

**2009-0296**

**INTRODUCED BY: V.J. ST. PIERRE, JR., PARISH PRESIDENT  
(GRANTS OFFICE)**

**RESOLUTION NO. 5665**

A resolution to authorize certain actions and individuals to perform designated functions required by the State for St. Charles Parish to participate in the State of Louisiana Community Development Block Grant (CDBG) Disaster Recovery Program.

**WHEREAS,** St. Charles Parish has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant (CDBG) Disaster Recovery Program administered by the Division of Administration; and,

**WHEREAS,** it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions required by the State.

**NOW, THEREFORE, BE IT RESOLVED,** that St. Charles Parish as legal recipient of the CDBG funds does hereby authorize the following actions:

**SECTION I.**

**EQUAL OPPORTUNITY**

**WHEREAS,** equal opportunity regulations of the CDBG program require the appointment by the recipient of an Equal Opportunity Officer (EEO Officer) to have responsibility for maintaining all pertinent EEO files, submitting on a timely basis all required reports, answer all related correspondence and monitor all EEO areas;

**WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL,** do hereby approve and authorize the appointment of Holly Fonseca as EEO Officer for the life of the CDBG program and as such is charged to faithfully execute all duties and responsibilities of the EEO Officer.

**SECTION II.**

**FAIR HOUSING**

**WHEREAS,** the STATE requires Grantees to take actions to affirmatively further fair housing in compliance with Title VIII of the Civil Rights Act of 1968, as amended and Executive Order 11063, as amended;

**WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL,** do hereby certify the Parish has assumed the responsibility of fair housing planning by conducting the attached "Fair Housing Assessment" in 2007, taking appropriate actions to overcome the effects of any impediments identified through the assessment, and maintaining records reflecting the assessment and any actions taken.

SECTION III.

504 COORDINATOR

**WHEREAS**, the STATE requires Grantees to designate a responsible person to coordinate the Parish's efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended;

**WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby approve and authorize the appointment of Holly Fonseca as Section 504 Coordinator.

**BE IT FURTHER RESOLVED**, that the Parish President is hereby authorized to execute the attached Section 504 Certification on behalf of St. Charles Parish.

SECTION IV.

ANTI-DISPLACEMENT

**WHEREAS**, the CDBG Program requires that all grant recipients adopt by resolution a Residential Anti-Displacement and Relocation Assistance Plan;

**WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby adopt the attached "Residential Anti-Displacement and Relocation Assistance Plan" for St. Charles Parish.

**BE IT FURTHER RESOLVED**, that the Parish President is hereby authorized to execute the attached Residential Anti-Displacement and Relocation Assistance Certification on behalf of St. Charles Parish.

SECTION V.

LABOR COMPLIANCE

**WHEREAS**, labor compliance regulations of the CDBG Program require the appointment by the recipient of a Labor Compliance Officer, (LCO) to have the responsibility for maintaining all pertinent labor compliance files, submitting on a timely basis all required reports, answer all related correspondence and monitor all labor compliance areas;

**WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby appoint Holly Fonseca as Labor Compliance Officer for the life of the LCDBG Program and as such is charged to faithfully execute all duties and responsibilities of the Labor Compliance Officer.

SECTION VI.

COMMUNICATION

**WHEREAS**, the CDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments; **WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby adopt the attached "Policy Statement for Communicating Information to Persons With Sensory Impairments" for St. Charles Parish.

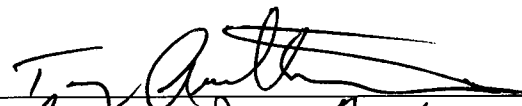
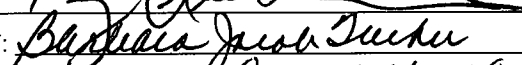
**BE IT FURTHER RESOLVED**, St. Charles Parish hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.


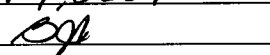
**NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby certify that the above and forgoing constitutes a true and correct copy of said Resolution.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

- YEAS: SCHEXNAYDRE, AUTHEMENT, RAYMOND, TASTET, BENEDETTO, HOGAN, COCHRAN, LAMBERT, NUSS
- NAYS: NONE
- ABSENT: NONE

And the resolution was declared adopted this 3rd day of August, 2009, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:   
 SECRETARY:   
 DLVD/PARISH PRESIDENT: August 4, 2009  
 APPROVED:  DISAPPROVED:

PARISH PRESIDENT:   
 RETD/SECRETARY: August 4, 2009  
 AT 3:10pm RECD BY: 

# FAIR HOUSING ASSESSMENT

## Assessing Fair Housing Conditions in Your Community

Name of Community: St. Charles Parish Contract #: \_\_\_\_\_ FY: 2007

### PART I – HOUSING PROFILE

Census 2000 Summary File 3 Table H32 -Tenure by Units in Structure  
(<http://factfinder.census.gov/servlet/BasicFactsServlet>)

1. Owner Occupied Units:
  - a. Single attached and detached (row 2+3) 11886
  - b. Mobile Home and others (row 11+12) 1300
  - c. Other Units (rows 5+6+7+8+9+10) 184
  - d. Total Number of Owner Occupied Units: (row 2) 13370
2. Renter Occupied
  - a. Single attached and detached (row 14+15) 1168
  - b. Mobile Home and others (row 22+23) 433
  - c. Two Unit Structure (row 16) 280
  - d. Multiple Unit Structure (rows 17+18+19+20+21) 1171
  - e. Total Number of Renter Occupied Units (row 13) 3052
3. Total Units (row 1) 16422
4. What percent of total occupied housing units are owner occupied single units?  
(add 1 a and 1 b then divide by 3) 80.29
5. What percent of total occupied housing units are multiple unit structure rental units  
(3 or more units)? (Divide 2 d by 3) 7.13
6. How many mortgage lenders are located or have offices in your community? 9
7. How many real estate brokers are located and/or have offices in your  
community? 7

8. Does your community have a comprehensive zoning ordinance? Yes
9. Does your community have or enforce building codes? Yes
10. Are there any new subdivisions building or planned for your community?  
 Yes X No \_\_\_\_\_

**FAIR HOUSING ASSESSMENT  
 PART II - REVIEW OF FAIR HOUSING PRACTICES**

For the HOUSING ACTIVITIES 1-6 that are applicable to your community, provide the following information:

**1. Rental Units: Description of data sources or contacts made.**

Completion of this fair housing assessment, as it relates to total rental units located in the unincorporated of the Parish, involved consultation with the Office of the Parish President, rental unit owners, and statistics from the 1990 U. S. Census for the Parish.

**a. Description of policies or practices examined:**

The Parish requested information regarding the business practices in the following categories:

- Education of employees regarding proper fair housing rental practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Increasing availability of affordable housing opportunities for low/moderate income individuals; and
- Past or present findings of discrimination and noncompliance with fair housing laws.

**2. Public Housing: Description of data sources or contacts made.**

Completion of this fair housing assessment, as it relates to the total number of public housing units located in the Parish involved consultation with the Office of the Parish President, as well as Housing Authority staff:

**a. Description of policies or practices examined:**

The Parish requested information regarding operational practices in the following categories:

- Education of employees regarding proper fair housing rental practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Increasing availability of affordable housing opportunities for low /moderate income individuals; and
- Past or present findings of discrimination and noncompliance with fair housing laws.

**3. Mortgage Lending Institutions: Description of data sources or contacts made.**

Consultation involved contact with the various lending institutions and the Office of the Parish President.

**a. Description of policies or practices examined:**

The Parish requested information regarding the business practices in the following categories:

- Education of employees regarding proper fair housing lending practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Increasing availability of mortgage opportunities for low/moderate income individuals; and
- Past or present findings of discrimination and noncompliance with fair housing laws.

**4. Real Estate Brokerage Services: Description of data sources or contacts made.**

Completion of this fair housing assessment as it relates to real estate brokerage services located in the Parish, involved consultation with the LA Real Estate Commission, New Orleans Parish Board of Realtors, and the Office of the Parish President.

**a. Description of policies or practices examined:**

The Parish requested information regarding real estate business practices in the following categories:

- Education of agents regarding proper fair housing real estate brokerage practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Increasing availability of brokerage services and opportunities for low/moderate income individuals; and
- Past or present findings of discrimination and noncompliance with fair housing laws.

**5. Zoning Ordinances: Description of data sources or contacts made.**

The Office of the Parish President advised that there are comprehensive zoning requirements for the entirety of the Parish.

**a. Description of policies or practices examined:**

The Parish provided information regarding zoning practices in the following categories:

- Education of staff regarding proper zoning practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Past or present findings of discrimination and noncompliance with zoning laws.

**6. Building Codes: Description of data sources or contacts made.**

St. Charles Parish adopted the Louisiana Uniform Construction Code in January, 2007. The Parish also complies with the mandates of the Federal Flood Insurance Program by requiring structures being built in the 100-year floodplain to elevate in accordance with federally-designated base flood elevation requirements. The Office of the State Fire Marshal requires approval of construction plans for commercial structures prior to the start of construction to ensure compliance with fire safety codes.

**a. Description of policies or practices examined:**

The Parish provided information regarding building codes in the following categories:

- Education of staff regarding enforcement of building code practices;
- Outreach activities;
- Evaluation and monitoring of practices and policies;
- Past or present findings of discrimination and noncompliance with zoning laws.

**FAIR HOUSING ASSESSMENT**  
**PART III - IDENTIFICATION OF IMPEDIMENTS**

**1. Rental Units: (Mark N/A. and skip to next question if answer to ONE in PART I is zero)**

Are there any identifiable barriers for persons of similar income levels that restrict or have the effect of restricting access to rental housing because of their race, color, religion, sex, national origin, handicap, or familial status? (For example: Unnecessary or burdensome application procedures; unreasonable requirements)

Yes: \_\_\_\_\_ No: XXXX Not Applicable: \_\_\_\_\_

**2. Public Housing: (Mark N/A. and skip to next question if answer to TWO in PART II is zero)**

Are there any identifiable barriers for persons of similar income levels that restrict or have the effect of restricting access to public housing units because of their race, color, religion, sex, national origin, handicap, or familial status? (For example: Unnecessary or burdensome qualification requirements; Unreasonable requirements)

Yes: \_\_\_\_\_ No: XXXX Not Applicable: \_\_\_\_\_

**3. Mortgage Lending Institutions: (Mark N/A. and skip to next question if answer to THREE in PART I is zero)**

Are there any identifiable barriers for persons of similar income levels that restrict or have the effect of restricting access to mortgage loans because of their race, color, religion, sex, national origin, handicap, or familial status? (For example: Inconsistent appraisal practices. red lining)

Yes: \_\_\_\_\_ No: XXXX Not Applicable: \_\_\_\_\_

**4. Real Estate Brokerage Services: (Mark N/A and skip to next question if answer to FOUR in PART I is zero)**

Are there any identifiable barriers for persons of similar income levels that restrict or have the effect of restricting access to real estate brokerage services because of their race, color, religion, sex, national origin, handicap or familial status? (For example, uneven appraisal practices, redlining, unnecessary or burdensome application procedures, exclusion from listing services, steering)

Yes: \_\_\_\_\_ No: XXXX Not Applicable: \_\_\_\_\_



5. **Zoning Ordinances:** *(Mark N/A and skip to next question if answer to FIVE in PART I is no)*

Does the Parish's zoning ordinance restrict or have the effect of restricting housing choices for persons of similar income levels because of their race, color, religion, sex, national origin, handicap, or familial status? *(For example: restrictive regulations that make low income housing developments difficult.)*

Yes: \_\_\_\_\_

No: XXXX

Not Applicable: \_\_\_\_\_

6. **Building Codes:** *(Mark N/A and skip to next question if answer to SIX in PART I is no)*

Does the Parish's building code ordinance restrict or have the effect of restricting housing choices for persons of similar income levels because of their race, color, religion, sex, national origin, handicap, or familial status? *(For example: restrictive regulations that make low income housing developments difficult.)*

Yes: \_\_\_\_\_

No: XXXX

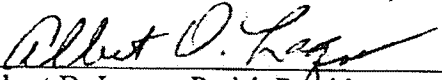
Not Applicable: \_\_\_\_\_

**FAIR HOUSING ASSESSMENT  
PART IV- ANALYSIS OF IMPEDIMENTS**

No impediments to fair housing were identified in review of Parish's practices; no items marked "yes" in Part III.

**FAIR HOUSING ASSESSMENT  
PART V-ACTIONS TO OVERCOME IDENTIFIED IMPEDIMENTS**

Where there were no impediments identified in the completion of this assessment, the Parish of St. Charles will maintain information regarding fair housing laws at the Parish Government Offices and provide information to persons seeking assistance in resolving incidents of fair housing discrimination.

Date Assessment Completed:	July, 2007
Preparer of Assessment:	Bordelon, Foreman & Associates, Inc.
Signature of Chief Elected Official:	 Albert D. Laque, Parish President St. Charles Parish Government

**ST. CHARLES PARISH**

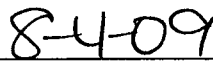
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAM**

**Section 504 Assurance**

The Parish of St. Charles does hereby assure the Office of Community Development, Division of Administration, that, as a recipient of Louisiana Community Development Block Grant funds, all activities of this grant will be operated in compliance with requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

As a local government with 15 or more employees, the Parish of St. Charles further assures the Office of Community Development, Division of Administration, that it has appointed Holly Fonseca, Grants Officer, as the designated Section 504 Compliance Coordinator (24 CFR 8.53), adopted a Section 504 Grievance Procedure in January 1995 (24 CFR 8.53), and posted in the Courthouse Lobby bulletin board and published in the local area newspaper a Notice of Nondiscrimination and Designation of Section 504 Compliance Coordinator as a means of providing for continuing notification of participants, beneficiaries, applicants, and employees that it does not discriminate on the basis of handicap in its federally assisted programs (24 CFR 8.54).

  
\_\_\_\_\_  
V. J. St. Pierre, Jr. Parish President

  
\_\_\_\_\_  
Date

## **ST. CHARLES PARISH**

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAM**

#### **RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

The Parish of St. Charles will replace all occupied and vacant occupiable low moderate-income dwelling units demolished or converted to a use other than as low moderate-income housing as a direct result of activities assisted with funds provided under the Housing Community Development Act of 1974, as amended as described in 24 CFR 570.606(b)(1). The Parish of St. Charles Antidisplacement contact person is Holly Fonseca, who can be reached at (985) 783-5000.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Parish of St. Charles will notify the public and submit to the Division of Administration the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain in a low moderate-income unit for at least 10 years from the date of initial occupancy.

The Parish of St. Charles will provide relocation assistance, as described in 570.606(b)(2), to each low moderate-income household displaced by the demolition of housing or by the conversion of a low moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Parish of St. Charles will take the following steps to minimize the displacement of persons from their homes:

1. All public facilities projects (water, sewer, gas, etc.) will be designated so that there will be no displacement of any residences or businesses;
2. No homes will be demolished that can be rehabilitated, and
3. There will be no displacement of any residential or business occupants on LCDBG projects.

**ST. CHARLES PARISH**

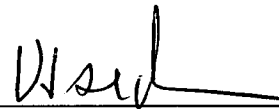
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY  
PROGRAM**

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION  
ASSISTANCE CERTIFICATION**

The Parish of St. Charles hereby certifies that it is following a residential antidisplacement and relocation assistance plan and that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under S570.606(a) and HUD implementing regulations at 24 CFR Part 42; the requirements in S570.606(b) governing the residential antidisplacement and relocation assistance plan under Section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of S505.606(c) governing displacement subject to Section 104(d) of the Act; and the relocation requirements of 505.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.

8-4-09

Date



V.J. St. Pierre, Jr.  
Parish President

## ST. CHARLES PARISH

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAM

#### POLICY STATEMENT FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

St. Charles Parish will take such steps as are necessary to insure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc., are provided without cost to the person being served.

#### FOR PERSONS WITH HEARING IMPAIRMENTS

1. Qualified sign-language interpreter

For persons who are hearing-impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

The Parish will provide qualified sign language interpreters *on an as needed basis*. Such an interpreter will be used at job interviews, large meetings, explanations of policies and procedures, etc. A minimum advance notice for such use is four days unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following persons are authorized to obtain an interpreter: Ms. Holly Fonseca, Section 504 Coordinator, and Ms. Sandra W. Zimmer, Personnel Officer.

Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
2. Date and time services are needed.
3. Place where interpreter is to report and directions if needed.
4. Name and title of person requesting services.
5. Name, address and telephone number of the Parish.
6. How is cost for services to be billed. Understanding of cost (cost per hour, travel cost, etc.).
7. How is interpreter to be notified in case of cancellation or change in time and place.

8. How Parish will be notified if services cannot be furnished as agreed to.

2. Written Materials

All program information will be provided to hearing-impaired persons in writing. Printed materials and writing materials are available.

3. Telecommunication Device for the Deaf (TDD)

The Parish has the Louisiana Telecommunications Relay Service, a statewide service available to users by dialing 711 on a telephone.

4. Other auxiliary aids available from the Parish include flash cards, paper and pencil, and visual signs.

FOR PERSONS WITH VISUAL IMPAIRMENTS

1. Reader

Staff will communicate the content of written materials by reading them out loud to visually impaired persons.

2. Large print, taped, and Brailled materials, upon request.

FOR PERSONS WITH MANUAL IMPAIRMENTS

1. Personal assistance with completing forms and other writing.

2. Typewriters.

3. Other adaptive self-help devices, upon request and availability of Parish to supply same.