



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

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 a Second Amendment extending the term of a Community Development Block Grant (CDBG) Subrecipient Agreement with Good Samaritan Shelter (Supervisory District 4)

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 Second Amendment (Attachment A) to a CDBG Subrecipient Agreement (Agreement) between the County and Good Samaritan Shelter extending the term of the Agreement;
- 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 Good Samaritan Shelter awarding \$434,000 in CDBG funds to implement the Bridgehouse Capital Improvements Project. The term of the Agreement between the County and Good Samaritan is set to end on December 31, 2018. The Community Services Department (CSD) Division of Housing and Community Development (HCD) recommends executing the Second Amendment to the Agreement that extends the term to June 30, 2019. The project addresses needs identified in a Facilities Inspections and Condition Report completed by the

County's General Services Department. The Bridgehouse facility is a County owned building. Under a 2015 License Agreement, Good Samaritan Shelter Inc. (Good Samaritan) is the licensee to operate the Bridgehouse as a homeless shelter until 2022.

Background:

On July 11, 2017, the Board of Supervisors approved the final CDBG funding awards and the FY 2017-18 Action Plan including the Bridgehouse Capital Improvements Project. On November 14, 2017, the County executed an Agreement with Good Samaritan Shelter for \$434,000. The term of the Agreement was set to end June 30, 2018.

The design phase of the project began in December of 2017. Completion of the bid documents was delayed several weeks due to the Thomas Fire. The final bid package was completed in May of 2018.

The First Amendment to the Agreement was executed on June 26, 2018 extending the term of the Agreement to December 31, 2018; the First Amendment was executed administratively in accordance with Section 1.E.3 of the Agreement.

In July of 2018, one construction bid was received in response to Good Samaritan's public bidding process for construction. In order to meet federal procurement standards, County HCD asked Good Samaritan to advertise the project a second time. Good Samaritan Shelter has identified a contractor and construction is scheduled to begin in November of 2018 and be completed prior to the June 30, 2019 end date identified in the Second Amendment. .

Performance Measure:

The Subrecipient Agreement includes a detailed scope of work, and the projected number of persons or households who will be assisted. The subrecipients will report to HCD monthly on program/project progress to assure that they are meeting stated goals. In addition, the subrecipient will report on the number of persons served by the projects and HCD staff will enter the information into HUD's database, the Integrated Disbursement and Information System (IDIS) for reporting to HUD and Congress. 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.

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 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.

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; 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 one signature page of Second Amendment with Good Samaritan Shelter (Attachment A). One copy of the Amendment, with original signatures, may be retained by COB.
2. Please return one certified copy of the executed Second Amendment (Attachments A) 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

Attachments:

Attachment A: Second Amendment to Subrecipient Agreement with Good Samaritan Shelter

Authored by:

Matt Kropke, Senior Housing Program Specialist
cc: Laurie Baker, Grants and Program Manager