



# **Community Development Block Grant Entitlement Communities Program**

## **AMENDMENT TO: Annual Action Plan Program Year 2017**

**Prepared by the City of Watertown  
Planning & Community Development Department  
245 Washington Street  
Watertown, NY 13601**

**Originally Adopted – July 17, 2017  
Amendment Adopted – May 20, 2019**



**PROPOSED AMENDMENT  
TO THE CITY OF WATERTOWN'S  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2017 ANNUAL ACTION PLAN  
DRAFT – APRIL 8, 2019**

On July 17, 2017, the City Council of the City of Watertown adopted the City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2017. The plan included various projects for the 2017-2018 fiscal year, including a project called Bus Shelter Installation and Replacement 2017.

The list of projects and their originally approved budget amounts are listed below:

<b>Proposed Project</b>	<b>Approved Budget</b>
Owner-Occupied Housing Rehabilitation 2017	\$256,100.00
Rental Housing Rehabilitation Program 2017	\$102,400.00
Homebuyer Program 2017	\$128,000.00
Near East Target Area Demolition Project	\$102,400.00
Near East (Huntington St.) Sidewalk Project - Phase 3	\$77,000.00
ADA Accessible Ramp Construction Project Phase 3	\$49,200.00
Bus Shelter Installation and Replacement 2017	\$10,200.00
Point-in-Time Outreach and Education Initiative 2017	\$8,200.00
Fair Housing Education Project 2017	\$4,100.00
Watertown City School District Backpack Program 2017	\$5,100.00
ADA Transition Plan - Existing Conditions Data Collection and Analysis	\$30,700
Planning and Administration	\$46,105
<b>Total</b>	<b>\$819,505.00</b>

CDBG regulations and our Citizen Participation Plan allow some flexibility for changes in project costs as the City implements the various programs and projects. The City may increase or decrease individual budget line items by up to 25 percent without amending the Annual Action Plan. However, in the case of the Bus Shelter Installation and Replacement 2017 project, Staff estimates the final actual costs will represent a 79 percent increase over the originally budgeted amount, thereby necessitating an amendment.

The cost of the Near East Target Area Demolition Project was also higher than originally estimated. In order to make up the shortfall in both the Bus Shelter and Demolition projects, the City is proposing to decrease the budget in the ADA Ramp Construction project from \$49,200 to \$41,113 and to decrease the budget in the ADA Transition Plan project from \$30,700 to \$29,737.80.

Below is the revised CDBG Program Year 2017 Annual Action Plan budget, following all proposed revisions:

<b>Proposed Project</b>	<b>Amended Budget</b>
Owner-Occupied Housing Rehabilitation 2017	\$256,100.00
Rental Housing Rehabilitation Program 2017	\$102,400.00
Homebuyer Program 2017	\$128,000.00
Near East Target Area Demolition Project	\$103,400.93
Near East (Huntington St.) Sidewalk Project - Phase 3	\$77,000.00
ADA Accessible Ramp Construction Project Phase 3	\$41,113.00
Bus Shelter Installation and Replacement 2017	\$18,248.27
Point-in-Time Outreach and Education Initiative 2017	\$8,200.00
Fair Housing Education Project 2017	\$4,100.00
Watertown City School District Backpack Program 2017	\$5,100.00
ADA Transition Plan - Existing Conditions Data Collection and Analysis	\$29,737.80
Planning and Administration	\$46,105
<b>Total</b>	<b>\$819,505.00</b>

In addition to modifying four budget line items as detailed above, the City also proposes to modify the scope of one project. The ADA Transition Plan project had a budget of \$30,700 and consisted of hiring student interns from Clarkson University to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The project only used half of its allotted budget, and the City proposes to re-program the remainder to hire new interns from Clarkson to complete the next phase of data collection for our ADA Transition Plan: City Buildings and Facilities. Therefore, the City also proposes to modify the scope of the project. The revised project description for the ADA Transition Plan project is as follows:

## **ADA Transition Plan – Existing Conditions Data Collection and Analysis**

The City of Watertown City of Watertown proposes to apply CDBG funds toward the preparation of an ADA Transition Plan. Specifically, the City proposes to use CDBG funds to pay for the labor costs of four interns that the City plans to hire to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The City also proposes to use CDBG funds to pay for the labor costs of two interns that the City plans to hire to perform data collection on City buildings and facilities that citizens frequently visit. The ADA Transition Plan will allow us to develop priorities and properly plan future ADA ramp reconstruction that the City currently implements using CDBG funding, as well as perform the same prioritization of ADA-mandated upgrades to City buildings and facilities.

## **Citizen Participation**

The City's Community Development Block Grant Program has an adopted Citizen Participation Plan that outlines various steps that the City must take in order to engage the public in the development of our Annual Action Plans and any amendments to them. While developing this amendment to the City's Program Year 2017 Annual Action Plan, the City Council has scheduled a public hearing on the proposed amendment for Monday, May 6, 2019 at 7:30 p.m. in the City Council Chamber of City Hall. On April 5, 2019, the City advertised in the *Watertown Daily Times* to notify the public of the public hearing date and time and to announce the start of a 30-day public comment period that will last from April 9, 2019 to May 8, 2019. The City also conducted outreach to several agencies and businesses by email notifying them of the proposed changes and made the proposed amendment available for review at City Hall in the Planning and Community Development Department, the City Clerk's Office and at the Roswell P. Flower Memorial Library and at the Watertown Housing Authority.