

Consolidated Plan

Citizen Participation Plan

(Amended June, 2012; April 2014)

**Lafayette City-Parish
Consolidated Government**

CONSOLIDATED PLAN Citizen Participation Plan

**Prepared by the
Lafayette Consolidated Government
Community Development Department**

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A RESOLUTION OF THE LAFAYETTE CITY-PARISH COUNCIL ADOPTING THE CONSOLIDATED PLAN - CITIZEN PARTICIPATION PLAN FOR THE JURISDICTION OF LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT.

WHEREAS, Lafayette City-Parish Consolidated Government receives federal entitlement funding through the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) programs of the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires that Lafayette City-Parish Consolidated Government adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation; and

WHEREAS, Lafayette City-Parish Consolidated Government encourages citizens to participate in Community Development activities;

NOW, THEREFORE, BE IT RESOLVED by the Lafayette City-Parish Council that:

SECTION 1: The Lafayette City-Parish Council hereby adopts the Consolidated Plan - Citizen Participation Plan for the jurisdiction of Lafayette City-Parish Consolidated Government.

SECTION 2: The staff of the Community Development Department shall conduct all CDBG, HOME and ESG entitlement activities in accordance with the citizen participation plan. Community Development shall also maintain documentation of compliance with all of the requirements of said citizen participation plan. Said citizen participation plan shall periodically be amended as necessary to remain in compliance with governing federal regulations.

SECTION 3: All ordinances, resolutions or parts thereof in conflict herewith are hereby repealed.

The resolution having been submitted to a vote, the results were as follows:

YEAS: Badeaux, Castille, Broussard, Trumps, Mouton, Stevenson

NAYS: None

ABSENT: Williams, Benjamin, Menard

RECUSED: None

AND, the resolution was declared adopted on this 1st day of July, 2003.

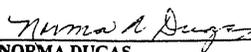

NORMA DUGAS
CLERK OF THE COUNCIL
LAFAYETTE CITY-PARISH COUNCIL

Table of Contents

I. Citizen Participation Plan	1
II. Citizen Participation in the Development of Consolidated Planning Documents	1
A. Citizen Participation in the Development of Five-Year Consolidated Plans and Annual Plans	2
1. Consultation Meetings	2
B. Public Hearings	2
1. Public Hearings for Five-Year Consolidated Plan	2
a. Public Hearing #1	2
b. Public Hearing #2	3
2. Public Hearings for Annual Action Plan	3
a. Public Hearing #1	3
b. Public Hearing #2	4
3. Other Public Meetings	4
4. Locations of Consolidated Plan and Annual Action Plan Public Hearings	4
C. Amendments to the Consolidated Plan and Annual Action Plan	5
1. Amendments to the Consolidated Plan	5
2. Amendments to an Annual Action Plan	5
D. Consolidated Annual Performance and Evaluation Reports (CAPERs)	6
E. Public Notices and Public Service Announcements	6
F. Public Review of Consolidated Planning Documents	7
G. Submitting Comments Regarding Consolidated Plans, Annual Action Plans, CAPERS and Substantial Amendments	8
H. Access to Records	8
I. Technical Assistance	8
J. Minimizing the Displacement of People	9
K. Complaints	9
L. Use of Citizen Participation Plan and the Jurisdiction's Responsibility	9
M. LCG, CDD Consolidated Planning Schedule	9
Map – Greenhouse Senior Center and Public Review Sites	

I. Citizen Participation Plan

The Lafayette Consolidated Government (LCG) 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 Partnerships (HOME) funds under Title II of the National Affordable Housing Act of 1990. The LCG's Citizen Participation Plan (CPP) was prepared in accordance with section 104(a)3 of the Housing and Community Development Act of 1974 and has been amended as required for the Consolidated Plan in accordance with CFR Part 91, Section 105. The purpose of the CPP is to outline the procedures for citizen participation in the development and implementation of the LCG's Five-Year Consolidated Plans (Consolidated Plans), Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs) and substantial amendments to Consolidated and Annual Action Plans.

A key element of the Consolidated Planning process is citizen participation. The CPP is designed to encourage the participation of low- and moderate-income households, particularly those living in slum or blighted areas where LCG federal entitlement funds may be spent. The CPP encourages the participation of all citizens, including minorities and non-English speaking persons, as well as persons with mobility, visual, or hearing impairments. The CPP also encourages the participation of public and assisted housing residents in the development and implementation of the Consolidated Plan. The LCG, Community Development Department (CDD) provides information to the Housing Authority of the City of Lafayette regarding Consolidated Plan activities affecting public housing development sites so that the housing agency may make this information available at its annual public hearings required under the Public Housing Comprehensive Grant Program.

II. Citizen Participation in the Development of Consolidated Planning Documents

The following narrative describes how citizens of the LCG can become involved in the development of the LCG's Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs) and substantial amendments. The Consolidated Plan identifies housing and community development priority needs (in quantifiable terms) within the jurisdiction of the LCG (the City of Lafayette and unincorporated Lafayette Parish regions). The Consolidated Plan also identifies the funding (public and private) and the activities required to address priority housing and community development needs over a five-year period.

The Annual Action Plan identifies the funding and activities that the LCG anticipates being available during each of the program years covered by the Consolidated Plan. The Annual Action Plan also serves as the consolidated application for the CDBG and HOME federal entitlement programs.

The CAPER is prepared annually and reports on the accomplishments of CDBG and HOME funded activities, and the LCG's overall progress toward meeting the five-year goals and objectives established in the Consolidated Plan.

A. Citizen Participation in the Development of Five-Year Consolidated Plans and Annual Action Plans

1. *Consultation Meetings

During the development of the Consolidated Plan, the CDD normally holds consultation meetings with local public and private agencies working with the populations covered by the Consolidated Plan. These meetings are held to obtain information on housing and community development needs within the jurisdiction of the LCG. The consultation meetings begin approximately one year prior to the preparation of the Consolidated Plan. The CDD submits invitations to appropriate agencies stating the date, time and location of each meeting. During the development of an Annual Plan, the CDD consults with local agencies to identify low/moderate-income housing and community development activities that will occur during the CDD's upcoming federal program year.

(*NOTE: Due to reduced federal entitlement funding, the LCG, CDD is focusing its CDBG and HOME allocations on the jurisdiction's most pressing and documented need - low/moderate-income housing construction, rehabilitation and housing related public services. Many of the LCG's housing and community development needs cannot be addressed with its current level of CDBG and HOME funding. As a result, the LCG, CDD will not hold separate consultation meetings with local agencies (with the exception of housing related agencies). In lieu of meetings, the LCG, CDD will request needs and activity information from these agencies via email, letters, and telephone. The CDD will also attempt to obtain local data and studies on all needs covered by the Consolidated Plan. If federal funding levels are adequately increased in the future, the CDD will once again hold consultation meetings as part of its Consolidated Plan development process.)

B. Public Hearings

Through formal public hearings, local agencies and the general public have the opportunity to assist the CDD in identifying priority housing and community development needs, and making recommendations for funding to the City-Parish Council. Two types of public hearings will be discussed in this section – public hearings for Consolidated Plans and public hearings for Annual Action Plans.

1. Public Hearings for Five-Year Consolidated Plan

a. Public Hearing #1

The purpose of Consolidated Plan public hearing #1 is to introduce the general public to the consolidated planning process and to describe the types of housing and community development issues covered by the forthcoming Consolidated Plan. The CDD will discuss needs data collected from local agencies and other sources (e.g., census data, existing state and local studies). The general public will have the opportunity to comment on the needs identified by the CDD and will be given an opportunity to provide information and supporting data on needs they feel should be included in the Consolidated Plan. This data may be hand delivered, mailed, emailed, or faxed to the CDD office. The deadline for the public to submit needs information and supporting data will be two weeks after public hearing #1.

Consolidated Plan public hearing #1 will be advertised in the following manner: 1) public service announcements will be submitted to local radio and television stations approximately one month in advance, 2) flyers will be submitted to local churches and grocery stores approximately 2-3 weeks before the hearing, and 3) an ad will be published in the Lafayette Daily Advertiser 2 weeks prior to the hearing. The Daily Advertiser ad will summarize the Consolidated Planning process and the types of housing and community development needs that may be addressed by the Consolidated Plan.

b. Public Hearing #2

Consolidated Plan public hearing #2 will be held one to two months after public hearing #1. The purpose of this hearing is to finalize priority housing and community development needs for the proposed Consolidated Plan. The CDD will also discuss comments received from the public regarding housing and community development needs, as well as the CDD's reasons for considering or not considering those comments.

Consolidated Plan public hearing #2 will be advertised in the following manner: 1) public service announcements will be submitted to local radio and television stations approximately one month prior to the hearing, 2) flyers will be submitted to local churches and grocery stores approximately 2-3 weeks before the hearing, and 3) an ad will be published in the Lafayette Daily Advertiser 2 weeks prior to the hearing. The Daily Advertiser ad will summarize final Consolidated Plan priority housing and community development needs, objectives and goals.

2. Public Hearings for Annual Action Plan

a. Public Hearing #1

The purpose of Annual Action Plan public hearing #1 is for the CDD to publicly discuss the annual planning process and describe the types of housing and community development activities that will be considered for federal entitlement funding during the upcoming program year. The CDD will discuss the anticipated availability of federal entitlement funds, program income, program fund balance, and the application process for these funds. Applications for funding will be available at this hearing. The CDD may also use this hearing to discuss prior year's accomplishments.

Annual Action Plan public hearing #1 will be advertised in the following manner: 1) invitations will be sent to prior year's participants, 2) public service announcements will be submitted to local radio and television stations approximately one month prior to the hearing, 3) flyers will be submitted to local churches and grocery stores 2-3 weeks before the hearing, and 4) an ad will be published in the Lafayette Daily Advertiser 2 weeks prior to the hearing. The Daily Advertiser ad will summarize the Annual Action Plan process and the types of housing and community development activities that will be considered for entitlement funding.

Note: Between Annual Action Plan public hearings #1 and #2, the LCG, CDD will accept and review applications for entitlement funding. The CDD will make activity funding recommendations based on eligibility, priority, applicant's capacity to conduct activity, and funding availability.

b. Public Hearing #2

The purpose of Annual Action Plan public hearing #2 is for the CDD to publicly discuss the activities it will recommend to the Lafayette City-Parish Council for entitlement funding. The CDD will also discuss the Annual Action Plan 30-day public review and comment period, as well as remaining Annual Action Plan events (Council meetings, submission to HUD, etc.).

Annual Action Plan public hearing #2 will be advertised in the following manner: 1) invitations will be sent to each year's applicants, and 2) an ad will be published in the Lafayette Daily Advertiser 2 weeks prior to the hearing.

3. Other Public Meetings

The Lafayette City-Parish Council will hold two (2) public meetings prior to the submission of the Consolidated Plans and Annual Action Plans to HUD, New Orleans, LA. At the first of these meetings, the Consolidated Plan and/or Annual Action Plan and federal entitlement budget will be introduced to the Council. No public discussion will occur at this meeting. At the second meeting, the Council will discuss, change, and/or adopt the proposed planning documents and budget. Comments from the public regarding the proposed plans and budget will be allowed at this meeting.

Lafayette City-Parish Council meetings are held at 5:30 pm on the first and third Tuesdays of each month in the Ted A. Ardoin City-Parish Council Auditorium, 705 West University Avenue, Lafayette, LA. All interested parties are encouraged to attend.

4. Locations of Consolidated Plan and Annual Action Plan Public Hearings

The primary location for Consolidated Plan and Annual Action Plan public hearings is The Greenhouse Senior Center, 110 Northeast Evangeline Thruway, Lafayette, LA. Hearings will begin at 5:15 pm and normally end at or before 7:00 pm. All interested parties are encouraged to attend. Transportation and translators for disabled or non-English speaking LCG residents will be made available if requested at least 2 weeks before each hearing (for transportation or translators please call the LCG Community Development Department (337) 291-8422). Public notices for these hearings will be published in the Lafayette Daily Advertiser two (2) weeks before each hearing.

C. Amendments to the Consolidated Plan and Annual Action Plan

1. Amendments to the Consolidated Plan

During the month of October, interested parties may submit requests for amendments to priority housing and community development needs, as identified in the current, HUD approved, LCG Consolidated Plan. When submitting a request for a Consolidated Plan priority needs amendment, supporting data or the location of supporting data must also be submitted. The CDD will review these requests and data over a two to four week period. The CDD will provide a response stating its reasons for or against considering proposed amendments. A summary of public amendment requests and CDD responses will be appended to the LCG's upcoming Annual Action Plan prior to its release for public review. If a requested needs amendment is accepted, the CDD will release the amendment for a 30-day public review and comment period (see pg. 7, "F. Public Review of Consolidated Planning Documents" for additional information).

2. Amendments to an Annual Action Plan

In general, amendments will be made: 1) when the LCG makes changes to its priorities or methods of funding distribution, 2) to fund activities that were not reported in the LCG's current Annual Action Plan, or 3) to change the purpose, scope, location, or beneficiaries of an Annual Action Plan activity.

"Substantial" amendments to an Annual Action Plan occur when:

- The amendment represents an new activity that was not described in the LCG's current Annual Plan;
- The amendment represents an increase or decrease of 25% to the original budget of an approved Annual Action Plan activity;
- The amendment represents a change in the location of an approved site-specific activity's location of over 2.5 miles;
- Prior to a recipient completely expending its total entitlement grant on an activity, it declares a decrease of 25% or more in the number of program beneficiaries or a 25% change in the type of beneficiaries originally reported to and approved by the LCG.

When a substantial amendment occurs, the LCG will publish an ad in the Lafayette Daily Advertiser announcing the release of the amended Annual Action Plan for a 30-day public review and comment period. The notice will be published two weeks before the release of the amendment for public review. Copies of the proposed substantial amendment will be located at five (5) local sites (see pg. 7, "F. Public Review of Consolidated Planning Documents"). Comments are due by 5pm of last day of the review period and may be mailed, faxed, or emailed to: LCG Community Development Department, P.O. Box 4017-C, Lafayette LA, 70502; Fax # (337) 291-8415; email – jbroussard@lafayettela.gov.

D. Consolidated Annual Performance and Evaluation Reports (CAPERs)

During Annual Action Plan public hearing #1, the CDD will discuss the jurisdiction's prior year's performance in reaching its housing and community development goals and objectives. CAPERs must be submitted to HUD New Orleans within 90 days after the end of the jurisdiction's federal entitlement program year (for LCG, CAPER is due before or by December 29). CAPERs will be released for a 15 day public review and comment period at the locations mentioned in "E. Public Review of Consolidated Planning Documents". An ad will be published in the Lafayette Daily Advertiser two weeks before the release of the CAPER for public review and comment. Public comments are due by or before 5:00pm of the last day of the public review period (see pg. 8, "G. Submitting Comments Regarding Consolidated Plans, Annual Action Plans, CAPERs and Substantial Amendments" for additional information). A summary of the comments and CDD's responses will be added to the final CAPER prior to submission to HUD.

E. Public Notices and Public Service Announcements

The LCG will submit Consolidated Plan and Annual Action Plan ads, public service announcements, and flyers to the following locations:

Newspapers: The Lafayette Daily Advertiser

Radio:

KDYS 1520 AM	KRRQ 95.5 FM
KFTE 96.5 FM	KRVS 88.7 FM
KFXZ 106 FM	KTDY 99.9 FM
KMDL 97.3 FM	KSMB 94.5 FM
KPEL 105.1 FM/ 1420 AM	KVOL 1330 AM
KROF 960 AM	

Television:

AOC (Cable Open Access) – Cox Cable Channels 15 and 16	KLFY – CBS TV10 Cox Cable Channel 11
KADN – FOX 15 Cox Cable Channel 6	KPLC – NBC Cox Cable Channel 7
KATC – ABC TV3 Cox Cable Channel 5	

Flyers for public hearings submitted to the following area grocery stores:

Acadiana Food Mart	Mike's Country Corner
Albert and Annie's Lil General	Mire's Grocery
Broussard Supermarket	Mouton's Food Mart
Bruce's You Need A Butcher	Ossun Market Villa
Champagne's Food Mart	Pat's Grocery and Meat
Darby's Grocery & Market	Penny Saver
Early's Food Store	Piggly Wiggly Four Corners
Gary's IG Grocery & Market	Pop-N-Geaux
Helo's Grocery	Randy's Superette
Joe's Bestway	Ridge Grocery
Kim's Grocery	Romero's Food Center
L & R Grocery	Sid's One Stop
Langeaux's Country Store	T & J Grocery
Leblanc's Grocery Store	Theriot's Grocery
M & S Grocery	

Flyers for public hearings submitted to the following area churches:

Acadiana Church of Faith & Victory	Mount Calvary Church
Asbury UMC	New Beginnings Worship Center
Assumption Catholic Church	Northside Baptist Church
Bethel Assembly of God	Northwood United Methodist
Bethel Baptist Church	Our Lady of Fatima
Calvary Baptist Church	Our Lady of Wisdom
Christ The King Church	Our Lady Queen of Peace
Christian Training Church	Progressive Baptist Church
Church of The Assumption	Riverside Church of Christ
Community Church of God	South College Road Church of Christ
Covenant-United Methodist Church	Spirit of Liberty Christian Fellowship
Duson Baptist Church	St. Barnabas Episcopal Church
East Bayou Baptist Church	St. Basil Church
Emmanuel Baptist Church	St. Benedict The Moor Church
Episcopal Church of the Ascension	St. Edmond Catholic Church
Family Life Christian Fellowship	St. Elizabeth Seton
First Apostolic Church	St. James Baptist Church
First Assembly of God	St. Genevieve Church
First Baptist Church	St. John Cathedral
First Baptist Church of Milton	St. Joseph's Church (Broussard)
First Baptist Church of Youngsville	St. Joseph's Church (Milton)
First Christian Church	St. Jules Church
First Lutheran Church	St. Patrick's Church
First Presbyterian Church	St. Paul's Church
First United Methodist Church	St. Peter Roman Catholic Church
Gethsemane Church of God in Christ	St. Peter Baptist Church
Good Hope Baptist Church	St. Pius X
Holy Cross Church	St. Teresa's Church
Imani Temple 349 African-American	Sts. Peter and Paul Church
Immaculate Heart of Mary Church	The Central Baptist Church
Immanuel United Methodist Church	The Grace Presbyterian Church
Jehovah's Witnesses	Trinity Bible Church
Jehovah's Witnesses Kingdom Hall	Trinity CME Church
Lafayette Christian Academy	Trinity Lutheran Church LCMS
Little Refuge Church of Our Lord Jesus Christ – Apostolic	True Vine Ministries
Lively Stone Holiness Church	United Pentecostal Church
Living Word Church	Victory Tabernacle
Mount Bethel Baptist Church	

F. Public Review of Consolidated Planning Documents

Consolidated Planning documents will be available for public review at the following locations:

- Lafayette Public Library (2): Main Branch – 538 Jefferson Street, Lafayette, LA and Clifton Chenier Center Branch (Town Hall, Building C), 202 West Willow Street, Lafayette, LA;
- LCG, Community Development Department: 705 West University Avenue, (Second Floor, Lafayette City-Parish Hall), Lafayette, LA;
- Lafayette City-Parish Council Office: 705 West University Avenue, (First Floor, Lafayette City-Parish Hall), Lafayette, LA;
- Housing Authority of Lafayette, LA: 115 Kattie Drive (Administration Office), Lafayette, LA.

A reasonable number of copies of Consolidated Plans, Annual Action Plans, or CAPERS will be provided by the CDD to citizens and groups upon request (one document per household/group/agency). The CDD will also provide copies of Consolidated Planning documents on its website - <http://www.lafayettela.gov/CD/dpt860consolidatedplanning.asp> .

G. Submitting Comments Regarding Consolidated Plans, Annual Action Plans, CAPERS and Substantial Amendments

The general public may submit comments regarding Consolidated Planning documents in several manners:

- Written comments may be submitted on the tablets provided with each of the Consolidated Planning documents released for public review. The CDD asks that you provide your name, address, phone number, and comments;
- Comments may be mailed, faxed, or emailed to –
LCG, Community Development Department (Attn: Jeff Broussard)
P.O. Box 4017-C
Lafayette, LA 70502; Fax # (337) 291-8415; email - jbroussard@lafayettela.gov
- Comments may be delivered to:
LCG, Community Development Department (Attn: Jeff Broussard)
705 West University Avenue (Second floor across from City-Parish President's office)
Lafayette, LA 70506

If you have questions about this document or the Consolidated Planning process, please call the LCG, Community Development Department at (337) 291-8422.

H. Access to Records

The LCG, CDD will provide reasonable and timely access to information and records relating to LCG Consolidated Planning documents, and the jurisdiction's use of assistance under the programs covered by this part during the preceding five years, to citizens, public agencies and other interested parties.

I. Technical Assistance

The LCG, CDD will provide technical assistance to groups representing low- and moderate-income persons who require assistance in developing proposals for funding under the LCG's CDBG or HOME programs. The level and type of technical assistance will be determined by the LCG.

J. Minimizing the Displacement of People

As per HUD regulations, the Citizen Participation Plan must set forth the jurisdiction's plans to minimize the displacement of people, as well as to assist people who have been displaced by activities funded by LCG federal entitlement programs. In the event that a person or family is displaced, the LCG will provide assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. The Relocation Policy and Procedures section of the LCG, CDD's Housing and Counseling Services Manual will be utilized for temporary displacement assistance.

K. Complaints

Within 15 working days, the LCG will provide a written response to written complaints it receives from citizens regarding Consolidated Plans, Annual Action Plans, CAPERs, and amendments. Complaints may be mailed, fax, or emailed to: LCG, Community Development Department, P.O. Box 4017-C, Lafayette, LA 70502; Fax # - (337) 291-8415; email – jbroussard@lafayettela.gov . To speak with someone in the LCG, CDD office, please call (337) 291-8402.

L. Use of Citizen Participation Plan and the Jurisdiction's Responsibility

The LCG will follow its Citizen Participation Plan, as adopted, and the requirements for citizen participation do not restrict the responsibility or authority of the jurisdiction for the development and execution of its Consolidated Plan.

M. LCG, CDD Consolidated Planning Schedule

The following table chronologically lists the planning activities as they are anticipated to occur within the LCG, CDD's federal program year:

*LCG, CDD Consolidated Planning Schedule				
Month	Consolidated Plan	Annual Action Plan	CAPER	Needs Amendments
June	Housing & Community Development Needs data collected			
July	Housing & Community Development Needs data collected			
August	Housing Analysis, Complete Needs Assessment		Prepare/submit questions for CAPER (in-house and others)	
September (Program Yr. ends Sept 30)	Complete Needs Assessment		Begin formatting CAPER	
October (Program Yr. begins Oct. 1)	Neighborhood Pride Needs Survey; Complete Needs Assessment		CAPER info due from in-house and others by mid month	Submit Consolidated Plan needs amendment info to CDD
November	Complete Needs Assessment		CAPER 15 day public review and comment period	Review/Research Consolidated Plan amendment info; respond to public
December	Public Hearing #1: Discuss priority needs as identified through Census, local survey, & other available data; Accept public comments on Needs	Planning for new program year begins; PSAs, newspaper ads, flyers for churches/stores; questionnaires for CD divisions and certain outside agencies	Submit CAPER to HUD New Orleans (due by 29 th)	
January	Public Hearing #2: Finalize priority needs; publish ad in newspaper identifying priority needs	Public Hearing #1: discuss anticipated entitlement funds, fund balance, program income, amendments & accomplishments		Consolidated Plan Amendments discussed at Annual Action Plan public hearing #1
February	Prepare Consolidated Plan	Applicants are preparing full application and ER Phase I		Consolidated Plan amendments released for 30-day public review and comment period
March	Complete Consolidated Plan	Complete applications due mid-month; CDD reviews applications for funding		Amendments can be submitted to HUD from this point until end of program year
April	30-day public review and comment period begins	Public Hearing #2: Ads, PSAs; discuss recommendations for funding; 30-day Annual Plan Public Review period begins		
May	30-day public review period ends;	30-day Annual Plan Public Review period ends; Program year ordinance goes to budgeting		
June		Annual Plan, budget, ordinance to CAO's office		
July	Council Introduce and Adopt Consolidated Plan	Submit annual Plan and budget to the Council for introduction and adoption		
August	Submit Consolidated Plan to HUD New Orleans	Submit Annual Plan to HUD New Orleans		

*Approximate time line; some activities subject to change. Public notice for meetings, public hearings, and public review periods will be placed in local newspapers.



Public Hearing and Document Review Sites

Legend

- Sheet
- The Green House Senior Center, 110 NE Evangeline Turnway
- Housing Authority of the City of Lafayette, 115 Hattie Drive
- Lafayette Public Library Clifton Chenier Center Branch, 220 West Willow St. Bldg. C
- Lafayette Public Library, 538 Jefferson St.
- LCG, Department of Community Development, 705 West University Ave.

Lafayette Public Library (Clifton Chenier Center Branch)

The Green House Senior Center

Lafayette Public Library (Main Branch)

LCG, Department of Community Development & LCG, City Parish Council Office

Housing Authority of the City of Lafayette



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