



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:** September 2, 2014  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Renée E. Bahl, Interim Community Services Director (805) 568-2467  
Director:  
Contact Info: Laurie Baker, Grants and Program Manager (805) 568-3521  
**SUBJECT:** Approve and execute Community Development Block Grant (CDBG) subrecipient agreements to implement projects and programs approved by the Board of Supervisors on May 6, 2014.

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Risk Management**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute Community Development Block Grant (CDBG) Subrecipient Agreements (Attachments C - E) between the County and subrecipient agencies to implement the projects and programs (as shown on pages 2 and 3 of this Board Letter) that were approved by the Board on May 6, 2014; and
2. Determine that the approval and execution of the CDBG Subrecipient Agreements is 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 project is a 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 physical impact on the environment, and direct staff to file a Notice of Exemption (Attachment F).

**Summary Text:**

On May 6, 2014, the Board of Supervisors approved awards of Community Development Block Grant (CDBG) funds to subrecipient agencies to implement public services programs and capital improvement

projects (Board Letter and Board minutes are attached hereto as Attachments A and B for reference). The Division of Housing and Community Development (HCD) has drafted subrecipient agreements to be executed between the County and the subrecipients.

Three of the agreements have been identified as Board Contracts needing signatures by the County Executive Officer and Chair of the Board of Supervisors.

**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, Lompoc and Solvang. Each year, the Urban County receives an allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Each Urban County participant receives a sub-allocation of CDBG funds to be used in their respective communities. In the fall of each year, the County, on behalf of the Urban County partnership, issues a Notice of Funding Availability (NOFA) to award the funds, and any unused funds from prior years, to qualifying programs and projects. Twenty-percent (20%) of the CDBG funds are used by the County to administer the CDBG program; up to fifteen-percent (15%) of the funds may be used for public service programs, and the remaining funds may be used for other eligible uses, including public facility improvements. If a participating City in the Urban County does not identify an eligible use of its CDBG sub-allocation, the funds may be used for projects or programs elsewhere in the County.

The County’s Division of Housing and Community Development (HCD) administers the CDBG program for the County and, in November 2013, HCD issued a NOFA to award CDBG funds. Applications were vetted by HCD staff and County-appointed committees: Public services program applications were vetted by a sub-committee of the Human Services Commission and Capital projects were vetted by the Capital Loan Committee. HCD then drafted the annual Action Plan that included the proposed projects, for submission to HUD. On April 15, 2015, the Board considered public comments and on May 6, 2015, the Board approved the funding recommendations (with two revisions) and the 2014-15 Action Plan for submission to HUD.

A copy of the April 15, 2014 Departmental Board Letter (approved on Administrative Agenda on May 6, 2014) is attached hereto as Attachment A, and a copy of the Minute Order is attached hereto as Attachment B.

Three of the agreements have been identified as Board Contracts needing signatures by the County Executive Officer and Chair of the Board of Supervisors. They are:

Attachment	Organization Name	Proposal Title	2014-15 CDBG Award	Other County Funds
C	Santa Ynez Valley People Helping People	Family Strengthening And Support Program - Countywide program	22,994	386,362
D	Good Samaritan Shelter	Bridgehouse Emergency Shelter	24,358	2,641,091
E	Valley Haven Senior Day Center	Exterior ADA walkways and landscaping	100,000	0

The County’s subrecipient agreements will be effective July 1, 2014 and will terminate on June 30, 2015 (CDBG program year). Each subrecipient agreement includes the following Exhibits:

**Performance Measure:**

Each subrecipient will report quarterly (public services) or monthly (capital projects) on program/project progress. In addition, public services subrecipients will report on the number of persons served during the quarter and HCD staff will enter the information into HUD's database, the Integrated Disbursement and Information System (IDIS) for reporting to Congress.

In addition, 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.

**Fiscal Analysis:**

CDBG funds are allocated to the County on an annual basis. County general funds are used for a portion of HCD administrative expenses; however, no County funds are being used to fund the approved projects and programs.

**Special Instructions:**

1. Please have the Board Chair sign two copies of the signature pages of each subrecipient agreement.
2. Please return the executed subrecipient agreements to Laurie Baker at HCD.
3. Please provide a copy of the Minute Order to Laurie Baker

**Attachments:**

Attachment A: April 15, 2014 Departmental Board Letter (approved on Administrative Agenda on May 6, 2014)

Attachment B: April 15, 2014 Board Minutes

Attachment C: Agreement with Santa Ynez Valley People Helping People (County program)

Attachment D: Agreement with Good Samaritan Shelter

Attachment E: Agreement with Valley Haven

Attachment F: CEQA NOE

**Authored by:** Laurie Baker, Grants and Program Manager

**cc:** Dinah Lockhart, Deputy Director HCD