



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.: 055
For Agenda Of: March 19, 2019
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: George Chapjian, Director
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 Cuyama Valley Recreation District (Supervisorial District 5)

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) extending the term of a CDBG Subrecipient Agreement (Agreement) between the County and the Cuyama Valley Recreation District (CVRD) until March 30, 2020;
- 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 CVRD awarding \$341,000 of CDBG funds to carry out Park Improvements (Project). The term of this Agreement ended on September 30, 2018. A First Amendment to the Agreement was executed on September 27, 2018 and will expire on March 30, 2019. 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 March 30, 2020, to allow for completion of the Project.

Background:

On July 11, 2017 the Board of Supervisors approved the FY 2017-18 Action Plan, which included the Project. The Project consists of design and installation of a skate park, prefabricated bathroom, storage and concession building, outdoor volleyball facility, fitness trail, open field spaces, recreation center, entrances and parking.

The First Amendment to the Agreement was executed on September 27, 2018 extending the term of the Agreement to March 30, 2019; the First Amendment was executed administratively in accordance with Section 1.E.3 of the Agreement. Further amendments require Board approval.

The extension is necessary due to the multiple phases of the Project subject to environmental review based upon a Phase I Site Assessment, and public bidding requirements for design and construction.

Performance Measure:

The subrecipient reports to HCD monthly on program/project progress to assure that they are meeting stated goals. 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. The extension of the Agreement to March 30, 2020 will still allow the County to meet HUD's expenditure deadlines.

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. CSD 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. Real property improved, in whole or in part with CDBG funds, must continue to meet a CDBG National Objective for a period of at least five years. Failure to meet the five-year period may result in County repayment of the CDBG funds expended plus a percentage of the increase in market value attributable to the investment of CDBG funds. HCD monitors the financial condition and the use of real property for the duration of the required periods.

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 the Second Amendment with CVRD (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 (Attachment A) with original signatures to Ted Teyber at HCD. Please call ext. 3513 for pickup.
3. Please provide a copy of the Minute Order to eteyber@co.santa-barbara.ca.us.

Attachments:

Attachment A: Draft Second Amendment to CDBG Agreement

Authored by:

Ted Teyber, Senior Housing Program Specialist
cc: Laurie Baker, Grants and Program Manager

