



CITY OF LAKE CHARLES PUBLIC NOTICE

The City of Lake Charles' Community Development Division announces a copy of the revised Citizen's Participation Plan.

The purpose of the Citizen's Participation Plan is to provide a process by which citizens and citizen organizations of the community can become informed and take an active part in the development, implementation, and review of activities carried out by the City of Lake Charles, through its Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program.

The locations are:

- **Martin Luther King Recreation Center**
- **Central Library**
- **City Hall, 5th Floor**
- **City of Lake Charles Transit**
- **La Familia Resource Center**

The copies will be on display September 19, 2019 through October 4, 2019 for citizens' comments and input.

If you are in need of Spanish language assistance please contact the Office of Community Development at (337)-491-1440. (Si necesita asistencia en español, por favor comuníquese al departamento de desarrollo comunitario al (337)-491-1440)

Citizens are urged to read and make written comments. Written comments may be addressed to the Office of Community Development, P.O. Box 900, Lake Charles, LA 70602. For more information of special accommodation for this document, please call the Department of Community Development at (337)-491-1440.

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964, Americans With Disabilities Act, and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, or national origin. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI and/or Americans with Disabilities Act may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator/ADA Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.

CITIZEN PARTICIPATION

The Consolidated Plan requires grantees to adopt a Citizen Participation Plan. The plan contains the required elements listed in the Consolidated Plan regulations 24 CFR 91.105.

Standards

1. Citizen participation will be approached on a community-wide and a neighborhood level.
2. The City will consider any comments and views received and, if deemed appropriate, modify plans and programs accordingly.
3. Citizen participation requirements will not be construed to restrict the authority of the City to develop plans, programs, and activities to be accomplished with federal funds.
4. All aspects of citizen participation shall be conducted in an open manner with freedom of access for all interested persons.
5. There shall be involvement of low and moderate-income persons, members of minority groups, residents of targeted areas and other areas where a significant amount of activity is proposed or ongoing, the elderly, the handicapped, and others who are concerned about the program.
6. Citizens shall be provided adequate and timely information so they can be meaningfully involved at various stages of the program.
7. Submission of views, comments and proposals by citizens is encouraged and solicited.

Encouragement of Citizen Participation Plan

The City of Lake Charles Community Development Division will provide its citizens with an adequate opportunity to participate in the planning and development of its Consolidated Plan. It will also encourage participation in the implementation, monitoring, and evaluation of the use of funds under the Consolidated Plan program. Particularly, emphasis is placed on participation by the residents of the areas where funds are proposed to be spent, and other low and moderate income or blighted areas. The input of individuals, groups, and organizations will be solicited via the news media, word of mouth, and direct contact by telephone, email and /or mail. Various media and communication resources will be employed to enlighten citizens of the benefits of active citizen involvement in the Consolidated Plan program.

The Community Development Division will serve as the City's liaison with interested individuals and groups concerned with the Consolidated plan program. Educational programs for specific project areas, for all target areas, and for city residents in general

The City of Lake Charles is an Entitlement Recipient of Community Development Block Grant Funds (CDBG) under Title I of the Housing and Community Development Act of 1974, as amended and HOME Investment Partnership Act, Title II of the National Affordable Housing Act of 1990. The City of Lake Charles' citizen participation plan was prepared in accordance with section 104 (a) 3 of the Housing and Community Act of 1974 and has been amended as required for the Consolidated Plan in accordance to CFR Part 91, section 105.

The Citizen Participation Plan encourages participation by very low and low-income persons, particularly those living in targeted areas. In addition, it encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments. It encourages the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan, along with other low income residents of targeted revitalization areas in which the developments are located.

I. Participation of residents in low and moderate income neighborhoods

To ensure broad and successful public participation, the City will:

-All aspects of citizen participation are conducted an open manner with freedom of access for all interested parties. All Consolidated Planning process hearings and meetings are open to the public with opportunities for public participation.

-All hearings and meetings are announced by legal notices in the lake Charles American Press. A mailing is also sent to the City's Consolidated Plan mailing lists.

-Every effort will be made to provide citizens participating in the Consolidated Planning process with adequate and timely information so that they can be involved in the various stages of the process. These efforts will include public notices and direct mailings. The City has developed a comprehensive Consolidated plan mailing lists as part of this effort.

-In acknowledging the importance of the support of the elected officials, each elected official in Lake Charles, including members of the Lake Charles City Council and Calcasieu Parish Police Jury, shall be given an opportunity to participate in the Consolidated Planning process. They will be forwarded all public notices and meeting mailings noted above.

-Continuity of participation is assured throughout the Consolidated Planning process by the dissemination of information to the Consolidated Plan mailing lists.

-Modifications to the CDBG or HOME Program activities shall be made only in accordance with the procedures outlined in this document.

A. Citizens Advisory Committee

The principle mechanism for achieving citizen involvement in the development, administration and evaluation of Community Development Block Grant and HOME Activities will be through a Citizens Advisory Committee. All aspects of citizens' participation will be conducted in an open manner, with freedom of access for all interested persons and at handicapped accessible locations. The Citizen Advisory Committee meetings will be posted on the official bulletin board of the City and published in the legal section of the official journal for the City.

1. Membership

The Committee will be composed of at least at least fifteen (15) members. Committee members should be active community leaders who are aware of the needs of their neighborhood and who will assist in obtaining citizen input concerning CDBG and HOME activities that principally benefit low and moderate-income persons. If a member has three (3) consecutive unexcused absences, this member will be replaced. All members will serve for a two or three-year term. The composition of the Committee will be as follows:

- a. Two representatives who reside in Target Neighborhood A
- b. Two representatives who reside in Target Neighborhood B.
- c. Two representatives who reside in Target Neighborhood C
- d. Two members of the Business Community
- e. Two representatives for homeless persons
- f. Two representatives for persons who are mentally disabled
- g. Two representatives of housing services
- h. Two representatives for elderly and handicapped citizens
- i. One representative for persons with AIDS/HIV.
- j. One representative from the Preservation Society
- k. One representative of non profit

The Mayor shall appoint all members. The Community Development Director will serve as the Administrator to the Advisory Committee, to provide support as needed and to provide continuity of citizen participation throughout all stages of the program including the development of needs, the review of proposed activities and review of program performance. The Director will not be a voting member of the committee.

2. Function

The Citizen Advisory Committee will perform the following functions:

- a. To solicit comments from persons within their perspective neighborhoods or persons they represent relating to the needs of their neighborhoods and performance of the CDBG and HOME programs.
- b. To provide information to persons within their neighborhoods or person they represent concerning public hearings, meetings, proposed CDBG and HOME activities, performance evaluations, etc.
- c. Conduct public hearings and neighborhood meetings to obtain citizen views at all stages of the Community Development Block Grant and HOME Programs. The Committee will review all public comments, recommendations and proposals concerning the development of needs, proposed activities, program amendments and program performance and submit its recommendations to the Mayor.
- d. Conduct Citizen Advisory Committee meetings quarterly each calendar year.

B. Public Hearings

1. Schedule

In order to solicit information from all citizens of Lake Charles, one public hearing will be held at a location within each of the five (5) CDBG target

neighborhoods during the five-year Consolidated Plan and the one-year Action Plan prior to the comment period during the planning process. The purpose of these hearings will be to obtain citizens views and encourage recommendation of proposed activities that will be funded through CDBG and HOME programs. The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities.

One or more public hearing will be held during the comment period for both the five-year Consolidated Plan and the one-year Action Plan to obtain citizen comments of the final documents. Copies of comments submitted by citizens, the City's assessment of such comments, and a summary of any action taken in response to the comments received will be included in the consolidated plan.

One or more public hearings will be held during the planning stage for any substantial amendment to the five year consolidated plan. A second public hearing will be held during the comment period for any substantial amendment to the five year consolidated plan. Copies of comments submitted by citizens, the City's assessment of such comments, and a summary of any action taken in response to the comments received will be included in the substantial amendment to the five-year consolidated plan.

One or more public hearings will be held during comment period for any substantial amendment to the one-year action plan and during the comment period for the completed consolidated performance report. Copies of comments submitted by citizens, the City's assessment of such comments, and a summary of any action taken in response to the comments received will be included in the one-year action plan and the performance report.

2. Notice

At least fourteen (14) days prior to each public hearing, the City will publish a notice in easily readable type in the non-legal section of *The Lake Charles American Press*. Such notices shall indicate the date, time, place and topics to be discussed. The City also will make reasonable efforts to provide the notices in the form of announcements on the Public Information Channel, at local churches, by contacting known organized neighborhood groups, and through the efforts of the representatives on the advisory committee.

3. Information

Public hearings will address housing and community development needs, non-housing community development needs, development of proposed activities, and review of program performance. Citizens, public agencies, and other interested parties will be given information including 1) the amount of assistance the City expect to receive including planning and administrative activities; 2) the range of activities that may be undertaken and the kinds of activities previously funded in the community; 3) the processes to be followed in preparing the consolidated plan and the schedule of meetings and hearings; 4) the approximate amount of funds that will be used to benefit persons of very low and low income persons, and the plans to minimize displacement of persons and to assist any persons displaced; 5) the role of citizens in the program, as provided in the Citizen Participation Plan; and 6) a summary of other important program requirements.

4. Non-English Speaking Population

The City of Lake Charles does not have significant identifiable non-English speaking population. It is not deemed necessary that notice or other announcements be published in languages other than English. Should the

language characteristics of the population change significantly, the City will make provisions for bilingual distribution of Citizens Participation Information.

C. Publications

1. Five-Year Consolidated Plan

A summary of the proposed five-year consolidated plan will be placed in *The Lake Charles American Press* and will allow at least thirty (30) days for persons to comment. The summary will describe the contents and purpose of the consolidated plan and include a list of the locations where copies of the entire plan may be examined.

2. One-Year Action Plan

A notification will be placed in *The Lake Charles American Press* to inform citizens of the availability of the one-year action plan to afford citizens a reasonable opportunity to examine their contents. At least thirty (30) days will be allowed to receive citizen comments.

3. Substantial Amendments

A notification will be placed in *The Lake Charles American Press* to inform citizens of the availability of any substantial amendments to the one-year action plan or the five-year consolidated plan, as these documents are developed, to afford citizens a reasonable opportunity to examine their contents. At least thirty (30) days will be allowed to receive citizen comments.

4. Consolidated Performance Report

A notification will be placed in *The Lake Charles American Press* to inform citizens of the availability of the consolidated performance report to afford citizens a reasonable opportunity to examine the contents. At least fifteen (15) days will be allowed to receive citizen comments

II. Access to Public Information

A. Public access to information and records regarding the CDBG Program.

The City will provide for full and timely disclosure of its program records and information for the preceding five years consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality.

Documents relevant to the program shall be made available at the City's Community Development Office on the 5th Floor of City Hall, during normal working hours for citizens' review upon either written or oral request. Such documents include 1) all mailing and promotional material; 2) records of public hearings; 3) All key documents, including all prior applications, letters of approval, grant agreements, the citizens participation plan, performance reports, evaluation reports, Consolidated Plan, other reports required by HUD, and the proposed and approved application for the current year; 4) Copies of the regulations and issuance's governing the program; and, 5) Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions

B. Availability of Consolidated Plan

Copies of the consolidated plan will be available at the Calcasieu Parish Library (main branch), the City of Lake Charles Community Development Division, and Lake Charles Housing Authority Office.

III. Technical Assistance

The City of Lake Charles Community Development Division will provide for and encourage the submission of views and proposals regarding the Community Development and HOME Programs by citizens, particularly low and moderate-income persons and residents of blighted neighborhoods. The City will provide technical assistance to groups representative of persons of very low and low income that request such assistance in developing proposals for funds under any of the programs covered by the consolidated plan. The level and type of assistance will be determined at the time of the request. The City will provide a timely written response to all written proposals submitted within thirty (30) days stating the reasons for the action taken by the City of the Proposals.

The Community Development office will provide technical assistance to the Citizens Advisory Committee to familiarize them with overall program aspects; particularly the process for determining community needs, program planning, citizens' input and program assessment.

IV. Anti-Displacement

The City of Lake Charles intends to minimize displacement of persons in the implementation of CDBG and HOME activities. If displacement becomes necessary in order to accomplish program objectives, persons displaced will be assisted according to the HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition,

including any amendments and 24 CFR part 92.353, displacement, relocation and acquisition regulations.

V. Complaints and Grievances

Citizen complaints or grievances may be submitted in writing and mailed to the Community Development Office, 326 Pujoe Street, 5th floor, Lake Charles, LA 70602 may be hand delivered to the 5th Floor of City Hall. A written response will be provided within fifteen (15) working days where practicable to all written complaints and grievances received by the Community Development Office.

VI. Amendments

The City of Lake Charles will amend its consolidated plan whenever one of the following decisions is made:

1. To make a substantial change in its allocation of priorities or a substantial change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan;
3. To substantially change the purpose, scope, location, or beneficiaries of an activity.

Public comments for amendments to the consolidated plan will follow the procedures outlined above in section I-B concerning public hearings.

A “Substantial Change” is defined by the City of Alexandria to be:

1. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted application or in the commitment of funds to a specific project; or
2. An activity that was identified in the adopted application, but which subsequently is proposed to be deleted; or
3. An activity that is proposed to be altered in terms of its purpose, scope, location, or beneficiaries to such an extent that it can no longer reasonably be construed as the activity reviewed by the public and approved by the Lake Charles City Council.

Revised September 2019



City of Lake Charles
Community Development Department
Citizen Participation Plan (CPP)

Introduction

Each year, the City of Lake Charles receives funding allocations from the U.S. Department of Housing and Urban Development (HUD). These include the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Grant (HOME). As a condition of receiving these allocations, the City must satisfy annual planning and reporting requirements outlined in the federal regulations at 24 CFR Part 91. This Citizen Participation Plan outlines the City's policies and procedures for obtaining public input in the planning and decision-making processes associated with these HUD grants. These citizen participation policies and procedures shall also be followed for the City's Analysis of Impediments to Fair Housing Choice (AI).

It should be noted that the federal programs covered by this guidance are designed to primarily benefit "low and moderate-income" persons, who are defined as those earning less than 80% of the area median income. Given this, these policies and procedures will focus on gathering input and feedback from this demographic and other populations specifically identified by HUD, including minorities, non-English speaking persons, and persons with disabilities.

In regard to non-English speaking persons, the City has conducted a Four-Factor Analysis to identify Limited English Speaking Persons (LEP). HUD Entitlement Grant recipients are required to take reasonable steps to ensure meaningful access to LEP persons.

The results of the Four-Factor Analysis showed that there is not a great need for translation services. A minimal number of languages are spoken within the urban area, but proportionally the percentages of people speaking a language other than English at home is relatively low. The number of people reporting that they also speak English "very well" or "well" offset this even more. The Lake Charles Urbanized Metropolitan Planning Organization's urban service area is under 200,000 populations and covers the portions of the Parish of Calcasieu, which include the cities of Sulphur, Lake Charles, and Westlake.

Planning Process

Every five years, the City is required to draft a Consolidated Plan. The Consolidated Plan includes an assessment of community needs related to community development, homelessness, and affordable housing. The Five Year Plan also sets forth a number of strategies that the City will follow to address those needs deemed to be high priorities. Each year, the City is required to create an Annual Action Plan that budgets available resources to projects that will meet the goals set forth in the Five Year Consolidated Plan.

These documents will guide the City's actions and use of federal resources for a five year period. It is important for the City to receive quality citizen input on both the Consolidated Plan and the AI. In regard to the Consolidated Plan, citizen input is helpful on the needs assessment and the strategic plan. Outreach itself can help increase the level of fair housing choice within the City. Citizen input can help identify sources of discrimination. It is especially important to receive

input from members of the protected classes under the Fair Housing Act, including race, color, religion, sex, familial status, national origin, sexual orientation, gender identity or disability.

The City will take the following actions to encourage citizen input in the planning process:

- **Notice of Resources and Expected Activities**

The City will publicize the amount of assistance the City expects to receive, including any program income expected to be generated, and the type of activities it plans to undertake. The City will also estimate the amount of funds that will benefit persons of low- and moderate-income.

- **Targeted Outreach**

The City will provide a schedule of the planning process, including key dates such as public hearings, publication of the proposed plan, and comment periods, via email correspondence and City website postings, to the following groups:

- Interested Parties List
- Public Housing
- City of Lake Charles Advisory Committee
- Continuum of Care

- **Technical Assistance for Interested Parties**

The City will provide technical assistance upon request to groups and organizations that serve low and moderate income persons within the City. To request technical assistance, please call the City Community Development Department at 337-491-1440.

- **Consultations**

The City will send written requests via email to local non-profits, businesses and government agencies working in the fields of community development, affordable housing, and homelessness to identify ways to improve coordination and if needs have changed since the last needs assessment. The City may elect to schedule meetings or hold focus groups based on request.

- **Publication of Proposed Plan and Data Sources**

The City will post a draft of the proposed plan to its website. The website will also include copies or links to the data sets referenced and analyzed when creating the plans. Draft and full versions of the plan will also be available for review at the Community Development Department, located at 326 Pujoe Street, 5th floor. Please allow 3 business days to print the report after the date of the request for a copy.

- **Public Comment Period**

The City will hold a thirty (30) calendar day public comment period to receive written comments on the contents of the plan. Any comment received during the public comment period will be included in a summarized response incorporated into the plan submitted to HUD.

The City will hold at least one public hearing during the public comment period to receive oral comments. All comments will be included in a summarized response incorporated into the plan submitted to HUD.

- **Citizen's Advisory Meetings**

The City will host a Citizen's Advisory Committee to review the use and evaluation of CDBG and HOME funds. All aspects of citizen's participation will be conducted in an open manner, with freedom of access for all interested person and at handicapped accessible locations. Notice of the Citizen Advisory Committee meetings will be direct letters/email written notification to members and phone call notifications to members without email capability. Those members requesting postal mail notice will be accommodated.

- **Publication of Final Adopted Plan**

After submission to HUD, the City will post the final adopted plan on the City's website.

Amendments

From time to time, the City will need to amend the information contained in one of its plans. Depending on the nature of the change, the amendment will be considered to be a substantial amendment or a minor amendment. Substantial amendments will trigger additional public participation processes outlined below. If an amendment does not meet the definition of a substantial amendment, it shall be considered a minor amendment and will be included in the annual report. Interested parties wishing to comment on minor amendments may do so during the review of the annual report.

A. Substantial Amendments to the Consolidated Plan or Annual Action Plan

The City will consider the following changes to constitute a substantial amendment to a Consolidated Plan or Annual Action Plan:

- Changes to priorities in how funds are allocated;
- Use of federal funds to undertake a project not previously described in the action plan;
- Changes in the use of CDBG funds from one eligible project to another if such changes exceed 25% of the total CDBG annual allocation.
- Changes in the use of HOME funds from one eligible project to another if such changes exceed 10% of the total HOME annual allocation.

B. Substantial Amendment Process

The City will take the following actions to encourage citizen input for substantial amendments:

- **Notice of Substantial Amendment**

The City will post a draft of the proposed substantial amendment to its website.

- **Targeted Outreach**

The City will provide a copy of the substantial amendment and a schedule of the amendment process, including key dates such as public hearings (if any) and comment periods, via email correspondence and City website postings, to the following groups:

- Interested Parties List
- Public Housing Authority
- Continuum of Care
- Citizen Advisory Committee

City also will make reasonable efforts to outreach via the local newspaper, email, City website postings, and through the efforts of the representatives on the Citizen Advisory Committee. The advertisement in the local paper shall be posted at least 7 days before the public comment period.

- **Public Comment Period**

The City will hold a fifteen (15) calendar day public comment period to receive written comments on the contents of the substantial amendment. Any comment received during the public comment period will be included in a summarized response incorporated into the plan submitted to HUD.

- **Submission to HUD**

Upon completion of the public participation process, the City will send a written notice to HUD of the amendment and update the IDIS reporting system accordingly. Letters transmitting copies of amendments will be signed by the Community Development Director and the Mayor.

- **Notice to Public Housing Authority**

For changes to the Analysis of Impediments to Fair Housing Choice, the City will forward a copy of the amendment to the Lake Charles Housing Authority so that the agency may reflect those changes accordingly in their planning efforts.

- **Publication of Adopted Substantial Amendment**

After submission to HUD, the City will post the final adopted plan on the City's website.

Performance Report

The City will prepare an Annual Report at the end of each Program Year called the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER report summarizes the use of funds and evaluates the City's performance in regard to meeting its goals during the program year ending.

- **Request for Citizen Input**

The City will use its website to publicize opportunities that citizens have to comment on the annual report, including the public hearing, the public comment period, and the publication of the draft CAPER report.

- **Targeted Outreach**

The City will provide a schedule of the review process via the email correspondence and City website postings, to the following groups:

- Interested Parties List
- Public Housing
- Citizen Advisory Committee
- Continuum of Care

City also will make reasonable efforts to outreach via the local newspaper, email, City website postings, and through the efforts of the representatives on the Advisory Committee. The advertisement in the local paper shall be posted at least 7 days before the public comment period.

- **Publication of Draft Report**

The City will post a draft of the annual CAPER report to its website. Draft and full versions of the report can be made available for review at the Community Development Department, located at 326 Pujoe Street, 5th Floor. Please allow 3 business days to print the report after the date of the request for a copy.

- **Public Comment Period**

The City will hold a fifteen (15) calendar day public comment period to receive written comments on the contents of the annual CAPER report. Any comment received during the public comment period will be included in a summarized response incorporated into the report submitted to HUD.

- **Public Hearing**

The City will hold a Citizen's Advisory Committee to review the draft CAPER. All aspects of citizen's participation will be conducted in an open manner, with freedom of access for all interested person and at handicapped accessible locations. Notice of the Citizen Advisory Committee meetings is published on the City's website, direct email written notification to members and phone call notifications to members without email capability. Those members requesting postal mail notice will be accommodated.

- **Submission to HUD**

Upon completion of the public participation process, the City will submit the final version of the CAPER report to HUD and update the IDIS reporting system accordingly.

- The plan must be submitted within ninety (90) calendar days of the end of the program year.

- **Publication of Final CAPER Report**
After submission to HUD, the City will post the final version of the annual CAPER report on the City's website.

Methods of Citizen Outreach

Public Notice

The main method for providing notice of opportunities to participate in planning and reporting processes will be the local newspaper and City's website. The City's website will provide a consistent source of finding information related to Community Development that can be accessed at any time. The website can be found at www.cityoflakecharles.com.

The City will publicize all public hearings and comment periods at least seven (7) calendar days ahead of time. This will include the following notices:

- Notice of Resources and Expected Activities
- Notice of Funding Availability (NOFA)
- Notice of Public Hearings
- Notice of Citizen Comment Period

Citizen Outreach

The City will sponsor a Citizen's Advisory Committee to gather citizen input on the use of CDBG and HOME funds. The Committee will be composed of at least fifteen (15) members. The composition of the Committee will be as follows at least:

- a. One representative who reside in Target Neighborhood District A;
- b. One representative who reside in Target Neighborhood District B;
- c. One representatives who reside in Target Neighborhood District C;
- d. One member of the Business Community;
- e. One representative that is a developer;
- f. One representative of public housing services (including any resident advisory boards, resident councils, and resident management corporations);
- g. One representative for Continuum of Care;
- h. One representative for persons from a philanthropic organization;
- i. One representative from the Preservation Society;
- j. One representative of nonprofit;
- k. One representative of a community based organization;
- l. One representative of for homeless persons;

- m. One representative for disabled persons;
- n. One representative for persons with HIV/AIDS;
- o. One representative of a faith based organization; and
- p. One representative of a local and regional institution.

All members will serve for a two-year term. Committee members should be active community leaders who are aware of the needs of their neighborhood and who will assist in obtaining citizen input concerning CDBG and HOME activities which principally benefit low and moderate income persons. If a member has three (3) consecutive unexcused absences, this member will be replaced.

The Community Development Director will serve as the liaison to the Citizen Advisory Committee to provide support as needed and to provide continuity of citizen participation throughout all stages of the program including the development of needs, the review of proposed activities and review of program performance.

In addition to publishing notice on the local newspaper and City website, Community Development will directly notify persons on the Interested Parties List. To be included on the Interested Parties List, please call the City's Community Development Department at (337) 491-1440. Persons on the Interested Parties List will be contacted regarding all public participation opportunities related to the covered grant programs.

City also will make reasonable efforts to outreach via the local newspaper, email, City website postings, and through the efforts of the representatives on the Citizen Advisory Committee.

Notice will also be provided to the following groups to directly outreach to minorities, non-English speaking persons, persons living in low and moderate income neighborhoods, and persons with disabilities.

- Neighborhood Meetings in CDBG Target Areas
- Citizen Advisory Committee
- Public Housing Authority
- Members of Continuum of Care
- Recently funded sub-recipients

Public Hearings

The City will hold two formal public hearings during each program year. The first public hearing will be held during the development of the Annual Action Plan. The second public hearing will be held during the preparation of the annual performance report. These public hearings will be held in 2 locations; one at city hall and the other at another accessible public facility to ensure accessibility for persons with physical disabilities. The City will attempt to accommodate translation for non-English speaking residents and persons with disabilities if a request is made at least five (5) days in advance. If the City cannot accommodate a request, the City will make

alternative opportunities available for non-English speaking persons and persons with disabilities to participate.

Publication and Review

The City will post draft and full versions of each plan and report to its website. Draft and full versions of the plans and report can be made available for review at the Community Development Department, located at 326 Pujo Street, 5th Floor. Please allow 3 business days to print the report after the date of the request for a copy.

Public Comments

The City will hold two formal report public comment periods during the year. The first public comment period will be thirty (30) calendar days in length. The comment period will seek comment on the proposed Annual Action Plan. The second public comment period will also be fifteen (15) calendar days in length. The second comment period will seek comment on the CAPER performance report and evaluation of the City's programs.

Written comments received during the two formal comment periods and those received orally at public hearings will be included in a summarized response incorporated into the documents submitted to HUD.

Comments may be mailed to:

Community Development Department
326 Pujo Street, 5th floor, Lake Charles, La 70601

Access to Records

To assure public access to all records, the City will make the following documents available for review on the City's website at www.cityoflakecharles.com and at the Community Development Department, located at 326 Pujo Street, Fifth Floor, during normal business hours (8:00 a.m. to 4:30 p.m.).

- Current version of the City's adopted Citizen Participation Plan;
- Current version of the Five Year Consolidated Plan and Action Plan;
- Current version of the Analysis of Impediments to Fair Housing Choice; and
- Current version of the annual CAPER performance report.

Additional records related to the grant programs may be available for public review. However, it is the City's duty to protect the personal information of their beneficiaries. Requests for records other than those listed above will be subject to City approval and may require a Freedom of Information Act (FOIA) request.

Technical Assistance

The City will provide technical assistance upon request to groups and organizations that serve low and moderate income persons within the City. To request technical assistance, please call the Community Development Department at 337-491-1440.

Complaints

Any complaint regarding the City's planning efforts must be in writing and shall be addressed to the Community Development Director. The City will evaluate the merit of each complaint and will make every effort to understand the reasons for such complaints and resolve them as soon as possible. The City will respond in writing to all written complaints within fifteen (15) calendar business days of the receipt of the complaint.

Relocation and Displacement

Community Development will make every effort to minimize relocation and displacement of persons, families, and businesses in activities funded by HUD funds. In this effort, Community Development will carry out its activities in accordance with the Uniform Relocation Act of 1970, as amended, the applicable federal regulations (49 CFR Part 24), and the requirements of the Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended.

Community Development will provide relocation assistance, to the extent permitted, to the families displaced as a direct result of programs assisted by HUD funds.

Nonetheless, in certain areas identified as urban renewal areas or targeted districts, Community Development may carry out revitalization initiatives aimed at removing urban blight or foster redevelopments. These initiatives on occasions will require relocation. In such cases, prior to any action that will result in displacement, Community Development will notify all affected residents of the intended displacement action, as well as the extent of the benefits that will be available to each impacted person as outlined in 42 U.S.C. 4601 and 5304(d), and 49 CFR 24 and the most recent approved State laws.