

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

May 19, 2020

**FROM**

**GARY HALLEN, Director, Department of Community Development and Housing**

**SUBJECT**

Substantial Amendment to the United States Department of Housing and Urban Development Consolidated Plan for Fiscal Years 2015-20 and Annual Action Plan for Fiscal Year 2019-20

**RECOMMENDATION(S)**

1. Conduct a public hearing to consider proposed revisions to the County of San Bernardino's 2015-2020 United States Department of Housing and Urban Development Consolidated Plan and the related 2019-2020 Annual Action Plan that will allow the County to accept and utilize \$6,560,515 in federal funding to address the effects of the Coronavirus pandemic;
2. Approve the proposed Community Development Block Grant – Coronavirus (\$4,368,305) and Emergency Solutions Grant – Coronavirus (\$2,192,210) funding that will be used to provide a variety of public service and economic development activities that will aid in the recovery of our communities;
3. Authorize the Chief Executive Officer or Director of Community Development and Housing upon award from the U.S. Department of Housing and Urban Development, after review and approval of County Counsel, to accept the grant, to sign the grant agreement and all other subsequent documents related to the acceptance of the grant; and,
4. Approve delegation of signature authority as required by the U.S. Department of Housing and Urban Development for the administration and implementation of federal Community Planning and Development grants from the U.S. Department of Housing and Urban Development to the Community Development and Housing Agency Deputy Executive Officer or the Director of Community Development and Housing;
5. Direct the Chief Executive Officer or the Director of Community Development and Housing to transmit all documents and amendments in relation to this grant award to the Clerk of the Board of Supervisors within 30 days of execution; and
6. Authorize the Auditor-Controller/Treasurer/Tax Collector to post appropriation adjustments to the Community Development and Housing Agency 2019-20 budgets as detailed in the Financial Impact section. (Four votes required.)

(Presenter: Gary Hallen, Director, 387-4411)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of any Discretionary General Funding (Net County Costs). Federal block grant funding in the amount of \$6,560,515 has been made available through the passage of the Coronavirus AID, Relief and Economic Security (CARES) Act, which has been allocated to San Bernardino County (County) to address the Coronavirus pandemic (COVID-19).

The U.S. Department of Housing and Urban Development (HUD) has awarded the County \$4,368,305 Community Development Block Grant – Coronavirus (CDBG-CV) and \$2,192,210 in Emergency Solutions Grant – Coronavirus (ESG-CV) to fund a variety of activities in response to COVID-19. The funds will be allocated in the following ways:

<b>Funding Type</b>	<b>Fiscal Year</b>	<b>Type of Use</b>	<b>Proposed Amount</b>
CDBG-CV	2019-20	<ul style="list-style-type: none"> <li>• Building and Improvements</li> <li>• Business Assistance</li> <li>• Public Services</li> </ul>	\$4,368,305
ESG-CV	2019-20	<ul style="list-style-type: none"> <li>• Emergency Shelter – Shelter Operations</li> <li>• Street Outreach</li> <li>• Expanded Staffing</li> </ul>	\$2,192,210
<b>TOTAL:</b>			<b>\$6,560,515</b>

All funding must be used to respond to and prevent the spread of the Coronavirus.

Budget Adjustments

Approval of Recommendation No. 6, authorizes the Auditor-Controller/Treasurer/Tax Collector to post the following budget adjustments necessary to authorize expenditures:

<b>Cost Center</b>	<b>Commit. Item / GL</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
6210002481	53003205	Public Assistance	Increase	\$4,368,305
6210002481	40509094	Federal Grants	Increase	\$4,368,305
6210002483	53003205	Public Assistance	Increase	\$2,192,210
6210002483	40509094	Federal Grants	Increase	\$2,192,210

Necessary appropriation and revenue adjustments for 2020-21 budget will be presented to the Board of Supervisor (Board) for approval in July 2020, if needed.

**BACKGROUND INFORMATION**

The HUD Five Year Consolidated Plan is a strategic plan and combines all HUD grant sources into one comprehensive document. The current HUD Five-Year Consolidated Plan was adopted by the Board on May 2, 2015 (Item No. 20) and covers the years 2015-2020. The 2019-20 HUD Annual Action Plan that covers the fifth-year installment of the HUD approved 2015-2020 HUD Consolidated Plan was adopted by the Board on April 30, 2019. From time to time, it may be necessary for the County to process a Substantial Amendment to its Five-Year Consolidated Plan(s) or Annual Action Plan(s). A Substantial Amendment may include significant revisions to Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), or Emergency Solutions Grant (ESG) funded activities (addition of new or modification to existing activities); changes in programmatic budgets; and/or other program administrative actions. The recommended amendment includes proposed activities to address the response to and prevention of the spread of Coronavirus. The County will coordinate with its cooperating cities to amend the HUD plans to provide a variety of business assistance, food distribution, homeless prevention, street outreach and building improvement activities proposed to address the impacts from COVID-19 throughout the County.

Under the County’s current Citizen Participation Plan, a Substantial Amendment to a Consolidated and/or Annual Action Plan(s) is required when significant revisions to the currently

approved documents occur. Consequently, the County must conduct a thirty (30) day public comment period and public hearing, receive formal action by the Board, and approval by HUD. However, due to the declared state of emergency associated with the COVID-19, the required thirty (30) day public notice requirement was decreased to five (5) days to provide the public an opportunity to review and comment on the proposed Substantial Amendments, the public notice must be published using communication outlets accessible to the public.

To meet these requirements the County, published a public notice in the following publications: Big Bear Grizzly, Daily Press, HI-Desert Star, Inland Valley Daily Bulletin, La Prensa Hispana, and The Sun. The County also posted notices and any applicable supporting documentation on the County's website at <http://sbcountycdha.com/community-development-and-housing-department/hud-plans-reports/> for no less than 5 days, as authorized under the CARES Act. The public comment period began on May 14, 2020 and will conclude once all comments are received at the May 19, 2020 Board meeting. Any comments received during today's public hearing will be considered and included in the County's Substantial Amendment submittal to HUD.

In order for the Community Development and Housing Department (CDH) to gain access to the proposed CDBG-CV and ESG-CV funding to address the impacts of COVID-19 as soon as possible, CDH recommends that the Board to approve the Substantial Amendment to the 2015-20 Consolidated Plan and 2019-20 Annual Action Plan and direct CDH to submit the Substantial Amendment to HUD.

#### Proposed CDBG-CV and ESG-CV Activities

The County is considered an Urban County under the HUD Community Planning and Development (CPD) Program that manages the use of all federal community and economic development and housing funding sources (including CDBG-CV and ESG-CV funds). Under the above-mentioned Consolidated Plan, the areas served by the proposed use of CDBG-CV and ESG-CV funds will include the unincorporated areas of the County and the 13 cooperating cities. These cities are Adelanto, Barstow, Big Bear Lake, Colton, Grand Terrace, Highland, Loma Linda, Montclair, Needles, Redlands, Twentynine Palms, Yucaipa and the Town of Yucca Valley. For the purpose of these grant funds, this area is referred to as the "County Consortium".

All CDBG-CV and ESG-CV funds must be used to prevent the spread of and respond to Coronavirus. The following activities have been proposed to address the impacts from the COVID-19 throughout the County which include business assistance, food distribution, homeless prevention, street outreach and building improvements. A more specific description of proposed activities is listed in Attachment A.

#### Delegate Signature Authority as Required by HUD

Periodically, the signature authority for the HUD CPD grants is reviewed and updated. This action delegates signature authority to the Chair of the Board, Chief Executive Officer, Community Development and Housing Agency (CDHA) Deputy Executive Officer or the Director of CDH for the administration and implementation of CPD grants from HUD. Any change to the signature authority requires a formal Board action.

The County receives annual and special emergency allocations from HUD for CDBG, HOME and ESG funding. These grants are entitlement grants appropriated by Congress to local governmental entities which are implemented by the CPD Division of HUD. HUD requires local governing bodies to delegate signature authority to a staff member(s) in order to administer/implement grants in an efficient and effective manner. This signature authority includes but is not limited to the signing of documents relating to HUD Certifications; SF-424 Forms; Consolidated/Annual Action Plans; Consolidated Annual Performance and Evaluation Reports; Environmental Assessments; computerized software programs such as Integrated

Disbursement and Information Systems and Disaster Recovery Grant Reporting; various other HUD reports, correspondence and related documents as required by HUD.

CDH will continue to submit any regional policy and planning documents (including any substantial amendments of these documents) to the Clerk of the Board for public review 30 days prior to their consideration by the Board, unless a more streamline process is allowed by HUD.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on May 5, 2020; Auditor-Controller, Treasurer, Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on May 6, 2020; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on May 5, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 8, 2020.