



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:** June 18, 2024  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Jesús Armas, Community Services Director (805) 568-2467  
Contact Info: Joe Dzvonik, Deputy Director (805) 568-3523  
Lucille Boss, Interim Grants and Program Manager (805) 568-3533  
**SUBJECT:** **Community Development Block Grant (CDBG) Public Services Subrecipient Agreements to implement programs previously approved by the Board of Supervisors on May 7, 2024**

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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, pursuant to the FY 2024-25 Annual Action Plan approved by the Board on May 7, 2024, to execute the following Community Development Block Grant (CDBG) Subrecipient Agreements (Attachments B-L) between the County and the Subrecipients:
  - i. \$17,000 to Channel Islands YMCA for Noah's Anchorage Youth Crisis Shelter (Attachment B)
  - ii. \$20,355 to Good Samaritan Shelter for the Freedom Warming Centers (Attachment C)
  - iii. \$17,000 to Good Samaritan Shelter for BridgeHouse Shelter (Attachment D)
  - iv. \$20,355 to Legal Aid Foundation of Santa Barbara County for the Family Violence Prevention Program (Attachment E)
  - v. \$17,000 to New Beginnings Counseling Center (NBCC) for the Safe Parking Shelter and Rapid Rehousing Program (Attachment F)
  - vi. \$17,000 to Partners in Housing Solutions, Inc. for housing services to homeless clients (Attachment G)

- vii. \$7,193 to People’s Self-Help Housing Corporation for the Camino Scholars Carpinteria Learning Center (Attachment H)
  - viii. \$17,000 to Meals on Wheels-Santa Maria Valley, Inc for Meals on Wheels (Attachment I)
  - ix. \$17,000 to St. Vincent’s Institution for the Family Strengthening Program (Attachment J)
  - x. \$20,355 to Sana Ynez Valley Community Outreach for the Senior Food Program (Attachment K)
  - xi. \$7,193 to Girls Inc. of Carpinteria for the Out-of-School Support Program (Attachment L)
- b) Authorize the Director of the Community Services Department to execute amendments on behalf of the County to make the following changes to the Agreements listed above:
- i. To revise the dollar amounts in each budget line item or create a new budget line item, provided the overall amount of the CDBG funds is not increased and all budget line items are eligible under the CDBG Program; or
  - ii. To make administrative changes to the Agreement that are necessary in order to conform with federal, state, or local governmental laws and regulations.
- c) 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, and direct staff to file a Notice of Exemption.

**Summary Text:**

On May 7, 2024, the Board of Supervisors (Board) approved funding awards to eleven (11) subrecipients for federal CDBG Public Services programs. The Board Letter and Minute Order are attached as Attachment A. Pursuant to these funding awards, the Community Services Department (CSD) has prepared eleven (11) CDBG Subrecipient Agreements to be executed by the Board Chair (Attachments B-L). A Scope of Work for each project is included in Exhibit A of each Subrecipient Agreement. Staff is requesting the Board authorize the Board Chair to execute CDBG Public Services Subrecipient Agreements with the eleven (11) approved subrecipients.

**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 2023, CSD/HCD issued a Notice of Funding Availability (NOFA) for applications for FY 2024-25 CDBG funds. Applications were received in January 2024, and initially reviewed by CSD staff for eligibility. These applications were then reviewed and scored by the Human Services Commission Allocations Committee, which made funding recommendations for the Board’s consideration.

The Board of Supervisors reviewed these recommendations and made funding approvals on May 7, 2024. It is recommended that the Board Chair execute the Subrecipient Agreements to implement the approved programs. All approved CDBG Public Services Subrecipient Agreements are included in the list below, and the Subrecipient Agreements are enclosed as Attachments B-L for execution by the Chair of the Board of Supervisors.

<u>APPLICANT</u>	<u>PROJECT TITLE</u>	<u>AMOUNT</u>	<u>ATTACHMENT</u>
Channel Islands YMCA	Noah’s Anchorage Youth Crisis Shelter	\$17,000	B
Good Samaritan Shelter	Freedom Warming Centers	\$20,355	C
Good Samaritan Shelter	BridgeHouse Shelter	\$17,000	D
Legal Aid Foundation of Santa Barbara County	Family Violence Prevention Program	\$20,355	E
NBCC dba New Beginnings Counseling Center	Safe Parking Shelter and Rapid Rehousing Program	\$17,000	F
Partners in Housing Solutions, Inc.	Partners in Housing Solutions	\$17,000	G
People’s Self-Help Housing Corporation	Camino Scholarship Carpinteria Learning Center	\$7,193	H
Meals on Wheels-Santa Maria Valley, Inc	Meals on Wheels	\$17,000	I
St. Vincent’s Institution	Family Strengthening Program	\$17,000	J
Santa Ynez Valley Community Outreach	Senior Food Program	\$20,355	K
Girls Inc. of Carpinteria	Out-of-School Support Program	\$7,193	L
	TOTAL	<b>\$177,451</b>	

**Performance Measure:**

Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and federal regulations. Funds are provided on a reimbursement basis.

HCD staff will monitor the performance of subrecipients. Public Service program subrecipients are required to report quarterly to HCD on the number of persons served and progress on their goals.

**Key Contract Risk:**

HUD holds the County accountable for ensuring that federal funds are expended on eligible costs. Any ineligible expenditures could require repayment by the County using non-federal funds. HCD will make payments to the subrecipients on a reimbursement basis. To receive payment, the subrecipient must provide documentation that supports eligible expenditures that are consistent with the contract budget and federal regulations. If a subrecipient does not meet performance measures or federal regulations, the County may withhold funds or terminate the contract. All preliminary requirements have been completed for the public services programs, including environmental review in accordance with 24 CFR Part 58.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

These funds are budgeted through the County’s annual allocation of CDBG funds provided by 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 and fifteen percent (15%) may be used to fund Public Services programs.

**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			\$ 177,451.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 177,451.00

**Staffing Impacts:**

The programs are administered by CSD staff with the support of County Counsel and other County departments including the CEO, Auditor-Controller, Risk, and General Services.

**Special Instructions:**

1. Return a copy of each executed agreement to Marjorie Klotthor at HCD (11 total) by email [mklotthor@countyofsb.org](mailto:mklotthor@countyofsb.org)
2. Retain the Subrecipient Agreements with original signatures for COB records.
3. Please provide a copy of the Minute Order to [mklotthor@countyofsb.org](mailto:mklotthor@countyofsb.org)

**Attachments:**

- Attachment A: 5/7/24 Board Letter and Minute Order
- Attachment B: CDBG Subrecipient Agreement with Channel Islands YMCA (Noah’s Anchorage)
- Attachment C: CDBG Subrecipient Agreement with Good Samaritan Shelter (Warming Center)
- Attachment D: CDBG Subrecipient Agreement with Good Samaritan Shelter (BridgeHouse)
- Attachment E: CDBG Subrecipient Agreement with Legal Aid Foundation of Santa Barbara County
- Attachment F: CDBG Subrecipient Agreement with NBCC
- Attachment G: CDBG Subrecipient Agreement with Partners in Housing Solutions
- Attachment H: CDBG Subrecipient Agreement with People’s Self-Help Housing Corporation
- Attachment I: CDBG Subrecipient Agreement with Meals on Wheels-Santa Maria Valley
- Attachment J: CDBG Subrecipient Agreement with St. Vincent’s Institution
- Attachment K: CDBG Subrecipient Agreement with Santa Ynez Valley Community Outreach
- Attachment L: CDBG Subrecipient Agreement with Girls Inc. of Carpinteria

**Authored by:**

Marjorie Klotthor, Housing Programs Specialist II