



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbp.net

Guy McInnis
*Councilman
at Large*

George Cavignac
*Councilman
at Large*

Ray Lauga, Jr.
*Councilman
District A*

Nathan Gorbaty
*Councilman
District B*

Richard "Richie" Lewis
*Councilman
District C*

Casey W. Hunnicutt
*Councilman
District D*

**Manuel "Monty"
Montelongo III**
*Councilman
District E*

Roxanne Adams
Clerk of Council

#15

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON NOVEMBER 4, 2015 AT SEVEN O'CLOCK P.M.

On motion of Mr. Lauga, seconded by Mr. Lewis, it was moved to **adopt** the following resolution:

RESOLUTION SBPC #1410-11-15

A RESOLUTION APPROVING THE CITIZEN PARTICIPATION PLAN FOR THE FY2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, Louisiana Office of Community Development has issued a call for grant applications for the upcoming FY2016-2017 grant cycle; and

WHEREAS, the requirements of this program call for the adoption of a citizen participation plan which outlines steps St. Bernard Parish Government will undertake to solicit public input and comment such as public notices, public hearings, timely response to comments, etc.; and

WHEREAS, the attached Citizen Participation Plan has been prepared to meet the requirements of this grant application process with input from relevant departments such as Fair Housing, Legal, and Administration; and

WHEREAS, St. Bernard Parish is eligible to apply for this grant; and

NOW THEREFORE BE IT RESOLVED that the St. Bernard Parish Council, does hereby adopt the attached Citizen Participation Plan for the FY2016-2017 Community Development Block Grant Program I preparation for a potential FY2016-2017 grant application.



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbpq.net

Guy McInnis
Councilman
at Large

George Cavnac
Councilman
at Large

Ray Lauga, Jr.
Councilman
District A

Nathan Gorbaty
Councilman
District B

Richard "Richie" Lewis
Councilman
District C

Casey W. Hunnicutt
Councilman
District D

**Manuel "Monty"
Montelongo III**
Councilman
District E

Roxanne Adams
Clerk of Council

Page -2-
Extract #15 continued
November 4, 2015

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: Lauga, Lewis, Montelongo

NAYS: None

ABSENT: Gorbaty, McInnis, Cavnac

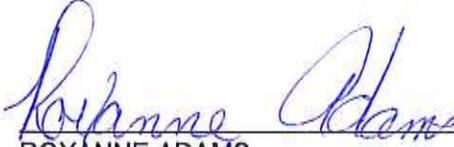
The Chairman, Mr. Hunnicutt, cast his vote as **YEA**.

And the motion was declared **adopted** on the 4th day of November, 2015.

CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Wednesday, November 4, 2015.

Witness my hand and the seal of the Parish of St. Bernard on this 4th day of November, 2015.


ROXANNE ADAMS
CLERK OF COUNCIL

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2016-2017
CITIZEN PARTICIPATION PLAN
ST. BERNARD PARISH GOVERNMENT**

INTRODUCTION

St. Bernard Parish Government 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 Parish 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, St. Bernard Parish Government shall:

1. 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;
2. 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;
3. 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;
4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
5. Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
6. Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by St. Bernard Parish Government for each hearing.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of St. Bernard Parish Government (currently, the *St. Bernard Voice*) a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the St. Bernard Parish Government Complex 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.

Grant Application

First Notice/Public Hearing

The public hearing to address LCDBG application submittal will be held approximately 15 calendar days prior to the deadline for submission of the application for the current funding cycle. 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 benefit persons of low and moderate income;
- c.) The plans of St. Bernard Parish for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by St. Bernard Parish to persons actually displaced as a result of such activities; and
- d.) St. Bernard Parish Government's 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: Deborah Jan Fagan, Grants Coordinator Consultant, St. Bernard Parish Government, 8201 W. Judge Perez Drive, Chalmette, LA 70043.

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided three days notice is received by St. Bernard Parish Government.

Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing 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: Deborah Jan Fagan, Grants Coordinator Consultant, St. Bernard Parish Government, 8201 W. Judge Perez Drive, Chalmette, LA 70043.

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

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.

GRANTEE PERFORMANCE

St. Bernard Parish Government will hold one performance hearing to solicit the public’s opinion of the effectiveness of the LCDBG Program. The manner of notifications will be the same as previously described for all public hearings. Notification will be made in the official journal approximately 15 days prior to the anticipated submittal of the closed-out documents to the state, and will indicate the date, time, and place of the performance hear, and invite comments and opinions on the LCDBG program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a two day notice is received by St. Bernard Parish Government.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

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

CONSIDERATION OF OBJECTION TO AN APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to the Office of Community Development, Louisiana Division of Administration, P.O. Box 94095, Baton Rouge, Louisiana 70804-9095.

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

- The application 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 applicant; and
- The application does not comply with the requirements as set forth in the state's Annual Action Plan 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, St. Bernard Parish Government will provide an interpreter for dissemination of information to them providing St. Bernard Parish is given sufficient notification of three days in advance.

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by St. Bernard Parish Government 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 LCDBG 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 St. Bernard Parish Government with at least a one week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

St. Bernard Parish Government shall provide timely disclosure of records, information and documents related to the LCDBG Program activities. Documents will be made available for copying upon request at St. Bernard Parish Government, Office of the President, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Such documents may include the following:

- All meetings and promotional materials
- Records of hearings and meetings

- All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- Copies of the regulations (final statements) concernment the program
- Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions, and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

Section 1

It is the policy of St. Bernard Parish Government to review all complaints received by the Parish Government.

Section 2

The following procedures will be followed on all complaints received by St. Bernard Parish Government relative to the LCDBG Program:

1. The complaint shall notify St. Bernard Parish Government of the complaint. The initial complaint may be expressed orally or by written correspondence to the Parish Grants Coordinator Consultant, Office of the Parish President, St. Bernard Parish Government, 8201 W. Judge Perez Drive, Chalmette, Louisiana 70043.
2. The Parish Grants Coordinator Consultant, or other parish staff, will notify the Parish President or Chief Administrative Office of the complaint within 2 working days of receipt.
3. The Parish President or designated representative will investigate the complaint and will report the findings to the Grants Coordinator Consultant within 2 working days if practical.
4. The Parish Grants Coordinator Consultant will notify the complainant of the findings of the Parish President or designated representative in writing or by telephone within two working days from the decision, if practical.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the Louisiana Division of Administration, Office of Community Development, P.O. Box 94095, Baton Rouge, LA 70804-9095.

Section 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded in writing to the St. Bernard Parish Fair Housing Coordinator, 2009 Esteban Street, Arabi, LA 70032. Citizens may also use the online complaint form system found on the St. Bernard Parish website at www.sbpbg.net under the Fair Housing Department.

The complainant, or his/her designated representative, and the Parish President will be notified in writing within ten days as to what action has been recommended by the Fair Housing Coordinator.

If the complainant is aggrieved by the decision, s/he may forward their complaint to the Louisiana Department of Justice, Public Protection Division, P.O. Box 94005, Baton Rouge, LA 70804, or directly by telephone at (800) 273-5718 or (225) 342-5521; or the Louisiana Department of Justice, Office of the Attorney General, 1885 North Third Street, Baton Rouge, LA 70802, at (225) 326-6400 or (800) 273-5718 (In State Only); or by contacting the U.S. Department of Housing and Urban Development, at (800) 669-9777 (voice) or (800) 927-9275 (TTY).

Section 4

The Parish President or designated representative will maintain a file for the purpose of keeping reports of complaints.

Section 5

This policy does not invalidate or supersede the personnel or other policies of St. Bernard Parish Government which are currently adopted, but is intended to serve as a guide for complaints.

Section 6

This policy may be amended by a majority vote at any time of the St. Bernard Parish Council's regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by St. Bernard Parish Government in regular session of the St. Bernard Parish Council on this 4th day of November, 2015.

(Witness)

David E. Peralta, Parish President