manager to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process.”

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 24101, Section 702(w).

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 2 – Community Well-Being, Goal No. 2.2**, collaborate with partner agencies to improve household resiliency and reduce the incidence of homelessness.

This item aligns with Each of the five Cross-Cutting Threads as follows:

1. **Community Trust** –Activities and actions by the City serve the public interest, benefit the City’s diverse population and result in greater public good.
2. **Equity** –All individuals served in the City’s rental assistance programs will be treated with dignity, respect, and compassion regardless of the circumstances, ability, or identity.
3. **Fiscal Responsibility** – Competitive procurement was used to secure lowest cost for services.
4. **Innovation** – This action item provides the City with the ability to support innovative programs that address gaps in our homeless system of care.
5. **Sustainability & Resiliency** – This action item will help equip rental assistance programs participants with the tools needed to achieve housing stability and self-sufficiency.

FISCAL IMPACT:

The total fiscal impact of this action is \$275,799.46. The funds are budgeted and available in the following funds and accounts as listed in the table below.

Fund	Account Name	Account Number	Amount
HHS Grants	HHAP Youth Homelessness	9341880-440210	\$91,908.80
	HHAP2 Youth Programs	9343240-440210	\$183,890.66
Total			\$275,799.46

Certified as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Mike Futrell, City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Subrecipient Agreement for the Homeless Housing, Assistance and Prevention Program Round 1 and 2 for Transitional Aged Youth Case Management