



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:** October 02, 2018  
**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:** 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 Community Development Block Grant (CDBG) subrecipient agreements to implement projects approved by the Board of Supervisors on June 19, 2018

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**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 Community Development Block Grant (CDBG) Subrecipient Agreements (Attachments A-H) between the County and the following Subrecipient agencies to implement projects that were included in the FY 2018-19 Action Plan approved by the Board on June 19th 2018 and submitted to the U.S. Department of Housing and Urban Development:
  1. \$103,125 to Good Samaritan Shelter for Improvements to Mark's House (Attachment A);
  2. \$200,000 to Sarah House for Design and Installation of HVAC (Attachment B);
  3. \$20,000 to Carrillo Counseling Services for the Safe Parking Shelter program (Attachment C);
  4. \$15,000 to Community Action Commission for the Healthy Senior Lunch program (Attachment D);
  5. \$31,062 to Good Samaritan Shelter for Bridgehouse (Attachment E);
  6. \$17,500 to People Assisting the Homeless for a Wellness Case Manager (Attachment F);
  7. \$20,000 to Santa Ynez Valley People Helping People for Basic Needs Senior Services (Attachment G); and
  8. \$15,161 to Willbridge of Santa Barbara for Willbridge (Attachment H).
- 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, and direct staff to file a Notice of Exemption.

**Summary Text:**

On June 19, 2018, the Board of Supervisors approved awards of CDBG funds to implement three (3) capital projects, eleven (11) public services projects, and one (1) micro-enterprise project. The Board Action Summary is attached as Attachment I. Two of the capital projects and six of the public services projects require contracts that are executed by the chair of the Board of Supervisors (Board Contracts) because the contract amounts are over \$100,000 or the subrecipients will receive over \$100,000 in combined funds from the County. Attachment J outlines the existing County contracts with the subrecipients.

The Community Services Department (CSD) Division of Housing and Community Development (HCD) has drafted a subrecipient agreement for each project that requires a contract executed by the Board Chair (Attachments A through H). 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 2017, HCD issued a Notice of Funding Availability (NOFA) to receive applications for FY 2018-19 CDBG funds. All CDBG applications were initially reviewed by CSD/HCD staff, with Capital Project applications additionally vetted by the Capital Loan Committee and Public Services applications reviewed by the Human Services Commission Allocations Committee. The two Committees made funding recommendations for consideration by the Board. HCD then drafted the FY 2018-19 Action Plan that included the proposed projects for submission to the U.S. Department of Housing and Urban Development (HUD). On June 19, 2018 the Board of Supervisors approved the CDBG funding awards and the FY 2018-19 Action Plan, which was then submitted to HUD.

**Capital Projects**

All approved CDBG capital projects are included in the list below. Two of the projects require contracts that are executed by the Chair of the Board of Supervisors.

<b>Organization</b>	<b>Project Description</b>	<b>Approved Amount</b>	<b>Contract type</b>
Good Samaritan Shelter	Improvements to Mark's House	\$103,125	Board
Sarah House	Design and Installation of HVAC	\$200,000	Board
COSB Parks Division	Camino Pescadero Beach Access Stair Replacement	\$465,000	MOU

The County's Subrecipient Agreements for capital projects will be effective when executed. All preliminary requirements have been completed for the projects, including environmental reviews in accordance with 24 CFR Part 58.

**Public Services**

All approved CDBG public services projects are included in the list below. Six of the projects require contracts that are executed by the Chair of the Board of Supervisors.

<b>Organization</b>	<b>Project Description</b>	<b>Approved Amount</b>	<b>Contract type</b>
Carrillo Counseling Services	Safe Parking Shelter	\$20,000	Board
Community Action Commission	Healthy Senior Lunch	\$15,000	Board
Good Samaritan Shelter	Bridgehouse	\$31,062	Board
Legal Aid Foundation	Family Violence Prevention	\$15,000	Purchase Order
People Assisting the Homeless	Wellness Case Manager	\$17,500	Board
Standing Together to End Sexual Assault	Sexual Assault Counseling	\$15,000	Purchase Order
Santa Maria Valley FISH	Meals on Wheels	\$15,000	Purchase Order
Santa Ynez Valley People Helping People	Basic Needs Senior Services	\$20,000	Board
WillBridge of Santa Barbara	WillBridge	\$15,161	Board
People's Self Help Housing	Youth Education Enhancement	\$11,040	Purchase Order
Unitarian Society of Santa Barbara	Freedom Warming Centers	\$3,779	Purchase Order

The County's Subrecipient Agreements for public services will be effective when executed and eligible costs incurred as of July 1, 2018 under the Agreement 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.

**Performance Measure:**

Exhibit A of the subrecipient agreements includes a detailed scope of work, and the projected number of persons or households who will benefit from the project. The subrecipients will report to HCD monthly (capital projects) or quarterly (public services programs) on the progress to assure that they are meeting stated goals. Furthermore, the rate of CDBG expenditures is monitored by HCD to assure that 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. CSD will make payments to the subrecipient on a reimbursement basis and, 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. County general funds are used for a portion of HCD administrative expenses.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			\$ 421,848.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 421,848.00

**Staffing Impacts:**

The federal programs are administered by existing HCD staff.

**Special Instructions:**

1. Please have the Board Chair sign one copy of subrecipient agreements (Attachments A through H) and duplicate copies of Attachments C, D, and H. Return one copy of each agreement, including one original of Attachments C, D, and H to Matt Kropke at HCD. Please call ext. 3533 for pick-up. One original version of each agreement may be retained by COB.
2. Please provide a copy of the Minute Order to [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) or place with agreements for pick up.

**Attachments:**

- Attachment A: Subrecipient Agreement with Good Samaritan Shelter (Capital)
- Attachment B: Subrecipient Agreement with Sarah House (Capital)
- Attachment C: Subrecipient Agreement with Carrillo Counseling Services
- Attachment D: Subrecipient Agreement with Community Action Commission
- Attachment E: Subrecipient Agreement with Good Samaritan Shelter
- Attachment F: Subrecipient Agreement with People Assisting the Homeless
- Attachment G: Subrecipient Agreement with Santa Ynez Valley People Helping People
- Attachment H: Subrecipient Agreement with WillBridge of Santa Barbara
- Attachment I: 6/19/18 Board Action Summary
- Attachment J: Current County Contracts with Subrecipients

**Authored by:**

Laurie Baker, Grants and Program Manager