



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Community Services  
**Department No.:** 057  
**Agenda Date:** June 23, 2026  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Jesús Armas, Director, Community Services Department  
Joe Dzonik, Assistant Director, Housing and Community Development  
Contact: Lucille Boss, Housing Programs Manager  
**SUBJECT:** Approval of: Subrecipient Agreements and Funding Commitment Letters

<sup>DS</sup>  
*JA*

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board, pursuant to the funding recommendations approved by the Board on June 9, 2026, to execute the following State of California Permanent Local Housing Allocation (PLHA) Subrecipient Agreements between the County and the following subrecipients:
  - i. \$9,823 to Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) for Home Repair in Santa Maria (Attachment A)
  - ii. \$31,542 to Partners in Housing Solutions, Inc. for At-risk Homelessness Assistance (Attachment B);
- b) Approve and authorize the Director of the Community Services Department, pursuant to the funding recommendations approved by the Board on June 9, 2026, to execute State of California PLHA Funding Commitment Letter to People’s Self-Help Housing for a \$453,700 extension and \$612,643 in new funding for Heritage View (Attachment C);
- c) Approve and authorize the Chair of the Board, pursuant to the FY 2026-27 Annual Action Plan approved by the Board on June 9, 2026, to execute a Community Development Block Grant Public Services (CDBG PS) Subrecipient Agreement between the County and Domestic Violence Solutions for Santa Barbara County for \$41,530 for Emergency Shelters (Attachment D);

- d) Approve and authorize the Chair of the Board, pursuant to the funding recommendations approved by the Board on June 9, 2026, to execute the following Human Services Commission General Fund (HSC GF) Second Amendment to a Subrecipient Agreement between the County and Good Samaritan Shelter for \$50,000 for Freedom Warming Centers (Attachment E);
- e) Approve and authorize the Director of the Community Services Department, pursuant to the FY 2026-27 Annual Action Plan approved by the Board on June 9, 2026, to execute the following CDBG Capital Funding Commitment Letters to the following entities:
  - i. \$247,794 to CAPSLO for Home Repair Program (Attachment F)
  - ii. \$500,000 to CommUnify for Fesler Childcare Center (Attachment G)
  - iii. \$200,000 to St. Vincent's Institution for Family Strengthening Program Roof Replacement (Attachment H)
  - iv. \$310,240 to Turner Foundation for Westside Apartment Communities Window Replacement (Attachment I);
- f) Approve and authorize the Director of the Community Services Department, pursuant to the FY 2026-27 Annual Action Plan approved by the Board on June 9, 2026, to execute the following HOME Investment Partnership (HOME) Funding Commitment Letters to the following entities:
  - i. \$100,156 for City of Lompoc Tenant-Based Rental Assistance (Attachment J)
  - ii. \$150,000 for City of Santa Maria Tenant-Based Rental Assistance (Attachment K)
  - iii. \$1,500,000 for Brisa Encina (Attachment L)
  - iv. \$1,000,000 for Perkins Place (Attachment M);
- g) Approve the proposed revisions to the Human Services Commission (HSC) bylaws (Attachment N); and
- h) Determine that the above recommended actions are not the approval of projects that are 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 projects 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 June 9, 2026, the Board of Supervisors (Board) approved funding awards to thirteen (13) subrecipients for Federal, State, and locally funded programs, projects, and developments. The Board Letter and Minute Order are attached as Attachment A. Pursuant to these funding awards, the Community Services Department (CSD) has prepared Subrecipient Agreements to be executed by the Board Chair and Funding Commitment Letters to be executed by the CSD Director (Attachments A-M).

**Background:**

In accordance with U.S. Department of Housing and Urban Development (HUD) requirements, the County developed a five-year Consolidated Plan to guide all community development funds (CDBG and HOME) allocated to the County by HUD. Each year, the County prepares an Annual Action Plan that implements the Consolidated Plan goals and includes projects utilizing CDBG and HOME funds. In addition to funding addressed in the Consolidated Plan, the Community Services Department administers State PLHA and Human Services Commission (HSC) funding, with goals and actions that align with the Consolidated Plan. The bylaws governing the HSC were most recently updated in 2025; the HSC reviewed and revised the bylaws to strengthen conflict-of-interest clauses and allow

for non-substantive administrative changes to the bylaws in the future, presented to the Board for consideration today.

Following the funding recommendations approved by the Board on June 9, 2026, Subrecipient Agreements and Funding Commitment Letters were prepared, and are before the Board for approval today.

**Performance Measure:**

Subrecipients are required to report on the number of persons served, their income level, and other demographic information on a quarterly basis. Subrecipients must also provide documentation supporting expenditures of agency funds and confirm cost-eligibility of expenses subject to reimbursement with state and federal funds. For capital and housing development projects, CSD staff monitors construction progress to ensure the project is in line with the scope of work, schedule, and budget as established in the agreement. Funds are allocated on cost-reimbursement basis with associated supporting documentation confirming cost-eligibility and compliance with funding regulations. CSD staff monitor the performance of all subrecipients and conducts annual monitoring of facilities improved with state and federal funds for a five-year minimum use period.

In addition, the County would be held liable if it, or any provider to which it grants funds, is found to be non-compliant with respect to applicable requirements. The subrecipients have track records of having successfully operated state- and federally-funded projects in the past which have had similar regulatory and administrative requirements. The County will only reimburse subrecipients for costs that are actually incurred, eligible for reimbursement under the appropriate agreements, and documented in a manner acceptable to CSD.

**Contract Renewals:**

Consistent with past practice, CDBG Public Services and HSC GF agreements approved in 2025 note the CSD Director is authorized to approve at their discretion and execute amendments to renew the agreements for FY 2026-2027; this renewal is subject to continued appropriation of funds and the subrecipient’s satisfactory performance.

**Fiscal and Facilities Impacts:**

County HCD retains 10% of HOME and 20% of CDBG funds for respective program administration. The cost of preparing the Action Plan and related documents is included in HCD’s annual budgets. CSD assumes responsibility for the administration of PLHA and HSC funds in accordance with all local, federal, and state requirements governing the use of such funds.

**Fiscal Analysis:**

<b>Funding Source</b>	<b>FY 2026-27</b>
General Fund: HSC	\$50,000.00
State: PLHA Activity 1	\$612,643.02
State: PLHA Activity 2	\$9,832.19
State: PLHA Activity 9	\$1,534.21
State: PLHA Activity 6	\$31,542.13
Federal: HOME	\$250,156.00
Federal: CDBG Capital	\$1,258,034.00
Federal: CDBG Public Services	\$168,156.00
<b>Total</b>	<b>\$2,381,897.55</b>

**Special Instructions:**

After Board action, please return the following to Lucille Boss via e-mail at [LBoss@countyofsb.org](mailto:LBoss@countyofsb.org):

1. Executed Subrecipient Agreements
2. Minute Order

**Attachments:**

**Attachment A** – PLHA Agreement with Community Action Partnership of San Luis Obispo County

**Attachment B** – PLHA Agreement with Partners in Housing Solutions

**Attachment C** – PLHA Commitment Letter for People's Self-Help Housing

**Attachment D** – CDBG PS Agreement with Domestic Violence Solutions for Santa Barbara County

**Attachment E** – HSC GF Second Amendment to Agreement with Good Samaritan Shelter

**Attachment F** – CDBG Commitment Letter for Community Action Partnership of SLO County

**Attachment G** – CDBG Commitment Letter for CommUnify

**Attachment H** – CDBG Commitment Letter for St Vincent's Institution

**Attachment I** – CDBG Commitment Letter for Turner Foundation

**Attachment J** – HOME Reservation Letter for City of Lompoc TBRA

**Attachment K** – HOME Reservation Letter for City of Santa Maria TBRA

**Attachment L** – HOME Funding Commitment Letter for Brisa Encina

**Attachment M** – HOME Funding Commitment Letter for Perkins Place

**Attachment N** – Amendments to HSC Bylaws (Clean)

**Attachment O** – Amendments to HSC Bylaws (Redlined)

**Contact Information:**

Lucille Boss

Housing Programs Manager

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