



Community Development Block Grant (CDBG) Entitlement Communities Program

**Annual Action Plan
Program Year 2018**

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

Draft – May 16, 2018

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

This document represents the City of Watertown's Annual Action Plan for Program Year 2018 for the City's Community Development Block Grant (CDBG) Program. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan to start the program. In 2016, the City developed its first five-year Consolidated Plan, which was written in conjunction with the North Country Home Consortium's (NCHC) Consolidated Plan. The NCHC represents a three county area consisting of Jefferson, Lewis and St. Lawrence counties and receives annual funding from the HOME Investment Partnership program. This plan is the third Annual Action Plan that has been developed using the five-year Consolidated Plan that covers Program Years 2016-2020.

The City's 2016-2020 Consolidated Plan goals include neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, fair housing education, homeless assistance, support of public services and job support and creation. The plan was developed through extensive public outreach and citizen participation that included two public meetings, a public hearing and individual outreach to numerous partner agencies identified in our Citizen Participation Plan.

The City's 2016 Annual Action Plan emphasized the City's three primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership assistance. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps as well as owner-occupied and rental housing rehabilitation programs along with a homebuyer program.

The City's 2017 Annual Action Plan continued to emphasize the three primary goals while still supporting the City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps, owner-occupied and rental housing rehabilitation programs, a homebuyer program, a Fair Housing Education project and assistance to the Watertown City School District's Backpack program, among others.

For 2018, the City's Annual Action Plan will continue to emphasize two of the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. The City has not included a project for 2018 related to the Homeownership Assistance goal. The City still has funding available through the Homebuyer Programs that were included in our 2016 and 2017 Annual Action Plans which will continue to help address this

goal in the coming year. The City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support will also be addressed in our plan through a variety of projects, but at a much smaller funding level than the higher priority needs.

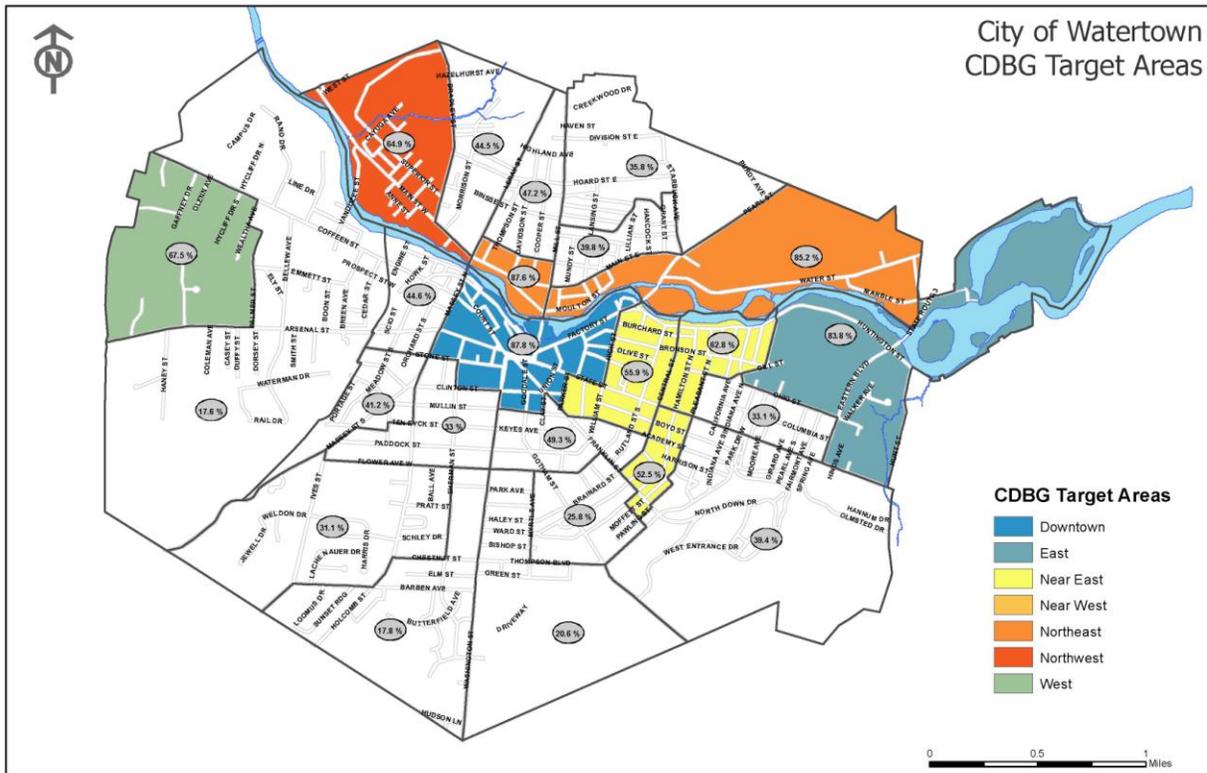
The projects that have been identified to fulfill our goals include an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, sidewalk reconstruction, playground improvements, construction of a bus shelter and demolition of a blighted structure. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, provide Fair Housing Education and assist the Watertown City School District's Food4Families (Backpack) program that helps feed families in need.

Planning and Administration will also be included in the plan and will consist of using CDBG funds to aid in the development of a Comprehensive Plan for the City. The City of Watertown recently received a grant from Empire State Development Corporation to fund a Comprehensive Plan for the City that will guide the City's development over the next 15-20 years. The City will use CDBG funds to complete the plan which will aid in the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan, which will be written soon after the completion of the Comprehensive Plan. The 2018 Annual Action Plan will also include funding for the overall administration of the CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

The City has decided to concentrate its CDBG Program for Program Year 2018 on three high priority needs; decent affordable housing, public infrastructure improvements and blight elimination. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and affordable housing rehabilitation. The City will also address several of our lower priority needs including fair housing education, support of public services and homeless prevention.

The City has identified six neighborhoods where the majority of the residents have low and moderate incomes (LMI) and have designated these areas as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. While our 2017 efforts focused on a single target area known as the Near East Target Area, the City's approach this year is to expand our reach to assist those in need. While our efforts will be slightly more widespread than last year, it is important to note that our target areas still make up a relatively compact geographic area, which is centered around downtown and extending to the northeast and northwest sides of the City. Many of our infrastructure improvements planned for 2018 will still occur in the Near East Target Area, while the housing rehabilitation programs will have a city-wide focus.



3. Evaluation of past performance

The City of Watertown is only in its fourth year of being a CDBG Entitlement Community so we have limited performance history to evaluate. The city has, however, participated in the Small Cities Community Development Block Grant (CDBG) program, first administered by HUD and then New York State, for over 35 years. The city has operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and there were a couple of economic development projects.

During the first four years as a CDBG Entitlement Community, the City has had success with the implementation of a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including sidewalk construction projects and the replacement of ADA ramps. Our owner-occupied and rental housing rehabilitation programs are now underway and we have assisted with the rehabilitation of two large multi-family housing developments. In addition, the City has worked to stop the spread of blight by demolishing two structures on the 100 Block of Academy St and has implemented several public service programs and projects.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2018 included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to

moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The citizen participation process also involved Staff participating in several meetings and phone calls to continue to seek input and discuss the needs of the community related to housing, infrastructure improvements, public services, homelessness and planning.

The City Council held a public hearing on March 5, 2018 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

After seeking this input, a draft Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period lasted from May 16, 2018 to June 15, 2018.

The citizen participation process was extremely beneficial as it identified several community needs that were previously unknown and allowed the City to develop its Annual Action Plan accordingly.

5. Summary of public comments

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations with individuals and organizations and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions and public facilities, improving transportation, improving neighborhoods and cleaning up blight. Specific project ideas suggested included improving the City's housing stock through owner occupied and rental rehab programs and including more sidewalk and other infrastructure improvements. Additionally a demolition project was proposed by the City Council to eliminate blight on the north side of the City at 549 Leray Street. Other specific project ideas included providing assistance to the Watertown City School District Food4Families Program and assisting the Points North Housing Coalition with the Point-In-Time Count of homeless in the area. As noted above, the City's 2018 Annual Action Plan was available for public comments during a 30-day public comment period that was held between May 16, 2018 to June 15, 2018. after a notice of the comment period was published in the *Watertown Daily Times*.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments that were received during the citizen participation process were considered in the preparation of the draft plan. The suggestions were reviewed for common and recurring themes to help establish priorities and goals. Many of the comments and project idea suggestions were incorporated into the City Annual Action plan, but there was one suggestion that was not accepted.

The suggestion not accepted was a request from Asbury United Methodist Church to provide CDBG assistance for planned renovations to the church. Renovations would include replacement of the roof,

façade repairs and other building improvements. While exterior work on the church is a worthwhile and laudable project, it is unlikely that the City could prove that it would benefit primarily low-to-moderate income persons. In addition, CDBG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities per Federal regulations. Therefore, the City is not recommending providing funding for this project.

As mentioned above, all of the comments and suggestions that were received were considered by the City and most of the specific project ideas were incorporated into our Annual Action Plan, except one that was deemed ineligible.

7. Summary

The City of Watertown's plan for our fifth year as an entitlement community in the Community Development Block Grant Program is to focus on three high priority needs; decent affordable housing, public infrastructure improvements and blight elimination. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and affordable housing rehabilitation. The City also plans to address several of our lower priority needs including fair housing education, support of public services and homeless prevention.

The projects that have been identified to fulfill the two primary goals include an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, demolition of a blighted building, sidewalk reconstruction and the construction of bus shelters. To accomplish our lower priority goals the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, provide Fair Housing Education and assist the Watertown City School District's Food 4 Families (backpack) Program that helps feed families in need.

Planning and Administration will also be included in the plan and will consist of funding for the completion of a Comprehensive Plan for the City that will guide the City's development over the next 10-15 years and will help inform the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan, which will be written soon after the completion of the Comprehensive Plan. The Annual Action Plan also includes funding for the overall administration of the program.

Unlike last year, the City does not plan to designate a specific Target Area as its focus area for Program Year 2018, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

Several of the proposed projects for 2018 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, Rental and Owner-Occupied housing rehab, Food 4 Families and the Comprehensive Plan will all have citywide benefits.

One of our public infrastructure projects will continue to focus on the Near East Target Area. The final phase of the Huntington Street Sidewalk Project, which began in preceding CDBG Program Years, will be completed with this funding.

PR-05 Lead & Responsible Agencies - 91.200(b)

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Department

Table 1 – Responsible Agencies

Narrative

The lead agency responsible for preparing the City of Watertown's Consolidated Plan and Annual Action Plans is the City of Watertown through its Planning and Community Development Department.

Consolidated Plan and Annual Action Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Watertown's consultation efforts included outreach to organizations and individuals throughout the community including citizens, municipal officials, the public housing authority, governmental agencies, non-profit agencies, economic development officials and the Continuum of Care. The City made initial contact via email with over twenty five organizations and solicited feedback with newspaper advertisements and through a public hearing prior to developing the plan. Following the initial email outreach, City Staff participated in several follow up meetings and conference calls with interested agencies and individuals and attended a work session meeting with the City Council to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies and unmet needs. This information was incorporated into the Consolidated Plan. Lewis County Opportunities administers the Housing Choice Voucher Program in the City and was also consulted while developing the Consolidated Plan and provided important information regarding the HCV program, number of households assisted, waiting lists and shortfalls in capacity. Both of the agencies were also contacted and were asked to provide input in the development of the 2018 Annual Action Plan.

Input from private and governmental health, mental health and service agencies were also sought through our outreach efforts described in the introduction. In addition, input was obtained as the City consulted with the Points North Housing Coalition (PNHC) which serves as the Continuum of Care for the City and Jefferson County. PNHC is comprised of a broad range of members including representatives from housing and health providers and mental health and service agencies. Staff has continued to attend quarterly meetings of PNHC and has joined the Point In Time (PIT) Committee and Strategic Planning Committee. The PIT Committee holds a monthly meeting via conference call and City Staff has regularly participated in these meetings, gaining valuable information and knowledge that will help in the development of this plan. The Strategic Planning Committee was recently formed with the intent of writing a three year plan to identify the goals and objectives of the Coalition.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith based organizations, hospitals and medical service providers, veteran services, other non-profits and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination and the input the City received, particularly regarding homelessness needs, was extremely valuable as the City developed this Annual Action Plan.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

This section is not applicable as the City of Watertown does not receive ESG funds and is not responsible for the administration of HMIS.

2. Agencies, groups, organizations and others who participated in the process and consultations

See Table 2 below for a list of Agencies, groups, organizations and others who participated in the process and consultations.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ACR Health
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
2	Agency/Group/Organization	City of Watertown Advantage Watertown
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing and economic development. Initial contact was made to the members of Advantage Watertown via email on March 5, 2018. Planning Staff then gave a presentation to the members on March 8, 2018, asking for additional input on the 2018 program. Members were asked to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Members felt very strongly that projects should focus on neighborhood revitalization.

3	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
5	Agency/Group/Organization	Development Authority of the North Country (DANC)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. Contact was also made via email on March 3, 2018 asking for additional input on the upcoming program.
6	Agency/Group/Organization	JEFFERSON COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
7	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
8	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
9	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
10	Agency/Group/Organization	LEWIS COUNTY OPPORTUNITIES, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
11	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was also made via email on March 3, 2018.
12	Agency/Group/Organization	NEIGHBORS OF WATERTOWN
	Agency/Group/Organization Type	Housing Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Neighbors of Watertown is the subrecipient for the City's CDBG housing programs. Regular contact is made with them on the status of those projects as well as future needs. Numerous meetings were held and emails exchanged to discuss the 2018 program and needs for the coming year.
13	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
14	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.

15	Agency/Group/Organization	Town of Pamelaia
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
16	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
17	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
18	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders

	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
19	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
20	Agency/Group/Organization	Lucy's House
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
21	Agency/Group/Organization	North Country Family Health Center
	Agency/Group/Organization Type	Services-Health

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
22	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
23	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
24	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
25	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
26	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly attends the Points North Housing Coalition meetings. Once again this year, the City received a request for assistance in a joint Point in Time outreach and education initiative. The initiative would involve a small marketing campaign consisting of television and newspaper advertisements in the weeks preceding the annual Point in Time Count of the homeless population. The advertising would raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of the PIT events being sponsored by the PNHC. It would also offer those attending a chance to find out about homeless services in addition to being included in the PIT count.
27	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
28	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.
29	Agency/Group/Organization	Salvation Army
	Agency/Group/Organization Type	Services-homeless

What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 3, 2018.

Identify any Agency Types not consulted and provide rationale for not consulting

The City compiled an extensive outreach list and contacted each of agencies on the list via email. A public hearing was also advertised and held providing the opportunity for the agencies, citizens and other interested parties to comment on the plan. All parties were invited to submit information directly to the City for inclusion in the plan. No organizations or individuals were deliberately omitted from the consultation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for the City of Watertown's CDBG 2018 Annual Action Plan included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

On the evening of February 12, 2018, the City Planning Department made a presentation to the City Council during a work session. The purpose of the presentation was to update the Council members on CDBG accomplishments over the past year, and to encourage participation in the planning process for the City's Community Development Block Grant program 2018 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, and encouraged the Council members to share their ideas and help identify priorities and areas of concern. The Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. There was also discussion held on whether CDBG funds could be used for economic development programs, but no specific ideas were offered.

Three weeks later, the City Council held a public hearing on March 5, 2018 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. There was no public participation at the meeting; however one of the City Council members expressed interested in using the CDBG funds to complete as much infrastructure work within the City as would be possible.

Along with the initial outreach and the public hearing, the City participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning. After seeking this input, the City published a draft Annual Action plan and held a 30-Day public comment period.

The citizen participation process was extremely beneficial as it identified some community needs that were previously unknown and reinforced findings from previous years' public meetings. This allowed the City to develop its Annual Action Plan accordingly.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Local Public Agencies	On March 3, 2018, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Annual Action Plan. The email requested input, either by email, by phone, in writing or in person, on the City's needs and the community's desires relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning. The email also notified the recipients that a public hearing had been scheduled for March 5, 2018. Over 25 agencies were contacted as part of this outreach effort.	The City received comments from two agencies; Northern Regional Center for Independent Living and the Watertown Urban Mission. The Urban Mission suggested enhancing the current Fair Housing program to include more tenant based education programs, such as workshops, videos, brochures and other materials educating tenants on their rights and who to talk to if they feel they've been violated. The Center for Independent Living suggested a modification in the City's Complete Streets Policy to design streets for those in wheelchairs or who may ambulate differently. Specifically, they would like to see Watertown stop using the stamped concrete that is shaped like bricks, or other textured surfaces such as cobblestones because it makes it difficult for those users to traverse.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	City Council Work session	Members of City Council and meeting attendees	On the evening of February 12, 2018, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2018 Annual Action Plan. Attendance included City Council members, the City Manager, City Clerk and various City staff.	The City Council felt that the housing programs that have been funded in the past have done a great job to update the City's aging housing stock and help low income people to have decent and affordable housing. They also suggested that consideration be placed on using funds for Economic Development; however staff reminded them that most Economic Development in the City is funded through the Watertown Local Development Corporation.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/ broad community	On the evening of March 5, 2018, City Council held a public hearing in Council Chambers at City Hall to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.	A Council Member suggested using at least 30% of the funds on infrastructure. Staff reminded Council that while infrastructure is an eligible use of funds, spending must also be done in accordance with the 5 Year Consolidated Plan, and that radical shifts in priorities or large changes in funding allocations may require a plan amendment.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Advisory Board	Citizen Community Leaders	On March 8, 2018, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public-sector community leaders that serve as an advisory board to the City Council. Staff requested input from members on the program. Approximately 15 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the projects proposed for the 2018 Annual Action Plan.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

Introduction

The City of Watertown is receiving funds from the CDBG program as an Entitlement Community for the fifth year. The City has been notified by HUD that the annual allocation for our CDBG Program will be \$910,226.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$910,226	0	0	\$910,226	1,800,000	This is the City's annual allocation from HUD for the CDBG program. Years 4-5 assume funding levels of \$900,000 per year.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

These funds will leverage private equity and financing when used for one of the housing rehabilitation programs. When used for larger housing projects, state and other federal funds will also be leveraged. No matching funds are required.

The Comprehensive Plan Project will leverage grant funding from the New York State Empire State Development Corporation.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Property currently owned by the City will be evaluated for potential improvement and use as neighborhood public facilities or housing for low and moderate income persons. Occasionally, the city obtains property through tax foreclosure. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination.

Discussion

The City of Watertown will be starting its fifth year as an Entitlement Community under the CDBG program. The city still has unspent funds from the previous years but expects to continue to draw down that funding and complete several projects by the end of Program Year 2018. For 2018, the City expects to be awarded \$910,226 in CDBG Entitlement funding from HUD.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2016	2020	Non-Housing Community Development	Near East	Public Infrastructure Improvements Blight Elimination	CDBG: \$369,526	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1568 Persons Assisted Buildings Demolished: 1 Building
2	Affordable Housing Rehabilitation	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing	CDBG: \$400,0000	Rental units rehabilitated:6 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit
3	Fair Housing Education	2016	2020	Fair Housing	Downtown Near East East Northeast Northwest West	Fair Housing Education	CDBG: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Homeless Assistance	2016	2020	Homeless	Downtown Near East East Northeast Northwest West	Homeless Prevention	CDBG: \$8,200	Homelessness Prevention: 10 Persons Assisted
5	Public Services Support	2016	2020	Non-Homeless Special Needs	Downtown Near East East Northeast Northwest West	Support of Public Services	CDBG: \$5,500	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted
6	Planning and Administration	2016	2020	Planning and Administration	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$122,000	Other: 1 Other

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low and moderate income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Examples of public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, utilities, neighborhood facilities, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low and moderate income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Fair Housing Education
	Goal Description	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.
4	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness.

5	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community.
6	Goal Name	Planning and Administration
	Goal Description	Planning and administration of the grant.

Table 7 – Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2018, the City plans to address two of the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. The City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support will also be addressed in our plan through a variety of projects, but at a much smaller funding level than the higher priority needs.

The City has identified the following projects to fulfill the two primary goals that the City plans to address this year: an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, sidewalk reconstruction, playground improvements, construction of bus shelters and demolition of a blighted structure. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, provide Fair Housing Education and assist the Watertown City School District's Food4Families program that helps feed families in need.

Planning and Administration will also be included in the plan and will consist of using CDBG funds to aid in the development of a Comprehensive Plan for the City that will guide the City's development over the next 10-15 years. The 2018 Annual Action Plan will also include funding for the overall administration of the CDBG Program.

#	Project Name
1	Owner-Occupied Housing Rehabilitation 2018
2	Rental Housing Rehabilitation Program 2018
3	Near East (Huntington St.) Sidewalk Project - Phase 4
4	Academy Street Playground Improvements
5	Demolition of 549 Leray Street
6	Bus Shelter Installation 2018
7	Point-In-Time Outreach and Education Initiative 2018
8	Fair Housing Education Project 2018
9	Food4Families 2018
10	Comprehensive Plan
11	Program Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In developing the projects for our Annual Action Plan, the City put the most emphasis on the two highest-priority needs that were identified during our citizen participation and outreach initiatives. The two highest-priority needs that were identified include neighborhood stabilization and revitalization and affordable housing rehabilitation. Approximately 85% of our available funding for this program year has been allocated to address these top priorities. The remaining funding will be used for planning and administration and to address our lower priority needs of fair housing education, supporting public services and homeless assistance.

AP-38 Project Summary

Project Summary Information

1	Project Name	Owner-Occupied Housing Rehabilitation Program 2018
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$250,000
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4 unit owner-occupied properties within the City.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 10 low to moderate income families will be assisted with 2018 funds.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their 1-4 unit homes.

2	Project Name	Rental Housing Rehabilitation Program 2018
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$150,000
	Description	The Rental Rehabilitation Program will provide rehabilitation assistance to substandard renter occupied properties within the City.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 6 low to moderate income families will be assisted with this program.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	Grants and/or loans will be offered to property owners to rehabilitate their rental units.

3	Project Name	Near East (Huntington St.) Sidewalk Project - Phase 4
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$200,000
	Description	<p>Phase 4 of sidewalk reconstruction will consist of approximately 1280 linear feet of sidewalks on the south side of the 800-1100 blocks of Huntington Street between Rutland Street N and McClelland Street, as well as working to complete 860 feet of sidewalk reconstruction on the North Side of the 1000-1100 blocks of Huntington between Hamilton Street N and California Avenue N. Following Phase 4 reconstruction efforts, approximately 20 trees will be planted along this stretch of Huntington Street, in an effort to address the need for green space and lack of tree cover along Huntington Street.</p> <p>The Near East (Huntington St.) Sidewalk Project – Phase 3 consists of sidewalk reconstruction along the 700 block of Huntington Street between Lee Street and Rutland Street N. The intent of the project is to improve pedestrian infrastructure in this area by reconstructing 560 linear feet of existing sidewalks, currently in deteriorated conditions, to provide safe and ADA accessible passage. Phase 3 is expected to be completed in 2018.</p> <p>Phase 2 of the project occurred along the 1100-1200 blocks of Huntington Street between McClelland Street and Michigan Avenue N. Due to unforeseen issues with surface level bedrock, 880 linear feet of sidewalk in extremely poor condition was reconstructed as part of Phase 2.</p> <p>Phase 1 of the project occurred along the 1300-1600 blocks of Huntington Street and eliminated a gap in the sidewalk network. Completion of all phases will provided easier and improved accessibility to nearby river parks and the greater pedestrian network.</p>
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 355 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Groups and the LMI percentage for the Block Groups that the project covers.

<p>Location Description</p>	<p>Phase 4 sidewalk reconstructions will occur along the 800-1100 blocks of Huntington Street between Rutland Street N and California Avenue N. This area is located in Census Tract 621, Block Group 2 and Census Tract 612, Block Group 3. Census Tract 621, Block Group 2 is characterized as having a low to moderate income population of 55.9 percent and Census Tract 612, Block Group 3 is characterized as having a low to moderate income population of 62.8 percent.</p>
<p>Planned Activities</p>	<p>In Phase 4 activities, The City is proposing the reconstruction of approximately 2,140 linear feet of sidewalk. 1280 linear feet of sidewalks on the south side of the 800-1100 blocks of Huntington Street between Rutland Street N and McClelland Street, as well as working to complete 860 feet of sidewalk reconstruction on the North Side of the 1000-1100 blocks of Huntington between Hamilton Street N and California Avenue N. Approximately 20 trees will be planted along this stretch of Huntington Street, in an effort to address the need for green space and lack of tree cover along Huntington Street.</p>

4	Project Name	Academy Street Playground Improvements
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$95,000
	Description	The Academy Street Playground Improvements consists of the replacement of a dilapidated playground structure that is ADA accessible and compliant with playground safety standards. The project will also include improvements to the playground property including the reconstruction of sidewalks, installation of site amenities such as benches and picnic tables, signage and tree planting.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 328 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families with children in the Block Groups and the LMI percentage for the Block Groups that make up the service area for the Academy Street playground.
	Location Description	<p>The Academy Street Playground is located in Census Tract 621, Block Group 3, which is characterized as having an LMI population of only 49.3 percent. However, the playground is located near the confluence point of all three block groups that make up Census Tract 621, and its service area reasonably includes large parts of all three block groups.</p> <p>Census Tract 621, Block Group 1 is characterized as having an LMI population of 87.8 percent and Census Tract 621, Block Group 2 is characterized as having an LMI population of 55.9 percent. Based on the LOWMOD totals and aggregate LOWMOD Universe for the Census Tract, the City estimates an LMI percentage of 62.5 percent for the playground's service area.</p>
	Planned Activities	Improvements consist of the replacement of a dilapidated playground structure with one that is ADA compliant and meets all current playground safety standards. The project will also include improvements to the playground parcel including the reconstruction of sidewalks, installation of site amenities such as benches and picnic tables, signage and tree planting.

5	Project Name	Demolition of 549 Leray Street
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$40,000
	Description	This project will involve the demolition of a blighted structure located at 549 Leray Street on the City's north side. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	The project will take place at 549 Leray Street.
	Planned Activities	One residential building located on the parcel will be demolished.

6	Project Name	Bus Shelter Installation 2018
	Target Area	Downtown Near East East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$34,526
	Description	This project consists of installing two new bus shelters along the Watertown CitiBus System's A-1 route, which connects the East and Near East Target Areas to downtown Watertown.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 213 low to moderate-income families will benefit from the proposed activities. The primary beneficiaries will be residents that live within walking distance of the proposed shelters.
	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 at the boundary of the East and Near East Target Areas in the vicinity of Mountaineer Estates, a large multifamily apartment complex.
	Planned Activities	The City proposes to install two new bus shelters along the A-1 Bus Route. This particular bus route stops at several multifamily apartment complexes, community nonprofits, shopping destinations and religious institutions within the East and Near East Target Areas. It also connects these Target areas to downtown Watertown.

7	Project Name	Point-in-Time Outreach and Education Initiative 2018
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$8,200
	Description	The Point-In-Time Outreach and Education Initiative involves the implementation of a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2019, in the weeks preceding the annual Point-In-Time (PIT) Count of homeless. The PIT Count is conducted annually by the Points North Housing Coalition (PNHC). The advertising campaign would raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to being included in the PIT Count.
	Target Date	1/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that ten homeless families will be assisted through this project.
	Location Description	The project will take place throughout the City of Watertown.
Planned Activities	A small marketing campaign consisting of television, radio, newspaper and internet advertising will be conducted in advance of the annual Point-in-Time (PIT) count. The PIT is done by the Points North Homeless Housing Coalition (PNHC) to count the number of persons homeless on the HUD selected date in January. The advertising campaign will raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to be included in the PIT count.	

8	Project Name	Fair Housing Education Project 2018
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$5,000
	Description	The City of Watertown proposes to undertake a Fair Housing Education Project aimed at informing citizens of their Fair Housing rights and educating staff. This informational campaign will include, but not necessarily be limited to advertising and outreach, as well as in-person and/or online teaching sessions. Lack of knowledge of Fair Housing rights on the part of both tenants and housing providers was identified as an impediment in the City's Analysis of Impediments to Fair Housing. This education and outreach program will help to increase awareness and understanding of Fair Housing rights in the community.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.

9	Project Name	Watertown City School District Food 4 Families Program 2018
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$5,500
	Description	This project will provide funding for the Watertown City School District (WCSD) backpack program, Food 4 Families. The Program provides impoverished children and their families with a backpack full of food each Friday so they have food to eat over the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of the program include improving scores, attendance, graduation rates, etc. . The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 16-17, the school district reported 68% of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 35 low to moderate income families will be assisted through this program, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School.
	Planned Activities	The Watertown City School District Food 4 Families Program will provide food for approximately 35 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.

10	Project Name	Comprehensive Plan
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$72,000
	Description	The City of Watertown proposes to apply CDBG funds towards the preparation of a Comprehensive Plan, which will be the first in the City's history.
	Target Date	11/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This project will take place throughout the City of Watertown.
	Planned Activities	The City will use CDBG funds as part of its required local match for an Empire State Development (ESD) Strategic Planning and Feasibility Studies Grant for the creation of a Comprehensive Plan.

11	Project Name	Program Administration
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$50,000
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This covers wherever the CDBG funds will be spent.
	Planned Activities	The City will administer the CDBG Program.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City does not plan to designate a specific Target Area as its focus area for Program Year 2018, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

Several of the proposed projects for 2018 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, Rental and Owner-Occupied housing rehab, Food 4 Families and the Comprehensive Plan will all have citywide benefits.

The Bus Shelter Installation project will continue to focus on the CitiBus system's A-1 bus route, connects the East and Near East Target Areas to downtown Watertown and stops at several multifamily apartment complexes, community nonprofits, shopping destinations and religious institutions within these Target Areas. The Sidewalk Project will also continue to focus on the Near East Target Area, with the goal of completing the Huntington Street sidewalk construction that began in preceding CDBG Program Years.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	9
Near East	39
East	22
Northeast	4
Northwest	22
West	4

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

In Program Year 2017, the City decided to focus on the Near East Target Area in an effort to make our CDBG Program efforts more impactful and visible. This year, the City will select projects based upon maximum impact.

In addition, Neighbors of Watertown, the City's subrecipient responsible for implementing the Owner-Occupied and Rental Rehabilitation Programs, has a long waitlist of applicants for this assistance. Many applicants have been on this list for over a year or more, and position on the waitlist will take precedence over geographic location when selecting recipients of this assistance.

Discussion

Although the City will not designate a focus area for PY 2018, the City anticipates spending the majority of funds in the Near East, East and Northwest Target Areas, as these are where the City has identified the most impactful potential projects.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

CDBG funded activities for this program year will address the following:

Actions planned to address obstacles to meeting underserved needs

The City's owner-occupied and rental rehabilitation housing programs will help to improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it. The Food4Families Program will provide food to students and families in some of the City's poorest areas.

Actions planned to foster and maintain affordable housing

The owner-occupied and rental rehabilitation housing programs will also help to maintain affordable housing in the community. The owner-occupied program will help rehabilitate ten homes, while the rental rehabilitation program will help rehabilitate six housing units.

Actions planned to reduce lead-based paint hazards

The housing rehabilitation programs mentioned above will also serve to mitigate and remove lead based paint hazards.

Actions planned to reduce the number of poverty-level families

Housing rehabilitation will help to reduce the cost of living for poverty level families.

Actions planned to develop institutional structure

The City of Watertown Planning and Community Development Department 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 Planning and Community Development Department, 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 department is not left in a difficult position in the event of staff changes.

Planning Staff has also involved members of the City's GIS Department in spatial analyses related to planning efforts for the CDBG program. The GIS Department has undergone significant turnover in the last 12 months. Planning Staff will work closely with new GIS Staff to educate them about the CDBG program so that the GIS Department can continue to contribute to the City's administration of the CDBG program.

Actions planned to enhance coordination between public and private housing and social service agencies

As part of our 2018 Annual Action Plan, the City is collaborating with the Points North Housing Coalition on the Point-In-Time Outreach and Education Initiative to bring awareness to and to help end homelessness in the community. The City will also collaborate with CNY Fair Housing to deliver a Fair Housing Education Project during the 2018 Program Year. The City will continue to strive to find ways to help improve cooperation between the public and private entities that comprise its partner organizations.

Discussion

In addition to the actions listed above, the City will direct funding toward infrastructure replacement and new infrastructure construction, including new sidewalks, a playground and bus shelters. The City also proposes to apply CDBG funding towards creating a Comprehensive Plan for the City of Watertown. This is a crucial project, as the City has never had a Comprehensive plan in its history. Completing and adopting a Comprehensive Plan will assist the City in furthering all its CDBG goals.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Since the City only recently became an Entitlement Community under the CDBG program and just started implementing our housing programs that generate program income, we do not have any program income to report in this section.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	82.00%

Discussion

We expect that approximately 82 percent of the available funds for the program year will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2018.