



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:** November 7, 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 George Chapjian, Community Services Director (805) 568-2467  
Director(s)  
Contact Info: Joe Dzvonik, Deputy Director, Division of Housing and  
Community Development 805-568-3523  
Laurie Baker, Housing and Programs Manager (805) 568-3521  
**SUBJECT:** Approval of FY 2018, FY 2019, and FY 2020 Substantial Action Plan  
Amendments

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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 Substantial Amendments to the 2018-19, 2019-20, and 2020-21 Annual Action Plans (Action Plan Amendments) for submittal to HUD (Attachment A), which adds \$1,250,000 in federal HOME Investment Partnership Program (HOME) funds for the Polo Village Apartments Affordable Housing Development project (Polo Village).
- b) Determine that the recommended action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(4), finding that the action is 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 impact on the environment.

**Summary Text:**

Staff recommends that the Board of Supervisors approve and authorize County HCD to submit Substantial Amendments to fiscal years (FY) 2018, 2019, and 2020 Annual Action Plans to HUD which will add HOME funding for Polo Village.

**Background:**

On July 11, 2023, the Board of Supervisors approved, and executed where applicable, a Loan Agreement, Promissory Note, Deed of Trust, and Regulatory Agreement (County Loan Documents) that provided \$1,250,000 in uncommitted prior years federal HOME funds to Polo Village. The Board Letter for that action did not include in the recommended actions that the Board approve and authorize Action Plan Amendments for submittal to HUD adding those HOME funds to the FY 2018, FY 2019, and FY 2020 Annual Action Plans. Amendments to one or more Annual Action Plans are required by HUD when a new project is being funded.

In keeping with the County’s Citizen Participation Plan, a notice of the proposed Action Plan Amendments was published in newspapers of general circulation countywide, beginning on March 31 and ending with the Board hearing on July 11. No public comment was received. To date, the County has not provided reimbursement for any expenses under the Polo Village agreement.

Staff recommends that the Board approve submittal of the Action Plan Amendments to HUD to add previously-approved funding for Polo Village.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: N/A

**Fiscal Analysis:**

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

**Key Contract Risks:**

N/A

**Staffing Impacts:**

N/A

**Special Instructions:**

1. Please return one copy of the Minute Order to James Francis at [jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org).

**Attachments:**

- A) Substantial Amendments to the 2018, 2019, and 2020 Annual Action Plans
- B) July 11, 2023 Board Letter for approval of Polo Village Loan Agreements
- C) July 11, 2023 Minute Order

**Authored by:**

James Francis, Senior Housing Programs Specialist