

# CITY OF KINGSTON

## Office of the Mayor

mayor@kingston-ny.gov



Steven T. Noble  
Mayor

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March 9, 2022

Honorable Andrea Shaut  
President/Alderman-at-Large  
Kingston Common Council  
420 Broadway  
Kingston, NY 12401

Re: Request for Public Hearing at the April 5, 2022 Common Council Meeting

Dear President Shaut,

I am writing with a special request to place a public hearing about the City's application for a CDBG-CV CARES grant, which will support a Mobile Mental Health Co-Response Team program, on the agenda for the April Common Council meeting. The funding agency requires that the City conduct a public hearing to inform the community about the request and provide the opportunity for citizens to comment prior to the May 4 application deadline. The grant request will be approximately \$350,000 to fund a one-year pilot program.

The NYS Office of Homes and Community Renewal, the funder, has provided the attached guidance that outlines their requirements. In summary, the public hearing must take place before a quorum of the City of Kingston legislative body with publication of a legal notice at least seven days before the hearing. It is also strongly encouraged that we accept comments for at least 48 hours after the hearing date.

The City received authorization to submit a full application for this grant following HCR's review of an initial consultation form, which is attached for your review. The form includes a summary description of the Mobile Mental Health Co-Response Team program, which will provide a person-centric mobile crisis response to noncriminal, nonemergency police and medical calls and other requests for service that are not clearly criminal or medical. Callers to 911 who are in crisis will be redirected away from the possibility of jail or a costly emergency room evaluation, while still receiving access to the type of care they need. The Team will be under the umbrella of an existing Ulster County program but will be dedicated specifically to the City of Kingston.

Thank you in advance for your consideration. If you have any further questions, please do not hesitate to contact me.

Respectfully submitted,

Steven T. Noble  
Mayor



## CDBG-CV Project Consultation Form CARES

New York State Homes and Community Renewal (HCR) has announced the availability of Community Development Block Grant (CDBG) funding under the federal CARES Act to prevent, prepare for, and respond to Coronavirus. Please complete the following form to begin a 2-step process to be considered for funding. Send the completed forms to [CDBGCARES@nyshcr.org](mailto:CDBGCARES@nyshcr.org) and HCR staff will contact you to discuss the proposed project.

<b>Date</b>	February 1, 2021
<b>Applicant</b>	City of Kingston, NY
<b>Applicant Type</b>	City
<b>*CDBG Entitlement</b>	Yes
<i>*Entitlement communities are units of local government that receive an annual allocation of funds directly from HUD. If you are unsure of your entitlement status, please indicate that in the project description, and program staff will provide assistance at the time of consultation.</i>	
<b>Applicant Address</b>	City Hall 420 Broadway
<b>Project Address</b>	Kingston, NY 12401
<b>Project Type</b>	Other
<b>CDBG-CV Request Amount</b>	\$350,000
<b>Other Funds</b>	\$0
<b>Total Project Cost</b>	\$350,000
<b>Contact Name and Title</b>	Ruth Ann Devitt-Frank, Director of Grants Management
<b>Phone</b>	845-334-3962
<b>Email</b>	rfrank@kingston-ny.gov

**Provide a summary of the proposed project.  
Describe how it will prevent, prepare for, and respond to Coronavirus;  
Please identify any potential barriers to completing the project as proposed;  
Explain status of other financing.**

Kingston Mobile Mental Health Co-Response Team

The City of Kingston requests CDBG-CV Cares funding to support the creation of a new model of mental health response to address our community's mental health crisis, which has intensified during the COVID-19 pandemic. This effort is made possible through a collaboration between the City of Kingston, County of Ulster, City of Kingston Fire Department, and Access: Supports for Living.

For this one-year pilot program, Access: Supports for Living and the Kingston City Fire Department will provide a new team of two responders (a social worker and an Emergency Medical Technician) to staff a mobile unit provided by Ulster County and stationed within the City of Kingston. The team will provide a person-centric mobile crisis response to noncriminal, nonemergency police and medical calls, as well as other requests for service that are not clearly criminal or medical such as poverty and homelessness.

As per the Mayo Clinic, surveys show a major increase in the number of U.S. adults who report symptoms of stress, anxiety, depression and insomnia during the pandemic, compared with surveys prior to the pandemic. Some have increased use of alcohol or drugs to cope with fears, but these substances can worsen anxiety and depression and lead to substance abuse.

Moreover, people with substance use disorders, notably those addicted to tobacco or opioids, are likely to have worse

*[The main body of the form is heavily obscured by a grey redaction box, making the text illegible.]*

Please email completed consultation form to:  
[CDBGCARES@nyshcr.org](mailto:CDBGCARES@nyshcr.org)  
**Subject: Project Consultation – Town/Village/City Name**

Control Number (HCR Use Only)   
CDBG-CV Project Consultation Form

## First Public Hearing Notice Template

### LEGAL NOTICE

#### Notice of Public Hearing

Name of Community

Name of Community will hold a public hearing on Date and Time of Public Hearing (Hearing should be held at a time accessible and convenient to residents) at Location of Hearing (Hearing should be held in a publicly accessible location) for the purpose of hearing public comments on the Name of Community's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the Current Year program year. The CDBG program is administered by the New York State Office of Community Renewal (OCR), and will make available to eligible local governments approximately Provide program year funding amount listed in current NOFA for the Current Program Year program year for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. Name of Community is applying for total amount of CDBG funding request in CDBG funds to description of the proposed activities. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The location of hearing is/is not accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact list contact name at list contact information, at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to list contact name and contact information until last date to receive comments (at least 48 hours after hearing date and time).



# CDBG Public Hearing Requirements

The Federal Housing and Community Development Act “encourages citizen participation, with particular emphasis on participation by persons of LMI,” both in the preparation of CDBG applications and throughout the implementation of local CDBG projects.






- Public hearings should be held at a time and place convenient to the general public, with accommodations for persons with disabilities
- Two (2) public hearings are required:
  - First hearing must happen between proposal and application (see [template](#))
    - Notice should identify the amount of CDBG funding requested, the program year, and the proposed activities
  - For those awarded, second hearing must be complete before submission of the request for closeout
- Current guidance allows for virtual hearings
- Must be conducted before a quorum of the legislative body (must be the municipality's official legislative body, not a division of local government)
- Municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero". See below.



- Hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This can be a physical posting (e.g. Town hall bulletin board) or on a website. Evidence of posting must be attached to the application.
  - *Acceptable evidence of posting:* Website screenshot or digital photo with date, written attestation, or other clear evidence documenting the above.
- A copy of the application must be available for public inspection at the municipal office(s).
- Municipalities are strongly encouraged to accept comments from the public at least 48 hours after the date of the hearing.
- The public hearing must also disclose the following information to citizens, which includes, but is not limited to:
  - The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated Program Income)
  - A listing of the activities to be undertaken with CDBG funds
  - The estimated amount of CDBG funds proposed for activities that benefit LMI National Objective
  - The proposed CDBG activities likely to result in displacement and the municipality's anti-displacement and relocation plan required under 24 CFR 570.488
- Recent legislation requires documents that are going to be discussed at open meetings to be made available on request and to be posted on the government's website at least 24 hours prior to the meeting, giving the public access to these important documents in advance.

## Ready to Submit an Application?

- The following list **MUST** be submitted with all applications to serve as documentation that the Citizen Participation requirements have been fully met:

	Affidavit of Publication as provided by the newspaper
	A full, clearly legible copy of the legal notice as published
	Copy of minutes from the hearing
	Copy of sign-in/attendance sheet
	Clear, legible documentation of 72-hour attestation

