



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: August 17, 2021
Placement: Departmental
Estimated Tme: 30 Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: George Chapjian, Community Services Director (805) 568-2467
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Laurie Baker, Grants and Program Manager (805) 568-3521
SUBJECT: **Approval of the First FY 2021-22 Action Plan Substantial Amendment, execution of Community Development Block Grant (CDBG) subrecipient agreements to implement projects approved by the Board of Supervisors on April 20, 2021 and as proposed in the first 2021-22 Action Plan Substantial Amendment, and execution of Human Services Grant (HSG) agreements with Good Samaritan Shelter and the Central Coast Commission for Senior Citizens**

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. Receive and file a staff report on the Santa Barbara County CDBG Urban County Partnership draft FY 2021-22 Annual Action Plan Substantial Amendment;
- B. Hear and consider public comments received on the draft FY 2021-22 Action Plan Substantial Amendment during the thirty (30) day public comment period, which began on July 16, 2021 and concludes at the end of today's public hearing on this item;
- C. Approve the First Substantial Amendment to the FY 2021-22 Action Plan (Attachment B) and direct staff to submit the Substantial Amendment to HUD;
- D. Approve, ratify and authorize the Chair of the Board, pursuant to the FY 2021-22 Annual Action Plan and the Substantial Amendment, to execute the following Community Development Block Grant (CDBG) Agreements (Attachments C-O) between the County and the Subrecipient agencies:
 1. \$15,749 to Channel Islands YMCA for the Noah's Anchorage Youth Crisis Shelter (Attachment C)

2. \$17,999 to Domestic Violence Solutions for an emergency shelter program (Attachment D)
 3. \$15,749 to Good Samaritan Shelter for the Bridgehouse Shelter (Attachment E)
 4. \$23,626 to Legal Aid Foundation of Santa Barbara County for the Family Violence Prevention Program (Attachment F)
 5. \$20,000 to Meals on Wheels Santa Maria Valley for an Orcutt meals on wheels program (Attachment G)
 6. \$15,749 to New Beginnings for the Safe Parking Shelter and Rapid Rehousing Program (Attachment H)
 7. \$8,197 to Peoples' Self-Help Housing for the Camino Scholars Carpinteria Learning Center (Attachment I)
 8. \$13,660 to Santa Ynez Valley Senior Citizens Foundation for a meals on wheels program (Attachment J)
 9. \$15,000 to Sarah House Santa Barbara for a hospice program (Attachment K)
 10. \$15,749 to Showers of Blessing for a homeless shower program (Attachment L)
 11. \$15,000 to United Boys & Girls Clubs of Santa Barbara County for their Buellton club program (Attachment M)
 12. \$8,197 to United Boys & Girls Clubs of Santa Barbara County for their Carpinteria club program (Attachment N)
 13. \$15,749 to WillBridge of Santa Barbara, Inc. for an emergency and transitional housing program (Attachment O)
- E. Approve, ratify and authorize the Chair of the Board to execute the following Human Services Grant (HSG) Agreements (Attachments P and Q) between the County and the Grantee agencies:
1. \$30,000 to Good Samaritan Shelter to operate Freedom Warming Centers programs (Attachment P)
 2. \$30,000 to the Central Coast Commission for Senior Citizens for an elder nutrition program (Attachment R)
- F. 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, and direct staff to file a Notice of Exemption.

Summary Text:

On April 20, 2021, the Board of Supervisors (Board) approved recommendations for awards to implement federal CDBG programs and projects. The Board Action Summary is attached as Attachment A.

The County is required to submit an Annual Action Plan to HUD reflecting allocation, award, and management of CDBG entitlement funding. The Action Plan is part of the County's formal CDBG grant application to HUD every year. The County is required to submit Action Plan Substantial Amendments to HUD when federal funds are used for a project or program not previously included in an Action Plan or Action Plan Substantial Amendment.

The purpose of this Substantial Amendment is to reallocate \$15,000 in CDBG funds forfeited by the cancelled CommUnify Senior Nutrition Program, and to allocate \$2,911 in additional CDBG funds awarded to the County resulting from a recalculation of CDBG allocations by HUD for FY 2021.

The Community Services Department Division of Housing and Community Development (CSD/HCD) has drafted thirteen (13) CDBG subrecipient Board Contracts to be executed by the Board Chair (Attachments C through O). A detailed Scope of Work for each project is included in Exhibit A of each subrecipient agreement.

On June 4, 2019, the Board of Supervisors approved funding for twenty-six (26) Human Services Grant (HSG) programs, to be renewed annually for three years (FY 2019, FY 2020, and FY 2021). Due to the cancellation of the CommUnify Senior Nutrition Program, an additional \$30,000 in HSG funds was reallocated. Additionally, the Unitarian Society of Santa Barbara reached an agreement with Good Samaritan Shelter to transfer the operations of their Freedom Warming Centers program, funded with \$30,000 in HSG funds. Because these represent substantial changes from the contracts approved by the Board in 2019, new contracts must be executed by the Board rather than through the Ongoing Contracts process. HCD has drafted two (2) HSG contracts to be executed by the Board Chair (Attachments P and R). A detailed Scope of Work for each project is included in Exhibit A of each subrecipient agreement.

Background:

The County of Santa Barbara is the lead agency of the CDBG Urban County, which includes the County and the Cities of Buellton, Carpinteria, and Solvang. Each year, the Urban County receives an allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In November of 2020, CSD/HCD issued a Notice of Funding Availability (NOFA) to receive applications for FY 2021-22 CDBG funds. Applications were due in January 2021 and initially reviewed by CSD/HCD staff, with CDBG Public Services applications reviewed by the Human Services Commission Allocations Committee. The Board made final funding approvals on April 20, 2021. The Board also approved the County's FY 2021-22 Action Plan that included the CDBG and HOME projects, which was submitted to the U.S. Department of Housing and Urban Development (HUD) in compliance with the HUD deadline.

Subsequent to the approval of the Action Plan, CommUnify (formerly the Community Action Commission) informed CSD/HCD that its Senior Nutrition Program, approved for CDBG funding in the amount of \$15,000, would cease operation on June 30, 2021. Additionally, HUD informed HCD of an increase in CDBG funding resulting from a recalculation of CDBG allocations for FY 2021, including \$2,911 eligible to be used for Public Services programs. On July 1, 2021, the Allocations Committee of the Human Services Commission convened to recommend the reallocation of a total of \$17,911 in CDBG funds. The Allocations Committee's recommendations are indicated in the Action Plan Amendment.

On June 4, 2019, the Board of Supervisors approved funding for twenty-six (26) Human Services Grant (HSG) programs, to be renewed annually for three years (FY 2019, FY 2020, and FY 2021). This renewal is normally conducted via the Ongoing Contracts process; however, in cases of substantial change to the scope or nature of a program, the contract must be approved separately by the Board of Supervisors.

CommUnify's Senior Nutrition Program was awarded \$30,000 in HSG funds. Due to the program's aforementioned cancellation, the Allocations Committee also recommended that the \$30,000 be reallocated to the Central Coast Commission for Senior Citizens for its senior meal program.

The Unitarian Society of Santa Barbara was awarded \$30,000 in HSG funds for the Freedom Warming Centers program. Prior to FY 2021 contract renewal, the Unitarian Society informed HCD that it had reached an agreement with Good Samaritan Shelter to act as the fiscal agent for the Freedom Warming Centers on July 1, 2021. Pursuant to this, HCD recommends approval and execution of an agreement with Good Samaritan Shelter to continue funding of the Freedom Warming Centers. A joint letter of support from the Unitarian Society of Santa Barbara and Good Samaritan Shelter is included as attachment Q.

CDBG Public Services

All approved CDBG public services Board Contracts are included in the list below and the Subrecipient agreements are enclosed as Attachments C-O for execution by the Chair of the Board of Supervisors.

APPLICANT	PROJECT TITLE	AMOUNT	ATTACHMENT
Channel Islands YMCA	Noah’s Anchorage Youth Crisis Shelter	\$15,749	C
Domestic Violence Solutions	Emergency Shelter	\$17,999	D
Good Samaritan Shelter	Bridgehouse Shelter	\$15,749	E
Legal Aid Foundation of Santa Barbara County	Family Violence Prevention Program	\$23,626	F
Meals on Wheels Santa Maria Valley	MOW SMV – Orcutt	\$20,000	G
New Beginnings	Safe Parking Shelter and Rapid Rehousing Program	\$15,749	H
People’s Self-Help Housing	Camino Scholars Carpinteria Learning Center	\$8,197	I
Santa Ynez Valley People Helping People	Meals on Wheels	\$13,660	J
Sarah House Santa Barbara	Sarah House	\$15,000	K
Showers of Blessing	Showers of Blessing	\$15,749	L
United Boys & Girls Clubs of Santa Barbara County	Buellton Unit	\$15,000	M
United Boys & Girls Clubs of Santa Barbara County	Carpinteria Unit	\$8,197	N
WillBridge of Santa Barbara, Inc.	Emergency / Transitional Housing Program	\$15,749	O
	TOTAL	\$200,424	

The County’s subrecipient agreements for public services will be effective when executed and eligible costs incurred as of July 1, 2021 under the Agreements will be reimbursable. This provision is contingent upon the County receiving CDBG funds from HUD. All preliminary requirements have been completed for the projects, including environmental reviews in accordance with 24 CFR Part 58.

Human Services Grants

The recommended HSG Board Contracts are listed below and the Agreements are enclosed as Attachments P and R.

APPLICANT	PROJECT TITLE	AMOUNT	ATTACHMENT
Good Samaritan Shelter	Freedom Warming Centers	\$30,000	P
Central Coast Commission for Senior Citizens	Elder Nutrition Services	\$30,000	R
	TOTAL	\$60,000	

The County’s HSG agreements will be effective when executed and eligible costs incurred as of July 1, 2021 under the Agreements will be reimbursable.

Performance Measure:

CDBG Public Services

Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and federal regulations. Funds are provided on a reimbursement basis.

HCD staff will monitor the performance of funding recipients. Public service program subrecipients are required to report quarterly to HCD on the number of persons served and progress on their goals. Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and funding regulations.

HSC Grants

The Human Services Commission’s Contract Compliance Committee will be involved in the monitoring process. Performance targets are included in subrecipient agreements as Exhibit A and monitored on a quarterly basis. The Contract Compliance Committee, with assistance from HSC staff, will review grantees’ reports and conduct monitoring site visits as warranted.

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. HCD will make payments to the subrecipient on a reimbursement basis. 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.

HSC Grants are budgeted out of the County’s general fund.

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			\$ 60,000.00
State			
Federal			\$ 200,424.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 260,424.00

Staffing Impacts:

The programs are administered by existing HCD staff with the support of County Counsel, and other County departments including the CEO, Auditor-Controller, Risk, General Services, and Community Services.

Special Instructions:

1. Return a copy of each executed agreement to James Francis at HCD (15 total). Please call ext. 83549 or email jfrancis@co.santa-barbara.ca.us for pick-up.
2. Please retain the Subrecipient Agreements with original signatures for COB records.
3. Please provide a copy of the Minute Order to jfrancis@co.santa-barbara.ca.us or place with agreements for pick up.

Attachments:

- Attachment A: 4/20/21 Board Letter and Minute Order
- Attachment B: Draft 2021-22 Action Plan Substantial Amendment
- Attachment C: CDBG Subrecipient Agreement with Channel Islands YMCA
- Attachment D: CDBG Subrecipient Agreement with Domestic Violence Solutions
- Attachment E: CDBG Subrecipient Agreement with Good Samaritan Shelter
- Attachment F: CDBG Subrecipient Agreement with Legal Aid Foundation of Santa Barbara County
- Attachment G: CDBG Subrecipient Agreement with Means on Wheels Santa Maria Valley
- Attachment H: CDBG Subrecipient Agreement with New Beginnings
- Attachment I: CDBG Subrecipient Agreement with Peoples’ Self-Help Housing Corporation
- Attachment J: CDBG Subrecipient Agreement with Santa Ynez Valley Senior Citizens Foundation
- Attachment K: CDBG Subrecipient Agreement with Sarah House Santa Barbara
- Attachment L: CDBG Subrecipient Agreement with Showers of Blessing
- Attachment M: CDBG Subrecipient Agreement with United Boys & Girls Clubs of SBC (Buellton)
- Attachment N: CDBG Subrecipient Agreement with United Boys & Girls Clubs of SBC (Carpinteria)
- Attachment O: CDBG Subrecipient Agreement with WillBridge of Santa Barbara, Inc.
- Attachment P: HSC GF Grant Agreement with Good Samaritan Shelter
- Attachment Q: Joint Letter of Support: Unitarian Society of Santa Barbara and Good Samaritan Shelter
- Attachment R: HSC GF Grant Agreement with Central Coast Commission for Senior Citizens
- Attachment S: PowerPoint Presentation