



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:** July 13, 2021  
**Placement:** Administrative  
**Estimated Time:** N/A  
**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)  
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523  
Kimberlee Albers, Grants and Programs Manager (805) 560-1090  
**SUBJECT: Approval of reallocation of Homeless Emergency Assistance Program (HEAP) Funds to Good Samaritan Shelter Inc. for purchase and installation of a restroom/shower trailer to be located on the County-owned Bridgehouse Shelter site as part of the Pallet Shelter Project. (Supervisory District 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 the reallocation and re-programing of \$65,148 in prior unexpended State HEAP funds from various previously awarded subrecipients to Good Samaritan Shelter Inc. for the purchase of a restroom/shower trailer; and
- B. Approve, ratify, and authorize the Chair of the Board of Supervisors to execute the attached First Amendment to the Subrecipient Agreement between the County and Good Samaritan Shelter, dated April 2, 2019, in order to amend the scope of work, revise the budget, and add an additional \$65,148 in additional HEAP funds for reimbursement of a restroom/shower trailer for the Pallet Shelter Project.
- C. Determine that the recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to: CEQA Guidelines Section 15269(c), finding that the actions consist of specific actions necessary to prevent or mitigate an emergency; Government Code Section 8698.4,

finding that the County has declared a shelter crisis and the action includes leasing of County-owned land for a homeless shelter and financial assistance therefore; CEQA Guidelines Section 15303, finding that the actions consist of the construction and location of limited numbers of new, small facilities or structures; and CEQA Guidelines Section 15304, finding that the action consists of minor public alterations in the condition of land; and direct staff to file a Notice of Exemption on these bases.

### **Summary Text:**

On May 11, 2021, the Board approved the reallocation and reprogramming, from the Department of Behavioral Wellness to the Department of General Services, of up to \$350,000 of HEAP funds for site preparation, relocation, and installation of twenty (20) pallet units to be used at the County-owned Bridgehouse Shelter at 2025 Sweeney Road in unincorporated Lompoc Valley. The action and approved project charter included site preparation and installation for the restroom/shower trailer but not the purchase of the trailer. To complete the project and fully serve the future residents of the Pallet Shelter Project a restroom and shower facility is required. Good Samaritan Shelter has purchased the restroom/shower trailer for \$86,950 and it is currently on site. Currently, the purchase of the trailer is not within the approved scope of services and Good Samaritan has a funding deficit of \$65,148 to cover the trailer expense. On June 25, 2021, the Pallet Shelters were transported from Isla Vista to the Bridgehouse Shelter site located in unincorporated Lompoc Valley and general services has coordinated the installation of the restroom/shower trailer.

Staff is recommending the Board of Supervisors approve \$65,148 of unexpended HEAP funds to be re-programmed to Good Samaritan Shelter Inc. for the restroom/shower trailer purchased May 13, 2021, for use at the Pallet Shelter Project. The funds would be reprogrammed from various HEAP contracts that were unable to expend all funds before the State deadline of June 30, 2021. \$46,148 of the recommended amount is from various contracts and \$19,000 is from Good Samaritan's own COVID response contract. Specifically, staff requests that the Board approve, ratify, and execute an amendment to the existing HEAP Agreement, Attachment A, between the County's Department of Community Services and Good Samaritan Shelter Inc., that would expand the scope of services and budget for the purchase of the restroom/shower trailer.

### **Background:**

Senate Bill 850 established the HEAP program. HEAP provides flexible block grants to local jurisdictions to address homelessness. HEAP funds are eligible to jurisdictions that have declared a shelter crisis. On September 11, 2018, the County adopted a Resolution declaring the existence of a shelter crisis. Eligible expenditures include, but are not limited to, homelessness prevention, criminal justice diversion programs for homeless individuals with identified mental health needs, and homeless emergency aid. The 2018 state budget provided significant funding to address homelessness, including \$500 million in HEAP in the form of Block Grants. Pursuant to this, the state allocated \$9,385,185 to the Santa Barbara County Continuum of Care (CoC). Of this amount, \$8,915,926 was made available to local non-profits and eligible entities through issuance of an October 2018 Notice of Funding Availability (NOFA). A CoC high priority for HEAP funding is the creation of new housing units and emergency shelter beds.

On April 2, 2019, the Board of Supervisors approved the execution of a HEAP Agreement that awarded \$653,852 to Good Samaritan Shelter Inc. for the supportive services, rental assistance and purchase of two modular office units for the navigation center portion of the Homeless Housing Navigation Project. Staff is recommending that this HEAP Agreement be amended to include the purchase of the restroom/shower trailer in the scope of services and budget.

On May 11, 2021, the Board of Supervisors approved the reprogramming and reallocation of \$350,000 in HEAP funds for the Pallet Shelter Project at the Bridgehouse Shelter site. The approved actions authorized relocating the pallet shelters from their then-current location in Isla Vista, site preparation for the restroom/shower trailer, and installation of the pallet structures at the Bridgehouse Shelter site. Furthermore, the Board of Supervisors approved the 3<sup>rd</sup> Amendment to License Agreement between County General Services and Good Samaritan Shelter, which will allow for use of the Bridgehouse Shelter site for this expanded pallet structure facility.

### **Discussion**

The acquisition of the restroom/shower trailer completes the Pallet Shelter Project. The restroom/shower trailer is ADA compliant and features two standard unisex suites, and 1 ADA suite, which can also be utilized as a family suite. Each standard unisex suite contains one toilet, shower stall, pedestal sink, and shatterproof mirror. The ADA-compliant unisex suite includes 1 wheelchair-accessible shower, sink, and grab rails. The trailer was purchased by Good Samaritan Shelter Inc. on May 13, 2021, for an amount of \$86,950 and is an eligible expense under the HEAP program. To cover the deficit, Staff is recommending the reprogramming of \$65,148 of previously obligated but unexpended HEAP funds, including \$19,000 from Good Samaritan's own HEAP funded COVID response contract to the HEAP Agreement executed on April, 2, 2019. Due to the State's HEAP expenditure deadline of June 30, 2021, any unspent funds are subject to recapture by the State. State administrators were consulted and they have approved reprogramming, budget modifications, and amendments through July 31, 2021. Approval of this amendment will allow for the reimbursement of the trailer with HEAP funds.

The proposed pallet shelter project at the Bridgehouse shelter aligns with the adopted Phase II Community Action Plan to Address Homelessness (Plan) by expanding the existing shelter system and continued identification and implementation of best management practices. Co-location of the pallet units at the Bridgehouse Shelter enables program clients to benefit from existing on-site support and housing navigation services, the goal of which is to provide an opportunity to move to permanent housing. Successful replication of the Isla Vista shelter program at the Bridgehouse will demonstrate how new innovative housing solutions can be integrated into existing housing and supportive service programming and provide greater benefit if left as stand-alone programs.

### **Performance Measure:**

The use of state HEAP funds for the Bridgehouse pallet shelter project is an eligible use for these funds. It is anticipated that up to 40 homeless households will initially be assisted by this project. The State will

recapture unexpended HEAP funds if not expended on eligible costs having been incurred by June 30, 2021.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**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	\$ 46,148		
Federal			
Total	\$ 46,148		

Narrative: These HEAP funds will be used to reimburse Good Samaritan Shelter for the restroom/shower trailer to complete the previously Board approved Pallet Shelter Project.

**Key Contract Risks:**

The County assumes responsibility for the administration of HEAP in accordance with all State requirements governing their use. In addition, the County would be liable as a pass-through entity for repayment to the State if it or any provider to which it sub-grants funds is found not to comply with applicable requirements. All payments to contractors using HEAP funds will be done on a cost-reimbursement basis. This allows CSD/HCD to disburse state HEAP funds for identified, eligible incurred costs. In this regard, the County is responsible to use state funds for costs that are eligible under HEAP and documented in a manner that is acceptable to HCD.

To avoid the purchase of the trailer by Subrecipient on May 13, 2021, being out of the Scope of Services and not part of the previously approved budget, the ratification action will back date the Amendment to May 10, 2021, to cover the expense. Staff will implement measures to decrease the frequency of these “back-dating” requests.

**Staffing Impacts:**

The current requested activity falls within currently budgeted staff duties.

**Special Instructions:**

- 1) Please return two executed First Amendments (Attachment A) and a copy of the Minute Order to Dinah Lockhart. Please email when ready for pick up [rlowry@co.santa-barbara.ca.us](mailto:rlowry@co.santa-barbara.ca.us) .
- 2) Please retain one executed First Amendment to License Agreement for COB records.

**Attachments:**

- A. GSS HEAP First Amendment
- B. CEQA Notice of Exemption