



**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 3, 2014  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Renée E. Bahl, Interim Community Services Director (805) 568-2467  
Director:  
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523  
**SUBJECT:** First Amendment to 2013-2014 CDBG County funded Santa Ynez Valley People Helping People Family Strengthening and Support Program; Third Supervisorial District.

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Risk Management**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A) Approve and authorize the Interim Community Services Department Director to execute a First Amendment to the FY 2013-2014 CDBG Subrecipient Agreement with the Santa Ynez Valley People Helping People organization (545 N. Alisal Road, Solvang) for the Family Strengthening Program to add \$12,125 in additional 2013 CDBG Public Services funds (Attachment A); and
- B) Determine that, as this project was previously determined on October 1, 2013 by the Board to be categorically exempt from the provisions of the California Environmental Quality Act (CEQA), and that no new information, services or modifications of substantial importance has been made to this project under which the Notice of Exemption (Attachment B) was filed, no subsequent environmental documentation is required.

**Summary Text:**

At the April 15, 2014 and May 6, 2014 Board of Supervisor meetings, the Board approved the County's 2014-15 Annual Action Plan and Annual Action Plan Amendments that included the use of unexpended 2013-14 Community Development Block Grant (CDBG) funds. Of those funds, \$12,125 may be used for public services grants provided it is expended for such purposes by June 30, 2014. If these funds are not spent on public services grants, they may be used to fund capital projects. The Division of Housing

and Community Development (HCD) has selected one of the organizations that was previously approved for 2013-14 public services funding to receive this \$12,125.

The 2013-14 subrecipient agreement between the County and Santa Ynez Valley People Helping People is being amended to add funds before the agreement expires on June 30, 2014. This additional funding will allow the County to expend \$12,125 of unspent FY 2013-14 CDBG Public Services funding.

**Background:**

The federal Housing and Urban Development agency (HUD) does not permit CDBG Public Services program funds to carry over into a new fiscal year. In order to use unspent FY 2013-14 CDBG public service funding prior to June 30, 2014, it is necessary to reprogram funds to an available project.

In fiscal year 2013, the County entered into a Subrecipient Agreement with the Santa Ynez Valley People Helping People to award \$24,656 to administer a family services program (Attachment C). The family services provided include food, clothing, cash assistance and counseling. The 2013-14 Subrecipient Agreement is being amended to add \$12,125 in unspent FY 2013-14 CDBG public service funds for a new total of \$36,781. In turn, Santa Ynez Valley People Helping People has agreed to a \$12,125 reduction in their expected FY 2014-15 CDBG Public Service grant for the same program. On May 6, 2014, the Board approved \$22,994 in FY 2014-15 CDBG public service funds to Santa Ynez Valley People Helping People. As a result of this proposed contract amendment, the FY 2014-15 award of \$22,994 would be reduced to \$10,869. Santa Ynez Valley People Helping People has agreed to have all FY 2013-14 CDBG Public Services expended by the end of this fiscal year, June 30, 2014. The County has been funding the organization since 2009 with CDBG public service funds. This program complies with HUD and CDBG regulations and is in conformance with the Consolidated Plan.

**Fiscal Impacts and Key Contract Risks:**

The Santa Ynez Valley People Helping People subrecipient agreement is a cost reimbursement contract and eligible project costs will be reimbursed after they are incurred and appropriate expense documentation is received by the County. HCD staff will monitor the project to ensure the project progresses in a timely manner. The recommended action will assist the County in expending its federal CDBG funds in a timely manner.

<u>Funding Sources</u>	<u>Current FY 2013-14</u>		<u>FY 2013-14 Amendment</u>	<u>Annualized</u>
	<u>Cost:</u>			<u>On-going Cost:</u>
General Fund				
State				
Federal	\$ 24,656.00	\$	12,125.00	
Fees				
Other:				
Total	\$ 24,656.00	\$	36,781.00	\$ -

**Special Instructions:**

Please email an electronic copy of the Minute Order to the Housing and Community Development Division at [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Please execute three (3) original copies of the following documents and send to Susan Foley (x3522):

First Amendment to 2013-2014 CDBG County funded Santa Ynez Valley People Helping People Family Strengthening and Support Program; Third Supervisorial District.

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**Attachments:**

Attachment A: First Amendment to the 2013-14 Subrecipient Agreement between the County and Santa Ynez Valley People Helping People

Attachment B: CEQA Notice of Exemption

Attachment C: 2013-14 Subrecipient Agreement with Santa Ynez Valley People Helping People

**Authored by:**

Susan Foley, Housing and Community Development Division (805-568-3522)