



**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: June 7, 2016
Placement: Administrative
Estimated Time:
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(s)
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Laurie Baker, Grants & Program Manager (805) 568-3521

SUBJECT: **Subrecipient Agreement with the Housing Authority of the County of Santa Barbara to administer a HOME-funded Tenant-Based Rental Assistance (TBRA) program (Countywide)**

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 of Supervisors to execute an original and duplicate original of the Subrecipient Agreement (Attachment A) in the amount of \$493,421 between the County and the Housing Authority of the County of Santa Barbara (“Housing Authority”) to administer a Tenant Based Rental Assistance (TBRA) program funded through the County HOME Consortium with an effective date of July 1, 2016 and terminating June 30, 2018; 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 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 B).

Summary Text:

The County of Santa Barbara serves as a lead agency for the local HOME Consortium, which includes the County and the cities of Buellton, Carpinteria, Goleta, and Solvang. The HOME Consortium

Subrecipient Agreement with the Housing Authority of the County of Santa Barbara to administer a Tenant-Based Rental Assistance (TBRA) program

Page 2 of 3

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.

On April 19, 2016, the Board of Supervisors approved a Substantial Amendment to the FY 2012-13 and FY 2014-15 annual Action Plans, which included reprogramming uncommitted HOME funds from those years to three agencies: the Housing Authority (\$493,421), Transition House (\$40,000) and PATH Santa Barbara (\$22,000). The Division of Housing and Community Development (HCD) has drafted a subrecipient agreement to be executed between the County and the Housing Authority. County purchasing requirements require contracts in excess of \$100,000 be considered by the Board prior to approval and execution by the Chair of the Board. The Housing Authority's TBRA program will provide security deposit and rental assistance payments on behalf of eligible low-income households throughout the County, except within the City of Santa Barbara, which administers a separate HOME TBRA grant program.

Background:

Each year, the County receives an allocation of federal HOME Program funds from HUD to administer on behalf of the local HOME Consortium. The grant funds are suballocated to the Consortium members (the County and the cities of Buellton, Carpinteria, Goleta and Solvang) to use for eligible projects that expand the supply of affordable housing to low-income households. Proposed projects are published in the County's annual Action Plan required by HUD. On April 19, the Board of Supervisors approved HCD's Substantial Amendment to the FY 2012-13 and FY 2014-15 annual Action Plans, which included a new TBRA subrecipient agreement with the Housing Authority.

The Housing Authority has administered a countywide TBRA program using County HOME funds since 2012. This subrecipient agreement will provide both rent and security deposit assistance at an average cost of approximately \$9,000 per household. In addition to serving households on their waiting list, the Housing Authority will target efforts on housing the homeless, veterans, persons with disabilities, seniors and persons with HIV/AIDS and will work closely with community based organizations which serve these populations throughout the County. The new TBRA contract will have a term of two years, beginning July 1, 2016 and ending June 30, 2018.

Performance Measure:

The Housing Authority expects to serve approximately 56 low-income households that might not otherwise be able to find decent, safe, affordable housing.

Fiscal and Facilities Impacts:

Budgeted: Yes The County is recommending \$493,421 in prior year HOME funds for the Housing Authority's TBRA subrecipient agreement, which was included in the County's Substantial Amendment to the FY 2012-13 and FY 2014-15 annual Action Plans, and approved by the Board on April 19, 2016. The contract will run from July 1, 2016 through June 30, 2018 or until all the funds are expended. Staff time required to administer and monitor the Housing Authority's TBRA program are included in the HCD HOME program budget.

Fiscal Analysis:

Subrecipient Agreement with the Housing Authority of the County of Santa Barbara to administer a Tenant-Based Rental Assistance (TBRA) program

Page 3 of 3

Funding Sources	Current FY Cost:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund			
State			
Federal			\$ 493,421.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 493,421.00

Key Contract Risks:

HUD could require the County to repay HOME funds expended for ineligible expenses with non-federal funds. The subrecipient agreement specifies HUD 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. 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 subrecipient agreement.

Special Instructions:

1. Please call Lucy Graham at ext. 3533 when the documents listed below are available.
 - a. Two executed copies of the Attachment A; and
 - b. One copy of the Minute Order.

Attachments:

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