



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: November 01, 2016
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

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 agreement to implement a capital project approved by the Board of Supervisors on May 3, 2016 (Supervisory District 2).

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the Chair of the Board to execute a Community Development Block Grant (CDBG) subrecipient agreement (Attachment A) between the County and St. Vincent's Institution, Inc. to implement a capital project that was approved by the Board on 5/03/16; and
- B. Determine that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the State Guidelines for the Implementation of CEQA which consists of the repair or minor alteration of existing facilities or topographical features, involving negligible or no expansion of existing use, and direct staff to file the CEQA Notice of Exemption on that basis (Attachment B).

Summary Text:

On 5/03/16, the Board of Supervisors approved awards of CDBG funds to subrecipient agencies to implement capital projects. St. Vincent's Institution was approved for an award of \$54,250 to replace 14 fire suppression backflow preventers at St. Vincent's Gardens Family Housing apartments which provides 75 units of affordable housing for families. The project is located at 4200 Calle Real in the unincorporated County near Goleta in the vicinity of the intersection of Highway 101 and Route 154. The Division of Housing and Community Development (HCD) has drafted a subrecipient agreement (Attachment A).

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 2015, HCD issued a NOFA to receive applications for FY 2016-17 CDBG funds. Capital Project applications were vetted by HCD staff and the Capital Loan Committee, and the Committee made funding recommendations for consideration by the Board. HCD then drafted the FY 2016-17 Action Plan that included the proposed projects for submission to the U.S. Department of Housing and Urban Development (HUD). On 04/19/16, the Board considered the funding recommendations and public comments, and on 5/03/16, the Board approved the final CDBG funding awards and the FY 2016-17 Action Plan for submission to HUD.

The Board Contract presented today for execution by the CEO and Chair of the Board is:

Attachment	Organization Name	Project Title	2016-17 CDBG Award
A	St. Vincent's Institution	Fire Suppression Backflow Preventer Replacement	\$54,250

St. Vincent's Gardens is an affordable housing project located at 4200 Calle Real in the unincorporated County, consisting of 75 units of family housing. The backflow preventers will be replaced in each of the 14 buildings. The backflow preventers are a component of the fire suppression system.

The County's Subrecipient Agreement will be effective when executed and will terminate on 6/30/17.

Performance Measure:

Exhibit A of the subrecipient agreement includes a detailed scope of work, and the projected number of persons or households who will be assisted. The subrecipient will report to HCD monthly on program/project progress to assure that they are meeting stated goals. In addition, the subrecipient will report on the number of persons served by the project and HCD staff will enter the information into HUD's database, the Integrated Disbursement and Information System (IDIS) for reporting to HUD and Congress. 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.

Performance Outcomes:

St. Vincent's Institution received a \$30,000 FY 2015-16 County CDBG capital grant. The funds were used to install senior housing emergency railings. The project was successfully completed within the estimated timeline and within the proposed budget parameters.

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.

Fiscal Analysis:

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

Special Instructions:

1. Please have the Board Chair sign two copies of the signature page of the subrecipient agreement (Attachment A). One copy of the subrecipient agreement, with original signatures, may be retained by COB.
2. Please return one of the executed subrecipient agreements (Attachment A) to Matt Kropke at HCD. Please call ext. 3513 for pick up.
3. Please provide a copy of the Minute Order to mkropke@co.santa-barbara.ca.us

Attachments:

Attachment A: Subrecipient Agreement with St. Vincent's Institution

Attachment B: CEQA NOE