



JESUS ARMAS, Director, Community Services

Joe Dzvonik, Assistant Director, Housing & Community Development

Jeff Lindgren, Assistant Director, Parks

Andrew Myung, Assistant Director, Administration & Finance

Sarah York Rubin, Executive Director, Office of Arts & Culture

Garrett Wong, Division Manager, Sustainability



**Community
Services
Department**
Connecting People to Opportunities

sbccsd.org

June 24, 2025

Patricia Keelean, Executive Director

Community Action Commission of Santa Barbara County, d/b/a CommUnify

5638 Hollister Ave., Suite 230

Goleta, CA 93117

RE: Reservation of County Affordable Housing Funds: Brisa Encina Head Start ("Project")

Dear Ms. Keelean:

Based on information provided by Community Action Commission of Santa Barbara County, doing business as CommUnify ("CommUnify" or "Developer") in February 2024, the County's Capital Loan Committee ("CLC") recommended a reservation of \$360,000 in Community Development Block Grant ("CDBG") program funding (the "Reserved CDBG Funds") to be used by CommUnify for the development of the Project. This funding is reserved beginning July 1, 2025, and expires on June 30, 2026. On May 7, 2024, the Santa Barbara County Board of Supervisors ("Board") concurred with the recommendation and approved Project funding under the County's Annual Action Plan.

Project Description and Scope of Work:

Brisa Encina Head Start will be a new construction project located at 1498 Burton Mesa Boulevard in the unincorporated community of Mission Hills, near Lompoc ("Property"). The Project will consist of construction of a child care facility with an enrollment capacity of up to 49 children, aged 0-5, located adjacent to the proposed Brisa Encina affordable housing development.

Following Project due diligence, County staff will return to the Board requesting Board approval of the terms and conditions of a County loan to CommUnify in the amount of the Reserved CDBG Funds ("Loan"), as memorialized in documents to include a Loan Agreement, a Regulatory Agreement restricting use of the Project and the Property for a specified period of time, and Promissory Note secured by a Deed of Trust (collectively, the "County Loan Documents"). Standard County requirements must be met as conditions precedent to County approval of the Loan Documents. In addition, as Federal funds are involved, approval of County documents will be contingent on demonstrating compliance with Federal environmental review processes. The Loan will likely be a forgivable loan.

Requirements that must be met as conditions precedent to County approval of any County Loan Documents, substantiated by documentation submitted by the Developer in form satisfactory to the County, include:

- The County has received its fiscal year 2025 funding award from HUD;
- All Project funding, other than the Reserved CDBG Funds, has been formally committed in sufficient amounts to complete the Project;
- All Project planning and zoning approvals have been acquired by Developer;
- County has received documents necessary to complete Project due diligence review and underwriting, including, but not limited to, copies of final Project development budget, sources and uses, and cash-flow proforma;
- County staff has preliminarily determined Developer capacity and fiscal soundness, and has examined neighborhood market conditions to ensure adequate need for the Project.
- In addition, if Federal funds are used, the following conditions must be completed prior to County approval of any County Loan Documents:

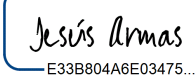
- Completion of environmental review required under the National Environmental Policy Act and receipt of Authority to Use Grant Funds (AUGF) by the U.S. Department of Housing and Urban Development (HUD). Note that agency may not commence or enter into agreement to undertake any activity at the Project site that would adversely affect existing site conditions or would otherwise be a choice limiting action, including the acquisition, demolition, construction, or relocation of buildings or structures, or otherwise making a physical change to the Property (including ground disturbance such as moving dirt) until the AUGF has been issued by HUD.

Please submit documentation reflecting completion of the aforementioned conditions precedent to Lucille Boss, Housing Programs Manager, and work with Lucille in preparing the aforementioned County Loan Documents for Board approval. Please keep Ms. Boss updated on any changes to the Project as described above. Ms. Boss may be contacted by email at lboss@countyofsb.org or by phone at (805) 568-3533.

CommUnify serves as an essential component of Santa Barbara County's affordable housing and community development goals. Brisa Encina Head Start will undoubtedly assist Santa Barbara County in its efforts to address the needs of low-income households in our community.

Sincerely,

DocuSigned by:

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Jesús Armas, Director

Community Services Department