



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Community Services  
**Department No.:** 057  
**For Agenda Of:** February 9, 2021  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department George Chapjian, Community Services Director (805) 568-2467  
Director:  
Contact Info: Ryder Bailey, CPA, Chief Financial Officer (805) 568-3526  
**SUBJECT:** **Project Roomkey COVID-19 Homeless Task Force Response – Daily Food Contract and Extension of On-Site Managerial Administration at Emergency Shelter.**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Risk Management Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute the Daily Food Service Agreement (Attachment A) with Hardy Diagnostics to provide meal services at the County's Project Roomkey South facility for the period January 1, 2021 to June 30, 2021, in amount not to exceed \$200,000, which is comprised of CARES; and
- b) Approve and authorize the Chair to execute the Second Amendment to the PATH Agreement (Attachment B) increasing the PATH Agreement by \$74,000 in funding from CARES to a new not-to-exceed amount of \$185,000; and
- c) Determine that the recommended actions are not the acceptance and approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), finding that the project is a creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and that the actions are exempt from CEQA pursuant to Guidelines Section 15269(c) as they consist of specific actions necessary to prevent or mitigate an emergency.

**Summary Text:**

On March 12, 2020, the Board of Supervisors declared a local emergency proclamation in response to the COVID-19 pandemic. Part of the Office of Emergency Management’s response was to create the Emergency Operations Center (EOC) Homeless Task Force Response Team to mitigate the spread of COVID through vulnerable homeless populations. On April 20, 2020, the EOC Homeless Task Force Response Team opened a Non-Congregate Shelter (Project Roomkey) in the Southern portion of Santa Barbara County. The County contracted with non-profit PATH for managerial administration and with Hardy Diagnostics, the lowest responsible bidder, to provide daily meal support of the Non-Congregate Shelter site.

Due to the on-going nature of the Pandemic, Project Roomkey continues to be a priority for Federal, State and County Health Officials to provide for safe and non-congregate shelter for the most vulnerable unsheltered individuals.

As of December 31, 2020, the Project Roomkey has served approximately 144 high risk individuals, with over 50% transitioning to Permanent Housing.

**Background:**

As the COVID-19 Emergency spread through Santa Barbara, there was a need to protect vulnerable unsheltered individuals. The EOC Homeless Task Force Response Team was created with the following objectives.

EOC Homeless Task Force Response Team’s Objectives;

1. Prevent and mitigate COVID-19 impacts for persons who remain unsheltered through support centers and outreach re-establishing access to showers, device charging, food and hygiene supplies.
2. Establish non-congregate sheltering for persons at highest risk of COVID-19 complications.
3. Sustain shelter capacity for persons not experiencing COVID-19 symptoms.
4. Enhance homelessness prevention and housing activities through increased funding for rental assistance and supportive services.

Project Roomkey – On March 18, 2020, the Governor of California announced Project Roomkey. The goal of this effort is to provide non-congregated shelter options for people experiencing homelessness to a) protect human life, and b) minimize strain on the health care system capacity. This initiative targeted the most vulnerable unsheltered individuals: those over 65 years of age with underlying medical conditions (respiratory, compromised immunities, chronic disease); those under 65 with underlying medical conditions; and those over the age of 65 with no underlying medical conditions. In addition to non-congregated sheltering, Project Roomkey provides “wrap around” services, such as case management, professional medical and mental health care, food, security, and cleaning, to ensure a safe and secure location.

Food Vendor Selection – Upon the commencement of the Project Roomkey site on April 20, 2020, the County initially utilized an existing County vendor and contract to provide daily meal delivery services to persons at the Project Roomkey site. Approximately one month into operations, during May 2020, County Staff performed an informal bid to find an appropriate and qualified vendor to serve the site during the declared disaster. County General Services Department, Procurement Division, received three eligible respondents by the Informal Bid Deadline of May 27, 2020, with Hardy Diagnostics, aka Moxie Café, as the lowest qualified bidder for meals and delivery. A blanket contract was enacted between the

County General Services Department, Procurement Division, and Hardy Diagnostics. However, due to the length of the pandemic and duration of Project Roomkey operations, it is necessary to increase the contract to continue the meal service at the site.

Managerial Administration of Non-Congregated Shelter (NCS) Site – PATH has been contracted to provide administration oversight at the Roomkey site since opening on April 20, 2020. In alignment with the second objective of the EOC Homeless Task Force Response Team above, the County of Santa Barbara opened a Non-Congregate Shelter to house vulnerable homeless individuals without the ability to isolate, in a single room occupancy (SRO) setting. PATH is a non-profit with extensive experience operating shelters and providing services across the State of California and in the Santa Barbara area. Since the site was opened on April 20<sup>th</sup>, PATH has provided administration and operational support of the site through a full-time site coordinator.

**Fiscal Analysis:**

There is currently adequate budget within the Community Services Department Housing Division, Fund 0065.

Costs associated with Project Roomkey will be funded through CARES Act funding encumbered for vulnerable and unsheltered individuals. Roomkey costs are eligible for FEMA reimbursement, under Category B - Emergency Protective Measures.

**Attachments:**

Attachment A: Agreement with Hardy Diagnostics

Attachment B: Second Amendment to Executed Agreement with PATH

Attachment C: Original Executed Agreement with PATH

**Special Instructions:**

After Board action, please distribute the following to Ryder Bailey, Community Services Department:

- 1) Minute Order
- 2) Two (2) executed, original copies of each Agreement.