

CITY OF WATERTOWN, NEW YORK
AGENDA
TUESDAY, February 18, 2020

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Tuesday, February 18, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

Award – R. Mark Crandall

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Performance Review of City Clerk
- Resolution No. 2 - Authorizing Application for Assistance to Firefighters Grant (AFG)
- Resolution No. 3 - Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Transit Operating Expense
2. CDBG Citizen Participation Plan

NEW BUSINESS

EXECUTIVE SESSION

1. To discuss the employment history of a particular individual
2. To discuss proposed, pending or current litigation
3. To Discuss Collective Bargaining

WORK SESSION

Next Work Session is scheduled for Monday, February 24, 2020, at 7:00 p.m. at the Thompson Park Zoo Classroom

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MARCH 2, 2020.

Res No. 1

February 12, 2020

To: City Council Members

From: Jeffrey M. Smith, Mayor

Subject: Resolution of Performance Review of City Clerk

The Council Members have had an opportunity to review the accomplishments over the past year for the City Clerk.

Attached is a Resolution which provides a favorable performance review.

RESOLUTION

Page 1 of 1

Performance Review of City Clerk

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C.P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the Charter of the City of Watertown under Title III, Section 20-8 requires a performance review of the City Clerk annually with findings adopted by March 1 each year, and

WHEREAS the City Clerk, Ann M. Saunders, has provided City Council with a summary of her duties and accomplishments for the previous year, and

WHEREAS City Council determined the City Clerk has done an excellent job of carrying out the duties of her office and serving the public, and

WHEREAS the City Clerk has effectively led her staff in a professional and productive way, and

WHEREAS the City Clerk continues to work on improving the use of technology to make her office more efficient,

NOW THEREFORE BE IT RESOLVED that following an assessment and review of the City Clerk’s duties and performance, we find the City Clerk, Ann M. Saunders, has performed consistent with expectations and did an excellent job in the year.

Seconded by

Res No. 2

February 12, 2020

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: FEMA's Assistance to Firefighters Grant (AFG) Program

The City of Watertown Fire Department has actively participated in FEMA's Assistance to Firefighters Grant (FG) program since its inception. As detailed in Fire Chief Dale C. Herman's attached report, the equipment needs he would purchase total \$88,152. If approved for this grant, the City of Watertown would be required to fund 10% of the requested amount, which would come from the next fiscal year as the grant is anticipated to be awarded prior to October 1, 2020.

Attached for City Council consideration is a resolution authorizing Fire Chief Dale C. Herman to sign and submit the grant application on behalf of the City of Watertown.

RESOLUTION

Page 1 of 1

Authorizing Application for Assistance to Firefighters Grant (AFG)

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C.P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown Fire Department is seeking City Council approval to apply for grant funding under FEMA’s Assistance to Firefighters Grant (AFG) Program, and

WHEREAS the purpose of this program is for acquiring additional equipment, including new fire attack hose in various sizes and necessary appliances, such as nozzles, intake valves and foam eductors, and

WHEREAS the application, in the amount of \$88,152, with the City match being \$8,815, would provide funding for much needed equipment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the Fire Department to submit a grant application under FEMA’s Assistance to Firefighters Grant (AFG) Program, and

BE IT FURTHER RESOLVED that Fire Chief Dale C. Herman is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK
FIRE DEPARTMENT
224 SOUTH MASSEY STREET
WATERTOWN, NEW YORK 13601
OFFICE: 315-785-7800
FAX: 315-785-7821
Dale C. Herman, Fire Chief
dherman@watertown-ny.gov



TO: Mr. K. Mix, City Manager

FROM: D. Herman, Fire Chief *DCH*

DATE: February 6, 2020

SUBJECT: Update on Funding Opportunity

At the last City Council meeting, Mayor Smith requested additional information with regards to the Assistance to Firefighter Grant (AFG) opportunity. He expressed concerns that the application may have strings attached.

I will briefly outline the process and highlight known obligations, but if Council wishes to review the Notice of Funding Opportunity (NOFO) document, it is found using the following link: <https://www.fema.gov/media-library/assets/documents/185574>.

The AFG has been offered as a funding source since the 9/11 attacks. The NOFO states the intended purpose of the funding is giving priority items that are essential to providing basic fire protection and emergency medical services to communities with a high emphasis on Firefighter Safety. Our history with this funding opportunity through AFG has allowed us to purchase, turnout gear, Self Contained Breathing Apparatus, pagers, large diameter supply hose, upgrade our radios to allow for UHF trunking, and gear washers and dryers.

This year's application period is from February 3 through 5 pm on March 13 with \$315,000,000 in funds to allocate among a projected 2,500 awards. Fire Departments, non-affiliated EMS organizations and State Fire Training Academies are all eligible to submit applications.

If awarded, the grantee has 1 year from time of award to complete the funded project, must agree to provide information to NFIRS, the National Fire Incident Reporting System, follow local procurement procedures and provide routine reports about the progress of the project. The department has been participating in this reporting to NFIRS since the 1980's and all of our projects are of such a size that they can be completed within the 1 year performance period.

Following the advice of the NOFO and webinar sessions attended by fire department staff, our best chances for a successful application is to express a need that is a high priority for a Suburban agency. Based on the NOFO, the acquisition of attack hose and appliances to replace old and obsolete equipment is listed as a high priority.

Our department's needs assessment is to purchase new fire attack hose in various sizes for a budgeted total of \$77,259. Along with the hoses is a need for appliances, such as nozzles, intake valves and foam eductors for a budgeted total of \$10,893. The total project cost is \$88,152 with the City being responsible for 10% of the total project cost of \$8,815.

There is a need for both new attack hose and appliances, if we do not apply for this funding opportunity, we will need to purchase this equipment through our department operations budget.

I will not be in attendance that night due to a previous commitment.

If you have any questions, please feel free to contact me.

Res No. 3

February 11, 2020

To: The Honorable Mayor and City Council

From: Jennifer L. Voss, Senior Planner

Subject: Adopting Updated Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program

On March 20, 2017, the City Council approved the Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program. The grant provides funds for a City-wide housing rehabilitation program that funds renovations to low and moderate income homeowners of substandard housing units.

A recent review of the guidelines found an inconsistency with the Homebuyer Guidelines. The Guidelines have now been updated to be consistent with the requirements in the Homebuyer Program Guidelines. The procedures for subordinations, as well as testing an applicant's assets are now the same for both the Owner-occupied and Homebuyer CDBG programs. The income and rent limits have also been updated to reflect HUD's most recent numbers.

A resolution has been prepared for City Council consideration that adopts the updated Guidelines and Administrative Procedures for the City's Owner Occupied Rehabilitation Program.

RESOLUTION

Page 1 of 1

Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa L.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown’s Community Development Block Grant (CDBG) Annual Action Plans for the Program Years 2015-2019 have included the Owner Occupied Rehabilitation Program which provides funding for the rehabilitation of substandard housing units within the City of Watertown, and

WHEREAS Guidelines and Administrative Procedures have to be developed for this and subsequent CDBG owner occupied rehabilitation programs, and

WHEREAS the City approved the Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program on March 20, 2017, and

WHEREAS the Guidelines have been updated to be consistent with the requirements in the Homebuyer Program Guidelines,

NOW THEREFORE BE IT RESOLVED that updated Guidelines and Administrative Procedures for the City of Watertown’s CDBG Owner Occupied Rehabilitation Program, a copy of which is attached and made part of this resolution, are hereby adopted and shall become effective immediately for all owner occupied rehabilitation activities conducted with CDBG funding in the City of Watertown.

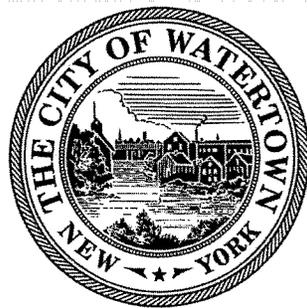
Seconded by

City of Watertown

Community Development Block Grant

Owner Occupied Rehabilitation Program Guidelines

Updated February 2020



Original version adopted by City Council

December 2017

Update adopted:

**City of Watertown
Owner Occupied Rehabilitation Program
Program Guidelines**

1.0 General Provisions

1.1 Statement of Purpose/Project Area

The purpose of this program is to improve living conditions in the City of Watertown by promoting repair and rehabilitation of the local housing stock. The primary objective is to eliminate conditions that might become hazardous to the health or safety of local residents.

Technical assistance will be provided to help property owners identify eligible improvements in their residential properties, to help determine the best way to complete the necessary improvements, to help find local contractors to perform the work, and to assure that all rehabilitation activities are completed in a satisfactory manner in compliance with applicable federal, state and local regulations.

Financial assistance will be made available to help qualified applicants pay the cost of eligible improvements that are completed under this program. Federal funding will be used to provide financing for improvements in 1-3 family owner occupied properties. The financing will be in the form of a deferred payment loan that will not be repaid if the applicant complies with all program guidelines for a period of five years after the work is completed.

A Project Review Committee will be established to review the project recommendations selected by Neighbors of Watertown, Inc. (NOWI), serving as the project administrators. The Committee will consist of applicable staff from NOWI as well as staff from the City of Watertown Planning Department. A project will not be able to proceed prior to being approved by the Project Review Committee. A project will be considered approved when the Application for Assistance and Project Agreement have been signed by staff from the City of Watertown Planning Department.

2.0 Eligibility for Assistance

2.1 General Eligibility

Assistance is available under this program for eligible improvements in any owner occupied 1-3 family residential property located in the City of Watertown. All applications for assistance must be filed by the property owner with the following documentation:

- a. Proof of ownership in the form of a deed or land contract or life tenancy agreement recorded in the Jefferson County Clerk's Office;
- b. Proof of income for each household member over the age of 18 occupying the property;
- c. Proof of payment of real estate taxes and any local service charges (i.e. water & sewer) that are currently due for all properties owned by the applicant in the City of Watertown; and
- d. Proof of adequate insurance, including flood insurance, if applicable.

Note: Income determination need not be provided for any housing unit where no work will be done or no financial assistance is being requested.

2.2 Eligibility for Rehabilitation Financing

Financial assistance is available to help pay the cost of eligible improvements in all residential units that are occupied by households who qualify as low or moderate income based on the most recent income limits at the time of application. (see 2019 income limits in Appendix A).

Vacant apartments are eligible for assistance if the property owner agrees to rent those units to households that qualify as low or moderate income at rents that do not exceed the most recent limits for the HUD Section 8 Housing Choice Voucher Program (see 2019 rent limits in Appendix A).

Financial assistance cannot be provided for improvements in housing units occupied by households that are not low or moderate income.

2.3 Property Liens

The City of Watertown will place a lien on each property where improvements are completed with assistance under this program to assure that the property owner complies with all applicable regulations during a five year regulatory period that begins when the work is completed.

- a. The property owner will sign a note and mortgage for the full amount of the CDBG financing that is provided for their property.
- b. The note and mortgage will be filed at the Jefferson County Clerk's Office to establish a lien on the property to guarantee any repayment that might be required under Section 5 of these guidelines.
- c. The mortgage will be self-amortizing at the rate of 1/60th per month as long as the applicant retains ownership of the property and complies with all other requirements of the program.

The note will be satisfied and the mortgage will be discharged when the five year regulatory period expires provided the applicant has complied with all requirements of the program or repaid a portion of the CDBG financings as required by Section 5 of these guidelines. All documents that are required to discharge the mortgage will be prepared by the property owner, with the assistance of NOWI, for review and approval by the City Comptroller.

3.0 Eligible Improvements

3.1 Priority 1: Health and Safety Improvements

Generally, Priority 1 improvements are those work items necessary to make the property safe and bring it into compliance with applicable Building Codes. When any financial assistance is provided under this program, the scope of work for that project must include all Priority 1 improvements needed in the property prior to completing any Priority 2 or 3 improvements. Those items include the following:

- a. Code Compliance – any work items required to comply with the NYS Uniform Fire Prevention Code, the NYS Building Code and all local codes for existing construction.
- b. Model Rehabilitation Standards – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- c. Plumbing Systems – any work items required to comply with the NYS Uniform Fire Prevention and Building Codes.
- d. Electrical Wiring – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- e. Heating Systems – installation or upgrading of heating systems to maintain a temperature of 68° F. (75° F for elderly).

- f. Structural – repair or replacement of any defective structural elements, including porches, foundations, support columns, bearing walls, roofs, subflooring, masonry, etc.
- g. Windows & Doors – repair or replacement of damaged windows or doors as required assuring comfort, safety, and security.
- h. Stairs & Platforms – repair or replacement of any elements of stairs or platforms that might create hazardous conditions.
- i. Lead-Based Paint – appropriate treatment of lead-based paint hazards to comply with HUD regulations at 24 CFR Part 35.
- j. Warning Systems – all residential units must be equipped with adequate smoke detectors and carbon monoxide detectors.

3.2 Priority 2: Energy Related Improvements

Energy conservation and weatherization improvements are eligible for assistance if all conditions that might lead to health or safety problems (Priority 1) are being corrected or if none exist. Some of this work can be financed through the local Weatherization Assistance Program or by EmPower New York; and all cases should be referred to those agencies in order to maximize the funding available for each project and to avoid duplication of efforts. Any energy related improvements that cannot be funded through the Weatherization Assistance Program or by EmPower can be considered as Priority 2 improvements under this program.

a. Weatherization Referral:

The Weatherization Assistance Program in Watertown is administered by the Community Action Planning Council of Jefferson County (CAPC). That agency will accept referrals and place them on its waiting list. Priority is given to lower income home owners who are elderly or handicapped and families with small children. Special consideration can also be given to applicants who are without heat and to other referrals from the Department of Social Services.

b. EmPower New York Referral:

The EmPower New York Program is administered by private contractors with funding through the NYS Energy Research and Development Authority (NYSERDA) under an agreement with the Public Service Commission. Those contractors can provide energy-related services and improvements at no cost for income-qualified households, including attic and/or wall insulation, draft reduction

measures, replacement of old inefficient appliances, installation of high-efficiency lighting and tips on how to save energy.

c. Energy Audit:

An energy audit should be conducted on each property where improvements are to be completed with CDBG financing under this program. When assistance is also being provided through the Weatherization Assistance Program, staff from CAPC will perform an energy audit. The EmPower contractor may use the results of that energy audit or perform his/her own tests to identify energy related improvements that are needed in the property.

3.3 Priority 3: Other Necessary Improvements

The following improvements are eligible for assistance only if all conditions outlined in Priorities 1 and 2 are being corrected or if none exist.

- a. Exterior Protection – repair of and painting or covering of exterior surfaces, except existing wood siding and trim may not be covered with aluminum or vinyl unless no cost-effective alternative exists.
- b. Exterior Wood Surfaces – repair of damaged or deteriorated exterior wood surfaces, including siding and trim around windows and doors, roof fascia and cornices, porches (including supports, decks, steps, and railings), etc. All rotted or broken materials should be replaced with similar materials milled and shaped to match the existing.
- c. Interior Walls and Ceilings – repair or covering of interior walls and ceilings that are damaged or deteriorated. Use of vapor barrier paints is encouraged to prevent moisture condensation within walls and ceilings adjacent to unheated spaces.
- d. Floors – repair of damaged or deteriorated floors and replacement of floor coverings that have worn out and cannot be maintained.
- e. Bathroom Fixtures – repair or replacement of bathroom fixtures, including bathtub, shower, toilet, sink and medicine cabinet and waterproof surfaces to prevent water damage to adjacent areas.
- f. Kitchen equipment – repair or replacement of cooking equipment, refrigeration equipment and work and storage areas if the existing facilities are missing, inadequate or inoperable.
- g. Exterior Walkways – repair or replacement of existing paved walkways between the structure and the street, driveway or a public

sidewalk adjacent to the property. The sidewalk may be repaired or replaced if necessary to eliminate existing hazardous conditions.

- h. Utility Laterals – repair or replacement of existing water, sewer or gas laterals provided that such work is limited to the section of lateral that is the responsibility of the property owners.

3.4 Applicable Standards

The following standards will apply to all properties where work is to be done with assistance under the Rental Rehabilitation Program.

- a. Code Compliance – when the rehabilitation work is completed, each property must comply with all applicable codes, including the NYS Uniform Fire Prevention Code, the NYS Building Code and all local codes and ordinances.
- b. Lead-Based Paint – any activities that disturb painted surfaces must comply with the regulations at 24 CFR Part 35, Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards, unless the work qualifies under the de minimis limitations detailed in §35.1350 of those regulations.
- c. Model Rehabilitation Standards – the guidelines in the Model Rehabilitation Standards produced by the Nation Center for Healthy Housing are the minimum standards for all improvements to be competed with assistance under this program.
- d. Energy Conservation – the results of an energy audit conducted by the local Weatherization Assistance Office or by the EmPower NY may be used to qualify work as Priority 2 improvements under this program.
- e. Historic Preservation – properties identified by the State Historic Preservation Office as having historic, architectural or cultural significance will be rehabilitation in accordance with the Secretary of Interior’s “Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”

3.5 Ineligible Improvements

The following improvements are not eligible for financial assistance under this Program. They may be included in a project only if the property owner contributes cash to pay the full cost of this work.

- a. Replacement of any building systems, fixtures or equipment that are determined by Neighbors of Watertown, Inc. (NOWI) to be adequate.
- b. Expansion of or addition to existing structures (including expansion into non-living space) unless required to eliminate overcrowding.
- c. Subdivision of existing space into additional dwelling units.

3.6 Contract Method

Generally, rehabilitation activities will be completed by local tradesmen working under contract to the property owner based on a detailed work write up that has been prepared by NOWI and approved by the property owner, as follows:

- a. All contractors, and any subcontractors who they retain for this work, must be approved by NOWI as qualified to participate in this program.
- b. A statement of Contractor Qualifications must be filed for each contractor or subcontractor before any contract is made for work to be completed under this program
- c. Each contractor or subcontractor must provide proof of adequate insurance coverage and must maintain such coverage as long as any work is being performed under this program.
- d. The property owner will decide which contractors are invited to submit proposals and may select any qualified contractor for the work to be performed under this program. However, financial assistance will be calculated based on the lowest cost from all acceptable proposals received for the work.

3.7 Self-Help Method

The property owner may provide the labor for some or all of the improvements to be made with assistance under this program subject to the following conditions:

- a. NOWI must be satisfied that the owner can complete the work in a competent manner and on a timely basis.
- b. The eligible cost will be limited to the actual cost of materials used on the job with no allowance for labor by the owner or others.

3.8 Combination Self-Help & Contract Method

The property owner may choose to combine the self-help and contract methods with some work items performed by contractors and other by the owner. In that

case, however, all self-help work must be completed before any CDBG funds are advanced and before any contractor is permitted to begin working on the property.

4.0 Financial Assistance

CDBG financing will be available to help pay the cost of eligible improvements in owner occupied 1-3 family residential properties that have been identified as substandard and are occupied by households that qualify as low or moderate income based on the most recent income limits at the time of application. The current income limits are listed in Appendix A.

Applications will generally be considered when all of the required eligibility documentation is provided. However, since the available funds are limited, preference will be given to those applicants who demonstrate special needs in terms of housing deficiencies or the resources they have to deal with those problems.

CDBG financing may not be provided for improvements in residential units occupied by households that do not qualify as low or moderate income or the non-residential portion of eligible properties, including garages, storage sheds or other outbuildings. However, improvements may be needed in those areas to satisfy the requirements of Section 3.1 or 3.4; and that work must be completed if any assistance is provided under this program. However, the cost of that work will be Excess Cost which is included in the Minimum Owner Contribution required by Section 4.4 of these guidelines.

4.1 Rehabilitation of Owner-Occupied Homes

For residential properties that are occupied by the owner as their primary residence, CDBG financing will be available to cover 100% of the cost of eligible improvements up to a maximum of \$25,000 per housing unit.

Rental apartments in owner-occupied properties will be eligible for assistance if they are occupied by households that qualify as low or moderate income and the rent for those apartments does not exceed the applicable rent limits. Vacant rental units can also be eligible for assistance if the property owner agrees to rent those apartments to tenants who qualify as low or moderate income with rent not to exceed the current rent limit for each unit (see Appendix A).

No CDBG financing may be provided for improvements in housing units occupied by households that are not low or moderate income.

4.2 Deferred Payment Loans

CDBG financing will be structured as a deferred payment loan, which will be available to pay 100% of the cost of eligible improvements up to a maximum of \$25,000 for each housing unit. There will be no loan repayments as long as the owner continues to occupy the property as a principal residence and complies with all program regulations.

4.3 Loan Calculation

For work to be performed by a contractor, CDBG financing will be calculated on the basis of the lowest proposal submitted by a qualified contractor. The property owner may select any contractor who is qualified to work under the program subject to the provisions of Section 4.4.c.

For self-help work provided by the property owner, CDBG financing will be calculated on the basis of the actual purchase prices of the materials only with no allowance for labor by the owner or others.

4.3 Loan Repayment and Recapture

Each applicant must agree to occupy the home as their principal residence for five years after the rehabilitation work is completed. During that regulatory period, any apartments in the property where work was done with assistance under this program must be rented to households who qualify as low or moderate income with rents (including an allowance for utilities paid by the tenant) that do not exceed the applicable rent limits (see Appendix A).

The property owner must repay a portion of the CDBG financing if the property is sold or the owner ceases to occupy it as a principal residence or if the owner fails to rent any improved apartment to qualified tenants during the regulatory period.

The repayment obligation begins at 100% of the CDBG financing when all work is completed and then reduces by 1/60th for each month that the applicant continues to occupy the property and complies with all other program regulations. No repayment will be required at the end of the five year regulatory period if all requirements of the program have been satisfied.

4.4 Minimum Owner Contribution

The property owner may be required to contribute cash to the project. The minimum owner contribution must equal any excess cost, including:

- a. The cost of ineligible improvements that are included in the project at the request of the property owner;
- b. The cost of improvements in apartments that are occupied by tenants who are not low or moderate income when those improvements are required by Section 4.1 or Section 4.4 of these guidelines or when they are included in the project at the request of the property owner;
- c. The extra cost that is incurred when the property owner selects a contractor who did not submit the lowest proposal for the final scope of work that is included in the project.

The minimum owner contribution may not be reduced by financing from other sources, including other federal or state programs. The required owner contribution must be deposited with Neighbors of Watertown, Inc. before any work can begin on the project.

4.5 Selection Criteria

Applications will be received by NOWI and recorded on a waiting list with details about the family size and household income and other information that is needed to determine priority for assistance under this program. Applicants will be selected for assistance based on their relative need using the following criteria:

- a. Properties with owners who qualify as very low income (50% of median) will be given preference over properties with owners who qualify as low income (51% - 80% of median).
- b. Properties with owners whose household income is fixed (i.e. social security, retirement, disability, etc.) will be given preference over properties with owners whose income is from sources that could increase in the future.
- c. Elderly households, single-parent households with dependent children and households with one or more members who are disabled will be given preference over all other applicants.
- d. Preference may be given to cases where emergency repairs are needed to eliminate problems that are an immediate threat to the structural integrity of the building or the health and safety of the occupants.
- e. Preference may be given to cases where serious code violations are discovered if those problems could become a threat to the integrity of the structure or the health and safety of the occupants. In those cases, all code violations must be addressed and other needed improvements should be included in the project.

4.6 Imminent Threat Situations

If unforeseen circumstances occur after work has commenced that are hazardous to the health and/or safety of the occupants or threatening to the structure, an

increase in the CDBG financing may be authorized by the Project Review Committee on the recommendation of the Housing Rehab Coordinator. In those cases, the CDBG financing may exceed the limits established in Section 3.0 of these guidelines if required to eliminate the conditions that threaten the occupants or structure. A change order, signed by the Project Review Committee, must be included in the Project File with complete documentation of the special circumstances that justify this action.

5.0 Special Conditions

The following special conditions apply in all cases where CDBG assistance is provided under this program.

5.1 Property Taxes

Before any assistance is approved under this program, all property taxes and other local charges (i.e. water & sewer) must be paid for every property owned by the applicant in the City of Watertown.

5.2 Insurance

All properties assisted through this program must be insured. The applicant must provide proof of adequate liability and hazard insurance before any assistance can be approved. Flood insurance will also be required if the structure is located within a 100 year flood plain.

5.3 Sale and Occupancy Limitation

Applicants must agree not to sell the properties that are assisted under this program for a period of five years after the rehabilitation work is completed. Owner-occupants must agree to occupy the property as their principal residence during that five year regulatory period. A pro-rated portion of the CDBG loan must be repaid to the City of Watertown if those terms are not met. That repayment obligation will decline by 1/60th each month and no repayment will be required five years after the work is completed if the owner has complied with all other requirements of the Owner Occupied Rehabilitation Program.

5.4 Rent Limitation

Owners of rental apartments where improvements are made with assistance under this program must agree to limit rents for a period of five years after all work is

completed. Apartments that are vacant when the CDBG loan is approved or become vacant during the five year regulatory period must be rented to tenants who qualify as low or moderate income with rents that do not exceed the applicable rent limit (see Appendix A). If this condition is not satisfied during the five year regulatory period, the property owner must repay a portion of the CDBG financing as detailed in Section 5.3 above.

5.5 Subordination to Other Financing

When CDBG financing is provided for rehabilitation improvements that are made under the Owner Occupied Rehabilitation Program, the City establishes a lien on the property that is secured by a note and mortgage, which are recorded in the Jefferson County Clerk's Office. That lien assures that the property owner complies with all requirements of the program during a five year regulatory period that begins when the rehabilitation work is completed.

Those liens become an issue when the property owner wants to refinance their primary mortgage or other debt that is secured by the property because the bank that is considering a new loan and will not allow its lien to be subordinate to any earlier liens on the property. That problem can only be solved by paying off the earlier loans or requesting the City of Watertown to subordinate to the new loan.

The homeowner must submit a written request to the Program Administrator to be presented to the Project Review Committee for approval.

Subordination requests will be considered under the following conditions:

- a. Mortgage refinancing – that will help the property owner by reducing the interest rate or extending the life of the loan term as long as the property value is adequate to cover the new debt (including the City lien and all other debts that remain after the refinancing). The City will not agree to subordinate to a loan with variable interest rate and will not permit refinancing that pays off other debt that is secured by the property (i.e. credit cards, auto loans, personal loans, etc.). The new loan may not exceed the balance due on the primary mortgage and other loans that are secured by the property, plus reasonable fees and closing costs.
- b. Home Equity Conversion Mortgage (HECM) – that will be made by an FHA approved lender provided that the “net equity” in the property will exceed the

value of the City lien during the five year regulatory period and all other requirements of the Project Agreement have been satisfied.

The project file must include a written request from the property owner together with all documentation required to support the subordination including a recent property appraisal, a copy of the loan application and details of all fees and closing costs for the new financing. All documents required for the subordination will be prepared by attorneys for the lender subject to review and approval by the Project Review Committee

**City of Watertown
Owner Occupied Rehabilitation Program
Administrative Procedures**

6.0 Verification of Eligibility

The following is a description of the documentation that must be collected from each applicant to determine eligibility for assistance under the Owner Occupied Rehabilitation Program. This documentation must be maintained in each Project File.

6.1 Ownership

NOWI must verify that the applicant is the owner of the property to be improved before CDBG assistance can be considered. Applicants may apply for assistance before obtaining clear title, but must prove ownership before any financial assistance can be approved.

A copy of the property deed may be acceptable as proof of ownership. The deed must be recorded in the Jefferson County Clerk's Office; and, if there is any question, the applicant may be required to submit a title report.

Land contracts or life tenancy agreements are acceptable proof of ownership if those documents are recorded in the Jefferson County Clerk's Office.

6.2 Income

NOWI must verify the current annual household income of the applicant (and each tenant in the case of rental apartments) to determine eligibility for CDBG financing. Household income must include all income from all sources for each adult member of the household (includes all persons aged 18 or older). A complete, signed copy of the latest federal tax return with all schedules and attachments (W-2, 1099, Schedule C, etc.) will always be requested as basic income documentation. The following details the additional documentation that must be collected and maintained in the project file for different types of income.

a. Salary or Wages

A complete, signed copy of the latest federal tax return including all schedules and attachments (W-2, 1099, Schedule C, etc.) with copies of current payroll stubs, statement from employers or other

documentation as required to project the current income for each household.

b. Social Security

A statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit for each household (including amounts withheld for Medicare).

c. Pensions

Statement(s) detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and other retirement benefits for each household.

d. Unemployment or Disability

Statement(s) detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be made by the Project Review Committee to reflect temporary conditions that are not an accurate reflection of the household income.

e. Personal Assets

Details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and imputed for those assets that do not generate current interest or dividends.

f. Income from Real Estate

Details of all income from other rental properties. The net amount of such income after deducting actual cash expenses related to those properties must be included in the household income.

g. Business Income

Net income from all business activities must be included in the household income. Schedule C of the federal tax return will be used to

document business income. Any non-cash expenses that have been deducted (i.e. depreciation or amortization deductions) and personal or household expenses that have been paid by the business will be added to the net business income.

h. Other Income

The Project Review Committee must decide whether adequate documentation has been provided for other sources of income that may have been received by any member of the household during the current year.

The current income limits are detailed in Appendix A. These limits are revised annually based on the median incomes established by HUD.

6.3 Insurance and Taxes

Each applicant must provide documentation to show that adequate insurance is in force for the property to be rehabilitated and that all real estate taxes and other local service charges have been paid for all properties owned by the applicant in the City of Watertown, as follows:

- a. **Hazard Insurance** - A copy of the current insurance binder must be maintained in the project file. NOWI must be satisfied that the insurance coverage is adequate for the property and the improvements to be made with assistance under this program.
- b. **Flood Insurance** - If the property is located in a 100-Year Flood Plain, adequate flood insurance must be secured and a copy of the insurance binder must be maintained in the project file.
- c. **Real Estate Taxes** - The project file must include copies of the latest tax bills (including city, county, and school taxes) stamped to show receipt of payment in full. As an alternative, NOWI may accept a written statement from each jurisdiction to document current payment of all taxes on all properties owned in the City of Watertown.
- d. **Water and Sewer Charges** - The project file must include copies of the latest water and sewer bills stamped to show receipt of payment in full. Alternatively, NOWI may accept a written statement from the City Comptroller to document current payment of these charges.

6.4 Asset Test

NOWI must determine that the property to be rehabilitated is not above the average value of owner-occupied properties in the City and that the applicant cannot afford to make the necessary improvements with their own resources, including funds in savings or checking accounts, CDs, stocks and bonds, and the net value after subtracting outstanding debt of any other real property that they own. Assets in excess of 25% of the Total Project Costs will be deemed available to assist with the rehabilitation of the property at the discretion of the Project Review Committee.

7.0 Inspection, Work Write up and Contractor Selection

The following section outlines the process that will be used to identify eligible improvements and secure proposals from qualified local contractors who will perform the work under this program. It should be clearly understood that all decisions in this process will be made by the property owner. NOWI will offer assistance and explain the requirements of the Owner Occupied Rehabilitation Program to help the applicant qualify for assistance. However, neither NOWI nor the City of Watertown assumes any responsibility or liability for decisions made by the property owner or for work that is completed with assistance under this program.

7.1 Property Inspection

NOWI will inspect the property with the owner and prepare an inspection report identifying all problems that should be addressed if assistance is to be provided under the program. All conditions that violate local codes and defects that might become health or safety hazards must be included (see Priority 1 Improvements – Section 3.1). The inspection report should also detail all energy conservation problems (see Priority 2 Improvements – Section 3.2) and other problems or defects (see Priority 3 Improvements – Section 3.3) that the property owner wants to address with assistance under this program.

7.2 Work Write up

Based on the inspection report, NOWI will prepare a work write up detailing the improvements needed to eliminate all of the problems identified in the property. The work write up cover sheet outlines the general requirements and basic terms for all projects to be completed with assistance under the program. A written description (work scope) will be added which lists each work item and specifies materials, equipment, construction methods, quantities, dimensions and other

details for the proposed improvements. The work write up should contain sufficient detail to allow contractors to submit competitive proposals.

For properties identified as having historic or architectural significance, the improvements detailed in the work scope must correspond to the Secretary of Interior's "Standards for Rehabilitation." Those work write ups must be approved by the State Historic Preservation Office (SHPO) before being released for contractor proposals.

NOWI will prepare an estimate of the cost of all improvements in the work write up for review with the property owner.

7.3 Energy Audits

An energy audit should be conducted on each property that is being considered for rehabilitation with CDBG financing under this program. That audit should include interviews with occupants of the property and special diagnostic tests to determine where excessive energy use can be eliminated and what improvements can be made that will increase the energy efficiency of the property and reduce energy costs for lower income occupants.

a. Referral to Weatherization and EmPower

Before the work write up is finalized, the property should be referred to CAPC, who administers the local Weatherization Assistance Program (WAP), and to EmPower for determination of eligibility under those programs.

b. Rehabilitation with an energy audit

When assistance is being provided through WAP or EmPower, their staff will perform an energy audit to identify work that is eligible for their funding. Any energy related improvements that cannot be funded through WAP or EmPower can be included in the work write up that is prepared for this program.

Energy audits may be secured from other sources, including private companies working for a fee, which will be an eligible project cost under this program. In that case, any energy related improvements that

are identified in the audit can be included in the work write up that is prepared for this program.

Any eligible or appropriate repairs that meet the standards for the Owner Occupied Rehabilitation Program but are not funded under WAP or EmPower New York will be included in the work write up prepared by NOWI.

7.4 Lead-Based Paint – Compliance with Part 35 Regulations

Federal regulations at 24 CFR Part 35 require that special procedures be used for rehabilitation work on properties built before 1978. If that work is financed with federal funds, painted surfaces must be tested to determine whether lead-based paint is present; and any work that disturbs those painted surfaces must be performed by contractors who are trained to use “safe work practices” that will not create a hazard for young children in the property. When all work is completed, the work site must be inspected by a “certified” inspector to assure that no dust is present that is contaminated with lead-based paint.

- a. Rehabilitation assisted with CDBG (and other HUD or RD funding) is subject to the HUD LBP rule at 24 CFR Part 35. Rehabilitation is subject to the requirements at 35.900 - .930.
- b. All renovations are also subject to the EPA Renovation, Repair and Painting Rule at 40 VFR Part 745. Effectively, this means that rehabilitation work (other than work that must be done by abatement contractors) must be done by an EPA Renovator following HUD rules.
- c. Risk assessments (by an EPA certified Risk Assessor) will be performed for any rehabilitation project where the federal assistance per unit is over \$5,000. Presumption of LPB is lieu of a risk assessment is not permitted.
- d. The results of the risk assessment will be incorporated into the work write up.

7.5 Solicitation of Proposals

NOWI will meet with the property owner and review all materials prepared to solicit proposals for work on the property, including an analysis of the grant and loan assistance that might be available based on the proposed scope of work and cost estimate. If these details are acceptable to the property owner, NOWI will be authorized to prepare a package for distribution to contractors who are qualified to complete the work. The property owner may pre-select those contractors who will

be asked to submit proposals from a list of qualified contractors provided by NOWI.

Written proposals will be received at NOWI's office on forms that are prepared for each file (Contractor's Proposal). All proposals will be opened at a specified date and time and reviewed by NOWI for completeness and acceptability under these guidelines. Proposals that are incomplete or irregular may be rejected by NOWI or the property owner.

All acceptable proposals from qualified contractors will be listed on a proposal tabulation for review by the property owner. The property owner must decide which work items will be included in the contract for his or her property. However, it should be understood that all Priority 1 items must be included if any CDBG assistance is to be provided under this program.

7.6 Selection of Contractor

The property owner may select any qualified contractor who submits an acceptable proposal for the activities detailed in the work write up. However, it should be understood that the CDBG financing will be calculated on the basis of the lowest acceptable proposal received from a qualified contractor in this process. If another proposal is accepted, the property owner will be required to pay the difference between the amount of the accepted proposal and the lowest acceptable proposal received. This excess cost will be included in the minimum owner contribution.

7.7 Contractor Qualifications

All contractors performing work under this program must be approved by NOWI based on their comparable work, credit checks and other references. The contractor must carry sufficient liability and builder's risk insurance (minimum \$1,000,000 coverage) and workers' compensation and disability insurance as required by NYS law.

8.0 Project File

When a contractor has been selected by the property owner, NOWI will assemble the project file for review by the Project Review Committee. The contents of the file are detailed below.

8.1 Application for Assistance

The following materials will constitute a complete Application for Assistance under this program:

- a. The Preapplication with documentation of income, ownership, insurance and payment of taxes and other charges.
- b. The inspection report listing all code violations and other problems identified in the property.
- c. The work write up detailing all improvements needed to eliminate the problems identified in the property.
- d. Copies of all proposals received from qualified contractors for the work.
- e. The proposal tabulation listing the contractor selected and those work items accepted by the property owner.
- f. The application for assistance detailing the sources of all funds for the proposed project.

8.2 Project Agreement

NOWI will then prepare a project agreement specifying the amount of financing awarded, any required owner contribution, and detailing all program requirements that must be met during the course of the project and for a period of five years after all work is completed. After review of the application, the Project Review Committee may approve CDBG financing for the project.

8.3 Note and Mortgage

A note and mortgage will be required to secure repayment of the CDBG financing and to assure compliance with the sale and occupancy limitation and the rent limitation detailed in Section 5 of these guidelines. Those documents will be recorded in the Jefferson County Clerk's Office.

9.0 Construction Contract

Following approval of the CDBG financing by the Project Review Committee, NOWI will prepare a construction contract for review and execution by the property owner and contractor. The following steps will be completed before the contract is executed and work is begun:

9.1 Escrow Account

In all cases where the property owner is required to contribute to the cost of rehabilitation activities, the full amount of that contribution must be delivered to NOWI for deposit in a special escrow account to be controlled by the Fiscal Department. Those funds will be used for payments to the contractor before any CDBG funds are advanced for the project.

9.2 Subcontractor Approval

Subcontractors must submit contractor qualifications and proof of insurance and be approved by NOWI and the property owner before they may work on the project.

9.3 Self-Help Method

In those cases where work will be performed by the self-help method, the owner will provide NOWI with a list of materials and equipment required for that work and the estimated cost to be incurred. NOWI will review the list and help establish a schedule of activities before any work can proceed.

9.4 Pre-Construction Conference

A conference will be held including NOWI, contractor and property owner. The construction contract may be signed after all parties have reviewed the work scope and contract provisions.

9.5 Notice to Proceed

After all insurance binders are in the project file and the owner contribution is deposited in escrow (if applicable), a Notice to Proceed Form will be given to the contractor specifying a start date and a maximum time period for completion of all construction activities.

12.0 Inspections and Payments

The following paragraphs detail the procedures to be used for inspection of the work and payments to the contractor during the construction phase. It should be understood that all decisions regarding the work and all payment requests will be made by the property owner. Neither NOWI nor the City is party to the construction contract. The city assumes

no responsibility or liability for the progress or quality of the work or for any payments to the contractor.

When each phase of the construction work is completed and the property owner is satisfied with the work, payment will be made from the escrow account or from CDBG funds that have been approved for each project. NOWI will work with the property owner during the course of the project to help assure that all requirements of these guidelines are satisfied and payments can be made when the work is completed.

12.1 Construction Inspections

NOWI will make periodic inspections of the work in progress as required by the type of activities involved in each project. These inspections should be documented in the project file to provide a record of the work and any problems that are identified during the inspections. Those reports should also be reviewed with the property owner to assure that there are not problems that have been overlooked during the periodic inspections.

12.2 Payment Inspections

An inspection of the work completed will be required before any progress payment or final payment can be considered. The property owner and the contractor should be present at all payment inspections. An inspection report will be prepared for each progress payment and for the final payment. That report will be reviewed with the property owner and the contractor to assure that both parties agree about the items of work that have been completed and for which payment is being requested. NOWI will sign the inspection report indicating compliance with the program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for the payment being requested. A payment authorization form must be completed and signed by the property owner and NOWI before any invoice is approved for payment.

12.3 Payments

Progress payments may be made when significant portions of the work are completed. Each progress payment will be considered after receipt of a detailed invoice from the contractor. A payment inspection will be conducted to verify that the work is satisfactorily completed.

Ten percent of each progress payment will be withheld until all work is satisfactorily complete; and this withheld amount will be included in the final payment. Progress payments may be considered only for work that is completed in place – there will be no payment for materials stored on site or elsewhere. In those cases where the property owner is required to contribute to the cost of the work, the owner's funds will be used for progress payments before any grant or loan funds are used. After approval of each payment by NOWI, a check will be made out to both the property owner and contractor and must be endorsed by the property owner prior to release to the contractor.

Before final payment, the contractor will supply the property owner with a copy of all equipment manuals and manufacturer's warranties and sign a Release of Liens and Warranty.

12.4 Self-Help

NOWI will inspect all work that the property owner completes by the self-help method to assure that the work is properly done and all requirements of these guidelines are satisfied. An inspection report will be completed and signed by NOWI and the property owner for each payment.

Payments for work completed by the self-help method will be made based on the original supplier's invoices for materials used on work items actually completed and in place. All invoices should be clearly labeled with the address of the property being rehabilitated, a detailed listing of all materials and the date the materials were purchased or delivered.

12.5 Change Orders

Change orders will be considered only for unforeseen problems that are found during the course of the work. However, no change order will be considered unless the change is necessary to complete the activities that were included in the approved scope of work for which CDBG assistance was awarded.

The property owner or the contractor must advise NOWI when problems are identified that require a change order. An inspection will be conducted and an inspection report prepared to document the problem, outline the work required and detail the cost proposed by the contractor to resolve the problem.

If all parties agree with the proposed change, NOWI will prepare a Change Order Form for consideration at the next meeting of the Project Review Committee. Any increase in the project cost must be approved by the Project Review Committee before CDBG funds can be used for a change order. If additional owner contribution is required, that amount must be deposited in the escrow account before the contractor is permitted to work on those activities cover by the change order.

12.6 Final Payment

A request for final payment will be considered only after all work included in the construction contract has been completed to the satisfaction of the property owner. A final inspection will be conducted with the property owner and the contractor; and inspection report will be prepared documenting the status of all activities. NOWI will sign the inspection report indicating compliance with the program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for payment. A payment authorization must be signed by the owner and NOWI before the final payment is approved. Before the final payment is released, the property owner will sign a Certificate of Completion Form; and NOWI will prepare a Disposition of Funds report. The final payment will include all amounts withheld from progress payments during the course of the work. The final check will be made payable to the property owner and contractor and must be endorsed by the owner before delivery to the contractor. The contractor must deliver a Release of Liens and Warranty and Lead Clearance, if applicable, before the check is released.

APPENDIX A
City of Watertown
Owner Occupied Rehabilitation Program

HOUSEHOLD INCOME LIMITS FOR CDBG FINANCING ELIGIBILITY
 Applicable to the Watertown-Fort Drum Metropolitan Statistical Area in NYS

(Effective June 28, 2019)

Family Size	80% of Median	50% of Median
1 Person	\$38,000	\$23,750
2 Person	\$43,400	\$27,150
3 Person	\$48,850	\$30,550
4 Person	\$54,250	\$33,900
5 Person	\$58,600	\$36,650
6 Person	\$62,950	\$39,350
7 Person	\$67,300	\$42,050
8 Person	\$71,650	\$44,750

Income limits for households larger than eight persons are determined by adding \$4,050 (80% of Median) or \$2,550 (50% of Median) for each additional person in the household. These figures are adjusted annually to match the income limits established by the U.S. Department of Housing and Urban Development for the Section 8 Rental Assistance Program.

APPENDIX B

REHAB STANDARDS FOR SINGLE-FAMILY STRUCTURES

*Model Document Developed by the National Center for Lead-Safe Housing
(Incorporates changes to implement the new HUD Lead-Based Paint Regulation)*

I. INTRODUCTION

A. MISSION AND HOUSING VALUES

Our Program's mission is "to eliminate neighborhood blight through renovation and demolition while providing lower income families with safe, secure and affordable homes." The order of values that flow from this mission for this program are as follows:

- Performance and durability;
- Historically sensitive exteriors;
- Economic life cycle costs;
- Affordable operating costs;
- Balanced initial costs; and
- Lead-Safe homes.

B. APPLICABLE LAWS AND REGULATIONS

Our Program intends to construct and maintain homes in full compliance with the following statutory and regulatory requirements:

- Building Code: BOCA existing structures code 1994 edition
- Housing Code: The local housing code.
- Federal Housing Code: Housing Quality Standards.
- Life Safety Code: Life Safety Code
- HUD Lead-Based Paint Regulation (24 CFR Part 35)

Our Program shall seek guidance and strive to conform to the following codes if financial resources are available for a specific project:

- Energy: Model Energy Code.
- Accessibility: ANSI standards for handicapped accessibility.
- HAZMAT: HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing.
- Building Code: International Building Code 1-4 Unit Dwelling Code
- Exceptions: On a case-by-case basis deviations from the minimum requirements of this standard will be permitted with approval of the appropriate local agency.

II. SITE IMPROVEMENTS

SOIL TREATMENTS FOR LEAD HAZARDS

Repair Standard: Interim standards – 1 year – will require monitoring to ensure continued effective control methods. Replacement – 20 years.

Play Areas: Bare soil play areas shall be tested for lead content. Any bare soil over 400 PPM in lead shall be covered with a reinforced landscape cloth and impermanent surface covering e.g. gravel, bark, sod, or artificial turf containing not more than 200 PPM. Loose impermanent covering such as bark or gravel shall be applied in a thickness of not less than 6 inches.

Other Bare Soil: Bare soil outside of play areas shall be tested for lead content. Any bare soil over 2000 PPM in lead and totaling more than 9 square feet per property shall be covered with a reinforced landscape cloth or other impermanent surface covering containing not more than 200 PPM in lead, an interim control measure which prevents children's access to the bare soil.

NOTE: Soil lead levels above 5000 PPM require abatement.

TREES

Repair Standard: Minimum Life: NA

Trees that are too close to the structure or threaten the structure shall be trimmed or removed.

Replacement Standard: NA

No landscaping is permitted.

OUTBUILDINGS

Repair Standard: Minimum Life: 1 year

Unsafe and blighted structures, including outbuildings, sheds, garages and barns, will be removed if it is not financially feasible to complete the repairs required to make them structurally sound and leak free with lead hazards stabilized.

Replacement Standard: NA

No replacement of outbuildings is allowed.

PAVING AND WALKS

Repair Standard: Minimum Life: 5 years

Badly deteriorated, essential paving, such as front sidewalks, will be repaired to match. Nonessential deteriorated paving such as sidewalks that are unnecessary, will be removed and appropriately landscaped.

Replacement Standard: Essential walks and drives shall be replaced with concrete.

III. EXTERIOR SURFACES

EXTERIOR LEAD HAZARDS

Repair Standard: All exterior paint shall be stabilized using lead-safe practices

Replacement Standard: Leaded components shall be replaced or the paint removed to create a lead-free exterior.

EXTERIOR STEPS AND DECKS

Repair Standard: Minimum Life: 5 years

Steps, stairways, and porch decks will be structurally sound, reasonably level, with smooth and even surfaces.

Replacements Standard: 20 years

New steps and stairways shall be constructed of preservative treated lumber in conformance with the CAB code. Porch decks shall be replaced with tongue and groove pine.

EXTERIOR RAILINGS

Repair Standard: Minimum Life: 5 Years

Handrails will be present on one side of all interior and exterior steps or stairways with more than two risers, and around porches or platforms over 30" above ground level. Railing repairs will be historically sensitive.

Replacement Standard: Minimum Life: 10 Years

Railings shall be wrought iron or preservative treated lumber.

EXTERIOR CLADDING

Repair Standard: Minimum Life: 10 Years

Siding and trim will be intact and weatherproof. All exterior wood components will have a minimum of two continuous coats of paint, and no exterior painted surface will have any deteriorated paint.

Replacement Standard: Minimum Life: 20 Years

Historically sensitive vinyl siding over house wrap.

EXTERIOR PORCHES

Repair Standard: Minimum Life: 10 Years

Unsafe or unsightly porches will be repaired to conform closely to historically accurate porches in the neighborhood.

Porch repairs will be structurally sound, with smooth and even decking surfaces.

Replacement Standard: Minimum Life: 10 Years

Deteriorated porches shall be rebuilt with preservative treated structural lumber and tongue and groove pine decks.

EXTERIOR HARDWARE

Repair Standard: NA Minimum Life: 10 Years

Replacement Standard: Every dwelling unit will have a mailbox, or mail slot, and minimum 3” high address numbers at the front door.

IV. FOUNDATIONS AND STRUCTURE

FOUNDATIONS

Repair Standard: Minimum Life: 20±Years

Foundations will be sound, reasonably level, and free from movement.

Replacement Standard: NA

STRUCTURAL WALLS

Repair Standard: Minimum Life: 15 Years

Structural framing and masonry shall be free from visible deterioration, rot, or serious termite damage. be adequately size for current loads. Prior to rehab, all sagging floor joists or rafters will be visually inspected. and significant structural damage and its cause will be corrected.

Replacement Standard: NA

FIREWALLS

Repair Standard: Minimum Life: 5 Years

Party walls shall be maintained without cracks and plaster deterioration and covered with 5/8" type X gypsum. glued and screwed to studs.

Replacement Standard Minimum Life: 10 Years

When frame walls and floors adjoining other dwellings are gutted, new wall finish installations will conform to local requirements for fire ratings.

V. WINDOWS AND DOORS

EXTERIOR DOORS

Repair Standard: Minimum Life: 10 Years

Doors shall be solid, weather striped. operate smoothly. including a peep site, a dead bolt, and an entrance lock set.

Replacement Standard: Minimum Life: 10 Years

All replacement doors at the front of the property will be historically sensitive. Steel six panel doors may be installed at entrances not visible from the front street. Dead bolt locks will be installed on all doors.

WINDOWS

Repair Standard: Minimum Life: 10 Years

All single glazed windows shall be covered by a storm sash in which the meeting rail matches up with the prime window. Operable windows shall have a locking devise and mechanism to remain partially open. *Dilapidated lead-containing windows should be replaced whenever the budget allows.*

Replacement Standard: Double-glazed, double or single hung. PVC, low E, one over one, with historically sensitive snap-in grids and a minimum R-value 2.

WINDOW REPLACEMENT

Repair Standard: NA

Replacement Standard: Minimum Life: 20 Years

Bedrooms, kitchens and baths shall have one operable window with a screen.

INTERIOR DOORS/PLACEMENT

Repair Standard: Minimum Life: 10 Years

All bedrooms, baths and closets shall have well operating doors.

Replacement Standard: Minimum Life: 10 Years

Hollow core, pressed wood product with brass plated bedroom lockset.

VI. ROOFING

PITCHED ROOFS

Repair Standard: Minimum Life: 10 Years

Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs. Slate roofs shall be repaired when at all possible. Antennae shall be removed.

Replacement Standard: Minimum Life: 25 Years

Fiberglass asphalt, 3 tab, class A shingles weighing at least 200 and up to 240 lbs. with a prorated 25 year warranty with; continuous ridge vent.

FLAT AND LOW SLOPE ROOFING

Repair Standard: Minimum Life: 10 Years

Built-up roofing, flashing and accessories shall be repaired wherever a 5-year leak free warranty is available from a certified roofing company.

Replacement Standard: Minimum Life: 20 Years

Fully adhered EPDM over 1/2" insulation board.

VII. INSULATION AND VENTILATION

INSULATION

Repair Standard: NA

Replacement Standard: Minimum Life: 15 Years

Attic areas and crawl space will be insulated. The goal for attic insulation is R38, and for

crawl spaces R 19. Frame walls will be insulated if the wall finish is removed. Plastic vapor barriers will be placed over bare soil in crawl spaces.

ATTIC VENTILATION

Repair Standard: NA

Replacement Standard: Minimum life: 20 Years

Attics will be ventilated with a minimum of 1 square foot of free vent for each 300 square feet of roof area.

KITCHEN VENTILATION

Repair Standard: NA

Replacement Standard: Minimum Life: 5 Years

Range hoods or exhaust fans shall be exterior ducted set with less than 20 soles and at least 120 (TM).

BATH VENTILATION

Repair Standard: NA

Replacement Standard: Minimum Life: 5 Years

Exterior ducted 70 CFM. 20 soles with separate switch in all full baths.

VIII. INTERIOR STANDARDS

LEAD-CONTAINING COMPONENTS

Repair Standard: Lead-containing walls, trim, doors and cabinets must have any deteriorated paint stabilized using lead-safe measures. As an alternative, a liquid encapsulant can be applied on such components when the surface is deemed suitable for such coatings.

Replacement Standard: At the owner's request, when funding is sufficient, lead-containing walls, trim, doors and cabinets identified during a lead-paint inspection can be replaced or enclosed as appropriate.

FLOORING

Repair Standard: Minimum Life: 3 Years

Bathroom and kitchen floors shall be rendered smooth and cleanable using polyurethane or by being covered with water-resistant vinyl flooring or smooth and cleanable. Damaged wood floors will be repaired. Basement floors shall be continuous concrete.

Replacement Standard: Minimum Life: 6 Years

Baths shall receive vinyl sheet goods over plywood underlayment. Kitchens shall be vinyl composition tile over plywood underlayment. New basement slabs shall be at least 3" thick and a 6-mil vapor barrier.

CLOSETS

Repair Standard: Minimum Life: 5 Years

All bedrooms shall have closets with a door, clothes rod, and shelf.

Replacement Standard: Minimum Life: 15 Years

All bedrooms shall have 4' long by 2' wide closets with bi-fold door and wire shelf.

INTERIOR WALLS AND CEILINGS

Repair Standard: Minimum Life: 5 Years

All holes and cracks shall be repaired to create a continuous surface and any deteriorated paint should be stabilized using lead-safe measures.

Replacement Standard: Minimum Life: 10 Years

Walls shall be plumb, ceiling level with a smooth finish on at least 1/2" gypsum.
Additional Reference: American Gypsum Association

HAZMAT

Repair Standard: Minimum Life: NA

Asbestos and lead paint hazards, when identified, shall be addressed in conformance with applicable local, state, and federal laws. Rehabilitated properties shall be cleaned to pass a Lead Dust clearance test to the levels prescribed by HUD regulations.

IX. ELECTRIC

SERVICE

Repair Standard: Minimum Life: 10 Years

Main distribution panels shall have a main disconnect, at least 7 circuits. a 100 amp minimum capacity and be adequate to safely supply power to all existing and proposed electrical devices.

Replacement Standard: Minimum Life: 15 Y ears

150 amp, main disconnect panel with at least 16 circuit breaker positions.

EXTERIOR ELECTRIC

Repair Standard: Minimum Life: 7 Years

All entrances will be well lighted and either switched at the interior side of the door, or the light will be controlled by a photoelectric cell. Motion actuated security lighting will be installed at the rear and sides of properties where it will increase safety. All dwelling units will have at least one exterior, GFCI protected, electrical receptacle.

Replacement Standard: NA

INTERIOR ELECTRIC DISTRIBUTION

Repair Standard: Minimum Life: 7 Years

Exposed knob and tube shall be replaced. Every room will have a minimum of two duplex receptacles, placed on separate walls and one light fixture or receptacle switched at each room entrance. Where the source wiring circuit is accessible (i.e. first floor above basements, in gutted rooms, etc.), receptacles will be grounded. All switch, receptacle. and junction boxes shall have appropriate cover plates Wiring shall be free from hazard and all circuits shall be properly protected at the pane Floor receptacles shall be removed and a metal cover plate installed.

Replacement Standard: Minimum Life: 15 Years

When a room's wall finishes are removed it shall be rewired to the latest version of the National Electric Code.

GROUND FAULT CIRCUITS

Repair Standard: NA Minimum Life: 5 Years

Replacement Standard: Basement and kitchen receptacles within 6 feet of a sink, all bath receptacles and at least one exterior receptacle shall be protected by a GFCI.

KITCHEN ELECTRIC DISTRIBUTION

Repair Standard: NA Minimum Life: 7 years

Replacement Standard: Permanently installed stoves, refrigerators, freezers, dishwashers and disposals, washers and dryers shall have separate circuits sized to NEC. Two separate 20-amp counter circuits are required with each kitchen area.

STAIRWELL LIGHTING

Repair Standard: NA Minimum Life: 7 Years

Replacement Standard: All common halls and stairways between living space must be well lighted with a fixture controlled by 3 way switches at both ends of the hall or stairway.

ALARMS

Repair Standard: NA Minimum Life: NA

Replacement Standard: Minimum Life: 5 Years

Directly wired fire and smoke detectors shall be installed on all sleeping floors.

X. PLUMBING SYSTEM

WATER SUPPLY

Repair Standard: Minimum Life: 5 Years

All fixtures must be: supplied with 3-gallons/minute water flow.

Replacement Standard: Minimum Life: 20 Years

All inoperable or leaky main shut off valves shall be replaced. Lead pipe and exposed galvanized pipe shall be replaced with copper pipe.

DRAIN, WASTE, VENT LINES

Repair Standard: Minimum Life: 15 Years

Waste and vent lines must function without losing the trap seal.

Replacement Standard: Minimum Life: 20 Years

PVC replacement lines shall be installed in accordance with the most recently approved version of the mechanical code.

PLUMBING MINIMUM EQUIPMENT

Repair Standard: Minimum Life: 7 Years

Every dwelling unit shall have a minimum of one single bowl sink with hot and cold running water in the kitchen and at le one bathroom containing a vanity with a sink, and a shower/tub unit, both with hot and cold running water, and a toilet.

Replacement Standard: Minimum Life: 20 Years

Additional References: Local housing code.

PLUMBING FIXTURES

Repair Standard: Minimum Life: 7 Years

All fixtures and faucets shall have all working components replaced.

Replacement Standard: Minimum Life: 20 Years

Single lever, metal faucets and shower diverters with 15-year drip-free warranty. Ceramic toilets, double bowl stainless steel sinks, fiberglass tub surrounds and steel enameled 5' tubs.

WATER HEATERS

Repair Standard: Minimum Life: 5 Years

Each dwelling unit shall have a gas fired water heater. The minimum capacity for units with two bedrooms or less shall be 30 gallons; larger units shall have a minimum capacity of 40 gallons. Insulation jackets shall be present unless the installation poses a safer concern. Water heaters shall have pressure relief valves with drip legs that extend to within one foot of the floor. Expansion tanks will be included with the installation of new water heaters.

Replacement Standard: Minimum Life: 8 Years

High efficiency, pilot less, gas fired water heaters with at least R-7 insulation and an 8-year replacement warranty.

XI. HVAC

HEATING PLANT

Repair Standard: Minimum Life: 10 Years

Inoperative, hazardous or inefficient (less than 60% AFUE) heating plants shall be repaired and altered to perform at least 75% efficiency. Setback thermostats are required.

Replacement Standard: Minimum Life: 20 Years

Gas and oil fired plants shall be rated at 85% AFUE or better. Heat pumps shall be rated at

12 SEER or better. Setback thermostats are required.

DISTRIBUTION SYSTEM

Repair Standard: Minimum Life: 10 Years

Duct work and radiator piping shall be well supported, insulated in unconditioned space and adequate to maintain 680 F measured 36” off the floor when the outside temperature is -50F, (the average yearly minimum) in all habitable and essential rooms.

Replacement Standard: Minimum Life: 20 Years

All ductwork shall be insulated to R-4, seams sealed and run in concealed space.

CHIMNEY REPAIR

Repair Standard: Minimum Life: 15 Years

Unsound chimneys shall be repaired or removed. When chimneys are to be used to combustion ventilation, they shall be relined.

Replacement Standard: Minimum Life: 20 Years

Fireplace flues may not be reconstructed in this program. Replacement furnace flues shall be metal double or triple walled recommended by the furnace manufacturer.

AIR CONDITIONING

Repair Standard: Minimum Life: 3 Years

Air conditioning is beyond the scope of this program except in cases of documented medical need for cooling and/or preventative filtration.

The following parties agree that this standard meets all applicable local and state ordinances and laws, and provides adequate protection against health and safety hazards.

Housing Code Office _____
Health Department _____
Plumbing Inspection Dept. _____
Dept. of Community & Economic Development _____
Community Organization _____
Our Program _____

APPENDIX C

CITY OF WATERTOWN OWNER OCCUPIED REHABILITATION PROGRAM

RENT LIMITS FOR APARTMENTS WITH CDBG ASSISTANCE
Applicable to the Watertown-Fort Drum Metropolitan Statistical Area in NYS

(Effective June 28, 2019)

<u>Unit Size</u>	<u>Fair Market Rent</u>
0 Bedroom	\$748 / month
1 Bedroom	\$880 / month
2 Bedroom	\$1,164 / month
3 Bedroom	\$1,460 / month
4 Bedroom	\$1,672 / month

The Rent Limits listed above are 100% of the Fair Market Rents (FMR) established by the U.S. Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Program. They apply to gross rents, including shelter rent and the cost of utilities (except telephone) that are paid by the tenant in qualified apartments. These figures are adjusted annually based on Census data updated by random digit dialing (RDD) telephone surveys and set at the 40th percentile of standard quality rental housing in Jefferson County in New York State.

For apartments with more than 4 bedrooms, the Rent Limits are calculated by adding 15% to the 4 bedroom Rent Limit for each extra bedroom.

Interoffice Memorandum



To: Ken Mix, City Manager

From: Patrick Keenan, Superintendent, Public Works

Date: February 11, 2020

Subject: Staff Report Regarding Transit Operating Expense

Mr. Mix; At a recent Council meeting, the question was raised concerning the cost to operate the Arsenal Street CitiBus route as part of a larger discussion on the expansion of the CiiBus services to points West of Salmon Run Mall. The answer to the first question regarding the operating cost can be found in our annual National Transit Database Report which shows for 2018, the operating expense per vehicle revenue hour was \$86.89.

With respect to broader discussion regarding future expansion of the transit system, the Watertown-Jefferson County Transportation Council sponsored Network Refinement Study recommends a phased approach to implementing expanded regional transit service. The first phase would see CitiBus expand to serve Fort Drum as well as additional destinations just west of the City on Route 3. The City is taking steps to establish a Mobility Management service which would have as its primary focus, the phased implementation of the recommendations from this study. Central to any discussion of system expansion beyond the City borders is need to identify Federal, State and Regional funding sources which would relieve City taxpayers of any additional expense associated with expanded service.

A copy of the Draft refinement study is available through MPO website at: [https://www.wjctc.org/images/Network Refinement and Recommendation Report Final.pdf](https://www.wjctc.org/images/Network_Refinement_and_Recommendation_Report_Final.pdf)

City of Watertown NY dba CitiBus

2018 Annual Agency Profile

General Information

Urbanized Area (UZA) Statistics - 2010 Census

Watertown, NY
41 Square Miles
57,840 Population
455 Pop. Rank out of 498 UZAs

Service Area Statistics

17 Square Miles
28,266 Population

Service Consumption

116,060 Annual Unlinked Trips (UPT)

Service Supplied

138,698 Annual Vehicle Revenue Miles (VRM)
12,986 Annual Vehicle Revenue Hours (VRH)

Database Information

NTDID: 20215

Reporter Type: Reduced Reporter

Financial Information

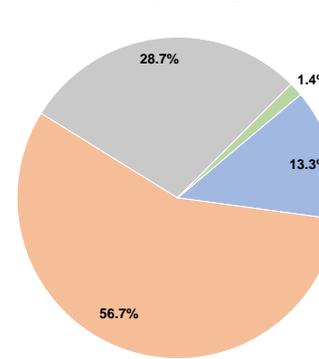
Sources of Operating Funds Expended

Fare Revenues	\$133,058	13.3%
Local Funds	\$569,045	56.7%
State Funds	\$287,765	28.7%
Federal Assistance	\$0	0.0%
Other Funds	\$14,025	1.4%
Total Operating Funds Expended	\$1,003,893	100.0%

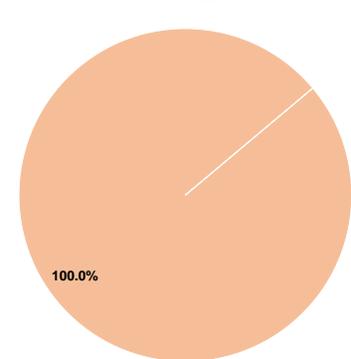
Sources of Capital Funds Expended

Fare Revenues	\$0	0.0%
Local Funds	\$36,361	100.0%
State Funds	\$0	0.0%
Federal Assistance	\$0	0.0%
Other Funds	\$0	0.0%
Total Capital Funds Expended	\$36,361	100.0%

Operating Funding Sources



Capital Funding Sources



Modal Characteristics

Operation Characteristics

Vehicles Operated at Maximum Service

Mode	Directly Operated	Purchased Transportation	Operating Expenses	Fare Revenues	Uses of Capital Funds	Annual Unlinked Trips	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Average Fleet Age in Years ^a
Demand Response	-	2	\$125,560	\$25,680	\$0	8,629	25,680	2,877	6.5
Bus	3	-	\$878,333	\$107,378	\$36,361	107,431	113,018	10,109	13.8
Total	3	2	\$1,003,893	\$133,058	\$36,361	116,060	138,698	12,986	

Performance Measures

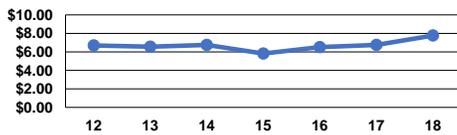
Service Efficiency

Mode	Operating Expenses per Vehicle Revenue Mile	Operating Expenses per Vehicle Revenue Hour
Demand Response	\$4.89	\$43.64
Bus	\$7.77	\$86.89
Total	\$7.24	\$77.31

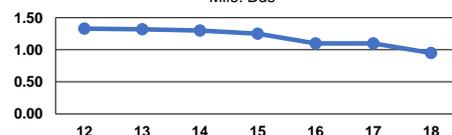
Service Effectiveness

Mode	Operating Expenses per Unlinked Passenger Trip	Unlinked Trips per Vehicle Revenue Mile	Unlinked Trips per Vehicle Revenue Hour
Demand Response	\$14.55	0.3	3.0
Bus	\$8.18	1.0	10.6
Total	\$8.65	0.8	8.9

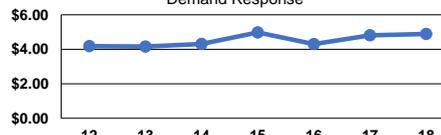
Operating Expense per Vehicle Revenue Mile: Bus



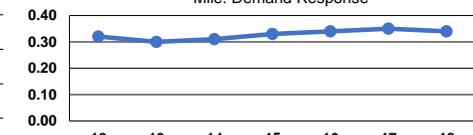
Unlinked Passenger Trips per Vehicle Revenue Mile: Bus



Operating Expense per Vehicle Revenue Mile: Demand Response



Unlinked Passenger Trips per Vehicle Revenue Mile: Demand Response



Notes:

^aDemand Response - Taxi (DT) and non-dedicated fleets do not report fleet age data.

February 11, 2020

To: The Honorable Mayor and City Council
From: Michael A. Lumbis, Planning and Community Development Director
Subject: CDBG Citizen Participation Plan

One of the required tasks identified during the a recent monitoring of the Community Development Block Grant Program was to amend the City's adopted Citizen Participation Plan for the program to include language defining a Low-to-Moderate Income (LMI) Neighborhood. Planning Staff subsequently took the opportunity to review the plan in its entirety and make other updates and edits where appropriate.

Readopting the plan requires a public hearing and a public comment period. Staff recommends that City Council schedule the public hearing for 7:30 p.m. on Monday, March 16, 2020. The public comment period will close on March 15, 2020.

Any public comments must be addressed in the final document, which Staff will present to the City Council for adoption on April 6, 2020.