



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:** Social Services  
**Department No.:** 044  
**For Agenda Of:** February 28, 2023  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Daniel Nielson, Social Services Director  
Director(s) (805) 346-7101  
Contact Info: Luis F. Servin, Executive Director, Workforce Development Board  
(805) 614-1543  
**SUBJECT:** Resolution for Authorization to Accept State Funding for Farmworker Resource Center Grant

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt a Resolution regarding the State of California, Department of Community Services and Development (CSD) Farmworker Resource Center (FRC) Grant Program funds to develop resource centers and programs designed to address the needs of farmworkers and their families (Attachment A);
- b) Approve Budget Journal Entry No. 0008748 to increase appropriations in the amount of \$475,000 in the Social Services Department, WIOA-WDB Fund for Salaries and Employee Benefits, Services and Supplies, and Capital Assets funded by FRC grant funds from CSD and an operating transfer from the General Fund (Attachment C);
- c) Adopt an amendment to the Salary Resolution allocating three (3) additional full-time positions to the Department of Social Services's authorized position allocations effective March 6, 2023 (Attachment D); and
- d) Determine that the approval of the recommended action is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b), since the recommended action is a government administrative activity which does not involve

commitment to any specific project which may result in potentially significant physical impact on the environment.

**Summary Text:**

The State of California, Department of Community Services and Development (CSD) awarded the Department of Social Services (DSS) a grant for \$833,000 under the Farmworker Resource Center (FRC) Grant Program. The Santa Barbara County Workforce Development Board (WDB), under the DSS umbrella, will implement the FRC grant-funded program. The recommended actions authorize the acceptance of the grant and execution of the grant agreement and all documents pertaining to the grant. Additionally, the recommended actions increase budget appropriations in DSS for grant-related expenditures incurred in FY 2022-23 and allocate additional positions for the implementation of the FRC grant-funded program.

**Background:**

On September 21, 2021, Governor Newsom signed Assembly Bill (AB) 941 (Bennet, Chapter 203) into law, establishing the FRC Grant Program. AB 941 provides California counties the opportunity to help create farmworker resource centers to assist farmworkers in navigating public agencies, receiving information regarding wage and hour laws, health and safety laws, resolving workplace disputes, and pursuing other legal rights. The bill provides \$3 million annually to assist farmworkers in the unique challenges related to housing, employment, public health, and other basic needs. Farmworker Resource Centers funded under this grant are intended to provide information and access to services that address the needs of farmworkers and their families. DSS will be allocated funds to assist in those efforts in Santa Barbara County.

On November 15, 2022, CSD released the Notice of Funding Availability (NOFA) which outlined the goals and objectives, required activities, and suggested characteristics of a successful center.

On November 29, 2022, your board approved and directed that the DSS oversee the application and project implementation, if awarded funds. Furthermore, your board authorized the County Executive Officer to commit \$208,250 from local general fund dollars for the required local match funding to support the FRC. Subsequently, DSS, in conjunction with the Public Health Department, responded to the NOFA and submitted the detailed application.

On January 12, 2023, Luis Servin, Director of the WDB, received notification of the FRC grant award in the amount of \$833,000. Santa Barbara County was one of three entities awarded grants through this competitive process. As the NOFA stresses, grantees must be ready and able to begin work on the first day of the contract term February 15, 2023.

As a requirement to accept the allocation, awardees must submit a signed Resolution to CSD, which is the primary reason this item is before your board today.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Total One-Time Project Cost</b>
State	\$ 370,000.00	\$ 463,000.00	\$ 833,000.00
General Fund - Matching Funds	92,500.00	115,750.00	208,250.00
General Fund - Administration Support	12,500.00	28,045.00	40,545.00
<b>Total</b>	<b>\$ 475,000.00</b>	<b>\$ 606,795.00</b>	<b>\$ 1,081,795.00</b>

**Narrative:**

The CSD awarded DSS \$833,000 in grant funds to implement the FRC Grant Program. DSS must provide matching funds in an amount equal to 25 percent of the award, or \$208,250, during the grant term of February 15, 2023 through May 15, 2024. CSD will reimburse DSS for approved and allowable expenditures incurred for program and administrative activities on a quarterly basis; costs for administrative activities cannot exceed 15 percent of the total budget, or \$1,041,250, which is the sum of the award and matching funds. As the funds available for administration will not fully offset DSS’s costs based on its certified indirect cost rate, additional General Fund support totaling \$40,545 has been budgeted.

DSS projects to incur \$475,000 in grant-related expenditures through June 30, 2023. The budget revision request (BJE No. 0008748) will increase appropriations for Salaries and Employee Benefits, Services and Supplies, and Capital Assets; grant funds and an operating transfer from the General Fund—as matching funds and administration support—will offset this increase. DSS will build appropriations for the balance in its FY 2023-24 budget.

The total budget for the FRC Grant Program includes the salaries and employee benefit costs for three positions—two full-time Career Employment Specialists and one full-time Department Business Specialist who will function as the Program Coordinator. DSS will absorb these positions at the end of the grant term.

**Key Contract Risks:**

None

**Staffing Impacts:**

**Legal Positions:**  
Add 3

**FTEs:**  
Add 3.0

**Special Instructions:**

Please scan and send two (2) duplicate original Resolution, and a copy of the minute order to:  
 DSS Contracts Unit  
 C/O Emma Duncan  
 2125 S. Centerpointe Parkway, 3<sup>rd</sup> Floor  
 Santa Maria, CA 93455  
[e.duncan@countyofsb.org](mailto:e.duncan@countyofsb.org)

**Attachments:**

1. Attachment A – Resolution – CSD – Farmworker Resource Center Grant Program
2. Attachment B – CSD 2023 Farmworker Resource Center Grant Contract

3. Attachment C – Budget Journal Entry No. 0008748
4. Attachment D – Amendment to Salary Resolution

**Authored by:**

Luis F. Servin, Executive Director, Workforce Development Board  
Emma Duncan, Purchasing and Contracts Supervisor