



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:** December 7, 2021  
**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:** George Chapjian, Director, (805) 568-2467  
**Contact Info:** Dinah Lockhart, Deputy Director, (805) 568-3523  
Laurie Baker, Grants and Program Manager (805) 568-3521  
**SUBJECT:** **Approve a Substantial Amendment to Santa Barbara County CDBG Urban County's 2021-22 Annual Action Plan and approve and execute Community Development Block Grant (CDBG) subrecipient agreements to implement projects approved by the Board of Supervisors on April 20<sup>th</sup>, 2021**

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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. Receive and file a staff report on the Santa Barbara County CDBG Urban County Partnership draft FY 2021-22 Annual Action Plan Substantial Amendment;
- B. Hear and consider public comments received on the draft FY 2021-22 Action Plan Substantial Amendment during the thirty (30) day public comment period, which began on November 6, 2021 and concludes at the end of today's public hearing on this item;
- C. Approve the Substantial Amendment to the FY 2021-22 Action Plan (Attachment A) and direct staff to submit the Substantial Amendment to HUD;
- D. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment B) in the amount of \$30,043 between the County and People Assisting the Homeless (PATH).

- E. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment C) in the amount of \$350,000 between the County and Good Samaritan Shelter.
- F. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment D) in the amount of \$114,194 between the County and Alpha Resource Center (ARC).
- G. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment E) in the amount of \$60,000 between the County and Child Abuse Listening and Mediation (CALM).
- H. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment F) in the amount of \$40,000 between the County and Habitat for Humanity.
- I. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment G) in the amount of \$40,000 between the County and Domestic Violence Solutions.
- J. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment H) in the amount of \$22,763 between the County and Santa Barbara Neighborhood Clinics.
- K. Approve and authorize the Chair of the Board to execute an Assignment and Assumption agreement for the Showers of Blessing CDBG program in the amount of \$15,749 with Interfaith Initiative of Santa Barbara County and Showers of Blessing Santa Barbara.
- L. Determine that the recommended actions are not the approval of a set of projects that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301, as they consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; and, additionally, that Recommended Actions A, B and C, are not the acceptance and approval of a project that is subject to environmental review under CEQA pursuant to section 15378(b)(4), finding that actions consist of 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.

**Summary Text:**

On April 20<sup>th</sup>, 2021, the Board of Supervisors approved the 2021-22 Action Plan (Plan) and directed staff to submit the Plan to HUD. The Plan included awards of CDBG funds to public services programs and capital projects. The capital projects listed under Recommended Actions D, E, F, G, H, I, and J of this staff report are “Board Contracts” that require signature by the Board chair and Clerk of the Board. A project on behalf of General Services, the Isla Vista Community Center Improvements, will be enabled through an interdepartmental Memorandum of Understanding between Community Services and General

Services and is not included in today's recommended board action. The funding for Cuyama Valley Recreation District listed in Table 1 below was approved by the Board through an amendment to an existing agreement on June 15, 2021.

As concerns today's board action related to approval of a 2021-22 Annual Action Plan Substantial Amendment, this action allocates \$22,736 in CDBG funds that had not been incorporated into the plan upon submittal to HUD. Pursuant to the Substantial Amendment approval, staff is allocating these funds in the amount of \$22,736 to the Santa Barbara Neighborhood Clinics for preliminary project work on its *Goleta Neighborhood Clinic Septic System Abandonment and Connection to Public Sewage Facility Project*, the Subrecipient Agreement of which is incorporated into this staff report as Recommended Action Item J.

On August 17, 2021, the Board of Supervisors executed a CDBG Public Services contract with the Interfaith Initiative of Santa Barbara County for the Showers of Blessing program. Due to the transfer of the Showers of Blessings program from the Interfaith Initiative of Santa Barbara County to a new 503(c)(3) organization, Showers of Blessing Santa Barbara, Staff has prepared an Assignment and Assumption agreement to permit the continued operation and funding of the program.

**Background:**

The County of Santa Barbara is the lead agency of the CDBG Urban County, which includes the County and the Cities of Buellton, Carpinteria, and Solvang. Each year, the CDBG Urban County receives an allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In November of 2020, HCD issued a Notice of Funding Availability (NOFA) to receive applications for FY 2021-22 CDBG funds. All CDBG applications were initially reviewed by CSD/HCD staff, with Capital Project applications subject to further review by the County's Capital Loan Committee during its February 11, 2021 meeting. At that time, the Capital Loan Committee made funding recommendations for consideration by the Board at its April 20<sup>th</sup>, 2021, public hearing.

The Board subsequently determined final funding allocations for eight (8) projects which staff has since incorporated into the FY 2021-22 Action Plan and submitted to HUD. HUD has approved the 2021-22 Action Plan and today's board action will enable project sponsors to implement their respective projects. With regard to the Santa Barbara Neighborhood Clinic Agreement, approval of the 2021-22 Action Plan Amendment accomplishes the dual purposes of: 1) allocating CDBG capital funds in the amount of \$22,763; and 2) allowing SBNC project planning in anticipation of additional CDBG or other funding to complete the project.

The Action Plan Amendment also includes HOME funding to Harry's House being developed by the County Housing Authority, which will come before the Board by separate Board Letter.

Table 1 below reflects all of the capital projects approved by the Board on April 20, 2021.

Table 1: List of 2021-22 CDBG Capital Projects

Organization	Project Description	Approved Amount/Contract Type
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Good Samaritan Shelter	Santa Maria Emergency Homeless Shelter Restroom and Shower Facilities Improvements and Renovation	\$350,000 Board Contract
People Assisting the Homeless (PATH)	Santa Barbara Emergency Shelter Telecommunications Infrastructure Improvements	\$30,043 Board Contract
Santa Barbara County General Services Department	Isla Vista Community Center Exterior Improvements	\$200,000 MOU
Alpha Resource Center	Cathedral Oaks Campus Restroom Facilities Improvements and Renovation	\$114,194 Board Contract
Cuyama Valley Recreation District	Modular Concession Stand and Restrooms	\$100,000 Board Contract
Child Abuse Listening and Mediation	Restroom Facilities Improvements	\$60,000 Board Contract
Domestic Violence Solutions	Emergency Shelter Kitchen Improvements	\$40,000 Board Contract
Habitat for Humanity Homeowner Repair Program	Funding to assist up to five (5) low-income homeowners with needed home repairs/improvements	\$40,000 Board Contract
Santa Barbara Neighborhood Clinics, Goleta Neighborhood Clinic Septic System Abandonment/Public Sewage Facility Connection	Planning grant for a proposed Santa Barbara Neighborhood Clinic project to abandon an existing septic tank sewage system and connect to the Goleta public sewage facility	\$22,763 Board Contract
<b>Total Funds Allocated to FY 2021-22 Capital Projects</b>		<b>957,000</b>

In addition to CDBG Capital projects, on April 20, 2021 the Board of Supervisors approved CDBG Public Services programs, and subsequently executed contracts on August 27, 2021. Subsequent to the approval of these contracts, the Interfaith Initiative of Santa Barbara County transferred all assets comprising the Showers of Blessing program to a newly formed 501(c)(3) organization, Showers of Blessing Santa Barbara. Pursuant to this, staff has prepared an Assignment and Assumption agreement transferring the existing CDBG Public Services contract for the Showers of Blessing program from the Interfaith Initiative of Santa Barbara County to Showers of Blessing Santa Barbara.

**Performance Measure:**

Exhibit A of the subrecipient agreements includes a detailed scope of work, and the projected number of persons or households who will benefit from the project. The subrecipients will report to HCD monthly on the progress to assure that they are meeting stated goals. Furthermore, the rate of CDBG expenditures is monitored by HCD to assure that projects are progressing in accordance to established timelines and HUD regulations.

Funds are provided to subrecipients on a reimbursement basis and HCD staff will ensure that projects expenses are allowable per CDBG and other federal regulations.

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

CDBG funds are allocated to the County on an annual basis from HUD. Federal CDBG funds are awarded to the County as grants. Twenty-percent (20%) of the CDBG grant may be used to cover County costs to administer the federal programs. County general funds are used for a portion of HCD administrative expenses.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			\$ 957,000.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 957,000.00

Narrative:

**Key Contract Risks:**

HUD holds the County accountable for ensuring that federal funds expended are for eligible costs and could require repayment by the County, with non-federal funds, for ineligible expenses. CSD will make payments to the subrecipient on a reimbursement basis and, to receive payment, the subrecipient must provide documentation that supports eligible expenditures that are consistent with the contract budget and federal regulations. If the subrecipient does not meet performance measures or federal regulations, the County may withhold funds or terminate the contract.

**Staffing Impacts:**

The federal programs are administered by existing HCD staff.

**Special Instructions:**

1. Please have the Board Chair sign two copies of the subrecipient agreement(s) (Attachment(s) B, C, D, E, F, G, and H) and Assignment and Assumption Agreement (Attachment I). Return one signature page of each agreement to Carlos Jimenez at HCD. Please call ext. 3529 for pick-up. A full copy of each agreement, with original signatures, may be retained by COB.
2. Please provide a copy of the Minute Order to [cjimenez@co.santa-barbara.ca.us](mailto:cjimenez@co.santa-barbara.ca.us) or place with agreements for pick up.

**Attachments:**

Attachment A: 2021-22 CDBG Action Plan Substantial Amendment  
Attachment B: Subrecipient Agreement with People Assisting the Homeless (PATH)  
Attachment C: Subrecipient Agreement with Good Samaritan Shelter (GOOD SAM)  
Attachment D: Subrecipient Agreement with Alpha Resource Center (ARC)  
Attachment E: Subrecipient Agreement with Child Abuse Listening and Mediation (CALM)  
Attachment F: Subrecipient Agreement with Habitat for Humanity (H4H)  
Attachment G: Subrecipient Agreement with Domestic Violence Solutions (DVS)  
Attachment H: Subrecipient Agreement with Santa Barbara Neighborhood Clinics (SBNC)  
Attachment I: Assignment and Assumption Agreement with Interfaith Initiative of Santa Barbara County and Showers of Blessing Santa Barbara  
Attachment J: April 20, 2021 Board Action Summary

**Authored by:**

Carlos Jimenez, Housing Program Specialist

**cc:**