



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:** June 28, 2022  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** George Chapjian, Community Services Director (805) 568-3407  
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523  
Laurie Baker, Grants and Program Manager (805) 568-3521  
**SUBJECT:** Execution of Community Development Block Grant (CDBG) subrecipient agreements to implement projects previously approved by the Board of Supervisors on May 3, 2022

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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, pursuant to the FY 2022-23 Annual Action Plan, to execute the following Community Development Block Grant (CDBG) Agreements (Attachments B-M) between the County and the Subrecipients:
1. \$15,947 to Channel Islands YMCA for the My Home Transitional Age Housing Navigation program (Attachment B)
  2. \$20,000 to Channel Islands YMCA for the Noah's Anchorage Crisis Shelter (Attachment C)
  3. \$15,655 to Domestic Violence Solutions for an emergency crisis shelter program (Attachment D)
  4. \$20,000 to Good Samaritan Shelter for the Bridgehouse Shelter (Attachment E)
  5. \$15,947 to Meals on Wheels Santa Maria Valley for a meals on wheels program (Attachment F)
  6. \$20,000 to NBCC for the Community Counseling Clinic (Attachment G)
  7. \$15,665 to People Assisting the Homeless for a Housing Navigator for Interim Housing (Attachment H)

8. \$7,723 to People's Self-Help Housing Corporation for the Camino Scholars Carpinteria Learning Center (Attachment I)
  9. \$20,000 to People's Self-Help Housing Corporation for a homeless recidivism prevention program (Attachment J)
  10. \$15,948 to Santa Ynez Valley People Helping People for Under 1 Roof Senior Services (Attachment K)
  11. \$15,947 to Showers of Blessing Santa Barbara for an Isla Vista site (Attachment L)
  12. \$7,723 to United Boys and Girls Clubs of Santa Barbara County for the Carpinteria Club College Bound program (Attachment M)
- B. Determine that the above recommended actions are not the approval of projects that are subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), finding that the actions are not projects as they are the 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.

**Summary Text:**

On May 3, 2022, the Board of Supervisors (Board) approved funding awards to implement federal CDBG public services programs. The Minute Order is attached as Attachment A. Staff is requesting that the Board authorize the Board Chair to execute CDBG public services agreements.

The May 3<sup>rd</sup> Board action was based on the then-estimated CDBG allocation. The Board directed staff to return to the Board if the actual allocation is more than was estimated for follow-up direction on the use(s) of excess CDBG funds. FY 2022 CDBG allocations were announced by HUD on May 13, 2022, and the County's CDBG allocation is \$65,848 less than estimated, resulting in \$9,878 less for public services programs (15% of the allocation). Per the recommendations provided by the County's Human Services Commission Allocations Committee's contingency plan and Carpinteria City Council action, which recommendations were approved by the Board on May 3, funds were deducted equally from two Countywide programs and two Carpinteria programs. Therefore, staff is not seeking further direction on the use(s) of CDBG public services funds.

The Community Services Department Division of Housing and Community Development (CSD/HCD) has drafted twelve (12) CDBG subrecipient Board Contracts to be executed by the Board Chair (Attachments B-M). A Scope of Work for each project is included in Exhibit A of each subrecipient agreement.

**Background:**

The County of Santa Barbara is the lead agency of the CDBG Urban County, which includes the County and the Cities of Buellton, Carpinteria, and Solvang. Each year, the Urban County receives an allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In November of 2021, CSD/HCD issued a Notice of Funding Availability (NOFA) for applications for FY 2022-23 CDBG funds. Applications were due in January 2022 and initially reviewed by CSD/HCD staff for eligibility. CDBG Public Services applications were reviewed by the Human Services Commission Allocations Committee, which made funding recommendations for the Board's consideration.

The Board of Supervisors made final funding approvals on May 3, 2022 and “Directed staff to finalize the 2022-2023 Action Plan with direction to staff to return to the Board if excess monies is allocated after Daniel Nielson, the Department of Social Services Director, presents on the feeding programs.”

The FY 2022 CDBG allocations were announced by HUD on May 13, and the County’s allocation is \$65,848 less than last year, resulting in \$9,878 less for public services programs (15% of the allocation). Per the recommendations provided by the Allocations Committee’s contingency plan and Carpinteria City Council action, which were approved by the Board on May 3, funds were deducted equally from two Countywide programs and two Carpinteria programs. Because no excess funds were allocated by HUD, staff is not seeking further direction from the Board.

All approved CDBG public services Board Contracts are included in the list below, and the Subrecipient agreements are enclosed as Attachments B-M for execution by the Chair of the Board of Supervisors.

<b>APPLICANT</b>	<b>PROJECT TITLE</b>	<b>AMOUNT</b>	<b>ATTACHMENT</b>
Channel Islands YMCA	My Home Transitional Age Housing Navigation	\$15,947	B
Channel Islands YMCA	Noah’s Anchorage Crisis Shelter	\$20,000	C
Domestic Violence Solutions	DVS Emergency Shelter	\$15,655.50	D
Good Samaritan Shelter	Bridgehouse Shelter	\$20,000	E
Meals on Wheels Santa Maria Valley	Meals on Wheels	\$15,947	F
NBCC (New Beginnings)	Community Counseling Clinic	\$20,000	G
People Assisting the Homeless (PATH)	Housing Navigator for Interim Housing	\$15,655.50	H
People’s Self-Help Housing Corporation (PSHHC)	Camino Scholars Carpinteria Learning Center	\$7,723	I
People’s Self-Help Housing Corporation (PSHHC)	Homelessness Prevention	\$20,000	J
Santa Ynez Valley People Helping People	Under 1 Roof – Senior Services	\$15,948	K
Showers of Blessing Santa Barbara	Isla Vista Site	\$15,947	L
United Boys & Girls Clubs of Santa Barbara County	Carpinteria Club College Bound	\$7,723	M
	<b>TOTAL</b>	<b>\$190,546</b>	

**Performance Measure:**

Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and federal regulations. Funds are provided on a reimbursement basis.

HCD staff will monitor the performance of funding recipients. Public service program subrecipients are required to report quarterly to HCD on the number of persons served and progress on their goals. Subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and funding regulations.

**Key Contract Risk:**

HUD holds the County accountable for ensuring that federal funds expended are for eligible costs and could require repayment by the County, with non-federal funds, for ineligible expenses. HCD will make payments to the subrecipient on a reimbursement basis. To receive payment, the subrecipient must provide documentation that supports eligible expenditures that are consistent with the contract budget and federal regulations. If a subrecipient does not meet performance measures or federal regulations, the County may withhold funds or terminate the contract. All preliminary requirements have been completed for the public services programs, including environmental review in accordance with 24 CFR Part 58.

**Fiscal and Facilities Impacts:**

CDBG funds are allocated to the County on an annual basis from HUD. Federal CDBG funds are awarded to the County as grants. Twenty percent (20%) of the CDBG grant may be used to cover County costs to administer the federal programs.

**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			
Federal			\$ 190,546.00
Fees			
Other:			
Total	\$ -	\$ -	\$ 190,546.00

**Staffing Impacts:**

The programs are administered by existing HCD staff with the support of County Counsel, and other County departments including the CEO, Auditor-Controller, Risk, General Services, and Community Services.

**Special Instructions:**

1. Return a copy of each executed agreement to James Francis at HCD (12 total). Please call ext. 83549 or email [jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org) for pick-up.
2. Please retain the Subrecipient Agreements with original signatures for COB records.
3. Please provide a copy of the Minute Order to [jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org) or place with agreements for pick up.

**Attachments:**

- Attachment A: 5/3/22 Board Letter and Minute Order
- Attachment B: CDBG Subrecipient Agreement with Channel Islands YMCA (My Home)
- Attachment C: CDBG Subrecipient Agreement with Channel Islands YMCA (Noah’s Anchorage)
- Attachment D: CDBG Subrecipient Agreement with Domestic Violence Solutions
- Attachment E: CDBG Subrecipient Agreement with Good Samaritan Shelter
- Attachment F: CDBG Subrecipient Agreement with Meals on Wheels Santa Maria Valley
- Attachment G: CDBG Subrecipient Agreement with NBCC
- Attachment H: CDBG Subrecipient Agreement with People Assisting the Homeless

Attachment I: CDBG Subrecipient Agreement with People's Self-Help Housing (Camino Scholars Carpinteria)

Attachment J: CDBG Subrecipient Agreement with People's Self-Help Housing (Supportive Services to Prevent Homeless Recidivism)

Attachment K: CDBG Subrecipient Agreement with Santa Ynez Valley People Helping People

Attachment L: CDBG Subrecipient Agreement with Showers of Blessing Santa Barbara

Attachment M: CDBG Subrecipient Agreement with United Boys and Girls Clubs of Santa Barbara County