



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

## **AMENDMENT TO: Annual Action Plan Program Year 2018**

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

**Originally Adopted – June 18, 2018  
Amendment Adopted – February 1, 2021**



**AMENDMENT  
TO THE CITY OF WATERTOWN'S  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2018 ANNUAL ACTION PLAN  
ADOPTED – FEBRUARY 1, 2021**

On June 18, 2018, the City Council of the City of Watertown adopted the City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2018. The plan included various projects for the 2018-2019 Fiscal Year, several of which this amendment will modify, either in scope or in budget or both.

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 2018	\$250,000.00
Rental Housing Rehabilitation Program 2018	\$150,000.00
Near East (Huntington St.) Sidewalk Project - Phase 4	\$200,000.00
Academy Street Playground Improvements	\$95,000.00
Demolition of 549 Leray Street	\$40,000.00
Bus Shelter Installation 2018	\$34,526.00
Point-in-Time Outreach and Education Initiative 2018	\$8,200.00
Fair Housing Education Project 2018	\$5,000.00
Food4Families 2018	\$5,500.00
Comprehensive Plan	\$72,000.00
Program Administration	\$50,000
<b>Total</b>	<b>\$910,226.00</b>

This amendment will change the budget for seven of the above-identified projects. 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 2018 project, Staff estimates the final actual costs will represent a 29 percent decrease from the originally budgeted amount. Additionally, the final costs for the Demolition of Leray Street represented a 48 percent decrease from the originally budgeted amount. Therefore, these two changes necessitate an amendment. The other five projects with amended budget totals will all change by less than 25 percent.

The two projects with decreased budgets are the Near East (Huntington St) Sidewalk Project – Phase 4 and the Point-In-Time Outreach and Education Initiative 2018. Together with the previously identified bus shelter and demolition projects, these four projects were a collective \$42,341.27 under budget. The two completed projects that went over budget were the Academy Street Playground Improvements and the Comprehensive Plan, which finished an aggregate \$4,220.57 over budget.

Deducting \$4,220.57 from \$42,341.27 to cover these two overages still leaves a \$38,120.70 surplus to reallocate, leading to the seventh and final project with an amended budget total. The City proposes to reallocate the \$38,120.70 surplus to the Owner-Occupied Housing Rehabilitation Program 2018 (a 15 percent increase).

Below is the revised CDBG Program Year 2018 Annual Action Plan budget, following all proposed revisions:

<b>Proposed Project</b>	<b>Amended Budget</b>
Owner-Occupied Housing Rehabilitation 2018	\$288,120.70
Rental Housing Rehabilitation Program 2018	\$150,000.00
Near East (Huntington St.) Sidewalk Project - Phase 4	\$187,455.24
Academy Street Playground Improvements	\$95,662.90
Demolition of 549 Leray Street	\$20,874.80
Bus Shelter Installation 2018	\$24,591.19
Point-in-Time Outreach and Education Initiative 2018	\$7,463.50
Fair Housing Education Project 2018	\$5,000.00
Food4Families 2018	\$5,500.00
Comprehensive Plan	\$75,557.67
Program Administration	\$50,000
 Total	 \$910,226.00

In addition to modifying seven budget line items as detailed above, the City also proposes to modify the scope of two projects: the Bus Shelter Installation 2018 project and the Owner-Occupied Housing Rehabilitation 2018 project. The budget surplus in the Bus Shelter Installation 2018 project ensues from changing the proposed location of one of the shelters from its originally planned location at the Corner of Colorado Avenue North and Gill Street to a location on Grove Street between Skyline Towers and Maywood Terrace. The new location will require significantly less labor and materials to install, resulting in the anticipated surplus. However, this will require amending the text of this project’s location description in the Annual Action Plan to identify the new location.

The additional funding to the Owner-Occupied Housing Rehabilitation 2018 project will allow the City, though its subrecipient, Neighbors of Watertown, to rehabilitate at least one more house using funding from Program Year 2018. This will require amending this project's estimated number and type of families that will benefit from the proposed activities, increasing the number of low-to-moderate income families assisted from 10 to 11.

The revised text for the above identified sections of these two project descriptions are as follows, with proposed changes identified in *italics*:

**Bus Shelter Installation Project 2018 – Location Description:**

One proposed shelter would be located at the boundary of the Downtown and Near East Target Areas. This location is in a primarily residential area, but is immediately across the street from Asbury United Methodist Church and approximately 400 feet away from the Franklin Street Dairy & Market.

*The other proposed shelter would be located on Grove Street in the Northeast Target Area, between Skyline Tower and Maywood Terrace, two large multifamily properties managed by the Watertown Housing Authority.*

**Owner-Occupied Housing Rehabilitation Program 2018 – Estimate the number and type of families that will benefit from the proposed activities:**

The City of Watertown estimates that *11* low-to-moderate income families will benefit from this program.

**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 2018 Annual Action Plan, the City Council has scheduled a public hearing on the proposed amendment for Tuesday, January 19, 2021 at 7:30 p.m. in the City Council Chambers of City Hall. On December 24, 2020, 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 December 25, 2020 to January 25, 2021. 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.