

**CITY OF MIDDLETOWN
CITIZEN PARTICIPATION
PLAN**

Purpose:

Pursuant to the requirements of 24 CFR section 91.105 the City of Middletown has developed a Citizen Participation Plan regarding the administration of the Community Development Block Grant (CDBG) Program.

The purpose of citizen participation is to allow an open and informed public discussion of Community Development issues within the City of Middletown. Participation is encouraged for all citizens in the development, revision, amendment, approval and implementation of the:

Citizen Participation Plan

The Assessment of Fair Housing (AFH)

The Consolidated Plan (CP)

The Annual Action Plan (AAP) and

The Consolidated Annual Performance and Evaluation Report (CAPER)

However, final responsibility and authority for the development and implementation of the CDBG program will lie with the City of Middletown.

The Office of Economic & Community Development is the lead agency responsible for the administration of the CDBG Program, a HUD funded federal grant program.

PART I - Encouraging Citizen Participation:

All aspects of the Consolidated Plan, Action Plan, CAPERs and other HUD reporting are conducted in an open manner, with freedom of access for all interested parties. Input by citizen groups (particularly low and moderate income, minority, non-English speaking people and people with disabilities) is encouraged.

Public notices:

Public comment periods and public hearings held in the process of developing revising, amending, approving and implementing the documents covered by this Plan shall be advertised in the Time Herald-Record no less than fourteen days before the public hearing is held and no less than 1 day before a public comment period.

Public Hearings:

All public hearings will be scheduled at times and locations that are convenient for potential and actual program beneficiaries and with accommodation for people with disabilities and non-

English speakers as necessary.

Comment Periods:

Comment periods shall be held beginning at 12:01 AM on the first day and ending at 4:30 on the last day. Written comments will be accepted during this period.

Comments may be emailed to: CommDev@Middletown-NY.com

or mailed to:

The City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Contact person:

All communication regarding the documents covered by this plan, comments, complaints, reasonable accommodation for people with disabilities, translation services, or other elements shall be directed to:

Maria Bruni, Director
City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940
845-346-4170 or email commdev@Middletown-ny.com

Access to Plans and other documents:

Archived plans and reporting may be viewed on the City of Middletown website (www.middletown-ny.com) on the Economic & Community Development page. Current and draft plans and programs may be reviewed in person at the Community Development Office (address noted above) Monday through Friday, 8:30 a.m. to 4:00 p.m., at the Middletown Thrall Library, 16 Orchard Street, Middletown, NY 10940 or on the City website, (www.middletown-ny.com) Economic & Community Development page.

Disaster and Emergency Procedures

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call, live web-streaming or video tele-conference with the ability to ask questions and provide comment in real time. Accommodation will be made for persons with disabilities upon request, such as sign language or translation services. Documents for public review will be shared via the City's website. Copies of the document may be mailed or emailed upon request. The public comment and display period for any substantial amendment shall be no less than five (5) days.

Technical Assistance:

The Community Development Office encourages citizens who wish to participate in the process. Technical Assistance shall be provided to representatives or persons of low/moderate income in accordance with Federal Regulations 24 CFR Part 91.105(b)(4), wherever it is possible to assist. Public access to online documents is available at the Middletown Thrall Library or any public library in New York State.

PART II – Plan Development

The City shall implement the following procedures when amending or developing the documents covered by this plan.

The Citizen Participation Plan:

Public Comment Period: The draft Citizen Participation Plan will be made available for public comment for a 15-day period prior to the consideration and approval of the City of Middletown Common Council and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Middletown Thrall Library
11-19 Depot Street
Middletown, NY10940

And on the City of Middletown website – www.Middletown-NY.com

Public Hearing: The City will conduct a public hearing to accept comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. The public hearing may be held concurrently with the public hearing held for the Consolidated Plan.

Comments: Written comments will be accepted by the City contact person, or a designee, during the 15-day comment period.

Action item: Following the public hearing, the Plan will be presented to the Mayor and the Common Council for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments will be attached to the Plan prior to submission to HUD.

Submission to HUD: The plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the City's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Amendments: The City shall utilize the following procedure to amend its approved *Citizen Participation Plan*.

Amendment Considerations: The City will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD funded programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the plan be found by the City to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

Draft Amended Plan Comment Period: The draft amended plan will be made available for public review prior to the Mayor and Common Councils consideration and approval and maybe done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft amended plan will be mad available for review at the following locations:

City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Middletown Thrall Library
11-19 Depot Street
Middletown, NY10940

And on the City of Middletown website – www.Middletown-NY.com

Comments received: Written comments on the draft amended plan will be accepted by the City's contact person, or designee, during the 15-day review period.

Public hearing: The City will conduct a public hearing to review and accept public comments on the draft amended plan prior to its approval and submittal to HUD. The public hearing may be held concurrently with the public hearing held for the Consolidated Plan. In the event of a local, state or federally declared disaster or emergency where public place may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the city may opt to forgo the public hearing to review revisions to the Citizen Participation Plan.

Action item: Following the public hearing, the Plan will be presented to the Mayor and the Common Council for consideration and formal action.

Submission to HUD: A copy of the amended citizen participation plan including a summary of all written comments and those received orally during the public hearing as well as the City's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Disaster and Emergency Procedures

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call, live web-streaming or video tele-conference with the ability to ask questions and provide comment in real time. Accommodation will be made for persons with disabilities upon request, such as sign language or translation services. Documents for public review will be shared via the City's website. Copies of the document may be mailed or emailed upon request. The public comment and display period for any substantial amendment shall be no less than five (5) days.

Consolidated Plans, Action Plans, Assessment of Fair Housing:

Consultation and outreach: In the development of the Plans the City will consult with other public and private agencies. A variety of mechanisms may be utilized to solicit input including written letter, telephone or in-person interview, mail surveys, internet-based feedback and surveys and focus groups.

Public hearings: The Office of Economic and Community Development shall schedule at least two (2) public hearings, to obtain citizen views and opinions, at locations and times which permit broad participation, particularly by low- and moderate-income persons and residents of participating blighted neighborhood and project areas. All public hearings will be held in the Common Council Chambers, City Hall, 16 James Street, Middletown, New York 10940. The first hearing will be conducted before the draft plans are published for public comment, during which the City will

address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-Day comment period during which the City will address identified housing and community development needs, proposed eligible activities and the proposed strategies and actions for affirmatively furthering fair housing

Public comment period: The draft Plans will be placed on display for a period of no less than 30 days to encourage public review and comment. The plans will be available at the following locations:

City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Middletown Thrall Library
11-19 Depot Street
Middletown, NY10940

And on the City of Middletown website – www.Middletown-NY.com

Comments: Written comments on the draft plans will be accepted by the City's contact person, or designee, during the 30-day review period.

Action item: Following the public hearing, the Plan will be presented to the Board of Estimate, the Mayor and the Common Council for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments will be attached to the Plan prior to submission to HUD.

Submission to HUD: The Plans will be submitted to HUD no less than 45 days before the start of the City's five-year program cycle or program year as appropriate, with a summary of all written comments and those received orally during the public hearing as well as the City's responses to written comments and proof of compliance with the 30-day public comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Disaster and Emergency Procedures:

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings

may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call, live web-streaming or video tele-conference with the ability to ask questions and provide comment in real time. Accommodation will be made for persons with disabilities upon request, such as sign language or translation services. Documents for public review will be shared via the City's website. Copies of the document may be mailed or emailed upon request. The public comment and display period for any substantial amendment shall be no less than five (5) days.

Amendments to the *Consolidated Plan, Action Plan and Assessment of Fair Housing*: The City shall utilize the following procedure when amending the Plans.

Amendment Considerations: There are two types of amendments that may occur with the Plans: minor amendments and substantial amendments. A substantial amendment is when there is a change in the needs, goals or priorities or funding (more than \$10,000) identified in the Plans. All other changes that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes will be full documented and approved by the Board of Estimate, Mayor and Common Council as appropriate. The City may choose to submit a copy of each amendment to the CP and to HUD as it occurs, or at the end of the program year.

Public comment period: The draft Plans will be placed on display for a period of no less than 30 days to encourage public review and comment. The plans will be available at the following locations:

City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Middletown Thrall Library
11-19 Depot Street
Middletown, NY10940

And on the City of Middletown website – www.Middletown-NY.com

Comments: Written comments on the draft plans will be accepted by the City's contact person, or designee, during the 30-day review period.

Public Hearing: A public hearing will be conducted during or after the comment period, during which the City will describe the reason for the amendment and how it will affect the prior approved plan.

Action item: Following the public hearing, the Plan will be presented to the Board of Estimate, the

Mayor and the Common Council for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments will be attached to the Plan prior to submission to HUD.

Submission to HUD: The Plans will be submitted to HUD no less than 45 days before the start of the City's five-year program cycle or HUD program year as appropriate, with a summary of all written comments and those received orally during the public hearing as well as the City's responses to written comments and proof of compliance with the 30-day public comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Disaster and Emergency Procedures:

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference, live web-streaming or video tele-conference with the ability to ask questions and provide comment in real time. Accommodation will be made for persons with disabilities upon request, such as sign language or translation services. Documents for public review will be shared via the City's website. Copies of the document may be mailed or emailed upon request. The public comment and display period for any substantial amendment shall be no less than five (5) days.

CAPER:

Considerations: The City of Middletown Office of Economic & Community Development will evaluate and report the accomplishments and expenditures of the previous program year and draft the Capere in accordance with HUD requirements.

Public comment period: The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. The plans will be available at the following locations:

City of Middletown
Office of Economic & Community Development
16 James Street; 3rd Floor
Middletown, NY 10940

Middletown Thrall Library
11-19 Depot Street
Middletown, NY10940

And on the City of Middletown website – www.Middletown-NY.com

Comments: Written comments on the draft plans will be accepted by the City’s contact person, or designee, during the 15-day review period.

Submission to HUD: The CAPER will be submitted to HUD no less than 90 days following the end of the City’s annual program year.

Disaster and Emergency Procedures

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person review of the CAPER may not be feasible or large gatherings may be considered a public health risk, the City will place the document for public review on its website. Copies of the document may be mailed or emailed upon request

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