

City of Thibodaux
Housing and Community Development
Citizen Participation Plan

General – The City of Thibodaux, Louisiana 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 and of the Consolidated Plan requirements sets forth by HUD. The Housing and Community Development department of the City of Thibodaux is committed through adoption of this plan to full and total involvement of its CDBG program and of its Consolidated Planning Process. The Citizen Participation Plan shall be the policy document to be followed in ensuring compliance with Title 1 of the National Affordable Housing Act. Attempts will be made to reach all citizens with particular emphasis on participation by person 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.

Purpose and Objectives. The purpose and objectives of this citizen participation plan are to:

- **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 Thibodaux HUD programs, as well as minorities, non-English speaking persons, person with disabilities, residents of the public and assisted housing developments, and recipients of tenant based assistance in all stages of the process;
- **Access to Information:** Provide citizens with reasonable and timely access to information regarding local meetings and records relating to the development of public policies and strategies concerning housing and community development activities, the amount of assistance the City of Thibodaux 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;
- **Anti-Displacement:** Identify the plans of the City of Thibodaux to minimize 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 Thibodaux 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 Community Development Director for the City of Thibodaux and based upon specific need of the individual group

- **Publishing the Plan:** Provide for procedures to be followed in publishing the proposed consolidated plan submission so that affected citizens have sufficient opportunity to review it and provide comments;
- **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 responds to proposals and questions regarding the housing and community development needs, development of proposed activities, and program performance.
- **Proficiency :** 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;
- **Access to Meetings:** Provide for procedures to be followed to ensure reasonable and timely access to meetings;
- **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 Thibodaux's final consolidated submission;
- **Substantial Amendments:** Specify the criteria the City will use for determining what changes in its planned or actual activities constitute a substantial amendment to the consolidated and how citizen comments will be properly afforded the final decision before amendments are made.
- **Performance Reports:** Provide citizens with reasonable notice and opportunity to comment on performance reports;
- **Availability to the Public:** Provide how the City of Thibodaux 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 material in a form accessible to persons with disabilities, upon request
- **Technical Assistance:** Provide technical assistance to groups representative of persons of low and moderate income that request

such assistance in developing proposals addressing housing and community development activities.

- **Complaints:** Provide procedures to handle complaints from citizens related to the consolidated plan, amendments, and performance reports.
- **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.

General Procedures. The City of Thibodaux, 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:

- Make available to the citizens, public agencies and other interested parties the City of Thibodaux, information concerning the amount of assistance the City of Thibodaux expects to receive (including grant funds and program income) the range of activities that may be undertaken
- Make the proposed Consolidated Plan available to the public by publishing a summary of the plans in the official journal, and by providing copies of the entire Consolidated Plan to the library, municipal offices, and other appropriate public agencies;
 - The length of time 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 US Department of Housing and Urban Development
- Make the Annual Action Plan and/or substantial amendment to the City of Thibodaux 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
 - The Length of time provided by 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 US. Department of Housing and Urban Development.
 - 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 of the US. Department of Housing and Urban Development.

- 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 Thibodaux.

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 (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

- Provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City of Thibodaux Consolidated Plan and its use of assistance under the program covered by consolidated plan during the preceding five (5) years.
 - 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
 - Ensure that the official Consolidated Plan, any amendments thereto, and all required reports are available to the public for review, upon request.
- 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.
 - The City of Thibodaux shall publish in the Official Journal, a minimum of two (2) weeks 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.

- Citizens, with particular emphasis on persons of low and moderate income who are residents of slum and blighted area, 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.
- 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 resident
- Reasonable accommodations shall be made to meet the needs of any person with a disability who notify the City Office of Housing and Community Development of intentions to participate in the public hearings.
- Minutes of all public hearings and attendance roster shall be kept

Technical Assistance: When requested, the City of Thibodaux, through its Office of Housing and Community Development, shall provide technical assistance to facilitate citizen participation when requested, particularly to groups representative of person of low to moderate income. The level and type of technical assistance shall be determined by the Housing Director , based on the needs of the individual

Amendments: The City of Thibodaux shall involve citizens in substantial amendments to the Consolidated Plan. A substantial change in allocation of funding; change in purpose, scope, location and/or beneficiaries of an activity; and/or a change in method constitute a substantial amendment. A Substantial change in funding is defined by a change of 20 percent or more in funding.

- 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.
- The procedures for scheduling and providing notices of the public hearing shall conform to provisions set forth in Section D.

- Minutes of the hearing and a roster of those in attendance shall be included with the amendment request.

Annual Action Plan. The city of Thibodaux shall follow the procedure for publication, distribution, and allowance for public review and comments of the Annual Action Plan, as stipulated in Section D.

Complaint Procedure: The City of Thibodaux shall maintain a written citizen and administrative complaint procedure. All written citizen complaints which identify deficiencies relative to the implementation of the City of Thibodaux Consolidated Plan will merit careful and prompt consideration, and will be handled according to the procedures set forth herein.

- 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 Housing & Community Development Director for the City of Thibodaux.

Complaints mailed to the City, shall be forwarded to:

*City of Thibodaux
Department of Housing and Community Development
PO Box 5418
Thibodaux, LA 70302
(985)446-7217*

- Within five (5) days of the date on which the complaint was received by the Housing Director, the Director shall forward the complaint along with her comments to the Mayor of the City of Thibodaux (See Exhibit A. Complaint form)
- A copy of the written complaint shall be forwarded to the US Department of Housing and Urban Development, 500 Poydras Street, New Orleans, Louisiana 70130, within five (5) days of the date on which the complaint was filed with the Housing Director for the city of Thibodaux
- All good faith attempts will be made to satisfactorily resolve any complaints at the local level.
- A written response from the Mayor of the City of Thibodaux to the complainant will be made within fifteen (15) working days from the

date of the written complaint forwarded by the Department of Housing and Urban Development, 500 Poydras Street, New Orleans, LA 70130.

- The complainant shall be aware that if she/he is not satisfied with the response, a written complaint may be filed with the US Department of Housing and Urban Development, 500 Poydras Street, New Orleans, LA 70130
- Persons wishing to object to the approval of the Consolidated Plan, substantial amendments, and/or Annual Action Plan, may make such objection known to the U.S. Department of Housing and Urban Development. The US Department will consider objections made only on the following grounds:
 - The city's description of needs and objectives is plainly inconsistent with the available facts and data
 - The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the city.
 - 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.

Responsible Party: The City of Thibodaux's Department of Housing and Community Development shall be the designated office responsible for keeping a citizen's comments and complaint on file. The Mayor is the overall responsible party for this plan and the public participation process.

Mayor Tommy Eschete

Date

