

**CITY OF KINGSTON**  
Office of Community Development  
abruck@kingston-ny.gov

Amanda L. Bruck, Director



Steven T. Noble, Mayor

January 22, 2024

President Shaut,

During the late summer of 2023 the Office of Community Development put out an RFP to hire a consulting firm to help the City create the new Five-Year Consolidated Plan (2024-2028), Annual Action Plan (2024), Language Access Plan and Analysis to Impediments to Fair Housing (2024-2028).

In October 2023 the Office of Community Development (OCD) and the City of Kingston (CoK) entered into an agreement with Mullin & Lonergan Associates, Inc. to provide these services.

The Community Development Block Grant (CDBG) Consolidated Plan (CP) is designed to help the City of Kingston assess their affordable housing, community development needs, market conditions, and to make data-driven, place-based investment decisions.

The CDBG Entitlement Program awards annual grants on a formula basis. This funding helps grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, providing improved community facilities and services for principally for low- and moderate-income persons.

In order to receive CDBG funding, entitlement cities such as the CoK are required to have the aforementioned plans in place. The CP lays out the vision of the CoK for the next five years based on input from residents and elected officials.

With all of that being said, we are at a point where the consultants will be holding stakeholder meetings and a public hearing the week of February 5, 2024 to start the public participation process. It is extremely important for the Common Council members to be involved with this process as the Council will be voting on and passing a resolution to accept all of the plans.

The remainder of our scheduled timeline is as follows:

Beginning of February	Online survey goes live
February 5, 2024	Presentation to Common Council
February 6, 2024	First Public Hearing Conduct stakeholder meetings (week of February 5th)

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February 23, 2024	City provides M&L with FY 2024 AAP projects
March 8, 2024	M&L provides draft public hearing notice for publishing on March 18 Twp Sends Notice to Newspaper for publishing on March 18
March 15, 2024	M&L provides draft Consolidated Plan to City for review and approval
March 22, 2024	City provides comments/revisions on CP/AAP to M&L
March 29, 2024	M&L provides City with display-ready CP/AAP
April 1, 2024	Five Year CP and AAP goes on Public Display
April 8, 2024	Conduct Second Public Hearing
April 23, 2024	Present Plans to Common Council Community Development Committee
April 30, 2024	Display period ends (30 days)
May 7, 2024	Meeting of Common Council to approve 5 Year CP and Annual Action Plan
May 15, 2024	Submission of 5 Year CP and Annual Action Plan to HUD

On behalf of the Mullin & Lonergan Associates, I am requesting for them to be put on the agenda for the February 5, 2024 caucus meeting to make a presentation and to get feedback from the Common Council.

Thank you for your consideration,

Mandy

**Tinti, Elisa**

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**From:** Bruck, Amanda  
**Sent:** Monday, January 22, 2024 11:55 AM  
**To:** Shaut, Andrea  
**Cc:** Scott-Childress, Reynolds; Noble, Steve; Tinti, Elisa  
**Subject:** Caucus Agenda Request  
**Attachments:** Communication to President Shaut - Request for Feb Caucus agenda.pdf

Good Morning,

Attached is a request for the City of Kingston's hired consultants for the new HUD CDBG Five Year Consolidated Plan to be placed on the Caucus agenda on February 5, 2024. Public participation as well as the participation of the elected officials is a large part of the process. The consultants have asked to make a presentation to the Common Council and to get their feedback on the City's vision of the next five years.

Our consultants will be traveling here from Pittsburgh, PA and staying a few days. During this time they will be holding stakeholder meetings and attending the public hearing so if allowing them to make a presentation at Caucus at the February meeting is not feasible please let me know at your earliest convenience. The presentation itself should only be 10-15 minutes. Depending on what questions may arise from Council members would obviously extend the amount of time they would be occupying during your meeting.

Please let me know if you have any questions.

Thank you,  
Mandy

**Amanda L. Bruck, Director**  
Office of Community Development &  
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