



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: August 22, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department George Chapjian, Community Services Director (805) 568-2467
Director(s)
Contact Info: Laurie Baker, Grants & Program Manager (805) 568-3521
SUBJECT: Approval of Action Plan Amendments and Execution of CDBG Subrecipient Agreement with Girls Inc. of Carpinteria

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 a Substantial Amendment to the 2022-23 Annual Action Plan (FY 2022 Action Plan Amendment) for submittal to HUD (Attachment A), which removes \$280,000 in federal Community Development Block Grant (CDBG) funds for the Bridgehouse Utility Extension project, and adds \$300,000 in federal CDBG funds for the Girls Inc. of Carpinteria Kitchen Rehabilitation project.
- b) Approve and authorize a Substantial Amendment to the 2023-24 Annual Action Plan (FY 2023 Action Plan Amendment) for submittal to HUD (Attachment A), which removes \$300,000 in federal CDBG funds for the Girls Inc. of Carpinteria Kitchen Rehabilitation project, and adds \$280,000 in federal CDBG funds for the Bridgehouse Utility Extension project.
- c) Approve and authorize the Chair of the Board to execute a CDBG Subrecipient Agreement (Attachment B) in the amount of \$300,000 between the County and Girls Incorporated of Carpinteria, a California nonprofit public benefit corporation (Girls Inc.), and delegate to the Director of the Community Services Department authority to approve and execute amendments on behalf of the County to make any one or more of the following changes:
 - i. Revisions to the amounts in each budget line item, provided that the overall amount of the CDBG funds is not increased, and additions to or deletions of line items in the budget, provided that all expenditures are eligible under the CDBG Program

- ii. Administrative changes to the Agreement that are necessary in order to conform with federal, state, or local governmental laws and regulations
 - iii. Changes extending the length of the contract term up to a maximum of six months
- d) Determine that the recommended actions are exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(4), finding that the actions are 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: The County of Santa Barbara receives annual Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD), which is administered by the County's Community Services Department, Housing and Community Development Division (CSD/HCD). This item is before the Board to swap the timing of two CDBG-funded projects, based on readiness to begin construction. On May 2, 2023, the Board of Supervisors approved an amendment to the County's FY 2022 Action Plan awarding CDBG funds to the County's General Services Department (General Services) for a utility extension project to serve Bridgehouse homeless shelter near Lompoc, and approved an award of CDBG funds in its FY 2023 Action Plan to Girls Inc. for renovations of its Carpinteria kitchen facilities. Staff recommends amending the FY 2022 and FY 2023 Action Plans to instead fund the Girls Inc. kitchen renovation project under the FY 2022 Action Plan and the Bridgehouse utility extension project under the FY 2023 Action Plan. This will allow Girls Inc. to begin renovation of its kitchen facilities in the Fall of 2023, and allow General Services additional time to plan and design the Bridgehouse utility extension project.

Background:

The County of Santa Barbara serves as lead agency for the local CDBG Urban County, which includes the County and the cities of Buellton, Carpinteria, and Solvang. On May 2, 2023, the Board of Supervisors approved the FY 2023 Annual Action Plan, which included \$300,000 in CDBG funding to be used by Girls Inc. of Carpinteria for renovation of their kitchen facilities. Girls Inc. will use the renovated kitchen to provide improved nutritional access to its predominantly low-income after-school and summer program participants. The renovations will also allow the kitchen to be used for hands-on learning activities. In the same action, the Board also approved a Substantial Amendment to the FY 2022 Annual Action Plan, awarding \$280,000 in previously unallocated CDBG funding to General Services for a water and wastewater utility extension project to serve the Bridgehouse shelter located in the unincorporated County near Lompoc.

The Bridgehouse project is currently undergoing a Feasibility Study. CSD/HCD and General Services staff determined that CDBG funds will be held in reserve until the construction phase of that project, which is not expected to begin until later in the year and after the County receives its FY 2023 CDBG allocation (approximately November 2023). Therefore, the Bridgehouse project will be funded with future FY 2023 funds.

Conversely, Girls Inc. has indicated to CSD/HCD staff that its Kitchen Renovation project is ready to begin in August of 2023. FY 2023 funds are not yet available. However, the use of prior-year uncommitted CDBG funds would allow work on the Girls Inc. Kitchen Renovation project to begin sooner.

Recommended Actions A and B would amend the FY 2022 Action Plan to fund the Girls Inc. project now, and amend the FY 2023 Action Plan to fund the Bridgehouse project at a future date without jeopardizing the Bridgehouse project’s timeline.

Recommended Action C would entail approval and execution of a CDBG Subrecipient Agreement with Girls Inc. of Carpinteria in the amount of \$300,000 for completion of its Kitchen Renovation project, pursuant to the Board’s approval of the funding on May 2, 2023.

Notice of these recommendations (Attachment C) was published in five newspapers of general circulation between July 21 and July 26, in keeping with the Urban County’s Citizen Participation Plan.

Performance Measure:

HCD staff will monitor construction progress to ensure that the projects are in line with their respective scopes of work, schedules, and budgets. Funds are allocated on a cost-reimbursement basis with associated 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 use period.

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes **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 | | | \$ 300,000.00 |
| Fees | | | |
| Other: | | | |
| Total | \$ - | \$ - | \$ 300,000.00 |

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 program is being administered in accordance with CDBG regulatory requirements.

Staffing Impacts: HCD staff will administer the Subrecipient Agreement.

Special Instructions:

1. Please execute two originals of the Agreement (Attachment B). Retain one original for COB records and return one original to James Francis. Call for pick up at 83549.
2. Please return one copy of the Minute Order to James Francis at jfrancis@countyofsb.org.

Attachments:

- A: Substantial Amendments to the 2022 and 2023 Annual Action Plans
- B: CDBG Subrecipient Agreement with Girls Incorporated of Carpinteria
- C: Public notice of Action Plan amendment

Authored by:

James Francis, Senior Housing Programs Specialist