



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: Housing & Community
Development
Department No.: 055
For Agenda Of: 7/23/2007
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Name & Phone: John Torell, Housing and Community
Director(s) Development Department Director, 568-3515
Contact Info: Name & Phone: Pat Gabel, Housing Finance Manager, 568-3522

SUBJECT: **Proposed County of Santa Barbara Federal Program Citizen Participation Plan**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: N/A

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors adopt the proposed County of Santa Barbara Federal Program Citizen Participation Plan. (Attachment A)

Summary Text:

The Citizen Participation Plan ("Plan") is a mandated element of the federal programs that the Housing and Community Development (HCD) Department administers, such as the HOME Investment Partnerships Program and the Community Development Block Grant (CDBG) Program. The federal department of Housing and Urban Development (HUD) requires that the grantee develop and follow a detailed plan that provides for and encourages citizen participation. The formation of the new Santa Barbara Urban County brings new partnerships and requirements that impact the County's Plan. The County HCD Department has authored an expansion to the current Citizen Participation Plan, providing expanded and more detailed discussion of the federal and local policies regarding the public participation process. This Plan will be submitted to the federal department of HUD following Board approval, and will be kept in HCD's public files thereafter.

Background:

The Santa Barbara County Housing and Community Development (HCD) Department currently operates all citizen participation activities under the Citizen Participation Plan that was adopted by the County Board of Supervisors on April 25, 1995. While there have not been any substantial changes to the relevant code of federal regulations since that time, HCD sought to provide an expansion to the

current Plan to address the specific needs of the new Urban County. The new Plan provides a more elaborate discussion of the County's policies and procedures for federal program citizen participation for both staff and citizens. Upon adoption by your Board the new Plan will replace the previous one.

The primary goal of the Citizen Participation Plan is to provide residents of the County of Santa Barbara and participating cities with adequate opportunity to participate in the Consolidated Plan process, the development of any significant amendments, and performance review with regard to the federal grant programs that the County administers. The parties involved in the process comprise neighborhood and citizen groups, non-profit agencies, community-based organizations, and Santa Barbara County residents, especially low- and moderate-income persons and those living in low-income neighborhoods. The Citizen Participation Plan is prepared to ensure that the views of low- and moderate-income residents and other interested parties are fully considered when assessing housing and community development needs and the distribution of federal resources through the HOME or Community Development Block Grant (CDBG) Programs.

The Citizen Participation Plan has been developed to comply with the requirements of 24 CFR 91.105. It addresses such topics as public access to information, public noticing requirements, public hearings and complaints. It also addresses the development of the Consolidated and Action Plans, the Consolidated Annual Performance and Evaluation Report, the Citizen Participation Plan, and any amendments to these Plans. Public participation is an essential element of the development of these Plans, and of the County's present and future community development process. This Citizen Participation Plan has been designed to provide staff with clear guidance on the public process, and to provide the public with information regarding participation in community development processes.

A draft of the Citizen Participation Plan was reviewed by members of the Santa Barbara HOME Consortium and CDBG Urban County Steering Committees (designated representatives from the cities of Buellton, Carpinteria, Goleta, Lompoc, Santa Maria, Solvang and the County of Santa Barbara) and the county's HUD representative, and underwent a 30-day public review period. At the time of docketing, no public comments have been received. Any comments received after the docket date will be reported to the Board.

Performance Measure:

Provide county residents with information regarding participation in community development activities and provide staff of the county Housing & Community Development Department with guidance and instruction on carrying out the citizen participation processes.

Fiscal and Facilities Impacts:

Budgeted: N/A

Fiscal Analysis:

Staffing Impacts:

Special Instructions:

Attachments:

Attachment A: Citizen Participation Plan

Authored by: Brooke Allen, Housing Program Specialist I