



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

**Consolidated Annual Performance & Evaluation Report  
Program Year 2014**

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

**Submitted – September 29, 2015**

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

Program Year 2014 was the first year that the City of Watertown participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). Much of the year was spent learning about the various program requirements and regulations, conducting environmental reviews and implementing Small Cities Community Development Block Grants and North Country HOME Consortium Grants that the City was awarded in 2012 and 2013. Although much of the year was spent learning new processes and procedures, significant accomplishments were made in carrying out our strategic plan and annual action plan.

While the City's CDBG program year officially begins on July 1 each year, the City did not execute a Funding Approval/Agreement for the CDBG Program with HUD until November 3, 2014. This was due to delays associated with the submission of our first 2-Year Consolidated Plan and 2014 Annual Action Plan. The City's strategic plan included three main goals including affordable housing rehabilitation, neighborhood stabilization and revitalization and homeless assistance. Within these overall goals, three high priority needs were proposed to be addressed including provisions for decent affordable housing, public infrastructure improvements and blight elimination. A lower priority need, homelessness prevention, was also proposed to be addressed. The City's 2014 Annual Action Plan reflected these goals and priorities and included several projects aimed at implementing them.

### **Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Although much of the year was spent learning about CDBG program requirements, regulations, processes and procedures as well as implementing previously awarded Small Cities grants, significant accomplishments were made in carrying out our strategic plan and annual action plan. The sidewalk program had begun construction as of the end of the program year and the Maple Court Apartment architecture and engineering designs were completed. A total of \$300,361.41 of the City's \$796,173 grant award for program year 2014 was expended. This represents 38% of the total grant award. A discussion on the City's progress in each of the programmatic areas is further discussed below.

#### **Goal 1. Affordable Housing Rehabilitation**

To accomplish the goal of Affordable Housing Rehabilitation, the City identified three projects including an Owner-Occupied Housing Rehabilitation Program, a Rental Housing Rehabilitation Program and the Maple Court Apartments Project. Significant progress was made on the Owner-Occupied Housing Rehabilitation Program that was funded with State Small Cities 2013 CDBG funding along with 2013 North Country HOME Consortium funding. Using a \$95,000 HOME Consortium grant, the City was able to rehabilitate 4 owner occupied units. The City also appropriated \$285,000 from our 2013 Small Cities grant toward the owner occupied program. As the anticipated demand for owner occupied projects was very strong, the City added an additional \$79,000 to the program funding for a total of \$364,000. The

City did this by amending our 2013 Small Cities CDBG budget to transfer the \$79,000 from our rental rehab program to the owner occupied program to meet the demand. During the 2014 PY, the City rehabilitated 7 owner occupied units using this funding. We anticipate that the funding will allow for the rehabilitation of an additional 9 owner occupied units during the 2015 PY. In addition to the above, the City rehabilitated 2 additional owner occupied homes during the program year using 2014 HOME Consortium funds. This funding was not originally included in our 2014 Annual Action Plan as it was applied for and awarded after the submission of the plan. In total, the City rehabilitated 13 owner occupied units during the 2014 PY, using the various funding sources described above. The PY 2014 Rental Housing Rehabilitation Program was not started as of June 30, 2015 due to the ongoing implementation of the various HOME and Small Cities CDBG grants as described above. Although not included in our 2014 Annual Action Plan or our Consolidated Plan, the City was able complete two rental rehabilitation projects. Using a 2012 Small Cities CDBG Grant, the City rehabilitated two multi-unit projects that created 11 new apartments in the City. The Maple Court Apartments Project was a PY 2014 project that saw significant progress made during the year. Maple Court Apartments located at 591 Weldon Drive (also known as 540 Kieff Drive) was built more than 40 years ago under HUD's Section 236 program. The property has a Section 8 subsidy contract to make the rent affordable to the residents of the complex. A developer, Evergreen Partners, has proposed a complete rehabilitation of the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. Other funding sources include the State of New York, Federal low income housing tax credits and private funds. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. At the conclusion of the construction phase of the project, the accomplishments will be reported.

## **Goal 2. Neighborhood Stabilization and Revitalization**

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified three projects for Program Year 2014 including a Blight Removal Program, a Sidewalk Program and a Tree Planting Program. While no official accomplishments were reported at the end of the year, progress was made on all three projects. The area targeted for both the sidewalk improvements and tree planting was along the west side of Gaffney Drive. Gaffney Drive is located in Census Tract 615, Block Group 4 in the West Side Target Area. The most significant progress was made on the Sidewalk Program. The Environmental Review Record was completed for the project in April and May of 2015 and construction started prior to the end of the program year. As of June 30, 2015, the City had expended \$78,022.97 and the project was approximately 60% complete. The sidewalk project is expected to be completed by the end of the summer and accomplishments will be reported thereafter. It is anticipated that the Tree Planting Program will be completed in the fall of 2015. Work also began on the Blight Removal Program near the end of the program year. The City is proposing the demolition of a blighted residential property located at 158 Academy Street, in the City's Near East Target Area. The building is a 4-unit residential property that the City has recently acquired for back taxes. The property is in very poor condition and is full of black mold contamination, which presents a threat to the public. Preliminary work began on the environmental review for the demolition project which is anticipated to be complete prior to the end of the calendar year.

### **Goal 3. Homeless Assistance**

The final goal of the City for Program Year 2014 was to provide homeless assistance to the Points North Housing Coalition, the local Continuum of Care. The project would provide assistance to expand the annual Point-In-Time (PIT) Count of homeless persons in the area. While the City has continued to attend quarterly meetings of Points North Housing Coalition and attends monthly PIT Committee conference calls, this project was not able to be implemented during the program year. It is the City's intent to enter into a subrecipient agreement with the Coalition in the coming months to be ready for the 2016 PIT count scheduled for late January of 2016.

### **Fair Housing**

In anticipation of the development of the City's next 5-Year Consolidated Plan, the City began writing an Analysis of Impediments (AI) to Fair Housing during Program Year 2014. The AI was conducted in-house by staff of the City of Watertown Office of Planning and Community Development and the City of Watertown GIS Department. Staff reviewed Census data, created maps based on that data, analyzed previous plans and other documents, and attended a roundtable discussion of local housing experts in the process of creating the document. While the AI is still in a draft format, the City has identified several major impediments to fair housing choice in the City of Watertown. First and foremost, the US Army's Basic Allowance for Housing drives up the cost of housing in the city, making it difficult for low-income, non-military families to find affordable housing. Second, the City of Watertown has a far older housing stock than the nation, or even the state, as a whole, which limits housing choice for households with small children and people with disabilities. Finally, a general lack of knowledge about Fair Housing rights, among both tenants and housing providers, creates an environment in which disabled residents continue to endure undue hardships. Preliminary recommendations that have been proposed to address the impediments include advocating for affordable units in new multi-family housing developments, continuing to use grant funds to support the rehabilitation of older housing units within the city and continuing to make the rehabilitation of older units a priority in the City's Consolidated Plan and Annual Action Plans. Recommendations also include advocating that developers go above and beyond the legal requirements for the number of accessible units provided in new multi-family construction and exploring the feasibility of creating a city-wide home accessibility program using CDBG funds.

### **Planning and Administration**

As can be concluded from various project descriptions above, Planning and Administration for the Program Year 2014 CDBG has started for almost all of the projects identified in the City's Annual Action Plan. A total of \$22,338.44 in staff costs was expended on Planning and Administration during the Program Year, including \$2,621.23 spent on Fair Housing initiatives. In addition, the 2015 Annual Action plan was developed during the program year and very preliminary work has begun on the City's next 5-Year Consolidated Plan.



**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

| Goal  | Category   | Source / Amount  | Indicator   | Unit of Measure        | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|---|--|--|---|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Affordable Housing Rehabilitation             | Affordable Housing   | CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$ | Rental units rehabilitated  | Household Housing Unit | 107                       | 0                       | 0.00%            | 103                     | 0                     | 0.00%            |
| Affordable Housing Rehabilitation             | Affordable Housing   | CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$ | Homeowner Housing Rehabilitated   | Household Housing Unit | 27                        | 11                      | 40.74%           | 16                      | 11                    | 68.75%           |
| Homeless Assistance                           | Homeless   | CDBG: \$   | Homelessness Prevention   | Persons Assisted       | 10                        | 0                       | 0.00%            | 5                       | 0                     | 0.00%            |
| Neighborhood Stabilization and Revitalization | Non-Housing Community Development  | CDBG: \$   | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 500                       | 0                       | 0.00%            | 250                     | 0                     | 0.00%            |
| Planning & Administration                     | Affordable Housing<br>Public Housing<br>Homeless<br>Non-Homeless<br>Special Needs<br>Non-Housing Community Development | CDBG: \$   | Other   | Other                  | 1                         | 0                       | 0.00%            | 1                       | 0                     | 0.00%            |

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

|   | CDBG     |
|---|----------|
| White                                     | 0        |
| Black or African American                 | 0        |
| Asian                                     | 0        |
| American Indian or American Native        | 0        |
| Native Hawaiian or Other Pacific Islander | 0        |
| <b>Total</b>                              | <b>0</b> |
| Hispanic                                  | 0        |
| Not Hispanic                              | 0        |

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The Maple Court Apartments Project, the Gaffney Drive Sidewalk Project and Planning and Administration were the only activities that funds were drawn down for under the City's Program Year 2014 grant. A developer, Evergreen Partners, is undertaking the rehabilitation of Maple Court Apartments and the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. While the Gaffney Drive sidewalk was 60% complete at the end of the program year, accomplishments (families assisted) were not reported as the project was not complete. Since both of these projects had just begun, the chart above does not show any accomplishments with regard to the racial and ethnic status of families assisted. At the conclusion of the construction phase of both of these projects, as well as the others, accomplishments will be reported. Also note that while the City completed the rehabilitation of several owner occupied housing units during the program year, racial and ethnic data was not included for those activities since it will be reported to New York State and the North Country HOME Consortium, for their ultimate reporting to HUD.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

| Source of Funds | Source                        | Resources Made Available | Amount Expended During Program Year |
|-----------------|-------------------------------|--------------------------|-------------------------------------|
| CDBG            |                               | 796,173                  | 200,000                             |
| Other           | North Country HOME Consortium | 95,000                   | 92,982.97                           |
| Other           | State Small Cities CDBG       | 364,000                  | 151,075                             |

Table 3 – Resources Made Available

### Narrative

The resources made available to the City of Watertown for Program Year 2014 were through the Community Development Block Grant Program administered by the U.S. Department of Housing and Urban Development. In addition, the City utilized Small Cities 2013 CDBG funds awarded by New York State and 2013 HOME funds awarded by the North Country HOME Consortium.

### Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------|----------------------------------|---------------------------------|-----------------------|
| Downtown    | 20                               | 0                               |                       |
| East        | 5                                | 0                               |                       |
| Near East   | 15                               | 0                               |                       |
| Near West   | 10                               | 0                               |                       |
| Northeast   | 10                               | 0                               |                       |
| Northwest   | 10                               | 0                               |                       |
| West        | 10                               | 9                               |                       |

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The Maple Court Apartments Project, the Gaffney Drive Sidewalk Project and Planning and Administration were three activities that saw significant progress being made during the year and were the only activities that funds were drawn down for under the City's PY 2014 grant. The City was a partner in the Maple Court Apartments Project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. The project is not located within any of the City's identified target areas. The Gaffney Drive Sidewalk Project is located in the City's West Target Area and is the only project located within a target area that had a drawdown during the program year. The \$78,022.97 spent on this project represents approximately 9% of the City's total grant award. As no other funds were spent within any of our target areas, the other percentages above for geographic distribution and location of investments are listed as zero. The City utilized \$151,075 in Small Cities 2013 CDBG funds awarded by New York State and \$92,982.97 in 2013 HOME funds awarded by the North Country HOME Consortium.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The Maple Court Apartments Project was a PY 2014 project that saw significant progress being made during the year. The City was a partner in the Maple Court Apartments Project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. CDBG funds helped the project's developer, Evergreen Partners, to leverage millions of dollars in financing to complete the rehabilitation of the 92 units that make up the complex. The CDBG funding was instrumental in making the project's financing work and helped leverage several sources of funding for the project. Federal low income housing tax credits were awarded to the project resulting in the private investment of \$4,300,000. Other funds leveraged for the project included state funding in the amount of \$5,242,000 and \$4,450,000 in private funding.

**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

|  | <b>One-Year Goal</b> | <b>Actual</b> |
|--|----------------------|---------------|
| Number of homeless households to be provided affordable housing units      |                      |               |
| Number of non-homeless households to be provided affordable housing units  |                      |               |
| Number of special-needs households to be provided affordable housing units |                      |               |
| <b>Total</b>   |                      |               |

**Table 5- Number of Households**

|  | <b>One-Year Goal</b> | <b>Actual</b> |
|--|----------------------|---------------|
| Number of households supported through rental assistance                 |                      |               |
| Number of households supported through the production of new units       |                      |               |
| Number of households supported through the rehab of existing units       | <b>16</b>            | <b>11</b>     |
| Number of households supported through the acquisition of existing units |                      |               |
| <b>Total</b>   |                      |               |

**Table 6 - Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Program Year 2014 was the first year that the City of Watertown participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). The City did not execute a Funding Approval/Agreement for the CDBG Program with HUD until November 3, 2014 due to delays associated with the submission of our first 2-Year Consolidated Plan and 2014 Annual Action Plan. Much of the year was spent learning about the various program requirements and regulations, conducting environmental reviews and implementing Small Cities Community Development Block Grants that the City was awarded in 2012 and 2013. Although much of the year was spent learning new processes and procedures and working on previously awarded grants, significant progress was made on most of our planned projects and activities. As indicated in Table 1 and described above, the City was able to assist 11 households through our Owner Occupied Housing Rehabilitation Program. While the delays and implementation of the previously awarded grants limited our CDBG Entitlement PY 2014 accomplishments, the City made significant progress during the year.

**Discuss how these outcomes will impact future annual action plans.**

The delays encountered during the City's first year as an Entitlement Community under CDBG will not cause any major impacts to future annual action plans. The delays may make the workload in Program Year 2015 busier but should not impact future action plans in any significant way.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

| <b>Number of Persons Served</b> | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|---------------------------------|--------------------|--------------------|
| Extremely Low-income            | 0                  | 0                  |
| Low-income                      | 0                  | 0                  |
| Moderate-income                 | 0                  | 0                  |
| <b>Total</b>                    | <b>0</b>           | <b>0</b>           |

**Table 7 – Number of Persons Served**

**Narrative Information**

The delays encountered during the City's first year as an Entitlement Community under CDBG as described above limited our accomplishments in this area. The Maple Court Apartments Project was the only housing activity that funds were drawn down for under the City's Program Year 2014 grant. A developer, Evergreen Partners, is undertaking the rehabilitation of the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. Since it was the only housing project for which a drawdown was completed and because the construction had just begun, the chart above does not show any accomplishments with regard to the number of extremely low, low-income and moderate-income persons served. At the conclusion of the construction phase of this project, as well as the others, accomplishments will be reported. Also note that while the City completed the rehabilitation of several owner occupied housing units during the program year, the number of extremely low, low-income and moderate-income persons served was not included as it will be reported to New York State and the North Country HOME Consortium, for their ultimate reporting to HUD.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

A goal of the City for Program Year 2014 was to provide homeless assistance to the Points North Housing Coalition, the local Continuum of Care. The project would provide assistance to expand the annual Point-In-Time (PIT) Count of homeless persons in the area. While the City has continued to attend quarterly meetings of Points North Housing Coalition and attends monthly PIT Committee conference calls, this project was not able to be implemented during the program year. It is the City's intent to enter into a subrecipient agreement with the Coalition in the coming months to be ready for the 2016 PIT count scheduled for late January of 2016.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Emergency shelter and transitional housing needs of homeless persons in the area is addressed by Points North Housing Coalition (PNHC), the local Continuum of Care. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Points North Housing Coalition (PNHC), the local Continuum of Care, and its member agencies assist homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living. This includes shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Points North Housing Coalition (PNHC), the local Continuum of Care, and its member agencies assist low-income and extremely low-income individuals and families in avoiding becoming homeless. The PNHC has developed a discharge plan to assist those who are likely to become homeless after being discharged from publicly funded institutions and systems of care such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

During Program Year 2014, the City did not take any direct actions to address the needs of public housing. However, on occasion, the City communicates with and meets with the Executive Director of the Watertown Housing Authority to discuss common issues, needs and potential ways to collaborate in the future.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

During Program Year 2014, the City did not take any direct actions to encourage public housing residents to become more involved in management and participate in homeownership.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

During Program Year 2014, no actions were taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. However, the City began researching and drafting an Analysis of Impediments to Fair Housing to determine what actions, if any, would be required or appropriate in the future.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

During Program Year 2014, no actions were taken to address obstacles to meeting underserved needs other than those identified in our annual action plan and outlined above. One of the primary goals of our Strategic Plan is to provide decent affordable housing through housing rehabilitation efforts. Utilizing funds provided through the North Country HOME Consortium and New York State's Small Cities CDBG Program, the City was able to assist in the rehabilitation of 11 owner occupied housing units.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

As noted above, the City completed the rehabilitation of 11 owner occupied houses in the City. For each of the houses, the City took actions to reduce lead-based paint hazards including testing for lead-based paint in each of the units, conducting a risk assessment and implementing lead-safe work practices during rehabilitation work.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

There were no actions undertaken during Program Year 2014 that were aimed at assisting poverty level families other than those identified above.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Watertown Office of Planning and Community Development remains responsible for the administration of the CDBG Program. Effective delivery of the Program requires constant communication and coordination with numerous City departments and agencies. Within the Office of Planning and Community Development, CDBG duties and program areas (housing, public improvements and public services) have been divided among all staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the Office is not left in a difficult position in the event of staff changes.

During Program Year 2014, a key staff member left the City's employment in January of 2015. This reduced the Office's capacity to deliver all activities included in the PY 2014 Action Plan. By March of 2015, the City hired a replacement and added another position in the office in May, which greatly enhanced our capacity to deliver programs included in our plan.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In an effort to enhance coordination between public and private housing and social service agencies, Staff from the Office of Planning and Community Development regularly attend quarterly meetings of the Points North Housing Coalition (PNHC), the local Continuum of Care. In addition, Staff participates in monthly conference calls of PNHC's Point-In-Time Committee.

Staff has also participated in the Fort Drum Regional Liason Organization's Housing Committee meetings which aims to keep key stakeholders informed on the progress of new housing being developed in the area and its affect on the rental market. The committee also discusses the impact of Fort Drum's Basic Allowance for Housing on the local housing stock and the need for continued rehabilitation of older housing stock.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

During Program Year 2014 the City of Watertown began researching and drafting an Analysis of Impediments (AI) to Fair Housing to determine what actions, if any, would be required or appropriate in the future. It is anticipated that the AI will be complete prior to the end of 2015 and will be a valuable resource as we begin to develop the City's next 5-Year Consolidated Plan which will cover Program Years 2016-2020.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Once the City enters into subrecipient agreement(s) for our owner-occupied and rental rehabilitation programs, Staff will develop and implement an on-going monitoring program in order to ensure compliance with the requirements of the CDBG program. The monitoring process will include requiring subrecipients to submit quarterly or semi-annual reports that detail the progress made toward implementing the program and review of those reports by the City. The City may also conduct periodic on-site monitoring visits to review case files and program files to ensure compliance with all federal regulations.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In an effort to provide citizens with reasonable notice and an opportunity to comment on our CAPER, the City completed several tasks according to our Citizen Participation Plan, which was adopted on March 17, 2014.

First, at its regular meeting held on August 17, 2015, the City Council scheduled a public hearing for September 21, 2015. On September 4, 2015, a notice of the public hearing was published in the local newspaper, the Watertown Daily Times. In addition to advertising the date of the public hearing, the notice stated the the City's draft CAPER was available for review and public comment. The draft CAPER was finalized and made available for public inspection on September 4, 2015 at City Hall in the Office of Planning and Community Development and the City Clerk's Office, the Roswell P. Flower Memorial Library and at the Watertown Housing Authority administrative offices. The CAPER was also available on the City's website. Also, on September 4, 2015, Staff issued a separate notice via email to all constituency groups and organizations identified in our Citizen Participation Plan, notifying them that the CAPER was available for review and comment. On September 21, 2015 at 7:30 p.m., the City Council held a public hearing on the draft CAPER. The City did not receive any comments on our draft CAPER.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During Program Year 2014, the City of Watertown did not make any changes in the program objectives of our CDBG Program.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

CITY OF WATERTOWN CITY COUNCIL  
245 WASHINGTON ST  
WATERTOWN NY 13601-3385

REFERENCE: 13580  
20333387 NOTICE OF PUBLIC HEA

Amy Schultz, of the Town of Brownville, County of Jefferson, being duly sworn, says that she is a Legal Representative of the Johnson Newspaper Corp., a corporation duly organized and existing under the laws of the State of New York, and having its principal place of business in the City of Watertown, New York, and that said corporation is the publisher of the WATERTOWN DAILY TIMES, a Newspaper published in the City of Watertown, Jefferson County, and State of New York, and that a Notice, of which the annexed is a printed copy, has been published regularly in the said Newspaper.

  
AMY SCHULTZ LEGAL REPRESENTATIVE

PUBLISHED ON: 09/04

AD SPACE: 92 LINE  
FILED ON: 09/04/15

**NOTICE OF PUBLIC HEARING AND AVAILABILITY FOR REVIEW FOR THE CITY OF WATERTOWN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR PROGRAM YEAR 2014**  
Notice is hereby given that under the provisions of 24 CFR 91.105(e) a public hearing will be held by the City Council of the City of Watertown, NY (the City) to solicit public comments on the City's Draft Program Year 2014 Consolidated Annual Performance and Evaluation Report (CAPER) for the City's Community Development Block Grant (CDBG) Program.  
The City Council will convene the public hearing on Monday, September 21, 2015 at 7:30 p.m. in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY.  
Notice is also given that under the provisions of 24 CFR 91.105(d) the City's Draft Program Year 2014 CAPER will be available for public review and comment from September 4, 2015 through September 21, 2015. The CAPER serves as the year-end summary report of the CDBG activities undertaken by the City during the most recent program year (July 1, 2014 through June 30, 2015).  
Full copies of the CAPER are available for public viewing at the City Clerk's Office or the City's Office of Planning and Community Development located at 245 Washington St., at the Roswell P. Flower Memorial Library located at 229 Washington St., and at the Watertown Housing Authority Offices located at 142 Mechanic St. A copy can also be viewed at the City's website, [www.watertown-ny.gov](http://www.watertown-ny.gov). Any interested person may also request that a free copy of the report be mailed to them.  
The location of the public hearing is accessible to people with disabilities. Any person requiring the services of an American Sign Language interpreter or the services of an English as a Second Language (ESL) interpreter should contact the City's Office of Planning and Community Development at the address, email address or phone number listed below at least two business days in advance so that appropriate arrangements can be made.  
To request a copy of the CAPER or to submit comments or questions, interested parties may contact the Office of Planning and Community Development by phone at (315) 785-7740, in person, by email at [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) or in writing to 245 Washington St., Watertown, NY 13601.

Sworn to before me this

10 day of Sept, 2015  
Paula K DeLong  
Notary Public

**PAULA K DELONG**  
**NOTARY PUBLIC-STATE OF NEW YORK**  
**No. 01DE6091238**  
**Qualified in Lewis County**  
**My Commission Expires April 28, 2019**



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2014  
WATERTOWN , NY

DATE: 09-29-15  
TIME: 15:50  
PAGE: 1

**PART I: SUMMARY OF CDBG RESOURCES**

|   |              |
|---|--------------|
| 01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR  | 0.00         |
| 02 ENTITLEMENT GRANT                                      | 796,173.00   |
| 03 SURPLUS URBAN RENEWAL                                  | 0.00         |
| 04 SECTION 108 GUARANTEED LOAN FUNDS                      | 0.00         |
| 05 CURRENT YEAR PROGRAM INCOME                            | 0.00         |
| 05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE) | 0.00         |
| 06 FUNDS RETURNED TO THE LINE-OF-CREDIT                   | 0.00         |
| 06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT              | 0.00         |
| 07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE                  | 264,540.66   |
| 08 TOTAL AVAILABLE (SUM, LINES 01-07)                     | 1,060,713.66 |

**PART II: SUMMARY OF CDBG EXPENDITURES**

|  |            |
|--|------------|
| 09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION | 278,022.97 |
| 10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT               | 0.00       |
| 11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)                       | 278,022.97 |
| 12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                               | 22,338.44  |
| 13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS                                | 0.00       |
| 14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES                                    | 0.00       |
| 15 TOTAL EXPENDITURES (SUM, LINES 11-14)                                       | 300,361.41 |
| 16 UNEXPENDED BALANCE (LINE 08 - LINE 15)                                      | 760,352.25 |

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

|  |           |
|--|-----------|
| 17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS | 0.00      |
| 18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING       | 0.00      |
| 19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES        | 78,022.97 |
| 20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT    | 0.00      |
| 21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)       | 78,022.97 |
| 22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)      | 28.06%    |

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

|   |         |
|---|---------|
| 23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION                         | PY: PY: |
| 24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION | 0.00    |
| 25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS                 | 0.00    |
| 26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)               | 0.00%   |

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

|   |            |
|---|------------|
| 27 DISBURSED IN IDIS FOR PUBLIC SERVICES                        | 0.00       |
| 28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR   | 0.00       |
| 29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR  | 0.00       |
| 30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS                   | 0.00       |
| 31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30) | 0.00       |
| 32 ENTITLEMENT GRANT  | 796,173.00 |
| 33 PRIOR YEAR PROGRAM INCOME                                    | 0.00       |
| 34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP                | 0.00       |
| 35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)                   | 796,173.00 |
| 36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)  | 0.00%      |

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

|  |            |
|--|------------|
| 37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION               | 22,338.44  |
| 38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR  | 0.00       |
| 39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR | 0.00       |
| 40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS                  | 0.00       |
| 41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40) | 22,338.44  |
| 42 ENTITLEMENT GRANT   | 796,173.00 |
| 43 CURRENT YEAR PROGRAM INCOME                                 | 0.00       |
| 44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP               | 0.00       |
| 45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)                  | 796,173.00 |
| 46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45) | 2.81%      |