



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:** June 22, 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 – Request to Increase the Not to Exceed Amount with Santa Barbara Hotel Group and Novation and Amendment to Consolidate Daily Food Service Contracts.**

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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. Authorize the Director of Emergency Services, or designee, until otherwise ordered by the Board, to increase the not to exceed amount for payments due under Section 4 of the previously approved Emergency Occupancy Agreement with Santa Barbara Hotel Group (Attachment A) to \$1,550,000 (Previously \$900,000) for the provision of non-congregate sheltering in response to the COVID-19 pandemic, and
- b) Approve, ratify and authorize the Chair to execute a Novation and First Amendment (Attachment B) to Daily Food Service Agreement with Hardy Diagnostics to provide meal services at the County's Project Roomkey South facility for the period July 1, 2020 to June 30, 2021, (Previously January 1, 2021 to June 30, 2021) in amount not to exceed \$450,000; 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:**

This item is before your Board to address two administrative Project Roomkey contracting items driven by the COVID-19 Emergency Operations Center Emergency Homeless Task Force Response Team.

On August 18, 2020, in connection with Project Roomkey, the Board approved and ratified an Emergency Occupancy Agreement (Attachment A) with Santa Barbara Hotel Group for use of a Southern Santa Barbara County hotel as a non-congregate shelter in response to the COVID-19 pandemic. The Board also authorized the Director of Emergency Services to make daily room rental payments under the Agreement in an amount not to exceed \$900,000. No terms of the Agreement are being modified by Recommended Action A, and driven by the extended nature of the Emergency Response, staff is seeking the Not to Exceed amount to be increased to \$1,550,000, which is more reflective of actual costs incurred.

Additionally, on February 9th, 2021, your Board approved a Daily Food Service Agreement with Hardy Diagnostics (Attachment C) to provide meal services at the Project Roomkey location. Prior to utilizing the Board Contract, staff utilized a Blanket Purchase order. This action requests the consolidation of two contracts (BL04966) and (BC20247), resulting in a single Board Contract (BC20247) for the term period of July 1, 2020 through June 30, 2021, in an amount not to exceed \$450,000. The Novation and First Amendment will substitute the obligations of the Blanket Purchase order with the obligations of the Board Contract as amended.

**Background:**

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 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.

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 protect human life, and minimize strain on 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.

**Fiscal Analysis:**

Costs associated with Project Roomkey will be funded through CARES Act funding encumbered for vulnerable and unsheltered individuals. Roomkey costs are eligible for up to 100% in FEMA reimbursement, under Category B - Emergency Protective Measures, ultimately depending upon their review and approval. Additionally, Project Roomkey funding from the California Department of Social Services will fund eligible Project Roomkey expenses. Staff is working closely with the County Executive Office and Auditor-Controller Department staff to most effectively utilize available funding to mitigate impacts, if any, to the General Fund.

**Attachments:**

Attachment A: Emergency Occupancy Agreement with Santa Barbara Hotel Group (Previously approved on August 18, 2020)

Attachment B: First Amendment to the Daily Food Service Agreement with Hardy Diagnostics

Attachment C: Daily Food Service Agreement with Hardy Diagnostics (Previously approved on February 9<sup>th</sup>, 2021.)

**Special Instructions:**

Please deliver two Copies of the Executed First Amendment (Attachment B) to the Daily Food Service Agreement with Hardy Diagnostics to Eva Camarena, Executive Assistant, Community Services Department.