
**Village of Rockville Centre
NEW YORK STATE
GOVERNOR'S OFFICE OF STORM RECOVERY (GOSR)
COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY PROGRAM**

CITIZEN PARTICIPATION PLAN

The Village of Rockville Centre has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended, and the program policies of the New York State Community Development Block Grant-Disaster Recovery (CDBG-DR) Program.

The Village of Rockville Centre is committed through adoption of this plan to the full and total involvement of all residents of the community in the composition, implementation, and assessment of its Community Development Block Grant-Disaster Recovery (CDBG-DR) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas, and of areas in which funds are proposed to be used per the requirements of this plan. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Village of Rockville Centre shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information, and records relating to the State's proposed method of distribution, as required by the Secretary of Housing and Urban Development, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) When applicable, provide for public hearings and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five (5) calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income and residents of slum and blighted areas as well as those affected by the proposed project;

- 4) Where applicable, provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure that will accommodate a timely written response, within fifteen (15) days where practicable, to written complaints and grievances.

I. PUBLIC HEARINGS

If a public hearing is held to obtain citizen input, notices informing citizens of any public hearings will appear in the official newspaper or in a newspaper having general circulation within the municipality, of the Village of Rockville Centre a minimum of five (5) calendar days prior to the hearing. In addition, notices will also be posted publicly in municipal office buildings and the hearing will be publicized through local community organizations, and/or posting of information in LMI areas. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible, these hearings will be held within or near the LMI areas, at times affording participation by the most affected residents.

Written minutes of the hearings and an attendance roster will be maintained by the Village of Rockville Centre.

II. LIMITED ENGLISH PROFICIENCY

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings related to a Governor's Office of Storm Recovery funded project, the Village of Rockville Centre will coordinate with the Governor's Office of Storm Recovery to provide an interpreter for dissemination of information to them provided the Village of Rockville Centre is given sufficient notification of three (3) calendar day(s). Documents will be available in additional languages per the requirements of the Governor's Office of Storm Recovery's Language Access Plan.

III. TECHNICAL ASSISTANCE

If applicable, technical assistance may be provided directly by the Village of Rockville Centre to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the CDBG-DR Program. Local officials will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Village of Rockville Centre with at least a one (1) week notification.

The persons who conduct the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

IV. TIMELY ACCESS AND ADEQUATE INFORMATION

The Village of Rockville Centre shall provide timely disclosure of records, information and documents related to the CDBG-DR program activities. Documents will be made available for copying upon request at the Village of Rockville Centre Offices, Monday thru Friday, 8:00 a.m. thru 4:00 p.m. excluding legal holidays. Such documents may include the following:

1. All meetings and promotional materials;
2. Records of hearings and meetings;
3. All key documents, including letters, grant agreements, and citizen participation plans;
4. Copies of the regulations (final statements) concerning the program; and,
5. Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions, and Environmental Procedures.

V. CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of the Village of Rockville Centre to review all complaints received.

SECTION 2

The following procedures will be followed on all complaints received by the Village of Rockville Centre:

1. The complainant shall notify the Director of Community Development of the complaint. The initial complaint may be expressed orally or by written correspondence.
2. The Director of Community Development will notify the Chief Elected Official and Village Administrator of the complaint within three (3) working days.
3. The Chief Elected Official or Village Administrator will investigate the complaint and will report the findings to the Director of Community Development within five (5) working days.

4. The Director of Community Development will notify the complainant of the findings of the Chief Elected Official or designated representative in writing or by telephone within five (5) working days.
5. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Director of Community Development who will forward the complaint and all actions taken by the Chief Elected Official or Village Administrator to the appropriate committee for its review. This will be accomplished within thirty (30) working days of receipt of the written complaint.
6. The reviewing committee will have fifteen (15) working days to review the complaint and forward its decision to the complainant in writing.
7. If the complainant is aggrieved with the decision of the committee, he must notify the Director of Community Development in writing that he desires to be afforded a hearing by the Village Board of Trustees. The complainant will be placed on the next regularly scheduled agenda. The Director of Community Development will notify the complainant in writing of the date of the hearing.
8. The complainant must bring all relevant data, witnesses, etc., to the hearing. The Village Board of Trustees, at the hearing, will review the complaint and forward within fifteen (15) days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Director of Community Development will inform complainant of an appropriate date to expect a response. Within five (5) working days of reaching a decision, the complainant will be notified in writing of the decision.

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Fair Housing Complaints
New York State
Office of the Attorney General
Civil Rights Bureau
120 Broadway
New York, New York 10271
(212) 416-8250 (Voice)
(800) 788-9898 (TDD)

Email: civil.rights@ag.ny.gov Website: www.ag.ny.gov

Complaints of Discrimination

New York State
Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, New York 10458
(718) 741-8300 (Voice & TDD)
Website: www.dhr.state.ny.us

SECTION 4

The Village of Rockville Centre will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Village of Rockville Centre which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Village of Rockville Centre's regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan was duly adopted by the Village of Rockville Centre Board of Trustees at a lawfully convened public session on October 5, 2020.