



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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Community Services  
**Department No.:** 057  
**Agenda Date:** December 9, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): Jesús Armas, Director, Community Services Department  
Contact: Joe Dzvonic, Assistant Director, Housing & Community Development  
Lucille Boss, Housing Programs Manager  
**SUBJECT:** Approval of: CDBG Subrecipient Agreement with City of Carpinteria for Franklin Creek Trail

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**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, pursuant to the FY 2024-25 and FY 2025-26 Annual Action Plans approved by the Board on May 7, 2024 and May 13, 2025, respectively, a Community Development Block Grant Capital (CDBG Capital) Subrecipient Agreement (Agreement) between the County and the City of Carpinteria for the Franklin Creek Trail Improvements Project (Attachment A); and
- b) Find that the recommended actions are exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301, subdivision (d) of the CEQA Guidelines, as the project consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

**Summary Text:**

On May 7, 2024, the Board of Supervisors (Board) approved a CDBG funding award to the City of Carpinteria for the Franklin Creek Trail Improvements Project (Project). Supplemental funding was approved by the Board on May 13, 2025. Pursuant to this funding award, the recommended action

seeks Board approval of a Subrecipient Agreement (Agreement) to be executed by the Board Chair (Attachment A).

**Discussion:**

CSD staff requests Board approval of the Agreement with the City of Carpinteria in the amount of \$632,045 to conduct safety and accessibility improvements to the portion of Franklin Creek Trail located along the southeast side of Franklin Creek between Carpinteria Avenue and 7th Street in the city of Carpinteria. The site currently consists of an unimproved dirt trail adjacent to the channelized creek, with a pedestrian bridge across the creek at 9th Street. Project activities include constructing new accessible surfacing, safety fencing, retaining walls, lighting, and improved connections with neighboring streets and sidewalks.

In its current state, the subject portion of Franklin Creek Trail is unsightly, and difficult or impossible for persons with limited mobility to access. Carpinteria's improvements to the trail will create a valuable community amenity located within a short distance of downtown businesses and residential neighborhoods, including affordable low-income housing managed by People's Self-Help Housing Corporation. The trail is located approximately 400 feet from Aliso Elementary School along 7th Street, or approximately 800 feet from the school along 9th Street. A critical goal of the Project is to provide a safe and accessible active transportation route for children, parents, and teachers walking and bicycling to and from the school.

**Background:**

As a member jurisdiction of the CDBG Urban County, the City of Carpinteria contributes to the County's eligibility for CDBG funding, and may reserve a prorated share of CDBG funding for local projects or apply for project funding on a competitive basis. Carpinteria initially applied for CDBG funding for the Project under the 2024 Notice of Funding Availability, and was recommended an award of \$570,000. Prior to the 2025 Notice of Funding Availability, Carpinteria informed County staff that it wished to exercise its option to reserve a prorated share of the County's FY 2025 CDBG allocation for the Project, amounting to \$62,045.

On May 7, 2024, the Board of Supervisors approved the County's FY 2024 Annual Action Plan, which identifies FY 2024 CDBG activities and budgets FY 2024 CDBG funds, including the Project. Supplemental funding for the Project was approved by the Board on May 13, 2025 under the FY 2025 Annual Action Plan. The 2024 and 2025 Board Letters and Minute Orders are attached as Attachments B and C, respectively.

**Performance Measures:**

The City of Carpinteria is required to provide documentation supporting expenditures of funds under the Agreement, and confirm cost-eligibility of expenses subject to reimbursement with federal funds under the Agreement. The Project is qualified as an "Area Benefit" project under CDBG regulations, meaning individual beneficiary data is not required.

Staff will monitor construction progress to ensure the Project is in line with the scope of work, schedule, and budget as established in the agreement. Funds are allocated on cost-reimbursement basis with associated supporting documentation confirming cost-eligibility and compliance with funding regulations. Following completion of the Project, staff will conduct annual facility monitoring to ensure that it is used for a CDBG-eligible purpose for a five-year minimum use period. The City of Carpinteria will be responsible for maintaining the trail as stipulated in the Real Property License Agreement between the city and the County for the city's use of the property.

In addition, the County would be held liable if it, or any provider to which it grants funds, is found to be non-compliant with respect to applicable requirements. The City of Carpinteria has a track record of having successfully operated federally-funded projects in the past which have had similar regulatory and administrative requirements. The County will only reimburse for costs that are actually incurred, eligible for reimbursement under the appropriate agreements, and documented in an acceptable manner.

**Fiscal and Facilities Impacts:**

Funding for the Project is budgeted through the County’s annual allocation of CDBG funds, as approved by the Board on May 7, 2024 and May 13, 2025.

**Fiscal Analysis:**

<b>Funding Source</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>Total</b>
Federal: CDBG Capital	\$570,000	\$62,045	\$632,045
<b>Total</b>	<b>\$570,000</b>	<b>\$62,045</b>	<b>\$632,045</b>

**Staffing Impacts:**

N/A

**Special Instructions:**

After Board action, please return the following to James Francis via email at [jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org):

1. Executed Subrecipient Agreement
2. Minute Order

**Attachments:**

**Attachment A** – City of Carpinteria CDBG Subrecipient Agreement

**Attachment B** – 2024 Annual Action Plan Board Letter and Minute Order

**Attachment C** – 2025 Annual Action Plan Board Letter and Minute Order

**Contact Information:**

James Francis  
Senior Housing Programs Specialist  
[jfrancis@countyofsb.org](mailto:jfrancis@countyofsb.org)