



City of Kingston Office of Grants Management Annual Report 2019



A fall evening at the tunnel of the Kingston Point Rail Trail that opened in September 2019.

Kristen Wilson, Director

Ruth Ann Devitt-Frank, Grants Manager

Pat Massa, Senior Account Clerk

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Department Overview and Functions

Department:

Office of Grants Management

Staff:

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Website:

www.kingston-ny.gov/grants

2019 Budget:

\$256,294 Expense

\$30,000 Revenue

Overarching Goals

- Secure & manage funding for public infrastructure projects and public service programming to improve quality of life for Kingston residents
- Facilitate the development of partnerships and coalitions to strengthen grant applications from the City and the community
- Continue to improve upon community engagement activities and communication with the public through the grants webpages, the design projects, and social media

Department Functions:

The office duties include, but are not limited to:

- Research grant opportunities for municipal projects and at the request of department heads and the Mayor; keep abreast of opportunities for community groups and share information as it arises
- Facilitate the development of capital plan and communication among departments on existing/ongoing/future capital projects
- Write/submit grant applications including budget, narrative, and supporting materials
- Prepare required communications to Council to advance grant projects
- Manage reporting and other agency requirements for funded projects
- Manage all details of selected projects including consultant procurement (RFP preparation/dissemination, proposal review, final selection), Project Advisory Committee development/oversight, consultant management, securing required approvals and Council resolutions, fulfilling reporting requirements, and project close-out
- Develop and manage community engagement on funded projects
- Maintain a grants activity update every six months and keep grant webpages current on a quarterly basis.

2019 Accomplishments

Overall

- In collaboration with other departments, managed a portfolio of 63 projects that are funded by approximately \$38.7 million in grants and total \$52.8 million in anticipated total project costs
- Established structures for new Office of Grants Management and hired and trained new Grants Manager
- Created webpages for all the grant projects and a structure on the city website to enable the public to navigate to those pages in collaboration with Communication and Health & Wellness Departments
- Acted as leader and City liaison for the Kingston Greenline Leadership Committee
- Supported grant finance tasks for all other departments with grant funding

Construction Projects

- Constructed and formally opened Phase 1 of the Kingston Point Rail Trail in collaboration with Engineering

Figure 1: Kingston Point Rail Trail Opening Day in September 2019



- Constructed Cornell Street Sidewalk Project in collaboration with Engineering

Figure 2: BEFORE Conditions on Cornell Street



Figure 3: AFTER Conditions on Cornell Street

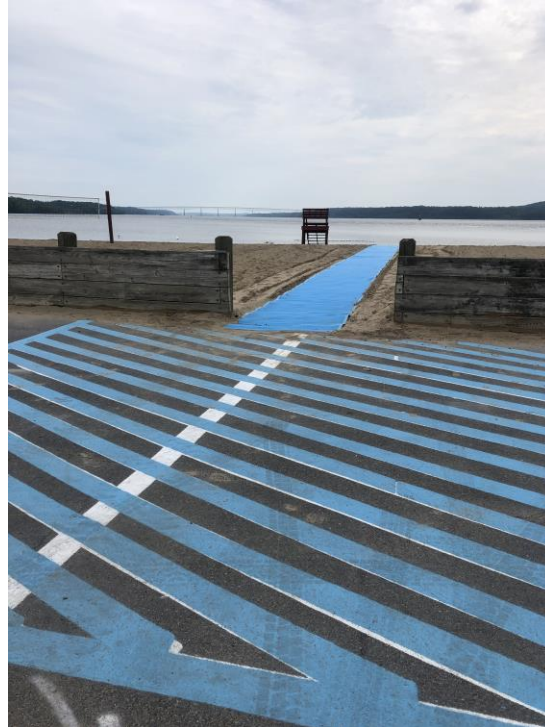


- Ensured the advancement of the Forsyth Park Project construction in collaboration with DPW, Parks, and Office of Community Development
- Supported other departments with implementation of their grant-funded capital projects

Figure 4: The Hurley Ave Complete Streets and Paving Project, managed by the Engineering Department, was constructed with grant funds secured in 2017.



Figure 5: An ADA pad for access to the water was installed by the Parks and Recreation Department with grant funds.



Design Projects

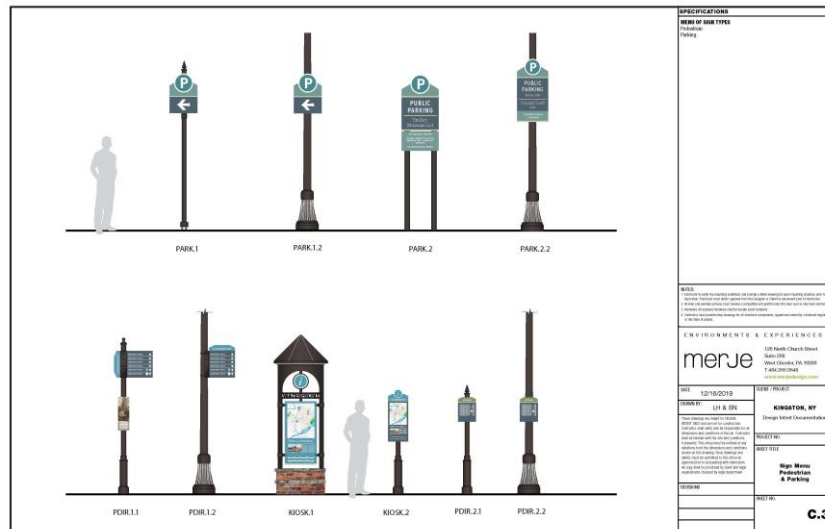
- Acted as a liaison to NYSDOT for the I-587 and Empire State Trail projects by advancing administrative requirements and coordinating a review of plans with other staff
- Advanced the Henry Street Safe Routes to School Design and coordinated with the Engineering Department to determine sewer infrastructure needs on the street
- Advanced design of Waterfront Resiliency and Rondout Riverport Shoreline Stabilization and Public Access Projects
- Organized the Weaving the Waterfront Event in October 2019 that engaged the public on eight City design projects

Figure 6: Photos from Weaving the Waterfront in on October 26, 2019



- Collaborated with Engineering Department to oversee the Hudson River Brickyard Trail (formerly Hudson Landing Promenade) design project in coordination with Scenic Hudson and the Hudson River Valley Greenway
- Procured or supported the procurement of consulting firms for: DRI Dietz Stadium & Andretta Pool Improvements, DRI Uptown Transportation Improvements, Pedestrian Safety Action Plan Improvements, Kingston Point Rail Trail Phase 2, Kingston Point Park Improvements, Franklin Street Complete Streets Project, Wilbur Ave. Paving Project, Safe And Accessible Flatbush and Foxhall, and Grants Management Software
- Oversaw the advancement of FEMA projects at TR Gallo Park and the Lighthouse
- Participated in the Technical Advisory Committee and acted as the primary liaison from the City for the Kingston Wayfinding Plan; facilitated coordinated reviews of the plan with other City departments

Figure 7: A page from the Final Kingston Wayfinding Plan



Grant Applications

- Secured funding and executed contract for NYSDOT Multi-Modal funding for the Broadway and Grand Intersections Improvements Project
- Secured an additional \$25,000 from Radio Kingston to purchase community mobile stage; received delivery of stage in December 2019.

Figure 8: Kingston's new community mobile stage



- Secured AARP funding for chess playground and programming in collaboration with Health and Wellness Department
- Provided support to the Engineering Department to submit two WIIA grant applications. Secured \$2.2 million for sewer infrastructure improvement projects.
- Prepared/Submitted applications for five projects in the 2019 CFA Round; provided support to other departments for an additional three projects. Secured awards for four projects totaling \$4.7 million.
- Secured \$25,000 Anti-Displacement grant from Enterprise Community Partners

2020 Goals

Overall

- Implement grants management software in collaboration with the Comptroller and all of the departments that have grants
- Oversee design and construction activities on the Kingston Greenline projects and maintain a leadership role for effective collaboration with the NYSDOT, the County, Scenic Hudson, and the Kingston Land Trust
- Update grant project webpages regularly and participate in the development of the new City website
- Support the Complete Streets Advisory Council with updates on project and advancement of the sidewalk improvement proposal
- Support the Arts Commission with the development of arts projects, the Arts & Culture Master Plan, and incorporation of the arts into design projects and grant applications

Construction Projects

- Commence construction of the Broadway Streetscape Project to be completed by July 2021; complete designs of Broadway and Grand Intersection Improvements Project
- Facilitate communication along with other agencies to the public regarding construction projects planned for 2020, in particular the I-587 Rondabout, Broadway Streetscape, Hudson River Brickyard Trail, Empire State Trail South, and the Midtown Linear Park
- Facilitate the construction of the Andretta Pool upgrades as part of the DRI Dietz Stadium Project

Design Projects

- Complete the design of the Broadway and Grand Intersection Improvements Projects and incorporate it into the Broadway Streetscape Project construction if possible
- Complete design of Henry Street Safe Routes to School and Sewer Restoration Project
- Complete design of Pedestrian Safety Action Plan, Uptown Transportation Improvements, Dietz Stadium, and Kingston Point Rail Trail Phase 2 Projects
- Complete design of Waterfront Resiliency and Rondout Riverport Shoreline Stabilization and Public Access Projects
- Collaborate with Engineering and other departments on grant-funded infrastructure design and construction projects including Hudson River Brickyard Trail, Safe and Accessible Flatbush and Foxhall, Midtown Parking Lots, Franklin Complete Streets Project, Wilbur Ave. Paving Project, Kingston Point Park, and FEMA-funded projects
- Support the Kingston Land Trust with design and construction of Phase 2 of the Hasbrouck-Delaware Parklet
- Collaborate with the Ulster County Transportation Council on completion of the Wayfinding Plan and commencement of the Railroad Quiet Zone Planning and a Trail-finding Program
- Facilitate training for new mobile stage
- Support the Health & Wellness Department to advance the Pedestrian and Bicycle Master Plan

Grants Applications/Funding Development

- Ensure advancement of and support for the finance-end of grant-funded projects in Sustainability, Health and Wellness, Arts, Police, Fire, Planning, and other departments as new funds become available
- Apply for new grant opportunities or assist others to apply as requested by the Mayor or Department Heads
- Support City commissions as requested with the development of projects for grant applications