

# **HAMBURG COMMUNITY DEVELOPMENT**

6100 South Park Avenue \* Hamburg \* New York \* 14075

(716) 648-6216 \* [www.townofhamburgny.com/community-development](http://www.townofhamburgny.com/community-development)

Director: Christopher Hull \* Assistant Director: Timothy J. Regan

Hamburg Town Supervisor: James M. Shaw

Council Members: Shawn P. Connolly \* Elizabeth C. Farrell \* Karen L. Hoak \* Michael R. Petrie



## **Town of Hamburg Department of Community Development Program Year 2021 Citizen Participation Plan**

All Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Program, and any COVID CARES Act funding activities proposed by the Town of Hamburg through its Department of Community Development shall meet the requirements of the United States Department of Housing and Urban Development (HUD) as outlined in 24 CFR Part 91 Subpart B (91.105), as amended. For these activities, the following amended citizen participation plan will be utilized.

### **I) 2021 Program Year Citizens Participation Plan:**

The Town of Hamburg is committed to having as much input and participation from its residents as possible, especially when developing its plans, programs and activities that utilize federal funding. To this end, the Town of Hamburg Department of Community Development welcomes and openly solicits participation from its residents on all issues pertaining to its Community Development Block Grant (CDBG), Home Investment Partnership (HOME) Program and any CARES Act funding. In order to facilitate this participation from town residents (including the residents from the Villages of Hamburg and Blasdell), the Town of Hamburg Department of Community Development will follow this amended "Citizen Participation Plan" and any future updates to said plan that are required or necessitated, such as for the COVID-19 pandemic or other natural disaster(s).

#### **A) Public Hearings:**

The Town of Hamburg Department of Community Development, prior to any public hearing held at any location will make public through at least one (1) legal/public notice published in an "official" Town of Hamburg designated publication. In 2021, this has been designated as "The Hamburg Sun". Further, a notice of any public hearing(s) shall also be placed on the Town of Hamburg's website. If during a time of emergency, such as the COVID-19 pandemic or other natural disaster(s) other measures may be utilized including items listed under Section J within this Plan:

- 1) Listing of locations for public hearings during normal, non-pandemic circumstances.  
Can be at one or all of the following locations:
  - a) Hamburg Town Hall  
6100 South Park Avenue  
Hamburg, New York 14075
  - b) Hamburg Community Development  
6122 South Park Avenue  
Hamburg, New York 14075
  - c) Hamburg Village Hall  
100 Main Street  
Hamburg, New York 14075
  - d) Blasdell Village Hall  
121 Miriam Avenue  
Blasdell, New York 14219
  - e) Hamburg Public Library; 102 Buffalo Street, Hamburg, New York 14075
  - f) Lake Shore Public Library; 4857 Lake Shore Road, Hamburg New York 14075

- 2) The date(s), time(s) and location of any public hearing pertaining to the Community Development Block Grant and/or the Home Investment Partnership Program.
- 3) The details of said hearing including the reason for said hearing and its contact information.
- 4) Within all notices, there will be specific information instructing persons with special needs what they can do to be accommodated at said hearing(s). The notice shall also state if and how the hearing locations are handicap accessible and that persons with special needs should contact a certain phone number or e-mail address specifically for this use.

**B) Submission of Five Year and/or Annual Plan(s):**

The Town of Hamburg will, prior to the submission of its Five Year Consolidated Plan and/or its Annual Action Plan will make public and available information that includes but is not limited to the following:

- 1) The amount of Community Development Block Grant, Home Investment Partnership Program, or any other HUD funds expected to be available, including the amount of program income to be received during the upcoming program year.
- 2) The activities expected to be undertaken by the Town of Hamburg Department of Community Development for these programs during its upcoming program year.
- 3) The amount of funding that will benefit persons of low and moderate incomes.
- 4) The general publication and specific notification to individuals, families and businesses when and if necessary with relevance to activities that will displace them. {However, the Town of Hamburg fully expects and will strive for that there will not be any activities undertaken to displace individuals, families or businesses with the CDBG, HOME or, any other funded programs}.

**C) Five Year and/or Annual Plan Public Hearing(s):**

The Town of Hamburg Department of Community Development in conjunction with the County of Erie will prior to any public hearing held (either at Hamburg Town Hall or at the Community Development Building) will make public through a legal notice(s) published in either the Buffalo News or an "official" Town of Hamburg publication and on the Town of Hamburg's web-site within the Department of Community Development homepage any or all of the following information pertaining to the public hearing(s). In addition to the public hearing notice, notifications will also state that the Five Year Consolidated Plan and/or its Annual Action Plan are available for public comment and review. The length of time any Five Year Consolidated Plan and/or Annual Action Plan is published within any publication will be minimally equivalent to HUD regulations pertaining to such notice of time (example; 30 days or 5 days for emergency funding, ie: COVID \$).

- 1) The Five Year Consolidated Plan, the Annual Action Plan and/or any Substantial Change/Amendment(s) to said Plans will also be available for review at the following places located within the Town of Hamburg:

Hamburg Public Library 102 Buffalo Street Hamburg, New York 14075	649-4415	Lakeshore Public Library 4857 Lake Shore Road Hamburg, New York 14075	627-3017
Blasdell Village Hall 121 Miriam Avenue Blasdell, New York 14219	822-1921	Hamburg Village Hall 100 Main Street Hamburg, New York 14075	649-0200
Hamburg Town Hall Town Clerks Office 6100 South Park Avenue Hamburg, New York 14075	649-6111	Town of Hamburg Department of Community Development 6122 South Park Avenue Hamburg, New York 14075	648-6216
Town of Hamburg Office of the Supervisor 6100 South Park Avenue Hamburg, New York 14075	649-6111	County of Erie Department of Environment and Planning 95 Franklin Street Buffalo, New York 14202	858-8390

- 2) Any citizen or group requesting a copy of the Five Year Consolidated Plan, the Annual Action Plan and/or any amendments will have up to two (2) copies of the document as requested sent to them at no cost. Any further requested documents above the number of two (2) will carry a copy charge of \$10.00 per completed paper document and \$5.00 per completed electronic device. If possible, electronic versions may be sent via e-mail.
- 3) Public hearing(s) will be held throughout the Consolidated Planning process and the Annual Action Plan process, both in conjunction with the County of Erie for consortium purposes and/or individually within the Town of Hamburg for non-consortium purposes. A minimum of six public hearing will be held, with proper notifications to the general public as detailed. (Minimum of six (6) during summer/fall and one for review of any "Draft" plan.)
  - a) For a Five Year Consolidated Plan or an Annual Action Plan, a minimum of thirty (30) days will be allotted for public comment and review of either "draft" document.
  - b) For any other document, ie: CAPER, Amendment or Change of Use of Funding, etc., a minimum of fifteen (15) days will be allotted for public comment and review.
  - c) Any and all citizen comments/views received within the proper time frames will be considered and included in any final document.
  - d) During crisis situations, such as COVID-19 or other natural disaster(s) virtual hearings and five days response limits to a specific e-mail address [CDpublichearing@townofhamburgny.com](mailto:CDpublichearing@townofhamburgny.com) will be utilized.

**D) Substantial Change/Amendments:**

Any change in use of funds or program direction equating to 20% or more of a particular CDBG program year funds (inclusive of any and all program income funds) shall be deemed a "Substantial Change/Amendment" and will require citizen comment and review. To this end, a notice shall be published in the Buffalo News or an "official" Town of Hamburg publication and on the Town of Hamburg's web-site within the Department of Community Development homepage any or all of the following information pertaining to the "Substantial Change/Amendment". For a "Substantial Change/Amendment", one (1) public hearing will be held to allow for public comment and utilized in the event of "Substantial Change/Amendment" to the Five Year Consolidated Plan or any Annual Action Plan from a previous year. For this purpose, a minimum of fifteen (15) days will be made available prior to any substantial amendment(s) taking effect. During the entire fifteen (15) days, public comments will be welcomed, reviewed and incorporated into any document(s) if deemed necessary and proper. As part of any "Substantial Change/Amendment" a review of the environmental files will be completed to ensure that said "Substantial Change/Amendment" does not require a new environmental review to be completed. If a new environmental review is required, it will have to be included within any and all "Substantial Change/Amendment" paperwork. In addition to the environmental review(s), a new SF-424 will have to be included and sent to HUD as well as a new Budget Sheet and any other required paperwork. Depending on the program and funding circumstances there may be a need for further CDBG, HOME or other funding certifications. Depends on each situation and will be determined.

- 1) A minimum of fifteen (15) days will be allotted for public comment and review for any "Substantial Change/Amendment" unless otherwise over-written by the United States Department of Housing and Urban Development (HUD) for any special funding ie: COVID or Recovery/Stimulus Funding.
- 2) If any change to a previous or current CDBG or HOME program is less than 20% or more of a particular program year (inclusive of any and all program income funds) there shall be no need for a public notice, public hearing nor for any change to the Annual Action Plan other than addressing the numerical changes within the CDBG, HOME or other program funding. To this end, a new SF-424 as well as a new Budget Sheet would be submitted to HUD. If the change does not require any environmental review, a new environmental review need not be submitted.

**E) CAPER:**

The Town of Hamburg will publish in the Buffalo News or an “official” Town of Hamburg publication and on the Town of Hamburg’s web-site within the Department of Community Development homepage any or all of the information pertaining to the CAPER and its possible viewing by the public. The length of time the notice to citizens that the Consolidated Plan Annual Performance Report (CAPERS) is available for public comment and review will be a minimum of fifteen (15) days.

**F) Community Hearings/Funding Requests:**

The Town of Hamburg Department of Community will hold a minimum of six (6) public hearings to obtain the views of citizens on the proposed activities planned for an upcoming program year. The hearings will include intake on proposed housing and community development needs from anyone or any group including village governmental personnel. A minimum of one public hearing to review the previous program years performance with the CDBG, HOME or other program funding will be included within one of the six (6) hearings. The public hearings will be advertised within an “official” Town of Hamburg publication and on the Town of Hamburg’s web-site within the Department of Community Development homepage or on the Town of Hamburg web site within the “Legal Notice” section. Also within said public hearing advertisement, it will be disclosed that any and all persons can request a “Community Development Block Grant Application for Funding” from the Town of Hamburg. Said funding application(s) can either be mailed to any and all persons simply by requesting an application(s) or can be picked up at Hamburg Town Hall, the Community Development Building, Hamburg Village Hall, Blasdell Village Hall and all of the public libraries located within the township (see C-1 above for listings of library addresses). The public hearings will be held at any of the following locations:

- 1) Hamburg Town Hall  
6100 South Park Avenue  
Hamburg, New York 14075
- 2) Hamburg Community Development  
6122 South Park Avenue  
Hamburg, New York 14075
- 3) Hamburg Village Hall  
100 Main Street  
Hamburg, New York 14075
- 4) Blasdell Village Hall  
121 Miriam Avenue  
Blasdell, New York 14219

All locations are handicap accessible and if persons attending the public hearing require special consideration they can call in advance for their proper needs which will be addressed for the hearing. The Hamburg Town Board reserves the right to approve projects at its sole discretion after considering any and/or all public comments received whether verbal or written.

**G) Technical Assistance:**

The Town of Hamburg Department of Community Development will provide technical assistance to any individual, group or organization regardless of income status pertaining to the Community Development Block Grant or Home Investment Partnership Program operated through the Town of Hamburg Department of Community Development. Technical assistance does not necessarily constitute funding to any of the individuals, groups or organizations. However, technical assistance does include assistance with the “Community Development Block Grant Application for Funding” from the Town of Hamburg Department of Community Development. Technical assistance can be in the form of phone assistance with questions about the program/application or as participation at a meeting where a legitimate/eligible applicant for funding is holding a hearing/meeting.

**H) Complaint Resolution:**

All complaints received by the Town of Hamburg regarding the Community Development Block Grant or Home Investment Partnership Program will be addressed through the Department of Community Development within fifteen (15) working days of receipt of the same. If the response from the Department of Community Development is deemed inappropriate by the source issuing said complaint, the Town of Hamburg will enlist the opinion and judgment of the Town of Hamburg Legal Department. If after Legal review, the response is still seemed inappropriate by the source issuing said complaint, the Town of Hamburg will enlist the opinion/judgment of the United States Department of Housing and Urban Development (HUD) for consideration.

**I) Funding Decisions:**

All funding decisions made by the Town of Hamburg for Community Development Block Grant, Home Investment Partnership Program or other special funding, ie: COVID or emergency/disaster funding, including any recaptures or amendments is the sole discretion of the Town of Hamburg. All other parties including government entities, the general public and any other government agencies shall understand that the ultimate final approval for project and funding awards is contingent on approval from the United States Department of Housing and Urban Development (HUD)

**J) COVID-19/Natural Disasters:**

Public Participation during the COVID-19 response or natural disasters shall be adjusted as follows based upon the guidance and direction of the United States Department of Housing and Urban Development, the State of New York and any other governmental/health organization. Public notices for hearings shall be listed on the Town of Hamburg's website and on a social media platform. Said notices shall provide a minimum of five (5) days for public response to an official e-mail address of the Town of Hamburg Department of Community Development ([CDpublichearing@townofhamburgny.com](mailto:CDpublichearing@townofhamburgny.com)), thus allowing for proper "social distancing" and non face-to-face contact.

**J) MISCELLANEOUS:**

The Town of Hamburg Department of Community Development reserves the right to amend this Citizen Participation Plan throughout any program year in order to either make it easier for the public to have access to the towns programs or if there is found to be an omission that requires an immediate fix/change in a regulation pertaining to the CDBG, HOME or other funding/programs. Any and all comments pertaining to this 2021 Citizen Participation Plan can be addressed to the following:

Town of Hamburg Department of Community Development  
6100 South Park Avenue  
Hamburg, New York 14075  
(716) 648-6216

Attn: Christopher Hull; Director; [chull@townofhamburgny.com](mailto:chull@townofhamburgny.com)  
Timothy Regan; Assistant Director; [tregan@townofhamburgny.com](mailto:tregan@townofhamburgny.com)