

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 13, 2022

FROM

MARTHA ZEPEDA, Deputy Executive Officer, Community Revitalization

SUBJECT

Amendment to Contract with Step Up on Second Street, Inc. for Project Roomkey

RECOMMENDATION(S)

Approve **Amendment No. 1** to **Contract No. 22-415** with Step Up on Second Street, Inc. for continued operation of Project Roomkey, the County's emergency sheltering program, replacing Attachment H – Program Budget with Attachment H1 – Program Budget to correct a typographical error, with no changes to the contract amount of \$573,482 or the contract period of July 1, 2022 through June 30, 2023.

(Presenter: Martha Zepeda, Deputy Executive Officer, 387-4438)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not require additional Discretionary General Funding (Net County Cost). The total contract amount of \$573,482 is funded by a one-time grant for Project Roomkey from the California Department of Social Services. Adequate appropriation and revenue have been included in the Office of Homeless Services' (OHS) 2022-23 budget.

BACKGROUND INFORMATION

On June 14, 2022 (Item No. 24), the Board of Supervisors (Board) approved Contract No. 22-415 with Step Up on Second Street, Inc. (Step Up), for the operation of Project Roomkey, the County's emergency sheltering program, to add isolation and quarantine capacity to California's shelter and housing inventory. Project Roomkey provides non-congregate shelter and options, including emergency food services, to people who are experiencing homelessness and are recovering from COVID-19, or have been exposed to COVID-19, a place to recuperate and properly quarantine outside of a hospital.

After approval by the Board, OHS discovered that the contract with Step Up contained a minor error in one of the attachments. After consultation with County Counsel, it was recommended to present an amendment to the Board for approval to make the necessary correction. Amendment No. 1 to Contract No. 22-415 with Step Up will replace Attachment H – Program Budget page, which contains a typographical error in the dollar amount of Program Administrative Costs and its subtotal, with the corrected Attachment H1 – Program Budget page. The replacement of Attachment H – Program Budget page with the corrected Attachment H1 – Program Budget

**Amendment to Contract with Step Up on Second Street, Inc. for Project
Roomkey
September 13, 2022**

page does not change the total program budget amount. All other terms and conditions of Contract No. 22-145 remain unchanged and in full force and effect.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on August 10, 2022; County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on August 10, 2022; Finance (Christopher Lange, Administrative Analyst, 386-8393) on August 19, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on August 24, 2022.

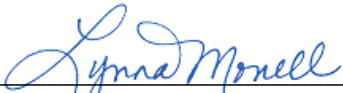
**Amendment to Contract with Step Up on Second Street, Inc. for Project
Roomkey
September 13, 2022**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 13, 2022



cc: CR-Hernandez w/agree
Contractor- C/O CR w/agree
File- w/agree
LA 09/26/2022