

1 Introduced December 16, 2008, by  
2 Councilman Canada, seconded by  
3 Councilman Hursey (by request of  
4 Administration)

5 **RESOLUTION R08-68**

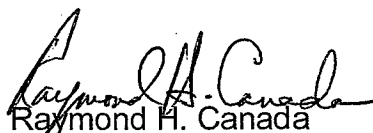
6 A resolution by the Slidell City Council adopting a Citizen Participation Plan  
7 to be used while participating in the State of Louisiana Community Development Block  
8 Grant (CDBG) Disaster Recovery Program administered by the Division of Administration.  
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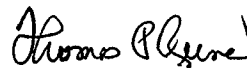
10 WHEREAS, the City of Slidell has been afforded the opportunity to  
11 participate in the State of Louisiana Community Development Block Grant (CDBG)  
12 Disaster Recovery Program administered by the Division of Administration; and  
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14 WHEREAS, the State requires Grantees to establish procedures to ensure  
15 adequate citizen participation with the program.  
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17 NOW THEREFORE BE IT RESOLVED by the City of Slidell that the  
18 attached policy entitled "Citizen Participation Plan", dated December 16, 2008 is hereby  
19 adopted.  
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23 **ADOPTED** this 16th day of December, 2008.

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26 Raymond H. Canada  
27 President of the Council  
28 Councilman, District E  
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31 Thomas P. Reeves  
32 Council Administrator  
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4 CERTIFICATE

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6 I, Thomas P. Reeves, Clerk of the Slidell City Council, certify that the above and foregoing  
7 constitutes a true and correct copy of a Resolution passed and adopted by the City of  
8  
9 Slidell on December 16, 2008.

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13 Thomas P. Reeves  
14 Council Administrator  
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## **CITIZEN PARTICIPATION PLAN**

### **December 16, 2009**

The City of Slidell has adopted the following Citizen Participation Plan to meet the Citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The City of Slidell is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the City of Slidell shall:

- 1) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 2) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 3) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 4) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 5) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances;
- 6) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 7) Establish procedures and policies to ensure non-discrimination, based on disabilities in programs and activities receiving federal financial assistance as required by Section 504 of the Rehabilitation Act of 1973, as amended.

Written minutes of the hearings and an attendance roster will be maintained by the City of Slidell.

## PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the City of Slidell a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in (parish office, buildings/town hall) and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

### I. APPLICATION:

#### First Notice/Public Hearing

- 1) The public hearing to address LCDBG application submittal will be held approximately seven (7) calendar days prior to the scheduled submission of the application. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:
  - a) The amount of funds available for proposed community development;
  - b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
  - c) The plans of the City of Slidell for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the City of Slidell to persons actually displaced as a result of such activities; and
  - d) The City of Slidell prior performance of LCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Office of the Mayor  
City of Slidell  
P.O. Box 828  
Slidell, LA 70459

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a five (5) day notice is received by the City of Slidell.

### Second Notice

- 1) Seven (7) calendar days, at a minimum, prior to the schedule for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:
  - a) Proposed submittal date of the application;
  - b) Proposed objectives;
  - c) Proposed activities;
  - d) Location of proposed activities;
  - e) Dollar amount of proposed activities; and
  - f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

Office of the Mayor  
City of Slidell  
P.O. Box 828  
Slidell, LA 70459

Negative comments received will be forwarded immediately to the State's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

## II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures

outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

### III. GRANTEE PERFORMANCE

The City of Slidell will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately seven (7) calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the City of Slidell LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a five (5) day notice is received by the City of Slidell.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

### CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development  
Disaster Recovery Unit  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- 1) The application description of needs and objectives is plainly inconsistent with available facts and data;
- 2) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- 3) The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

## BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the City of Slidell will provide an interpreter for dissemination of information to them providing the City of Slidell is given sufficient notification of five (5) days.

## TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the City of Slidell to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the DR/CDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the City of Slidell with at least a one week notification. The persons who conduct the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

## TIMELY ACCESS AND ADEQUATE INFORMATION

The City of Slidell shall provide timely disclosure of records, information and documents related to the DR/CDBG program activities. Documents will be made available for copying upon request at the City of Slidell Monday thru Friday, 8:30 a.m. to 4:00 p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) Any key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, labor Provisions and Environmental Procedures.