



**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:** CEO  
**Department No.:** 012  
**For Agenda Of:** April 11, 2017  
**Placement:** Departmental  
**Estimated Tme:** 15 minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department: Mona Miyasato, County Executive Officer, 568-3400  
Director(s):  
Contact Info: Terri Maus-Nisich, Assistant CEO, 568-3400

**SUBJECT:** Human Services Commission – Award of FY 2017-18 General Fund “Mini Grants”

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Yes Risk Management

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Receive and consider recommendations from the County of Santa Barbara Human Services Commission (HSC) for the award of human services grants to grantees for the use of County General Funds for FY 2017-2018 for agency capacity building ”Mini Grants” totaling \$71,500; and
- B. Receive and consider public comment related to the Human Services Commission award recommendations for the use of County General Funds for FY 2017-2018; and
- C. Determine that the programs recommended for funding are necessary to meet the social needs of the population of the County; and
- D. Approve the award of the “Mini Grants” recommended by the HSC totaling \$71,500 as specified in Attachment A and authorize such expenditures, subject to appropriation of the Board of Supervisors during the FY 2017-18 budget process; and
- E. Find that the proposed actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Sections 15378(b) (4) and 15378(b)(5) of the CEQA Guidelines,

because they are government fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment.

### **Summary Text:**

The Human Services Commission requests the Board consider approving \$71,500 in FY 2017-18 general funds for eleven (11) capacity building “Mini Grants” ranging from \$5,000 - \$7,000 per agency. The Board of Supervisors awards human services capacity building Mini Grants annually with County General Funds. The full human services grant program budget for fiscal year 2017-2018 is \$1,200,000, which includes previously awarded Best Practices and Basic Services grants which are on a three-year cycle (FY 2015-17), annual Mini Grants awarded, and administration. The next full three-year cycle for the Best Practices and Basic Services and annual Mini Grants begins in FY 2018-19.

Annual Mini Grants have a budget that varies depending upon administration expenses (approximately \$59,000 - \$72,000). For FY 2017-18, there is \$71,500 available for Mini Grants. There were 41 applications requesting \$277,817 (Attachment A). Attachment A also shows the countywide distribution of recommended awards and agencies not recommended for funding this fiscal year. For informational purposes, Attachment B shows the Best Practices and Basic Services grants the Board approved for FY 2015-2017. A new Notice of Funding Availability (NOFA) and three-year cycle for human services funding will begin in FY 2018-19.

### **Background:**

The Santa Barbara County HSC was established in 1977. The all-volunteer Commission is comprised of three Commissioners per Supervisorial District who have experience with human services activities in the County. The Supervisors appoint the Commissioners. Meetings are generally held the first Thursday of every month with sub-committees meeting as necessary. All Commission meetings and standing committee meetings are publicly noticed according to the Brown Act and held at a mid-County location accessible to north and south County participants and interested citizens.

In 2015 the Board approved a new three-year cycle with three types of grants; 1) Best Practices (basic services with best practices models), 2) Basic Services (safety net programs), and 3) Mini Grants for agency capacity building to improve outreach and internal management of service providers. The Board allocated the majority of the funding to support three years of Best Practices Programs (\$450,000 annually) and three years of Basic Services Programs (\$500,000 annually) subject to appropriation. The rest is for annual Mini Grants and administration.

### **2017 Mini Grant Process and Recommendations**

A Notice of Funding Availability (NOFA) was published in November of 2016. In February the Commission’s Allocations Committee members reviewed and ranked applications, supporting agencies in north and South County. The Allocations Committee held publicly noticed deliberations on Friday, February 3, 2017. The Committee’s recommendations were presented to the full Commission at its March 2, 2017 publicly noticed meeting. The Commission voted unanimously to support the Allocations Committee’s FY 17-18 Mini Grant recommendations.

Mini Grants are intended to assist organizations in building their capacity to administer their programs. Examples of grants include staff and board training, software or data base improvements, volunteer recruitment and training and media campaigns to reach out to the community about their services. The Human Services Allocations Committee followed specific criteria when reviewing the applications.

They supported agencies moving toward evidence-based practices, those with strong applications that included collaboration, had clear outcomes or products, and serve high need populations. The Committee also considered the geographical distribution of funding requests.

**Performance Measure:**

The Human Services Commission’s Contract Compliance Committee requires all Mini Grant applicants to submit a clear description of services report on outcomes at the end of the fiscal year. The Program Administrator is in ongoing contact with agencies who receive funds and reviews outcomes which are then reported to the Committee.

**Fiscal and Facilities Impacts:**

Budgeted: Included in the recommended budget for 2017-18. **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 2017--18 Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$71,500.00	\$0.00	\$71,500.00
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 71,500.00</b>	<b>\$ -</b>	<b>\$ 71,500.00</b>

**Key Contract Risks (if applicable):**

N/A

**Staffing Impacts:**

**Legal Positions: 0**                      **FTEs: 0**

**Special Instructions:**

**Attachments:**

- Attachment A: FY 2017-18 Human Services Commission Mini Grant Funding Requests and Recommendations
- Attachment B: FY2017-18 Human Services Commission Mini Grants NOT Recommended
- Attachment C: FY 2015-2017 Best Practices and Basic Services Awardees

**Authored by:**

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