



**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: August 23, 2016
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: George Chapjian, Director (805) 568-3407
Contact Info: Dinah Lockhart, Deputy Director (805) 568-3523
Laurie Baker, Grants and Program Manager (805) 568-3521
SUBJECT: Approve and execute Community Development Block Grant (CDBG) public service subrecipient agreements to implement programs approved by the Board of Supervisors on May 03, 2016. (All Supervisorial Districts)

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 to execute Community Development Block Grant (CDBG) Subrecipient Agreements (Attachments C - I) for public services between the County and subrecipient agencies to implement programs that were approved by the Board on 5/03/16; and
- B. Determine that the approval and execution of the CDBG Subrecipient Agreements 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 15378(b)(4), finding that the project is a 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 physical impact on the environment, and direct staff to file a Notice of Exemption (Attachment J).

Summary Text:

On 5/03/16, the Board of Supervisors approved awards of CDBG funds to subrecipient agencies to implement public service programs (Attachments A and B). The Division of Housing and Community Development (HCD) has drafted subrecipient agreements (Attachments C-I).

Seven of the public services agreements have been identified as Board Contracts needing signatures by the County Executive Officer (CEO) and Chair of the Board of Supervisors (Chair) as they involve

contracts where the subrecipient will receive an estimated aggregate of \$100,000 or more in funds from the County within a fiscal year. The four remaining CDBG public service contracts are to entities receiving less than \$100,000 from the County and will be executed administratively.

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). Each Urban County participant receives a sub-allocation of CDBG funds to be used in their respective communities. In the fall of each year, the County, on behalf of the Urban County partnership, issues a Notice of Funding Availability (NOFA) to award the funds, and all or a portion of unused funds from prior years, to qualifying programs and projects. Twenty-percent (20%) of the CDBG funds are used to cover the costs to administer the CDBG program; up to fifteen-percent (15%) of the funds may be used for public service programs, and the remaining funds may be used for other eligible uses, including public facility improvements (capital projects). If a participating City in the Urban County does not identify an eligible use of its CDBG sub-allocation, the funds may be used for projects or programs elsewhere in the County.

The County's Division of Housing and Community Development (HCD) administers the CDBG program for the County and, in November 2015, HCD issued a NOFA to receive applications for FY 2016-17 CDBG funds. Public services program applications were vetted by HCD staff and the Allocation Subcommittee of the Human Services Commission (Subcommittee), and the Subcommittee made funding recommendations for consideration by the Board. HCD then drafted the FY 2016-17 Action Plan that included the proposed projects for submission to the U.S. Department of Housing and Urban Development (HUD). On 04/19/16, the Board considered the funding recommendations and public comments, and on 5/03/16, the Board approved the final funding awards and the FY 2016-17 Action Plan for submission to HUD.

A copy of the 04/19/16 Departmental Board Letter is attached hereto as Attachment A, and a copy of the 5/03/16 Action Summary is attached hereto as Attachment B.

Seven of the public service agreements have been identified as Board Contracts for execution by the CEO and Chair of the Board. They are:

Attachment	Organization Name	Proposal Title	2016-17 CDBG Award
C	Casa Serena	Addiction Treatment for low-income women	13,923
D	Catholic Charities, Santa Barbara Region	Lompoc Food Distribution	11,000
E	Community Action Commission	Healthy Senior Lunch Program	15,222
F	Good Samaritan Shelter	Bridgehouse Emergency and Transitional Shelter	29,995
G	People Assisting the Homeless	PATH Santa Barbara	16,800
H	Santa Ynez Valley People Helping People	Family and Senior Support Program	19,084
I	WillBridge of Santa Barbara, Inc.	WillBridge of Santa Barbara	13,923

The County's subrecipient agreements will be effective 7/1/16 and will terminate on 6/30/17 (CDBG program year).

Performance Measure:

Exhibit A of each subrecipient agreement includes a detailed scope of work, and the projected number of persons or households who will be assisted. Each subrecipient will report to HCD quarterly on program/project progress to assure that the subrecipients are meeting stated goals. In addition, subrecipients will report on the number of persons served during the quarter and HCD staff will enter the information into HUD's database, the Integrated Disbursement and Information System (IDIS) for reporting to HUD and Congress. Furthermore, the rate of CDBG expenditures is monitored by HCD to assure that programs and projects are progressing in accordance to established timelines and HUD regulations. Community Action Commission, Good Samaritan Shelter, and Santa Ynez Valley People Helping People received FY 2015-16 CDBG funding and they each reported successful annual performance outcomes. Casa Serena, Catholic Charities, People Assisting The Homeless, and WillBridge of Santa Barbara were not funded in FY 2015-16 CDBG.

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. CSD will make payments to subrecipients on a reimbursement basis and subrecipients must provide documentation that supports eligible expenditures consistent with the contract budget and federal regulations. If the subrecipient does not meet performance measures or federal regulations the County may withhold funds or terminate the contract.

Fiscal Analysis:

CDBG funds are allocated to the County on an annual basis from HUD. County general funds are used for a portion of HCD administrative expenses; however, no County funds are being used to fund the approved programs.

Special Instructions:

1. Please have the Board Chair sign two copies of the signature page of each of the seven subrecipient agreements (Attachments C-I). One copy of each may be retained by COB.
2. Please return one of each of the executed subrecipient agreements (Attachments C-I) to Matt Kropke at HCD. Please call ext. 3513 for pick up.
3. Please provide a copy of the Minute Order to mkropke@co.santa-barbara.ca.us

Attachments:

Attachment A: April 19, 2016 Departmental Board Letter (final Action Plan approved on Administrative Agenda on May 03, 2016)
Attachment B: May 03, 2016 Board of Supervisors Action Summary A-5
Attachment C: Subrecipient Agreement with Casa Serena
Attachment D: Subrecipient Agreement with Catholic Charities, Santa Barbara Region
Attachment E: Subrecipient Agreement with Community Action Commission
Attachment F: Subrecipient Agreement with Good Samaritan Shelter
Attachment G: Subrecipient Agreement with People Assisting The Homeless
Attachment H: Subrecipient Agreement with Santa Ynez Valley People Helping People
Attachment I: Subrecipient Agreement with WillBridge of Santa Barbara
Attachment J: CEQA NOE 2016 CDBG Public Services