



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 7, 2023  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department George Chapjian, Community Services Director (805) 568-2467  
Director(s) Joe Dzvonic, Deputy Director (805) 568-3523  
Contact Info: Laurie Baker, Housing & Program Manager (805) 568-3521  
**SUBJECT:** Execution of CDBG Subrecipient Agreement with SYV Community Outreach

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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 to execute a Community Development Block Grant (CDBG) Subrecipient Agreement (Attachment A) in the amount of \$184,885 between the County and Santa Ynez Valley Senior Citizens' Foundation DBA SYV Community Outreach (SYV Community Outreach), and delegate authority to the Director of the Community Services Department to approve and execute amendments on behalf of the County to make any one or more of the following changes:
  - i. Revisions to the amounts in each budget line item, provided that the overall amount of the CDBG funds is not increased, and additions to or deletions of line items in the budget, provided that all expenditures are eligible under the CDBG Program; or
  - ii. Administrative changes to the Agreement that are necessary in order to conform with federal, state, or local governmental laws and regulations; or
  - iii. Changes extending the contract term up to a maximum of six months.
- b) Determine that the recommended action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(4), finding that the actions are 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.

**Summary Text:** This item is before the Board to approve a Community Development Block Grant (CDBG) Subrecipient Agreement for \$184,885 with SYV Community Outreach to renovate the building located at 140 West Highway 246 for use as a senior center (Project). The award of these funds to the Project was approved by the Board of Supervisors on May 2, 2023, and the Project was included in the County’s FY 2023 CDBG Action Plan and FY 2022 Action Plan amendment, and submitted to the U.S. Department of Housing and Urban Development (HUD).

**Background:**

The County of Santa Barbara serves as lead agency for the local CDBG Urban County, which includes the County and the cities of Buellton, Carpinteria, and Solvang. On May 2, 2023, the Board of Supervisors approved the FY 2023 CDBG Annual Action Plan and a Substantial Amendment to the FY 2022 Annual Action Plan submitted to HUD, which included an award of \$184,885 in CDBG funding to SYV Community Outreach for the Buellton Senior Center Renovation project. The Project will convert the former Buellton Library, located at 140 West Highway 246 and adjacent to SYV Community Outreach’s existing kitchen and meal distribution building, to a senior center with amenities including a dining room with a coffee bar and reception area, a nurse’s station, and program staff offices. Additionally, the facility will include dedicated space for providing intake and counseling services to survivors of domestic violence. The building is owned by the City of Buellton and leased at no cost to SYV Community Outreach. A letter of support provided by the City of Buellton dated January 12, 2023 stated that the City was in the process of moving the Buellton Library to another City-owned property adjacent to River View Park.

**Performance Measure:**

While SYV Community Outreach will manage the renovation project, County Housing and Community Development Division (HCD) staff will monitor construction progress to ensure that the Project is in line with its scope of work, schedule, and budget. Funds are disbursed on a cost-reimbursement basis with associated documentation confirming cost eligibility and compliance with funding regulations. Staff conducts annual monitoring of facilities assisted with CDBG funds for the HUD-required five-year minimum use period.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**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			\$ 184,885.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 184,885.00

**Key Contract Risks:**

HUD could require the County to repay CDBG funds expended for ineligible expenses with non-federal funds. The Subrecipient Agreement specifies HUD-eligible expenses, and County staff will review each payment request submitted by SYV Community Outreach to ensure that expenses incurred were for eligible costs. CDBG funds will be provided to SYV Community Outreach on a reimbursement basis. County staff will conduct periodic monitoring to ensure that the Project is being administered in accordance with CDBG regulatory requirements.

**Staffing Impacts:** HCD staff will administer the Subrecipient Agreement and monitor the use of the facility for approved purposes for a period of five years after completion of the project.

**Special Instructions:**

1. Please execute two originals of the Agreement (Attachment A). Retain one original for COB records and return one original to James Francis. Call for pick up at 83549.
2. Please return one copy of the Minute Order to James Francis at [jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org).

**Attachments:**

A: CDBG Subrecipient Agreement with SYV Community Outreach

B: May 2, 2023 Board Letter and Minute Order for approval of the FY 2023 Annual Action Plan and FY 2022 Action Plan amendment

**Authored by:**

James Francis, Senior Housing Programs Specialist