



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Community Services  
**Department No.:** 057  
**Agenda Date:** June 10, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Director(s): Jesús Armas, Community Services Director

<sup>DS</sup>  
*JA*

Contact: Joseph Dzvonik, Assistant Director, Housing and Community Development  
Lucille Boss, Housing Programs Manager

**SUBJECT: HOME Tenant-Based Rental Assistance (TBRA), Subrecipient Agreements with the City of Santa Maria (Supervisorial Districts 4 and 5) and the Housing Authority of the County of Santa Barbara (Supervisorial Districts 3 and 4)**

**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 (Chair), to execute a Subrecipient Agreement (Attachment A) between the County of Santa Barbara (County), and the City of Santa Maria (City) providing \$150,000 in HOME funds to administer a Tenant-Based Rental Assistance (TBRA) program in Districts 4 and 5; and
- b) Approve and Authorize the Chair to execute a Subrecipient Agreement (Attachment B) between the County and the Housing Authority of the County of Santa Barbara (Housing Authority) providing \$123,933 in HOME funds to administer a TBRA program in Districts 3 and 4; and
- c) Determine that the proposed actions are exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(4), finding that the actions are 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.

**Summary Text:**

This Item recommends authorization and execution of Subrecipient Agreements with the City of Santa Maria and Housing Authority of the County of Santa Barbara for administration of Tenant-Based Rental Assistance programs which provide security deposit assistance for qualifying lower-income households. On May 7, 2024, the Board of Supervisors approved submittal of the County's 2024-25 Annual Action Plan (Action Plan) to the U.S. Department of Housing and Urban Development (HUD). Each respective Tenant-Based Rental Assistance program was incorporated within the Action Plan for future implementation. The meeting Minute Order and Board Agenda Letter are provided as Attachment C. Subsequent to submittal of the Action Plan, on December 9, 2024, the County executed a Grant Agreement with HUD realizing annual HOME entitlement funds.

**Background:**

The County of Santa Barbara serves as lead agency for the HOME Consortium, which includes the unincorporated areas of the County and the cities of Buellton, Carpinteria, Goleta, Solvang, Lompoc and Santa Maria. Each participating jurisdiction receives an annual pro-rata sub-allocation of HOME funds for their respective communities. Each TBRA program is a continuation of past year's programming and provides direct financial assistance to lower-income households for security deposits to acquire rental housing. It is often the case that these households have income and financial resources to pay monthly rent, but lack resources for security deposits. This direct financial assistance allows lower-income wage earning households and those on fixed incomes to acquire rental housing and prevents them from potential homelessness. TBRA assistance per household may range between \$2,500 and \$2,800 annually depending on need. The City of Santa Maria will administer the City TBRA program with a portion of its allocation, while the Housing Authority will administer the TBRA Program on behalf of the City of Lompoc utilizing Lompoc's allocation.

**Performance Measure:**

The City and Housing Authority will serve approximately 60 and 44 households annually, respectively. These Subrecipient Agreements require adherence to TBRA rules and policies pursuant to HOME Regulations cited at 24 CFR Part 92. This includes, but is not limited to: qualifying tenant income, ensuring allowable rents and lease terms, inspecting housing units for consistency with HUD Housing Quality Standards, and non-discrimination among other programmatic and administrative requirements.

**Contract Renewals:**

N/A

**Fiscal and Facilities Impacts:**

These TBRA funds are budgeted through the County's annual allocation of HOME entitlement funds under the HOME Consortium 2024-25 Annual Action Plan and associated HUD Grant Agreement.

**Fiscal Analysis:**

<b>Funding Source</b>	<b>FY 2025-26</b>	<b>Total</b>
General Fund		
State		
Federal	\$273,933	<b>\$273,933</b>
Fees		
[Other Source]		
<b>Total</b>		<b>\$273,933</b>

**Staffing Impacts:**

Current Housing and Community Development Division staff will oversee administration of the City and Housing Authority Subrecipient Agreements.

**Special Instructions:**

1. Please execute two originals of the City subrecipient Agreement (Attachment A). Retain one original for COB records and return one original to Roberto Bojorquez. Call for pick up at x82469.
2. Please execute two originals of the Housing Authority subrecipient Agreement (Attachment B). Retain one original for COB records and return one original to Roberto Bojorquez. Call for pick up at x82469.
3. Please return one copy of the Minute Order to Roberto Bojorquez at rbojorquez@countyofsb.org.

**Attachments:**

**Attachment A** – City of Santa Maria Subrecipient Agreement

**Attachment B** – Housing Authority Lompoc Subrecipient Agreement

**Attachment C** – May 7 2024 Board Letter and Minute Order for approval of the FY 2024-25 Annual Action Plan

**Contact Information:**

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