Community Development Block Grant

Entitlement Communities Program

Consolidated Annual Performance Evaluation Report

Program Year 2017-2018

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

Draft – September 1, 2018

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 2017 was the fourth year the City of Watertown (City) 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). It was also the second year of our 5-year Consolidated Plan that covers Program Years 2016-2020. Staff continued to make significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan. Now that staff has had time to become familiar with the program regulations and requirements, this year was focused on getting all projects from previous program years underway and in some cases, completed. Environmental reviews for almost all projects have been completed as well.

The City's current strategic plan identifies several high priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, economic development, fair housing education, targeted public services and homeless prevention. These needs are addressed by several goals including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, job support and creation, fair housing education, supporting public services and homeless assistance.

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.

Staff continues to make significant accomplishments in carrying out our Strategic Plan and Annual Action Plan. The sidewalk program continued to progress as the City implemented Phase 2 of the Near East and East Target Area Sidewalk Construction Project. The City also continued work on the ADA Accessible Sidewalk Ramp Construction Project. Additionally, the Point-In-Time Count Outreach and Education Initiative and Watertown City School District Food for Families programs were both completed for another year, helping low income families with homelessness prevention and access to food. Signification progress was also made on the owner-occupied and renter occupied rehabilitation programs, addressing the City's goal of providing decent affordable housing for low income residents. Further discussion on the City's progress in each of the programmatic areas is below.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in our 2014 -2017 Annual Action Plans. In **PY 2014**, three projects were planned to accomplish this goal, two of which were previously completed. The City completed the third project, a blight removal project, during PY 2017. Under this project, the City demolished two blighted residential properties at 158 and 166 Academy Street, located just south of the City's Downtown Target Area. One of the buildings was a four-unit residential property and the other was a single family home. The City had acquired both of the properties for back taxes. The properties were in very poor condition and the

house at 158 Academy Street was full of black mold contamination, which presented a threat to the public.

In our **PY 2015 Annual Action Plan,** the City proposed four projects to accomplish the goal of Neighborhood Stabilization and Revitalization, one of which has been previously completed. The other projects included a sidewalk project, an ADA ramp replacement project and a playground improvement project. The Near East and East Target Area Sidewalk Construction Project Phase 1 started in PY 2015 and continued in PY 2016 and 2017. Accomplishments in PY 2017 included the completion of a short trail section during the fall of 2017 along with the installation of a midblock crosswalk. This work had been delayed due to a conflict with a failing section of storm-sewer pipe. The storm-sewer pipe was repaired early in the fall of 2017 and the last section of the trail was paved. This addition completes and connects Phase 1 of the project to Phase 2 which begins at the corner of Huntington Street and Michigan Avenue North. Now that Phase 1 of the project is complete, nearby residents have improved access to Waterworks Park in addition to the City sidewalk network. The intent of the project was to fill in notable gaps in the pedestrian infrastructure by constructing sidewalks where none currently exist. The project allowed the City to help address an important Non-Housing Community Development need identified in our Consolidated Plan which is to ensure pedestrian safety by assisting with the construction of sidewalks where there are gaps in the system.

One PY 2015 project that was not initiated was the proposed Near East Target Area Playground Improvement Project. The project will include upgrading the North Hamilton Street Playground with new playground equipment. The project was put on hold as the City had to amend its Annual Action Plan for PY 2015 and reallocate funding for the various projects. It is now anticipated that the project will be completed during PY 2018.

The City completed the ADA Accessible Ramp Construction Project Phase 1, which it began implementing in PY 2015. Altogether, the City constructed 25 new accessible ramps in locations where either none previously existed or where the existing ramps did not comply with the current ADA PROWAG requirements. The project helped the City meet an important non-housing community development need identified in the City's Consolidated Plan, which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled by installing the accessible ramps. The City's Department of Public Works (DPW) performed the work in various locations throughout the City.

At the beginning of the program year, City crews had installed 21 of the 25 ADA ramps. City Crews installed an additional four ADA ramps during PY 2017 to complete the project.

In our **PY 2016 Annual Action Plan,** the City proposed four projects to accomplish the goal of Neighborhood Stabilization and Revitalization, including two sidewalk projects, an ADA ramp replacement project and a bus shelter replacement and improvement project. The Near East (Huntington St.) Sidewalk Project-Phase 2 consists of continued sidewalk reconstruction along Huntington Street. Construction began in PY 2016 with City DPW crews being able to reconstruct sidewalks along the south side of Huntington Street, between Michigan Avenue N and Indiana Avenue

North. In PY 2017 work continued with City DPW crews reconstructing the sidewalks between Indiana Avenue North and McClelland Street. The objective of the project was to improve pedestrian infrastructure in this area by reconstructing sidewalks in an effort to provide safe and ADA accessible pedestrian movement. The first phase of sidewalk construction on Huntington Street occurred along the 1300-1600 Blocks of Huntington Street and eliminated a gap in the sidewalk network. Phase 2 of the Near East (Huntington Street) Sidewalk Project continued sidewalk improvements to the sidewalk network within Watertown's Near East target area. The improvements have increase pedestrian accessibility to nearby Waterworks Park located to the east of the target area.

Phase 3 of sidewalk construction will take place in Fiscal Year 2018-2019 effectively connecting the once vulnerable pedestrian network to nearby Waterworks Park located to the east of the project area and Factory Square Park located to the west.

During PY 2017 the City also completed the WHA Meadowbrook Apartments Sidewalk Reconstruction Project. The project involved the reconstruction of sidewalk ramps and sidewalks at Meadowbrook Apartments along Walker Avenue and Burns Avenue. The project replaced substandard sidewalk sections and created accessible routes of travel along the streets and from the parking areas to the various buildings and apartment units. During PY 2017, the construction, which was overseen by the WHA, was completed.

Work continued on the ADA Accessible Ramp Construction Project Phase 2 in PY 2017. The project scope consists of constructing 12 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. At the beginning of the program year, City crews had installed four of the 12 ramps. City crews installed an additional four ramps during PY 2017, bringing the total completed to eight.

Although the City has only eight of the 12 proposed ramps completed, the City may need to amend the scope of this project to eliminate the remaining four. The project is already 25 percent over budget with eight of ADA 12 ramps installed. The City will first look to see if it can re-purpose unused funds from another project, such as the Bed Bug Education and Prevention project, to fund the final four ADA ramps. If it cannot, however, the City will eliminate them from this project and look to complete them as part of a future ADA ramp project phase.

Work also began on the Bus Shelter Replacement and Improvements Project during PY 2017. City crews replaced a dilapidated and undersized bus shelter located on Superior Street near the Kelsey Creek apartment complex. The City purchased the new shelter with CDBG funds. The remaining facet of this project consists of constructing two ADA sidewalk ramps that comply with the current ADA PROWAG requirements. This will provide an accessible route of travel from the east side of the street, adjacent to the apartment complex, to the west side of the street where the shelter is located. The City expects this ADA ramp work to occur during PY 2018, thus completing the project.

In our **PY 2017 Annual Action Plan,** the City proposed four projects to accomplish the goal of Neighborhood Stabilization and Revitalization, including a demolition project, a sidewalk project, an ADA ramp replacement project and a bus shelter replacement and improvement project. For the 2017 Program Year, the City decided to focus its efforts on the Near East Target Area. Work began on the Near East Target Area Demolition Project with the completion of the environmental review. The project involves the demolition of three blighted structure on the property located at 715 State Street. It is anticipated that the bid specifications will be complete, the project will be let for bid and the demolition of the three structures will occur by the end of the 2018 calendar year.

Work also began on the Bus Shelter Installation and Replacement 2017 Project. City crews installed one of two bus shelters proposed in the project scope, a dilapidated and undersized bus shelter located on Huntington Street near the Huntington Heights apartment complex. The City purchased the new shelter using CDBG funds. The City expects to install the other bus shelter, which will be located on State Street adjacent to the Salvation Army (in a service area that did not previously have a bus shelter) during PY 2018, thus completing the project.

Construction work on the Near East (Huntington St.) Sidewalk Project-Phase 3 was not started during the program year. However, the environmental review for the project was completed and the City's Engineering Department began work on preparing plans and specifications for the project. The project will be let for bid early in PY 2018, with work occurring thereafter.

The ADA Accessible Ramp Construction Project Phase 3 was not started in PY 2017. With crews still working on completing Phase 2 of this project as noted above, the project was not able to be started prior to the end of the program year. Work on Phase 3 will begin in PY 2018.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2014, 2015, 2016 and 2017 Annual Action Plans, including several Owner-Occupied and Rental Housing Rehabilitation Programs. **In PY 2014**, three projects were planned to accomplish this goal, two of which have been previously completed. The third project was the 2014 Rental Rehabilitation Program which is now well underway. Neighbors of Watertown (NOW), the City's subrecipient for this program, began sending out applications to landlords on the waiting list and started to develop potential projects during PY 2016. Since the beginning of PY2017, all of the Rental Rehabilitation money has been committed to projects. There are a total of five projects, consisting of 11 total units of rental housing. Three of the projects were completed during PY2017 and it's expected that the remaining two will be completed early in PY2018.

In PY 2015, two projects were also planned to accomplish this goal. The 2015 Owner-Occupied Housing Rehabilitation Program was initiated in PY 2016 as the City completed the environmental review for the project and entered into a subrecipient agreement with NOW. The City budgeted $370,000 toward this program. During PY 2017, 11 projects were approved by the City's Project Review Committee and

construction began. A total of $195,700 in CDBG funds was spent toward the 11 projects plus an additional 2 projects that were approved the previous program year. A total of 8 projects were completed during PY2017, and the remaining 5 were under construction and slated for completion in the fall of 2018. The City anticipates the program funding to be fully expended by the fall of 2018.

The City continued to make progress on the PY 2015 Rental Housing Rehabilitation Program. The City completed the environmental review and entered into a subrecipient agreement with NOW in December 2016. NOW has started identifying property owners who are interested in participating in the program. During PY 17, the applicant list was being finalized, formal application(s) will be completed and approved and construction will begin. It is anticipated that this $120,000 project will be completed in early 2019.

In the PY 2016 Annual Action Plan, two projects were planned to accomplish the City's Affordable Housing Rehabilitation goal. The 2016 Black River Apartments Project was nearly completed in PY2016. Several of the buildings were completely rehabilitated by the end of 2017 with the remaining scheduled to be completed by the end of 2018.

The City also made significant progress on the 2016 Owner-Occupied Rehabilitation program. By the end of PY 2017, ten properties, totaling 13 units had been identified. Five of those projects were under construction by the end of the program year, and the other five properties were still going through the approval process. It is expected that all of the funding allocated for this project will be spent for this project by the end of 2018.

The **PY 2017** Annual Action Plan included an Owner-Occupied Rehabilitation project and Rental Rehabilitation projects as well. As work is still underway on the PY2015 and PY2016 owner-occupied and rental rehabilitation projects, the PY 2017 projects were just getting started by the close of the program year. The environmental reviews have been completed, the sub-recipient agreements have been adopted and signed, but no projects have been identified for the programs. It is anticipated that the program funds will be fully spent before the close of PY 2018.

Goal 3. Homeownership Assistance

In PY 2016 and PY 2017, one project was planned for each year to accomplish the City's goal of providing homeownership assistance. The 2016 Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for homeownership throughout the City. The City made progress during PY 2017 by identifying two first time homebuyers and assisting them with the purchase of their homes. CDBG funds were used to help with down-payment assistance, totaling $49,610 for both projects. It is anticipated that the remainder of the project funds will be spent prior to the end of PY 2018. NOW is continuing to identify income eligible residents interested in purchasing a home within the City of Watertown. Once the PY 2016 funds have been disbursed, the City will begin work on the 2017 Homebuyer Program. The environmental review will be completed during the first part of PY 2018, with projects being identified and funds spent by the end of 2019.

Goal 4. Fair Housing Education

The City entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to act as the City's qualified Fair Housing Enforcement Agency. This contract and all of its associated activities represent the implementation of the 2016 Fair Housing Education Project that the City included in its PY 2016 Annual Action Plan. The contract period ran from January 1, 2017 to December 31, 2017. The scope of services included Fair Housing Education and Marketing as well as complaint intake. CNY Fair Housing conducted training sessions geared toward landlords and service providers on October 18, 2017 at the Dulles State Office Building, completing the education component. The marketing component consisted of billboards and other advertisements that CNY Fair Housing bought in the City of Watertown. Finally, CNY Fair Housing is now acting as the City's Qualified Fair Housing Enforcement Agency, and has the authority to investigate complaints and provide legal representation to victims of discrimination in any case where CNY Fair Housing determines that discrimination has occurred.

The City renewed its MOU with CNY Fair Housing for PY 2017, representing the implementation of the Fair Housing Education Project 2017. The scope is largely identical to the above description for PY 2016, except with a smaller funding amount. CNY Fair housing will conduct training sessions on October 12, 2018 at the Watertown Urban Mission. As part of the change in venue this year, the Urban Mission will promote the sessions among those people they assist on a regular basis, in an effort to draw tenants to attend the sessions, in addition to landlords and service providers.

Goal 5. Homeless Assistance

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. In an effort to continue to develop innovative strategies to address homelessness in the region and specifically expand and improve its outreach and methodology for counting the homeless, PNHC organized five "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Home of Your Own events as successful as possible, the PNHC and the City of Watertown implemented the 2018 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a television marketing campaign was created, that included producing commercials that ran from January 8 to 25, 2018 preceding the PIT Count on January 25, 2018. The commercials' message targeted the region's non-traditional homeless population, and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

PNHC aired the commercials on four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The commercials ran for two weeks, beginning on January 8, and aired a total of 394 times.

A sixty second radio ad was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 101 spots that were on the air between January 15 and January 25, 2018.

The five Homeless No More open houses helped a total of 96 people. Forty of them identified themselves in Emergency Shelters, 50 of them were in transitional shelters, and the remaining 6 were unsheltered on that date. Through the survey data, it was possible to determine that 28 of the attendants were female and 68 were male. While it is difficult to track attendees' movements once they leave the open house and therefore difficult to determine those who were provided Continuing Access to a Service or Benefit or Improved Access to a Service, this report assumes that the attendees who filled out a PIT Count survey were able to access new or existing services as they were provided information on how to do so.

Goal 6. Public Services Support

A project that was identified in the City's PY 2017 Annual Action Plan to accomplish the goal of Public Services Support was the Watertown City School District Food for Families Program. This project was completed during PY 2017 and provided funding for the Watertown City School District (WCSD) Food for Families Program. The Backpack Program provided under-resourced children and their families with a backpack full of food each Friday so they had food for 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 used $5,100 in CDBG funding to purchase food from the Central New York Food Bank, which provided enough to fill approximately 834 backpacks and feed 21 families per week for approximately 40 weeks.

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. Beyond the CDBG funding provided by the City, the program received numerous community donations, fundraisers, as well as funding through payroll donations made to the United Way.

Goal 7. Economic Development

The City's 5-year strategic plan also identified an economic development goal aimed at supporting the efforts of the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency. While there were no projects during the program year that were identified to allow the City to partner with these agencies to attract business or create new jobs, the City nonetheless continues to work with these agencies

throughout the year. The City's Mayor, Joseph M. Butler, Jr. and Planning and Community Development Director, Michael A. Lumbis, both serve on the WLDC Board of Directors. Future projects and funding commitments will be determined for future program years as opportunities for projects and programs arise.

Goal 8. Planning and Administration

As one can conclude from various the project descriptions above, the City has been actively implementing PY 2014, 2015, 2016 and 2017 CDBG programs and projects. The City expended a total of $70,987.86 in staff costs on Planning and Administration during the Program Year. In addition to various the project management initiatives described above, Staff developed the City's 2018 Annual Action Plan during the program year.

The City also began work on the ADA Transition Plan - Existing Conditions Data Collection and Analysis. As part of this project, the City used CDBG funds to hire a team of student interns from Clarkson University to perform an inventory of the City's sidewalk curb ramps. Under faculty guidance, the interns spent several weeks in the field during July and August 2017, collecting measurements such as ramp width, running slope, cross slope, counterslope and more for all of the City's ramps. The City will use this information in preparing its upcoming ADA Transition Plan. Another activity within the scope of this project involved City Planning and GIS staff analyzing the existing conditions data that the interns collect, creating maps based on that data and writing the first phase of an ADA Transition Plan. However, the City's GIS Department experienced 100 percent turnover during the winter/spring months of 2018. As such, the City has yet to undertake any analysis or writing related to this project.

The City also expects to include data collection and analysis for the second and third phases of the ADA Transition Plan, which will deal with municipal buildings and facilities and sidewalks respectively, on future Annual Action Plans.

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: $	Rental units rehabilitated	Household Housing Unit	129	85	65.89%	4	85	100.00%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	46	8	17.39%	8	8	100.00%
Economic Development	Economic Development	CDBG: $	Other	Other	1	0	0.00%	0	0	0
Fair Housing Education	Fair Housing	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		25	0	0.00%
Fair Housing Education	Fair Housing	CDBG: $	Other	Other	125	0	0.00%			
Homeless Assistance	Homeless	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	96		10	96	

Homeless Assistance	Homeless	CDBG: $	Homelessness Prevention	Persons Assisted	50	0	0.00%	10	0	0.00%
Homeownership Assistance	Affordable Housing	CDBG: $	Direct Financial Assistance to Homebuyers	Households Assisted	25	2	8.00%	5	2	40.00%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5700	0	89.75%	1568	0	300.94%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: $	Buildings Demolished	Buildings	2	0	0.00%	3	0	
Planning and Administration	Planning and Administration	CDBG: $	Other	Other	1	0	0.00%	1	0	100.00%
Public Services Support	Non-Homeless Special Needs	CDBG: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	225	834	370.67%	60	834	1,040.00%

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	7,452
Black or African American	456
Asian	109
American Indian or American Native	8
Native Hawaiian or Other Pacific Islander	16
Total	**8,687**
Hispanic	502
Not Hispanic	8,185

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

Narrative

The total families assisted during the 2017 Program Year was 8,687. These families were mainly assisted as a result of our Near East (Huntington St.) Sidewalk Project – Phase 2 and the ADA Accessible Sidewalk Ramp Construction Project – Phases 1 and 2. Most of this work occurred within the Near East Target Area, with some occurring in the Northwest Target Area. The geographic area of the project was large resutling in a large number of famiies assisted. The race and ethnic breakdown is as shown above in Table 2.

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	CDBG	819,505.00	886,731.77
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

The resources made available to the City of Watertown for Program Year 2017 were through the Community Development Block Grant Program administered by the U.S. Department of Housing and Urban Development. These funds included the balance of the City's PY 2014, 2015, 2016 and 2017 grants.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	5%	0.6%	Black River Apts. Project
East	5%	9.1%	Sidewalks Phase 1, Tree Planting
Near East	65%	19.5%	Sidewalks Phase 2, Ramps
Near West	0%	n/a (no longer exists)	
Northeast	10%	0.06%	Black River Apts. Project
Northwest	10%	1.9%	
West	5%	0%	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City spent a collective $147,962.19 in the Near East Target Area on the Near East (Huntington Street) Sidewalk Project Phase 2, Bus Shelter Installation and Replacement 2017 as well as various Homeownership Assistance and Owner-Occupied Rehab locations.

The City spent a collective $69,193.15 in the East Target Area on the Watertown Housing Authority Meadowbrook Apartments Sidewalk Reconstruction Project, Near East and East Target Area Sidewalk Construction Project Phase 1 and the Bus Shelter Installation and Replacement 2017 project.

The City spent a collective $14,781.08 in the Northwest Target Area on the 2016 Bus Shelter Replacement and Improvements project, ADA Accessible Sidewalk Ramp Construction Project Phase 2 and one Owner-Occupied Rehab project location.

The City spent a collective $4,598.94 in the Downtown Target Area on the ADA Accessible Sidewalk Ramp Construction Project Phase 1 and as well as one Owner-Occupied Rehab project location.

The City spent $470 in the Northeast Target Area on an Owner-Occupied Rehab location.

The City spent a total $521,351.60 on projects outside of target areas, the overwhelming majority of which were Owner-Occupied and Rental Rehabilitation project locations. This amount also includes a spot-basis demolition to prevent the spread of blight and three ADA-accessible curb ramps at an intersection that was in the Near East Target Area at the time the City adopted its 2015 Annual Action Plan, but is no longer in a target area.

Finally, the City spent a collective $33,537.80 on the following projects that had a citywide impact: ADA Transition Plan - Existing Conditions Data Collection and Analysis Phase One, Fair Housing Education Project 2016, Watertown City School District Backpack Program 2017 and the 2018 Point-In-Time Outreach and Education Initiative.

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 Black River Apartment project will be rehabilitating 115 units of rental housing, in seven buildings at six different locations throughout the City. The City was a partner in the project, providing $150,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. The architectural and engineering designs for the project were completed and the CDBG funding was drawn down in PY 2016, however the construction is still underway and will not be completed until the end of the 2018 calendar year. CDBG funds helped the project's developer leverage millions of dollars in financing to complete the project. The CDBG funding was instrumental in making the project's financing work and helped leverage several sources of funding for the project including Federal low income housing tax credits, State funding and private investment. At the conclusion of the project, a final total of the funding that was leveraged for this project will be provided.

The Watertown City School District Backpack program leveraged nearly $15,000 in local funding during the 2017-2018 school year. While the CDBG funding for the project was $5,100, the total cost of the program for the year was approximately $19,500. Additional funds were provided through community donations and fundraisers.

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.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	5	2
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**0**	**0**

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	85
Number of households supported through Acquisition of Existing Units	0	0
Total	**12**	**0**

Table 6 – Number of Households Supported

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

Program Year 2017 was the fourth year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. After spending time learning about the various program requirements and regulations and conducting environmental reviews and completing subrecipient agreements for our various housing rehabilitation programs, the City is making progress on rehabilitating units. In addition, the City supported the Black River Apartments Project by providing funding for architectural and engineering fees in PY 2016. This project, which is now underway, has resulted in the rehabilitation of 77 units to date. This project is scheduled to be complete by the end of the 2018 program year.

With the Black River Apartments Project and the City's work on rehabilitating other rental units and owner occupied units, the City exceeded our annual goals for providing affordable housing.

Discuss how these outcomes will impact future annual action plans.

These outcomes are not expected to impact our future annual action plans.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	**0**	**0**

Table 5 – Number of Households Served

Narrative Information

Update.

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's 5-Year Strategic Plan is to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City was successful in utilizing CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. In an effort to continue to develop innovative strategies to address homelessness in the region and specifically expand and improve its outreach and methodology for counting the homeless, PNHC organized five "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Home of Your Own events as successful as possible, the PNHC and the City of Watertown implemented the 2018 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a television marketing campaign was created, that included producing commercials that ran from January 8 to 25, 2018 preceding the PIT Count on January 25, 2018. The commercials' message targeted the region's non-traditional homeless population, and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

PNHC aired the commercials on four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The commercials ran for two weeks, beginning on January 8, and aired a total of 394 times.

A sixty second radio ad was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 101 spots that were on the air between January 15 and January 25, 2018.

The five Homeless No More open houses helped a total of 96 people. Forty of them identified themselves in Emergency Shelters, 50 of them were in transitional shelters, and the remaining 6 were unsheltered on that date. Through the survey data, it was possible to determine that 28 of the attendants were female and 68 were male. While it is difficult to track attendees' movements once they leave the open house and therefore difficult to determine those who were provided Continuing Access to a Service or Benefit or Improved Access to a Service, this report assumes that the attendees who filled out a PIT Count survey were able to access new or existing services as they were provided information on how to do so.

In addition, the City has continued to attend quarterly meetings of the PNHC and attends monthly PNHC PIT Committee conference calls.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter and transitional housing needs of homeless persons in the area are addressed by PNHC, the local Continuum of Care who work with the Department of Social Services as well as area non-profits. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls to continue to stay engaged on the strategies being used to combat homelessness in the City and surrounding areas.

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

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. Additionally, the PNHC has a Discharge sub-committee that actively works with public institutions on discharge procedures to ensure that individuals have housing upon release. Much progress has been made in the past year to institute policies and procedures are area institutions to help combat post-release homelessness.

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

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.

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

Actions taken to address the needs of public housing

During Program Year 2016, the City met with representatives of the Watertown Housing Authority (WHA) during the development of our 2016-2020 Consolidated Plan and our 2016 Annual Action Plan to discuss how the City could help address the needs of public housing. The result of the meeting was a proposal for a project to be included in the City's 2016 Annual Action Plan to assist the WHA with a planned sidewalk reconstruction project at the WHA's Meadowbrook Apartment Complex. The WHA Meadowbrook Apartments Sidewalk Reconstruction Project involved the reconstruction of sidewalk ramps and sidewalks at Meadowbrook Apartments along Walker Avenue and Burns Avenue. The project was completed in PY 2017 and resulted in the replacement of substandard sidewalk sections and created accessible routes of travel along the streets and from the parking areas to the various buildings and apartment units.

In addition to the above, the City has been meeting regularly since May of 2017 with the Executive Director of the WHA in addition to other local agencies such as the Development Authority of the North Country, Neighbors of Watertown and the Thousand Islands Area Habitat for Humanity to discuss housing issues within the City and potential ways to collaborate in the future to address substandard housing in the City.

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

As was noted above, the City meets regularly with the Executive Director of the WHA to discuss housing issues facing the City. One of the projects that the City has been working on collaboratively with the WHA (and others) is the implementation of the Empire State Poverty Reduction Initiative (ESPRI) Housing Program. The program aims to increase homeownership in the City and provide assistance for housing rehabilitation for low and moderate income residents.

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 PY 2017, 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.

The City included a Homebuyer Program in its Annual Action Plans for PY 2016 and 2017, aimed at assisting qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. During PY 2017, the City assisted two qualified low-to-moderate income individuals in purchasing a home.

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

During PY 2017, the City continued work on our Owner-Occupied Rehabilitation and Rental Rehabilitation programs. Both programs will help to address the primary goals of our Strategic Plan to provide decent affordable housing for the underserved population. The City plans to continue the housing rehabilitation efforts in successive years as well in order to provide decent and affordable housing for the underserved populations.

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

As noted above, the City is rehabilitating owner occupied and renter 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 PY 2017 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 Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the CDBG 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.

In March of 2016, a key staff member left the City's employment as the Department's Planning & Community Development Director retired. The City hired a replacement for the director position, by promoting the department's Senior Planner in April. While the Director position was filled, the departmental staffing remained at three people for the remainder of the program year. The department was fully staffed in late July of 2016 with the hiring of a new Senior Planner, but again dropped to three people when on of our planners resigned in September. By November of 2016, the vacancy was filled. The significant turnover during that time caused delays in project implementation and reduced the Office's capacity to deliver all activities in a timely fashion. However, now that the office has been fully staffed since November of 2016, we have made significant progress in implementing our various projects. We expect to continue to implement and complete projects during the coming year.

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, Planning Staff regularly attends 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 also participates on a local housing committee as well as a housing partnership committee between the Development Authority of the North Country and local not-for-profit housing agencies. The group is working on work on an initiative to eliminate some of the "zombie" homes in the City of Watertown and at the same time, work with families living in poverty so that they can become homeowners. Collectively, it is known as the "Housing Strategy Group." This group brings together a number of local officials and not-for-profit partners that want to see the City of Watertown prosper, including eliminating poverty for this area.

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

The City of Watertown previously researched and wrote an Analysis of Impediments to Fair Housing (AI) during PY 2015. The AI identified four major impediments to fair housing in the City including the following: 1. The influence of Fort Drum and the military's Basic Allowance for Housing makes it difficult for low-income, non-military families to find affordable housing in the City and creates a bias where landlords are eager to rent to the military. 2. The City's aging substandard housing stock limits housing choice for households with small children or people with disabilities. 3. Voucher use is concentrated in parts of the city with the oldest housing stock and highest poverty rates. 4. A general lack of knowledge

about Fair Housing rights, among both tenants and housing providers, enables the persistent imposition on undue hardships on disabled residents.

In PY 2017, the City addressed Impediment No. 4 by continuing our partnership with CNY Fair Housing. As part of the scope of services provided in an agreement with CNY Fair housing, the organization will conduct training sessions on October 12, 2018 at the Watertown Urban Mission. As part of the change in venue this year, the Urban Mission will promote the sessions among those people they assist on a regular basis, in an effort to draw tenants to attend the sessions, in addition to landlords and service providers. These classes will directly address the lack of knowledge about Fair Housing rights. Other services included in the MOU are Fair Housing advertising and CNY Fair Housing acting as the City's qualified Fair Housing Enforcement Agency.

The City completed Environmental Reviews during PY 2017 for two projects that will help to address Impediment No. 2. They include an owner-occupied housing rehabilitation program and a rental housing rehabilitation program.

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

Now that the City has entered into subrecipient agreement(s) for our owner-occupied and rental rehabilitation programs, as well as a homebuyer program, Staff will be developing and implementing 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 vests 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 the process outlined in our Citizen Participation Plan.

First, at its regular meeting held on August 20, 2018, the City Council scheduled a public hearing for September 17, 2018. On September 1, 2018, 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 City's draft CAPER was available for review and public comment. The draft CAPER was finalized and made available for public inspection on September 1, 2018 at City Hall in the Planning and Community Development Department 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 1, 2018, 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 17, 2018 at 7:30 p.m., the City Council is scheduled to hold the public hearing on the draft CAPER. Staff will provide a brief summary of the CAPER during the public hearing.

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 2017, 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