



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
Department No.: 057
For Agenda Of: March 12, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Jesús Armas, Community Services Director (805) 568-2467
Director(s) Joe Dzvonic, Deputy Director, Division of Housing and
Community Development 805-568-3523
Contact Info: Laurie Baker, Housing and Programs Manager (805) 568-3521
SUBJECT: Approval and Execution of Amendment to Community Development Block
Grant (CDBG) Subrecipient Agreement with Girls Inc. of Carpinteria (D1)

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 a First Amendment to the CDBG Subrecipient Agreement between the County and Girls Incorporated of Carpinteria (First Amendment, Attachment A) providing additional CDBG funding in the amount of \$35,000 to cover project management costs for the Girls Incorporated Kitchen Renovation project.
- b) Find that this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301, subdivision (d) of the CEQA Guidelines, as the project consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and direct staff to file a Notice of Exemption on that basis.

Summary Text:

The CDBG Subrecipient Agreement between the County of Santa Barbara and Girls Incorporated of Carpinteria (Girls Inc.) provides funding for renovation of Girls Inc.'s commercial kitchen facility. This First Amendment to the CDBG Subrecipient Agreement would increase funding under the agreement by an amount of \$35,000, to cover additional costs relating to project management. If approved, the amended total for the CDBG Subrecipient Agreement will be \$335,000.

Background:

Each year, Girls Inc. provides out-of-school programs to approximately 450 girls attending Carpinteria Unified School District, most of whom come from low-income households. Its commercial kitchen facilities, located on site at its facility at 5315 Foothill Road, Carpinteria, provide nutrition to girls attending on-site activities and are also used for hands-on learning activities.

On August 22, 2023, the Board of Supervisors approved execution of a CDBG Subrecipient Agreement with Girls Inc. in the amount of \$300,000 (Subrecipient Agreement) for rehabilitation of its kitchen, including demolition of existing space, installation of plumbing, electrical, and utility upgrades, and installation of new commercial appliances, cabinets, countertops, and storage space (Project). Design work on the Project began in late 2023, and a solicitation for construction bids was published in February 2024. Due to the size and scope of the Project, it became apparent in early 2024 that Girls Inc. would require an outside project manager to assist in compliance with CDBG funding requirements and ensuring timely and successful Project completion. Amending the Subrecipient Agreement to provide \$35,000 in additional funding will allow retention of a project manager.

Performance Measure:

County Housing and Community Development Division (HCD) staff will monitor construction progress to ensure that the Project is in line with its scope of work, schedule, and budget. Funds are disbursed on a cost-reimbursement basis with supporting documentation confirming cost eligibility and compliance with funding regulations. Staff conducts annual monitoring of facilities assisted with CDBG funds for the HUD-required five-year minimum period.

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes

These funds are budgeted through the County’s annual allocation of CDBG funds. The County has sufficient unallocated CDBG funds to award \$35,000 under this First Amendment.

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			\$ 35,000.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 35,000.00

Key Contract Risks:

HUD could require the County to repay CDBG funds expended for ineligible expenses with non-federal funds. The Subrecipient Agreement specifies HUD-eligible expenses, and County staff will review each payment request submitted by Girls Inc. to ensure that expenses incurred were for eligible costs. CDBG funds will be provided to Girls Inc. on a reimbursement basis. County staff will conduct periodic monitoring to ensure that the Project is being administered in accordance with CDBG regulatory requirements.

Staffing Impacts: HCD staff will administer the Subrecipient Agreement and monitor the use of the facility for approved purposes for a period of five years after completion of the Project.

Special Instructions:

1. Please execute two originals of the First Amendment (Attachment A). Retain one original for COB records, and return one original to James Francis. Call for pickup at 83549.
2. Please return one copy of the Minute Order to James Francis at jfrancis@countyofsb.org.

Attachments:

A: First Amendment to CDBG Subrecipient Agreement with Girls Incorporated of Carpinteria

Authored by:

James Francis, Senior Housing Programs Specialist