



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 14, 2017  
**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 capital projects approved by the Board of Supervisors on July 11, 2017 (Supervisorial Districts 1 and 4)

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**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 Cuyama Valley Recreation District in the amount of \$341,000 to implement a capital project for park improvements;
- B. Approve and authorize the Chair of the Board to execute a CDBG subrecipient agreement (Attachment B) between the County and Good Samaritan Shelter in the amount of \$434,000 to implement a capital project for Bridgehouse Shelter improvements;
- C. 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 (Attachment C).

**Summary Text:**

On July 11, 2017 the Board of Supervisors approved awards of CDBG funds to implement six (6) capital projects. The Minute Order is attached as Attachment D. Two of the projects require contracts that are executed by the chair of the Board of Supervisors because the contract amounts are over \$100,000. Those projects are: 1) The Cuyama Valley Recreation District project which consists of upgrades to the thirteen (13) acre Cuyama Valley Recreation District Park including the installation of new, permanent restroom facilities, concession stand, and skate park. And, 2) The Good Samaritan Shelter Bridgehouse Capital Improvements Project which addresses needs identified in a Facilities Inspections and Condition Report completed by the County’s General Services Department. The Bridgehouse facility is a County owned building. Under a 2015 License Agreement, Good Samaritan Shelter Inc. (Good Samaritan) is the licensee to operate the Bridgehouse as a homeless shelter until 2022. The subrecipient agreement will be between the County and Good Samaritan. The Community Services Department (CSD) Division of Housing and Community Development (HCD) has drafted a subrecipient agreement for each project (Attachments A and B). 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 2016, HCD issued a NOFA to receive applications for FY 2017-18 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 2017-18 Action Plan that included the proposed projects for submission to the U.S. Department of Housing and Urban Development (HUD). On July 11, 2017 the Board of Supervisors approved the final CDBG funding awards and the FY 2017-18 Action Plan for submission to HUD.

A list of all approved CDBG capital projects is included in Attachment E. Two of the projects require contracts that are executed by the Chair of the Board of Supervisors. They are:

Attachment	Organization Name	Project Title	2017-18 CDBG Award
A	Cuyama Valley Recreation District	Restroom, Concession Stand and Skate Park installation	\$341,000
B	Good Samaritan Shelter	Bridgehouse Capital Improvements	\$434,000

The Cuyama Valley Recreation District project consists of upgrades to the thirteen (13) acre Cuyama Valley Recreation District Park including permanent restroom facilities. Currently, portable restrooms are used for any activities/events. The project also includes a small concession area adjacent to the restrooms in order to facilitate food sales for events and activities held at the park, and a skate park as a low cost activity for residents. The Cuyama Valley is a low-income community and the Recreation District hopes to provide low cost activities for residents and to engage youth.

The Good Samaritan Shelter Bridgehouse Capital Improvements Project addresses needs identified in a December 2016 Facilities Inspections and Condition Report completed by the County’s General Services Department. Under a 2015 License Agreement, Good Samaritan is the licensee to operate the Bridgehouse as a homeless shelter until 2022. Under the License Agreement, Good Samaritan is responsible for all maintenance and repair to the County property. The project includes replacing the flooring throughout the main building, painting the interior, and rehabilitating the kitchen and restrooms. The laundry room will be expanded as it currently holds only one washer and one dryer to serve up to

one hundred (100) residents at a time. Interior and exterior lighting will be addressed, and replaced with LED fixtures. The exterior stairs will be repaired and replaced on the duplex. The water tank that provides water for the Fire Sprinkler system is failing and will be replaced. The other tank is showing signs of leaks and will also be replaced.

The County’s Subrecipient Agreements will be effective when executed. The Good Samaritan Shelter agreement will terminate on June 30, 2018 and the Cuyama Valley Recreation District agreement will terminate on September 30, 2018.

**Performance Measure:**

Exhibit A of the subrecipient agreements includes a detailed scope of work, and the projected number of persons or households who will be assisted. The subrecipients will report to HCD monthly on program/project progress to assure that they are meeting stated goals. In addition, the subrecipients will report on the number of persons served by the projects 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.

**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 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; however, no County funds are being used to fund the approved projects.

**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			\$ 775,000.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 775,000.00

**Staffing Impacts:**

The federal programs are administered by existing HCD staff.

**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 Cuyama Valley Recreation District, with original signatures, may be retained by COB.

2. Please have the Board Chair sign two copies of the signature page of the subrecipient agreement with Good Samaritan Shelter (Attachment B). One copy of the subrecipient agreement, with original signatures, may be retained by COB.
3. Please return one each of the executed subrecipient agreements (Attachments A and B) to Matt Kropke at HCD. Please call ext. 3533 for pick up.
4. Please provide a copy of the Minute Order to mkropke@co.santa-barbara.ca.us

**Attachments:**

Attachment A: Subrecipient Agreement with Cuyama Valley Recreation District

Attachment B: Subrecipient Agreement with Good Samaritan Shelter

Attachment C: CEQA NOE

Attachment D: 7/11/17 Minute Order

Attachment E: Approved 2017-18 CDBG Capital Projects

**Authored by:**

Matt Kropke, Senior Housing Program Specialist

cc: Laurie Baker, Grants and Program Manager