



City of Utica
Department of Urban & Economic Development

CDBG-CV
2025 Proposed Substantial Amendment

2020 - 2021
Annual Action Plan Update

Michael P Galime, Mayor
Brian Thomas, Commissioner

1. SF-424: *See Attached*

2. Summary of Consultation with CoC Process

In 2020, the CARES Act was signed into law in response to the COVID-19 Health Emergency, which provided much-needed funds to municipalities in order to prevent, prepare for, and respond to the threat of the Coronavirus. At HUD's direction, entitlement communities were instructed to develop a plan that was submitted in the form of a substantial amendment to the 2020-2024 Consolidated Plan. At the time, the Continuum of Care was consulted. As they were with the original CDBG-CV budget, the area's CoC was consulted again as part of this substantial amendment. They have no concerns with the City's proposed amendment.

3. Summary of Citizen Participation

As with any substantial amendments proposed that affect funding from one of the formula grants to the City of Utica, the City followed its General Citizen Participation Plan to ensure maximum public outreach. In accordance with that plan, a legal notice was published in the Observer-Dispatch daily newspaper, on Monday February 9, 2026. The legal notice read as follows:

In accordance with the City of Utica, New York's Citizen Participation Plan and the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), the City of Utica has prepared a Substantial Amendment to the City's 2020-2021 program year Annual Action Plan, the first year of the City's 2020-2024 Consolidated Plan. The proposed substantial amendment involves a transfer of \$838,118.47 of Community Development Block Grant (CDBG) – CV funds from the Economic Development, Housing, Public Services, Community Kitchens, Landlord Assistance through Emergency Repairs, Employment via Social Enterprise, and Administration activity lines. These remaining unspent funds will be transferred to the Public Facilities & Improvements activity to allow for the rehabilitations of three City parks (Lincoln Playground, Addison Miller Playground, and Hirt Playground), the purchase of public garbage cans, and a redesign of the City's website to be modernized and made more user-friendly.

In order to access the supplemental CDBG-CV funds, the CARES Act requires that entitlement communities submit a Substantial Amendment to HUD through HID's Integrated Disbursement and Information System (IDIS) as well as amend its approved 2020-2021 Annual Action Plan to include any and all supplemental CARES Act funding, including CDBG-CV, the subject of this notice.

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following a 30-day public comment period, the City of Utica will transfer said funds through the United States Department of Housing & Urban Development's

(HUD) Integrated Disbursement and Information System (IDIS) as indicated above.

Following consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, the following plan has been developed:

Available to Reallocate: \$838,118.47

Proposed Expenses (Public Facilities and Improvements)

Park Rehabilitation - \$595,775

City Website Redesign - \$163,018.47

Public Refuse Containers - \$79,325

Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at bthomas@cityofutica.com until Wednesday, March 11, 2026 at which time the changes described above will go into effect.

This notice was posted to the City of Utica's website, www.cityofutica.com, on Monday February 9, 2026 and published in the Observer-Dispatch daily newspaper. The City intends to submit the above Substantial Amendments to its Program Year 2020 Annual Action Plan electronically to HUD roughly thirty (30) days after publication in the newspaper. Comments on this Substantial Amendment may be e-mailed to Commissioner of Urban & Economic Development Brian Thomas, AICP at bthomas@cityofutica.com

4. Match

While Sub-recipients are required to submit proof of match resources for CDBG awards, the match requirement is suspended for CDBG-CV activities. Subrecipient will provide an amended budget for their 2020-2021 program year CDBG-CV contract that specifies the activities being funded with the additional funds.

5. Proposed Activities and Overall Budget

In 2020, the CARES Act was signed into law in response to the COVID-19 Health Emergency, which provided much-needed funds to municipalities in order to prevent, prepare for, and respond to the threat of the Coronavirus. At HUD's direction, entitlement communities were instructed to develop a plan that was submitted in the form of a substantial amendment to the 2020-2024 Consolidated Plan. Once approved, grant agreements for these funds were signed by the Mayor and a HUD representative; those grant agreements required that all funds be expended by the end of June 2026, which is fast approaching.

5a. Proposed Activities

Based on the City's review, there is currently an unexpended balance of \$838,118.47, much of which is unspent funds intended for rent/mortgage relief, rental property repairs and economic development assistance, all of which have suffered from a lack of interest by persons eligible for such assistance. In order to fully expend the funds by June 2026, the City of Utica is proposing shifting those funds to the following activities that will better prevent, prepare for and/or respond to the threat of the Coronavirus in the future:

1. \$595,775 to be spent upgrading and improving three City-owned parks/playgrounds in residential areas that are predominantly low- to moderate-income. In time of social distancing and quarantines such as that which was required during the pandemic, public parks provided a recreational and therapeutic outlet for many residents; such upgrades as are currently proposed will help the City respond to the threat should such quarantines be again put in place.
2. \$163,018.47 for a new City website that will allow City businesses and residents to conduct far more business online than is currently possible with the existing City website. The new website will allow most, if not all, financial transactions with the City to be conducted without having to come into City Hall. Additionally, all applications will be made available online along with the ability to submit them back to the respective office online, thereby significantly reducing human in-person contact so that City government functions are much better prepared for any future pandemic.
3. \$79,325 for the purchase of additional public refuse containers. There are many areas of the City in which public containers are not available, resulting in waste regularly being left out in public areas. Much of this includes discarded medical and biological waste, which is an urgent public health hazard. This occurs more frequently in low-and-moderate-income neighborhoods. Providing more receptacles would serve as a public service under § 570.201(e) to ensure that a suitable living environment is available.

5b. Discussion of Funding Priorities

The City of Utica chose to fund the proposed activities described in the previous section based on the Interim Rule (FR-5594-I-01) and the *Substantial Amendments* process described in the General Citizen Participation Plan (May 6, 2020) in conjunction with the on-going assessment of local unmet needs and public safety.

5c. Detailed Budget:

| CDBG-CV (contract expires in June 2026) | | \$838,118.47 |
|--|--|---------------------|
| Activity/Description | | Amount |
| Public Facilities and Improvements | | |
| Lincoln Playground Rehabilitation | | |
| 1. Playground Equipment: \$91,000 | | |
| 2. Install: \$50,000 | | \$291,500.00 |
| 3. Poured in Place (PiP) Safety Surfacing: \$123,000 | | |
| 4. Concrete Pad: \$27,500 | | |

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|---|---------------------|
| Addison Miller Playground Rehabilitation | |
| 1. Playground Equipment: \$72,275 | \$112,275.00 |
| 2. Install: \$30,000 | |
| 3. Woodchips: \$10,000 | |
| Hirt Playground Rehabilitation: | |
| 1. Playground Equipment: \$53,500 | \$181,500.00 |
| 2. Install: \$30,000 | |
| 3. Poured in Place (PiP) Safety Surfacing: \$98,000 | |
| Freight Shipping Costs: \$10,500 | \$10,500.00 |
| City Website Redesign | \$163,018.47 |
| Public Garbage Cans | \$79,325.00 |
| Total: | \$838,118.47 |