



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
Department No.: 057
For Agenda Of: November 17, 2015
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department George Chapjian, Community Services Director (805) 568-2467
Director
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Laurie Baker, Grants and Program Manager (805) 568-3521
SUBJECT: **Approve a Sub-recipient Agreement with the Housing Authority of Santa Barbara County to administer a HOME funded Tenant Based Rental Assistance (TBRA) program (County wide)**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

- a) Approve and authorize the Chair of the Board of Supervisors to execute an original and duplicate original of the Subrecipient Agreement (Attachment A) in the amount of \$237,315 between the County and the Housing Authority of Santa Barbara County (Housing Authority) to administer a Tenant Based Rental Assistance (TBRA) program funded through the County HOME Consortium with an effective date of November 17, 2015 and terminating June 30, 2016; and
- b) Determine that the proposed action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(4), finding that the action is a creation of a governmental funding mechanism or other government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and direct staff to file a Notice of Exemption (Attachment B).

Summary Text:

The County of Santa Barbara serves as the lead agency for the local HOME Consortium, which includes the County, and the cities of Carpinteria, Goleta, Buellton, Solvang, Lompoc and Santa Maria. The HOME Consortium receives an annual allocation of HOME Investment Partnerships funds (HOME) from the U.S. Department of Housing and Urban Development (HUD). The purpose of HOME funding is to expand the supply of affordable housing to low income households.

Approve a Sub-recipient Agreement with the Housing Authority of Santa Barbara County to administer a HOME funded Tenant Based Rental Assistance (TBRA) program

November 17, 2015

Page 2 of 3

On June 18, 2013 the Board of Supervisors approved a Subrecipient Agreement (Original Agreement) with the Housing Authority of Santa Barbara County (Housing Authority) to use \$700,000 in HOME funds for a Tenant-Based Rental Assistance (TBRA) program, as included in the FY 2012-2013 Action Plan Substantial Amendment. The Subrecipient Agreement terminated on June 17, 2015 with an unexpended balance of \$237,315. The Housing Authority requests that the unexpended balance be used to continue the TBRA program for low income households in the County of Santa Barbara.

The Division of Housing and Community Development (HCD) has drafted a new Subrecipient Agreement to be executed between the County and the Housing Authority in order to continue the TBRA program. The Subrecipient Agreement will be effective November 17, 2015 and terminate June 30, 2016. The TBRA program will provide monthly rental assistance payments on behalf of eligible low income households. The Subrecipient Agreement also will permit the Housing Authority of Santa Barbara County to provide security and utility deposit assistance.

Background:

The Housing Authority estimated that it would provide TBRA assistance to thirty-six (36) households during the term of the Original Agreement; however, the actual number of households assisted was eighty (80), using \$462,685 from the \$700,000 in the Original Agreement. In addition, assistance was provided at a lower cost per household than originally estimated, which resulted in a balance of unexpended funds at the end of the two-year contract period. The eight (8) month term of the new Agreement will allow the Housing Authority sufficient time to expend the remaining funds and assist an additional 76 households.

The Subrecipient Agreement will provide the Housing Authority with \$237,315 in HOME funds to enable it to continue operating the TBRA program through June 30, 2016.

Performance Measure:

The Housing Authority estimates it will assist 76 households during the term of the new Subrecipient Agreement that might not otherwise have been able to find decent, safe, affordable housing. Some of the households will receive one-time security deposit assistance and others will receive ongoing monthly rental assistance.

Fiscal and Facilities Impacts:

Budgeted: Yes.

The County originally allocated \$700,000 in HOME funds for the Housing Authority's TBRA program. \$237,315 of those funds remained unexpended at the time that the Original Agreement terminated. By executing the new Subrecipient Agreement, the Housing Authority will be able to expend the remaining funds.

Approval of the Subrecipient Agreement with the Housing Authority will make TBRA assistance available Countywide. (The cities of Lompoc and Santa Maria have TBRA programs that serve their respective communities).

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November 17, 2015

Page 3 of 3

Staff estimates that 38 hours of staff time will be required to administer and monitor the program from contract execution to contract termination. Therefore, the cost to administer the program is estimated to be \$2,102. These costs are included in the approved budget.

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 (HOME)	\$ 237,315.00		
Fees			
Other:			
Total	\$ 237,315.00	\$ -	\$ -

Key Contract Risks:

HUD could require the County to repay HOME funds expended for ineligible expenses with non-federal funds. The Subrecipient agreement specifies eligible expenses and County staff will review each payment request submitted by the Housing Authority to ensure that expenses incurred were for eligible costs. HOME funds will be provided to the Housing Authority on a reimbursement basis and payments made by the Housing Authority for ineligible costs will not be reimbursed. Further, County staff will conduct annual monitoring to assure that the program is being administered in accordance with HOME regulatory requirements.

Staffing Impacts:

Current HCD staff will administer the contract.

Special Instructions:

- Execute three (3) original copies of Attachment A (a copy for the Subrecipient, a copy for HCD, and a copy for COB). Contact Phil Willis-Conger, 503-568-3549 PWillis-Conger@sbccsd.org, when ready for pick up.
- Provide a copy of the minute order reflecting Board Action

Attachments:

- A) Subrecipient Agreement
- B) CEQA Notice of Exemption