

# City of New Rochelle, NY



## AMENDED CITIZEN PARTICIPATION PLAN

RELATING TO THE ADMINISTRATION OF  
THE COMMUNITY PLANNING & DEVELOPMENT PROGRAMS  
OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

REVISED MAY 19, 2020

**CITY OF NEW ROCHELLE  
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## A. Introduction

### Purpose

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the City of New Rochelle (referred to as the “City”) sets forth the following amended Citizen Participation Plan (the “Plan”) as it relates to the administration of the Community Planning and Development (CPD) programs funded by the U.S. Department of Housing and Urban Development (HUD). The Plan presents the City’s plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Assessment of Fair Housing (AFH)
- 3) The Consolidated Plan (ConPlan)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER), and
- 6) The Section 108 Loan Guarantee Program

### Lead Agency

The Department of Development is the lead agency responsible for the administration of the Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Programs.

### Effective Date

Subsequent to approval of this amended Citizen Participation Plan by City Council and HUD, the Plan shall be effective until it is amended or otherwise replaced.

## B. Encouragement of Citizen Participation

### General

The City provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, and the CAPER. The City encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect

to the public participation initiatives included in this Plan, the City will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

### Non-English Speakers

The City has determined that, based on 2010-2015 American Community Survey data, 11.87 percent of residents are native Spanish-speakers who speak English less than very well. All other languages include less than 1 percent of residents who speak English less than very well.

To encourage these residents to participate in the development of the Assessment of Fair Housing and the Consolidated Plan, the City will undertake the following initiatives in addition to publishing advertisements in the Journal News for these activities:

- At least one stakeholder interview or focus group session will be scheduled during the stakeholder consultation processes for each and will focus on persons with limited English proficiency, and
- The City will provide a Spanish version of meeting agendas, handouts and surveys at meetings and stakeholder interviews conducted for each planning process.

### Persons with Disabilities

To encourage the participation of persons with disabilities, the City will continue to include the following language in all public meeting notices published in the Journal News:

*The City of New Rochelle will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the City at least five working days in advance of the meeting.*

The City will conduct all public meetings in locations that are handicapped-accessible, when available.

If requested, the City will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

### Low- and Moderate-Income Persons

The City will conduct at least one public meeting in a neighborhood that contains at least 51% low- and moderate-income residents, based on current HUD data, during the development of the Assessment of Fair Housing, the Consolidated Plan, and the Annual Action Plan.

### Organizations and Agencies

The City encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

### Local Public Housing Authority

The City encourages, in consultation with the New Rochelle Municipal Housing Authority (NRMHA), the participation of residents of any public housing developments located within the City, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The City will provide information to the executive director of NRMHA about the Assessment of Fair Housing, its affirmatively furthering fair housing strategy, and Consolidated Plan activities related to the public housing developments and communities so that NRMHA can make this information available at the annual public hearings required for its Public Housing Authority Agency Plan.

The City encourages participation by resident advisory boards and resident councils of NRMHA. This will be carried out by providing to NRMHA information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan.

### Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the Journal News no less than seven days before the public hearing is held.

### 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 persons with disabilities and non-English Spanish speakers in accordance with this Plan.

### In the Event of Disaster or Emergency

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 of New Rochelle may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in advance and receive timely response to question and comment received during the hearing. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services.

Documents for public review will be shared via the City's website. Copies of the document will be mailed or e-mailed upon request, if possible. The public comment and display period for any Substantial Amendment shall be no less than five (5) days, or any time period specified by HUD in the event of emergency declaration.

### Technical Assistance

City CDBG/HOME staff are available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the CDBG/HOME programs. All potential applicants are strongly encouraged to contact the Department of Development for technical assistance before initiating a funding request application.

### Online Access

The City will post draft copies and final copies of all documents covered by this Plan on its website accessible <http://www.newrochelleny.com/314/Housing-and-Community-Development>

### Other Engagement Techniques

The Plan may be amended as the City continues to gain access to technology that improves the avenues of participation by its residents.

### City Contact Person

All communication regarding the Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to: *Community Development Director, City of New Rochelle, City Hall, 515 North Ave., New Rochelle, NY 10801, Tel. 914-654-2178.*

## C. The Citizen Participation Plan

### Plan Development

The City shall follow the following procedure when amending its Citizen Participation Plan.

#### a. Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to City Council consideration and adoption, 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:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website: <http://www.newrochelleny.com/314/Housing-and-Community-Development>

#### b. Public Hearing

The City will conduct a public hearing to accept comments on the amended Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

#### c. Comments Received on the Draft Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 15-day public review period.

#### d. City Council Action

Following the public hearing, the Plan will be presented to City 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 City Council.

e. 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 therefore shall be supplied to HUD as well.

Amendments to the Approved Citizen Participation Plan

The City shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

a. 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 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.

b. Draft Amended Plan Review

The draft Amended Plan will be made available for public review for a 15-day period prior to City Council consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website:  
<http://www.newrochelleny.com/314/Housing-and-Community-Development>

c. Comments Received on Draft Amended Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 15-day public review period.

d. 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. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

e. City Council Action

Following the public hearing, the Plan will be presented to City Council for consideration and formal action.

f. Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Plan Access

The approved Amended Citizen Participation Plan will be kept on file at the New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801.

The plan can be accessed online at:

<http://www.newrochelleny.com/314/Housing-and-Community-Development>

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

In the Event of Disaster or Emergency

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 of New Rochelle may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in advance and receive timely response to question and comment received during the hearing. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services.

Documents for public review will be shared via the City's website. Copies of the document will be mailed or e-mailed upon request, if possible. The public comment and display period for any amendment to the approved Citizen Participation Plan shall be no less than five (5) days, or any time period specified by HUD in the event of emergency declaration. In the event of an emergency, the City may choose at its discretion to forgo a public hearing to consider amendments to a previously approved Citizen Participation Plan.

## D. The Assessment of Fair Housing (AFH)

Plan Development

The City will follow the process and procedures described below in the development of its Assessment of Fair Housing (AFH).

a. HUD-approved Data for Public Review

The City will make available to the general public the HUD-approved data and other supplemental information that the City plans to incorporate into its AFH. The City will make this data available no later than 45- days after the initiation of the AFH document.

The data will be made available online and accessible at:

<http://www.newrochelleny.com/314/Housing-and-Community-Development>.

This may include a link to HUD’s website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AFH.

b. Stakeholder Consultation and Citizen Outreach

In the development of the AFH, the City will consult with other public and private agencies including, but not limited to, the following:

- New Rochelle Municipal Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

c. Public Meeting and Public Hearing

To obtain the views of the general public on AFH-related data and affirmatively furthering fair housing in the City’s housing and community development programs, the City will conduct at least one public meeting before the draft AFH is published for comment, and will solicit input on fair housing issues in the City.

The City will conduct a public hearing on the AFH during or after the 45-day public comment period during which the City will address identified factors contributing to fair housing issues, and proposed fair housing goals and priorities for affirmatively furthering fair housing.

d. Public Display and Comment Period

The draft AFH will be placed on display for a period of no less than 45 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AFH, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft AFH will be made available for public review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk’s Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website: <http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

e. Comments Received on the Draft Assessment of Fair Housing

Written comments will be accepted by the City Contact Person, or a designee, during the 45-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH for submission to City Council and to HUD.

g. City Council Action

Following the public hearing, the AFH will be presented to City Council for consideration and formal action.

h. Submission to HUD

The AFH will be submitted to HUD no less than 270 calendar days before the start of the City’s five-year program cycle beginning in 2017. Thereafter, the AFH will be submitted to HUD no less than 195 calendar days before the start of the City’s five-year program cycle beginning in 2022.

Revisions to the Assessment of Fair Housing

The City shall follow the following procedure to revise its AFH, as needed.

a. Revision Considerations

The City will revise its AFH previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. Examples include, but are not limited to:
  - Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing
  - Significant demographic changes
  - New significant contributing factors in the City, and
  - Civil rights findings, determinations, settlements (including voluntary

compliance agreements), or court orders

- Upon HUD's written notification specifying a material change that requires the revision.

b. Public Display and Comment Period

The draft Revised AFH will be placed on display for a period of no less than 45 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised AFH will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website: <http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies of the proposed revised document to residents and groups that request it.

c. Comments Received on the Draft Revised Assessment of Fair Housing

Written comments will be accepted by the City Contact Person, or a designee, during the 45-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AFH for submission to HUD.

d. City Council Action

Following the public hearing, the Revised AFH will be presented to City Council for consideration and formal action.

e. Submission to HUD

The Revised AFH will be submitted to HUD following the end of the public display and comment period.

Plan Access

The HUD-accepted AFH will be kept on file at the New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801.

The plan can be accessed online at <http://www.newrochelleny.com/314/Housing-and-Community-Development>

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

#### **In the Event of Disaster or Emergency**

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 of New Rochelle may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in advance and receive timely response to question and comment received during the hearing. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services.

Documents for public review will be shared via the City's website. Copies of the document will be mailed or e-mailed upon request, if possible. The public comment and display period for any amendment to the approved AFH shall be no less than five (5) days, or any time period specified by HUD in the event of emergency declaration.

## E. The Consolidated Plan (ConPlan)

### Plan Development

The City will follow the process and procedures described below in the development of its Consolidated Plan (ConPlan).

#### a. Stakeholder Consultation and Citizen Outreach

In the development of the ConPlan, the City will consult with other public and private agencies including, but not limited to, the following:

- New Rochelle Municipal Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities

Commencing with the ConPlan submitted after January 1, 2018, consultations shall include broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies in the process of developing the ConPlan.

When preparing the portion of the ConPlan concerning lead-based paint hazards, the City shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the City will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the City sending a letter to the chief elected official of each adjacent unit of government notifying them of the draft ConPlan and how to access a copy online for review and comment.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings

The City will conduct at least two public hearings in the development of the Consolidated Plan. The first public hearing will be conducted before the draft ConPlan is 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 (including grant funds and program income), 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 public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

c. Potential Displacement of Persons

Although the City does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the City will comply with the federal Uniform Relocation Act. Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the City shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*.

This resource is accessible online at:

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/affordablehousing/training/web/relocation/displaced](https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/relocation/displaced)

d. Public Display and Comment Period

The draft ConPlan will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of

the ConPlan; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft ConPlan can be examined; how comments will be accepted; when the document will be considered for action by City Council; and, the anticipated submission date to HUD. Copies of the draft ConPlan will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website: <http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies of the draft document to residents and groups that request them.

e. Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final Consolidated Plan (ConPlan). A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final ConPlan for submission to HUD.

f. City Council Action

Following the public hearing, the ConPlan will be presented to City Council for consideration and formal action.

g. Submission to HUD

The ConPlan will be submitted to HUD no less than 45 days before the start of the City's five-year program cycle.

Revisions to the Consolidated Plan

The City shall follow the following procedure to revise its ConPlan, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the Con Plan: minor amendments and substantial amendments. An amendment to the approved ConPlan is considered substantial under the following circumstances:

- When an eligible activity is added
- When there is a change in the priorities identified in the ConPlan



All other changes that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the commissioner of development and will not be subject to public comments. These changes will be fully documented and signed by the commissioner of development.

The City may choose to submit a copy of each amendment to the Consolidated Plan to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the commissioner of development.

b. Public Display and Comment Period

The draft Revised Consolidated Plan will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised ConPlan can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised ConPlan will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website:  
<http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised Con Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised ConPlan for submission to HUD.

d. City Council Action

Following the public hearing, the Revised ConPlan will be presented to City Council for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the City's annual program year.

### Plan Access

The Revised Consolidated Plan will be kept on file at the New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801.

The plan can be accessed online at <http://www.newrochelleny.com/314/Housing-and-Community-Development>

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

### **In the Event of Disaster or Emergency**

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 of New Rochelle may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in advance and receive timely response to question and comment received during the hearing. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services.

Documents for public review will be shared via the City's website. Copies of the document will be mailed or e-mailed upon request, if possible. The public comment and display period for any amendment to the approved Consolidated Plan shall be no less than five (5) days, or any time period specified by HUD in the event of emergency declaration.

## F. The Annual Action Plan (AAP)

The Annual Action Plan (AAP) is a component of the Consolidated Plan, and it describes the City's proposed use of available federal and other resources to address the priority needs and specific objectives in the ConPlan for each program year; the City's method for distributing funds to local non-profit organizations; and, the geographic areas of the City to which it will direct assistance.

### Plan Development

The City will follow the process and procedures described below in the development of its AAP.

#### a. Public Hearings

The City will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted before the AAP draft is 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 (including grant funds and program income), 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 the 30-day public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

b. Public Display and Comment Period

The draft Annual Action Plan (AAP) will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website:  
<http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

d. City Council Action

Following the public hearing, the AAP will be presented to City Council for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the City's annual program year.

Revisions to the Annual Action Plan

The City shall follow the following procedure to revise its AAP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- Adding, deleting or shifting 10% or more of the approved funds from one eligible activity to another

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the Commissioner of Development and will not be subject to public comments. These changes will be fully documented and signed by the Commissioner of Development

The City may choose to submit a copy of each amendment to the AAP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Commissioner of Development.

b. Public Display and Comment Period

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website: <http://www.newrochelleny.com/314/Housing-and-Community-Development>

In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Revised Annual Action Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

d. City Council Action

Following the public hearing, the Revised AAP will be presented to City Council for consideration and formal action.

e. Submission to HUD

The Revised AAP will be submitted to HUD following the end of the public display and comment period.

Plan Access

The Revised AAP will be kept on file at the New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801.

The plan can be accessed online at <http://www.newrochelleny.com/314/Housing-and-Community-Development>

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

**In the Event of Disaster or Emergency**

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 of New Rochelle may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in advance and receive timely response to question and comment received during the hearing. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services.

Documents for public review will be shared via the City's website. Copies of the document will be mailed or e-mailed upon request, if possible. The public comment and display period for any amendment to the approved Annual Action Plan shall be no less than five (5) days, or any time period specified by HUD in the event of emergency declaration.

## G. Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The City shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

a. Report Considerations

The Department of Development will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and HOME and draft the CAPER in accordance with HUD requirements.

b. Public Display and 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. Public notice of the display and comment period will be published in the Journal News before the comment period begins with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the following locations:

- New Rochelle Department of Development, City Hall, 515 North Avenue, New Rochelle, NY 10801
- City Clerk's Office, City Hall, 515 North Avenue, New Rochelle, NY 10801
- New Rochelle Public Library, Reference Department (Second Floor), One Library Plaza, New Rochelle, NY 10801-9998
- City of New Rochelle website:  
<http://www.newrochelleny.com/314/Housing-and-Community-Development>

c. Comments Received on the Draft CAPER

Written comments will be accepted by the City Contact Person, or a designee, during the 15-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the City's annual program year.

## I. Complaints

Residents may register complaints regarding any aspect of the CDBG or HOME programs by contacting the City Contact Person, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final ConPlan may send written objections to the HUD Field Office at US Department of HUD, Office of Community Planning and Development, 26 Federal Plaza, Rm 3513, New York, NY 10278-0068. Objections should be made within 30 days after the City has submitted the ConPlan to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and

objectives identified by the applicant

- The application does not comply with the requirements of the CDBG or HOME programs or other applicable laws
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.