



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:** July 18, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) George Chapjian, Director (805) 568-2485  
Contact Info: Laurie Baker, Housing & Programs Manager (805) 568-3521

**SUBJECT:** Approve and execute eight (8) contracts to Senior Meal providers using ARPA funds.

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board to execute agreements (Agreements) with the following eight (8) organizations to provide senior nutrition services to County residents using an aggregate of two-hundred eighteen thousand dollars (\$218,000) in American Rescue Plan Act funds:
  - i. Atterdag at Home, Inc. - \$30,000
  - ii. Food from the Heart - \$30,000
  - iii. Organic Soup Kitchen - \$30,000
  - iv. Santa Barbara Meals on Wheels - \$30,000
  - v. Santa Maria Valley Meals on Wheels - \$30,000
  - vi. Santa Ynez Valley People Helping People - \$30,000
  - vii. Santa Ynez Valley Senior Advisory Council (Solvang) - \$8,000
  - viii. Santa Ynez Valley Senior Citizen Foundation (Buellton) - \$30,000
  
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), the 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 per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or

administrative activity of government that will not result in direct or indirect physical changes in the environments.

**Summary Text:**

Board Action today would approve and authorize the Board Chair to execute eight (8) Agreements with senior meal providers for COVID-Related Operating Grants funded with U.S. Treasury American Rescue Plan Act (ARPA) funds. The recommended Agreements aggregating \$218,000 comprise a portion of the \$300,000 ARPA funds approved by the Board for senior meals COVID-Related Operating Grants for providers who experienced an increase in costs due to the pandemic. The Board approved a total of \$600,000 in ARPA funds to be allocated for two senior meals grant programs - \$300,000 for COVID-Related Operating Grants which are the subject of this Board item, and \$300,000 in local match grants to senior meal providers in order to leverage state, federal or other grant funding. Staff will return to the Board at a later date to approve and execute agreements for the Local Matching Grants, if any, and reallocate remaining COVID-Related Operating Grant funds, estimated to be in spring 2024, in time to reallocate the funds for another purpose and meet the expenditure deadline of the ARPA funds.

**Background:** On August 23, 2022, the Board heard a report by DSS about the large array of meal services provided to seniors and the disabled. The Board directed staff to develop a set of qualitative questions in reference to short and long term non-monetary needs of affected local organizations and return to the Board when appropriate. (8/23/22 Minute Order attached as Attachment A)

On January 24, 2023, in follow-up to the August 23, 2022 Board direction, the Board heard a presentation from the DSS Department Director, Daniel Nielson, regarding the results of the responses received to a survey distributed to service providers who provide home-delivered meals to seniors. The Board directed creation of a \$300,000 fund for local match to providers to be used to leverage state, federal or other grant funds, and another \$300,000 flexible fund for providers that are experiencing increased costs associated with the pandemic for FY 2023-24. Note that the Minute Order for January 24, 2023, was corrected on April 4, 2023 to correctly document the Board's direction.

Pursuant to Board direction, the Department of Community Services, Division of Housing and Community Development (HCD) created two grant applications:

1. COVID-Related Operating Grants, and
2. Local Matching Grant

To be eligible for the grants, applicants must meet the following criteria:

- Were in business providing home-delivered meals to seniors prior to the onset of the COVID-19 pandemic in the U.S. (March 2020), *and*
- Are currently providing home-delivered meals to seniors, *and*
- Are experiencing increased costs related to the pandemic (such as higher food costs, increased demand for services, loss of volunteers that had to be replaced with paid staff, etc.).

In addition, the applicants must:

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- Be a 501(c)(3) or (4) Non-Profit Organization; and
- Have as part of its mission to provide senior nutrition primarily for seniors who are aged 60 years and older; and
- Demonstrate increased costs of providing meals to seniors as a result of the COVID-19 pandemic.

On April 28, 2023, HCD sent a notice to all known providers of meals to senior citizens aged 60 and older, and invited them to apply for the ARPA COVID-Related Operating Grants, with a due date of May 12, 2023. Matching grant applications are accepted on an ongoing basis due to the varying application deadlines of other funders that require matching funds.

On June 14, 2023, HCD received eight (8) applications for the COVID-Related Operating Grants. A committee made up of HCD staff, CEO's office, and the DSS Director reviewed the applications for eligibility and made funding recommendations to the eight (8) organizations listed in the Recommended Actions (Subrecipients).

Board Action today would approve and authorize the Board Chair to execute the eight (8) Agreements attached hereto.

Staff will return to the Board at a later date, as necessary, to approve and execute agreements for the Local Matching Grants, if any.

Also, staff will return to the Board to reallocate any remaining funds, estimated to be in spring 2024, in time to reallocate the funds for another purpose and meet the expenditure deadline of the ARPA funds.

**Performance Measure:**

Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and federal regulations. Funds are provided on a reimbursement basis.

HCD staff will monitor the performance of funding subrecipients. Subrecipients are required to report quarterly to HCD on the number of persons served and progress on their goals.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal			\$ 218,000.00
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 218,000.00

The funding for the recommended Agreements consists entirely of federal ARPA State and Local Fiscal Recovery Funds which are included in HCD’s FY 2023-24 Budget.

**Key Contract Risks:**

The U.S. Department of Treasury holds the County accountable for ensuring that federal funds are expended on eligible costs. Any ineligible expenditures could require repayment by the County using non-federal funds. HCD will make payments to each of the Subrecipients on a reimbursement basis. To receive payment, the Subrecipient must provide documentation that supports eligible expenditures that are consistent with the contract budget and federal regulations. If a Subrecipient does not meet performance measures or federal regulations, the County may withhold funds or terminate the contract.

**Special Instructions:**

1. Return a copy of each executed agreement to Eva Camarena at CSD (8 total) by email to [ecamarena@countyofsb.org](mailto:ecamarena@countyofsb.org).
2. Retain the Subrecipient Agreements with original signatures for COB records.
3. Please provide a copy of the Minute Order to Eva Camarena.

**Attachments:**

- A. 8/23/22 Board minutes
- B. Atterdag at Home, Inc. - \$30,000 Agreement
- C. Food from the Heart - \$30,000 Agreement
- D. Meals on Wheels Santa Maria Valley - \$30,000 Agreement
- E. Organic Soup Kitchen - \$30,000 Agreement
- F. Santa Barbara Meals on Wheels - \$30,000 Agreement
- G. Santa Ynez Valley People Helping People - \$30,000 Agreement
- H. Santa Ynez Valley Senior Advisory Council (Solvang) - \$8,000 Agreement
- I. Santa Ynez Valley Senior Citizens Foundation (Buellton)- \$30,000 Agreement
- J. 1/4/2023 Board minutes