

1 Introduced April 13, 2010, by Councilman
2 Hicks, seconded by Councilman Cusimano
3 (by request of Administration)
4

5 **RESOLUTION R10-08**

6 A resolution by the Slidell City Council adopting the Citizen Participation Plan
7 of the Department of Housing and Urban Development for Housing and Community
8 Development Programs.


9 WHEREAS, the City of Slidell is developing a five-year consolidated plan for
10 CDBG; and
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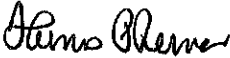
12 WHEREAS, the Department of Housing and Urban Development requires the
13 city adopt a Citizen Participation Plan.
14

15 NOW THEREFORE BE IT RESOLVED by the Slidell City Council that it does
16 hereby adopt the Citizen Participation Plan of the Department of Housing and Urban
17 Development for Housing and Community Development Programs, as attached hereto and
18 made a part hereof.
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22 BE IT FURTHER RESOLVED that the Mayor of the City of Slidell is
23 authorized to execute any and all documents relative to the Citizen Participation Plan.
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25 **ADOPTED** this 13th day of April, 2010.
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27 
28 Lionel Hicks
29 President of the Council
30 Councilman, District A
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33 Thomas P. Reeves
34 Council Administrator
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**CITY OF SLIDELL
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CONSOLIDATED STRATEGY AND PLAN SUBMISSION
FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

CITIZEN PARTICIPATION PLAN

- A. **General.** In the development and subsequent amendments to the City of Slidell Consolidated Plan along with the submission of annual performance and action reports, this Citizen Participation Plan shall be the policy document to be followed in ensuring adequate citizen participation.
- B. **Purpose and Objectives.** The purpose and objectives of this citizen participation plan are:
1. **Participation.** Provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate income citizens who are the primary clients for the City of Slidell HUD programs, as well as minorities, non-English speaking persons, persons with disabilities, residents of public and assisted housing developments, and recipients of tenant-based assistance in all stages of the process;
 2. **Access to Information.** Provide citizens with reasonable and timely access to information regarding local meetings and records related to the development of public policies and strategies concerning housing and community development activities, the amount of assistance the City of Slidell expects to receive (including grant funds and program income), and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income;
 3. **Anti-Displacement.** Identify the plans of the City of Slidell to minimize the displacement of persons and the type and level of assistance that will be provided to any displaced person(s); and, the manner in which information regarding displacement will be disseminated to the public. The City of Slidell will make every effort to avoid the displacement of any resident in the implementation of its housing and community development activities. The level and type of displacement assistance shall be determined by the Planning Director of the City of Slidell and based upon the specific need of the individual or group;
 4. **Publishing the Plan.** Provide for the procedures to be followed in publishing the proposed consolidated plan submission so that affected citizens have sufficient opportunity to review it and provide comments;
 5. **Public Hearings.** Provide for the number and when public hearings are to be conducted during the program year so as to obtain citizens' views and respond to proposals and questions regarding the housing and community development needs, development of proposed activities, and program performance;

- i. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;
 6. **Access to Meetings.** Provide for procedures to be followed to ensure reasonable and timely access to meetings;
 7. **Comments.** Provide for a period of not less than thirty (30) days, prior to the submission of the consolidated plan to consider the views of citizens, public agencies, and other interested parties in preparing the City of Slidell's final consolidated submission;
 8. **Substantial Amendments.** Specify the criteria the City of Slidell will use for determining what changes in its planned or actual activities constitute a substantial amendment to the consolidated plan and how citizen comments will be properly afforded in the final decision for amendments to be made;
 9. **Performance Reports.** Provide citizens with reasonable notice and opportunity comment on performance reports;
 10. **Availability to the Public.** Provide how the City of Slidell will ensure that the consolidated plan as adopted, substantial amendments, and the performance report will be made available to the public, including the availability of the materials in a form accessible to persons with disabilities, upon request;
 11. **Technical Assistance.** Provide technical assistance to groups representative of persons of low and moderate income that requests such assistance in developing proposals addressing housing and community development activities;
 12. **Complaints.** Provide procedures to handle complaints from citizens related to the consolidated plan, plan amendments, and performance reports.
 13. **Amendments.** Specify procedures by which citizens will have reasonable notice of and opportunity to comment on a substantial change in the proposed use of funds prior to submission.
- C. **General Procedures.** The City of Slidell, through the implementation of its Consolidated Plan, and in the submission of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) will:
1. Make available to the citizens, public agencies and other interested parties of the City of Slidell, information concerning the amount of assistance the City of Slidell expects to receive (including grant funds and program income); the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income;
 2. Make the proposed Consolidated Plan available to the public by publishing a summary of the plan in the Official Journal, and by providing copies of the entire Consolidated Plan to the library, municipal offices, and other appropriate public agencies;
 - i. The length of time provided for affected citizens, public agencies, and other interested parties to examine its content and submit comments on the proposed Consolidated Plan

will be at least thirty (30) days prior to submission of the document to the U.S. Department of Housing and Urban Development.

3. Make the Annual Action Plan and/or substantial amendment to the City of Slidell's Consolidated Plan available to the public by publishing a summary in the Official Journal, and by providing copies to the library, municipal offices, and other appropriate public places.
 - i. The length of time provided for affected citizens, public agencies, and other interested parties to examine its content and submit comments on the proposed Annual Action Plan and/or substantial amendment to the Consolidated Plan will be at least thirty (30) days prior to submission of the document to the U.S. Department of Housing and Urban Development.
 - ii. The length of time provided for affected citizens, public agencies, and other interested parties to examine its content and submit comments on the proposed CAPER Plan will be at least fifteen (15) days prior to submission of the document to the U.S. Department of Housing and Urban Development.
4. Conduct at least two (2) public hearings per year, at two (2) different stages per year, to provide an opportunity for citizens, public agencies, and other interested parties to comment on, and respond to, recommendations and issues regarding housing and community development needs of the City of Slidell.

At least one (1) public hearing will be held during the development of the Consolidated Plan in order to obtain the view of citizens on the housing and community development needs. At least one (1) hearing must be held before the proposed Consolidated Plan is published for comment.

Together, these public hearings must address housing and community development needs, development of proposed activities, and a review of program performance.

5. Provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City of Slidell and its use of assistance under the program covered by the Consolidated Plan during the preceding five (5) years.
 - i. Make available to interested citizens the Consolidated Plan, as adopted, substantial amendments, and performance reports, including information regarding the availability of materials in forms accessible to persons with disabilities, upon request. To the extent of practical, all requests for information will be properly answered within fifteen (15) days from the date the request is made. Persons with disabilities requiring reasonable accommodation to access information must contact the City to discuss their particular needs. The City will fulfill all requests for reasonable accommodations.
 - ii. Consider any comments or views of citizens. A summary of these comments or views will be attached to the Consolidated Plan, Annual Action Plan, and the CAPER.

- iii. Ensure that the official Consolidated Plan, any amendments thereto, and all required reports are available to the public for review, upon request.

D. **Scheduling and Providing Notices of Public Hearings.** Adequate notice shall be given for all public hearings. The public hearings shall be scheduled early in the planning process to ensure adequate public participation and allow sufficient time to develop the Consolidated Plan and all other required reports.

1. The City of Slidell shall publish in the Official Journal, a minimum of ten (10) days prior to the date of each public hearing, a non-legal, block advertisement stipulating the location, time, and purpose of the public hearing. The location of the public hearing shall be convenient to potential and/or actual beneficiaries and have accommodations for persons with disabilities.
2. Citizens, with particular emphasis on persons of low and moderate income who are residents of slum and blighted areas, shall be encouraged to submit their views and proposals regarding housing and community development needs. Through the public notice, citizens shall be made aware of reasonable accommodations for persons with disabilities, as well as where they may submit their views and proposals should they be unable to attend the public hearing.
3. Where a significant number of non-English speaking residents can be reasonably expected to participate in the public hearings, an interpreter shall be present to accommodate the needs of the non-English speaking residents.
4. Reasonable accommodations shall be made to meet the needs of any persons with a disability who notify the Planning Director of the City of Slidell of intentions to participate in the public hearings.
5. Minutes of all public hearings and an attendance roster shall be kept.

E. **Technical Assistance.** When requested, the City of Slidell, through its Planning Director, shall provide technical assistance to facilitate citizens participation, particularly to groups representative of persons of low to moderate income. The level and type of technical assistance shall be determined by the Planning Director for the City of Slidell and based upon the specific needs of the individual or group.

F. **Amendments.** The City of Slidell shall involve citizens in substantial amendments to the Consolidated Plan.

1. Citizen Participation shall be accomplished by means of a publicized notice to obtain citizens' views prior to the submission of a request for an amendment to the Consolidated Plan.
2. The procedures for scheduling and providing notice of the public hearing shall conform to provisions set forth in Section D.
3. Minutes of the hearing and a roster of those in attendance shall be included with the amendment request.

G. **Annual Action Plan.** The City of Slidell shall follow the procedures for publication, distribution, and allowance for public review and comments of the Annual Action Plan, as stipulated in Section D.

- H. **Complaint Procedures.** The City of Slidell shall maintain a written citizen and administrative complaint procedure, all written citizen complaints which identify deficiencies relative to the implementation of the City of Slidell's Consolidated Plan will merit careful and prompt consideration, and will be handled according to the procedures set forth herein. Questions and comments on the City level should be directed to Randy Clement, Planning Director, P. O. Box 828, Slidell, Louisiana 70459, or 985-646-4320, or via E-Mail: rclement@cityofslidell.org.
1. Any individual who wishes to object to any aspect of the Consolidated Plan, the Annual use of Funds Report, and/or any other required report may file an official complaint on the forms furnished by the Planning Director for the City of Slidell.
 2. Within three (3) days of the date on which the complaint was received by the Planning Director, the Director shall forward the complaint along with his/her comments, to the Mayor (see Exhibit A, "Complaint Form").
 3. A copy of the written complaint shall be forwarded to the U.S. Department of Housing and Urban Development, 500 Poydras Street, New Orleans, Louisiana 70130, within three (3) days of the date on which the complaint was filed with the Planning Director for the City of Slidell.
 4. All good faith attempts will be made to satisfactorily resolve any complaints at the local level.
 5. A written response from the City of Slidell Mayor to the complaint will be made within fifteen (15) days, where practical, from the date on which the complaint was filed with the Planning Director of the City of Slidell.
 6. A copy of the response from the City of Slidell, and any other correspondence relating to the same, shall be forwarded to the U.S. Department of Housing and Urban Development, 500 Poydras Street, New Orleans, Louisiana 70130.
 7. The complainant shall be made aware that, if he or she is not satisfied with the response, a written complaint may be filed with the U.S. Department of Housing and Urban Development, 500 Poydras Street, New Orleans, Louisiana 70130.
 8. Persons wishing to object to the approval of the Consolidated Plan, substantial amendments, and/or an Annual Action Plan, filed by the City of Slidell may make such objection known to the U.S. Department of Housing and Urban Development. The U.S. Department of Housing and Urban Development will consider objections made only on the following grounds:
 - i. The City's description of needs and objectives are plainly inconsistent with the available facts and data;
 - ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the City, and;
 - iii. The Consolidated Plan, substantial amendments, and/or Annual Action Plan do not comply with the requirements set forth in the Final Statement or other applicable laws and regulations.

EXHIBIT A
CITY OF SLIDELL
COMMUNITY HOUSING ASSISTANCE STRATEGY
COMPLAINT FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

NATURE OF COMPLAINT:

ACTION REQUESTED:

Signature of Complainant

FOR OFFICE USE ONLY

Complaint Received on: _____

By: _____ Title: _____

Forwarded to Mayor on: _____

Response from Mayor Received on: _____

Action Taken: