City of Goleta, California  
Community Development Block Grant Program (CDBG)  
Citizen Participation Plan  
AMENDED MAY 2009

Citizen participation is at the forefront of Housing and Community Development strategies, planning, and implementation. To best serve the community, citizen involvement is vital to assure that activities are well suited to local needs. Individual communities possess unique qualities that are more fully understood at the community level among those who reside, own, or work within the area. This knowledge is invaluable to successful implementation of Federal programs administered by the US Department of Housing and Urban Development (HUD) including the Community Development Block Grant (CDBG) program. This plan was prepared in accordance with 24 CFR Part 91 and 24 CFR Part 570.704.

I. Purpose

The CDBG program under 24 CFR Part 91, et al, adopted in 1995, requires that citizens, particularly persons of low- and moderate-income, minorities, and persons with disabilities, be given an opportunity to participate in an advisory role in the planning and implementation of the CDBG program. Assurances will be made through this plan that low- and moderate-income persons and persons directly impacted by CDBG activities participate in the Consolidated Plan process. The Citizen Participation Plan is subject to approval by the Goleta City Council.

II. Encouragement of Citizen Participation

The City of Goleta provides for and encourages citizen participation, especially by: very low, low- and moderate-income persons; persons that live in areas that CDBG funds are proposed to be used; persons living in slum and blighted areas; minority residents; residents of assisted housing; non-English speaking persons; persons with disabilities; and nonprofit agencies who are currently providing direct services to the persons above. The City encourages public participation throughout the CDBG planning process, including identification of priority needs, adoption of goals and objectives, development of the Consolidated Plan document, any amendments to the Plan, and Annual Performance Report.

In order to provide citizens the opportunity to participate in the CDBG process, the City will publish in the Santa Barbara News-Press a public notice indicating the purpose, time and location of each of the public hearings. A notice in Spanish will also be published in El Mexicano de Santa Barbara in order to reach the Spanish speaking residents of Goleta. Where the publication schedule for El Mexicano de Santa Barbara does not permit the timely publication of such a notice, a notice in Spanish will be published in the Santa Barbara News Press. As is standard practice in the City of Goleta, public notices will be published at least 10 days in advance of public hearings.
In addition, staff will invite comments from all local public services and nonprofit organizations, as well as interested groups. Staff will ensure that organizations that provide assisted housing, health services, social services, agencies that provide assistance to children, elderly persons, persons with disabilities, persons with HIV/AIDS and the homeless, will be consulted during the preparation of the Consolidated Plan. The notice will also be circulated by direct mailing or emailing and will be placed on the City’s CDBG website.

Public notices will be posted at least 10 days in advance of public hearings at the following locations:

1) Goleta Union School District (401 N. Fairview Avenue, Goleta, California)
2) Goleta Valley Community Center (5679 Hollister Avenue, Goleta, California)
3) Goleta Public Library (500 N. Fairview Avenue, Goleta, California)

Citizens will be encouraged to participate in the CDBG planning process and contribute their ideas throughout the preparation of the Consolidated Plan and Action Plan. Citizens may submit written comments to:

City of Goleta
Dept. of Redevelopment. Neighborhood Services & Public Safety
130 Cremona Drive, Suite B
Goleta, California 93117

Every effort will be made to respond to written comments and proposals within 15 working days where practicable. Comments received during the development process of the Consolidated Plan or at public hearings will be reviewed and included as an attachment to the final document of the Consolidated Plan. Comments not accepted will also be included as an attachment to the final Consolidated Plan.

Copies of the Consolidated Plan will be available for review at the aforementioned locations and a copy will be placed on the City’s CDBG website. The City will publish a notice of availability of the proposed Consolidated Plan in the Santa Barbara News Press and will have copies of the plan available at City Hall. The published notice will describe the purpose of the Plan, as well as locations where the Plan will be available for review. The public will be allowed a minimum of 30 days for the review of the document. Following the public review period the plan will be submitted to the City Council for its review and approval and then forwarded to HUD for approval.

The City shall publish in a newspaper of general circulation any amendments to the Consolidated plan and the Annual Performance report in order to provide a means for citizens to review their content and comment.
III. Public Hearings

For each program year, the City Council will hold a minimum of two public hearings during the CDBG process:

(1) The first public hearing will be held during the early stages of the process in order to gather citizens’ comments regarding housing and community development needs.

(2) At the second public hearing, the City Council will approve the CDBG Consolidated Plan and/or annual Action Plan.

The Citizen Participation Plan will be adopted by the Goleta City Council to outline strategies for the City to follow to ensure citizen participation. The Citizen Participation Plan will be reviewed at the beginning of each program year to consider any revisions or amendments to the plan. All changes will require City Council approval and citizens will be given reasonable opportunity to review and comment on proposed amendments.

The public is invited to comment during all stages of the CDBG process, as well as at all public hearings. All meetings will be held at locations accessible to the disabled. Spanish translation services will be available at each of the public hearings.

IV. Amendments to the Consolidated Plan / Citizen Participation Plan

The City of Goleta will amend its Consolidated Plan whenever an activity described in the approved plan will not be carried out and those changes are determined to substantially change the overall purpose, scope, location, or beneficiary of an activity. A substantial change is defined as a change equal to or in excess of 25 percent of a program year’s CDBG funds.

When a substantial change or an amendment to the approved Consolidated Plan is proposed, citizens will again be given an opportunity to participate in the Consolidated Plan process. Notices of the proposed amendments will be published as well as the time and location of the public hearing in which proposed amendments will be considered. Citizens will have a minimum of 30 days to review substantial changes to the plan, unless a shorter time is prescribed by HUD. In the case of a Substantial Amendment to an Annual Action Plan as the result of supplemental Congressional funding, such as in the case of the American Recovery and Reconstruction Action of 2009, the public review period may be reduced to the minimum time allowed by HUD.

V. Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Goleta will provide a minimum of 15 days for the review of the Consolidated Annual Performance and Evaluation Report (CAPER) before the report is submitted to HUD. The City will publish in the Santa Barbara News Press
a notice indicating the locations where the CAPER will be available for public review. Citizens may submit written comments to the City of Goleta Department of Redevelopment, Neighborhood Services and Public Safety. A summary of all comments will be attached to the Performance Report.

VI. **Access to Records**

The City will provide citizens with reasonable and timely access to information and records related to the Consolidated Plan and the use of CDBG funds during the previous five years.

VII. **Technical Assistance**

City staff will provide technical assistance to assist citizens to understand the CDBG process, understand program requirements, monitor program performance, and coordinate citizens’ input and recommendations. Efforts will be made to assist residents that speak and read a primary language other than English.

Relevant publications, data, records, and required HUD documents will be maintained at the City of Goleta Department of Redevelopment, Neighborhood Services and Public Safety and will be available for review by any interested citizen.

VIII. **Complaints**

Complaints related to the Consolidated Plan, amendments, and performance report must be made within 30 days from the date the Consolidated Plan is published for comments. Staff will provide written responses to citizens’ complaints within 15 working days from the date of their complaint when practicable.

IX. **Anti-Displacement/Relocation**

The City will make every effort to minimize the displacement of residents as a result of CDBG activities. Should displacement occur, the City will comply with the requirements for anti-displacement and relocation as set forth in Section 104(D) of the Housing and Community Development Act of 1974, as amended.