

# City of Goleta

## Citizen Participation Plan

**Prepared by:**

**City of Goleta**

**Neighborhood Services and Public Safety Department**

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**Goleta, CA 93117**

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## EXECUTIVE SUMMARY

The City of Goleta (the City) receives an annual allocation of Community Development Block Grant (CDBG) funds from U.S. Department of Housing and Urban Development (HUD). As a condition of funding, the City of Goleta must adopt and follow a Citizen Participation Plan that describes how the City will encourage public involvement in the development of the City's Five-Year Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing.

## PURPOSE OF CITIZEN PARTICIPATION PLAN

The City of Goleta recognizes the importance of public participation in both defining and understanding current housing, community development, and fair housing needs, prioritizing resources to address those needs and reviewing performance. The City's Citizen Participation Plan is designed to encourage participation by residents and organizations representing people of all ages, genders, economic levels, races, ethnicities, special needs, and protected classes in the development of the Consolidated Plan, Action Plans and Assessment of Fair Housing as well as to inform them of the CDBG decision-making process. The City shall actively encourage participation by non-English-speaking residents of the community and residents of low- and moderate-income neighborhoods and other areas where CDBG funds are proposed to be used. This Citizen Participation Plan addresses Sections 91.100 and 91.105 of HUD's Consolidated Plan regulations, as amended on July 16, 2015 and Section 5.158 of HUD's Affirmatively Furthering Fair Housing Final Rule. This Citizen Participation Plan shall be effective until amended or superseded.

## GLOSSARY OF RELEVANT TERMS

**Affirmatively Furthering Fair Housing:** Actions that, when taken together, address significant disparities in housing needs and opportunities, replace segregated living patterns with truly integrated and balanced living patterns, transform racially and ethnically concentrated areas of poverty into areas of opportunity, and facilitate compliance with civil rights and fair housing laws.

**Analysis of Impediments (AI)/Assessment of Fair Housing (AFH):** Both documents provide an analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. There has been a proposal by HUD to replace the AI with the AFH, which goes into greater depth as to fair housing issues. Until such time, the City will continue to participate in undertaking a regional approach to fair housing with the County of Santa Barbara taking the lead in conducting required hearings and preparing the analysis.

**City CDBG Webpage:** All draft and final Consolidated Plans, Action Plans, Consolidated Annual Performance and Evaluation Reports, and fair housing documents, public hearing and program workshop schedules and announcements may be accessed on the following City webpage: <https://www.cityofgoleta.org/city-hall/neighborhood-services-and-public-safety/neighborhood-services/community-development-block-grant-program>

**Low- and Moderate-Income Areas (LMA):** LMAs are typically areas, which are primarily residential, where 51% of the residents earn less than 80% of the County's median income. However, since there are few areas of Goleta meeting this criterion, the City is considered an "Exception Community;" whereby LMAs are those areas where the highest 25% (upper quartile) of block groups with low- and moderate-income persons. Therefore, an LMA in Goleta would be currently defined as U.S. Census block group where approximately 49% of the residents are low-

or moderate-income persons. From time to time, HUD will adjust that threshold based on changing demographics. Appendix A provides a map that shows the eligible low- and moderate-income areas. Examples of CDBG activities that may be undertaken based on LMA eligibility include:

- Acquisition of land and/or improvements for a neighborhood park or recreation center serving a LMA neighborhood;
- Construction of a health clinic serving a LMA; and
- Installation or replacement of gutters and sidewalks and other street improvements.

**Low and Moderate Limited Clientele Benefit (LMC):** LMC activities provide benefits to a group of low- or moderate-income persons regardless of where they live. LMC activities are eligible if at least 51% of the clients are of low or moderate income. There are some groups that are generally presumed by HUD to be principally of low- to moderate-income such as:

- Abused children;
- Elderly persons (age 62 and older);
- Battered spouses;
- Homeless persons;
- Severely disabled adults (not children) (see definition below);
- Illiterate adults;
- Persons living with AIDS; and
- Migrant farm workers.

Examples of eligible activities include:

- Acquisition of a building for a shelter for the homeless;
- Rehabilitation of a center to train severely disabled persons to live independently;
- Development of a senior center or public services for senior citizens;
- Public services activities (i.e., the provision of health or child care services); and
- Removal of architectural barriers to the disabled.

**Protected Classes:** The Federal protected classes include:

- Disability
- Family status
- National origin
- Race
- Color
- Religion
- Sex

Additional State of California protected classes include:

- Marital status
- Medical condition
- Ancestry
- Source of income
- Age
- Sexual orientation
- Gender identity
- Gender expression

- Genetic information
- Arbitrary discrimination

**Severely Disabled Adults:** Adults are classified as having a severe disability if they: (a) have used a wheelchair or another special aid for 6 months or longer; (b) were unable to perform one or more functional activities or needed assistance with an activity of daily living or instrumental activity of daily living; (c) were prevented from working at a job or doing housework; or (d) had a condition including autism, cerebral palsy, Alzheimer's disease, senility, or mental retardation. Finally, persons who are under 65 years of age and who are covered by Medicare or receive Social Security are considered to have a disability (and a severe disability). Functional activities include seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. Activities of daily living include getting around inside the house, getting in and out of bed or a chair, bathing, dressing, eating, and toileting. Instrumental activities of daily living include going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

## CONSOLIDATED PLAN

The Consolidated Plan is a HUD prerequisite for the City to receive CDBG funds. The Consolidated Plan examines housing and community development needs, sets priorities for grant monies and establishes a strategic plan with specific measurable goals to address priority needs. The City will be preparing its third multi-year Consolidated Plan covering the program years July 1, 2020 through June 30, 2025. The City Consolidated Plan only covers the geographic area within the city limits of Goleta. In addition to the Consolidated Plan, the City will annually conduct public hearings in the preparation of the Annual Action Plan describing the amount of funds available to the City and the activities to be undertaken with CDBG funds. Each of the agencies included in Appendix B will be consulted in the development of the Consolidated Plan and notified of the availability of draft documents including the Consolidated Plan and Action Plans.

## CITIZEN PARTICIPATION

The consolidated planning processes includes many opportunities for citizen participation. These include surveys, community outreach meetings, City Grant Funding Review Standing Committee meetings and City Council public hearings. The City will particularly encourage participation of persons with special needs and/or persons who are often underrepresented in public process (i.e. low income, non-English speaking persons, and minorities, persons with disabilities, and persons who are homeless).

**Language Access Plan:** The City has assessed its language needs and identified the need for translation of notices and other vital documents such as marketing materials and applications for CDBG assistance in Spanish to provide meaningful access, upon request.

**Community Surveys and Stakeholder Meetings:** As part of its Consolidated Plan process, the City will conduct a needs survey of residents and stakeholders in the City. The purpose of the survey is to obtain a broad range of community input and perspectives.

**Community Meetings and Focus Groups:** During the preparation of the Consolidated Plan and Assessment of Fair Housing, at least two community meetings will be held to gather public input about the housing and community development needs from citizens and their neighborhoods. During the Action Plan preparation, the City will conduct one technical assistance workshop for CDBG applicants and one public hearing to gather public input about the City's housing and community development needs. The community meetings will provide an opportunity for citizens and interested parties to obtain information about the City's housing and community development programs and eligibility requirements. The Annual Action Plan technical assistance

workshop will provide information to potential applicants that may wish to submit funding proposals for their service programs or neighborhoods. City staff will be available at the meetings to provide technical assistance for developing funding proposals to address priority needs and meet the goals of the AFH and Consolidated Plan.

At least one community meeting will be held in the early evening to accommodate work schedules and at least one community meeting will be held during daylight to accommodate those uncomfortable driving at night.

**City Grant Funding Review Standing Committee:** The City has a Grant Funding Review Standing Committee that meets on an as-needed basis and performs in an advisory function to City staff and to the City Council concerning grant funding matters. The Committee consists of the Mayor, Mayor Pro Tempore, and two citizen participants who are appointed on an annual basis by the Mayor. The Committee meets at least once a year regarding CDBG funding. They conduct a review of all CDBG funding proposals and provide recommendations to the City Council on which activities should be included in the draft Action Plan. Following the committee meeting, a regularly scheduled City Council meeting takes place in order to provide interested residents and agencies with an opportunity to participate in the funding process and the public is invited to attend. The meeting generally occurs about 30-45 days before the City Council CDBG public hearing and/or after City staff has determined the eligibility of all CDBG service applications (typically in February or March).

In the event City staff proposes a substantial amendment to any of the CDBG plans, a Committee meeting may be scheduled before proposing a substantial amendment at a City Council public hearing.

The public is notified of any standing Committee meetings a minimum of 72 hours prior to the meeting. All CDBG applicants will be notified by email of the meeting so that they can answer any Committee questions about their application. The agenda for the Committee meetings is posted on the City's Brown Act Board in front of City Hall.

**Public Hearings:** A minimum of two public hearings will be held by the City Council each fiscal year. The first public hearing is usually held in September each year as part of the CAPER review process. The citizen process will conclude with a second public hearing to adopt the Consolidated Plan and/or Annual Action Plan (typically in April or May).

The public will have the opportunity of reviewing the draft Consolidated Plan and/or Annual Action Plan (and providing input to City Staff) within a 30-day comment period during March and/or April each year. City staff will incorporate public comments submitted to City staff during the 30-day comment period and then present the Final Consolidated Plan (and/or Action Plan) for approval to the City Council at a public hearing, typically held in the months of April or May. Public comments and citizen participation are encouraged during all public hearings each year.

**Notifications and Location of Public Hearings and Meetings:** All sites selected for public meetings and public hearings are accessible to persons with disabilities. All public hearings will take place at the Goleta City Hall, Council Chambers, 130 Cremona Drive, Suite B, Goleta, CA 93117. Community outreach meetings will also take place at a facility where there are available meeting rooms accessible to persons with physical disabilities.

The City will provide a translator upon request to accommodate non-English speaking persons at public hearings or community meetings. Persons needing special accommodations, or a translator should make their request one week before the meeting so the City can ensure the special needs are met. These requests should be made to the Neighborhood Services Department at (805) 690-5126.

Unless otherwise stated in this Plan, citizens will be given at least 10 days' advance notice of the City Council public hearings. This will be accomplished through posting a summary of the documents on the City website (<https://www.cityofgoleta.org/city-hall/neighborhood-services-and-public-safety/neighborhood-services/community-development-block-grant-program>), and at public places including the Goleta Valley Community Center and the Goleta City Hall Brown Act Board. Official notification shall take place through publication of a public notice in a local newspaper of general circulation (Santa Barbara News Press, The Independent or other local paper of general circulation). To encourage participation, the City may also send email notifications or other outreach materials to residents, agencies and advocates, such as those interested parties and individuals listed on Appendix B. The City will maintain the list and verify the contact information periodically and, at a minimum, annually. The list will continue to evolve and be administratively modified each year without a substantial amendment, as stakeholders or potential participants are identified or dissolved. Organizations or groups and persons interested to be added the list may contact the City of Goleta Neighborhood Services Department at (805) 690-5126.

During the preparation of the Consolidated Plan and Assessment of Fair Housing, the City may distribute public notices to residents through property landlords or directly to residents living within existing, designated low income areas and neighborhoods throughout the City to inform residents about the public hearings as an effort to increase public participation by underrepresented groups.

**Other Requirements:** The draft Consolidated Plan will also include the City's policies related to displacement of low- and moderate-income individuals, reducing poverty, removal of lead-based paint hazards, preventing and mitigating homelessness and removing barriers to fair housing choice. The City does not anticipate any displacement of individuals, but the Consolidated Plan will describe how the City will minimize displacement of persons or, in the unanticipated event of displacement, how the City will assist any persons who are actually displaced as a result of the use of these funds, specifying the type and levels of assistance and amount of compensation.

**Plan Availability:** During public comment periods, the proposed Consolidated Plan, Annual Action Plan, AFH, Consolidated Annual Performance and Evaluation Report (CAPER) and any substantial amendments to plans will be available at the Goleta Valley Community Center in Old Town, the City Hall public lobby (and Neighborhood Services Department) and on the City's website at <https://www.cityofgoleta.org/city-hall/neighborhood-services-and-public-safety/neighborhood-services/community-development-block-grant-program>. A reasonable number of hard copies will be available to the public and provided upon request. Citizens or groups that attend any of the community meetings or public hearings will be notified when the draft documents are available for comment. These materials will also be available in a form accessible to persons with disabilities, upon request. Comments, questions, or suggested amendments should be directed to the Neighborhood Services Department at (805) 690-5126.

The City will consider any comments from individuals or groups received in writing during the process of drafting the Consolidated Plan and/or annual Action Plan as well as public testimony at hearings or meetings. A summary of the written and public hearing comments will be included in the final Consolidated Plan and/or Annual Action Plan, along with the City's response to the comments. Please note however that copies of the complaints, along with the City's response will still be sent to HUD, if they occur outside of the Consolidated Planning and/or Annual Action Planning process but may not appear in the Consolidated Plan.

The City will provide a written response to all written citizen comments and complaints related to the Consolidated Plan, Annual Action Plan, Amendments, AFH, and CAPER within 30 days of receiving the comments and complaints.

**Consolidated Annual Performance and Evaluation Report (CAPER):** In addition to the required Plans and Assessments, the City is required to prepare a CAPER, which reports on its performance in the prior year. Before the City submits a CAPER to HUD, the City will make it available to interested parties for a comment period of no less than 15 days. Any comments or views of citizens received in writing, or orally at public hearings in regarding the performance report will be considered prior to submitting the CAPER to HUD. A summary of these comments shall be attached to the CAPER.

## **COMPLAINTS**

Residents or other interested parties may submit complaints to the City in relation to administration of the CDBG programs or plans. Complaints may be made via telephone by calling (805) 690-5126 or in writing to: Neighborhood Services Department/CDBG, City of Goleta, 130 Cremona Drive, Suite B, Goleta, CA 93117. The complaining party should state the nature of the complaint, what prior efforts have been made to resolve the problem and any other pertinent information which would help staff determine a solution. All complaints will receive careful consideration and a timely, substantive response will be provided within thirty (30) days.

## **SUBSTANTIAL AMENDMENTS**

Occasionally, situations warrant an amendment to the Consolidated Plan and/or Annual Action Plan. Minor amendments may be completed by staff with the approval of the Director of the Neighborhood Services Department. Minor amendments involve any change that does not meet the criteria for a Substantial Amendment.

A Substantial Amendment to the Consolidated Plan occurs when:

- There is a new goal proposed or the City proposes the deletion of a previously approved Strategic Plan goal (changes to performance measurement indicators or numeric accomplishment goals shall not be considered a substantial change).

A Substantial Amendment to the Action Plan occurs when:

- A CDBG activity budget will increase or decrease by \$50,000 or 25% of the project's original budget; or
- There is a significant change in the purpose, scope, location, or beneficiaries of an activity; or
- The City proposes to add or delete an activity, except in the following cases:
  - If the activity is on the back up list approved by the City Council in the Annual Action Plan;
  - If the activity is being deleted due to delays and would be included in the following year's Annual Action Plan;
  - If there are nonperformance or eligibility issues requiring activity termination;
  - If project deletion or funding reductions are due to facility closure or bankruptcy;
  - If the agency becomes disqualified or ineligible to receive funding or is unable to produce sufficient eligible billings in accordance with the provisions of the agreement; or
  - If an applicant requests that their activity be terminated.

Modifications to appendices of any plans are not considered to be a Substantial Amendment.

If there is a rescission of funds by HUD, shifting of funds would not be considered a Substantial Amendment. If such federal government funding cuts or changes were to happen, the City would be required to follow its plan of action as outlined in the Consolidated Plan and/or the Annual Action Plan; however, any HUD-directed change would normally not be considered a Substantial Amendment.

**Citizen Participation for Substantial Amendments:** In the event of a Substantial Amendment to the Consolidated Plan or Action Plan, the City will conduct at least one public hearing. This hearing will be held after a comment period of no less than 30 days, where the proposed, substantially amended Consolidated Plan/Action Plan will be made available to interested parties. Citizens will be informed of the substantial amendment by public notice prior to the public review and comment period. The newspaper advertisement shall summarize the Substantial Amendment and inform the public of the date, time and location of the public hearing.

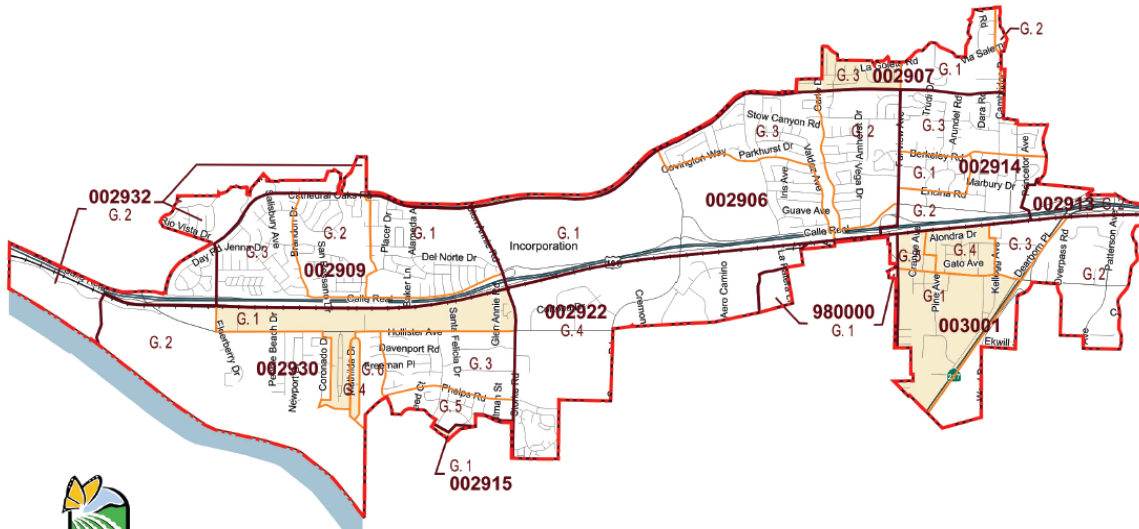
The substantially amended sections of the Consolidated Plan/Action Plan will be available for review at the City during the full public comment period. In addition, the amended sections will be on the City's website for the full duration of the public comment period:

<https://www.cityofgoleta.org/city-hall/neighborhood-services-and-public-safety/neighborhood-services/community-development-block-grant-program>,



# Appendix A

## City of Goleta Map of Low- to Moderate-Income Areas



### CDBG - LOW AND MODERATE INCOME AREA MAP

2010-2015 ACS DATA

(As of February 14 2019)

#### LEGEND:

- CITY BOUNDARY
- LOW AND MODERATE INCOME BLOCK GROUPS
- CENSUS TRACT
- BLOCK GROUP



## Appendix B

### CDBG Notification List of Persons or Organizations

Any person or organization may be added to this list (or deleted) upon request.  
Please contact Dominique Samario, Management Analyst  
dsamario@cityofgoleta.org or (805) 690-5126

Agency	Type
Santa Barbara County, Housing and Community Development	Affordable Housing , HOME Consortium Lead Agency, Continuum of Care, Fair Housing
Housing Authority of the County of Santa Barbara	Public Housing and Affordable Housing Provider
Santa Barbara County Veterans Services Office	Veterans Services
Santa Barbara County Sheriff's Department	Police/Law Enforcement – City of Goleta Contract Services
Santa Barbara County Public Works Department	Public Works; Water Resources; Waste Management; Transportation
Santa Barbara County Public Health Department	Public Health Services Provider; Lead Based Paint; Services-Persons with Disabilities; Services-Persons with HIV/AIDS
Santa Barbara County Department of Behavioral Wellness	Public Health; Veterans Services; Unaccompanied Youth; HIV/AIDS; Special Needs; Victims Services
New Beginnings Counseling Center	Homeless Services Provider; Homelessness Needs–Veterans; Homelessness Needs-Unaccompanied Youth
Transition House	Homeless Services Provider
Santa Barbara County United Way, Home for Good	Homeless Services, Coordinated Entry System
PATH Homeless Center	Homeless Services Provider; Homelessness Needs-Veterans; Services and Shelter for Unaccompanied Youth; Employment Services
Area Agency on Aging	Senior Services
Community Action Commission	Senior & Youth Services; Anti-Poverty Strategy
Friendship Adult Day Care	Senior Services; Services-Persons with Disabilities
Pacific Pride Foundation	Special Needs Services (HIV/AIDS); HOPWA; Persons with Disabilities
Domestic Violence Solutions	Domestic Violence; Victims' Rights
Standing Together to End Sexual	Victims' Rights; Domestic Violence

Assault (formerly Rape Crisis)	
Foodbank of Santa Barbara Co.	Non-Homeless Special Needs
Goleta Union School District	Public Education
Santa Barbara Unified School District	Public Education
Santa Barbara County Association of Governments	Regional Housing Needs Assessment, Regional Planning, Census Information
Alpha Resource Center	Services for Persons with Disabilities including Employment Services
Peoples' Self-Help Housing	Affordable Housing Provider; Services-Persons with Disabilities
Santa Barbara Neighborhood Clinics	Health Services Provider; Services-Persons with Disabilities; Services-Persons with HIV/AIDS
Workforce Development Board of Santa Barbara County	Employment Services
City of Santa Barbara Rental Housing Mediation Program	Fair Housing; Tenant Rights – Contract Service Provider for City of Goleta
City of Santa Barbara - Community Development Department	Housing; Fair Housing; Affordable Housing
City of Santa Barbara Housing Authority	Public Housing and Affordable Housing Provider
Goleta Old Town Community Association	Business; Economic Development
Goleta Chamber of Commerce	Business; Economic Development