



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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Community Services  
**Department No.:** 057  
**Agenda Date:** June 24, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): Jesús Armas, Community Services Director   
Contact: Joe Dzvonik, Assistant Director  
Lucille Boss, Housing Programs Manager  
**SUBJECT:** Approval of: Subrecipient Agreements and Funding Commitment Letters

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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, pursuant to the funding recommendations approved by the Board on May 13, 2025, to execute the following State of California Permanent Local Housing Allocation (PLHA) Subrecipient Agreements (Attachments A-H) between the County and the Subrecipients:
  - i. \$100,000 to CommUnify for the Seniors Safe at Home project (Attachment A)
  - ii. \$120,000 to Habitat for Humanity of Southern Santa Barbara County for their Home Repair Program (Attachment B)
  - iii. \$175,000 to Community Action Partnership of San Luis Obispo County, Inc. for their Home Repair Program (Attachment C)
  - iv. \$100,000 to the Housing Authority of the County of Santa Barbara for Supportive Services Case Managers (Attachment D)
  - v. \$100,000 to Good Samaritan Shelter for its Housing and Disability Assistance Program (Attachment E)
  - vi. \$150,000 to People’s Self Help Housing for their Down Payment Assistance program (Attachment F)
  - vii. \$150,000 to the Housing Trust Fund of Santa Barbara County for their Workforce Homebuyer Program (Attachment G)

- b) Approve and authorize the Director of the Community Services Department, pursuant to the funding recommendations approved by the Board on May 13, 2025 to execute the following State of California PLHA Funding Commitment Letter (Attachment H) between the County and the Subrecipient:
  - i. \$453,700 to People’s Self Help Housing for Heritage View (Attachment H)
- c) Approve and authorize the Chair of the Board, pursuant to the FY 2025-26 Annual Action Plan approved by the Board on May 13, 2025, to execute the following Community Development Block Grant Public Services (CDBG PS) Subrecipient Agreements (Attachments I-M) between the County and the Subrecipients:
  - i. \$70,000 to CALM Inc. for Parent Child Treatment (Attachment I)
  - ii. \$50,000 to Good Samaritan Shelter for Freedom Warming Centers (Attachment J)
  - iii. \$30,000 to Channel Islands YMCA for Noah’s Anchorage Crisis Shelter (Attachment K)
  - iv. \$7,300 to United Boys and Girls Clubs of Santa Barbara County for Carpinteria Unit (Attachment L)
  - v. \$7,300 to People’s Self-Help Housing Corporation for Camino Scholars & College Club (Attachment M)
- d) Approve and authorize the Chair of the Board, pursuant to the funding recommendations approved by the Board on May 13, 2025 to execute the following Human Services Commission General Fund (HSC GF) Subrecipient Agreements (Attachments N-FF) between the County and the Subrecipients:
  - i. \$110,000 to NBCC for Safe Parking and Rapid Rehousing (Attachment N)
  - ii. \$105,000 to Good Samaritan Shelter for Emergency Shelter (Attachment O)
  - iii. \$70,000 to Savie Health Corp. for Primary care and improvement to health (Attachment P)
  - iv. \$57,500 to Partners in Housing Solutions, Inc. for Partners in Housing Solutions, Inc. (Attachment Q)
  - v. \$52,500 to Santa Barbara Neighborhood Clinics for Health Safety Net (Attachment R)
  - vi. \$52,500 to Foodbank of Santa Barbara County for Warehouse Operations (Attachment S)
  - vii. \$52,500 Santa Ynez Valley Senior Citizens Foundation for Senior Food Program & Meals on Wheels (Attachment T)
  - viii. \$52,500 to Family Service Agency of Santa Barbara County for Senior Services (Attachment U)
  - ix. \$52,500 to Community Action Partnership of San Luis Obispo County, Inc. for Health Care on Wheels (Attachment V)
  - x. \$37,500 to Meals on Wheels - Santa Maria Valley, Inc. for Meals on Wheels - Santa Maria Valley (Attachment W)
  - xi. \$30,000 to Legal Aid Foundation of Santa Barbara County for Family Violence Prevention Program (Attachment X)
  - xii. \$26,250 to Standing Together to End Sexual Assault for Standing Together to End Sexual Assault (Attachment Y)
  - xiii. \$25,000 to North County Rape Crisis and Child Protection Center for North County Rape Crisis and Child Protection Center (Attachment Z)
  - xiv. \$25,000 to Hospice of Santa Barbara for Support for Marginalized Patients with a Life-Threatening Illness (Attachment AA)

- xv. \$25,000 to Sarah House Santa Barbara for Sarah House: Final Home & Hospice Care (Attachment BB)
  - xvi. \$25,000 to United Boys and Girls Clubs of Santa Barbara County for Buellton Unit (Attachment CC)
  - xvii. \$25,000 to Santa Ynez Valley Senior Citizens Foundation for Senior Medical Transportation (Attachment DD)
- e) Approve and authorize the Chair of the Board, pursuant to the FY 2025-26 Annual Action Plan approved by the Board on May 13, 2025, to execute the following Community Development Block Grant Capital (CDBG Capital) Subrecipient Agreement (Attachment EE) between the County and the Subrecipient:
- i. \$206,153 to Community Action Partnership of San Luis Obispo County for a Homeowner Minor Home Repair Program (Attachment EE)
- f) Approve and authorize the Director of the Community Services Department, pursuant to the FY 2025-26 Annual Action Plan approved by the Board on May 13, 2025, to execute the following Community Development Block Grant Capital (CDBG Capital) Funding Commitment Letters (Attachments FF-II) between the County and the Subrecipients:
- i. \$629,200 to the City of Carpinteria for the Franklin Creek Trail Safety and Accessibility Improvements Project (Attachment FF)
  - ii. \$360,000 to CommUnify for the Brisa Encina Head Start Project (Attachment GG)
  - iii. \$538,111 to Good Samaritan Shelter for the Hedges House of Hope Rehabilitation Project (Attachment HH)
- g) Approve and authorize the Director of the Community Services Department, pursuant to the FY 2025-26 Annual Action Plan approved by the Board on May 13, 2024, to execute the following HOME Investment Partnership (HOME) Funding Commitment Letter (Attachment II) between the County and the Subrecipients:
- i. \$1,000,000 to Housing Authority of the County of Santa Barbara for Perkins Place (Attachment II); and
- h) Determine that the above recommended actions are not the approval of projects that are subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), finding that the actions are not projects as they are 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 impact on the environment.

**Summary Text:**

On May 13, 2025, the Board of Supervisors (Board) approved funding awards to forty (40) subrecipients for Federal, State, and locally-funded programs, projects and developments. Pursuant to these funding awards, the Community Services Department (CSD) has prepared Subrecipient Agreements to be executed by the Board Chair and Funding Commitment Letters to be executed by the Director of CSD (Attachments A-KK).

**Discussion:**

N/A

**Background:**

In accordance with HUD requirements, the County developed a five-year Consolidated Plan to guide all community development funds (CDBG and HOME) allocated to the County by HUD. Each year, the County prepares an Annual Action Plan that implements the Consolidated Plan goals and includes projects utilizing CDBG and HOME funds. In addition to funding addressed in the Consolidated Plan, the Community Services Department administers State PLHA and Human Services Commission (HSC) funding, with goals and actions that align with the Consolidated Plan. Following the funding recommendations approved by the Board on May 13, 2025, Subrecipient Agreements and Funding Commitment Letters were prepared, and are before the Board for approval today.

**Performance Measures:**

Subrecipients are required to report on the number of persons served, their income level, and other demographic information on a quarterly basis. Subrecipients must also provide documentation supporting expenditures of agency funds and confirm cost-eligibility of expenses subject to reimbursement with state and federal funds. For capital and housing development projects, CSD staff monitors construction progress to ensure the project is in line with the scope of work, schedule, and budget as established in the agreement. Funds are allocated on cost-reimbursement basis with associated supporting documentation confirming cost-eligibility and compliance with funding regulations. CSD staff monitors the performance of all subrecipients, and conducts annual monitoring of facilities improved with state and federal funds for a five-year minimum use period.

In addition, the County would be held liable if it, or any provider to which it grants funds is found to be non-compliant with respect to applicable requirements. The subrecipients have track records of having successfully operated state- and federally-funded projects in the past which have had similar regulatory and administrative requirements. The County will only reimburse subrecipients for costs that are actually incurred, eligible for reimbursement under the appropriate agreements, and documented in a manner acceptable to CSD.

**Contract Renewals:**

Consistent with past practice, CDBG Public Services and HSC GF agreements will note the CSD Director is authorized to approve at their discretion and execute amendments to renew the agreements for FY 2026-2027; this renewal is subject to continued appropriation of grant funds and grantee's satisfactory performance.

**Fiscal and Facilities Impacts:**

It should be noted that compared to prior years, there is a greater degree of uncertainty with regard to funding levels for both the CDBG and HOME programs. The funding levels recommended in this Letter reflect best available information, but final amounts remain unknown at this time.

If the actual amount of CDBG Public Services funding awarded is less than projected here, the deduction in funding will be divided equally among the organizations; and, if the actual amount of CDBG Public Services funding awarded is greater than projected here, the additional funds will be dedicated to future CDBG Capital projects. If the actual amount of CDBG Capital funding awarded is less than projected, uncommitted funds (from prior year CDBG Capital awards) can be utilized. If the actual HOME funding amount is less than projected, uncommitted funds and estimated program income from previous years in HOME funding can be utilized.

If current federal funding review processes determine that a significant reduction of funding should occur in any of these sources, the most impacted category of recommended allocations would be CDBG Capital Projects. All other funding source allocations can be addressed either by previous year reserves or other funding sources. In response to any significant loss in CDBG Capital Projects for the coming fiscal year, however, staff would reconvene the Capital Loan Committee and Human Services

Commission to reevaluate all projects funded by this source within the scope of the new, reduced amount.

County HCD retains 10% of HOME and 20% of CDBG funds for respective program administration. The cost of preparing the Action Plan and related documents are included in HCD’s annual budgets. CSD assumes responsibility for the administration of PLHA and HSC funds in accordance with all local, federal and state requirements governing the use of such funds.

**Fiscal Analysis:**

<b>Funding Source</b>	<b>FY 2025-26</b>
General Fund: HSC	\$955,000
State: PLHA Activity 1	\$453,700
State: PLHA Activity 2	\$345,000
State: PLHA Activity 9	\$300,000
State: PLHA Activity 6	\$200,000
Federal: HOME	\$3,511,030
Federal: CDBG Capital	\$802,311
Federal: CDBG Public Services	\$163,726
<b>Total</b>	<b>\$6,730,767</b>

**Staffing Impacts:**

N/A

**Special Instructions:**

After Board action, please return the following to Lucille Boss via e-mail at [LBoss@countyofsb.org](mailto:LBoss@countyofsb.org):

1. Executed Subrecipient Agreements
2. Minute Order

**Attachments:**

**Attachment A** – CommUnify\_PLHA

**Attachment B** – Habitat\_PLHA

**Attachment C** – CAPSLO\_PLHA

**Attachment D** – HASBARCO\_PLHA

**Attachment E** – GSS HDAP\_PLHA

**Attachment F** – PSHH DPA\_PLHA

**Attachment G** – HTF\_PLHA

**Attachment H** – PSHH HV\_PLHA

**Attachment I** – CALM\_CDBG PS

**Attachment J** – GSS FWC\_CDBG PS

**Attachment K** – CIYMCA\_CDBG PS

**Attachment L** – UBGC\_CDBG PS

**Attachment M** – PSHH CS\_CDBG PS

**Attachment N** – NBCC SPP\_HSC

**Attachment O** – GSS ES\_HSC

**Attachment P** – SH\_HSC

**Attachment Q** – PIHS\_HSC

**Attachment R** – SBNC\_HSC

**Attachment S** – FB\_HSC

**Attachment T** – SYVSC MOW\_HSC

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**Attachment U** – FSA\_HSC

**Attachment V** – CAPSLO\_HSC

**Attachment W** – SMV MOW\_HSC

**Attachment X** – LAF\_HSC

**Attachment Y** – STESA\_HSC

**Attachment Z** – NCRCC\_HSC

**Attachment AA** –HSB\_HSC

**Attachment BB** – SH\_HSC

**Attachment CC** – UBGC\_HSC

**Attachment DD** – SYVSC\_HSC

**Attachment EE** – CAPSLO\_CDBG Cap

**Attachment FF** – Carp Franklin\_CDBG Cap

**Attachment GG** – CommUnify BE\_CDBG Cap

**Attachment HH** – GSS Hedges\_CDBG Cap

**Attachment II** –HASBARCO Perkins\_HOME

**Contact Information:**

Lucille Boss

Housing Programs Manager

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