Community Development Block Grant (CDBG) Entitlement Communities Program

Annual Action Plan
Program Year 2020

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

Draft Plan – March 24. 2020

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 2020 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 fifth and final 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.

The City's 2018 Annual Action Plan emphasized two of the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. The projects identified for the year included the reconstruction of sidewalks, demolition of blighted property, owner-occupied and renter occupied rehabilitation of homes, installation of bus shelters, and a playground improvement project. The City's lower priority goals of Fair Housing

Education, Homeless Assistance and Public Services Support were also addressed through a variety of projects such as assisting the homeless with the Point-In-Time Outreach and Education Initiative, providing Fair Housing Education and assisting the Watertown City School District's Food4Families (Backpack) program that helps feed families in need .

Planning and Administration was also included in the 2018 plan. The City included funding for the overall administration of the CDBG Program and for the development of a Comprehensive Plan for the City. The City of Watertown 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 City's 2019 Annual Action Plan emphasized the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation and Homeownership Assistance. The projects identified for the year to implement these goals included the reconstruction of sidewalks and ADA ramps, demolition of blighted property, rehabilitation of owner-occupied homes and homebuyer assistance. The City's lower priority goals of Homeless Assistance and Public Services Support were also addressed by assisting the homeless with the Point-In-Time Outreach and Education Initiative and assisting the Watertown City School District's Food4Families (Backpack) program that helps feed families in need.

Planning and Administration was also included in the 2019 plan. The City included funding for the overall administration of the CDBG Program and funding to begin a rewrite of our Zoning Ordinance. As noted above, the City used 2018 CDBG funds, along with other grant funding, to develop a Comprehensive Plan for the City that will guide the City's future development. The Zoning Ordinance is the primary tool to implement the Comprehensive Plan and the City's current zoning ordinance is extremely outdated. The City will use CDBG funds to complete Phase 1 of the rewrite, which will develop a new set of land use regulations that will aid in implementing the plan's vision, guiding principles and goals.

For 2020, the City will continue to work on many of the goals stated in the Consolidated Plan, including neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, Fair Housing, homeless assistance, and support of public services. The projects that have been identified to fulfill our neighborhood stabilization and revitalization goal will include a sidewalk project and an ADA ramp replacement project. The sidewalk and ramp programs have made significant positive impacts in terms of accessibility and walkability in the neighborhoods in which they have been completed to date and the proposed projects will continue that improvement in our CDBG target areas. Continuing the owner-occupied housing rehabilitation program and the NDC Housing Program will enable the City to meet the affordable housing rehabilitation goal while a homebuyer program will enable us to meet our homeownership assistance goals. The rehabilitation of homes and the purchase of homes by first time homebuyers throughout the City have made a tremendous impact by helping to eliminate blight and providing stability in our neighborhoods.

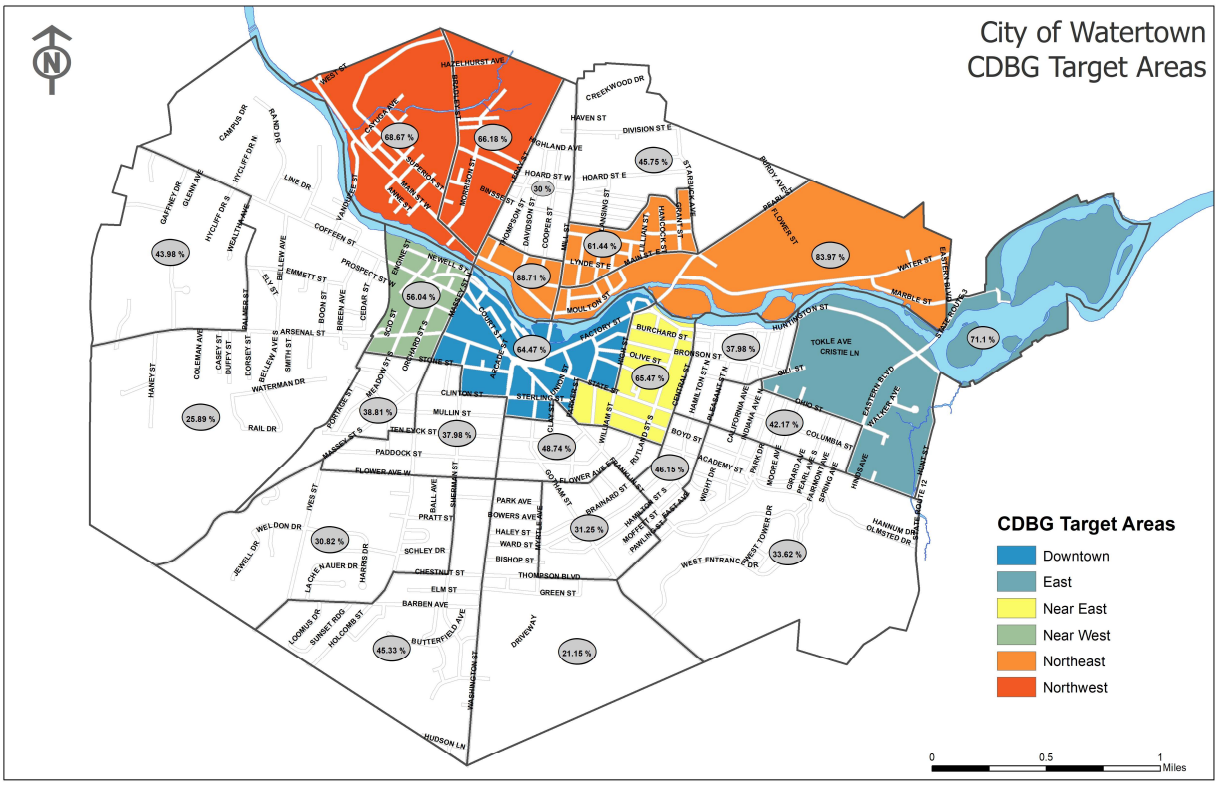
The City's lower priority goals such as Fair Housing, homeless assistance, and support of public services will also be addressed through a number of projects including a Fair Housing education program, a smoke detector program, assistance to the Watertown City School District's Food4Families program, as well as homelessness assistance in partnership with the Points North Homeless Coalition.

Our Planning and Administration goal will also be included in the 2020 Annual Action Plan with funding being allocated for the overall administration of the CDBG Program as well as additional funds for Phase 2 of the Zoning Ordinance Rewrite Project.

2. Summarize the objectives and outcomes identified in the Plan

The City will concentrate its CDBG Program this year on three high priority needs; decent affordable housing, homeownership, and public infrastructure improvements. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership. The City will also address several of our lower priority needs including fair housing, support of public services and homeless prevention.

The City has identified six neighborhoods where majorities 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. Our efforts will be widespread this year, and it is important to note that our target areas still make up a relatively compact geographic area, which is centered around downtown and extends to the northeast and northwest sides of the City. One of our main infrastructure improvements planned for 2020 will occur in the Northeast Target Area, while the housing rehabilitation programs will have a city-wide focus.



3. Evaluation of past performance

The City of Watertown is beginning its seventh year of being a CDBG Entitlement Community. During the first six years as a CDBG Entitlement Community, the City has had success with implementing 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 have been very successful at helping local property owners rehabilitate their homes and we have assisted with the rehabilitation of two large multi-family housing developments as well. In addition, the City has worked to stop the spread of blight by demolishing a number of blighted structures 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 2020 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 also contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council held a public hearing on March 2, 2020 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. Staff also presented an overview of the CDBG program and discussed the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown on February 13, 2020.

The citizen participation process also involved Staff participating in 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.

After seeking this input, a draft Annual Action plan was published and a 30-Day public comment period was scheduled in order to gather additional input from citizens. The 30-Day public comment period was held from March 24, 2020 to April 24, 2020.

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 an owner occupied rehabilitation program and providing funding assistance for rehabilitation of foreclosed homes. Neighborhood improvement suggestions included sidewalk and other infrastructure improvements. During the public hearing, a citizen made a request for infrastructure (paving) improvements to streets along the various CitiBus routes, to improve the ride while patrons are on the bus. 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 2020 Annual Action Plan was available for public comments during a 30-day public comment period that was held March 24, 2020 to April 24, 2020, 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's Annual Action plan, but there was one suggestion that was not accepted.

The suggestion not accepted was a request from a local citizen who requested infrastructure improvements in the form of repaving streets along the various bus routes throughout the City. While this is an excellent suggestion and one that would be eligible for CDBG funding, the City is not recommending allocating any funding for paving projects as part of the plan. Street paving and reconstruction projects can be extremely expensive and even just one small street reconstruction project could easily utilize all of the City's annual CDBG allocation. Given the other high priority needs identified in our Consolidated Plan, funding a street reconstruction that would utilize all or most of our annual CDBG resources would not be consistent with the plan. The City does however, have other sources of funding such as the New York State Consolidated Highway Improvement Program (CHIPS) that are utilized for paving and reconstruction throughout the City on an annual basis.

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 considered to be too expensive to be consistent with our annual spending goals for public infrastructure projects.

7. Summary

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

The projects that have been identified to fulfill the three primary goals include an owner-occupied housing rehabilitation program, a foreclosed property rehabilitation program, a first time homebuyer program, sidewalk reconstruction and ADA ramp replacement. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, purchase smoke detectors for homes in our Target Area neighborhoods, conduct 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 to provide funding for the overall administration of the program, as well as the second phase of a re-write of the City's Zoning Ordinance.

The City does not plan to designate a specific Target Area as its focus area for Program Year 2020, 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 2020 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, First Time Homebuyer and Owner-Occupied housing rehab, and Food 4 Families will all have citywide benefits.

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 2020 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 is a member of the Operations Committee, which has oversight of the Point in Time count. The Operations Committee holds a monthly meeting via conference call and City Staff has regularly participated in these meetings, gaining valuable information and knowledge that helped in developing this Annual Action plan.

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, social agencies 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 February 24, 2020.
2	**Agency/Group/Organization**	Advantage Watertown (Citizens Advisory Board)
	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. Planning Staff gave a presentation to the members of the committee on February 13, 2020, asking for input on the 2020 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 February 24, 2020.
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 February 24, 2020.
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 made via email on February 24, 2020 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 February 24, 2020.
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 February 24, 2020.

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 February 24, 2020.
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 February 24, 2020.
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 February 24, 2020.
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 made via email on February 24, 2020.
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 2020 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 February 24, 2020.
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 February 24, 2020.
15	**Agency/Group/Organization**	Town of Pamelia
	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 February 24, 2020.
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 February 24, 2020.

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 February 24, 2020.
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 February 24, 2020.
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 February 24, 2020.
20	**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 February 24, 2020.
21	**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 February 24, 2020.
22	**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 February 24, 2020.
23	**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 February 24, 2020.
24	**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 February 24, 2020.
25	**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.
26	**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 February 24, 2020.
27	**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 February 24, 2020.

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	HUD	The annual homeless persons count helps to better inform the number homeless individuals in the surrounding areas.
LWRP	City of Watertown	Strengthening pedestrian connectivity within the City's six LMI Target Areas as well as between the City's river parks overlaps with the goals of both the Local Waterfront Revitalization Program to build continued interesting the Black River and the City's goals of improving connectivity of the overall pedestrian network.

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 2020 Annual Action Plan included extensive outreach to several 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 City's low-to-moderate income population. 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 11, 2020, the City Planning Department presented to the City Council during a Work Session. The presentation updated the Council members on CDBG accomplishments over the last year and encouraged participation in the planning process for the City's Community Development Block Grant program 2020 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, explained the role of locating projects in target areas to meet a national objective, 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. The Council also asked questions about potentially using CDBG funds to pay for community policing and discussion ensued about how that would only be a permissible activity in target areas and would be limited to foot patrols.

Three weeks later, the City Council held a public hearing on March 2, 2020 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. One resident spoke to inquire if the City could use CDBG funds for street maintenance and repair and said that road conditions along one particular bus route was particularly bad. Staff explained that although street reconstruction was an eligible use, it would be an inefficient way to spend the money, as such projects are very expensive and reconstructing even a small segment of road would use the majority of funding in a given program year. Discussion ensued about other infrastructure projects the City undertakes with CDBG funds; specifically sidewalk and ADA curb ramp reconstruction, which cost less and enable the City to make impactful improvements each year.

In addition to the initial outreach and the public hearing and public meetings, City Staff participated in further 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 obtaining as much input as possible, the City published a draft Annual Action plan and held a 30-Day public comment period.

The citizen participation process was extremely beneficial to Staff as it reinforced findings from previous years' public meetings and allowed the City to develop its Annual Action Plan accordingly. It also allowed City Council members and citizens to learn more about the CDBG program.

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 February 24, 2020, 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 2, 2020. Over 25 agencies were contacted as part of this outreach effort.	The City of Watertown did not receive any responses to this email.	The City of Watertown did not receive any responses to this outreach. As such the City did not reject any comments.	

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 11, 2020, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2020 Annual Action Plan. Attendance included City Council members, the City Manager, Deputy City Clerk and various City staff.	The City Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. The Council also asked questions about potentially using CDBG funds to pay for community policing and discussion ensued about how that would only be a permissible activity in target areas and would be limited to foot patrols. Discussion also took place regarding the City's obligations to HUD as a condition of receiving the funds, such as completing a Consolidated Plan every five years, completing a Consolidated Annual Performance and Evaluation Report (CAPER) every year and spending CDBG funding in a timely manner. Further discussion took place regarding certain limits on the percentages of funding the City could spend on certain activities, such as 15 percent on Public Facilities and 20 percent on Planning and Administration.	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 2, 2020, 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.	One resident spoke to inquire if the City could use CDBG funds for street maintenance and repair and said that road conditions alone one particular bus route was particularly bad. No other comments were received.	The City only received one comment at this Public Hearing. The expensive nature of street reconstruction made it impractical to address given the amount of funds available to budget within a 12-month Annual Action 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 February 13, 2020, 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 12 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the projects proposed for the 2020 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 seventh year. Program Year 2020 will the fifth and final year of funding under our 2016-2020 Consolidated Plan. The City has been notified by HUD that the annual allocation for our CDBG program will be $920,779.

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	$920,779	$0	0	$920,779	$0	This is the City's annual allocation from HUD for the CDBG program.

Table 4 - 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.

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 undergo evaluation for potential improvement and use as neighborhood public facilities or housing for low and moderate income persons. Occasionally, the City obtains property through the tax foreclosure process. 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. The City is also including a project that will provide funding specifically for tax-foreclosed properties. The City will use this funding to help stabilize the properties until a full redevelopment plan is developed and to assist with needed environmental remediation.

Discussion

The City of Watertown will be starting its seventh 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 2020. For 2020, the City expects to be awarded $920,779 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 Northwest	Public Infrastructure Improvements Blight Elimination	CDBG: $350,000	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 1606 Persons Assisted.
2	Affordable Housing Rehabilitation	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing	CDBG: $260,0000	Homeowner Housing Rehabilitated: 8 Household Housing Units Foreclosure stabilization: 5 units
3	Homeownership Assistance	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership	CDBG: $150,000	Direct Financial Assistance to Homebuyers: 6 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	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
5	Homeless Assistance	2016	2020	Homeless	Downtown Near East East Northeast Northwest West	Homeless Prevention	CDBG: $8,500	Homelessness Prevention: 10 Persons Assisted
6	Public Services Support	2016	2020	Non-Homeless Special Needs	Downtown Near East East Northeast Northwest West	Support of Public Services	CDBG: $11,500	Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted
7	Planning and Administration	2016	2020	Planning and Administration	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership Pub. Infrastructure Blight Elimination Economic Dev. Fair Housing Public Services Homeless Prev.	CDBG: $135,779	Other: 1 Other

Table 5 - 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.
2	**Goal Name**	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and vacant foreclosed properties for low and moderate income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	**Goal Name**	Homeownership Assistance
	Goal Description	Provide homeownership assistance to low and moderate income families to increase the number of owner occupied households and to help stabilize and revitalize neighborhoods throughout the City. Priority will be given to first responders who meet the income requirements.
4	**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.
5	**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.

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

Table 6 – Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2020, the City plans to address the three primary goals identified in our Consolidated Plan; Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation and Homeownership Assistance. 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 three primary goals that the City plans to address this year: an owner-occupied housing rehabilitation program, a homebuyer program, a housing stabilization program, sidewalk and ADA ramp reconstruction. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, conduct Fair Housing education, implement a target area smoke detector program 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 provide funding for the overall administration of the CDBG Program and the second phase of a re-write of the City's Zoning Ordinance.

#	Project Name
1	Owner-Occupied Housing Rehabilitation 2020
2	Homebuyer Program 2020
3	Tilden St./Starbuck Ave. Sidewalk Project
4	North Side ADA Ramp Replacement Project Phase 2
5	Point-In-Time Outreach and Education Initiative 2020
6	Fair Housing Education
7	WCSD Food4Families 2020
8	Planning – Zoning Ordinance Update Phase 2
9	Program Administration
10	NDC Housing Stabilization Program
11	Target Area Smoke Detector Program

Table 7 – 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 three highest-priority needs that were identified during our citizen participation and outreach initiatives. The three highest-priority needs that were identified include decent affordable housing, homeownership and neighborhood stabilization and revitalization. Approximately 83 percent of our available funding for this program year has been allocated to address these top priorities. The City will use the remaining funding for planning and administration and addressing our lower priority needs, including Fair Housing, supporting public services and homeless assistance.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Owner-Occupied Housing Rehabilitation Program 2020
	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: $215,000
	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	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 2020 Owner-Occupied Rehabilitation funds will assist approximately eight low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The Owner-Occupied Housing Rehabilitation Program will offer loans and/or grants to low and moderate income homeowners to rehabilitate their 1-to-4 unit homes.

2	**Project Name**	Homebuyer Program 2020
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: $150,000
	Description	This project will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for home-ownership throughout the City, with an emphasis on our CDBG target areas. Priority for funding will be given to City police officers and firemen that meet the income qualifications.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately six low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home.

3	**Project Name**	Tilden Street - Starbuck Avenue Sidewalk Project 2020
	Target Area	Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: $250,000
	Description	The City will reconstruct approximately 1,300 linear feet of dilapidated sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. Reconstruction and installation of sidewalks will improve pedestrian travel in the City's Northwest Target Area. Due to the nature of sidewalk construction work, the necessary removal of specific trees along the project area has been identified. The City will include tree planting where appropriate.
	Target Date	06/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 738 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.
	Location Description	The City will reconstruct approximately 1,300 linear feet of dilapidating sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. This project is located in Census Tract 613, characterized as having a low to moderate income population of 83.97 percent.

	Planned Activities	The City will reconstruct approximately 1,300 linear feet of dilapidated sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. Reconstruction and installation of sidewalks will improve pedestrian travel in the City's Northwest Target Area. Due to the nature of sidewalk construction work, the necessary removal of specific trees along the project area has been identified. The City will include tree planting where appropriate.
4	**Project Name**	North Side ADA Ramp Replacement Project Phase 2
	Target Area	Northwest Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: $100,000
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. The project will provide 31 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. 24 of the 31 proposed ramps will be in Census Tract 614, in the northwest quadrant of the City, which has an estimated Disability Rate of 21.9 percent, the highest of any Census Tract in the City according to 2013-2017 American Community Survey (ACS) 5-year Estimates. The remaining seven will go along Meadow Street South in a Block Group that was formerly part of the Near West Target Area. This project will help to 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.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 868 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the four Block Groups where the new ramps will be installed. However, the primary beneficiaries of the project will be the elderly and severely disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to estimate accurately the number of elderly and severely disabled persons who will ultimately utilize the improvements.
	Location Description	The project will mostly take place at various intersections along Leray Street and Gale Street on the City's north side, with the remainder taking place at various intersections along Meadow Street South on the City's south side.
	Planned Activities	The City proposes to construct 31 ADA accessible sidewalk ramps that will serve to remove barriers and enhance the mobility of, and accessibility to, severely disabled persons. The work will consist of constructing ramps, landings, curbing, sidewalk transitions, as well as installing tactile warning plates and other related work.

5	**Project Name**	Point-in-Time Outreach and Education Initiative 2020
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: $8,500
	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 2021, 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	1/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist ten homeless families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	This project involves conducting a small marketing campaign consisting of television, radio, newspaper and internet advertising 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.

6	**Project Name**	Fair Housing Education 2020
	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	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates 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.

7	**Project Name**	Watertown City School District Food 4 Families Program 2020
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: $6,500
	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 140 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	Target Date	4/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 42 low to moderate income families, 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 42 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.

8	**Project Name**	Zoning Ordinance Re Write Phase 2
	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
	Funding	CDBG: $75,000
	Description	The City of Watertown proposes to apply CDBG funds towards Re-Writing the City's Zoning Ordinance. The City's current Zoning Ordinance dates to 1959 and is in critical need of replacement. Last year, the City programmed PY 2019 CDBG funds toward re-writing the Zoning Ordinance, and this funding will complete the project. This proposed Zoning re-write represents the primary means to implement the Comprehensive Plan.
	Target Date	6/30/2021
	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 to retain a consultant for the purpose of re-writing the City's outdated Zoning Ordinance.

9	**Project Name**	Program Administration 2020
	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: $60,779
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2021
	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.

10	**Project Name**	NDC Housing Program 2020
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	$45,000
	Description	Occasionally, the city obtains property through the tax foreclosure process. 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. This project that would provide funding specifically for tax foreclosed properties. The funding would be utilized to help stabilize the properties until a full redevelopment plan is put in place and to assist with needed environmental remediation.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately five low to moderate income families.
	Location Description	This project will take place throughout the City of Watertown
	Planned Activities	The City will use funds to stabilize tax-foreclosed properties until a redevelopment plan is put in place.

11	**Project Name**	Target Area Smoke Detector Program
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	$5,000
	Description	The funds will be used to purchase smoke detectors, and then will be installed by members of the City of Watertown Fire Department, in homes that do not have working smoke detectors that are within one of the City's Target Area neighborhoods. The Fire Department personnel will educate the occupants on the importance of having working smoke detectors in their home after they have installed them.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 families will be assisted.
	Location Description	This project will take place in the City of Watertown, in Target Area neighborhoods where LMI is 51% or greater.
	Planned Activities	The City will use funds to purchase smoke detectors.

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 2020, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

The majority of the proposed projects for 2020 will be Citywide. The Owner-Occupied housing rehabilitation, Homebuyer Program, Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, the Food 4 Families Program, Zoning Ordinance Update Phase 2, NDC Housing Program will all have citywide benefits. The City anticipates that Target Area Smoke Detector Program will have benefits across all six Target Areas.

The North Side ADA Accessible Ramp Replacement Project Phase 2 will focus on Census Tracts 614 (north side), as 24 of the 31 ramps proposed for replacement are in this Census Tract. The remaining seven ramps are in the southwest section of the City. Since Target Areas align with Block Groups and not entire Census Tracts, many of the proposed ramp locations are outside of Target Areas. Some of these are immediately adjacent to Target Areas and will still benefit residents of those Target Areas while many are further away in non-targeted parts of the City.

As such, the City is designating that approximately 60 percent of funds for this project will pay for ramps in non-targeted areas and that the Northeast and Northwest Target Areas will each receive 20 percent of its distribution. The money allocated to replace ADA ramps in non-targeted areas represents approximately 7 percent of the total Annual Action Plan expenditures. Therefore the values in the "Percentage of Funds" table immediately below will only add up to 93 percent, as it only tabulates spending within Target Areas.

Finally, the Tilden Street/Starbuck Avenue Sidewalk Project will take place within the Northeast Target Area, and has the largest budget of any project in Program Year 2020; accounting for that area's much larger percentage of funds than the other five.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	10
Near East	10
East	10
Northeast	40
Northwest	13
Near West	10

Table 8 - 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. In PY 2018 and PY 2019, the City selected projects based upon maximum impact, and will continue that strategy in PY 2020.

In addition, Neighbors of Watertown, the City's sub-recipient responsible for implementing the Owner-Occupied Rehabilitation and Homebuyer 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.

This strategy also allows greater flexibility in selecting the most appropriate ADA ramps and sidewalks for reconstruction.

Discussion

Although the City will again not designate a focus area for PY 2020, the City anticipates spending the majority of funds in the Northeast and Northwest Target Areas, as these are where the City has identified the most impactful potential projects, particularly sidewalks and ADA ramps.

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 housing program 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 housing program will also help to maintain affordable housing in the community. The owner-occupied program will help rehabilitate ten homes. The homebuyer program will allow families to purchase a home that otherwise would not be able to afford to own a home of their own.

Actions planned to reduce lead-based paint hazards

The housing rehabilitation program 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. Planning Staff works closely with 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 2020 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 provide Fair Housing services. The City has a sub-recipient agreement with Neighbors of Watertown, a not-for profit housing agency, to administer the housing programs funded with CDBG funds.

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 and ADA ramps.

Program Specific Requirements

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

Introduction

The City's rental rehabilitation program is the only source of program income for our entitlement community. The payments received to date have been spent with our next drawdown and we do not anticipate having any program income on hand at the end of this program year that has not been reprogrammed.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(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.	85.00%

Discussion

We expect that approximately 85 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 2020.