

City of White Plains, New York

DRAFT 2020
CITIZEN PARTICIPATION PLAN

For U.S. Department of Housing and Urban Development
Community Development Block Grant Program

City of White Plains
Department of Planning

70 Church Street
White Plains, New York 10601
(914) 422-1300

cityofwhiteplains.com/CommunityDevelopment

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COMMUNITY DEVELOPMENT BLOCK GRANT & CONSOLIDATED PLAN OVERVIEW

The City of White Plains (the "City") has been a designated Community Development Block Grant (CDBG) Entitlement jurisdiction since 1974. As an entitlement jurisdiction, the City is required to prepare and submit a Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD). The Planning Department is responsible for administering the CDBG program and is responsible for preparing and updating the Consolidated Plan every five years.

The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities. The plan is designed to assist the City with assessing its affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. Each Consolidated Plan contains a Housing Needs Assessment, Market Analysis, a Strategic Plan setting program priorities and goals for the upcoming five years, and an Annual Action Plan identifying specific goals, objectives, and projects to be implemented during the first year of the Consolidated Plan. The City then submits an Annual Action Plan for each of the remaining four years of the Consolidated Plan.

A substantial community engagement and consultation process is critical to the development of the Consolidated Plan and subsequent Annual Action Plans. The Citizen Participation Plan outlines this process.

CITIZEN PARTICIPATION PLAN OVERVIEW

The Citizen Participation Plan provides the community with a clear understanding of when and where public participation opportunities exist throughout the development and implementation of the Consolidated Plan. The Planning Department will use this document as a guide to coordinate public participation, give timely notice of public comment periods, reasonable access to public hearings, information, and records relating to the grantee's proposed and actual use of CDBG funds.

The City will periodically review this Citizen Participation Plan. If a plan amendment is necessary, the City shall notice any proposed changes to the Plan with a fifteen-day public comment period. A copy of the amended plan will be made available at the following locations and online at cityofwhiteplains.com/PlansReports.

City of White Plains Planning Department

70 Church Street
White Plains, NY 10601

White Plains Public Library

100 Martine Avenue
White Plains, NY 10601

Thomas H. Slater Center

2 Fisher Court
White Plains, NY 10601

El Centro Hispano

346 S. Lexington Avenue
White Plains, NY 10606

The City seeks to involve all White Plains residents, with a focus on including low- and moderate-income persons, persons living in blighted areas, minorities, non-English speakers, residents of low- and moderate-income areas, CD Target Areas or areas where federally-funded activities are proposed or ongoing, the elderly, disabled, businesses and developers, faith-based organizations, as well as civic and community groups funded directly or indirectly by HUD in the community engagement process. Additionally, the City will consult with other city departments, adjacent government entities, and a variety of organizations and agencies whose programs serve a wide range of individuals including low- and moderate-income persons and citizens with special needs.

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

The Community Development Citizens Advisory Committee (CDCAC) consists of eleven, Mayor appointed, City of White Plains residents. Each member serves a one-year term beginning January 1 until December 31. One member is selected by the Mayor to serve as Chair of the committee.

The CDCAC serves three main purposes:

1. To hold public hearings on the development and past performance of the Consolidated Plan and Annual Action Plans and to make recommendations on how CDBG funds should be allocated
2. To assist the City in assessing the needs of its residents and neighborhoods
3. To reflect on the past performance of CDBG projects and programs and to make recommendations for improvements

The Mayor's CDCAC appointments provide for representation of low- and moderate-income persons, members of minority groups, non-English speaking persons, persons with disabilities and other persons directly affected by the program.

PUBLIC HEARINGS

The Consolidated Plan and Annual Action Plan outline how CDBG dollars will be spent throughout the duration of the plan based on community identified priorities. These priorities are determined through a community engagement process that will include at least two public hearings. The initial public hearing will be held at the beginning of the planning process, allowing citizens to control the direction of the plan. Any verbal comments will be recorded in the meeting minutes and either incorporated into the plan or attached as an appendix to the final plan.

Public hearings are hosted by the CDCAC with the assistance of the City's Planning Department staff. The hearing will cover the following topics:

- Anticipated CDBG funding available for the FY(s)
- Plan funding priorities, strategies and goals
- Presentation of sub-grantee applications

The City encourages all White Plains residents, especially low- and moderate-income persons, minorities, non-English speakers, and residents of Target Areas to attend these public hearings, provide comments and express individual views and ideas regarding community development and housing needs.

Notice of Hearing

To notify the public of a hearing, a public notice will be published no less than fourteen days prior to the scheduled hearing in the City's [official paper](#), and may also be posted in Westchester Hispano (in Spanish) or posted on the City's website on the [homepage](#) and [community development](#).

The notice will provide the purpose, time, date, and location of the hearing. Information regarding accommodations for persons with disabilities and non-English-speaking persons will also be provided. All hearings hosted by the CDCAC will be held in the following location, unless specified otherwise:

White Plains City Hall
 Council Chambers, Floor 2
 255 Main Street
 White Plains, NY 10601

DRAFT PLAN, PUBLIC COMMENT PERIOD & SECOND HEARING

Following the initial public hearing, staff will develop a Draft Consolidated Plan or Draft Annual Action Plan which will be released to the public for a thirty-day public review and comment period. A copy of the plan will be made available at the following locations and online at cityofwhiteplains.com/PlansReports.

City of White Plains Planning Department

70 Church Street
White Plains, NY 10601

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The second public hearing is typically held during the draft plan comment period to provide an additional opportunity for comments to be incorporated into the final document. The second hearing will cover the following topics:

- Anticipated (or actual) CDBG funding available for the FY(s)
- Proposed projects or activities to be funded
- Examples of projects previously funded with CDBG dollars

All written comments and views of citizens will be considered and integrated into the plan. In the case that a comment or viewpoint is not accepted, a summary of those comments and the reason for their rejection will be included in the plan. Written comments can be submitted via "[Contact City Hall](#)" on the City's website or can be submitted to the Planning Department at:

ATTN: Community Development Program

70 Church Street
White Plains, NY 10601
(914) 422-1300

CommunityDevelopment@whiteplainsny.gov

Once the final plan has been drafted, the plan is submitted to the Common Council for adoption and is then submitted to HUD for their final review and approval.

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

At the end of each fiscal year, the City prepares a Draft Consolidated Annual Performance Evaluation Report (CAPER). When the Draft Report is released there is a fifteen-day public comment period. A Public Hearing will be held during this time to review project accomplishments and progress made on goals identified in the Consolidated and Annual Action Plans. The public will be notified of the comment period and hearing using the procedures identified in the [Notice of Hearing](#) section. The notice will contain the purpose of the report, location where copies of the report may be accessed, how to submit comments on the report and the date by which those comments must be received. All comments expressed within the comment period will be considered and incorporated into the Final Report where applicable. The Final CAPER will then be submitted to HUD for final review and approval.

ADDITIONAL TOPICS

CDBG Sub-Grantee Application Process

The Community Development Program facilitates a Public Service Grant Program to provide crucial funding to local public service agencies. CD Program Staff, in conjunction with the CDCAC, review and evaluate all complete and eligible applications using the following criteria (although additional factors may also be considered, e.g. Common Council Priorities, unexpected or urgent local needs, etc.):

- Activity eligibility (with regard to HUD funded program requirements)
- Activity meets a CDBG national objective
- Reasonableness of proposed cost
- Sub recipient capacity to carry out the project (including review of past performance, and fiscal/administrative controls and capacity)
- Priority of need to be addressed (based on active Consolidated Plan)
- Availability of other funding

The CDCAC with the assistance of CD Program staff then prioritize and recommend activities to receive funding for the upcoming program year. A Notice of Funding Availability (NoFA) will be released using the procedures identified in the [Notice of Hearing](#) section. This posting is typically made in early December.

Substantial Amendments

The City of White Plains defines a "substantial amendment" to the Consolidated Plan or Annual Action Plan as a change in the use of funds from one eligible activity to another, if the change affects 20% or more of CDBG award for that fiscal/program year.

Substantial amendments are subject to the same public notice and public hearing requirements as the Consolidated and Annual Action Plan. If a substantial amendment is proposed, the public will be notified using the procedures identified in the [Notice of Hearing](#) section. Substantial Amendments will follow the same public comment period and adoption procedures identified in the [Draft Plan, Public Comment & Second Hearing](#) section.

Waivers

HUD has the ability to issue a variety of regulatory relief waivers that provide program flexibility to respond to special circumstances such as a Declared State of Emergency. To utilize a waiver, CD Program staff will notify the Community Planning and Development (CPD) Field Office Director no less than two days prior to the intended use of the waiver. A statement will be released on the City's website stating the flexibility provided and duration of the waiver's applicability, including a reasonable time to comment when using waivers affecting the duration of a public comment period. CD Staff will then update relevant program records to include written documentation of the specific conditions that justified the use of the waiver consistent with the justifications and applicability provided for each waiver as authorized by HUD and/or published in the Federal Register.

Technical Assistance

Local community groups, non-profit organizations, or housing sponsors interested in applying for CDBG funds who are in need of additional information or technical assistance may reach out to Community Development Program staff. CD staff will extend a reasonable amount of time for requests regarding intensive information, counseling or technical assistance. The level and type of assistance provided will be based on the specific needs of the entity requesting the assistance.

Response to Questions or Complaints

In the event that a resident has a question or complaint about the CDBG Program or specific project, the matter will be referred to the proper department or individual suitable to issue a response. Residents can expect a response within fifteen days.

RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN

The City is required to prepared a Residential Anti-Displacement and Relocation Assistance Plan (RARAP) in accordance with the Housing and Community Development Act of 1974 (the "Act"), as amended; and the U.S. Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and is applicable to the City's Community Development Block Grant (CDBG) Program. The purpose of this plan is to insure that persons displaced as a result of CDBG assisted projects receive the benefits that they are entitled to as mandated by federal law. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended ("URA") governs displacement that directly results from acquisition, rehabilitation, or demolition of real property when federal funds are used. The RARAP is in no way intended to supersede the URA. CDBG assisted activities may still be subject to the requirements of URA.

Policy #1: Minimize Permanent Displacement

The City of White Plains is committed to minimizing the involuntary displacement of residents or businesses as a result of CDBG assisted activities. In addition, CDBG regulations regarding the demolition or conversion of lower-income dwelling units are designed to ensure that lower-income persons are provided with adequate, affordable replacement housing. Consistent with the goals and objectives of activities assisted under the Act, the City of White Plains will take the following steps to minimize the involuntary displacement of lower-income persons when CDBG funds are involved:

- Consider all practical alternatives to any proposed project that may result in residential displacement
 - Alternatives to be considered include other sites for the proposed facilities/project
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after rehabilitation, working with empty units first
- Arrange for facilities to house persons who much be relocated temporarily during rehabilitation
- Provide counseling and referral services to assist displacement and find alternative housing in the community
- Coordinate code enforcement with rehabilitation and housing assistance programs to minimize disruption due to dilapidating and condemning conditions

Policy #2: Provide Relocation Assistance to Displaced Persons

The City of White Plains will provide relocation assistance for low-income tenants who, in connection with an activity supported by CDBG funds, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 24 CFR Part 49.

Policy #3: Provide One-for-One Replacement of Lower-Income Dwelling Units

In the case that the City of White Plains commits CDBG funding to a project that will require the demolition or conversion of lower-income housing to another use, the City will provide one-to-one replacement of all occupied and vacant occupiable dwelling units, in accordance with 24 CFR 42.375. Prior to entering into a contract agreement the City of White Plains will issue a public notice in the [City's official newspaper](#), Westchester Hispano and posted on the City's website.

Additionally, the City will submit the following to HUD:

- A description of the proposed activity
- The address, number of bedrooms, and map identifying the dwelling units to be demolished or converted
- A construction schedule detailing the dates of demolition and/or conversion
- The address, number of lower-income dwelling units (by number of bedrooms), to the extent known, and map identifying the replacement housing that has been or will be provided
- The available funding source and timeline for replacing the units
- The legal mechanism necessary to ensure that the replacements units remain lower-income dwelling units for at least 10 years from the initial date of occupancy
- In the case that the replacement units provide fewer bedrooms than what was demolished/converted, the City will provide supporting documentation demonstrating that the proposed replacements units are appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.37S(b)

Before obligating or expending CDBG funds that will directly result in such demolition or conversion, the City will make public and submit to HUD the following information in writing:

- The location and approximate number of dwelling units (by number of bedrooms) that will be provided as replacement units identified on a map also depicting the City's Community Development Target Areas
- At the time of submission, the City will identify the source of funding and will commit to providing the replacement unit within three years of demolition or conversion
- The legal mechanism necessary to ensure that the replacements units remain lower-income dwelling units for at least 10 years from the initial date of occupancy

To the extent that the specific location of the replacement dwelling units and other data are not available at the time of the general submission, the City of White Plains will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements when the specific data is available.

Contact for Residential Anti-Displacement and Relocation Assistance Plan

The Commissioner of Planning is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required timeframe.

The Commissioner of Planning is also responsible for administering relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of these units to another use.

ATTN: Commissioner of Planning

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Special circumstances, such as disaster response, may require modifications to the procedures stated in this Citizen Participation Plan. CD staff will attempt to provide as much notice as possible while remaining compliant with HUD issued guidance or waivers.

To stay up-to-date on information related to the Community Development program, upcoming opportunities for public participation and additional planning documents monitor the Community Development page on the City's website:

cityofwhiteplains.com/CommunityDevelopment

Any non-English speaking individuals or persons with disabilities who wish to view the plan and need assistance should contact the White Plains Planning Department:

70 Church Street

White Plains, NY 10601

(914) 422-1300

CommunityDevelopment@whiteplainsny.gov