

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
CITIZEN PARTICIPATION PLAN**

I. GENERAL

Terrebonne Parish Consolidated 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 and of the Consolidated Plan requirements set forth by the US Department of Housing and Urban Development. 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 Community Development Block Grant and HOME Investment Partnerships entitlement programs 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 emphasis on participation by persons of low and moderate income. A copy of this plan will be made available to the public upon request.

II. PURPOSES AND OBJECTIVES

As part of the citizen participation requirements and to maximize citizen interaction, the Terrebonne Parish Consolidated Government shall:

1. Provide citizens, agencies and other interested parties with reasonable and timely access to local meetings, information and records relating to the Parish's Five-Year Consolidated Plans, Annual Action Plans, Community Development Block Grant Entitlement Program, HOME Investment Partnerships Entitlement Program; and other related federal, state and local programs.
2. Provide for public hearings to obtain views on housing and community development needs, respond to proposals and answer questions concerning Consolidated Plans as it relates to Community Development Block Grant and HOME Investment Partnerships Entitlement funding.
3. Provide for and encourage citizen participation with emphasis on participation by persons of low and moderate income.
4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in providing input.
5. Provide for a formal written procedure, which will accommodate a timely written response to written complaints and grievances.

6. 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.
7. Provide for a formal written complaint procedure, which will accommodate a timely written response, within 15 days of written complaints and grievances.
8. Provide for access to the planning and review process by homeless persons or organizations, lower income and minority residents of the community, isolated persons, the elderly, as well as other affected members of the community.

III. GENERAL PROCEDURES

The Terrebonne Parish Consolidated Government, through implementation of its Citizen's Participation Plan, Consolidated Plans, Annual Action Plans and in the submission of its Consolidated Annual Performance and Evaluation Reports (CAPER)s, will:

- A. Provide citizens with information concerning the amount of Community Development Block Grant and Home Investment Partnerships Program entitlement funds Terrebonne Parish Consolidated Government is likely to receive, proposed projects and activities expected to be undertaken and the status annual goals and accomplishments.
- B. Make proposed Consolidated Plans and Annual Action Plans available for review and comment to the public by publishing a notice of availability to review and comment in *The Courier*, the official journal of the Parish.
 1. The length of time provided for citizens, public agencies, and other interested parties to examine its content and to submit comments on proposed Consolidated Plans and subsequent Annual Action Plans will be at least (30) days prior to submission of the document to the US Department of Housing and Urban Development.
- D. Conduct two (2) or more Consolidated Plan public hearings to obtain views of citizens, public agencies, and other interested parties on the community development and housing needs of the Terrebonne Parish and its citizens.
 1. The hearings held on the Consolidated Plan may be combined with other public hearings required by the Community Development Block Grant or

HOME Investment Partnership Program, provided that the subjects are treated separately.

- E. Provide citizens, public agencies, and other interested parties with reasonable access to records regarding funding the Terrebonne Parish Consolidated Government may have received during the past five (5) years.
- F. Consider any comments or views of citizens related to the Consolidated Plan or Consolidated Annual Performance and Evaluation Report. A summary of these comments or views shall be attached to the documents submitted to U.S. Department of Housing and Urban Development.
- G. Make the Consolidated Annual Performance Evaluation Report (CAPER) available to the public by publishing a public review and comment period notice in ***The Courier***.
 - 1. The CAPER shall be available for public review and comment for at least fifteen (15) days prior to the submission date to provide time for citizens, public agencies, and other interested parties to examine its contents and to provide comments.
- H. Ensure that official Consolidated Plans, Annual Action Plans, program amendments thereto, and Annual Performance and Evaluation Reports are available to the public for review upon request.

IV. **SCHEDULING AND PROVIDING NOTICES OF PUBLIC HEARINGS**

Adequate notice will be given for all public hearings. The public hearings shall be scheduled early in the planning process to ensure adequate public participation, and to allow sufficient time for citizen input.

- A. All public notices informing citizens of public hearings will appear in the official journal of Terrebonne Parish, ***The Courier***, a minimum of five calendar days prior to the hearing. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodation for individuals with disabilities and non-English speaking persons upon request. Whenever possible, the hearings will be held within community development target areas, low to moderate income housing areas, and in areas where interests in this program are expressed. All notices will also state that accommodations will be made for disabled and/or non-English speaking persons providing that a three-day notice is received by the Terrebonne Parish Consolidated Government's Department of Housing & Human Services before the date of the meeting.

- B. Citizens, with emphasis on persons of low and moderate income, shall be encouraged to submit their views and written comments regarding community development and housing needs. Through public notice, citizens shall be made aware of where they may submit their views and comments should they be unable to attend the public hearing.
- C. Where a significant number of non-English speaking residents can be reasonably expected to participate in the public hearing, an interpreter shall be present to accommodate their needs.
- D. Minutes of all public hearings and an attendance roster shall be kept and available for public review for five (5) years.

V. **TECHNICAL ASSISTANCE**

When requested, the Terrebonne Parish Consolidated Government, through its Housing and Human Services Department, shall provide technical assistance to facilitate citizen participation when requested, particularly to persons or representatives of persons that are of low to moderate income. The level and type of technical assistance shall be determined by the Housing and Human Services Director for the Terrebonne Parish Consolidated Government and based upon the specific needs of the individual(s).

VI. **AMENDMENTS**

The Terrebonne Parish Consolidated Government shall involve citizens in substantial amendments to the Consolidated Plan. A substantial amendment constitutes a change of twenty-five percent (25%) or more in funding for a previously approved activity.

- A. Consolidated Plan and Annual Action Plan program amendments, which substantially alters a procedure or project from that approved in the original Consolidated Action or Annual Plan, shall not be submitted to HUD without publishing in *The Courier*, at least two public review and comment period notices.
- B. Citizen participation shall be accomplished by means of a published notice that will allow for a thirty (30) day comment period to obtain citizens' views prior to the submission of an amendment to the US Department of Housing and Urban Development. All interested citizens shall have the opportunity to review and comment on proposed amendments, as well as propose alternative measures.
- C. In the event of a declared disaster or emergency, the number of published notices and the comment period for a substantial amendment to include new funding or to reprogram current funds shall be reduced. To expedite the

response time to meet immediate community development needs, one (1) public notice shall be published and citizens will be allowed a five (5) day comment period prior to the submission of an amendment.

VII. CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

The Terrebonne Parish Consolidated Government shall follow the procedures for publication, distribution, and allowance for public review and comments of the Consolidated Annual Performance Evaluation Report (CAPER), as stipulated in Part III, Paragraph C, herein above.

VIII. COMPLAINT PROCEDURES

All written citizen complaints which identify deficiencies relative to the implementation of Terrebonne Parish Consolidated Government's Consolidated Plans, Annual Action Plans or CAPERs will merit careful and prompt consideration and will be handled according to the procedures set forth herein.

- A. Any individual who wishes to object to any aspect of the Plans or CAPERs may file an official written complaint to the Housing and Human Services Department Director for the Terrebonne Parish Consolidated Government.

Complaints mailed to the Parish shall be forwarded to:

*Department of Housing and Human Services Director
Terrebonne Parish Consolidated Government
P.O. Box 6097
Houma, LA 70361*

1. Within five (5) working days of the date on which the complaint was received, the Director of the Department of Housing & Human Services shall forward the complaint, with his/her comments, to the Parish President of the Terrebonne Parish Consolidated Government.
2. A copy of the written complaint shall also be forwarded to U.S. Department of Housing and Urban Development, 500 Poydras Street, New Orleans, LA 70130, within five (5) working days of the date of which the complaint was filed.
3. All good faith attempts will be made to satisfactorily resolve the complaints at the local level.

4. A written response from the Parish President of the Terrebonne Parish Consolidated Government or his designated representative, 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 Human Services office.
5. A copy of the response from the Parish President, and any other correspondence relating to same, shall be forwarded to the U.S. Department of Housing and Urban Development, 501 Magazine Street, New Orleans, LA 70130.
6. The complainant shall be made aware that if he/she is not satisfied with the response, a written complaint may be filed with the U.S. Department of Housing and Urban Development, 501 Magazine Street, New Orleans, LA 70130.

IX. RESPONSIBLE OFFICIAL

The Parish President is the responsible official for this Citizen Participation Plan. The Community Development Administrator for Terrebonne Parish Consolidated Government shall be the designated official responsible for maintaining an annual citizen comment and complaint record.