

***Citizen Participation Plan***  
***City of New Orleans***  
***The Mayor's Division of Housing and Neighborhood Development***

The City of New Orleans follows a detailed Citizen Participation Plan that is in accordance with the applicable statutes and regulations governing the consolidated strategy and plan regulations.

**Encouragement of Citizen Participation**

The City shall:

Provide for and encourage citizen participation in the development of the consolidated plan, any substantial amendments, and the performance reports, 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, and by residents in low and moderate income neighborhoods as defined by the City. The City will encourage the participation of all of its citizens including minorities and non-English speaking persons , as well as persons with disabilities;

Encourage, in consultation with the public housing authority, residents of public housing and assisted housing developments, in the process of developing and implementing the consolidated plan. The housing authority must be aware of consolidated plan activities related to its developments and surrounding communities. The housing authority can make this information available at its annual public hearing under the Comprehensive Grant program;

Provide citizens with a reasonable opportunity to comment on this citizen participation plan and on substantial amendments to the citizen participation plan and shall make the citizen participation plan public. The citizen participation plan shall be in a format accessible to persons with disabilities upon request. The City shall publish the citizen participation plan on its website upon its adoption by the city. On an annual basis, concurrent with the public comment period regarding the Consolidated Plan, a public notice in a newspaper of general circulation will take place informing the public of the availability of the citizen participation plan and of the opportunity to comment on it. Paper copies of the citizen participation plan shall be made available upon request.

**Development of the Consolidated Plan**

The City shall:

Provide citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, amount of assistance the jurisdiction expects to receive (including grant funds and program income), range of activities, and the estimated amount that will benefit low and moderate income persons before the adoption of the consolidated plan;

Publish the proposed consolidated plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will publish a summary of the consolidated plan in a newspaper of general circulation, and have copies available at libraries, government offices, and public places. The summary will describe the contents and purpose of the consolidated plan, and include a list of the locations where the full document can be examined. A reasonable number of free copies will also be available to those who request it;

Conduct at least one public hearing during the development of the consolidated plan;

Provide at least a 30 day period for comments from citizens on the consolidated plan before it is adopted;

Consider any comments or views of citizens received in writing or orally at the public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore will be attached to the final consolidated plan.

### **Amendments to the Consolidated Plan**

The City shall:

In cases where there is a substantial amendment such as the use of CDBG funds from one eligible activity to another, or the changing of target areas, or a major policy shift in implementing a requirement of one of the formula grants, the City shall give reasonable notice of at least 30 days to the public to review and comment on the changes. The notice may come in the form of a public notice with a request for comments or be incorporated within the consolidated plan or its update with the substantial amendment noted as such;

Consider any comments or views of citizens received in writing or orally at the public hearings, in preparing the substantial amendment of the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore will be attached to the substantial amendment of the consolidated plan.

### **Performance Reports**

The City shall:

Notify citizens through a public notice in a newspaper of general circulation, of the opportunity to comment on performance reports . The City will provide a period of at least 15 days to receive comments on the performance report that is to be submitted to HUD before its submission;

Consider any comments or views of citizens received in writing or orally at public hearings, in preparing the performance report. A summary of these comments or views will be attached to the performance report.

## **Public Hearings**

The City shall:

Provide for at least two public hearings per year to obtain citizen views and to respond to proposals and questions, to be conducted at different stages of the program year. Together, the hearings must address housing and community needs, development of proposed activities, and review of program performance. To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, at least one of these hearings will be held before the proposed consolidated plan is published for comment;

Hold public hearings after an adequate notice in a newspaper of general circulation, of at least 2 weeks, at times and locations convenient to potential and actual beneficiaries. The notice will give information on the purpose of the hearing. There will be special accommodations for physically challenged and special needs individuals. This will be met by holding meetings which are accessible to persons with disabilities and the presence of a sign-language interpreter at these hearings;

Identify how the needs of non-English speaking residents would be met in the case of public hearings where a significant number of non-English speaking residents could be expected to participate. In such a case the City would request a representative from the City's Public Advocacy which provides such services.

## **Meetings**

The City shall:

Provide citizens with reasonable and timely access to local meetings.

## **Availability to the Public**

The City shall:

Provide that the final consolidated plan as adopted with substantial amendments, and the performance reports, will be available to the public. The plan will be available at all branches of the public library, at selected non-profit agencies, and at the Mayor's Division of Housing and Neighborhood Development. If the document is requested in a form that is accessible to persons with disabilities, DHND will provide such a copy within a reasonable period of time. The public will be notified through a public notice in a newspaper of general circulation or the agency's website;

## **Access to Records**

The City shall:

Require that the City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the consolidated plan and the City's use of assistance under the programs during the preceding five years.

## **Technical Assistance**

The City shall:

Provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan with the level and type of assistance to be determined by the City. The assistance need not include the provision of funds to the groups.

## **Complaints**

The City shall:

Provide for a timely, substantive written answer to written complaints and grievances related to the consolidated plan, amendments, and performance reports, within 15 working days where practicable.

## **Use of Citizen Participation Plan**

The City shall:

Follow this citizen participation plan.

## **Jurisdiction Responsibility**

The City shall:

Not restrict its responsibility or authority for the development and execution of its consolidated plan because of the requirements for citizen participation.

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE  
PLAN  
FOR THE  
CITY OF NEW ORLEANS**

**GENERAL POLICY**

In designing and implementing housing programs funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program, it will be the general policy of the City of New Orleans to:

1. Minimize the displacement of persons (families, individuals, businesses and nonprofit organizations) when planning or implementing housing programs.
2. Maintain the City's supply of low/moderate income housing by replacing, on a one to one basis, occupied or vacant occupiable, low/moderate income dwelling units that are either demolished or converted to a use other than housing for low/moderate income persons.

**RELOCATION ASSISTANCE AVAILABLE**

If a housing program funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program, results in the permanent displacement of low/moderate income persons from low-income dwelling units that are demolished or converted to a use other than low-income housing, the City of New Orleans will provide relocation services and monetary assistance to the displacees as identified under the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, or under the Community Development Act of 1974, as amended. Relocation services and monetary assistance under the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, (hereinafter referred to as the URA) can be found in 49 CFR Part 24. Relocation services and monetary assistance under the Housing and Community Development Act of 1974, as amended, (hereinafter referred to as the CDA) can be found at 24 CFR 570.606, which is entitled "Displacement, relocation, acquisition, and replacement of housing". At 24 CFR 570.606 (b), the CDA provides for benefits identical to those found under the URA. The CDA also provides for alternative relocation services and levels of monetary assistance **specifically**

for low/moderate-income families or individuals residing in low/moderate dwelling units, who are permanently displaced as the result of the demolition of their dwelling units or the conversion of those units to a use other than low/moderate income housing. The alternate relocation services and levels of monetary assistance are identified at 24 CFR 570.606 (c) (2), which is entitled "Relocation assistance under section 104(d) of the Act".

**Persons permanently displaced or temporarily relocated, as discussed above, will be provided with details of the different relocation services and assistance available to them under the aforementioned federal regulations, to enable them to chose the benefits that will best fit their needs.**

Relocation services and assistance includes:

1. Referrals to permanent and/or temporary replacement housing units.
2. Payment and/or reimbursement of actual and reasonable moving and moving related expenses incurred as a result of temporary relocation and/or permanent displacement.
3. Replacement housing payments to assist in renting permanent and/or temporary replacement housing.
4. Replacement housing payments to assist in purchasing permanent replacement housing.
5. Other expenses related to moving into permanent and/or temporary replacement housing.

## **ONE FOR ONE REPLACEMENT OF LOW/MODERATE-INCOME DWELLING UNITS**

If a housing program, funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program, results in the loss of low/moderate-income dwelling units that are occupied or vacant, but occupiable, through the demolition of those dwelling units or their conversion to a use other than housing for low/moderate income persons, the dwelling units will be replaced, on a one to one basis, in accordance with the Federal Regulations found at 24 CFR 570.606 (c) (1). An outline of the Federal Regulations governing the replacement of those units are as follows:

1. The units must be located within the City of New Orleans. To the extent feasible and consistent with other statutory priorities, the units shall be located within the same neighborhood as the units that were demolished or converted to a use other than low-income housing.
2. The replacement units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed in the dwelling units that are demolished or converted.
3. Unless the City can formally demonstrate that smaller replacement dwellings best suit the needs of the low-income citizens of New Orleans, and that fact is approved by the Department of HUD, the City will not replace demolished or converted dwelling units with smaller units. For example, the City will not replace a 2-bedroom unit with two 1-bedroom units.
4. All replacement units must meet the standards of the City's Minimum Housing Standards Code and the Housing Quality Standards of the Federal Government's Housing Quality Standards.
5. The City will make replacement units available for occupancy during a period beginning:
  - a. One year before the date that the City made public, the details, required by the Department of HUD, of the project resulting in the demolition of the low-income housing described in this policy, or its conversion to another use.and ending:
  - b. Three years after the commencement of the demolition of the low-income housing or the rehabilitation related to its conversion.
6. The replacement units will be designed to remain low/moderate-income dwelling units for at least ten (10) years from the date of initial occupancy.

## **PUBLIC DISCLOSURE**

Before the City of New Orleans enters into a contract committing it to provide funds for housing programs funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program, that will result in the demolition of occupied or vacant occupiable low/moderate-income dwelling units, or their conversion to another use, the City will make public, and submit the following information, in writing, to the Department of HUD Field Office.

1. A description of the proposed activity that will result in the demolition of occupied or vacant occupiable low/moderate-income dwelling units, or their conversion to another use.
2. A map identifying the location and number of dwelling units, by size (number of bedrooms), that will be demolished or converted to a use other than for low/moderate income dwelling units as a direct result of the federally-funded or assisted activity.
3. A time schedule for the commencement and completion of the demolition or conversion.
4. If available, a map identifying the location and the number of dwelling units, by size (number of bedrooms), that will be provided as replacement dwellings units for the structures that will be demolished or converted to a use other than for low/moderate income housing. In the event that the aforementioned information is not available at the time of the general submission, the City will provide an area map identifying the general location and approximate number of dwelling units, by size, that will replace the low/moderate-income units that are demolished or converted to another use. The City will further guarantee that specific information concerning the location and size of the replacement dwelling units will be disclosed to the public and to the Department of HUD as soon as the information is available.
5. The source of funding and a time schedule for the provision of replacement dwelling units, as described above.
6. The basis for concluding that each of the replacement dwelling units, as described above, will remain a low/moderate-income dwelling unit for at least ten (10) years from the date of initial occupancy.
7. In the event that low/moderate-income dwelling units, demolished or converted to a use other than for low/moderate income housing, are replaced with smaller dwelling units, the City will insure that the replacement is in keeping with a Department of HUD-approved opinion that smaller replacement dwellings best suit the needs of the low/moderate-income citizens of New Orleans.

## **MINIMIZING THE PERMANENT DISPLACEMENT OF PERSONS**

Consistent with the goals and objectives of housing programs implemented by the City of New Orleans in accordance with the Federal Regulations governing the City's use of Community Development Block Grant Funds or funds allocated to the City under the HOME Investment Partnerships Program, the City of New Orleans will take the

following steps to minimize the displacement of persons from their homes, and to minimize the elimination of dwelling units that are utilized or that may be utilized as housing for citizens with low/moderate-incomes.

1. It will be the **general policy** of the City of New Orleans to restrict the demolition of low/income dwelling units to cases in which:
  - a. The structures are vacant, and have deteriorated to a degree that they are deemed beyond the scope of rehabilitation.
  - b. The structures are vacant, in substandard condition, and are not being secured by their owners in accordance with the requirements of the City's Minimum Housing Standards Code. The decision to demolish a structure in this category will be based, among other criteria, on:
    - i. The danger that the structure poses as an "attractive nuisance" to children.
    - ii. The health hazards caused by the structure to the neighborhood, and in particular to neighboring structures.
    - iii. The use of the structure as a location for criminal activity.
2. Occupied structures will only be vacated and demolished if they pose an **imminent danger** to the occupants and/or to neighboring structures, cannot be immediately secured by the owners, and are:
  - i. Beyond the scope of being rehabilitated, or
  - ii. No funds are available to make repairs to the structures that will render them habitable.
3. The City's housing rehabilitation programs which are funded with Community Development Block Grant Funds or under the HOME Investment Partnerships Program, are designed to:
  - i. Preserve and increase the low/moderate housing stock in the City of New Orleans, and
  - ii. Eliminate substandard housing conditions that threaten the occupancy of dwelling units by low/moderate income citizens.
4. The policies and procedures of the City's Housing Rehabilitation Programs do not allow the conversion of owner/occupied, multi-family dwelling units, to a structure containing a reduced number of dwelling units, unless

the conversion is necessary to reduce overcrowding in the owner-occupied portion of the structure.

5. The reduction in the number of vacant, low/moderate-income dwelling units in a structure will only be allowed if the reduction will result in increasing the number of larger dwelling units that better meet the needs of the low/moderate-income citizens of New Orleans. For example, there is a great need in the City for four bedroom low/moderate income dwelling units. Combining two vacant units to create a much needed four-bedroom unit would be allowed, subject to one for one replacement obligations outlined in this policy.

The Mayor's Division of Housing and Neighborhood Development has the responsibility of directly implementing or approving the implementation of housing programs funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program. It will be the policy of the Division of Housing and Neighborhood Development to insure that all housing programs under its management and control, which are funded or assisted with Community Development Block Grant Funds, or under the HOME Investment Partnerships Program, are implemented so as to discourage the displacement of persons, and the loss of low/moderate-income housing units. Those instances in which there is a displacement of persons or a reduction in the supply of low/moderate-income dwelling units during the implementation of a housing rehabilitation program, as described above, will be due to the goal of the City of New Orleans to improve the safety of its citizens and to enhance their standard of living.

Adopted by the City of New Orleans

---

Alberta S. Pate  
Executive Assistant to the Mayor

---

Date