



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 11, 2018  
**Placement:** Administrative  
**Estimated Tme:** 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) 568-3407  
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523  
Laurie Baker, Grants and Program Manager (805) 568-3521  
**SUBJECT:** Approve and execute Community Development Block Grant (CDBG)  
Bridgehouse Leach Field Replacement Project  
(Supervisorial District 4)

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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 the Chair of the Board to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment A) between the County and Good Samaritan Shelter in the amount of \$25,000 for the Bridgehouse Leach Field Replacement Project approved by the Board on October 16, 2018.
- B. Consider the environmental effects of the project as shown in the Notice of Exemption (Attachment C) and find that pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15162, no substantial changes are proposed, and there are no substantial changes in circumstances or new information of substantial importance regarding significant impacts or feasibility of mitigation measures and alternatives, and therefore approval of the Recommended Actions are within the scope of the attached Notice of Exemption.

**Summary Text:**

On October 16, 2018, the Board of Supervisors approved an award of CDBG funds to implement a capital project to replace the leach field servicing the septic system of the Bridgehouse family shelter. The Board Action Summary is attached as Attachment B.

The Community Services Department (CSD) Division of Housing and Community Development (HCD) has drafted a subrecipient agreement for the project that requires execution by the Board Chair

(Attachment A). A detailed Scope of Work for the project is included in Exhibit A of the subrecipient agreement.

**Background:**

Good Samaritan Shelter, located in the unincorporated Lompoc Valley, informed County HCD that the leach field servicing the septic system of the Bridgehouse family shelter is failing and in urgent need of replacement. The Bridgehouse property houses approximately 90 clients. The existing leach field will be abandoned and a new leach system will be installed adjacent to the existing. Until a new system is in place, the existing septic tank will need to be pumped frequently to allow for continued use.

The Bridgehouse facility is a County-owned building. Under a 2015 License Agreement, Good Samaritan Shelter Inc. (Good Samaritan) is the licensee and operator of the Bridgehouse facility as a homeless shelter until 2022. The CDBG Subrecipient Agreement will be between the County and Good Samaritan.

On October 16, 2018, the Board of Supervisors approved a Substantial Amendment to the FY 2018-19 Action Plan that added the use of up to \$25,000 in federal CDBG funds for project costs toward the Good Samaritan Shelter leach field replacement project. The Board also approved the award of CDBG funds to implement the capital project and directed staff to finalize a Subrecipient Agreement and return to the Board for approval and execution.

**Performance Measure:**

Exhibit A of the subrecipient agreement includes a detailed scope of work, and the projected number of persons or households who will benefit from the project. The Good Samaritan Shelter will report to HCD monthly on the progress of the project to assure that it is progressing in a timely and satisfactory manner.

**Key Contract Risk:**

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.

**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<br/>On-going Cost:</u></b> | <b><u>Total One-Time<br/>Project Cost</u></b> |
|-------------------------------|--------------------------------|---|---|
| General Fund                  |                                |   |   |
| State                         |                                |   |   |
| Federal                       |                                |   | \$ 25,000.00                                  |
| Fees                          |                                |   |   |
| Other:                        |                                |   |   |
| Total                         | \$ -                           | \$ -  | \$ 25,000.00                                  |

**Staffing Impacts:**

The federal programs are administered by existing HCD staff.

**Special Instructions:**

1. Please have the Board Chair sign one signature page of the subrecipient agreement (Attachment A). One copy of the Agreement, with original signatures, may be retained by COB.
2. Please return one certified copy of the executed agreement to Matt Kropke at HCD. Please call ext. 3533 for pick-up.
3. Please provide a copy of the Minute Order to [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) or place with agreements for pick up.

**Attachments:**

Attachment A: Subrecipient Agreement with Good Samaritan Shelter

Attachment B: 10/16/18 Board Action Summary

Attachment C: Notice of Exemption