



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.: 055
For Agenda Of: March 24, 2020
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: George Chapjian, Director
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Laurie Baker, Grants and Program Manager (805) 568-3521
SUBJECT: Approve and execute a Third Amendment extending the term of a Community Development Block Grant (CDBG) Subrecipient Agreement with Cuyama Valley Recreation District (Supervisorial District 5)

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 Third Amendment (Attachment A) extending the term of a CDBG Subrecipient Agreement (Agreement) between the County and the Cuyama Valley Recreation District (CVRD) until March 31, 2021 and delegating authority to the Community Services Director to extend the term for up to an additional 6 months;
- B. Determine that the recommended actions are not the approval of a project that is 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 a project 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 November 14, 2017, the Board of Supervisors executed an Agreement with CVRD awarding \$341,000 of CDBG funds to carry out Park Improvements (Project). The Project consisted of two phases: 1) The purchase and installation of a skate ramp and, 2) The purchase and installation of a modular concession stand and restroom facilities to service the ball park. The skate ramp was completed in 2018. The second

phase of the project remains to be completed, which necessitates an extension of the contract term for another year to March 31, 2021. In addition, staff will return to the Board at a later date for approval of the 2020 Action Plan and substantial amendments to prior years' Action Plans to award CDBG grants to capital projects pursuant to the annual Notice of Funding Availability (NOFA) process. Staff anticipates recommending additional funds to this Project.

Background:

On July 11, 2017 the Board of Supervisors approved the FY 2017-18 Action Plan, which included the Project. The Project consists of purchase and installation of a skate ramp, as well as site design, procurement and installation of a prefabricated, modular concession stand and restroom facility. The skate ramp Project (Phase 1) has been completed.

The procurement and placement of the modular concession stand and restroom facility (Phase 2) encompasses a higher level of project management and includes: site planning, engineering, construction of a concrete pad, location of existing utilities and tie-in to the modular structure, procurement of contractors, and management and oversight of construction requirements and activities. This presented greater-than-anticipated challenges for the part-time CVRD General Manager, who only works two days-per-week and has other community responsibilities.

HCD staff worked with the CVRD General Manager in identifying and engaging a third-party project management consultant who can assist in implementing and expediting the Project. The consultant reviewed the Project scope and budget and identified a need for additional project funding in the amount of \$58,485 to complete the Project. Staff will be returning the Board on or around May 5, 2020 to request additional funding for this project and approval of a Substantial Amendment to the County's 2019-20 Annual Action Plan.

However, the term of the current contract expires on March 30, 2020: extending the term allows Project work to continue uninterrupted and provides assurance that it will be completed in a timely manner.

Performance Measure:

The subrecipient reports to HCD monthly on program/project progress to assure that they are meeting stated goals. Furthermore, the rate of CDBG expenditures is monitored by HCD to assure that programs and projects are progressing in accordance to established timelines and HUD regulations. The extension of the Agreement to March 31, 2021 will not inhibit the ability of the County to maintain and meet HUD's expenditure deadlines.

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 the subrecipient must provide documentation that supports eligible expenditures 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. Real property improved, in whole or in part with CDBG funds, must continue to meet a CDBG National Objective for a period of at least five years. Failure to meet the five-year period may result in County repayment of the CDBG funds expended plus a percentage of the increase in market value attributable to the investment of CDBG funds. HCD monitors the financial condition and the use of real property for the duration of the required periods.

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 and up to fifteen-percent (15%) may be awarded to public services programs. County general funds are used for a portion of HCD administrative expenses; however, no County funds are being used to fund the approved projects.

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	\$ -	\$ -	\$

Staffing Impacts:

The federal programs are administered by existing HCD staff.

Special Instructions:

1. Please have the Board Chair sign the Third Amendment with CVRD (Attachment A). The Amendment, with original signatures, may be retained by COB.
2. Please return one certified copy of the executed Third Amendment (Attachment A) to Carlos Jimenez at HCD. Please call ext. 3529 for pickup.
3. Please provide a copy of the Minute Order to cjimenez@co.santa-barbara.ca.us.

Attachments:

Attachment A: Third Amendment to CDBG Agreement

Authored by:

Carlos Jimenez, Senior Housing Program Specialist
cc: Laurie Baker, Grants and Program Manager

Attachment A
Third Amendment to CDBG Agreement