



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 6, 2023
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(s)
Contact Info: Laurie Baker, Grants & Program Manager (805) 568-3521

SUBJECT: **Approval and Execution of a Third Amendment to Agreement with Habitat for Humanity of Southern Santa Barbara County to extend the term of a \$80,000 CDBG Capital 2021-22 grant award for its Low-Income Homeowner Minor Home Repair Program.**

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 a Third Amendment to the Community Development Block Grant (CDBG) Agreement with Habitat for Humanity of Southern Santa Barbara County (Attachment A) to extend the term of the Agreement to December 31, 2023, for continuation of its Low-Income Homeowner Minor Home Repair Program.
- b) Determine that the recommended action is not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301, as it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

Summary Text: The recommended Board action would approve and authorize the Chair of the Board of Supervisors to execute a Third Amendment to the Community Development Block Grant Agreement (“Third Amendment”) with Habitat for Humanity of Southern Santa Barbara County (“Project Sponsor”) to allow additional time for completion of work under the Low-Income Homeowner Minor Home Repair Program (“Program”).

Background: On April 20, 2021, the County Board of Supervisors adopted and approved for submittal to the U.S. Department of Housing and Urban Development (“HUD”) the Santa Barbara County Community Development Block Grant (“CDBG”) Urban County 2021-2022 Action Plan, which included CDBG Capital funding in the amount of forty thousand dollars (\$40,000) for the Project. The Project scope of work included repair of five homeowner-occupied homes.

Santa Barbara County entered into a Community Development Block Grant Agreement with the Project Sponsor on December 7, 2021 (the “Agreement”) with an original term of performance ending on June 30, 2022, and provisions authorizing the director of the County Community Services Department (“Director”) to extend the term of the Agreement for an additional six (6) months at the request of the Project Sponsor, in the Director’s discretion. On June 16, 2022, at the request of the Project Sponsor, the Director executed a First Amendment to the Agreement extending the term of the Agreement until December 31, 2022, to allow for additional time to complete the Project.

On May 3, 2022, the Board of Supervisors adopted and approved for submittal to HUD the Santa Barbara County CDBG Urban County 2022-2023 Action Plan, which included additional CDBG Capital funding in the amount of forty thousand dollars (\$40,000) for the Project, for a total funding amount of eighty thousand dollars (\$80,000), and expanding the scope of work to include repair of 13 homeowner-occupied homes. On December 13, 2022, the Board of Supervisors executed a Second Amendment to the Agreement increasing project funding to eighty thousand dollars (\$80,000) and extending the term of the Agreement through June 30, 2023.

As home repair activities are ongoing and Habitat has not yet expended all allocated CDBG funding, the Project Sponsor has requested an extension of the term of the Agreement for six months to complete the Project. The Third Amendment extends the term of the Agreement through December 31, 2023.

Contract Renewals and Performance Outcomes:

The Third Amendment allows for continued performance by Project Sponsor under the Agreement, and allows for the Project to be completed consistent with the Scope of Work.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
\$ -	\$ -	\$ -

Narrative: The FY 2021-22 Action Plan approved by the Board on April 20, 2021 included \$40,000 for the Project, and the FY 2022-23 Action Plan approved by the Board on May 3, 2022 added \$40,000 for a total funding amount of \$80,000; no additional funds are being requested in connection with the Third Amendment. Staff time required to administer and monitor CDBG Capital projects is included in HCD’s annual operating budget.

Key Contract Risks:

HUD could require the County to repay CDBG grant funds expended for ineligible expenses. The Agreement specifies HUD-eligible expenses, and County staff will review each payment request submitted for cost reimbursement by the Project Sponsor to ensure that expenses incurred were for eligible costs.

Staffing Impacts: N/A

Special Instructions:

1. Please return one copy of the Minute Order to James Francis at jfrancis@countyofsb.org.
2. Please return one executed copy of the Third Amendment to James Francis at jfrancis@countyofsb.org, Ext. 83549.
3. Please retain one executed original of the Third Amendment for COB records.

Attachments:

A: Third Amendment to Agreement with Habitat for Humanity of Southern Santa Barbara County

Authored by:

James Francis, Housing Program Specialist, Senior

cc: